



9/28/2023

BLOCK GRANT ADVISORY COMMITTEE AGENDA

4:00 PM

****MEETING DATE HAS BEEN CHANGED TO**

SEPTEMBER 28, 2023**

COUNCIL CHAMBERS - 210 W. 6TH AVE

PUBLIC CALL INTO MEETING 509-585-4566

1. CALL TO ORDER

2. ATTENDANCE

3. APPROVAL OF MINUTES

- a. Review and approval of the August 23, 2023 minutes

4. OPEN ISSUES

5. NEW BUSINESS

- a. 2024 CDBG Presentations and Funding Deliberations

6. ADJOURNMENT

DRAFT
CITY OF KENNEWICK
CDBG COMMITTEE
August 23, 2023

1. CALL TO ORDER:

Bobbie Littrell called to order the regular meeting of the Block Grant Advisory Committee at 4:00 p.m. on August 23, 2023 in the City Hall Council Chambers.

2. ATTENDANCE:

Members Present

Bobbie Littrell, Vice Chair
Bruce Donner
Christy Watts
Jerry Martin
Vel Wright
Jim Millbauer, Councilmember
Christina Palmer, M.S Director
Kylie Peel, Staff Liaison

Members Excused/Absent

Ron Hue, Chair
Carlo D'Alessandro

3. APPROVAL OF MINUTES:

Bobbie Littrell opened the discussion on the May 24, 2023 minutes and asked for a motion. Christy Watts motioned for the minutes to be approved as written. Vel Wright seconded the motion – vote approved unanimously.

Bobbie Littrell opened the discussion on the June 28, 2023 minutes and asked for a motion. Christy Watts motioned for the minutes to be approved as written. Bruce Donner seconded the motion – vote approved unanimously.

Bobbie Littrell opened the discussion on the July 26, 2023 minutes and asked for a motion. Christy Watts motioned for the minutes to be approved as written. Bruce Donner seconded the motion – vote approved unanimously.

4. OPEN ISSUES:

CARES Act Substantial Amendment – Kylie Peel stated that no changes have been made to the proposed Community Center Security project and the quote that was given with last month's and today's meeting remains the same. Now that a quorum was present, the committee just needed to determine if funding should be recommended for approval

Jerry Martin asked if there was a schedule for the project yet to which Christina Palmer advised we needed a vote to approve the project to begin planning. Typically, it would be a few months to give enough time for the contractor to order and install the items. Christina reminded the committee there is not a timeliness issue as CARES Act funds do not have to be spent until the end of 2026.

Bobbie opened the discussion on the Community Center Security project and asked for a motion. Bruce Donner motioned for the project to be approved. Vel Wright seconded the motion – vote approved unanimously.

5. NEW BUSINESS:

None.

6. COMMITTEE COMMENTS/DISCUSSION:

Kylie reminded the committee that next month's meeting has been moved to September 28th at 2:30 p.m. to accommodate the applicant's for the 2024 program year. This meeting is where the committee will review, hear presentations, and vote on which projects to fund for the 2024 year.

7. ADJOURNMENT:

The meeting adjourned at 4:06 p.m.

The next scheduled meeting is set for September 28, 2023 at 2:30 p.m.

FY 2024 CDBG Funding Requests

		REQUEST	APPLICANT	PROJECT	COMMENTS	STAFF COMMENTS & RECOMMENDATIONS
Facility / Infrastructure Improvements	1	\$90,500	COK Parks/Facilities	Underwood Park Swing Upgrade	New concept includes ADA open format, toddler swing, and typical swing set. Current one is 30+ years old.	\$74,221 Maximum allocation for this category is \$456,595. Applicant has indicated this project is higher priority of the two submitted. If the KHA project is approved, this would have to be reduced if awarded. Not sure if this can be done with this amount.
	2	\$80,000	COK Parks/Facilities	Eastgate Walking Path	Replace 4,000 linear feet of asphalt walking path for safety. Current one being uplifted by roots.	\$0 Maximum allocation for this category is \$456,595. Applicant has indicated this project is lower priority of the two submitted. If the KHA project is approved, and the Committee felt this project was better option than Request #1, award would have to be reduced to \$74,221.
	3	\$220,000	COK Public Works	Juniper Sidewalk	Install missing sidewalk and ADA ramps. Will help families and students walking to/from Eastgate school.	\$0 Maximum allocation for this category is \$456,595. Staff has indicated this project is higher priority of the two submitted. If the KHA project is approved, there would not be sufficient funding available for this request.
	4	\$186,000	COK Public Works	Fruitland Sidewalk	New sidewalk and improve ADA ramps.	\$0 Maximum allocation for this category is \$456,595. Staff has indicated this project is lower priority of the two submitted. If the KHA project is approved, there would not be sufficient funding available for this request.
	5	\$382,374	Kennewick Housing Authority	Sidewalk Installation on 13 th Ave.	Building affordable housing on 13 th & Gum St. Need to install sidewalk for pedestrian safety.	\$382,374 Would be a great project for the CAPER requirements in helping reduce barriers and build affordable housing by partnering with KHA. They are still applying for CHIPS (Connecting Housing to Infrastructure Program) funds for the water, sewer, stormwater elements of this overall project. CDBG is being requested to cover the required development costs that CHIPS doesn't pay for.
	6	\$60,000	Domestic Violence	Shelter Upgrades	Replace current siding and install security lights.	\$0 Program qualifies, however Applicant has not spent 2023 allocation as of yet. Concerns of not meeting timeliness.
		\$1,018,874				\$456,595
Public Service Projects	7	\$10,000	Elijah Family Homes	Transition to Success Case Management	Drug abuse counseling and services for homeless persons	\$9,000 Maximum allocation for this category is \$82,500. Recommend reducing award amount to allow funding for each applicant.
	8	\$24,225	ARC of Tri-Cities	Therapeutic Recreation Scholarships	Programs to help disabled adults with sensory, social, learning, etc.. skills.	\$23,500 Maximum allocation for this category is \$82,500. Recommend reducing award amount to allow funding for each applicant.
	9	\$45,000	Senior Life Resources	Meals on Wheels	Prepare fresh and frozen meals to senior residents.	\$30,000 Maximum allocation for this category is \$82,500. Recommend reducing award amount to allow funding for each applicant.

		REQUEST	APPLICANT	PROJECT	COMMENTS	STAFF COMMENTS & RECOMMENDATIONS
	10	\$29,000	COK Recreation	Youth Scholarships	Recreational programs for children.	\$20,000 Maximum allocation for this category is \$82,500. Recommend reducing award amount to allow funding for each applicant.
		\$108,225				\$82,500
		TOTAL REQUESTED: \$1,127,099				\$539,095

2024 Guesstimate	550,000.00
Unallocated Funds	74,095.00
Est. Program Income	25,000.00
Total resources	649,095.00
Admin	(110,000.00)
Avail for Allocation	539,095.00
Public Service Cap (15%)	82,500.00
Avail for Facilities	456,595.00
Total Allocated	539,095.00



Kennewick Community Development Block Grant Application 2024 Program Year

Applicant	Senior Life Resources Northwest, Inc.		
Address	1824 Fowler St.		
Project Name	Mid-Columbia Meals on Wheels		
Contact Person	Carla Martinez		
Telephone	509-735-1911	Email	cmartinez@seniorliferesources.org
Federal Tax ID #	91-0909913	UEI #	942598632
	(required)		(required)
CDBG Funds Requested	\$45,000.00	Match	\$2,701,220.00

- Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

Mid-Columbia Meals on Wheels is a donation-based meal program meeting the social and nutritional needs of older adults in the Kennewick community. We serve delicious and nutritious meals at eight different senior dining centers across Benton and Franklin counties, and volunteers deliver meals to the homebound elderly Monday through Friday. We serve seniors.

- Describe the unmet need in the community using statistics, demographics or other factual information:

The local need for Meals on Wheels (MOW) is supported by the Benton and Franklin counties Community Health Improvement Plan (CHIP). In the area of Housing and Homelessness, Objective 3.2 is to increase the ability of aging adults to safely age in place. One strategy to achieve this is to

- Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?

Goal # III Strategy # 2 Objective # 1 Outcome # 1

- Projects will also be ranked according to the attached Allocation Policy (Attachment A)

(Check only one box)

A. High Priority ☐ B. Average Priority ☒ C. Low Priority ☐ D. No Priority ☐

Explain how your proposal satisfies that priority:

Our ranking for Average Priority is satisfied by the social services need to assist seniors.

We provide nutritious meals to seniors age 60+. The current average age of our

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)
- a. ☐ You receive income data verification from each participant in the program
- b. ☐ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income:
 Census Tract # _____ Block Groups # _____
- c. ☒ Your project serves one of the following clientele? (check only one box)
- | | | |
|---|---|---|
| ☒ Elderly persons | ☐ Homeless persons | ☐ Severely disabled adults |
| ☐ Illiterate persons | ☐ Abused children | ☐ Persons living with AIDS/HIV |
| ☐ Battered spouses | ☐ Migrant farm workers | |
- d. ☐ Your project will create jobs that employ low to moderate-income employees
6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project success.*

* Public Service / Housing – Unit of measure is people

* Homebuyer – Unit of measure is households

* Rehabilitation – Unit of measure is houses

* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	500 Sr/22,000 Meal	1 Meal	8.50	187,000
2 nd Quarter	175 Sr/25,000 Meals	1 Meal	8.50	212,500
3 rd Quarter	125 Sr/22,000 Meals	1 Meal	8.50	187,000
4 th Quarter	100 Sr/20,000 Meals	1 Meal	8.50	170,000
TOTAL	900 Seniors 89,000 Meals	1 Meal	8.50	756,500

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	_____
Number of clients below 60% median income	_____
Number of clients below 80% median income	_____
Number of elderly clients	_____
Number of minority clients	_____
Number of disabled clients	_____
Total Kennewick residents served	900

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2023	2022	2021	2020
--	------	------	------	------

Kennewick	\$35,000	\$25,000	\$24,000	\$23,000
Richland	\$15,023	\$10,000	\$9,184	\$9,400
Pasco	0	0	0	0

- 10 What impact will your project have in the community? How will you measure your success?

Mid-Columbia Meals on Wheels (MOW) helps the fight against food-insecurities for Kennewick seniors by providing consistent daily nutrition as well as opportunities for socialization. Each year, we conduct a survey of all our clients to

- 11 The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2024.

2023 HUD income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$19,400	\$22,200	\$24,950	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

- 12 Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries	\$0.00	\$1,478,393 Direct Care/332,927 Admin	Fundraising, grants, ALTC	\$1,811,320
OPERATIONS: Rent/Lease Utilities Supplies	\$45,000	\$863,900	Fundraising, grants, ALTC, Public support	\$908,900
CONSTRUCTION: Engineering Materials Labor / Contracts				
PROPERTY: Purchase Price Closing Costs				
OTHER: (Describe)		Marketing Outreach - \$25, 980	Fundraising	\$25,980
TOTAL	45,000	2,701,200		2,746,200

- 13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:

No

- 14 If you do not receive the requested funds or receive only a portion of what you request, what will you do?

