

2027 CDBG, HOME, HOME-ARP Application Information Session - Business Assistance

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Saldanha, Victor started transcription

Saldanha, Victor 0:13

All right, so hopefully everyone can see the slides.

Dave 0:16

We got it.

Saldanha, Victor 0:22

Okay, so 27, 2027 CDBG home and home application. If you are here for the home application version, you're a day late. That was yesterday. But you can still catch the recording, like you could catch the recording of this one.

Dave 0:34

Yeah.

Saldanha, Victor 0:41

Second here.

All right. Enter names, pronouns, agency, e-mail in the chat, please. Questions can be asked at any time by unmuting or typing in the chat. If you type in the chat, I won't be able to see it, so I'll have to wait until the end. So if you have a pertinent question that you don't want to wait until the end, you can always ask me during the conversation. Just unmute yourself and ask it.

If you have any questions after today's information workshop, you can e-mail me. As most of you know, I'm pretty quick to respond within 24 hours. A link to this recording and presentation material and questions and answers will be posted at the cityofvancouver.us back slash CDBG.

And what are we covering today?

Introductions, you all hopefully know me. I'm Victor Saldana, Small Business and Entrepreneurship Manager for the City of Vancouver. We will be covering funding source overview, application timeline, application process, scoring committee, receiving funds, and finally, we'll go over questions if you have any at the end.

All right, so...

R.

The reason we do the CDBG is based off of our five-year program that our housing

department really sets forward with HUD. The five-year goals are based off of affordable housing, economic opportunity, stable stability and poverty reduction, and neighborhood livability.

The consolidated plan was from 2024 to 2028. Community has a lot of feedback in when we do a consolidated plan. So as you can probably see, our consolidated plan is going to be ending soon for the five year period. So if there's other items that you would like to see, you're more than welcome to give feedback to it.

What we're going to really focus on today is the economic opportunity portion, which provides training and opportunities to entrepreneurs and small businesses.

Funding source. Our funding source comes through CDBG, which is the Community Development Block Grant, specifically the Micro Enterprise Assistance Funds, which is for activities targeting serve micro enterprises up to five employees. Participants must have a household income of 80%.

AMI or less. And then what we've gone into is, I'll discuss this later on, really to focus on our five-year economic development strategy, childcare, construction, trade related businesses are considered critical community needs, but not only the two represented. So if anyone wants to see the five-year economic development strategy that the city

create it. It will be in our link as well for the CDBG. Please go in and look at it. I mean, we do have other things that are in there, like the revolving loan fund, product to market, working with innovators within the city. So there's a lot of components within it. Child care and construction and trades is 2 that we've picked as

Being considered critical community needs.

Micro enterprise business assistance activities increase economic opportunity by supporting small businesses within Vancouver city limits. Activities may include technical assistance and resources, grants, loans to current and prospective business owners. This has to be within the city limits. There is

Clark County CDBG actually open at the same exact time too. So if you're looking for funding outside of the city of Vancouver, that also is open with us in the same, very similar time frame. You can go to Clark CDBG and look at their funding too. And you're more than welcome to apply for both funding. There's a lot of organizations that will apply for city.

as well as county and get both funding as well.

Estimated funds, and I will say subject to change because we don't find out from HUD how much the dollar amounts will be until July of next year, but they tend to be pretty consistent for us for micro enterprise CDBG. We have \$300,000. Minimum request is 100,000. Maximum request is \$100,000 as well.

We've played around with these numbers. It seems like most people will apply either for 100,000 or more than 100,000 because we're trying to keep it consistent. We decided to keep the minimum maximum just for CDBG micro enterprise consistent at

\$100,000 per activity. And I will break that down because micro enterprise business assistance this year will have 200,000.

and micro enterprise child care assistance will have 100,000. So same thing with business assistance, except for micro enterprise child care assistance is working, providing technical assistance to child care providers. So different than some other organizations that have reached out to me and said, well, is this to cover child care subsidies? No, it's not. It is to serve to create child care businesses within the city of Vancouver. So it could be startups, it could be helping them grow, whatever the program is, it will be \$100,000 set aside just for child care. In the past, child care could be part of the programs that people want to or organizations want to provide.

This year we've put aside 100,000 specifically for that.

And I will throw this out there, an organization can apply for \$1000 for micro enterprise business assistance and micro enterprise child care assistance businesses. So they could, they would have to be two separate applications in the system as you're going through Neighborly, but an organization can apply for both and receive both.

both. So if one organization wanted to apply for both of them, they can.

Application process, timeline, and neighborly.

