

2021 Community Development Block Grant Application for Funds

This application is for 2021 Community Development Block Grant (CDBG) funds. Applications will be accepted for projects/programs conducting one the following activities: Housing rehabilitation and/or repair; economic development in the form of microenterprise assistance; or off-site public improvement measures. A map of each revitalization area is found in the Funding Information Packet accompanying this application.

The funding cycle begins July 1, 2021 and concludes June 30, 2022.

Note: Applicants applying for funds to conduct public improvements/public facilities activities must submit a Supplemental Form in addition to this application. For assistance or to obtain a Supplemental Form: Call Heidi Burbidge at (253) 591-5221 or send email to cedhousingdivision@cityoftacoma.org.

APPLICATION DEADLINE – submit all application documents by:

Monday, February 8, 2021 at 5:00pm

Application forms submitted after the deadline, or submitted without the proper authorized signature will not be considered for funding.

Application Instructions:

Instructions on completing this application are found on page 16 of the Funding Information Packet, located at <http://www.cityoftacoma.org/conplan> under the Funding Opportunities header.

General Policies of the CDBG program:

General policies of the CDBG program are found in the Funding Information Packet, located at <http://www.cityoftacoma.org/conplan> under the Funding Opportunities header.

General Agency Information

1. Agency name _____

2. Link to application documents (see Funding Information packet)

3. Agency tax ID (EIN) # _____

4. Agency UBI # _____

5. Agency CAGE Code (also known as CCR #) _____

A CAGE Code is required to receive federal funding. If the agency does not have a CAGE code, visit www.sam.gov and create an individual user account.

6. Agency DUNS # _____

A DUNS number is required. If the organization does not have a DUNS #, visit <http://fedgov.dnb.com/webform> and request a DUNS number.

7. Agency address

8. When was the agency established? _____

9. Agency phone # _____

10. Agency's organizational structure

Public agency

Private non-profit

Non-profit 501©3

Other

11. Executive Director's name _____

12. Executive Director's phone # _____

13. Executive Director's email address _____

14. Name of designated contact regarding this application _____

15. Contact's title _____

16. Contact's phone # _____

17. Contact's email address _____

General Program/Project Information

The City of Tacoma funds specific program/projects as opposed to agencies as a whole. As such, please provide information about the applicant program/project.

18. Program/Project name _____

19. Program/Project address.

If multiple addresses, provide
census tract numbers.

20. How long has the program/project been in operation?

21. How many staff members are dedicated to the program/project? Of those, how many work full-time on this program/project? How many work part-time on this program/project? What are their duties?

22. Has the program/project been awarded CDBG or other federal funds in the past?

Yes No

23. Amount of City of Tacoma CDBG funding the program/project has received in the previous and current (2018-2020) grant years from the Community & Economic Development Dept.

\$ _____

24. Amount of City of Tacoma CDBG funding the program/project is requesting from the Community & Economic Development Dept. in this application for the 2021-2022 CDBG grant year.

\$ _____

25. If the full amount of funds requested in question #24 is awarded, how will the program/project use the funds? What will be accomplished with the funds? Be specific (e.g. funds will be used to pay 50% of the salary of 1 full-time employee and 50% of the salary of one part-time employee dedicated to the programs operation. It will also be used to purchase materials necessary to provide housing rehabilitation and repair services to 140 homeowners).

26. If the full requested funds cannot be provided what is the program/project's alternative funding request?

\$ _____

27. If the alternative funding requested in question #26 is awarded, how will the program/project use the funds? What will be accomplished with the funds? Be specific (e.g. funds will be used to pay 50% of the salary of 1 full-time employee and 50% of the salary of one part-time employee dedicated to the program's operation. It will also be used to purchase materials necessary to provide housing rehabilitation and repair services to 140 homeowners).

