



# **Department of Commerce**

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## **Community Development Block Grant**

### **2016 Public Services Grant**

### **Application Handbook**

**February 2016**

**Brian Bonlender**  
**Director**

**Due date: April 7, 2016**

# WASHINGTON STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2016 PUBLIC SERVICES GRANT APPLICATION HANDBOOK

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[www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg)

For people with disabilities, this application is available on request in other formats. To submit a request, please call (360) 725-4000 (TTY 360-586-0772).

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Department of Commerce / Programs / Infrastructure & Community Development / Community Development Block Grant

## Community Development Block Grant (CDBG) Program

The CDBG Program improves the economic, social and physical environment of eligible, rural cities and counties to enhance the quality of life for low- and moderate-income residents, and as a result, assists the entire community.

The CDBG Program has six grant programs:

- General Purpose Grants
- Planning-Only Grants
- Public Service Grants
- Housing Enhancement Grants
- Imminent Threat Grants
- Economic Opportunity Grants



**Who can apply?**

Small, rural cities/towns and counties not entitled to receive CDBG funds directly from HUD. Cities and towns with less than 50,000 in population, not participating in a CDBG Entitlement Urban County Consortium, and counties with less than 200,000 in population.

- [Map of Local Governments Served by the State CDBG Program](#)
- [List of Local Governments Served by the State CDBG Program](#)

Special purpose districts, public housing authorities, community action agencies, economic development

**Community Development**

- [News and Announcements](#)
- [General Purpose Grants](#)
- [Planning-Only Grants](#)
- [Public Services Grant](#)
- [Housing Enhancement Grant](#)
- [Imminent Threat Grant](#)
- [Consolidated Plan and Action Plan](#)

**What's New**

- [2015 CDBG Funding Cycles](#)

**Resources**

- [Guidance Materials](#)
- [CDBG Program Fact Sheet](#)
- [CDBG Mgmt Handbook - Construction](#)
- [CDBG Mgmt Handbook-Forms](#)
- [CDBG Non-Construction Mgmt Handbook](#)
- [Map-Contracts Administration Unit \(CAU\)](#)
- [2014 HUD LMI Data for Non-Entitlements](#)
- [Drinking Water/Wastewater Funds](#)

This box is on all CDBG webpages. Click on this link to go to the Public Services page.

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# TABLE OF CONTENTS

<b>GENERAL APPLICATION INFORMATION</b> .....	7
2016 CDBG Public Services Grant Amounts .....	9
Application Changes from 2015 .....	10
Roles and Responsibilities .....	10
Application Format and Submittal .....	11
Award and Contracting Timeline .....	11
Eligible Activities .....	12
Ineligible Activities .....	12
<b>APPLICATION FORMS AND CERTIFICATIONS</b> .....	13
Project Summary .....	15
Project Description and LMI Benefit Table .....	19
Annual Budget .....	23
Citizen Participation Documentation .....	25
Resolution with Certifications of Compliance .....	27
Title VI Certification .....	31
<b>APPENDICES</b> .....	35
Eligible CDBG Public Services Activities - Federal Regulation Excerpt .....	37
Public Services Definitions and Codes .....	37
Eligible and Ineligible Housing Related Services .....	41
Citizen Participation .....	43
Citizen Participation Requirements .....	44
Sample Public Hearing Notice .....	46
Sample Grievance Procedure .....	47
Public Hearing Handout: Federal Citizen Participation Requirements .....	49
Public Hearing Handouts in Spanish .....	53
Sample Subrecipient Agreement .....	57
Quarterly Beneficiary Reporting Form .....	67
Alternate Service Provider (Optional) .....	69
Application Process Feedback Form .....	71



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# GENERAL APPLICATION INFORMATION

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This section contains details on funding levels, basic eligibility, and tips to ensure your submittal is complete.

- 2016 CDBG Public Services Grant Amounts
- General Application Information
- Application Changes from 2015
- Roles and Responsibilities
- Application Format and Submittal
- Award and Contracting Timeline
- Eligible Activities
- Ineligible Activities



**2016 CDBG PUBLIC SERVICES GRANT AMOUNTS - *proposed***

<b>COUNTY CONTRACT #</b>	<b>SUBRECIPIENT – SERVICE PROVIDER COMMUNITY ACTION PROGRAM</b>	<b>GRANT SERVICE AREA</b>	<b>GRANT TOTAL (including county administration)</b>
Asotin 16-62210-001	Community Action Partnership	Asotin	\$39,098
Benton 16-62210-002	Benton Franklin Community Action Connections	Benton, Franklin	\$64,834
Chelan 16-62210-003	Chelan-Douglas Community Action Council	Chelan, Douglas	\$61,112
Cowlitz 16-62210-004	Lower Columbia Community Action Council	Cowlitz, Wahkiakum	\$70,127
Grant 16-62210-005	Opportunities Industrialization Center	Adams, Grant	\$125,080
Grays Harbor 16-62210-006	Coastal Community Action Program	Grays Harbor, Pacific	\$108,170
Jefferson 16-62210-007	Olympic Community Action Programs	Clallam, Jefferson	\$100,269
Kittitas 16-62210-008	HopeSource	Kittitas	\$83,177
Klickitat 16-62210-009	Washington Gorge Action Programs	Klickitat, Skamania	\$68,702
Lewis 16-62210-010	CAC of Lewis, Mason and Thurston Counties	Lewis, Mason	\$102,503
Okanogan 16-62210-011	Okanogan County Community Action Council	Okanogan	\$82,087
Skagit 16-62210-012	Community Action of Skagit County	Skagit	\$61,689
Stevens 16-62210-013	Rural Resources Community Action	Ferry, Lincoln, Pend Oreille, Stevens	\$97,065
Walla Walla 16-62210-014	Blue Mountain Action Council	Columbia, Garfield, Walla Walla	\$45,961
Whatcom 16-62210-015	Opportunity Council	Island, San Juan, Whatcom	\$123,508
Whitman 16-62210-016	Community Action Center	Whitman	\$102,125
Yakima 16-62210-017	Northwest Community Action Center	Yakima	\$164,493
<b>TOTAL</b>			<b>\$1,500,000</b>



## GENERAL APPLICATION INFORMATION

This application handbook provides information and forms to apply for a 2016 Public Services Grant from the state Community Development Block Grant (CDBG) program.

CDBG Public Services Grants are distributed through a regional-based approach with rural counties to ensure all CDBG nonentitlement areas of the state have equitable access to CDBG-funded services. Each of the 17 eligible county grantees has determined to continue to partner with its local community action program as grant subrecipient and service provider for the 2016 funding year. This partnership builds upon the existing community action program network. The CDBG Public Services Grant allocation formula determines the specific grant amounts and was updated to incorporate current population estimates and poverty rates for each regional service area.

## APPLICATION CHANGES FROM 2015

The application forms have been updated. To ensure your application meets CDBG requirements and to expedite processing, DO NOT use previous application versions.

- The Environmental Review exemption form submitted last year is good for two years and not required this year.
- Additional guidance is provided for the Project Summary's section 10. Annual Project Budget to collect better information on CDBG leveraged funds.
- Application Process Feedback Form on page 71 is new.
- Mail one hard copy and email a PDF copy to [laurie.dschaak@commerce.wa.gov](mailto:laurie.dschaak@commerce.wa.gov)

## ROLES AND RESPONSIBILITIES

The county and its subrecipient organization that will provide public services must coordinate to complete this application.

FORMS AND REQUIREMENTS	COUNTY AND COMMISSIONERS	SUBRECIPIENT
<b>Submit these application documents and certifications by April 7, 2016 (or earlier).</b>		
Project Summary	Complete with subrecipient	Complete with county
Project Description and LMI Benefit Table	Review for approval of services to be funded	Complete
Annual Budget	Review for approval of proposed use of funds	Complete
Citizen Participation Documentation form <ul style="list-style-type: none"> <li>• Copy of the published public hearing notice or an affidavit of publication</li> <li>• Public hearing minutes</li> <li>• Grievance Procedure</li> </ul>	Assess outreach, advertise and conduct public hearing, distributing CDBG handouts at the hearing	Share public hearing notice with stakeholders and attend hearing
Resolution with Certifications of Compliance	Complete and adopt	
Title VI Certification	Complete and sign	

FORMS AND REQUIREMENTS	COUNTY AND COMMISSIONERS	SUBRECIPIENT
<b>Submit these signed agreements before the first payment request for 2016 funds. The CDBG contract should be signed and returned within 3 weeks of receipt.</b>		
CDBG contract between Commerce and county	Sign and return all copies for Commerce signature	
Subrecipient Agreement between county and Community Action Program or alternate service provider.	Use sample, complete with subrecipient, and sign before first request for 2016 funds	Complete and sign with county before first request for 2016 funds

## APPLICATION FORMAT AND SUBMITTAL

- Use the previous table to ensure all required forms and documentation are included in your application to Commerce.
- The county is the grant recipient. The county’s chief administrative official or the county official designated in the CDBG Certifications of Compliance must sign the application forms. The Project Summary must have an original signature.
- Mail one hard copy and email a PDF copy to [laurie.dschaak@commerce.wa.gov](mailto:laurie.dschaak@commerce.wa.gov)

If you have any questions regarding this application contact:

Laurie Dschaak – CDBG Program  
 Department of Commerce  
 1011 Plum St SE  
 PO Box 42525  
 Olympia, WA 98504-2525

## AWARD AND CONTRACTING TIMELINE

Once Commerce receives and approves the county’s application for a CDBG Public Services Grant, it will send an award letter and two copies of the grant contract for county signature. A fully executed grant contract between Commerce and the county, and an executed subrecipient agreement between the county and the subrecipient are required before the release 2016 CDBG funds. This timeline and funding are contingent upon the state’s receipt of 2016 CDBG funds from the US Department of Housing and Urban Development (HUD).

## ELIGIBLE ACTIVITIES

CDBG eligible activities can be found in the Code of Federal Regulations: Title 24-Housing and Urban Development, Chapter V, Part 570, C, Section 570.201 on page 37. Further definitions of CDBG eligible public services and specific guidance on housing-related services are on pages 37-42.