Pre-application. So if you know what the city does, we do a pre-application before the full application. It gets most of the information in there. It has you provide fundamental questions to assess eligibility. Completion required to access the full application starts with the initial pre-application. It leads to sometimes follow-up questions from

us. Passing does not ensure eligibility. It doesn't guarantee that you're going to get it, but we do want to see budget drafts. We want to know the information for it. We want to make sure it's a viable application moving forward before we have you go through the whole application process.

Important notes.

Must be must meet federal requirements, not nonprofit agencies and public organizations only. There are income and rent limits. Rent limits really more for the housing. You do need to have a Sam.gov and UEI. They have to be within the Vancouver city limits. And we do have application guidelines that you can click on and get to them, but it's also available on our CDBG link for our city. So you can go in and look at it because even though this is information covering it, more detailed information is there within the application guidelines. So I do recommend everyone just go in and look at it. It doesn't take a lot of time if you're familiar with.

Our application guidelines are fairly similar year to year, but there might be some different nuances. We try to cover as much as we can within this call, but it's always great to go in and look at yourself.

All right, Neighborly applications. Most of you have probably done Neighborly applications with us since we've been using it for the past couple of years. If you haven't, you would need to go in and register with Neighborly. This is an old screen. There's a newer screen, so we didn't create a newer one.

But there is a little question mark down here. It's right here on this one, but it's actually down here on the newer one. We're not Neighborly. So if you have issues with getting registered with Neighborly, just click on the question mark and work through it. Unfortunately, I won't be able to help you with a Neighborly question. Make sure you reach out to Neighborly. Otherwise, I'll probably just send you back to Neighborly. So I wanted to cover that right now.

I would love to say I'm tech support, but I'm not tech support. So Neighborly is going to help you more than I will.

Application guidance. Well-defined scope, location, budget, and objectives. Make sure the application really does cover the information thoroughly. You don't want to leave ambiguity on half of the city staff reviewing it or the scores because...

They're going to have some questions, and it's best to make sure you're answering the questions. Set a clear timeline of when you're going to cover things, demonstrate capabilities to successfully complete the project, meet all funding criteria, implement program evaluation and track achievements. So we want to know what you're going to achieve. Address equity concerns related to race, ethnicity, and other protected groups.

Outcomes for low to moderate individuals, that is a requirement for the AMI.

Optimize the use of additional funding sources. So again, if you have additional funding sources, make sure that we understand that. Coordinate efforts with other public and private initiatives. I will go over that a little more with when we're talking about scoring.

After the pre-applications are done, October 25th, you will move on to the full application process. Then there will be a presentations on Friday, February 12th. It will be a virtual meetings. We'll set the time up before then. There will be 10 minutes per applicant. We went from having four applications to 8 applications last year. We feel like there might be more.

more than that this year, so we have to keep it very condensed. If you did a good job of your applications, there won't be as much information that you probably have to present or ask, but we do want to have you have 5 minutes to present as well as 5 minutes Q&A. It will be the small business scoring committee as well as city staff. Usually just myself and the city staff asking those questions, but we'll set it up for it. And then each one will be given a time slot to show up and present.

Review process.

Small business scoring committee. First, we'll have technical corrections. So if you have application items that we come across that have some concerns or some

questions, the city staff will let you know that before you move on to the full application, sometimes during the full application. Then we'll have a committee of eight community members who are within the community. They either are small business owners, support small businesses. They're the ones who are doing the bulk of the scoring for the application process. You will see there's a 25 point that the city staff will review and score and that 75 points that the scoring committee, which isn't city staff, will do.

Once the scores are tabulated and submitted, they will be submitted to city council and city council will have final approval as they always have.

Scoring committee, 75 points. Now, this is an overview. What I would recommend is if you go into the application guidelines, you'll see more of a breakdown of how these points are done, but scope and capacity, wall, plan, detailed description. Agency has experience on projects of similar size and scope. That's 15 points.

need and plan alignment, meets a critical community need, whether it's a consolidated plan or a five-year economic development strategy, that's 20 points.

Outcomes, large or long-lasting positive impact on people experiencing low to moderate income, that's 15 points.

financial feasibility, agency hazard will secure other financing need to carry out project if that book will ensure long-term viability 10 points. So it's not only that you can find other funding, but how will this create long-term viability can be there as well. Readiness can begin within one year for program services.

For us, it's one year. That would be 10 points. And I will say this is something that we don't see a lot of, and I always point out to the individuals who are applying, whoops, back one.

is collaboration.

We would love to see collaboration between different organizations supporting the initiatives. So if you have partnerships within the community, MOUs, things like that, we do want to see it and we want to make sure that we know about it because it does help your scoring for this. But again, I bring this up because sometimes we don't even see it at all within the application process.

