

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION PROCESS

FREQUENTLY ASKED PRE-APPLICATION QUESTIONS

(This document will be updated as new questions are posed)

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The Department of Housing and Urban Development (HUD) through its Community Development Block Grant Programs (CDBG) provides annual grants to government entities for the development of viable communities that principally serve low and moderate income persons. As a recipient of this grant, King County provides an opportunity for cities, businesses and non-profits to access these funds via a request for proposal process. This document provides guidance as well as resources for completing the process of being awarded funds.

WHAT IS ANTICIPATED TO BE AVAILABLE FY2020 FOR CDBG CAPITAL?

King County will not receive confirmation of its actual FY 2019 CDBG allocation from HUD until, at the earliest, May 2019. For this application process, we are anticipating funding of approximately \$893,545 for the 2020 CDBG Capital Non-Housing fund round.

WHAT ARE THE CONSORTIUM'S GENERAL REQUIREMENTS FOR APPLICANTS?

1. [See King County Consortium CDBG Guidelines revised and adopted by the Joint Recommendations Committee \(JRC\) September 2013.](#)

Agencies will agree to comply with the following applicable regulations:

- a. Environmental Review
- b. Fair Housing Activities
- c. American with Disabilities Act
- d. Section 504
- e. Lead Based Paint

Additional Requirements as they relate to Community Facility Projects:

- a. Restriction on Change of Use
- b. Affordable Rents
- c. Security Documents: Promissory Note, Deed of Trust, Covenant

WHAT ARE THE CONSORTIUM'S COMBINED CRITERIA THAT APPLY TO APPLICANTS?

The following criteria apply to programs applying for Community Development Block Grant and/or Human Services funds:

1. Proposed programs/projects shall primarily benefit low and moderate-income residents.
2. Applicants must be tax-exempt 501(c)(3) organizations or local units of government whose proposals directly benefit low- and moderate-income King County Consortium residents.
3. Proposals must address specific social or physical needs and conditions of the people they propose to serve. Documentation could include social indicators, demographic data, surveys, community plans and need as perceived by potential consumers.
4. Proposals must present a strategy, which includes specific efforts to reach ethnic and diverse communities.
5. Proposals must demonstrate support from the people for which the program is proposed.
6. Applicants must clearly identify all funding sources and justify their proposal if services are available through another source.

7. Applicants shall seek funding, or demonstrate funding support from other public/private sources. The Consortium shall not be committed to total support of a program, nor shall the Consortium be committed to continue funding in the case where other support is withdrawn.
8. Implementation costs shall be held to a minimum and will be scrutinized during the application-review process.
9. Proposals shall identify geographical areas where they propose to provide services.
10. Agency Capacity – applicants will be evaluated through a risk analysis to assure that it can meet the following requirements: adhere to the grantor’s guidelines and agreements, remain within budget, carry out the scope of services, and ensure that proper internal controls are in place.

WHAT ARE SOME ELIGIBLE CDBG ACTIVITIES?

An applicant for CDBG funds must be eligible under the Federal Register, Department of Housing and Urban Development (HUD), 24 Code of Federal Regulations, Community Development Block Grants. If you are not sure of your eligibility, you must contact Housing and Community Development (HCD) Staff, (see last page for contact information) to discuss your proposal and the basic eligible activity.

Community Facilities - acquisition, design, construction, or rehabilitation of community facilities which primarily serve, or will serve, low- and moderate-income persons. CDBG funds can be used to acquire, rehabilitate, or construct senior centers, food banks, emergency shelters, and community clinics.

Minor Home Repair Programs - activities related to emergency repairs including activities that protect, repair or arrest the effects of disasters, imminent threats or physical deterioration that pose an imminent danger to life, health or safety.

Public Infrastructure Improvements - paving of gravel streets; installation of curbs, gutters, sidewalks, drainage, etc.

Environmental Quality Projects – design and construction or reconstruction of water and sewer projects, flood drainage facilities, and solid waste disposal facilities to serve existing low- and moderate-income communities or neighborhoods.

