



INFORMATIONAL MEMORANDUM

TO: **Community Services and Safety**

FROM: **Stacy Hansen, Human Services Program Coordinator**

CC: **Mayor Ekberg, David Cline**

DATE: **April 13, 2021**

SUBJECT: **King County Minor Home Repair 2022 authorize grant submission**

ISSUE

The City Council's authorization is necessary for the City to apply to King County for the Community Development Block Grant funds. These funds are for the Tukwila Minor Home Repair program. In 2022, the City will continue its role as fiscal administrator for the Minor Home Repair program in the cities of Tukwila, Covington, Des Moines, and SeaTac. The program successfully assists low- and moderate-income homeowners maintain their homes. The 2022 application is for \$100,000 to be equally shared between all four cities (minus a small administration fee for King County).

BACKGROUND

Human Services staff has been administering this program since 2005. In 2020, 15 unduplicated Tukwila households were served (49 program-wide) consisting of 26 individual projects (77 program wide) and 135 hours of Tukwila repairs (446 program-wide). The 2022 request is for \$100,000 for the entire program, consisting of \$25,000 in construction dollars for each city.

DISCUSSION

This application competes county-wide with capital applications from other cities and non-profit agencies. Tukwila Human Services staff participates in discussions to recommend capital projects although unable to vote on any applications affecting Tukwila.

FINANCIAL IMPACT

Partner cities provide roughly 10-20% of staff time as in-kind to manage and administer the Minor Home Repair program within their respective cities. Since Tukwila is the lead fiscal agent, in addition to administering the program for Tukwila residents, staff is also responsible for the annual application process, contract execution, quarterly bill reimbursement between Tukwila, partner cities and King County. Tukwila Human Services staff also attends all required King County meetings, monitors partner cities to ensure contract compliance and provides on-going technical assistance. Between serving as the fiscal agent and administering the program in Tukwila, the Human Services Program Coordinator spends up to 30% of her time on the Minor Home Repair program.

RECOMMENDATION

Staff is asking Council to forward this item to the May 3, 2021 Regular Council meeting for the consent agenda.

ATTACHMENTS

Pre-Application (pages 1-3) – full application will begin by the end of April.

King County, WA
King County CDBG 2022 Capital
Deadline: 5/31/2021

City of Tukwila
Tukwila, Covington, Des Moines, SeaTac Minor Home Repair Program

Jump to: [Pre-Application](#) [Application Questions](#) [Budget](#) [Tables](#) [Documents](#)

\$ 100,000.00 Requested

Project Contact

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Additional Contacts

none entered

City of Tukwila

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DUNS	010207504
(N)CAGE	n-a
SAM Expires	

Pre-Application [top](#)**Project Description****1. Provide a brief overview of the project and identify how CDBG funds would be used. Please be specific.**

The Tukwila, Covington, Des Moines and SeaTac Minor Home Repair Program consortium provides minor health and safety focused repairs in low to moderate income, owner occupied homes in the four city consortium. Repairs may include small plumbing, electrical and other small handyman types of projects. This program is a no-cost program to qualified residents. Each project is limited in cost (\$3,400), each household has an annual limit (\$5,000) and a lifetime maximum (\$10,000). In 2021, the MHR Consortium team determined that increasing the lifetime maximum from \$7,500 to \$10,000 was critical in order to provide, when needed, multiple projects to a household that had several issues related to delayed maintenance. All projects must go through an environmental review and lead based paint evaluation (based on age of home) by King County staff prior to project start. Designated city staff at each of the partner cities manages its own portion of the budget, contracting, marketing and community outreach. In addition to administering its own MHR program, Tukwila acts as the lead fiscal program manager of the overall grant in the areas of application, quarterly bill submission and providing technical assistance to city partners as needed.

2. What is your organization's mission? How does this project align with your mission?

As south King County cities, one of our collective missions is to ensure access to healthy and safe housing for all of its residents. While the need for affordable housing continues to be at an all time high throughout the county, keeping older housing stock well-maintained for low to moderate income, owner occupied households prevents the cycle of postponed maintenance, catastrophic structural damage, potential injury to residents, out of home placement, flipping and home sale, which makes the home no longer affordable. The Minor Home Repair Program allows residents of all ages and abilities to remain safely in their home, chosen community and social/support network while preserving the structural integrity of the home.

Project Location**3. Provide the exact address of project site, (not your organization's address unless it is the same location).**

Preferred format: address, city, state, zip. If the location is an intersection please find the closest address.

Please upload at least four photographs of the project site in .jpg format and label the images according to the direction they were taken: for example "project-site-east, project-site-north, etc." Microenterprise and Minor Home Projects use "N/A".

