Attachment C

CDBG Project Memos

Sponsor – Project

City of Issaquah – Microenterprise Program.....2

City of Duvall – Phase 1 Sidewalk Improvements.....6

City of North Bend – Sidewalk Improvements.....10

Mary's Place – Burien Family Shelter Roof & Rehabilitation.....14

City of Tukwila – Minor Home Repair Program.....19

New Roots Microenterprise Program.....22

Habitat for Humanity – Critical Home Repair Program 26

International Rescue Committee of Seattle – Microenterprise for Refugees & Immigrants.....29

Refugee Women's Alliance Microenterprise Program.....34

King County

Department of Community & Human Services

2020 CDBG Capital Funding Round

CDBG Project Memo - City of Issaquah Microenterprise

I. OVERVIEW

PROJECT SUMMARY

Sponsor/applicant..... City of Issaquah

Project name..... Microenterprise Technical Assistance

Project region..... ☒ North/East ☐ South

Council district(s) served..... 3

Project category	Project activity
☐ Community Facility ☐ Public Improvements ☒Microenterprise ☐ Minor Home Repair ☐ Parks ☐ Human Services	☐ Acquisition ☐ Rehabilitation ☒Capital Program Services ☐Construction

Project summary

"The City of Issaquah's Economic Development focus on supporting small businesses will be expanded to include one-on-one technical assistance to microenterprises. The City will contract with professional technical assistance provider(s) to work one-on-one with microenterprises to help them address business planning, finances, marketing, human resources and other business needs. In addition, training and assistance will be developed around technology and marketing to provide a more in-depth transfer of expertise."

FUNDING & COST

Full request..... $75,000

Minimum request..... $50,000

Engineer's estimate..... n/a

Project seeking other sources of funding?..... ☒ YES ☐ NO

$10,000 from City's Economic Development department. $5,000 in kind from partner organizations.

Recommended award..... $75,000

This is a new program for the City of Issaquah. The award is the full amount which should allow Issaquah to get the program established.

King County

Department of Community & Human Services

2021 CDBG Capital Funding Round

City of Duval – Sidewalk Improvements (Phase 1)

I. OVERVIEW

PROJECT SUMMARY

Sponsor/applicant..... City of Duvall

Project name..... NE 142nd Place Sidewalk Improvement Project

Project region..... ☒ North/East ☐ South

Council district(s) served..... 3

Project category	Project activity
☐ Community Facility ☒ Public Improvements ☐Microenterprise ☐ Minor Home Repair ☐ Parks ☐ Human Services	☐ Acquisition ☐ Rehabilitation ☒Capital Program Services ☐Construction

Project summary

"The NE 142nd Place Sidewalk Improvement project will address pedestrian safety and accessibility needs from 282nd Place NE then west to 275th Avenue NE. Currently, the roadway is a narrow two lane asphalt paved right-of-way with grass, rock, mud and open ditch shoulders without a safe route for pedestrians. The proposed project will consist of design and construction of approximately 1800 linear feet of five foot wide concrete sidewalk with ADA ramps connecting and completing a missing link of pedestrian walkway in a residential neighborhood on NE 142nd Place. Construction will include concrete sidewalk, curb, gutter, storm improvements, catch basins, asphalt paving, bike lane and landscape. All work will be constructed in the City right-of-way and intends to remove Architectural Barriers. This project could be separated into two phases. Phase #1 would begin at 282nd Place NE heading west then ending at 278th Avenue NE. Phase #2 would continue from 278th Avenue NE. This project would provide pedestrian and bicycle connections to Big Rock Ballpark, a Metro Bus stop, school bus stop, neighborhood parks and the downtown corridor."

FUNDING & COST

Full request..... $280,000

Minimum request..... $280,000

Engineer's estimate..... n/a

Project seeking other sources of funding?..... ☒ YES ☐ NO

Total =$195,146. = $189,146 City Funds and In-Kind = $6,000.

Recommended award..... $280,000

This application is for Phase 1. The City will request funding for Phase 2. However, if no Phase 1 funding is approved, then note the following from application- "There have been several attempts made by the City to apply for a CDBG grant to help offset the construction costs along NE 142nd Place and this project cannot be completed without funding support."

II. APPLICANT & PROJECT INFORMATION

PROJECT DETAILS

Project location..... 28000 NE 142nd Place west ending at 275th Avenue

Census tract & block group..... 0324.02 BG1 (Will qualify by using Survey)

Beneficiary area..... Duvall, WA

# of beneficiaries..... About 100 households – 427 people

Project milestones

Will be completed within 17 month timeframe.

ENVIRONMENTAL REVIEW

Environmental review completed?..... ☐ YES ☒ NO ☐ N/A

Increase in impervious surface..... Yes

Disruption or excavation of soil?..... ☒ YES ☐ NO

Environmental Factors		
☐ FEMA Designated Floodplain	☐ Wetland	☐Ecological-sensitive area
☐Designated Historic Neighborhood	☐ Tiered Environmental Review	☒No Known Factors

CDBG ELIGIBILITY

Population served			
☒ Area Benefit	☐ Limited Clientele	☐Presumed Benefit Eligible	☐Elimination of Slum/Blight

CBDG matrix code..... 24 CFR 570.201(c) HUD Matrix Code 03L Sidewalks

CBDG national objective..... 24 CFR 570.208(a)(1) Low/Mod Area Benefit

PROJECT MANAGEMENT

Project team

"The City of Duvall has full time staff who have many years of experience managing and completing a range of small, medium and large capital facilities projects including operation and maintenance of infrastructure. Staff who will be participating in the implementation of the project includes our Public Works Director, City Engineer, Project Manager, and Finance Director. Alana McCoy will more than likely be Project Manager. Steven Leniszewski is Public Works Director."

Sponsor capacity

In 2017, Duvall was awarded CDBG Funds ($200,000) for ADA Ramp and Sidewalk Project. This project was completed in 2019.

Compliance history

The ADA Ramp project had Davis Bacon issues. (Fault of contractor). Incorrect Categorization of Laborers by Contractor resulted in underpayment. The issue had to be resolved through Labor and Industries. Final resolution took place at end of 2019.