A Jeff is scoring, which is 25 points. This is what staff scores upon. And as you can see, a lot of this is pretty easy and cut and dry. Committed matching funds between zero and five points. If you have committed funds that are outside of what the city is going to provide, if you do have that, we do want to see

in the application process that you prove it. So it's not like we're going to get something from a bank or a credit union. We have an agreement, we have some type of award, we have some type of a contract that's going to provide that. We lowered that from 10 to 5 points last year to this year just to make it a little bit more of a level playing field.

So that's going to be max 5 points. Risk assessment score, everyone is going to have

to provide a risk assessment during the application process. So please go in, fill it out, and sign it. And as you can see,

Based off of financial health staff experience with services, prior monitoring results, litigations. If you've had any issues in the past with monitoring results or litigations that does affect you as far as an organization, that's between zero and 10 points.

Again, pretty easy and cut and dry. Consolidated plan goals.

project addresses A consolidated plan goal that has not been met. We don't have that as much for ours because every single one of ours has been met. I would say it has to tie in with one of our five year economic development strategies. The more the merrier, but it does have to tie in with it. And that's a clear cut 10 points as well.

Moving on, application timeline.

A little quicker this year around than previous years, not as much for the application, but as much for how we score it and get it to city council with all the material in advance. So the application is open. It was open on October 1st. So if you saw the emails,

the notifications on the city as well as everything that was out there. It opened up the first, we're going to have TA office hours on October 19th from 10 to 12 if you have questions that you didn't want to reach out to me on, but you want to ask specific stuff that you need some additional clarification for.

It'll be between 10 A.m. and 12 P.m. October 25th, pre-applications are due at 1159 P.m. So make sure it's done before the end of the day. There is no, I didn't get it entered in. Unfortunately, we can't do anything about that. There is a cutoff time in Neighborly and has to be in. So it does give you.

time even if you start today to do it. Pre-applications really don't take that long to get the information in.

Then after that, if you do move into the full application, which majority of the people do, I would say TA office hours then are available for the full application. Deadline to ask technical assistance questions will be November 25th. December 6th, final applications are due again, 11.59 P.m. I know it's getting towards the holidays, but it is

the week after, I believe, a previous holiday, so it doesn't give you much time. So I would say get it as much done prior to rather than waiting for the last minute to put something in, especially as you get closer to December 6th.

Staff review request for technical corrections will happen by December 27th. And then response to technical questions are due January 10th. So if we do send out something to you that we need some clarification on, you do have a specific amount of time to get back to us. And I've already said in advance, February 12th.

will be applicant presentations. It says in person. It won't be in person for us. It will be in person for housing. So you all get a little bit of a clear. You get to see me on another team's meeting for a 10 minute presentation. And then February 17th, the

scoring committee will complete their scores.

Most of the scoring committee really does most of the information for the scoring prior to the presentations. However, nothing's submitted until after the presentation, just in case they have questions, clarification, or there's any information that you present during the presentation as well. So most of the times,

Things do change between that and the actual final scores.

Funding recommendations are presented to City Council on March 26th. And then April 26th, City Council has a public hearing. Everyone's more than welcome to come up to the public hearing. As you might have remembered, there was two public hearings for this last year. So, you know,

We did get some feedback from city council on as we changed some of the things for this year. May 14th action plan is submitted to HUD and then July 1st we find out about the funding and then we start working on the pre-contracting and everything which sometimes takes a little bit of time.

Cut requirements.

Current requirements, we do require environmental review. If you've already done something with us in the past, sometimes your environmental review is good. If it isn't, we do get a new one. If you're new with us, we're going to get a new one.

Federal financial and procurement rules are involved. Open records access for HUD in the city. HUD term flows into your agreement.

We get that all in. So if there's any changes or anything that happens, we will update it. There are some that are under legal challenge. And then we advise you to follow your agreement as written. So when we do create a contract, we do say follow it as written. Keep your documents.

for participation if we do see anything that changes based off of new HUD requirements. As you again hear, we don't find out from HUD for financing until after everything is done. So we've gone through most of the contract work and everything beforehand, but if something changes, then we will let you know as well.

In writing.

And that's it for my presentation. Again, my e-mail is completely available for everyone. And if you have questions, you can always reach out to me and we can have a discussion. If you want to wait for the technical assistance calls, you're more than welcome to do those as well. But other than that, I will open it up for questions right now for everyone. And then if you

have questions after the fact, you're more than welcome to reach out to me.

So, questions?

I couldn't have been that good on presenting. So either you all are great at knowing this product, or if you have questions, let me know. But if you don't, you're happy to do it later too. Yes.