Project Category

4. What category does your project fit into?

Choose one. If "Other" please email program staff at community.development@kingcounty.gov to discuss before submitting.

- Community Facility
- Public Improvements
- Parks
- Microenterprise
- Housing
- Minor Home Repair
- Human Services
- Other

5. What type of activity is involved?

Choose one.

- Acquisition
- Rehabilitation
- Construction
- Economic Development

Population Served

6. CDBG activities must meet at least one national objective (listed below). Which category/s best match your project? Area Benefit - The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51 percent of the residents are Low to Moderate Income (LMI) persons. NOTE: This percent may be different in your area. Limited Clientele Benefit - a clientele that is either screened per HUD income limits or is generally presumed to be principally LMI. This presumption covers abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

Please contact Community.Development@kingcounty.gov for additional assistance in determining eligibility for your project area.

- Area Benefit
- Limited Clientele

7. Is any of the real property currently occupied by residential or business tenants? If yes, have they been formally notified of the possible relocation? If no, how long has the property been vacant?

If your project does not include acquisition, type N/A for Not Applicable. For additional information on Uniform Relocation Act (URA) requirements, please visit the HUD Exchange Website: <https://www.hudexchange.info/trainings/ura-the-hud-way/>
N/A

8. Does the project include any demolition of building(s)?

For URA information, please refer to HUD Exchange Website: <https://www.hudexchange.info/trainings/ura-the-hud-way/>. If your project/program does not include construction, select Not Applicable.

- Yes
- No
- Not Applicable

9. Provide background and explanation of fund sources and status of other funding pursued and committed for this project, i.e. what other grant/fund sources will be applied toward this project?

Have other funds been committed? If so, provide the expiration date for using those funds. Are any of your project funds from a federal source?

All CDBG funds awarded to the Tukwila, Covington, Des Moines and SeaTac Minor Home Repair program goes directly towards the individual health and safety repair projects in each community. All four MHR consortium partner cities have Human Services/Coordinator staff to manage and administer the MHR program in their respective cities. All cities contribute a significant amount of in-kind staff time (10-25%) to ensure that residents are well served, contractors are hired and paid promptly and quarterly bills and data are reported to the lead city who reports in a

timely manner to King County.

Project Funding

10. Will these funds be used to match/leverage other funding?

Yes

No

11. What public participation has or will be held before or during the course of this Pre-Application? Provide evidence of community input about the need this project addresses, and about potential solutions. Please upload community meeting minutes, flyers, and survey results and/or meeting summaries. Capital Improvement Plan outreach efforts may also be included.

As the recipient of previous King County CDBG funding, City staff prioritize and conduct customer satisfaction surveys at the completion of each project. That feedback is utilized in advertisements in local community publications, Minor Home Repair brochures are distributed at various community events (pre-COVID), and the annual pre-application is reviewed by City Council Committee and the full City Council, which are open public meetings. During the COVID-19 pandemic, all City Council meetings are conducted on-line (MS Teams, Zoom, etc.) and all meetings continue to have an open public comment period available. Those interested in providing public comment can listen to the live, on-line meeting, email their comments to the City Council or Council Analyst where they will be read and included as part of the official record for each meeting.

Public Participation

12. Do you have a written Equity and Social Justice plan? If so, please describe who approved the plan and upload a copy in the documents tab. If not, please explain why.

The City of Tukwila has an Equity Policy. The Tukwila City Council approved the Equity Policy in December, 2017. Various Tukwila staff, representing each department, are members of EPIC (Equity Policy Implementation Committee) to address systemic change.

Documents Requested *

Required? Attached Documents *

Site Photos: Upload 4 Site Photos (Min. 1200 pixels)



Community Input Samples: Meeting Minutes, Summaries, Flyers, Descriptions, Outcomes.

Approved Equity and Social Justice Plan

[Approved Equity Policy](#)

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #25.

Project Description and Community Need

1. Discuss the scope and magnitude of the need your project is designed to address. Quantify this need using local, sub-regional or regional data. Also describe how the project/program is accessible via transportation (what are the options for people to access this project), and immediacy of services (ex. do you have a waiting list?).

-answer not presented because of the answer to #25-

2. Does this project address a public health and/or safety need? Attach all supporting documentation that relates to this need. (e.g. orders, letters, traffic accident counts, Department of Transportation (DOT) public safety statistics).