EQUITY & SOCIAL JUSTICE

Overlapping priority populations					
☐ VSHSL - Seniors	☐VSHSL - Veterans	☒MIDD	☒ESL	☒ADA	☐Other:_____

Inclusion efforts

"The Duvall City Council passed Resolution 17-04 that proclaims the City of Duvall to be an equitable, safe, and inviting community for everyone who lives, works and visits Duvall. The City of Duvall believes that the strength and vitality of our community comes from our rich diversity of cultures, experiences and backgrounds and the City is committed to protecting and serving everyone who resides in, lives in, works or visits Duvall without discrimination based on race, religion, color, national origin, sex, gender identity, age, income or economic status, political affiliation.

The City of Duvall is committed to protecting and serving everyone who resides in, lives in, works in or visits Duvall without discrimination based on race, religion, color, national origin, sex, gender identity, age, income or economic status, political affiliation, military status, sexual orientation, or physical-mental-or-sensory-ability.

The City has contracted with Spanish speaking interpreter when needed and is prepared to assist with any other language interpretation if necessary.

The City of Duvall believes in the dignity, equity and constitutional and civil rights of all people, and will not tolerate hate, intolerance, discrimination, harassment or any behavior that creates fear, isolation or intimidation."

Demographics

This project directly benefits persons with disabilities and the elderly by removing architectural barriers that bar and limit their mobility in the public right-of-way. Providing a pedestrian walkway will allow residents including mothers with young children and strollers plus persons with disabilities a much-needed place to travel safely out of the vehicular travel lane. This project will serve a predominately Latin X population that is currently residing in adjacent mobile home lot.

Geographic equity

In 2017 Duvall was awarded $200,000 in CDBG funds for ADA Ramps and Sidewalk Improvements to assist disabled persons. Proposed project will provide safe means of accessibility (Sidewalk installed so people don't have to walk in street) to residents of mobile home lot whose residents identify as being Latinx.

King County

Department of Community & Human Services

2021 CDBG Capital Funding Round

CDBG Project Memo – Sidewalk Improvement Project

I. OVERVIEW

PROJECT SUMMARY

Sponsor/applicant..... City of North Bend

Project name..... Second Street Sidewalk Improvement Project

Project region..... ☒ North/East ☐ South

Council district(s) served..... #3

Project category	Project activity
☐ Community Facility ☒ Public Improvements ☐Microenterprise ☐ Minor Home Repair ☐ Parks ☐ Human Services	☐ Acquisition ☐ Rehabilitation ☒Capital Program Services ☐Construction

Project summary

Project proposal will include street, sidewalk, ADA and storm water improvements on 2nd Street between Ballarat Avenue N. and Bendigo Blvd. N. (aka North Bend Blvd. N) in the City of North Bend. CDBG funds will be dedicated primarily to curb, gutter and sidewalk and ADA curb ramp improvements. The proposed improvements provide a safe pedestrian facility within a predominately residential neighborhood for pedestrian travel to access nearby public and personal services (medical, dental, banking, library etc.). Improvements will include replacement of non-compliant ADA curb ramps to allow safe accessibility for the elderly and handicapped.

FUNDING & COST

Full request..... $300,000

Minimum request..... $200,000

Engineer's estimate..... $754,228

Project seeking other sources of funding?..... ☒ YES ☐ NO

Local funds are available for up to $615,075 of the $915,075 proposed budget.

Recommended award..... $284,174

While the City of North Bend has had two funded CDBG infrastructure projects within the past 5 years, the sidewalks in the project area have been in need of repair for quite some time. The review committee felt that owing to the high percentage of LMI residents, that this project will address the need for a suitable living environment by enabling pedestrian access both within the immediate residential area and to the nearby downtown core. Community Development welcomes the opportunity to work with the City on a more inclusive public engagement process during the planning and design of this project.

II. APPLICANT & PROJECT INFORMATION

PROJECT DETAILS

Project location..... 920 SE Cedar Falls Way, North Bend, WA 98045 (office)

Census tract & block group..... Census Tract 327.04, Block Group 4

Beneficiary area..... North Bend

# of beneficiaries..... 2275 total people (1965 L/M)

Project milestones

Environmental Review complete	April, 2021
Contracting with King County	May, 2021
Architect/Engineer procurement	June, 2021
Design at 50%	August, 2021
Design complete: ready to bid	October, 2021
Bid opening/end of construction procurement	January, 2022
Construction award date/begin construction	February, 2022
Construction at 50%	April, 2022
Construction complete	June, 2022
Closeout documentation complete	July, 2022
Project complete	July, 2022
Annual Performance reports submitted	August, 2022

ENVIRONMENTAL REVIEW

Environmental review completed?..... ☐ YES ☒ NO ☐ N/A

Increase in impervious surface..... Unclear.

Disruption or excavation of soil?..... ☒ YES ☐ NO

Environmental Factors		
☐ FEMA Designated Floodplain	☐ Wetland	☐Ecological-sensitive area
☐Designated Historic Neighborhood	☐ Tiered Environmental Review	☒No Known Factors

CDBG ELIGIBILITY

Population served
☒ Area Benefit ☐ Limited Clientele ☐Presumed Benefit Eligible ☐Elimination of Slum/Blight

CBDG matrix code.....	24 CFR 570.201(c) HUD Matrix Code 03L Sidewalks
CBDG national objective.....	24 CFR 570.208(a)(1) Low/Mod Area Benefit

PROJECT MANAGEMENT

Project team

The Public Works Department at the City of North Bend is fully staffed with engineers, project managers and administrative supportive employees tasked with ensuring this proposal is managed in a cost effective and time efficient manner. The employees who will be directly assigned to this project include Dan Marcinko, Operations Manager, Tom Mohr, Deputy Public Works Director under the supervision of Public Works Director Mark Rigos.

Sponsor capacity

Pedestrian Crosswalk project going well as have past projects.

Compliance history

No negative issues of note.

EQUITY & SOCIAL JUSTICE

Overlapping priority populations
☒ VSHSL - Seniors ☐VSHSL - Veterans ☒MIDD ☐ESL ☒ADA ☐Other:_____

Inclusion efforts

The City of North Bend did not demonstrate structured policies, practices, services, or systems in place to promote inclusion, and their application says that capital infrastructure improvements "impact all communities equally". There does not appear to have been an effort made to reach underserved groups for comment or solicit their input for this project. However, the rating committee felt this project should receive funding since it addresses the needs of an underserved population.

