



10/23/2024

**BLOCK GRANT ADVISORY COMMITTEE AGENDA  
COUNCIL CHAMBERS - 210 W. 6TH AVE  
PUBLIC CALL INTO MEETING 509-585-4566**

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4:00 PM

- 1. CALL TO ORDER**
- 2. ATTENDANCE**
- 3. APPROVAL OF MINUTES**
  - a. Review and approval of the August 28, 2024 minutes
- 4. OPEN ISSUES**
- 5. NEW BUSINESS**
  - a. Public Hearing for 2025 CDBG Funds
  - b. 2025 CDBG Presentations and Deliberations
- 6. ADJOURNMENT**

**DRAFT**  
CITY OF KENNEWICK  
CDBG COMMITTEE  
August 28, 2024

**1. CALL TO ORDER:**

Bobbie Littrell called to order the meeting of the Block Grant Advisory Committee at 4:00 p.m. on August 28, 2024 in the City Hall Council Chambers.

**2. ATTENDANCE:**

**Members Present**

Bobbie Littrell, Vice Chair  
Bruce Donner  
Vel Wright  
Carlo D'Alessandro  
Jerry Martin  
Jim Millbauer, Councilmember  
Kylie Peel, Staff Liaison

**Members Excused/Absent**

Ron Hue, Chair (*unexcused*)  
Christy Watts (*unexcused*)  
Anthony Muai, Planning Director (*excused*)

**3. APPROVAL OF MINUTES:**

Bobbie Littrell opened the discussion on the March 27, 2024 minutes and asked for a motion. Vel Wright motioned for the minutes to be approved as written. Carlo D'Alessandro seconded the motion – vote approved unanimously.

**4. OPEN ISSUES:**

None.

**5. NEW BUSINESS:**

**2025 AAP Timeline** – Kylie Peel informed the committee that this year's Annual Action Plan timeline will be different than past years since the HOME Consortium is working on updating their required Five Year Consolidated Plan. No final decisions can be made about future funding until the Consolidated Plan is drafted and out for public comment. At this time there are stakeholder meetings set for the week of September 2<sup>nd</sup> to get local organization's input about what is needed around Tri-Cities that can utilize HUD's funding.

Kylie explained that applications for 2025 CDBG funding is currently open and closes on September 13<sup>th</sup>. Application presentations are set to occur at the October 23<sup>rd</sup> committee meeting where a Public Hearing will also be held for citizens to come and give their input about what they believe Kennewick's CDBG funds should be put towards.

**Notifications with Civic Clerk** – Kylie Peel reminded committee members to get signed up with the new Civic Clerk program to make sure they are being notified of all agendas, minutes, and other notifications, as City staff will no longer be sending out direct emails to committee members. This ensures that all communication stays in one place and is easy to notify of important items.

**Project Updates** – Kylie Peel gave a brief update for 2024 projects:

Eastgate Walking Path Restoration has been completed as of early August.

13<sup>th</sup> & Gum St. Sidewalk & Offsites has not started yet. Kylie explained she informed the Housing Authority to not begin work until a PSA is signed in and approved by City Council.

All public service subreceptients are running smoothly and coming to an end of their 2024 programs.

The Splash Pad (2023 project) has not started yet. Construction was put on hold in April 2024 so that heavy

equipment wouldn't be around the public pool area with small children, school swim teams, and Partners n Pals summer camp. The pool season was closed the week of August 19<sup>th</sup> and a plumbing contractor is set to begin work on site soon. Work is currently scheduled to be completed by October 31<sup>st</sup>.

**6. COMMITTEE COMMENTS/DISCUSSION:**

None.

**7. ADJOURNMENT:**

The meeting adjourned at 4:26 p.m.

The next scheduled meeting is set for September 25, 2024 at 4:00 p.m.



## Kennewick Community Development Block Grant Application 2025 Program Year

<b>Applicant/Organization</b>	Senior Life Resources Northwest, Inc.		
<b>Address</b>	1824 Fowler St.		
<b>Project/Service Name</b>	Mid-Columbia Meals on Wheels		
<b>Contact Person</b>	Steven Davis		
<b>Telephone</b>	509-735-1911	<b>Email</b>	sdavis@seniorliferesources.org
<b>Federal Tax ID #</b>	91-0909913 <small>(required)</small>	<b>UEI #</b>	942598632 <small>(required)</small>
<b>CDBG Funds Requested</b>	\$45,000.00	<b>Match</b>	\$2,696,880.00

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:

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

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 2.2 is to increase the ability of senior adults

3. 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

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:

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

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)

The program provides nutritious meals to older adults, many of whom are low- or moderate-income individuals. By focusing on seniors who may have limited financial resources, the proposal directly addresses the needs of those who qualify as low- or

- 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 2025. 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 <sup>st</sup> Quarter	500 Seniors / 22,000 Meals	1 Meal	\$8.50	\$187,000
2 <sup>nd</sup> Quarter	175 Seniors / 25,000 Meals	1 Meal	\$8.50	\$212,500
3 <sup>rd</sup> Quarter	125 Seniors / 22,000 Meals	1 Meal	\$8.50	\$187,000
4 <sup>th</sup> Quarter	100 Seniors / 20,000 Meals	1 Meal	\$8.50	\$170,000
<b>TOTAL</b>	900 Seniors / 89,000 Meals		\$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	_____
<b>Total Kennewick residents served</b>	<b>900</b>

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

Please see data below

	2024	2023	2022	2021
Kennewick	\$45,000	\$35,000	\$25,000	\$23,000
Richland	\$8,030	\$15,023	\$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

11. The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2025.

2024 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%	\$21,000	\$24,000	\$27,000	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720
50%	\$35,000	\$40,000	\$45,000	\$49,950	\$53,950	\$57,950	\$61,950	\$65,950
80%	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500

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
<b>PERSONNEL:</b> Salaries	<b>\$0.00</b>	\$1,203,351 / \$466,427	Fundraising/Grants/ALTC	<b>\$1,669,778</b>
<b>OPERATIONS:</b> Rent/Lease Utilities Supplies	\$45,000	\$940,102	Fundraising, Grants, ALTC, Public Support	\$985,102
<b>CONSTRUCTION:</b> Engineering Materials Labor / Contracts				
<b>PROPERTY:</b> Purchase Price Closing Costs				
<b>OTHER:</b> (Describe)		Marketing \$42,000		<b>\$42,000</b>
<b>TOTAL</b>	<b>\$45,000</b>	<b>\$2,651,880</b>		<b>\$2,696,880</b>

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

We do not receive more than \$750,000 of federal funds.

