



2024 Community Development Program Application Guidelines

\$2.2 million available:

Community Development Block Grant (CDBG)
HOME Investment Partnerships (HOME)
HOME American Rescue Plan (HOME ARP)

Key Dates:

Information Session: October 9, 2022 at 11 AM
Pre-Applications Due: October 31, 2023 at 5 PM
Applications Due: December 15, 2023 at 5 PM

Application Contacts:

For all questions: cdbg@cityofvancouver.us
Samantha Whitley, samantha.whitley@cityofvancouver.us
Ann Hawkins, ann.hawkins@cityofvancouver.us
Hayley Woodbridge, hayley.woodridge@cityofvancouver.us
Tasha Slater, tasha.slater@cityofvancouver.us

City of Vancouver Economic Prosperity and Housing

P.O. Box 1995 Vancouver, WA 98668-1995
www.cityofvancouver.us/cdbg

Table of Contents

Introduction	3
Eligible Projects	4
Available Funding By Project Type	5
Accessing The Application	6
Timeline	6
Mandatory Pre-Application Workshop	6
Questions	6
Funding Period – 2024 Program Year	7
Project Eligibility Requirements	7
Other Programmatic Requirements	8
Funding Terms	9
Zoomgrants Information	10
Prioritization Process	10
Prioritization Factors	10
Appendix A: Income And Rent Limits	12
Appendix B: Application Scoring Guide	13
Appendix C: City Of Vancouver 2024-2028 Consolidated Housing And Community Development Plan Goals	16
Appendix D: Preapplication Questions And Required Submittal Documents	17
Appendix E: Application Questions And Requirement Submittal Documents	18

INTRODUCTION

The City of Vancouver is accepting applications for the 2024 Economic Prosperity and Housing funding cycle. The City anticipates making approximately **\$2.2 million** available from the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs including HOME American Rescue Plan (HOME ARP) for eligible housing and community development projects. The federal funds through CDBG and HOME will be available July 2024.

The City's Housing funds support projects and programs that benefit people experiencing low to moderate income and create lasting community improvements. Please refer to Appendix A, [page 12](#), in the appendix for program income limits and guidance for all funding sources.

Staff will assist in determining the funding source based on the type of project, funding available, and alignment with program objectives.

Community Development Block Grant (CDBG) – Federal funds – \$950,000

- Benefits people experiencing low- to moderate- income (80% of the area median income (AMI) or less) by funding projects that revitalize neighborhoods, increase affordable housing, expand economic opportunities, and/or improve community facilities and services.

HOME Investment Partnerships Program (HOME) – Federal funds – \$750,000

- Supports a wide range of activities that build, buy and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to people experiencing low-income (60% AMI for rental units or 80% AMI for homeowner units)

HOME American Rescue Plan (HOME-ARP) – Federal funds - \$500,000

- Funds must benefit qualifying individuals and families who are homeless or in other vulnerable populations. Eligible activities include tenant-based rental assistance (TBRA) and provision of supportive services.

ELIGIBLE PROJECTS

CDBG AND HOME PROJECTS

1. **Housing Acquisition, Construction and Rehabilitation Projects (HOME)**

Housing projects that increase and preserve affordable housing opportunity for households experiencing low-income and people experiencing homelessness through the acquisition, construction or rehabilitation of rental or homeowner housing and homebuyer assistance programs. Housing assisted with City of Vancouver funds must include units meeting the following affordability requirements:

- Rental housing: At or lower than 60% AMI
- Homeowner housing: At or lower than 80% AMI
- Non-congregant Shelter: People experiencing homelessness and at or lower than 60% AMI

2. **Rental Assistance & Housing Services Programs (HOME, HOME ARP, CDBG)**

Rental assistance and housing services programs can provide up to 24 months of rental assistance (HOME) and case management (CDBG) to house people who are experiencing homelessness or at risk of experiencing homelessness. Participating households must have income of 60% AMI or less. HOME ARP can also be used for other homeless supportive services.