Parks, Recreation, Open Space - acquisition, design as an element, site preparation, drainage, construction or rehabilitation of parks or recreational facilities. Any park structure must be permanently affixed. Communities can use these funds to build picnic shelters, and purchase and install play structures.

Streets, Walkways, and Removal of Architectural Barriers - street improvements such as curb and roadside drainage; purchase and installation of traffic signals; construction of walkways, crosswalks, neighborhood roads, parking lots, and pedestrian malls; and the removal of architectural barriers that bar persons with disabilities and elderly and limit their mobility within the public right of way.

Removal of Architectural Barrier - A project which removes material or architectural barriers restricting mobility and accessibility of elderly persons or adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled" to publicly-owned and privately-owned nonresidential buildings, facilities and improvements, and the common areas of residential structures containing more than one dwelling unit is considered to benefit primarily low- and moderate-income persons if it is restricted to the extent possible to the removal of such barriers. (Must be qualified through Public Facility or Public Improvement and must be in a primarily residential neighborhood).

Economic Development - development of microenterprise business by providing assistance for comprehensive economic development activities designed to address the economic needs of low- to moderate-income persons or households seeking to start or expand their own small businesses.

The following are eligible CDBG activities but are not listed as a priority in the 2020-2024 Housing and Community Development Consolidated Plan:

Fire Protection - acquisition, design, construction or rehabilitation of fire protection facilities and purchase of fire protection equipment.

Relocation - relocation payments and assistance to individuals, families or businesses displaced temporarily or permanently by a CDBG project. A CDBG proposal which may entail relocation must include a relocation plan and budget.

Eligibility - Identify the one Activity that you have determined your project would best qualify under: **Those projects that are listed as 'high' priority in the 5 Year Consolidated Housing and Community Development Plan are listed below.**

Activity	CFR Citation	HUD Matrix Code
Community Facilities		
Acquisition of Real Property	570.201(a)	01
Senior Centers	570.201(c)	03A
Facilities for Persons with Disabilities	570.201(c)	03B
Homeless Facility Not Operating Costs	570.201(c)	03C
Youth Centers	570.201(c)	03D
Neighborhood Facilities	570.201(c)	03E
Child Care Centers	570.201(c)	03M
Health Facilities	570.201(c)	03P
Abused and Neglected Children Facilities	570.201(c)	03Q
Other - *Removal of Architectural Barriers	570.201	
Parks		
Parks, Recreational Facilities	570.201(c)	03F
Public Infrastructure		
Solid Waste Disposal Improvements	570.201(c)	03H
Flood Drainage Improvements	570.201(c)	03I
Water/Sewer Improvements	570.201(c)	03J
Street Improvements	570.201(c)	03K
Sidewalks	570.201(c)	03L
Other - *Removal of Architectural Barriers	570.201	
Miscellaneous		
Minor Home Repair	570.202	14A
Microenterprise Assistance	570.203	18C

**As associated with one of the activities noted above it.*

WHO ARE ELIGIBLE CDBG RECIPIENTS?

Low Moderate Income Area Benefit - For these purposes, an Area Benefit activity is an activity that is available to benefit all the residents of an area that is primarily residential. In order to qualify as addressing the national objective of benefit to L/M income persons on an area basis, an activity must meet the identified needs of L/M income persons residing in an area where at least 51 percent of the residents are L/M income persons. The benefits of this type of activity are available to all residents in the area regardless of income.

For example, typical Area Benefit activities include:

- ✓ Street improvements,
- ✓ Water and sewer lines,
- ✓ Neighborhood facilities, and
- ✓ Facade improvements in neighborhood commercial districts.

The requirement that an area benefit activity must qualify on the basis of the income levels of the persons who reside in the area served by the activity is statutory. (See section 105(c)(2) of the Housing and Community Development Act of 1974 as amended.) This means that the activity may not qualify as meeting the L/M income area benefit national objective on any other basis. For example, if the assisted activity is a park that serves an area having a L/M income concentration that falls below the required percentage, the activity may not qualify even if there is reason to believe that the park will actually be used primarily by L/M income persons. This is especially true of parks that have a regional draw; for example if Little League tournaments are held that draw from all over King County and beyond, the park may not qualify.

