



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Notice of Funding Availability

COMMUNITY ECONOMIC REVITALIZATION FUNDING (CERF) Program Year 2017

Release Date: August 12, 2016
Due Date: September 14, 2016, 4:00 PM

Community Services Division
Federal Way City Hall
33325 8th Avenue S
Federal Way, WA 98003
(253) 835-2650

Jeff Watson, Community Services Manager
253-835-2650
jeff.watson@cityoffederalway.com

CDBG Capital Projects application available on the City of Federal Way website located at:
<http://www.cityoffederalway.com/node/1674>.

Table of Contents

Notice of Funding Availability	3
Submission Guidelines	3
Technical Assistance	3
Submission Deadline	4
Application Review and Decision Process	4
Application Timeline	5
General Subrecipient Requirements	6
Additional Subrecipient Requirements.....	6
Community Development Block Grant (CDBG) Program Requirements	11
Objectives of CDBG	11
Income Limits.....	11
City of Federal Way’s Consolidated Plan	12
Eligible Applicants.....	12
Eligible CDBG Activities	13
Ineligible CDBG Activities.....	13
Evaluation Criteria for Capital Project Applications	15
Threshold Criteria	15
Evaluation Criteria	16
Frequently Asked Questions	18

Notice of Funding Availability

The City of Federal Way is currently seeking applications for the 2017 program year for U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds administered locally by the City of Federal Way. This Notice of Funding Availability (NOFA) covers a one-year period for CDBG activities that will begin January 1, 2017 and end December 31, 2017.

The City anticipates the availability of CDBG funds as follows:

Program Year 2017	\$365,000
Prior Year Balance	<u>\$300,000</u>
ESTIMATED TOTAL	\$665,000

The funds may be used for capital projects, including housing, economic development, public facilities, and infrastructure, to benefit low- and moderate-income persons in the City of Federal Way.

Submission Guidelines

For funding consideration, all proposed projects must meet the [CDBG eligibility requirements](#) found in this NOFA. Respondents to this NOFA must complete the CDBG Capital Projects application available on the City of Federal Way website located at: <http://www.cityoffederalway.com/node/1674>. Applications are also available in alternative formats by contacting the City of Federal Way Community Services Division at (253) 835-2650 (voice) or (800) 833-6388 (TDD).

One original one-sided and 12 double-sided three-hole punched copies must be provided, individually bound with binder clips or rubber bands (no staples). **One electronic copy** must also be provided on a USB drive.

The application must be typed (not handwritten) and the original must have signatures in blue ink.

Technical Assistance

A technical assistance workshop will be held on Wednesday, August 17, 2016 from 10:00 a.m. - 12:00 p.m. at Federal Way City Hall, City Council Chambers (second floor). Technical assistance includes answering questions about CDBG regulations; application requirements; discussing the proposed project's compliance with program regulations; and eligibility for funding. We have reserved time at the end of the workshop for individual conferences with prospective applicants, if needed. Attendance at the workshop is recommended, but not mandatory for submitting an application. You do not need to RSVP to attend the workshop.

Please contact Jeff Watson at 253-835-2650 or jeff.watson@cityoffederalway.com for technical assistance. He is available until September 7 to any agency wishing to submit an application.

Submission Deadline

All applications must be received in the City of Federal Way Community Development Department by 4:00 p.m. on Wednesday, September 14, 2016.

If by mail: City of Federal Way
Community Services Division
33325 8th Avenue S
Federal Way, WA 98003

Attn: Jeff Watson, Community Services Manager

If by hand delivery: Federal Way City Hall
Community Services Division
Second Floor Reception
33325 8th Avenue S
Federal Way, WA 98003

This requirement is firm as to place, date, and time. Mailed applications should be posted in time to be received by the date, time and location noted above. No faxed or emailed applications will be accepted. Attach only the required documentation. Any additional information not requested will be disposed of and not considered as part of the application.

Applications that are incomplete, or have an insufficient number of copies, or exceed the stated page limits, or have content errors or deficiencies, or are submitted after the deadline may be rejected. Any modifications and/or changes made to the format of the application will result in the rejection of your application. Once submitted, proposals may not be amended, unless the amendment has been requested by the City. The City reserves the right to contact an applicant if additional information is required. The City, at its sole and absolute discretion, with or without cause, and without liability to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this NOFA at any time, and/or take any action in the best interest of the City.