Assessment of Need

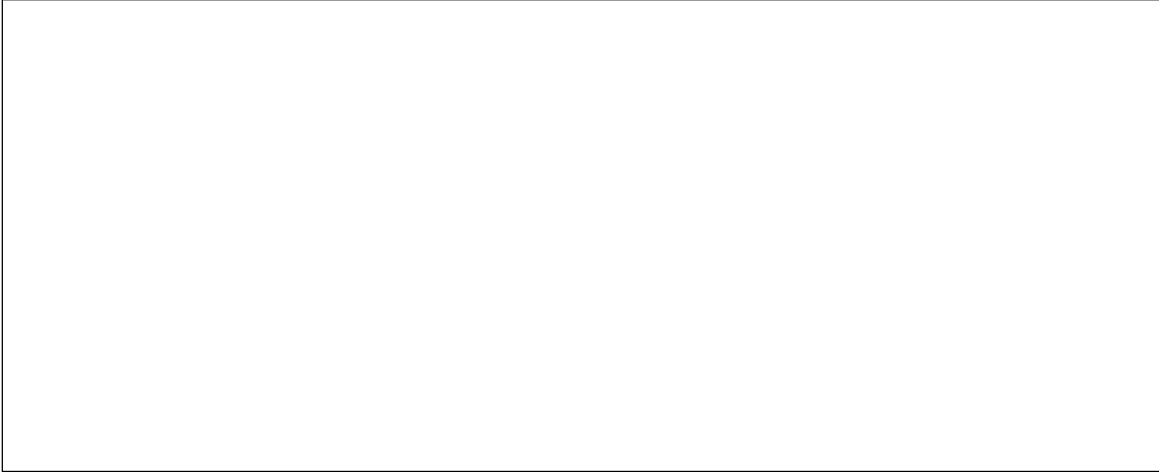
28. Program/project description. Provide a detailed description of the program/project, including eligibility criteria, target population, average income of individuals served, service area, type of services offered, and if applicable the monetary value of the services provided. If the program currently receives CDBG funds from the City note any changes (e.g. staff turnover, new services offered or historic services discontinued) in the program or its operations that have occurred since January 2019.

29. Purpose. Describe the objective(s) and the primary purpose(s) of the program/project.

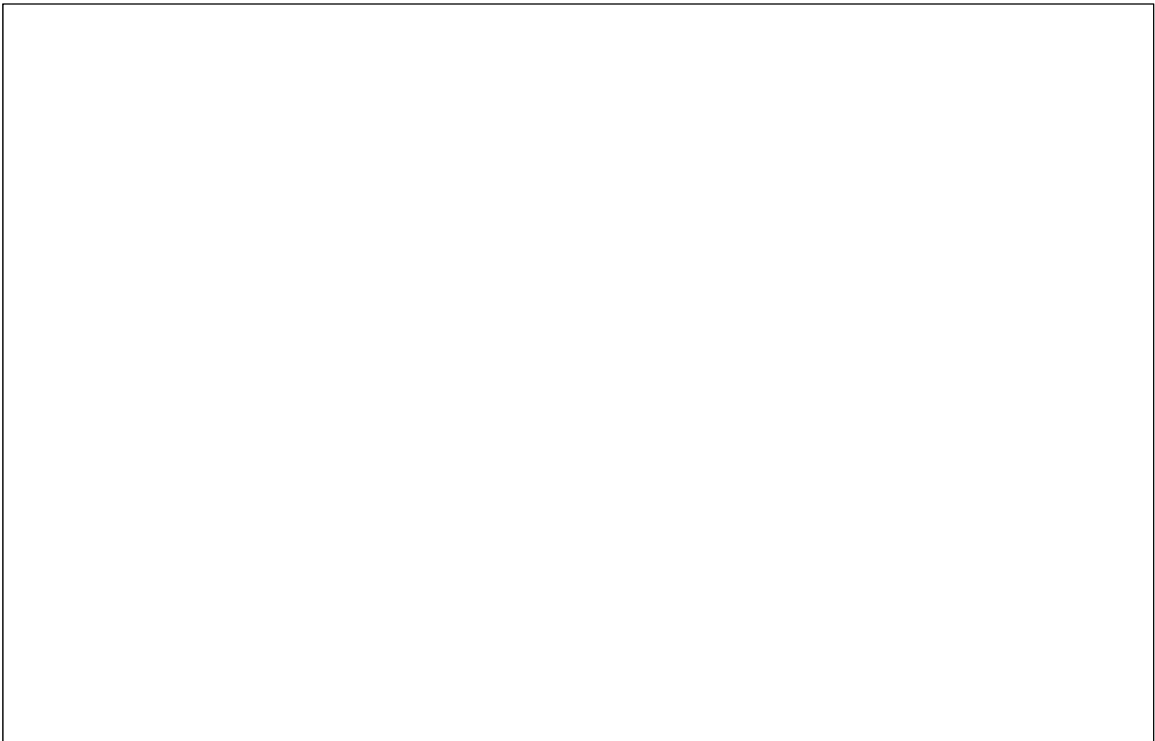
30. Project Need and Demand. Describe the demand and need for the program/project compared with the availability of same or similar programs/projects. What makes this program/project unique? What impact would the loss of the program/project have on the Tacoma community and the individuals the program/project serves? Cite demographics, statistics and other supporting documentations.

