



2026 Economic Prosperity and Housing Program Application Guidelines

\$19 million available:

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

Key Dates:

Information Session: 10/6/25 (Housing) and 10/7/25 (Microenterprise)
Pre-Applications Due: 10/31/25
Applications Due: 12/5/25

Application Contacts:

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City of Vancouver Economic Prosperity and Housing
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Introduction

The City of Vancouver is accepting applications for the 2026 Economic Prosperity and Housing funding cycle. The City anticipates making approximately **\$1.9 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 projects. It is estimated that these federal funds through the U.S. Department of Housing and Urban Development (HUD) will be available August 2026 based on the release of funds.

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](#) for program income limits and guidance for all funding sources.

Community Development Block Grant (CDBG)

- Benefits people with 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)

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

HOME American Rescue Plan (HOME-ARP)

- Funds must benefit qualifying individuals and families who are homeless or in other vulnerable populations. Eligible activities include short-term rental assistance and provision of supportive services.

Accessing the Application

Applications are completed through Neighborly Software, an online grant management system, starting October 1, 2025. Applicants can start the application process at:

<https://portal.neighborlysoftware.com/VANCOUVERWA/Participant>

Online Application

The application consists of the following (refer to the [Appendix E](#) and [Appendix F](#) for more details):

- Preapplication questions
- Application questions
 - Follow up questions, if necessary
- Budget and funding tables
- Required documents

Technical Assistance and Questions

It is highly recommended new and potential applicants contact the City of Vancouver's housing email, housing@cityofvancouver.us, for technical assistance prior to filling out an application. Staff will assist in determining the funding source based on the type of project, funding available, and alignment with program objectives. Applicants may also join open office hours for pre-application questions and technical assistance on **Friday, October 24, 2025 from 10am to 11am** and open office hours for application questions and technical assistance on **Monday, November 17th, 2025 from 2pm to 3pm**. For more information, refer to [Timeline](#).

Office hours for Pre-Application Q&A on Friday, October 24, 2025 from 10am to 11am via Teams.

Microsoft Teams

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Office hours for Application Q&A on Monday, November 17th, 2025 from 2pm to 3pm via Teams.

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For any questions regarding this application and funding notice, please contact housing@cityofvancouver.us. All questions and answers from the workshops and submitted questions via email will be posted on the City's webpage at: www.cityofvancouver.us/cdbg.

Timeline

The 2026 funding cycle for all CDBG, HOME and HOME-ARP applications is as follows in the table below. There are multiple steps for the complete application process. Applicants are responsible for completing each step by the designated due date.

October 1, 2025	Applications available at 8am
October 6, 2025	Application Info Session Housing (mandatory) at 2pm via MS Teams
October 7, 2025	Application Info Session Microenterprise (mandatory) at 11am via MS Teams
October 24, 2025	Open Office Hours for Pre-Application Q&A and Technical Assistance at 10am via MS Teams
October 31, 2025	Pre-application due at <u>11:59pm Pacific Standard Time</u>
November 17, 2025	Open Office Hours for Application Questions and Technical Assistance at 2pm via MS Teams
November 24, 2025	Deadline to ask technical assistance questions
December 5, 2025	Final application due at <u>11:59pm Pacific Standard Time</u>
December 12, 2025	Staff review, request for technical corrections
December 19, 2025	Response to technical corrections due at 11:59am
February 2026	Applicant presentations. Housing in-person. Microenterprise on MS Teams. Date TBD.
February 2026	Housing & Microenterprise Committee scoring complete
March/April 2026	Funding recommendations to City Council
April 2026	City Council Public Hearing
May 2026	Action Plan Submitted to HUD
July 2026	Funding Available – Dependent on HUD Grant Agreements

*All meeting times are Pacific Standard Time.

Housing Acquisition, Construction, and Rehabilitation Projects

HOME-Funded

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

- Rental housing: For households earning less than 60% AMI
- Homeowner housing: For households earning less than 80% AMI

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. When requesting funds, round to the nearest thousand.

Project	Amount Available	Funding Source	Maximum Request*	Minimum Request
Housing Projects – Acquisition, Construction, and Rehabilitation	\$550,000	HOME (includes CHDO funds)	\$400,000	\$250,000
Housing Projects – Homebuyer Assistance			\$250,000	\$100,000

*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.

MANDATORY PRE-APPLICATION WORKSHOP

A mandatory online HOME Information Session for interested applicants will be held **Monday, October 6, 2025 at 2pm** via Microsoft Teams. Meeting details are below and available at www.cityofvancouver.us/cdbg. If an agency does not attend the pre-application workshop, they will not be able to move forward in the application process unless prior authorization is provided by City staff.

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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.

Agencies that have received two awards in this category and have not completed both projects, or have not started one, are ineligible to apply. However, agencies that have completed all previous contracts remain eligible.

Eligible Project Costs

Eligible project costs for acquisition, construction, or rehabilitation activities (Housing Projects, 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

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 [Appendix A](#).
- 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>

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

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 (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 [Appendix C](#).

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.

Choice Limiting Actions

Pursuant to 24 CFR 58.22, a choice-limiting action is any activity that an applicant undertakes, including committing or expending HUD or non-HUD funds, that reduces or eliminates the opportunity to choose project alternatives that would avoid or minimize environmental impacts or enhance the quality of the human environment. **No choice limiting actions may be taken once the final application has been submitted in Neighborly.**

FUNDING TERMS

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

HOME funds can generally be used for activities between July 2026 through December 2027. For construction projects, HOME funds must 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.