Application Review and Decision Process

Awards are contingent on project eligibility, satisfaction of evaluation criteria, and funding availability, as well as Federal, state, and local statutes, regulations, policies, and contract requirements.

Step 1 Staff Review. Community Services Division staff will perform a technical review of applications and prepare a technical summary and analysis for the [Human Services Commission](#) (HSC).

Step 2 Applicant Presentations and HSC Review and Recommendation. Each HSC member will receive a copy of the applications and staff technical summary and analysis for review. Applicants will have an opportunity to make brief

presentations to the HSC. Presentations will typically be limited to five minutes with an additional five minutes for answering questions from the HSC. The HSC will review applications and provide a funding recommendation to the Mayor and the City Council.

Step 3 City Council Recommendations. City Council will review the HSC and the Mayor’s funding recommendation and make a final funding recommendation that staff will incorporate into the DRAFT 2017 Action Plan. (An annual Action Plan is developed to describe how the City will use that year's annual allocation of HUD formula funds to meet affordable housing and community development needs.)

Step 4 Final Decisions. Following public review and comment on the DRAFT 2017 Action Plan, the HSC will hold a Public Hearing and make a recommendation on the 2017 Action Plan to City Council. City Council will make the final funding awards through review and adoption of the 2017 Action Plan.

Notices of all public meetings will be placed in the Federal Way Mirror, posted at City Hall and online at <http://www.cityoffederalway.com/content/human-services-commission> and <http://www.cityoffederalway.com/page/city-council>. Please watch for these notices to confirm public meeting dates and times. Human Services Commission and City Council meeting dates and times are tentative.

Applicants are encouraged to attend and participate at public meetings and hearing.

Application Timeline

Friday, August 12, 2016	NOFA is released and application is available
Wednesday, August 17	CERF Technical Assistance Workshop, 10:00 a.m. - 12:00 p.m., Federal Way City Hall, City Council Chambers
August 15 – September 7	City staff available to provide technical assistance. Contact Jeff Watson at 253-835-2650 or jeff.watson@cityoffederalway.com
Wednesday, September 14	Application Due no later than 4:00 p.m., Federal Way City Hall
September 15 –23	City staff reviews applications to verify threshold eligibility
September 26 –October 14	HSC application review
October 17	HSC meeting to include presentations by Applicants
November 21	Final funding recommendations to the City Council
November 29	Review and recommendation from Finance, Economic Development & Regional Affairs Committee (FEDRAC) to full City Council
December 6	City Council action to approve Action Plan and submittal to HUD, and Applicants informed of funding decision
April 2016	Funds estimated to be available for release

It is the intention of the City of Federal Way to comply with the Americans with Disabilities Act (ADA). To request special assistance at a City meeting, please contact Jeff Watson at 253-835-2650 or jeff.watson@cityoffederalway.com.

General Subrecipient Requirements

If selected and awarded funding, your agency will be required to enter into a Subrecipient Agreement with the City of Federal Way outlining terms and conditions of funding for your agency and the City. The Subrecipient Agreement is a legally binding contract and failure to adhere to its terms and conditions can result in the termination and required repayment of the funding award.

All applicants should be familiar with the CDBG regulations relating to program income, asset use and reversion. Applicants planning to acquire property should provide appraisal documentation and a copy of the purchase and sale agreement. Evidence of site control may also be required of funding recipients, depending on the type of activity.

If your agency is awarded funding, the following documentation will be required prior to the execution of your Subrecipient Agreement:

Scope of Service: This provides an overview of the project as described in the application, goals and objectives, and specific services (e.g., working hours, location of services, number of clients to be served) achievable based on the funding level approved by the City Council.

Project Budget and Budget Narrative: The budget lists the general uses of funds approved by the City Council. The narrative describes in detail how the funds will be used to support the project. Please note that funding is disbursed on a reimbursement basis.

Schedule of Performance: This schedule outlines the major milestones through project completion.

Cultural Competence: The development of viable urban communities through the provision of decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income will be more effective when providers recognize and address the unique culture, language and social literacy of diverse consumers and communities. The City of Federal Way is a community united amidst diversity, where each individual is respected, equally valued, equally needed and equally cherished. Equality is not sameness, it is equivalent value. All agencies that contract with the City of Federal must demonstrate how strategies are used to ensure staff, at all levels receives ongoing education and training in culturally and linguistically appropriate service delivery.