Determining the Service Area - The inclusion or exclusion of a particular portion of the grantee's jurisdiction can make the difference between whether the percentage of L/M income residents in the service area is high enough to qualify under the L/M Income Benefit national objective. The principal responsibility for determining the area served by an activity rests with the grantee. HUD will generally accept a grantee's determination unless the nature of the activity or its location raises serious doubts about the area claimed by the grantee.

The area that the grantee determines will be served by an activity need not be coterminous with census tracts or other officially recognized boundaries, but it is useful if it reasonably coincides with such boundaries because of the need to consider census data in the area, as discussed later in this section. It is critical, however, that *the service area determined by the grantee be the **entire** area served by the activity*. This means that, even though a predominantly L/M income neighborhood may be one of several neighborhoods served by an activity (e.g., a grocery store) the percentage of L/M income persons in the *total area served by the activity* is considered for this purpose.

Presumed Benefit - Certain groups are presumed by HUD to be principally low- and moderate income. These are abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate persons, persons living with AIDS, and migrant farm workers.

Verification of Benefit – For public facility projects: agency client data must verify the income of those receiving benefit, and at least 51% of the beneficiaries must be low- and moderate-income. For public infrastructure improvement projects of a neighborhood or community-wide benefit at least 49.49% of the beneficiaries must be low- and moderate-income.

Income Eligibility (Direct Benefit) Requirements - In this case, each direct beneficiary is screened for income to restrict project benefit to only those persons who are low- and moderate-income.

Benefit by Nature/Location of the Project - This means that the project activity is of such a nature and in such a location that it may be concluded that the clientele will be primarily low- and moderate income persons; for instance, a food bank at an assisted housing project.

WE SERVE CLIENTS FROM SEVERAL JURISDICTIONS, IS THERE A LIMIT ON HOW MUCH WOULD BE FUNDED FROM KING COUNTY CONSORTIUM FOR OUR PROJECT?

1. A minimum of thirty percent of the total population served must be CDBG Consortium residents for a project application that is multi-jurisdictional, including both CDBG Consortium and non-consortium jurisdictions.
2. A CDBG Consortium funding award will be proportionate to the percent of consortium residents to be served for a multi-jurisdictional project application that serves CDBG Consortium and non-consortium residents.

The agency will be required to ensure that services provided with funding under this award are made available to residents of jurisdictions participating in the King County CDBG Consortium listed below:

North/East Sub-region cities: Beaux Arts, Bothell, Carnation, Clyde Hill, Duvall, Hunts Point, Issaquah, Kenmore, Kirkland, Lake Forest Park, Medina, Mercer Island, Newcastle, North Bend, Redmond, Sammamish, Skykomish, Snoqualmie, Woodinville and Yarrow Point.

South Sub-region cities: Algona, Black Diamond, Covington, Des Moines, Enumclaw, Maple Valley, Normandy Park, Pacific, SeaTac and Tukwila.

Unincorporated King County in both Sub-regions.

Note: King County CDBG Consortium “passes through” a portion of the CDBG funds to larger member cities known as Joint Agreement Cities. Each of these Joint Agreement Cities, Burien, Kirkland, Redmond, Renton and Shoreline, allocate their portion of the funds to meet locally identified needs through their own allocation process. Efforts should be made to coordinate multi-jurisdictional projects with the Joint Agreement Cities.

For additional information contact the Joint Agreement City CDBG Staff.

