



# King County

## Urban Consortium Joint Recommendations Committee

*Meeting Materials for Thursday, September 29th 2016*

Click on a link below or use the Acrobat bookmarks to access documents

Item	Info
Agenda	Agenda for September 2016 Meeting
Attachment A	Approved September 2016 JRC Meeting Minutes
Attachment B	State Legislative Priorities for 2016
Attachment C	Homeless Housing Program Funding Round Information
Attachment C.1	HHP RFP Guidelines
Attachment D	CDBG 2017 Non-Housing Capital Fund Recommendations and Decisions
Attachment D.1	CDBG 2017 NH Capital RFP Guidelines

This file may contain images/pages that are in different page size/layout configurations. (Blank pages were removed from this document).



*Ken Hearing  
Mayor North Bend  
Sound Cities  
Association, Chair*

*De'Sean Quinn  
Tukwila,  
Councilmember  
Sound Cities  
Association,  
Vice Chair*

*Dan Grausz  
Mercer Island  
Councilmember  
Sound Cities  
Association*

*Pam Fernald  
SeaTac,  
Councilmember  
Sound Cities  
Association*

*Terry Mark  
King County,  
DCHS Deputy  
Director*

*Gary Prince  
King County,  
DOT, TOD Program  
Manager*

*John Starbard  
King County, DPER  
Director*

*Leslie Miller  
Kirkland  
Human Services  
Coordinator*

*Carol Ann Witschi  
Councilmember,  
City of Renton*

*Dana Hinman.  
Director of  
Administration  
City of Auburn*

*Jeff Watson  
Federal Way  
Community  
Services Manager*

*Steve Walker  
Seattle, Director of  
Office of Housing*

# Agenda

## JOINT RECOMMENDATIONS COMMITTEE (JRC) MEETING

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**Thursday, September 29, 2016**

**9:30 AM - 11:30 AM**

**South Renton Treatment Plant Admin Building  
1200 Monster Road S.W., Renton, WA 98057**

[Directions and map](#)

<http://www.kingcounty.gov/environment/wtd/About/System/South.aspx>

- I. Welcome and Introductions**
- II. May 26, 2016 Meeting Minutes** 5 Min  
Attachment A – Action Item All
- III. Housing and Community Development Needs – Public Hearing** 10 Min  
Citizen Participation – opportunity to comment on development of proposed activities.  
*Mark Ellerbrook, Regional Housing and Community Development Program Manager*
- IV. JRC State Legislative Priorities for 2016** 10 Min  
Attachment B – Info Item All  
*Al DAlessandro, HFP Section Staff, HCD*
- V. Homeless Housing 2017-2018 Funding Round – Timeline and Upcoming Decisions** 10 Min  
Attachment C, C.1 – Info Item  
*Mark Ellerbrook, Regional Housing and Community Development Program Manager*
- VI. CDBG 2017 Non-Housing Capital Fund Recommendations And Decisions** 30 Min  
Attachment D – Action Item –  Consortium Representatives Only  
*Kathy Tremper, Community Development Coordinator*
- VII. Round Table Discussion / Other Items**  
- ICA Discussion Update

## ADJOURN

### Next Meeting:

**Date October 27, 2016 9:30 AM - 11:30 AM**

Location: South Renton Treatment Plant, Renton WA

<http://www.kingcounty.gov/depts/community-human-services/housing/consortium.aspx>

## **JOINT RECOMMENDATIONS COMMITTEE MEETING**

**Thursday, September 29, 2016**

**9:30 a.m. – 11:30 a.m.**

**Renton Treatment Center**

### **Members Present:**

Ken Hearing, Mayor, City of North Bend, JRC Chair (Sound Cities Association)  
De'Sean Quinn, Councilmember, City of Tukwila, JRC Vice-Chair (Sound Cities Association)  
Dan Grausz, Councilmember, City of Mercer Island (Sound Cities Association)  
Pam Fernald, Councilmember, City of SeaTac (Sound Cities Association)  
Leslie Miller, Human Services Coordinator, City of Kirkland  
Jeff Watson, Community Services Manager, City of Federal Way  
Carol Ann Witscht, Councilmember, City of Renton  
John Starbard, Director, King County Department of Permitting and Environmental Review  
Terry Mark, Deputy Director, King County Department of Community and Human Services (DCHS)  
Laurie Olsen, for Steve Walker, Director of Housing, City of Seattle  
Erica Azcueta, Human Services Manager, City of Auburn

### **Members Not Present:**

Gary Prince, Transit Oriented Development Manager, King County Department of Transportation

### **King County Staff:**

Kathy Tremper, Coordinator, Housing and Community Development (HCD), DCHS  
David Mecklenburg, Project Manager, HCD, DCHS  
Mark Ellerbrook, Regional Housing and Community Development Manager, HCD, DCHS  
Al D'Alessandro, Project Manager, HCD, DCHS  
Elaine Goddard, Administrative Staff Assistant, DCHS

### **Guests:**

Evie Boykan, City of Tukwila  
Dianne Utecht, City of Renton  
Lori Fleming, City of Burien  
Doreen Booth, Sound Cities Association  
Helena Benedict, Tenant Education Coordinator, Tenants Union of Washington State  
Ana Brito  
Isidora Mejion  
Martha Bravo  
Leticia Vidales  
Maria Lopez  
Crisanto Medina

## **I. Welcome and Introductions**

Mayor Ken Hearing, Committee Chair, opened the meeting at 9:37 a.m. He welcomed guests and asked for introductions.

## **II. Review May 26, 2016 Meeting Minutes Attachment A – Action Item - All**

**MOTION:** Councilmember De'Sean Quinn made a motion to accept the May 26, 2016 meeting minutes. Councilmember Pam Fernald seconded the motion. The motion was approved unanimously.

## **III. Public Hearing:**

As part of the CDBG requirements the JRC is required to hold a Public Hearing twice each year to allow the public to comment on community development and housing activities funded through the County with federal CDBG funds and to stay in touch with citizens and get feedback.

Helena Benedict from the Tenants Union of Washington along with several residents of the Firs Mobile Home Park in SeaTac came before the JRC to speak about a difficult situation they are facing. The Firs Mobile Home Park houses 72 families and over 300 people, including many children and elderly. The property owner has indicated that he intends to sell the property to a hotel developer and close the mobile home park. This will displace the entire community. The residents are very concerned because they feel they will not be fairly compensated for their homes, and they are unable to relocate the homes due to their age. They would like to stay where they are because they are a close knit community and this location is close to their children's school and other amenities. The situation arose when light rail was brought into the area. At first the community was happy to see light rail come, and thought it would help them, but now they feel they are casualties of development. They are asking for help to stay in their homes and maintain their community. They appreciate any help the County can provide.

Mayor Ken Hearing and the JRC were interested to learn more about this situation. Mark Ellerbrook said that the County first learned about this situation at the Angle Lake Station dedication ceremony. Since then he has attended meetings and has been in dialogue with community members to determine ways the County could assist. This is a regional issue. Mark has brought in the local housing authority and the City of SeaTac to help work on solutions. The law requires that tenants have one year to exit the park once they have received a letter of intent. The letter has not been sent yet so there is still time to resolve this before it becomes critical. The current residents would like to stay together where they are. The property owner has not offered residents an option to purchase the property themselves, they were just told they have to move out. The County will continue to work with this community to try to assist.

Councilmember De'Sean Quinn remarked that the issue of how to handle mobile home parks is not new. It is a growing issue that needs to be addressed. Mobile home communities are being squeezed out by other developments. Pockets of self-contained communities need help to transition. Fees paid to the owners do not cover the costs of moving the homes and many are not fit to be moved even if a site were available. This issue needs to be addressed not just for this situation, but more broadly.

The guests were thanked for bringing this situation to the committee's attention and were assured the County and others will continue to work with them to address this issue.

#### **IV. JRC State Legislative Priorities for 2017 Attachment B – Information Item**

Al D'Alessandro shared a draft of priorities for State Legislation.

1. Increase the Document Recording Fee and Remove the Sunset. Some of the fees are permanent, but \$30 will sunset in June 2019. A fee increase is also needed to keep up with inflation.
2. Allow Youth age 13-18 to participate in HMIS in order to track and ensure the youth system is working. A Court decision removed youth consent and now it needs to be addressed in legislation.
3. Provide \$200 million for the Housing Trust Fund. This fund has been underfunded since 2008. This has been on the agenda for several years.
4. Outlaw Source of Income Discrimination: There has been Incremental progress made, but there is still work to be done to ensure landlords do not make the source of income an issue to discriminate against tenants.
5. Support Local Tools for Affordable Housing Preservation: This would provide a property tax exemption to help get the private sector more involved in the affordable housing solution. This was a new issue last year and the legislature needs to be educated. Councilmember Dan Grausz asked whether there were any requirements to ensure landowners stick with the program. There is concern that developers will try it then say it doesn't work and walk away. Tenants could suddenly lose their housing if a developer drops out of the program. The JRC would like some type of disincentive to stop developers from dropping out. Al D'Alessandro explained that this item is a tax break, so it would apply only as long as the developer participates. Once stopped the break stops. Al will bring the JRC concerns to the bill sponsor.
6. Preserve Housing and Essential Needs Program. This is a very beneficial program, and it is important to keep it in place at the current level.
7. Stabilize Essential Public Health services. This is a new priority due to State legislation weakening public health funding.
8. Medicaid Waiver for Permanent Supportive Housing. Ensure full Operating Budget authority for the Medicaid Waiver for Permanent Supportive Housing.

Mayor Ken Hearing commented that JRC members are encouraged to speak to their legislators about these issues. Sharing priorities helps to maintain a consistent message. Several issues on previous agendas have been addressed as a result of JRC members' involvement. Last year committee members got briefing papers and talking points from staff to help them discuss these issues with legislators and build support. Al agreed that he would continue to send information out to members.

There is no update for the Federal Agenda at this time. Congress has not passed a 2017 budget, but has agreed to continue funding at 2016 levels through December. So far the 2017 proposed budget has a low impact on housing. HOME and CDBG have no cuts, and there may be a small increase for McKinney-Vento and Section 8. There will be more concrete information after the November 8 election.

**V. King County 2017-2018 Homeless Housing funding:  
Handout C – Information Item**

Mark Ellerbrook gave a briefing on the Homeless Housing Program Request for Proposal (RFP). Total funding allocated for this RFP is around \$4 million. The County received 78 applications requesting approximately \$10 million. This year the County added enhancements to the shelter program. Current emergency shelters are provided to keep people alive and safe, but do not lessen the rates of homelessness. The County is now intending to enhance shelters to push toward more positive outcomes. There will be an increased expectation to move people out of homelessness rather than maintaining them in a homeless situation. This might include longer hours and more outreach to connect clients to services and longer-term shelter solutions. It is not determined how many beds will be available, but it could result in a reduction.

Jeff Watson asked how fewer shelter beds would affect the One Night Count. Mark responded that it has not been determined how many shelter beds will be available, nor how this change would affect the street count. There are shelters operated by churches and others who will continue to provide emergency shelter beds. The County is not completely eliminating emergency shelter, but is trying to shift the emphasis from immediate need to long term solutions. It is not known what the impact will be, but it is hoped that the prevalence of street homelessness will be reduced by making the expectation higher to get people back on their feet. Councilmember Pam Fernald acknowledged the new philosophy and asked whether the County has talked to agencies so that they understand the new requirements. Mark Ellerbrook responded that the expectation is clearly stated in the RFP. In addition, this philosophy has been discussed with providers for some time, and they should understand the implications.

No action is required at this time. Applications are being reviewed. More information and a list of recommendations will be sent out ahead of the October JRC meeting.

**VI. King County 2017 Community Development Block Grant (CDBG)  
Non-Housing Capital Fund Awards  
Attachment D – Action Item - Consortium Representatives only**

Kathy Tremper presented the Sub-Region Consortium recommendations for the CDBG Community Development Non-Housing Project awards. Summaries were included in the meeting packet. There were 17 eligible applications submitted. Of these, 11 moved forward for consideration. Some applicants dropped out for their own reasons and some did not meet the requirements. Kathy explained how the CDBG money is allocated and that the award money is split between the Northeast and South Sub-Regions. Each sub-region determined their own priorities, and review committees were formed to determine recommendations. Kathy gave an overview of the projects, and some of the considerations taken into account in the decision process.

Northeast Region: The North/East SubRegion pre-allocates 40% of their funding to ARCH. The remaining funds are allocated for community development projects. The funding recommendations were as follows:

2016 CDBG Capital Applications for 2017 Funds						
North/East Sub-Region - Estimated Funds Available \$373,122						
ARCH Housing Set-Aside (40% of \$373,122)						\$149,249
Proposal Title	Performance Measures	Request	Minimum Request	Recommended Award	Ranking	JRC Award
Duvall ADA Ramp Replacement *, **	1,150 people	\$200,000	\$100,000	\$70,438	1	\$70,438
Carnation Hockert Park ADA Improvements	800 people	\$100,000	\$75,000	\$75,000	2	\$75,000
Snoqualmie Koinonia Park Improvements	130 people	\$110,000	\$75,000	\$75,000	3	\$75,000
Sub-Region Total				\$373,122		\$373,122
* If available funds are higher than projected this project will receive additional funding.						
** If available funds are lower than projected, this project will be reduced.						

#### Activity #1

City of Duvall, WA

Duvall ADA Ramp Replacement 2017

Category: Infrastructure Improvements

**HCD Staff Determination:** HCD Staff have made the following determinations for the scope of the project presented. Eligibility: 24 CFR 570.201(c); HUD Matrix Code 03L Sidewalks. The scope of the activity is to address ADA accessibility for disabled residents who have difficulty moving from their homes or vehicles to post office, stores and health care businesses in the area identified for the improvements.

National Objective: 24 CFR 570.208(a)(2)(ii)(A) Low/Mod clientele, Presumed Benefit – Disabled

Removal of architectural barriers (i.e. curb cuts for sidewalk access) for residents to access human and health facilities and the local post office, meets HUD's presumed benefit and is allowed under this citation when the reconstruction of a public facility or improvement that does not qualify under paragraph 24 CFR 570.208(a)(1).

Fund \$70,438. Project is identified as the 'Contingency' project to receive any additional funds made available or to have reduced by any amount decreased from the 2017 preliminary estimates. Fund with available capital funds and any additional amount up to the maximum request of \$200,000 if funds were to be made available. There are no additional conditions being recommended beyond the standard conditions associated with the CDBG funded projects listed in Sub-region Recommendation Packet.

## Activity #2

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**City of Carnation, WA**  
**Category: Parks**

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**Hockert Park ADA Improvements 2017**

### **HCD Staff Determination:**

Eligibility: 24 CFR 570.201(c); HUD Matrix Code 03F, Parks, Recreational Facilities. The scope of the activity, improvements to a park, is a CDBG eligible activity as it relates to ADA accessibility in a park.

National Objective: 24 CFR 570.208(a)(2)(D)(2)(A) Low/Mod Clientele, Presumed Benefit – Disabled

This citation is used when the reconstruction of a public facility or improvement does not qualify under paragraph (a)(1) of 570.208 - Low/Mod Area and the beneficiaries are considered a ‘presumed’ category per HUD adopted regulations.

Fund \$75,000. Due to the small amount of anticipated funds to be available, fund at the reduced request. There are no additional conditions being recommended beyond the standard ones associated with CDBG awards apply.

## Activity #3

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**City of Snoqualmie, WA**  
**Category: Parks**

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**Koinonia Park Improvements - 2017**

### **HCD Staff Determination:**

Eligibility: 24 CFR 570.201(c); HUD Matrix Code 03F, Parks, Recreational Facilities. The scope of the activity, improvements to a park, is a CDBG eligible activity.

National Objective: 24 CFR 570.208(1)(2)(i)(D) Nature Location

Participants of the park are residents (mainly children) of Habitat for Humanity 50 unit housing complex wherein homeowners must meet income eligibility in order to purchase a home. Receipt of a letter from Habitat supports the continued eligibility of homeowners of the park. There is a covenant on the land that restricts sale of properties to HUD income eligible requirements.

Fund: \$75,000 with the condition that CDBG funds are for the replacement and expansion, only, of existing play structure and needed retaining wall for said expansion. Other standard conditions associated with CDBG awards also apply.



South Region: The South region does not pre-allocate any funds. The funding recommendations were as follows:

2016 CDBG Capital Applications for 2017 Funds South Sub-Region - Estimated Funds Available \$803,919						
Proposal Title	Performance Measures	Request	Minimum Request	Recommended Award	Ranking	JRC Approved
Diocese of Olympia – New Roots	60 People	\$ 60,000	\$ 32,000	\$ 60,000	1	\$60,000
Tukwila Minor Home Repair***	65 Households	\$125,000	\$100,000	\$125,000	2	\$125,000
Valley View Sewer District Special Assessments*, **	20 Households	\$301,080	\$ 0	\$280,919	3	\$280,919
Highline StartZone Microenterprise	92 Persons	\$110,000	\$92,000	\$110,000	4	\$110,000
Burien Lakeview Park Playground & ADA accessibility	2,116 Persons	\$228,195	\$208,195	\$228,000	5	\$228,000
Sub-Region Total		\$824,275		\$803,919		\$803,919
<p>*If available funds are higher than projected this project will receive additional funding up to the maximum request.</p> <p>** If available funds are lower than projected, this project will be reduced.</p> <p>*** Any remaining additional funds will go to Tukwila Minor Home Repair.</p>						

#### Activity #4

Diocese of Olympia

“New Roots” Micro-enterprise Program

Category: Micro-enterprise

#### HCD Staff Determination:

Eligibility: 24 CFR 570.201(o); HUD Matrix 18C Microenterprise. The scope of the activity fits within the requirements of assistance for microenterprise development in helping low income residents either start or expand their small business.

National Objective: 24 CFR 570.208(a)(2)(iii) LMC per activities carried out in accordance with provisions of 570.201(o). Agency follows established program policy and procedures in making the determinations of income eligibility by screening clients as they enter the program.

Fund \$60,000. There are no additional conditions being recommended beyond the standard.

## Activity #5

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**City of Tukwila, WA    Tukwila/SeaTac/Des Moines/Covington Minor Home Repair Program - 2017**  
**Category: Minor Home Repair**

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### HCD Staff Determination:

Eligibility: 24 CFR 570.202; HUD Matrix 14A Rehab; Single-Unit Residential. The scope of the program funds minor home repair activities to households that meet the HUD income eligibility requirements. National Objective: 24 CFR 570.208(a)(2)(i)(C) LMC have income eligibility requirements which limit the activity exclusively to low and moderate income households. Agency screens clients for income eligibility prior to initiating any contract work for maintenance or repair. It follows established program policy and procedures in making the determinations of eligibility.

Fund \$125,000. There are no additional conditions being recommended beyond the standard associated with CDBG Awards. Contingency #2; project to receive any additional funds remaining after Valley View Sewer District Special Assessment is fully funded at \$301,080.

## Activity #6

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**Valley View Sewer District    Valley View Sewer District Special Assessments for Connections - 2017**  
**Category: Infrastructure**

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### HCD Staff Determination:

Eligibility: 24 CFR 570.201(c), HUD Matrix 03J: Water/Sewer Improvements via payment of Special Assessments. Per guidance in Guide to National Objectives publication, under Special Assessments it notes, "because of the broad use of this technique for funding public improvements, the use of CDBG funds to pay special assessments on behalf of property owners for a public improvement has been considered to constitute a form of using CDBG funds to assist the public improvement and is thus authorized under this category. Therefore, all the rules applicable to a CDBG-assisted public improvement apply even if CDBG funds are only used to pay special assessments for that improvement, but do not assist in the construction. Assessments paid on behalf of L/M income property owners - must be appropriately qualified via HUD income guidelines.

National Objective: 24 CFR 570.208(a)(2)(i)(C) - LMA (.0625% Low/Mod) but payment of fees will be based on low/mod income eligibility. Priority will be for lowest income first in identified service delivery area.

**FUND \$280,919** – or the balance of South Sub-region funds up to the maximum of \$301,080 if additional funds become available for the Special Assessments. Furthermore - Fund this as the contingency project for 2017 for any decrease in funds.

### Conditions to be applied:

1. All NEPA environmental review mitigation measures shall be identified and incorporated into contracts;
2. Appropriate federal procurement processes are documented;
3. Davis Bacon Labor compliance rules are initiated, documented and maintained to demonstrate Program requirements have been met for Special Assessments; and
4. A repayment requirement shall be placed on the funds provided to the eligible homeowners in the form of security against the property. At the time of transfer of ownership, funds will be

collected and returned to the CDBG program for reallocation as program income. This shall be a zero interest, deferred payment loan. Applicants of the funds must be made aware of the requirement of repayment of funds at the time of application and legal documents executed at the time funding is provided.

5. The Agency shall track and report by city, the number of households that benefit from the assistance, to document geographic equity.
6. All other associated standard conditions associated with CDBG awards apply.