Any shortfall between what we receive from traditional sources and funds required to meet program expenses to serve those in need will be met through fundraising. We currently do NOT have a waiting list for our services, and we

- 15 If your request includes supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

We work closely with SE Washington Aging and Long Term Care Council of Governments for essential nutrition funding. These funds are meant to provide seed money that encourages local communities to support their senior citizens who require assistance to remain in their homes. We pursue a wide variety of

- 16 Check "yes" or "no" for each of the following questions:

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	☐	☒
2. Is this a new activity for the organization?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
3. Does the organization have unresolved audit findings?	☐	☒
4. Is staff responsible for the CDBG project new or inexperienced?	☐	☒
5. Does your project displace or relocate any individual or business?	☐	☒
6. Does your project involve construction / renovation?	☐	☒
a. Do you own the property?	☐	☐
b. Do you have experience with federal Davis-Bacon wage requirements?	☐	☐
7. What type of CDBG activity is your project? (Choose one)	☒	
a. Public Service	☐	
b. Economic Development	☐	
c. Acquisition	☐	
d. Public or community infrastructure / housing / facilities	☐	

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and is not obligated to enter into a contract with any applicant. Incomplete, late or ineligible application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:


 Signature of Authorized Agency Official _____

Brandy Hickey, Mid-Columbia Meals on Wheels Executive Director

 Printed Name & Title

 Date

**Community Development Block Grant Application
2024 CDBG Program Year**

Public Service Special Attachment #1

Complete this page if you are proposing to provide a "Public Service"

1. What year was your agency organized / formed? 1974

2. Is your agency a Washington State non-profit corporation and/or a faith based organization? Yes ☒ No ☐

3. Does your agency have federal IRS non-profit status? Yes ☒ No ☐

4. List any required accreditation your agency / staff must have in order to do business:
All employees must hold current Health Department Food Worker cards, and we are required to employ a Registered Dietitian and have at least one Certified Food Protection Manager on staff. In addition, all volunteers who work directly

5. To what other agencies have you applied for funding and what commitments have you obtained for this purpose? +
Currently, we have not secured funding for 2024. However, we fully expect to receive annual funding provided by Aging and Long Term Care and we are in the

6. Will CDBG assist in leveraging or matching other funding? Yes ☒ No ☐ +

7. Is this the first year for the program? Yes ☐ No ☒
a. Year began: 1974

8. If you receive funding for 2024, how will your program be funded in the future?
Mid-Columbia Meals on Wheels receives primary funding from SE Washington Aging and Long Term Care. In addition, our clients are invited to contribute toward +

9. If you received CDBG funding in 2023, please quantify the increase in service that you will provide during 2024 and explain why there is a new demand or an unmet need in the community for this service.
We are on track to serve a record number of meals this year and, with the exception of some COVID-related anomalies, our meal service totals have grown every year +

1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

Mid-Columbia Meals on Wheels is a donation-based meal program meeting the social and nutritional needs of older adults in the Kennewick community. We serve delicious and nutritious meals at eight different senior dining centers across Benton and Franklin counties, and volunteers deliver meals to the homebound elderly, Monday through Friday. We serve seniors age 60 and older. Through August 22, 2023, our 2023 Kennewick-based client population comprises 36% of total clients, consumed 38.7% of meals served to all clients and averages 74 years of age.

We cook, serve, & deliver complete entree and frozen meals. Hot and frozen meals are packaged in trays for all home delivery meals with fresh raw food. With the costs of food and supplies on the rise, MOW costs have skyrocketed to nearly \$850,00 for food and food-related supplies alone in 2023.

CDBG funds will be used to purchase raw food and supplies for meal service to Kennewick residents who participate in the Mid-Columbia Meals on Wheels program, helping to secure a sustainable future in 2024 and maintain quality, independent living.

2. Describe the unmet need in the community using statistics, demographics or other factual information:

The local need for Meals on Wheels (MOW) is supported by the Benton and Franklin counties Community Health Improvement Plan (CHIP). In the area of Housing and Homelessness, Objective 3.2 is to increase the ability of aging adults to safely age in place. One strategy to achieve this is to promote awareness of and access to programs that provide medical equipment and support resources to improve the ability to age in place. Improving access to MOW services is a proven strategy to help meet the CHIP objective. Additionally, in the area of Access to Health, Objective 2.2 is to improve food security and increase access to safe and nutritious food. One strategy to achieve this is to promote the provision and distribution of nutritious foods for low-income community members. Of all Kennewick residents served by MOW, 36% self-report an income that is below the federal poverty level. Our menu is overseen by a registered dietician and each meal is required to meet a minimum of 1/3 of the daily dietary reference intakes. Improving access to MOW services will help to address food security for Kennewick residents in need. And finally, in the area of Community Partnership Development, Strategy 2.2.1 is to support the alignment of Community Development Block Grants with the Community Health Needs Assessment and CHIP. A MOW CDBG grant demonstrates alignment.

On a national level, a recent study published by JAMA found that U.S. middle to older-aged adults who experienced food insecurity exhibited slightly faster memory decline (source: JAMA Network Open. 2023;6(7):e2321474. doi:10.1001/jamanetworkopen.2023.21474). The same article states that in 2020 approximately 1 in 15 adults aged 60 years or older lived in a food-insecure household. As population aging accelerates, understanding the association between food insecurity and brain health among older adults is a public health priority.

In addition to nutrition, MOW fills a critical social/emotional void for seniors with both our home-delivery well checks and congregate dining options. A recent article published in Frontiers in Public Health reported that about 25% of older adults in the U.S. are considered to be socially isolated (Front. Public Health 11:1176895.doi: 10.3389/fpubh.2023.1176895). Additionally, the article states that social connectedness is recognized as a core dimension of individual flourishing, health, wellbeing, and survival.

Questions #3-9 are provided in the application with no cutoff.

Explain how your proposal satisfies the priority you chose:

Our ranking for Average Priority is satisfied by the social services need to assist seniors. We provide nutritious meals to seniors age 60+. The current average age of our Kennewick clients is 74. Meals are served either delivered directly to the homes of homebound seniors or at our eight senior dining centers for mobile seniors. We attend to the physical and mental health of our seniors through proper nutrition, socialization, and access to appropriate community referrals as needed.

10. What impact will your project have in the community? How will you measure your success?

Mid-Columbia Meals on Wheels (MOW) helps the fight against food-insecurities for Kennewick seniors by providing consistent daily nutrition as well as opportunities for socialization. Each year, we conduct a survey of all our clients to help us measure success. In our 2022 survey, 100% of responses from home delivery clients indicated that our meals help them eat healthier and more balanced meals. Additionally, 92% reported that the meals help them remain independent in their own homes. And while our dining centers were closed from March 2020 through April of 2022, surveys of our drive-through clients realized the same results. Specific to socialization, 74% of all respondents indicated they feel more socially active/connected as a result of MOW services. Various survey methodologies are used including paper surveys, phone surveys and participant interviews.

Questions #11-13 are provided in the application with no cutoff.

14. If you do not receive the requested funds or receive only a portion of what you request, what will you do?

Any shortfall between what we receive from traditional sources and funds required to meet program expenses to serve those in need will be met through fundraising. We currently do NOT have a waiting list for our services, and we consider that option to be an absolute last resort. Our Board of Directors is very committed to serving every vulnerable local senior and has established fundraising as a strategic priority.

15. If your request includes supplies, etc.. what is your plan to secure funds for these needs in the future?

We work closely with SE Washington Aging and Long Term Care Council of Governments for essential nutrition funding. These funds are meant to provide seed money that encourages local communities to support their senior citizens who require assistance to remain in their homes. We pursue a wide variety of funding sources, including non-profit foundations, local corporations, private donors, and fundraising events to secure adequate funding.



Kennewick Community Development Block Grant Application 2024 Program Year

Applicant	The Arc of Tri-Cities		
Address	1455 Fowler Street, Richland WA 99352		
Project Name	Therapeutic Recreation		
Contact Person	Donna Tracy		
Telephone	509-783-1131 ext 105	Email	donnat@arcoftricity.com
Federal Tax ID #	91-6056360 (required)	UEI #	83-492-8293 (required)
CDBG Funds Requested	24,225	Match	65,000

- Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

The Arc of Tri-Cities proposes to provide individuals with developmental disabilities who reside in the City of Kennewick with Therapeutic Recreational Opportunities. Activities will occur at Kennewick School District facilities, Kennewick Parks and Recreation Facilities, and community events. The Arc of Tri-Cities Therapeutic Recreational Services start at age two, but funding for

- Describe the unmet need in the community using statistics, demographics or other factual information:

Individuals with developmental disabilities are recognized nationally to face the following community barriers. a. They are vulnerable: The Surgeon General and the United States Public Health Service report that people with disabilities are at greater risk for violence and abuse. (U.S. +)

- Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?

Goal # 3 Strategy # 2 Objective # 1 Outcome # 1

- Projects will also be ranked according to the attached Allocation Policy (Attachment A)

(Check only one box)

A. High Priority ☐ B. Average Priority ☒ C. Low Priority ☐ D. No Priority ☐

Explain how your proposal satisfies that priority:

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)
- a. ☐ You receive income data verification from each participant in the program
- b. ☐ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income:

Census Tract # _____ Block Groups # _____

- c. ☐ Your project serves one of the following clientele? (check only one box)
- ☐ Elderly persons ☐ Homeless persons ☒ Severely disabled adults
- ☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
- ☐ Battered spouses ☐ Migrant farm workers
- d. ☐ Your project will create jobs that employ low to moderate-income employees

6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project success.*

* Public Service / Housing – Unit of measure is people

* Homebuyer – Unit of measure is households

* Rehabilitation – Unit of measure is houses

* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter				
2 nd Quarter				
3 rd Quarter	51		475	24,225
4 th Quarter				
TOTAL				

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	_____
Number of clients below 60% median income	_____
Number of clients below 80% median income	_____
Number of elderly clients	_____
Number of minority clients	_____
Number of disabled clients	51
Total Kennewick residents served	51

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2023	2022	2021	2020

Kennewick	24000	24000	24000	22500
Richland	14,500	11500	11500	11500
Pasco	9000	5000	5000	9000

- 10 What impact will your project have in the community? How will you measure your success?

Families will be able to maintain stability through affordable and accessible daycare. Clients participating will increase and maintain their skills and independence. Success will be measured through a participant survey and

- 11 The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2024. ⁺

2023 HUD income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$19,400	\$22,200	\$24,950	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

- 12 Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL:				
Salaries				
OPERATIONS:				
Rent/Lease				
Utilities				
Supplies				
CONSTRUCTION:				
Engineering				
Materials				
Labor / Contracts				
PROPERTY:				
Purchase Price				
Closing Costs				
OTHER:				
(Describe)	Scholarships-24,225			
TOTAL				

- 13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:

No

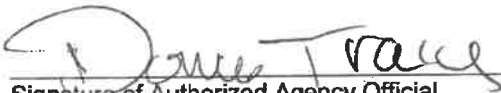
Certifications and Assurances

I/We make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and is not obligated to enter into a contract with any applicant. Incomplete, late or ineligible application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:



Signature of Authorized Agency Official

Donna Tracy

Printed Name & Title

August 29, 2023

Date

- 14 If you do not receive the requested funds or receive only a portion of what you request, what will you do?

Because Kennewick Funds are used to scholarship families, less funding = less people served.

- 15 If your request includes supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

The purpose of the funds is to provide scholarships for individuals and families who meet the low-income status. These funds are not used to maintain the operation of our organization. Without these funds, families with low-income status would not be able to participate.

