



City of Tacoma

Annual Action Plan of the Consolidated Plan Notice of Funding Availability (NOFA)

2022 Community Development Block Grant

Funding Information Packet

Released October 18, 2021

TABLE OF CONTENTS

- I. OBJECTIVES AND PURPOSES OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CDBG:
HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

- II. TACOMA 2022 CDBG NOFA: ELIGIBLE ACTIVITIES AND CITY COUNCIL
GENERAL PRIORITIES

- III. APPLICATION INSTRUCTIONS, INFORMATION AND PROCESS

- IV. CDBG INCOME GUIDELINES

- V. FEDERAL CROSS-CUTTING AND OTHER PROGRAM REQUIREMENTS

- VI. MAPS

I.

OBJECTIVES AND PURPOSE OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM: HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974

OBJECTIVES AND PURPOSE OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

The primary objective of the Community Development Block Grant (CDBG) program is the development of viable urban communities, achieved by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for persons of low and moderate income. The Housing and Community Development Act of 1974 merged eight categorical programs into a block of flexible community development funds distributed each year by the U.S. Department of Housing & Urban Development (HUD) by a formula that considers population and measures of distress including poverty; age, availability and condition of housing; and growth lag. Cities and metropolitan areas receiving direct entitlement CDBG funds from HUD individually determine what eligible activities, outlined in the Code of Federal Regulations at Chapter 24, Part 570, they will fund. All eligible activities must accomplish one of the three broad national objectives of the program.

CDBG National Objectives are:

1. Benefit low and moderate income persons
2. Aid in the prevention or elimination of slums and/or blight
3. Meet community development needs having a particular urgency

More information on the General Policies of the Community Development Block Grant Program can be found at [24 CFR 570.200](#).

TACOMA 2022 CDBG NOFA
ELIGIBLE ACTIVITIES
AND
CITY COUNCIL GENERAL FUNDING
PRIORITIES

Grant Eligibility Criteria.

To be eligible for CDBG funds a program/project must accomplish a **CDBG Program National Objective** and must perform an **eligible activity**.

National Objective: in order to receive funding a program/project must accomplish one of the CDBG program's following three National Objectives ([24 CFR 570.208](#)).

- 1) Benefit low and moderate income persons
 - A low or moderate income person is an individual whose household annually earns 80% or less of the Area Median Income. The Area Median Income can be found in this document at Section IV: CDBG Income Guidelines.
 - Household is defined as all the people who occupy a housing unit. A household includes the related family members; two or more families living together; and all unrelated people, if any, who share the housing unit regardless of actual or perceived, sexual orientation, gender identity, or marital status. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as domestic partners or roommates, is also considered a household.
- 2) Aid in the prevention or elimination of slums and/or blight.
 - A structure is considered blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety and public welfare.
- 3) Meet community development needs having a particular urgency.

Eligible Activities. *In order to meet a National Objective and to be considered for CDBG funds, a program/project must accomplish one of the following eligible activities:*

- 1) Housing Assistance: Residential Rehabilitation and Preservation of Single-Family Homeowner Occupied Households ([24 CFR 570.202\(a\)\(1\)](#))
 - Example: Fixing leaking faucets, installing grab bars, and repairing existing health and safety related items in a home belonging to and occupied by a low or moderate-income homeowner.
- 2) Economic Development: Microenterprise Assistance ([24 CFR 570.201\(0\)](#))
 - Example: Technical assistance to entrepreneurs or owners of microenterprises (businesses of 5 or fewer employees, including the owner(s)). Technical assistance examples are workshops that educate entrepreneurs about topics such as the business cycle, business accounting, and business plans. Technical assistance activities must result in the creation of new microenterprises and in the creation of jobs. At least 51% of the jobs filled as a result of technical assistance

provided must be filled by individuals who are low or moderate income.

More information on the General Policies of the Community Development Block Grant Program can be found at [24 CFR 570.200](#).

Projects of the following types may be considered for funding during the City of Tacoma's 2022 CDBG NOFA:

- Single Family Residential Rehab
- Microenterprise Assistance

City Council General Priorities.

- Projects that are consistent with existing City Plans (e.g. [2020-2025 Consolidated Plan](#), [Comprehensive Plan](#), [Economic Development Plan](#))
- Projects that support low- and very low-opportunity areas identified in Tacoma's Equity Index (<https://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=175030>)
- Projects that use CDBG funds to leverage funds from other sources
- Projects for which CDBG funding will be expended within 12 to 24 months
- Projects that are proposed by an organization with a proven capacity for project completion and management
- Projects that show reasonable cost effectiveness
- Projects that do not require City of Tacoma General Fund allocations for project operation or maintenance

III.