## Activity #7

**Highline College, Des Moines WA**  
**Category: Microenterprise**

**Highline College StartZone Microenterprise - 2017**

### HCD Staff Determination:

Eligibility: 24 CFR 570.201(o) HUD Matrix Code: 18C Micro-Aenterprise Assistance. The scope of the activity fits within the requirements of assistance for microenterprise development in helping low income residents either start or expand their small business.

National Objective: 24 CFR 570.208(a)(2)(iii) LMC per activities carried out in accordance with provisions of 570.201(o). Agency follows established program policy and procedures in making the determinations of income eligibility by screening clients as they enter the program.

Fund \$110,000. Continue to fund the program. There are no additional conditions being recommended beyond the standard ones that apply to CDBG Awards.

## Activity #8

**City of Burien, WA**  
**Category: Parks**

**Burien Lakeview Park Playground and Pathway Improvements - 2017**

### HCD Staff Determination:

Eligibility: 24 CFR 570.201(c) HUD Matrix Code 03F Parks, Recreational Facilities. The scope of the activity, improvements to a park, is a CDBG eligible activity.

National Objective: 24 CFR 570.208(a)(1) Low/Mod Area Benefit based on HUD ACS Census Data

TRACT BLKGRP INFORMATION:

033 King County 027900 2 730 1,095

033 King County 027900 3 620 1,065

1,350 L/M OF 2,160 TOTAL POP = 0.625% L/M AREA BENEFIT

Fund \$228,000; Fund with the following conditions: The City will need to have the lease with the School District amended to extend the end date to fifteen years from the estimated payment of the final invoice. At a minimum the lease needs to be extended through the year 2032 with a condition that the use of the property remain as a park dedicated to serving the low to moderate income community. All other standard funding conditions associated with CDBG awards apply.

**Standard CDBG Award Funding Conditions: 2017 CDBG Non-Housing Capital FUNDING**

1. The project shall be completed within 17 months of the start of the program year of the funds you are conditionally awarded: January 1, 2017 – May 31, 2018 unless an exception has been granted due to the timing of the receipt of the HUD grant funds.
2. A NEPA environmental review must be completed by HCD prior to the execution of the contract.

3. An agency representative must attend a CDBG pre-project implementation meeting conducted by the Community Development Section Coordinator for a briefing on applicable policies and procedures that must be adhered to in implementing the project activities. Community Development Section staff will be available to discuss program requirements and specific conditions under which funds will be released.
4. Draft bid packages must be reviewed for comment before a final bid package is completed. In addition, the final bid package must be approved in writing by HCD staff before the bid process begins.
5. As a recipient of federal funds, your agency is required to maintain its registration in the System for Award Management (SAM) and maintain the currency of that information. Registration information can be found at <https://www.sam.gov>. The Data Universal Numbering System (DUNS) number registration information can be obtained at: <http://fedgov.dnb.com/webform>
6. Federal awards expended by sub-recipients are subject to 2 CFR 200 Uniform Administrative Rules. Please see Compliance Supplement, which states that a Schedule of Expenditures of Federal Awards (SEFA) must be completed if the agency expends over \$750,000 in federal awards in a year. This includes all federal funds received from all sources, not just from King County. Your agency must have a SEFA on file for our review during monitoring of your financial records.
7. The federal government requires that all federally funded expenditures be listed in a separate row in the SEFA. The CDBG Catalog of Federal Domestic Assistance (CFDA) number to use for this award is: CFDA 14.218. For your use in updating and/or registering this award, the King County Grant Federal Assistance Identification Number (FAIN) is: B-17-UC-53-0001 unless a different FAIN number is provided due to use of prior year funds for the award.

#### **JRC Discussion:**

Valley View Sewer District, Assessment Program: A question was raised whether the County would require a lien on households receiving this funding so they can't turn around and sell the property for profit. Kathy responded that when public money is used for private individuals to improve their property the funds could be recaptured if they sell. It would include the same rules as the Housing Repair Program. Councilmember Dan Grausz requested that this caveat be included in the recommendation. Kathy assured this would be a condition of the award.

Councilmember De'Sean Quinn asked whether Duvall will accept less than their requested minimum. Kathy Tremper responded that in this case Duvall understands that they could receive less than minimum. Their project can be addressed incrementally and this amount would still make progress toward their overall goal. Leslie Miller asked whether it would be more efficient to fund one complete project rather than three partial. What is the advantage? Kathy responded that there is some rationale for funding projects in parts. It allows flexibility to look at the eligibility for each part. Committee members present for the Northeast sub region wanted to give some money to the parks projects rather than all to one project.

Councilmember Dan Grausz asked about the priority for park improvements verses housing. Councilmember De'Sean Quinn also asked if housing is a priority then what lens is used when evaluating which project gets more money. Kathy responded that the regions determine their own priorities. There is already a large proportion of low income housing in the South region and they have identified community improvements as a priority for this funding. In addition, there is a separate capital funding round that focuses solely on housing.

Jeff Watson asked whether the County was the only funding source for the Diocese of Olympia Microenterprise program. Kathy indicated that they do have other funding, but that CDBG funds a particular part of the program.

**MOTION:** Councilmember De'Sean Quinn made a motion to approve the staff recommendations. He would like to continue the conversation on prioritization for the next RFP. Mark Ellerbrook explained that today's funding was specifically set aside for community development, not housing. There will be other RFP's to address housing development. This can be part of the Interlocal Cooperative Agreement (ICA) discussion on how funds are administered. However, at this point the committee cannot move money to another part of the consortium. Councilmember Pam Fernald seconded motion. There was no further discussion. A vote was taken and sub-region recommendations with funding conditions were approved unanimously.

## **VII. Round Table**

Mark Ellerbrook reiterated that the Interlocal Cooperative Agreement (ICA) will need to be renewed at the end of 2017. The last process was in 2014. He asked members to continue to think about how the program is working and how it might change. In October he will lay out the schedule on how the review will take place and how recommendations will be brought up. He will reach out to Sound Cities as well. There are 33 cities in the current ICA. Any major changes to the agreement must be adopted by each city council. Leslie Miller request prior meeting minutes to help understand the current agreement and how 20 percent for Housing Repair was determined.

Mark Ellerbrook shared information regarding the ongoing level of support for the Housing Repair Program. He passed out a handout showing expenses and accomplishments. Expenses included direct service cost as well as administrative costs which include loan qualifying and other activities. Loan payoffs go back to the general CDBG fund for redistribution. Since this program generates dollars JRC members wondered whether the program could be self-sustaining. Mark answered that program income fluctuates dramatically based on the housing market and the ability to pay off loans. It would be hard to plan the program based on this.

Leslie Miller noted that prior meeting minutes reflected a request for old JRC meeting minutes that spoke to the change from 25% to 20% for the Housing Repair Program. It was noted that these were not sent out, but Mark Ellerbrook said the October packet will have notes and the full second quarter HRP report as well as the third quarter report.

**Adjourn 11:19.**

DRAFT

**King County CDBG/HOME Consortia  
Joint Recommendations Committee  
2017 State Legislative Priorities**

**1. Increase the Document Recording Fee and Remove the Sunset**

The One Night Count in King County tallied 4,505 people living unsheltered. In addition, another 3,200 individuals were in emergency shelter and 2,983 were in transitional housing. Increase the current fee assessment for homeless housing programs under RCW 36.22.179 from \$48 to \$90 while eliminating the June 2019 sunset placed on \$30 of the fees. Increasing the fee will add an estimated \$15.7 million for DCHS homeless housing each biennium while failing to eliminate the sunset would result in a cut to DCHS homeless housing programs by an estimated \$20 million per biennium.

**2. Youth Consent**

Re-allow minors over 13 to share their information in the Homeless Management Information System (HMIS) in order to secure a better understanding of the effectiveness of under 18 interventions on prevention of youth homelessness.

**3. Housing Trust Fund**

Provide \$200 million for the Housing Trust Fund. In 2015, full time workers in King County had to earn \$27.21 to afford a two bedroom apartment and the number continues to rise as rents increase. In fact, in the last five years the average rent increased 48% in King County. The State Housing Trust Fund (HTF) is a primary state source of equity for developing affordable housing across Washington State and an important source of leverage for housing programs in King County. The HTF is funded out of the capital budget. When the HTF is increased, the result is additional permanent supportive homeless housing and affordable housing units built in King County.

**4. Source of Income Discrimination (SOLD)**

Rent increases alone, (a near doubling in the last five years) have already priced out families using housing subsidies. Eliminate discrimination against prospective renters solely due to their source of income. Currently, families receiving local housing vouchers, Housing Choice (Section 8) vouchers, seniors relying on social security income and Veterans using housing subsidies are all subject to denial of housing due solely on a landlord's choice not to rent to people receiving housing or income subsidies. The legislation would prevent landlords from denying tenancy based solely on the grounds of the tenant relying on a subsidy or "public subsidy" (e.g. Housing Choice voucher, SSI, etc.) to pay all or a portion of their rent. Landlords could still reject tenants who do not have enough income/resources to meet the monthly rental payment and could still deny tenancy on legal grounds equally applied to all applicants.

**5. Support Local Tools for Affordable Housing Preservation.**

Support Preservation: Provide a property tax exemption for up to 15 years for affordable housing. To qualify at least 25% of the units on a property must be affordable to households earning 50% of the county median income (60% in high-cost areas), comparable in quality to market-rate units in the building and the property's occupancy rate must be at least 90%. The exemption may be implemented by cities with counties able to implement in unincorporated areas. Cities must obtain county permission to exempt county portion.

## **6. Preserve the Housing and Essential Needs Program**

In 2011 the Disability Lifeline (DL) Program was dissolved. The Housing and Essential Needs (HEN) Program was created to provide a portion of the housing and essential needs assistance previously provided to people receiving cash assistance through DL. Since then, the program has provided rental and utility assistance statewide to over 13,000 disabled adults with incomes below \$339 per month. HEN is an extremely important investment in stability for these households and an important part of King County's efforts to end homelessness. Support efforts to protect funding the HEN program at its current level.

## **7. Stabilize essential public health services**

Due to a cascade of funding changes and budget impacts over the past 16 years, the state and local public health system is now unable to meet its basic responsibility to provide essential public health services to all Washingtonians. Limited access to healthy housing, and communities has resulted in individuals of color and those born into poorer neighborhoods having lower life expectancies than white, more affluent communities. Low-income children and their families are also more likely to suffer from asthma given poor housing conditions. These poor health outcomes are preventable, but not without increased resources. Given the state's restrictions on the county's general fund, Public Health – Seattle & King County faces a \$10 million fiscal cliff in our next budget, further restricting our ability to safeguard local public health. We support \$50 million to stabilize local essential health services (of which \$14 million would Public Health in King County).

## **8. Medicaid Waiver for Permanent Supportive Housing**

Ensure full Operating Budget authority for the Medicaid Waiver for Permanent Supportive Housing. The waiver would allow housing providers to bill Medicaid for supportive services provided to eligible residents. This would help individuals with severe and chronic health conditions get off the streets and into permanent supportive housing.

King County Consortium Funds  
2016 Request for Proposals for Emergency Shelter, Transitional Housing, and Rapid Re-Housing

The King County Housing and Community Development Program (HCD) will be presenting a slate of funding recommendations at the October 27<sup>th</sup> meeting for the JRC to approve for the following consortium funds: Community Development Block Funds (CDBG) for emergency shelter projects; the Emergency Solutions Grant (ESG) funds for emergency shelter projects; and the Regional Affordable Housing Program Operating and Maintenance funds (RAHP O&M) for emergency shelter and transitional housing programs. Project recommendations will be provided in advance of the October 27<sup>th</sup> meeting. These funds were part of HCD's 2016 Request for Proposals (RFP) for Emergency Shelter, Transitional Housing, Diversion, and Rapid Re-Housing. Funding awards will be for the two year period of January 1, 2017 through December 31, 2018.

As part of the RFP, local non-profits submitted 78 applications for a total request of approximately \$10.2 million. Approximately \$4.6 million is available in all funds through this RFP. This leaves us oversubscribed by over \$5.6 million per year. Community representatives are serving on the RFP review panel to identify the proposals which most clearly met the established priorities as outlined in the RFP Guidelines. Below is the breakdown of applications received:

- 39 emergency shelter applications totaling \$3.9 million
- 15 rapid re-housing applications totaling \$4.7 million
- 24 transitional housing applications totaling \$1.5 million

Sub Regional Funds – ESG, CDBG, RAHP O&M

Sub regional allocation targets, based upon formulas established in the interlocal cooperation agreements, are being used to achieve geographic equity in the distribution of CDBG, ESG, and RAHP O&M funds. The sub-regional areas and actual calculated percentages of the funds are based as follows:

Total 2017 CDBG funds – Emergency Shelter:	\$180,000
Total 2017 ESG funds – Emergency Shelter:	\$187,844
Total 2017 RAHP O&M –Emergency Shelter / Transitional Housing:	\$700,000

CDBG and ESG

Sub Region	Priority Use	Percentage of funds	2017 CDBG	2017 ESG
South King County	Emergency Shelter	68.3 %	\$122,940	\$128,297
North/ East County	Emergency Shelter	31.7 %	\$57,060	\$59,547

RAHP O&M

Sub Region	Priority Use	Percentage of funds	2017 CDBG
South King County	Emergency Shelter / Transitional Housing	32.7 %	\$228,900
North/ East County	Emergency Shelter/ Transitional Housing	29.4 %	\$205,800
City of Seattle	Emergency Shelter/ Transitional Housing	37.9 %	\$265,300





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## REQUEST FOR PROPOSALS: APPLICATION GUIDELINES

Request for Proposal Title:	King County Homeless and Housing Program: 2017-18 Funding for Emergency Shelter, Facility-Based Transitional Housing and Rapid Re-Housing
Requesting Department/Division	King County Department of Community and Human Services / Housing and Community Development (Homeless and Housing Program)
RFP Number:	DCHS-HCD-HHP-090816
Access via HCD Link:	<a href="http://www.kingcounty.gov/HCDFunding">www.kingcounty.gov/HCDFunding</a> Housing and Community Development (Funding and RFP) Web Page
Application Due Date:	On or Before Midnight, September 8, 2016
DCHS/HCD-HHP Procurement Lead	Submit questions through your application portal in ZoomGrants or by email to <a href="mailto:homeless.housing@kingcounty.gov">homeless.housing@kingcounty.gov</a>
Procurement Advisor	Roy Dodman: <a href="mailto:roy.dodman@kingcounty.gov">roy.dodman@kingcounty.gov</a> , 206-263-9293 Alternate: Vicki Nakamichi; <a href="mailto:vicki.nakamichi@kingcounty.gov">vicki.nakamichi@kingcounty.gov</a> , 206-263-9299

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Funding for 2017 and 2018 is available for emergency shelter, facility-based transitional housing and rapid re-housing for households experiencing homelessness in King County.

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### Application Guidelines

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#### OVERVIEW

For the purposes of this competitive Request for Proposals (RFP), King County is combining into one application process a number of fund sources to support emergency shelter, rapid re-housing, and transitional housing programs serving households experiencing homelessness.<sup>1</sup>

Funding applications will be reviewed in a coordinated manner. There are multiple fund sources featured in this RFP with varying target populations, eligible activities, and allowable uses associated with each fund source. During the review process and before final awards are made, King County staff will determine final award amounts and which source(s) will be assigned to each program.

#### ELIGIBLE APPLICANTS

Eligible applicants for these funds include nonprofit housing and/or supportive services organizations, public housing authorities, federally recognized Indian tribes in King County, or other public agencies.

<sup>1</sup> Definition of Homelessness and other terms are found in the Definitions of Key Terms beginning on page 9.

## **GEOGRAPHIC DISTRIBUTION**

The geographic area covered by most funding sources in this RFP is all of King County, including Seattle. A subset of the funds operate under inter local agreements, and are restricted to specific eligibility criteria based on geographic areas and have sub-regional allocation targets in order to achieve geographic equity in the distribution of these funds.

## **ELIGIBLE PROGRAM TYPES**

The following program types<sup>2</sup> are eligible for funding:

- Emergency shelter;
- Facility-based transitional housing; and
- Rapid re-housing

## **OPEN TO NEW AND EXISTING PROGRAMS**

This RFP is open to eligible, existing programs and new (not currently operational) emergency shelter and rapid re-housing programs.

New (not currently operational) transitional housing is limited to programs that serve youth / young adults (unaccompanied or with minor children) or programs associated with the Familiar Faces Strategy<sup>3</sup>. This RFP will **not** otherwise fund new transitional housing programs for single adults or households with children.

All applicants must demonstrate sufficient readiness. Projects must be operational by January 1, 2017. If the project is a recent start up, elaborate on that in the proposal narrative.

## **MINIMUM REQUIREMENTS**

To be considered for funding through this RFP, projects must meet or be prepared to meet the following requirements by January 1, 2017:

- Be located or provide services in King County, including Seattle, and serve people who are homeless<sup>4</sup>;
- Meet the requirements of the King County Community and Human Services Contract boilerplate;
- Not debarred from receiving federal funds and in good standing with all government and funding contracts;
- Participate in the Homeless Management Information System (HMIS);
- Adhere to a Housing First practice in serving households experiencing homelessness, and have a recovery housing approach<sup>5</sup> when serving persons with history of substance use;
- Align with screening for program eligibility requirements<sup>6</sup>; and
- Participate in and accept all new program participants through the Coordinated Entry for All<sup>7</sup> referral process as required.

<sup>2</sup> As defined in the Definitions of Key Terms.

<sup>3</sup> Familiar Faces Strategy is described in Definitions of Key Terms.

<sup>4</sup> As defined in Definitions of Key Terms

<sup>5</sup> As defined in Definitions of Key Terms

<sup>6</sup> As described in King County Contracting Requirements

<sup>7</sup> Coordinated Entry for All described in Definitions of Key Terms and Contract Requirements

## 2017 FUNDING PRIORITIES

These resources are intended to further strengthen alignment with broader countywide efforts and initiatives to make homelessness brief, rare and one-time. To that end, the following are prioritized:

- Demonstrated success on the CoC Performance Metrics.<sup>8</sup>
- Willingness to serve high needs households<sup>9</sup> using a recovery housing approach when serving persons with history of substance use;
- Demonstrated fair and just practices;<sup>10</sup>
- Expansion of Rapid Re-Housing, particularly for single adults; and
- Expanded housing navigation services for overnight-only emergency shelters serving single adults of all ages.

## ADDITIONAL FUNDING CONSIDERATIONS

- Programs that align their service models with and otherwise participate in All Home strategic plan activities and initiatives;
- Programs may undertake realignment with community priorities, similar to the realignment process underway as part of the All Home Family Homelessness efforts. Agencies that receive funding for homeless families will have contracts that allow for this process during the contracting period;
- Rapid re-housing programs that demonstrate an understanding of and commitment to following national best practices such as Critical Time Intervention in delivering rapid re-housing services. Programs that demonstrate an adherence to the local model and active participation in rapid re-housing learning opportunities will be strongly considered for funding; and
- Overnight-only emergency shelters serving single adults of all ages that provide the greatest inclusivity and accommodation to households served. Programs that are responsive to the following will be strongly considered for funding: accommodate men and women, and/or couples; and/or those that have the capacity to include basic storage for shelter clients; and/or those that allow pets.

## AVAILABLE FUNDING

Approximately \$4.6 million in funding is available annually for the following activities. The final amounts are determined by the local, state and federal funding sources.

- \$2.4 million for rapid re-housing rental assistance and program costs;
- \$2.2 million for operating support and program costs for emergency shelters or facility-based transitional housing including:
  - \$830,000 annually for programs serving all populations specifically in King County Consortium Cities and unincorporated King County.
  - \$250,000 reserved for expanded navigation services for single adult overnight-only emergency shelters. The county is interested in increasing housing navigation services to assist shelter residents in accessing housing and resources. The ideal applicants would be able to add daytime hours to provide navigation services and include a clear plan to facilitate access to Coordinated Entry for All, assist in gathering pertinent documentation, and support housing search. Young Adult shelters would not be eligible for this funding.
  - No more than \$650,000 annually for facility-based transitional housing.

<sup>8</sup> See Performance Measure Section on page 6.

<sup>9</sup> High Needs Household as defined in Definitions of Key Terms.

<sup>10</sup> As defined in Definitions of Key Terms.

King County staff will match the appropriate funding sources with each project that is recommended for funding. Funds will be assigned to a project based on the specific population targets, project types, activities, and geographic sub-regions. If your project serves multiple eligible populations, be certain this is clear in your application narrative. One project could receive a combination of funds from more than one funding source.

## **MINIMUM AWARD AMOUNT**

The minimum annual funding award is \$25,000.

## **PERIOD OF PERFORMANCE**

Initial contracts for these funds will be for one year beginning January 1, 2017 through December 31, 2017. Contract continuation for January 1, 2018 through December 31, 2018 is contingent upon availability of funds and a program's success in meeting contract requirements, including performance metrics, in calendar year 2017. Funding amounts for 2018 are dependent upon meeting contract requirements, program performance, spending and funds available.

