

NORTH/EAST KING COUNTY HUMAN SERVICES FUNDERS
Community Development Block Grant (CDBG) Funding

**2005 APPLICATION FOR
CAPITAL/FACILITY PROJECTS**

(involving acquisition, rehabilitation and improvement of real property)



The following cities accept this common application:
(All cities except Bellevue are members of the King County CDBG Consortium)

Bellevue
Bothell
Issaquah
Kirkland
Lake Forest Park
Redmond
Shoreline

(Application begins on Page 1 - after Instructions)

❖ CONTACT LIST & APPLICATION DEADLINES FOR 2005 CDBG FUNDS

All applications are due by 4:30 p.m. on the dates listed below.

Please see individual city supplements for appropriate number of copies to submit

Jurisdiction

Application Deadline

City of Bellevue: Wednesday, June 2

Contact: Camron Parker, (425) 452-6165, cparker@ci.bellevue.wa.us

Emily Leslie, (425) 452-6452, eleslie@ci.bellevue.wa.us

City of Shoreline: Friday, June 4

Contact: George Smith, (206) 546-5569, gsmith@ci.shoreline.wa.us

Rob Beem, (206) 546-1933, rbeem@ci.shoreline.wa.us

City of Redmond: Friday, June 11

Contact: Colleen Kelly, (425) 556-2423, ckelly@redmond.gov

City of Kirkland: Wednesday, June 16

Contact: Sharon Anderson, (425) 803-2833, sanderson@ci.kirkland.wa.us

City of Lake Forest Park: Wednesday, June 16

Contact: Tema Nesoff, (206) 368-5440, tnesoff@ci.lake-forest-park.wa.us

City of Issaquah: Friday, June 18

Contact: Steve Gierke, (425) 837-3022, sdgierke@comcast.net

City of Bothell: Friday, July 9

Contact: Bill Wiselogle, (425) 486-8152, bill.wiselogle@ci.bothell.wa.us

OTHER FUNDERS

A Regional Coalition for Housing, ARCH Late September

Contact: Max Bigby, (425) 861-3677, mbigby@ci.bellevue.wa.us

❖ LOCAL AND FEDERAL REGULATIONS AND CONTRACT REQUIREMENTS

All agencies using Community Development Block Grant (CDBG) funds for a capital facility project must comply with CDBG program regulations (24 CFR Part 570) and, where applicable, King County CDBG Consortium policies.

It is imperative that you contact the staff in the city to which you are applying to determine whether your project is a good match for CDBG funding. Even if you have used CDBG before, there are new federal regulations which could affect the cost and timing of applications.

- **National Objectives:** Projects must meet one of two national objectives established for the Community Development Block Grant Program (*NOTE: Most projects address Objective #1B - Limited Clientele*). Please refer to the application for detailed information.
- **Eligible Activities:** It is advised that you contact the CDBG staff in the city in which an application is made. City staff can assist applicants in determining specific eligible costs and activities. In summary, eligible activities include, but are not limited to:
 - ◆ Public infrastructure pre-development, construction, or improvements;
 - ◆ Acquisition, rehabilitation, improvement, or pre-development of public and private (including residential and non-residential) real property that serves low- and moderate-income residents;
 - ◆ Rehabilitation of existing community facilities in order to remove barriers to persons with disabilities (such barriers must be identified on an ADA/504 Corrective Action Plan);
 - ◆ Rehabilitation of existing emergency shelters, transitional housing units and permanent low-income housing units for residents with special service needs;
 - ◆ Micro-enterprise programs – financial assistance and/or services to businesses employing five or fewer employees where the business owner is low- and moderate-income or jobs created from CDBG assistance are made available to low- and moderate-income individuals;
 - ◆ Special economic development activities that create jobs that are available to low- and moderate-income residents or provide employment services to low- and moderate-income residents; and
 - ◆ Relocation assistance for households or businesses displaced temporarily or permanently by a CDBG-assisted project (and in limited cases non-CDBG-assisted projects). Relocation assistance must be included in any application that may result in displacement of residents or businesses.

SPECIAL NOTE for Community Facility Projects: CDBG funds may be used to acquire and improve facilities containing both eligible uses (i.e. programs serving predominantly low- and moderate-income persons) as well as ineligible uses provided that the portion of the facility containing eligible uses is a designated and discrete area in the larger facility. CDBG funds can only be used to pay for costs attributed to the portion of the facility containing eligible uses. CDBG funds may be used to rehabilitate buildings owned by primarily religious entities for a wholly secular purpose under certain conditions. See *Appendix D: Facilities Owned by Religious Organizations*.