- 16 Check "yes" or "no" for each of the following questions:

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	☐	☒
2. Is this a new activity for the organization?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
3. Does the organization have unresolved audit findings?	☐	☒
4. Is staff responsible for the CDBG project new or inexperienced?	☐	☒
5. Does your project displace or relocate any individual or business?	☐	☒
6. Does your project involve construction / renovation?	☐	☒
a. Do you own the property?	☐	☐
b. Do you have experience with federal Davis-Bacon wage requirements?	☐	☐
7. What type of CDBG activity is your project? (Choose one)	☒	
a. Public Service	☐	
b. Economic Development	☐	
c. Acquisition	☐	
d. Public or community infrastructure / housing / facilities	☐	

**Community Development Block Grant Application
2024 CDBG Program Year**

Public Service Special Attachment #1

Complete this page if you are proposing to provide a "Public Service"

1. What year was your agency organized / formed? 1962

2. Is your agency a Washington State non-profit corporation and/or a faith based organization? Yes ☒ No ☐

3. Does your agency have federal IRS non-profit status? Yes ☒ No ☐

4. List any required accreditation your agency / staff must have in order to do business:
Business license

5. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
Kennewick school District 18,500

6. Will CDBG assist in leveraging or matching other funding? Yes ☒ No ☐

7. Is this the first year for the program? Yes ☐ No ☒
 - a. Year began: 1965

8. If you receive funding for 2024, how will your program be funded in the future?
The Arc looks to the community to ensure opportunities exist for individuals with developmental disabilities.

9. If you received CDBG funding in 2023, please quantify the increase in service that you will provide during 2024 and explain why there is a new demand or an unmet need in the community for this service.
Families do not have daycare options for kids over 12 years old, and few daycares will accept any child with developmental disabilities, behavior issues, or personal care needs. The Arc uses volunteers and staffing to provide the support needed to participate. This funding meets an ongoing gap in our community.

1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

The Arc of Tri-Cities proposes to provide individuals with developmental disabilities who reside in the City of Kennewick with Therapeutic Recreational Opportunities. Activities will occur at Kennewick School District facilities, Kennewick Parks and Recreation Facilities, and community events. The Arc of Tri-Cities Therapeutic Recreational Services start at age two, but funding for this grant will serve participants age 18 years and older. Activities include VIP Club, Dances, exercise, and community event support, and summer camps.

The Arc of Tri-Cities Therapeutic Recreational Services is needed for the following reasons.

-It is increasing accessibility to the community for individuals with developmental disabilities and their families.

- Increase child care support options for families with a child or an adult with IDD

- Increase fitness opportunities (Individuals with I/DD have lower levels of fitness and higher levels of obesity than their peers (Murphy & Carbone, 2008).

- Offer relief to their caregivers and families (U.S Department of Health and Human Services identified that caregivers of individuals with I/DD show higher levels of depression, stress, frustration, and are at greater risks for health issues including heart disease and other ailments).

- Decrease social isolation (A scientific review of 148 previous studies involving more than 300,000 people has revealed that social disconnection is a risk factor equivalent to smoking 15 cigarettes per day (Eply, Akalis, & Waytz, 2008).

- Increase overall health and wellness (Participation in recreational activities promotes inclusion, minimizes deconditioning, and enhances the overall quality of life (Murphy & Carbone, 2008).

Research demonstrates that negative effects can be obviated at least partially by respite activities.

2. Describe the unmet need in the community using statistics, demographics or other factual information:

Individuals with developmental disabilities are recognized nationally to face the following community barriers. a. They are vulnerable: The Surgeon General and the United States Public Health Service report that people with disabilities are at greater risk for violence and abuse. (U.S. Department of Health and Human Services, 1990). b. They are socially isolated. c. Poverty Level Income- Nationally, adults with developmental disabilities are recognized to be below 80% median income. d. Families need help: 25% higher Divorce rate for parents who have children with mental disabilities. (US House of Representatives Select Committee on Children)

Individuals with developmental disabilities are recognized nationally to face the following community barriers. a. They are vulnerable: The Surgeon General and the United States Public Health Service report that people with disabilities are at greater risk for violence and abuse. (U.S. Department of Health and Human Services, 1990). b. They are socially isolated. c. Poverty Level Income- Nationally, adults with developmental disabilities are recognized to be below 80% median income. d. Families need help: 25% higher Divorce rate for parents who have children with mental disabilities. (US House of Representatives Select Committee on Children)

Washington State Statics Include:

- Washington State 81% of individuals with developmental disabilities live with their families
- Over 1450 individuals in Benton County have registered with Developmental Disabilities Administration (DDA) services
- Only 129 adults with developmental disabilities receiving DDA services have a job- the average hours working per week is 10 hours. Most adults have no support other than their families.
- Current Parks and Recreational activities do not offer physical, cognitive, or care support. The Arc provides a bridge to community activities by recruiting volunteers and creating partnerships to support individuals with disabilities to participate in their community.

Questions #3-9 are provided in the application with no cutoff.

10. What impact will your project have in the community? How will you measure your success?

Families will be able to maintain stability through affordable and accessible daycare. Clients participating will increase and maintain their skills and independence. Success will be measured through a participant survey and feedback from partners.

Questions #11-14 are provided in the application with no cutoff.

15. If your request includes supplies, etc.. what is your plan to secure funds for these needs in the future?

The purpose of the funds is to provide scholarships for individuals and families who meet the low-income status. These funds are not used to maintain the operation of our organization. Without these funds, families with low-income status would not be able to participate.



Kennewick Community Development Block Grant Application 2024 Program Year

Applicant	Elijah Family Homes		
Address	1721 W. Kennewick Ave, Kennewick WA 99336		
Project Name	EFH Transition to Success Case Management		
Contact Person	Lisa M. Godwin		
Telephone	509-943-6610	Email	lgodwin@elijahfamilyhomes.org
Federal Tax ID #	204058168	UEI #	6Y6D1
	(required)		(required)
CDBG Funds Requested	\$10,000	Match	\$42,349.00

1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

The CDBG grant will go to support Elijah Family Homes (EFH) proven and ongoing Transition To Success Case Management Program/Project (TTS). This program is administered in Benton and Franklin Counties, but the Kennewick CDBG funds would be used for our clients in the city of Kennewick, Washington. +

2. Describe the unmet need in the community using statistics, demographics or other factual information:

This program is needed in our community because the cycle of intergenerational poverty is so complex it cannot be diverted by any single program. The Transition to Success (TTS) program is wholly unique, engaging with vulnerable populations via case management in conjunction with +

3. Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?

Goal # 3 Strategy # 1 Objective # 1 Outcome # 1

4. Projects will also be ranked according to the attached Allocation Policy (Attachment A)

(Check only one box)

A. High Priority ☐ B. Average Priority ☒ C. Low Priority ☐ D. No Priority ☐

Explain how your proposal satisfies that priority:

Addiction recovery involves everyone in the family and the families we serve must meet our criteria of being at risk of homelessness, mental health issues and living in crisis. Fliiah familv Homes (FFH) serves and houses families in recovery from +

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)
- a. ☐ You receive income data verification from each participant in the program
- b. ☐ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income:

Census Tract # _____ Block Groups # _____

- c. ☒ Your project serves one of the following clientele? (check only one box)
- | | | |
|---|--|---|
| ☐ Elderly persons | ☒ Homeless persons | ☐ Severely disabled adults |
| ☐ Illiterate persons | ☐ Abused children | ☐ Persons living with AIDS/HIV |
| ☐ Battered spouses | ☐ Migrant farm workers | |
- d. ☐ Your project will create jobs that employ low to moderate-income employees

6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project success.*

* Public Service / Housing – Unit of measure is people

* Rehabilitation – Unit of measure is houses

* Homebuyer – Unit of measure is households

* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	15	People	\$454.55	\$6,818.25
2 nd Quarter	3	People	\$454.55	\$1,363.65
3 rd Quarter	2	People	\$454.55	\$909.10
4 th Quarter	2	People	\$454.55	\$909.09
TOTAL	22			\$10,000

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	12
Number of clients below 60% median income	10
Number of clients below 80% median income	0
Number of elderly clients	1
Number of minority clients	7
Number of disabled clients	1
Total Kennewick residents served	22

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2023	2022	2021	2020
--	------	------	------	------

Kennewick			\$275.00	
Richland	\$30,000.00	\$18,500.00	\$27,166.00	\$27,930.00
Pasco				

- 10 What impact will your project have in the community? How will you measure your success?

EFH leads its clients through a three-year Transition to Success (TTS) program that helps clients move from homelessness, or near homelessness, to family self-sufficiency. Success is measured in the following areas:

- 11 The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2024.

2023 HUD income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$19,400	\$22,200	\$24,950	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

- 12 Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries	\$10,000	\$42,349.00	Grants, fundraising	\$52,349.00
OPERATIONS: Rent/Lease Utilities Supplies				
CONSTRUCTION: Engineering Materials Labor / Contracts				
PROPERTY: Purchase Price Closing Costs				
OTHER: (Describe)				
TOTAL	\$10,000.00	\$42,349.00		\$52,349.00

- 13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:
No we do not.

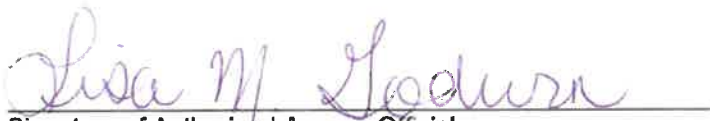
Certifications and Assurances

I/We make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and is not obligated to enter into a contract with any applicant. Incomplete, late or ineligible application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:



Signature of Authorized Agency Official

Lisa M. Godwin, Executive Director

Printed Name & Title

8/21/2023

Date

- 14 If you do not receive the requested funds or receive only a portion of what you request, what will you do?

If EFH does not receive the funds from the City of Kennewick and is not able to obtain them from our fundraising efforts and other grants we will reduce some supportive services, as well as the amount of time spent with clients, to help them.

- 15 If your request includes supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

n/a

- 16 Check "yes" or "no" for each of the following questions:

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	☐	☒
2. Is this a new activity for the organization?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
3. Does the organization have unresolved audit findings?	☐	☒
4. Is staff responsible for the CDBG project new or inexperienced?	☒	☐
5. Does your project displace or relocate any individual or business?	☐	☒
6. Does your project involve construction / renovation?	☐	☒
a. Do you own the property?	☐	☒
b. Do you have experience with federal Davis-Bacon wage requirements?	☒	☐
7. What type of CDBG activity is your project? (Choose one)	☒	
a. Public Service	☐	
b. Economic Development	☐	
c. Acquisition	☐	
d. Public or community infrastructure / housing / facilities	☐	

**Community Development Block Grant Application
2024 CDBG Program Year**

Public Service Special Attachment #1

Complete this page if you are proposing to provide a "Public Service"

1. What year was your agency organized / formed? 2005

2. Is your agency a Washington State non-profit corporation and/or a faith based organization? Yes ☒ No ☐

3. Does your agency have federal IRS non-profit status? Yes ☒ No ☐

4. List any required accreditation your agency / staff must have in order to do business:
n/a

5. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
We have applied for funding through United Way for the 2024 year. We did not received this funding grant. We plan on applying for other grants through Spectrum and Legends Casino for 2024.

6. Will CDBG assist in leveraging or matching other funding? Yes ☒ No ☐ ⁺

7. Is this the first year for the program? Yes ☐ No ☒
 - a. Year began: 2005

8. If you receive funding for 2024, how will your program be funded in the future?
We will continue to seek funding through federal grants, business partnerships, private grants, fundraising events, and donations.

9. If you received CDBG funding in 2023, please quantify the increase in service that you will provide during 2024 and explain why there is a new demand or an unmet need in the community for this service.
n/a

- 1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:**

The CDBG grant will go to support Elijah Family Homes (EFH) proven and ongoing Transition To Success Case Management Program/Project (TTS). This program is administered in Benton and Franklin Counties, but the Kennewick CDBG funds would be used for our clients in the city of Kennewick, Washington.