Additional Subrecipient Requirements

Readiness: Programs and projects must display evidence of readiness to proceed. All

funds must be in place and all land use requirements met prior to submission of application. Applicants must demonstrate that CDBG funds will be fully spent within the program year.

Indemnification: Agencies approved for funding must agree to defend, indemnify, and hold harmless the City, its officers, agents, and employees from and against all liability, claims, demand, losses, and expenses, including attorney's fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

Insurance: Agencies approved for funding will be required to obtain the following insurance coverage, each of which shall contain a provision that forbids any cancellation, changes or material alterations without prior notice to the City at least 30 days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided to the City prior to the execution of the Subrecipient Agreement. The required insurance is as follows:

- a. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage and \$2,000,000 in the Aggregate.
- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- c. Professional Liability, Errors & Omissions: \$1,000,000, Per Claim and in the Aggregate.
- d. Workers Compensation: Statutory requirements for Washington State.
- e. Stop Gap or Employers Liability Coverage: \$1,000,000.

Licenses: Agencies approved for funding will be required to obtain a City of Federal Way business license.

Project Monitoring: Agencies approved for funding will be required to maintain and submit adequate information necessary to ensure program accountability and progress in accordance with the terms and conditions of the Subrecipient Agreement.

Fair Housing, Nondiscrimination, and Equal Opportunity: The City of Federal Way, in accordance with federal and state law and City policy, prohibits discrimination on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Agencies awarded funding will be required to comply with all applicable fair housing, nondiscrimination, and equal opportunity requirements.

Notification: All applicants will be notified in early December, 2016, of funding determinations. Receipt of an award letter does not guarantee funding. Funds may not be obligated until an environmental review has been prepared by City staff and approved by HUD and the Subrecipient Agreement is signed by all parties. Please be aware that past funding does not guarantee future funding or funding at the same level.

Compliance with Applicable Laws, Rules, and Regulations: Agencies that are awarded funding must act in accordance with all applicable federal, State of Washington,

and City of Federal Way laws, rules, and regulations. Applicants are strongly encouraged to be familiar with these requirements prior to submitting a funding request. These include, but are not limited to, the following:

- **24 CFR Part 570, as amended** – The regulations governing the CDBG program.
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** – The regulations issued following Title VI of the 1964 Civil Rights Act and Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and requires all programs and activities to be administered in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108** – The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibit discrimination and promote equal opportunity in housing.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** – The regulations that set forth policies and procedures for the enforcement of standards and requirements for disabled accessibility. The Architectural Barriers Act of 1968 and the Americans with Disabilities Act provide additional laws on accessibility and civil rights of individuals with disabilities.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** – The regulations that prohibit discrimination on the basis of age.
- **29 CFR Parts 3 and 5** – The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and Contract Work Hours and Safety Standards Act. 24 CFR Part 70 provides information on the use of volunteers.
- **Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)** – The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance.
- **24 CFR Part 58** – The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988** – The regulations for proposed projects and properties located in a floodplain.
- **36 CFR Part 800** – The regulations outlining the procedures for the protection of historic and cultural properties.
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** – the policies for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) and implementing regulations

issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).

- **24 CFR Part 7 and 41 CFR Part 60** – The regulations outlining equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR 135** – Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low- and very low-income local residents. All projects must, to the greatest extent feasible, provide opportunities for training and employment for low- and moderate-income persons residing within the City of Federal Way, and contracts or work in connection with the project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of Federal Way.
- **Residential Lead Based Paint Hazard Reduction Act of 1992** – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead based paint hazards.
- **24 CFR Part 24** – The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements, issued according to Executive Order 12459.
- **2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** – These regulations include requirements for procurement, contracting, cost principles and audit requirements including the Single Audit required for organizations expending \$750,000 or more derived from Federal Awards during the organization's fiscal year. This Part replaces former requirements found at 24 CFR Part 84, 24 CFR Part 85, OMB Circular A-87, OMB Circular A-122 and OMB Circular A-133.
- **24 CFR Part 49** – The regulations on eligibility restrictions for resident aliens.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** – The regulations for restrictions on lobbying and required certifications.
- **Executive Order 13170** – The regulations on increasing opportunities and access for Disadvantaged Businesses.
- **HUD Requirements** – All other applicable required reports, OMB Circulars, and procedures.
- **Administrative Procedures** – The rules issued by the City of Federal Way in relation to contracts, process and procedures.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** – The regulations that require compliance with all

applicable standards, orders, or regulations issued following the rule.