3. **Public Services (CDBG)**

Public services aim to reduce poverty, increase stability and prevent and address homelessness for individuals and families through services focused on homelessness, poverty reduction, youth programs, financial empowerment, housing system coordination, promoting public health and increased food security, etc. To be eligible for CDBG funding, a public service must be a new service or demonstrate a quantifiable increase in the level of an existing service above that which has been provided in the previous 12 calendar months. Participants must have an income of 50% AMI or less.

4. **Microenterprise Business Assistance (CDBG)**

Microenterprise business assistance activities increase economic opportunity by supporting small businesses within Vancouver city limits. Activities may include technical assistance and resources (e.g. grants, loans) to current and prospective business owners. Funds are targeted to serve microenterprises (up to 5 employees) and other small businesses with a focus on historically underutilized businesses. Participants must have an income of 80% AMI or less.

5. **Public Facilities and Shelter (CDBG)**

Funds are available for acquisition, construction, or rehabilitation of public facilities that serve people experiencing low- to moderate-income and homeless overnight shelters (up to 24- months). Shelters may apply for operating expenses as a stand-alone request or paired with acquisition, construction or rehabilitation costs.

Summary of Eligible Projects and Funding Sources for 2024 Application Process

Activity	CDBG	HOME
Rental Housing Acquisition, Construction or Rehabilitation		X
Single-family Housing Acquisition/Construction or Homebuyer Assistance	X	X
Rental Assistance / Housing Services	X	X
Public Services for Priority Populations	X	
Microenterprise Business Assistance	X	
Public/Nonprofit Facility Acquisition, Rehabilitation or Construction	X	
Shelter Operating	X	
Shelter Acquisition, Construction or Rehabilitation	X	
Homeless Supportive Services		ARP

AVAILABLE FUNDING BY PROJECT TYPE

Approximate funding is outlined for each project category. Amounts are subject to change to account for final HUD allocations, community needs, strength of applications and other factors.

Project	Amount Available	Funding Source	Maximum Request*
Housing Projects (Acquisition, Construction, Rehabilitation and Homebuyer Assistance)	\$500,000	HOME	\$250,000
Rental Assistance & Housing Services	\$250,000 \$100,000	HOME CDBG	\$250,000 HOME 35% CDBG
Public Services	\$200,000	CDBG	\$50,000
Microenterprise Business Assistance	\$400,000	CDBG	\$250,000
Public Facilities	\$250,000	CDBG	\$250,000
Homeless Supportive Services & Rental Assistance	\$500,000	HOME ARP	\$250,000
TOTAL (Estimated)	\$2.2 million		

*Maximum request is based on previous year's applications. The City will consider viable applications with a demonstrated need and available support beyond the suggested amounts. Minimum requests: \$100,000 (Housing Acquisition, Construction, Rehabilitation and Homebuyer Assistance projects); \$50,000 (all other project types).

ACCESSING THE APPLICATION

Applications will be submitted through ZoomGrants. A link to the online application, these guidelines, and previously funded projects will be available on October 2, 2023 through the City's website at: www.cityofvancouver.us/cdbg

TIMELINE

October 2, 2023	Applications available at 8 AM
October 9, 2023	Application Info Session (mandatory) 11 AM via Teams
October 31, 2023	Pre-application due at 5 p.m. Pacific Standard Time
December 15, 2023	Final application due at 5 p.m. Pacific Standard Time
February 5-9, 2024	Applicant presentations (conducted remotely)
February 2024	Project prioritization by Grant Review Committee
March/April 2024	Funding recommendations to City Council
April 2024	City Council public hearing to adopt funding recommendations
May 2024	Action Plan Submitted to HUD
July 2024	Funding Available

MANDATORY PRE-APPLICATION WORKSHOP

A mandatory online information session for interested applicants will be held **Monday, October 9 at 11:00 AM** via Microsoft Teams. Meeting details are below or available at www.cityofvancouver.us/cdbg. If agency does not attend pre-application workshop, they will not be able to move forward in the application process unless prior authorization is provided by City staff.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 221 414 327 71

Passcode: fPnhky

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 347-941-5324,,930201429# United States, New York City

Phone Conference ID: 930 201 429#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

QUESTIONS

For any questions regarding this application and funding notice, please contact cdbg@cityofvancouver.us. All questions and answers from the workshop and submitted via email will be posted on the City CDBG webpage.