Demographics

This Census Block Group has 78.09% low/mod income based on the 2010 Census tabulations, confirmed by IDIS. Minorities make up 12.13% of the Block Group population.

Geographic equity

North Bend has three current CDBG projects in progress one directly through the City for a Pedestrian Crosswalk, and two indirectly through improvements to the Encompass parking lot, and the Mount Si Senior Center.

King County

Department of Community & Human Services

2021 CDBG Capital Funding Round

Mary's Place Shelter Capital Improvements

I. OVERVIEW

PROJECT SUMMARY

Sponsor/applicant..... Mary's Place

Project name..... Mary's Place Burien Family Center

Project region..... ☐ North/East ☒ South

Council district(s) served..... All

Project category	Project activity
☒ Community Facility ☐ Public Improvements ☐ Microenterprise ☐ Minor Home Repair ☐ Parks ☐ Human Services	☐ Acquisition ☒ Rehabilitation ☐ Capital Program Services ☐ Construction

Project summary

"With the support of our community, Mary's Place has become King County's leading provider of family emergency shelter, currently providing 80% of all beds available to families. In 2019, Mary's Place sheltered 736 families experiencing homelessness, including 1,602 children, and provided 171,909 bed nights to families.

Of our six shelters, all but one are temporary spaces. In 2018, we purchased the Burien Family Center site for our first forever home. This site increased our total capacity, and allowed us to better address growing needs across South King County. As of the 2019 One Night Count, 21% of people experiencing homelessness were located in Southwest King County.

The Burien Family Center currently provides 150 beds to families in private rooms with sinks, with an additional open layout basement used for congregate shelter space. Since purchasing the site, Mary's Place has conducted routine maintenance and minor improvements, but critical projects are needed to add capacity and ensure the space can continue to safely accommodate families. This request includes rehabilitation projects to maintain the safety of the building and increase capacity by adding private spaces. Activities include:

- Roof replacement
- New window installation
- Boiler replacement
- Creating private rooms in congregate space
- Adding a shower in lower level bathroom

Each project can be conducted independently, allowing Mary's Place to prioritize activities based on available funding."

FUNDING & COST

Full request.....	$447,022
Minimum request.....	$150,000
Engineer's estimate.....	$1,380,130

Project seeking other sources of funding?..... ☒ YES ☐ NO

"Mary's Place has not pursued other sources of funding for this project to date. At this time, we do not anticipate additional funds from a federal source. We maintain strong relationships with city service providers, large foundations, and private donors willing to fund capital projects, and plan to conduct a fundraising campaign for additional capital funding for this project."

Recommended award.....	$447,022

The permanent shelter for Mary's Place in Burien needs a number of repairs as well as desired construction work to assist with their effort to make it a safe place for families to quarantine together. They structured their request in a way that prioritized the greatest needs, and this CDBG grant would assist with their top request to replace the roof. Approximately 30% of Mary's Place residents come from areas that qualify for CDBG funding, so they scaled the application to request proportionate funding, with the remainder to be raised through a capital campaign. Mary's Place has a solid fundraising record six months of operating funds in reserve, so the panel feels comfortable with their plan to move forward with this award before confirming the rest of the required funds.

II. APPLICANT & PROJECT INFORMATION

PROJECT DETAILS

Project location.....	12845 Ambaum Blvd. SW Burien, WA 98146
Census tract & block group.....	0276.00, multiple
Beneficiary area.....	South King County
# of beneficiaries.....	795 families

Project milestones

Event	Date	Comment
Architect/Engineer procurement	1-Feb-21	Mary's Place understands expenses prior to the contract date are unallowable, and that King County is not liable for any expenses incurred until money has been obligated to Mary's Place. We plan to apply private funding to the design activities.
Design at 50%	1-Apr-21	
Environmental Review complete	1-May-21	This project is expected to be Categorically Excluded under 58.35(a) (CEST) Projects.
Contracting with King County	1-Jun-21	
Permit Set, if required	30-Jun-21	
Bid Set (90% CD's)	1-Jun-21	
Bidding Phase	1-Jun-21 - 21-Jun-21	
Permit Approved	30-Jun-21	
Construction award date/begin construction	1-Jul-21	
Construction at 50%	1-Sep-21	Maximum timeline estimate. Much of the work is weather-dependent.
Construction complete	1-Apr-22	
Closeout documentation complete	30-Apr-22	
Project complete	30-Apr-22	
Annual Performance reports submitted	30-Jan-22 and 30-Jan-23	

ENVIRONMENTAL REVIEW

Environmental review completed?..... ☐ YES ☒ NO ☐ N/A

Increase in impervious surface..... None

Disruption or excavation of soil?..... ☐ YES ☒ NO

Environmental Factors		
☐ FEMA Designated Floodplain	☐ Wetland	☐Ecological-sensitive area
☐Designated Historic Neighborhood	☐ Tiered Environmental Review	☒No Known Factors

CDBG ELIGIBILITY

Population served			
☐ Area Benefit	☐ Limited Clientele	☒Presumed Benefit Eligible	☐Elimination of Slum/Blight

CBDG matrix code..... 24 CFR 570.201(c) HUD Matrix Code 03C

CBDG national objective..... 24 CFR 570.208(a)(2)(i)(A) Limited Clientele

PROJECT MANAGEMENT

Project team

"Liz McDaniel, Director of Operations, will oversee the project, including managing procurement processes and overseeing contractors, ensuring proper permitting and record keeping, and coordinating with shelter staff during construction activities. Liz has worked with Mary's Place for over 10 years, and has overseen and coordinated multiple construction projects.
Jim Karambelas, Board Member and First Vice Chair, will advise the project. Retired CEO of GLY Construction, Jim brings more than 45 years in engineering and construction, knowledge of federal, state, and local regulations, and a commitment to Mary's Place mission, vision, and sustainability.
Kristi Tollner, Chief Financial Officer, will oversee accounting and reporting for the project, ensuring all finances are tracked in compliance with federal regulations. Kristi's leadership and excellence in financial controls has allowed Mary's Place to manage more than 50 grants each year, in addition to private donations and in-kind support, while receiving consistently clean audits.