The Code of Federal Regulations (CFR) and Executive Orders may be found at:

CFR: www.ecfr.gov

Executive Orders: www.archives.gov/federal-register/index.html

Community Development Block Grant (CDBG) Program Requirements

Objectives of CDBG

The Housing and Community Development Act of 1974, as amended, has as its primary objective, the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income. Recipients of CDBG funds must certify that their use of funds will address one of the three national objectives:

1. Benefit persons of low- and moderate-income, including those presumed to be low- and moderate-income as described at 24 CFR Part 570.208(a)(1)(ii)(A) and those who are able to supply appropriate evidence of low- and moderate-income status as described at 24 CFR Part 570.208(a)(1)(ii)(B). For area benefit activities described at 24 CFR Part 570.208(a)(1)(i), the project must have a direct impact on a primarily residential area in which the total population residing in the designated census tract block groups is at least 43.88 percent low- and moderate-income. The census tract block groups do not need to be coterminous, but must be the entire area served by the project. Note that the low- and moderate-income percentage is subject to change each year based on data supplied to the City by HUD.
2. Aid in the prevention or elimination of blight.
3. Meet other community development needs of particular urgency (usually the result of a natural disaster).

More detailed information on Eligible Activities and National Objectives can be found in the *Guide to National Objectives and Eligible Activities for Entitlement Communities* handbook. This document can be found on the U.S. Department of Housing and Urban Development web site at:

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>.

Income Limits

Low- and moderate-income (LMI) is defined as having an income equal to or less than 80% of the area median income (AMI), adjusted for household size, as defined by HUD. The majority of CERF Projects will be required to benefit LMI persons and will typically qualify on an area benefit, limited clientele, or housing activity basis.

- Area Benefit Activity. An activity that benefits all residents in a particular area, where at least 51% of the residents are LMI persons. The service area of the activity must be primarily residential, and the activity must meet the identified needs of LMI persons.
- Limited Clientele Activity. An activity that benefits a specific group of people, at least 51% of whom are LMI persons. Activities qualifying under this category

serve a specific clientele, rather than providing service to all the persons in a geographic area.

- Housing Activity. An activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI households.

King County FY 2016 Income Limits Summary									
Median Income King County	FY 2016 Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$90,300	Extremely Low (30%) Income Limits	\$19,000	\$21,700	\$24,400	\$27,100	\$29,300	\$32,580	\$36,730	\$40,890
	Very Low (50%) Income Limits	\$31,650	\$36,150	\$40,650	\$45,150	\$48,800	\$52,400	\$56,000	\$59,600
	Low (80%) Income Limits	\$48,550	\$55,450	\$62,400	\$69,300	\$74,850	\$80,400	\$85,950	\$91,500

Source: <http://www.kingcounty.gov/~media/depts/community-human-services/housing/documents/housing-finance/rent-income-forms/hfpcurrentincomesrents.ashx?la=en>

In many cases, facilities that provide “through service” capacity, as well as service to a targeted area, such as streets or utilities, are more complex and require more assessment. In these situations, a clear case must be made that the majority of usage, both current and future, will be by LMI persons.

City of Federal Way’s Consolidated Plan

The City is required to develop a Five Year Consolidated Plan and an Annual Action Plan (Action Plan) for the use of these funds. The CDBG Program generally provides for a wide range of eligible activities. This NOFA process shall prioritize allocation of CERF CDBG funds.

<http://www.kingcounty.gov/depts/community-human-services/housing/plans-reports.aspx>.

Eligible Applicants

1. Applicants must be incorporated public, nonprofit or for-profit agencies able to implement the approved project within the boundaries of the City of Federal Way.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement, and monitor the proposed project. This expertise can be demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key agency staff.

3. Applicants must be able to meet all federal, State of Washington, and City of Federal Way requirements relative to the CDBG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, conflict of interest, debarment and suspension and flood insurance. Pertinent requirements are noted in General Subrecipient Requirements. All applicants should be aware that if funded, additional requirements will apply.
4. Applicants submitting applications to provide fair housing services on the behalf of the City of Federal Way must be able to report on their progress in addressing the impediments identified in the current effective Analysis of Impediments to Fair Housing Choice, available at <http://www.cityoffederalway.com/node/1674>.