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 fundina. These funds are meant to provide

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

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

### 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 Steven Davis  
Date: 2024.09.04 15:07:06 -07'00'

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Signature of Authorized Agency Official

Steven Davis - Director, Mid-Columbia Meals on Wheels

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Printed Name & Title

**9/4/2024**

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Date

**Community Development Block Grant Application  
2025 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 2025. 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 CDBG program?      Yes       No 
  - a. Year began: 1974
  
8. If you receive funding for 2025, 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 2024, please quantify the increase in service that you will provide during 2025 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

## Meals on Wheels

### 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:**

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 July 2024, Kennewick-based client population comprises 38% of total clients and consumed 42% of meals served to all clients.

We cook, serve, & deliver complete entrees 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 continue to skyrocket for food and food-related supplies in 2024.

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 2025 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, 45% self-report an income that is below the federal poverty level. Our menu is overseen by a registered dietitian 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.

*Question #3 is provided in the application with no cutoff.*

**4. Explain how your proposal satisfies your priority ranking for question #3:**

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

We provide nutritious meals to seniors aged 60+. The current average age of our Kennewick clients is 80. 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.

**5. How does your proposal meet the National Objective of benefitting low and moderate-income persons?**

The program provides nutritious meals to older adults, many of whom are low- or moderate-income individuals. By focusing on seniors who may have limited financial resources, the proposal directly addresses the needs of those who qualify as low- or moderate-income.

The meals are provided at no cost to the participants, ensuring that financial constraints do not prevent eligible seniors from receiving essential nutrition. This approach helps reduce food insecurity among low-income seniors, improving their overall well-being.

The program operates in specific communities, including Kennewick, where a significant percentage of clients are low-income seniors. By concentrating resources in these areas, the proposal ensures that assistance is directed where it is most needed.

By offering meals and related services, the program helps seniors maintain their health and independence, potentially reducing the need for more costly healthcare interventions. This can indirectly benefit the broader community by alleviating some financial burdens on public health systems.

The allocation of CDBG funds to purchase raw food and supplies directly supports the provision of these meals to low- and moderate-income seniors. This targeted use of funding aligns with the objective of providing benefits to those who meet income eligibility criteria.

*Questions #6-9 are provided in the application with no cutoff.*

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

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 2023 survey, 96% of responses from home delivery clients indicated that our meals help them eat healthier and more balanced meals. Additionally, 98% reported that the meals help them remain independent in their own homes. 99% of our congregate dining participants shared 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.

Public Service Attachment #1

*Questions 1-3 are provided in the application with no cutoff.*

**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 with food are required to have Food Worker cards.

**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 2025. However, we fully expect to receive annual funding provided by Aging and Long Term Care and we are in the process of applying for additional grants and sponsorships, such as 3 Rivers Community Foundation, Hanford-area companies, local credit unions, and private company foundations.

*Questions 6 & 7 are provided on the application with no cutoff.*

**8. If you receive funding for 2025, 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 the cost of their meals, and we pursue private community and corporate donations and hold special fundraising events. As mentioned earlier, our Board of Directors is very committed to serving every vulnerable local senior and has established fundraising as a strategic priority.

**9. If you received CDBG funding in 2024, please quantify the increase in service that you will provide during 2025 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 since 2008. Our 2025 projection reflects an increase in meals for Kennewick residents from our 2023 actuals.

Nationally, our senior population is growing and older Americans are living longer with less money. Currently, one in four Americans is 60+ with 12,000 more turning 60 every day. By 2060, the number of seniors will increase by more than half (source: Meals on Wheels America). With the U.S. recently experiencing the highest inflation in 40 years, seniors living on fixed incomes are especially vulnerable and need our services.



## Kennewick Community Development Block Grant Application 2025 Program Year

**Applicant/Organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**Project/Service Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Federal Tax ID #** \_\_\_\_\_ **UEI #** \_\_\_\_\_  
(required) (required)

**CDBG Funds Requested** \_\_\_\_\_ **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:
  
2. Describe the unmet need in the community using statistics, demographics or other factual information:
  
3. Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?  
 Goal # \_\_\_\_\_ Strategy # \_\_\_\_\_ Objective # \_\_\_\_\_ Outcome # \_\_\_\_\_
  
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:
  
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 2025. 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 <sup>st</sup> Quarter				
2 <sup>nd</sup> Quarter				
3 <sup>rd</sup> Quarter				
4 <sup>th</sup> Quarter				
<b>TOTAL</b>				

- 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	
<b>Total Kennewick residents served</b>	

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

	2024	2023	2022	2021
Kennewick				
Richland				
Pasco				

10. What impact will your project have in the community? How will you measure your success?
  
11. The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2025.

<b>2024 HUD income Limit Guidelines for Kennewick – Pasco - Richland</b>								
	<b>1 Person</b>	<b>2 People</b>	<b>3 People</b>	<b>4 People</b>	<b>5 People</b>	<b>6 People</b>	<b>7 People</b>	<b>8 People</b>
30%	\$21,000	\$24,000	\$27,000	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720
50%	\$35,000	\$40,000	\$45,000	\$49,950	\$53,950	\$57,950	\$61,950	\$65,950
80%	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500

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
<b>PERSONNEL:</b>				
Salaries				
<b>OPERATIONS:</b>				
Rent/Lease				
Utilities				
Supplies				
<b>CONSTRUCTION:</b>				
Engineering				
Materials				
Labor / Contracts				
<b>PROPERTY:</b>				
Purchase Price				
Closing Costs				
<b>OTHER:</b>				
(Describe)				
<b>TOTAL</b>				

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

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

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.)

16. Check “yes” or “no” for each of the following questions:

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

**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

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

**Community Development Block Grant Application  
2025 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? \_\_\_\_\_
  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?
  
  6. Will CDBG assist in leveraging or matching other funding? Yes  No
  7. Is this the first year for the CDBG program? Yes  No 
    - a. Year began: \_\_\_\_\_
  8. If you receive funding for 2025, how will your program be funded in the future?
  

---

  9. If you received CDBG funding in 2024, please quantify the increase in service that you will provide during 2025 and explain why there is a new demand or an unmet need in the community for this service.
-

## The ARC of Tri-Cities 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:

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.

*Public Service Attachment #1 Expanded Answers*

**8. If you receive funding for 2025, 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 2024, please quantify the increase in service that you will provide during 2025 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.