If funded, completion of the pre-contracting 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.

REQUIRED DOCUMENTS (UPLOAD TO DOCUMENTS TAB IN NEIGHBORLY)

- Upload a **project timeline** using the template provided in Neighborly.
- 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
 - 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.

Tenant-Based Rental Assistance

HOME- and CDBG-Funded

Tenant Based Rental Assistance (TBRA) is a rental subsidy used to help individual households afford housing costs. Clients choose their housing unit, and the subsidy stays with the client (not the unit) if the household chooses to move to another rental property. This assistance is provided to households who are under 60% AMI and are engaged in services that promote self-sufficiency.

Approximate funding is outlined for TBRA. Amounts are subject to change to account for final HUD allocations, community needs, strength of applications and other factors. When requesting funds, round to the nearest thousand.

Project	Amount Available	Funding Source	Maximum Request*	Minimum Request
Rental Assistance	\$300,000	HOME	\$200,000	\$100,000 total
Housing Services	\$105,000	CDBG	35% of requested HOME funds	

*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.

MANDATORY PRE-APPLICATION WORKSHOP

A mandatory online HOME Information Session for interested applicants will be held **Monday, October 6, 2025 at 2pm** via Microsoft Teams. Meeting details are below and available at www.cityofvancouver.us/cdbg. If an agency does not attend the pre-application workshop, they will not be able to move forward in the application process unless prior authorization is provided by City staff.

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PROJECT ELIGIBILITY REQUIREMENTS

Eligible Applicants

Nonprofit agencies and public organizations may apply for funds. Private individuals are not eligible for funding awards.

Agencies that have received two awards in this category and have not completed both projects, or have not started one, are ineligible to apply. However, agencies that have completed all previous contracts remain eligible.

Eligible Project Costs

CDBG funds in support of HOME TBRA will be limited to 35% of total HOME award for housing case management staffing and tenant supports. Eligible program costs for Rental Assistance and Housing Services proposals include the following:

HOME-Eligible Costs

- Rent and/or utility payments paid on behalf of a client
- Security deposits
- Tenant income determination/redetermination
- Unit inspections

CDBG-Eligible Costs

- Housing case management for HOME TBRA participants
- Management and operations of TBRA program
- Other housing services related to HOME TBRA tenant stability (application fees, background checks, admin fees, holding deposits, etc.)

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 [Appendix A](#).
- The TBRA program must serve people earning 60% of AMI or less.

For more information on program requirements, review the [HOME TBRA Policies and Procedures](#), also found at www.cityofvancouver.us/cdbg.

FUNDING TERMS

Application should be based on a 12-month period. HOME TBRA and CDBG Housing Services funds can generally be used for activities between July 2026 through December 2027.

REQUIRED DOCUMENTS (UPLOAD TO REQUIRED DOCUMENTS TAB IN NEIGHBORLY)

- Upload a **pre-award risk assessment** using the template provided in Neighborly.
- Upload a **project timeline** using the template provided in Neighborly.
- Upload a **line-item program budget** using the template provide in Neighborly. 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.

Public Services

CDBG-Funded

Public services aim to reduce poverty, increase stability, and prevent and address homelessness for individuals and families through services focused on homelessness, poverty reduction, and housing system coordination. 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.

Approximate funding is outlined for Public Service. Amounts are subject to change to account for final HUD allocations, community needs, strength of applications and other factors. When requesting funds, round to the nearest thousand.

Project	Amount Available	Funding Source	Maximum Request*	Minimum Request
Public Services	\$180,000	CDBG	\$75,000	\$50,000

*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.

MANDATORY PRE-APPLICATION WORKSHOP

A mandatory online HOME Information Session for interested applicants will be held **Monday, October 6, 2025 at 2pm** via Microsoft Teams. Meeting details are below and available at www.cityofvancouver.us/cdbg. If an agency does not attend the pre-application workshop, they will not be able to move forward in the application process unless prior authorization is provided by City staff.

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PROJECT ELIGIBILITY REQUIREMENTS

Eligible Applicants

Nonprofit agencies and public organizations may apply for funds. Private individuals are not eligible for funding awards.

Agencies that have received two awards in this category and have not completed both projects, or have not started one, are ineligible to apply. However, agencies that have completed all previous contracts remain eligible.

Eligible Project Costs

Eligible program costs for Microenterprise Business Assistance proposals include, but are not limited to, the following:

- Personnel costs (salary and benefits)
- Operating costs
- Travel and training
- Outreach
- Administrative costs specific to City-funded program

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 [Appendix A](#).
- People served with Microenterprise Business Assistance CDBG funds must earn 80% or less of area median income (AMI).

FUNDING TERMS

The 2026 awards for CDBG Public Services will end by June 30, 2027. Contracts may be awarded for less than 12 months to meet this deadline.

REQUIRED DOCUMENTS (UPLOAD TO DOCUMENTS TAB IN NEIGHBORLY)

- Upload a **pre-award risk assessment** using the template provided in Neighborly.
- Upload a **project timeline** using the template provided in Neighborly.
- Upload a **line-item program budget** using the template provide in Neighborly. 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.