APPLICATION INFORMATION, INSTRUCTIONS AND PROCESS

The 2022 Community Development Block Grant (CDBG) application process is competitive and is intended to give fair and equal consideration to each eligible proposal. Throughout this section the Code of Federal Regulations, [Title 24, Part 570](#), which governs the use of CDBG funds, is cited in an effort to provide guidance to applicants.

General Information

Accessing the application and Funding Information Packet. The 2022 CDBG application and Funding Information Packet are available online at https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/housing_division/funding_opportunities_requests_for_proposals beginning October 18, 2021. Contact Heidi Burbidge at (253) 591-5221 or by email at cedhousingdivision@cityoftacoma.org to obtain a hard copy of the application and/or Funding Information Packet.

Grant Cycle. The grant-year begins July 1, 2022 and ends June 30, 2023. The City is not able to disburse CDBG funds until the U.S. Housing & Urban Development department (HUD) approves its Annual Action Plan. For this and other reasons, sub-recipients should be prepared not to receive their first reimbursement until approximately late September 2022. This does not exempt the awardee from its obligation to begin providing services July 1, 2022.

Funds Available:

- Housing Assistance: Single-Family Residential Rehab - \$572,680
- Economic Development: Microenterprise Assistance: - \$300,000

Use of CDBG funds. Information on expenses that may be covered using CDBG funds can be found at [2 CFR 200 subpart E: Cost Principles](#). This hyperlink is provided as a general guide to eligible uses of federal funding; the City of Tacoma may use discretion in deciding which expenses it chooses to provide reimbursement for under its Community Development Block Grant program.

Performance Measures. Each program/project awarded grant funds will be expected to meet performance measures. Programs conducting the eligible activity of providing housing assistance will be required to serve a specified number of unduplicated households during the CDBG grant-year. Programs conducting microenterprise assistance will be expected to provide technical assistance which results in the creation of a specified number of new microenterprises and new full-time equivalent jobs. A microenterprise is considered to be created when it obtains a DUNS number and state and local business licenses. At least 1 full-time equivalent (FTE) (40 hours/week) job must be created per \$35,000 in grant funds awarded to programs conducting microenterprise assistance. Additionally, at least 51% of new jobs created must be filled by low or moderate income individuals. FTE jobs will be calculated on a 40 hour/week basis. Multiple part-time jobs amounting to 40 hours/week qualify as 1 FTE job.

Disbursement of Grant. Grant awardees will receive grant funds via a cost reimbursement model based upon a budget agreed upon by the City of Tacoma and the grantee. Programs/projects awarded funds will be required to pay for their eligible incurred costs up front before requesting reimbursement from the City. All costs reimbursed with CDBG funds must be reasonable, responsible and necessary for the operation and success of the program/project.

Requesting Reimbursement. Each month, grant awardees will submit an invoice requesting reimbursement for eligible expenses. The invoice must be accompanied by documentation of the incurred expenses. Payment on invoices may take up to 30 days to issue. The City is not able to disburse CDBG funds until the U.S. Housing & Urban Development department (HUD) approves its Annual Action Plan. For this and other reasons, **sub-recipients should be prepared not to receive their first reimbursement until approximately late September 2022. This does not exempt the awardee from its obligation to begin providing services July 1, 2022.**

Application Instructions

Application Format. The application was created as a form-fillable Word document.

Saving Completed Applications. Test your ability to download and save the application before completing it in full. If you cannot save an application in progress and return to it at a later date, contact Heidi Burbidge at (253) 591-5221 or hburbridge@cityoftacoma.org for assistance. Once you have completed the application and are ready to submit, please convert it to a PDF.

Code of Federal Regulations and Useful Resources. A hard copy of the Code of Federal Regulations governing eligible uses of CDBG funding is **not** enclosed within this Funding Information Packet. Hyperlinks to important websites and [Title 24, Part 570](#) of the Code of Federal Regulations (CFR) are included in these instructions and the application. Title 24, Part 570 guides the use of CDBG funds. Applicants are strongly encouraged to follow the links and read portions of the CFR and other federal or state regulations applicable to their project/program. **Applicants which are awarded funding will be expected to abide by the CFR. Those unable to do so may be required to forfeit their CDBG award or repay any portion of the award used in unauthorized ways.**

Submitting the Application.

Application documents are available at:

https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/housing_division/funding_opportunities_requests_for_proposals.

When the applicant has completed filling out the application, print the document and have a person authorized to commit the organization sign it (wet or electronically). Applications lacking the appropriate signatures will not be considered for funding.

Please read the following application instructions carefully. Applicants should:

1) Submit the Application for Funds document in PDF form, without attachments **by e-mail** to cedhousingdivision@cityoftacoma.org before 5:00 p.m. Monday, November 29, 2021.

2) Attachments: The applicant should not submit attachments by email. However, all applicants should **upload applications and all attachments** in PDF format to a file sharing platform and provide a live link where TCRA staff can access and download them. The link should be included in the body of the email used to submit the application form and must also be provided by 5:00 p.m. Monday, November 29, 2021. The following documents should be uploaded in complete form (with link provided): 1) Application for Funds document, and 2) all application attachments.