Experience & Capacity

31. Experience. Describe the *agency's* experience in the implementation of the *program/project* and in carrying out the objectives listed above. Describe specific recent successes of the program/project.



32. Timeline. Provide a program/project implementation schedule from start to finish. List significant steps in the schedule, including program/project development, pursuit of funding final budget determination, program start and completion dates, when service delivery will occur and any additional major processes or steps to be undertaken. The timeline should illustrate the applicant program/project can be accomplished, the City of Tacoma's CDBG money leveraged, and measurable outputs achieved in the timeframe of July 1, 2021 to June 30, 2022.



33. Grant spend-down. If the program/project has received CDBG grant funds from the City of Tacoma's Community & Economic Development Department in the past three years, has it fully expended its grant funding each year? If no, explain why not and what will be done to fully expend grant funds should they be awarded for the 2021-2022 grant year.

Collaboration

34. Lincoln and South Tacoma Revitalization. The City of Tacoma has identified the Lincoln District neighborhood and South Tacoma neighborhood for revitalization efforts in the upcoming years. Describe the program/project's current and planned presence in these neighborhoods (see Section VI: Maps in the Funding Information Packet). How can the project/program partner with the City of Tacoma and other organizations to revitalize these areas? Give examples.

35. Describe current efforts to collaborate with other agencies to serve the Tacoma community. Include the agencies' names and the program/project's role in the collaboration. Examples of collaboration include strategic partnerships and involvement in community-wide planning efforts to improve an existing system or infrastructure or establish a new system or infrastructure. Describe any collaboration that is planned but has yet to be implemented. Be specific.

National Objective & Eligible Activity

36. Will the program/project benefit individuals living or working in Tacoma?

- Yes No

37. Indicate which National Objective ([24 CFR 570.208](#)) you believe the program/project satisfies. **Select only one.**

- Benefit low and moderate-income residents
- Aid in the prevention or elimination of slum and/or blight
- Meet and urgent need

38. Location of services. Indicate where the program/project's services will be offered.

- Citywide
- In a specific neighborhood. List:
- In one or more census tracts. List:

39. Indicate which income group(s) will be served by the program/project. See Funding Information Packet, Section IV: CDBG Income Guidelines for assistance in determining Area Median Income (AMI). Select all that apply.

- Extremely Low Income (30% and below of the AMI)
- Very Low Income (Between 31 and 50% of the AMI)
- Low Income (Between 51 and 60% of the AMI)
- Moderate Income (Between 61 and 80% of the AMI)
- Other (specify)

40. Target Population: Indicate which population(s) is most likely to be served by the program/project. Select all that apply.