Mary's Place has an exceptional track record of financing and completing capital projects on time and within budget. We have successfully raised funds through private donors to support, for example, the purchase of the Burien Family Center, capital improvements at our White Center Shelter, and, most recently, the opening of our new Family Shelter in Seattle's Central District. Each of these projects was completed on or ahead of schedule and within budget. The Burien Family Center plays a critical role in Mary's Place ability to provide services, and is well-known by our donors a key to Mary's Place sustainability. An award through this RFP will allow us to launch an up to six month capital campaign to secure additional support for the rehabilitation project."

Sponsor capacity

N/A

Compliance history

No prior history.

EQUITY & SOCIAL JUSTICE

Overlapping priority populations
☐ VSHSL - Seniors ☐VSHSL - Veterans ☐MIDD ☒ESL ☒ADA ☒Other: DV

Inclusion efforts

"More than a quarter of our guests are immigrants or refugees, and for 32% of our guests, language is a barrier because English is not their first language. Additionally, 18% of our guests are living with a disability. Many of the children we see have witnessed or experienced violence and are experiencing hunger, have learning disabilities, and emotional and behavioral issues including anxiety, depression, and withdrawal.

Mary's Place works to eliminate long-standing barriers to access, opportunities, and resources for populations disproportionately affected by homelessness. Our intake questionnaire is intentional in lessening bias, and focuses on vulnerability criteria to ensure the most vulnerable families are prioritized to access services. We ensure our shelters, day centers, and services are safe spaces with well-trained staff, accessible to people living with disabilities, LGBTQ+ clients, and other underserved populations. Translation services are provided by staff, volunteers, and Language Line to ensure all guests are supported in their language of choice. We build partnerships with public experts to help deliver key trainings to core staff working directly with guests representative of differing identities.

The Burien Family Center is home to our Popsicle Place program, and is among our most well-equipped spaces to provide services to family members living with disabilities, chronic illness, or other medical issues. Critically, the Burien Family shelter has provided essential space to ensure the health and safety of families experiencing homelessness during the COVID-19 outbreak, and can be maintained as a resource for potential future outbreaks. The Burien Family Center includes private rooms with sinks, with spaces that can be used as isolation or recovery rooms for families affected by the crisis. Rehabilitating this site is critical to ensuring Mary's Place can continue to serve these populations who disproportionately experience homelessness."

Demographics

740	Extremely Low - Number of beneficiaries whose income is at or below 30% of AMI
20	Low - Number of beneficiaries whose income is above 30% and at or below 50% AMI
30	Moderate - Number of beneficiaries whose income is above 50% and at or below 80% AMI

Geographic equity

This shelter is located in Burien, which receives its own CDBG funding and Burien indicated to Mary's Place that its CDBG funding for that year is already committed. They take clients from throughout King County, but the majority are from South King County or homeless.

King County

Department of Community & Human Services

2021 CDBG Capital Funding Round

City of Tukwila – Minor Home Repairs

I. OVERVIEW

PROJECT SUMMARY

Sponsor/applicant..... City of Tukwila

Project name..... Minor Home Repair Program

Project region..... ☐ North/East ☒ South

Council district(s) served..... #5 & #9

Project category	Project activity
☐ Community Facility ☐ Public Improvements ☐Microenterprise ☒ Minor Home Repair ☐ Parks ☐ Human Services	☐ Acquisition ☒ Rehabilitation ☐Capital Program Services ☐Construction

Project summary

The Tukwila, Covington, Des Moines, and SeaTac Minor Home Repair Program consortium provides minor health and safety focused repairs in low to moderate income, owner occupied homes in the four-city consortium mentioned above. Repairs may include small plumbing, electrical and other small handyman types of jobs. This program is a no-cost program to qualified residents. Each project is limited in cost ($3,400), each household has an annual limit ($5,000) and a lifetime maximum ($7,500). Individual projects are reviewed by King County staff prior to project start. Designated city staff at each of the partner cities manages its own portion of the budget, contracting, marketing and community outreach. Tukwila acts as the lead fiscal manager of the overall grant in application, quarterly bill submission and providing technical assistance to city partners as needed.

FUNDING & COST

Full request..... $110,000

Minimum request..... $90,000

Engineer's estimate..... n/a

Project seeking other sources of funding?..... ☐ YES ☒ NO

Note: the member Cities do contribute in-kind time and effort to this project.

Recommended award..... $110,000

The Tukwila-led Minor Home Repair program has a long history of meeting the niche-needs of low-impact, critical repairs that are beneath the usual scope of the King County Housing Repair Program. The program aids in preventing homelessness by keeping Low-Moderate Income KC Consortium Residents in their houses. Meeting this goal also prevents housing stock from being rehabilitated by speculative private sector interests ('flipping') and driving up housing costs.

II. APPLICANT & PROJECT INFORMATION

PROJECT DETAILS

Project location..... Tukwila, Covington, Des Moines, Sea-Tac

Census tract & block group..... Multiple

Beneficiary area..... Tukwila, Covington, Des Moines, Sea-Tac

# of beneficiaries..... 56 households

Project milestones

The applicant proposes to expend 36 hours per quarter on 14 unique households, for a total of 144 hours and 56 beneficiaries annually.

ENVIRONMENTAL REVIEW

Environmental review completed?..... ☐ YES ☒ NO ☐ N/A

Increase in impervious surface..... No

Disruption or excavation of soil?..... ☐ YES ☒ NO

Environmental Factors		
☐ FEMA Designated Floodplain	☐ Wetland	☐Ecological-sensitive area
☐Designated Historic Neighborhood	☒ Tiered Environmental Review	☐No Known Factors

CDBG ELIGIBILITY

Population served			
☐ Area Benefit	☒ Limited Clientele	☐Presumed Benefit Eligible	☐Elimination of Slum/Blight

CBDG matrix code..... 24 CFR 570.202(a)(1) HUD Matrix Code 14A

CBDG national objective..... 570.208(a)(2)(i)(C) Limited Clientele (income verify)

PROJECT MANAGEMENT

Project team

The project team consists of City Staff Leads as follows: Stacy Hansen, Human Services Program Coordinator, Tukwila; Julie Johnston, Personnel and Human Services Planner, Covington; Tina Hickey, Permit and Minor Home Repair Coordinator, Des Moines; Kim Cooper, Human Services Coordinator, Sea-Tac. The team has a combined 33 years in administering the Minor Home Repair Program in their constituent cities.