Microenterprise Business Assistance

CDBG-Funded

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 a household income of 80% AMI or less.

Approximate funding is outlined for Microenterprise Business Assistance. Amounts are subject to change to account for final HUD allocations, community needs, strength of applications and other factors. When requesting funds, round to the nearest thousand.

Project	Amount Available	Funding Source	Maximum Request*	Minimum Request
Microenterprise Business Assistance	\$300,000	CDBG	\$150,000	\$100,000

*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.

MANDATORY PREAPPLICATION WORKSHOP

A mandatory online Information Session for interested applicants will be held on **October 7, 2025, at 11am** via Microsoft Teams. Meeting details are below and available at www.cityofvancouver.us/cdbg. If an agency does not attend the 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

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PROJECT ELIGIBILITY REQUIREMENTS

Eligible Applications

Nonprofit and for-profit agencies may apply for funds. Private individuals are not eligible for funding awards.

Agencies that have received two awards in this category and have not completed both projects, or have not started one, are ineligible to apply. However, agencies that have completed all previous contracts remain eligible.

Eligible Project Costs

Use of CDBG funds for the Microenterprise Program is restricted to certain eligible costs. Eligible costs for the Microenterprise Program include the following:

- Technical assistance
- Business advising
- Grants, loans, loan guarantees
- Business development workshops or classes
- Online business training courses
- General support services to include:
 - Childcare/dependent care services;
 - Transportation to technical assistance or loan processing appointments;
 - Peer support groups;
 - Counseling; and
 - Assistance accessing and paying for direct costs of training and education, such as tuition and fees.
- Job training for owner/employees.

Income and Rent Limits

- Projects funded must be located within the city limits of Vancouver.
- HUD establishes income limits annually; see most current Income and Rent Limits for each funding source in [Appendix A](#).
- People served with CDBG funds must earn 80% or less of area median income (AMI).
- Microenterprises served must have 5 or fewer employees, including the owner.

Project Location Requirements

CDBG projects that serve people county-wide must apply for funding through Clark County and may require a proportionate contribution of County CDBG 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. Visit www.clark.wa.gov/cdbg for information on County funding.

FUNDING TERMS

Under federal regulations, use of CDBG funds for microenterprise activities must meet the national objective of benefit to low/moderate income persons under the Limited Clientele definition. As such, all microenterprise owners must be documented as meeting HUD's low/moderate income definitions prior to receiving any services. The income verification form will be used to confirm income of program applicants.

Limited Clientele: "570.208 (a) (2) Limited clientele activities. (i) An activity which benefits a limited clientele, at least 51 percent of whom are low and moderate-income persons." To qualify for this activity, the Microenterprise Program must have income eligibility requirements which limit the activity exclusively to low- and moderate-income persons.

CDBG funds are generally available on a 12-month basis between July 2026 through December 2027.

REQUIRED APPLICATION SUBMITTAL DOCUMENTS (UPLOAD TO DOCUMENTS TAB IN NEIGHBORLY)

- Upload a **pre-award risk assessment** using the template provided in Neighborly.
- Upload a **project timeline** using the template provided in Neighborly.
- Upload a **line-item program budget** using the template provide in Neighborly. 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.

Homeless Supportive Services

HOME-ARP-Funded

The HOME American Rescue Plan (HOME-ARP) program benefits individuals and families who are experiencing homelessness. The City of Vancouver's plan for HOME-ARP funds is to provide comprehensive and trauma-informed supportive services to assist individuals and families experiencing homelessness become stably housed, with a particular focus on those residing in Safe Stay and Safe Park sites.

Approximate funding is outlined for Homeless Supportive Services. Amounts are subject to change to account for final HUD allocations, community needs, strength of applications and other factors. When requesting funds, round to the nearest thousand.

Project	Amount Available	Funding Source	Maximum Request*	Minimum Request
Homeless Supportive Services & Rental Assistance	\$500,000	HOME-ARP	\$250,000	\$100,000

*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.

MANDATORY PRE-APPLICATION WORKSHOP

A mandatory online HOME Information Session for interested applicants will be held **Monday, October 6, 2025 at 2pm** via Microsoft Teams. Meeting details are below and available at www.cityofvancouver.us/cdbg. If an agency does not attend the pre-application workshop, they will not be able to move forward in the application process unless prior authorization is provided by City staff.

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PROJECT ELIGIBILITY REQUIREMENTS

Eligible Applicants

Nonprofit agencies may apply for funds. Private individuals are not eligible for funding awards.

Agencies that have received two awards in this category and have not completed both projects, or have not started one, are ineligible to apply. However, agencies that have completed all previous contracts remain eligible.

Eligible Program Costs

Eligible program costs for Homeless Supportive Services proposals include, but are not limited to, the following:

- Personnel costs (salary and benefits)
- Operating costs
- Travel and training
- Outreach
- Administrative costs specific to City-funded program
- Direct Client Assistance, including rental assistance

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 [Appendix A](#).
- HOME-ARP funds support Safe Stay and Park sites or fit the description of QP1.

FUNDING TERMS

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

Application should be based on a 12-month contract. HOME-ARP funds can generally be used for activities between July 2026 through December 2027.

