

2025 CDBG & HOME Funding Application Guidelines



Economic Prosperity and Housing

October 1, 2024



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INTRODUCTION

The City of Vancouver is accepting applications for the 2025 Economic Prosperity and Housing funding cycle. The city anticipates making approximately **\$1.8 million** available from the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs, including HOME American Rescue Plan (HOME-ARP) for eligible housing projects. It is estimated that these federal funds through the U.S. Department of Housing and Urban Development (HUD) will be available July 2025 based on the release of funds.

The city's housing funds support projects and programs that benefit people experiencing low to moderate income and create lasting community improvements. Please refer to [Appendix A](#), for program income limits for all funding sources.

Community Development Block Grant (CDBG)

- Benefits people with low- to moderate- income (80% of the area median income (AMI) or less) by funding projects that expand economic opportunities and/or improve community services.

HOME Investment Partnerships Program (HOME)

- Supports a wide range of activities that build, buy and/or rehabilitate affordable housing for rent, homeownership or to provide tenant-based rental assistance (TBRA) to people with low to moderate-income (60% AMI for rental units or 80% AMI for homeowner units).

HOME American Rescue Plan (HOME-ARP)

- Funds must benefit qualifying individuals and families who are experiencing homelessness or in other vulnerable populations. Eligible activities include short-term rental assistance and provision of supportive services.

ACCESSING THE APPLICATION

Applications are completed through Neighborly Software, an online grant management system, starting October 1, 2024. Applicants can start the application process at: <https://portal.neighborlysoftware.com/VANCOUVERWA/Participant>

Online Application

The application consists of the following (refer to the Appendix for more details):

- [Preapplication questions](#)
- [Application questions](#)
 - Follow up questions, if necessary
- [Budget and funding tables](#)
- [Required documents](#)

TECHNICAL ASSISTANCE AND QUESTIONS

It is highly recommended new and potential applicants contact the City of Vancouver's housing email, housing@cityofvancouver.us, for technical assistance prior to filling out an application. Staff will assist in determining the funding source based on the type of project, funding available, and alignment with program objectives. Applicants may also join open office hours for pre-application questions and technical assistance on October 20, 2024, from 9 am to 12 pm and open office hours for application questions and technical assistance on November 15, 2024, from 9 am to 12 pm. For more information, refer to [Timeline](#).

Office hours for Pre-Application Q&A on October 11, 2024, from 9 am to 12 pm via Teams.

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Office hours for Application Q&A on November 15, 2024, from 9 am to 12 pm via Teams.

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For any questions regarding this application and funding notice, please contact housing@cityofvancouver.us. All questions and answers from the workshops and submitted questions via email will be posted on the City's webpage at www.cityofvancouver.us/cdbg.

TIMELINE

The 2025 funding cycle for all CDBG, HOME and HOME-ARP applications is as follows in the table below. There are multiple steps for the complete application process. Applicants are responsible for completing each step by the designated due date.

October 1, 2024	Applications available at 8 am
October 2, 2024	Application Info Session Public Service (mandatory) at 9 am via Teams
October 2, 2024	Application Info Session HOME (mandatory) at 10 am via Teams
October 2, 2024	Application Info Session HOME-ARP (mandatory) at 11 am via Teams
October 3, 2024	Application Info Session Microenterprise (mandatory) at 3 pm via Teams
October 11, 2024	Office Hours for Pre-Application Q&A from 9 am to 12 pm via Teams
October 20, 2024	Pre-application due at 11:59 pm via Neighborly
November 15, 2024	Office Hours for Application Q&A from 9 am to 12 pm via Teams
November 22, 2024	Deadline to ask technical assistance questions
December 2, 2024	Final application due at 11:59 pm via Neighborly
December 13, 2024	Staff review, request for technical corrections
December 22, 2024	Response to technical corrections due at 12 am
January 2025	Applications provided to Housing Committee
February 14, 2025	Applicant presentations. Conducted in person. Location TBD.
February 2025	Housing Committee Project Recommendations
March/April 2025	Funding Recommendations to City Council
April 2025	City Council Public Hearing
May 2025	Action Plan Submitted to HUD
July 2025	Funding Available – Dependent on HUD Grant Agreements

* All meeting times are Pacific Standard Time.

HOUSING ACQUISITION, CONSTRUCTION AND REHABILITATION PROJECTS

HOME FUNDED

Housing projects that increase and preserve affordable housing opportunity for households with low-income and people experiencing homelessness through the acquisition, construction or rehabilitation of rental or homeowner housing and homebuyer assistance programs. Housing assisted with HOME funds must include units meeting the following affordability requirements during the period of affordability:

- Rental housing: For households earning less than 60% AMI
- Homeowner housing: For households earning less than 80% AMI

Activity	CDBG	HOME
Rental Housing Acquisition, Construction or Rehabilitation		X
Housing Acquisition/Construction for homeownership or Homebuyer Assistance		X

Approximate funding is outlined for Housing Projects. Amounts are subject to change to account for final HUD allocations, community needs, strength of applications and other factors. When requesting funds, round to the nearest thousandth.

Project	Amount Available	Funding Source	Maximum Request*	Minimum Request
Housing Projects - Acquisition, Construction, and Rehabilitation	\$400,000	HOME	\$400,000	\$250,000
Housing Projects – Homebuyer Assistance			\$250,000	\$100,000

*Maximum request is based on previous year’s applications. The city will consider viable applications with a demonstrated need and available support beyond the suggested amounts.

MANDATORY PRE-APPLICATION WORKSHOP

A mandatory online HOME Information Session for interested applicants will be held **October 2, 2024, at 10 am** via Microsoft Teams. Meeting details are below and available at the City’s website: www.cityofvancouver.us/cdbg. If an agency does not attend the pre-application workshop, they will not be able to move forward in the application process unless prior authorization is provided by City staff.

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PROJECT ELIGIBILITY REQUIREMENTS

Eligible Applicants

Nonprofit agencies and public organizations may apply for funds. Private individuals are not eligible for funding awards. Applicants proposing Housing Projects must demonstrate, or have partners that demonstrate, experience developing, owning, and/or managing multifamily or homeowner housing.

Agencies that have received two awards in this category and have not completed both projects, or have not started one, are ineligible to apply. However, agencies that have completed all previous contracts remain eligible.

Eligible Project Costs

Eligible project costs for acquisition, construction, or rehabilitation activities (Housing Projects, and Shelter Capital Projects) include but are not limited to the following:

- Appraisals
- Architectural fees
- Closing costs
- Homebuyer down payment assistance
- Inspections and surveys
- Insurance
- Construction, including sales tax
- Interest
- Development fees and permits
- Financing fees
- Engineering fees
- Environmental assessments and fees
- Gap financing
- Professional services
- Project management
- Purchase/acquisition

Income and Rent Limits

- Projects funded must be located within the city limits of Vancouver.
- HUD establishes income and rent limits annually; see most current Income and Rent Limits for each funding source in Appendix A.
- People served with CDBG funds must earn 80% or less of area median income (AMI).
- Public service programs must serve people earning 50% or less of AMI.
- Housing assisted with HOME funds must serve people earning 60% of AMI (rental units) or 80% AMI (homeowner units) or less.

Project Location Requirements

CDBG and HOME projects that serve people county-wide must apply for funding through Clark County and may require a proportionate contribution of County CDBG or HOME funds based on the percentage of clientele living in and outside city limits. The final award may be adjusted based on funding/service proportionality with Clark County.

