# CITY OF BELLEVUE
# COMMUNITY DEVELOPMENT BLOCK GRANT

# 2020-2021 CDBG APPLICATION GUIDELINES & FORMS

for projects within the Bellevue city limits

Applications Deadline:
**4:30 p.m.** at Monday, **April 27, 2020**

City of Bellevue
Attn: CDBG Program Administrator
1500 Wall Street
Bellevue, NE 68005
(402) 293-3000

EQUAL HOUSING OPPORTUNITY

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# 2020-2021 CDBG GRANT SCHEDULE & IMPORTANT DATES

| | |
|---|---|
| **6:00 PM, Tuesday, March 10, 2020 Council Chambers, 1500 Wall Street, Bellevue, NE 68005** | 1st Public Hearing |
| **1:00-3:00, Tuesday, April 14, 2020 Council Chambers, 1500 Wall Street, Bellevue, NE 68005** | Technical Assistance Workshop/ Application Q & A |
| **Monday, April 27, 2020** | ***Application Deadline*** |
| **6:00 PM, Tuesday, May 12, 2020 Council Chambers, 1500 Wall Street, Bellevue, NE 68005** | 2nd Public Hearing (applicant presentations) |
| **6:00 PM, Thursday, May 21, 2020 Council Chambers, 1500 Wall Street, Bellevue, NE 68005** | CDBG Committee meeting to determine funding recommendations |
| **June 17, 2020 (or earlier)** | Notice of Availability of 2020-2021 Annual Action Plan for review |
| **6:00 PM, Tuesday, July 7, 2020 Council Chambers, 1500 Wall Street, Bellevue, NE 68005** | CDBG Committee and CDBG staff present funding recommendation to Mayor and City Council and holds during 3rd Public Hearing during Council Meeting |
| **6:00 PM, Tuesday, July 21, 2020 Council Chambers, 1500 Wall Street, Bellevue, NE 68005** | Mayor and City Council will make final decision on 2020 funding allocations and Annual Action Plan |
| **July 31, 2020** | Availability of Final 2020-2021 Annual Action Plan |
| **August 15, 2020** | Annual Action Plan Due to HUD |

# CDBG PROGRAM GUIDELINES

## BACKGROUND

The United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) program provides communities with resources to address a wide range of unique community development needs. The CDBG Program provides annual grants on a formula basis to Entitlement Communities as a means to support viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income households.

The City of Bellevue as an entitlement community, annually offers a portion of its CDBG funds through an application process to qualified applicants to carry out eligible activities within the city limits. This funding application is for the fiscal period beginning October 1, 2020 through September 30, 2021. Proposed projects must meet one or more of the CDBG eligible activities and National Objectives as discussed in this packet and must further the City's CDBG priorities and goals as outlined in the 2019-2023 Consolidated Plan. A summary of this document is available in Attachment A or a complete copy of the plan may be obtained from the CDBG Program Administrator, or on the City's website at www.bellevue.net

The CDBG Committee will review all applications for compliance with requirements and make funding recommendations to the City Council. Recommendations for grant awards will be provided to the City Council during the month of July 2020.

## APPLICANT ELIGIBILITY

Eligible applicants are limited to 501(c)(3) nonprofit organizations, government agencies, school districts, and, under limited circumstances, for-profit businesses *(for-profit businesses, please check with the CDBG Program Administrator to determine eligibility)*.

Non-profits applying for funds must follow "good practice" policies (i.e., board members only serve on a volunteer basis and conflict of interests are avoided— board members do not approve family members receiving financial gain). Non-profits receiving federal funds (CDBG) must adhere to the Open Meetings Act (i.e., post agendas and ensure meetings are open to the public).

If the application will be for a public service activity, the activity must be a new service or a quantifiable increase in the level of an existing service pursuant to 24 CFR 570.201(e). Furthermore, if the application request funding for building improvements, 24 CFR 570.201(c) requires that any public facility to be improved must be owned by the public or the non-profit organization requesting funding.

## LMI BENEFIT DETERMINATION

To the extent feasible, activities and programs which benefit low- to moderate- income (LMI) persons are priorities for CDBG funding. To determine whether an individual or household can be considered LMI, the household size needs to be taken into consideration, and the total household income needs to be less

than 80 percent of the local area median income. The current income guidelines as established by HUD are summarized in the following table:

| Omaha-Council Bluffs NE-IA HUD Metro FMR Area | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **FY 2019 Income Limit Area** | **Income Limit Category** | **1 Person** | **2 Person** | **3 Person** | **4 Person** | **5 Person** | **6 Person** | **7 Person** | **8 Person** |
| Omaha-Council Bluffs, NE-IA HUD Metro FMR Area | Extremely Low (30%) | $18,100 | $20,650 | $23,250 | $25,800 | $27,900 | $29,950 | $32,000 | $34,100 |
| | Very Low (50%) | $30,100 | $34,400 | $38,700 | $43,000 | $46,450 | $49,900 | $53,350 | $56,800 |
| | Low (80%) | $48,200 | $55,050 | $61,950 | $68,800 | $74,350 | $79,850 | $85,350 | $90,850 |

## GRANT TERM

The term of the grant is generally for a 12-month period in order to meet HUD timeliness requirements; this may be extended for up to a one-year term only on a case-by-case basis.

## APPLICATION FILING PROCEDURES

Applications may be mailed or hand-delivered to the City of Bellevue and must be received no later than 4:30 p.m. on April 27, 2020. Applications received after 4:30 p.m. will not be considered for funding. It is the applicant's responsibility to ensure that the application is delivered or received in the mail on time. There is no penalty for early submission.

A technical assistance workshop will be offered on April 14, 2020, from 1:00 p.m. to 3:00 p.m. in the Bellevue City Council Chambers located at 1500 Wall Street, Bellevue, NE 68005. Attendance is strongly encouraged, and staff will be available to review proposal eligibility and application questions with interested applicants.

# CDBG PROGRAM OVERVIEW

The Community Development Block Grant (CDBG) program provides assistance for housing and community development activities. The goal of the CDBG program is to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for low- and moderate-income persons. In order for a project or activity to qualify for CDBG funding, it must meet the following criteria:

- ✓ Meet a CDBG national objective
- ✓ Qualify as an eligible activity.
- ✓ Address a Priority/Goal as outlined in Bellevue's 2019-2023 Consolidated Plan.

## CDBG NATIONAL OBJECTIVE

All activities proposed for funding must meet one of three national objectives:

- Activities benefiting low and moderate income (LMI) persons or households,
- Activities which aid in the prevention or elimination of slums or blight, or
- Activities designed to meet community development needs having a particular urgency

Benefit to low- and moderate-income persons can by designated by the following categories (1) area benefit, (2) limited clientele, or (3) employment/job opportunities.