REQUIRED DOCUMENTS (UPLOAD TO DOCUMENTS TAB IN NEIGHBORLY)

- Upload a **pre-award risk assessment** using the template provided in Neighborly.
- Upload a **project timeline** using the template provided in Neighborly.
- Upload a **line-item program budget** using the template provide in Neighborly. 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.

Project Eligibility Requirements for All Funding

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.

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 Neighborly application. SAM registration expires after one year. There is no cost for SAM registration.

INSURANCE

Agencies that are awarded funds shall obtain insurance coverage that meets city standards, including evidence of general casualty (commercial liability) insurance to protect against legal liability arising out of application program. The insurance shall include a Products/Completed Operations aggregate. Such insurance shall provide a minimum of \$1,000,000 per occurrence and \$2,000,000 per general aggregate limit with a maximum deductible of \$10,000. Agencies must name the City of Vancouver as “Additional Insured” and provide an Endorsement form.

Prior to starting any activity, agencies will need to provide the City with a copy of all required insurance instrument(s) or certification of the same from the insurance issuing agency or, if appropriate, evidence of self-insurance. The insurance instrument(s) shall show the coverage, period and amount of coverage submitted on an ACORD form and shall name City of Vancouver as an additional insured. The policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits without a 30-day written notice by certified mail (return receipt requested) to the City of Vancouver CDBG & HOME Program. Cancellation of policy is grounds for termination of an agreement.

For more information on requirements, please email: housing@cityofvancouver.us.

Prioritization Process

Once applications are completed in Neighborly, staff may request technical corrections before applications are released to the Scoring Committee for review.

The Scoring Committee will review and score applications using the [Application Scoring Criteria included in Appendix B](#). Scores will be used as a tool for discussion, and not as the final decision-making factor. Applicants will provide a brief presentation to the Scoring Committee in February, 2026. Housing presentations will be in-person. Microenterprise presentations will be online via MS Teams. Presentations should focus on the application, not the agency. City staff will email applicants additional information, including the location, in January.

Once the Scoring Committee and City staff have prioritized projects, staff will prepare an Annual Action Plan for the community and City Council to review prior to submitting to HUD. A public hearing with City Council will be held for final approval, during which applicant and community comments will be accepted. Comments will also be accepted throughout the Action Plan 30-day public review period.

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 will be asked to submit organizational and program policies and procedures and/or additional information regarding the project's finances.

Prioritization Factors

The Scoring Committee will score applications based on the [Application Scoring Guide in Appendix B](#). Funding priority will be given to projects that meet the following criteria:

- Have clearly defined scope, location, budget, and goals
- Align with the [2024-2028 Consolidated Housing and Community Development Plan Goals found in Appendix D](#) and/or align with the [5-year Economic Development Strategy](#), including microenterprise applications addressing childcare providers and construction/trades-related businesses.
- Can begin as soon as funds are available and finish within the contract timeline
- Demonstrate applicant capacity to carry out the project successfully
- Demonstrate ability to follow and comply with funding requirements outlined in the 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, and other protected classes
- Impact a significant number and/or percentage of people with low to moderate income
- Maximize the use of another funding
- Coordinate with other public and private efforts

Grievance Process

If an applicant has a grievance about the outcome of their application through this request for application, they are encouraged to discuss their concerns with the City of Vancouver's Housing Programs Manager, Samantha Whitley, at Samantha.Whitley@cityofvancouver.us. If this discussion does not result in a satisfactory outcome, the applicant may request the grievance be considered by the City of Vancouver's Economic Prosperity and Housing Director, Patrick Quinton, who has final decision in all grievances.

Application Contacts

For all questions, housing@cityofvancouver.us

Tasha Slater, Housing, tasha.slater@cityofvancouver.us

Ian Alger, Housing, ian.alger@cityofvancouver.us

Victor Saldanha, Microenterprise, victor.saldanha@cityofvancouver.us

Appendix A: Income and Rent Limits

CDBG FUNDED PROGRAMS INCOME LIMITS

Income Limit	Number in Household							
	1	2	3	4	5	6	7	8
Moderate Income (80% of Median)	\$69,550	\$79,450	\$89,400	\$99,300	\$107,250	\$115,200	\$123,150	\$131,100
Low Income (60% of Median)	\$52,140	\$59,580	\$67,020	\$74,460	\$80,460	\$86,400	\$92,340	\$98,340
Very Low Income (50% of Median)	\$43,450	\$49,650	\$55,850	\$62,050	\$67,050	\$72,000	\$76,950	\$81,950
Extremely Low Income (30% of Median)	\$26,100	\$29,800	\$33,550	\$37,250	\$40,250	\$43,250	\$43,250	\$49,200

Effective June 1, 2025

Source: [CDBG Income Limits - HUD Exchange](#)

HOME FUNDED PROGRAMS INCOME LIMITS

Use the 60% AMI limit for HOME TBRA programs and HOME rental housing projects.

Use the 80% AMI limit for HOME homeownership projects.

Income Limit	Number in Household							
	1	2	3	4	5	6	7	8
80% of Median	\$69,550	\$79,450	\$89,400	\$99,300	\$107,250	\$115,200	\$123,150	\$131,100
60% of Median	\$52,140	\$59,580	\$67,020	\$74,460	\$80,460	\$86,400	\$92,340	\$98,340
30% of Median	\$26,100	\$29,800	\$33,550	\$37,250	\$40,250	\$43,250	\$46,200	\$49,200

Effective June 1, 2025

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

FAIR MARKET RENTS

Use with HOME TBRA programs

Fair Market Rent	Number of Bedrooms						
	Efficiency	1	2	3	4	5	6
Fair Market Rent	\$1,628	\$1,750	\$1,997	\$2,739	\$3,217	\$3,699	\$4,182

Effective October 1, 2024

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

Use with HOME rental housing projects (not TBRA).