## **ELIGIBLE COSTS**

### **1. Program Costs**

#### Eligible Program Costs

- Costs specifically attributed to intake and assessment, housing search and placement, housing stability, outreach, and data collection and entry;
- Salaries/benefits for program staff, including staff costs to issue rent assistance;
- Office space, utilities, supplies, and insurance;
- Other costs as approved in writing by King County and if allowable for that fund source.

### **2. Rental Assistance Costs**

#### Eligible Rental Assistance Costs

- Security deposits and utility deposits for households moving into a unit;
- Rent and utility payments, including first and last month's rent;
- Rental or utility arrears if the payment enables the household to remain in the housing unit for which the arrears are being paid or to move to another unit;
- Hotel/motel expenses while engaged in housing search and no other shelter option is available;
- Reasonable costs for application fees, credit checks, and landlord incentives.

#### Ineligible Rental Assistance Costs

- Rent and utility assistance in combination with facility support;
- Monthly rent assistance cannot be combined with subsidized housing (except for move-in costs);
- Phone, cable, satellite or internet deposits or service;
- Mortgage assistance;
- Financial assistance to a program participant who is receiving the same type (as listed in eligible rental assistance costs above) of assistance through other public sources (either full or partial subsidy).

### 3. Facility Costs

#### Eligible Facility Operating Costs

- Lease or rent payment on a building used to provide temporary housing;
- Utilities (gas/propane, phone, electric, internet, water and sewer, garbage removal);
- Facility maintenance, repairs, janitorial and security costs;
- Facility specific insurance;
- Essential equipment and supplies (e.g. toiletries, food served in shelters, bedding, towels, etc.);
- Transportation of eligible households (bus tokens for clients / fuel for a shelter van);
- Hotel/motel expenses for less than 90 days when no suitable shelter bed is available;
- On-site and off-site management costs related to the building;
- Move-in costs, fees, deposits, and first month's rent for households moving to permanent housing.

#### Ineligible Facility Operating Costs

- Replacement or operating reserves;
- Debt service or mortgage payment;
- Cable television service;
- Construction, rehabilitation, capital improvements, or replacement of fixtures or systems such as HVAC, electrical or mechanical systems, sanitation, fire suppression, and plumbing. Fixtures also include but are not limited to kitchen cabinets, built in shelves, toilets, light fixtures, staircases, crown molding, sinks and bathtubs.

### 4. Administration

Awarded funds may be used for administration (indirect) costs up to an approved indirect rate. King County DCHS policy around administration costs and rates can be found on the CSD Contract Requirements webpage at:

**[www.kingcounty.gov/CSDcontracts](http://www.kingcounty.gov/CSDcontracts)**

## SELECTION PROCESS

### APPLICATION REVIEW AND EVALUATION

#### Threshold Review

All applications will undergo threshold review. King County staff will review proposal packages for eligibility and completeness (that all items on the complete proposal checklist were submitted), and that each project has met the minimum requirements as set forth in this RFP. Incomplete and/or ineligible proposal packages will not receive further review. Project applications that pass the threshold review will be reviewed by an ad hoc application review panel.

#### Application Review Panel

King County Staff will convene a review panel to evaluate and score the proposals based on the rating criteria listed below and to review funding recommendations. The review panel will be comprised of King County staff and funding partners and other individuals knowledgeable about homeless housing, the All Home Strategic Plan, and consistent with standard conflict of interest rules. The review panel will evaluate the proposals based on the funding priorities, rating criteria and performance metrics.

Funding recommendations will be made based upon the results of these review panel scores, funding availability, and the overall intent of the RFP to serve households throughout King County. The review panel reserves the right to recommend awards to lower scoring applications in order to ensure distribution of funds, geographic and population diversity, and to align funding sources. The award amount for individual programs may differ from the amount requested in the application. King County also reserves the right not to award all funds included in this RFP.

The Director of the King County Department of Community and Human Services (DCHS) will make final award decisions for state and designated local funds. The federal and designated local funding recommendations will be reviewed and approved by the Joint Recommendations Committee.

## **RATING CRITERIA**

Proposals will be rated according to criteria in several categories (see table below).

<b>Criteria Category</b>	<b>Possible Points</b>
<b>Agency Application</b>	
Agency capacity and stability	10
Fair and just practices and cultural competency	10
<b>Project Application</b>	
Population and program design	25
Program capacity and experience	10
Budget and narrative	10
<b>HMIS Data and Program Performance Measures *</b>	
HMIS data quality	5
Program performance measures	30
<b>Maximum points for each program</b>	<b>100</b>

\* For existing projects with HMIS data for the full year of 2015, projects will be scored based on 2015 data from HMIS including HMIS data quality and the CoC Performance Measures. For projects without 2015 HMIS data, projects will be scored based on 2015 HMIS data for projects at your agency of similar program type. For new projects at an agency with no 2015 HMIS data for that program type, the other scoring elements (not counting HMIS data and program performance measures) will be converted to a percentage for the purposes of ranking.

## **PERFORMANCE MEASURES**

### **PERFORMANCE**

Contracts awarded under this RFP will be part of the King County Continuum of Care's efforts to make homelessness brief, rare, and one-time. To this end, program performance will be a key part of this RFP's rating criteria, and an integral part of contracting for funds awarded under this RFP. Performance measures will include those identified below, as well as other performance measures that may be identified by the All Home Data and Evaluation Sub-Committee.

Current performance measures for our homeless system include the following U.S. Department of Housing and Urban Development (HUD) HEARTH Performance Measures as implemented by the All Home Data and Evaluation Sub-Committee and approved by the Funder Alignment Group:

- Movement to permanent housing as measured by exit destinations;
- Length of time homeless as measured by length of time in emergency shelter and/or transitional housing;
- Returns to homelessness as measured by returns to emergency shelter or transitional housing after an exit to permanent housing.

In addition the following program performance measures will be considered:

- Program occupancy;
- Program eligibility (i.e., serving those who are literally homeless);
- Program length of stay;

For purposes of this RFP, bonus points will be awarded to programs that have successfully moved households quickly to permanent housing, defined as:

- Within 30 days for emergency shelters (enrollment to exit)
- Within 90 days for transitional housing programs (enrollment to exit)
- Within 30 days for rapid rehousing programs (enrollment to date of housing move-in)

Program awarded funds under this RFP are expected to contribute positively to these performance outcomes as measured in HMIS. Continued funding will be contingent on performance.

## **KING COUNTY CONTRACT REQUIREMENTS**

### **KING COUNTY BOILERPLATE REQUIREMENTS:**

Agencies that are awarded funds through this process will contract with King County DCHS. Contracts will commence on January 1, 2017. Please note that costs incurred prior to the contract start date will not be reimbursed. Contracts include conditions relating to a number of Federal and State regulations and County ordinances which should be considered when planning your project. A sample contract boilerplate can be found on the CSD Contract Requirements webpage at:

**[www.kingcounty.gov/CSDcontracts](http://www.kingcounty.gov/CSDcontracts)**

### Equal Benefits Compliance

Agencies must submit the King County Equal Benefits Compliance worksheet as part of the application packet, and must also certify on the Agency Application Form that they have reviewed the current King County Community and Human Services Contract boilerplate; and that they understand and are able to meet the requirements set forth therein. The 2016 King County Community and Human Services Contract boilerplate is included as Attachment F to this RFP. The King County Equal Benefits Compliance Worksheet is included as Attachment E to this RFP.

### **REQUIREMENTS IN CONTRACT EXHIBIT (SCOPE OF WORK):**

In addition to the contract boilerplate, each program funded will have a contract Exhibit detailing the scope of work and other requirements.

Regardless of fund source, all contract exhibits awarded through this RFP will include the King County CHG Guidelines as a requirement of the contract.

Other fund sources may have requirements in addition to King County's and those in the King County CHG Guidelines, which will also be included in your contracts (i.e. depending on which fund source is awarded to you).

Standard Exhibit requirements, definitions, guidelines and other requirements can be found on the CSD Contract Requirements webpage at: **[www.kingcounty.gov/CSDcontracts](http://www.kingcounty.gov/CSDcontracts)**

As our community continues to refine its approach to ending homelessness, program definitions and performance requirements may change over time resulting in changed requirements between the first and second year of awards under this RFP:

#### Coordinated Entry for All

Agencies receiving King County funding must commit to utilizing Coordinated Entry for ALL (CEA), when filling vacancies in the program receiving funding under this RFP unless an exception for participation is granted in accordance with the CEA Policies and Procedures.

#### Homeless Management Information System

Agencies receiving King County funding must participate in the Homeless Management Information System. King County will use the invoice process to ensure timely, accurate, and quality data is being entered into HMIS. Reimbursements will not be paid until data is accurate, timely and of high quality.

#### Invoicing and Monitoring Requirements

Agencies will be required to submit regular and timely program invoices.

Agencies will be expected to provide additional information, as needed, for project monitoring, management, and evaluation. DCHS will visit sites and maintain active contact with all agencies to provide technical support and assistance as needed.

#### Performance Measures

King County expectations around program performance measures will be reflected in Contract Exhibit language.

#### Screening for Program Eligibility

Homeless housing programs funded by DCHS will be required to align to the program eligibility standards for the appropriate type of housing intervention as described on our website at [www.kingcounty.gov/CSDcontracts](http://www.kingcounty.gov/CSDcontracts).

#### Participation in All Home Strategic Plan Activities

Homeless housing programs will be required to participate in All Home strategic plan activities as described on our website at [www.kingcounty.gov/CSDcontracts](http://www.kingcounty.gov/CSDcontracts).

#### Fair Housing

King County DCHS affirmatively furthers fair housing and passes this duty on to our grantees. Subsequently funded housing projects/units must further federal, state, and local fair housing laws in design, operation or services.

King County strongly advises agencies to consult the publication "A Guide to Fair Housing for Nonprofit Housing and Shelter Providers" and other resources available on the King County Office of Civil Rights web page. In addition, agencies may contact the Office of Civil Rights for specific questions.

<http://www.kingcounty.gov/exec/CivilRights/FH/FHresources.aspx>



## DEFINITIONS OF KEY TERMS

### DEFINITIONS OF KEY TERMS

1. **Assessment and Re-Assessment** of each household's housing needs are used to facilitate planning with the goal of obtaining or maintaining housing stability. Assessments and re-assessments are also used to establish continued eligibility and amount of continued service and subsidy based on the program model.
2. **Case Management – Housing Focused:** Housing focused case management focuses on immediate efforts to address housing attainment, utilizing the minimum assistance needed to address each household's immediate housing crisis. Staff works with each household to identify and refer households to other resources in the community (mainstream services, benefit services, food assistance programs, childcare resources, etc.) to support on-going housing stability. Services are generally light-touch, housing-focused and person-centered; but can be increased through progressive engagement if more services are necessary to address individual need.
3. **Coordinated Entry for All:** (CEA) is a system to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, and connected to housing and homeless assistance based on their strengths and needs. It will use standardized tools and practices, incorporate a system-wide housing first approach, and coordinate assistance so that those with the most severe service needs are prioritized. This approach has been adopted locally, and is guided HUD's Homeless (HEARTH) Act<sup>11</sup>.
4. **Critical Time Intervention:** (CTI) is a cost-effective, evidence-based practice designed to prevent recurrent homelessness, recidivism, and other adverse outcomes during the period following placement into permanent housing from homelessness. This time-limited intervention is delivered in three phases, each usually lasting three months. Each phase decreases in service intensity and results with the intervention ensuring the participant is linked to the appropriate community services to ensure housing and life stability.
5. **Culturally Competent Services:** Cultural competency within an organization and the services that it provides includes a defined set of values and principles, and demonstrated behaviors, attitudes, policies and structures that enable the organization to work effectively in cross-cultural situations. The three following components must exist:
  - Accessibility: the agency evaluates and modifies the way in which its services are accessible (language, location, delivery style) to populations whose modes of engagement are different from the majority population.
  - Relevance: the agency identifies specific culturally-based needs of populations and modifies the services delivered in order to meet those needs, including acquiring and institutionalizing cultural knowledge.
  - Commitment: the agency periodically conducts a self-assessment and reviews its cultural competency, including obtaining input from client and non-client culturally diverse populations and key stakeholders and uses this feedback in policy making, agency administration, and service delivery.
6. **Emergency Shelter** is defined as temporary shelter from the elements and unsafe streets for homeless households. Shelter programs are either fixed capacity (facility-based) or flexible capacity (for example, hotel/motel vouchers). Emergency shelters typically address the basic health, food, clothing and personal hygiene needs of the households that they serve and provide information and referrals about supportive

<sup>11</sup> Refer to CSD Contracting website at: [www.kingcounty.gov/CSDcontracts](http://www.kingcounty.gov/CSDcontracts)

services and housing. Emergency Shelters are indoors, and range from mats on the floor in a common space to beds in individual units. Some shelters are overnight only, while others operate 24/7.

7. **Fair and Just Practices:** Agency policies, practices, services and systems that promote fairness and opportunity for all people, particularly people of color, low-income communities, people with limited English proficiency, individuals with disabilities and LGBTQ youth and adults. This includes programs and practices that engage all communities in a manner that fosters trust among people across geographic, race, class and gender lines and supports communities' (and individual's) efforts to develop solutions.
8. **Familiar Faces Strategy:** This strategy promotes system coordination for individuals who are high utilizers of jail (defined as having been booked for four or more times in a twelve-month period) and who experience a mental health and/or substance use condition.
9. **High Needs Household:** Households are considered high needs if they have a high need for intensive therapeutic support and access to behavioral health supports in order to obtain and remain in housing. High needs households are prioritized by Coordinated Entry for All.
10. **Homeless:** Households are considered homeless if they are unsheltered or are living in a temporary housing situation, as described below.
  - ✓ A household who lacks a fixed, regular, and adequate nighttime residence, meaning:
    - A household with a primary nighttime residence that is not designed for, or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
    - A household living in a temporary living arrangement, including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or government programs.
  - ✓ A household that is homeless and exiting a system of care, meaning:
    - One or more household members who are exiting a system of care where he or she resided for 90 days or less, who resided in an emergency shelter or place not meant for human habitation immediately before entering that system of care and have no available housing options after exiting:
      - Psychiatric hospital or other psychiatric facility,
      - Substance abuse treatment facility or detox center,
      - Hospital (non-psychiatric),
      - Jail, prison, or juvenile detention facility, or
      - Foster care home or foster care group home.
  - ✓ A household with one or more household members who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the household member(s), including children, that has either taken place within the household's primary nighttime residence or has made the household member(s) afraid to return to their primary nighttime residence; has no other residence; and lacks the resources or support networks, e.g. family, friends, and faith-based or other social networks, to obtain other permanent housing.

11. **Housing First** is a homeless system practice that centers on providing homeless people with housing as quickly as possible without a “housing readiness” test or other conditions or programmatic prerequisites to entering housing. Programs in a housing first homeless system empower homeless people to overcome barriers to obtaining permanent housing. Support services are voluntary, but can and should be used to persistently engage households to ensure housing stability. Homeless housing units in the system must reduce screening barriers and screen in homeless households, many of whom have barriers that traditionally make it more difficult for them to rent in the private market.
12. **Housing Location** is activities related to engaging with and recruiting landlords, property management companies and housing developers to increase access to permanent housing for homeless and other vulnerable individuals and families. A variety of incentives and supports are available to participating landlords and property managers who agree to reduce screening criteria for households with barriers to permanent housing.
13. **Housing Navigation** is assistance during the process of securing housing from housing referral to “lease up”. Activities include assisting in documentation gathering, meeting transportation needs and addressing any challenges that may arise in the housing process at the time of referral.
14. **Housing Stability Plan:** An individualized housing and service plan that is housing-focused and client-driven. Housing stability plans are individualized based on housing needs as identified by each household, and are used to facilitate housing-focused case management with the goal of obtaining or maintaining housing stability. Services should be voluntary and build on the strengths and resources of each household, respecting their autonomy.
15. **Progressive Engagement** is a service delivery approach and homeless system orientation that includes the following elements:
  - Services are individualized and responsive to the needs of each household.
  - Initial assessment and services address the immediate housing crisis with the minimal services needed.
  - Frequent re-assessment determines the need for additional services.
  - Supportive services should be voluntary and build on the strengths and resources of each household, respecting their autonomy.
  - Households must be exited to permanent housing as soon as possible.
  - Having already received assistance must not negatively impact a household’s eligibility if they face homelessness again.
16. **Rapid Re-Housing (RRH)** is a short to medium term intervention for households experiencing homelessness. Housing focused case management is provided with an emphasis on immediate efforts to address housing attainment, utilizing the minimum assistance needed to resolve each household’s immediate housing crisis. Once a household moves into permanent housing, short-term rental assistance may be provided, using a progressive engagement approach to provide the appropriate level of assistance. Frequent re-assessment will be used to establish continued eligibility and amount of continued rental subsidy. The services are time-limited, not to exceed 24 months, and the household does not have to leave the housing when services end. RRH staff work with each household to identify and refer households to other resources in the community to support on-going household and housing stability.

17. **Recovery Housing** is a housing model that uses substance use-specific services, peer support, and physical design features to support individuals and families on a particular path to recovery from addiction, typically emphasizing abstinence. *Recovery Housing* is not be in conflict with *Housing First*, a system-wide approach that removes barriers whenever possible and that addresses the housing needs of people at all stages of recovery, as through Coordinated Entry for All entry into the program is based on the choice of the program participant.
18. **Transitional Housing** is a time-limited intervention intended to provide assistance to households who need more intensive or deeper levels of support services. Emphasis is still placed on rapid exit to permanent housing, but lengths of stay are flexible and tailored to the unique needs of each household. Services continue to emphasize housing attainment through a housing-focused assessment and housing stability planning, which includes working with each household to identify and refer households to other resources in the community to support on-going household and housing stability. All services are person-centered and tailored to the individual needs of each household. Transitional housing comes in a variety of facility-types, from congregate-style living to scattered site apartments.

## COMPLETE PROPOSAL PACKAGE

### COMPLETE PROPOSAL PACKAGE

A proposer may apply for funding for one or more projects. **EACH** project that is applying for funding must submit a separate application in ZoomGrants; **each** consisting of:

- Complete “Summary” page in ZoomGrants;
- Complete “Project Application” page in ZoomGrants; and
- These Required Budgets (uploaded in ZoomGrants):
  - “Project Application Budget for calendar year 2017”, (Use the Excel template provided and upload the Excel version); and
  - Complete project budget for your current (2016) fiscal year (in your own format)

In addition, **ONE** project application for each proposer (agency) shall include (upload) these Required Documents:

- “Agency Application Form” (Using Word template provided. Upload signed copy as pdf);
- Most recent agency audit. (OR, a statement explaining why an agency audit is not available);
- Management findings and any corrective action plans for any audits or monitoring visits with past three years. OR, a letter stating that there are no findings or corrective action plans; and
- For non-profit organizations: copy of 501(c) (3) letter from the Internal Revenue Service.

## APPLICATION AND AWARD TIMELINE

### APPLICATION AND AWARD TIMELINE

2016 RFP Timeline	
<b>July 28</b>	Application materials available on the King County website. Public announcement of RFP.
<b>August 11</b>	Applicant workshop 9:00 -10:30 a.m. Tukwila Community Center, 12424 42 <sup>nd</sup> Ave S., Tukwila.
<b>August 30</b>	Technical Assistance Deadline,
<b>September 8</b>	Complete proposal package due to King County no later than Midnight.
<b>September – Mid October</b>	Application review process (applicants may be contacted during this time for additional information)
<b>Early November</b>	Applicants will be notified of conditional funding awards and sources*
<b>January 1, 2017</b>	Contracts begin

\*Federal and state awards are conditional until King County has contracts and the authority to spend the funds; and any concerns raised during the application review process have been resolved to King County's satisfaction.

## TECHNICAL ASSISTANCE

### TECHNICAL ASSISTANCE

King County DCHS will sponsor an **Application Workshop** at which technical assistance will be offered to applicants in understanding and completing the Application. The workshop is scheduled for **August 11<sup>th</sup> 2016 from 9:00 10:30 AM**. Applicants are encouraged but not required to attend.

Additional technical assistance may be requested through your application portal in ZoomGrants until **August 30<sup>th</sup>, 2016 by 12:00 Midnight**.

## CONTACT INFORMATION

All questions must be directed through your application portal in ZoomGrants.



