

CITY OF LAKEWOOD_

**FY 2012 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
& HOME INVESTMENT PARTNERSHIP ACT**

INSTRUCTIONS & INFORMATIONAL PACKET

CITY OF LAKEWOOD – FY 2012 COMMUNITY DEVELOPMENT BLOCK GRANT & HOME INVESTMENT PARTNERSHIP ACT APPLICATION – INSTRUCTIONS & INFORMATION

Application of funding is for FY 2012 (July 1, 2012 – June 30, 2013) Community Development Block Grant & HOME funds from the City of Lakewood. All projects must clearly demonstrate eligibility according to U.S. Department of Housing and Urban Development (HUD) guidelines and must meet one of three national objectives: (1) benefiting low and moderate income persons, (2) removing slums or blight or (3) meet an urgent need. Preference will be given to projects which demonstrate due diligence in seeking matching funds and demonstrate collaboration and cooperation with community residents and organizations that will improve service delivery and/or cost effectiveness.

Completed applications are due in the Community Development Department - CDBG office, located on the third floor of Lakewood City Hall, 6000 Main Street SW, Lakewood, WA 98499 by 5:00 p.m. on Monday, December 5, 2011. Late applications will not be accepted. Faxed or emailed applications will not be accepted. First time applicants are strongly encouraged to meet with CDBG staff to determine the eligibility of their program. To schedule a conference, call 253-589-2489.

Please submit 10 copies of your application and 1 copy of the required attachments. Please use binder clips or paper clips to separate copies; do not bind or insert tabs to copies. Please provide evidence that the governing board or person(s) of proper authority, of your organization have authorized your application for CDBG funding. If you are unable to obtain such authorization by December 5, 2011, please indicate the date by which you expect to receive such authorization. Authorization must be provided to the Community Development Block Grant Program Grants Coordinator no later than December 12, 2011 to be considered for funding.

Attachments required of all applicants. Please provide in the following order (1 copy):

1. Audited financial statements for the last fiscal year. If unavailable, provide unaudited financial statements for the last fiscal year.
2. Current board of directors or business ownership, including professional or business affiliations and home address.
3. Current year's operating budget, including projected expenses and revenues. Categorize the expenses under program, general and administrative, and fundraising.
4. Verification of tax-exempt status under Section 501(c)(3) (*if applicable*)
5. Articles of Incorporation (*if applicable*)
6. Listing of key staff, including departments and duties
7. Non-Discrimination Policy
8. Equal Employment Opportunity Policy
9. Affirmative Action Plan/Policy
10. Grievance Policy, including complaints regarding individuals with disabilities and accessibility
11. Procurement Policy
12. Copies of current insurance policies as listed below.
13. For Economic Development projects involving acquisition and/or construction- provide a current engineer's cost estimate, including line item estimates for land acquisition, engineering/permit fees, and construction.

All applicants are required to make a brief presentation of their proposal to the Community Development Block Grant Citizens Advisory Board in January 2012. You will be notified of the date and time of your presentation in mid-December. A representative of your organization must attend this meeting. If you have any questions about the City of Lakewood's Community Development Block Grant program or the application process, contact Jeff Gumm, Program Grants Coordinator, at 253-589-2489.

The City of Lakewood may request additional information or clarification of information provided in this application. The City of Lakewood reserves the right to reject any or all applications or to waive any informality in the application. Application responses and program description shall not exceed space provided.

If awarded Community Development Block Grant funds, the applicant will be expected to maintain records documenting project/program compliance in accordance with 24 CFR 570. Subrecipients receiving CDBG funds must carry the following insurance- general liability, comprehensive auto (if Agency owns or leases vehicles), worker's compensation, and fidelity bond. The City of Lakewood, its officials, officers and appointees shall be listed as additionally insured on all insurance policies.

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City of Lakewood Funding Priorities for FY 2012-

PRIORITY 1 - ECONOMIC DEVELOPMENT

The policy for economic development is to create viable businesses in targeted areas and to create and/or retain jobs for lower income persons.

Activities that support this policy include, not necessarily in priority order.

1. Assistance to businesses to make exterior improvements to facilities.
2. Assistance for microenterprise businesses.
3. Loans to businesses expanding jobs for lower-income persons.
4. Infrastructure to support businesses.

PRIORITY 2 - PUBLIC SERVICE

CDBG funds may be used to support public service activities targeted to low-income clientele. Most of the City's human services activities are supported through the City's General Fund.

PRIORITY 3 – PHYSICAL/INFRASTRUCTURE IMPROVEMENTS (COMMUNITY DEVELOPMENT)

The policy for physical/infrastructure improvements is to support neighborhood revitalization and improvements to spur economic development activities and improve living conditions for lower income persons. Activities that support this policy include:

1. Construction or improvement of public facilities (i.e. sewers, streets, sidewalks, alleys, lighting or related public improvements) in lower income residential neighborhoods or for businesses that create or retain jobs for lower income persons.
2. Construction or rehabilitation of public or privately-owned, community service facilities (i.e. community, senior and youth centers) that will provide a public service benefiting low-income citizens.
3. Acquisition, development and improvement of parks, playgrounds and open space in lower-income residential neighborhoods.