The CDBG funds would be used for the Transition to Success, Case Management Program, which currently provides case management including frequent home visits, individualized goal setting, program compliance monitoring (including random monthly drug tests and documentation of recovery meeting attendance), monthly EFH Community meetings, housing subsidies and family activities for tenants already in the transitional housing program and on the wait list. With help from City of Kennewick CDBG funding in 2024, EFH can continue our current services for clients living in Kennewick. The funding would include continued services for those families in Kennewick who are currently in our housing, on our waiting list, and those who have graduated and are still living within the city of Kennewick.

EFH provides low-income housing and subsidies to families in recovery for up to three years. The EFH foundational housing program provides rent subsidies that are both affordable, and provides decent, and safe housing, TTS/Case Management Program is the accompanying three-year program of supportive services designed to lead EFH families from homelessness or near homelessness to a higher level of self-sufficiency. The TTS program is essential to help families to keep moving forward with their lives, working towards breaking the cycle of substance abuse and poverty which in most cases is generational. Without the supportive services piece, i.e. case management, parenting education, financial/budgeting training, EFH housing acts simply as a “holding place” for families, until they find themselves once again looking for low-income housing opportunities.

THE CLIENTS WE SERVE

Clients who are admitted for services have been clean and sober for a minimum of one year. They often have spent major periods of their lives homeless, though they may or may not be homeless at the time they are accepted for EFH services. All EFH clients have children under the age of 18 and either enter the program from transitional housing, living with friends or relatives, or living in environments that are not conducive to raising healthy children or maintaining recovery. They are not eligible for public housing because of criminal and/or eviction histories.

Over the years, a minimum of at least 25% of EFH clients have had co-occurring diagnoses. Furthermore, 32% of the homeless adults in Benton/Franklin Counties are families with children under age 18. According to the 10 Year Plan to End Homelessness Phase Two Update 2012, “homeless children are uniquely subject to victimization because of poverty, violence, and drug abuse that they encounter on the streets. Homeless children experience almost twice the number of traumatic events than housed children.”

EFH has three main goals we strive to meet through the TTS/Case Management program.

Goal 1. For all families graduating from the EFH program to leave with higher levels of income and education than they had at the time of program entry.

Goal 2. For all children in EFH families to leave the program after three years showing some measure of growth to be individually measured at the time of program entry to the point of program exit.

Goal 3. For at least 70% of EFH tenants to graduate from the program within three years.

WHY THIS PROJECT IS NEEDED

The clients that we serve are not eligible for public housing or financial assistance because of criminal history within the past 3 years or they have been denied housing assistance. Our clients meet both the income level, which is income lower than the 50% of AMI and most under 30%, and meet the HUD definition of being homeless. These clients also have had substance abuse issues in their history.

There is a desperate need in general for low income, affordable housing in the Benton/Franklin county market place. Current statistics show there is only from 1.1% to just over 3% of rental housing inventory available in the Tri Cities market. With such a tight rental inventory this gives way for landlords to both raise rental prices and be very discretionary about those they choose to rent to.

The homeless population in the Tri-Cities region is ever increasing and with substance abuse and a current opioid/fentanyl crisis so prominent in our region, the EFH Transition to Success/Case management Program (TTS) meets the need in providing transitional housing, providing hope, and helping break the cycles of both generational substance abuse and generational poverty.

2. Describe the unmet need in the community using statistics, demographics or other factual information:

This program is needed in our community because the cycle of intergenerational poverty is so complex it cannot be diverted by any single program. The Transition to Success (TTS) program is wholly unique, engaging with vulnerable populations via case management in conjunction with housing; it is the only program within Benton and Franklin counties that helps people past the early stages of recovery and the ascent out of poverty, to rise into true self-sufficiency for the long-run. Currently, there is a gap in services for people who have felonies and evictions.

Because our program engages this population exclusively and frees up 70% of their income while guiding them in best practices of financial management, we allow the entire family to look beyond the next paycheck, which in turn frees up cognitive capacity of every family member.

There is a wide body of quality research that shows a low socioeconomic status (SES) has a direct adverse effect on: childhood development, parenting approaches, IQ levels, cognitive flexibility (shifting between tasks or mental operations, applying existing knowledge to new situations), executive functioning (the ability to resist impulses, delay gratification, and to engage in planning and goal-setting activities), memory, language deficiencies, willpower depletion (negative stereotypes and beliefs about themselves), and risk-aversion. All of these added together result in a "vicious cycle" in which poverty promotes behaviors that sustain future poverty. On the surface our program may seem like any other housing program, but it is so much more than that. We directly engage with everyone that lives in our homes and work to enable our families to discover a new way to live, that makes sense to them. The TTS program

offers a network of experts, caring support, quality housing, community integration, motivational encouragement to dream bigger, and embolden self-efficacy of the entire family.

The clients we serve are not considered acceptable candidates to most landlords. Simply put, without our program these families must rely on the goodwill of individual landlords and hope a major financial emergency does not come along. No other program/organization can offer a family in these situations the support our Transition to Success program can.

Questions #3-9 are provided in the application with no cutoff.

Explain how your proposal satisfies the priority you chose:

Addiction recovery involves everyone in the family and the families we serve must meet our criteria of being at risk of homelessness, mental health issues and living in crisis. Elijah family Homes (EFH) serves and houses families in recovery from Substance Abuse Disorder, which the National Institute of Health defines as a mental illness, and which is also a special needs population. The children in these families are considered, "disadvantaged youth and/or at-risk". The average duplex that EFH currently owns is 75 years old. EFH strives to achieve a safe, healthy living environment while providing social services that will increase client's self-sufficiency and responsibility to the community.

10. What impact will your project have in the community? How will you measure your success?

EFH leads its clients through a three-year Transition to Success (TTS) program that helps clients move from homelessness, or near homelessness, to family self-sufficiency. Success is measured in the following areas:

A) RECOVERY/SOBRIETY - clients remain focused on and committed to recovery. Clients refrain from all alcohol and drug use. Tenants are required to submit monthly urine tests for substance use and may be asked to submit hair samples if deemed necessary.

B) PARENTING - Parenting skills will be demonstrated by decreased need for social services, observation and documentation of parenting skills in practice in tenant homes, school reports, and evaluations from outside support sources. Available to clients will be the Triple P parenting and family support system that is measurable.

C) STABILITY- Children attend the same school and show age-appropriate educational/social progress as indicated in school reports, parent reports, and other outside sources.

Questions #11-14 are provided in the application with no cutoff.

14. If you do not receive the requested funds or receive only a portion of what you request, what will you do?

If EFH does not receive the funds from the City of Kennewick and is not able to obtain them from our fundraising efforts and other grants we will reduce some supportive services, as well as the amount of time spent with clients, to help them to succeed once they leave the program. Fewer clients will be served in rent support units, or on a wait list, which means fewer families will be allowed into the program in general. EFH will still provide low-cost housing and minimal supportive services without CDBG funds.

We would do whatever possible to maintain our current housing, supportive services, parent/child education classes available. There is a large gap between gaining stable housing and reaching a higher level of self-sufficiency. Without sufficient funding for quality case management, coaching, and education about self-sufficient living, tenants are more likely to reenter the homeless system.



Kennewick Community Development Block Grant Application 2024 Program Year

Applicant	City of Kennewick, Parks & Recreation		
Address	500 S Auburn St, Kennewick, WA 99336		
Project Name	2024 Financial Assistance Program		
Contact Person	Nick Farline, Parks & Recreation Director		
Telephone	509-585-4544	Email	Nick.farline@ci.kennewick.wa.us
Federal Tax ID #	91-6001253	UEI #	
	(required)		(required)
CDBG Funds Requested	\$29,000	Match	N/A

1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

The City of Kennewick Parks & Recreation Department is proactive and continues to reach out to families in our community to inform them about recreation opportunities. The Youth Scholarship program provides access to recreation programs and services to those families with limited income. +

2. Describe the unmet need in the community using statistics, demographics or other factual information:

Kennewick Parks & Recreation Department continue to broaden and diversify our marketing plan through monthly social media posts through Facebook account, connecting with past participants, groups in our community, Kennewick School District, Dept. of Social and Health Services, +

3. Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?

Goal # 3 Strategy # 1 & 2 Objective # 1 Outcome # 2

4. Projects will also be ranked according to the attached Allocation Policy (Attachment A)
(Check only one box)

A. High Priority ☐ B. Average Priority ☒ C. Low Priority ☐ D. No Priority ☐

Explain how your proposal satisfies that priority:

This program satisfies the average priority requirement by reducing or eliminating the financial barriers for disadvantaged youth to participate in recreational programming.

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)
- a. ☒ You receive income data verification from each participant in the program
- b. ☐ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income:
 Census Tract # _____ Block Groups # _____
- c. ☐ Your project serves one of the following clientele? (check only one box)
- | | | |
|---|---|---|
| ☐ Elderly persons | ☐ Homeless persons | ☐ Severely disabled adults |
| ☐ Illiterate persons | ☐ Abused children | ☐ Persons living with AIDS/HIV |
| ☐ Battered spouses | ☐ Migrant farm workers | |
- d. ☐ Your project will create jobs that employ low to moderate-income employees
6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project success.*

* Public Service / Housing – Unit of measure is people

* Homebuyer – Unit of measure is households

* Rehabilitation – Unit of measure is houses

* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	20			\$1,500.00
2 nd Quarter	70			\$10,000.00
3 rd Quarter	100			\$15,000.00
4 th Quarter	15			\$1,500.00
TOTAL	205			\$28,000

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	100
Number of clients below 60% median income	75
Number of clients below 80% median income	30
Number of elderly clients	
Number of minority clients	
Number of disabled clients	
Total Kennewick residents served	205

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2023	2022	2021	2020
--	------	------	------	------

Kennewick	\$24,700	\$25,000	\$29,000	\$34,000
Richland				
Pasco				

- 10 What impact will your project have in the community? How will you measure your success?

The service allows qualified families to register their child or children in recreational programs that are affordable. The Kennewick Parks and Recreation department will measure the success through program participant registrations. +

- 11 The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2024.

2023 HUD income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$19,400	\$22,200	\$24,950	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

- 12 Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL:				
Salaries				
OPERATIONS:				
Rent/Lease				
Utilities				
Supplies				
CONSTRUCTION:				
Engineering				
Materials				
Labor / Contracts				
PROPERTY:				
Purchase Price				
Closing Costs				
OTHER:				
(Describe)	Scholarships \$29,000.00		Co-Pay \$4,000	
TOTAL	\$29,000		\$4,000	\$33,000

- 13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:

No

- 14 If you do not receive the requested funds or receive only a portion of what you request, what will you do?

The Youth Scholarship Program would be reduced by limiting the allowable number of recipients served and participating in recreation programs. The Parks & Recreation Department would have to start charging financial assistance ⁺⁺

- 15 If your request includes supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

N/A

- 16 Check "yes" or "no" for each of the following questions:

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	☐	☒
2. Is this a new activity for the organization?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
3. Does the organization have unresolved audit findings?	☐	☒
4. Is staff responsible for the CDBG project new or inexperienced?	☐	☒
5. Does your project displace or relocate any individual or business?	☐	☒
6. Does your project involve construction / renovation?	☐	☒
a. Do you own the property?	☐	☐
b. Do you have experience with federal Davis-Bacon wage requirements?	☐	☐
7. What type of CDBG activity is your project? (Choose one)	☒	
a. Public Service	☐	
b. Economic Development	☐	
c. Acquisition	☐	
d. Public or community infrastructure / housing / facilities	☐	

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and is not obligated to enter into a contract with any applicant. Incomplete, late or ineligible application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:



Digitally signed by Nick
Farline

Signature of Authorized Agency Official

Nick Farline, Parks, Recreation & Facilities Director

Printed Name & Title

9/8/2023

Date

**Community Development Block Grant Application
2024 CDBG Program Year**

Public Service Special Attachment #1

Complete this page if you are proposing to provide a "Public Service"

1. What year was your agency organized / formed? Incorporated in 1904

2. Is your agency a Washington State non-profit corporation and/or a faith based organization? Yes ☐ No ☒

3. Does your agency have federal IRS non-profit status? Yes ☐ No ☒

4. List any required accreditation your agency / staff must have in order to do business:
N/A

5. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
N/A

6. Will CDBG assist in leveraging or matching other funding? Yes ☐ No ☒

7. Is this the first year for the program? Yes ☐ No ☒
 a. Year began: 2004

8. If you receive funding for 2024, how will your program be funded in the future?

Parks & Recreation will request funds from CDBG funding, donations and recipient +

9. If you received CDBG funding in 2023, please quantify the increase in service that you will provide during 2024 and explain why there is a new demand or an unmet need in the community for this service.