- **Ineligible Activities:** Funds may not be used to pay off existing debt, or to acquire equipment or fixtures which are not permanently affixed to a structure. CDBG funds may not be used for improvements to sanctuaries, chapels or other rooms used as the principal place of worship. Organizations which acquire or improve facilities with CDBG funds may not subsequently lease space to churches or other organizations using the space for religious purposes. CDBG funds for capital projects may not be used to pay for agency overhead, administrative costs or fundraising, nor to create or improve space used solely for administrative purposes. CDBG funds may not be used to pay for portions of new construction associated with accessibility.
- **Eligible Applicants:** CDBG projects must be implemented by a nonprofit organization or public agency. Nonprofit organizations leasing a facility may request CDBG funds to improve the facility provided the property owner agrees to a restricted use of the property for a specified length of time (see Appendix C). For such projects, the property owner must sign the application.

- **Applicant Authorization:** Applications submitted by nonprofit organizations or special districts must be signed by an authorized representative and authorized by the board of directors. A copy of board minutes authorizing submittal of your application may be submitted after the application due date.
- **Minimum Request and Award Amounts:** The minimum amount of funding that can be requested or awarded varies depending upon the individual requirements of the city to which you are applying, but in no cases can be less than \$5,000. For more detailed information, check the Supplemental Application Information for the city in question.
- **Project Implementation:** It is best if CDBG funds are expended within the year the award is made. However, extensions for a second year may be available.

FEDERAL REGULATIONS (this is not a complete list)

- **Accessibility:** Agencies awarded CDBG funds are required to conduct a self-evaluation to determine the agency's ability to provide reasonable accommodation in programs and services to persons with disabilities. As a prior condition to the agency receiving an authorization to proceed, the agency must complete a Certification of Compliance, a Disability Self-Evaluation Questionnaire, and if necessary, a Corrective Action Plan.
- **Appraisals:** An appraisal will be required when CDBG funds are used to acquire real property and when CDBG funds are used to improve real property leased from a private landlord.
- **Audit:** Agencies receiving CDBG funding are required to submit an independent audit on an annual basis. Agencies which spend \$500,000 or more in federal funds in a given year must meet federal financial auditing requirements, as documented in Circular A-133 from the federal Office of Management and Budget. Circular A-133 can be found at www.whitehouse.gov/omb.
- **Bonding:** Construction contracts exceeding \$100,000 will require a: Bid guarantee equivalent to 5% of bid price; 100% performance bond; and, 100% payment bond. Bonds must be obtained from companies holding Certificates of Authority as acceptable sureties pursuant to 31 CFR 223.
- **Change of Use Restriction, Promissory Note and Deed of Trust:** CDBG awards over \$25,000 shall be structured as a zero interest forgivable loan. The term of the loan will be based on the amount of CDBG funds awarded. The minimum term is 5 years from project completion and the maximum is 15 years for non-housing capital projects. The loan shall be forgiven in its entirety at the end of the term provided the facility is used appropriately throughout the term.

For projects using \$25,000 or less in CDBG funds, a promissory note, deed of trust, and covenant are not required although the contract will specify a minimum two-year term during which there will be a restriction on a change of use.

- **Competitive Procurement:** Agencies that use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure that minority and women's business enterprises are used when possible.
- **Davis-Bacon Federal Labor Standards Provisions:** Capital projects which utilize CDBG funds for construction may be subject to Federal labor standards provisions including Davis-Bacon wage rates. These regulations require that construction contractors paid with CDBG funds pay an hourly, union-level wage which is typically higher than those paid for projects which are not federally assisted. To see examples of these wage rates, refer to www.gpo.gov/davisbacon/. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds. Please consider this when preparing construction cost estimates and consult with King County Housing and Community Development Project Manager Eric Wilcox at (206) 296-8638 if you need additional information. Some public agencies which use force account labor for construction work are not subject to Davis-Bacon requirements. Construction work performed by volunteers on CDBG assisted projects must be approved by U.S. Department of Housing and Urban Development (HUD) in advance.
- **Environmental Review:** On the date the CDBG application is submitted, the entire project is subject to the federal environmental review requirements of the National Environmental Policy Act (NEPA). These

requirements are in addition to any local requirements that may be imposed under the State Environmental Policy Act (SEPA). Costs associated with NEPA review are the responsibility of the applicant, even if the NEPA review results in a determination that the project is not eligible for CDBG funding. Applicants may request CDBG funds to cover environmental review costs.