-answer not presented because of the answer to #25-

3. Which King County FY 2020-2024 Consolidated Plan Goal does this program/project most closely address?

-answer not presented because of the answer to #25-

Equity and Social Justice

4. Describe your organization's policies, practices, services and systems that promote fairness and opportunity for low- to moderate-income people, particularly people of color and other systemically-disadvantaged communities.
-answer not presented because of the answer to #25-

Outcomes

5. How does your organization engage with and include groups representing and/or led by people of color or other affected populations to do your work? Describe how this process fosters trust and dignity across geographic, race, class and gender lines, and supports individual and community efforts to develop solutions.
-answer not presented because of the answer to #25-

6. Explain how this project will make services available to historically disadvantaged populations including racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ youth and adults, and people with limited English proficiency. Consider factors such as improved community engagement, timeliness of the project, number of people served, and expanded service access (such as languages/hours/cultural inclusivity).
-answer not presented because of the answer to #25-

7. Please identify equity issues or limitations you may encounter during this process, and describe how you will modify services to meet the needs of these specific populations. How does your organization conduct self-assessment with regards to these principles?
-answer not presented because of the answer to #25-

8. How will your project define success? How will performance be measured and reported in addition to the number of unduplicated persons assisted?
-answer not presented because of the answer to #25-

9. How many people OR businesses will be served by this project? Enter the proposed # served in each category.
-answer not presented because of the answer to #25-

Financials and Accounting

10. Can your project or program be funded at different levels? If yes, indicate the minimum amount needed to move forward, and your maximum request. Describe the changes made to the scope of the project in each case.
-answer not presented because of the answer to #25-

11. Please list the chief financial officer and subordinate fiscal staff who will be overseeing this project.
-answer not presented because of the answer to #25-

12. Describe your organization's experience managing and accounting for federal/public funds. Does your organization have the capacity to track CDBG funds separately from other funding sources?
-answer not presented because of the answer to #25-

13. Has your organization expended more than \$250,000 in federal funds in the last fiscal year? Did your organization have a significant audit finding within your last three budget years? If yes, please upload a document to explain why.
-answer not presented because of the answer to #25-

14. Will your project generate Program Income (i.e. fees charged for use or services)?
-answer not presented because of the answer to #25-

15. Describe the financial stability of your organization. Please include and processes for financial oversight, budget approval and reporting of financial performance, as well as fiscal staff resources, skills, experience, etc.
-answer not presented because of the answer to #25-

Agency/Organization Background and Qualifications

16. Describe your organization's capacity and experience to manage and complete the proposed program/project within the timeline and budget. Describe your staff members who will lead this project and their qualifications. Provide a list of existing staff who will participate in project implementation and their resumes.
-answer not presented because of the answer to #25-

17. Describe how long your organization has offered the services associated with the project. Discuss the relevant licenses your staff hold: for example, Public Engineer, Certified Public Accountant, etc.

-answer not presented because of the answer to #25-

National Environmental Policy Act (NEPA) Environmental Review

18. Choice-Limiting Activities: Due to Federal rules, grant projects cannot legally do any of the following actions until under contract with King County, which can take up to a year after application submission. Choice-Limiting activities include: Property acquisition, clearing, grading, site prep, or other actions that break ground/change land-use, or commit federal funds to a course of action. Would you still like to pursue a CDBG grant with King County?

-answer not presented because of the answer to #25-

General Questions and Document Uploads

19. Please indicate the King County Council Districts that will be served by this project. Check all that are applicable.

-answer not presented because of the answer to #25-

20. Will your project be completed within 17 months of contract execution date? (Awards are anticipated in June of 2022).

-answer not presented because of the answer to #25-

21. AUTHORIZATION TO APPLY: Upload your Organization's Board or Council authorization to apply along with Certification of Application. Note: If your council has authorized this application by May, 2020, upload draft minutes. Fully authorized minutes will be required no later than the July Public Forum. Indicate below whether full authorization is uploaded.

-answer not presented because of the answer to #25-

22. Is there anything else you would like to us to know about your project?

-answer not presented because of the answer to #25-

23. Do you anticipate electing to charge the permissible Indirect cost rate allowed by 2 CFR §200.414 (f) Indirect (F&A) costs?

-answer not presented because of the answer to #25-

24. Which category best describes your project? For more information on types of projects, please see the "Types of Eligible Activities" document in the library to learn more about the type of Activities this funding round addresses.

-answer not presented because of the answer to #25-

Branching/Project Specific Questions

25. MICROENTERPRISE: Describe how your program works with applicants. What is the process from initial qualification to exiting the program?

-answer not presented because of the answer to #25-

26. MICROENTERPRISE: What technical assistance will be offered to assist small business or person(s) interested in establishing or growing their business? How will your program be more beneficial than traditional loans?