Sign language and communication material  
in alternate formats can be arranged  
given sufficient notice by calling:  
206-263-9021 or TTY: 711 (Relay service)



**BRIEFING DOCUMENT**  
**King County**  
**CDBG Consortium**  
**2016 CDBG Capital Applications for 2017 Funds**

**HCD CD Staff and**  
**Sub-Region**  
**Recommendations**

**September 29, 2016**

# **CDBG Capital Funding Recommendations– 2017**

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## **King County Regular CDBG Consortium**

### **2017 CDBG Non-housing Capital Allocation Recommendations For both North/East and South Sub-Regions**

#### **Table of Contents**

<b>North/East List of Proposals Received</b>	<b>Page 1</b>
<b>North/East Sub-region Recommendations</b>	<b>Page 3</b>
<b>N/E Proposal Briefing Papers</b>	<b>Pages 4-12</b>
<b>South List of Proposals Received</b>	<b>Page 14</b>
<b>South Sub-region Recommendations</b>	<b>Page 16</b>
<b>South Proposal Briefing Papers (in rank order)</b>	<b>Pages 17-33</b>
<b>2017 CDBG Non-Housing Capital Funding Conditions</b>	<b>Page 34</b>

## CDBG Capital Funding Recommendations– 2017

North/East Sub-Region Projects				Estimated 2016 Funds Available: <u>\$373,122 / \$223,873</u>	
Assigned Number Sub-Region	Project Title	Category	Minimum Request	Full Fund Request	Proposed Use of CDBG Funds/Reference Page
North/East	ARCH Housing Set-aside	Housing		\$149,249	40% N/E Funds set aside as priority funding for housing project(s) to be distributed through ARCH RFP Process
North/East	Duvall ADA Ramp Improvement Program	Public Infrastructure	\$100,000	\$200,000	CDBG funds will be used to remove 11 existing sidewalk curb and walkway barriers and replace with ADA truncated dome curb ramps. Where feasible, curb bulb outs will be constructed to reduce crossing distance in the roadway and minor storm improvements to be installed.
North/East	Carnation Hockert Park ADA Improvements	Parks	\$75,000	\$100,000	CDBG funds will be used to remove architectural barriers with ADA accessible units, remove curbs and other barriers that are safety issues to all park users of the Hockert Park in Carnation. While the area served by this Park is essentially residential, the focus of the grant application is the City's goal of bringing a popular park up to ADA compliance. The project will bring a much used and popular city park into compliance with ADA leading to more use and participation by the disabled members of the community.
North/East	Snoqualmie Koinonia Park Improvements	Park	\$75,000	\$110,000	CDBG funds will be used to install a new play structure at a Habitat for Humanity housing complex; double the play area size; redirect drainage from the play area to a catch basin; and improve the facilities & drainage of a 0.15 acre playfield.
			<b>Total Request North/East</b>	<b>\$ 559,249</b>	



## CDBG Capital Funding Recommendations– 2017

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# CDBG Capital Funding Recommendations– 2017

## North/East Sub-Region Recommendations 2016 CDBG Capital Applications for 2017 Funds

North/East Sub-Region - Estimated Funds Available \$373,122						
ARCH Housing Set-Aside (40% of \$381,710)						\$149,249
Proposal Title	Performance Measures	Request	Minimum Request	Recommended Award	Ranking	JRC Award
Duvall ADA Ramp Replacement *, **	1,150 people	\$200,000	\$100,000	\$70,438	1	\$
Carnation Hockert Park ADA Improvements	800 people	\$100,000	\$75,000	\$75,000	2	\$
Snoqualmie Koinonia Park Improvements	130 people	\$110,000	\$75,000	\$75,000	3	\$
<b>Sub-Region Total</b>				<b>\$373,122</b>		<b>\$373,122</b>
* If available funds are higher than projected this project will receive additional funding. ** If available funds are lower than projected, this project will be reduced.						

## CDBG Capital Funding Recommendations– 2017

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### City of Duvall, WA

**Request: \$200,000 / Min: \$100,000**

### Duvall ADA Ramp Replacement 2017

**Category: Infrastructure Improvements**

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**Project Summary:** CDBG funds will remove existing sidewalk curb and walkway barriers and replace with ADA truncated dome curb ramps. Where feasible, curb bulb outs will be constructed to reduce crossing distance in the roadway and minor storm improvements to be installed.

**Need:** The project addresses the non-compliant sidewalk curb ramps located in the City of Duvall's Old Town Business and Service District. These barriers force individuals with disabilities to travel in the street and roadway sometimes unable to reach their destination. Non-compliant sidewalk barriers will be removed and replaced with ADA compliant sidewalk curb ramps to accommodate persons with disabilities, wheelchairs, scooters, mobility aids, Senior Citizens and persons with young children in strollers.

**Benefit/Accessibility:** The project will allow accessibility to sidewalks that serve the local businesses. Barriers will be removed to establishments that serve the public. These businesses include a Post Office, Dentist, Hardware Store, Restaurant, and Church Office, Tax preparation, Yoga plus other health services. This site is also improving a safe route to the King County Library and the Private and Public Schools to the north. People with disabilities will be able to participate and gain access to these businesses and services with the barriers removed.

### Readiness/Timeliness:

- 1) **Scope:** The City has invested \$60,000.00 for the completion of the design, survey and construction ready plans. Permitting is complete and the project is ready for advertisement. The project will remove and replace eleven non-compliant curb ramps to be current with the ADA Standards for accessibility. All ramps will include a bulb out to reduce the crossing distance in the roadway. Three catch basins lids will be realigned with minor storm drainage improvements. Other items identified for the scope include a new section of concrete sidewalk behind the Post Office Mail Box to open up the continuous pathway between the new curb a utility pole will be scheduled for relocation. The ramps average from 200 to 600 square feet of surface to be replaced. This project is SEPA exempt and it is anticipated that NEPA could be a short review.

## CDBG Capital Funding Recommendations– 2017

- 2) **Budget:** The project estimate was provided by the City Engineer using a previous estimate that was complete by the Design Engineering firm SDA. The permits required are City of Duvall Road Right-of Way permit and a Master permit application that will be overseen by the City of Duvall Planning Department.

Sources		Uses	
2017 CDBG Funds	\$200,000	Prof Services (A&E), Project Management	\$ 70,000
Other Prior CDBG Funds	\$ 60,000	Construction (2017 CDBG – \$50,000)	\$196,000
Other Funds Identified	\$ 10,000	Environmental Cost (2017 CDBG)	\$ 4,000
Total:	\$270,000	Total:	\$270,000

If project is funded at a reduced level, the City will complete as many ramps as possible within the budget that is awarded for funding. The estimate for each ramp varies. Some ramps have storm improvements associated and others have none that will reduce the cost.

**Service Delivery - Public Health and/or Safety Need:** The project will rehabilitate the non-compliant sidewalk curb barriers by removing these barriers to persons with disabilities and persons with young children in strollers. Approximately 1,150 people will benefit from the improvements. The City has received complaints from individuals who have had difficulty in accessing pedestrian routes. Title II of the Americans with Disabilities Act (ADA) requires that state and local governments ensure that persons with disabilities have access to pedestrian routes in the public right-of-way.

Service Delivery Area Map:



# CDBG Capital Funding Recommendations– 2017

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**City of Duvall, WA**

**Request: \$200,000 / Min: \$100,000**

**Duvall ADA Ramp Replacement 2017**

**Category: Infrastructure Improvements**

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**HCD Staff Determination:**

**Proposed projects must be consistent with CDBG Program Regulations** (24 CFR Part 570) HCD Staff have made the following determinations for the scope of the project presented. Eligibility: 24 CFR 570.201(c); HUD Matrix Code 03L Sidewalks. The scope of the activity is to address ADA accessibility for disabled residents who have difficulty moving from their homes or vehicles to post office, stores and health care businesses in the area identified for the improvements.

National Objective: 24 CFR 570.208(a)(2)(ii)(A) Low/Mod clientele, Presumed Benefit – Disabled Removal of architectural barriers (i.e. curb cuts for sidewalk access) for residents to access human and health facilities and the local post office, meets HUD's presumed benefit and is allowed under this citation when the reconstruction of a public facility or improvement that does not qualify under paragraph 24 CFR 570.208(a)(1).

**Overall Evaluation:** overall project ranking resulted in it being the highest ranked N/E project per criteria used for evaluation.

**Improvement to Provision of Services, Response to Community and Client Needs, and Healthier and /or safer communities:** The need for ADA improvements has existed for several years. The city has received complaints from the public regarding the ADA barriers and is trying to address the curbs as funding allows. The city estimates that 1,150 would benefit from the improvements.

**Ready to Proceed**

**Environmental Review:** an environmental record has been done based on a prior phase of the program and can be easily adopted; design is complete. The project is ready to go.

**Scope:** The engineer's budget estimate shows estimates consistent for industry standards.

**Funding:** All funding brought to the project has been formally committed.

**Milestones / Project Team /Agency Capacity:** Agency capacity has been established based on implementation of prior CDBG projects funded. Project management staffing has not changed in recent years.

**Assessment** – Capital Improvement Plan amended in 12/9/2010 and is current through 12/2016. Project fits within O-2 Traffic Calming Program to improve pedestrian safety and neighborhood quality.

**Geographic Equity:** Duvall has not been a recipient of Consortium CDBG funds since 2013.

**Risk Analysis Performed:** Agency scored 15 based on factors used to evaluate its financial and staffing capacity to implement the federal grant funded project. A score of 25 or less generally identifies that the program is at lower risk for potential waste, mismanagement, non-compliance or fraud.

**Recommendation: Fund \$70,438. Identify the project as the 'Contingency' project to receive any additional funds made available or to have reduced by any amount decreased from the 2017 preliminary estimates.** Fund with available capital funds and any additional amount up to the maximum request of \$200,000 if funds were to be made available. There are no additional conditions being recommended beyond the standard conditions associated with the CDBG funded projects listed in Attachment A.

## CDBG Capital Funding Recommendations– 2017

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**City of Carnation, WA**  
**Request: \$100,000 / Min: \$75,000**

**Hockert Park ADA Improvements 2017**  
**Category: Parks**

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**Project Summary:** Project proposes remove architectural barriers with ADA accessible units, remove curbs and other barriers that are safety issues to all park users of the Hockert Park in Carnation. While the area served by this Park is essentially residential, the focus of the grant application is the City's goal of bringing a popular park up to ADA compliance. The project will bring a much used and popular city Park into compliance with ADA leading to more use and participation by the disabled members of the community.

**Need:** Hockert Park is a small park/playground in the heart of Carnation. The Park is not currently ADA accessible. There is no hard pathway into the park; the interior is mostly soft natural material, grass or wood chips. Internal concrete curbing contribute to the difficult access. The benches and tables are not ADA accessible. The entrances are narrow and difficult for wheelchairs to navigate. There is one ADA accessible porta-potta however it is located outside the Park in the right-of way. The lighting is currently non-functional. This Park is in walking distance to a significant portion of town and is heavily used during the seasonal Farmer's Market

**Benefit/Accessibility:** There is limited on-street parking; most park users arrive on foot. As the Park is not currently accessible to those with limited mobility, it is difficult to say how these improvements would reach and attract those individuals who cannot access the Park in its current condition.

**Readiness/Timeliness:**

- 1) Scope:** CDBG funds would be used for reconstruction of an accessible concrete path into the Park, and a combination of poured in place rubber safety surfacing and accessible engineered wood fiber safety surface. There will also be accessible benches and tables, an accessible portable toilet, stroller parking, and a new fence with wider gates to improve accessibility. The project size is 8,719 square feet.

## CDBG Capital Funding Recommendations– 2017

- 2) Budget:** The Carnation City Council dedicated \$50,000 of Park Impact fees for the design of this project in the 2016 budget. There are no other funds identified nor has Carnation applied for any other grants for this project. Any unused City funds could be re-allocated in the 2017 budget to facilitate construction. The project could move forward with limited funding. We would have to determine which items to remove from the preliminary design. Our focus would still be on removing architectural barriers and installing, at a minimum, a hard path to improve access to the park.

Sources		Uses	
2017 CDBG Funds	\$100,000	Eng. & Design, Permits, (CDBG \$26,000)	\$66,000
Other Prior CDBG Funds	\$ 0	Construction (2017 CDBG – \$70,000)	\$80,000
Other Funds Identified	\$ 50,000	Environmental Cost (2017 CDBG)	\$ 4,000
Total:	\$ 150,000	Total:	\$150,000

If funding were reduced, the City would focus on removing architectural barriers and installing, at a minimum, a hard path to improve access to the park.

**Service Delivery - Public Health and/or Safety Need:** The improvements will include removal of architectural barriers, a hard path into the park, including wider gateways, ADA compliant benches and tables, a pad for two ADA accessible port-o-potties and energy efficient lighting.

### Service Delivery Area Map:





# CDBG Capital Funding Recommendations– 2017

City of Carnation, WA  
Request: \$100,000 / Min: \$75,000

Hockert Park ADA Improvements 2017  
Category: Parks

## HCD Staff Determination:

Proposed projects must be consistent with CDBG Program Regulations Eligibility: 24 CFR 570.201(c); HUD Matrix Code 03F, Parks, Recreational Facilities. The scope of the activity, improvements to a park, is a CDBG eligible activity as it relates to ADA accessibility in a park.

National Objective: 24 CFR 570.208(a)(2)(D)(2)(A) Low/Mod Clientele, Presumed Benefit – Disabled

This citation is used when the reconstruction of a public facility or improvement does not qualify under paragraph (a)(1) of 570.208 - Low/Mod Area and the beneficiaries are considered a 'presumed' category per HUD adopted regulations.

**Overall Evaluation:** overall project ranking resulted in it being the second highest ranked N/E project per criteria used in evaluation.

**Improvement to Provision of Services, Response to Community and Client Needs, and Healthier and /or safer communities:** The project implementation speaks to improvement of the access and safety of the use of a very popular park for approximately 800 park users.

## Ready to Proceed

**Environmental Review:** Several elements of an existing environmental review record could be adopted from a previous CDBG project completed nearby in recent years thereby shortening the timeline and reducing the expense required to prepare the environmental review record.

**Scope:** The engineer's estimate includes the play structure which is not part of the CDBG application but an overall comprehensive approach. Elements of the ADA construction show estimates consistent for industry standards.

**Funding:** Funding brought to the project has been formally committed by the City.

**Milestones / Project Team /Agency Capacity:** Agency capacity has been established based on prior CDBG projects funded and project management staffing has not changed since implementation of that project.

**Assessment – Capital Improvement Plan:** Carnation Park and Recreation Plan, (10 Year Plan) August 2009, item P-2 – page 21 Hockert Park ADA needs are referenced. Public surveys and meetings were held in the development of the plan.

**Geographic Equity:** The City received CDBG funds for the Spilman Ave Water Main in 2014.

**Risk Analysis Performed:** Agency scored 22 based on factors used to evaluate its overall capacity to implement the federal grant funded project. A score of 25 or less generally identifies that the program is at lower risk for potential waste, mismanagement, non-compliance or fraud.

**Recommendation: Fund \$75,000.** Due to the small amount of anticipated funds to be available, fund at the reduced request. There are no additional conditions being recommended beyond the standard ones associated with CDBG awards listed in Attachment A.



## CDBG Capital Funding Recommendations– 2017



**City of Snoqualmie, WA**  
**Request: \$110,000 / Min: \$75,000**

**Koinonia Park Improvements - 2017**  
**Category: Parks**

**Project Summary:** The City would use CDBG and other funds to install a new play structure at a Habitat for Humanity site; double the play area size; redirect drainage from the play area to a catch basin; and improve the facilities & drainage of a 0.15 acre playfield.

**Need:** Koinonia is a central 0.5 acre park in a 10-acre, 50-home Habitat for Humanity neighborhood serving ~130 to ~200 residents. The park has a 0.15-acre sloped field, and a climbing structure made of posts of various heights (tallest ~8') set in a 22' diameter circle wood-chip play area, with a short northern retaining wall; weep-holes drain the lawn into the play area. Access is from a sidewalk to the south. Residents have been requesting a safer and more useful play structure at this site for over 5 years, and have complained the lawn is often muddy and not suitable for recreation. The current play structure has limited utility for play; is functional for a narrow age range; is under-serving the current population; is not ADA-compliant; and the nearest other park is over half a mile away by foot, beyond the normal safe distance for children and the level of service standard in the City 2012 Open Space, Parks and Recreation (OSPR) plan. The park needs field & play structure improvements.

**Benefit/Accessibility:** The project site is directly accessible to all 50 Habitat for Humanity (H4H) homes, as the park is within the low/moderate income Habitat for Humanity neighborhood; the furthest house in this neighborhood is a 3 minute walk away. The project site has on-street parking; is 0.2 miles/a 3-minute walk away from a public bus stop; and is less than 0.1 miles from the nearest school bus site.

**Readiness/Timeliness:**

- 1) **Scope:** The project is proposing leveling off the ~7,200 play field with cut and fill (sand base with a soil/hydro seed top); adding new drainage with direct connections to the street catch basin; and adding 2 new retaining walls for field support. The walls will be 1' tall to the north and between 3'-4' tall to the south, each 125' long/15" wide, and each turning an angle for 7'-10' at each side to let the wall taper off. The project will also expand the current 420 sq. ft. play area to the south to ~1,550 sq. ft., removing the existing retaining wall, adding new curb around the play area, replacing the wood chips with spray foam, and adding access ramps. Play area spacing near the field retaining walls will require removal and replacement of a portion of sidewalk. The project will add new, expanded, and more versatile play equipment in the play interior. New park furniture is also proposed including a new trash can, new bike rack, 2 new benches, and a new fountain with pet water fountain.
- 2) **Budget:** Costs were determined based on past projects requiring clearing & grading; drainage improvements; retaining wall additions; and play area expansion. In general, Snoqualmie Ridge development has suffered from poor drainage due to glacial till subsoils, requiring ~1' of sand for

## CDBG Capital Funding Recommendations– 2017

field performance. Projections will bring in sand and fill to level off the sloped area, add catch basin storm connections, and incorporate retaining wall design and construction. The budget includes 15% design / 20% contingency to ensure construction cost coverage under the federal grant program. Spray foam for a play area. New play equipment can be scaled to the budget, though the City is targeting versatile and attractive equipment to encourage play. The project City engineering & storm water consultant review, and NEPA.

Sources		Uses	
2017 CDBG Funds	\$110,000	Prof Serv.- Eng. & Design (CDBG 5,000)	\$ 42,260
City Park Impv Fund	\$110,000	Construction (2017 CDBG – \$101,000)	\$248,740
Other Funds Identified	\$ 75,000	Environmental Cost (2017 CDBG- all)	\$ 4,000
Total:	\$290,000	Total:	\$295,000

Should CDBG and/or other grant funding fall short, a portion or all of the spray foam surrounding the play structure base could be replaced with wood chips in the proposed improvements. In addition, play equipment could be scaled down to some extent if needed.

**Service Delivery - Public Health and/or Safety Need:** Koinonia play structure has limited utility for play; is functional for a narrow age range; is under-serving the current population; is not ADA-compliant; and the nearest other park is over half a mile away by foot, beyond the normal safe distance for children and the level of service standard in the City 2012 Open Space, Parks and Recreation (OSPR) plan. The park needs field & play structure improvements.

### Service Delivery Area Map:



# CDBG Capital Funding Recommendations– 2017

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City of Snoqualmie, WA  
Request: \$110,000 / Min: \$75,000

Koinonia Park Improvements - 2017  
Category: Parks

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## HCD Staff Determination:

Proposed projects must be consistent with CDBG Program Regulations Eligibility: 24 CFR 570.201(c); HUD Matrix Code 03F, Parks, Recreational Facilities. The scope of the activity, improvements to a park, is a CDBG eligible activity.

National Objective: 24 CFR 570.208(1)(2)(i)(D) Nature Location

Participants of the park are residents (mainly children) of Habitat for Humanity 50 unit housing complex wherein homeowners must meet income eligibility in order to purchase a home. Receipt of a letter from Habitat supports the continued eligibility of homeowners of the park. There is a covenant on the land that restricts sale of properties to HUD income eligible requirements.

**Overall Evaluation:** overall project ranking resulted in it being the third highest ranked N/E project per criteria used for evaluation.

**Improvement to Provision of Services, Response to Community and Client Needs, and Healthier and /or safer communities:** The project implementation speaks to improvement of the access and safety of the use of a very popular park for 800 park users.

### Ready to Proceed

**Environmental Review:** Several elements of an existing environmental review record could be adopted from a previous CDBG award for the project thereby shortening the timeline and reducing the expense required to prepare this element.

**Scope:** The engineer's estimates for construction are consistent with industry standards.

**Funding:** Funding brought to the project has been formally committed by the City.

**Milestones / Project Team /Agency Capacity:** Agency capacity has been established based on prior CDBG projects funded.

**Assessment – Capital Improvement Plan:** Snoqualmie Capital Improvement Program, 2014-2020 adopted plan list the project on page 4 of 5, item #25.

**Geographic Equity:** The City was awarded N/E Consortium CDBG funds for the project in 2015 but the amount was insufficient for project implementation and subsequently was returned to the program with the intent to apply for the full funding amount in 2016 for 2017 funds.

**Risk Analysis Performed:** Agency scored 25 based on factors used to evaluate its financial and staffing capacity to implement the federal grant funded project. A score of 25 or less generally identifies that the program is at lower risk for potential waste, mismanagement, non-compliance or fraud.

**Recommendation: Fund: \$75,000** with the condition that CDBG funds are for the replacement and expansion, only, of existing play structure and needed retaining wall for said expansion. Other standard conditions listed in Attachment A associated with CDBG awards also apply.