FUNDING PERIOD – 2024 PROGRAM YEAR

CDBG and HOME funds can be used for activities between July 2024 through December 2025 with the following parameters:

- Funding for HOME projects shall be contracted within two years and expended within five years. Acquisition, construction, or rehabilitation activities must commence within two years from the date City Council awards the funding.
- To meet HUD program year funding restrictions, all public service activities using CDBG funds must end by June 30, 2025, which may result in a contract agreement that is less than 12 months.

PROJECT ELIGIBILITY REQUIREMENTS

Eligible Applicants

Nonprofit agencies and public organizations may apply for funds. Private individuals are not eligible for funding awards. Applicants proposing Housing Projects must demonstrate, or have partners that demonstrate, experience developing, owning, and/or managing multifamily or homeowner housing.

Eligible Project Costs

Eligible project costs for acquisition, construction or rehabilitation activities (Housing Projects, Public Facilities, and Shelter Capital Projects) include but are not limited to the following:

- Appraisals
- Architectural fees
- Closing costs
- Homebuyer down payment assistance
- Inspections and surveys
- Insurance
- Construction, including sales tax
- Interest
- Development fees and permits
- Financing fees
- Engineering fees
- Environmental assessments and fees
- Gap financing
- Professional services
- Project management
- Purchase/acquisition

Eligible program costs for Rental Assistance and Housing Services, Public Services, Microenterprise Business Assistance, Homeless Supportive Services, and Shelter Operating proposals include, but are not limited to, the following:

- Personnel costs (salary and benefits)
- Operating supplies
- Rent, telephones and computers
- Travel and training
- Outreach
- Administrative costs specific to City-funded program
- Insurance

Income and Rent Limits

- Projects funded must be located within the city limits of Vancouver.
- HUD establishes income and rent limits annually; see most current Income and Rent Limits for each funding source in the Appendix A.
- People served with CDBG funds must earn 80% or less of area median income (AMI).
- Public service programs must serve people earning 50% or less of AMI.
- Housing assisted with HOME funds must serve people earning 60% of AMI (rental units) or 80% AMI (homeowner units) or less.

Project Location Requirements

CDBG and HOME projects that serve people county-wide must apply for funding through Clark County and may require a proportionate contribution of County CDBG or HOME funds based on the percentage of clientele living in and outside city limits. The final award may be adjusted based on funding/service proportionality with Clark County. <https://www.clark.wa.gov/community-services/cdbg-and-home-applications>

Capital projects located outside of Vancouver in Clark County may be funded with City CDBG or HOME funds, if Clark County also awards funding and the project also benefits city residents.

OTHER PROGRAMMATIC REQUIREMENTS

Environmental Review

As part of the contract preparation process, the City will conduct an environmental review under the National Environmental Policy Act (NEPA). **No funds will be formally committed nor expended, and NO work can be undertaken until the completion of this review.**

To expedite the process, the City proceeds with the required environmental review and information gathering prior to the contract being signed. The agency may be required to furnish data, information and assistance as part of the environmental review.

Completion of the environmental review process is mandatory, before taking any choice-limiting actions, including the expenditure or commitment of federal or non-federal funds. Prohibited actions include any physical action on a site such as demolition, movement, rehabilitation, conversion, repair or construction. Further, the agency may not execute a purchase and sale nor a construction contract prior to environmental clearance.

Davis Bacon/Prevailing Wage

Federal Davis Bacon and Washington State prevailing wage rules are in effect for any construction activities. These require the tracking and payment of Davis Bacon/prevailing wage rates and may increase the overall project cost. Exceptions to prevailing wage (not Davis Bacon) requirements may apply when the City funds only pay for non-construction costs (e.g. land acquisition or soft costs) or are provided in the form of an interest-bearing loan.

Buy America, Build America (BABA) Act

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- (1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and

portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

Affordability Period (Housing Projects)

The incomes of tenants in units acquired, constructed or rehabilitated with City funds will be reviewed annually throughout the affordability period to verify eligibility. The affordability period is up to 20 years.