The City of Kennewick, Parks and Recreation continues to utilize other agencies such as the Kennewick Housing Authority, Kennewick School District, and the +

- 1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:**

The City of Kennewick Parks & Recreation Department is proactive and continues to reach out to families in our community to inform them about recreation opportunities. The Youth Scholarship program provides access to recreation programs and services to those families with limited income.

- 2. Describe the unmet need in the community using statistics, demographics or other factual information:**

Kennewick Parks & Recreation Department continue to broaden and diversify our marketing plan through monthly social media posts through Facebook account, connecting with past participants, groups in our community, Kennewick School District, Dept. of Social and Health Services, Educational Service District and Kennewick Housing Authority.

Questions #3-9 are provided in the application with no cutoff.

- 10. What impact will your project have in the community? How will you measure your success?**

The service allows qualified families to register their child or children in recreational programs that are affordable. The Kennewick Parks and Recreation department will measure the success through program participant registrations utilizing scholarship funding.

Questions #11-13 are provided in the application with no cutoff.

- 14. If you do not receive the requested funds or receive only a portion of what you request, what will you do?**

The Youth Scholarship Program would be reduced by limiting the allowable number of recipients served and participating in recreation programs. The Parks & Recreation Department would have to start charging financial assistance registrants for swim lessons. General recreation programming participant co-pay may increase.



Kennewick Community Development Block Grant Application 2024 Program Year

Applicant	Domestic Violence Services of Benton and Franklin Counties		
Address	3311 W Clearwater Ave Suite C-140 Kennewick, WA 99336		
Project Name	DVSBF Kennewick Housing		
Contact Person	Mary A. Pacheco		
Telephone	509.735.1295	Email	Angie.P@DVSBF.org
Federal Tax ID #	870704852	UEI #	Y2N1CT83E3H6
	(required)		(required)
CDBG Funds Requested	\$60,000	Match	\$10,000

- Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

Our project is focused on enhancing the living conditions and safety of the housing facility located at 6702 W 1st Kennewick WA 99301. The property is owned by the City of Kennewick and has been administered by the Domestic Violence Services of Benton and Franklin Counties (DVSBF) since 2011. This facility primarily serves unhoused, low, and moderate income families. ⁺

- Describe the unmet need in the community using statistics, demographics or other factual information:
Benton and Franklin Counties experiences a notable incidence of domestic violence, as evidenced by DVSBF serving over 3,000 families annually for domestic violence-related issues. These statistics reveal the distressing prevalence of domestic violence within the community, highlighting. ⁺
- Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?

Goal # 2 Strategy # 7 Objective # 1 Outcome # 1

- Projects will also be ranked according to the attached Allocation Policy (Attachment A)

(Check only one box)

A. High Priority ☒ B. Average Priority ☐ C. Low Priority ☐ D. No Priority ☐

Explain how your proposal satisfies that priority:

The DVSBF Kennewick Housing property is owned by the City of Kennewick. By investing CDBG funds into this property, we are directly contributing to the revitalization of a local neighborhood. The addition of siding to the building and ⁺

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)
- a. ☒ You receive income data verification from each participant in the program
- b. ☐ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income:
 Census Tract # _____ Block Groups # _____
- c. ☒ Your project serves one of the following clientele? (check only one box)
- | | | |
|--|---|---|
| ☐ Elderly persons | ☐ Homeless persons | ☐ Severely disabled adults |
| ☐ Illiterate persons | ☐ Abused children | ☐ Persons living with AIDS/HIV |
| ☒ Battered spouses | ☐ Migrant farm workers | |
- d. ☐ Your project will create jobs that employ low to moderate-income employees
6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project success.*

* Public Service / Housing – Unit of measure is people

* Homebuyer – Unit of measure is households

* Rehabilitation – Unit of measure is houses

* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	16	4	\$3,750	\$15,000
2 nd Quarter	16	4	\$3,750	\$15,000
3 rd Quarter	16	4	\$3,750	\$15,000
4 th Quarter	16	4	\$3,750	\$15,000
TOTAL	64	16	\$15,000	\$60,000

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	64
Number of clients below 60% median income	_____
Number of clients below 80% median income	_____
Number of elderly clients	_____
Number of minority clients	_____
Number of disabled clients	_____
Total Kennewick residents served	64

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2023	2022	2021	2020

Kennewick	\$50,000	0	0	0
Richland	\$35,000	\$14,200	0	0
Pasco	0	0	0	0

- 10 What impact will your project have in the community? How will you measure your success?

The proposed project, aimed at adding siding and lighting to the fourplex administered by DVSBF for the City of Kennewick, will have a significant and positive impact on the community. Here's how it will influence the community and

- 11 The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2024.

2023 HUD Income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$19,400	\$22,200	\$24,950	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

- 12 Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL:				
Salaries				
OPERATIONS:				
Rent/Lease				
Utilities				
Supplies				
CONSTRUCTION:				
Engineering	\$60,000	\$10,000	Donations and Fundraising	\$70,000
Materials				
Labor / Contracts				
PROPERTY:				
Purchase Price				
Closing Costs				
OTHER:				
(Describe)				
TOTAL				

- 13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:

No

- 14 If you do not receive the requested funds or receive only a portion of what you request, what will you do?

Our plan is to secure funding through donations or fundraising to address the most pressing issue.

- 15 If your request includes supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

N/A

- 16 Check "yes" or "no" for each of the following questions:

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	☐	☒
2. Is this a new activity for the organization?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
3. Does the organization have unresolved audit findings?	☐	☒
4. Is staff responsible for the CDBG project new or inexperienced?	☐	☒
5. Does your project displace or relocate any individual or business?	☐	☒
6. Does your project involve construction / renovation?	☒	☐
a. Do you own the property?	☐	☒
b. Do you have experience with federal Davis-Bacon wage requirements?	☒	☐
7. What type of CDBG activity is your project? (Choose one)	☐	
a. Public Service	☐	
b. Economic Development	☐	
c. Acquisition	☐	
d. Public or community infrastructure / housing / facilities	☒	

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and is not obligated to enter into a contract with any applicant. Incomplete, late or ineligible application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:

Mary A. Pacheco Digitally signed by Mary A. Pacheco
Date: 2023.09.06 13:56:08 -07'00'

Signature of Authorized Agency Official

Mary A. Pacheco, Executive Director

Printed Name & Title

08/28/2023

Date

**Community Development Block Grant Application
2024 CDBG Program Year**

Public Service Special Attachment #1

Complete this page if you are proposing to provide a "Public Service"

1. What year was your agency organized / formed? 2003

2. Is your agency a Washington State non-profit corporation and/or a faith based organization? Yes ☒ No ☐

3. Does your agency have federal IRS non-profit status? Yes ☒ No ☐

4. List any required accreditation your agency / staff must have in order to do business:

5. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
Our plan is to apply for county funds once they become available. Additionally, we will make an effort to secure funds through donations.

6. Will CDBG assist in leveraging or matching other funding? Yes ☒ No ☐

7. Is this the first year for the program? Yes ☐ No ☒
 - a. Year began: 2011

8. If you receive funding for 2024, how will your program be funded in the future?
The objective is not a continuous requirements but rather a goal to maintain habitable housing and reiuvenate the community. 

9. If you received CDBG funding in 2023, please quantify the increase in service that you will provide during 2024 and explain why there is a new demand or an unmet need in the community for this service.
In 2023, DVSBF received CDBG funding of \$50,000 to replace the HVAC systems in the 4-plex and replace the property's fence. We anticipate a notable increase in 



1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

Our project is focused on enhancing the living conditions and safety of the housing facility located at 6702 W 1st Kennewick WA 99301. The property is owned by the City of Kennewick and has been administered by the Domestic Violence Services of Benton and Franklin Counties (DVSBF) since 2011. This facility primarily serves unhoused, low- and moderate-income families who are seeking affordable housing and support to rebuild their lives. The Community Development Block Grant (CDBG) funds will be allocated to make critical improvements to the housing facility. Specifically, these funds will be used for two primary purposes: Adding Siding to the Building: The CDBG funds will be utilized to add high-quality siding to the building. This will not only enhance the energy efficiency of the facility but also provide better protection against the elements, ensuring that the families have a safe and comfortable place to stay. Lighting Improvements: Safety is a paramount concern for the residents residing in the complex. To improve security and visibility around the property, the CDBG funds will also be used to install additional lighting. This will create a safer environment for the families who reside there and for the staff working to support them.

2. Describe the unmet need in the community using statistics, demographics or other factual information:

Benton and Franklin Counties experiences a notable incidence of domestic violence, as evidenced by DVSBF serving over 3,000 families annually for domestic violence-related issues. These statistics reveal the distressing prevalence of domestic violence within the community, highlighting the urgent need for support and intervention. DVSBF plays a crucial role in providing immediate shelter and safety to those affected by domestic violence. The fact that DVSBF serves over 1,000 bed nights in the shelter underscores the acute need for emergency housing and protection for individuals and families facing domestic violence situations. These numbers represent a substantial portion of the community seeking refuge from abuse.

Questions #3-9 are provided in the application with no cutoff.

Explain how your proposal satisfies that priority

The DVSBF Kennewick Housing property is owned by the City of Kennewick. By investing CDBG funds into this property, we are directly contributing to the revitalization of a local neighborhood. The addition of siding to the building and improved lighting not only enhances the physical appearance of the property but also makes it a more welcoming and functional space. This, in turn, has a positive impact on the overall aesthetics and appeal of the neighborhood. The primary beneficiaries of this project are homeless families who often fall within the low and moderate-income category. By providing them with safe and improved housing, we are directly addressing the needs of this demographic. Furthermore, the post-shelter goal of preventing homelessness aligns with the objective of supporting low and moderate-income households by helping them regain stability.

10. What impact will your project have in the community? How will you measure your success?

The proposed project, aimed at adding siding and lighting to the fourplex administered by DVSBF for the City of Kennewick, will have a significant and positive impact on the community. Here's how it will influence the community and how we plan to measure our success: Improved Living Conditions: The addition of siding to the building will enhance the structural integrity and insulation, making it a more comfortable and energy-efficient space for the families DVSBF serves. This improvement will directly impact the quality of life for those residing there, fostering a more stable and secure environment for them. Enhanced Safety: The installation of improved lighting around the property will increase safety, not only for the families within the fourplex but also for the surrounding community. Well-lit areas are less prone to crime, creating a safer neighborhood for everyone. Long-Term Support: Beyond the immediate benefits, DVSBF's mission is to prevent homelessness for families after they leave the shelter. This ensures that the impact of the project extends beyond the physical improvements to the building. Success is measured not only in the short term, by providing shelter, but also in the long term, by preventing a return to homelessness for these families. The success of the project will be measured through a combination of qualitative and quantitative assessments, including: Feedback: Gathering feedback from the families residing in the fourplex will provide valuable insights into the impact of the improvements on their daily lives. Their satisfaction and sense of security will be indicative of the project's success. Prevention of Homelessness: Tracking the number of families who successfully transition out of the homelessness into stable housing will be a critical measure of long-term success. A higher rate of successful transitions indicates that the project is achieving its goal of preventing homelessness.