Eligible CDBG Activities

Due to the limited amount of funds available, the City of Federal Way is interested in receiving proposals for the following type of projects:

- **Economic Development.** Activities which create and retain employment, primarily for low and moderate income people, by providing funds for support of economic development efforts. Funds can be used for acquisition of land and buildings; assistance to microenterprise businesses; commercial rehabilitation; capitalization of loan funds for economic development projects; economic development public services such as job training and job placement services; construction of commercial buildings, and purchase of machinery and equipment.
- **Housing.** Activities related to property acquisition or rehabilitation for permanent housing and conversion of non-residential structures into permanent housing. Construction projects must be shovel-ready and able to commence within the program year and be completed within a reasonable and defined schedule thereafter.
- **ADA Rehabilitation Projects:** Projects to address specific barriers to accessibility to be removed and how the improvements will benefit disabled adults.
- **Public Facilities and Improvements.** Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, such as neighborhood facilities, firehouses, public schools, libraries, streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, utility lines, etc.

Ineligible CDBG Activities

Pursuant to 24 CFR 570.207, the following activities are not eligible under the CDBG program:

1. Funds spent on buildings used for the general conduct of government, except to remove architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of the Census Current Population Report definition of "severely disabled."

2. General government expenses.
3. Political activities.
4. *Purchase of equipment (e.g., vehicles, computers, machines, furniture).
5. *Purchase of furnishings and personal property.
6. New housing construction (certain costs in support of affordable housing development are allowed).
7. Maintenance and operating expenses, unless necessary for providing an eligible service.
8. *Income payments, such as housing allowances, down payments, and mortgage subsidies, except emergency grant payments made over a period of up to three consecutive months to the provider of such items or services on behalf of an individual or family.

*Under certain circumstances these kinds of activities may be eligible for CDBG funds. Please contact city staff to discuss your proposal.

Evaluation Criteria for Capital Project Applications

Threshold Criteria

		Yes	No
A.	Proposed project is eligible under CDBG regulations (24 CFR 570)	<input type="checkbox"/>	<input type="checkbox"/>
B.	Proposed project complies with a CDBG national objective	<input type="checkbox"/>	<input type="checkbox"/>
C.	Proposed project is consistent with the priorities and specific objectives established in the King County Consortium 2015-2019 Consolidated Plan	<input type="checkbox"/>	<input type="checkbox"/>
D.	Application package is complete, includes all required attachments, and was submitted on time	<input type="checkbox"/>	<input type="checkbox"/>
E.	Application meets threshold criteria, proceed with funding evaluation review	<input type="checkbox"/>	<input type="checkbox"/>

Applications must meet all threshold criteria below to be considered for funding. Please contact city staff if you are uncertain about meeting criteria.

The threshold review will be completed by Community Services staff and included in the material provided to the HSC.

The Human Services Commission will use the evaluation criteria listed on the next page to inform funding recommendations to be forwarded to the Mayor and City Council for consideration.

Scoring Summary:

Application Section	Maximum points
Section 1: General Requirements	10
Section 2: Applicant Capacity	30
Section 3: Project Scope	55
Section 4: Financial Feasibility	30
Section 5: Environmental Review	5
Total possible points	130

Evaluation Criteria

Section 1: General Requirements (10 points)

The application meets all requirements of the NOFA, including but not limited to:

- A cover letter is included with the application from the Executive Director or Board President describing the project to be implemented and how it will address the King County Consortium 2015-19 Consolidated Plan – Strategic Plan goals.
- Provided complete responses throughout the application.
- Provided quantitative and qualitative data to support the project need and benefit to the city's residents.

Section 2: Applicant Capacity (30 points)

The application includes a clear plan of action and demonstrates sufficient organizational capacity to implement the project. The following factors, at a minimum, shall be considered:

- If previously funded with CDBG, the applicant has a successful record of performance.
- The applicant has no recent audit or monitoring review findings.
- The applicant demonstrates how strategies are used to ensure staff at all levels receives ongoing education and training in culturally and linguistically appropriate service delivery.
- The application demonstrates qualified staff to complete the project.
- The applicant demonstrates successful previous experience implementing and managing projects of similar scope, size and complexity.
- The applicant has a track record of successfully implementing projects requiring compliance with local, state and federal procurement and labor standards requirements.