To be CDBG eligible, the service must meet the following five criteria:

1. Be on HUD's list of public services, or be a substantially similar service and not on the list of ineligible public services.
2. Be identified as a new service or an increased/improved level of service. See instructions to this application's Project Description and LMI Benefit Table for definitions.
3. Be directly linked to delivery of a specific service to a client.
4. Principally benefit low- and moderate-income (LMI) persons. See instructions to this application's Project Description and LMI Benefit Table for more information. The current Income Limits chart is on the CDBG website and LMI is up to 80% of median household income by family size.
5. Target residents of CDBG non-entitlement areas (outside of CDBG entitlement cities). The state CDBG program cannot fund activities that benefit residents in CDBG entitlement cities, since these cities receive CDBG funds directly from HUD. The ineligible CDBG entitlement cities, located in eligible state CDBG counties are:

Anacortes  
Bellingham  
East Wenatchee  
Kennewick

Longview  
Mount Vernon  
Pasco  
Richland

Walla Walla  
Wenatchee  
Yakima

## INELIGIBLE ACTIVITIES

In general, any activity not described above is not eligible. Specifically, Public Services Grants cannot fund:

1. Activities and administrative costs eligible under another CDBG fund, such as:
  - Planning and community organization activities, not directly linked to the delivery of an eligible public service to a client. Unlike CSBG, CDBG cannot fund general outreach activities or partnership building activities, unless you can count and report on the clients receiving a direct service from those activities.
  - Housing rehabilitation, including weatherization
  - Facility acquisition, construction or renovation
2. Administrative costs for the general management of the organization
3. Lobbying and political activities
4. Direct payments to individuals for their food, clothing, utilities or other income payments. (Income payments or emergency vouchers paid to a third party for no more than three consecutive months may be eligible.)
5. New housing construction costs, including administration of new housing development programs

Contact Laurie Dschaak at (360) 725-5020 or [laurie.dschaak@commerce.wa.gov](mailto:laurie.dschaak@commerce.wa.gov), if you have any questions.

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# APPLICATION FORMS AND CERTIFICATIONS

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- Project Summary
- Project Description and LMI Benefit Table
- Project Description and LMI Benefit Table
- Annual Budget
- Citizen Participation Documentation
- Resolution with Certifications of Compliance
- Title VI Certification



## PROJECT SUMMARY

1.	Grant Type	CDBG Public Services Grant			
2.	Jurisdiction	Kittitas County	Telephone	509-962-7508	
	Mail Address	205 W. 5 <sup>th</sup> Room 108	Fax	509-962-7679	
	Street Address	205 W. 5 <sup>th</sup> Room 108	Fed Tax ID #	91-6001349	
	City	Ellensburg	SWV #	SWV0010475-00	
	Postal Code + 4	98926-2890	DUNS #	01-020-2547	
	Email	<a href="mailto:bocc@co.kittitas.wa.us">bocc@co.kittitas.wa.us</a>	SAM.gov expires		
3.	Contact Person	Judy Pless	Title:	Budget & Finance	
	Mail Address	205 W. 5 <sup>th</sup> Room 105			
	Street Address	205 W. 5 <sup>th</sup> Room 105	Telephone:	509-962-7502	
	City	Ellensburg	Fax #:	509-962-7687	
	Postal Code	98926			
	Email	<a href="mailto:judy.pless@co.kittitas.wa.us">judy.pless@co.kittitas.wa.us</a>			
4.	Subrecipient	HopeSource	Title:	CEO	
	Contact Person	Susan Grindle			
	Mail Address	700 E. Mountain View Ave Suite 501	Telephone:	509-925-1448	
	Street Address		Fax:	509-925-1204	
	City	Ellensburg	Organization Category(s):	Non Profit	
	Postal Code	98926			
	Email:	<a href="mailto:skgrindle@hopesource.us">skgrindle@hopesource.us</a>	DUNS #:	938167934	
5.	Fiscal Year	From	07/15/16	To	06/30/17
6.	County(s) served by grant:	Kittitas			
7.	State Legislative District:	13 <sup>th</sup>	Congressional District:	8th	
8.	Brief Project Description: <i>To provide direct public services for low- and moderate-income persons in the county(s) listed above.</i>				

9. National Objective:	<input checked="" type="checkbox"/> Principally benefits low- and moderate-income persons or households.		
10. Annual Project Budget:	CDBG	\$83,177	
	CDBG Program Income	\$	
	Other Federal	\$	
	Other State	\$	
	Local Public	\$	
	Private	\$	
	<b>TOTAL</b>	<b>\$83,177</b>	
11. Project Beneficiaries:	Level of Service	(N) # of persons - new or continuing access to a service: 4500	
		(I) # of persons - improved access to a service: ____	
		(S) # of persons - service that is no long substandard: ____	
	# of Persons	4500	LMI Percentage: ____%
# of LMI Persons	4500		
12. How were the numbers of beneficiaries determined?	<input checked="" type="checkbox"/> LMI Limited Clientele		
13. Street address, city and zip code of primary location of subrecipient services (if different than 4.):			
14. Certification of Chief Administrative Official: <i>The information provided in the application is true and correct to the best of the government's belief and knowledge and it is understood the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent grant contract.</i>			
Signature		Date	
Print Name		Title	

## PROJECT SUMMARY INSTRUCTIONS

The Project Summary should be the first page inside the cover of the application. **Every block must be accurately completed before the application is submitted.** Not completing this form slows down the Commerce's processing of your application, entry into state and federal databases, and your availability to CDBG funds.

1. Predetermined: CDBG Public Services Grant
2. Jurisdiction information:
  - Provide the postal code + 4, required by the federal contracts database.
  - The federal tax identification number is usually a "91-" number.
  - The jurisdiction's statewide vendor (SWV) number is necessary to release funds from the state to the local government. Obtain a SWV number at:  
<http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>
  - A Data Universal Number System (DUNS) number is required for recipients of federal funds. Obtain a DUNS number at: [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)
  - List the expiration date of the applicant jurisdiction's SAM.gov registration. Recipients of federal funds must renew their registration each year in the System for Award Management (SAM). You can create or update your record in SAM.gov at [sam.gov/portal/public/SAM](http://sam.gov/portal/public/SAM).
3. Provide information on the person who will be the county contact for Commerce for the term of the CDBG grant contract.
4. Provide information on the subrecipient that will benefit from the project or receive CDBG funds as a pass through.
  - Provide the organization's legal name for contracting purposes
  - List the organization category: Non-Profit, Faith-Based, or Institute of Higher Education
  - A Data Universal Number System (DUNS) number is required for subrecipients of federal funds. Obtain a DUNS number at: [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)
5. List the month and day of the applicant's fiscal year from beginning to end.
6. List the county(s) to be served by this grant since some subrecipient agencies serve a multiple county area.
7. List the numbers of the state and congressional districts.
8. Predetermined
9. Predetermined: LMI Limited Clientele, based on the Benefit Table.
10. Summarize the annual project budget amount and funds leveraged for the July - June grant contract period.
  - List the CDBG amount from the CDBG Public Services Grant Amounts table on page 9. The CDBG amount cannot exceed the amount requested in the Resolution of Certifications of Compliance or CDBG maximum limits.
  - CDBG program income is any income generated from the use of a prior or current CDBG award (not just Public Services Grants) that totals at least \$35,000 in a calendar year.
  - If CDBG is the primary funding source for the service(s) listed on the Project Description form, then estimate and list here any other funds leveraged by its source(s). Also estimate and list any county administration resources (in-kind and cash) under Local Public. There is no match requirement.
11. List the number of project beneficiaries for the July - June grant contract period. First complete the application's Project Description and LMI Benefit Table before summarizing the data here.



- Estimate the total number of unduplicated persons for each level of service (N, I or S). If you estimate a person is to receive more than one service, pick the best one for these estimates so the numbers of persons in the level of service rows **add up** to the total number of persons to be served.
- Based on agency data and income qualification criteria for the CDBG-funded services, estimate the number of LMI persons to benefit.
- Divide the number of LMI persons by the number of persons to calculate the LMI percentage. **The LMI percentage must be at least 51%.**
- Detailed demographic data on actual persons served will be reported on the Quarterly Beneficiary Reporting Form, provided on page 67.

12. Predetermined

13. List the street address, city and postal code of primary location of subrecipient services (if different than 4.) If CDBG funds will be used primarily for services offered from a satellite office rather than the subrecipient main office, list the address of that satellite office instead.
14. This form and certification must be signed by the county's Chief Administrative Official or the county official designated in the Certification of Compliance must sign. An ORIGINAL signature must be submitted.

**PROJECT DESCRIPTION AND LOW- AND MODERATE-INCOME BENEFIT TABLE**

*(See instructions on the next page)*

A. Activities		B. Level of Service	C. Number of Persons	D. Method for Ensuring Benefit to LMI Persons
NAME of Service Program	DESCRIPTION of Services	HUD Code		
Hope University education component expansion	To support all CAP program clients with basic life skills including budgeting, household management, credit, financial crisis money management, and positive work habits.	05	2500	Central Intake and verification of qualification for service as LMI individuals and households plus program verification of qualification of need.
Expansion of education provided for network service providers clients	Providing basic life skills, tenant education, home ownership, and employment skills	05	20	Central intake and verification of requirements of network provider program involved
1:1 Coaching Program Expansion	Expand on skills learned in the Hope University workshops with one on one coaching in areas such as Personal Finance, Organization and Time Management, Resume building, Job Search, and Interview Prep.	05	100	Central Intake and verification of qualification for service as LMI individuals and households plus program verification of qualification of need.
<b>FOR ADDITIONAL PUBLIC SERVICES ACTIVITIES, ADD ROWS OR ATTACH ANOTHER COPY OF THIS PAGE</b>				

**EXAMPLES:**

Life Skills Program	Assessment, intake and resource	05	1	25	Income eligibility requirements
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	<i>referrals to build life skills in financial management, education, employment, health, energy conservation, literacy</i>					<i>limit the activity to LMI persons only</i>
<i>Senior Meals and Services</i>	<i>Food distribution and home delivery of meals, nutrition information, and health education for seniors</i>	<i>05A</i>	<i>I</i>	<i>25</i>	<i>HUD Special Group: Elderly; non-entitlement areas of county</i>	
<i>Employment Training</i>	<i>Intake, eligibility, skills assessment, training and service referrals for job placement</i>	<i>05H</i>	<i>N</i>	<i>25</i>	<i>Income eligibility requirements limit the activity to LMI persons only</i>	
<i>Our Place - Youth Center</i>	<i>Teen recreational and counseling services for ages 13 to 19.</i>	<i>05D</i>	<i>I</i>	<i>25</i>	<i>Family information shows at least 51% of clientele meet and will continue to meet the LMI criteria</i>	

# PROJECT DESCRIPTION AND LMI BENEFIT TABLE INSTRUCTIONS

The project description must be detailed enough for Commerce to understand what direct services will be accomplished with CDBG funds and how the activities meet the CDBG definition of an eligible public service that provides a direct benefit to principally low- and moderate-income persons.

The proposed service activities must be eligible based on the lists of eligible and ineligible public services found on pages 12 and pages 37-42.

## Section A: Activities

List each service to be CDBG funded during the July – June grant contract period. The program name and service description is used to confirm CDBG eligibility, understand the important services being provided for county residents, and approve each CDBG payment request. Before approving payments from this grant, Commerce and the county must confirm each CDBG payment request and Expenditure Report correlates with a service described here to ensure CDBG funds are supporting the intended, approved programs.