Underwriting Parameters (Housing Projects)

Housing Projects (acquisition, construction and rehabilitation) will be subject to underwriting prior to contracting. The review includes an evaluation of the developer's capacity and experience as well as the project's finances, including commitment of all funding sources and ability to repay any City- provided loans. Applicants are asked to submit a development budget and operating pro-forma as part of the proposal; these will be evaluated using the underwriting parameters included in the Appendix.

Insurance

Agencies that are awarded funds shall obtain insurance coverage that meets City of Vancouver standards. Please contact City of Vancouver staff for questions on the required level of insurance.

Fair Housing

The City of Vancouver's policies and procedures are developed in compliance with the Federal Fair Housing laws (Civil Rights Act of 1968, Title VIII as amended, Executive Order 11063, as amended by Executive Order 12259, implemented at 24 CFR 107). Contracts awarded under this funding source will require compliance with these laws.

SAM Registration

Applicants must have, or obtain, an active registration with the federal System for Award Management (SAM). To register and get a Unique Entity ID (UEI) number visit: <https://sam.gov/content/entity-registration>. Registered entities UEI should be entered in the appropriate field on the ZoomGrants application. SAM registration expires after one year. There is no cost for SAM registration.

FUNDING TERMS

CDBG and HOME funding for non-capital projects will generally be provided as a grant.

CDBG and HOME funding for acquisition, construction or rehabilitation activities will generally be awarded as half grant, half loan with repayment at 0%-1% interest over a 10–20-year term. The loan shall be secured by a Promissory Note and Deed of Trust. Projects may also have a restrictive Covenant placed on the land to ensure that the project continues to comply with eligibility requirements. A waiver may be applied for in consultation with the Program Manager, but it is not guaranteed.

CDBG funds in support of HOME TBRA will be limited to 35% of total HOME award for staffing.

The 2024 awards for CDBG Public Services will end by June 30, 2024. Contracts may be awarded for less than 12 months to meet this deadline.

HOME-ARP Supportive Services must prioritize people living in Safe Stay and Safe Park sites for assistance. Supportive services may include childcare, food, education or employment services, legal services, mental health and other outpatient health services, including substance use treatment. Supportive services are detailed in the HOME-ARP guidelines, which can be found at www.cityofvancouver.us/cdbg.

ZOOMGRANTS INFORMATION

The application is accessible through the ZoomGrants link on the City's website at www.cityofvancouver.us/cdbg.

Online Application

The application consists of the following (see [Preapplication Questions](#), [Application Questions](#) and [Required Submittal Documents](#) in the Appendix for a full list):

- Preapplication questions
- Application questions
 - Follow up questions, if necessary
- Finance Sources and Uses tab
- Required documents (upload to Documents tab)

For any questions regarding program policies or the content of the application, contact cdbg@cityofvancouver.us. For Technical Assistance, please contact ZoomGrants directly at 1-866-323-5404 or by email at Questions@ZoomGrants.com.

PRIORITIZATION PROCESS

A volunteer committee composed of City employees and community representatives will review applications and complete the scoring process.

Applicants will be asked to give a short presentation to the Grant Review Committee in February 2024 (conducted remotely using Microsoft Teams; dates and details to be provided).

Proposals will be scored by City staff and the Grant Review Committee using the [Application Scoring Criteria](#) included in the Appendix.

Once the Grant Review Committee has prioritized projects, City staff will present funding recommendations to City Council for review. A public hearing with City Council will be held for final approval, during which applicant and citizen comments will be accepted. Written comments may also be submitted.

Following the hearing, notification will be provided to applicants regarding their project's funding status. All projects awarded CDBG, HOME, or HOME ARP funds will be subject to an administrative review prior to contracting. Agencies may be asked to submit organizational and program policies and procedures and/or additional information regarding the project's finances.

PRIORITIZATION FACTORS

Funding priority will be given to projects that meet the following criteria. See [Application Scoring Guide](#) in the Appendix for additional information.