HOME Rent	Number of Bedrooms						
	Efficiency	1	2	3	4	5	6
High HOME Rent	\$1,393	\$1,493	\$1,793	\$2,064	\$2,283	\$2,500	\$2,717
Low HOME Rent	\$1,086	\$1,163	\$1,396	\$1,613	\$1,800	\$1,986	\$2,171

Effective June 1, 2025

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

Note: Projects with one to four HOME-assisted units are required to have assisted unit 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 Based on financial health, staff experience with services, prior monitoring results, and litigation. Low = 10 pts Medium = 5 pts High = 0 pts	10
Project Outcomes: Must show measurable benefits for households that meet HUD's low- and moderate-income and average median-income averages (LMI/AMI) requirements. Outcomes should reflect the demographics of the service area, as documented by census data and HUD-defined Qualified Census Tracts. This ensures resources are directed to the residents most in need and that participation is representative of the local community.	5
Total Points – Objective Scoring	25

Committee Scoring – 75 Points

Category	Max. Points
Scope and Capacity <ul style="list-style-type: none"> 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 and Plan Alignment <ul style="list-style-type: none"> High Score (14-20): Project meets a critical community need, directly advances priorities in the City's Consolidated Plan or 5-Year Economic Development Plan. Mid-Range Score (7-13): Project meets a high community need somewhat advances priorities in the City's Consolidated Plan or 5-Year Economic Development Plan. Low Score (0-6): Project is a medium need and does not advance priorities in the City's Consolidated Plan or 5-Year Economic Development Plan. <p>*Microenterprise only: Childcare providers and construction/trades-related businesses are considered critical community needs.</p>	20

Impact (Outcomes) <ul style="list-style-type: none"> • 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 with low or moderate income. 	15
Financial Feasibility <ul style="list-style-type: none"> • High Score (7-10): Agency has or will secure other financing needed to carry out project and, if applicable, ensure its long-term viability. • Mid-Range Score (4-6): Agency has identified some but not all funding needed to carry out project. • Low Score (0-3): Most of the funding for the project is unidentified, and no resources are available for long-term support, if applicable. 	10
Readiness <ul style="list-style-type: none"> • High Score (7-10): 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 (4-6): Project anticipates possible delays and/or does not have all other funding in place. • Low Score (0-3): Project is unlikely to begin within one year (for programs/services) or two years (for projects involving acquisition, construction, or rehabilitation) of funding award. 	10
Collaboration <ul style="list-style-type: none"> • 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. 	5
Total Points – Committee Scoring	75

Appendix C: 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	Minimum 5%
Developer fee	Deferred amount of the Developer fee must be less than 50% Projects with Low Income Housing Tax Credit (LIHTC) financing: Maximum 15% Non-LIHTC projects: Maximum 15% for projects with up to 60 units Maximum 12% for projects with 61 or more units

OPERATING PRO FORMA

Vacancy rate	5%. (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 \$350 per unit per year
Management fee	5-12%
Operating reserve	6-9 months of costs
Debt Coverage Ratio (Net Operating Income ÷ Debt Service)	1.15 – 1.20 for term of loan

Appendix D: City of Vancouver 2024-2028 Consolidated 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.	<ul style="list-style-type: none"> • 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 E: Pre-Application Questions and Required Submittal Documents

PRE-APPLICATION

The pre-application includes sections for agency questions and contact information. The pre-application portion is used by City staff to determine preliminary eligibility of the agency and the project. Responses to the pre-application may prompt additional information requests before the applicant is able to move on to the full application. Passing the pre-application and moving to the full application does not guarantee project or agency eligibility to be selected for funding. The Scoring Committee will not score this portion of the application. **The pre-application is mandatory and due by October 31, 2025.**

AGENCY QUESTIONS

Agency questions 1-15 ask for agency details such as agency information, contact information, and a UEI number. More information about the transition to UEI numbers and how to get one can be found at: <https://sam.gov/content/duns-uei>.

PROGRAM ELIGIBILITY

Please provide the following information:

1. Select the activity that best describes the proposed project. (choose one)

- HOME – TBRA
- HOME-ARP – Homeless Supportive Services
- HOME – Housing Projects
 - Rental Housing (acquisition/construction/rehabilitation)
 - Homeowner Housing (acquisition, construction, rehabilitation)
 - Homebuyer Assistance (down payment assistance)
- CDBG – Public Service
- CDBG – Microenterprise

2. Consolidated Plan Goals: Select the goal that the proposed activity will meet.

- Increase and preserve affordable housing opportunities for households with low-income and people who are experiencing homelessness.
- Reduce poverty, increase stability, and prevent and address homelessness for individuals and families. Where possible, support existing City and community initiatives.
- Increase economic opportunity by supporting small businesses.
- Create and preserve community buildings and spaces ensure access to resources and opportunities.
- None of the above.