**Kennewick Community Development Block Grant Application  
2025 Program Year**

<b>Applicant/Organization</b>	Columbia Industries DBA Columbia Ability Alliance		
<b>Address</b>	900 S Dayton St, Kennewick, WA 99336		
<b>Project/Service Name</b>	Community Center Recreational Scholarships		
<b>Contact Person</b>	Michael Novakovich		
<b>Telephone</b>	509-582-4142	<b>Email</b>	michaeln@ourcaa.com
<b>Federal Tax ID #</b>	91-0776525	<b>UEI #</b>	HLE4ZCKGAP61
	<small>(required)</small>		<small>(required)</small>
<b>CDBG Funds Requested</b>	\$25,000	<b>Match</b>	\$5,000

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:

We are seeking funds to provide recreational scholarships for adults with disabilities who otherwise may not be able to afford to attend our Community Center, located near Downtown Kennewick. +

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

Latest data shows that 12% of Benton County residents have a disability. Through our Community Center, we provide opportunities for this population to develop important life skills, socialize with peers, and integrate into our community through +

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:

This proposal will assist special needs populations, in our case adults with disabilities, as they access recreational activities and opportunities for socialization +

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)
- |                                             |                                               |                                                              |
|---------------------------------------------|-----------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Elderly persons    | <input type="checkbox"/> Homeless persons     | <input checked="" type="checkbox"/> Severely disabled adults |
| <input type="checkbox"/> Illiterate persons | <input type="checkbox"/> Abused children      | <input type="checkbox"/> Persons living with AIDS/HIV        |
| <input type="checkbox"/> Battered spouses   | <input type="checkbox"/> 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 2025. 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 <sup>st</sup> Quarter	15	People	416.66	\$6,250.00
2 <sup>nd</sup> Quarter	15	People	416.66	\$6,250.00
3 <sup>rd</sup> Quarter	15	People	416.66	\$6,250.00
4 <sup>th</sup> Quarter	15	People	416.66	\$6,250.00
<b>TOTAL</b>	60	People	416.66	\$25,000

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	_____
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	60 _____
<b>Total Kennewick residents served</b>	<b>34</b> _____

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

	2024	2023	2022	2021
Kennewick	\$0.00	\$0.00	\$0.00	\$0.00
Richland	\$0.00	\$0.00	\$0.00	\$0.00
Pasco	\$0.00	\$0.00	\$0.00	\$0.00

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

Our project aims to enhance the lives of individuals with disabilities and barriers by providing safe and reliable recreational respite services. By providing

11. The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2025.

2024 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%	\$21,000	\$24,000	\$27,000	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720
50%	\$35,000	\$40,000	\$45,000	\$49,950	\$53,950	\$57,950	\$61,950	\$65,950
80%	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500

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
<b>PERSONNEL:</b> Salaries				
<b>OPERATIONS:</b> Rent/Lease Utilities Supplies	\$25,000	\$5,000	MDU Resources Foundation	\$30,000
<b>CONSTRUCTION:</b> Engineering Materials Labor / Contracts				
<b>PROPERTY:</b> Purchase Price Closing Costs				
<b>OTHER:</b> (Describe)				
<b>TOTAL</b>	\$25,000	\$5,000		\$30,000

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

\$957,857 - Federal Building Source America contract

\$89,100 - Naval Hoods Source America contract

Both of these are fee-for-service contracts, not grant funds.

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

If we do not receive the requested funds or only a portion of what we request, we will continue to seek grant funding or cash donations from our community to fund the scholarship program.

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.)

Scholarships will always be needed by our private pay clients; fundraising will be the primary avenue to secure funding to cover the cost of scholarships. ■

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

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

**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:

**Michael Novakovich** Digitally signed by Michael Novakovich  
Date: 2024.09.12 12:01:19 -07'00'

Signature of Authorized Agency Official

**Michael Novakovich, President & CEO**

Printed Name & Title

**9/12/24**

Date

**Community Development Block Grant Application  
2025 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? 1963
  
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:  
CARF (Commission on Accreditation of Rehabilitation Facilities)
  
5. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?  
We have \$5,000 pending from the MDU Resources Foundation to support this initiative. <sup>+</sup>
  
6. Will CDBG assist in leveraging or matching other funding? Yes  No
  
7. Is this the first year for the CDBG program? Yes  No 
  - a. Year began: 2014
  
8. If you receive funding for 2025, how will your program be funded in the future?  
Scholarships to attend our Center will always be needed for our client population.  
We intend to utilize fundraising to help us continue to be able to provide this critical
  
9. If you received CDBG funding in 2024, please quantify the increase in service that you will provide during 2025 and explain why there is a new demand or an unmet need in the community for this service.

## Community Center Recreational Scholarships

### 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:**

We are seeking funds to provide recreational scholarships for adults with disabilities who otherwise may not be able to afford to attend our Community Center, located near Downtown Kennewick.

Persons served may include individuals who are autistic, intellectually or developmentally disabled, those who have sustained traumatic brain injuries or have other mental health issues. We also provide services to individuals who have physical disabilities such as blindness or hearing impairment.

Clients who attend our Center either utilize respite funding from the Developmental Disabilities Administration, or pay privately if they do not qualify for DDA services or run short on their funding. Recreational scholarships will allow private pay clients to attend our Center at no cost, or bridge the gap for clients who fall short on funding in any particular month. Funding would also be utilized to provide community outings for our clients, such as mini-golf, bowling, trampoline parks, etc, so they can partake in opportunities for social interaction and community integration.

Community engagement is a critical service for this population, as it enhances their overall quality of life by providing opportunities for social interaction, recreation, and participation in community events and activities. It is imperative that all individuals, regardless of ability, can participate fully in community life.

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

Latest data shows that 12% of Benton County residents have a disability. Through our Community Center, we provide opportunities for this population to develop important life skills, socialize with peers, and integrate into our community through engaging outings.

An article published in the National Library of Medicine titled "Understanding Factors Influencing People with Disabilities' Participation in Sports and Cultural Activities" states that participation in physical and social activities helps restore the mental health of individuals with disabilities, while improving their social cohesion and social support. Participation in leisure activities and recreational pursuits has been proven to reduce anxiety and stress, which can be issues that many individuals with disabilities face. Activities like gardening, interactive music, yoga, arts and crafts projects and cooking not only help our clients develop life skills, but they also provide avenues for expressing creativity and fostering self-confidence. Without services like our Community Center, many individuals with disabilities would not have access to recreational activities or opportunities to socialize with peers on a regular basis.