- Are clearly defined as to scope, location, need, budget, and goals
- Align with the 2024-2028 [Consolidated Housing and Community Development Plan Goals](#) (see Appendix C)
- Can begin as soon as funds are available and finish within the contracted time
- Demonstrate the applicant has the capacity to carry out the project successfully

- Demonstrated ability to follow and comply with funding requirements as outlined in the documents linked below:
 - CDBG and/or HOME Policies and Procedures www.cityofvancouver.us/cdbg
- Establish means for program evaluation and accomplishment tracking
- Have adequate community support and address an identified community need
- Address equity regarding race, ethnicity or other protected classes
- Impact a significant number and/or percentage of persons experiencing low to mod income
- Maximize the use of outside funds
- Coordinate with other public and private efforts

APPENDIX A: INCOME AND RENT LIMITS

CDBG & HOME FUNDED PROGRAMS INCOME LIMITS

Median Income	Income Limit	Number in Household							
		1	2	3	4	5	6	7	8
\$114,400	Moderate Income (80% of Median)	\$63,150	\$72,200	\$81,200	\$90,200	\$97,450	\$104,650	\$111,850	\$119,100
	Low Income (60% of Median)	\$47,400	\$54,180	\$60,960	\$67,680	\$73,140	\$78,540	\$83,940	\$89,340
	Very Low Income (50% of Median)	\$39,500	\$45,150	\$50,800	\$56,400	\$60,950	\$65,450	\$69,950	\$74,450
	Extremely Low Income (30% of Median)	\$23,700	\$27,100	\$30,500	\$33,850	\$36,600	\$40,280	\$45,420	\$50,560

Effective May 15, 2023

[CDBG Income Limits - HUD Exchange](#)

Fair Market Rents

Use with HOME TBRA programs

	Number of Bedrooms						
	Studio	1	2	3	4	5	6
Fair Market Rent	\$1,500	\$1,610	\$1,839	\$2,574	\$2,995	\$3,444	\$3,894

Effective October 1, 2022

Source: <https://www.huduser.gov/portal/datasets/fmr.html>; <https://www.hudexchange.info/programs/home/home-rent-limits/>

Note: Fair market rents (FMRs) serve as the monthly rent limits for tenant-based rental assistance funded by the City of Vancouver. Rents include utilities.

High and Low HOME Rent Limits

	Number of Bedrooms						
	Studio	1	2	3	4	5	6
High HOME Rent	\$1,193	\$1,279	\$1,537	\$1,767	\$1,951	\$2,135	\$2,318
Low HOME Rent	\$987	\$1,058	\$1,270	\$1,466	\$1,636	\$1,805	\$1,974

Effective June 15, 2022

Source: <https://www.hudexchange.info/programs/home/home-rent-limits/>

Use with HOME rental housing projects (not TBRA)

Note: Projects with one to four HOME-assisted units are required to have rents not exceed the lesser of the Fair Market Rent or High HOME Rent. Projects with five or more HOME-assisted units are required to have 20% of assisted unit rents not exceed the Low HOME Rent and 80% not exceed the lesser of the Fair Market Rent or High HOME Rent. Rents include utilities.

APPENDIX B: APPLICATION SCORING GUIDE

City staff and the Grant Review Committee will score applications according to the factors shown below. Scores serve as a guide for prioritization by the Committee. Funding recommendations are presented to City Council for final approval.

Objective Scoring – 25 Points (completed by staff)

Category	Max. Points
Committed Match Funds Based on committed funds as share of total project cost 0% = 0 pts 41-60% = 6 pts 1-20% = 2 pts 21-40% = 4 pts 61-80% = 8 pts 81-100% = 10 pts	10
Risk Assessment Score Timely reports, spending, New: financials, staff experience with services	10
Equitable Outcomes Beneficiaries, at the very minimum, have outcomes reflect the census data for racial equity.	5
Total Points – Objective Scoring	25