To improve accountability, we encourage funds be distributed between fewer activities. However, additional rows may be added to this form. In each row complete:

### 1. **NAME of Service Program:**

List the activity by the PROGRAM/SERVICE NAME used by the community action program/service provider.

- Do not use general terms such as “linkages,” “outreach” or “partnership building” that imply agency development work and do not clearly describe a CDBG eligible direct client service to be funded. Instead of linkages, if CDBG is to fund a staff person who refers clients to a wide range of potential resources, then the program name can be Resource Referral, the description would explain the client intake and referral services, and the HUD code would be 05. Outreach costs to inform clients of a specific program can be an allowable expense, but only as part of that program’s service delivery costs. Outreach is not an eligible CDBG public service in of itself. Specific partnership building costs necessary to provide a direct client service could be an allowable expense as part of that program’s service delivery costs and that Program Name and service description would be listed in the table.
- **Housing Related Services** – Many housing related activities are not eligible as a CDBG public service because they are instead eligible as a CDBG housing rehabilitation, facility or homeownership activity. Make sure your program name and service description of any housing related services clearly shows how the service meets the definition of an eligible CDBG public service. Additional guidance is provided in the appendix on page 41.

### 2. **DESCRIPTION of Services:**

Provide a DESCRIPTION of the direct service received by the client. The service description must be detailed enough for Commerce to compare to the lists of eligible and ineligible public services found on pages 12 and pages 37-42 to and confirm eligibility.

### 3. **HUD Code:**

Use the table beginning on page 37; Public Services Definitions and Codes to identify the applicable code to list. If a HUD heading or definition doesn’t match the service, then provide a clear description of the client service and code it as 05 (Other Public Services).

## Section B: Level of Service

In each row, choose whether the service is providing persons (N) new or continuing access to a service, (I) improved access to a service, or (S) a service that is no longer substandard. HUD has provided only limited guidance for defining these levels of service. While a service might fit under more than one level of service, please select the one that most applies for that service. What you list in this column will guide how you complete Box 11. Project Beneficiaries, on the Project Summary form.

(N) New or Continuing Access to a Service - A client service that was not offered by the subrecipient prior to the new CDBG program year or that would not be continuing but for the CDBG funding.

(I) Increased Access to a Service - A quantifiable increase in the number of persons served; an expansion of the type of clientele; an addition of new locations, or the removal of barriers to access the service as a result of CDBG funding.

(S) No Longer Substandard Service – A client service that, after being documented as not meeting a standard defined by the service program’s primary funder or by agency plans, meets a standard level of service as a result of CDBG funding. HUD does not define a substandard service in its CDBG guidance.

### **Section C: Number of Persons**

For each row, estimate the total unduplicated number of persons to directly receive the service during the July – June grant contract period. Detailed demographic data on actual persons served will be reported on the Quarterly Beneficiary Reporting Form, provided in the appendix.

### **Section D: Method of Ensuring Benefit to LMI Persons**

For each row, describe the METHOD for ensuring how each activity will principally benefit low- and moderate-income (LMI) persons that are CDBG non-entitlement residents.

**LMI** - CDBG activities must principally benefit LMI persons. Generally, a subrecipient can claim the activities meet HUD’s LMI Limited Clientele criteria in at least one of the following ways:

1. If an activity exclusively targets persons in one of the HUD-defined special groups, it can be presumed to principally benefit LMI persons. These special groups include:

- *Abused children*
- *Elderly persons*
- *Illiterate persons*
- *Persons living with AIDS*
- *Battered spouses*
- *Homeless persons*
- *Migrant farm workers*
- *Severely disabled adults*

**OR**

2. Information on family size and income is available and shows at least 51% of the activity’s clientele meet and will continue to meet the LMI income criteria.

**OR**

3. Income eligibility requirements limit the activity to LMI persons only.

**OR**

***(Use #4 below as a method only under very limited circumstances and providing a written description of both the nature and location for Commerce to submit to HUD)***

4. Be of such nature and location that it may reasonably be concluded that the activity’s clientele will primarily be LMI persons.

If you cannot meet the LMI Limited Clientele criteria above or want information on meeting the LMI Area Benefit or LMI Jobs criteria instead, contact the CDBG program.

CDBG Non-entitlement - The following subrecipient regional service areas include CDBG entitlement jurisdictions or other state areas: CAP (Lewiston, ID), C-DCAC (East Wenatchee, Wenatchee), LCCAC (Longview), B-FCAC (Kennewick, Pasco, Richland), OC (Bellingham), SCCAA (Anacortes, Mt. Vernon), CACLMT (Thurston Co), BMAC (Walla Walla). Applications for these subrecipients must also describe the method for ensuring the grant ONLY benefits CDBG non-entitlement residents.

Verifying the client’s address or the location of services are examples of methods for targeting the benefit to only CDBG non-entitlement area residents.

## ANNUAL BUDGET (July – June)

COST CATEGORIES	SERVICES		COUNTY ADMINISTRATION	
	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION
Staffing	\$		\$	
Goods and services	\$		\$	
Equipment	\$		\$	
Travel	\$		\$	
Indirect Costs	\$		\$	
<b>TOTAL</b>	<b>\$</b>	Cannot exceed the total grant amount minus the county administration budget.	<b>\$</b>	Up to \$3,500 per year can be allocated from the total grant amount for county administration costs.

## ANNUAL BUDGET (July – June)

COST CATEGORIES	SERVICES		COUNTY ADMINISTRATION	
	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION
Staffing	\$69,877	<i>Includes salary and benefits to be documented by payroll records</i>	\$	
Goods and services	\$1,000	<i>Training costs must be tied to the delivery of CDBG public service</i>	\$	
Equipment	\$300	<i>Items costing \$300 or more require Commerce pre-approval</i>	\$	
Travel	\$500	<i>Out-of-state travel requires Commerce pre-approval and follow federal travel per diem</i>	\$	
Indirect Costs	\$8,000	<i>Must be tied to a CDBG public service through the community action programs approved cost allocation plan</i>	\$	
<b>TOTAL</b>	<b>\$79,677</b>	<b>Cannot exceed the total grant amount minus the county administration budget.</b>	<b>\$3,500</b>	<b>Up to \$3,500 per year can be allocated from the total grant amount for county administration costs.</b>

## CITIZEN PARTICIPATION DOCUMENTATION (FOR CDBG PUBLIC SERVICES GRANT ONLY)

At least one public hearing must be conducted by the county applicant prior to submitting the CDBG application. The public hearing is to obtain citizens' views on community development and housing needs and to receive input on proposed projects under consideration for CDBG funding.

Complete this form by following the steps below to meet the CDBG citizen participation requirements and submit with your CDBG application.

- Complete/check all **Yes** or **No** statements. Check **No** if not applicable.
- Other than the assessment steps, there must be a **Yes** answer for each step to meet the CDBG citizen participation requirements.
- Further instructions, such as paths to Census data on language spoken, are in the appendix.
- **Attach** the required documentation to this form with your CDBG application.

PUBLIC HEARING STEPS		
ASSESSMENT	YES	NO
<p>There are a significant number of non-English speaking residents in the community to require additional outreach steps for the public hearing.</p> <p>1. Using current census data for the local government, locate the percentage of population that speaks English less than "very well". If it is more than 10%, it is reasonable to expect non-English speaking residents could be interested in the public hearing, so check <b>Yes</b>, otherwise, go to question 2.</p> <p>2. If the beneficiaries of the proposed project will be largely non-English speaking residents (such as a child care facility for farmworker families), then it is reasonable to expect non-English speaking residents could be interested in the public hearing, so check <b>Yes</b>. Otherwise check <b>No</b>.</p>		X
<p>If you check <b>No</b> based on other reasons, state them here:</p>     		
NOTICE DEVELOPMENT	YES	NO
<p>Develop the CDBG public hearing notice by one of the following steps:</p> <p>1. I used the CDBG sample notice is in the appendix.</p> <p>2. I received CDBG approval to use a notice with other wording than the CDBG sample.</p>	X	
<p>The public hearing notice states the hearing room is handicap accessible and accommodations for persons with special needs will be made upon request.</p>	X	
<p>Because I answered YES under the ASSESSMENT step above, the notice states an interpreter will be available (<i>even without advance request</i>).</p>		N/A



<b>ADVERTISEMENT</b>	<b>YES</b>	<b>NO</b>
List public hearing notice date(s): _____ The notice was advertised at least two weeks before the hearing date.	X	
The notice meets local public hearing notification requirements.	X	
Because I answered YES under the ASSESSMENT step above, the notice was advertised <b><i>in the alternate language</i></b> using <b>at least one</b> of the following methods: 1. Published in a newspaper or official on-line source. 2. Announced on radio or television station. 3. Posted at location(s) frequented by non-English speaking residents. List locations: List location(s): • _____ • _____		N/A
Residents, especially LMI residents, of the areas in which CDBG funds are proposed to be used were encouraged to participate and provide input.		
<b>CONDUCTING THE PUBLIC HEARING</b>	<b>YES</b>	<b>NO</b>
List public hearing date: <u>March 15, 2016</u> The public hearing was held within 18 months of the date the CDBG application was submitted.	X	
The public hearing was conducted by the applicant local government.	X	
Minutes of the public hearing were taken.	X	
Both of the following required CDBG handouts were distributed at the public hearing. 1. CDBG Program Fact Sheet 2. CDBG Citizen Participation Regulations	X	
Because I answered YES under the ASSESSMENT step above, alternate-language versions of the required handout were provided.		N/A
<i>(Spanish versions of the handouts are available at <a href="http://www.commerce.wa.gov/cdbg">www.commerce.wa.gov/cdbg</a> under Guidance Materials.)</i>		
<b>CITIZEN PARTICIPATION DOCUMENTATION</b>	<b>YES</b>	<b>NO</b>
A copy of the public hearing notice's affidavit of publication OR a copy of the actual published notice from the newspaper is attached.	X	
Because I answered YES under the ASSESSMENT step above, documentation of the outreach steps taken for non-English speaking residents (such as a copy of the translated notice from the newspaper or public hearing posters in the alternate language) is attached.		N/A
The public hearing minutes are attached.	X	
<i>If the official minutes are not available by the CDBG application due date, instead include a statement from the clerk indicating when the minutes will become available and send the minutes as soon as possible.</i>		
<b>GRIEVANCE PROCEDURE</b>		
A copy of the existing local government's adopted Grievance Procedure is attached. (A sample Grievance Procedure is available in the appendix. Do not assume the CDBG program has a copy of your jurisdiction's procedure on file from a prior application)	X	
The CDBG Certifications of Compliance have been signed certifying the citizen participation requirements have been met.	X	

**RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE  
(FOR CDBG PUBLIC SERVICES GRANT ONLY)**

WHEREAS, *(Name of county)* is authorized to apply to the state Department of Commerce for a Community Development Block Grant (CDBG); and

WHEREAS, *(Name of county)* has identified a community development and housing priority need for which to seek CDBG funding; and

WHEREAS, it is necessary that certain conditions be met to receive CDBG funds;

NOW, THEREFORE, be it resolved that the *(Name of county)* authorizes submission of this application to the state Department of Commerce to request *\$(CDBG Public Services Grant Amount total, including county and subrecipient amount)* and any amended amounts to fund public service activities in coordination with *(name of subrecipient)*, and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Has established or will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and

Has adopted (or will adopt) and enforce a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy to enforce existing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act of 1974, as amended;

Certifies to meeting the National Environmental Policy Act (NEPA) through a determination the CDBG-funded public services will not have a physical impact or result in any physical changes and are exempt under 24 CFR 58.34(a), and are not applicable to the other requirements under 24 CFR 58.6; and are categorically exempt under the State Environmental Policy Act (SEPA) per WAC 197-11-305 (2); and

(Name of county) designates (name of county commission chair, county administrator, county official) as the authorized Chief Administrative Official and authorized representative to act in all official matters in connection with this application and (name of county)'s participation in the Washington State CDBG Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Attested \_\_\_\_\_ Date \_\_\_\_\_

## RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE INSTRUCTIONS

The applicant's local legislative body must pass a resolution authorizing the Chief Administrative Official to submit the CDBG application to the Department of Commerce and to certifying compliance with state and federal laws and specific program requirements. Visit the CDBG website at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg) under the Management Handbook webpage for the current CDBG contract terms and conditions.