Sponsor capacity

The Minor Home Repair program has been operating since 2005. The project team has extensive experience in human services, permitting, crisis intervention, along with contract negotiation and fiscal management tasks. As a working consortium, the constituent Cities work together in problem solving and service delivery strategies.

Compliance history

The Minor Home Repair Program has a historical challenge of dealing with construction market variables such as available, vetted contractors and their work schedules. As such, the program occasionally requires extensions to expend all funds.

EQUITY & SOCIAL JUSTICE

Overlapping priority populations					
☒ VSHSL - Seniors	☐VSHSL - Veterans	☐MIDD	☒ESL	☒ADA	☐Other:_____

Inclusion efforts

Part of the City's outreach efforts includes activating, maintaining and enriching partnerships with CBO's, local houses of worship (including Mosques, Synagogues), school districts, community connectors programs, community centers, as well as attend and present at multi-lingual community events/engagements that serve the Cities' diverse residents. The Cities' Staff is aware that "Many residents would not consider approaching their local government, so establishing authentic relationships with community partners helps reassure reluctant residents."

Demographics

The overwhelming number of residents served are very low to low income with seniors predominating. Since many of the repairs help address residential accessibility, persons with disabilities is an overlapping demographic.

Geographic equity

The Minor Home Repair has been receiving CDBG funding since 2005. Note: during that time, Des Moines and Sea-Tac have also had larger Parks projects awarded. Covington had one park project many years ago, whereas Tukwila has focused exclusively on Minor Home Repair.

King County

Department of Community & Human Services

2021 CDBG Capital Funding Round

New Roots Fund - Microenterprise

I. OVERVIEW

PROJECT SUMMARY

Sponsor/applicant..... New Roots Fund

Project name..... Business Development Training

Project region..... ☐ North/East ☒ South

Council district(s) served..... 2, 5, 7, 8, 9

Project category	Project activity
☐ Community Facility ☐ Public Improvements ☒Microenterprise ☐ Minor Home Repair ☐ Parks ☐ Human Services	☐ Acquisition ☐ Rehabilitation ☒Capital Program Services ☐Construction

Project summary

New Roots Fund will conduct microenterprise trainings for low-income individuals with an interest in opening or strengthening their small businesses. Project clientele will be recruited from the targeted areas of South King County. One class will be held each quarter (four classes per-year) to assist students in the development of a business plan. The training location is in Burien and close to a major transit center. Transportation assistance will be provided, in particular, for the residents of Covington and Pacific if needed. The goal is for 60 low-income individuals to receive business training. At least 12 individuals will start or strengthen a business. CDBG funds will be used for training. For both pre- and post-loan training, the NRF taps the Core Four curriculum, developed by the Northeast Entrepreneur Fund.

FUNDING & COST

Full request..... $68,938

Minimum request..... $60,000

Engineer's estimate..... n/a

Project seeking other sources of funding?..... ☐ YES ☒ NO

Recommended award..... $68,938

The award is the full amount and should allow NRF to carry out their project as per past years.

II. APPLICANT & PROJECT INFORMATION

PROJECT DETAILS

Project location..... 14700 6th Avenue SW, Burien, WA., 98166

Census tract & block group..... Multiple

Beneficiary area..... South King County Consortium

# of beneficiaries..... 60

Project milestones

Applicant proposes to serve 15 clients per month. Outcomes include 3 unduplicated businesses launched/expanded, 5 new jobs created, and 4 jobs retained.

ENVIRONMENTAL REVIEW

Environmental review completed?..... ☐ YES ☒ NO ☐ N/A

Increase in impervious surface..... N/A

Disruption or excavation of soil?..... ☐ YES ☒ NO

Environmental Factors		
☐ FEMA Designated Floodplain	☐ Wetland	☐Ecological-sensitive area
☐Designated Historic Neighborhood	☐ Tiered Environmental Review	☒No Known Factors

CDBG ELIGIBILITY

Population served			
☐ Area Benefit	☒ Limited Clientele	☐Presumed Benefit Eligible	☐Elimination of Slum/Blight

CBDG matrix code..... 24 CFR 570.201(o) HUD Matrix Code 18C

CBDG national objective..... 24 CFR 570.208(a)(2)(i)(C) Limited Clientele

PROJECT MANAGEMENT

Project team

Greg Hope, Director. Mr. Hope will oversee the work of all staff. He will have primary responsibility for the NRF meeting its goals. Qualifications: 40 years of experience working with refugees and immigrants in various capacities including business development.

Sumonnat Rattanakom, Associate Director, Curricula Developer. Ms. Rattanakom provides day to day management of NRF program staff along with lesson plans and curriculum development for business training classes. Over 30 years of experience with refugees and immigrants seeking to start or strengthen business.

Jessica Hansen, Administration. Assigned to LEP Pathway ESL Services Project: Assist in the collection of data collection, bookkeeping, accounting and reporting. Eight years of experience with NRF.

Abid Rahmani Lead Business Developer/Trainer Qualifications: 10 years of experience as business developer including work in Afghanistan with American companies and non-profit organizations.

Iryna Himbitskaya-Corley Trainer & Recruiter. Ms. Himbitsakay-Corley will recruit participants and assist in training.

Qualifications: Migration Studies MA from Oxford University, London 2017. She is an immigrant from Belarus who speaks fluent Russian, Belarusian, Ukrainian and French. For 2 years she has conducted CDBG trainings.

Sponsor capacity

New Roots has been conducting CDBG Microenterprise training for many years with a proven track record of reaching its goals. As they are affiliated with the Diocese of Olympia's Refugee Resettlement Office, they have a special knowledge of area challenges for immigrants and have had a long standing practice of serving populations of color.

