



## **City of Pasco**

### **Community Development Block Grant (CDBG)**

### **2025 Program Year Request for Applications**

**City of Pasco Community & Development Services  
PO Box 293  
525 N Third Avenue  
Pasco, WA 99301**

**(509)543-5739 (Phone)  
Washington State Relay # 1(800)877-8300**

[webbk@pasco-wa.gov](mailto:webbk@pasco-wa.gov)  
[www.Pasco-wa.gov](http://www.Pasco-wa.gov)



**DATE:** May 1, 2024

**TO:** ALL INTERESTED APPLICANTS

**FROM:** Kristin Webb, Block Grant Administrator

**SUBJECT:** **2025 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING PROCESS**

The City of Pasco is accepting proposals for 2025 Community Development Block Grant (CDBG) Funds. The City anticipates limited funds available (\$651,000) to be used for eligible CDBG activities. To be considered for funding, proposals must meet one of the objectives below:

- Principally benefit lower income persons
- Eliminate slum or blight
- Meet an urgent need

Application packets for are available on-line at <http://wa-pasco.civicplus.com/DocumentCenter/View/53392> or by contacting Kristin Webb at (509) 543-5739 or [webbk@pasco-wa.gov](mailto:webbk@pasco-wa.gov). Please be aware that due to federal funding process, funds allocated for FY 2025 may not be available for distribution before mid-year or later.

To be considered for funding, applicant must be a qualified non-profit 501(c)(3) organization, proposals must address a priority need identified in the 2020-2024 Consolidated Plan, be an eligible activity under 24 CFR 570, meet national objective requirements which are outlined in the application packet. Proposals for social service projects will not be considered for funding except those permitted by local allocation policy.

**DEADLINE FOR APPLICATIONS TO BE SUBMITTED IS 5:00 PM, May 31, 2024.** Interested agencies or parties must submit their proposal to the Community & Economic Development Department, City of Pasco, 525 N. 3<sup>rd</sup> Avenue, Pasco, Washington 99301-0293. An application packet is attached for your convenience.

**Overview of Application Process:**

- You have received this 2025 CDBG Funding application packet as a result of being included or having applied in previous years. If you would prefer to be taken off this list – or, if you would prefer to receive this application in a “WORD friendly” format, please contact the Kristin Webb at (509) 543-5739 or by email at [webbk@pasco-wa.gov](mailto:webbk@pasco-wa.gov).
- The CDBG funding process is very competitive with approximately two times the amount in requests as there is available funding. For this reason, it is imperative that your application is 100% complete. The application must be an eligible activity, meet one of HUD’s National Objectives and conform to local program requirements. Applications not meeting all the requirements cannot be considered for funding.
- Public Hearings will be held on **June 20, 2024, and July 18, 2024, at 6:30 p.m.** during a regularly scheduled Planning Commission meeting in Council Chambers at Pasco City Hall, 525 N Third Avenue.
- Technical assistance can be obtained by contacting the Block Grant Coordinator as listed above. Assistance should be sought well in advance of the application deadline to allow staff the time to adequately assist you with your questions.

**Schedule for Application Process:**

May 31	Deadline for submission – US Mail postmarked by midnight or hand delivered by 5:00 p.m.
June 20	Planning Commission Public Hearing - Oral Presentations of Applications
July 18	Planning Commission Public Hearing - Recommendations for Funding
August 12	City Council Workshop
August 19	City Council Regular – Approval for Annual Action Work Plan Allocations

