



INFORMATIONAL MEMORANDUM

TO: Community Services and Safety

FROM: Stacy Hansen, Human Services Program Coordinator

CC: Mayor Ekberg

DATE: April 28, 2020

SUBJECT: CDBG Minor Home Repair 2021 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 2021, 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 2021 application is for \$110,000 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 2019, 13 unduplicated Tukwila households were served (45 program-wide) consisting of 21 individual projects (55 program wide) and 108.75 hours of Tukwila repairs (533.25 program-wide). The 2021 request is for \$110,000 for the entire program, consisting of \$26,750 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 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, 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 18, 2020 Regular Council meeting for the consent agenda.

ATTACHMENTS

Pre-Application – full application is in process.

King County, WA
DCHS HCD CD CDBG 2021 Capital
Deadline: 5/29/2020

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

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

USD\$ 110,000.00 Requested

Project Contact

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Additional Contacts

none entered

City of Tukwila

City Administrator

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EIN 91-6001519
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SAM Expires

Pre-Application [top](#)

Project Description

1. Provide a brief overview of the project and identify what specifically CDBG funds will be used for.

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 mentioned above. Repairs may include small plumbing, electrical and other small handyman types of jobs. 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 (\$7,500). Individual projects are reviewed 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. Tukwila acts as the lead fiscal manager of the overall grant in 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 missions is to ensure access to healthy and safe housing for all of its residents. With the need for affordable housing 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 sale and making it no longer affordable housing. The Minor Home Repair Program allows residents of all ages and abilities to remain safely in their home and chosen community while preserving the integrity of the home.

Project Location

3. Provide the exact address of project site, (not the agency 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".
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. 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).

Yes - All four MHR consortium partner cities screen each potential program participant with the current CDBG HUD program income guidelines to determine that household is program eligible.

8. 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

9. 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

Project Funding

10. 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 (15-25%) 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.

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

Yes

No

Public Participation

12. 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 feel free to upload community meeting minutes, flyers, and especially survey results and/or meeting summaries. Capital Improvement Plan outreach efforts can also be included.

As the recipient of previous CDBG funding, City staff conduct customer satisfaction surveys at each job completion and utilize that feedback in advertisements in local community publications, share brochures at various community events and the project is reviewed by City Council Committees and the full City Council. All council meetings are typically open to the public, however, due to COVID-19 no physical City Council meetings are conducted publicly so an email comment period is available as is a call-in option for those interested in listening or participating during the live meeting.

Documents Requested *

Required? Attached Documents *

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



[Minor Repair site map](#)

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

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 agency's policies, practices, services and systems that promote fairness and opportunity for low- to moderate-income people, particularly people of color and underserved communities that are disproportionately represented among the homeless population.

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

Outcomes

5. How does your agency 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 your agency will make services available to populations disproportionately represented among the homeless population, including racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ youth and adults, and people with limited English proficiency.

-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 agency 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 agency'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 the agency expended more than \$250,000 in federal funds in the last fiscal year? Has your organization had significant audit findings 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 agency, including systems and processes for financial oversight, budget approval and reporting of financial performance. Include 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 the agency's existing staff positions/qualifications. Provide a list of those staff who will be participating in the implementation of the project and their resumes.

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

17. Describe how long your agency has offered the services associated with the project. Discuss the relevant licenses your agency holds: 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. Is your project considered Exempt, CEST, CENST, or an Environmental Assessment (EA)? Examples: Exempt Projects – No review of regulations or public notice needed. Examples include: human/public services,

administration, planning, architectural and engineering design, and microenterprise projects. Categorically Excluded under 58.35(a) (CEST) Projects – Examples include: certain types of acquisition*, building rehabilitation and improvements without change of land use, building size and occupational increase below 20%. Categorically Excluded Not subject to 58.5 (CENST) Projects – Examples include: supportive services (healthcare, housing placement), operating costs like utilities and supplies, Economic development costs (non-construction), pre-development costs, maintenance, and supplemental assistance. Environmental Assessments (EA)– New construction, change in land use, increasing building size or occupational capacity by more than 20%. (Please note that this type of project may require a more extensive EA process before breaking ground or doing other choice limiting activities and extend the project timeline.)

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

General Questions and Document Uploads

19. 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-

20. Please indicate the King County Council Districts that will be served by this project.

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

21. Will your project be completed within 17 months of contract execution date? (Awards are anticipated in Fall of 2021).

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

22. AUTHORIZATION TO APPLY: Upload your Agency's Board or Council authorization to apply along with Certification of Application. Note: If your council has authorized application in 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-

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

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

24. 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-

Branching/Project Specific Questions

25. 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-

26. 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-

27. 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-

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

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

29. 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-

30. 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-

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

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

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

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

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

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

34. 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-

35. 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-

36. 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-

37. 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-

Budget [top](#)

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

Funding Uses/Expenses	King Co CDBG	Local Fund Match	State Fund Match	Federal Fund Match	Total
Environmental Review (KC Set-aside)					USD\$ 0.00
Appraisal(s)					USD\$ 0.00
Architect/Engineer					USD\$ 0.00
Permit					USD\$ 0.00
Design and Procurement of					USD\$