Insert local and project specific information as indicated. This resolution may be reformatted to meet the jurisdiction's requirements for official resolutions.

### Amount Requested

List the **total CDBG award** amount, including county administration funds.

### Signature

The resolution must be **signed by the county's authorized Chief Administrative Official**, and a signed copy (does not need to be original) must be included with the application. The Chief Administrative Official is the Chair of the Board of County Commissioners or the County Administrator, as applicable.

### Using Previous Versions

- A resolution that references another project submitted previously for CDBG funding will not be accepted.
- A resolution using a prior year version may not be accepted, since new clauses may have been added to this current version that apply to the proposed project.



## TITLE VI CERTIFICATION

The County of Kittitas assures and certifies compliance with the following laws and regulations:

### TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, WHICH STATES:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

### SECTION 1.4(B)(2)(I) OF THE REGULATIONS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ISSUED PURSUANT TO TITLE VI WHICH REQUIRE:

"A recipient, in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin."

### DEMOGRAPHICS

1. Population in the service area of the county or counties covered in this application 40,915
2. Number of Hispanic or Latino residents (of any race) 3,121
3. Number of residents by race in the service area:

<u>36,544</u> White	<u>57</u> Native Hawaiian/Pacific Islander
<u>364</u> Black or African American	<u>429</u> American Indian/Alaskan Native/White
<u>810</u> Asian	<u>334</u> Asian/White
<u>394</u> American Indian/Alaskan Native	<u>1,500</u> Other

**Demographic Data Instructions:** Use current population data, such as local counts for small service areas or current OFM population estimates for the city/town or county. Otherwise, follow the instructions below for 2010 Census and Hispanic origin/race data. These data can be found at <http://factfinder.census.gov>.

1. Under Community Facts, insert jurisdiction name." Then click "GO" to bring up your search results.
2. To bring up the data, in the Community Facts box; under 2010 Census click on the related to "Race and Hispanic or Latino Origin."

Community Facts 1

Find popular facts (population, income, etc.) and frequently requested data about your community

Enter a state, county, city, town, or zip code:

Lewis County, Wa GO

Lewis County, Washington

link

1. Scroll down to find the information you need to fill in on the Community Demographics form. All applicants must list the population by RACE, as highlighted in this example.

Note: The Hispanic and race percentages (seen in the right-hand column in the image here) can be multiplied by the number of persons (Item #1 in the Community Demographics form) to calculate the Hispanic and Race Populations breakdown, should you be using more current population data than shown.

1. Back under 2014 American Community Survey, select Demographic and Housing Estimates. Click on "Sex and Age, Race, Hispanic Origin, Housing Units..."
2. Scroll down near the bottom to "RACE and HISPANIC OR LATINO AND RACE" to find the applicable data

Geography: Lewis County, Washington

subject	Number	Percent
<b>RACE</b>		
Total population	75,455	100.0
One race	73,018	96.8
White	67,712	89.7
Black or African American	405	0.5
American Indian and Alaska Native	1,073	1.4
American Indian, specified [1]	728	1.0
Alaska Native, specified [1]	78	0.1
Both American Indian and Alaska Native, specified [1]	2	0.0
American Indian or Alaska Native, not specified	267	0.4
Asian	664	0.9
Native Hawaiian and Other Pacific Islander	117	0.2
Some Other Race	3,047	4.0
Two or More Races	2,437	3.2
Two races with Some Other Race	413	0.5
Two races without Some Other Race	1,909	2.5
Three or more races with Some Other Race	24	0.0
Three or more races without Some Other Race	91	0.1
<b>HISPANIC OR LATINO</b>		
Total population	75,455	100.0
Hispanic or Latino (of any race)	8,421	8.7
Mexican	8,360	7.1
Puerto Rican	135	0.2
Cuban	32	0.0
Other Hispanic or Latino [2]	1,000	1.3

**1. MINORITY POPULATIONS reported in the service area demographics above are:**

- Scattered throughout the community.
- Scattered throughout the community, with concentrations in the following areas or neighborhoods:
- Concentrated in the following areas or neighborhoods:

**2. The following opportunities were provided to protected groups to participate in and comment on the design of activities to be undertaken as part of this project (check all that apply):**

- Public hearing to review community development and housing needs
- Community meeting(s)
- Community survey
- Apply to be on a wait list for direct assistance
- Other:

**3. Will all residents of the service area benefit from this CDBG project?**

- Yes, all residents of the service area will benefit. Go to 6.
- The following protected group(s) or minority populations will not benefit:

**4. The above populations that will not benefit from this CDBG project:**

- Will receive similar services provided through existing programs. Go to 6.
- Do not receive similar services provided through existing programs. *(Brief explanation)*

**5. For those protected groups that will not benefit from CDBG, the following plan identifies a timetable for providing such services in the future.**

- No such services are planned for the following reasons: *(Brief explanation)*

The plan and timetable are:

**6. The following steps will be taken to ensure CDBG benefits are offered to all residents and protected groups within the community: (check all that apply)**

- Protected groups will be informed of the opportunity to apply
- Protected groups will be informed of the availability of programs
- A community meeting will be held to inform all residents of benefits resulting from the CDBG project.
- A final public hearing to receive comment on the CDBG project will be conducted with outreach and accommodation for non-English speaking residents, if applicable.
- Other:

\_\_\_\_\_  
Signature of Chief Administrative Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Chief Administrative Official

\_\_\_\_\_  
Date

This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator, city manager, or designated official as authorized by the CDBG Resolution of Certifications of Compliance). Please clearly state the official's name and title.





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# APPENDICES

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- Eligible CDBG Public Services Activities
  - Federal Regulation Excerpt Notice
  - Public Services Definitions and Codes
  - Eligible and Ineligible Housing Related Services
- CDBG Citizen Participation
  - Citizen Participation Requirements
  - Sample Public Hearing Notice
  - Sample Grievance Procedure
  - Public Hearing Handout: Federal Citizen Participation Requirements
  - Public Hearing Handout: CDBG Program Fact Sheet
  - Public Hearing Handout: CDBG Program Fact Sheet in Spanish
- Sample Subrecipient Agreement
- Public Services Grant Quarterly Beneficiary Reporting Form
- Alternate Service Provider Form
- Application Process Feedback Form



# ELIGIBLE CDBG PUBLIC SERVICES ACTIVITIES

## FEDERAL REGULATION EXCERPT

### TITLE 24--HOUSING AND URBAN DEVELOPMENT

### CHAPTER V--OFFICE OF ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

### PART 570 COMMUNITY DEVELOPMENT BLOCK GRANTS

#### Subpart C\_ Eligible Activities

Sec. 570.201 Basic eligible activities.

CDBG funds may be used for the following activities:

(e) Public services.

Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation (counseling and testing), welfare (but excluding the provision of income payments identified under Sec. 570.207(b)(4)), homebuyer down payment assistance, or recreational needs.

To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the 12 calendar months before the submission of the action plan. (An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the unit of general local government.)

## PUBLIC SERVICES DEFINITIONS AND CODES

Below are definitions and codes for public services. This excerpt from HUD's database manual provides the most common types of CDBG funded services (in numeric, not alpha order), and not all possible service types are listed.

Code	Type of Services and Definition
05A	<b>Senior Services</b> Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped, provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.
05B	<b>Handicap Services</b> Services for the handicapped, regardless of age.

Code	Type of Services and Definition
05C	<p><b>Legal Services</b></p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i></p>
05D	<p><b>Youth Services</b></p> <p>Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p>
05E	<p><b>Transportation Services</b></p> <p>General transportation services.</p> <p><i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i></p>
05F	<p><b>Substance Abuse Services</b></p> <p>Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.</p>
05G	<p><b>Services for Battered and Abused Spouses</b></p> <p>Services for battered and abused spouses and their families.</p> <p><i>For services limited to abused and neglected children, use 05N.</i></p>
05H	<p><b>Employment Training</b></p> <p>Assistance for increased self-sufficiency, including literacy, independent living skills, and job training.</p> <p><i>For activities providing training for permanent jobs with specific businesses, use 18A.</i></p>
05I	<p><b>Crime Awareness/Prevention</b></p> <p>Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.</p>
05J	<p><b>Fair Housing Activities (subject to Public Services subrecipient)</b></p> <p>Fair housing services (3.g., counseling on housing discrimination) that meet a national objective.</p>
05K	<p><b>Tenant/Landlord Counseling</b></p> <p>Counseling to help prevent or settle disputes between tenants and landlords.</p>
05L	<p><b>Child Care Services</b></p> <p>Services that will benefit children (generally under age 13), including parenting skills classes.</p> <p><i>For services exclusively for abused and neglected children, use 05N.</i></p>

<b>Code</b>	<b>Type of Services and Definition</b>
<b>05M</b>	<p><b>Health Services</b></p> <p>Services addressing the physical health needs of residents of the community. <i>For mental health services, use 05O.</i></p>
<b>05N</b>	<p><b>Services for Abused and Neglected Children</b></p> <p>Daycare and other services exclusively for abused and neglected children.</p>
<b>05O</b>	<p><b>Mental Health Services</b></p> <p>Services addressing the mental health needs of residents of the community.</p>
<b>05P</b>	<p><b>Screening for Lead Poisoning</b></p> <p>Activities undertaken primarily to provide screening for lead poisoning. <i>For lead poisoning testing/abatement activities, use Housing Rehabilitation 14I.</i></p>
<b>05Q</b>	<p><b>Subsistence Payments</b></p> <p>One-time or short-term (no more than three month) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.</p>
<b>05R</b>	<p><b>Homeownership Assistance (not direct)</b></p> <p>Homeowner down-payment assistance provided as a public service. If housing counseling is provided to those applying for down-payment assistance, the counseling is considered part of the 05R activity.</p> <p>Assistance provided under 05R is subject to the public service subrecipient and only low/mod households may be assisted. <i>For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.</i></p>
<b>05U</b>	<p><b>Housing Counseling</b></p> <p>Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
<b>05Ua</b>	<p><b>Energy Conservation Counseling</b></p> <p>Energy conversation counseling and testing for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
<b>05</b>	<p><b>Other Public Services</b></p> <p>Examples are client referrals to social services, neighborhood cleanup, graffiti removal, and food distribution (community kitchen, food bank, and food pantry services).</p>



## ELIGIBLE AND INELIGIBLE HOUSING RELATED SERVICES

CDBG can fund a wide range of public services for low- and moderate-income persons. This table summarizes HUD's guidance and the state's policy on CDBG eligible public services for housing-related issues. To be eligible for Public Services Grant funding, the activity must deliver a direct service to a client (column A). In general, activity and administrative costs eligible under another CDBG activity category (column C) or for an ineligible CDBG activity (such as new housing construction) are not eligible as a CDBG public service.