The application was released Monday, October 18, 2021 and is due, in readable form, by 5:00 p.m. Monday, November 29, 2021.

TCRA staff will host a NOFA workshop for potential applicants Wednesday October 27, 2021 from 11:00am-noon. Staff will provide summary information about the NOFA process and an opportunity for Q and A. You can access the workshop at:

<https://us02web.zoom.us/j/88021959932?pwd=Z1ozL1YvUGorWFdsL2E2dldXQUdFUT09>

Dial in: (253) 215-8782 (Meeting ID: 880 2195 9932 and Passcode: 165239)

Request for Assistance. Contact Heidi Burbidge at (253) 591-5221 for assistance with the application or application process, if you do not have experience uploading documents to the cloud or if you have any other questions.

Scoring of Applications. Proposals eligible for funding will be scored using a point-based scale. Scoring will take into consideration the following:

- 1) Program Need;
- 2) Experience;
- 3) Collaboration;
- 4) Performance;
- 5) Capacity;
- 6) Effectiveness;
- 7) Council Priorities;
- 8) Fiscal Responsibility; and
- 9) Completeness of Application.

Funding decisions will be based on applicants' scores, the City Council Funding Priorities, and availability of CDBG funds.

Funding for Affordable Housing Development. Applications and funding for multi-family (new construction and rehabilitation) and single family (new construction) affordable housing projects are **not available** at this time under this Notice of Funding Availability. Please contact Heidi Burbidge at cedhousingdivision@cityoftacoma.org to learn more about funding for affordable housing projects.

Application Process & Timeline

Screening/ or CDBG Eligibility. Each application will be reviewed by a Technical Team for legal, fiscal, environmental, and land use considerations. The Technical Team is comprised of individuals familiar with the CDBG program guidelines. All proposed programs/projects must comply with CDBG program regulations, Washington State laws, and Tacoma ordinances and resolutions to be eligible for funding. Applicants that have submitted a proposal that is ineligible for funding will be contacted by the City of Tacoma's Community & Economic Development Department within two weeks of application submittal. Staff will explain why the applicant is not eligible for CDBG grant funds and will, when possible, direct the applicant to other resources.

Oral Presentations. Before TCRA Board. Results of the scoring will be presented to the Tacoma Community Redevelopment Authority (TCRA), which will hear oral presentations from all scored applicants at a regularly scheduled TCRA meeting to take place (currently scheduled for January 13, 2022 at 7:30am. At least one person representing each proposal should plan to attend and present before the TCRA on this date. More information will be made available and eligible applicants will be e-mailed their presentation date and time no later than January 6, 2022.

TCRA Funding Recommendations. The TCRA will evaluate the merits of each applicant's proposal and oral presentation to determine which projects best address citizens' needs, federal legislation, City Council funding priorities (see Section II of this document), the [2020-2025 Consolidated Plan](#), growth management, and the City's [Comprehensive Plan](#). The TCRA will then make 2022-2023 CDBG grant funding recommendations, which become part of the 2022- 2023 Annual Action Plan, at its regularly scheduled January 20, 2022 meeting. The Annual Action Plan will then be forwarded to the Tacoma City Council.

Public Hearing and Public Comment Period on 2022 - 2023 Annual Action Plan. A 30-day public comment period on the proposed 2022 - 2023 Annual Action Plan will commence on March 14, 2022. A public hearing is expected to take place on April 20, 2022 in Council Chambers, 747 Market St. Schedule for the public hearing and public comment period will be posted on [City of Tacoma's Housing Division webpages](#). Written comments on the 2022- 2022 Annual Action Plan may be submitted prior to April 11, 2022 to Erika Bartlett at cedhousingdivision@cityoftacoma.org. Oral comments may be given at the public hearing.

Tacoma City Council Annual Action Plan Approval. The Tacoma City Council will authorize the 2022 - 2023 Annual Action Plan, including CDBG funding awards. Authorization is expected to take place in May 2022. Closer to this date, City staff will make applicants aware of the exact date the Annual Action Plan will be presented to the Council.

Following Council's approval of the Annual Action Plan, City staff will submit the Annual Action Plan of the Consolidated Plan to the U.S. Department of Housing & Urban Development (HUD).

Community Development Statement Approval. HUD will review the City of Tacoma's Annual Action Plan and present the City of Tacoma with CDBG funds and a contract for the program year.

Notification, Negotiation, and Implementation. Each applicant will be notified by City staff in spring 2022 regarding its proposal for funding. The 2022-2023 CDBG program-year begins July 1, 2022 and concludes June 30, 2023. Grantees are expected to begin providing services July 1, 2022.

IV.