- Children and youth
- Families
- Women
- Veterans
- Low Income individuals and families
- Current and prospective business owners/entrepreneurs
- Other (specify)
- Single family homeowner occupied households
- Senior citizens
- Disabled persons
- Men

41. Indicate which eligible activity the program/project will perform. **Select only one.**

- Housing Assistance Residential and Preservation of Single-Family Homeowner Occupied Households ([24 CFR 570.202\(a\)\(1\)](#); [24 CFR 570.202\(b\)\(2\)](#))
- Economic Development: Microenterprise Assistance ([24 CFR 570.201\(o\)](#))
- Public Improvements/Public Facilities: [24 CFR 570.201\(c\)](#)

NOTE: CDBG funds will be directed to Public Improvements/ Public Facilities only if funds remain after all other Council Funding Priorities are met. See Section II: City Council Funding Priorities Statement. Public improvements applicants must demonstrate that grant funds will be used to conduct off-site infrastructure improvements related to priority projects in low income residential neighborhoods and business districts in and around the Lincoln District and South Tacoma revitalization areas. See Section VI: Maps in the Funding Information Packet. Public improvements will be considered for funding prior to public facilities. Applicants seeking funding for public improvements or facilities must complete a Supplemental Form in addition to this application. A Supplemental Form can be obtained by calling Heidi Burbidge at (253) 591-5221 or e-mailing cedhousingdivision.org.

42. Provide rationale for selecting the above indicated National Objective and Eligible Activity.

Housing Assistance

Only complete questions 43-45 if Housing Assistance was selected as the eligible activity in question 41.

43. Housing Status. Indicate which population(s) is most likely to be served by the program/project. Select all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Renter | <input type="checkbox"/> Homeowners |
| <input type="checkbox"/> First-time Homebuyer | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Special Need Population | <input type="checkbox"/> Other (specify) _____ |

44. Outputs. Approximately, how many Tacoma households* will be served between July 1, 2021 and June 30, 2022 if awarded the full funds requested in question #24?

*Household is defined by [24 CFR 570.3](#) 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 counted as a household.

45. Outputs: Approximately, how many Tacoma households* will be served between July 1, 2021 and June 30, 2022 if awarded the alternative funding request identified in question #26?

Economic Development

Only complete questions 46-47 if Economic Development was selected as the program/project's eligible activity in question 41.

46. Type of Economic Development: Indicate the type of microenterprise assistance activity the program/project will undertake. Select all that apply.

- Establishment, stabilization or expansion of a microenterprise(s), defined as 5 or fewer employees including business owner(s)
- Technical assistance to entrepreneurs or to persons developing or expanding a new or existing microenterprise
- General support to owners of a microenterprise(s) or to persons developing a microenterprise(s)
- Other (specify) _____

47. Outputs. Will the program/project or microenterprises and/or entrepreneurs assisted by the program/project create permanent full-time equivalent (40 hours per week) jobs* as a direct result of the services provided by the program/project?

*Note: programs/projects that are awarded CDBG funds for economic development services must create a minimum of 1 permanent, full-time equivalent (40 hours/ week) job per \$35,000 in grant funds awarded. Multiple permanent part-time jobs, of which the aggregate weekly hours amount to 40, may be counted as 1 full-time equivalent job.

- Yes
- No

A) If awarded the full funds requested in question #24, approximately how many full-time equivalent jobs will be created by the program/project or by microenterprises assisted by the program/project between July 1, 2021 and June 30, 2022?

B) If awarded the alternative funding requested in question #26, approximately how many full-time equivalent jobs will be created by the program/project or by microenterprises assisted by the program/project between July 1, 2021 and June 30, 2022?

Public Improvements/Public Facilities

Only complete question 48 if public improvements /public facilities was selected as the program/project’s eligible activity in question 41. Applicants with projects of this nature must submit a **Supplemental Form** in addition to this application.