**Application Criteria:**

- Public Service Projects are subject to a federal cap of 15% of the City's current year grant award and must be either a new service or a quantifiable increase in the level of an existing service. Proposals for social services projects will not be considered for funding except those permitted by local allocation policy.
- Complete all parts and questions in the Application forms. Incomplete applications will be returned to the applicant without further funding consideration.
- The Application must address a Community Priority Need (Attachment B). Your project must meet a Goal, Strategy, Objective and Outcome. The project must be able to produce and evaluate measurable outcomes and results as listed in the Outcome Indicators.
- Submittals must include the applicant's most recent audit report, including correspondence referred to in the report, including any responses to the audit and/or corrective action plan if it was required. If the applicant did not complete an audit in the previous two years, a certified "current financial statement" must be submitted in lieu of an audit report.
- Applications submittals must be typewritten or completed electronically and printed on 8 ½" by 11" white paper. *Do not return the cover pages, instructions, Attachment A or Attachment B.*
- ***Please submit one (1) original of the following items:***
  - Application packet, completed
  - Public Service Special Attachment #1 (eligible public service proposal) – **OR** –
  - Economic Development Special Attachment #2 (eligible economic development proposal)
  - Vicinity Map of project location and service area
- **ONE COPY EACH OF THE FOLLOWING:**
  - Non-Profit Organization Chart, Board/Council members (including names & addresses), Charter, Bylaws
  - Most recent audit report, year-end financial statements, annual report
  - Audit Certification
  - Conflict of Interest & Ethics Policy
- ***Mail or hand deliver your submittal to:***
  - City of Pasco / Attn: Kristin Webb / PO Box 293 / 525 N Third Avenue / Pasco, WA 99301
- ***Submittals must be postmarked no later than midnight on May 31, 2024 or hand delivered by 5:00 p.m.*** Applications received after the above date and time will not be considered. Extensions may not be permitted.
- The City of Pasco reserves the right at its sole discretion to reject any or all applications received without penalty, and this does not obligate the City to enter into a contract. Incomplete Application packets will be

returned to the applicant without further consideration. The Planning Commission may recommend to City Council applications for funding or may choose to accept additional applications. If the Planning Commission chooses not to fund its annual allocation in full, unallocated funds may be held for reallocation by the Planning Commission for existing projects or a new application process.

- Each applicant's Application that meets the eligibility and national objective criteria will be invited to make a 5-minute presentation to the Commission on **June 20, 2024**, followed by a 5-minute question and answer period. Applications and presentations will be evaluated based on Community Needs, Eligibility, National Objective, and Local Allocation Goals.
- Requests for accommodations will be provided, to the extent feasible, to meet the needs of non-English speaking, deaf and hearing impaired and visually impaired persons. Requests must be made by phone call or email at least 72 hours prior to **June 20, 2024**, to make arrangements for an interpreter, signer or a reader.
- Contact Kristin Webb at (509) 543-5739 or [webbk@pasco-wa.gov](mailto:webbk@pasco-wa.gov)



## Community Development Block Grant Application 2025 Program Year

**Applicant** \_\_\_\_\_

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

**Project Name** \_\_\_\_\_

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

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

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

**CDBG Funds Requested** \_\_\_\_\_ **Leverage** \_\_\_\_\_

1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving, and why the project is needed.

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

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

Goal # \_\_\_\_\_ Strategy # \_\_\_\_\_ Objective # \_\_\_\_\_ Outcome # \_\_\_\_\_

4. Projects will be ranked according to the attached Allocation Policy (Attachment A)

(Check only one box)

A. High Priority ☐ B. Average Priority ☐ C. Low Priority ☐ D. No Priority ☐

Explain how your application satisfies that priority:

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

- a. ☐ You receive income data verification from each individual or household beneficiary of the program
- b. ☐ Your project serves only the following clientele: (check only one box)
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Elderly persons    | <input type="checkbox"/> Homeless persons     | <input type="checkbox"/> Severely disabled adults     |
| <input type="checkbox"/> Illiterate persons | <input type="checkbox"/> Abused children      | <input type="checkbox"/> Persons living with AIDS/HIV |
| <input type="checkbox"/> Battered spouses   | <input type="checkbox"/> Migrant farm workers | <input type="checkbox"/> Other: Describe              |
- c. ☐ Your project will create jobs that employ low to moderate-income employees.
- d. ☐ Your project/activity serves only a limited area which is proven by American Community Survey data to be primarily low-moderate income

Provide a vicinity map (separate page) showing the location of the project and service area. Include a narrative description of the project boundaries (or address) and the area to be served.