AREA BENEFIT ACTIVITIES – Activities must benefit all residents in a particular service area, where at least 51% of persons in the service area are low- and moderate-income, as determined by HUD and the U.S. Census Bureau. The service area is determined based upon the nature of the activity, location of the activity, accessibility issues, availability of comparable activities, and boundaries for public facilities and public services. Service areas must be determined prior to provision of CDBG assistance. Examples of eligible activities include infrastructure, public facilities, and economic development.

LIMITED CLIENTELE ACTIVITIES – At least 51% of the beneficiaries of the proposed project activity must be low- and moderate-income and must satisfy one of the following criteria: (1) benefit a clientele that is generally presumed to be principally low- and moderate-income including abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers, (2) document household size and income which demonstrates that at least 51% of the clientele are low- and moderate-income, (3) restrict income eligibility for the activity to low- and moderate-income persons, or (4) be of such a nature and in such a location that it can be concluded that clients are primarily low- and moderate-income.

ECONOMIC DEVELOPMENT ACTIVITIES – Activities must be undertaken with the purpose of creating or retaining permanent jobs, at least 51% of which (computed on a full-time equivalent basis) will be made available to or held by low-and moderate-income persons.

HOUSING ACTIVITIES – Activities undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by at least 51% low and moderate-income households.

## ELIGIBLE ACTIVITIES/COSTS

Eligible activities may include, but are not limited to:

- Acquisition of real property;
- Demolition;
- Rehabilitation of residential and non-residential structures (must own building);
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- Public services (must be a new service or a quantifiable increase in the level of existing service);
- Activities relating to energy conservation and renewable energy resources; and
- Providing assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

Eligible activity costs may include:

- Direct personnel costs necessary to carry out the activity;
- Reasonable administrative costs relating to oversight of the activity (generally 10%);
- Materials and supplies necessary to the activity; and
- Rent, insurance, and utilities associated with the activity location.

## INELIGIBLE ACTIVITIES/COSTS

Generally, the following types of activities are ineligible:

- Those activities not meeting a National Objective;
- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities
- Certain income payments; and
- Construction of new housing.

Generally, the following types of costs are ineligible for funding:

- Any costs not directly related to the implementation of the activity described in the approved application;
- Costs incurred prior to an executed subrecipient agreement or after the expiration of the CDBG subrecipient agreement; and
- Administrative costs that are considered excessive or unreasonable.

## CONSOLIDATED PLAN PRIORITY & GOALS

The following priorities and goals were identified in the 2019-2023 Consolidated Plan to address needs in the community that were discussed in the planning process.

**Priority #1: Encourage Economic Development through Business Development and Job Creation. (HIGH) To** promote business growth and development to increase job opportunities and revenue growth for the community as well as provide assistance for the development and expansion of employment opportunities and job training.

a. Increase rehabilitation of existing commercial building to encourage growth and redevelopment of current commercial corridors.
    i. Provide assistance to building owners to address code violations, infrastructure requirements, and façade improvements
b. Increase employment opportunities for residents through new development and expansion of existing business and assistance with existing job opportunities.
    i. Provide assistance for the development of new business and the expansion of existing businesses
    ii. Review available employment opportunities and work with businesses to develop and implement job training to fill existing openings.
c. Assist with the identifying the need and expanding accessibility and availability of transportation options.
    i. Continue to work with community partners to identify areas of need for transportation options

**Priority #2: Improve and Expand the Availability and Accessibility to Public Infrastructure and Buildings. (HIGH) To** rehabilitate, expand and improve infrastructure in established business and residential areas within city limits to promote and encourage redevelopment and reuse of available sites.

a. Improve and expand the availability and sustainability of public facilities and infrastructure in previously developed areas of the community.
    i. Support revitalization efforts for public facilities to create economic development opportunities
    ii. Support project that provide leveraging funds to increase impact of project
    iii. Provide assistance to remove barriers to accessibility
    iv. Address public facilities that are not up to existing standards to create sustainable neighborhoods
*b. AFFH GOAL - Identify prospects to address Bellevue's aging infrastructure and necessary updates to ensure all residents have accessibility to services.*
    *i. Work with the City of Bellevue ADA Committee to review current status of ADA Transition plan and infrastructure needs in the community along with identifying funding sources for assistance.*
    *ii. Develop programs and assistance to address housing accessibility modification needs.*

**Priority #3: Increase Affordable Housing Opportunities. (HIGH)** To maintain the availability and affordability of current housing market stock while researching and developing opportunities to expanding affordable housing opportunities through partnerships.

a. Sustain the current available housing stock for low- and moderate-income households.
    i. Provide assistance to low- and moderate-income homeowners to assist make affordable any necessary repairs that put health and safety at risk.

b. Increase the development of affordable housing units through ownership and rental opportunities.
    i. Support efforts to increase affordable housing units through acquisition and rehabilitation.
    ii. Review options of infill development utilizing vacant lots and reducing vacant building blight.
    iii. Assist community partners with efforts to address housing needs of elderly, disable, small families, and at-risk low- and moderate-income individuals and families

    *AFFH Goal: Increase affordable housing opportunities to expand housing choice by increasing quality and quantity of affordable housing units and the number of participating landlords in the jurisdiction.*

    *i. Research partners and funding sources to conduct a housing market study for the community and identify opportunities to use the study to enhance development and developer partnerships*
    *ii. Review possible developer incentives to increase development of affordable housing and meet with necessary partners to develop, prepare and adopt incentives.*
    *iii. Determine prospects to increase the available funding and programs for housing rehabilitations programs in the community.*
    *iv. Work with City officials and departments to review current criteria for determining city project need to include accessibility and housing issues.*

    *AFFH Goal: Identify opportunities to safeguard current and future zoning ordinances to encourage the development of affordable housing stock as well as utilize occupancy requirements that do not hinder fair housing choice.*

    *i. Work with local planning department to review current land zoning and develop proposal to increase multi-family zoning.*
    *ii. Increase infill development opportunities by reviewing regulations and best practices to identify possible changes to the current regulations and develop proposals.*
    *iii. Research opportunities to increase the percentage of newly constructed housing units that are affordable and accessible to people with disabilities.*

*c. AFFH Goal: Increase homeownership opportunities through financial literacy and promoting equitable access to credit and home lending.*
    *i. Identify partners, specifically lending agencies, to assist with reviewing current lending concerns to identify areas of opportunities for education and assistance.*
    *ii. Enhance educational materials and expand distribution and availability of materials.*

**Priority #4: Increase and Expand Public Service Availability. (LOW)** To provide support and assistance for the development and expansion of public service with community partners to address underserved needs in the community.

a. Increase and expand public services that address demonstrated residential needs.
    i. Identify community partners and support efforts to create or expand public

services that support identified needs in the community, including, but not limited to elderly, disabled, mental health, senior, and crime awareness services.