3. Select any of the following that describes the applicant organization.

(If applying as CHDO: status will need to be verified by City of Vancouver staff. To qualify as a CHDO, organization must be an independent nonprofit with housing development experience serving Vancouver, at least 1/3 of the board must represent low-income communities, and must intend to develop, own, or manage an affordable housing project.)

- Private Non-profit 501(c)3
- Community Housing Development Organization (CHDO)
- Public Organization
- Faith-Based Organization
- Other: Describe organization

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

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

- Persons/Households 0-30% AMI
- Persons/Households 31-60% AMI
- Persons/Households 61-80% AMI
- Total Persons/Households Served

6. Describe the populations served. Include demographics including race, ethnicity, specific population types. (1,000 characters)

7. Describe the service area for programs, include the program office address and/or project site address, as well as a map of the service area. (1,000 characters)

8. How will the funds requested support this project? Include specific examples. *For example, staffing, construction, program supplies, administration costs, etc.* (1,000 characters)

9. Provide a risk assessment. If the risk assessment score is low or very low, the pre-application may not be allowed to move forward to application.

[Risk Assessment](#)

10. Provide a draft project budget including all anticipated sources, guaranteed funds, and uses of project funds. A more comprehensive budget will be required in the application.

[Sample Budget Template](#)

11. Enter the name and title of staff, and the date they attended the mandatory information session.

Submit this portion of the preapplication for City review. Staff will review described activities to determine if the proposed application is submitted under the right application type, the proposal meets a HUD national objective and describes eligible activities, and the project will be in a qualifying area. If approved, applicants will receive an email to move forward with the application process. Further administrative review will occur after full application submission.

Appendix F: Application Questions and Required Submittal Documents

FULL APPLICATION

The full application is comprised of an equity section and includes requests for detailed project information, timeline for project accomplishments and a proposed budget. This portion of the application will be scored by the Scoring Committee. The full application is due on December 5, 2025.

B. PROJECT QUESTIONS (A.1 - A.10)

Please provide the following information.

A.1. Amount of funding requested.

A.2. Provide a brief description of the proposed project. (1,000 characters)

A.3. It is estimated that funds will start July 1, 2026, contingent on HUD grant agreements. Please provide a timeline including any work that needs to be completed by your agency, such as hiring staff, implementing program, prior to contract start date.

[Project Timeline Template](#)

A.4. Please describe the target populations, including demographics, that will be served by the proposed project. How will you ensure the target populations can access the services provided? (2000 characters)

A.5. Describe the proposed activities, outcomes, and measurement tools. (2000 characters)

A.6. Describe the steps needed to implement the project and achieve the outcomes stated above. (2000 characters)

A.7. Describe the community needs that would be addressed with this project. Include any past actions taken to address the identified need and how this project continues or builds upon those efforts. (2000 characters)

A.8. Describe why City funds are needed to support this project, what the City funds will be used for, and what specific impact a non- (or partial) award would have on services and outcomes? (2000 characters)

A.9. Describe the applicant's administrative capacity to manage the grant financially and to comply with federal program requirements. Please provide detailed information on agency staff oversight of the project and the parties involved in carrying out each activity listed above. (2000 characters)

A.10. Please describe your agency's plan for sustaining this project over time, including how you will leverage other funding sources, partnerships, or operational strategies to reduce reliance on City funds. (2000 characters)

B. PROJECT QUESTIONS II (A-E)

Select the activity that best describes the proposed project.

- A. HOME – TBRA
- B. HOME-ARP – Supportive Services
- C. HOME – Housing Projects
- D. CDBG – Public Service
- E. CDBG – Microenterprise

A. HOME – TBRA

B.A1. Do you have any referral requirements for the Housing Solutions Center?

- Yes
- No

B.A1a. If so, describe them below.

B.A2. CDBG housing funds can be up to 35% of the requested HOME funds. Please describe what services you plan to pay for with CDBG funds. (2000 characters)

B.A3. Is your organization applying for Clark County TBRA funding?

- Yes
- No

B.A3a. If not, please explain.

B.A4. Estimate the number of unduplicated households that will benefit from this proposal according to the Area Median Income (AMI) categories listed below.

Funding does not support households over 80% AMI

- Households 0-30% AMI
- Households 31-60% AMI
- Households 61-80% AMI
- Total Households Served

B. HOME-ARP – SUPPORTIVE SERVICES

B.B1. Estimate the number of households that will benefit from this proposal according to the qualified populations (QP)

- Safe Stay/Park
- QP1
- QP2
- QP3
- QP4
- Total

B.B2. This funding is intended to prioritize supportive services for Safe Stay and Safe Park sites; how do you intend to outreach and partner with these sites? (2000 characters)

B.B3. If your program will also serve homeless households (QP1) not staying at Safe Stay or Safe Park, please describe how you will outreach to these qualified households for HOME ARP supportive service. (2000 characters)

C. HOME – HOUSING PROJECTS

B.C1. Select the activity:

1. Rental Housing (acquisition/construction/rehabilitation)
2. Homeowner Housing (acquisition/construction/rehabilitation)
3. Homebuyer Assistance (down payment assistance)

(Homebuyer Assistance questions only):

B.C1a. Describe your program policies, including debt ratios, resale, and refinance allowances. How is generational wealth supported? (2000 characters)

B.C1b. Describe your current waitlist. (2000 characters)

B.C1c. Number of currently bank preapproved households, within the last six months, for a mortgage of at least \$300,000, on your waitlist.