Construction	0.00
Construction *Upload Architect or Engineers Estimate	USD\$ 0.00
Project Management / Agency	USD\$ 0.00
Project Management/ Consultant	USD\$ 0.00
Acquisition- any type (If applicable)	USD\$ 0.00
Administrative Costs (O&M, Travel, etc)	USD\$ 0.00
Indirect Cost per 2 CFR 200.414(f)	USD\$ 0.00
Other; Specifiy Use	USD\$ 0.00
	USD\$ 0.00
	USD\$ 0.00
	USD\$ 0.00
	USD\$ 0.00
	USD\$ 0.00
	USD\$ 0.00
	USD\$ 0.00
	USD\$ 0.00
	USD\$ 0.00
	USD\$ 0.00
Total	USD\$ 0.00 USD\$ 0.00 USD\$ 0.00 USD\$ 0.00 USD\$ 0.00

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Number of people OR businesses served by this project

Total

Documents [top](#)

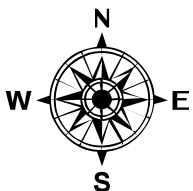
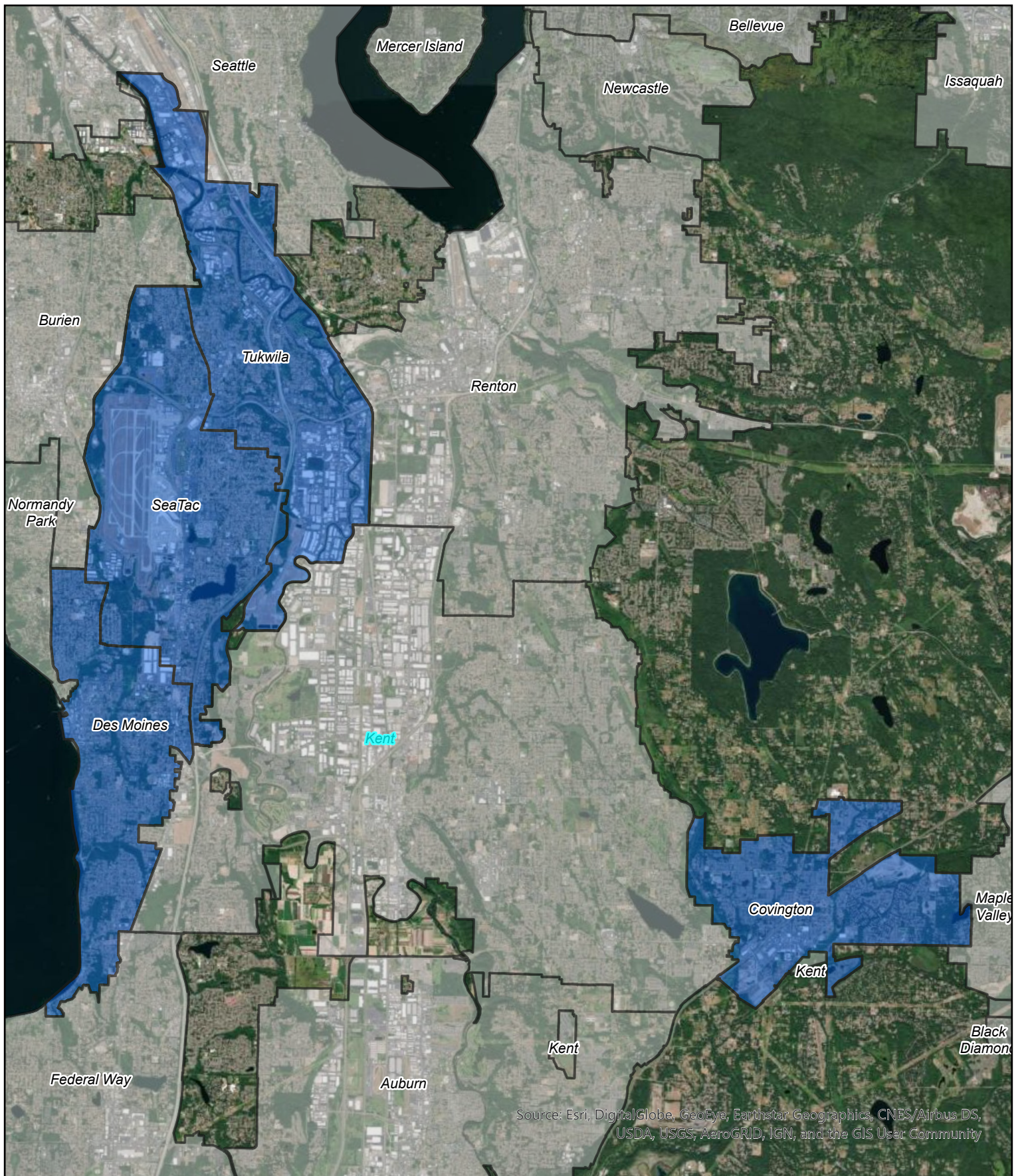
Documents Requested *	Required?	Attached Documents *
Public Safety Documentation		
Audit/Financial Statements	✓	
Agency Capacity Risk Analysis download template	✓	
Project Staff Resumes	✓	
List of Agency Board Members download template	✓	
Current Bylaws and Articles of Incorporation	✓	
Agency IRS Letter 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.)	

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

Application ID: 165175

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2020 Minor Home Repair Sites

200.2 King County