CDBG INCOME GUIDELINES

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, achieved by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Per the CDBG program, a low and moderate income person is defined as a person earning 80% or less of the Area Median Income of a given jurisdiction. The income limits for the City of Tacoma are listed below and is dependent on a household's size. The Area Median Income is generally updated each year by the U.S. Department of Housing and Urban Development.

CDBG Program Income Limits

HOME and CDBG Income Limits: Effective July 1, 2021

Household Size	30% of Area Median Income Limit (Extremely Low Income)	50% of Area Median Income Limit (Very Low Income)	60% of Area Median Income Limit	80% of Area Median Income Limit (Low Income)
1	\$19,100	\$31,800	\$38,160	\$50,900
2	\$21,800	\$36,350	\$43,620	\$58,150
3	\$24,550	\$40,900	\$49,080	\$65,400
4	\$27,250	\$45,400	\$54,480	\$72,650
5	\$29,450	\$49,050	\$58,860	\$78,500
6	\$31,650	\$52,700	\$63,240	\$84,300
7	\$33,800	\$56,300	\$67,560	\$90,100
8	\$36,000	\$59,950	\$71,940	\$95,900

V.

FEDERAL CROSS-CUTTING AND
OTHER PROGRAM
REQUIREMENTS

Federal Cross-Cutting Regulations.

The Federal requirements listed herein incorporate requirements found in the Housing and Community Development Act of 1987 and the National Affordable Housing Act of 1990. CDBG funds are derived from the U.S. Department of Housing & Urban Development (HUD). As such, applicants awarded CDBG funds will be required to comply with federal cross-cutting regulations put in place by HUD. Grantees which are unable to comply with federal cross-cutting regulations applicable to their program/project may be required to forfeit their grant and/or reimburse the City of Tacoma for funds already distributed.

The terms "grantee" and "recipient" refer to the City of Tacoma, or any other entity which receives funding directly from the U.S. Department of Housing & Urban Development (HUD). The terms are interchangeable throughout this document. The terms "sub-grantee" and "sub-recipient" refer to any person, household or entity that receives an allocation or award from a grantee or recipient. The terms sub-grantee and sub-recipient are also interchangeable throughout this document.

NON-DISCRIMINATION AND EQUAL ACCESS

No person in the United States shall on the grounds of race, color, national origin, religion or sex be excluded, denied benefits or subjected to discrimination under any program funded in whole or in part by Federal funds. Consequently, recipients must take measures to ensure non-discriminatory treatment, outreach and access to program resources. This applies to employment and contracting, as well as to marketing and selection program participants.

Fair Housing and Equal Opportunity

Recipients of Federal funds and their activities must comply with all of the following Federal laws, executive orders and regulations pertaining to fair housing and equal opportunity. They are summarized below:

Title VI of the Civil Rights Act of 1964, as Amended (42 U.S.C. 2000d et seq.): States that no person may be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity which receives Federal financial assistance on the basis of race, color or national origin. The regulations implementing the Title VI Civil Rights Act provisions for HUD programs may be found in [24 CFR Part 1](#).

The Fair Housing Act (42 U.S.C. 3601-3620): Prohibits discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, handicap or familial status. Furthermore, section 104(6)(2) of the Act requires that each grantee certify to the Secretary of HUD that it is affirmatively furthering fair housing. The certificate specifically requires actions to overcome the effects of any impediments identified and maintain records on the analysis, plan and actions in this regard. Regulations implementing the Fair Housing Act for the HUD programs may be found in [24 CFR Subtitle B Chapter 1](#).

Equal Opportunity In Housing (Executive Order 11063, as amended by Executive Order 12259): Prohibits discrimination against individuals on the basis of race, color,

religion, sex or national origin in the sale, rental, leasing or other disposition or residential property, or in the use or occupancy of housing assisted with Federal funds. Equal Opportunity in Housing regulations may be found in [24 CFR Part 107](#).

Age Discrimination Act of 1975, as Amended (42 U.S.C. 6101): Prohibits age discrimination in programs receiving Federal financial assistance. Age Discrimination Act regulations may be found in [24 CFR Part 146](#).

Section 109 of Title I of the Housing and Community Development Act of 1974: Requires that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded with CDBG funds on the basis of race, color, religion, national origin or sex. [24 CFR Part 6](#).

Affirmative Marketing

Grantees must adopt affirmative marketing procedures and requirements for all federally assisted housing with five or more units. Requirements and procedures must include:

- Methods for informing the public, owners and potential tenants about fair housing laws and the grantee's policies (for example, use of the Fair Housing logo or equal opportunity language);
- A description of what owners and/or the grantee will do to affirmatively market housing assisted with Federal funds;
- A description of what owners and/or the grantee will do to inform persons not likely to apply for housing without special outreach;
- Maintenance of records to document actions taken to affirmatively market Federally-assisted units and to assess marketing effectiveness; and
- Description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.