Committee Scoring – 75 Points

Category	Max. Points
Scope and Capacity High Score (11-15): Project is well-planned, with a detailed description provided. Agency has demonstrated experience on projects of similar size and scope. Mid-Range Score (6-10): Project and agency experience described but lacking in detail. Low Score (0-5): Project not clearly defined and/or agency lacks demonstrated experience on projects of similar size and scope.	15
Need High Score (11-15): Project meets a critical community need and cannot move forward without requested funding. Mid-Range Score (6-10): Project meets a high community need and requested funding is essential to budget. Low Score (0-5): Project is a medium need and could seek other funding options or wait for future funding cycle.	15
Impact High Score (11-15): Project will have a large or long-lasting positive impact on people/households experiencing low or moderate income. Mid-Range Score (6-10): Project will have a moderate or medium-term impact on people/households experiencing low or moderate income. Low Score (0-5): Project will have a limited or short-lived impact on people/households experiencing low or moderate income.	15

<p>Financial Feasibility High Score (4-5): Agency has or will secure other financing needed to carry out project and, if applicable, ensure its long-term viability. Mid-Range Score (2-3): Agency has identified some but not all funding needed to carry out project. Low Score (0-1): Most of the funding for the project is unidentified, and no resources are available for long-term support, if applicable.</p>	5
<p>Readiness High Score (4-5): Project can begin within one year (for programs/services) or two years (for projects involving acquisition, construction or rehabilitation) of funding award. Mid-Range Score (2-3): Project anticipates possible delays and/or does not have all other funding in place. Low Score (0-1): Project is unlikely to begin within one year (for programs/services) or two years (for projects involving acquisition, construction or rehabilitation) of funding award.</p>	5
<p>Equity High Score (11-15): Provides clear and compelling commitment to equity, including program, policies and demonstrated outcome examples. Mid-Range Score (5-10): Describes some understanding of equity, few details or examples. Low Score (0-5): Provides little to no understanding or examples of equitable project delivery.</p>	15
<p>Collaboration High Score (4-5): Clearly details coordination with partners or community. Mid-Range Score (2-3): Provides some details regarding coordination with partners or community. Low Score (0-1): Provides few details about coordination or operates independently.</p>	5
<p>Total Points – Committee Scoring</p>	75

Housing Development Underwriting Parameters

Development Budget

Construction contingency	Minimum 5%* for new construction Minimum 8%* for rehabilitation <i>*Higher contingency is encouraged, if project budget permits</i>
Soft cost contingency	Maximum 5%
Developer fee	Projects with Low Income Housing Tax Credit (LIHTC) financing: Maximum 15% Non-LIHTC projects: Maximum 17% for projects with up to 20 units Maximum 15% for projects with 21-60 units Maximum 12% for projects with 61 or more units

Operating Pro Forma

Vacancy rate	5-10% - below 5% allowable if agency can document a historical pattern of lower vacancy rates for this project (in the case of rehab/acquisition) or other comparable projects (in the case of new construction)
Inflation factor	Minimum 2%
Replacement reserves for maintenance and repair	Minimum \$300 per unit per year
Management fee	5-12%
Operating reserve	6-9 months of costs
Debt Coverage Ratio (Net Operating Income ÷ Debt Service)	1.05 or greater for term of loan

APPENDIX C: CITY OF VANCOUVER 2024-2028 CONSOLIDATED HOUSING AND COMMUNITY DEVELOPMENT PLAN GOALS

Category	Goal	Example Activities	Outcome Indicator
Increase and preserve affordable housing	Increase and preserve affordable housing opportunity for low-income households and people who are experiencing homelessness.	<ul style="list-style-type: none"> • Develop and preserve multifamily affordable housing. • Create affordable homeownership opportunities. • Fund rehabilitation of owner-occupied homes. • Support alternative housing models. 	<ul style="list-style-type: none"> • Rental units constructed • Housing units rehabilitated • First-time homebuyer housing added. • Homeless and at-risk households receiving rental assistance.
Reduce Poverty, increase stability	Reduce poverty, increase stability, and prevent and address homelessness for individuals and families. Where possible, support existing City and community initiatives..	<ul style="list-style-type: none"> • Support service system that addresses needs of people who are homeless • Promote public health and increase food security. • Provide job training and educational programs. • Offer financial counseling and legal aid to reduce barriers. 	Persons assisted.
Increase Economic Opportunity	Increase economic opportunity by supporting small businesses.	Provide technical assistance and resources to current and prospective small business owners.	Businesses assisted.
Create and Preserve Public Infrastructure	Create and preserve community buildings and spaces ensure access to resources and opportunities	Purchase, construct and improve community centers, homeless shelters, nonprofit social service offices, or other facilities serving local residents. Improve sidewalks, streets, parks, or other public infrastructure to increase livability, safety and accessibility.	Persons assisted.