Joint Agreement City Contacts:

Burien	Lori Fleming, Contract Management Analyst (206) 248-5518, LORIF@burienwa.gov
Kirkland	Leslie Miller, Human Services Administrator (425) 587-3322, lmiller@kirklandwa.gov
Redmond	Alaric Bien, Senior Planner (425) 556-2458, abien@redmond.gov
Renton	Dianne Utecht, Human Services Coordinator (425) 430-6655, dutecht@rentonwa.gov
Shoreline	Bethany Wolbrecht-Dunn, CDBG Coordinator (206) 801-2331, bwolbrec@shorelinewa.us

WHAT ARE THE FUNDING PRIORITIES FOR THE CDBG CAPITAL NON-HOUSING PROGRAM?

1. Capital funds made available for community facilities in order to improve the capacity of health and human service agencies to provide priority human services to our low-to moderate-income residents effectively and efficiently.
2. High priority public improvement needs such as public infrastructure, water, sewer, sidewalks, park facility needs and accessibility improvement in a range of low-to moderate-income areas of the consortium.
3. Revitalize deteriorated areas with high rates of poverty in the consortium and assist with the development of micro-enterprise business by providing assistance for comprehensive economic development activities designed to address the economic needs of low-to moderate-income persons or households seeking to start or expand their own small business.

** Removal of architectural barriers is an eligible activity if it is associated with either public improvement or community facility activities.*

Agencies must present a clear and compelling argument for funding under the priorities as described.

CAN WE USE CDBG FUNDS FOR HOUSING ACTIVITIES?

These capital funds are made available for non-housing activities. To learn how to access and receive information for housing related funding opportunities or human service related activities offered through other programs in the Department of Community and Human Services, please see contact information listed on the last page of this document.

HOW DO I APPLY FOR A GRANT?

Applications will be submitted electronically via ZoomGrants, a web-based grants management program. To access the application you must **first** visit the County's website at www.kingcounty.gov/hcdfunding.

You will be directed to a link to the CDBG Web Page from which you will be able to access ZoomGrants and create your account in order to submit your Pre-application and subsequent application.

Once you've created an application you will be able to access your own application directly through ZoomGrants at www.ZoomGrants.com.

The County will not accept hardcopy, faxed, or emailed applications or attachments that are not transmitted via ZoomGrants portal.

CAN I SUBMIT MORE THAN ONE APPLICATION?

Yes. A separate application must be submitted for each program/project for which you are seeking funding, however you must indicate (in each application) the priority level of the project - first, second, etc.

HOW DO I SUBMIT REQUIRED ATTACHMENTS TO THE APPLICATION?

See [Explanation of Documents Required](#) resource in "Library". Templates of several of the required application attachments are provided. **YOU MUST USE THE PROVIDED TEMPLATE** when specified.

The required templates are available through the “Documents” section of the Online Application for the Pre-application and Application phases.

To download the required template from ZoomGrants, click on the "Download Template" link, which is located immediately below the name of the form.

You must save a copy of each template directly to your computer before filling it in. Be sure to name the file that identifies the form number e.g.: FORM NO: xxx.xx AgencyNameBoardofDirectorsRoster.pdf. Once you have entered your information you can upload the completed attachment into ZoomGrants by clicking on the “Upload” button and saving it with the appropriate Form Number indicated.

After you have successfully uploaded your file and REFRESH your browser, you will see your file listed in the Uploaded Documents column on the ZoomGrants page.

Documents that do not require use of a template may be uploaded in any format (Word, Excel, pdf, jpg, etc). You should use the format noted in the instructions (Excel, Word, etc.)

If a document does not APPLY to your agency or program, you must submit in its place a MEMO to HCD Staff referencing the Form Number. The memo should contain the reasons the referenced attachment does not apply to your agency or program. Acceptance of Memo in lieu of document is subject to approval by HCD Staff. It is acceptable to list all forms that you feel do not apply in one document (identifying the Form Numbers and explanation on the document) and upload that document each time you are required to upload information.

If any documents are not available before the application due date (e.g. signed Board/Council Minutes), you must upload a memo explaining the delay and provide an estimated submission date. If your audit is incomplete, you may submit a *draft* audit or unaudited financial statements. **Do not submit outdated prior year audits or tax returns.**

REMINDER: There is a 4MB file size maximum. If you are trying to upload a file that is larger than 4MB please save your document as a reduced size PDF, or split the document into two files, name appropriately, and upload both files into the appropriate row.