Questions #11-15 are provided in the application with no cutoff.

Page 11 of the Application

9. If you received CDBG funding in 2023, please quantify the increase in service that you will provide during 2024 and explain why there is a new demand or an unmet need in the community for this service.

In 2023, DVSBF received CDBG funding of \$50,000 to replace the HVAC systems in the 4-plex and replace the property's fence. We anticipate a notable increase in our service capacity and quality. Here's how this funding will directly contribute to addressing a new demand or unmet need in our community: The need for these upgrades arises from several factors: Aging Infrastructure: the exterior of the building has been deteriorating over time due to weather wear and tear. Growing Homelessness Crisis: The community's homelessness crisis continues to grow, and DVSBF plays a critical role in addressing this issue. The demand for our shelter and supportive housing services has been consistently high, with more families seeking refuge. This increase in demand necessitates improvements to our facilities to accommodate more families effectively. Safety and Privacy Concerns: The safety and privacy of our residents are paramount. Recent community feedback has underscored the need for enhanced security measures, including a better fence and lighting to ensure the well-being of those residing in the units.



This project improves access to those individuals with physical impairments and improves the visual appearance of the park. This will also improve a public facility in a dramatic way.

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)
- a. ☐ You receive income data verification from each participant in the program
- b. ☒ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income:

Census Tract # 112

Block Groups # 4

- c. ☐ Your project serves one of the following clientele? (check only one box)
- ☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
- ☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
- ☐ Battered spouses ☐ Migrant farm workers
- d. ☐ Your project will create jobs that employ low to moderate-income employees
6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project success.*

* Public Service / Housing – Unit of measure is people

* Homebuyer – Unit of measure is households

* Rehabilitation – Unit of measure is houses

* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter				
2 nd Quarter				
3 rd Quarter				
4 th Quarter	1900		47.63	90,500.00
TOTAL				

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	31.1% persons below pverty line
Number of clients below 60% median income	NA
Number of clients below 80% median income	NA
Number of elderly clients	70
Number of minority clients	1064
Number of disabled clients	NA
Total Kennewick residents served	1900

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2023	2022	2021	2020

Kennewick	\$500,000		\$440,000	\$204,000
Richland				
Pasco				

- 10 What impact will your project have in the community? How will you measure your success?

This project will allow increase access to positive recreational opportunities for youth of all ages and abilities at a local park. This will also increase the safety of play set equipment for youth using the park. Thriving parks and play sets benefit+

- 11 The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2024.

2023 HUD Income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$19,400	\$22,200	\$24,950	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

- 12 Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL:				
Salaries				
OPERATIONS:				
Rent/Lease				
Utilities				
Supplies				
CONSTRUCTION:				
Engineering	\$90,500	\$50,000	COK P&R CIP	\$140,500
Materials			Hard surfaces	
Labor / Contracts			fund	
PROPERTY:				
Purchase Price				
Closing Costs				
OTHER:				
(Describe)				
TOTAL				\$140,500

- 13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:

No

- 14 If you do not receive the requested funds or receive only a portion of what you request, what will you do?

Apply again next year and include in CIP funds request for 25/26 biennium.

- 15 If your request includes supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

N/A

- 16 Check "yes" or "no" for each of the following questions:

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	☐	☒
2. Is this a new activity for the organization?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
3. Does the organization have unresolved audit findings?	☐	☒
4. Is staff responsible for the CDBG project new or inexperienced?	☐	☒
5. Does your project displace or relocate any individual or business?	☐	☒
6. Does your project involve construction / renovation?	☒	☐
a. Do you own the property?	☒	☐
b. Do you have experience with federal Davis-Bacon wage requirements?	☒	☐
7. What type of CDBG activity is your project? (Choose one)	☐	
a. Public Service	☐	
b. Economic Development	☐	
c. Acquisition	☐	
d. Public or community infrastructure / housing / facilities	☒	

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and is not obligated to enter into a contract with any applicant. Incomplete, late or ineligible application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:



Digitally signed by Nick
Farline

Signature of Authorized Agency Official

Nick Farline, Parks, Recreation & Facilities Director

Printed Name & Title

9/8/2023

Date

COK Parks (Underwood)
Expanded questions for print version

1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

Underwood Park has a swing set that is over 30 years old. The CDBG funds will be used to replace the swing set, add a toddler swing set, and add an ADA open format play scape comprised of compact geometric designs with a small footprint element for kids 5-12 years old. This neighborhood has a 31.1% persons below the poverty line and this project aligns with the top funding priorities established in the 2024-2030 Parks and Recreation Comprehensive Plans. The City will be funding and installing playground grass that will replace the bark and allow individuals with ambulatory issue access to the play set.

2. Describe the unmet need in the community using statistics, demographics or other factual information:

Underwood Park was assessed during the Comprehensive planning process by a third party consultant. Compared to other parks both within the Kennewick system and compared to National standards and parks the play set was scored a 1 (below average) out of 3. We have also determined that the swing set is unsafe and is a risk to the community. It was determined that this play set was small and did not fill the needs of the local neighborhood. In addition the playground at Vancouver Park adjacent to Underwood was removed in 2023 due to unsafe conditions of the equipment. Zintel Canyon has a playground but has no swing set and is located across a busy street Vancouver st. Kennewick Park and Recreation department has identified a minimum standard of care and improving the elements in parks that score a 1 is a high priority.

Questions #3-9 are provided in the application with no cutoff.

10. What impact will your project have in the community? How will you measure your success?

This project will allow increase access to positive recreational opportunities for youth of all ages and abilities at a local park. This will also increase the safety of play set equipment for youth using the park. Thriving parks and play sets benefits the entire neighborhood by providing youth healthy physical activities. Investments in local neighborhood parks are critical for the health and wellness of our community. Success will be measured through observational assessment.

Questions #11-14 are provided in the application with no cutoff.

14. If you do not receive the requested funds or receive only a portion of what you request, what will you do?

Apply again next year and include in CIP funds request for 25/26 biennium.



Kennewick Community Development Block Grant Application 2024 Program Year

Applicant	City of Kennewick		
Address	210 W. 6th Ave Kennewick, WA 99336		
Project Name	Eastgate walking path		
Contact Person	Nick Farline, Parks & Recreation Director		
Telephone	509-585-4544	Email	nick.farline@ci.kennewick.wa.us
Federal Tax ID #	91-6001253	UEI #	
	(required)		(required)
CDBG Funds Requested	80,000	Match	N/A

- Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

This project will replace roughly 4,000 linear feet of asphalt, three feet wide walking path around Eastgate park. This project will require taking up the existing asphalt, cutting tree roots, leveling the path and replace with new asphalt. The CDBG funds will fund the entire project. This project serves the community by providing an replacement to a unsafe walking path that has extended.

- Describe the unmet need in the community using statistics, demographics or other factual information:

During our Comprehensive Planning process the community through a statistically valid survey trails was the number 1 identified need by the community. This project allows for people of all ages, and abilities to have access to a walking path to increase health an wellness opportunities. This

- Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?

Goal # 2 Strategy # 4,6,7,8 Objective # 1 Outcome # 1,3

- Projects will also be ranked according to the attached Allocation Policy (Attachment A)

(Check only one box)

A. High Priority ☒ B. Average Priority ☐ C. Low Priority ☐ D. No Priority ☐

Explain how your proposal satisfies that priority:

This project improves access to those individuals with physical impairments and improves the visual appearance of the park. This project improves a public facility in a major way.

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)
- a. ☐ You receive income data verification from each participant in the program
- b. ☒ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income:

Census Tract # 113

Block Groups # 4

- c. ☐ Your project serves one of the following clientele? (check only one box)
- ☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
- ☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
- ☐ Battered spouses ☐ Migrant farm workers
- d. ☐ Your project will create jobs that employ low to moderate-income employees
6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project success.*

* Public Service / Housing – Unit of measure is people

* Homebuyer – Unit of measure is households

* Rehabilitation – Unit of measure is houses

* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter				
2 nd Quarter				
3 rd Quarter				
4 th Quarter	870		91.95	80,000.00
TOTAL				

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	14.8% persons below pverty line
Number of clients below 60% median income	NA
Number of clients below 80% median income	NA
Number of elderly clients	70
Number of minority clients	417
Number of disabled clients	NA
Total Kennewick residents served	870

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2023	2022	2021	2020

Kennewick	\$500,000		\$440,000	\$204,000
Richland				
Pasco				

- 10 What impact will your project have in the community? How will you measure your success?

The impact to the community is unquestioned as it allows families to connect and engage in healthy activities. This project allows for wheelchair access, families with strollers and young children to improve their health and wellness. This park is

- 11 The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2024.

2023 HUD income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$19,400	\$22,200	\$24,950	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

- 12 Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL:				
Salaries				
OPERATIONS:				
Rent/Lease				
Utilities				
Supplies				
CONSTRUCTION:	80,000			80,000
Engineering				
Materials				
Labor / Contracts				
PROPERTY:				
Purchase Price				
Closing Costs				
OTHER:				
(Describe)				
TOTAL				\$80,000

- 13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:

No

- 14 If you do not receive the requested funds or receive only a portion of what you request, what will you do?

Apply next year.

- 15 If your request includes supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

No

- 16 Check "yes" or "no" for each of the following questions:

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	☐	☒
2. Is this a new activity for the organization?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
3. Does the organization have unresolved audit findings?	☐	☒
4. Is staff responsible for the CDBG project new or inexperienced?	☐	☒
5. Does your project displace or relocate any individual or business?	☐	☒
6. Does your project involve construction / renovation?	☒	☐
a. Do you own the property?	☒	☐
b. Do you have experience with federal Davis-Bacon wage requirements?	☒	☐
7. What type of CDBG activity is your project? (Choose one)	☐	
a. Public Service	☐	
b. Economic Development	☐	
c. Acquisition	☐	
d. Public or community infrastructure / housing / facilities	☒	

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and is not obligated to enter into a contract with any applicant. Incomplete, late or ineligible application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:



Digitally signed by Nick
Farline

Signature of Authorized Agency Official

Nick Farline, Parks, Recreation & Facilities Director

Printed Name & Title

9/8/2023

Date

COK Parks (Eastgate)
Expanded questions for print version

- 1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:**

This project will replace roughly 4,000 linear feet of asphalt, three feet wide walking path around Eastgate park. This project will require taking up the existing asphalt, cutting tree roots, leveling the path and replace with new asphalt. The CDBG funds will fund the entire project. This project serves the community by providing an replacement to a unsafe walking path that has extended its life cycle by 20 years. This path was in bad condition 20 years ago and has sections that are unsafe for people walking and the path is not ADA accessible or stroller accessible. This project is for families of all ages.

- 2. Describe the unmet need in the community using statistics, demographics or other factual information:**

During our Comprehensive Planning process the community through a statistically valid survey trails was the number 1 identified need by the community. This project allows for people of all ages, and abilities to have access to a walking path to increase health an wellness opportunities. This project also provides an opportunity for the community to connect with nature while exercising.

Questions #3-9 are provided in the application with no cutoff.

- 10. What impact will your project have in the community? How will you measure your success?**

The impact to the community is unquestioned as it allows families to connect and engage in healthy activities. This project allows for wheelchair access, families with strollers and young children to improve their health and wellness. This park is visited by more than just the local community and dramatically improves the safety and usability of the walking path. In some locations it is not walkable so the success will be immediate upon completion.