	A		B		C	
Housing Issue	Eligible CDBG service <i>Public Services Grant eligible</i>	Ineligible CDBG service	Activities eligible under another CDBG category and CDBG fund, but <i>Not Public Services Grant eligible</i>			
Housing Rehabilitation (including weatherization)	<ul style="list-style-type: none"> <li>Housing counseling</li> <li>Energy conservation counseling and testing</li> <li>Screening for lead poisoning</li> <li>Client education and training</li> </ul> <p>If provided as an independent public service and not part of a CDBG funded housing rehabilitation activity</p>	Housing rehabilitation administration not related to an eligible counseling, education or testing service	CDBG Housing Rehabilitation: Labor, materials, and supplies required for the rehabilitation of property (including energy efficiency improvements)			
Tenant/Landlord	<ul style="list-style-type: none"> <li>Fair housing services and counseling on housing discrimination</li> <li>Counseling to prevent or settle disputes between tenants and landlords</li> </ul>		CDBG Housing Rehabilitation Administration and Services: All delivery costs (including staff, other direct costs, and professional service costs) directly related to carrying out housing rehabilitation activities, including outreach, rehabilitation counseling, including screening, energy auditing, preparing work specs, loan processing, inspections, and services related to assisting program participants			



	<b>C</b>		
	<b>A</b>	<b>B</b>	<b>C</b>
<b>Housing Issue</b>	<b>Eligible CDBG service <i>Public Services Grant eligible</i></b>	<b>Ineligible CDBG service</b>	<b>Activities eligible under another CDBG category and CDBG fund, but <i>Not Public Services Grant eligible</i></b>
Prevent Loss of Housing	<ul style="list-style-type: none"> <li>One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, to prevent loss of housing, including utility payments and rent/mortgage payments</li> <li>Legal services</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing grants or non-emergency payments (more than 3 consecutive months)</li> <li>Direct payments</li> </ul>	
Homelessness and Transitional Housing	Direct delivery of services for homeless persons	Development, project management, and administrative costs of shelters and transitional housing activities	CDBG Public/Community Facility: Acquisition, construction or rehabilitation of temporary shelters and transitional housing, including project management
Permanent Housing	Housing counseling for renters, homeowners, and potential new homebuyers provided as an independent public service	Development, project management and administrative costs for new housing activities	CDBG Acquisition or CDBG Public Facility: Acquisition and public off-site infrastructure in support of housing development
Homeownership	Housing counseling provided as an independent public service and not part of a CDBG funded down payment assistance activity		CDBG Homeownership Assistance: Provision of direct assistance to facilitate and expand homeownership, including subsidized interest rates and mortgage principal amounts, down payment assistance and closing costs
Planning	<ul style="list-style-type: none"> <li>Client planning services</li> <li>Program planning activities tied to the direct delivery of a client service</li> </ul>	Planning to develop new services and community partnerships without the direct delivery of a client service	CDBG Planning-Only: Housing plans, feasibility studies, strategies and action program planning

# CITIZEN PARTICIPATION



Public participation is a CDBG requirement. This guide includes detailed information on how to meet the federal requirements. Sample notices and handouts are included.

Review **ALL** the materials with the staff person responsible for public hearings and establish a timeline for completion. You can't start on this aspect of your application too soon.

To apply for CDBG funds, a jurisdiction must show it has involved its citizens in the CDBG application process and complied with the specific federal citizen participation requirements outlined in 24 CFR 570.486. The purpose of these activities is to inform residents and decision-makers of the availability of CDBG funds and to provide an opportunity for community members to present potential projects and offer input on proposed projects.

✓ **HELPFUL HINT:** Plan for the required initial public hearing NOW! Decide the hearing date and then work backward to determine when and how the public announcement must be published to allow sufficient notice time and outreach.

If a jurisdiction intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

## THE MINIMUM CITIZEN PARTICIPATION STEPS

1. **Assess Demographics.** Review local demographic data to determine if it is reasonable to expect a significant number of non-English speaking residents to participate in the public hearing. Advertise and conduct the public hearing in accordance with this assessment.
2. **Develop and Publish Notice.** Publish an official announcement of the hearing, providing reasonable advance notice. A sample public hearing notice with required language is provided on page 46.
3. **Conduct Hearing.** Conduct at least one public hearing prior to submission of the CDBG application. This hearing must be held at a convenient time and location to encourage citizen participation. At the hearing, distribute the CDBG handouts on the availability and eligible uses of CDBG funds, and the CDBG citizen participation regulations at the public hearing. CDBG public hearing handouts are provided on page 49-51. Handouts in Spanish are available on the CDBG website under "Guidance"
4. **Adopt Grievance Procedure.** Adopt a grievance procedure for the use of CDBG funds. The grievance procedure must provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. A sample grievance procedure is provided on page 47.
5. **Document Citizen Participation.** Complete and submit the Citizen Participation Documentation form with all necessary public hearing documentation as part of your CDBG application.

# CITIZEN PARTICIPATION REQUIREMENTS INFORMATION

## A. What is a Public Hearing?

A public hearing is a meeting of a governmental body during which the public is invited to the council or board of county commissioners, who will primarily listen and receive public input. The comments received go into the public record. A public hearing may be held as part of a regularly scheduled public meeting, but do not assume a regular council or board meeting automatically meets the public hearing requirement.

## B. Meeting the Needs of Non-English Speaking Residents

The federal citizen participation regulations state that "public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." The applicant jurisdiction must review local demographic data and consider the potential impacts of the proposed project to determine the appropriate outreach steps and accommodations to meet the needs of non-English speaking residents.

If the result is over 10% for any single language, then additional outreach and additional accommodations are necessary as described in the Citizen Participation Documentation form and sample Public Hearing Notice to encourage participation from non-English speaking residents.

Of the 17 counties proposed to receive a 2016 CDBG Public Services Grant, only the following counties show over 10% of the population speaks English "less than very well". This information is based on Table Number DP02 "Selected Social Characteristics in the US 2010-2014 American Community Survey 5-Year Estimates", "Language Spoken at Home" section.

County	Language	Percentage
Adams County	Spanish	27.03%
Douglas County	Spanish	13.11%
Franklin County	Spanish	24.14%
Grant County	Spanish	16.12%
Yakima County	Spanish	17.27%

## C. Public Hearing Notice

When must the advance notice be made? A legal notice is generally published at least one week (HUD recommends two weeks) before the hearing date. The notice must meet the local public hearing notice requirements.

Where must the notice be made? – The hearing must be well advertised, generally in the official local paper. If it meets the local notice requirements, the hearing notice can be on an official on-line source. In addition, public notice can be made using community bulletin boards, local newsletters, billing statements, newspaper articles or door-or-door distribution. Residents within those areas in which CDBG funds are proposed to be used, especially the low- and moderate-income persons, should be encouraged to attend or provide comment.

What must the notice say? – A sample notice is provided on page 46.

## D. Public Hearing Logistics

What must the CDBG hearing cover? – The purpose of the hearing is to obtain citizens' views and respond to proposals and questions. The hearing must cover community development and housing needs as well as the availability of CDBG funds. This purpose is supported by distributing the required CDBG handouts. Distributing additional materials describing the proposed project(s) is advisable. A copy of the CDBG handouts in Spanish is available on the CDBG website under Guidance Materials.

Who must conduct the hearing? – The applicant county must conduct the hearing. Although some applications are developed by potential subrecipients such as community organizations or special districts, these organizations cannot conduct the hearing and have it meet CDBG requirements.

When must the hearing be held? – Prior to submission of the CDBG application and within 18 months of the application submittal date.

Where must the hearing be held? – The hearing location must be accessible to persons of disability. The location must also be convenient for persons likely impacted by the proposed project. This is particularly relevant for a county proposing a project in a community that is far from the county seat.

√ **NOTE: If funded**, an additional public hearing will be required towards the end of the project to review and receive comments on the project's performance. This final public hearing should be included in your proposal's Work Plan and can be conducted at the same time as the new public hearing (see item #5 of the sample public hearing notice). Also if funded, a public hearing would be required if activities are proposed to be added, deleted or substantially changed from the original proposal.

## **E. Grievance Procedure**

What must the procedure do? – The grievance procedure must provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. An existing Grievance Procedure may be submitted with the application. A sample grievance procedure is included on page 47.

## SAMPLE PUBLIC HEARING NOTICE (FOR CDBG PUBLIC SERVICES GRANT ONLY)

The following 5 required clauses are CDBG requirements. Additional information can be added to these required clauses to meet specific local announcement needs and to encourage participation.

If a local government intends to apply for more than one type of CDBG grant during the same year, it is possible to coordinate these citizen participation and public hearing requirements so that one hearing covers multiple applications.

If the local government's assessment of demographic data shows there is a significant population of non-English speaking residents (see the Citizen Participation Documentation form), then select the applicable accommodation clause below and publicize this notice also in the alternative language.