Note: These activities are limited to off-site public infrastructure improvements related to priority projects in low income residential neighborhoods and business districts in and around the Lincoln District and South Tacoma revitalization areas and to public facilities.

48. Type of public improvement/ public facility

- Off-site improvements
- Public facility (specify)

Prevention or Elimination of Slum or Blight on a Spot Basis

Only complete questions 49 and 50 if the project involves an activity that was classified in question #37 as meeting the National Objective of aiding in the prevention or elimination of slum

49. Describe the location of the project and the condition of blight that will be addressed with the grant funds requested.

50. If the project involves rehabilitation to eliminate blight on a spot basis list the specific blight conditions that are detrimental to public health and safety. See [24 CFR 570.208\(b\)](#)

Federal Cross-Cutting Regulations

51. Describe the agency's experience in receiving government funds and complying with government regulations such as those pertaining to prevailing wage, lead- based paint, Section 3, and registration in the System for Awards Management (SAM). If the agency does not have experience with receiving government funds and complying with government regulations state this.

CDBG Program Income Limits. A program/project receiving CDBG funds under the National Objective of benefitting low and moderate income individuals must be able to document the income of individuals and households provided services.

52. If awarded funds, will the program/project able to document the annual household income of all households/ entrepreneurs receiving services?

- Yes No N/A (The program/project will meet the National Objective of aiding in the elimination of slum or blight or meeting an urgent need.)

53. Is it anticipated that at least 51% of households/entrepreneurs receiving service will be classified as low or moderate income? See Funding Information Packet Section IV: CDBG Income Guidelines to determine low and moderate income.

- Yes No N/A (The program/project will provide Public Improvements.)

54. Is it anticipated that at least 51% of jobs created will be filled by low or moderate income entrepreneurs? See Funding Information Packet Section IV: CDBG Income Guidelines to determine low and moderate income.

- Yes No N/A (The program/project will provide Housing Assistance services or Public Improvements.)

55. Income Documentation. How does the program/project currently document the income of individuals receiving services? If income is not documented indicate as such and explain how income documentation will occur if the program/project is awarded funds. Answer N/A if the project consists of off-site public improvements.

Section 3. An explanation of [Section 3](#) regulations, requirements and definitions can be found in the Funding Information Packet, Section III; Application Instructions, Information and Process.

56. Is the agency registered as a Section 3 business?

- Yes No N/A

57. Does the agency subcontract with Section 3 businesses?

- Yes No N/A

58. Does the agency make it a priority to hire Section 3 residents?

- Yes No N/A

59. If applicable, what additional actions, if any, does the agency take to satisfy Section 3 requirements? Be specific.

Prevailing Wages. Programs using CDBG funds to directly pay for public works (construction) must pay individuals performing the public works a prevailing wage. An explanation of prevailing wage requirements and definitions can be found in the Funding Information Packet, Section III: Application Instructions, Information and Process and in Section V: Federal Cross-Cutting and Other Program Requirements.

60. To the extent that state and federal prevailing wage laws are applicable, describe what steps your agency will take to comply with prevailing wage regulations? Be specific.

System for Award Management (SAM). Federal regulations stipulate that all organizations benefitting from CDBG funds must be registered in the System for Award Management (SAM). Furthermore, organizations must not be listed in SAM as debarred or suspended from benefitting from federal grant dollars. If funded, this stipulation will apply to the applicant program/project as well as contractors, sub-contractors and consultants hired and paid to perform work on behalf of the applicant program/project.

61. Explain the method that the program/project will use to ensure that the project/program, its contractors, sub-contractors and consultants performing work on behalf of the applicant program/project will be registered in SAM and that no CDBG funds will be used to pay for their services if the organization carries a debarred or suspended SAM status.