Compliance history

Last year's routine monitoring revealed several deficiencies in records management, with a finding involving eligibility status of applicants. Corrective action plan was worked on cooperatively with King County Staff.

EQUITY & SOCIAL JUSTICE

Overlapping priority populations					
☐ VSHSL - Seniors	☐VSHSL - Veterans	☐MIDD	☒ESL	☐ADA	☒Other: Immigrants

Inclusion efforts

Since New Roots Fund primarily sources clientele from refugee populations, most of the communities are de facto limited English speaking to begin with. They also adjust their staffing based on the communities represented in caseloads. Currently, they employ staff or contract translators speaking Russian, Ukrainian, Arabic, Dari, Farsi, Pashtoo, Somali, and Kibutu. NRF has also found a boon in online learning, providing laptops and the ability to connect to distance learning which has allowed many individuals whose cultural backgrounds limit work & learning outside the home. Again, to help inclusion efforts NRF will often hire individuals from these populations to serve as trainers.

Demographics

Historically their demographics vary on incoming refugee populations. East African Ethiopian or Somali made up the bulk of clients in early years. More recently, Afghan, Syrian, Iraqi and Iranian have dominated the case-load. In the last two years, Afghans and Ukrainian have been the largest arrival groups.

Geographic equity

This is a microenterprise project serving virtually the entire South region King County.

King County

Department of Community & Human Services

2020 CDBG Non-Housing Capital Funding Round

Habitat for Humanity
Seattle - King County

Habitat for Humanity– Critical Home Repairs (White Center, Skyway/Bryn Mawr)

PROJECT SUMMARY

Sponsor/applicant..... Habitat for Humanity Seattle-King County

Project name..... Critical Home Repairs in Glendale/Bryn-Mawr/Skyway/White Center

Project region..... ☐ North/East ☒ South

Council district(s) served..... #2, #8

Project category	Project activity
☐ Community Facility ☐ Public Improvements ☐ Microenterprise ☒ Minor Home Repair ☐ Parks ☐ Human Services	☐ Acquisition ☒ Rehabilitation ☐ Capital Program Services ☐ Construction

Project summary

Habitat's program will assist homeowners in White Center, Skyway, and Glendale with critical home repairs meant to keep homeowners safely in their homes. Funds will be used for materials, labor, and project management.

FUNDING & COST

Full request..... $100,000

Minimum request..... $75,000

Project seeking other sources of funding?..... ☐ YES ☒ NO

Habitat's repair program serves all of King County and receives funding from various sources, both governmental and private. Our most recent awards include the following and are private unless otherwise noted. $500,000-Bill and Melinda Gates Foundation (expires 6/21)

Recommended award..... $100,000

Habitat has a solid track record with CDBG and KC policies and procedures. Occasionally they access other funding that can pay for non-eligible items. However, such funding (often by private philanthropy/corporate channels) is unpredictable. In the 2018 projects, Habitat augmented projects that were securely made safe and complete with CDBG funds.

PROJECT DETAILS

Project location..... 560 Naches Avenue STE 110, Renton, WA 98057 (office)

White Center, Skyway, Unincorporated King County

Service delivery area(s)…….

# of beneficiaries…… 8 households

Project scope & need

"Housing continues to challenge residents in King County; for homeowners living in unincorporated King County, such as White Center and Skyway/Bryn Mawr, assistance is limited. Habitat works with homeowners at 80% AMI and under in response to the need demonstrated through surveys and data.

A 2016 survey by the White Center CDA found 48% of residents reported household income under $30K. Also, 40% of respondents cited home repair as a top challenge-30% reported a need for critical home repairs ranging from interior issues, to paint, windows, and roof repairs.. The Skyway-West Hill Action Plan (SWAP) paints a similar picture-49% of residents under 80% AMI, and 47% of homeowners use over 30% of their income on housing. The SWAP also states a growing concern in this area is the aging population under 80% AMI, noting that keeping elderly homeowners in their home would benefit the strained rental market.

ENVIRONMENTAL REVIEW

Environmental review completed?…….☐ YES ☒ NO ☐ N/A

Environmental Factors		
☐ FEMA Designated Floodplain	☐ Wetland	☐Ecological-sensitive area
☐Designated Historic Neighborhood	☒ Tiered Environmental Review	☒No Known Factors

CDBG ELIGIBILITY

Population served			
☐ Area Benefit	☒ Limited Clientele	☐Presumed Benefit Eligible	☐Elimination of Slum/Blight

CDBG matrix code…… 24 CFR 570.202(a)(1) HUD Matrix Code 14A

CDBG national objective…… 24 CFR 570.208(a)(2) Low/Mod Limited Clientele

PROJECT MANAGEMENT

Project team

"Since 1986, Habitat SKC has built, renovated, or repaired 570+ homes in King County, through partnerships, planning, and maintaining an experienced and capable staff." Examples of staff implementing repair program:

•Brett D' Antonio, CEO: Guides and authorizes program strategy

•Kristina Copley, Repair Program Manager: Manages program budget, schedule, & funding compliance

•Angela Gailli, Repair Site Manager: Oversees construction, volunteer management, & safety

Compliance history

"Habitat SKC has extensive experience managing numerous public funding awards since at least 2001." Some examples of funding sources managed include CDBG, WA State Housing Trust Fund, and Seattle Office of Housing.

EQUITY & SOCIAL JUSTICE

Overlapping priority populations
☒ VSHSL - Seniors ☐VSHSL - Veterans ☐MIDD ☒ESL ☒ADA ☐Other:_____.

Inclusion efforts

"The Homeowner Services team actively conducts outreach to local school districts, social service agencies, and community-based organizations in an effort to engage families in the communities where we are building. These strategies include: engaging the local school administration and educators; faith-based organizations through mailings, email and social media. We also carry out focused mailings to targeted areas that have historically been excluded from opportunities; posting flyers door-to-door, in local libraries, coffee shops, local schools, other agencies, and small businesses; and posting information and updates on our website and social media

We work with White Center CDA and Skyway Solutions as well as the County Public Health Department and other local community organizations for referrals that have deeper connections in the community. By doing so we increase the 'resident voice' to build a vibrant and multi-ethnic community. This process fosters trust and dignity because it shows that Habitat is a part of their community by engaging with them where they are at and not just from a distance. By meeting people where they are and networks they are already a part of we feel that we are more likely to have positive responses and feedback from the community to be able to support their needs."