*AFFH Goal: Provide opportunities to alter the perceptions of community exclusion and diffuse opposition to affordable housing through knowledge and education.*

i. *Research proactive marketing strategies to enhance community image and identify community stakeholders to assist with development of community strategies to propel movement forward.*
ii. *Identify possible funding sources to assist with marketing strategies specific for the community.*

b. *AFFH Goal: Increase the overall knowledge and understanding of fair housing with the community's developers, real estate professionals, financial institutions, elected officials and residents.*

i. *Identify interested partners to facilitate fair housing workshops for landlords and housing providers*
ii. *Share and distribute fair housing information for renters.*
iii. *Work with local multi-family housing providers to provide information and education about fair housing to managements officials and tenants.*

**Priority #5: Administration of CDBG Program. (HIGH)** To continue to maintain and administer a successful CDBG Program.

a. Successful administration of the CDBG programs.

## PREVIOUS CDBG GRANT AWARDS

To assist with meeting CDBG timeliness requirements, applicants previously awarded a CDBG grant through the City of Bellevue must have expended 50% of any past grant awards prior to being approved for a new recommendation of funding during the 2020-2021 CDBG Action Plan funding cycle. For questions regarding the current grant balances, please contact the CDBG Program Administrator for the City of Bellevue.

## VERIFICATION

All applicants are ***strongly*** encouraged to speak with the CDBG Program Administrator to receive accurate information on the category of eligible activity, and the national objective the activity will meet. Although much of this information is outlined in this packet, the CDBG program is complex and all details cannot be covered here.

Requests for accommodations will be provided, to the extent feasible, to meet the needs of non-English speaking, deaf and hearing impaired, and visually impaired persons. The City of Bellevue will make arrangements to provide an interpreter, a signer or a reader upon request. Requests must be made by phone call or email at least 72 hours prior to any public hearing or meeting.

# CDBG APPLICATION AND REVIEW PROCESS

## APPLICATION REVIEW

After the application deadline, CDBG staff will review each submitted 2020-2021 application for completeness and for basic CDBG program eligibility. Those applications determined to be either incomplete or ineligible for funding will not be considered for funding and applicants will be called and notified as such. After the CDBG staff has completed the initial review, applications will be provided to the CDBG Committee for their review. During the next public hearing, applicants requesting funding will be required to make a presentation *(five (5) minutes or less)* before the CDBG Committee and answer any final questions from the committee. This public hearing is scheduled for **Tuesday, May 12, 2020 at 6:00 p.m**.

There will be a signup sheets to determine the actual order of presentations. Following the public hearing with presentations, CDBG Committee members will score and rank each proposal using the scoring on the left-hand column of the application narrative. The CDBG Committee will apply the following criteria in developing a recommendation for CDBG Funding.

- Is the project clearly defined and realistic in scope, location, need, budget, and goals?
- Can the project demonstrate benefit to LMI households or residents of LMI census tracts?
- Does the project successfully leverage dollars with local, county, state or other federal programs to maximize the number of people served whenever possible?
- Is the project duplicating existing services? If it is a new activity, does the project effectively address the need and utilize/maximize partnerships with other organizations and agencies?
- Is the project sponsored by organizations or agencies that can demonstrate that they have the staff capability, capacity, and knowledge of federal regulations to successfully implement the proposed project?
- Does the project demonstrate a clear and effectual plan for evaluating the progress of the project towards the identified goals with measurable objectives and results?
- Does the project demonstrate readiness to be implemented in a timely manner?

The maximum points an application can receive will be 120. The CDBG Committee and CDBG staff will use these scores to create the order in which it considers funding recommendations. However, these scores will be a starting point, and the applicants may not be funded in order of rank.

It is the responsibility of the City of Bellevue to ensure that the CDBG funds received are disbursed wisely and managed efficiently in the delivery of services that are most beneficial to the community. To fulfill this responsibility, the CDBG Committee and CDBG staff will conduct a thorough review of applicants and their applications for funding to evaluate operation, services, projects, and budgets.

The CDBG Committee's funding recommendations will be presented to the Bellevue City Council for approval. Staff will notify applicants of the recommendation prior to the City Council meeting.

## CITY COUNCIL AWARD OF FUNDING

The Bellevue City Council will consider the CDBG Committee's recommendations regarding funding requests at its meeting on July 7, 2020. In addition, a public hearing will be conducted at the same time to allow resident comment and input on the proposed activities. The City Council will make its final decision regarding funding requests at the July 21, 2020, regularly scheduled City Council meeting.

Those activities approved for funding by the City Council will be included in the City's final 2020-2021 Action Plan and submitted to HUD for its review.

## ENVIRONMENTAL REVIEW REQUIREMENTS

Following approval by Bellevue City Council, the City of Bellevue will begin the environmental review of each project. As part of CDBG requirements prior to the Release of Funds, an Environmental Review Record must be completed. Most of activities have been classified by their nature as either Categorically Excluded or Exempt. With these activities, the City is not required to complete an environmental assessment. If the project does require an environmental assessment, the applicant will be asked to provide the City of Bellevue with all available environmental information about the project and any information in connection with the conduct and preparation of environmental review. The applications will be responsible to provide any investigations or studies needed to fulfill its obligation under HUD environmental review requirements and to cover any cost incurred to complete the appropriate reports or studies. The Environmental Review Record and Release of Funds must be complete prior to the expenditure or commitment of program funds.

# CDBG PROGRAM ADMINISTRATION OF AWARDED FUNDS

## CDBG SUBRECIPIENT AGREEMENT

Following the City Council's approval of the 2020-2021 CDBG activities and completion of the HUD review, staff will prepare CDBG subrecipient agreements for all approved activities. Each agreement will contain the terms and conditions of the CDBG funding, a description of the approved activity and costs, and will specify applicable City insurance requirements including comprehensive general liability, workers' compensation, and vehicle coverage. Agreements will also include the measurable objectives and accomplishment data that must be reported. The person designated by resolution will be required to sign the CDBG agreement and return it to the City of Bellevue. All agreements will then be approved by the City Council. Prior to agreements being executed, all subrecipients are highly encouraged to thoroughly review the agreement and accomplishment reporting forms and schedule a meeting with the CDBG Program Administrator as necessary.

## PAYMENT OF CDBG FUNDS

CDBG funds are paid for actual costs directly related to the implementation of the project as approved. No costs incurred before an agreement is executed will be eligible for reimbursement.

To ensure all cost of the project are eligible for reimbursement, applicants should not incur any costs, perform any work, purchase any goods or services nor make any commitments or sign any contracts with any person, organization or company related to the project for which CDBG funds are being requested until the City Council has approved the Action Plan activities, the Action Plan has been approved by HUD, environmental review record has been complete, and a subrecipient agreement has been executed with the City of Bellevue.

Payment will be made only for costs described in the applicant's agreement upon submittal of payment request and all required documentation (i.e. receipts, invoices, accomplishment reports, etc.). CDBG typically operates on a reimbursement basis, in which, subrecipients document the eligible expenditures and are then reimbursed for the costs. While every effort is made to ensure timely reimbursements, this procedure may take two to four weeks from time of reimbursement request to the issuance of reimbursement.