<https://www.clark.wa.gov/community-services/cdbg-and-home-applications>

Davis Bacon/Prevailing Wage

Federal Davis Bacon and Washington State prevailing wage rules are in effect for construction activities. These require the tracking and payment of Davis Bacon/prevailing wage rates and may increase the overall project cost. Exceptions to these requirements may apply when City funds only pay for non-construction costs (e.g. land acquisition or soft costs) or are provided in the form of non-forgivable loan.

Buy America, Build America (BABA) Act

Recipients of an award of Federal financial assistance for infrastructure must abide by BABA. This requires:

- (1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished project but are not an integral part of the structure or permanently affixed.

Affordability Period

The incomes of tenants in units acquired, constructed, or rehabilitated with City funds will be reviewed annually throughout the affordability period to verify eligibility. The affordability period is up to 20 years.

Underwriting Parameters

Housing Projects (acquisition, construction, and rehabilitation) will be subject to underwriting prior to contracting. The review includes an evaluation of the developer's capacity and experience as well as the project's finances, including commitment of all funding sources and ability to repay any City- provided loans. Applicants are asked to submit a development budget and operating pro-forma as part of the proposal; these will be evaluated using the underwriting parameters included in the Appendix.

Fair Housing

The City of Vancouver's policies and procedures are developed in compliance with the Federal Fair Housing laws (Civil Rights Act of 1968, Title VIII as amended, Executive Order 11063, as amended by Executive Order 12259, implemented at 24 CFR 107). Contracts awarded under this funding source will require compliance with these laws.

Choice Limiting Actions

Pursuant to 24 CFR 58.22, a choice-limiting action is any activity that an applicant undertakes, including committing or expending HUD or non-HUD funds, that reduces or eliminates the opportunity to choose project alternatives that would avoid or minimize environmental impacts or enhance the quality of the human environment. **No choice limiting actions may be taken once the final application has been submitted in Neighborly.**

FUNDING TERMS

HOME funding for non-capital projects will generally be provided as a grant. HOME funding for acquisition, construction or rehabilitation activities will generally be awarded as half grant, half loan with repayment at 0%-1% interest over a 10-20-year term. The loan shall be secured by a Promissory Note and Deed of Trust. Projects may also have a restrictive Covenant recorded to ensure that the project continues to comply with eligibility requirements. A waiver may be applied for in consultation with the Program Manager, but it is not guaranteed.

HOME funds can generally be used for activities between July 2025 through December 2026. For construction projects, HOME funds must be contracted within two years and expended within five years. Acquisition, construction, or rehabilitation activities must commence within two years from the date City Council awards the funding.



If funded, completion of the pre-contracting process is mandatory, before taking any choice-limiting actions, including the expenditure or commitment of federal or non-federal funds. Prohibited actions include any physical action on a site such as demolition, movement, rehabilitation, conversion, repair, or construction. Further, the agency may not execute a purchase and sale, nor a construction contract prior to environmental clearance.

REQUIRED DOCUMENTS (UPLOAD TO DOCUMENTS TAB IN NEIGHBORLY)

- Upload a **project timeline** using the template provided in Neighborly.
- Upload a **line-item development budget**. Please upload in Excel format.
- Upload an **operating pro forma** that includes:
 - 20-year cash flow projection for acquisition and new construction projects
 - 10-year cash flow projection for rehabilitation projects
- Upload an agency **annual budget, YTD Financial Statement, and most recent audited financials**.
- If available, upload **award letters**/evidence of commitments from other funders that match sources and uses table.
- If available, upload a **development team summary** describing qualifications and experience. Include information about the ownership entity, if different from the development team
- If available, upload a copy of **development pre-application** meeting materials.

TENANT BASED RENTAL ASSISTANCE HOME AND CDBG FUNDED

Tenant Based Rental Assistance (TBRA) is a rental subsidy used to help individual households afford housing costs. Clients choose their housing unit, and the subsidy stays with the client (not the unit) if the household chooses to move to another rental property. This assistance is provided to households who are under 60% AMI and are engaged in services that promote self-sufficiency.

Approximate funding is outlined for TBRA. Amounts are subject to change to account for final HUD allocations, community needs, strength of applications and other factors. When requesting funds, round to the nearest thousandth.

Project	Amount Available	Funding Source	Maximum Request*	Minimum Request
Rental Assistance	\$300,000	HOME	\$200,000	\$100,000 total
Housing Services	\$100,000	CDBG	35% of requested HOME Funds	

*Maximum request is based on previous year's applications. The city will consider viable applications with a demonstrated need and available support beyond the suggested amounts.

MANDATORY PRE-APPLICATION WORKSHOP

A mandatory online HOME Information Session for interested applicants will be held on **October 2, 2024, at 10 am** via Microsoft Teams. Meeting details are below and available at www.cityofvancouver.us/cdbg. If an agency does not attend the pre-application workshop, they will not be able to move forward in the application process unless prior authorization is provided by City staff.

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PROJECT ELIGIBILITY REQUIREMENTS

Eligible Applicants

Nonprofit agencies and public organizations may apply for funds. Private individuals are not eligible for funding awards.

Agencies that have received two awards in this category and have not completed both projects, or have not started one, are ineligible to apply. However, agencies that have completed all previous contracts remain eligible.

Eligible Project Costs

CDBG funds in support of HOME TBRA will be limited to 35% of total HOME award for housing case management staffing and tenant supports. Eligible program costs for Rental Assistance and Housing Services proposals include the following:

HOME-Eligible Costs

- Rent and/or utility payments paid on behalf of a client
- Security deposits
- Tenant income determination/redetermination
- Unit inspections

CDBG-Eligible Costs

- Housing case management for HOME TBRA participants
- Management and operations of TBRA program
- Other housing services related to HOME TBRA tenant stability (application fees, background checks, admin fees, holding deposits, etc.)

Income and Rent Limits

- Projects funded must be located within the city limits of Vancouver.
- HUD establishes income and rent limits annually; see most current [Income and Rent Limits](#) for each funding source in Appendix A.
- The TBRA program must serve people earning 60% of AMI or less.

For more information on program requirements, review the [HOME TBRA Policies and Procedures](#), also found at www.cityofvancouver.us/cdbg.

FUNDING TERMS

Application should be based on a 12-month period. HOME TBRA and CDBG Housing Services funds can generally be used for activities between July 2025 through December 2026.

REQUIRED DOCUMENTS (UPLOAD TO REQUIRED DOCUMENTS TAB IN NEIGHBORLY)

- Upload a **pre-award risk assessment** using the template provided in Neighborly.
- Upload a **project timeline** using the template provided in Neighborly.
- Upload a **line-item program budget** using the template provide in Neighborly. Please upload in Excel format.
- Upload an agency **annual budget, YTD Financial Statement, and most recent audited financials.**
- If available, upload award letters/evidence of commitments from other funders that match sources and uses table.

PUBLIC SERVICES CDBG FUNDED

Public services aim to reduce poverty, increase stability, and prevent and address homelessness for individuals and families through services focused on homelessness, poverty reduction, and housing system coordination. To be eligible for CDBG funding, a public service must be a new service or demonstrate a quantifiable increase in the level of an existing service above that which has been provided in the previous 12 calendar months. Participants must have an income of 50% AMI or less.

Approximate funding is outlined for Public Service. Amounts are subject to change to account for final HUD allocations, community needs, strength of applications and other factors. When requesting funds, round to the nearest thousandth.