## CDBG Capital Funding Recommendations– 2017

### South Sub-Region Projects

**Estimated 2017 Funds Available: \$803,919**

Project Title	Category	Min Request	Fund Request	Proposed Use of CDBG Funds
Burien Lakeview Park	Park	\$208,915	\$228,195	CDBG funds for design and construction to remove the old non-compliant play area and replace with new play equipment for ages 2-5, including ADA compliant surfacing, and to renovate the adjacent extreme tree-rooted park pathway to the south.
Diocese of Olympia – New Roots Microenterprise	Economic Development	\$32,000	\$ 60,000	Funds would be used for the continuation of the CDBG funded program, New Roots, used for business training, and general preparation of low income entrepreneurs to receive business loans. Anticipated that classes would be held in Skyway and Burien and would assist clients from Burien SeaTac, Tukwila and White Center.
Highline College StartZone Microenterprise	Economic Development	\$92,000	\$ 110,000	Funds would be used for the continuation services through StartZone Program to low- and moderate-income individuals starting or growing a business in the South Sub-Region Cities by providing no cost training and one-to-one technical assistance focused on referral services, feasibility assessments, business planning, loan packaging, networking, mentoring and peer support.
Tukwila Minor Home Repair Program	Minor Home Repair	\$100,000	\$125,000	Funds would be used for the continuation of the CDBG funded Minor Home Repair program that fully subsidizes the cost of repairs and housing maintenance for income eligible homeowners within the cities of Tukwila, SeaTac, Des Moines, and Covington.
Valley View Sewer District Special Assessments	Public Infrastructure	\$0	\$301,080	Funds would be used to pay special assessment costs for l/m households related to the construction of sewers to 212 unsewered lots in two areas inside the cities of Burien, SeaTac, and Tukwila. Water samplings have documented Fecal Coliform Bacteria (FC) in creeks/streams downstream from the project areas. FC above 200 CFU/100 ML is considered unsafe for direct contact. Readings as high as 4900 CFU/100 ML have been documented in these areas.

**Total Request South**

**\$824,275**

# CDBG Capital Funding Recommendations– 2017

## South Sub-Region Advisory Group Recommendations 2016 CDBG Capital Applications for 2017 Funds

Proposal Title	Performance Measures	Request	Minimum Request	Recommended Award	Ranking	JRC Approved
<b>South Sub-Region - Estimated Funds Available \$803,919</b>						
Diocese of Olympia – New Roots	60 People	\$ 60,000	\$ 32,000	\$ 60,000	1	\$
Tukwila Minor Home Repair***	65 Households	\$125,000	\$100,000	\$125,000	2	\$
Valley View Sewer District Special Assessments*, **	20 Households	\$301,080	\$ 0	\$280,919	3	\$
Highline StartZone Microenterprise	92 Persons	\$110,000	\$92,000	\$110,000	4	\$
Burien Lakeview Park Playground & ADA accessibility	2,116 Persons	\$228,195	\$208,195	\$228,000	5	\$
<b>Sub-Region Total</b>		<b>\$824,275</b>		<b>\$803,919</b>		<b>\$</b>
<p>* If available funds are higher than projected this project will receive additional funding up to the maximum request. ** If available funds are lower than projected, this project will be reduced.</p> <p>*** Any remaining additional funds will go to Tukwila Minor Home Repair.</p>						



## CDBG Capital Funding Recommendations– 2017



**Diocese of Olympia**  
**Requested \$60,000 / \$40,000**

**"New Roots" Micro-enterprise Program**  
**Category: Micro-enterprise**

**Project Summary:** CDBG funds will help low-income entrepreneurs start businesses or strengthen their enterprises after creating traditional business plans that reduce the risk of failure. This is done through the classroom instruction and tutoring and helps reduce the risk of failure for themselves and potential lenders. The Diocese of Olympia Refugee Resettlement Office will also assist students with transportation to class, such as bus passes or gas cards. The Diocese of Olympia has non-federal, private funds available for graduates of business training who need small loans.

**Need/Consolidated Plan Objective and Strategies:** The proposed project fills a need voiced by refugees and other low-income persons who want to start or strengthen businesses. They seek self-employment as an alternative to wage labor. Agency experience demonstrates that participants of their program have incomes less than 50% of median.

The applicant estimates, based on research, that 12% of this population has an interest in opening a small business. The target group of low income residents in the service area based on data from the Census is 29,560. At least 12% or 3,547 reside in households where adults have an interest in business. Clients average family size 3.5. It is estimated that 1,013 adults (3,547 / 3.5) represent a target market. From this market the program will enroll 60.

**Benefit/Accessibility:** Transportation: The classroom site, at the Burien Community Center, 14700 6th Avenue SW, is accessible to public transportation and contains adequate parking. Waiting Lists: Waiting lists for the Individual Development Account Program or other Applicant programs operating in the service area range from 20 to 30 per quarter. Reaching Isolated Communities: The Diocese of Olympia will contact isolated immigrant and refugee communities, an low-income citizens, through the following methods: Outreach to enrollees in Individual Development Accounts Program (65 potential clients) Contacts from previous micro-enterprise borrowers (100 potential clients) Neighborhood canvassing (200 potential clients); Referrals through other refugee resettlement agencies (20 potential clients); Contacts at community gathering places (80 potential clients); Outreach thorough other Diocese programs (23 potential clients); and Newsletter Contacts (1,150 contacts).

### **Readiness/Timeliness:**

- 1) Scope:** Classroom instruction and individual counseling to develop business plans and referral for loans. During each quarter of the year all participants will receive an intake/assessment and business development training. Fifty who complete will have a business plan. During the first two quarters 12 unduplicated persons each quarter will complete classroom training and individual instruction. In the last two quarters 13 unduplicated will complete each quarter. In the project year 50 will complete. 12 businesses will be opened or strengthened during the year. 16 FTE jobs will be retained.

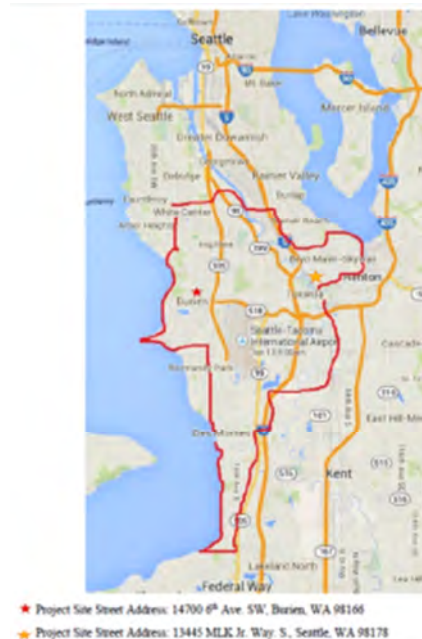
## CDBG Capital Funding Recommendations– 2017

- 2) **Budget:** \$2,000 other donated the project by the Diocese of Olympia will be used support participants with transportation assistance to attend class or individual training sessions.  
Diocese of Olympia: \$2,000 is committed.

Sources		Uses	
2017 CDBG Funds	\$60,000	Environmental	\$ 250
Other Funds Identified	\$ 2,000	Personnel Services	\$43,925
		Consultant or Purchased Services:	\$ 8,040
		O&M	\$ 9,785
Total:	\$62,000	Total:	\$62,000

If funding is reduced then it will affect the amount of individual instruction provided.

### Service Delivery Area Map:



# CDBG Capital Funding Recommendations– 2017

Diocese of Olympia  
Requested \$60,000 / \$40,000

“New Roots” Micro-enterprise Program  
Category: Micro-enterprise

## HCD Staff Determination:

Proposed projects must be consistent with CDBG Program Regulations Eligibility: 24 CFR 570.201(o); HUD Matrix 18C Microenterprise. The scope of the activity fits within the requirements of assistance for microenterprise development in helping low income residents either start or expand their small business.

National Objective: 24 CFR 570.208(a)(2)(iii) LMC per activities carried out in accordance with provisions of 570.201(o).

Agency follows established program policy and procedures in making the determinations of income eligibility by screening clients as they enter the program.

**Overall Evaluation:** overall project ranking resulted in it being the highest ranked project in South Sub-region.

**Improvement to Provision of Services, Response to Community and Client Needs, and Healthier and /or safer communities:** Agency clearly demonstrates increase in number of people served through the microenterprise program.

## Ready to Proceed:

- 1) **Environmental Review:** Required Environmental Review is quick to accomplish as these activities are exempt level of evaluation.
- 2) **Scope/Service Delivery:** The scope is developed well, has been demonstrated to work and are pretty straight forward moving from business training, creating business plans, and learning from the experience directly from local small business owners. The proposed expenditures fall in line with previous year(s) implementation cost. The agency has met, if not exceeded, its performance measures each year it has been funded.
- 3) **Funding:** Funding is solely CDBG. There are no other funds identified to be secured in order for the project to move forward. \$2,000 is provided through Diocese to cover student transportation to class via bus passes or gas card. Agency has a history of expending all of its funds within the contract terms.

**Milestones / Project Team /Agency Capacity:** Milestones are realistic. Agency capacity based on the project team has been established based on prior year accomplishments completed with Consortium CDBG funds.

**Assessment:** The program meets the goals identified in the Consolidated Plan. This is an ongoing program that has been successfully performing the objectives set forth in its previous applications.

**Geographic Equity:** The Agency has received CDBG funds for projects since 2014.

**Risk Analysis Performed:** Agency scored 21 based on factors used to evaluate its overall capacity to implement the federal grant funded project. A score of 25 or less generally identifies that the program is at lower risk for potential waste, mismanagement, non-compliance or fraud.

**Recommendation: Fund \$60,000.** There are no additional conditions being recommended beyond the standard ones listed in Attachment A. associated with CDBG funded projects.



## CDBG Capital Funding Recommendations– 2017



**Military Road- SeaTac**



**Hilltop – Burien**



**Loop – Tukwila**

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### **Valley View Sewer District**

**Request: \$301,080/ Min: \$not indicated**

### **Valley View Sewer District Special Assessments for Connections - 2017**

**Category: Infrastructure**

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**Project Summary:** The CDBG funds will pay for 20 low-income households to cover costs associated with sewer connection charges and mainline sewer construction/design costs that are associated with sewer mainline construction in three different targeted areas: SeaTac, Burien and Tukwila as noted in the pictures above. The overall project will construct sewers to 212 un-sewered lots in three areas inside the cities of Burien, SeaTac, and Tukwila. Water sampling has documented Fecal Coliform Bacteria (FC) in creeks/streams downstream from the project areas. FC above 200 CFU/100 ML is considered unsafe for direct contact. Readings as high as 4900 CFU/100 ML have been documented in these areas.

The District has applied for, and has been approved for, funding from the DOE SRF/Centennial Clean Water program to cover the cost of mainline, and side sewer construction. The District's two projects were rated numbers 1 and 3 out of over 150 applications, statewide. Based on MHI for the project areas, these two projects were rated as "Severe Hardship Projects" by Ecology.

**Need - Public Health and/or Safety:** Washington State identifies a Fecal Coliform Bacteria (FC) count greater than 200 CFU/100 ML as unsafe for direct human contact. King County Environmental Lab tested for and documented numerous counts greater than the safe contact limit, and as high as 4900 CFU/100 ML. As the project areas are the last remaining un-sewered pockets tributary to the streams and wetlands which tested so high for FC, it is clear that failing and marginal septic systems inside those project areas are the source of contamination. An important part of the District's application for state funding was a request, which was approved, for money to decommission septic tanks, and fund side sewer construction costs. The availability of a public sewer system alone will not correct the problem; rather, actual connection to that public sewer system is required to remove the source of FC contamination. Both project areas are tributary to contaminated water sources which run through public parks and areas of food fishing. This project will remove the last and greatest remaining source of FC contamination from local surface waters and wetlands.

**Benefit/Accessibility:** The project will allow qualified low to moderate income residents the ability to access the main sewer line without burdening them with repayment of long term capital construction fees.

\*1) When major home remodels become necessary to provide accessibility, however, septic system upgrades may be required by KC DOH as part of the permitting process. Given the poor soils and the small lot sizes in the area, major home remodels may not be permitted, or may require extensive, costly, improvements to the septic systems.

# CDBG Capital Funding Recommendations– 2017

## Readiness/Timeliness:

- 1) **Scope:** The Loop sewer construction consists of approximately 16,190 lf of 8" & 6" PVC and HDPE pipe. Also included are 58 manholes, 23 cleanouts, excavation and backfill, driveway restoration, landscaping and road restoration. Permits include: Fisheries, Army Corp, City Grading, Critical Area, and Right of Way, WSDOT utility permit, SEPA, NEPA. A survey conducted by the Agency received approximately 20 responses of homeowners who would be income eligible and would seek the assistance of the CDBG funds.
- 2) **Budget:** Cost estimates were prepared using the historical costs of similar past and current projects. The estimation format used "bid items" and "unit prices" which breaks the work into different tasks. Using design elevations, estimated trench depth, and existing soil boring logs, backfill requirements were estimated.

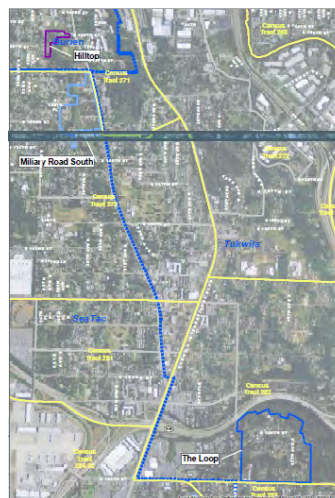
Sources		Uses – Special Assessment Fees	
2017 CDBG Funds*	\$ 297,080	Environmental Cost	\$ 4,000
Other Federal Funds	\$ NA – Const.	General Facilities Charges (\$4,033 x 20 – All CDBG)	\$ 80,660
Other SRF Funds	\$ 36,940	King Co Treat Capacity Charges (\$8,974 x 20 – All CDBG)	\$179,480
*Req. CDBG ER Costs –	\$ 4,000	Design Cost (\$1,847 x 20 - CDBG)	\$ 73,880
Total:	\$ 338,020	Total:	\$ 338,020

If funded at a reduced level, the District will reduce the number of households receiving funding by prioritizing those applicants with the lowest household incomes.

The current funding request is for 20 low income households, 10 in the Military Road South/Hilltop (MRS/Hilltop) project and 10 in the Loop project, to cover sewer connection charges and mainline sewer construction/design costs not paid for with the DOE funding. These costs include a portion of design costs (\$1,605/HH for the Loop and \$2,089/HH for MRS/Hilltop), General Facilities Charges (GFC) (\$4,033/HH) and King County Treatment Capacity Charge (\$8,974/HH), which equates to \$14,612/HH for the Loop and \$15,096/HH for the Hilltop/MRS projects. Thus, the total budget requested is \$297,080 for 10 household in the Loop and 10 in Hilltop/MRS.

HCD COMMENT: ER costs were not included in the 'ask' and need to be reflected. The agency did note \$20,000 in their application for NEPA ER, but those funds cover the construction element.

Service Delivery Area Map:



# CDBG Capital Funding Recommendations– 2017

Valley View Sewer District

Valley View Sewer District Special Assessments for Connections - 2017

Request: \$301,080 / Min: \$not indicated

Category: Infrastructure

## HCD Staff Determination:

Proposed projects must be consistent with CDBG Program Regulations Eligibility: 24 CFR 570.201(c), HUD

Matrix 03J: Water/Sewer Improvements via payment of Special Assessments. Per guidance in Guide to National Objectives publication, under Special Assessments it notes, "because of the broad use of this technique for funding public improvements, the use of CDBG funds to pay special assessments on behalf of property owners for a public improvement has been considered to constitute a form of using CDBG funds to assist the public improvement and is thus authorized under this category.

Therefore, all the rules applicable to a CDBG-assisted public improvement apply even if CDBG funds are only used to pay special assessments for that improvement, but do not assist in the construction. Assessments paid on behalf of L/M income property owners - must be appropriately qualified via HUD income guidelines.

National Objective: 24 CFR 570.208(a)(2)(i)(C) - LMA (.0625% Low/Mod) but payment of fees will be based on low/mod income eligibility. Priority will be for lowest income first in identified service delivery area.

**Overall Evaluation:** overall project ranking resulted in the project being ranked third in South Sub-region.

**Improvement to Provision of Services, Response to Community and Client Needs, and Healthier and /or safer communities:** Agency clearly demonstrates the need and the benefit the construction of the sewer system in the areas provide, as well as demonstrating how helping low to moderate income households connect with as little financially impact as possible.

## Ready to Proceed:

- 1) **Environmental Review:** HCD staff can adopt many elements of the State funded NEPA ER record which will aide in completing the review timely and with less costs.
- 2) **Scope:** The agency has resolved a number of complex issues related to complying with the CDBG program rules surrounding 'Special Assessments'. It has presented solutions and a process that would allow the use of CDBG funds to assist qualified low to moderate-income families to connect to the sewer system with little or no costs outside of the monthly utility fee through the benefit of the CDBG program. This also addresses the health and safety of the community as a whole in addressing the Fecal Coliform Bacteria. Monitoring of the construction will be required by the County in order to confirm appropriate federal requirements are followed in the construction.
- 3) **Funding:** The funding brought to the project is in various stages of being secured but by the time the Special Assessments are due to be paid for capital and permitting costs incurred – the project will have been constructed and benefits in place. The use of CDBG does not prevent the project from moving forward – it will only assist those eligible L/M homeowners in not being burdened with debt toward the payment of the sewer system.

**Milestones / Project Team /Agency Capacity:** Agency capacity and project team experience has been established through the Agency's experience with CDBG projects funded in the past. Expenditure of funds is slated for the end of 2017 – 2018 depending on what phase of the project is completed. Due to the delay in receiving HUD grant agreements this should not pose a problem to the County in meeting its threshold regarding timeliness of drawdowns. However, this will be closely monitored.

## CDBG Capital Funding Recommendations– 2017

Valley View Sewer District

Valley View Sewer District Special Assessments for Connections - 2017

Request: \$301,080/ Min: \$not indicated

Category: Infrastructure

**Assessment:** The Agency has a current and extensive Capital Improvement Plan that outlines and addresses identified needs and proposed projects for implantation. Letters from elected and various agencies are on file documenting the support and need for the proposed project. Agency has actively pursued state funding and been successful at its pursuit.

**Geographic Equity:** The Agency has not received CDBG funds for a project since 2013.

**Risk Analysis Performed:** Agency scored 21 based on factors used to evaluate its financial and staffing capacity to implement the federal grant funded project. A score of 25 or less generally identifies that the program is at lower risk for potential waste, mismanagement, non-compliance or fraud.

**Recommendation: FUND \$280,919** – or the balance of South Sub-region funds up to the maximum of \$301,080 if additional funds become available for the Special Assessments.

Furthermore - Fund this as the contingency project for 2017 for any decrease in funds.

**Conditions to be applied:**

- 1) all NEPA environmental review mitigation measures shall be identified and incorporated into contracts;
- 2) appropriate federal procurement processes are documented;
- 3) Davis Bacon Labor compliance rules are initiated, documented and maintained to demonstrate Program requirements have been met for Special Assessments; and
- 4) A repayment requirement shall be placed on the funds provided to the eligible homeowners in the form of security against the property. At the time of transfer of ownership, funds will be collected and returned to the CDBG program for reallocation as program income. This shall be a zero interest, deferred payment loan. Applicants of the funds must be made aware of the requirement of repayment of funds at the time of application and legal documents executed at the time funding is provided.
- 5) The Agency shall track and report by city, the number of households that benefit from the assistance, to document geographic equity.
- 6) All other associated standard conditions listed in Attachment A apply.

## CDBG Capital Funding Recommendations– 2017

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City of Tukwila, WA

Tukwila/SeaTac/Des Moines/Covington Minor Home Repair Program - 2017

Request: \$125,000/ Min: \$100,000

Category: Minor Home Repair

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**Project Summary:** CDBG funds will be used to rehabilitate and provide health and safety work for low to moderate income homeowner occupied housing to preserve affordable housing units. The funds pay for repair and rehab in the electrical, plumbing and other housing repair or maintenance needs.

**Need:** The cities involved in this proposal have old housing stock (older than 38 years) which shows signs of neglect and or deterioration. This aging housing stock requires more money for maintenance which is difficult for residents already burdened by other economic stressors. The majority of homeowners served in this program are at 50% of median income and below. Many are on fixed incomes. Census figures, the American Community survey, school district data, and Brookings Institute document the increased percentages of households living in poverty. The inability for homeowners to maintain the plumbing, electrical, and other maintenance categories means that their utility costs may be higher, and the long term preservation of affordable housing is compromised. Estimate that the program is serving 10% of the need, and some homeowners cannot qualify for King County Housing Repair due to the loan to value ratio, and the limited funds that are available.

**Benefit/Accessibility:** All services are provided at the homeowner's residence. As long as contractors and funds are available, homeowners are served on a first come first served basis. Due to the coordination across departments in jurisdictions, referrals of more isolated individuals are made. Code enforcement, Police and Fire, Senior program staff, concerned neighbors, local faith based organizations all have eyes out on residents, and connections are easily made to the programs. Communications departments have used door to door surveying, and a variety of media tools to both advertise the program and reach out to those that may not actively advocate for themselves. Word of mouth from successfully served residents also contribute to the sharing of this information across the single family neighborhoods. The project will preserve housing for low to moderate income for 65 homeowners.