## REPORTING REQUIREMENTS AND MONITORING

Note that it is City of Bellevue's responsibility to ensure all entities receiving CDBG funds are in compliance with HUD regulations. Recipients must provide all information requested to assist with documentation in a timely manner.

CDBG subrecipients shall be required to submit a monthly or quarterly progress report regarding the funded activity. The format of these reports will be described in the CDBG subrecipient agreement. The City of Bellevue may request additional reporting from a subrecipient. Noncompliance could result in suspension or termination of the agreement and reallocation of the CDBG funds. Noncompliance will also be considered when applicants request future funding.

In addition, CDBG program staff will schedule a semi-annual on-site monitoring visit of all funded activities as well as periodic on-site monitoring as needed. Each CDBG subrecipient is required to allow CDBG staff to have access to all required documentation when conducting on-site monitoring and is responsible for maintaining written records required by the CDBG subrecipient agreement.

# APPLICATION INSTRUCTIONS

The application must be typed single sided on 8 ½" x 11" paper. (You may do this by downloading the form from the City's website: www.bellevue.net or by requesting the document be emailed to you). **One (1) original application narrative with one (1) set of attachments and seven (7) copies of the application narrative** must be submitted. Staple applications in the upper left-hand corner. Please do not use covers, binders, or folders. All application materials will become the property of the City of Bellevue. Strict adherence to these guidelines is required. It is the applicant's responsibility to ensure the applications are complete and correct. **Incomplete or incorrect applications will not be considered for funding**.

A separate application should be submitted for each project or activity. If one organization is submitting more than one project/activity, a separate application must be submitted for each project. If more than one project/service is being requested from the same organization, a priority rating must be assigned to each project request – i.e. Priority #1, Priority #2, etc. The CDBG application must contain the following information in the order prescribed:

1) **Application Narrative** (1 original & 7 copies):
    - Cover Sheet
    - Resolution
    - Proposal Narrative
    - Introduction
    - Need
    - Project Effectiveness – Including Performance Outcome Measurement Spreadsheet and Project Timeline
    - Cost Effectiveness – Including Budget Itemization Sheet

2) **Required Attachments** (1 original):
    - List of Board of Directors
    - Organizational Chart
    - Resume of program administrator
    - Resume of fiscal officer
    - Tax Exemption Determination Letter
    - Articles of Incorporation
    - By-Laws
    - Equal Opportunity Employment statement & Grievance Procedure
    - Financial statement and/or most recent audit
    - Audit Requirements (if applicable)
    - Statement of Insurance
    - Business Plan (if applicable)

3) **Additional Information** (if any, attach to Application Narrative)
    - The following is a detailed description of each requirement listed above. Please note the scoring criteria as you complete the application. All information is required even if no points are specifically assigned. *Incomplete applications will not be considered.*
        a. **Cover Sheet -** The required Application Cover Sheet may be completed by filling in the form on the city's website (www.bellevue.net). If your organization is

submitting applications for more than one activity, please submit a separate application for each activity (However, each organization only needs to provide one set of required attachments).

b. **Proposal Narrative -** The proposal narrative has specific questions that must be answered regarding your project. Each question is assigned points in the left-hand column that will be used in the review of the applications by the CDBG Committee and City staff.

c. **Performance Outcome Measurements -** This form is based on the Federal Register Notice of June 2005 (V. 70, No.111). Please follow the directions for each section. On a quarterly/semi-annual basis, your agency should be prepared to provide an accomplishment report on the status of your project with supporting data. Please use care in selecting the outcome statements as you will be required to report on all indicators as described.

d. **Project Timeline -** HUD requirements include timely expenditure of funding. The City of Bellevue allows one year for expenditure of grant funding from the date of subrecipient agreement execution. The timeline should demonstrate how the project will meet this requirement including important milestones with descriptions.

e. **Itemized Budget -** Please fill this in by typing the appropriate information. The form provided can be completed by filling in each of the following sections:
   - Budget Categories – List the categories of all expected expenses
   - Budget Narrative- Include detailed information
   - Total Project Cost – List the total project cost for each budget category.
   - Proposed City of Bellevue CDBG Funding – For each category, list only the amount currently being requested from the CDBG program.
   - Other sources –List any additional funding utilized for each budget category, i.e. funds from other grants or donations. Specify *where* the additional funding is coming from and *what amount* will be used for each category. Also specify whether or not the funds have been *committed* (i.e. Yes: the funding has been awarded or No: the funding has not been awarded yet). Please include any In-Kind funds or volunteer hours.
   - Total Costs – Total each of the columns and list the totals as appropriate.

   Additional lines can be added as needed to include all cost associated with the project.

f. **Conflict of Interest -** The applicant must verify that a conflict of interest does not exist within the agency and proposed activity. The form included must be signed and returned with the application.

g. **Resolution -** The CDBG application package must include an approved resolution from the applicant's governing body which authorizes submittal of an application for City of Bellevue CDBG funding and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment. A suggested format is provided.

# CDBG APPLICATION CHECKLIST

All requests for funding must include the following documents to be considered for funding. Please note the scoring criteria as you complete the application. All information is required even if no points are specifically assigned. Incomplete applications will not be considered.

**Check next to each form that is included in this application:**

- ☐ **Application Narrative** (1 original & 7 copies):
  - ❑ Cover Sheet
  - ❑ Resolution
  - ❑ Proposal Narrative
    - ❑ Introduction
    - ❑ Need
    - ❑ Project Effectiveness – Including Performance Outcome Measurement Spreadsheet and Project Timeline
    - ❑ Cost Effectiveness – Including Budget Itemization Sheet
    - ❑ Conflict of Interest Statement

- ☐ **Required Attachments** (1 original):
  - ❑ List of Board of Directors
  - ❑ Organizational Chart
  - ❑ Resume of program administrator
  - ❑ Resume of fiscal officer
  - ❑ Tax Exemption Determination Letter
  - ❑ Articles of Incorporation
  - ❑ By-Laws
  - ❑ Equal Opportunity Employment statement & Grievance Procedure
  - ❑ Financial statement and/or most recent audit
  - ❑ Audit Requirements (if applicable)
  - ❑ Statement of Insurance
  - ❑ Business Plan (if applicable)

- ✓ Application must be typed no smaller than 10-point type, single sided on 8 ½" x 11" paper.
- ✓ Provide an **original and seven (7) copies of the application narrative** and **one (1) set of required attachments**
- ✓ Staple applications in the upper left-hand corner.

All application materials will become the property of the City of Bellevue. Strict adherence to these guidelines is required. It is the applicant's responsibility to ensure the applications are complete and correct. **Incomplete or incorrect applications will not be considered for funding**.