Project	Amount Available	Funding Source	Maximum Request*	Minimum Request
Public Services	\$200,000	CDBG	\$75,000	\$50,000

*Maximum request is based on previous year's applications. The city will consider viable applications with a demonstrated need and available support beyond the suggested amounts.

MANDATORY PREAPPLICATION WORKSHOP

A mandatory online Public Service Information Session for interested applicants will be held on **October 2, 2024, at 9 am** via Microsoft Teams. Meeting details are below and available at www.cityofvancouver.us/cdbg. If an agency does not attend the pre-application workshop, they will not be able to move forward in the application process unless prior authorization is provided by City staff.

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PROJECT ELIGIBILITY REQUIREMENTS

Eligible Applicants

Nonprofit agencies and public organizations may apply for funds. Private individuals are not eligible for funding awards.

Agencies that have received two awards in this category and have not completed both projects, or have not started one, are ineligible to apply. However, agencies that have completed all previous contracts remain eligible.

Eligible Project Costs

Eligible program costs for Microenterprise Business Assistance proposals include, but are not limited to, the following:

- Personnel costs (salary and benefits)
- Operating costs
- Travel and training
- Outreach
- Administrative costs specific to City-funded program

Income and Rent Limits

- Projects funded must be located within the city limits of Vancouver.
- HUD establishes income and rent limits annually; see most current [Income and Rent Limits](#) for each funding source in Appendix A.
- People served with Microenterprise Business Assistance CDBG funds must earn 80% or less of area median income (AMI).

FUNDING TERMS

The 2025 awards for CDBG Public Services will end by June 30, 2026. Contracts may be awarded for less than 12 months to meet this deadline.

REQUIRED DOCUMENTS (UPLOAD TO DOCUMENTS TAB IN NEIGHBORLY)

- Upload a **pre-award risk assessment** using the template provided in Neighborly.
- Upload a **project timeline** using the template provided in Neighborly.
- Upload a **line-item program budget** using the template provide in Neighborly. Please upload in Excel format.
- Upload an agency **annual budget, YTD Financial Statement, and most recent audited financials**.
- If available, upload award letters/evidence of commitments from other funders that match sources and uses table.

MICROENTERPRISE BUSINESS ASSISTANCE

CDBG FUNDED

Microenterprise business assistance activities increase economic opportunity by supporting small businesses within Vancouver city limits. Activities may include technical assistance and resources (e.g. grants, loans) to current and prospective business owners. Funds are targeted to serve microenterprises (up to 5 employees) and other small businesses with a focus on historically underutilized businesses. Participants must have a household income of 80% AMI or less.

Approximate funding is outlined for Microenterprise Business Assistance. Amounts are subject to change to account for final HUD allocations, community needs, strength of applications and other factors. When requesting funds, round to the nearest thousandth.

Project	Amount Available	Funding Source	Maximum Request*	Minimum Request
Microenterprise Business Assistance	\$300,000	CDBG	\$250,000	\$100,000

*Maximum request is based on previous year’s applications. The city will consider viable applications with a demonstrated need and available support beyond the suggested amounts.

MANDATORY PREAPPLICATION WORKSHOP

A mandatory online HOME Information Session for interested applicants will be held on **October 3, 2024, at 3 pm** via Microsoft Teams. Meeting details are below and available at www.cityofvancouver.us/cdbg. If an agency does not attend the pre-application workshop, they will not be able to move forward in the application process unless prior authorization is provided by City staff.

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PROJECT ELIGIBILITY REQUIREMENTS

Eligible Applications

Nonprofit agencies may apply for funds. Private individuals are not eligible for funding awards.

Agencies that have received two awards in this category and have not completed both projects, or have not started one, are ineligible to apply. However, agencies that have completed all previous contracts remain eligible.

Eligible Project Costs

Use of CDBG funds for the Microenterprise Program is restricted to certain eligible costs. Eligible costs for the Microenterprise Program include the following:

- Technical assistance
- Business advising
- Grants, loans, loan guarantees
- Business development workshops or classes
- Online business training courses
- General support services to include:
 - Childcare/dependent care services;
 - Transportation to technical assistance or loan processing appointments;
 - Peer support groups;
 - Counseling; and
 - Assistance accessing and paying for direct costs of training and education, such as tuition and fees.
- Job training for owner/employees.

Income and Rent Limits

- Projects funded must be located within the city limits of Vancouver.
- HUD establishes income and rent limits annually; see most current Income and Rent Limits for each funding source in [Appendix A](#).
- People served with CDBG funds must earn 80% or less of area median income (AMI).
- Microenterprises served must have 5 or fewer employees, including the owner

Project Location Requirements

CDBG projects that serve people county-wide must apply for funding through Clark County and may require a proportionate contribution of County CDBG funds based on the percentage of clientele living in and outside city limits. The final award may be adjusted based on funding/service proportionality with Clark County. Visit www.clark.wa.gov/cdbg for information on County funding.

FUNDING TERMS

Under federal regulations, use of CDBG funds for microenterprise activities must meet the national objective of benefit to low/moderate income persons under the Limited Clientele definition. As such, all microenterprise owners must be documented as meeting HUD's low/moderate income definitions prior to receiving any services. The income verification form will be used to confirm income of program applicants.

Limited Clientele: "570.208 (a) (2) Limited clientele activities. (i) An activity which benefits a limited clientele, at least 51 percent of whom are low and moderate-income persons." To qualify for this activity, the Microenterprise Program must have income eligibility requirements which limit the activity exclusively to low- and moderate-income persons.

CDBG funds are generally available on a 12-month basis between July 2025 through December 2026.

REQUIRED APPLICATION SUBMITTAL DOCUMENTS (UPLOAD TO DOCUMENTS TAB IN NEIGHBORLY)

- Upload a **pre-award risk assessment** using the template provided in Neighborly.
- Upload a **project timeline** using the template provided in Neighborly.
- Upload a **line-item program budget** using the template provide in Neighborly. Please upload in Excel format.
- Upload an agency annual **budget, YTD Financial Statement, and most recent audited financials.**
- If available, upload award letters/evidence of commitments from other funders that match sources and uses table.

HOMELESS SUPPORTIVE SERVICES HOME-ARP FUNDED

The HOME American Rescue Plan (HOME-ARP) program benefits individuals and families who are experiencing homelessness. The City of Vancouver’s plan for HOME-ARP funds is to provide comprehensive and trauma-informed supportive services to assist individuals and families experiencing homelessness become stably housed, with a particular focus on those residing in Safe Stay and Safe Park sites.

Approximate funding is outlined for Homeless Supportive Services. Amounts are subject to change to account for final HUD allocations, community needs, strength of applications and other factors. When requesting funds, round to the nearest thousandth.

Project	Amount Available	Funding Source	Maximum Request*	Minimum Request
Homeless Supportive Services & Rental Assistance	\$500,000	HOME-ARP	\$250,000	\$100,000

*Maximum request is based on previous year’s applications. The city will consider viable applications with a demonstrated need and available support beyond the suggested amounts.

MANDATORY PRE-APPLICATION WORKSHOP

A mandatory online HOME-ARP Information Session for applicants will be held **October 2, 2024**, at **11 am** via Microsoft Teams. Meeting details are below and available at www.cityofvancouver.us/cdbg. If an agency does not attend the pre-application workshop, they will not be able to move forward in the application process unless prior authorization is provided by City staff.