**Readiness/Timeliness: -**

- 1) **Scope:** Number of service hours and number of clients demonstrates both a short term outcome of improved housing stock, and greater ability of the homeowner to live safely and independently. Environmental Review is a site specific review and accomplished in coordination with City Staff.
- 2) **Budget:** The funds allow the participating cities to offer this program as a grant program to primarily very low and low income homeowners needing help in maintaining infrastructure of their home. Project proposal reflects a completion date of May 2017. The Cities have a proven track record with the existing CDBG funded program. Administration of the program is offered as in-kind match by the cities.

This program depends on the in-kind funds of the staffing from the respective cities that are involved in administering the program. With the exception of the city of Des Moines, all staff contribute their time to screen clients, hire and pay contractors and administer the full program. No other federal funds or municipal funds are used for this purpose

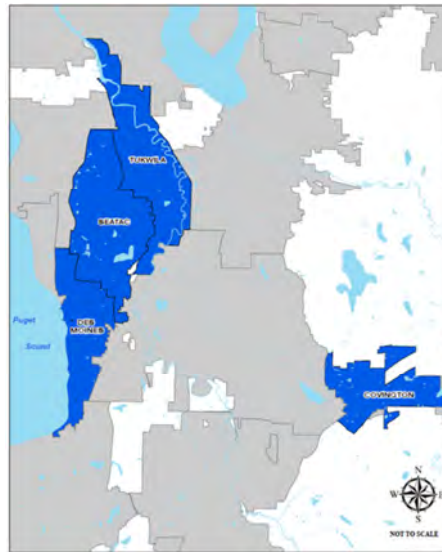


## CDBG Capital Funding Recommendations– 2017

Sources		Uses - All CDBG Funded	
2016 CDBG Funds	\$135,000	Capital Outlay (CDBG)	\$125,500
Other Funds - InKind	\$20,000	Project Management (CDBG - \$3,500) City (\$20,000)	\$ 23,500
		Environmental Cost (CDBG)	\$ 4,000
		Other: Lead Based Paint activities (\$1,300) Admin (\$700)	\$ 2,000
Total:	\$155,000	Total:	\$155,000

If funding is reduced then fewer households would be served and potentially narrow the scope of acceptable jobs.

### Service Delivery Area Map:



**Public Health and/or Safety Need:** Safe and healthy housing is seen as increasingly important regarding longevity of our residents. The health costs of mold, excessive moisture, unsafe stairs, wobbly railings, presence of pests, unclean furnaces can contribute to long term negative health outcomes in addition to degradation of the housing infrastructure. Recognizing this need, code enforcement departments have expanded rental licensing program to include healthy housing standards

# CDBG Capital Funding Recommendations– 2017

City of Tukwila, WA

Tukwila/SeaTac/Des Moines/Covington Minor Home Repair Program - 2017

Request: \$125,000/ Min: \$100,000

Category: Minor Home Repair

## HCD Staff Determination:

**Proposed projects must be consistent with CDBG Program Regulations** Eligibility: 24 CFR 570.202; HUD Matrix 14A Rehab; Single-Unit Residential. The scope of the program funds minor home repair activities to households that meet the HUD income eligibility requirements.

National Objective: 24 CFR 570.208(a)(2)(i)(C) LMC have income eligibility requirements which limit the activity exclusively to low and moderate income households.

Agency screens clients for income eligibility prior to initiating any contract work for maintenance or repair. It follows established program policy and procedures in making the determinations of eligibility.

**Overall Evaluation:** overall project ranking resulted in it being ranked second highest in South Sub-region.

**Improvement to Provision of Services, Response to Community and Client Needs, and Healthier and /or safer communities:** Agency clearly demonstrates increase in quality and accessibility of housing repair services. It regularly consults with community and client needs in delivery of services. Agency is finding it is funding fewer, but larger repairs in order to meet the need of the client/household in order to address the appropriate outcome to meet the need.

## Ready to Proceed:

- 1) **Environmental Review:** Project proposal reflects a completion date of September 2018. Environmental Review is a site specific review and accomplished in coordination with City Staff.
- 2) **Scope/Service Delivery:** Project scope is clearly defined, program policies and procedures are in place for implementation and consistency in program delivery. Priorities are set forth and are clear. Coordination of the program across four cities is noteworthy.
- 3) **Funding:** Funding for associated capital costs is solely CDBG. Cities bring administrative match to the project which enables the funds to go further to serve more households. Administration of the program is offered as in-kind match by the cities.

**Milestones / Project Team /Agency Capacity:** Milestones are realistic. It acknowledges that without the grant funds in place in a timely manner, the program continues to operate as best it can. Agency capacity based on the project team has been established based on prior year accomplishments completed with Consortium CDBG funds. The Cities have a proven track record with the existing CDBG funded program.

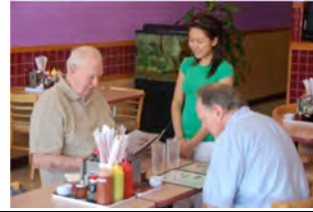
**Assessment:** The program meets the goals identified in the Consolidated Plan and are noted as high priority.

**Geographic Equity:** The Agency has received CDBG funds for projects since 2006.

**Risk Analysis Performed:** Agency scored 18 based on factors used to evaluate its financial and staffing capacity to implement the federal grant funded project. A score of 25 or less generally identifies that the program is at lower risk for potential waste, mismanagement, non-compliance or fraud.

**Recommendation: Fund \$125,000.** There are no additional conditions being recommended beyond the standard associated listed in Attachment A. Contingency #2; project to receive any additional funds remaining after Valley View Sewer District Special Assessment is fully funded at \$301,080.

# CDBG Capital Funding Recommendations– 2017



## Highline College, Des Moines WA

Request: \$110,000/ Min: \$92,000

## Highline College StartZone Microenterprise - 2017

Category: Microenterprise

**Project Summary:** This microenterprise development project proposes continuation and expansion of services to low- and moderate-income individuals starting or growing a business in the South Sub-Region Cities. Funding provides economic development and training to serve disadvantaged with bilingual business training in Money, Marketing and Management, one-to-one advising, and group participation. StartZone micro entrepreneur services include feasibility assessment, business consulting, business plan writing, loan packaging, workshops/training, referral services, networking, mentoring and peer support.

**Need/Consolidated Plan Objective and Strategies:** The need for economic development initiatives is great in South King County. Compared to King County as a whole, the sub-region is poorer. Data from 2007–2011 shows the percentage of people below the poverty level range from 13-24% for the largest communities in this area compared to 10.5% for King County as a whole. The 2010 Census Race and Ethnicity statistics define a higher minority population (42-63% versus 35%), lower bachelor's degree attainment (18-26% versus 45.7%) and a less favorable population to business ratio (7.4 – 14.1:1 versus 9.8:1). Unemployment is slightly higher in Southwest King County than in any other part of the county. The population StartZone serves has unemployment rate that is slightly less than the State of Washington but higher than Seattle.

**Benefit/Accessibility:** The program will serve low- to moderate-income people who reside in or who are starting or growing a microenterprise in South King County Sub-region cities including Algona, Black Diamond, Burien, Covington, Des Moines, Enumclaw, Maple Valley, Pacific, SeaTac, Tukwila, and South King County Sub-region Unincorporated King County. The program will serve approximately 92 unduplicated individuals.

- 1) Transportation: StartZone is located near the Kent-Des Moines Road exit from I-5 on Pacific Highway South; the campus is centrally located within our service area, is on several major bus lines and is easily accessible by car with plenty of visitor parking.
- 2) Immediacy of services: StartZone reviews and acts on pending applications actively. Response back to applicant is within days of receipt of application. Intake orientations are held monthly or at time upon customized presentation.
- 3) Reaching isolated individuals: StartZone business specialists currently work flexible hours primarily in the field to provide consultations at times and places convenient to our clients. They are equipped with laptops and can access our web-based member database and, through a secure VPN, the StartZone server at any location providing wireless access to the internet. They use their own cars and cell phone and are reimbursed only for mileage.

### Readiness/Timeliness:

- 1) **Scope:** The project proposes continuation and expansion of services to low- and moderate-income individuals starting or growing a business in the South Sub-Region cities. ER is exempt activity. Completion date is noted as April 2018. Performance measures will be summarized in quarterly reports and a year-end report and will include the following measures:
  - 92 unduplicated South Sub-region, income-eligible, immigrants, refugees and people with disabilities.
  - 4 new businesses launched.
  - 8 jobs created/retained

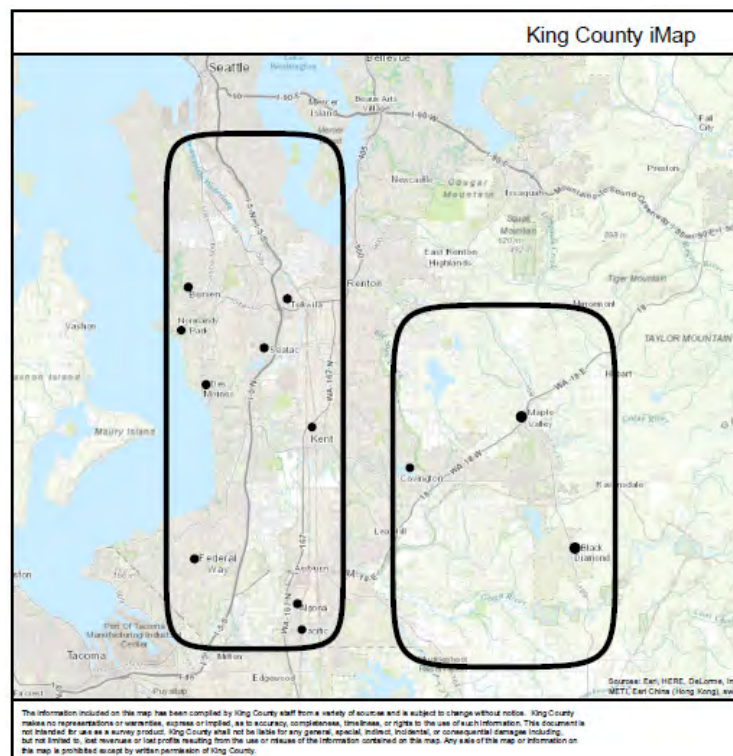


## CDBG Capital Funding Recommendations– 2017

- 2) **Budget:** About 52 percent of StartZone's administrative funding comes from City of Federal Way. StartZone will pursue Federal Way Community Development Block Grant (CDBG)-Community Economic Revitalization Funding (CERF) for Program Year 2017. Grant usage will be for personnel for development of projects, workshops and continuation of technical assistance to low and moderate income individuals starting or growing a business in Federal Way by providing no cost training and one-to-one technical assistance focused on referral services, feasibility assessments, business planning, loan packaging, networking, mentoring and peer support. StartZone is also supported by private committed funds comes from Highline College's budget. Highline has committed to provide full funding support for a full-time Hispanic Microenterprise Specialist through the end of the year 2016. Beginning 2017 Highline committed funding will be reduced to 50 percent for a Hispanic Microenterprise position.

Sources		Uses - All CDBG Funded	
2016 CDBG Funds	\$110,000	Personnel Services – (CDBG - \$104,260)	\$201,961
Other CDBG Funds (Fed Way)	\$62,000	Office or Operating Supplies, Travel (CDBG \$5,490)	\$ 7,789
Highline College	\$38,000	Environmental Review Record	\$ 250
Total:	\$210,000	Total:	\$210,000

If funding is at a reduced level, fewer number of clients receiving one –to-one technical support would be reduced. If funding is reduced enough, the Agency would look at eliminating the Reality Check series and/or Drill Down workshops delivered in Spanish that are being delivered off site within the Community.



# CDBG Capital Funding Recommendations– 2017

Highline College, Des Moines WA  
Request: \$110,000/ Min: \$92,000

Highline College StartZone Microenterprise - 2017  
Category: Microenterprise

## HCD Staff Determination:

**Proposed projects must be consistent with CDBG Program Regulations** Eligibility: 24 CFR 570.201(o) HUD Matrix Code: 18C Micro-enterprise Assistance. The scope of the activity fits within the requirements of assistance for microenterprise development in helping low income residents either start or expand their small business.

National Objective: 24 CFR 570.208(a)(2)(iii) LMC per activities carried out in accordance with provisions of 570.201(o).

Agency follows established program policy and procedures in making the determinations of income eligibility by screening clients as they enter the program.

**Overall Evaluation:** overall project ranking resulted in it being the fourth highest ranked South project.

**Improvement to Provision of Services, Response to Community and Client Needs , and Healthier and /or safer communities:** Agency has demonstrated its improvement to services as it continues to over perform on its performance measures. All funds have been expended on target and in compliance with contract requirements.

## Ready to Proceed:

- 1) **Environmental Review:** Required Environmental Review is quick to accomplish as these activities are exempt level of evaluation. .
- 2) **Scope:** Agency continues to provide services within the designed program and per its program policies and procedures.
- 3) **Funding:** Agency is committing \$38,000 as match and has a history of expending all of its CDBG funds within the contract terms. Federal Way funds over 52% of the administration of the program. If funding isn't realized from City of Federal Way, the Agency states that it would not be able to accomplish the program as presented through the Consortium CDBG application and there may be a need to revisit the scope and potential funding recommendation.

**Milestones / Project Team /Agency Capacity:** Milestones are realistic. Agency has made adjustments to its proposal for 2017 based on prior year experience in its targeted approach for serving the Hispanic population.

**Assessment** – The program meets the goals identified in the Consolidated Plan. It is an ongoing program that has been successfully performing the performance measures as set forth in its pervious applications.

Geographic Equity: CDBG Funding History: This program has been funded since 2011.

**Risk Analysis Performed:** Agency scored 22 based on factors used to evaluate its financial and staffing capacity to implement the federal grant funded project. A score of 25 or less generally identifies that the program is at lower risk for potential waste, mismanagement, non-compliance or fraud.

**Recommendation: Fund \$110,000** Continue to fund the program. There are no additional conditions being recommended beyond the standard ones listed in Attachment A.

## CDBG Capital Funding Recommendations– 2017



**City of Burien, WA**  
**Request: \$228,195/ Min: \$208,195**

**Burien Lakeview Park Playground and Pathway Improvements - 2017**  
**Category: Parks**

**Project Summary:** The Burien Lakeview Park Playground and Pathway Improvement Project will make improvements to a park in a low-mod neighborhood, providing more amenities and improving accessibility. A more attractive and accessible park will encourage neighbors to use the park, making the community a healthier and safer place to live. Data shows increased activity and exercise improves overall health.

**Public Health and/or Safety Need:** The project addresses a safety need to improve non-compliant park equipment and fix the access to and improve park pathway damaged by upheaved tree root growth. The project improves amenities and makes the community a healthier and safer place to live.

**Benefit/Accessibility:** The project will mainly serve the nearby neighborhood, but is located within a couple blocks of main streets with bus service. Most users will walk to the park. Better accessibility may encourage isolated individuals to visit the park. Approximately 2,116 persons will benefit from the improvements. Services will be immediate. Better accessibility may encourage isolated individuals to visit the park.

### **Readiness/Timeliness:**

- 1) **Scope:** The project is for design and construction to remove the old non-compliant play area on the south side of the park and replace with new play equipment for ages 2-5, including ADA compliant surfacing; all done within the existing 2,700 square foot play area footprint. The project would also renovate/replace portions of the adjacent, existing south side 315 feet long/8 feet wide park pathway by removing sections of the old pathway in areas of extreme tree root impacts, and relocate the alignment of the new sections of the pathway. No choice-limiting activities will be undertaken. Permits needed for the project are a City of Burien Clear and Grade Permit. There are no land use approvals needed for the project. The park is actually owned by the Highline School District; however, the City has a lease with them until 2023, which allows the City make "any capital improvements it deems necessary to make the property usable for park and recreational purposes.
- 2) **Budget:** The project costs were determined from a Public Works Engineer estimate of probable costs and estimate provided by a playground manufacturer cost estimator for the playground components.

Sources		Uses	
2017 CDBG Funds	\$228,195	Prof Services (A&E), Project Management	\$ 46,500
Other Prior CDBG Funds	\$ 0	Construction 2017 CDBG	\$171,695
Other Funds Identified	\$ 0	Environmental Cost	\$ 10,000
Total:	\$228,195	Total:	\$228,195

If project is funded at a reduced level, the City would replace the synthetic turf flooring around the play area with wood chips.

# CDBG Capital Funding Recommendations– 2017

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## Service Delivery Area Map:



# CDBG Capital Funding Recommendations– 2017

City of Burien, WA

Burien Lakeview Park Playground and Pathway Improvements - 2017

Request: \$228,195/ Min: \$208,195

Category: Parks

## HCD Staff Determination:

**Proposed projects must be consistent with CDBG Program Regulations** Eligibility: 24 CFR 570.201(c) HUD Matrix Code 03F Parks, Recreational Facilities. The scope of the activity, improvements to a park, is a CDBG eligible activity.

National Objective: 24 CFR 570.208(a)(1) Low/Mod Area Benefit based on HUD ACS Census Data

TRACT BLKGRP INFORMATION:

033 King County 027900 2 730 1,095

033 King County 027900 3 620 1,065

1,350 L/M OF 2,160 TOTAL POP = 0.625% L/M AREA BENEFIT

**Overall Evaluation:** overall project ranking resulted in it being the fifth ranked South project.

**Improvement to Provision of Services, Response to Community and Client Needs, and Healthier and /or safer communities:** The project implementation speaks to improvement of the access and safety of the use of a very popular park for park users.

### Ready to Proceed

- 1) **Environmental Review:** The soil has evidence of arsenic but the impact should be minimal on the mitigation. There will be no increase to impervious surface and the project will not excavate or disturb soil that has not been previously disturbed. HCD feels the ER costs could be reduced to \$4,000 and move the balance of ER budget to construction.
- 2) **Scope:** The elements of the construction show consistent estimates for industry standards.
- 3) **Funding:** Funding will be in place as there are no other funds identified to be secured in order for the project to move forward.

**Milestones / Project Team /Agency Capacity:** Milestones projected are in order. Project team and Agency capacity has been established based on prior projects funded and completed with CDBG funds.

**Assessment – Capital Improvement Plan:** The Burien Lakeview Park Playground and Pathway Improvements is a part of the Parks Facilities Restoration Project in the Parks and General Government CIP updated and approved in December of 2015.

**Geographic Equity:** The City has received CDBG funds for projects in the years 2013, 2014 and 2016.

**Risk Analysis Performed:** Agency scored 15 based on factors used to evaluate its financial and staffing capacity to implement the federal grant funded project. A score of 25 or less generally identifies that the program is at lower risk for potential waste, mismanagement, non-compliance or fraud.

**Recommendation: Fund \$228,195;** Fund with the following conditions: The City will need to have the lease with the School District amended to extend the end date to fifteen years from the estimated payment of the final invoice. At a minimum the lease needs to be extended through the year 2032 with a condition that the use of the property remain as a park dedicated to serving the low to moderate income community. All other standard funding conditions listed in Attachment A apply.

# CDBG Capital Funding Recommendations– 2017

Attachment A

## 2017 CDBG Non-Housing Capital FUNDING CONDITIONS

1. The project shall be completed within 17 months of the start of the program year of the funds you are conditionally awarded: January 1, 2017 – May 31, 2018 unless an exception has been granted due to the timing of the receipt of the HUD grant funds.
2. A NEPA environmental review must be completed by HCD prior to the execution of the contract.
3. An agency representative must attend a CDBG pre-project implementation meeting conducted by the Community Development Section Coordinator for a briefing on applicable policies and procedures that must be adhered to in implementing the project activities. Community Development Section staff will be available to discuss program requirements and specific conditions under which funds will be released.
4. Draft bid packages must be reviewed for comment before a final bid package is completed. In addition, the final bid package must be approved in writing by HCD staff before the bid process begins.
5. As a recipient of federal funds, your agency is required to maintain its registration in the System for Award Management (SAM) and maintain the currency of that information. Registration information can be found at <https://www.sam.gov>. The Data Universal Numbering System (DUNS) number registration information can be obtained at: <http://fedgov.dnb.com/webform>
6. Federal awards expended by sub-recipients are subject to 2 CFR 200 Uniform Administrative Rules. Please see Compliance Supplement, which states that a Schedule of Expenditures of Federal Awards (SEFA) must be completed if the agency expends over \$750,000 in federal awards in a year. This includes all federal funds received from all sources, not just from King County. Your agency must have a SEFA on file for our review during monitoring of your financial records.
7. The federal government requires that all federally funded expenditures be listed in a separate row in the SEFA. The CDBG Catalog of Federal Domestic Assistance (CFDA) number to use for this award is: CFDA 14.218. For your use in updating and/or registering this award, the King County Grant Federal Assistance Identification Number (FAIN) is: B-17-UC-53-0001 unless a different FAIN number is provided due to use of prior year funds for the award.