NEW THIS YEAR: From the date this application is submitted for consideration until the date the NEPA review process is complete, no activity can take place on the project that may have an adverse environmental impact, or limit the choice of alternatives available on the site. This may include, but is not limited to, property acquisition, clearing, grading or other site preparation activities, construction activities or rehabilitation of existing structures. Taking any such action after the date a CDBG application is submitted will make the project ineligible for funding.

Applicants should note that projects with certain characteristics such as, but not limited to, the following may require a consultant study as part of the environmental review procedures:

- Are within a Federal Emergency Management Agency (FEMA) 100-year floodplain;
- Are (or are eligible for) local, state, or federal historic or landmark registers;
- Are located within 3,000 feet of a toxic site or solid waste landfill;
- Have exposure to significant airport or highway noise; or
- Affect endangered species that are listed or proposed for listing under the Endangered Species Act (ESA).

If a project requires a consultant study, a portion of the funds awarded can be used to procure the study. You are encouraged to consult with City staff prior to submitting an application to determine whether your project will require a consultant study.

Environmental review of projects must be completed prior to a CDBG contract being executed and prior to any work being undertaken at the site.

- **Federal Relocation Assistance Requirements:** CDBG funded projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (“URA”) and/or Section 104(d) of the Housing and Community Development Act of 1974, as amended (“Barney Frank Amendment”). Any agency considering a project involving a facility occupied by residential and/or business tenants must consult with the King County’s Relocation Specialist. For currently occupied structures, provide proof of correspondence to determine applicable relocation assistance requirements with the King County Relocation Specialist Debra Grant (206) 296-8633.
- **Insurance Requirements:** Agencies will be required to provide evidence of general liability and property insurance to the jurisdiction awarding funds, and King County when applicable, as an additional insured and as a loss payee under their policy. Minimum coverage amounts and additional insurance requirements may apply.
- **Lead-Based Paint:** Projects must comply with regulations regarding lead-based paint poisoning prevention. These requirements prohibit the use of lead-based paint and require elimination of immediate lead-based paint hazards in residential structures and notification of the hazards of lead-based paint poisoning to purchasers and tenants of residential structures constructed prior to 1978.
- **Local requirements:** A CDBG award in no way affects or influences local land use or building permit requirements or processes.
- **Section 3:** Projects that are awarded \$200,000 or more in CDBG and/or other funds from HUD may be required to comply with Section 3 regulations at 24 CFR Part 135. These regulations require that a minimum of 30% of new positions generated as a result of the project be filled by low- and moderate-income persons.
- **Use of CDBG-Assisted Facilities:** During the term of the change of use restriction, a CDBG-assisted facility may be rented to another organization which serves low- and moderate-income persons provided the rent charged is below market rate for such space and is based solely on actual operating costs (for example, the cost of utilities, consumable goods, janitorial services). During the term of the change of use restriction, a CDBG-assisted facility may be used at times for ineligible activities, such as rentals for private parties or for activities having charges or fees, provided these guidelines are followed:

1. Such uses may not be scheduled so as to displace or conflict with eligible uses;
2. Such uses must be given a lower priority than eligible uses when scheduling use of the facility;
3. Such uses may not comprise more than 30 percent of the facility's regular operating hours during any single quarter of the calendar year; and,
4. Fair market rents must be charged for use of the space.

Other CDBG requirements may apply. Again, please contact CDBG staff in the city to which you are applying to determine whether your capital/facilities project is eligible.

❖ CAPITAL/FACILITY PROJECTS APPLICATION INSTRUCTIONS FOR THE YEAR 2005

All North/East King County cities are using this application form for requests for capital projects' funding. Be sure to check the supplemental information from each city to learn what types of proposals it will accept. All cities, except Shoreline, will not be funding housing projects as they will be doing so through ARCH (A Regional Coalition for Housing).

1. AGENCY INFORMATION

Self-explanatory. Make sure to collect signatures from your agency's Chief Volunteer Officer (e.g. Board Chair, Board President, or similar title) and Chief Professional Officer (e.g. President, Executive Director, CEO, or similar title).

