

**2020 COMMUNITY DEVELOPMENT BLOCK GRANT,
HOME FUNDS, AFFORDABLE HOUSING TRUST FUNDS (AHTF 2060) FUNDS
APPLICATION INSTRUCTIONS**

OVERVIEW

Application forms are available for agencies wishing to apply for 2020 City of Everett Community Development Block Grant (CDBG) funds, Affordable Housing Trust Funds (AHTF 2060), and HOME Investment Partnership Program (HOME) funds. Everett's 2020 funding program year for CDBG, AHTF 2060, and HOME funds will begin on July 1, 2020 and end on June 30, 2021.

The City anticipates approximately \$850,000 will be available for CDBG funds and approximately \$100,000 in HOME funds. CDBG and HOME funding amounts are subject to change depending on allocation from the US Department of Housing and Urban Development (HUD) for City of Everett's CDBG Entitlement Funds and HOME funds from the Consortium. Proposed activities must meet statutory requirements and must be eligible CDBG or HOME activities per HUD regulations to be considered for funding. Approximately \$135,000 will be available for 2060 Housing Trust Funds. These funds are targeted for housing and shelter projects.

Additional information on funding information and explanation of eligible activities for each funding source can be found at <https://everettwa.gov/2110/Federal-Municipal-Funding>.

APPLICATION MATERIALS

All proposals must be received by Friday, October 11, 2019 at 5:00 p.m.

You need only submit one hard copy of your application. NO ELECTRONIC VERSIONS OF APPLICATIONS OR ATTACHMENTS CAN BE ACCEPTED. Proposals should be organized, clipped, and presented in closed envelopes. **Proposals in binders or notebooks will not be accepted.** All proposals should be mailed or delivered to:

City of Everett
C/O Kembra Landry
Office of Community, Planning and Economic Development
2930 Wetmore Avenue, Suite 8A
Everett, WA 98201

Applicants should plan to participate in the preapplication conference call on September 18th at 11 AM by calling:
Toll number (425) 616-3920 - Conference ID: 132516332.

To download an electronic version of the application: <https://everettwa.gov/2115/Grant-Toolbox>

To pick up a paper version of the application: City of Everett, Office of Community, Planning and Economic Development, 2930 Wetmore Avenue, Suite 8A, Everett, WA 98201

Eligible applicants:

Private non-profit organizations that have received 501(c)(3) federal tax exempt status from the U.S. Internal Revenue Service (IRS) and are registered as a non-profit corporation in the State of Washington. Faith based organizations may not restrict client participation based on required religious affiliation or services. The City of Everett will not accept application proposals from individuals.

Instructions for a Complete Application:

1. Please be concise in the narrative sections. Answer each question with accurate and complete information. Staff and Committee members reviewing applications should have all relevant information, presented as though there is no prior knowledge of the agency or programs. Responses should be

targeted to the specific program provided and not related to general overall statements of the organization. Please be concise in your narratives.

2. Sections should be completed as follows:
 - a. All applications should complete sections labeled ALL APPLICATIONS
 - b. Applications for non-public services (capital projects) must complete the sections labeled FOR PUBLIC FACILITIES, PUBLIC INFRASTRUCTURE, OTHER CAPITAL PROJECT. Check applicable type of project for each required section.
 - c. Applications for public services or facility operations must complete sections labeled PUBLIC SERVICES, AHTF (FACILITY OPERATIONS). Check applicable type of project for each required section.
3. Non-public service projects are required to complete the ENVIRONMENTAL REVIEW SUPPLEMENTAL APPLICATION. Please contact Kembra Landry for questions or technical assistance. Staff will review this form with applicants at their application meeting in October.
4. Submit one copy of the completed application, including the Attachments. The original application must be signed.
5. Applications are limited to Letter sized format except for Form 6A Budget Sheet. Do not include legal sized documents.
6. Please, do not attach extraneous documents. Provide only the documents required.

Please note that final project awards are contingent on project eligibility and funding availability, as well as federal, state, and local statutes, regulations, policies, and contract requirements.

PRIORITIES FOR FUNDING AND EVALUATION CRITERIA

The priorities for the 2020 Annual Action Plan and 2020 – 2024 Consolidated Plan have been identified, in order of importance, in the list below. The priorities were established by the Citizen Advisory Committee on August 2, 2019. Applications must meet these priorities and the basic evaluation criteria to be considered for funding.

Priorities

a. HOUSING	<ul style="list-style-type: none"> • Creation of new units for low-income households and special needs populations (traditionally disadvantaged) groups. • Housing financial assistance. • Housing rehabilitation. • Legal aid for housing mediation.
b. SERVICES	<ul style="list-style-type: none"> • Mental health services.
c. HOMELESSNESS	<ul style="list-style-type: none"> • Homeless health, mental health, substance abuse and other support services. • Homeless housing and emergency shelter. • Homeless food services.
d. CRIME PREVENTION	<ul style="list-style-type: none"> • Promotion of crime awareness, public safety and prevention.

Criteria

- (1) Complete application.
- (2) Everett’s local Consolidated Plan Priorities.
- (3) Schedule showing timeliness of completion of the proposed project and the history of spending funds in prior years.
- (4) **Federal funds and non-service projects only:* Post-Application Staff Meeting.
- (5) **Federal funds only:* Compliance with HUD’s CDBG or HOME National Objectives.

- (6) **Federal funds only:* Consideration and understanding of potential environmental review ramifications. It is anticipated that requests for 2020 funds will exceed Everett's available resources and the process for funding may be highly competitive. To enhance your agency's chances of receiving funding it is essential that your proposal be clear, concise, and well organized.

Additional considerations:

- All rental and ownership housing project funds will be awarded in the form of a deferred payment loan.
- All non-housing construction projects will require a 100% match of funds from other sources.

PROPOSED APPLICATION AND FUNDING SCHEDULE (*dates subject to change*):

- September 9th – October 11th : Open application period
- September 18th : Pre-Application conference call with potential applicants
Toll number (425) 616-3920 - Conference ID: 132516332
- October 11th : Applications due
- October 14th- 15th and October 22nd : Applicant meetings with staff (**Non-service projects only*)
- November 6th : Citizen Advisory Committee Public Hearing and Funding Recommendations for Non-service Projects
- November 13th : Citizen Advisory Committee Public Hearing and Funding Recommendations for Service Projects
- November 20th : Citizen Advisory Committee Public Hearing and Funding Recommendations for Service Projects
- December/January: City Council Recommendation Review and Action
- July 1, 2020: CDBG/HOME/2060 Program Year Begins

APPLICATION SUBMITTAL CHECKLIST

- 📄 Completed application form.
- 📄 Attach a copy of the agency's most recent independent audit, single audit and management letter, if prepared.
- 📄 Attach the agency's 2019 Actual Operating Budget and the 2020 Projected Operating Budget.
- 📄 Attach current Financial Statement
- 📄 Attach a list of current board members (include name, position/title, city of residence, length of time on the Board and expiration of term).
- 📄 Attach minutes from a recent board meeting with action approving submittal of this application.
- 📄 Attach the agency's Organizational Chart
- 📄 Attach proof of non-profit status (typically a IRS letter certifying 501(c)3 filing status).
- 📄 Attach Articles of Incorporation and Bylaws