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PROJECT ELIGIBILITY REQUIREMENTS

Eligible Applicants

Nonprofit agencies may apply for funds. Private individuals are not eligible for funding awards.

Agencies that have received two awards in this category and have not completed both projects, or have not started one, are ineligible to apply. However, agencies that have completed all previous contracts remain eligible.

Eligible Program Costs

Eligible program costs for Homeless Supportive Services proposals include, but are not limited to, the following:

- Personnel costs (salary and benefits)
- Operating costs
- Travel and training
- Outreach
- Administrative costs specific to City-funded program
- Direct Client Assistance, including rental assistance

Income and Rent Limits

- Projects funded must be located within the city limits of Vancouver.
- HUD establishes income and rent limits annually; see most current Income and Rent Limits for each funding source in [Appendix A](#).
- HOME-ARP funds support Safe Stay and Park sites or fit the description of QP1.

FUNDING TERMS

HOME-ARP Supportive Services must prioritize people living in Safe Stay and Safe Park sites for assistance. Supportive services may include education or employment services, legal services, housing navigation and rental assistance, and other outpatient health services, including substance use treatment. All supportive services are detailed in the HOME-ARP guidelines, which can be found at www.cityofvancouver.us/cdbg.

Application should be based on a 12-month contract. HOME-ARP funds can generally be used for activities between July 2025 through December 2026.

REQUIRED DOCUMENTS (UPLOAD TO DOCUMENTS TAB IN NEIGHBORLY)

- Upload a **pre-award risk assessment** using the template provided in Neighborly.
- Upload a **project timeline** using the template provided in Neighborly.
- Upload a **line-item program budget** using the template provide in Neighborly. Please upload in Excel format.
- Upload an agency annual **budget, YTD Financial Statement, and most recent audited financials**.
- If available, upload award letters/evidence of commitments from other funders that match sources and uses table.

PROJECT ELIGIBILITY REQUIREMENTS FOR ALL FUNDING

ENVIRONMENTAL REVIEW

As part of the pre-contracting process, the City will conduct an environmental review under the National Environmental Policy Act (NEPA). **No funds will be formally committed nor expended, and NO work can be undertaken until the completion of this review.**

To expedite the process, the city proceeds with the required environmental review and information gathering prior to the contract being signed. The agency may be required to furnish data, information, and assistance as part of the environmental review. Completion of the environmental review process is mandatory, before taking any choice-limiting actions, including the expenditure or commitment of federal or non-federal funds. Prohibited actions include any physical action on a site such as demolition, movement, rehabilitation, conversion, repair, or construction. Further, the agency may not execute a purchase and sale nor a construction contract prior to environmental clearance.

SAM REGISTRATION

Applicants must have, or obtain, an active registration with the federal System for Award Management (SAM). To register and get a Unique Entity ID (UEI) number visit: <https://sam.gov/content/entity-registration>. Registered entities UEI should be entered in the appropriate field on the Neighborly application. SAM registration expires after one year. There is no cost for SAM registration.

INSURANCE

Agencies that are awarded funds shall obtain insurance coverage that meets city standards, including evidence of general casualty (commercial liability) insurance to protect against legal liability arising out of application program. The insurance shall include a Products/Completed Operations aggregate. Such insurance shall provide a minimum of \$1,000,000 per occurrence and \$2,000,000 per general aggregate limit with a maximum deductible of \$10,000. Agencies must name the City of Vancouver as "Additional Insured" and provide an Endorsement form.

Prior to starting any activity, agencies will need to provide the City with a copy of all required insurance instrument(s) or certification of the same from the insurance issuing agency or, if appropriate, evidence of self-insurance. The insurance instrument(s) shall show the coverage, period and amount of coverage submitted on an ACORD form and shall name City of Vancouver as an additional insured. The policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits without a 30-day written notice by certified mail (return receipt requested) to the City of Vancouver CDBG & HOME Program. Cancellation of policy is grounds for termination of an agreement.

For more information on requirements, please email: housing@cityofvancouver.us.

PRIORITIZATION PROCESS

Once applications are completed in Neighborly, staff may request technical corrections before applications are released to the Housing Committee for review.

The Housing Committee will review and score applications using the [Application Scoring Criteria](#) included in Appendix B. Scores will be used as a tool for discussion, and not as the final decision-making factor. Applicants will provide a brief in-person presentation to the Housing Committee on February 14, 2025. Presentations should focus on the application, not the agency. City staff will email applicants additional information, including the location, in January.

Once the Housing Committee and city staff have prioritized projects, staff will prepare an Annual Action Plan for the community and City Council to review prior to submitting to HUD. A public hearing with City Council will be held for final approval, during which applicant and community comments will be accepted. Comments will also be accepted throughout the Action Plan 30-day public review period.

Following the hearing, notification will be provided to applicants regarding their project's funding status. All projects awarded CDBG, HOME, or HOME ARP funds will be subject to an administrative review prior to contracting. Agencies will be asked to submit organizational and program policies and procedures and/or additional information regarding the project's finances.

PRIORITIZATION FACTORS

The Housing Committee will score applications based on the [Application Scoring Guide](#) in Appendix B. Funding priority will be given to projects that meet the following criteria:

- Have clearly defined scope, location, budget, and goals
- Align with the 2024-2028 [Consolidated Housing and Community Development Plan Goals](#) found in Appendix C.
- Can begin as soon as funds are available and finish within the contract timeline
- Demonstrate applicant capacity to carry out the project successfully
- Demonstrate ability to follow and comply with funding requirements outlined in the CDBG and/or HOME Policies at www.cityofvancouver.us/cdbg
- Establish means for program evaluation and accomplishment tracking
- Have adequate community support and address an identified community need
- Address equity regarding race, ethnicity, and other protected classes
- Impact a significant number and/or percentage of people with low to moderate income
- Maximize the use of other funding
- Coordinate with other public and private efforts

GRIEVANCE PROCESS

If an applicant has a grievance about the outcome of their application through this request for application, they are encouraged to discuss their concerns with the City of Vancouver's Housing Programs Manager, Samantha Whitley, at Samantha.Whitley@cityofvancouver.us. If this discussion does not result in a satisfactory outcome, the applicant may request the grievance be considered by the City of Vancouver's Economic Prosperity and Housing Director, Patrick Quinton, who has final decision in all grievances.

APPLICATION CONTACTS

For all questions, housing@cityofvancouver.us

Tasha Slater, CDBG, tasha.slater@cityofvancouver.us

Ann Hawkins, HOME, ann.hawkins@cityofvancouver.us

Victor Saldanha, Microenterprise, victor.saldanha@cityofvancouver.us

APPENDIX A: INCOME AND RENT LIMITS

CDBG FUNDED PROGRAMS INCOME LIMITS

Income Limit	Number in Household							
	1	2	3	4	5	6	7	8
Moderate Income (80% of Median)	\$66,100	\$75,550	\$85,000	\$94,400	\$102,000	\$109,550	\$117,100	\$124,650
Low Income (60% of Median)	\$49,560	\$56,640	\$63,720	\$70,800	\$76,500	\$82,140	\$87,840	\$93,480
Very Low Income (50% of Median)	\$41,300	\$47,200	\$53,100	\$59,000	\$63,750	\$68,450	\$73,200	\$77,900
Extremely Low Income (30% of Median)	\$24,800	\$28,350	\$31,900	\$35,400	\$38,250	\$41,100	\$43,900	\$46,750