APPENDIX D: PREAPPLICATION QUESTIONS AND REQUIRED SUBMITTAL DOCUMENTS

1. Select any of the following that describe your organization.

- Private Non-profit 501(c)(3)
- Public Organization
- Community Housing Development Organization (CHDO)
- Faith-based Organization
- Other: _____

2. Briefly describe the program in one sentence. Include program name.

3. Estimate the number of unduplicated persons OR households that will benefit from this proposal according to the Area Median Income (AMI) categories listed below.

For housing and Microenterprise Business Assistance activities, count households served. For all other services, count individual persons served.

_____ Persons: 0 - 30% AMI

_____ Persons: 31 - 50% AMI

_____ Persons: 51 - 80% AMI

_____ Households: 0 - 30% AMI

_____ Households: 31 - 60% AMI

_____ Households: 61 - 80% AMI

4. Describe the populations served. Include service area for programs, program office address and/or project site address.

5. Describe how the funds you are requesting will support project costs. Include specific examples.

For example, staffing, construction, program supplies, administration costs, etc.

6. Are you applying for or have you received funds from Clark County for this project? If YES, list amount below.

Non-Profit Facility/Capital Improvement Projects that serve people countywide must also apply for funds through Clark County. <https://clark.wa.gov/community-services/cdbq-and-home-applications>

7. Is your agency currently involved in any pending legal or disciplinary actions? Has your agency filed for bankruptcy in the past five years?

If yes on either item, please explain below.

8. Describe your organization's fiscal management.

For example, record keeping, financial reporting, accounting systems, payment procedures, and/or audit requirements.

9. Has your agency had a change in leadership of agency, program or financial staff in the past year?

If yes, please describe below.

10. Enter the name and title of staff that attended mandatory virtual information session on October 9th.

APPENDIX E: APPLICATION QUESTIONS AND REQUIREMENT SUBMITTAL DOCUMENTS

Project Questions

1. Select activity that best describes your proposed project.

- Rental Housing
- Homeowner Housing (acquisition/construction/rehabilitation)
- Homebuyer Assistance (down payment assistance)
- Rental Assistance / Housing Services
- Public Services
- Microenterprise Business Assistance
- Public/Non-Profit Facility
- Homeless Shelter
- Homeless Supportive Services
- Other: _____

2. Please describe the target population that you plan to serve with the proposed project.

For example, persons experiencing homelessness, persons with disabilities, specific ethnic and/or race populations, etc.

3. State your proposed activities, outcomes and measurement tools.

Example: Through our program, we aim to serve 100 people experiencing homelessness by giving an assessment. Out of these individuals, 70 people will be placed in safe and permanent housing.

Activities are what your program provides. (100 people getting an assessment)

Outcomes are the improvements that occur because of the program services. (70 people being placed in safe and permanent housing)

Measurement tool (assessment and signed leases)

4. Describe the steps your organization will take to achieve the outcomes in question 3.

5. Describe the community needs that would be addressed with this project. Describe any past actions taken to address the identified need and how this project continues or builds upon those efforts.

6. Describe why City funds are needed to support this project, specifically what the funds will be used for. What specific impact will a non or partial award have on services provided or outcomes desired?

7. Describe your organization's capacity, experience to undertake and complete the proposed project within the established timeline and budget.

8. How will this project be supported in the future? What is its long-term viability?

9. For Public Services, Homeless Supportive Services, Microenterprise Business Assistance, Public Facility, and Shelter projects only. Estimate the number of unduplicated persons that will benefit from this proposal according to the Area Median Income (AMI) categories listed below.

If you answer question 9, question 10 should not be answered.