City of Tacoma Council Priorities

62. City Council General Priorities. Check all that apply.

- Proposal is consistent with existing City Plans (e.g. [2020-2025 Consolidated Plan](#), [Comprehensive Plan](#), [Economic Development Plan](#))
- Uses CDBG funds to leverage funds from other sources CDBG funding will be expended within 12 to 24 months
- Proposed by an organization with a proven capacity for project completion and management
- Shows reasonable cost effectiveness
- Does not require City of Tacoma General Fund allocations for project operation or maintenance

63. How will the program/project meet the goals, objectives and strategic priorities of the City of Tacoma's [2020-2025 Consolidated Plan](#) and key elements, such as the Housing Element and the Economic Development Plan, of the [Comprehensive Plan](#)?

64. Public Involvement. Has there been public involvement in the development of the program/project?

- Yes No

65. If yes, describe the public's involvement in developing the program/project.

66. Leveraging. Describe how and the degree to which the program/project will leverage City of Tacoma CDBG funds.

Budget

67. Has the program/project applied for funding to be used in the timeframe of July 1, 2021 through June 30, 2022 from any other organizations?

- Yes No

A. If yes, list the organizations and the amount of funding requested

B. If yes, list the organizations and the amount of funding which has been committed to the program for use between July 1, 2021 and June 30, 2022. A commitment is generally reflected via a written agreement or notification from the funder.

Applicant will outline its budget on the following pages.

68. Program/project Revenue

List the program/project’s funding sources for the timeframe of July 1, 2021 through June 30, 2022. Indicate whether the funding is currently proposed or committed. Committed is defined as either already received or a notification of commitment has been issued.

Program/Project Revenue Source	Proposed Funding	Committed Funding	Total Funding
City of Tacoma: Community & Economic Development Dept. CDBG <i>(Must match the amount requested in this application and listed in Question 24)</i>			
City of Tacoma: Other (funds from other City departments)			
City of Lakewood			
Pierce County			
Other government: local			
Other government: WA state			
Other government: federal			
Foundation/ Corporate grant			
In-kind donation (monetary and otherwise)			
Fees			
United Way of Pierce County			
Income from program/project operations			
Program Income (including facility rental)			
Other (specify below)			
Individual Donations			
Special Events			
Interest Income			
Total Operating Budget			

69. Program/Project Expenses

Detail the program/project's anticipated expenses in the July 1, 2021 through June 30, 2022 timeframe. Indicate the revenue sources which will be used to cover expenses.

Note: Include all program expenses, regardless of whether the expense is eligible for reimbursement under the City's CDBG program.

Anticipated Program/Project Expenses ¹	Total Anticipated Expense	Amount Program/Project Plans to Pay With CDBG Funds	Amount Program/Project Plans to Pay With Other Funds	Specify Source of Other Funds
Personnel (salaries and benefits; amount must match that listed in the Personnel Detail table on page 23)				
Travel/Mileage				
Supplies				
Telecommunications				
Printing/Advertising/Marketing				
Mail/Postage				
Subcontracted Services (including labor; amount must match that listed in the Contracted Services table on page 24)				
Consulting				
Space/ Utilities				
Insurance				
*Sales Tax at 10.1%				
In-Kind				
Subscriptions and Fees				
Accounting/Audit				
Legal				
Indirect Costs at _ 0 %				
Other Expenses (specify below)				
Fundraising, Board/Staff Development, Membership Fees				
AmeriCorps				
Total Program/Project Expenses				

70. Program/project Personnel Detail: Salaries & Fringe Benefits

List the staff positions that will bill time to the program/project. Complete the table for the timeframe of July 1, 2021 through June 30, 2022. List the percentage associated with fringe benefits. Total salaries and fringe benefits attributable to the program/project must match the total provided in the Personnel line on the Program/Project Expenses table found on page 22.