# CITY OF BELLEVUE
# CDBG PROGRAM APPLICATION FOR ASSISTANCE

*Must submit one (1) original and seven (7) copies* *Due: April 27, 2020, at 4:30 P.M.*

***No late or incomplete applications will be accepted***

## Application Cover Sheet – 2020/2021 Proposal for Funding

For Office Use Only

Date Received: _____ Amount Requested: $_____ Amount Recommended: $_____

| AGENCY NAME & ADDRESS | CONTACT INFORMATION: NAME, TITLE, EMAIL, & PHONE # |
|---|---|
| | |

TYPE OF APPLICATION: ☐ New Project ☐ Continuation of Existing ☐ Expansion of Existing

PROJECT TITLE:

PROJECT LOCATION BOUNDARIES:

PROJECT PRIORITY: *If your agency submits more than one CDBG application, pleases rank the priority.*

This project is ranked _____ of _____ CDBG project applications.

| PROJECT FUNDING REQUESTED | IDENTIFICATION NUMBERS |
|---|---|
| CDBG FUNDS REQUESTED: $ | |
| APPLICANT FUNDS: $ | DUNS #: |
| OTHER FUNDS (*Specify*): | |
| $ | |
| $ | CCR #: |
| **TOTAL PROJECT COST: $** | |
| **PERCENTAGE OF CDBG INVESTMENT %** | |
| *(CDBG Amount Requested/Total Program Cost)* | |

CERTIFICATION

*I certify that the applicant agency meets the conditions specified in the application instructions and will be able to carry out the proposed services in concert with all federal requirements. I also certify that the organization is a certified IRS 501(c) (3) non-profit or governmental agency. I agree to adhere to the above provisions for all programs receiving assistance from the US Department of Housing & Urban Development. All board and staff members have disclosed any potential conflicts of interests that could violate CDBG Program regulations at this time or at a later date. I further certify that I have reviewed the contents of this application and the rating form and deem them to be accurate and true.*

| ACKNOWLEDGED RESPONSBILITY TO ABIDE BY ALL HUD AND CITY OF BELLEVUE REQUIREMENTS |
| --- |
| The applicant agrees to abide by all policies, regulations, ordinances, or statutes as required by HUD and City of Bellevue. Please select the following link to comprehensively review the CDBG regulations: 24 CFR 570.<br>☐ Yes ☐ No |
| Typed Name and Title of Authorized Representative:<br><br>Telephone Number:<br><br>Signature of Authorized Representative: _____<br><br>Date Signed: _____ |

***Please leave Score Column blank***  ***Fully answer each question to earn maximum possible points***

| SCORE | INTRODUCTION: ORGANIZATIONAL INFORMATION |
|---|---|
| | Please provide the Background & Experience of the Organization: Including a brief history of the organization, the organization's mission statement, the length of time the organization has been providing services, and the type of legal structure (i.e. 501(c)(3) nonprofit, partnership, etc.). |
| | |
| | Has the applicant carried out services/programs/projects similar in nature to the proposed service/program/project? ☐Yes ☐No |
| | This project is eligible under which HUD Eligible Activity listed below: |
| | ☐Public Facility and Improvements ☐ Public Service<br>☐Economic Development ☐ Housing<br>☐Other _____ |
| | This project meets which of the HUD National Objectives listed below: |
| | ☐Benefits low/moderate income individuals, area, or households.<br>☐Addresses the prevention or elimination of slums or blight.<br>☐ Meets a particularly urgent community development need. |
| | Describe your project and its proposed location, including the *exact* use for the requested CDBG funds. |
| | |

| (35Points) | **Section 1: Project Need and Justification**<br>*This section includes a narrative explaining need, target areas, and population served.* |
|---|---|
| *(15pts)* | What need in the community is there for the project? Provide a concise summary of the need for the project and why this project is a priority, i.e. how the activity will address the need; whether the activity is new/ongoing/expanded; both the immediate and long-term impact on the individual/community; and the gap in current services that creates the need. Utilize community statistics, demographics or other factual information to demonstrate the unmet need. |
| | |
| *(6pts)* | Does the project address Consolidated Plan priorities? Identify the priority and explain specifically how the project will meet the priority. (See Attachment A) |
| | |
| *(6pts)* | Indicate the location (target service delivery area) in which the program/activity will be completed or carried out. Indicated if the activity specifically serves a Low/Mod Census Tract. A map may be included to demonstrate project area. (See Attachment C) |
| | |
| *(8pts)* | Briefly describe the target population/category of persons to be served in the City of Bellevue. Provide the anticipated *unduplicated* number of households/persons to be assisted and how you determined this estimate. Persons to be assisted should be described in terms of age, race, gender, ethnicity, special needs, and income level. Use the Annual Income Limit Table to assist with identifying the number for each income level of the proposed audience: very low –income, low-income, and moderate-income. (See Attachment B) |
| | |

| | |
|---|---|
| (40Points) | **Section 2. Project Effectiveness**<br>*This section should include the narrative, the performance outcome measurement spreadsheet and a project timeline.* |
| *(16pts)* | Using the performance outcome measurement spreadsheet, describe the activity's proposed accomplishment. Items to consider: what methods will be used to evaluate the success of the project and whether outcomes were accomplished? This should include *specific* and *measurable* outcomes of the project and be identified on the provided spreadsheet. |
| *(7pts)* | Can the project be completed in a year? If not, describe length of time necessary. Please attach a project timeline, i.e. Gantt chart, to the application outlining a specific timeline for the project. |
| | |
| *(7pts)* | Describe the organization's staff positions and qualifications as it relates to the project including how many program staff persons are dedicated to this project, if new staff will be added, does the organization have administrative staff that will dedicate time to this project, has the organization secured funding for staff needed for this project. |
| | |
| *(5pts)* | Describe how the planning and operation of this project has been coordinated with other public agencies and the community to avoid duplication of service. Describe any community outreach and/or collaborations and attach supporting documentation, i.e. letters of support, collaboration. |
| | |
| *(5pts)* | CDBG requires organizations to submit reports pertaining to expenditure of CDBG funds and accomplishment reports. Explain the organization's capacity to complete the proposed project while meeting and adherence to HUD requirements and regulations. If the organization staff does not have prior experience, please indicate experience and successes in carrying out similar programs. |
| | |

## *Performance Outcome Measurement Spreadsheet*

**I. Objective: Select the goal which the program/project will meet.**

| ☐ Create a Sustainable Living Environment | ☐ Provide Decent Housing | ☐ Create Economic Opportunity |
|---|---|---|
| Designed to benefit communities, families, or individuals by addressing issues in their living environment, i.e. poor infrastructure, social issues such as crime prevention, fair housing, youth or elderly services. | Purpose of the program is to meet individual, family, or community housing needs, i.e. | Objective applies to the types of activities related to economic development, commercial revitalization, or job creation. |

**GOALS –** Briefly describe future expected outcome of the activity.

**OUTPUTS -** The quantifiable products of an organization's activities. They are measurements of the amount of work accomplished. Examples would include the number of low- and moderate-income persons served, the number of households served. Connect each output with the activity listed above.

