King County CDBG Capital Non-Housing Allocation Process

February
- CD Coordinator coordinate Priority Meeting with the Consortium City representatives, ARCH and Joint Agreement Cities
- Check in regarding Consolidated Plan; Priorities, evaluation criteria and scheduling
- Reviews the following documents/reports
  - Estimated Fund Waterfall
  - Geographic Chart depicting project spread over last 5 years
  - Housing Stability Report
  - Housing Repair Program Report
  - Enlist participants for Sub-region Panels for funding recommendations
- CD Coordinator updates forms related to pre-application, application, workshops; instructions based on results of Consortium-wide meeting.
- Place approved NOFA in newspapers and post on HCD web site regarding CDBG fund availability and timeline for applications

March
- Pre-application available early March; notification is made via web page, flyers and newspaper ad as well as targeted outreach for ESJI communities
- CD Coordinator and CD Team hold Pre-application workshops
- HCD CD Staff hold NOFA workshops throughout consortium (urban and rural)

April
- Pre-applications due mid-April
- CD Staff (CD Coordinator, Coordinator, and Project Managers tour project sites for eligibility, ER implications
- CD Team Screen pre-applications; verify determinations with CD Coordinator; notify applicants of eligibility and any preliminary issues (environmental, URA, budgetary, etc)
- HCD CD Capital Applications made available late-April via web, e-mail, upon request
- Continue to hold Technical Assistance Application category type workshops

May
- Hold Technical Assistance Workshops specific to type of application (community facility, public infrastructure, parks, etc.)
- CD Coordinator Send INVITE to Consortium City representatives and JRC members to serve on Sub-region advisory work group (SAG) that will make funding recommendations to Joint Recommendations Committee.
- Applications due May 31st – midnight – submitted via electronic web based system, ZoomGrants

June
- $1st$ week – applications screened again for technical completeness; eligibility and national objective, by assigned PPM II; verified by PPM III CD Coordinator; reviewed and determination approved by PPM IV HCD Program Manager (FORM – Checklist regarding screening)
- CD Evaluation Team commences review of all applications individually and subsequently meet and compile evaluations to determine strongest applications;
- CD Evaluation Team holds second meeting and reviews combined outcomes and creates a preliminary ranking order.
- CD Coordinator prepares preliminary Project Summaries (FORM format provides project description, notes evaluation factors established by Consortium, proposed project budget)
- HCD/CD (Coordinated by CD Coordinator) conducts Tours (invites SAG and JRC members)

July

FORMS –
- Evaluation form for each project type (CF, PI, MHR, ED, etc)
- Scoring Sheet
- Summary Sheet
- Recommendation Sheet to SAG
- Recommendation Sheet from SAG to JRC
- Final Award Sheet
- Form Template Award Letter from Director regarding conditional award
- HCD/CD holds Public Forum (Date TBD) wherein applicants are provided 10 minutes to present their applications (5 minutes presentation; 5 minutes Q&A with Sub-region representatives).

August
- CD Coordinator meets with each sub-region to review CD Evaluation Team rankings and testimony at Public Forum. Preliminary recommendations are drafted for presentation to the Joint Recommendations Committee.

September
- Capital award recommendations are presented to the JRC at its September meeting for action.

Next Steps:

October

- Coordinator assigns project task of capital project matrix form –prepare excel matrix to load project information into database. Prior to load run 20% P&A calculation based on spreadsheet totals; run 15% public service calculation based on spreadsheet totals. CD Coordinator reviews and approves;
- Create draft Action Plan Activity Report and attach to narrative portion of Action Plan; verified by CD Coordinator; reviewed and determination approved by HCD Program Manager
  - o Provide hard copies to Libraries; post notice on Web
- Publish for 30 day public comment – Plan available *October 15* for review

November

- CD Coordinator drafts Award and non-award letters to applicants; transmits to PPM IV HCD Program Manager.
- CD Coordinator oversees project file creation.
- ER Specialist run debarment check and CCR Report on agencies when preparing ER Record;

January
- CD Coordinator and PPMs hold Procedures Manual Workshop for successful applicants.