Applicant's Federal Taxpayer ID Number: \_\_\_\_\_

Applicant's Federal DUNS Number: \_\_\_\_\_

CCR or NCAGE Number: \_\_\_\_\_ Expires: \_\_\_\_\_

King County Vendor Number: \_\_\_\_\_

Please confirm that these numbers are correct and current when you meet with HCD staff for the pre-project implementation meeting.



# REQUEST FOR PROPOSALS



Department of Community and Human Services  
Housing and Community Development  
Community Development Section

TTY Relay: 711

**ADVERTISED DATE: APPLICATION APRIL 22, 2016**

Request for Proposal Title: King County Community Development 2017 Block Grant Capital Non-Housing RFP

Requesting Dept./Div. King County Department of Community and Human Services

RFP Number: 2017 King County Consortium CDBG Capital Allocation

Access via HCD Link: <http://goo.gl/Pj5VYK> Housing and Community Development Web Page

Pre-Application: DUE April 15, 2016. Project presented in the Pre-application must be determined by HCD-Community Development Staff to be CDBG eligible and its benefit meets a National Objective and has been approved to move forward to the Application Phase of the RFP

Application Due Date: On or Before Midnight, May 31, 2016

DCHS Procurement Lead Kathy Tremper if you have any questions by phone at 206.263.9097 or by email at [Kathy.tremper@kingcounty.gov](mailto:Kathy.tremper@kingcounty.gov).

Procurement Advisor: Roy L. Dodman [roy.dodman@kingcounty.gov](mailto:roy.dodman@kingcounty.gov),  
206- 263-9293

## SECTION II – 2017 APPLICATION GUIDELINES

### PROGRAM DESCRIPTION

#### Community Development Block Grant (CDBG) Funds

King County annually receives Community Development Block Grant (CDBG) Funds from the United States Department of Housing and Urban Development (HUD). The primary objective of the CDBG Program as set forth by Congress is “the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.” Federal regulations define persons who are low- and moderate-income as households earning under 80% of the area median income, as determined by HUD, adjusted by household size.

King County administers CDBG funds on behalf of the King County CDBG Consortium. The Consortium is established under Interlocal Cooperation Agreements (ICA) between the County and 33 cities and towns. A Joint Recommendations Committee (JRC) comprised of officials representing local government members of the Consortium is appointed annually by the Suburban Cities Association to advise the County Executive on CDBG funding and policy decisions.

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### CDBG King County Consortium Funds

The Consortium Fund is CDBG funds available to meet needs in Consortium cities and unincorporated King County. The Consortium Fund serves residents of the following communities through the noted sub-regions:

**North/East Sub-region** is made up of the cities and towns of Beaux Arts, Bothell, Carnation, Clyde Hill, Duvall, Hunts Point, Issaquah, Kenmore, Kirkland, Lake Forest Park, Medina, Mercer Island, Newcastle, North Bend, Sammamish, Skykomish, Snoqualmie, Woodinville, Yarrow Point and unincorporated areas of King County north of I-90.

**South Sub-region** is made up of the cities and towns of Algona, Black Diamond, Burien, Covington, Des Moines, Enumclaw, Maple Valley, Pacific, SeaTac and Tukwila and unincorporated areas of King County south of I-90.

### ELIGIBILITY REQUIREMENTS

In order to be eligible for funding, applicants must be a nonprofit agency (501c3), public housing authority, special district or local government.

### ❖CDBG PROJECT/PROGRAM REQUIREMENTS

All agencies using Community Development Block Grant (CDBG) funds for a capital facility project must comply with CDBG program regulations (24 CFR Part 570) and, where applicable, King County CDBG Consortium policies.

**National Objectives:** Projects must meet one of two national objectives established for the Community Development Block Grant Program, Area Benefit or Limited Clientele. Please refer to the application for detailed information.

- **Eligible Activities:** It is advised that you contact the CDBG staff if you need assistance in determining specific eligible costs and activities. In summary, eligible activities include, but are not limited to:
  - ◆ Public infrastructure pre-development, construction, or improvements;
  - ◆ Acquisition, rehabilitation, improvement, or pre-development of public and private (including residential and non-residential) real property that serves low- and moderate-income residents;
  - ◆ Rehabilitation of existing community facilities in order to remove barriers to persons with disabilities (such barriers must be identified on an ADA/504 Corrective Action Plan);
  - ◆ Rehabilitation of existing emergency shelters, transitional housing units and permanent low-income housing units for residents with special service needs; and Minor Home Repair.
  - ◆ Rehabilitation of single-family homes for minor repairs and maintenance.



## APPLICATION REQUIREMENTS

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- ◆ Micro-enterprise programs – financial assistance and/or services to businesses employing five or fewer employees where the business owner is low- and moderate-income or jobs created from CDBG assistance are made available to low- and moderate-income individuals;
- ◆ Special economic development activities that create or retain jobs that are available to low- and moderate-income residents; and
- ◆ Relocation assistance for households or businesses displaced temporarily or permanently by a CDBG-assisted project (and in limited cases non-CDBG-assisted projects). Relocation assistance must be included in any application that may result in displacement of residents or businesses.

**SPECIAL NOTE for Community Facility Projects:** CDBG funds may be used to acquire and improve facilities containing both eligible uses (i.e. programs serving predominantly low- and moderate-income persons) as well as ineligible uses provided that the portion of the facility containing eligible uses is a designated and discrete area in the larger facility. CDBG funds can only be used to pay for costs attributed to the portion of the facility containing eligible uses.

**Ineligible Activities:** Funds may not be used to pay off existing debt, or to acquire equipment or fixtures that are not permanently affixed to a structure. CDBG funds may not be used for improvements to sanctuaries, chapels or other rooms used as the principal place of worship. Organizations that acquire or improve facilities with CDBG funds may not subsequently lease space to churches or other organizations using the space for religious purposes. CDBG funds for capital projects may not be used to pay for agency overhead, administrative costs or fundraising, nor to create or improve space used solely for administrative purposes. CDBG funds may not be used to pay for portions of new construction associated with accessibility. Funds may not be used for maintenance and repair of publicly-owned streets, parks, playgrounds, water and sewer facilities, and neighborhood facilities.

**Eligible Applicants:** CDBG projects must be implemented by a nonprofit organization or public agency. Nonprofit organizations leasing a facility may request CDBG funds to improve the facility provided the property owner agrees to a restricted use of the property for a specified length of time. For such projects, the property owner must sign the application.

**Applicant Authorization:** Applications submitted by nonprofit organizations or special districts must be signed by an authorized representative and authorized by the board of directors. A copy of board minutes authorizing submittal of your application may be submitted after the application due date but are required prior to the official award of funds by the Joint Recommendations Committee (JRC).

**Minimum Request and Award Amounts:** Projects under \$50,000 are discouraged.

**Project Implementation:** A successful project application will be one that the project is ready to proceed, and has the capacity to be completed in a timely manner (i.e. by December 31 of the program year, and no later than May of the following year).

***King County Sustainable Infrastructure Scorecard: Projects that receive funding will be required to complete the King County Sustainable Infrastructure Scorecard for purposes of project implementation*** The Sustainable Infrastructure Scorecard uses basic concepts of the LEED® rating system, adapted to more appropriately apply to infrastructure projects in King County. The resulting Scorecard includes nine categories, including a set of prerequisites, seven sets of credits (optional items) organized by key topics of sustainability, and an additional set of credits (also optional) for enhanced performance. <http://your.kingcounty.gov/solidwaste/greenbuilding/documents/green-building-sustainable-dev-guide.pdf>

See <http://your.kingcounty.gov/solidwaste/greenbuilding/scorecard.asp>. This on-line Guide provides information for achieving each prerequisite and credit. Downloadable versions of the [Sustainable Infrastructure Scorecard](#) (PDF, 91 K) and [Guidelines](#) (PDF, 500 K) are also available.

**FEDERAL REGULATIONS** (this is not a complete list):

***Accessibility:*** Agencies awarded CDBG funds are required to conduct a self-evaluation to determine the agency's ability to provide reasonable accommodation in programs and services to persons with disabilities. As a prior condition to the agency receiving an authorization to proceed, the agency must complete a Certification of Compliance, a Disability Self-Evaluation Questionnaire, and if necessary, a Corrective Action Plan. These documents are required as exhibits in the Contract for funds.

- ***Appraisals:*** An appraisal will be required when CDBG funds are used to acquire real property and when CDBG funds are used to improve real property leased from a private landlord.
- ***Audit:*** Agencies receiving CDBG funding are required to submit an independent audit on an annual basis. Agencies that spend \$500,000 or more in federal funds in a given year must meet federal financial auditing requirements, as documented in Circular A-133 from the federal Office of Management and Budget. Circular A-133 can be found at [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb).
- ***Bonding:*** Construction contracts exceeding \$100,000 will require a: Bid guarantee equivalent to 5% of bid price; 100% performance bond; and, 100% payment bond. Bonds must be obtained from companies holding Certificates of Authority as acceptable sureties pursuant to 31 CFR 223.
- ***Change of Use Restriction, Promissory Note and Deed of Trust:*** CDBG awards over \$25,000 are structured as a zero interest forgivable loan. The term of the loan is based on the amount of CDBG funds awarded. The minimum term is 5 years from project completion and the maximum is 15 years for non-housing capital projects. The loan shall be forgiven in its entirety at the end of the term provided the facility is used appropriately throughout the term.

For all community facility projects using CDBG funds, a promissory note, deed of trust, and covenant are required along with the contract and it will specify the term from the

## APPLICATION REQUIREMENTS

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completion of the project activity during which there will be a restriction on a change of use.

- **Competitive Procurement:** Agencies that use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm through a competitive process. Agencies shall take all necessary affirmative steps to assure that minority and women's business enterprises are used when possible.
- **Davis-Bacon Federal Labor Standards Provisions:** Capital projects that utilize CDBG funds for construction shall be subject to Federal labor standards provisions including Davis-Bacon wage rates. These regulations require that construction contractors paid with CDBG funds pay a required wage that is typically higher than those paid for projects that are not federally assisted. To see examples of these wage rates, refer to [www.gpo.gov/davisbacon/](http://www.gpo.gov/davisbacon/). All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds. Please consider this when preparing labor construction cost estimates and consult with King County HCD Project Manager Dave Mecklenburg at (206) 263-9101 for information. Some public agencies that use force account labor for construction work are not subject to Davis-Bacon requirements. Construction work performed by volunteers on CDBG assisted projects must be approved by U.S. Department of Housing and Urban Development (HUD) in advance.
- **Environmental Review:** On the date the CDBG application is submitted, the entire project is subject to the federal environmental review requirements of the National Environmental Policy Act (NEPA). These requirements are in addition to any local requirements that may be imposed under the State Environmental Policy Act (SEPA). Please consider this when preparing cost estimates and consult with King County HCD Project Manager Randy Poplock at (206) 263-9099 if you need additional information. Costs associated with NEPA review are the responsibility of the applicant, even if the NEPA review results in a determination that the project is not eligible for CDBG funding. Environmental review costs are eligible CDBG expenditures.

**IMPORTANT:** From the date the application is submitted for consideration until the date the NEPA review process is complete, no activity may take place on the project that could have an adverse environmental impact, or limit the choice of alternatives available on the site. This may include, but is not limited to, property acquisition, clearing, grading or other site preparation activities, construction activities or rehabilitation of existing structures. Taking any such action after the date a CDBG application is submitted and before the ER record is complete will make the project ineligible for funding.

Applicants should note that projects with certain characteristics such as, but not limited to, the following may require a consultant study as part of the environmental review procedures and should budget for them accordingly and allow additional time in the project milestones for completion:

1. Are within a Federal Emergency Management Agency (FEMA) 100-year floodplain;
2. Are (or are eligible for) local, state, or federal historic or landmark registers;

## APPLICATION REQUIREMENTS

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3. Are located within 3,000 feet of a toxic site or solid waste landfill;
4. Have exposure to significant airport or highway noise;
5. Affect species that are listed or proposed for listing under the Endangered Species Act (ESA);
6. Involve digging in, or otherwise impacting, soil that has not been previously disturbed.

During the provided Technical Assistance Session, you are encouraged to consult CDBG staff to determine whether your project will require a consultant study. A portion of the funds awarded will be used to procure any required studies. Consideration for this expense should be given in the preparation of the project budget.

Environmental review of projects must be completed by King County HCD Staff prior to a CDBG contract being executed and prior to any work being undertaken at the site.

- **Federal Relocation Assistance Requirements:** CDBG funded projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (“URA”) and/or Section 104(d) of the Housing and Community Development Act of 1974, as amended (“Barney Frank Amendment”). Any agency considering a project involving a facility occupied by residential and/or business tenants must consult with the King County’s Relocation Specialist. For currently occupied structures, provide proof of correspondence to determine applicable relocation assistance requirements with the King County Relocation Specialist Wendy DeRobbio (206) 263-9070.
- **Insurance Requirements:** Agencies will be required to provide evidence of general liability and property insurance to the jurisdiction awarding funds, and King County when applicable, as an additional insured and as a loss payee under their policy. Minimum coverage amounts and additional insurance requirements apply.
- **Lead-Based Paint:** Projects must comply with regulations regarding lead-based paint poisoning prevention. These requirements prohibit the use of lead-based paint and require elimination of immediate lead-based paint hazards in residential structures and notification of the hazards of lead-based paint poisoning to purchasers and tenants of residential structures constructed prior to 1978.
- **Local requirements:** A CDBG award in no way affects or influences local land use or building permit requirements or processes.
- **Section 3:** Projects that are awarded \$200,000 or more in CDBG and/or other funds from HUD will be required to comply with Section 3 regulations at 24 CFR Part 135. These regulations require that a minimum of 30% of new positions generated as a result of the project be filled by low- and moderate-income persons.
- **Use of CDBG-Assisted Facilities:** During the term of the change of use restriction, a CDBG-assisted facility may be rented to another organization which serves low- and moderate-income persons provided the rent charged is below market rate for such space and is based solely on actual operating costs (for example, the cost of utilities, consumable goods, janitorial services). During the term of the change of use restriction, a CDBG-assisted facility may be used at times for ineligible activities, such as rentals for

## APPLICATION REQUIREMENTS

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private parties or for activities having charges or fees, provided these guidelines are followed:

1. Such uses may not be scheduled so as to displace or conflict with eligible uses;
  2. Such uses must be given a lower priority than eligible uses when scheduling use of the facility;
  3. Such uses may not comprise more than 30 percent of the facility's regular operating hours during any single quarter of the calendar year; and,
  4. Fair market rents must be charged for use of the space.
- **Change of Use Restriction:** CDBG-assisted properties must be used for CDBG eligible activities, as opposed to other private or even other public activities, for a specified length of time. The amount of CDBG funding awarded determines the length of the term during which the facility must be used for CDBG eligible activities as follows:
    - Up to \$25,000 - 2 years from project completion
    - \$25,001 - \$99,999 - 5 years from project completion
    - \$100,000 - \$199,999 - 10 years from project completion; and
    - \$200,000 or more - 15 years from project completion.
- \*Project completion is defined as the date on which King County approves the agency's final request for reimbursement.

### ❖CDBG PROJECT/LOCAL KING COUNTY CONTRACT REQUIREMENTS

Agencies that are awarded King County CDBG program funds will contract with King County Department of Community and Human Services. Contracts will commence upon completion of the Environmental Review Record, but not before January 1, 2016. Costs incurred prior to the contract start date will not be reimbursed. Contracts will include conditions relating to Federal regulations and County Ordinances which must be considered when planning your project. The following items are only a few of the requirements.

#### AUDIT

Agencies receiving CDBG funding are required to submit an independent audit on an annual basis. Agencies that spend \$750,000 or more in federal funds in a given year must meet federal financial auditing requirements, as documented in 2 CFR 200 from the federal Office of Management and Budget. [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb).

#### INSURANCE REQUIREMENTS

Agencies will be required to provide evidence of general liability coverage and name the County as an insured under their policy. Agencies that provide services licensed by professionals must also provide additional evidence of Professional Errors and Omissions coverage. Agencies that transport clients in vehicles must also provide evidence of automobile coverage. The following minimum amounts of coverage are required with an insurer rated A: VIII or better by Best's:

## APPLICATION REQUIREMENTS

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General Liability: \$1 million combined single limit per occurrence by bodily injury, personal injury, and property damage, and for policies with aggregate limits, a \$2 million aggregate limit.

Professional Liability, Errors, and Omission: \$1 million (May be placed with insurer AM Best's rating of B+VII).

Auto Liability: \$1 million combined single limit per accident for bodily injury and property damage.

## REPORTING AND MONITORING REQUIREMENTS

Agencies will be required to submit program invoices, client data reports, project accomplishments and performance reports. Reports may include but not limited to information disclosing unduplicated counts of clients served with demographic data, and progress of meeting preset identified outcomes.

Agencies will be expected to provide additional information, as needed, for project monitoring and management. HCD will visit sites and maintain active contact with all agencies to provide technical support and assistance as needed.

## DOMESTIC PARTNER BENEFITS (NON-DISCRIMINATION IN BENEFITS)

King County law prohibits agencies from discrimination in the provision of employee benefits between employees with spouses and employees with domestic partners. Agencies must certify that they are compliant with this law. The law applies only to contracts with King County of \$25,000 or more. Municipalities are exempt from this requirement.

## DEFINITIONS

### Low/Moderate Income

Section 102(a)(20) of the HCDA defines the term 'low- and moderate income persons' as families and individuals whose incomes are no more than 80 percent of the median income of the area involved. The 'area involved' is determined for the CDBG program the same way it is determined for the Section 8 Housing program. The 80% of median income figure is determined by HUD based on a four-person family and is adjusted upward or downward for larger or smaller families.

A **family** is defined in the Entitlement program as all persons living in the same household who are related by blood, marriage, or adoption. An individual living in a housing unit that contains no other person(s) related to him/her is considered to be a one-person family for this purpose. Adult children who continue to live at home with their parent(s) are considered to be part of the family for this purpose and their income must be counted in determining the total family income. A dependent child who is living outside of the home (for example, students living in a dormitory or other student housing) is considered for these purposes to be part of the family upon which he/she is dependent, even though he/she is living in another housing unit.

A **household** is defined in the Entitlement program as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of a

## APPLICATION REQUIREMENTS

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single family, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

### **Persons vs. households:**

It is important to note that, for all but one of the subcategories under this national objective, the test of meeting the objective of Benefit to L/M Income Persons is to be met based on L/M **Persons**. Only with the subcategory of L/M Income Housing must the test be met based on L/M **Households**.

**Elderly or Senior Citizen:** According to HUD, you must be at least 62 years of age and meet one of the following three situations in order to qualify as an elderly household. In the first situation, you must be living alone or be the head of household or spouse of the head of household. The second situation requires two or more elderly people living together. In the third situation, an elderly person has a live-in aide. If a household has elderly people who do not meet any of the above three scenarios, then HUD does not consider it an elderly household.

### **National Objective: L/M Income Area Benefit**

For these purposes, an Area Benefit activity is an activity *that is available to benefit all the residents of an area* that is primarily residential. In order to qualify as addressing the national objective of benefit to L/M income persons on an area basis, an activity must meet the identified needs of L/M income persons residing in an area where at least 51 percent of the residents are L/M income persons. The benefits of this type of activity are available to all residents in the area regardless of income.

For example, typical Area Benefit activities include:

- ✓ Street improvements,
- ✓ Water and sewer lines,
- ✓ Neighborhood facilities, and
- ✓ Facade improvements in neighborhood commercial districts.

The requirement that an area benefit activity must qualify on the basis of the income levels of the persons who reside in the area served by the activity is statutory. (See section 105(c)(2) of the Housing and Community Development Act of 1974 as amended.) This means that the activity may not qualify as meeting the L/M income area benefit national objective on any other basis. For example, if the assisted activity is a park that *serves* an area having a L/M income concentration that falls below the required percentage, the activity may not qualify even if there is reason to believe that the park will actually be *used* primarily by L/M income persons.

### **Determining the Service Area**

The inclusion or exclusion of a particular portion of the grantee's jurisdiction can make the difference between whether the percentage of L/M income residents in the service area is high enough to qualify under the L/M Income Benefit national objective. The principal responsibility for determining the area served by an activity rests with the grantee. HUD will



## APPLICATION REQUIREMENTS

generally accept a grantee's determination unless the nature of the activity or its location raises serious doubts about the area claimed by the grantee.

The area that the grantee determines will be served by an activity need not be coterminous with census tracts or other officially recognized boundaries, but it is useful if it reasonably coincides with such boundaries because of the need to consider census data in the area, as discussed later in this section. It is critical, however, that *the service area determined by the grantee be the **entire** area served by the activity*. This means that, even though a predominantly L/M income neighborhood may be one of several neighborhoods served by an activity (e.g., a grocery store) the percentage of L/M income persons in the *total area served by the activity* is considered for this purpose.

### National Objective: Limited Clientele

A *Low/Moderate income limited clientele activity* is an activity which provides benefits predominantly to low to moderate-income persons rather than everyone in an area generally. It may benefit particular persons without regard to the area in which they reside, or it may be an activity which provides benefit on an area basis but only to a specific group of persons who reside in the area. In either case, at least 51% of the beneficiaries of the activity must be documented Low to Moderate income persons.