Accessibility and Reasonable Accommodations for People with Disabilities

The Federal regulations also require adherence to the three following regulations governing the accessibility of federally assisted buildings, facilities and programs. The programs are summarized as follows:

Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155,201,218 and 225): Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services and telecommunications. The Act, also referred to as the ADA, also states that discrimination includes the failure to design and construct facilities (built for first occupancy after January 26, 1993) that are accessible to and usable by persons with disabilities. The ADA also requires the removal of architectural and communication barriers that are structural in nature in existing facilities. Removal must be readily

achievable, easily accomplishable and able to be carried out without much difficulty or expense.

Fair Housing Act: Multi-unit family dwellings must also meet the design and construction requirements at [24 CFR 100.205](#), which implement the [Fair Housing Act \(42 U.S.C. §§ 3601-19\)](#).

Section 504 of the Rehabilitation Act of 1973: Section 504 of the Rehabilitation Act of 1973 is a federal law, codified at 29 U.S.C. § 794, that prohibits discrimination on the basis of disability in federally-assisted programs or activities. Specifically, Section 504 states: No otherwise qualified individual with a disability in the United States. . .shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service or activity receiving federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service. This means that Section 504 prohibits discrimination on the basis of disability in any program or activity that receives financial assistance from any federal agency, including HUD as well as in programs conducted by federal agencies including HUD.. The specific requirements under Section 504 are summarized as follows:

For the recipient or sub-recipient principally involved in housing or social services, all of the activities of the agency and not just those directly received Federal assistance, are covered under Section 504.

- Contractors and vendors are subject to Section 504 requirements only in the work they do on behalf of a recipient or sub-recipient.
- The ultimate beneficiary of the federal assistance is not subject to Section 504 requirements.
- Recipients and sub-recipients are not required to take actions that create undue financial and administrative burdens or alter the fundamental nature of the program.

More information about Section 504 is available at https://www.hud.gov/program_offices/fair_housing_equal_opp/disabilities/sect504faq.

The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157): Requires certain federal and federally funded buildings and other facilities to be designed, constructed or altered in accordance with standards that ensure accessibility to, and use by, people with disabilities.

EMPLOYMENT AND CONTRACTING

Compliance with the following regulations is required by the CDBG program to ensure equal opportunity for employment, labor requirements and contracting/procurement procedures.

Equal Opportunity

Grantees and sub-grantees must comply with the following regulations that ensure equal opportunity for employment and contracting.

Equal Employment Opportunity. Executive Order 11246, as Amended: Prohibits discrimination against any employee or applicant for employment because of race, color,

religion, sex or national origin in all phases of employment during the performance of federal or federally-assisted construction contracts. Contractors and sub-contractors must take affirmative action to ensure fair treatment in employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation and selection for training and apprenticeship. Implementing regulations may be found at [41 CFR Part 60](#).

[Section 3 of the Housing and Urban Development Act of 1968](#): Requires that, to the greatest extent feasible, opportunities for training and employment arising from CDBG/HOME funded activities will be provided to low-income persons residing in the program service area. Also, to the greatest extent feasible, contract(s) for work (all types) to be performed in connection with Federal funds will be awarded to business concerns that are located in or owned by persons residing in the program service area.

[Minority/Women's Business Enterprise](#): Under Executive Order 11625, 12432 and 12138, grantees must prescribe procedures acceptable to HUD for a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, in all contracts ([see 24 CFR 85.36\(e\)](#)).

Labor Requirements

Grantees must comply with certain regulations on wage and labor standards. For CDBG, every contract for construction, including rehabilitation and installation, triggers the requirements (in the case of residential construction, projects with a total of eight (8) or more units).

[Davis-Bacon and Related Acts \(40 U.S.C. 276\(A\)-7\)](#): Ensures that mechanics and laborers employed in public works under federally assisted contracts are paid wages and fringe benefits equal to those that prevail in the locality where the work is performed. This Act also provides for the withholding of funds to ensure compliance, and excludes from the wage requirements apprentices enrolled in bona fide apprenticeship programs.

[Contract Work Hours and Safety Standards Act, as Amended \(40 U.S.C. 327-333\)](#): Provides that mechanics and laborers employed on federally-assisted construction jobs are paid time and one-half for work in excess of 40 hours per week, and provides for the payment of liquidated damages if violations occur. This Act also addresses safe and healthy working conditions.

[Copeland \(Anti-kickback\) Act \(40 U.S.C. 2776c\)](#): Governs the deductions from paychecks that are allowable. The Act makes it a criminal offense to induce anyone employed on a federally assisted project to relinquish any compensation to which he/she is entitled, and requires all contractors to submit weekly payrolls and statements of compliance.

[Fair Labor Standards of 1938, as Amended \(29 U.S.C. 201, et seq.\)](#): Establishes the basic minimum wage for all work and requires the payment of overtime at the rate of at least time and one-half. It also requires the payment of wages for the entire time that an employee is required or permitted to work, and establishes child labor standards.