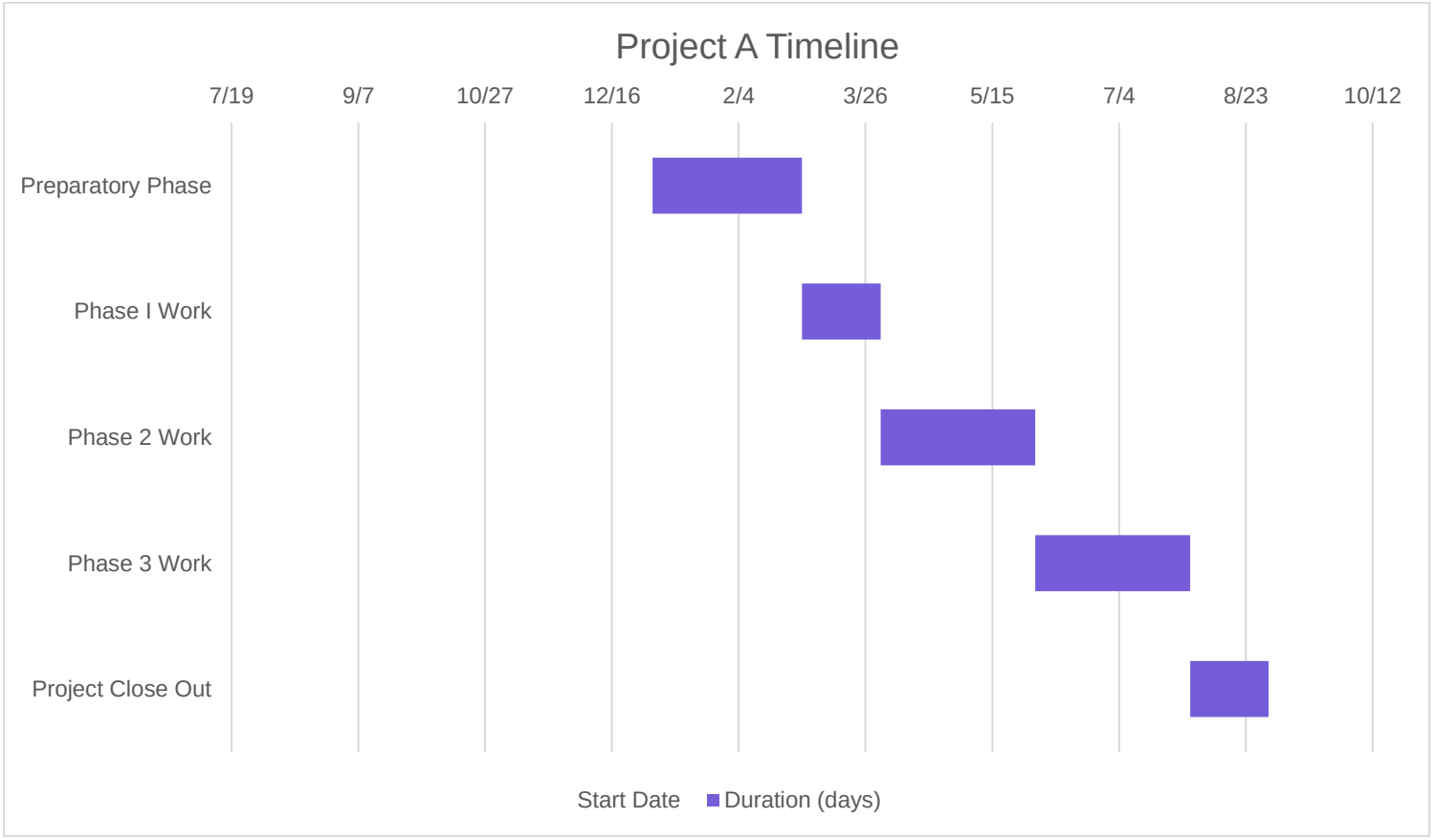
**II. OUTCOME: Select the most appropriate outcome for the program/project activity.** Outcomes are produced during or after their involvement in an activity.

| ☐ Improve Availability/ Accessibility | ☐ Improve Affordability | ☐ Improve Sustainability |
|---|---|---|
| Activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low- and moderate-income people, including persons with disabilities. | Activities that provide affordability in a variety of ways in the lives of low- and moderate-income people, i.e. creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation. | Activities where the aim is to improve neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income or by removing or eliminating slums or blighted areas. |

**OUTCOME MEASUREMENT** – Describe evaluation tools methods and benchmarks to measure achievements of the outcome. (i.e. client surveys, statistical data from verifiable source).

## PROJECT TIMELINE EXAMPLE

CDBG regulations require timely expenditure of funds for all project. To assist in the review of your project for funding, a project timeline is required. For projects that are awarded and approved for CDBG funding, subrecipient agreements are typically executed upon release of funds from HUD in December or January. Please provide a project timeline demonstrating the timetable for project milestones and a description of each milestones. Below is an example utilizing a Gantt chart to demonstrate the presentation of a timeline for project completion.



| (45Points) | **Section 3. Cost Effectiveness/Budget**<br>*This section should include <u>both</u> a narrative and a completed budget itemization sheet.* |
|---|---|
| *(18pts)* | Using the itemized budget sheet provide below, complete a budget that is sufficiently detailed to determine that proposed expenditures are reasonable. Points to keep in mind: items for miscellaneous or administrative costs should be clearly described and kept to a minimum (please reference the ineligible and eligible cost sections of this packet to determine eligible costs). More detailed budgets may be attached. |
| *(5pts)* | Provide details for equipment, services, and supplies requested (i.e., rental of Xerox machine, computer paper). There should be little to none non-specific costs, such as overhead and miscellaneous (i.e., rent, insurance). If you have included any, provide a compelling narrative justification for costs. |
| | |
| *(5pts)* | Provide an administrative cost ratio (administrative costs ÷ total project costs). Please explain any extenuating circumstances that affect these estimates, such as specialized equipment, intensity of counseling required, etc. |
| | |
| *(7pts)* | The City encourages CDBG funds be used as gap funding and leveraging. Identify sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants receive, planned fundraising). Attach any supporting documentation. |
| | |
| *(5pts)* | Describe any cost saving measures incorporated into the project (i.e. use of volunteer labor, donations, in-kind contributions, etc.). |
| | |
| *(5pts)* | If requesting funds for public services, address plans to ensure the program becomes self-sufficient, or methods of ensuring other funding sources when CDBG funds expire (public services are eligible for funding for one year if it is 1) a new service or 2) a quantifiable increase in the level of an existing service).<br>If requesting funds for an activity other than a public service, if only partially funded (portion of the requested amount), will you be able to proceed with the project? Please highlight how that would |

| | |
|---|---|
| | affect the project scope. |
| | |

# BUDGET ITEMIZATION SPREADSHEET

| BUDGET CATEGORIES | Budget Narrative (Details) | Total Project Cost | Proposed City of Bellevue CDBG Funding | Other Sources (Specify-List) | | | |
|---|---|---|---|---|---|---|---|
| | | | | Funds Committed: Yes ☐ No ☐ | Funds Committed: Yes ☐ No ☐ | Funds Committed: Yes ☐ No ☐ | Funds Committed: Yes ☐ No ☐ |
| | | | | | | | |
| **PROGRAM COSTS** | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| **PERSONNEL COSTS** | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| **TOTAL COSTS** | | **$** | **$** | **$** | **$** | **$** | **$** |