PRIORITY 4 - HOUSING

The CDBG and HOME policy for housing is to support economic development and job development/retention by improving neighborhoods while expanding opportunities for affordable housing for lower income individuals, and to preserve affordable housing to prevent homelessness and to improve property values and neighborhood characteristics. Activities that support this policy include:

1. Projects that develop or renovate housing near jobs that promote economic viability.
2. Projects that conserve existing housing by making home repairs or rehabilitating homes to meet building and housing codes.
3. Projects that provide affordable housing and homeownership and rental housing opportunities.
4. Projects that support housing to accommodate persons with special needs.
5. Projects that provide housing for homeless or transitional shelter for homeless persons.
6. Projects that coordinate housing efforts in the city, county and neighboring jurisdictions to assess housing needs and create affordable housing opportunities.

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PUBLIC SERVICES

The City of Lakewood has allocated General Fund dollars, in lieu of CDBG dollars, in the City's General Fund Budget for public service projects to benefit low and moderate income persons. For more information on funding for public service projects, please call the City of Lakewood Parks and Recreation Department, 6000 Main Street SW, Lakewood, WA 98499, at (253) 589-2489.

ECONOMIC DEVELOPMENT

Economic Development supports projects that create economic opportunities resulting in job creation or retention low-income individuals. Funding is available to private businesses, or to for-profit, and non-profit organizations looking to expand improve living conditions for lower income persons through economic development activities and technical assistance.

HOMEOWNER ASSISTANCE

Applications for owner-occupied Home Repairs, Housing Rehabilitation and Down Payment Assistance may be obtained through the City of Lakewood, Community Development Department, 6000 Main Street SW, Lakewood, WA 98499, at (253) 589-2489.

HOME INVESTMENT PARTNERSHIP ACT (HOME PROGRAM) FUNDING

HOME funding applications for eligible affordable housing activities are available on a year-round basis. Applications can be found on the Community Development Block Grant page of the city website or can be obtained by contacting the City of Lakewood Community Development Department at (253) 589-2489.

Eligible housing activities include:

1. Down payment assistance.
2. Construction, acquisition or rehabilitation of affordable housing (homeowner/rental).
3. Tenant-based rental assistance.
4. Conversion of an existing structure to affordable housing.
5. Acquisition of property/land, on-site improvements, project related soft costs (engineering, environmental review, etc.), demolition, or relocation costs associated with an affordable housing project.
6. Refinancing.
7. Capitalization of project reserves.

Estimated Funding for FY 2012-

*Estimated CDBG Funds Available: \$500,000

**Estimated HOME Funds Available for Housing Programs such as housing rehabilitation, and affordable housing projects: \$318,000

*Congress has yet to approve the FY 2012 Budget for CDBG and HOME grant dollars. These estimates are highly speculative until grants are awarded.

**Applications for owner-occupied Home Repairs, Housing Rehabilitation, Down Payment Assistance and HOME Affordable Housing projects may be obtained through the City of Lakewood, Community Development Department, 6000 Main Street SW, Lakewood, WA 98499, 253-589-2489. HOME Affordable Housing projects

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funding is available throughout the fiscal year and are awarded on a first-come first-served basis. Award is based upon the merits of the project and subject to compliance with HOME regulations.

PROGRAM REGULATIONS & REQUIREMENTS

A copy of the current regulations governing eligible use of CDBG (24 CFR 570) and HOME (24 CFR 92) funding are available to download at the HUD website at:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>.

COMPLIANCE WITH FEDERAL REGULATIONS

1. Title VI of the Civil Rights Act of 1964, as Amended (42 U.S.C. 2000d et seq.), relating to nondiscrimination in performance of this project and to the benefits deriving from it as implemented by HUD regulation 24 CFR 570.601 (a).
2. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284) as amended, relating to nondiscrimination in housing as implemented by HUD regulation 24 CFR 570.601 (b).
3. The Fair Housing Act (42 U.S.C. 3601-3620) relating to nondiscrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, handicap or familial status.
4. Age Discrimination Act of 1975, as Amended (42 U.S.C. 6101), concerning the prohibition of age discrimination in programs receiving Federal financial assistance as implemented by HUD regulation 24 CFR Part 146.
5. Executive Order 11063 relating to non-discrimination in housing as amended by Executive Order 12259 and as implemented by HUD regulation 24 CFR 570.601 (c).
6. Section 109 of the Housing and Community Development Act of 1974 as amended, dealing with non-discrimination in program benefits because of race, religion, color, age, national origin, sex or disability as implemented by HUD regulation 24 CFR 570.602.
7. Americans with Disabilities act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225) which provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services and telecommunications.
8. Fair Housing Act, providing that multi-unit family dwellings must also meet the design and construction requirements at 24 CFR 100.205, which implement the Fair Housing Act (42 U.S.C. 3601-19).
9. Section 504 of the Rehabilitation Act of 1973, relating to nondiscrimination in federally assisted programs on the basis of handicap and requiring that "qualified individuals with handicaps" have access to programs and activities that receive federal funds.
10. The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157), requiring certain federal and federally funded buildings and other facilities be designed, constructed or altered in accordance with standards ensuring accessibility to, and use by, physically handicapped people.
11. The construction labor standards and wage rates set forth in Section 110 of the Housing and Community Development Act of 1974 as amended and as implemented by HUD regulation 24 CFR 570.603.
12. Executive Order 11246 dealing with nondiscrimination in employment as amended by Executive Orders 11375 and 12086 and as implemented by HUD regulation 24 CFR 570.607(a).
13. Section 3 of the Housing and Community Development Act of 1974 as amended, dealing with employment and training of City low-income residents as employees and trainees and utilization of the City of Lakewood business as contractors, subcontractors, and suppliers as implemented by HUD regulation 24 CFR 570.607(b).