Project Address/Location:

Boundaries:

Census

Tract(s)# \_\_\_\_\_

Block Groups

(s)# \_\_\_\_\_

6. Provide program benchmarks you hope to achieve in 2025. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. **Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.**

\* Public Service – People / Housing – Households

\* Rehabilitation – Unit of measure is houses

\* Homebuyer – Unit of measure is households

\* Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 <sup>st</sup> Quarter				
2 <sup>nd</sup> Quarter				
3 <sup>rd</sup> Quarter				
4 <sup>th</sup> Quarter				
<b>TOTAL</b>				

7. Of the total “number served” listed in the above table, please categorize your clientele by the following criteria:

Number of clients below 30% median income	_____
Number of clients below 50% median income	_____
Number of clients below 80% median income	_____
Number of elderly clients	_____
Number of minority clients	_____
Number of disabled clients	_____
<b>Total Pasco residents served</b>	_____

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

	2024	2023	2022	2021
Kennewick				
Pasco				
Richland				

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

10. The following are the maximum income guidelines for 2025 CDBG funded programs (80% is the maximum eligible). These guidelines were updated May 1, 2024.

2024 HUD income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	21000	24000	27000	29950	32350	34750	37150	39550
50%	35000	40000	45000	49950	53950	57950	61950	65950
<b>80%</b>	55950	63950	71950	79900	86300	92700	99100	105550
Median	70000	80000	90000	99900	107900	115900	123900	131900

*Effective May 1, 2024*

11. Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
<b>PERSONNEL:</b> Salaries				
<b>OPERATIONS:</b> Rent/Lease Utilities Supplies				
<b>CONSTRUCTION:</b> Engineering Materials Labor / Contracts				
<b>PROPERTY:</b> Purchase Price Closing Costs				
<b>OTHER:</b> (Describe)				
<b>TOTAL</b>				

12. Are the above “other sources” of funds secured? Please describe:

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

14. If your request includes recurring costs such as staff time, supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

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

Assessment Question	Yes	No
1. Is your organization new to the CDBG program?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is this a new activity for the organization?	<input type="checkbox"/>	<input type="checkbox"/>
a. Has this activity been completed successfully in prior years?	<input type="checkbox"/>	<input type="checkbox"/>
b. Have CDBG performance goals been met in prior years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the organization have unresolved audit findings?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is staff responsible for the CDBG project new or inexperienced?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your project displace or relocate any individual or business?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your project involve construction / renovation?	<input type="checkbox"/>	<input type="checkbox"/>
a. Do you own the property?	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you have experience with federal Davis-Bacon wage requirements?	<input type="checkbox"/>	<input type="checkbox"/>
7. What type of CDBG activity is your project? (Choose one)		
1) Administration	<input type="checkbox"/>	
2) Public Service	<input type="checkbox"/>	
3) Economic Development	<input type="checkbox"/>	
4) Affordable Housing (acquisition/rehabilitation, etc.)	<input type="checkbox"/>	
5) Public Facility (Buildings/Parks, etc.)	<input type="checkbox"/>	
6) Code Enforcement	<input type="checkbox"/>	
7) Community Infrastructure (curb/gutter/sidewalks/sewer/water, etc.)	<input type="checkbox"/>	
8) Revitalization (Describe):	<input type="checkbox"/>	

### **Certifications and Assurances**

I/we make the following certifications and assurances as a required element of the Application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Pasco reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible Application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this Application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items, or samples.

SUBMITTED BY:

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Signature of Authorized Agency Official

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Printed Name & Title

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Date

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

**Public Service Special Attachment #1**

***Complete this page if you are continuing a "Public Service" activity***

1. When was your agency organized / formed? \_\_\_\_\_
2. Is your agency a Washington State municipal or non-profit corporation and/or a faith-based organization? Yes ☐ No ☐
3. Does your agency have federal IRS non-profit status? Yes ☐ No ☐
4. List any required accreditation your agency / staff must have to do business:
5. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
6. Will CDBG assist in leveraging or matching other funding? Yes ☐ No ☐
7. Is this the first year for the program? Yes ☐ No ☐
  - a. Year began: \_\_\_\_\_
8. If you receive funding for 2025, how will your program be funded in the future?
9. If you received CDBG funding in 2023 and are requesting increased funding, please quantify the increase in service that you will provide during 2025 and explain new demand or unmet need in the community for the increase in service.