# CONFLICT OF INTEREST

Federal Law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant…or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity…either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

---

I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Director's, nor officer of _____ (agency) is currently, nor has been within one year date of this application, employed by the City of Bellevue, a member of the Community Development Block Grant (CDBG) Committee, nor a member of the Bellevue City Council.

I further attest that no staff member, member of the Board of Director's, nor officer of the applicant agency, is a business partner or immediate family of a City employee, a member of the Community Development Block Grant (CDBG) Committee, or a member of the Bellevue City Council.

Funds requested will not be used to pay the salaries of any of the applicant agency's staff who is or has been within one year of the date of this application a City employee, a member of the Community Development Block Grant (CDBG) Committee, nor a member of the Bellevue City Council. Nor will the applicant agency award a subcontract to any such individual.

Name: _____ Title: _____

Signature: _____ Date: _____

# BOARD RESOLUTION

*(This is an example of a resolution authorizing an application for CDBG funding)*

**WHEREAS**, the City of Bellevue (City) has issued a notice of funding availability for the Community Development Block Grant (CDBG) Program; and

**WHEREAS**, (*Title of Governing Body of Applicant*) wishes to apply for and receive an allocation of CDBG funds from the City.

**NOW, THEREFORE, BE IT RESOLVED** that the (*Title of Governing Body of Applicant*) authorizes the submittal of an application to the City to be considered to receive an allocation of funds through the CDBG Program. The (*Title of Organization Official, i.e. Director*), or appointed designee is hereby authorized to execute in the name of the (*Name of Organization*) all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing CDBG funds and to implement and carry out the purposes specified in the CDBG application.

The foregoing resolution was passed by the (*Title of Governing Body of Applicant*) this _____ day of _____, 2020.

ATTEST:

_____ Date: _____
Signature & Title of Governing Body Official

_____ Date: _____
Signature & Title of Appointed Official

# ATTACHMENT A: 2019-2023 CONSOLIDATED PLAN PRIORITIES & GOALS

**Priority #1: Encourage Economic Development through Business Development and Job Creation. (HIGH) To** promote business growth and development to increase job opportunities and revenue growth for the community as well as provide assistance for the development and expansion of employment opportunities and job training.

a. Increase rehabilitation of existing commercial building to encourage growth and redevelopment of current commercial corridors.
    i. Provide assistance to building owners to address code violations, infrastructure requirements, and façade improvements

b. Increase employment opportunities for residents through new development and expansion of existing business and assistance with existing job opportunities.
    i. Provide assistance for the development of new business and the expansion of existing businesses
    ii. Review available employment opportunities and work with businesses to develop and implement job training to fill existing openings.

c. Assist with the identifying the need and expanding accessibility and availability of transportation options.
    i. Continue to work with community partners to identify areas of need for transportation options

**Priority #2: Improve and Expand the Availability and Accessibility to Public Infrastructure and Buildings. (HIGH)** To rehabilitate, expand and improve infrastructure in established business and residential areas within city limits to promote and encourage redevelopment and reuse of available sites.

a. Improve and expand the availability and sustainability of public facilities and infrastructure in previously developed areas of the community.
    i. Support revitalization efforts for public facilities to create economic development opportunities
    ii. Support project that provide leveraging funds to increase impact of project
    iii. Provide assistance to remove barriers to accessibility
    iv. Address public facilities that are not up to existing standards to create sustainable neighborhoods

*b. AFFH GOAL - Identify prospects to address Bellevue's aging infrastructure and necessary updates to ensure all residents have accessibility to services.*
    *i. Work with the City of Bellevue ADA Committee to review current status of ADA Transition plan and infrastructure needs in the community along with identifying funding sources for assistance.*
    *ii. Develop programs and assistance to address housing accessibility modification needs.*

**Priority #3: Increase Affordable Housing Opportunities. (HIGH)** To maintain the availability and affordability of current housing market stock while researching and developing opportunities to expanding affordable housing opportunities through partnerships.

a. Sustain the current available housing stock for low- and moderate-income households.
    i. Provide assistance to low- and moderate-income homeowners to assist make affordable any necessary repairs that put health and safety at risk.

b. Increase the development of affordable housing units through ownership and rental opportunities.
    i. Support efforts to increase affordable housing units through acquisition and rehabilitation.
    ii. Review options of infill development utilizing vacant lots and reducing vacant building blight.
    iii. Assist community partners with efforts to address housing needs of elderly, disable, small families, and at-risk low- and moderate-income individuals and families

    *AFFH Goal: Increase affordable housing opportunities to expand housing choice by increasing quality and quantity of affordable housing units and the number of participating landlords in the jurisdiction.*

    *iv. Research partners and funding sources to conduct a housing market study for the community and identify opportunities to use the study to enhance development and developer partnerships*
    *v. Review possible developer incentives to increase development of affordable housing and meet with necessary partners to develop, prepare and adopt incentives.*
    *vi. Determine prospects to increase the available funding and programs for housing rehabilitations programs in the community.*
    *vii. Work with City officials and departments to review current criteria for determining city project need to include accessibility and housing issues.*

    *AFFH Goal: Identify opportunities to safeguard current and future zoning ordinances to encourage the development of affordable housing stock as well as utilize occupancy requirements that do not hinder fair housing choice.*

    *viii. Work with local planning department to review current land zoning and develop proposal to increase multi-family zoning.*
    *ix. Increase infill development opportunities by reviewing regulations and best practices to identify possible changes to the current regulations and develop proposals.*
    *x. Research opportunities to increase the percentage of newly constructed housing units that are affordable and accessible to people with disabilities.*

c. *AFFH Goal: Increase homeownership opportunities through financial literacy and promoting equitable access to credit and home lending.*
    i. *Identify partners, specifically lending agencies, to assist with reviewing current lending concerns to identify areas of opportunities for education and assistance.*
    ii. *Enhance educational materials and expand distribution and availability of materials.*

**Priority #4: Increase and Expand Public Service Availability. (LOW)** To provide support and assistance for the development and expansion of public service with community partners to address underserved needs in the community.

a. Increase and expand public services that address demonstrated residential needs.
    i. Identify community partners and support efforts to create or expand public services that support identified needs in the community, including, but not limited to elderly, disabled, mental health, senior, and crime awareness services.