*Question #3 is provided in the application with no cutoff.*

**4. Explain how your proposal satisfies your priority ranking for question #3:**

This proposal will assist special needs populations, in our case adults with disabilities, as they access recreational activities and opportunities for socialization that enhance their daily lives and promote a sense of inclusion. Social inclusion creates a sense of belonging, something that should be an inherent human right, but can be less accessible to individuals with disabilities.

*Questions #5-9 are provided in the application with no cutoff.*

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

Our project aims to enhance the lives of individuals with disabilities and barriers by providing safe and reliable recreational respite services. By providing scholarships for individuals to attend our Community Center, we will help foster greater independence among our clients, improve their quality of life and promote social inclusion for participants. In addition, by providing access to recreational activities like bowling, swimming, mini golf and more, our clients will be able to experience the wonderful leisure activities our community has to offer, just like everyone else. They may not be able to afford to do these activities on their own, or may not have the transportation means to do them outside of our Community Center.

In addition to directly benefiting the individuals served, these scholarships will also ease burdens for their families and caregivers. Our Center is considered respite care, which means it provides a break in caregiving for the primary caregiver, which is usually a parent or family member.

Knowing that their loved one is safe with our staff while the caregiver can tend to their own needs relieves a huge burden for so many of our families.

Success will be measured through service utilization. We will keep track of unique clients served and number of sessions attended that are funded by the grant.

We will keep track of special outings that are funded by the scholarships – what types of outings are being funded and how many clients are able to attend each outing thanks to grant funds.

We are certain that more individuals will be able to attend the Community Center with scholarship support, and that more individuals will be able to participate in outings that are funded through the grant.

*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?**

Scholarships will always be needed by our private pay clients; fundraising will be the primary avenue to secure funding to cover the cost of scholarships.

Public Service Attachment #1

*Questions 1-7 & 9 are provided in the application with no cutoff.*

**8. If you receive funding for 2025, how will your program be funded in the future?**

Scholarships to attend our Center will always be needed for our client population. We intend to utilize fundraising to help us continue to be able to provide this critical service to individuals who otherwise could not afford to attend.



## Kennewick Community Development Block Grant Application 2025 Program Year

<b>Applicant/Organization</b>	City of Kennewick, Parks, Recreation & Facilities		
<b>Address</b>	500 S Auburn St, Kennewick, WA 99336		
<b>Project/Service Name</b>	2025 Financial Assistance Program		
<b>Contact Person</b>	Nick Farline, Parks, Recreation & Facilities Director		
<b>Telephone</b>	509-585-4544	<b>Email</b>	nick.farline@ci.kennewick.wa.us
<b>Federal Tax ID #</b>	91-6001253	<b>UEI #</b>	
	<small>(required)</small>		<small>(required)</small>
<b>CDBG Funds Requested</b>	\$24,000	<b>Match</b>	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 Kennewick Parks & Recreation Youth Scholarship Program is a key initiative designed to ensure that children from low-income families have equitable access to a wide range of recreational programs and services. By removing financial
2. Describe the unmet need in the community using statistics, demographics or other factual information:  
 In Kennewick, there is a need for affordable access to recreational programs for families with limited income. Kennewick's population is growing, and as of 2022, 12.44% of households are in poverty, indicating a need for affordable and
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
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)
- |                                             |                                               |                                                       |
|---------------------------------------------|-----------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Elderly persons    | <input type="checkbox"/> Homeless persons     | <input type="checkbox"/> Severely disabled adults     |
| <input type="checkbox"/> Illiterate persons | <input type="checkbox"/> Abused children      | <input type="checkbox"/> Persons living with AIDS/HIV |
| <input type="checkbox"/> Battered spouses   | <input type="checkbox"/> 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 2025. 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 <sup>st</sup> Quarter	30			\$2,000
2 <sup>nd</sup> Quarter	60			\$6,000
3 <sup>rd</sup> Quarter	70			\$14,500
4 <sup>th</sup> Quarter	10			\$1,500
<b>TOTAL</b>	170			\$24,000

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	25	
Number of clients below 60% median income	80	
Number of clients below 80% median income	65	
Number of elderly clients		
Number of minority clients		
Number of disabled clients		
<b>Total Kennewick residents served</b>	170	

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

	2024	2023	2022	2021
Kennewick	\$20,000	\$24,700	\$25,000	\$29,000
Richland				
Pasco				

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

Our Youth Scholarship program will significantly impact the community by fostering greater inclusivity and enhancing the well-being of children from

11. The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2025.

2024 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%	\$21,000	\$24,000	\$27,000	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720
50%	\$35,000	\$40,000	\$45,000	\$49,950	\$53,950	\$57,950	\$61,950	\$65,950
80%	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500

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
<b>PERSONNEL:</b>				
Salaries				
<b>OPERATIONS:</b>				
Rent/Lease				
Utilities				
Supplies				
<b>CONSTRUCTION:</b>				
Engineering				
Materials				
Labor /				
Contracts				
<b>PROPERTY:</b>				
Purchase Price				
Closing Costs				
<b>OTHER:</b>				
(Describe)	\$24,000		Co-Pay \$4,000	\$28,000
<b>TOTAL</b>	\$24,000.00		\$4,000	\$28,000

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?

If we receive less than the full amount of funding, we will carefully review and prioritize core recreational programming to ensure that the most critical programs are maintained. This may involve reducing the number of scholarships awarded,

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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Is this a new activity for the organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Has this activity been completed successfully in prior years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Have CDBG performance goals been met in prior years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Does the organization have unresolved audit findings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Is staff responsible for the CDBG project new or inexperienced?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Does your project displace or relocate any individual or business?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Does your project involve construction / renovation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Do you own the property?	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you have experience with federal Davis-Bacon wage requirements?	<input type="checkbox"/>	<input type="checkbox"/>
7. What type of CDBG activity is your project? (Choose one)		
a. Public Service	<input checked="" type="checkbox"/>	
b. Economic Development	<input type="checkbox"/>	
c. Acquisition	<input type="checkbox"/>	
d. Public or community infrastructure / housing / facilities	<input type="checkbox"/>	

**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:

*Nicholas Farline*

\_\_\_\_\_  
Signature of Authorized Agency Official

Nick Farline, Parks, Recreation & Facilities Director

\_\_\_\_\_  
Printed Name & Title

9/12/2024

\_\_\_\_\_  
Date

**Community Development Block Grant Application  
2025 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 CDBG program? Yes  No 
  - a. Year began: 2004
  
8. If you receive funding for 2025, how will your program be funded in the future?  
Kennewick Parks & Recreation will continue to apply for CDBG funds as a primary source of support to fund the Youth Scholarship Program and maintain accessibility
  
9. If you received CDBG funding in 2024, please quantify the increase in service that you will provide during 2025 and explain why there is a new demand or an unmet need in the community for this service.  
Kennewick continues to grow, leading to an increased demand for accessible recreational services. As of 2022, 13.11% of households in our City lived below the

## Kennewick Youth Recreational Scholarship Program

### 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:**

The Kennewick Parks & Recreation Youth Scholarship Program is a key initiative designed to ensure that children from low-income families have equitable access to a wide range of recreational programs and services. By removing financial barriers, we aim to foster inclusivity and promote healthier, more connected communities.