Geographic equity

"We work with White Center CDA and Skyway Solutions as well as the County Public Health Department and other local community organizations for referrals that have deeper connections in the community. We make every effort to serve populations that might be excluded from opportunities such as those who do not speak English and require translation services. As part of our outreach process, we hold information meetings adapted for the needs of an ESL audience. An example of this is the recent meeting we held in Renton for 20 to 25 Burmese families. The meeting was held in a church with a large congregation of Burmese and Karen speaking families. Staff members organized the presentation so the two interpreters could effectively translate each section, answering questions as they came up. This same outreach is being offered for other languages including Amharic, Vietnamese, and Spanish speaking audiences. We also provide translation services for those who are hearing and sight impaired. Depending on the language or need, we provide a volunteer translator or pay for a translator, varying on a case by case basis depending on the need."

King County

Department of Community & Human Services

2021 CDBG Capital Funding Round

International Rescue Committee - Microenterprise

I. OVERVIEW

PROJECT SUMMARY

Sponsor/applicant..... International Rescue Committee (IRC)

Project name..... Microenterprise for Refugees and Immigrants

Project region..... ☐ North/East ☒ South

Council district(s) served..... #2, 5, 7, 8, & 9

Project category	Project activity
☐ Community Facility ☐ Public Improvements ☒Microenterprise ☐ Minor Home Repair ☐ Parks ☐ Human Services	☐ Acquisition ☐ Rehabilitation ☒Capital Program Services ☐Construction

Project summary

IRC will offer Microenterprise programming to low- and moderate- income refugees and immigrants in King County. The program will build on the success of a proven microenterprise model used by other IRC field offices and supported by IRC Technical Advisors. IRC's approach will integrate individualized 1-on-1 technical assistance, access to financing, and linguistically and culturally accessible trainings and workshops that target the specific needs of refugee and immigrant entrepreneurs.

The program will have three main components: Technical Assistance (TA), Business Trainings, and Access to Capital. TA will be tailored to the needs of individuals based on their goals, background, experience, and business sector. Staff will provide 1-on-1 TA and group training to entrepreneurs on topics including business planning, licensing and permitting, marketing, record keeping, and filing taxes. Staff will also provide specialized TA in high demand areas such as in-home childcare businesses, food service, transportation, and farmers' market sales.

Participants will have access to capital through IRC's internal lending subsidiary, the Center for Economic Opportunity (CEO), a national, non-profit Community Development Financial Institution. CEO will extend business and consumer loan products to program participants, providing access to streamlined, responsive loan products including credit-building and business loans.

FUNDING & COST

Full request..... $214,477

Minimum request..... $119,688

Engineer's estimate..... n/a

Project seeking other sources of funding?..... ☒ YES ☐ NO

Funding will be matched with $250,000 in business loans from IRC's Center for Economic Opportunity which comes from a variety of sources, but mostly private.

Recommended award..... $119,688

As this is a new program for IRC Seattle, we recommend funding at less than the full request to see how the first year goes. While this is about double what New Roots has requested to assist approximately the same number of people, the panel is interested in seeing the outcomes of these two different approaches to helping underserved communities create greater financial stability through microenterprise.

II. APPLICANT & PROJECT INFORMATION

PROJECT DETAILS

Project location..... N/A (as specified in the pre-app instructions)

Census tract & block group..... N/A

Beneficiary area..... South King County

# of beneficiaries..... 50

Project milestones

MIN Performance Measures								
	1st qtr goal	Date Range (cumulative)	2nd qtr goal	Date Range (cumulative)	3rd qtr goal	Date Range (cumulative)	4th qtr goal	Date Range (cumulative)
Unduplicated CDBG-eligible Program Participants	5	5	10	15	15	30	20	50
Outcome: New Businesses Launched	0	0	2	2	4	6	4	10
Outcome: Businesses Assisted	0	0	3	3	5	8	2	10

ENVIRONMENTAL REVIEW

Environmental review completed?..... ☐ YES ☒ NO ☐ N/A

Increase in impervious surface..... N/A

Disruption or excavation of soil?..... ☐ YES ☒ NO

Environmental Factors		
☐ FEMA Designated Floodplain	☐ Wetland	☐ Ecological-sensitive area
☐ Designated Historic Neighborhood	☐ Tiered Environmental Review	☒ No Known Factors

CDBG ELIGIBILITY

Population served
☐ Area Benefit ☒ Limited Clientele ☐Presumed Benefit Eligible ☐Elimination of Slum/Blight

CBDG matrix code..... 24 CFR 570.201(c) HUD Matrix Code 18C

CBDG national objective..... 24 CFR 570.208(a)(2)(iii) Limited Clientele-Microenterprise

PROJECT MANAGEMENT

Project team

Programming will be primarily implemented by the following staff:
• Miriam Kasaika, Economic Empowerment Program Coordinator
• Anita Chandramohan, Senior Career Development Coordinator
• Annie Keating, Economic Empowerment Program Manager
• To be Hired, Financial Coach (subject to grant funding)

"IRC has supported its field offices throughout the U.S. in successfully implementing over 30 microenterprise program grants since 1999. As one organization with field offices across the country, IRC is able to replicate successful programming throughout its network by utilizing these key assets:
• A national technical unit comprised of a team of Economic Empowerment Technical Advisors (TAs), which have a combined 45 years of experience serving low-income families
• A national database, Efforts to Outcomes (ETO), made up of common outcomes metrics, used as a baseline of performance for programming. It captures participant demographics, program outputs, and outcomes. TAs have developed data tracking modules within ETO, built reports, conducted analysis, supported in quality assurance, developed training materials and protocols, and offered ongoing support to programs that are often tasked with capturing multiple unique data points for different funders with varying requirements.
• Field-developed financial coaching and microenterprise curricula, tailored for the unique needs of refugees and immigrants, translated currently into 8 languages
• Access to affordable loan products through the IRC's Center for Economic Opportunity (CEO), a national, non-profit Community Development Financial Institution (CDFI), that will provide all lending capital and loan management services to IRC Seattle's microenterprise program."