Lara Damon Livelihood NW 20:45

Thank you for that, Victor. I do have a list of questions. Hopefully it's not too duplicative. What others know. Grant period for this application, July 27th to December 28th, but it indicates it's 12 months. So can we evaluate within our scope?

Saldanha, Victor 20:47

You're welcome.

Lara Damon Livelihood NW 21:08

what, 12 months of that 18-month period.

Saldanha, Victor 21:10

Yes, and I will say some of my current contracts have started in October. I have a contract that started January 1st, so as long as they're within a 12-month period within that, you're more than happy to do it within that 12-month period.

Lara Damon Livelihood NW 21:25

Great, thank you. Can I keep going?

Saldanha, Victor 21:28

Yes, keep going. I'll do my best to answer. If I don't have the answer, which I sometimes don't, I will write it down and then I will get back to you.

Lara Damon Livelihood NW 21:32

Good.

That's right.

CDB, can CDBG funds be leveraged by other federal funds, specifically SBA as a match requirement here?

Saldanha, Victor 21:49

Not as a match requirement, but let me get clarification for that. Let me just do that because I don't want to say it. I know federal doesn't like federal, federal match, but we're not really looking at as federal, federal. So it could be a match that you're looking at for it. So let me ask that question through.

Lara Damon Livelihood NW 21:54

Yeah.

Saldanha, Victor 22:10

our housing team because they deal with this more than I do. So a federal match dollars. And then I will get that out.

Lara Damon Livelihood NW 22:16

And I will ask the SBA as well, because I do think that some of their programs make an exception for CDBG economic leverage match. So I will also do my own homework on that.

Saldanha, Victor 22:31

Yeah, and then we do we do put this on our Q&A that gets sent out. So then if if you we get an answer to you, everyone will see that as well. So thank you for bringing that up, but I will find out for you.

Lara Damon Livelihood NW 22:44

Thank you. You emphasize collaboration in the scoring. I'm curious if organizations can apply both as a lead applicant as well as be a collaborative partner in another provider's application.

Saldanha, Victor 23:01

We have that happened in the past, yes.

Lara Damon Livelihood NW 23:07

Is there a cost per client guideline that the city prefers to see or use as a benchmark?

Saldanha, Victor 23:13

If there isn't.

Lara Damon Livelihood NW 23:17

And I believe I know the answer to this, but just for clarification, this is this is a new cycle of this funding, correct? These are these are not new awards going to join other existing awards that are in.

Saldanha, Victor 23:36

No, it's always once the contract is over from the 12 months, it's always a new cycle and we always have new applications come in so nothing carries over from the previous applications.

Lara Damon Livelihood NW 23:50

Those are my primary questions. I'm joined by my colleague Melissa here. Does that cover everything we had?

Milica Koscica, Livelihood NW 24:01

Yes.

Lara Damon Livelihood NW 24:03

Thank you.

Saldanha, Victor 24:03

Great, and I will find out from the federal match for you before, hopefully by the end of the week, but if it takes a little longer, still go ahead and put everything in. We don't look at the matching stuff as far as scoring goes until the full application cycle, and that gives you a while to do, but I'll try to get the application question.

Lara Damon Livelihood NW 24:24

Thank you. Appreciate that.

Saldanha, Victor 24:26

Any other questions?

All right. Well, I appreciate everyone's time. And I will say again, please make sure you go in and look at the application guidelines, look at our HUD CDBG website, look at all the scoring components, look at our five-year ActDev strategy, because there are other components in there outside of construction and trades and childcare too. It just, those are critical ones. And hence, we've taken a couple of programs. We have the construction and trades incubator program that went to an RFP recently. And then we've put aside \$100,000 specifically of this for childcare this year for that as well. So we want to make sure it's covered. But there's other components within the five-year active strategy that we would love for people to look at and say, hey, it might be something to cover, or it could be that we're going to cover a couple of different portions of that through different, different programs that we're doing, or collaborate with other organizations for them to do that as well. Because we do have a lot of technical assistance providers within our region who do different things, and they're more than welcome to collaborate together for those.

Alright, I appreciate everyone and your time. You all have a wonderful rest of your Wednesday, and I will make sure I get back to everyone with their questions.

Milica Koscica, Livelihood NW 25:51

Thank you. Good to meet you.

Andrea Forstag 25:51

Thank you, Victor.

Saldanha, Victor 25:52

Thank you.

Andrea Forstag 25:53

Bye-bye.

Saldanha, Victor 25:54

You as well, take care. Bye.

Dave 25:54

Thanks, guys. Bye.

Saldanha, Victor stopped transcription