1) Logistics Clause: (Where/When)	NOTICE IS HEREBY GIVEN that a public hearing will be held by the <i>(county board of commissioners)</i> in the <i>(council chambers/hearing room)</i> , <i>(location)</i> , on <i>(date and time)</i> .
2) Purpose Clause:	The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from lower income persons residing in the <i>(name of area)</i> area.
3) Funding Clause: (describing the availability of CDBG funds and eligible uses)	\$ <i>(enter total grant amount)</i> is proposed to be available annually to the county and the <i>(subrecipient name)</i> to fund public services that principally benefit low- and moderate-income persons.
4) Comment clause:	An overview of the proposed public services will be available for review at the <i>(location – government office and/or agency)</i> , <i>(time and date)</i> . Comments may also be submitted in writing to <i>(county)</i> , <i>(time period)</i> .
5) 2015 contract closeout clause:	Comments on the county's and community action program's past performance and use of their 2015 CDBG Public Services Grant will also be received.
6) Accommodation Clause: (select the applicable option based on the assessment in your Citizen Participation Documentation form)	<p><u>Option A – for standard use</u></p> <p>The <i>(council chambers/hearing room)</i> is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 24-hour advance notice. Contact <i>(name)</i> at <i>(number, location)</i>.</p> <p><u>Option B – use when significant number of non-English speaking residents</u></p> <p>A <i>(insert alternate language)</i> interpreter will be available. The <i>(council chambers/hearing room)</i> is handicap accessible. Additional arrangements to reasonably accommodate special needs will be made upon receiving 24-hour advance notice. Contact <i>(name)</i> at <i>(number, location)</i>.</p>

## SAMPLE GRIEVANCE PROCEDURE

This sample grievance procedure is intended to serve as a guide and should be revised to reflect local circumstances and to incorporate any applicable state or local laws.

The Grievance Procedure can be the local government's complaint process if it meets the standards of the CDBG citizen participation regulations.

If a local grievance procedure has been accepted by the CDBG program staff for a prior CDBG project it can be submitted for a new project, unless that procedure's scope is clearly limited to the prior CDBG project and is not general for a new CDBG project.

An ADA Grievance Procedure does not meet this requirement.

1. Submit complaints in writing to the designated official (such as the county clerk/administrator/executive) for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.
  2. If the complaint cannot be resolved to your satisfaction by the designated official,
    - It will be forwarded to a committee appointed by the governing body. This committee's membership, its ground rules or procedures for hearing complaints, and how the committee can be contacted will be available to the public. The committee will be directed to hear such complaints in an objective, public manner, and after adequate public notice. A written decision will be made within 30 working days. Proceedings of the committee will be recorded and maintained.
- OR
- The complaint will be heard and discussed by the governing, elected body at an open, public meeting. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
(Signature of Chief Administrative Officer)

\_\_\_\_\_  
(Title)

Attest: \_\_\_\_\_





# Community Development Block Grant Program (CDBG)

*Helping rural communities with projects that benefit low- and moderate-income persons*



## The Washington State CDBG Program offers five grant funds:

**General Purpose Grants** \$9,500,000  
For planning or construction of public infrastructure, community facility, affordable housing, and economic development projects. Application available in March and due in June.

**Economic Opportunity Grants** \$2,700,000  
For state and local priority economic development projects that promote vibrant rural communities. Applications accepted while funds are available.

**Housing Enhancement Grants** \$200,000  
For off-site infrastructure or the community facility component of a state Housing Trust Fund project. Applications accepted while funds are available.

**Imminent Threat Grants** \$100,000  
For unanticipated emergencies posing a serious immediate threat to public health and safety. Applications accepted while funds are available.

**Public Services Grants** \$1,500,000  
For county and community action agencies to fund new or expanded services for lower income persons. Application available in February and due in April.

**Funding contingent on the US Dept of Housing & Urban Development approval of the state's 2016 Action Plan and CDBG allocation**

### CONTACT INFORMATION:

Kaaren Roe, Program Manager  
(360) 725-3018  
[kaaren.roe@commerce.wa.gov](mailto:kaaren.roe@commerce.wa.gov)

Phyllis Cole, Project Manager  
Planning-Only Grants  
(360) 725-4001  
[phyllis.cole@commerce.wa.gov](mailto:phyllis.cole@commerce.wa.gov)

Laurie Dschaak, Project Manager  
Public Services Grants  
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Arlene Escobar, Project Manager  
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Sheila Lee-Johnston, Project Manager  
General Purpose Grants  
(360) 725-3009  
[sheila.lee-johnston@commerce.wa.gov](mailto:sheila.lee-johnston@commerce.wa.gov)

Genny Matteson, Project Manager  
Neighborhood Stabilization Program  
(360) 725-3093  
[genny.matteson@commerce.wa.gov](mailto:genny.matteson@commerce.wa.gov)

Eligibility information on reverse side

[www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg)



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### **HUD National Objectives**

CDBG project activities must meet one of three HUD National Objectives:

- Principally benefits low-and moderate-income persons
- Aids in the prevention or elimination of slums or blight
- Addresses imminent threat to public health or safety

### **CDBG Eligibility Guidelines**

Eligible applicants are Washington State cities/towns with less than 50,000 in population and not participating in a CDBG entitlement urban county consortium; and counties with less than 200,000 in population. Eligible cities/towns and counties are listed on the CDBG website.

Special purpose districts, public housing authorities, community action agencies, economic development councils, other non-profit organizations, and Indian tribes are not eligible to apply directly to the state CDBG Program for funding, but may be a partner in projects and subrecipient of funding with an eligible city/town or county applicant.

Application materials, due dates and income limits are on the CDBG website at: [www.commerce.wa.gov/CDBG](http://www.commerce.wa.gov/CDBG)

## **Federal Citizen Participation Requirements for Local Government Applicants to the State CDBG Program**

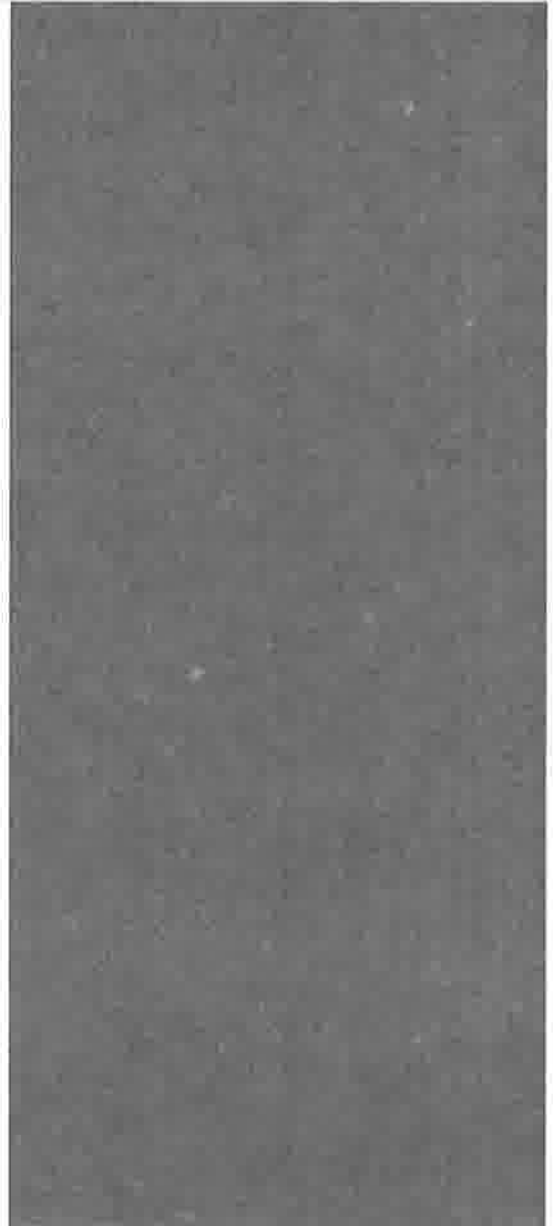
### Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
  - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
  - (3) Furnish citizens information, including but not limited to:
    - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
    - (ii) The range of activities that may be undertaken with the CDBG funds;
    - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
    - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
  - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
  - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
  - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. *Substantially changed* means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
  - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.





**Spanish versions of the public hearing handouts are on the CDBG website under “Guidance Materials”.**





## **Requisitos de Participación Ciudadana Federal Para Solicitantes del Gobierno Local al Programa de CDBG**

Regulación Federal 24 CFR 570.486(a)

- (a) *Requisitos de participación ciudadana de una unidad general del gobierno local.* Cada unidad general del gobierno local, debe cumplir los siguientes requisitos como es solicitado por el estado, en el Sec. 91.115(e) de este artículo.
- (1) Contribuir y motivar a la participación ciudadana, particularmente en personas de recursos bajos y moderados quienes residen en condiciones precarias o áreas insalubres y áreas donde el Programa de CDBG tiene como objetivo apoyar con financiamiento;
  - (2) Asegurar que los ciudadanos tengan acceso oportuno y suficiente a reuniones locales, información y estadísticas relacionadas a la unidad de gobierno local que ha sido propuesta o que utiliza los fondos de financiamiento del programa de CDBG;
  - (3) Proveer información a los ciudadanos, incluyendo:
    - i. La cantidad de financiamientos del de CDBG que se espera sea otorgada en el año fiscal en curso (incluyendo las subvenciones y los ingresos anticipados del programa);
    - ii. El tipo de actividades probables a llevarse a cabo con el financiamiento del de CDBG;
    - iii. La cantidad estimada de financiamientos del de CDBG propuesta para ser usada en actividades que cumplirán con el objetivó nacional de beneficiar a personas de bajos recursos económicos; y
    - iv. Las actividades propuestas del programa de CDBG que son probables de resultar declinadas y la unidad general de gobierno y los planes de reemplazo requeridos bajo el Sec. 570.488
  - (4) Proveer asistencia técnica a grupos representativos de personas de bajos y moderados recursos que soliciten ayuda en el desarrollo de sus propuestas de acuerdo con el procedimiento desarrollado por el estado. Dicha asistencia no incluye proveer financiamiento a tales grupos;
  - (5) Participar en un mínimo de dos audiencias públicas, cada una en diferentes etapas del programa, con el propósito de obtener puntos de vista de los ciudadanos y responder a propuestas y preguntas. La audiencia en conjunto debe cubrir las necesidades de casa y desarrollo en la comunidad, desarrollo de actividades propuestas y la revisión del cumplimiento del programa. La audiencia pública que cubre el desarrollo de la comunidad y las necesidades de casa debe ser llevada a cabo en la fecha y lugares convenientes a beneficiarios actuales a potenciales, con lugares accesibles para discapacitados. Las audiencias publicas deben llevarse a cabo de cierta forma que cumplan las necesidades de residentes que no hablen Inglés ya que se espera que un numero razonable de estos participe en el programa.
  - (6) Informar a los ciudadanos con suficiente anticipación, y oportunidad de comentar al respecto, sobre actividades propuestas en solicitud al estado y, por subvenciones ya efectuados, actividades que sean propuestas para agregarse, eliminarse a ser cambiadas substancialmente de la solicitud de unidad general de gobiernos locales al estado. Cambiadas substancialmente significa que los cambios sean en términos de objetivó, alcance, lugar o beneficiario, como es definido bajo el criterio establecido por el estado.
  - (7) Proveer a los ciudadanos la dirección, el teléfono y las fechas y horario para entregar quejas y objeciones, y proveer oportunas respuestas por escrito a quejas entregadas por escrito, dentro de los primeros 15 días hábiles, cuando así pueda aplicarse.