WE ARE SUBMITTING MULTIPLE CDBG NON-HOUSING APPLICATIONS: DO WE HAVE TO SUBMIT MULTIPLE COPIES OF THE REQUIRED ATTACHMENTS?

Submit **one** copy of the following with one of your applications:

- Financial Audit Report – including Management Letter.
- IRS 990 Tax Return (If a Non-Profit) – covering the same periods above. If 990 is not complete, provide a full copy of Extension Form 8868 submitted to the IRS. **Do NOT submit tax returns for prior years.**
- IRS Federal Tax Exempt status letter
- Articles of Incorporation
- Adopted Agency By-Laws

Additional applications must include a memo stating with which application the aforementioned attachments can be located.

All other attachments are mandatory for EACH application, e.g. Budget, Client Data, etc.

A SPECIFIC ATTACHMENT DOES NOT APPLY TO MY AGENCY OR PROGRAM WHAT SHOULD I DO?

Upload a memo referencing the Attachment Number/Name and provide a brief explanation as to why the attachment will not be submitted. A memo submitted in lieu of submitting the required document is subject to HCD Staff approval.

Memorandums may not be submitted in lieu of audit requirements. If your audit is not complete before the application due date, you may submit a draft audit, or unaudited financial statement *AND* balance sheet for the year ending June 30, 2018, or calendar year ending December 31, 2017. **Do not submit outdated prior year audits, otherwise your application will be considered incomplete.**

WHEN ARE PRE-APPLICATIONS DUE?

You must submit pre-applications on or before midnight, April 29, 2019.

The ZoomGrants program will close at midnight, April 29, 2019, and no further submittals or edits will be allowed. If you have not submitted the pre-application by then it will not be accepted.

Applicants are highly encouraged to submit pre-applications early as there will be extremely heavy user volume on April 25th that could delay your ability to submit before the ZoomGrants system closes. You may edit your submitted proposal on or before midnight, April 29, 2019.

WHAT HAPPENS WHEN THE PRE-APPLICATION IS SUBMITTED?

1. HCD Community Development Section staff screen pre-applications for a proposed project's eligibility and its ability to meet a national objective and will contact you to discuss your proposed project in more depth.
2. HCD CD Section Staff will complete a site tour of all the projects proposed in the pre-application process.
3. Mandatory Technical Assistance Workshops and one-on-one assistance will be provided to offer explanation of CDBG rules, regulations, policies and tips for completing a formal application if your proposal(s) pass the screening of the pre-application phase.

WHAT HAPPENS AFTER THE PRE-APPLICATION DEADLINE?

All applicants who submitted proposals will be contacted. Applicants of those proposals that continued to be determined to be eligible and can meet a required National Objective will be advised of the ability to continue to complete the remainder of the questions presented in ZoomGrant system for the formal RFP process. The Eligibility Notice will be provided by May 8, 2019.

Application

DO I NEED TO SUBMIT A BID FOR CAPITAL GRANT APPLICATION?

Only one completed cost estimate for your proposed CDBG project will need to be submitted as part of the application packet. The completed cost estimate must be from a licensed architect or engineer and should include applicable Davis Bacon federal wage rates in the determination of the total project budget. Your agency will need to let the architect/engineer know that providing the cost estimate disallows them from competing for the work if they are expecting to be paid by CDBG sourced funds. If you are paying the architect/engineer from other funding, they can provide the estimate and work on the project. If funded, you may be required to solicit at minimum three bids via formal procurement processes set by Federal requirements during the grant award year based on the level of funding you are awarded. This estimate should be the same amount as listed on the construction line item on the budget page of the application.

The applicant will be requested to upload a signed copy of the Architect or Engineer's estimate that has been wet stamped and certified by a licensed professional architect/engineer.