Effective May 1, 2024

Source: [CDBG Income Limits - HUD Exchange](#)

HOME FUNDED PROGRAMS INCOME LIMITS

Income Limit	Number in Household							
	1	2	3	4	5	6	7	8
80% of Median	\$66,100	\$75,550	\$85,000	\$94,400	\$102,000	\$109,550	\$117,100	\$124,650
60% of Median	\$49,560	\$56,640	\$63,720	\$70,800	\$76,500	\$82,140	\$87,840	\$93,480
30% of Median	\$24,800	\$28,350	\$31,900	\$35,400	\$38,250	\$41,100	\$43,900	\$46,750

Effective June 1, 2024

Source: <https://www.hudexchange.info/programs/home/home-income-limits>

FAIR MARKET RENTS (FMR)

Use with HOME TBRA programs

Fair Market Rent	Number of Bedrooms						
	Efficiency	1	2	3	4	5	6
Fair Market Rent	\$1,650	\$1,776	\$2,024	\$2,809	\$3,254	\$3,742	\$4,230

Effective June 1, 2024

Source: <https://www.huduser.gov/portal/datasets/fmr.html>;

<https://www.hudexchange.info/programs/home/home-rent-limits>

Note: FMR serves as monthly rent limits for TBRA funded by the City of Vancouver. Rents include utilities.

HIGH AND LOW HOME RENT LIMITS

HOME Rent	Number of Bedrooms						
	Efficiency	1	2	3	4	5	6
High HOME Rent	\$1,323	\$1,419	\$1,704	\$1,960	\$2,168	\$2,373	\$2,579
Low HOME Rent	\$1,032	\$1,106	\$1,327	\$1,534	\$1,711	\$1,888	\$2,065

Effective June 1, 2024

<https://www.hudexchange.info/programs/home/home-rent-limits/>

Note: Projects with one to four HOME-assisted units are required to have assisted unit rents not exceed the lesser of the FMR or High HOME Rent. Projects with five or more HOME-assisted units are required to have 20% of assisted unit rents not exceed the Low HOME Rent and 80% not exceed the lesser of the FMR or High HOME Rent. Rents include utilities.

APPENDIX B: APPLICATION SCORING GUIDE

City staff and the Housing Committee will score applications according to the factors shown below. Scores serve as a guide for prioritization by the committee. Scores will be used as a tool for discussion, but not as the final decision-making factor. Funding recommendations are presented to City Council for final approval.

Objective Scoring – 25 Points (completed by staff)

Category	Max. Points
<p>Experience Risk Assessment Score* Agency and staff experience with services, monitoring results, outcomes</p> <p>0% = 0 pts 41-60% = 6 pts 1-20% = 2 pts 61-80% = 8 pts 21-40% = 4 pts 81-100% = 10 pts</p>	10
<p>Equity Assessment Score* Staff and agency experience with equity</p> <p>0% = 0 pts 41-60% = 3 pts 1-20% = 1 pts 61-80% = 4 pts 21-40% = 2 pts 81-100% = 5 pts</p>	5
<p>Financial Risk Assessment Score* Spending, financial statement audit, policies and procedures</p> <p>0% = 0 pts 41-60% = 3 pts 1-20% = 1 pts 61-80% = 4 pts 21-40% = 2 pts 81-100% = 5 pts</p>	5
<p>Committed Match Funds Based on committed funds as share of total project cost</p> <p>0% = 0 pts 41-60% = 3 pts 1-20% = 1 pts 61-80% = 4 pts 21-40% = 2 pts 81-100% = 5 pts</p>	5
Total Points – Objective Scoring	25

*If the risk assessment score is low or very low, the pre-application may not be allowed to move forward to application.

Committee Scoring – 75 Points

Category	Max. Points
<p>Scope and Capacity 11-15: Project is well-planned, with a detailed description provided. Agency has experience with projects of similar size and scope. 6-10: Project and agency experience described but lacking detail. 0-5: Project not clearly defined and/or agency lacks experience with projects of similar size and scope.</p>	15
<p>Need 11-15: Project meets a critical community need and cannot move forward without requested funding. 6-10: Project meets a high community need and requested funding is essential to budget. 0-5: Project is medium need and could seek other funding or wait for future funding.</p>	15
<p>Impact 11-15: Project will have a large or long-lasting positive impact on people with low to moderate income (LMI). 6-10: Project will have a moderate or medium-term impact on people with LMI. 0-5: Project will have a limited or short-lived impact on people with LMI.</p>	15
<p>Equity 11-15: Provides clear and compelling commitment to equity, including program, policies and demonstrated outcome examples. 6-10: Describes some understanding of equity, few details, or examples. 0-5: Provides little to no understanding or examples of equitable practices.</p>	15
<p>Financial Feasibility 4-5: Agency has or will secure other financing needed to carry out project and, if applicable, ensure its long-term viability. 2-3: Agency has identified some, but not all, funding needed to carry out project. 0-1: Most funding for the project is unidentified, and no resources are available for long-term support, if applicable.</p>	5
<p>Readiness 4-5: Project can start timely (one year for programs or two years for acquisition, construction, or rehabilitation). 2-3: Project anticipates possible delays/does not have sufficient funding in place. 0-1: Project is unlikely to start timely of funding award.</p>	5
<p>Collaboration 4-5: Clearly details coordination with partners or community. 2-3: Provides some details about coordination with partners or community. 0-1: Provides few details about coordination or operates independently.</p>	5
<p>Total Points – Committee Scoring</p>	75

HOUSING DEVELOPMENT UNDERWRITING PARAMETERS

DEVELOPMENT BUDGET

Construction contingency	Minimum 5%* for new construction Minimum 8%* for rehabilitation <i>*Higher contingency is encouraged if project budget permits</i>
Soft cost contingency	Minimum 5%
Developer fee	Deferred amount of the Developer fee must be less than 50% Projects with Low Income Housing Tax Credit (LIHTC) financing: Maximum 15% Non-LIHTC projects: <ul style="list-style-type: none"> • Maximum 15% for projects with up to 60 units • Maximum 12% for projects with 61 or more units

OPERATING PRO FORMA

Vacancy rate	5- below 5% allowable if agency can document a historical pattern of lower vacancy rates for this project (in the case of rehab/acquisition) or other comparable projects (in the case of new construction)
Inflation factor	Minimum 2%
Replacement reserves for maintenance and repair	Minimum \$350 per unit per year
Management fee	5-12%
Operating reserve	6-9 months of costs
Debt Coverage Ratio (Net Operating Income ÷ Debt Service)	1.15 – 1.20 for term of loan

APPENDIX C: 2024-2028 CONSOLIDATED PLAN GOALS

Goal	Example Activities	Outcomes
<p>Increase and preserve affordable housing opportunity for low-income households and people who are experiencing homelessness.</p>	<ul style="list-style-type: none"> • Develop and preserve multi-family affordable housing • Create affordable homeownership opportunities • Fund rehabilitation of owner-occupied homes • Support alternative housing models 	<ul style="list-style-type: none"> • Rental units constructed • Housing units rehabilitated • First-time homebuyer housing added • Homeless and at-risk households receiving rental assistance
<p>Reduce poverty, increase stability, and prevent and address homelessness for individuals and families. Where possible, support existing City and community initiatives.</p>	<ul style="list-style-type: none"> • Support service system that addresses needs of people who are homeless • Promote public health and increase food security • Provide job training and educational programs • Offer financial counseling and legal aid to reduce barriers 	<p style="text-align: center;">People assisted</p>
<p>Increase economic opportunity by supporting small businesses.</p>	<p>Provide technical assistance and resources to current and prospective small business owners</p>	<p style="text-align: center;">Businesses assisted</p>
<p>Create and preserve public infrastructure such as community buildings and spaces ensure access to resources and opportunities.</p>	<ul style="list-style-type: none"> • Purchase, construct, and improve community centers, homeless shelters, social service offices, or other facilities • Improve sidewalks, streets, parks, or other public infrastructure to increase livability, safety, and accessibility 	<p style="text-align: center;">People assisted</p>