*AFFH Goal: Provide opportunities to alter the perceptions of community exclusion and diffuse opposition to affordable housing through knowledge and education.*
    ii. *Research proactive marketing strategies to enhance community image and identify community stakeholders to assist with development of community strategies to propel movement forward.*
    iii. *Identify possible funding sources to assist with marketing strategies specific for the community.*

b. *AFFH Goal: Increase the overall knowledge and understanding of fair housing with the community's developers, real estate professionals, financial institutions, elected officials and residents.*
    i. *Identify interested partners to facilitate fair housing workshops for landlords and housing providers*
    ii. *Share and distribute fair housing information for renters.*
    iii. *Work with local multi-family housing providers to provide information and education about fair housing to managements officials and tenants.*

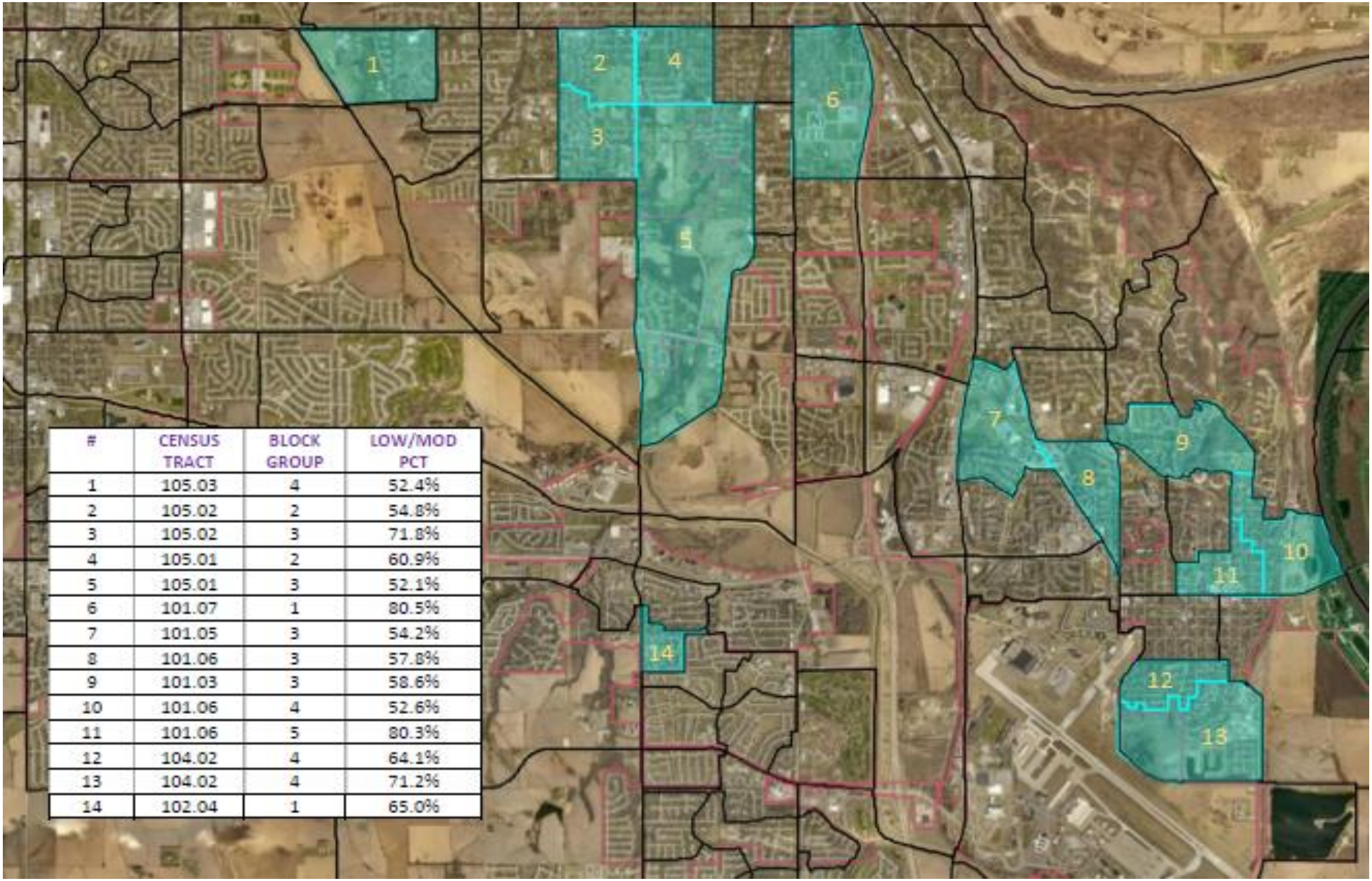
**Priority #5: Administration of CDBG Program. (HIGH)** To continue to maintain and administer a successful CDBG Program.

a. Successful administration of the CDBG programs.

# ATTACHMENT B: HUD INCOME LIMITS

| Omaha-Council Bluffs NE-IA HUD Metro FMR Area | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **FY 2019 Income Limit Area** | **Income Limit Category** | **1 Person** | **2 Person** | **3 Person** | **4 Person** | **5 Person** | **6 Person** | **7 Person** | **8 Person** |
| Omaha-Council Bluffs, NE-IA HUD Metro FMR Area | Extremely Low (30%) | $18,100 | $20,650 | $23,250 | $25,800 | $27,900 | $29,950 | $32,000 | $34,100 |
| | Very Low (50%) | $30,100 | $34,400 | $38,700 | $43,000 | $46,450 | $49,900 | $53,350 | $56,800 |
| | Low (80%) | $48,200 | $55,050 | $61,950 | $68,800 | $74,350 | $79,850 | $85,350 | $90,850 |

# ATTACHMENT C: TARGET AREA MAP




| # | CENSUS TRACT | BLOCK GROUP | LOW/MOD PCT |
|---|---|---|---|
| 1 | 105.03 | 4 | 52.4% |
| 2 | 105.02 | 2 | 54.8% |
| 3 | 105.02 | 3 | 71.8% |
| 4 | 105.01 | 2 | 60.9% |
| 5 | 105.01 | 3 | 52.1% |
| 6 | 101.07 | 1 | 80.5% |
| 7 | 101.05 | 3 | 54.2% |
| 8 | 101.06 | 3 | 57.8% |
| 9 | 101.03 | 3 | 58.6% |
| 10 | 101.06 | 4 | 52.6% |
| 11 | 101.06 | 5 | 80.3% |
| 12 | 104.02 | 4 | 64.1% |
| 13 | 104.02 | 4 | 71.2% |
| 14 | 102.04 | 1 | 65.0% |