2. AGENCY BUDGET

Enter the amount of the total agency budget for the calendar years 2004 and 2005. If the agency budget for 2005 has not been determined, estimate as closely as possible, based on past years and expectations for the next year.

3. AGENCY PURPOSE OR MISSION STATEMENT

Describe, in one or two sentences, the agency's statement of purpose or mission statement.

4. TITLE OF PROPOSED PROJECT

Enter the name of the project or activity. The title should be a briefly stated description of the project, capturing the name of the facility or location and the type of activity to be undertaken. Examples: "Eastside Transitional Housing Acquisition" or "Woodland School Renovation".

5. PROJECT COST

Enter the amount of CDBG funds requested and the total project cost. If this same project has been funded in previous years, please indicate so.

6. PROJECT LOCATION

Enter the full street address of the project location if different than the agency address given in Question 1.

7. PROPOSED USE OF CDBG FUNDS

Describe specifically what the CDBG funds will be used for in the overall project. Examples: CDBG funds will partially support the replacement of a failing roof on a facility in Issaquah serving primarily low- and moderate-income seniors.

8. PREVIOUS EXPERIENCE

Describe the capacity of your organization to manage a project of the magnitude for which you are applying. Discuss any previous project management experience of the agency. If consultants are assisting in project management, please list.

9. QUALIFICATIONS

Give the specific qualifications of the individual agency staff (or consultants) that are primarily responsible for management of the project, including their experience with capital projects.

10. AUDIT

Self-explanatory. Agencies which spend \$500,000 or more in federal funds in a given year must meet federal financial auditing requirements, as documented in Circular A-133 from the federal Office of Management and Budget. Circular A-133 can be found at www.whitehouse.gov/omb.

11. LOBBYING/ATTACHMENTS

Self-explanatory. Please refer to the Supplemental Information packet to see how many copies of attachments must be submitted with your application.

12. NEED

Give a brief description of the existing circumstances which made this a needed capital project. Please describe the need for the project in two distinct areas. First, the human service needs of the population benefiting from the project. Second, the capital needs for the facility in question. Example: expansion is necessary to provide enough space for service delivery – existing roof is 32 years old and is leaking in four places, resulting in interior water damage.

Give any statistics or documentation (local, regional) which confirm the situation. If possible, please give city specific information for the particular city that you are applying to. If you cite a city's Needs Assessment, it should only be a corroborating document, not the primary source of information.

13. PROJECT DESCRIPTION

Describe the project for which funding is requested. Explain which aspect of the project this City's dollars will fund. If this project extends another for which you have recently received public money, be clear about what is being added.

14. EXISTING PROPERTY DESCRIPTION

Self-explanatory. Contact specific city staff if you require assistance in obtaining this information.

15. PROJECT DEADLINE

Each milestone must have a target completion date. If any of the steps have already been completed, that should be indicated. If your project is funded, you will be expected to report quarterly on your progress towards these milestones. Normally, CDBG funds should be spent within a year of their receipt.

16. PROJECT BUDGET: SUMMARY

This section is designed to provide an overall picture of the total expenses and revenues for your project. It explains what the funds requested from the City will be used for and who else is contributing money to the project. It will form the basis of contract reimbursement should your project receive City funding. Please remember all capital/facility projects involving construction costs over \$2,000 are required to pay federal Prevailing Wage rates, e.g. Davis-Bacon wages. Consult Eric Wilcox at King County (206) 296-8638 for additional information.

17. PROJECT BUDGET: COST ITEMS

Please explain how and when the cost estimate for the aspects of your project were derived. If estimating work was performed by a consultant, please indicate. Indicate the basis for your cost estimates, such as engineers' estimates, contract estimates, including standard engineering cost formulae or experience. Attach copies of bids or estimates.

18. PROJECT REVENUE

Describe the revenue for the project, including the funding agency and the type of funds. Either give the date funding was secured or the estimated decision date.

19. PROJECT PHASING

Please be as descriptive as possible in this section, as staff and recommendation committees will use this information in their processes.

20. OPERATING FUNDS

Describe your operation plan for capital improvement. Describe how the improvement will be maintained and how this will be paid for.

21. LEVERAGING

Be clear in describing how these CDBG funds will separately leverage capital and/or operating expenses.