# SUBRECIPIENT AGREEMENT

## BETWEEN

\_\_\_\_\_ <Name of County, City or Town> AND THE \_\_\_\_\_ <Name of Subrecipient>

This Agreement is made between \_\_\_\_\_ <insert name of the local government CDBG recipient> (herein called the Local Government) and \_\_\_\_\_ <insert name of subrecipient> (herein called Subrecipient) for the \_\_\_\_\_ project (herein called the Project).

As the Washington State Department of Commerce (Commerce) is authorized by the federal Department of Housing and Urban Development (HUD) to provide funds to units of local government selected to undertake and carry out projects under the Washington State Community Development Block Grant (CDBG) Program in compliance with all applicable local, state, and federal laws, regulations and policies; and

As the Local Government has applied for and received a CDBG award, contract number \_\_\_\_\_ (CFDA 14.228), to fund the Project with Federal Award Identification Number \_\_\_\_\_ (*request this information from CDBG program staff*); and

As it benefits the Local Government to engage the Subrecipient to accomplish the Scope of Work and the objectives of the local CDBG project;

The parties agree that:

### 1. SCOPE OF SERVICES

#### A. Local Government Responsibilities

The Local Government is responsible for administration of the CDBG contract, and ensuring CDBG funds are used in accordance with all program requirements [(24 CFR 570.501(b)] and its CDBG contract with Commerce referenced above. The Local Government will provide such assistance and guidance to the Subrecipient as may be required to accomplish the objectives and conditions set forth in this Agreement.

*<If the Local Government is responsible for project implementation beyond administration, include the following paragraph.>* The Local Government is responsible for completing the following tasks to accomplish the objectives of the Project:

#### Principal Tasks

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#### B. Subrecipient Responsibilities

The Subrecipient will complete in a satisfactory and proper manner as determined by the Local Government the following \_\_\_\_\_ <or reference as attached> tasks to accomplish the objectives of the Project. The Subrecipient will periodically meet with the Local Government to review the status of these tasks.

#### Principal Tasks

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### 2. TIME OF PERFORMANCE



The effective date of this Agreement will be the date the parties sign and complete execution of this agreement and will be in effect for the time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets.

3. AGREEMENT REPRESENTATIVES

Each party to this Agreement shall have a representative. Each party may change its representative upon providing written notice to the other party. The parties’ representatives are as follows:

A. Subrecipient:

- Name of Representative:
- Mailing Address:
- City, State and Zip Code:
- Telephone Number:
- Fax:
- E-mail Address:

B. Local Government :

- Name of Representative:
- Title:
- Mailing Address:
- City, State and Zip Code:
- Telephone Number:
- Fax Number:
- E-mail Address:

4. BUDGET

The Local Government will pass through to the Subrecipient no more than \$\_\_\_\_\_ in CDBG funds for eligible incurred costs and expenses for the Project according to the following budget.

Project Budget Element	Budgeted Amount
Indirect Cost Rate: ___% Federally Approved Indirect Rate, or 10% de minimis rate, or fill out “N/A” declining to charge indirect	

*The Local Government may require a more detailed budget breakdown, and the Subrecipient will provide such supplementary budget information in a timely fashion in the form and content prescribed by the Local Government.*

Indirect Cost Rate if the Subrecipient chooses to charge Indirect under this grant, the Subrecipient shall provide their indirect cost rate that has been negotiated between their entity and the Federal Government. If no such rate exists, a de minimis indirect cost rate of 10% of modified total direct costs (MTDC) will be used.

“Modified Total Direct Costs (MTDC)” shall mean all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, and rental costs.

Any amendments to this Agreement’s Budget must first be determined by the Local Government as consistent with its CDBG contract with Commerce and then approved in writing by the Local Government and the Subrecipient.

5. PAYMENT

The Local Government shall reimburse the Subrecipient in accordance with the payment procedures outlined in the CDBG Management Handbook, Financial Management Section for all allowable expenses agreed upon by the parties to complete the Scope of Service.

Reimbursement under this Agreement will be based on billings, supported by appropriate documentation of costs actually incurred. It is expressly understood that claims for reimbursement will not be submitted in excess of actual, immediate cash requirements necessary to carry out the purposes of the agreement. Funds available under this Agreement will be utilized to supplement rather than supplant funds otherwise available.

It is understood that this Agreement is funded in whole or in part with CDBG funds through the Washington State CDBG Program as administered by Commerce and is subject to those regulations and restrictions normally associated with federally-funded programs and any other requirements that the State may prescribe.

## 6. PERFORMANCE MONITORING

The Local Government will monitor the performance of the Subrecipient by tracking project progress, reviewing payment requests for applicable costs, managing the timely pass-through of CDBG funds, overseeing compliance with CDBG requirements, and ensuring recordkeeping and audit requirements are met. Substandard performance as determined by the Local Government will constitute noncompliance with this Agreement.

If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the Local Government, contract suspension or termination procedures will be initiated.

## 7. SPECIAL CONDITIONS-Optional

*[This section of the Agreement can be used by the Local Government to include special conditions specific to the particular activity or individual Subrecipient.]*

## 8. GENERAL CONDITIONS

### A. General Compliance

The Subrecipient agrees to comply with:

- The requirements of Title 24 of the Code of Federal regulations, 570 (HUD regulations concerning CDBG); and
- All other applicable Federal, State and Local laws, regulations, and policies, governing the funds provided under this Agreement.

### B. CDBG National Objective

The Subrecipient certifies the activities carried out under this Agreement meet a CDBG Program National Objective defined in 24 CFR 570.208.

### C. Independent Contractor

Nothing contained in this Agreement is intended to, or will be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient will at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Local Government will be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

### D. Hold Harmless

The Subrecipient will hold harmless, defend and indemnify the Local Government from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

E. Workers' Compensation

The Subrecipient will provide Workers' Compensation Insurance Coverage for all of its employees involved in the performance of this Agreement.

F. Insurance and Bonding

The Subrecipient will carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum will purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Local Government.

*[The Local Government should insert the required insurance requirements needed from the Subrecipient:]*

The Subrecipient shall furnish the Local Government with properly executed certificate of insurance or a signed policy endorsement which shall clearly evidence all insurance required in this section prior to commencement of services. The certificates will, at a minimum, list limits of liability and coverage. The certificate will provide that the underlying insurance contract will not be cancelled or allowed to expire except on thirty (30) days prior written notice to the Local Government.

G. Funding Source Recognition

The Subrecipient will insure recognition of the roles of Commerce, the WA State CDBG program, and the Local Government in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement will be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

H. Amendments

The Local Government or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Local Government's governing body. Such amendments will not invalidate this Agreement, nor relieve or release the Local Government or Subrecipient from its obligations under this Agreement.

I. Suspension or Termination

In accordance with 2 CFR 200.338-9, the Local Government may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statues, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement.
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to the Local Government of reports that are incorrect or incomplete in any material respect.

In accordance with 2 CFR 200.339, this Agreement may also be terminated by either the Local Government or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated.

However, if in the case of a partial termination, the Local Government determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Local Government may terminate the award in its entirety.

## 9. ADMINISTRATIVE REQUIREMENTS

### A. Financial Management

#### 1. Accounting Standards

The Subrecipient agrees to comply with 2 CFR 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

#### 2. Cost Principles

The Subrecipient will administer its program in conformance with 2 CFR 200. These principles will be applied for all costs incurred whether charged on a direct or indirect basis.

#### 3. Duplication of Costs

The Subrecipient certifies that work to be performed under this Agreement does not duplicate any work to be charged against any other contract, subcontract or other source.

### B. Documentation and Record Keeping

#### 1. Records to Be Maintained

The Subrecipient will maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement and those records described in the CDBG Management Handbook. Such records will include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- e. Records documenting compliance with the civil rights components of the CDBG program;
- f. Financial records as required by 24 CFR 570.502, and 2 CFR 200.333;
- g. Labor standards records required to document compliance with the Davis Bacon Act, the provisions of the Contract Work Hours and Safety Standards Act, and all other applicable Federal, State and Local laws and regulations applicable to CDBG-funded construction projects; and
- h. Other records necessary to document compliance with Subpart K of 24 CFR 570.

#### 2. Access to Records and Retention

The grantee, the Washington State Department of Commerce, and other authorized representatives of the state and federal governments shall have access to any books, documents, papers and records of the Subrecipient that are directly pertinent to this Agreement for the purposes of making

audit, examination, excerpts and transcriptions.

All such records and all other records pertinent to this Agreement and work undertaken under this Agreement will be retained by the Subrecipient for a period of six years after final audit of the Local Government's CDBG project, unless a longer period is required to resolve audit findings or litigation. In such cases, the Local Government will request a longer period of record retention.

3. Audits and Inspections

All Subrecipient records with respect to any matters covered by this Agreement will be made available to the Local Government, Commerce, and duly authorized officials of the state and federal government, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

The Subrecipient that expends \$750,000 or more in a fiscal year in federal funds from all sources hereby agrees to have an annual agency audit conducted in accordance with current Local Government policy concerning Subrecipient audits and 2 CFR 200.501. The Catalog of Federal Domestic Assistance (CFDA) number is 14.228.

C. Reporting

1. Program Income

The Subrecipient will report annually all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this Agreement. The use of program income by the Subrecipient will comply with the requirements set forth at 24 CFR 570.504.

2. Periodic Reports

The Subrecipient, at such times and in such forms as the Local Government may require, will furnish the Local Government such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

D. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement will be in compliance with the requirements of 2 CFR 200.311 and 313, 24 CFR 570.502, 570.503, 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient will transfer to the Local Government any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 will be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until ten (10) years after the contract between Commerce and the Local Government is closed. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for this 10-year period of time, the Subrecipient will pay the Local Government an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property after the CDBG program's approval. Such payment will constitute program income to the Local Government. The Subrecipient may retain

real property acquired or improved under this Agreement after the expiration of the ten-year period.

3. In cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds will be program income. Equipment not needed by the Subrecipient for activities under this Agreement will be (a) transferred to the Local Government for CDBG-eligible activities as approved by the CDBG program or (b) retained after compensating the Local Government.

## 10. PERSONNEL AND PARTICIPANT CONDITIONS

### A. Civil Rights

#### Title VI of the Civil Rights Act of 1964:

Under Title VI of the Civil Rights Act of 1964, no person will, on the grounds of race, color, creed, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### Section 109 of the Housing and Community Development Act of 1974:

No person in the United States will on the grounds of race, color, creed, religion, sex or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

#### Age Discrimination Act of 1975, as Amended

No person will be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance. (42 U.S.C. 610 et. seq.)