B.C1d. If your organization seeks to increase its number of households served, year over year with homeownership, how have or will you address capacity concerns? (2000 characters)

B.C2. Is your organization applying as a Community Housing Development Organization (CHDO)?

B.C3. Describe the target market for the project AND the rationale for selecting the target market.

B.C4. Please provide an overview of the structure and staffing of your organization and identify and describe any other organizations involved in the development of this project.

B.C5. Please list all other projects in your development pipeline and provide current status and anticipated completion dates.

Select "Add Row"

Project Name	Current Status	Anticipated Completion Date
--------------	----------------	-----------------------------

B.C6. Describe the financial assumptions used to determine the total cost of the project, including acquisition, development, construction, and, if applicable, any possible green building or sustainability practices.

B.C7. Describe the financial assumptions used to develop the operating budget. Include rents and other sources of income, operating and maintenance expenses and inflationary factors.

B.C8. Acquisition and Rehabilitation or Rehabilitation only: Discuss how your proposal reflects your Capital Needs Assessment. *Note: Construction/New Construction Activity type: Enter "N/A".*

B.C9. Provide an overview of the property management and asset management systems of your organization.

B.C10. Will the project have the potential for any relocation of residential and/or commercial business tenants?

D. CDBG – PUBLIC SERVICES

B.D1. How will participant income be verified? Describe the process for collecting income and beneficiary data, including who will collect it and how the data will be stored.

B.D2. Estimate the number of unduplicated persons that will benefit from this proposal according to the Area Median Income (AMI) categories listed below.

0	Total Persons

B.D3. Is this an ongoing or new program?

B.D3a. If it is a new program, how will you ensure program will be ready by the July 1 start date?

B.D4. Please explain your organization's capacity and experience to complete this project within the timeline and budget.

B.D5. Did you receive CDBG funding during the previous program year?

B.D5a. 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. Please explain how your proposal meets this requirement.

E. CDBG – MICROENTERPRISE

B.E1. Describe your organization's recent experiences and notable successes in the microenterprise program. If your organization has previously received CDBG microenterprise funding from the City of Vancouver, please provide specific examples of impacts achieved (e.g., number of businesses supported, revenue growth, jobs created/retained, or special initiatives launched).

B.E2. Describe any program changes made this year based upon those previous experiences which will lead to a better capacity to service microenterprise businesses. Please describe the organization's experience in providing businesses skill training to owners of microenterprises, including training specific to childcare providers, construction firms, and trade-related businesses.

B.E3. Please describe the organization's experience in providing technical assistance to owners of microenterprises within the City of Vancouver. Include examples of tailored technical assistance for childcare businesses and construction/trade businesses. Include specifics on services and business launched from those tailored programs.

B.E4. Please describe the organization's experience in providing support services to owners of microenterprises within the City of Vancouver. Highlight services that address barriers faced by entrepreneurs with low-to-moderate incomes, including those in childcare and construction/trades.

B.E5. Provide a full description of the program, including, but not limited to

- Outreach/Marketing Plan
 - Identify outreach coordinator role and responsibilities.
 - Strategies for reaching LMI businesses, including childcare providers and construction/trade firms.
 - Connections to media outlets, community partners, and culturally specific organizations.
- Business Skill & Peer Training
 - Calendar of workshops, peer cohorts, or mentoring sessions.
 - Training outcomes, including measurable skill gains.
 - Specialized modules for childcare, construction, and trade microenterprises.
- Technical Assistance
 - Scope, type, and duration of technical assistance.
 - Qualifications of technical assistance providers.
 - Focus on practical support (licensing, compliance, marketing, financial management, etc.) for childcare and construction/trade sectors.

B.E6. Provide the following information related to public benefit:

- How many low- and moderate-income businesses will be served by this project?
- Of those served, how many are from special needs groups?
- How many loans will be made to qualified beneficiary businesses?
- Listing of users waiting for service and historical statistical data of service usage;
- Need for services including training, technical assistance, credit, and support services.
- To what degree will this program reduce the local demand on social services?
- How will the program's focus on childcare and construction/trade businesses contribute to reduced reliance on public services (e.g., by creating jobs or expanding affordable childcare availability)?

B.E7. How will participants' household income be verified? Describe the process for collecting income and beneficiary data, including who will collect it and how the data will be stored. Ensure the process is consistent with HUD requirements.

B.E8. How will the organization monitor the success of the program?

- Describe key performance indicators (KPIs), benchmarks, and data collection methods.
- Identify outcomes tied to childcare microenterprise starts, growth, and sustainability.
- Identify outcomes tied to construction and trade business growth.
- Outline reporting structure, frequency, and responsible staff.
- For organizations with prior CDBG microenterprise funding, describe how impacts will be measured against past results and how new outcomes will demonstrate continued progress.

C. BUDGET DETAILS

Select "Add Row" to add your budget Line Item and costs from the respective Funding Sources.

C.1. Committed Funds: List all secured funding sources for this project, including state, local, federal, and private contributions, as well as proposed funding for this application. For each source, provide the amount committed, the budget category (personnel, admin, professional service, direct client assistance), and the specific line items (examples below) the funds will

cover. Only include funds allocated for this project, as all committed funding must align with the relevant line items in the program budget.