Questions #11-14 are provided in the application with no cutoff.

- 14. If you do not receive the requested funds or receive only a portion of what you request, what will you do?**

Apply next year.



Kennewick Community Development Block Grant Application 2024 Program Year

Applicant	<u>City of Kennewick</u>		
Address	<u>1010 E. Chemical Drive</u>		
Project Name	<u>S. Juniper St. Sidewalk (6th Ave. to 7th Ave.)</u>		
Contact Person	<u>Heath Mellotte, Design Services Manager</u>		
Telephone	<u>509-585-4287</u>	Email	<u>heath.mellotte@ci.kennewick.wa.us</u>
Federal Tax ID #	<u>91-6001253</u> (required)	UEI #	<u>040187544</u> (required)
CDBG Funds Requested	<u>\$220,000</u>	Match	<u>0</u>

1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

The project will design and construct a concrete sidewalk along the east side of S. Juniper Street filling a gap between E. 6th Ave. and E. 7th Ave. Other improvements will include constructing ADA-accessible ramps for pedestrians. At completion, this project will serve as a designated route for neighborhood children and parents walking to and from Eastgate. +

2. Describe the unmet need in the community using statistics, demographics or other factual information:

This project serves Census Tract 011300 Block 4, which is 69.81% low to moderate income. Noting that, a Local Improvement District in which the neighborhood would pay for the improvements would not be feasible. In addition, the neighborhood children need a safe route to +

3. Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?

Goal # 11 Strategy # 4,5,6,7 Objective # 1 Outcome # 1,3

4. Projects will also be ranked according to the attached Allocation Policy (Attachment A)
(Check only one box)

A. High Priority ☒ B. Average Priority ☐ C. Low Priority ☐ D. No Priority ☐

Explain how your proposal satisfies that priority:

This project will improve both Community infrastructure and Public facilities by constructing sidewalks and ADA accessible ramps, all at no cost to the homeowners and residents. At project completion, the improvements will be a +

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)
- a. ☐ You receive income data verification from each participant in the program
- b. ☒ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income:

Census Tract # 011300

Block Groups # 4

- c. ☐ Your project serves one of the following clientele? (check only one box)
- ☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
- ☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
- ☐ Battered spouses ☐ Migrant farm workers
- d. ☐ Your project will create jobs that employ low to moderate-income employees
6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project success.*

* Public Service / Housing – Unit of measure is people

* Homebuyer – Unit of measure is households

* Rehabilitation – Unit of measure is houses

* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter				
2 nd Quarter				
3 rd Quarter	337	Residents	\$653	\$220,000
4 th Quarter				
TOTAL				

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	
Number of clients below 60% median income	236 Residents(based on 69.81% HUD Ref.)
Number of clients below 80% median income	
Number of elderly clients	34
Number of minority clients	118
Number of disabled clients	19
Total Kennewick residents served	337

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2023	2022	2021	2020

Kennewick	\$0	\$686,000	\$0	\$299,000
Richland				
Pasco				

- 10 What impact will your project have in the community? How will you measure your success?

The project will allow pedestrians and school children to safely navigate the streets by providing them a route to walk outside of the roadway. It will also improve the overall appearance of the neighborhood. Success will be measured.

- 11 The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2024.

2023 HUD income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$19,400	\$22,200	\$24,950	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

- 12 Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL:				
Salaries				
OPERATIONS:				
Rent/Lease				
Utilities				
Supplies				
CONSTRUCTION:				
Engineering	\$20,000			\$20,000
Materials				
Labor / Contracts	\$200,000			\$200,000
PROPERTY:				
Purchase Price				
Closing Costs				
OTHER:				
(Describe)				
TOTAL	\$220,000			\$220,000

- 13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:

Federal Surface Transportation Block Grant Funds (STBG)

- 14 If you do not receive the requested funds or receive only a portion of what you request, what will you do?

The project will not be constructed.

- 15 If your request includes supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

N/A

- 16 Check "yes" or "no" for each of the following questions:

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	☐	☒
2. Is this a new activity for the organization?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
3. Does the organization have unresolved audit findings?	☐	☒
4. Is staff responsible for the CDBG project new or inexperienced?	☐	☒
5. Does your project displace or relocate any individual or business?	☐	☒
6. Does your project involve construction / renovation?	☒	☐
a. Do you own the property?	☒	☐
b. Do you have experience with federal Davis-Bacon wage requirements?	☒	☐
7. What type of CDBG activity is your project? (Choose one)	☐	☐
a. Public Service	☐	☐
b. Economic Development	☐	☐
c. Acquisition	☐	☐
d. Public or community infrastructure / housing / facilities	☒	☐

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and is not obligated to enter into a contract with any applicant. Incomplete, late or ineligible application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:



Digitally signed by Heath Mellotte
DN: C=US, E=heath.mellotte@ci.kennewick.wa.us, O=City of
Kennewick, OU=Design Services Manager, CN=Heath Mellotte
Date: 2023.09.08 15:47:32-0700'

Signature of Authorized Agency Official

Heath Mellotte, Design Services Manager

Printed Name & Title

9/8/23

Date

- 1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:**

The project will design and construct a concrete sidewalk along the east side of S. Juniper Street filling a gap between E. 6th Ave. and E. 7th Ave. Other improvements will include constructing ADA-accessible ramps for pedestrians. At completion, this project will serve as a designated route for neighborhood children and parents walking to and from Eastgate Elementary and Estagate Park as well as the County Fairgrounds.

- 2. Describe the unmet need in the community using statistics, demographics or other factual information:**

This project serves Census Tract 011300 Block 4, which is 69.81% low to moderate income. Noting that, a Local Improvement District in which the neighborhood would pay for the improvements would not be feasible. In addition, the neighborhood children need a safe route to school since all are within walking routes to Eastgate Elementary School which is immediately to the south.

Questions #3-9 are provided in the application with no cutoff.

Explain how your proposal satisfies the priority you chose:

This project will improve both Community infrastructure and Public facilities by constructing sidewalks and ADA accessible ramps, all at no cost to the homeowners and residents. At project completion, the improvements will be a major component of revitalizing the neighborhood.

- 10. What impact will your project have in the community? How will you measure your success?**

The project will allow pedestrians and school children to safely navigate the streets by providing them a route to walk outside of the roadway. It will also improve the overall appearance of the neighborhood. Success will be measured by observed activity.

Questions #11-16 are provided in the application with no cutoff.



Kennewick Community Development Block Grant Application 2024 Program Year

Applicant	<u>City of Kennewick</u>		
Address	<u>1010 E. Chemical Drive</u>		
Project Name	<u>S. Fruitland Street Sidewalk (Phase 2)</u>		
Contact Person	<u>Heath Mellotte, Design Services Manager</u>		
Telephone	<u>509-585-4287</u>	Email	<u>heath.mellotte@ci.kennewick.wa.us</u>
Federal Tax ID #	<u>91-6001253</u> (required)	UEI #	<u>040187544</u> (required)
CDBG Funds Requested	<u>\$186,000</u>	Match	<u>0</u>

1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

The project will improve the neighborhood and benefit the families by constructing new sidewalks and improving ADA ramps on the east side of Fruitland Street. CDBG funds were used in 2019 to complete the sidewalk on the west side of the street. This project will provide a connection to existing sidewalks on S. Everett St. and S. Garfield St. where currently no

2. Describe the unmet need in the community using statistics, demographics or other factual information:

This project serves census tract 0112200 Block 6, which is 97.13 low to moderate income. The West end of the street leads to Block 5 which is 83.14% low to moderate income. Noting that, a Local Improvement District in which the neighborhood would pay for the improvements, would not

3. Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?

Goal # II Strategy # 4,5,6,7 Objective # 1 Outcome # 1,3

4. Projects will also be ranked according to the attached Allocation Policy (Attachment A)
(Check only one box)

A. High Priority ☒ B. Average Priority ☐ C. Low Priority ☐ D. No Priority ☐

Explain how your proposal satisfies that priority:

This project will improve both Community infrastructure and Public facilities by constructing sidewalks and ADA accessible ramps, all at no cost to the homeowners and residents. At project completion, the improvements will be a

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)
- a. ☐ You receive income data verification from each participant in the program
- b. ☒ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income:

Census Tract # 011200

Block Groups # 6 & 5

- c. ☐ Your project serves one of the following clientele? (check only one box)
- ☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
- ☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
- ☐ Battered spouses ☐ Migrant farm workers
- d. ☐ Your project will create jobs that employ low to moderate-income employees
6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project success.*

* Public Service / Housing – Unit of measure is people

* Homebuyer – Unit of measure is households

* Rehabilitation – Unit of measure is houses

* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter				
2 nd Quarter				
3 rd Quarter	111	Residents	\$1,675.68	\$186,000
4 th Quarter				
TOTAL				

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	
Number of clients below 60% median income	108 Residents(based on 97.13% HUD Ref.)
Number of clients below 80% median income	
Number of elderly clients	20
Number of minority clients	46
Number of disabled clients	6
Total Kennewick residents served	111

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2023	2022	2021	2020

Kennewick	\$0	\$686,000	\$0	\$299,000
Richland				
Pasco				

- 10 What impact will your project have in the community? How will you measure your success?

The project will allow pedestrians and school children to safely navigate the streets by providing them a route to walk outside of the roadway. It will also improve the overall appearance of the neighborhood. Success will be measured by

- 11 The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2024.

2023 HUD income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$19,400	\$22,200	\$24,950	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

- 12 Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL:				
Salaries				
OPERATIONS:				
Rent/Lease				
Utilities				
Supplies				
CONSTRUCTION:				
Engineering	\$16,000			\$16,000
Materials				
Labor / Contracts	\$170,000			\$170,000
PROPERTY:				
Purchase Price				
Closing Costs				
OTHER:				
(Describe)				
TOTAL	\$186,000			\$186,000

- 13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:

Federal Surface Transportation Block Grant Funds (STBG)

- 14 If you do not receive the requested funds or receive only a portion of what you request, what will you do?

The project will not be constructed.

- 15 If your request includes supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

N/A

- 16 Check "yes" or "no" for each of the following questions:

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	☐	☒
2. Is this a new activity for the organization?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
3. Does the organization have unresolved audit findings?	☐	☒
4. Is staff responsible for the CDBG project new or inexperienced?	☐	☒
5. Does your project displace or relocate any individual or business?	☐	☒
6. Does your project involve construction / renovation?	☒	☐
a. Do you own the property?	☒	☐
b. Do you have experience with federal Davis-Bacon wage requirements?	☒	☐
7. What type of CDBG activity is your project? (Choose one)	☐	
a. Public Service	☐	
b. Economic Development	☐	
c. Acquisition	☐	
d. Public or community infrastructure / housing / facilities	☒	

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

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I understand that the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:



Digitally signed by Heath Mellotte
DN: c=US, E=heath.mellotte@ci.kennewick.wa.us, O=City of
Kennewick, OU=Design Services Manager, CN=Heath Mellotte
Date: 2023.09.08 13:47:32-0700

Signature of Authorized Agency Official

Heath Mellotte, Design Services Manager

Printed Name & Title

9/8/23

Date

- 1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:**

The project will improve the neighborhood and benefit the families by constructing new sidewalks and improving ADA ramps on the east side of Fruitland Street. CDBG funds were used in 2019 to complete the sidewalk on the west side of the street. This project will provide a connection to existing sidewalks on S. Everett St. and S. Garfield St. where currently no sidewalks exist except for limited/sporadic sections.