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

**Economic Development Special Attachment #2**

***Complete this page if you are proposing to provide an “Economic Development” project***

1. We are a: ☐ non-profit ☐ for-profit ☐ faith-based

2. Describe how your project will make the most effective use of CDBG funds?

3. Is there leverage of other funds?

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

5. How will you demonstrate that your project will meet the minimum federal CDBG threshold of providing one full time equivalency (FTE) job (40 hours per week) per \$35,000 of CDBG funds, or provide goods or services to residents of a low-moderate income (LMI) area, such that the number of LMI persons residing in the area served amounts to at least one LMI person per \$350 of CDBG investment, and that at least more than 51% of the **total** FTE jobs created will be filled by very low, low and moderate-income persons? How will you make sure that the jobs will be made available to very low, low and moderate-income persons?

6. Is your request being used for business incentives or for recruitment of a business from another city or state? If yes, describe in detail. Are the proposed jobs existing positions or are they new?

7. Show the number of new permanent jobs projected to be created (seasonal jobs do not count):

Job Title	# FTE Jobs Created	# Part Time FTE hours	# FTE Jobs Filled by LMI	# Part Time FTE hours Filled by LMI

**\*\* LMI jobs refer to any job that can be held by a person with no advanced training or education beyond high school – or a job that the business agrees to hire unqualified persons for and provide training. Income documentation is required of the first individual that fills the position created by this project.**

## Attachment “A”

### Allocation Policy Community Development Block Grant

The Planning Commission has the responsibility of reviewing applications for Community Development Block Grant (CDBG) funding and making a recommendation to City Council. Using the general direction provided by Council and considering the needs identified in the 2020-2025 Consolidated Plan, the Planning Commission will use this procedure for allocation of CDBG funds.

- I. Applications will be reviewed for eligibility:
  - A. National Criteria:
    1. Project must be an eligible activity under CDBG regulations (24 CFR 570.200)
    2. Project must address a national objective (24 CFR 570.208)
  - B. Local Criteria:
    1. Applications must be complete and clearly state the scope of the project.
    2. Project must address a specific priority objective as identified in the Strategic Plan (attached).
    3. Project must demonstrate ability to be completed within the program year or proposed schedule.
    4. Applicant must demonstrate ability to deliver the project.
    5. Project must serve City of Pasco residents.
- II. Eligible projects will be ranked according to the following:
  - A. High Priority
    1. Bricks and mortar projects resulting in preservation of affordable housing through rehabilitation or acquisition/rehabilitation (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost)
    2. Social Service projects which assist in the prevention of homelessness
  - B. Average Priority
    1. Bricks and mortar projects resulting in creation or preservation of housing for elderly or special needs population (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost)
    2. Social Service projects to address community needs
      - a. Projects to assist seniors or special needs population
      - b. Projects to assist disadvantaged youth
    3. Projects, which consist primarily of salary and benefit expense
  - C. Low Priority
    1. Bricks and mortar projects resulting in visual physical improvements (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost).
      - a. Projects to reduce barriers for physically impaired person
      - b. Acquisition, construction, or improvements to public facility
      - c. Neighborhood preservation and revitalization
    2. a. Economic Development projects resulting in creation of jobs
  - D. No Priority
    1. Projects with CDBG as the sole source of funding
    2. Projects other than those described above
- III. The Planning Commission will allocate funds and make a recommendation to Council based on the following:
  - A. Priority rating of the project (allocation policy & strategic plan)
  - B. The value of the project as judged from the Proposal and Presentation (in the best interest of the city)
  - C. Amount of available funds

**Community Priority Needs  
2020-2024 Consolidated Plan *GOALS & STRATEGIES***

**STRATEGIC PLAN**

The five-year strategic plan sets the framework for projects and activities in Pasco over the next five years.