Section 3: Project Scope (55 total points)

Soundness and Readiness to Proceed (40 points)

- The scope of the project is clearly defined,
- Project is culturally relevant and appropriate to the proposed target population,
- Target population expected to benefit from the project,
- Estimates on the number of unduplicated households or individuals the project will serve,
- Income characteristics of the households or individuals the project will serve,
- Other characteristics of the individuals the project will serve, such as special needs,
- Project meets and qualifies under a CDBG National Objective, and
- Project meaningfully contributes to achieving an unmet goal of the King County Consortium 2015-19 Consolidated Plan – Strategic Plan or other identified unmet need in the City of Federal Way.

Section 3: Project Scope (continued)

Project Type (15 points)

- **All Projects:** The project's objectives and outcomes are realistic, measurable and specifically address a target population eligible to benefit from the investment of CDBG funds.
- **Economic Development.** Activities which create and retain employment, primarily for low and moderate income people, by providing funds for support of economic development efforts. Funds can be used for acquisition of land and buildings; assistance to microenterprise businesses; commercial rehabilitation; capitalization of loan funds for economic development projects; economic development public services such as job training and job placement services; construction of commercial buildings, and purchase of machinery and equipment.
- **Site-Specific Housing Rehabilitation Projects:** The application clearly describes the need for rehabilitation including an assessment of required repairs supported with attached documentation such as inspections, work write-ups and photographs.
- **ADA Rehabilitation Projects:** The application describes the specific barriers to accessibility to be removed and how the improvements will benefit disabled adults, including the number of disabled adults who will benefit from the project.
- **Acquisition or New Construction Projects:** The application clearly demonstrates a need for community facilities or infrastructure demonstrates site control and is realistically expected to be completed within 12 months.

Section 4: Financial Feasibility (30 points)

The application clearly demonstrates that:

- The project is shovel-ready and will be completed within the program year (or within a reasonable period approved by staff);
- The project budget is complete and provides sufficient information to conclude that the sources and uses of funds are reasonable and appropriate;
- Other funding sources needed to complete the project are either secured or are committed and will be available for the project; and
- Project delivery amounts or developer fees specified in the budget are ordinary, reasonable and necessary.

Section 5: Environmental Review (5 points)

Application provides required information necessary to fully evaluate the applicant's project and, where applicable, potential environmental issues have been addressed.

Total Points Possible: 130

Frequently Asked Questions

1. *Will we be held to the budget, timeline, and goals in the application?*
Yes. All will be part of your agreement with the City.
2. *What if something happens and we need to change our budget, timeline, or goals?*
An amendment to the agreement can be executed if there are legitimate reasons for doing so. However, you should not count on this, particularly if your agency wants an amendment because it did not begin the project on time or has changed its mind about the project scope or budget.
3. *Will we get the full amount of funding requested?*
Projects may receive full or partial funding depending on the nature of the project, amount requested, funds available and NOFA evaluation criteria results. If your project is not viable without full funding, make sure to indicate this fact on your application.
4. *Are leveraged/matching funds required?*
No, federal, state, local, or private sources is not required but strongly encouraged.
5. *When will we know whether we will be funded? When can we spend the money?*
The City anticipates making preliminary award notification in early October, 2016, with funds available on or about October 1, 2016. Receipt of an award letter is not a final guarantee of funding.
6. *Can we spend our money now and be reimbursed by CDBG funds later?*
No. If you commit or expend funds before receiving notice to proceed, you will not be eligible for reimbursement at any time.
7. *Will we hear from you even if our application does not receive funding?*
Yes. All agencies will be notified in writing whether their application will be fully or partially funded or not funded at all.
8. *Is it acceptable to submit the original application late as long as it is faxed, emailed, or postmarked by the submission deadline?*
No. The City of Federal Way Community Development Department must receive the complete application package (one original single-sided and 10 double-sided three-hole punched copies that are individually bound with binder clips or rubber bands, plus an electronic copy on a compact disc or USB drive) no later than the submission deadline. Faxed or emailed applications will not be accepted. Mailed applications received by the Community Development Department after the deadline will not be accepted. Please plan accordingly.