### Sample Income Limits for Income Screening – Limited Clientele

2015 HUD INCOME GUIDELINES			
Median Family Income = \$89,600			
Effective March 6, 2015			
	30% MEDIAN	50% MEDIAN	80% MEDIAN
FAMILY SIZE	VERY LOW-INCOME	LOW- INCOME	MODERATE- INCOME
1	\$18,850	\$31,400	\$46,100
2	\$21,550	\$35,850	\$52,650
3	\$24,250	\$40,350	\$59,250
4	\$26,900	\$44,800	\$65,800
5	\$29,100	\$48,400	\$71,100
6	\$32,570	\$52,000	\$76,350
7	\$36,730	\$55,600	\$81,600
8	\$40,890	\$59,150	\$86,900



## APPLICATION REQUIREMENTS

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**National Objective: Presumed Benefit** - To qualify under this subcategory, a limited clientele activity must meet one of the following tests:

Exclusively benefit a clientele who are generally *presumed by HUD to be principally L/M income persons*. The following groups are currently presumed by HUD to be made up principally of L/M income persons:

- ☐ abused children,
- ☐ elderly persons, (defined as 62 years of age and older)
- ☐ battered spouses,
- ☐ homeless persons,
- ☐ adults meeting Bureau of Census' definition of severely disabled persons\*,
- ☐ illiterate adults,

(**Note:** this presumption may be challenged in a particular situation, if there is substantial evidence that the persons in the actual group that the activity is to serve are *most likely not* principally L/M income persons.)

\* The census definition of "severely disabled" follows:

Persons are classified as having a severe disability if they:

- (a) used a wheel-chair or had used another special aid for six months or longer;
- (b) are unable to perform one or more "functional activities" or need assistance with an "ADL or IADL";
- (c) are prevented from working at a job or doing housework; or (d) have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia, or mental retardation. Also, persons who are under 65 years of age and who are covered by Medicare or who receive SSI are considered to have a severe disability.

**Note:** For purposes of this definition, the term "functional activities" includes seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking. An ADL is an "activity of daily living" which includes getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating, and toileting. An IADL is an "instrumental activity of daily living" and includes going outside the home, keeping track of money or bills, preparing meals, doing light housework, and using the telephone.

It should also be noted that the so-called "presumed" categories were modified in the regulations in 1995. A new group has been added: "persons living with AIDS." The former category of "handicapped persons" has been replaced with "severely disabled adults." This latter change was made for two reasons. First, the word "persons" was replaced with "adults" to make it clear that an activity designed to treat handicapped children would not qualify for the presumption, because HUD has been unable to find evidence that the majority of handicapped (or even severely disabled) children are members of a L/M income family. Moreover, the term "handicapped" has been replaced with "severely disabled" (which now will use the census definition of that term). This change was made because the term "handicapped" has been used in so many different ways for different Federal programs and has taken on a much broader meaning than had been envisioned when it was originally

## APPLICATION REQUIREMENTS

introduced as a “presumed” L/M income group for CDBG purposes. A review of census data supports the presumption that adults (but not children, as mentioned above) having severe disability are predominantly L/M income persons.

### Threshold Requirements

1. Proposed projects must be consistent with CDBG Program Regulations.
2. Proposed projects must be consistent with Consolidated Plan objectives and policies.
3. Proposed projects located outside the Consortium jurisdictions must provide a unique regional service not currently available in the Consortium communities that the agency proposes to serve.
4. Proposals for community facility projects must include evidence of the agency’s ability to provide CDBG-eligible services and to maintain the facility for the required term (e.g. financial statements, budget and organizational chart)
5. Proposed public improvement projects must be listed in an adopted 6-year Capital Improvement Program or be mandated by a court or State or Federal agency.
6. Proposals for public improvement and park projects located in an unincorporated community and which will be implemented by a King County department must be signed by the appropriate department director. In addition, such proposals must be authorized and signed by an authorized representative of the appropriate Unincorporated Area Council (UAC), if one has been formed. If a UAC has not been formed, the proposal must be authorized and signed by a community group in the project area such as a community club, homeowners association or chamber of commerce.
7. Economic Development Projects shall meet HUD's Public Benefit requirements.
8. Minor Home Repair
9. Planning or administrative projects would be limited by the CDBG program admin cap available after Admin Set-aside is adopted.

### EVALUTION CRITERIA — (LISTED IN NO PARTICULAR ORDER)

#### 1. Common to All Project Types

- a. Projects under \$50,000 are discouraged.
- b. The extent that all geographic areas and participating jurisdictions benefit fairly from CDBG- and HOME-funded activities over the three-year agreement period, so far as is feasible and within the goals and objectives of the Consolidated Plan.
- c. The extent to which the project meets a specified need or a geographic sub-region as identified in the Request For Proposal (RFP).

#### 2. Community Facilities

- a. The extent to which the project improves the human service facility provider’s ability to
  - 1) increase amount or type of services they provide, and/or
  - 2) increase the number of

## APPLICATION REQUIREMENTS

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- people they serve, and/or 3) increase the quality and or accessibility (of the building as well as the geographic location) of service provision.
- b. The agency's responsiveness to community and client needs in delivering services (e.g. physical accessibility, hours of services, staff capacity, cultural competency etc.).
- c. Facility Condition: project demonstrates a comprehensive approach to rehabilitation of the facility. (The project should show how it fits within an overall physical needs assessment of the facility and reflect a comprehensive rehabilitation plan.)
- d. The extent that facility maintenance for the required term has been addressed (e.g. as reflected in budget, business plan or facility management plan).

### 3. Public Infrastructure

- a. The extent to which the project addresses one or more of the following: makes the community a healthier and/or safer place to live; and/or provides more amenities, including increased geographic accessibility for low- and moderate-income communities and increased physical accessibility for persons with disabilities; and/or increases the capacity for more dense housing, which predominantly benefits low to moderate-income households.
- b. The extent to which the project is ready to proceed, including the applicant's capacity to complete the project within the year 2016; the extent to which project environmental and land use issues have been identified and planned for; and the extent to which all funding necessary to implement the project has been committed.
- c. The extent the project addresses an immediate and severe public health or safety issue.

### 4. Parks

- a. The extent to which the project addresses one or more of the following: makes the community a healthier and/or safer place to live; and/or provides more amenities, including increased geographic accessibility for low- and moderate-income communities and increased physical accessibility for persons with disabilities; and/or the extent to which the project is responsive to community needs as evidenced by a Parks Master Plan, community or neighborhood survey or other report confirming community needs.
- b. The extent the project addresses an immediate and severe public health or safety issue.
- c. The extent to which the project is ready to proceed, including the applicant's capacity to complete the project within the year 2013; the extent to which project environmental and land use issues have been identified and planned for; and the extent to which all funding necessary to implement the project has been committed.
- d. The extent to which the agency has planned for service delivery in the proposed facility, including working with an established network of community partners – e.g. evidence of referral relationships, links or other coordination within a larger network of providers.

### 5. Economic Development

- a. The ability of the project to be completed in one year.
- b. The agency's responsiveness to community and client needs.
- c. Performance Measures –
  - i. Outreach to target area(s)
  - ii. Job Created
  - iii. Jobs Retained
  - iv. Businesses assisted
- d. Surveys and tracking for documented demonstration of success of the program.

### 6. Minor Home Repair

- a. The ability of the project to be completed in 17 months.
- b. The agency's responsiveness to community and client needs

## AGENCY/PROGRAM POLICIES AND PROCEDURES

### King County Consortium Community Development Block Grant Guidelines

The following consortium requirements augment federal Community Development Block Grant (CDBG) Program regulations at 24 Code of Federal Regulations (CFR) Part 570 and requirements set forth in the three-year CDBG Interlocal Cooperation Agreements. The following guidelines have been abbreviated to present only those guidelines that pertain to the 2017 CDBG Capital Pre-Applications based on the Pre-Applications submitted for the 2017 Consortium federal CDBG funds.

### Application Guidelines

#### 1. Applications for CDBG Community Facility Projects Involving Improvements to Leased Facilities

Applications submitted by nonprofit organizations requesting CDBG funding to improve real property leased from a public agency or private landlord, including churches, must include all of the following:

- The application must be accompanied by a copy of the executed lease (with a term no less than that specified for the change of use restriction set forth in these guidelines).
- The application must be signed by the property owner, or his/her agent, wherein the owner certifies that they will allow the project proposed in the application to be implemented, that they will execute a promissory note, deed of trust and covenant in favor of King County for the applicable period, that they will not charge rents to the applicant in excess of their operating costs, and that they will name King County as an additional insured (loss payee) during the term of the promissory note.

#### 2. Minimum CDBG Proposal Request

## APPLICATION REQUIREMENTS

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Proposed human service projects and similar client-oriented projects such as minor home repair proposing funding of less than \$30,000 shall be discouraged but not disallowed; but in no circumstance shall an award be less than \$15,000. Proposed capital projects proposing funding of less than \$50,000 shall be discouraged but not disallowed. In particular:

- Jurisdictions are encouraged to jointly fund certain sub-regional projects to reach \$50,000 or more.
- A lower level of funding must be allowed for Architectural and Engineering (AE) projects that represent the first phase of a larger capital project.

### 3. Authorization to Apply for Consortium Funds

Applications for CDBG funds submitted by a local government or nonprofit organization must be signed by an authorized representative and accompanied by documentation that confirms that the application is authorized by the local government or nonprofit organization. A copy of the council or board minutes of the meeting at which a motion was passed, or other evidence of authorization, must be submitted as part of the application.

### 4. Contingency Project(s) Requirement

Each CDBG Consortium Sub-region or Joint Agreement City shall choose a contingency project(s) in preparation for a potential increase/decrease in the CDBG funds available, as follows:

- A. One project shall be identified as the project that will receive additional funds, if the final allocation of CDBG funds from U.S. Department of Housing and Urban Development (HUD) is higher than anticipated, or for any other reason that causes more funds to be available than anticipated.
- B. One project shall be identified as the project that will receive a decrease in funds, if the final allocation of CDBG funds from HUD is lower than anticipated, or for any other reason that causes less funds to be available than anticipated.

The project(s) in A and B above can be the same project or two different projects.

### 5. Priority for One-Time Capital Project(s)

There is a priority to use CDBG capital funds primarily for one-time capital projects. This priority will not exclude projects that are ongoing in nature that desire to compete in the annual CDBG capital-funding round, but will serve as a limitation on such projects subject to annual review.

### 6. Multi-Jurisdictional Projects

- A minimum of 30 percent of the total population served by the project must be CDBG Consortium residents for a project application that is multi-jurisdictional, including both CDBG Consortium and non-consortium jurisdictions.
- A CDBG Consortium funding award will be proportionate to the percent of consortium residents to be served for a multi-jurisdictional project application that serves CDBG Consortium and non-consortium residents.

## APPLICATION REQUIREMENTS

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### 7. Geographic Distribution Goal

The CDBG Consortium will review and monitor geographic distribution in the annual funding recommendation process through a spreadsheet analysis tool that demonstrates the percentage of funds distributed to projects by location as compared to the percentage of the consortium's low to moderate-income population by jurisdiction. Each year the term of review for geographic fairness will be the prior three-year period.

Nonprofit project locations are to be recorded according to the geographic distribution of the clientele they serve rather than the physical location of the project.

### 8. Case by Case Evaluation of Phased Projects

Phased projects are those that must apply and be awarded funding in phases. Phased projects typically start with an application for funding of environmental and design costs in Phase I, with subsequent phases to cover construction costs, if the project is feasible. Phased projects will be evaluated for award from the consortium on a case-by-case basis. Funding conditions will be determined at the time of award approval to address project eligibility and timeliness of fund expenditure.

## CDBG Project Guidelines

### 1. CDBG Public Infrastructure Projects

CDBG-funded public infrastructure projects must be consistent with the adopted comprehensive plan and/or capital improvement program of the jurisdiction in which the project is located.

CDBG-funded public infrastructure projects involving reconstruction of existing public facilities in order to remove barriers to persons with disabilities must be consistent with the adopted comprehensive plan and/or capital improvement program *and* the Americans with Disabilities Act (ADA)/504 Corrective Action Plan of the jurisdiction in which the project is located.

### 2. CDBG Community Facility Projects

Restriction on Change of Use for CDBG-Assisted Facility Projects; Security Interest Required

The purpose of this guideline is to protect the public investment and to ensure that CDBG-assisted facilities are used for their intended public purpose for an appropriate length of time. For the purposes of restriction on change of use, emergency shelters and transitional housing are considered to be housing projects, not community facility projects, and therefore this policy does not apply to them (see housing policies). The requirement for a promissory note and security interest set forth below does not apply to real property owned by King County and the cities participating in the CDBG Consortium.

Community Development Block Grant funding in excess of \$25,000 which is used in whole or in part for acquisition, improvement and/or rehabilitation of community facilities, pursuant to CDBG Program Regulations at 24 CFR Part 570.201(c), both for hard and soft costs, shall be structured as a zero interest forgivable loan. The term of the loan will be based on the amount of CDBG funding awarded as follows:

## APPLICATION REQUIREMENTS

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- \$25,000 to \$99,999 is five years from project completion
- \$100,000 to \$199,999 is 10 years from project completion
- \$200,000 or more is 15 years from project completion.

The loan shall be forgiven in its entirety at the end of the term, provided the assisted facility is used appropriately throughout the term. Project completion is defined as two years from the program year start date in which the funds are awarded.

### A. Security Interest Required

When CDBG funds are loaned for community facility projects, King County will require the property owner to grant King County a security interest in the property for the term of the loan as follows:

- i. When CDBG funds are provided to a nonprofit organization for acquisition, improvement and/or rehabilitation of real property owned by the nonprofit, the nonprofit will be required to execute a promissory note, deed of trust, and community facility covenant in favor of King County.
- ii. When CDBG funds are provided to a local government (other than a local government participating in the CDBG Consortium) or housing authority for acquisition, improvement and/or rehabilitation of real property owned by the local government, the local government will be required to execute a community facility covenant for the benefit of King County as well as a promissory note in favor of King County.
- iii. ... Section not applicable.
- iv. ... Section not applicable.
- v. ....Section not applicable.

### B. Restriction on Change of Use

The County's contract, promissory note and other documents used to grant King County a security interest in CDBG funded community facilities will require the property owner to restrict the use of the property to those activities set forth in the County's contract for the duration of the loan term. These documents will require that agencies that default on these requirements, and change the use of the facility without authorization from the Housing and Community Development Program prior to the end of the loan term, reimburse the King County CDBG Consortium as follows:

- i. In the event a community facility that was rehabilitated (i.e., fixed) with CDBG funding is sold or the use changed before the end of the loan term, the property owner will be required to reimburse the King County CDBG Consortium for the amount of CDBG funding.
- ii. In the event a community facility that was acquired and/or improved (e.g., addition of space) with CDBG funding is sold or its use changed before the end of the loan term, the property owner will be required to reimburse the King County CDBG Consortium for the current fair market value of the property at that time less the

## APPLICATION REQUIREMENTS

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proportionate share of that value attributable to expenditures of non-CDBG funds for acquisition and improvement to the property.

- a) Rehabilitation of real property is defined as replacing existing materials, fixtures or building systems, reconfiguring existing space and/or removing architectural barriers to persons with disabilities. Rehabilitation includes but is not limited to:
  - Replacing doors, windows, roofs, and heating systems
  - Installing handrails, ramps, and plumbing fixtures.
- b) Improvement of real property is defined as alterations to land or buildings that add new space and/or building systems that did not previously exist. Improvements include but are not limited to:
  - Construction of new buildings or additions to existing buildings
  - Construction of a new parking lot, playground or landscape feature that did not previously exist and installation of a new elevator or heating system that did not previously exist.

### C. Community Facility Projects Awarded \$25,000 or Less in CDBG Funds

Agencies that are awarded CDBG funding of \$25,000 or less for acquisition, improvement and/or rehabilitation of community facilities will not be required to execute a promissory note, deed of trust or covenant. The County's contract will, however, require the agency to restrict the use of the property to those eligible activities set forth in the contract for a minimum of two years from the date of the final disbursement of funds from the award.

### 3. CDBG Architectural Barrier Removal Projects

CDBG-funded projects involving removal of architectural barriers for persons with disabilities must be consistent with the ADA/504 Corrective Action Plan of the property owner or, in the case of a leased facility, each tenant agency whose clientele is intended to benefit from the project.

### 4. Affordable Rents for CDBG Community Facility Projects

Community facilities receive CDBG funds to help them provide space at low cost to agencies, organizations or service providers offering services to predominantly low and moderate income persons during the term of the change of use restriction set forth in these guidelines.

During the term of the change of use restriction, a CDBG-funded community facility may be rented to another organization that serves low- and moderate-income persons, provided the rent charged is below market rate for such space, and is based solely on actual operating costs (e.g., the cost of utilities, consumable goods, janitorial services). During the term of the change of use restriction, a CDBG-funded facility may be used at times for ineligible activities, such as rentals for private parties or for activities having charges or fees, provided these guidelines are followed:



## APPLICATION REQUIREMENTS

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- Such uses may not be scheduled so as to displace or conflict with eligible uses.
- Such uses must be given a lower priority than eligible uses when scheduling use of the facility.
- Such uses may not comprise more than 30 percent of the facility's regular operating hours during any single quarter of the calendar year.
- Fair market rents must be charged for use of the space.

### 5. CDBG Capital Project Completion Deadlines

CDBG-funded capital projects must be completed within 17 months of the beginning of the program year in which the funds are made available with a demonstrated effort to have all funds expended within one year. Deadlines for projects funded with dollars recaptured from cancelled projects will be negotiated separately, but in no case will they be longer than 17 months.

- Extension requests will only be considered if the project is underway and will be completed within three months after the extension or at a time designated by the Joint Recommendations Committee (JRC). Evidence that the project is underway would include at the very least a signed construction contract, or, if it is an acquisition project, a signed purchase and sale agreement; if an AE project, a signed AE contract.
- Extensions must be authorized by the JRC, and are not guaranteed.

### 6. Limitation on CDBG Human Service Project Extensions

...section not applicable.

### 7. Limitation on CDBG Planning and Administration Project Extensions

... section not applicable.

### 8. Environmental Review Cost

Project budgets will allow for an administrative cost of environmental review in all capital allocations and will provide an estimated amount determined to be sufficient to cover such cost in the line item budget of the proposed project funding award.

## SELECTION PROCESS

### Selection Process

Applications that are determined to be consistent with the CDBG application guidelines will undergo a technical and programmatic review. The initial technical and eligibility review is conducted by Housing and Community Development staff. Once technical review is complete, all applications determined viable proposals and eligible for funding will be recommended (in ranking order) to the King County Sub-region Advisory Groups for their review and recommendation to the JRC for action on funding awards. A Public Forum will be held before the Sub-Region Advisory Groups. Applicants will be invited to present their proposals and answer questions of the Sub-region Advisory Group representatives. The Sub-region Advisory Groups then submit their funding recommendations to the Joint Recommendations Committee for final award selection.

### **Cultural Competency**

Housing and Community Development is making efforts to achieve cultural competency in the delivery of social services to populations of diverse ethnic, racial, religious, linguistic and other backgrounds. Most local agencies are already serving the needs of these diverse populations with great success. The concept of cultural competency seeks to extend these efforts to even better serve the diversity of people in our communities.

- **Definition of Cultural Competency:** An ongoing and evolving process that comprises knowledge attainment and the development of behaviors, attitudes, policies, and practices that come together in a system of care enabling agencies, programs, and individuals to increase access to services and to develop or adapt services that are appropriate to specific cultural needs.
- Cultural competency implies a process, rather than a single point in time. Further, it requires the attainment of knowledge and skills that will help providers and programs work more effectively with people who have diverse backgrounds and experiences. Finally, cultural competence requires action to increase access and cultural adaptation based on what is learned about individuals and communities.
- Cultural competency denotes a commitment to social change, accessibility to opportunity, and delivery of services that are relevant to the details of a household's particular cultural background.

**Resources:** The following resources are available to increase your agency's ability to serve people of diverse backgrounds in a culturally competent manner:

Training opportunities are available through: minority Executive Directors Coalition (206) 325-2542, or University of Washington School of Social Work. On the web: <http://cecp.air.org/>

### **Equity and Social Justice**

King County, through the King County Strategic Plan, and U.S. Department of Housing and Urban Development (HUD), through Environmental Justice, strive to reach and serve citizens in a fair and equitable manner. "Equity" means all people have full and equal access to opportunities that enable them to attain their full potential. "Community" means a group of people who share some or all of the following: geographic boundaries, sense of membership, culture, language, common norms and interest. "Determinants of equity" means the social, economic, geographic, political and physical environment conditions in which people in our county are born, grow, live, work and age that lead to the creation of a fair and just society. Access to the determinants of equity is necessary to have equity for all people regardless of race, class, gender or language spoken. Inequities are created when barriers exist that prevent individuals and communities from accessing these conditions and reaching their full potential. *For more information on Equity and Social Justice in King County, please visit:* <http://www.kingcounty.gov/exec/equity.aspx>



**King County**