This estimate is for CDBG application purposes only, and reflects information available at the time of the application submittal. There is no legally binding authority associated with the completion of this form with the signing architect/engineer.

IF MY CAPITAL GRANT APPLICATION IS AWARDED, WHEN MUST THE PROJECT BE COMPLETED?

CDBG Capital projects shall be completed, and all CDBG funds (including retention funds) shall be expended within 17 months of the start of the program year. At least thirty (30) days prior to this, the grantee shall determine the status of project completion. If a determination is made that the project will not be completed and all CDBG funds (including retention funds) will not be expended by grantee and disbursed by HCD on or before April 30, 2021, the awardee will be required to submit to HCD staff its written, formal request for an extension of the Project Completion Date.

The Community Development Coordinator, or her designee, shall review each written request for extension of the Project Completion Date on a case-by-case basis. The extension request shall then be presented to the Joint Recommendations Committee (JRC) for action during its April JRC regular meeting along with the awardee's explanation for the extension request.

HOW DO I EDIT MY APPLICATION ONCE IT IS SUBMITTED?

Once you have hit the "Submit Now" button your pre-application has been submitted. Any changes you make to the application will be automatically saved. Once the application deadline (May 31, 2019) has passed you will be unable to make any further edits.

WHEN ARE APPLICATIONS DUE?

You must submit Application(s) on or before midnight, May 31, 2019.

The ZoomGrants program will close at midnight, May 31, 2019, and no further submittals or edits will be allowed. If you have not submitted the Application by then it will not be accepted.

Applicants are highly encouraged to submit their Applications early as there will be extremely heavy user volume on May 31st that could delay your ability to submit before the ZoomGrants system closes. You may edit your submitted proposal on or before midnight, May 31, 2019.

WHAT HAPPENS AFTER THE APPLICATION DEADLINE?

Evaluation Process after the Application is accepted:

1. HCD Community Development Section staff screen applications for technical completeness and re-confirms eligibility and national objective requirements one last time.
2. Sub-Region Advisory Groups complete a site tour of the projects.
3. Evaluation tools are completed for every project application by each evaluation team member.
4. A Public Forum is held and the opportunity is given for each applicant to present its proposal to HCD staff, the JRC and the Sub-Region Advisory Groups. Direct question and answer occurs for each project, including questions raised during evaluation.
5. Evaluation team scores are compiled internally and applications are placed in ranking order.
6. HCD staff presents their analysis and preliminary funding recommendations to Sub-Region Advisory Groups.
7. HCD staff and Sub-Region Advisory Group meet and agree through consensus, final recommendations which are made to the Joint Recommendations Committee (JRC) at its September regular JRC meeting.
8. JRC reviews, discusses and adopts or modifies recommendations.
9. The draft Annual Action Plan is prepared for a 30 day public comment period.
10. New Program Year commences – January 1, 2020.

WHAT IS THE SCHEDULE FOR REVIEW, PUBLIC FORUM AND APPROVAL?

CDBG Non-Housing Capital Funding Projected Timeline

FUNDING TIMELINE

March 2019	Pre-Applications Available on Web
March/April 2019	Pre-Application Technical Assistance Workshops Ongoing Technical Assistance – input agency info into ZoomGrants: agency name, address, agency contact information, (name, e-mail, cell and or business phone number) Tax ID number, most recent audit/financials, SAM registration, DUNs number; project description, location, supporting pre-application documentation provided via uploads to ZoomGrant system.
April 29, 2019 Midnight	DEADLINE: Pre-Applications Due (Required to be eligible to submit Application)
May 8, 2019	RFP Commences. Applications Available online through ZoomGrants *Must be determined to be eligible during Pre-Application process to be able to access online application through ZoomGrants
May 2019	Limited number of Technical Assistance Workshops Based on Project Category Type – Announced as scheduled.
May 31, 2019	APPLICATIONS DUE electronic access will be shut off at midnight. Access to ZoomGrant application will be denied. No modifications will be allowed and no additional documents will be able to be uploaded.
June 1-8, 2019	Technical Screening Process. Only proposals determined to be complete and eligibility verified will move forward to the next level of evaluation.
June - July, 2019	Evaluation Process Conduct Project Site Tours. Evaluation Team completes application evaluation process; Guided site tours with North/East and South Sub-region Recommendation Work Groups.
June 14, 2019	Public Forum – Applicant Presentations
To Be Determined – late June - August	Sub-Regions Advisory Group(s) meet to finalize award recommendations
September 26, 2019	JRC Adopts/Modify Recommendations
November 2019	Applicants are notified of awards
January 1, 2020	New program year begins