APPENDIX D: PRE-APPLICATION QUESTIONS

PRE-APPLICATION

The pre-application includes sections for agency questions and contact information. The pre-application portion is used by city staff to determine preliminary eligibility of the agency and the project. Responses to the pre-application may prompt additional information requests before the applicant is able to move on to the full application. Passing the pre-application and moving to the full application does not guarantee project or agency eligibility to be selected for funding. The Housing Committee will not score this portion of the application. **The pre-application is mandatory and due by October 20, 2024.**

AGENCY QUESTIONS

Agency questions 1-15 ask for agency details such as agency information, contact information, and a UEI number. More information about the transition to UEI numbers and how to get one can be found at: <https://sam.gov/content/duns-uei>.

PRE-APPLICATION

Please provide the following information:

1. Select the activity that best describes the proposed project. (choose one)

- HOME – TBRA
- HOME-ARP – Homeless Supportive Services
- HOME – Housing Projects
 - Homeowner Housing (acquisition, construction, rehabilitation)
 - Homebuyer Assistance (down payment assistance)
- CDBG – Public Service
- CDBG – Microenterprise

2. Consolidated Plan Goals: Select the goal that the proposed activity will meet.

- Increase and preserve affordable housing opportunities for households with low-income and people who are experiencing homelessness.
- Reduce poverty, increase stability, and prevent and address homelessness for individuals and families. Where possible, support existing City and community initiatives.
- Increase economic opportunity by supporting small businesses.
- Create and preserve community buildings and spaces ensure access to resources and opportunities.
- None of the above.

3. Select any of the following that describes the applicant organization.

- Private Non-profit 501(c)3
- Community Housing Development Organization (CHDO)
- Public Organization
- Faith-Based Organization
- Other: Describe organization

4. Estimate the number of unduplicated persons OR households that will benefit from this proposal according to the Area Median Income (AMI) categories listed below.

- Persons/Households 0-30% AMI
- Persons/Households 31-60% AMI
- Persons/Households 61-80% AMI
- Total Persons/Households Served

5. Describe the populations served. Include demographics including race, ethnicity, specific population types. (1,000 characters)

6. Describe the service area for programs, include the program office address and/or project site address, as well as a map of the service area. (1,000 characters)

7. How will the funds requested support this project? Include specific examples. *For example, staffing, construction, program supplies, administration costs, etc.* (1,000 characters)

8. Provide a draft project budget including all anticipated sources, guaranteed funds, and uses of project funds. A more comprehensive budget will be required in the application.

[Sample Budget Template](#)

9. Provide a risk assessment. If the risk assessment score is low or very low, the pre-application may not be allowed to move forward to application.

[Risk Assessment](#)

10. Enter the name and title of staff, and the date they attended the mandatory information session.

Submit this portion of the preapplication for city review. Staff will review described activities to determine if the proposed application is submitted under the right application type, the proposal meets a HUD national objective and describes eligible activities, and the project will be in a qualifying area. If approved, applicants will receive an email to move forward with the application process. Further administrative review will occur after full application submission.

APPENDIX E: APPLICATION QUESTIONS

FULL APPLICATION

The full application is comprised of an equity section and includes requests for detailed project information, timeline for project accomplishments and a proposed budget. This portion of the application will be scored by the Housing Committee. The full application is due on December 2, 2024.

A. EQUITY QUESTIONS (A1-A7)

People of color disproportionately face homelessness, displacement, and unaffordable housing, largely due to systemic inequities. The City of Vancouver is committed to addressing these injustices by prioritizing opportunities to serve historically underserved communities, removing barriers to fair representation, access, and opportunity, and ensuring equal opportunities for very low-income families of all ethnic and racial backgrounds.

A.1. Describe the historically underserved communities in the proposed project area. Include demographics and other factual data. (5,000 characters)

A.2. In planning this project, how have the community(ies) described above been consulted and included in the development process? (5,000 characters)

A.3. What is the plan for mitigating identified barriers to access? (5,000 characters)

A.4. How will program outcomes meet or exceed the population demographics in the service area? (5,000 characters)

A.5. Are there affects to the community that should be considered/addressed? Are there potential expected or unexpected consequences of this project that impact historically marginalized, underserved, or vulnerable community members? (5,000 characters)

A.6. Assumptions and Constraints

Projects often have aspects that are still being researched, developed, or decided upon. Are there outside constraints or bounds that may limit or reshape the anticipated equitable outcomes? (5,000 characters)

A.7. Cost of Inaction

What are the impacts of not completing this project? Are there pros and cons of doing this project now as opposed to sometime in the future? (5,000 characters)

B. PROJECT QUESTIONS

Please provide the following information.

B.1. Amount of funding requested.

B.2. Provide a brief description of the proposed project. (1,000 characters)

B.3. It is estimated that funds will start July 1, 2025, contingent on HUD grant agreements. What work needs to be completed by your agency, such as hiring staff, implementing program, prior to contract start date? ([Attach Project Timeline Template](#))

- *Note: Contracts are for 12 months. Additional months are provided for planning and closeout information if needed.*

B.4. Please describe the target population that will be served by the proposed project. (5,000 characters)

For example, persons experiencing homelessness, persons with disabilities, specific ethnic and/or race populations, etc.

B.5. State the proposed activities, outcomes, and measurement tools. (5,000 characters)
For example: Through our program, we serve 100 people experiencing homelessness by giving an assessment. Out of these individuals, 70 people will be placed in safe and permanent housing.

B.6. Describe the steps needed to achieve the outcomes stated above. (5,000 characters)

B.7. Describe the community needs that would be addressed with this project, include any past actions taken to address the identified need and how this project continues or builds upon those efforts. (5,000 characters)

B.8. Describe why City funds are needed to support this project, what the City funds will be used for, and what specific impact will a non (or partial) award have on the services provided or desired outcomes? (5,000 characters)

B.9. Describe management and staff capacity for use of federal funds: What is the applicant's administrative capacity to manage the grant financially and to comply with federal program requirements? Please provide detailed information on who will have oversight of the project and the parties involved to carry out each activity listed above. What is the capacity of the staff within the agency? (5,000 characters)

B.10. Experience: Describe the agency's experience using federal funding for a similar project. (5,000 characters)

B.11. In considering long term viability, please describe both how this project can be implemented, and how it can be sustained in the future if additional City funds are unavailable. (5,000 characters)

C. PROJECT QUESTIONS II

Select the activity that best describes the proposed project.

- A. HOME-TBRA
- B. HOME-ARP Supportive Services
- C. HOME – Housing Projects
- D. CDBG – Public Service
- E. CDBG – Microenterprise

A. HOME-TBRA

C.A1. Do you have any referral requirements for the Housing Solutions Center?

- Yes
- No

C.A1a. If so, describe them below.