22. PROJECT BENEFIT

Provide the general demographic profile of the targeted client group. The human service needs of the client group identified here should be clearly detailed in Question 12.

23. CLIENT BENEFIT

Self-explanatory.

24. PROJECT BENEFIT DESCRIPTION

Describe the process or data collection system that determined the client benefit information. Are the numbers projections (if an increase in service is a byproduct of the capital improvement)?

25. SERVICE DELIVERY SYSTEM

In order to make the most of limited resources, cities are interested in supporting programs which do not unnecessarily duplicate other existing or proposed community projects. Where appropriate, priority will be given to activities which reflect regional planning or local coordination. Please discuss how your project fits into, coordinates with, or complements the existing network of services or regional efforts. Describe actions you've taken to coordinate with other organizations and groups serving the population or addressing the problem(s) your project targets.

26. ACCESSIBILITY

Describe how persons with special needs, including such factors as language barriers or physical handicaps, will be able to gain access to the project.

27. RELOCATION

Applicants contemplating projects that will involve relocation should contact Debra Grant at King County (206) 296-8633 before completing the application forms.

28. NATIONAL OBJECTIVE

See directions in the application. Contact city staff if you have any questions. Income guidelines are listed below.

2004 HUD INCOME GUIDELINES

Median Family Income = \$71,900

Effective January 28, 2004

	30% MEDIAN	50% MEDIAN	80% MEDIAN
FAMILY	VERY		MODERATE
SIZE	LOW-INCOME	LOW-INCOME	INCOME
1	\$16,350	\$27,250	\$40,250
2	\$18,700	\$31,150	\$46,000
3	\$21,050	\$35,050	\$51,750
4	\$23,350	\$38,950	\$57,500
5	\$25,250	\$42,050	\$62,100
6	\$27,100	\$45,200	\$66,700
7	\$29,000	\$48,300	\$71,300
8	\$30,850	\$51,400	\$75,900

APPENDIX A
King County CDBG Consortium & City of Bellevue
Housing and Community Development Objectives

Decent Affordable Housing

1. Preserve and expand the supply of affordable housing for low- and moderate income households.
2. Provide a variety of appropriate housing programs for renters and owners with special needs.
3. Provide services and facilities to prevent homelessness and to address the needs of families and individuals when homelessness occurs.
4. Support a broad mix of housing initiatives and programs designed to increase the supply of affordable housing and access to it.

Suitable Living Environment

1. Improve flood/storm drain systems, water systems, sewer systems, sidewalks and other public infrastructure in low- and moderate-income neighborhoods including improving access for persons with disabilities by removal of architectural barriers in existing infrastructure.**
2. Acquire and/or improve public and non-profit facilities which benefit low- and moderate-income residents or remedy slum/blight conditions; improve access to public facilities for persons with disabilities by removal of architectural barriers.
3. Enhance quality of life for families and individuals by supporting health and human services which predominantly serve low- and moderate-income residents

Economic Opportunities

1. Increase employment opportunities for low- and moderate-income residents and help maintain or increase the viability of existing industrial and commercial areas.

** This is not an adopted objective for the City of Bellevue.

APPLICATION FOR CAPITAL FACILITY PROJECTS – 1-Yr. Funding

❖ Limit your answers to the space provided, using a minimum font size of 11 points.

Application made to the City of

AGENCY INFORMATION

1. Agency Name and Address

Authorized Signatures

I, the undersigned, have read and understand the terms and conditions presented in this grant application.

Chief Volunteer Officer

Chief Professional Officer

Contact Person (who is available to answer questions June – September)

Name

(Area Code) Telephone

E-mail address

(Area Code) Fax Number

2. Agency Budget

Approved 2004

\$

Proposed 2005

\$

3. Agency Purpose or Mission Statement

PROJECT SUMMARY

4. Title of Proposed Project

5. Project Cost

CDBG funds requested

\$

Total Project Cost

\$

Has this project been funded with CDBG in prior years?

Yes

No

6. Project Location (if different from Agency Address)

7. Proposed Use of CDBG Funds: Summarize in one sentence how CDBG funds will be used.






PROJECT MANAGEMENT CAPACITY

8. Recount the agency's previous experience with this type of project. List consultants, if any.

9. Describe the qualifications of the staff (agency or consultant) who will implement the project.

10. Is the agency regularly audited by an independent accounting firm? Yes No
Does this audit meet the standards of OMB Circular A-133 (single audit)? Yes No
(required for agencies annually receiving over \$500,000 in federal funds)
If the agency has not had a financial audit, please provide the reason below.