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

In Kennewick, there is a need for affordable access to recreational programs for families with limited income. Kennewick's population is growing, and as of 2022, 13.11% of households are in poverty, indicating a need for affordable and accessible recreation programs. In 2023, 185 children received financial assistance through this program, allowing them to gain important life skills, improve their physical and mental fitness, and providing them with invaluable opportunities for connection and social interaction.

*Question #3 is provided in the application with no cutoff.*

- 4. Explain how your proposal satisfies your priority ranking for question #3:**

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

*Questions #5-9 are provided in the application with no cutoff.*

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

Our Youth Scholarship program will significantly impact the community by fostering greater inclusivity and enhancing the well-being of children from low-income families. By providing these children with access to recreational activities, we will promote healthy lifestyles, enhance social integration, support family engagement, and encourage personal development. To assess the effectiveness of the program, we will track participation metrics, and participant surveys.

*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?**

If we receive less than the full amount of funding, we will carefully review and prioritize core recreational programming to ensure that the most critical programs are maintained. This may involve reducing the number of scholarships awarded, or further limiting the amount of financial assistance offered per child.

#### Public Service Attachment #1

- 8. If you receive funding for 2025, how will your program be funded in the future?**

Kennewick Parks & Recreation will continue to apply for CDBG funds as a primary source of support to fund the Youth Scholarship Program and maintain accessibility for low-income families

- 9. If you received CDBG funding in 2024, please quantify the increase in service that you will provide during 2025 and explain why there is a new demand or an unmet need in the community for this service:**

Kennewick continues to grow, leading to an increased demand for accessible recreational services. As of 2022, 13.11% of households in our City lived below the poverty line. This figure highlights a persistent and substantial segment of our population that struggles to afford recreational activities. For these families, financial constraints often limit their access to programs that can significantly boost their quality of life. Kennewick Parks & Recreation actively collaborates with various agencies, including the Kennewick Housing Authority and Kennewick School District to enhance program reach and effectiveness. With funding from CDBG, we will be able to provide access to diverse and year-round recreational programs that will foster greater community integration and engagement among low-income families.



## Kennewick Community Development Block Grant Application 2025 Program Year

<b>Applicant/Organization</b>	Domestic Violence Services of Benton and Franklin Counties		
<b>Address</b>	3311 W Clearwater Ave. Suite C-140 Kennewick, WA 99336		
<b>Project/Service Name</b>	DVSBF Kennewick Housing		
<b>Contact Person</b>	Mary A. Pacheco		
<b>Telephone</b>	509.735.1295	<b>Email</b>	Angie.P@DVSBF.org
<b>Federal Tax ID #</b>	870704852	<b>UEI #</b>	Y2N1CT83E3H6
	(required)		(required)
<b>CDBG Funds Requested</b>	\$25,500.00	<b>Match</b>	\$10,000

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 aims to replace the roof of the Kennewick 4-plex located at 6702 W. 1st Ave, Kennewick, WA. The 4-plex serves as a critical housing resource for victims and survivors of domestic violence in Benton and Franklin Counties. The +

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

Domestic violence is a critical issue in Benton and Franklin Counties, with a significant need for safe, secure housing for survivors. According to the National Institute of Justice, between 1,000 and 1,600 women die annually as a result of +

3. 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

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:

Our proposal to replace the roof of the Kennewick 4-plex at 6702 W. 1st Ave, Kennewick, aligns with the high-priority criteria set forth by the Community +

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)
- |                                                      |                                               |                                                       |
|------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Elderly persons             | <input type="checkbox"/> Homeless persons     | <input type="checkbox"/> Severely disabled adults     |
| <input type="checkbox"/> Illiterate persons          | <input type="checkbox"/> Abused children      | <input type="checkbox"/> Persons living with AIDS/HIV |
| <input checked="" type="checkbox"/> Battered spouses | <input type="checkbox"/> 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 2025. 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 <sup>st</sup> Quarter	16	4	\$1593.75	\$6,375.00
2 <sup>nd</sup> Quarter	16	4	\$1593.75	\$6,375.00
3 <sup>rd</sup> Quarter	16	4	\$1593.75	\$6,375.00
4 <sup>th</sup> Quarter	16	4	\$1593.75	\$6,375.00
<b>TOTAL</b>	<b>64</b>	<b>16</b>	<b>\$6,375.00</b>	<b>\$25,500.00</b>

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	_____
<b>Total Kennewick residents served</b>	<b>64</b>

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

	2024	2023	2022	2021
Kennewick	0	\$50,000.00	0	0
Richland	\$30,000.00	\$35,000.00	\$14,200.00	0
Pasco	\$18,000.00	0	0	0

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

Success for this project will be measured in several keyways:

Completion of the Roof Replacement: The primary measure of success will be the

11. The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2025.

2024 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%	\$21,000	\$24,000	\$27,000	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720
50%	\$35,000	\$40,000	\$45,000	\$49,950	\$53,950	\$57,950	\$61,950	\$65,950
80%	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500

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
<b>PERSONNEL:</b>				
Salaries				
<b>OPERATIONS:</b>				
Rent/Lease				
Utilities				
Supplies				
<b>CONSTRUCTION:</b>				
Engineering	\$25,500.00	\$10,000.00	Donations and Fundraising	\$35,500.00
Materials				
Labor / Contracts				
<b>PROPERTY:</b>				
Purchase Price				
Closing Costs				
<b>OTHER:</b>				
(Describe)				
<b>TOTAL</b>	\$25,500.00	\$10,000.00		\$35,500.00

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?