C.A2. CDBG housing funds can be up to 35% of the requested HOME funds. Please describe what services you plan to pay for with CDBG funds. (5000 characters)

C.A3. Is your organization applying for Clark County TBRA funding?

- Yes
- No

C.A3a. If not, explain why.

C.A4. Estimate the number of unduplicated households that will benefit from this proposal according to the Area Median Income (AMI) categories listed below.

Funding does not support households over 80% AMI

- Households 0-30% AMI
- Households 31-60% AMI
- Households 61-80% AMI
- Total Households Served

B. HOME-ARP - SUPPORTIVE SERVICES

C.B1. Estimate the number of households that will benefit from this proposal according to the qualified populations (QP)

- Safe Stay/Park
- QP1
- QP2
- QP3
- QP4
- Total

C.B2. How do you intend to outreach and partner with Safe Stay and Safe Park sites? (5000 characters)

C.B3. This funding is intended to provide supportive services for Safe Stay and Safe Park sites along with qualifying population (QP1) homeless households. Please describe how you will outreach to qualified households for HOME ARP supportive service. (5000 characters)

C. HOME - HOUSING PROJECTS

C.1. Select the activity:

- Multifamily Housing (acquisition, construction, rehabilitation)
- Homebuyer Assistance (down payment assistance)

C.C.1 Homebuyer Assistance

C.C1a. Describe your program policies, including debt ratios, resale, and refinance allowances. How is generational wealth supported? (5000 characters)

C.C1b. Describe your current waitlist. (5000 characters)

C.C1c. Number of currently bank preapproved households, within the last six months, for a mortgage of at least \$300,000, on your waitlist:

C.C1d. Number of prequalified households, not included in the count above, by staff or a lender, for the same amount as above:

C.C1e. If your organization seeks to increase its number of households served, year over year with homeownership, how have or will you address capacity concerns? (5000 characters)

C.C1f. Besides housing costs, what other factors have limited the households you have been able to serve? (5000 characters)

C.C2. Is your organization applying as a Community Housing Development Organization (CHDO)?

- Yes
- No

C.C.2 Multifamily Housing

C.C2. Is your organization applying as a Community Housing Development Organization (CHDO)?

- Yes
- No

C.C3. Describe the target market for the project AND the rationale for selecting the target market.

(5000 characters)

C.C4. Please provide an overview of the structure and staffing of your organization and identify and describe any other organizations involved in the development of this project. (5000 characters)

C.C5. Please list all other projects in your development pipeline and provide current status and anticipated completion dates.

C.C6. Describe the financial assumptions used to determine the total cost of the project, including acquisition, development, construction, and, if applicable, any possible green building or sustainability practices. (5000 characters)

C.C7. Describe the financial assumptions used to develop the operating budget. Include rents and other sources of income, operating and maintenance expenses and inflationary factors.

(5000 characters)

C.C8. Acquisition and Rehabilitation or Rehabilitation only: Discuss how your proposal reflects your Capital Needs Assessment. (5000 characters)

Note: Construction/New Construction Activity type: Enter "N/A"

C.C9. Provide an overview of the property management and asset management systems of your organization. (5000 characters)

C.C10. Will the project have the potential for any relocation of residential and/or commercial business tenants?

- Yes
- No

D. CDBG– Public Services

C.D1. How will participant income be verified? Describe the process for collecting income and beneficiary data, including who will collect it and how the data will be stored. (5000 characters)

C.D2. Estimate the number of unduplicated persons that will benefit from this proposal according to the Area Median Income (AMI) categories listed below.

Funding does not support persons over 80% AMI

- Persons: 0-30% AMI
- Persons 31-50% AMI
- Persons 51-80% AMI
- Total Persons

C.D3. Is this an ongoing or new program?

- Ongoing
- New Program

C.D3a. If it is a new program, how will you ensure program will be ready by the July 1 start date?

(5000 characters)

C.D4. Please explain your organization's capacity and experience to complete this project within the timeline and budget. (5000 characters)

Contract must end June 30 of the program year

C.D5. Did you receive CDBG funding during the previous program year?

- Yes
- No

C.D5a. To be eligible for CDBG funding, a public service must be a new service or demonstrate a quantifiable increase in the level of an existing service above that which has been provided in the previous 12 calendar months. Please explain how your proposal meets this requirement.

(5000 characters)

E. CDBG - Microenterprise Assistance

C.E1. Describe your organization's recent experiences and notable successes in the microenterprise program. (5000 characters)

C.E2. Describe any program changes made this year based upon those previous experiences which will lead to a better capacity to service microenterprise businesses. Please describe the organization's experience in providing businesses skill training to owners of microenterprises. (5000 characters)

C.E3. Please describe the organizations experience in providing technical assistance to owners of microenterprises within the City of Vancouver. (5000 characters)

C.E4. Please describe the organization's experience in providing support services to owners of microenterprises within the City of Vancouver. (5000 characters)

C.E5. Provide a full description of the program, including, but not limited to:

- Outreach/marketing plan. Each organization should have an outreach coordinator or someone serving in the capacity which keeps key timelines, materials, and connections to media outlets. This plan should include the organizations plan to reach LMI businesses specifically, as well.
- Process for screening participants to determine eligibility for beneficiary status. This should include either the provided Business Track Report or a modified version for the organization. The Family Income Verification Form and Business Tracking Spreadsheet should be incorporated into this process.
- Description of any screening and training to determine entrepreneurial potential and gaps in entrepreneurial skills. Organizations should highlight how they determine the viability of the business idea and client readiness. The process the organization utilizes should maintain consistency and transparency in their screening process
- Description of business skill and peer training provided, including training outcomes. A service delivery plan, calendar, or list of services could be provided for further information in this section. There will be a program design attachment section for ease of submittal.
- Description of any business technical assistance provided, including both scope and time of the assistance provided and identification and qualification of the technical assistance providers. (5000 characters)

C.E6. Provide the following information related to public benefit:

- How many low- and moderate-income businesses will be served by this project?
- Of those served, how many are from special needs groups?
- How many loans will be made to qualified beneficiary businesses?
- Listing of users waiting for service and historical statistical data of service usage;
- Need for services including training, technical assistance, credit, and support services.
- To what degree will this program reduce the local demand on social services?

(5000 characters)

C.E7. How will participant income be verified? Describe the process for collecting income and beneficiary data, including who will collect it and how the data will be stored. (5000 characters)

C.E8. How will the organization monitor the success of the program? (5000 characters)

D. BUDGET DETAILS

D.1. Committed Funds: List all secured funding sources for this project, including state, local, federal, and private contributions, as well as proposed funding for this application. For each source, provide the amount committed, the budget category (personnel, admin, professional service, direct client assistance), and the specific line items (examples below) the funds will cover. Only include funds allocated for this project, as all committed funding must align with the relevant line items in the program budget.

PERSONNEL COSTS: Salaries, Benefits, Travel, Training, Other (specify)
 OPERATING COSTS: Rent/Lease, Utilities, Telephone/Computer/IT, Insurance, Vehicles, Supplies, Other (specify)
 DIRECT CLIENT ASSISTANCE: Rental Assistance, Outreach, Other (specify),
 OTHER PROGRAM COSTS: Consultant (specify), Other (specify)

Example:

COMMITTED LINE-ITEM PROGRAM BUDGET

Source	Specify Source	Budget Category	Line-Item Costs	Specify if "Other"	Amount
City Request	CDBG	Personnel	Salaries	N/A	\$80,000
City Request	CDBG	Client Assistance	Outreach	N/A	\$100,000
State/Local	WA DOC	Personnel	Salaries	N/A	\$80,000
State/Local	WA DOC	Admin	Other	Overhead	\$5,000
State/Local	WA DOC	Operating	Rent/Lease	N/A	\$4,000
State/Local	WA DOC	Client Assistance	Outreach	N/A	\$250,000
Total Committed Budget					\$519,000

D.2. Uncommitted Funds: If you are seeking funding for this project from other organizations (including foundations, government agencies, and businesses) list each organization's name, the amount you applied for, the date you applied, and the date you expect to receive a response.