#### Section 504 of the Rehabilitation Act of 1973, as Amended

No otherwise qualified individual will, solely by reason or his or her disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving Federal funds. (29 U.S.C. 794)

#### Public Law 101-336, Americans with Disabilities Act of 1990

Subject to the provisions of this title, no qualified individual with a disability will, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

### B. Section 3 of the Housing and Community Development Act of 1968

Compliance in the Provision of Training, Employment, and Business Opportunities:

1. The work to be performed under this agreement is on a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower-income residents of the project area; and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the area of the project.
2. The parties to this contract will comply with the provisions of said Section 3 and the regulations set forth in 24 CFR 135, and all applicable rules and orders of HUD and Commerce issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these provisions.

3. The Subrecipient will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and will post copies of the notice in conspicuous places available to employees and applicants for employment or training.
4. The Subrecipient will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant, or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of HUD, 24 CFR 135. The Subrecipient will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract, unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
5. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders of HUD and Commerce issued hereunder prior to the execution of the contract, will be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements will subject the applicant, or recipient, its consultants and subcontractors, its successors and assigned to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR 135.

C. Conduct

1. Assignability

The Subrecipient will not assign or transfer any interest in this Agreement without the prior written consent of the Local Government thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Local Government under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer will be furnished promptly to the Local Government and Commerce.

2. Conflict of Interest

No member of the Local Government's governing body and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning or carrying out of the project, will have any personal financial interest, direct or indirect, in this Agreement; and the Subrecipient will take appropriate steps to assure compliance.

The Subrecipient agrees to abide by the provisions of 2 CFR 200.318 and 24 CFR 570.611, which includes maintaining a written code or standards of conduct that will govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.

The Subrecipient covenants that its employees have no interest and will not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of services hereunder. The Subrecipient further covenants that in the performance of this Agreement, no person having such interest will be employed.

3. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- a. The lower tier contractor certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor will attach an explanation to this contract.
- c. The contractor further agrees by signing this contract that it will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

D. Copyright

If this Agreement results in any copyrightable material or inventions, the Local Government and/or Commerce reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

E. Religious Activities

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

11. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of this Agreement will not be affected thereby and all other parts of this Agreement will nevertheless be in full force and effect.

12. PERFORMANCE WAIVER

The Local Government’s failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Local Government to exercise or enforce any right or provision will not constitute a waiver of such right or provision.

13. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Local Government and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior communications and proposals, whether electronic, oral, or written between the Local Government and the Subrecipient with respect to this Agreement.

[OPTIONAL: The attachments to this Agreement are identified as follows:]

IN WITNESS WHEREOF, the Local Government and the Subrecipient have executed this Agreement as of the date and year last written below.

<Name of County, City or Town>

<Name of Subrecipient>

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



Date: \_\_\_\_\_ Date: \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
Attorney

**CDBG PUBLIC SERVICES GRANT  
QUARTERLY BENEFICIARY REPORTING FORM**

This report is due on Oct.31 (for 1<sup>st</sup> Qtr.), Jan 31 (for 2<sup>nd</sup> Qtr.), Apr. 30 (for 3<sup>rd</sup> Qtr.), Jul 15 (for 4<sup>th</sup> Qtr.)

Grantee: Forward one copy to your CDBG project manager – Retain one copy for your records.

Grantee Name:	CDBG Contract No:	CDBG Project Title:
Subrecipient Name:	Address:	
Reporting Period 2016-2017	<input type="checkbox"/> 1 <sup>st</sup> Quarter (July-Sept) <input type="checkbox"/> 2 <sup>nd</sup> Quarter (Oct-Dec) <input type="checkbox"/> 3 <sup>rd</sup> Quarter (Jan-March) <input type="checkbox"/> 4 <sup>th</sup> Quarter (Apr-June)	

THE TOTAL NUMBER OF:	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Cumulative
PERSONS ASSISTED IN 2016-2017					
<b>OF THE TOTAL NUMBER OF PERSONS ASSISTED, THE NUMBER OF PERSONS WITH:</b>					
NEW ACCESS TO SERVICE/ BENEFIT					
IMPROVED OR CONTINUING ACCESS TO SERVICE/ BENEFIT					
RECEIVING A SERVICE/BENEFIT THAT IS NO LONGER SUBSTANDARD					

RACE DATA OF BENEFICIARIES	1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter		Cumulative	
	#	# of Hispanic	#	# of Hispanic	#	# of Hispanic	#	# of Hispanic	#	# of Hispanic
WHITE										
BLACK/AFRICAN AMERICAN										
ASIAN										
AMERICAN INDIAN/ALASKAN NATIVE										
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER										
AMERICAN INDIAN/ALASKAN NATIVE AND WHITE										
ASIAN AND WHITE										
BLACK/AFRICAN AMERICAN AND WHITE										
AMERICAN INDIAN/ALASKAN NATIVE AND BLACK/AFRICAN AMERICAN										
OTHER MULTI-RACIAL										
<b>TOTALS</b>										

**HISPANIC\*** = HUD has designated Hispanic as an ethnic group. a person can be identified as both a member of a racial group and an ethnic group, but cannot be designated only as an ethnic group.

BENEFICIARY INCOME DATA					
MEDIAN INCOME (% OF HUD ADJUSTED MEDIAN FAMILY INCOME)	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Cumulative
0 - 30 % (VERY LOW-INCOME)					
31 - 50 % (LOW-INCOME)					
51-80 % (MODERATE INCOME)					
81% AND ABOVE					
<b>TOTALS</b>					

Please provide a narrative explanation of the public services provided (i.e., 150 meals provided to senior citizens, drug counseling provided to 25 people, etc.)

Signature	Date of Signature
I certify that all CDBG funds expended for personnel costs are directly attributed to CDBG eligible activities.	
Name, affiliation and phone number of person completing or signing this form:	

**Instructions:**

**No Voucher will be paid unless your quarterly reports are up to date. All sections must total the number of persons assisted. This form should be completed by the contract subrecipient and sent to the CDBG Grantee (county). The CDBG Grantee (county) should send this form to the CDBG project manager.**

**Item 1: Unduplicated Count of Persons Assisted.**

**Reporting Period:**

Insert the unduplicated number of clients served during the reporting period. Unduplicated means that one person served by your agency is counted once during the calendar year. You may report only those persons for whom you maintain written records. This record must be established at the time the person is first served by your agency.

**Race:**

Insert the ethnicity for the unduplicated clients served during this reporting period. When completing this section, if the individual is not Hispanic or Latino, use the first column labeled #Total. If the individual is Hispanic, use the first column to identify race (which gives us a total), then count the individual in the second column, which is a subset of the first column.

**Single Head of Household; Elderly, and Disabled:**

Insert the unduplicated number of single female head of households with dependents/children served during the reporting period. Insert the unduplicated number of Elderly and Disabled, if your agency tracks this data. If services are provided to “Elderly” populations with CDBG funds, it is expected that your agency will track this data

**Income:**

Insert the unduplicated clients (not households) served who are *Moderate Income* (51–80%), *Low-Income* (31-50%) and *Extremely Low-Income* (0-30%)

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**ALTERNATE SERVICE PROVIDER (Optional)  
CDBG Public Services Grant**

County Name	
Subrecipient Name	
<b>Selection Process</b>	
Describe the process the county used to solicit and select the service provider.	
<b>Qualifications</b>	<b>Documentation</b>
Internal Revenue Service approval to operate as a non-profit corporation	<ul style="list-style-type: none"> <li>• 501(c)(3) letter of determination</li> <li>• Latest IRS Form 990</li> <li>• Federal tax identification number</li> </ul>
Active registration status with the Washington State Office of the Secretary of State	State registration number and renewal due date
No active exclusion status in <a href="http://sam.gov/portal/public/SAM">sam.gov/portal/public/SAM</a>	<ul style="list-style-type: none"> <li>• Status Report</li> </ul>
<b>Mission</b>	
Consistent with the CDBG objective to address local priority needs of low- and moderate-income persons	Mission Statement, Articles of Incorporation and Bylaws, as recorded with the State of Washington Office of the Secretary of State
Service area includes all, or the majority of the applicable grant service area listed on page 9.	<ul style="list-style-type: none"> <li>• Map of service area</li> <li>• Organization's list of services provided to residents in the grant service area in the last two years</li> </ul>
<b>Capacity</b>	
Describe experience managing federal funds, including meeting federal financial accountability standards. Submit the most recent audit report.	
Describe ability to meet the requirements outlined in the CDBG Subrecipient Agreement.	

## **ALTERNATE SERVICE PROVIDER INSTRUCTIONS**

The CDBG program's preferred Public Services Grant service provider is the regional community action program. Community action programs have the administrative capacity, governing structure, statewide network, and mission to target federal funds for services benefiting lower income persons. The current Public Services Grant fund allocation formula is based on this regional-based approach and ensures all CDBG nonentitlement areas of the state have equitable access to CDBG-funded services.

If a county is considering an alternate CDBG Public Services Grant service provider, please contact the CDBG program to discuss the requirements the service provider must meet to provide regional services and receive state approval.

If the county opts to choose an alternate service provider (other than the Community Action Program) as subrecipient, please complete this form and attach the requested documentation. Expand the form as necessary to provide adequate description.

### **Documentation:**

Jurisdictions are responsible for ensuring that subrecipients associated with the CDBG project are not on the Exclusion Records at SAM.GOV. Contractor/subcontractor eligibility may be verified using the following website: [www.sam.gov](http://www.sam.gov).

At the top of this website click SEARCH RECORDS.

In the middle of the page enter the DUNS Number and click "Search".

On the right, click "View Details".

The information will expand to show the activation date and expiration date in the SAM.gov system; as well as if an organization is excluded from receiving federal contracts.

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# Application Process Feedback Form

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## Please Give Us Your Feedback

*The following questions are intended to help us improve our application process. Please indicate your agreement/disagreement with the following statements. Your responses will not impact the evaluation of your application in any way.*

*Please circle one of the numbers below each statement to indicate your response, using the following scale, to show how much you agree with the statement.*

*1: Strongly Disagree*

*2: Disagree*

*3: Neither Agree Nor Disagree*

*4: Agree*

*5: Strongly Agree*

**1. The application instructions were clear.**

1    2    3    4    5

**2. The application questions were easily understood.**

1    2    3    4    5

**3. I was able to receive the assistance I needed from Commerce to complete the application.**

1    2    3    4    5

**4. I had adequate time to prepare the application prior to the deadline.**

1    2    3    4    5

**5. Given program requirements, the application process was reasonable.**

1    2    3    4    5