If we do not receive the requested funds or receive only a portion of the amount, we will still strive to ensure the roof replacement at the Kennewick 4-plex is completed, but this may require adjustments to the project scope or timeline. +

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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Is this a new activity for the organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Has this activity been completed successfully in prior years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Have CDBG performance goals been met in prior years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Does the organization have unresolved audit findings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Is staff responsible for the CDBG project new or inexperienced?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Does your project displace or relocate any individual or business?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Does your project involve construction / renovation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Do you own the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Do you have experience with federal Davis-Bacon wage requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. What type of CDBG activity is your project? (Choose one)		
a. Public Service	<input type="checkbox"/>	
b. Economic Development	<input type="checkbox"/>	
c. Acquisition	<input type="checkbox"/>	
d. Public or community infrastructure / housing / facilities	<input checked="" type="checkbox"/>	

**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: 2024.09.12 11:00:03 -07'00'

Signature of Authorized Agency Official

**Mary A. Pacheco, Executive Director**

Printed Name & Title

**09/12/2024**

Date

**Community Development Block Grant Application  
2025 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?  
 DVSBF plans 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 CDBG program?      Yes       No 
  - a. Year began: 2011
  
8. If you receive funding for 2025, how will your program be funded in the future?  
 The objective is not a continuous requirement but rather a goal to maintain habitable housing and rejuvenate the community. +
  
9. If you received CDBG funding in 2024, please quantify the increase in service that you will provide during 2025 and explain why there is a new demand or an unmet need in the community for this service.  
 While DVSBF did not receive CDBG funding in 2024, securing this funding for 2025 will enable us to significantly increase the services we provide to survivors of +

## DVS Housing Updates

### 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:**

Our project aims to replace the roof of the Kennewick 4-plex located at 6702 W. 1st Ave, Kennewick, WA. The 4-plex serves as a critical housing resource for victims and survivors of domestic violence in Benton and Franklin Counties. The building provides housing to families fleeing domestic violence situations, offering them a safe and stable environment while they work towards self-sufficiency. The roof replacement is essential to maintaining the structural integrity of the building, ensuring the safety and security of the residents. The requested Community Development Block Grant (CDBG) funds will be used to cover the full cost of the roof replacement, including the removal of the current deteriorating roof, installation of new roofing materials, and any necessary repairs to the underlying structure. This project will prevent further damage to the building, protect the property from weather-related issues, and improve energy efficiency.

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

Domestic violence is a critical issue in Benton and Franklin Counties, with a significant need for safe, secure housing for survivors. According to the National Institute of Justice, between 1,000 and 1,600 women die annually as a result of domestic violence inflicted by male partners.

Although domestic violence affects men and children as well, women are disproportionately impacted, often at the hands of male partners. These victims are not only in immediate danger but also face long-term consequences, including homelessness, involvement with the justice system, and the need for counseling and remedial education.

In Benton and Franklin Counties, the need for housing and support services for survivors is growing. The domestic violence offense rate in our area has seen a concerning increase over the past two decades. In 2023, the combined counties recorded 3,387 domestic violence offenses—up from 1,583 in 2003. This translates to a rate of 10.7 offenses per 1,000 residents, which is significantly higher than the Washington State average of 8.1 offenses per 1,000 residents. These rising rates indicate not only an increase in reported incidents but also an urgent need for intervention and resources to support those impacted by domestic violence.

Domestic violence offenses bring with them societal costs that extend beyond the immediate physical and emotional harm inflicted on victims. These costs include the strain on the justice system, increased homelessness, the need for counseling and long-term support services, and other related social challenges. Monitoring and addressing domestic violence is crucial to identifying gaps in victim protection services, strengthening policies, and developing criminal justice intervention strategies that can better support survivors.

Our organization, Domestic Violence Services of Benton & Franklin Counties (DVSBF), serves primarily low-income survivors, with 90% of our clients living at or below the poverty line and 55% identifying as Hispanic. As affordable housing is limited, especially for those impacted by domestic violence, transitional housing programs like our Kennewick 4-plex are essential. This 4-plex provides a safe, temporary housing option for survivors while they work towards long-term stability and independence. However, the deteriorating condition of the building, particularly the aging roof, puts our ability to serve at risk.

Replacing the roof is critical to ensuring the safety and security of the families who live there. Without this necessary repair, we risk not only the safety of the current residents but also the ability to continue meeting the growing demand for housing from survivors of domestic violence in our community. By addressing this urgent need, we can help reduce the long-term societal costs of domestic violence and offer victims the protection and stability they need to rebuild their lives.

*Question #3 is provided in the application with no cutoff.*

**4. Explain how your proposal satisfies your priority ranking for question #3:**

Our proposal to replace the roof of the Kennewick 4-plex at 6702 W. 1st Ave, Kennewick, aligns with the high-priority criteria set forth by the Community Development Block Grant (CDBG) program, particularly in the area of "bricks and mortar" projects resulting in visual and physical improvements.

**1. Bricks and Mortar Project with Visual and Physical Improvements**

The roof replacement project directly results in a substantial physical improvement to the Kennewick 4-plex, enhancing both the visual appearance and the safety of the building. This is a "bricks and mortar" project, involving essential structural upgrades that will preserve the building and extend its useful life as a safe housing resource for survivors of domestic violence. By replacing the aging and damaged roof, we ensure the structural integrity of the building, preventing further deterioration that could result in costly repairs down the line.

**2. Acquisition, Construction, or Improvements to a Public Facility**

The Kennewick 4-plex functions as a critical public facility providing transitional housing for low-income survivors of domestic violence. It serves as a secure, supportive environment where individuals and families can heal from trauma while working towards long-term housing solutions. This project falls under the category of improvements to a public facility, as it enhances the building's safety and functionality, ensuring that it continues to serve as a vital resource for the community.

**3. Neighborhood Preservation and Revitalization**

This project contributes to neighborhood preservation by maintaining the quality and appearance of the property within the broader Kennewick community. The 4-plex is located in a residential area, and addressing significant structural issues, such as the roof, will not only preserve the building itself but also contribute to the overall aesthetic and stability of the neighborhood. By preventing further damage to the building and ensuring it remains a functional housing option, this project helps revitalize and stabilize the neighborhood, keeping vulnerable residents housed and preventing the property from becoming a blight on the community.

By addressing a critical infrastructure need, this project directly meets the CDBG priority criteria for visual and physical improvements, preservation of a vital public facility, and neighborhood revitalization.

*Questions #5-9 are provided in the application with no cutoff.*

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

Success for this project will be measured in several keyways:

**Completion of the Roof Replacement:** The primary measure of success will be the completion of the roof replacement on time and within budget. A new, durable roof will ensure the safety and longevity of the building, allowing us to continue housing survivors.