Position Title		Total Hours/Week	Approximate Hours/Week Directly Dedicated to Program/Project	Hourly Wage or Annual Salary	Amount of Annual Fringe Benefits
Fringe Benefits @		%			
Total Wages/Salaries					
Total Fringe Benefits					

71. Contracted Services

List the types of services that the program/project expects it will contract or subcontract for the timeframe of July 1, 2021 through June 30, 2022. Provide the name of the contractors which will provide the services. Total contracted and subcontracted service expenses listed in this table must match the subcontracted service expenses listed in the Program/Project Expenses table on page 22.

Type of Contracted Service	Estimated Service Expense	Contractor Providing Service
Total Contracted Services Expense		

72. References

Provide the name and contact information for three references who are current or past funders. If three current or past funders are not available for reference please provide another reference and explain the program/project's relationship to the reference.

Reference 1

Agency Name: _____

Contact Name: _____

Contact Phone #: _____ Contact Email: _____

Is this contact a current or past funder? If no, explain the relationship between the reference and applicant.

Reference 2

Agency Name: _____

Contact Name: _____

Contact Phone #: _____ Contact Email: _____

Is this contact a current or past funder? If no, explain the relationship between the reference and applicant.

Reference 3

Agency Name: _____

Contact Name: _____

Contact Phone #: _____ Contact Email: _____

Is this contact a current or past funder? If no, explain the relationship between the reference and applicant.

Attachments

Applications should be accompanied by a hard copy of the following agency and program/project attachments. Include all applicable items, even if the item has been recently submitted. If an item is not applicable please submit with the application a brief written explanation of why it is not applicable. Checkmark the attachments that are being submitted and separate documents with a blank sheet of typing paper for ease of review.

- 1. Copy of current list of applicant's Board of Directors showing officers;
- 2. Signed board resolution or board minutes authorizing submittal of application;
- 3. List of personnel authorized to commit the agency;
- 4. Copy of Applicant's 501(c)3 letter from the Internal Revenue Service;
- 5. Copy of certification from the Washington State Secretary of State that the applicant's organization is registered to do business in the State of Washington;
- 6. Copy of a current business license indicating that the Applicant is licensed to do business within the City of Tacoma;
- 7. Program/project's organizational chart;
- 8. Agency's organizational chart;
- 9. If applicable, federally approved indirect cost rate plan, as indicated by an indirect cost rate agreement.
- 10. Copy of agency's audited financial reports including a letter on internal controls for the past two years. If audits have not been completed or are not required for applicant, substitute CFO-certified financial statements for the past 2 fiscal years;
- 11. Copy of agency's unaudited current year-to-date financial statements (Balance Sheet and Profit and Loss Statement);
- 12. Copy of agency's tax return, Form 990, prior 2 tax years (Non-profits only);
- 13. Copy of agency's current Articles of Incorporation;
- 14. Copy of agency's current Bylaws;
- 15. Documentation of funds that have been committed to the program/ project for use in the timeframe of July 1, 2021 through June 30, 2022.

Signatures Committing the Agency & Program/Project

A person authorized to commit the organization must provide a hard-copy signature in blue ink below. Applications that are not signed or which are signed by unauthorized personnel will not be considered for funding. A form with an electronic signature can be submitted with the email copy of the application, but an original signature must be provided within the hard copies.

I certify that the information contained in this application is accurate and true to the best of my knowledge. I further certify that submission of this application has been approved by the appropriate governing bodies.

Signature of authorized personnel

Date

Printed name of authorized personnel

Title of authorized personnel

As personnel authorized to commit my agency, I understand the applicant program/project will be required to meet federal CDBG regulations, as outlined in the [Code of Federal Regulations](#) (CFR). I further understand the applicant program/project will be required to meet federal regulations outlined in the Funding Information Packet, Section V: Federal Cross-Cutting and Other Program Requirements accompanying this application. I certify that the applicant program/project, should it be awarded funding, is or will be able and prepared to meet all regulations outlined in the Information Packet and the CFR beginning July 1, 2021.

Signature of authorized personnel

Date

Printed name of authorized personnel

Title of authorized personnel