Funding does not support persons over 80% AMI.

_____ Persons: 0 - 30% AMI

_____ Persons: 31 - 50% AMI

_____ Persons: 51 - 80% AMI

10. For Rental Assistance/Housing Services, Homebuyer Assistance (down payment), and New Housing Construction projects only. Estimate the number of unduplicated households that will benefit from this proposal according to the Area Median Income (AMI) categories listed below.

If you answer question 10, question 9 should not be answered.

Funding does not support households over 80% AMI.

_____ Households: 0 - 30% AMI

_____ Households: 31 - 60% AMI

_____ Households: 61 - 80% AMI

11. If your project involves Homeless Supportive Services or HOME-ARP funding, how does your organization intend to outreach and partner with Safe Stay and Safe Park sites.

Equity Questions

People of color struggle disproportionately with homelessness, displacement and unaffordable housing. The City of Vancouver is committed to addressing this inequity by prioritizing opportunities to serve historically underserved communities, removing barriers to fairness in representation, opportunity and access and providing equal opportunity for very low-income families of all ethnic backgrounds.

12. Tell us about historically underserved communities in your project area. Include demographics and other factual data in your response.

13. In planning for this project, how have you connected to the community(ies) described above. How will you ensure your outcomes meet or exceed the underserved population demographics in your service area?

14. What is your plan for mitigating identified barriers to access?

[Finance Sources and Uses \(table included in ZoomGrants\)](#)

Finance Sources and Finance Uses tables provide a summary of the costs for the project and the sources of funding. The sources and uses must equal each other. Please indicate the status (committed or uncommitted) for each funding source.

Funding Sources and Uses Example

Applicants must fill out the Funding Sources and Funding Uses line items below for the project and complete the narrative questions. Please note, this is not an agency budget, it is specific to the project. When listing other (non-City) funding sources, please include amounts in the 'committed' and 'uncommitted' columns as appropriate based on the current funding status.

Funding Sources

Item Description	City requested	Other funding - Committed	Other funding - Uncommitted
COV CDBG	\$ 100,000	\$	\$
County CDBG	\$	\$	\$ 100,000
State Funding	\$	\$ 250,000	\$
Federal Funding	\$	\$	\$ 250,000
Private Donations	\$	\$ 150,000	\$

Funding Uses

Item Description	City requested	Other funding
Staffing	\$ 100,000	\$ 100,000
Employee Benefits	\$	\$ 50,000
Admin	\$	\$ 45,000
Direct Client Services	\$	\$ 550,000
Training/Traveling	\$	\$ 5,000

REQUIRED: Finance Sources and Uses Narrative

Complete this narrative portion by describing the plan and timeline to obtain any uncommitted funding for this project. Additionally, describe the impact on your project if awarded less than requested. Explain how this project will move forward if uncommitted funds are not received.

Required Application Submittal Documents (Upload to Documents tab in ZoomGrants)

For Housing Construction, Acquisition, Rehabilitation, Public Facilities, Shelter Capital Projects

- Upload a **project timeline** using the template provided in ZoomGrants.
- Upload a **line-item development budget**. Please upload in Excel format.
- Upload an **operating pro forma** that includes:
 - 20-year cash flow projection for acquisition and new construction projects
 - 10-year cash flow projection for rehabilitation projects
- Shelter projects do not need to submit a pro forma
- Upload an agency annual **budget, YTD Financial Statement, and most recent audited financials**.
- If available, upload **award letters**/evidence of commitments from other funders that match sources and uses table.
- If available, upload a **development team summary** describing qualifications and experience. Include information about the ownership entity, if different from the development team
- If available, upload a copy of **development pre-application** meeting materials.

For Public Services, Microenterprise Business Assistance, Rental Assistance and Housing Services, Shelter Operating, Homebuyer Assistance

- Upload a **project timeline** using the template provided in ZoomGrants.
- Upload a **line-item program budget** using the template provide in ZoomGrants. Please upload in Excel format.
- Upload an agency annual **budget, YTD Financial Statement, and most recent audited financials**.
- If available, upload award letters/evidence of commitments from other funders that match sources and uses table.