**Continued Housing Availability:** Success will also be measured by the ability to maintain full occupancy at the 4-plex, providing housing to survivors in need. We track the number of families served, the duration of their stay, and the successful transition to permanent housing.

**Long-Term Building Maintenance:** A successful roof replacement will ensure that the building is preserved for many years, reducing the need for future costly repairs. This will allow us to continue using the property for its intended purpose of providing supportive housing.

By focusing on these metrics, we will ensure that the roof replacement not only meets immediate safety needs but also enhances the long-term sustainability of our housing program and the broader positive impact on the community.

*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?**

If we do not receive the requested funds or receive only a portion of the amount, we will still strive to ensure the roof replacement at the Kennewick 4-plex is completed, but this may require adjustments to the project scope or timeline.

**Seek Alternative Funding Sources:** We will actively pursue other funding opportunities, such as private donations, additional grants, or partnerships with local businesses and contractors who may be able to offer in-kind donations or discounted services. We will also reach out to our existing network of supporters to raise funds specifically for this project.

**Phased Approach:** If full funding is not available, we may implement a phased approach to the roof replacement, focusing on the most critical sections first to ensure safety and prevent further damage. This would allow us to address the most urgent needs while continuing to seek additional funding for the completion of the project.

**Postpone Non-Essential Expenses:** To allocate resources toward the roof replacement, we may need to defer non-essential projects or capital improvements. However, we will ensure that this does not compromise the quality of services provided to our clients or the safety of the building. Our goal is to ensure that the 4-plex remains a safe and secure housing option for survivors of domestic violence. While reduced funding would pose a challenge, we are committed to exploring all available options to move the project forward and protect the well-being of those we serve.

Public Service Attachment #1

*Questions 1-8 are provided in the application with no cutoff.*

**9. If you received CDBG funding in 2024, please quantify the increase in service that you will provide during 2025 and explain why there is a new demand or an unmet need in the community for this service.**

While DVSBF did not receive CDBG funding in 2024, securing this funding for 2025 will enable us to significantly increase the services we provide to survivors of domestic violence, particularly through the maintenance and improvement of our transitional housing facilities, like the Kennewick 4-plex. The demand for our services has been growing steadily, driven by the rising rates of domestic violence in Benton and Franklin Counties. In 2023, the combined counties saw a significant increase in domestic violence offenses, with the rate rising to 10.7 offenses per 1,000 residents, up from 7.7 in 2003. This is notably higher than the statewide average of 8.1 offenses per 1,000 residents. Receiving CDBG funding in 2025 will allow us to address this growing demand and unmet need, expanding our capacity to serve survivors, improving the quality and safety of our facilities, and ultimately supporting the long-term recovery and stability of domestic violence survivors in our community.





	2024	2023	2022	2021
Kennewick	\$75,000	\$500,000	0	\$440,000
Richland				
Pasco				

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

Revitalizing Vancouver Park with a brand new component, not available in this area, will have a tremendous positive impact for the community. Having a local

11. The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2025.

2024 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%	\$21,000	\$24,000	\$27,000	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720
50%	\$35,000	\$40,000	\$45,000	\$49,950	\$53,950	\$57,950	\$61,950	\$65,950
80%	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500

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
<b>PERSONNEL:</b>				
Salaries				
<b>OPERATIONS:</b>	0			
Rent/Lease				
Utilities				
Supplies				
<b>CONSTRUCTION:</b>	\$350,000	\$80,000	COK P&R CIP and CIP Hard Surfaces Fund	\$430,000
Engineering				
Materials				
Labor / Contracts				
<b>PROPERTY:</b>				
Purchase Price				
Closing Costs				
<b>OTHER:</b>				
(Describe)				
<b>TOTAL</b>	\$350,000	\$80,000		\$430,000

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?

If we do not receive the requested funds we will have to postpone this project to a later date, reapply next year and include CIP funds request for the next 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.)

Supplies is not included in this request.

16. Check “yes” or “no” for each of the following questions:

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

### Certifications and Assurances

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SUBMITTED BY:

*Nicholas Farline*

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Signature of Authorized Agency Official

Nicholas Farline Parks, Recreation & Facilities Director

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Printed Name & Title

9/12/2024

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Date

## Vancouver Park Pump Track

### 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:**

Vancouver Park, located on the corner of South Vancouver Street and West 7th Avenue, currently has two extremely dilapidated tennis courts and fencing that have exceeded their life cycle. The surfaces are too damaged to play on and the fencing is coming off in places. The park also recently had a play set removed due to very poor unsafe conditions. Per a GRASP inventory review conducted in March 2023 the tennis courts neighborhood and community sections scored a 0/3 and was noted as not functioning, out of use, and having poor surfacing. In other words they no longer serve the community in a positive way and are now an attractive nuisance for illegal activities.

The CDBG funds will be used to remove the fencing and provide a new component, not only for this area but for the entire City of Kennewick, an economical and all age kid friendly Velosolutions Asphalt Pump track and wooden wall ride. This component will be placed directly over the tennis courts current footprint of 14,475 square feet and will include new landscaping as well as seating for happy parent spectators. Parents and children this new pump track will serve are 54% low to moderate income according to the HUD website. The park also borders another census track with a low to moderate percentage rate of 100%. Families in this area do not have extra funds to go to the BMX track in Richland as it costs extra money and they have to travel over 20 minutes away which may be difficult if they do not have the means to travel. Having a closer free option to ride bikes is what this area and the City of Kennewick as a whole needs.

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

Vancouver Park is located in census block 011200 block 4 with 54% LMI and borders census block 011200 block 3 with 100% LMI. These census tracks the park serves do not have anything for toddlers and teenagers to ride bikes on other than sidewalks and public streets.

According to the 2022 Washington Highway Safety Plan, Benton County has the 6th worst rate in the state out of 39 counties for pedestrian and bicyclist deaths per 100,000 people. Having a pump track, not only in this area but for the city as a whole, would be extremely beneficial to preserving lives and reduce that terrifying rating. The pump track would provide citizens with an economical and safe location to ride their bikes and the opportunity to get away from televisions and video games.

*Question #3 is provided in the application with no cutoff.*

**4. Explain how your proposal satisfies your priority ranking for question #3:**

Installing a pump track at the Vancouver Park is a high priority. Currently this park, in this predominately low to moderate income area, attracts displaced persons, had a heavily worn play set recently removed, and has extremely worn and damaged tennis courts with fencing that has been rated a 0 out of 3 to providing the neighborhood and community with the resources it needs for a safe environment to enjoy the outdoors.