Contracting and Procurement Practices

The CDBG program is subject to certain Federal procurement rules. In addition, Grantees and sub-grantees must take measures to avoid 1) hiring or contracting with debarred or suspended contractors or sub-recipients and 2) conflict of interest situations.

Procurement : For nonprofit organizations receiving Federal funds , the procurement requirements of 2 CFR Part 200.320 apply.

Conflict of Interest: Federal regulations require recipients of Federal funds to comply with two different sets of conflict-of-interest provisions. The first set of provisions comes from 24 CFR Parts 84 and 85. The second, which applies only in cases not covered by 24 CFR Parts 84 and 85, is set forth in the CDBG and HOME regulations. In general, no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or sub-recipients who may exercise or have exercised any functions or responsibilities with respect to activities assisted with Federal funds or who are in a position to participate in a decision-making process or gain inside information with regard to such activities may obtain a personal or financial interest or benefit from federally-assisted activity, or have an interest in any contract , subcontract or agreement with respect thereof, or the proceeds there under , either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Conflict of interest, with regards to the procurement of supplies, equipment, construction and services by recipients and sub-recipients is also covered by OMB Circular A-110.

Uniform Administrative Requirements and Cost Principles: The recipient and sub-recipients shall comply with the policies, guidelines and requirements of 2 CFR 200, subpart E: Cost Principles, as applicable, as they related to the acceptance and use of federal funds.

Debarred and Suspended Contractors : Federal funds may not be used to directly or indirectly employ, award contracts to or otherwise engage the services of any contractor or subrecipient during any period of debarment, suspension or placement of ineligible status. All contractors, subcontractors, lower-tier contractors and sub-recipients should be checked against the Federal publication that lists debarred, suspended and ineligible contractors. Further information may be found at 24 CFR Part 24 570.609. Contractors or subcontractors benefitting from federal funds must be registered in the System for Award Management.

ENVIRONMENTAL REQUIREMENTS

The City of Tacoma is responsible for meeting a number of environmental requirements, including environmental reviews, flood insurance and site and neighborhood standards.

National Environmental Policy Act of 1969: Section 104(g) of this Act expresses the intent that the policies of the National Environmental Policy Act of 1969 (NEPA) and other provisions of law which further purposes of the Act be most effectively implemented in connection with the expenditure of funds under the Act. This Section also provides that, in lieu of the environmental protection procedures otherwise applicable, the Secretary of HUD may provide for the release of funds for particular projects to grantees who assume all the responsibilities for environmental review,

decision-making and action pursuant to NEPA and the other provisions of law specified by the Secretary, as described above, that would apply to the Secretary were he/she to undertake such projects as Federal projects.

Environmental Responsibilities: Grantees assume environmental review, decision making and action responsibilities by executive of grant agreements with the Secretary of HUD. The procedures for carrying out such environmental responsibilities are contained in [24 CFR Part 58](#). Private citizens and organizations may object to the releases of funds on federally-funded project on certain procedural grounds relating to the environmental review ([24 CFR 58.70-77](#)).

Section 202 of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106): Requires that Federal funds shall not be provided to an area that has been identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards unless:

- The community is participating in the National Flood Insurance Program, or it has been less than a year since the community was designated as having special flood hazards; and
- Flood insurance is obtained in accordance with Section 102(a) of the Act.

Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4831(b)): Section 401(b) of the Act directs the Secretary of HUD to prohibit the use of lead-based paint in residential structures constructed or rehabilitated with Federal assistance. [24 CFR Part 35](#)

Residential Lead-based Paint Hazard Reduction Act of 1992: Is also known as [Title X](#) of the Housing and Community Development Act of 1992 and amended the Lead-Based Paint Poisoning Prevention Act of 1971. Requirements under the regulation differ depending on the nature of the activity, amount of Federal funding, and the duration of the Federal government's relationship with the grantee. The lead-based paint regulations are implemented in sections 1012 and 1013 of this Act. The effective date of these requirements was September 15, 2000. Grantees and sub-grantees are expected to adopt [lead safe work practices](#).

DISPLACEMENT, RELOCATION, ACQUISITION AND REPLACEMENT OF HOUSING

Federally assisted projects involving acquisition, rehabilitation or demolition may be subject to the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and more commonly referred to as the Uniform Relocation Act (URA).

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) ([42 U.S.C. 4601](#) and [24 CFR Part 42](#)): Apply to the acquisition of real property by a grantee or sub-grantee for an activity assisted under this part and to the displacement of any family, individual, business, nonprofit organization or farm that results from such acquisition on. Detailed guidance on compliance with URA and Section 104(d) requirements may be found in [HUD Handbook 1378](#).