11. Does the agency certify that no public funds will be used for lobbying? Yes No

-  Attach a copy of the agency's most recent independent audit, single audit and management letter, if prepared. If the agency does not have an independent audit, attach one paragraph providing the reasons.
-  Attach the agency's 2004 Actual Operating Budget and the 2005 Projected Operating Budget.
-  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.
-  Applicants NOT previously funded by the City:
 - Attach proof of non-profit status (typically a IRS letter certifying 501(c)3 filing status).
 - Provide the date of the organization's incorporation.

PROJECT DETAILS

12. Describe the magnitude of the problem or need your project is designed to address. Quantify this need using local, sub-regional, or regional data. Provide one paragraph on the needs of the population to be served and one paragraph on the capital improvement needs.

13. Project Description: First, describe the overall project and how it will address the problem/need described previously. Then, focus specifically on what these grant funds will be used to purchase. If project has been funded before, explain what the City's new funds would add to the project.

14. Existing Property Description

★ **COMPLETE ONLY** if project site is currently owned, leased, or controlled by agency

tax parcel number _____

property owner _____

lease term (if applicable) _____ years from _____ (date) to _____ (date)

property size _____ zoning classification _____

deed restrictions or covenants (if applicable) _____

existing debt (if applicable) _____

landmark designation (if applicable) _____

Is the property within 300 feet of any body of water (including creeks)? Yes No

Please complete the following table for each building

<i>Structure</i>	<i>Size (sq ft)</i>	<i>Year Built</i>	<i>Current Use</i>

Is there additional pertinent information regarding the site?

15. Project Timeline: Enter a projected completion date for each milestone that applies to your project.

Construction Projects:

Projected Date

Design begun	
Design complete	
Environmental review complete	
Bid specs prepared	
Bid opening	
Pre-construction conference	
Notice to proceed	
Project 50% complete	
Construction complete	
Accept project and release retainage	

Acquisition Projects:

Projected Date

Environmental Review complete	
Purchase and Sale Agreement executed	
Appraisal complete	
Building Inspection complete	
Hazardous Material Assessment complete	
Closing	

PROJECT BUDGET

16. Complete the project budget summary below

 Attach detailed project budget, if prepared

Total Project Cost	This CDBG Grant Request	Other CDBG Funds Requested	Other Public Funds	Private Funds and/or In-Kind Contributions
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Acquisition Includes purchase price, liens, closing and recording costs, extension payments etc.					
Construction Includes hard costs of construction contracts, infrastructure improvement, bond premiums, etc.					
Development Includes soft costs of architect and engineering contracts, environmental assessments, surveys, studies, project management and developer fees, consultant costs, etc.					
Other Development Includes related soft costs of insurance, relocation payments, permit / impact fees, marketing, etc.					

Total Costs:

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17. For each cost item above, provide the source of the estimated or actual cost. Also identify who made the estimates as well as when they were made.

	<i>Total Cost</i>	<i>Description/Source/Date Made</i>
Acquisition	\$	
Construction	\$	
Development	\$	
Other Development	\$	

20. Operating Funds: What are the funding sources for the facility's operation and long term maintenance?

21. Discuss how CDBG funds will be used to leverage capital and/or operating resources: (for example: volunteer resources, in-kind contributions, other public and private funding or financing resources)

PROJECT BENEFIT

22. Describe the client base or population that will directly benefit from this project; be specific.

23. How many persons will benefit from the project on an annual basis?

<i>Jurisdiction</i>	<i>No. of Clients Benefiting</i>	<i>Percent of Total</i>
Bellevue		
Bothell		
Carnation		
Duvall		
Issaquah		
Kenmore		
King County (unincorporated)		
Kirkland		
Lake Forest Park		
Mercer Island		
Newcastle		
North Bend		
Redmond		
Sammamish		
Seattle		
Shoreline		
Snoqualmie		
Woodinville		
Snohomish County		
Other		
Unknown		
TOTAL		100%

24. Describe how the data in the Project Benefit section were derived.

25. Describe the agency's participation in the sub-regional or Countywide service delivery system.
List programs you actively work with that provide similar services to the same or different populations or provide ongoing referrals or complementary services.