With Benton County and specifically, City of Kennewick, having the 6th worst rating in the state for pedestrian and bicyclist deaths, this project must happen here. Citizens in this area need to feel a sense of community and safety, revitalizing this park with a very unique component will provide just that.

*Questions #5-9 are provided in the application with no cutoff.*

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

Revitalizing Vancouver Park with a brand new component, not available in this area, will have a tremendous positive impact for the community. Having a local spot for people of all ages to ride bikes in a safe environment will be measured by the number of people using the park, how many people will be saved from potential traffic accidents as measured by the traffic commission and by the rating led by Washington Highway Safety Plan statistics for the 2026 and future years to come.

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



## Kennewick Community Development Block Grant Application 2025 Program Year

<b>Applicant/Organization</b>	<u>City of Kennewick</u>		
<b>Address</b>	<u>210 W. 6th Ave.</u>		
<b>Project/Service Name</b>	<u>Facade Improvement Program</u>		
<b>Contact Person</b>	<u>Kylie Peel</u>		
<b>Telephone</b>	<u>509-585-4432</u>	<b>Email</b>	<u>kylie.peel@ci.kennewick.wa.us</u>
<b>Federal Tax ID #</b>	<u>91-6001253</u> <small>(required)</small>	<b>UEI #</b>	<u>ZFJXBKM6MAE6</u> <small>(required)</small>
<b>CDBG Funds Requested</b>	<u>\$24,000</u>	<b>Match</b>	<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 purpose of the Facade Program is to build a coordinated image, promote cohesiveness with improved signage and store graphics, and compliment adjacent facades consistent with the HDKP plan.

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

The Facade Program will help beautify Downtown Kennewick, fit into the HDKP plan and align with City code and ordinances that help eliminate blithe in the area. The community needs beautification and the result will be a beautified downtown that will help attract consumers as well as possible businesses.

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

Goal # 2 Strategy # 7 Objective # 3 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:

The Facade Program will help with the neighborhood revitalization, but will also create jobs through construction and project management.

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)



	2024	2023	2022	2021
Kennewick	0	0	0	0
Richland				
Pasco				

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

The impact of improved facades will help promote a positive, inviting Downtown image. In addition, the added construction will help create jobs in a traditionally low-income market.

11. The following are the maximum income guidelines for CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2025.

2024 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%	\$21,000	\$24,000	\$27,000	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720
50%	\$35,000	\$40,000	\$45,000	\$49,950	\$53,950	\$57,950	\$61,950	\$65,950
80%	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500

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
<b>PERSONNEL:</b>				
Salaries				
<b>OPERATIONS:</b>				
Rent/Lease				
Utilities				
Supplies				
<b>CONSTRUCTION:</b>				
Engineering	\$24,000			\$24,000
Materials				
Labor /				
Contracts				
<b>PROPERTY:</b>				
Purchase Price				
Closing Costs				
<b>OTHER:</b>				
(Describe)				
<b>TOTAL</b>	\$24,000			\$24,000

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

N/A

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

Continue to promote the facade improvement program with a lower funded project.

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:

<b>Assessment Question</b>	<b>Yes</b>	<b>No</b>
1. Is your organization new to the CDBG program?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Is this a new activity for the organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Has this activity been completed successfully in prior years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Have CDBG performance goals been met in prior years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Does the organization have unresolved audit findings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Is staff responsible for the CDBG project new or inexperienced?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Does your project displace or relocate any individual or business?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Does your project involve construction / renovation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Do you own the property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Do you have experience with federal Davis-Bacon wage requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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a. Public Service	<input type="checkbox"/>	
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SUBMITTED BY:



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Signature of Authorized Agency Official

Kylie Peel, Community Development Coordinator

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Printed Name & Title

8/27/2024

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Date

**Community Development Block Grant Application  
2025 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?  
Our goal is to help the Downtown Kennewick businesses to look their best and attract more foot traffic to the area, creating economic development.

3. Is there leverage of other funds?  
N/A

4. How will you assure that CDBG funds are not substituted for other non-federal investment?  
CDBG guidelines will be followed.

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?  
We suggest to hire low to moderate income individuals that work in construction.

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?  
Local individuals will be hired.

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

**\*\* 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.**

### FY 2025 CDBG Funding Requests

		REQUEST	APPLICANT	PROJECT	COMMENTS	STAFF COMMENTS & RECOMMENDATIONS
Facility / Infrastructure Improvements	1	\$350,000	COK Parks & Recreation	Vancouver Park Pump Track	New concept to remove damaged tennis courts and replace with BMX track and wooden wall ride.	<b>\$319,500</b> Maximum allocation for this category is \$367,500. Recommend reducing award amount to allow funding for each infrastructure applicant.
	2	\$25,500	Domestic Violence	Housing Update - Kennewick Shelter	Replace roof of Kennewick shelter.	<b>\$24,000</b> Maximum allocation for this category is \$367,500
	3	\$24,000	COK CDBG	Façade Improvement Program - 20 N. Benton St.	Replace signage and awnings.	<b>\$24,000</b> Maximum allocation for this category is \$367,500
		<b>\$399,500</b>				<b>\$367,500</b>
Public Service Projects	4	\$25,000	Columbia Ability Alliance	Community Center Recreational Scholarships	Recreational programs for adults with disabilities at adult daycare facility.	<b>\$20,000</b> Maximum allocation for this category is \$82,500. Recommend reducing award amount to allow funding for each applicant.
	5	\$24,225	ARC of Tri-Cities	Therapeutic Recreation Scholarships	Programs to help disabled adults with sensory, social, learning, etc.. skills.	<b>\$20,000</b> Maximum allocation for this category is \$82,500. Recommend reducing award amount to allow funding for each applicant.
	6	\$45,000	Senior Life Resources	Meals on Wheels	Prepare fresh and frozen meals to senior residents.	<b>\$27,500</b> 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
7	\$24,000	COK Recreation	Youth Scholarships	Recreational programs for children.	\$15,000 Maximum allocation for this category is \$82,500. Recommend reducing award amount to allow funding for each applicant.
	<b>\$118,225</b>				<b>\$82,500</b>
	<b>TOTAL REQUESTED: \$517,725</b>				<b>\$450,000</b>

2025 Guesstimate	550,000.00
Unallocated Funds	-
Est. Program Income	10,000.00
Total resources	<u>560,000.00</u>
Admin	<u>(110,000.00)</u>
Avail for Allocation	450,000.00
Public Service Cap (15%)	82,500.00
Avail for Facilities	<u>367,500.00</u>
Total Allocated	450,000.00