Awards are conditional until King County receives its grant agreement from HUD and until all conditions regarding the award from the application review process have been met.

WHAT HAPPENS AT THE PUBLIC FORUM?

Your agency will be invited to participate and present at the Public Forum. There are ten minute segments provided for each application. Five minutes are allowed for presentation and five minutes for questions and answers by the Sub-region Panel members. To ensure that verbal presentations made by applicants are accurate and reasonable, applicants are advised that information provided to the Sub-region Panels is an important factor in formulation of specific funding recommendations; furthermore, statements made by an applicant upon which the Sub-region Panels relies in making a funding recommendation, shall become binding and included as part of any contract which may be executed if awarded funding.

WHO NEEDS TO BE AT THE PUBLIC FORUM?

It is recommended that Agencies bring a member of the Board of Directors and appropriate staff, including finance staff, and project engineers if applicable.

MAY OUR AGENCY PRESENT A POWERPOINT?

Due to time limitations, electronic presentations such as overheads and PowerPoints are not allowed. You are welcome to bring handouts, such as a PowerPoint Presentation in note format, flyers, newsletters, etc. Poster boards and other visual aids are encouraged.

HOW IS MY APPLICATION EVALUATED?

Each application is evaluated based on the written application with evaluation criteria associated with the capital project type, the project site tour and the Public Forum presentation.

TERMINOLOGY / DEFINITIONS

Low/Moderate Income Area

The area within a service delivery that is supported through Census data or Survey data that has documented income of residents that is no less than 51% low to moderate income. The current Exception Criteria is noted at 49.49%.

Low/Moderate Income Limited Clientele

Section 102(a)(20) of the HCDA defines the term 'low- and moderate income persons' as families and individuals whose incomes are no more than 80 percent of the median income of the area involved.

The 'area involved' is determined for the CDBG program the same way it is determined for the Section 8 Housing program. The 80% of median income figure is determined by HUD based on a four-person family and is adjusted upward or downward for larger or smaller families.

A **family** is defined in the Entitlement program as all persons living in the same household who are related by blood, marriage, or adoption. An individual living in a housing unit that contains no other person(s) related to him/her is considered to be a one-person family for this purpose. Adult children who continue to live at home with their parent(s) are considered to be part of the family for this purpose and their income must be counted in determining the total family income. A dependent child who is living outside of the home (for example, students living in a dormitory or other student housing) is considered for these purposes to be part of the family upon which he/she is dependent, even though he/she is living in another housing unit.

A **household** is defined in the Entitlement program as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of a single family, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Persons vs. households: It is important to note that, for all but one of the subcategories under this national objective, the test of meeting the objective of Benefit to L/M Income Persons is to be met based on L/M Persons. Only with the subcategory of L/M Income Housing must the test be met based on L/M Households.

Elderly or Senior Citizen: According to HUD, you must be at least 62 years of age and meet one of the following three situations in order to qualify as an elderly household. In the first situation, you must be living alone or be the head of household or spouse of the head of household. The second situation requires two or more elderly people living together. In the third situation, an elderly person has a live-in aide. If a household has elderly people who do not meet any of the above three scenarios, then HUD does not consider it an elderly household.