Residential Anti-displacement and Relocation Assistance Plan: Under [Section 104\(d\)](#) of the Housing and Community Development Act of 1987, each grantee must adopt, make public and certify that it is following a residential anti-displacement and relocation assistance plan consistent with other goals and objections to minimize the displacement of persons from their homes as a result of any activities assisted with Federal funds, including the provision of one-for-one replacement units and relocation assistance.

Section 104(k) Relocation Requirements: Section 104(k) of the Act requires that reasonable relocation assistance be provided to persons (families, individuals, businesses, nonprofit organizations or farms) who are permanently and involuntarily displaced as a result of the use of assistance received under this part to acquire or substantially rehabilitate property.

Section 3

Under [Section 3](#) of the HUD Act of 1968, wherever HUD financial assistance is expended for housing or community development, to the greatest extent feasible, economic opportunities will be given to Section 3 residents and businesses in that area. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities that involve construction, rehabilitation, and other public construction/ public works projects they choose to fund in their neighborhoods. Learn more about registering online as a [Section 3 business](#) or self-certifying as a [Section 3 resident](#).

Prevailing Wages

Grantees that will use CDBG funds to pay for the labor or materials necessary to perform public works (i.e. construction) activities related to housing rehabilitation and repair or public improvements will be required to pay prevailing wages. Prevailing wages will be based on the job classifications of individuals performing the public works. For projects costing less than \$2,000, the greater of the federal Davis-Bacon and the state's prevailing wage rate will apply. For projects costing more than \$2,000, federal wage rates will apply. Grantees subject to paying prevailing wages must document that the correct wage rates were paid. Documentation

includes filing Intents, Affidavits, and, in some cases, Certified Payrolls. For more information about federal prevailing wage rates visit

<https://www.dol.gov/general/topic/wages/govtcontracts> State prevailing wage rates can be located at <https://lni.wa.gov/forms-publications/f700-032-000.pdf>

System for Award Management

Any organization, including grantees and their contractors and sub-contractors, which will benefit from federal funds must be registered in the [System for Award Management](#). Federal funds may not be used to benefit any organization that holds a debarred, suspended or ineligible status in SAM. A grantee that is found to have used CDBG funds to pay an entity or person who holds a debarred or suspended status in SAM may be required to reimburse the City an amount equal to what was paid to the debarred or suspended entity or person.

Record Retention

Programs/Projects awarded CDBG funds will be required to retain certain detailed records documenting that their project meets a national objective and eligible use of funds. The record keeping requirements listed below should be seriously considered when your organization is contemplating whether to apply for 2023 CDBG funds. The following is not a comprehensive list of records that must be kept and may not include all record requirements that will be applicable should your program/project be awarded CDBG funds:

Programs/ Projects Performing Housing Assistance Activities

- The total cost of each home repair or rehabilitation project;
- The program's total budget, including CDBG funds;
- For each individual home repair/rehabilitation project, documentation that the person benefitting from the program is the homeowner and occupies the home as his or her permanent housing;
- For each individual home repair/rehabilitation , documentation of the household name, address , size, head of household race, ethnicity and annual gross household income of each household served;
- For each individual home repair/rehabilitation, a scope of work;
- Documentation that at least 51% of households served by the program in the grant-year are low or moderate income. Income limits can be found in Section IV: CDBG Income Guidelines;
- As applicable and dependent upon the total cost of each individual home repair/rehabilitation project, proof of conformity with state and/or federal prevailing wage laws;
- For each individual home repair/rehabilitation project, the age of the home and documentation of compliance with lead-based paint safe work practices, if applicable;
- For each individual home repair/rehabilitation project, documentation that background checks have been conducted and the System of Award Management consulted before any contractors or subcontractors perform work
- on behalf of the applicant program/project;
- For each individual home repair/rehabilitation project, documentation that permits have been secured prior to work commencing, if applicable;
- Copies of Reimbursement Requests and Monthly Progress Reports submitted to the City of

Tacoma;

- Approved Indirect Cost Allocation Plan, if applicable;
Program Income received, if applicable;
- Number of eligible households assisted on a monthly basis;
- Efforts to comply with Section 3 requirements, if applicable.

Economic Development Activities

- Number and type of technical assistance activities made available to entrepreneurs and microenterprises on a monthly basis;
- The program's total budget;
- Documentation of the creation of new microenterprises;
- Number of microenterprises created based on DUNS numbers issued;
- A listing of permanent jobs and their corresponding titles that were created and filled as a result of technical assistance activities performed;
- Documentation that at least 51% of the full-time equivalent jobs created by the program/project and/or by the microenterprises it assists were filled by low or moderate income individuals;
- Documentation illustrating the cumulative number of permanent full-time equivalent (40 hours) jobs created;
- For each person filling a newly created job, documentation of the household name, address, size, race, ethnicity and annual gross household income;
- Reimbursement Requests for COBO funds;
- Approved Indirect Cost Allocation Plan, if applicable;
- Program Income received;
- Number of entrepreneurs assisted on a monthly basis;
- Number of technical assistance activities offered on a monthly basis;
- Efforts to comply with Section 3 requirements, if applicable.