- 1. *The need for affordable housing creation, preservation, access, and choice.***
- 2. *The need for community, neighborhood, and economic development.***
- 3. *The need for homeless intervention and prevention and supportive public services.***

**GOALS**

**Goal 1: Improve Affordable Housing Opportunities for Lower-Income Individuals and Households**

- |             |  |
|-------------|--|
| Strategy 1. | Maximize homeownership opportunities for lower-income and special needs households.  |
| Strategy 2. | Sustain or improve the quality of existing affordable housing stock. (Support acquisition or rehabilitation, code enforcement, energy efficiency improvements, or new construction in targeted neighborhoods.) |

**Goal 2: Improve Community Infrastructure, Public Facilities and Local Economies**

- |             |   |
|-------------|---|
| Strategy 1. | Support businesses that create permanent jobs for lower-income residents.   |
| Strategy 2. | Support businesses that provide essential services to lower-income neighborhoods.   |
| Strategy 3. | Support activities that improve the quality of local workforces and prepare lower-income and special needs workers to access living wage jobs.              |
| Strategy 4. | Expand or improve basic community infrastructure in lower-income neighborhoods while minimizing costs to households below 80% of area median income.        |
| Strategy 5. | Improve access for persons with disabilities and the elderly by improving streets and sidewalk systems.   |
| Strategy 6. | Access new funding opportunities to revitalize neighborhoods and address other community needs.   |
| Strategy 7. | Support the revitalization of neighborhoods by improving and supporting public facilities that serve low- and moderate-income neighborhoods and households. |
| Strategy 8. | Improve parks and recreation facilities in targeted neighborhoods.  |
| Strategy 9. | Support the beautification of communities by integrating art into public facilities as needed to address local policies.                                    |

**Goal 3: Reduce Homelessness and Support Priority Public Services**

- |             |  |
|-------------|--|
| Strategy 1. | Support public services programs that address specific targeted needs that are a barrier to lower-income persons becoming self-sufficient.                       |
| Strategy 2. | Focus on the basic living needs of lower-income households and individuals by addressing one or more priority populations and needs.                             |
| Strategy 3. | Support the development of a crisis response center to provide immediate stabilization and assessment services to persons in crisis, including homeless persons. |
| Strategy 4. | Support existing homeless facilities and increase housing resources that assist homeless persons toward housing stability and self-sufficiency.                  |

**OBJECTIVES – OUTCOMES – INDICATORS**

HUD requires recipients of federal funding to assess the outcomes of the program in question, in order to better assess the effectiveness of the activity. A Performance Measurement System has been designed to establish and track measurable objectives and outcomes for the CDBG program. There are three key elements to the Performance Measurement System – Objectives, Outcomes, and Indicators. All approved applicants will be required to comply with the Performance Measurement System.

Determine which one of the three objectives best describes the purpose of the activity/project:

- Objective 1.      Suitable Living Environment – This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environments.
- Objective 2.      Decent Housing – This activity typically is designed to cover the wide range of housing possible under CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.
- Objective 3.      Create Economic Opportunity – This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Determine which Outcome best describes your proposed activity/project:

- Outcome 1.      Improve availability/accessibility – This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome 2.      Improve affordability – This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome 3.      Improve sustainability – This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

These are the key Indicators that HUD will use to assist in demonstrating benefits that result from the expenditure of CDBG funds. **These are for your information only – you do not have to choose an Indicator.**

• Public facility or infrastructure activities	• Public service activities
• Geographically targeted revitalization effort	• Jobs retained
• Commercial façade treatment / rehabs that are not target area based	• Number of homeless persons given overnight shelter
• Acres of brownfields remediated that are not target area based	• Number of beds created in overnight shelter or other emergency housing
• New rental units constructed that are affordable, 504 accessible, quality as Energy Star, are occupied by special needs populations etc.	• Number of new or existing businesses assisted and the DUNS number of the business
• Homeownership units constructed, acquired, and/or acquired with rehabilitation, number that are affordable, how many years affordable, 504 accessible, qualify as Energy Star, are occupied by special needs populations, etc.	• Jobs created for previously unemployed, number that now have access to employer sponsored health care, types of jobs created, training provided, etc.
• Owner occupied units rehabilitated or improved that are brought from substandard to standard condition, qualify as energy efficient, are now compliant with lead safe housing rules, are accessible for persons with disabilities, are occupied by special needs populations, etc.	• Number of households with short-term rental assistance, number of special needs households, number of homeless households, etc.
• Assistance of down payment/closing costs to homebuyers to purchase a home, number of first-time homebuyers, number who receive housing counseling	• Households that received emergency financial assistance to prevent homelessness, or received emergency legal assistance to prevent homelessness