Sponsor capacity

N/A

Compliance history

National chapters of IRC have received CDBG funds and are available to provide IRC Seattle with technical assistance. "IRC Seattle has a long history of successfully managing federal and state grants, both by leveraging local office expertise as well as utilizing the comprehensive financial management and compliance services provided by IRC headquarters in New York. In FY2018-2019 IRC Seattle received 10 grants from U.S. federal agencies totaling over $3.5M in value, 12 grants from Washington State agencies totaling over $1.5M in value, and 11 grants from cities, counties, and local school districts totaling almost $2M in value."

EQUITY & SOCIAL JUSTICE

Overlapping priority populations					
☐ VSHSL - Seniors	☐VSHSL - Veterans	☐MIDD	☒ESL	☐ADA	☐Other:_____

Inclusion efforts

IRC Seattle is well-positioned to serve high-needs populations. For example, people served in IRC's resettlement case management program and early employment services for newly-arrived families are overwhelmingly low-income; 100% qualify for Basic Food and Medicaid, and 100% of these clients are refugees and immigrants with limited English proficiency.

IRC's microenterprise program will use a client-centered approach, helping participants build business ideas from the ground up. The program will be inclusive of businesses with lower levels of formality and sophistication–often excluded from other programs in the community–which will make services more accessible to refugee and immigrant communities. In contrast to most mainstream microenterprise development programs and instead of evaluating businesses on conventional standards, IRC will serve the lowest-income households, those with no credit or damaged credit, people with limited English language proficiency, and people facing other barriers to business success. This makes IRC a strong fit for supporting transitional or formerly homeless individuals interested in entrepreneurship. For the most vulnerable clients, securing stable housing is a key precursor to being able to start a business, particularly as many start-up businesses are home-based. IRC can offer complementary services to help clients find stable housing, repair credit, address health needs, or other barriers to achieving their business goals.

Demographics

28	Extremely Low - Number of beneficiaries whose income is at or below 30% of AMI
15	Low - Number of beneficiaries whose income is above 30% and at or below 50% AMI
5	Moderate - Number of beneficiaries whose income is above 50% and at or below 80% AMI
2	Non-Low/Moderate - Number of beneficiaries whose income is above 80% AMI

Geographic equity

IRC's microenterprise program will reduce barriers to entrepreneurship for low-to-moderate income (LMI) individuals, focusing on refugee and immigrant communities in South King County (SKC). SKC exemplifies the suburbanization of poverty in the U.S. According to American Community Survey (ACS) data, about 2/3 of King County residents at or below the federal poverty level live in the suburbs, many in SKC. In Tukwila, for example, 19% of residents live below the poverty line, compared to 12% in Seattle. SKC has also become more ethnically diverse in the last decade. Since 2010, ~50% of the county's population growth has been due to immigration. In recent years, Washington has welcomed the most refugees among U.S. states, with most settling in SKC. A growing refugee and immigrant population brings an increased demand for culturally responsive services that address unique needs of newcomers.

While poverty can be ameliorated by entrepreneurship, LMI individuals face a range of barriers to pursuing such opportunities. For instance, many lack access to technical assistance, loan capital, and mainstream financial systems, and/or have limited knowledge of laws and regulations. Immigrants often experience additional challenges, such as language and literacy barriers, lack of credit history, lack of familiarity with U.S. norms, and more.

IRC's office is accessible by public transit. IRC is an ORCA Lift enrollment site, participates in the King County Human Services Bus Ticket Program, and receives donations of rideshare credits to support clients with transportation. IRC also offers trainings and services remotely, improving accessibility and geographic reach.

IRC clients have expressed interest in microenterprise programming and IRC expects demand for such services to increase due to the economic impacts of COVID-19. IRC Economic Empowerment Program clients are served when they present with a need. There is currently no wait list for services.

King County

Department of Community & Human Services

2021 CDBG Capital Funding Round

CDBG Project Memo – Microenterprise Support for Refugees and Immigrants

I. OVERVIEW

PROJECT SUMMARY

Sponsor/applicant..... Refugee Women's Alliance (ReWa)

Project name..... MESIR

Project region..... ☐ North/East ☒ South

Council district(s) served..... #5, #7, & #9

Project category	Project activity
☐ Community Facility ☐ Public Improvements ☒Microenterprise ☐ Minor Home Repair ☐ Parks ☐ Human Services	☐ Acquisition ☐ Rehabilitation ☒Capital Program Services ☐Construction

Project summary

"In our new program - Micro-Enterprise Support for Immigrants and Refugees (MESIR), ReWA will provide technical assistance and mini-grants to low-income immigrant and refugee women who wish to open at-home businesses, such as a home daycare or tailoring business. We intend to use our extensive experience developing culturally- and linguistically-appropriate programs to meet the rising need we see among the clients we serve. Many women, particularly those from recently resettled Iraqi and Afghani communities, have limited work opportunities and may even be restricted by their spouses to seek work outside of the home. However, their families need more financial support.

ReWA will help these women tap into their talents and skills in childcare and sewing, and through intensive case management and technical assistance, ReWA will empower these women to secure the appropriate licenses, set up a business plan and accounting system, and market their services to possible customers. Currently, we offer several workforce development and ESL programs that outreach to these communities. With this grant opportunity, we would recruit from communities we serve and offer the technical assistance, training, and guidance needed to navigate the landscape of at-home businesses and create a plan that best suits their talents and family's needs."

FUNDING & COST

Full request..... $225,000

Minimum request..... $150,000

Engineer's estimate..... n/a

Project seeking other sources of funding?..... ☐ YES ☒ NO

Recommended award..... *NOT RECOMMENDED FOR AWARD*

The panel had concerns about ReWa's response to significant 2018 audit findings. They did not quite understand the CDBG service area. There were also questions raised whether ReWa could handle the requirements needed to make direct grants to recipients since it's a new program & they have demonstrated problems with internal financial controls. The decision was not to fund this year, but offer Technical Assistance and maybe suggest they connect with a CFDI to handle client pass-through grants if they would like to reapply next year, or try funding this program through a different source.