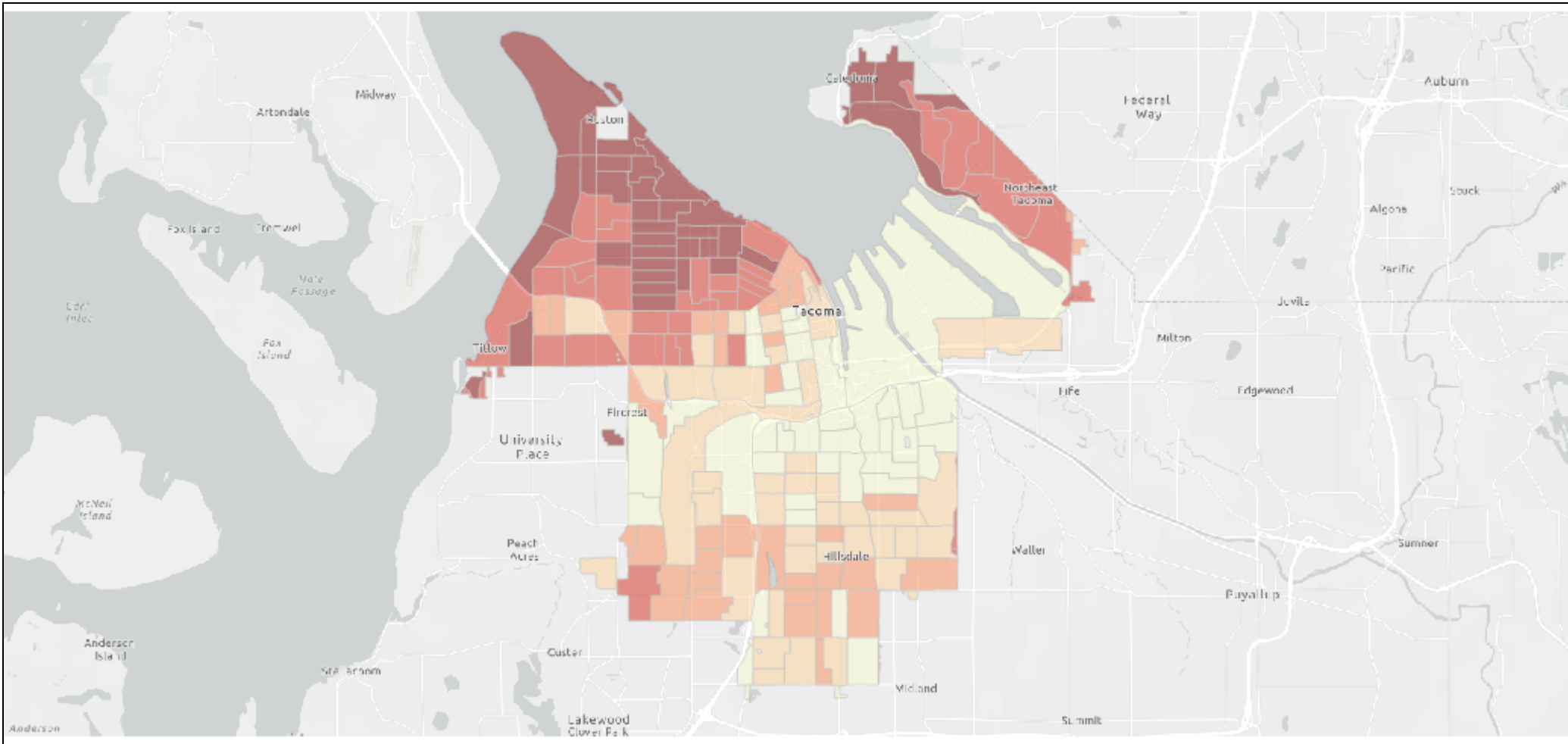
Slum/ Blight Prevention or Elimination Activities

- A description of the specific condition of blight or physical decay that will be treated through the activity;
- For rehabilitation carried out under a Slum/Blight National Objective, the specific conditions that are detrimental to public health and safety;
- Details and scope of work for how CDBG funds will be used to eliminate or prevent slum or blight;
- Efforts to comply with Section 3 requirements, if applicable.

IV.

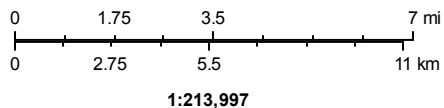
MAPS

City of Tacoma



Equity/Opportunity Overall Index 2020

- Very High
- High
- Moderate
- Low
- Very Low



Population in Low/Moderate Income Households 2011-2015 ACS Census Block Group Summaries