- **PERSONNEL COSTS:** Salaries, Benefits, Travel, Training, Other (specify)
- **OPERATING COSTS:** Rent/Lease, Utilities, Telephone/Computer/IT, Insurance, Vehicles, Supplies, Other (specify)
- **DIRECT CLIENT ASSISTANCE:** Rental Assistance, Outreach, Other (specify),
- **OTHER PROGRAM COSTS:** Consultant (specify), Other (specify)

TOTAL FUNDING SOURCES (REVENUES) MUST = TOTAL COSTS (EXPENDITURES)

Example:

COMMITTED LINE-ITEM PROGRAM BUDGET

Source	Specify Source	Budget Categories	Line Item Costs	Specify if "Other" or "Consultant"	Funding Amount
City Request	CDBG	Personnel	Salaries	N/A	\$80,000
City Request	CDBG	Client Assistance	Outreach	N/A	\$100,000
State/Local	WA DOC	Personnel	Salaries	N/A	\$80,000
State/Local	WA DOC	Admin	Other	Overhead	\$5,000
State/Local	WA DOC	Operating	Rent/Lease	N/A	\$4,000
State/Local	WA DOC	Client Assistance	Outreach	N/A	\$250,000
Total Committed Budget					\$519,000

C.2. If you are seeking other funding for this project, please list each funder's name, the amount requested, the actual or future date of the request, and the date you expect to receive a response.

Example:

UNCOMMITTED FUNDS

Organization's Name	Amount Requested	Date Applied	Anticipated Response Date
ABC Local Funds	\$100,000	12/1/2025	4/30/2026
The Funds Foundation	\$50,000	6/1/2025	12/30/2025
State Funds 123	\$250,000	11/1/2025	3/17/2026

D. REQUIRED DOCUMENTS

Document attachments for all applications.

- Service area, map, photos
- 501(c)3 documentation *Required*
- [Faith Based Organization Assessment](#)

Document attachments for housing projects only:

- Acquisition/Construction/Rehab Pro Forma
- Construction/Rehab - Budget

Appendix G: Frequently Asked Questions

Where can additional information about CDBG and HOME be found?

Additional information is available at: www.cityofvancouver.us/cdbg.

What is included in the pre-application?

All pre-applications questions are in [Appendix E](#) of the Application Guidelines. The pre-application is completed and submitted through Neighborly.

The pre-application is due soon, and my organization isn't sure if we are going to apply for funding. What should we do?

Pre-applications are required to be submitted by the October 31, 2025, deadline to move to the next step for funding, complete the pre-application before the deadline. If your agency decides not to move forward with the application process after a pre-application has been submitted, email the City at housing@cityofvancouver.us.

Do LLC businesses qualify as a public organization?

No. This funding is limited to nonprofits and government organizations.

Does a nonprofit organization need to have their 501(c)(3) established before applying for funding?

Yes, a 501(c)(3) needs to be established before the pre-application is submitted.

Our organization has not received the Unique Entity ID (UEI) from SAM.gov. Can we still apply for funding?

Applications can be accepted with the UEI pending. If funds are awarded, the agency must have the UEI issued before executing a contract.

Where can I find Area Median Income (AMI) to answer question 3 on the preapplication?

AMI can be found on the City's website at: Income Limits Summary (cityofvancouver.us) or in [Appendix A](#) of the Application Guidelines.

Can my program use SNAP benefits instead of AMI for income eligibility?

Unfortunately, households that qualify for SNAP benefits, may be over the AMI limit for CDBG programs. Therefore, this would not be an appropriate tool for income eligibility.

Can we complete separate applications for multiple programs?

Yes. Each program an agency applies for must have a separate application.

If we are applying for two different funding sources/projects, do we need to submit two separate applications or just one?

Each program an agency applies for must have a separate application. The only exception is HOME TBRA with CDBG Housing Services funds, which is one application.

Who is considered a presumed benefit group?

To qualify under this subcategory, a program must exclusively benefit people who are generally presumed by HUD to be principally low/mod income persons. The following groups are currently presumed benefit populations: abused children, elderly persons, battered spouses, homeless persons, adults meeting the Census definition of severely disabled, illiterate adults,

persons living with AIDS, and migrant farm workers. If you think your program may serve a presumed benefit clientele, connect with a City staff at housing@cityofvancouver.us.

Can an agency combine different programs that serve the same population into one application, or combine an application for funding to buy (or remodel) a building with a request for staff and operations funding for services in the building?

No. Each application should be separate, so required environmental reviews can be completed and each program or project will have its own budget, contract, monitoring requirements and reporting to HUD.

Does HUD's definition of homelessness include people who are doubled-up?

Please see the full definition at 24 CFR 91.5. Additional guidance can be found at: HUD Exchange.

We submitted our pre-application. Now what?

The City will review all pre-applications after the October 31, 2025, deadline. Once review is complete, City staff will follow up with applicants if there are any questions or to provide feedback on items that should be addressed in the full application.

Can funding be requested to cover an 18-month period, or is funding limited to a 12-month period that can occur between July 1, 2026, and December 31, 2027.

Organizations should request funding for a 12-month period, with the knowledge that the City may extend contracts when possible. Public Service contracts are required to end by June 30, 2026.

How can we determine if expenses are eligible or not?

Refer to the Application Guidelines or request technical assistance from City staff by emailing housing@cityofvancouver.us.