Example:

UNCOMMITTED FUNDS

Funder	Amount Requested	Date Applied	Anticipated Award Date
ABC Local Funds	\$100,000	12/1/2024	4/30/2025
The Funds Foundation	\$50,000	6/1/2024	12/30/2024
State Funds 123	\$250,000	11/1/2024	3/17/2025

REQUIRED DOCUMENTS (UPLOADED IN NEIGHBORLY)

Document attachments for all applications.

- Service area, map, photos
- 501(c)3 documentation *Required*
- [Faith Based Organization Assessment](#)

Document attachments for housing projects only:

- Acquisition/Construction/Rehab Pro Forma
- Construction/Rehab - Budget

APPENDIX F: FREQUENTLY ASKED QUESTIONS

Where can additional information about CDBG and HOME be found?

Additional information is available at: www.cityofvancouver.us/cdbg.

What is included in the pre-application?

All pre-applications questions are in [Appendix D](#) of the Application Guidelines. The pre-application is completed and submitted through Neighborly.

The pre-application is due soon, and my organization isn't sure if we are going to apply for funding. What should we do?

Pre-applications are required to be submitted by the October 20, 2024, deadline to move to the next step for funding, complete the pre-application before the deadline. If your agency decides not to move forward with the application process after a pre-application has been submitted, email the city at housing@cityofvancouver.us.

Do LLC businesses qualify as a public organization?

No. This funding is limited to nonprofits and government organizations.

Does a nonprofit organization need to have their 501(c)(3) established before applying for funding?

Yes, a 501(c)(3) needs to be established before the pre-application is submitted.

Our organization has not received the Unique Entity ID (UEI) from SAM.gov. Can we still apply for funding?

Applications can be accepted with the UEI pending. If funds are awarded, the agency must have the UEI issued before executing a contract.

Where can I find Area Median Income (AMI) to answer question 3 on the preapplication?

AMI can be found on the City's website at: [Income Limits Summary \(cityofvancouver.us\)](http://Income Limits Summary (cityofvancouver.us)) or in [Appendix A](#) of the Application Guidelines.

Can my program use SNAP benefits instead of AMI for income eligibility?

Unfortunately, households that qualify for SNAP benefits, may be over the AMI limit for CDBG programs. Therefore, this would not be an appropriate tool for income eligibility.

Can we complete separate applications for multiple programs?

Yes. Each program an agency applies for must have a separate application.

If we are applying for two different funding sources/projects, do we need to submit two separate applications or just one?

Each program an agency applies for must have a separate application. The only exception is HOME TBRA with CDBG Housing Services funds, which is one application.

Who is considered a presumed benefit group?

To qualify under this subcategory, a program must exclusively benefit people who are generally presumed by HUD to be principally low/mod income persons. The following groups are currently presumed benefit populations: abused children, elderly persons, battered spouses, homeless persons, adults meeting the Census definition of severely disabled, illiterate adults, persons living with AIDS, and migrant farm workers. If you think your program may serve a presumed benefit clientele, connect with a city staff at housing@cityofvancouver.us.

Can an agency combine different programs that serve the same population into one application, or combine an application for funding to buy (or remodel) a building with a request for staff and operations funding for services in the building?

No. Each application should be separate, so required environmental reviews can be completed and each program or project will have its own budget, contract, monitoring requirements and reporting to HUD.

Does HUD's definition of homelessness include people who are doubled-up?

Please see the full definition at [24 CFR 91.5](#). Additional guidance can be found at: [HUD Exchange](#).

We submitted our pre-application. Now what?

The city will review all pre-applications after the October 20, 2024, deadline. Once review is complete, City staff will follow up with applicants if there are any questions or to provide feedback on items that should be addressed in the full application. If pre-application doesn't require follow up, it will be approved by October 31, 2024.

Can funding be requested to cover an 18-month period, or is funding limited to a 12-month period that can occur between July 1, 2025, and December 31, 2026.

Organizations should request funding for a 12-month period, with the knowledge that the city may extend contracts when possible. Public Service contracts are required to end by June 30, 2026.

How can we determine if expenses are eligible or not?

Refer to the Application Guidelines or request technical assistance from City staff by emailing housing@cityofvancouver.us.

For projects that serve both Clark County and City of Vancouver residents, how much funding can the city award?

The applicant should review their previous projects or service history to predict the proportion of residents that will be served from each jurisdiction. For example, if 25% of people served have customarily lived within City limits, the city could award up to 25% of the total requested funding with the County possibly awarding up to 75% of the project funding. Final funding recommendations may be adjusted between the two jurisdictions when awards are made based on funding availability and the proportionate share of people served.

If awarded, are budgets finalized with the applicant and the city or do budget requests in the proposal have to be exact (i.e. is there flexibility in what is requested vs. what the committee may approve/award)?

There is some flexibility, but the city strives to honor the Housing Committee review. When possible, if an award amount is less than the amount requested, the budget line items should be reduced proportionately.

Is there a required match for CDBG grant funds?

It is not required, but there is scoring associated with the amount of match provided. Please refer to the [Scoring Guide](#) found in Appendix B.

Does Clark County CDBG funding count towards the match?

It won't be counted as matched funding unless it is already committed, but you can show it in the budget for planning purposes.

Regarding match, if an agency is applying for \$50,000 and is bringing \$50,000 in match, is that 100% match or 50% match?

It would be 50% match.

Should we include anticipated funding on the budget portion of the application, or should we only enter booked revenue?

You can include anticipated funding in the budget and note when you expect to receive the funding in the budget narrative section. It won't be counted as matched funding unless it is committed.

If we are applying for ARPA funds through City and County, can we still apply for one of these grants?

Applicants can apply for ARPA funds from both HOME-ARP and another ARPA funding source if funds do not support duplicate program costs.

Is site control required for new construction?

Site control is not required to apply, but it is required prior to the distribution of any funds. Note that no choice-limiting actions, including property purchase, can happen prior to environmental review completion.

For leased facility projects, are we allowed to apply for funding if we do not own the building?

The city would require a commitment from the building owner stating that the lease would continue with the application throughout the life of the loan. The City would also require a recorded deed and promissory note on the property.

Is affordable homeownership an eligible use of HOME-ARP funding?

No, HOME-ARP funds must support people in Safe Stay and Safe Park sites or fall in the QP1 category.

Can you explain the half grant/half loan for capital costs? How strongly do you uphold this? In what cases do you give a waiver?

CDBG and HOME funding for acquisition, construction or rehab activities will generally be awarded as half grant, half loan with repayment at 0%-1% interest over a 10–20-year term. The loan shall be secured by a Promissory Note and Deed of Trust. Projects may also have a restrictive Covenant recorded to ensure that the project continues to comply with eligibility requirements. A waiver may be applied for in consultation with the Program Manager, but it is not guaranteed.

For more questions, email housing@cityofvancouver.us.