-answer not presented because of the answer to #25-

27. CAPITAL: Specify any known code or safety violations.

-answer not presented because of the answer to #25-

28. CAPITAL: Describe the scope in detail and specify the size of the project (ex. Square feet/Linear feet if applicable).

-answer not presented because of the answer to #25-

29. CAPITAL: Describe in detail how you arrived at the total cost of the project. Identify permits required for the project as well as any land use approval (i.e. lot line adjustment, subdivision, rezone, conditional use, etc.) and/or acquisition costs.

-answer not presented because of the answer to #25-

30. CAPITAL: What is the current use of the site?

-answer not presented because of the answer to #25-

31. COMMUNITY FACILITY - Describe your organization's capacity to maintain and protect CDBG investment in the facility.

-answer not presented because of the answer to #25-

32. COMMUNITY FACILITY - Has your organization considered the King County CDBG Consortium Change of Use and Security requirements? Review, sign and upload certification acknowledging the requirements and commitment associated with a funding award.

-answer not presented because of the answer to #25-

33. INFRASTRUCTURE/PARKS: Where is this project listed in priorities in your area's Capital Improvement Plan (CIP)? Is it high, medium or low on the list? Describe priority level and specify where in the document this project is located.

-answer not presented because of the answer to #25-

34. PARKS: Describe what plans exist or actions are being considered to address any inadequacies identified regarding the park and/or structure conditions.

-answer not presented because of the answer to #25-

35. MINOR HOME REPAIR: Describe how your program works with applicants. What is the process from initial contact through qualification to closing the rehab project?

-answer not presented because of the answer to #25-

36. MINOR HOME REPAIR: How does your program work with local code enforcement and community organizations (senior/cultural centers, etc.) to identify potential home repair projects?

-answer not presented because of the answer to #25-

37. Budget Tab: Please complete the budget tab for your project. The line item descriptions can be edited to accommodate your specific budget.

-answer not presented because of the answer to #25-

Budget Tab Certification

38. Are you familiar with current CDBG income screening requirements? How do you determine eligibility? For example do you use income screening, location of residence, or eligibility in other government programs? (i.e. County-wide, city wide, school district, or by specific street names).

-answer not presented because of the answer to #25-

Budget [top](#)

Funding Sources/Revenues	Funds Requested by Source	Match Committed Amount	Match Not Committed Amount	Total
King County Consortium CDBG				\$ 0.00
Joint Agreement City CDBG or Other Funds				\$ 0.00
HOME Consortium City CDBG or Other Funds				\$ 0.00
Federal				\$ 0.00
State				\$ 0.00
Local and/or City, County Funds				\$ 0.00
Private				\$ 0.00
In-Kind				\$ 0.00
Other (specify)				\$ 0.00
Other (specify)				\$ 0.00
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Funding Uses/Expenses	King Co CDBG	Local Fund Match	State Fund Match	Federal Fund Match	Total	Private Funding
Environmental Review (KC Set-aside)					\$ 0.00	
Appraisal(s)					\$ 0.00	
Architect/Engineer					\$ 0.00	
Permit					\$ 0.00	
Design and Procurement of Construction					\$ 0.00	
Construction *Upload Architect or Engineers Estimate					\$ 0.00	
Project Management / Agency					\$ 0.00	
Project Management/ Consultant					\$ 0.00	
Acquisition- any type (If applicable)					\$ 0.00	
Administrative Costs (O&M, Travel, etc)					\$ 0.00	
Indirect Cost per 2 CFR 200.414(f)					\$ 0.00	
Other; Specify Use					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Tables [top](#)

NA

Total

Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Public Safety Documentation		
Audit/Financial Statements	✓	
Agency Capacity Risk Analysis download template	✓	
Project Staff Resumes	✓	
List of Agency Board Members/City Council	✓	

[download template](#)

Current Bylaws and Articles of Incorporation ✓

Agency IRS Letter of Designation ✓

Microenterprise and Minor Home Repair Program Policies and Procedures ✓

Agency Client Intake Form ✓

Capital Milestones, Microenterprise and Minor Home Repair Timelines and Performance Measures ✓

[download template](#)

Project Cost Estimate ✓

[download template](#)

Site Plan ✓

Community Facility Agency Ten Year Proforma ✓

[download template](#)

Community Facility Change of Use-Ownership Authorization Form ✓

[download template](#)

Capital Improvement Plan (CIP) ✓

Certification of Application ✓

[download template](#)

Additional Documents. (letters of support/public safety notices/code decisions/etc.)

King County Contracting and Procurement ✓

Geographic Data Spreadsheet

[download template](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 349283

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