Income

Entitlement grantees may select any one of the following three definitions of income:

- (i) Annual income as defined at 24 CFR 5.609 (except that if the CDBG assistance being provided is homeowner rehabilitation under 24 CFR 570.202, the value of the homeowner's primary residence may be excluded from any calculation of net family assets);
- (ii) Annual income as reported under the Census long-form for the most recent available decennial Census; or
- (iii) Adjusted gross income as defined for the purpose of reporting under Internal Revenue Service (IRS) Form 1040 for individual Federal annual income tax purposes.

Income Limits (updated annually)

2018 HUD INCOME GUIDELINES <i>Median Family Income = \$103,400</i> Effective June 1, 2018			
FAMILY SIZE	30% MEDIAN VERY LOW-INCOME	50% MEDIAN LOW- INCOME	80% MEDIAN MODERATE- INCOME
1	\$22,500	\$37,450	\$56,200
2	\$25,700	\$42,800	\$64,200
3	\$28,900	\$48,150	\$72,250
4	\$32,100	\$53,500	\$80,250
5	\$34,700	\$57,800	\$86,700
6	\$37,250	\$62,100	\$93,100
7	\$39,850	\$66,350	\$99,550
8	\$42,400	\$70,650	\$105,950

Unduplicated Clients

Clients are defined as recipients of actual services, persons for whom you would maintain a case file. Do not include casual contacts or "facility users" for whom no direct services are provided. An individual who receives assistance is only counted once, regardless of the frequency of visits or the number of times a client accesses program services. For example, a person who receives emergency food each month is only counted as one unduplicated client.

Prior Year Client Data must represent the **actual** (should match quarterly reports submitted) number of unduplicated people served. Current Year Client Data is a projection of the number of unduplicated people to be served during the current year **(if you have a CDBG or Human Services contract this year you must use the objective numbers from your contract)**. Proposed Year Client Data is an estimate of number of unduplicated people to be served during the proposed contract period.

Nonprofit agencies and local governments may request applications to request funding for other types of projects as follows:

Application UPDATE	Contact
Regional Housing and Community Development Program Manager HDC Capital Programs Manager	Mark Ellerbrook (206) 263-1171 Jackie Moynahan (206) 477-7524
Housing Finance Program Funds acquisition, rehabilitation, and new construction of emergency shelters, transitional and permanent housing for low- and moderate-income persons, including special needs populations, as well as homeownership assistance programs throughout the King County Consortium.	Nicole Washington Housing Finance Program Coordinator (206) 263-3515
Homelessness Assistance Funds (availability to be determined) Funds human services that provide emergency shelter and other types of assistance to prevent and address homelessness throughout the King County Consortium.	Hedda McLendon Homeless Programs Program Manager (206) 263-9084
Community Development Program Funds acquisition, rehabilitation, and new construction of public improvements, community facilities and social services that establish and maintain a Suitable Living Environment and Expand Economic Opportunities for low- and moderate-income neighborhoods and communities.	Kathy Tremper Community Development Coordinator (206) 263-9097
Housing Repair Program Rehabilitation or repair of existing housing: funds are usually available year-round.	Shirley Jewett Owner-Occupied Repair (206) 263-9095

TECHNICAL ASSISTANCE

One-on-one technical assistance is available upon request of interested agency up until the RFP commences on April 29, 2019. Please contact Kathy Tremper at (206) 263-9097, or one of the appropriate Community Development Team Members to schedule assistance.

Community Development Technical Assistance Team

Kathy Tremper, Community Development Coordinator, Lead for CDBG Program Rules and Application Requirements, (206) 263-9097; kathy.tremper@kingcounty.gov

Andrea Smith, Parks, (206) 263-1695; andsmith@kingcounty.gov

Dave Mecklenburg, Community Facilities, Lead for Davis Bacon, (206) 263-9101; dave.mecklenburg@kingcounty.gov

Quincy Williams, Lead for Census/Survey, (206) 263-2753; qwillia@kingcounty.gov

Much of this information can also be found online at:

<http://www.kingcounty.gov/socialservices/Housing/ServicesAndPrograms/Programs/CommunityDevelopment.aspx>

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