26. Describe how the project is accessible or is working toward full accessibility in terms of:

»affordability (scholarships, rent levels, access fees, etc.)

»transportation (proximity to public transportation, special transportation programs, vouchers, etc.)

»cultural & linguistic access (ethnicity and language capacity of program staff, diversity training, etc.)

»immediacy of services (how soon will this project's services become available, waiting lists, etc.)

27. To implement this project, will it be necessary to relocate any person or businesses?

Yes No

If yes, will the relocation be: Permanent Temporary

Agencies should note that the City will require submission and approval of a relocation plan before releasing funds for projects that involve relocation activities. In addition, if any low- and moderate-income housing is lost due to the project, a replacement housing plan will need to be submitted and approved.

28. National Objectives for the CDBG Program: Projects must meet one of two national objectives established for the CDBG Program. In Step One, check the applicable space to indicate which national objective your project meets. In Step Two, select how your project meets the objective and attach any required documents. Contact the City to which you are applying for assistance if you are not sure which national objective your proposed project meets.

1 CHOOSE ONE NATIONAL OBJECTIVE


_____ **National Objective #1 - Activities Benefiting Low- and Moderate-Income Persons** – this is the most common objective chosen. Proceed directly to Step Two (A).

_____ **National Objective #2 - Activities Which Aid in the Prevention or Elimination of Slums or Blight** – Consult the City to which you are applying, then proceed directly to Step Two (B)

2 HOW WILL YOUR PROJECT MEET THE NATIONAL OBJECTIVE?


A If you selected Activities Benefiting Low- and Moderate-Income Persons, select *one* of three below:

_____ **1. Area Benefit:** The project must serve an area which is primarily residential and predominantly low- and moderate-income

 Required Attachment: Attach a map indicating the proposed project location and boundaries of the area that will directly benefit from the proposed project. With the attachment, briefly describe how the boundaries of the service area were determined. Please contact the City to which you are applying for technical assistance.

_____ **2. Limited Clientele:** The project must be limited to serving a predominantly low- and moderate-income clientele (choose *one* of a, b, c or d)

_____ (a) Agency Maintains Client Information Verifying at least 51% Low/Moderate Benefit

 Attach a copy of intake form used to verify client income and household size

What is the annual percentage of low/moderate income persons served? _____ %

_____ (b) Presumed Benefit: The facility will *exclusively* serve:

- | | |
|-------------------------------------|--------------------------------|
| _____ elderly persons (over age 62) | _____ battered spouses |
| _____ illiterate adults (not ESL) | _____ persons living with AIDS |
| _____ homeless persons | _____ migrant farm workers |
| _____ abused children | _____ severely disabled adults |

_____ (c) Nature/Location: Facilities which due to their nature or location can reasonably be assumed to serve predominantly low- and moderate-income persons (i.e. food banks, clothing bank, facilities serving residents of public housing)

_____ (d) Barrier Removal (outside of Area Benefit (1) areas): Projects which reconstruct or rehabilitate existing facilities or public infrastructure in order to remove material or architectural barriers to the mobility of seniors or severely disabled adults.


_____ **3. Job Creation or Retention:** An activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full time equivalent basis, involve the employment of low- and moderate-income individuals. Do not select this category before consulting with the City to which you are applying.

2 HOW WILL YOUR PROJECT MEET THE NATIONAL OBJECTIVE?

B

If you selected Activities that Aid in the Prevention or Elimination of Slums or Blight and you consulted with the City to which you were applying, select one of the following:

_____ **Area-wide Basis:** The proposed project must be located in and serve an area which meets a State or local definition of a slum, blighted, deteriorated or deteriorating area. The area must have a substantial number of deteriorated or deteriorating buildings throughout the area or public improvements in a general state of deterioration. The proposed project must address one or more of the conditions which contributed to the deterioration of the area. Projects using this objective require the City Council to pronounce an area as having slum or blighted conditions. Do not select this category before consulting with the City to which you are applying.

 Provide a map indicating the proposed project location and boundaries of the slum or blighted area and a description of the conditions which qualified the area to be designated by the State or local government.

_____ **Spot Basis:** The proposed project must be designed to eliminate specific conditions of blight or physical decay outside of a slum or blighted area. Do not select this category before consulting with the City to which you are applying.