- 2. Describe the unmet need in the community using statistics, demographics or other factual information:**

This project serves census tract 0112200 Block 6, which is 97.13 low to moderate income. The West end of the street leads to Block 5 which is 83.14% low to moderate income. Noting that, a Local Improvement District in which the neighborhood would pay for the improvements, would not be feasible. In addition, the neighborhood children need a safe route to school since all are within walking routes to Park Middle School, St. Joseph's School, and Kennewick HS.

Questions #3-9 are provided in the application with no cutoff.

Explain how your proposal satisfies the priority you chose:

This project will improve both Community infrastructure and Public facilities by constructing sidewalks and ADA accessible ramps, all at no cost to the homeowners and residents. At project completion, the improvements will be a major component of revitalizing the neighborhood.

- 10. What impact will your project have in the community? How will you measure your success?**

The project will allow pedestrians and school children to safely navigate the streets by providing them a route to walk outside of the roadway. It will also improve the overall appearance of the neighborhood. Success will be measured by observed activity.

Questions #11-16 are provided in the application with no cutoff.



Kennewick Community Development Block Grant Application 2024 Program Year

Applicant	Housing Authority City of Kennewick		
Address	1915 West 4th Place, Kennewick, WA 99336		
Project Name	Bubble on Gum Offsite Improvements		
Contact Person	Lona Hammer		
Telephone	509-586-8576 x 103	Email	lhammer@kennewickha.org
Federal Tax ID #	91-6000968 (required)	UEI #	WF6YK942FVJ3 (required)
CDBG Funds Requested	\$382,374	Match	

1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:

KHA is applying for CDBG funds from the city of Kennewick to make infrastructure improvements on Gum and Street between 10th and 13th Ave in support of a proposed affordable housing development "Bubble on Gum". Improvements include: sidewalk extensions, water, sewer and stormwater improvements, and roadway improvements all required by the City.

2. Describe the unmet need in the community using statistics, demographics or other factual information:

The proposed infrastructure is needed to develop 58 units of low-income housing at 13th and Gum. Affordable housing will target a key need in this area, which experiences nearly double the average poverty rate of Benton County with a median household income of \$48,933, significantly lower than

3. Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?

Goal # II Strategy # 4 & 5 Objective # 1 Outcome # 3

4. Projects will also be ranked according to the attached Allocation Policy (Attachment A)

(Check only one box)

A. High Priority ☒ B. Average Priority ☐ C. Low Priority ☐ D. No Priority ☐

Explain how your proposal satisfies that priority:

This proposal will build the improvements necessary to construct the proposed Bubble on Gum project. Area proposed for the sidewalk is currently a gravel shoulder commonly used for parked or inoperable vehicles. Sidewalks will

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)
- a. ☒ You receive income data verification from each participant in the program
- b. ☐ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income:

Census Tract # 114.01

Block Groups # 3002

- c. ☐ Your project serves one of the following clientele? (check only one box)
- | | | |
|---|---|---|
| ☐ Elderly persons | ☐ Homeless persons | ☐ Severely disabled adults |
| ☐ Illiterate persons | ☐ Abused children | ☐ Persons living with AIDS/HIV |
| ☐ Battered spouses | ☐ Migrant farm workers | |
- d. ☐ Your project will create jobs that employ low to moderate-income employees
6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project success.*

* Public Service / Housing – Unit of measure is people

* Homebuyer – Unit of measure is households

* Rehabilitation – Unit of measure is houses

* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter				
2 nd Quarter				
3 rd Quarter				
4 th Quarter	687	Low-income households	\$556.59	\$382,374
TOTAL	687	Low-income households	\$556.59	\$382,374

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	<u>295</u>
Number of clients below 60% median income	<u>392</u>
Number of clients below 80% median income	<u>Undetermined, but yes</u>
Number of elderly clients	<u>Undetermined, but yes</u>
Number of minority clients	<u>Undetermined, but yes</u>
Number of disabled clients	<u>Undetermined, but yes</u>
Total Kennewick residents served	<u>687</u>

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2023	2022	2021	2020
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Kennewick				\$161,000
Richland				
Pasco				

- 10 What impact will your project have in the community? How will you measure your success?

The improved infrastructure will allow for the development of 58 units of affordable housing. Additionally, it will increase the safety, accessibility and appearance of the neighborhood.

- 11 The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2024.

2023 HUD income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$19,400	\$22,200	\$24,950	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

- 12 Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries				
OPERATIONS: Rent/Lease Utilities Supplies				
CONSTRUCTION: Engineering Materials Labor / Contracts	\$382,374	\$483,188	CHIP	\$865,562
PROPERTY: Purchase Price Closing Costs				
OTHER: (Describe)				
TOTAL	\$382,374	483,188	CHIP	\$895,562

- 13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:

HOME Investment Partnership Program: \$797,505

Public and Indian Housing Subsidy: \$554,687

~~Section 8 Housing Choice Voucher: \$7,505,020~~

- 14 If you do not receive the requested funds or receive only a portion of what you request, what will you do?

We will work with the City to hopefully scale back the required improvements, prioritizing sidewalks along 13th Avenue. We are unaware of additional funding for these improvements which are essential to the construction of the 58 unit 

- 15 If your request includes supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

N/a. These funds will be used to build infrastructure and not to run operations.

- 16 Check "yes" or "no" for each of the following questions:

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	☐	☒
2. Is this a new activity for the organization?	☒	☐
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
3. Does the organization have unresolved audit findings?	☐	☒
4. Is staff responsible for the CDBG project new or inexperienced?	☐	☒
5. Does your project displace or relocate any individual or business?	☐	☒
6. Does your project involve construction / renovation?	☒	☐
a. Do you own the property?	☐	☒
b. Do you have experience with federal Davis-Bacon wage requirements?	☒	☐
7. What type of CDBG activity is your project? (Choose one)	☐	☐
a. Public Service	☐	☐
b. Economic Development	☐	☐
c. Acquisition	☐	☐
d. Public or community infrastructure / housing / facilities	☒	☐

Certifications and Assurances

I/We make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and is not obligated to enter into a contract with any applicant. Incomplete, late or ineligible application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:

Lona Hammer Digitally signed by Lona Hammer
Date: 2023.09.07 09:17:47 -07'00'

Signature of Authorized Agency Official

Lona Hammer, PHM, Exec. Director

Printed Name & Title

9/7/23

Date

**Community Development Block Grant Application
2024 CDBG Program Year**

Economic Development Special Attachment #2

Complete this page if you are proposing to provide an "Economic Development" project

1. We are a: ☒ non-profit ☐ for-profit ☐ faith-based
2. Describe how your project will make the most effective use of CDBG funds?
These funds will go directly into improving infrastructure for the existing neighborhood and support the development of low-income housing. CDBG funds are commonly used to support offsite infrastructure for low income.
3. Is there leverage of other funds? +
The CDBG funds will be used exclusively for the offsite improvements. We will be leveraging CHIP funds to help pay for portions of the water, sewer and stormwater utility improvements. CHIP funds are managed by the Washington.
4. How will you assure that CDBG funds are not substituted for other non-federal investment? +
The requested CDBG funds will be used exclusively to fund improvements in the right of way: sidewalks, roadways, street lighting. We have an established
5. Can you demonstrate that your project will meet the minimum federal CDBG threshold of providing one full time equivalency job (40 hours per week) per \$35,000 of CDBG funds, or provide goods or services to residents of a low-moderate income (LMI) area, such that the number of LMI persons residing in the area served amounts to at least one LMI person per \$35,000 of CDBG investment, and that at least more than one half (51%) of the total jobs created will be filled by very low, low and moderate-income persons? How will you make sure that the jobs will be made available to very low, low and moderate-income persons? +
The CDBG award will fund pedestrian infrastructure and will be used by residents within the neighborhood, and specifically used by residents in the adjacent 58-unit low-income property along 13th Avenue and Gum Street. The 58 unit apartment complex will generate jobs that are more than 50% of the area's LMI. The
6. Is your request being used for business incentives or for recruitment of a business from another city or state? If yes, describe in detail. Are the proposed jobs existing positions or are they new?
n/a
7. Show the number of new permanent jobs projected to be created (seasonal jobs do not count):

Job Title	# FTE Jobs Created	# Part Time Jobs Created	# FTE Jobs Filled by LMI	# Part Time Jobs Filled by LMI
n/a				

**** LMI jobs refer to any job that can be held by a person with no advanced training or education beyond high school – or a job that the business agrees to hire unqualified persons for and provide training.**

- 1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed:**

KHA is applying for CDBG funds from the city of Kennewick to make infrastructure improvements on Gum and Street between 10th and 13th Ave in support of a proposed affordable housing development "Bubble on Gum". Improvements include: sidewalk extensions, water, sewer and stormwater improvements, and roadway improvements all required by the City of Kennewick as a condition of the affordable housing development proposal. The proposed affordable housing will be set-aside for households at or below 50% AMI with additional set-asides for households below 30% AMI, disabled households, veterans, and families. The city and KHA completed a comprehensive community input campaign & there was a clear response that pedestrian safety improvements between the proposed project and Eastgate Elementary School was a high priority improvement. This involves the construction of new sidewalks and curbs along 13th ave between Date Place and Gum Street, as well as on Gum Street between 13th Ave and 10th Ave. In addition to sidewalks, we will use CDBG funds to expand the roadways to current city specifications and place street lighting. The CDBG funds will be leveraged by CHIP funds from the Dept of Commerce which will help pay for a portion of the water, sewer and stormwater expenses.

- 2. Describe the unmet need in the community using statistics, demographics or other factual information:**

The proposed infrastructure is needed to develop 58 units of low-income housing at 13th and Gum. Affordable housing will target a key need in this area, which experiences nearly double the average poverty rate of Benton County with a median household income of \$48,933, significantly lower than Benton County's median income of \$77,059. Current vacancy rates of rent-restricted homes are extremely low (0.3% vacancy compared to Kennewick's stabilized vacancy rate of 4.1%). If the property at 13th and Gum Street was available now, we would expect nearly full occupancy and increased usage of the surrounding infrastructure. Sidewalks along South Gum Street and East 13th Avenue are needed to allow pedestrian access to local amenities and transit, including student access to the nearby elementary school.

Questions #3-9 are provided in the application with no cutoff.

Explain how your proposal satisfies the priority you chose:

This proposal will build the improvements necessary to construct the proposed Bubble on Gum project. Area proposed for the sidewalk is currently a gravel shoulder commonly used for parked or inoperable vehicles. Sidewalks will contribute to pedestrian safety and neighborhood revitalization by providing easier access for pedestrian traffic and increase the utility and visual aesthetic of the space. This is especially true for students walking to the nearby elementary school and disabled persons.

- 10. What impact will your project have in the community? How will you measure your success?**

The improved infrastructure will allow for the development of 58 units of affordable housing. Additionally, it will increase the safety, accessibility and appearance of the neighborhood.

Success will be determined by the installation of sidewalks in a low income area, and approval of building permits by the City of Kennewick for the 58 unit affordable housing development.

Questions #11-12 are provided in the application with no cutoff.

13. Do you receive \$750,000 or more in federal funds?

HOME Investment Partnership Program: \$797,505
Public and Indian Housing Subsidy: \$554,687
Section 8 Housing Choice Voucher: \$7,595,039
Emergency Housing Voucher: \$186,455
Main Stream Voucher: \$304,248
PIH Family Self Sufficiency Program: \$63,627
Public Housing Capital Fund (2020, 2021, 2022): \$596,402
CPF Award: \$3,000,000

14. If you do not receive the requested funds or receive only a portion of what you request, what will you do?

We will work with the City to hopefully scale back the required improvements, prioritizing sidewalks along 13th Avenue. We are unaware of additional funding for these improvements which are essential to the construction of the 58 unit affordable housing development.