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14. Executive Orders 11625, 12138 and 12432, and Public Law 95-507, dealing with the use of minority and women owned business enterprises as implemented by HUD regulation 24 CFR 85.36(e).
15. Contract Work Hours and Safety Standards Act, as Amended (40 U.S.C. 327-333), concerning mechanics and laborers employed on federally-assisted construction jobs be paid time and one-half for work in excess of 40 hours per week, and provides for the payment of liquidated damages if violations occur. This Act also addresses safe and healthy working conditions.
16. Copeland (Anti-kickback) Act (40 U.S.C. 2776c), governing allowable deductions from paychecks. The Act makes it a criminal offense to induce anyone employed on a federally assisted project to relinquish any compensation to which he/she is entitled, and requires all contractors to submit weekly payrolls and statements of compliance.
17. Fair Labor Standards of 1938, as Amended (29 U.S.C. 201, et seq.), establishing the basic minimum wage for all work and requires the payment of overtime at the rate of at least time and one-half. It also requires the payment of wages for the entire time that an employee is required or permitted to work, and establishes child labor standards.
18. Executive Order 11988 relating to evaluation of flood hazards and the flood hazard and insurance protection requirements of Section 102(a) and 202(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) as implemented by HUD regulation 24 CFR 570.605.
19. The relocation, acquisition and displacement requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as implemented by HUD regulation 24 CFR 570.606.
20. The Lead Based Paint Poisoning Prevention Act (42.U.S.C. 4801 et seq.) as implemented by HUD regulation 24 CFR 570.608.
21. The regulations, policies, guidelines and uniform administrative requirements of OMB Circulars A-21, A-87, A-110, A-122 and A-128 as they relate to the acceptance and use of Federal funds as implemented by HUD regulation 24 CFR 570.610.
22. National Environmental Protection Act of 1969, providing that an environmental review (NEPA Part 58) must be completed by the Grantor prior to commitment of funds, CDBG, HOME or otherwise. All parties shall comply with all conditions and requirements of the National Environmental Policy Act of 1969 and other statutory environmental requirements as implemented by HUD regulation 24 CFR Part 58, as directed by the Grantor.
23. The provisions of the Hatch Act limiting political activities of government employees.
24. Executive Order 11288 relating to the prevention, control and abatement of water pollution.
25. Section 202 of the Flood Disaster Projection Act of 1973 (42 U.S.C. 4106), Requiring that Federal funds not be provided to an area that has been identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards unless: 1. The community is participating in the National Flood Insurance Program, or it has been less than a year since the community was designated as having special flood hazards; and 2. Flood insurance is obtained in accordance with Section 102(a) of the Act.

PROCUREMENT

All procurement actions and contracts other than incidental procurements shall be structured in accordance with applicable state and federal law relating to contracting by public agencies 24 CFR 85.36. For nonprofit organizations receiving Federal funds, the procurement requirements of 24 CFR Part 84 applies.

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CONFLICT OF INTEREST

No officer, employee or agent of the grantee shall participate in the selection, award, or administration of activity funded in whole or in part with CDBG funds if a conflict of interest, real or apparent, would exist; nor shall their families, or those with whom they have business ties, so benefit. In addition, no official, employee or agent of any federal, state or local government for the area in which this project is located, nor members of their families, nor those with whom they have business ties, have or acquire any interest, direct or indirect, in any contract or subcontract or its proceeds for work accomplished in support of this funding, nor shall they have or acquire any interest, direct or indirect, in the project area which would conflict in any manner or degree with this funding.

AFFIRMATIVE ACTION

In all hiring or employment made possible by or resulting from this contract (I) there will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin, and (ii) affirmative action will be taken to ensure that applicants are employed, and that that employees are treated during employment without regard to their race, color, religion, sex, or national origin. This requirement shall apply to, but not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. There shall be posted in conspicuous places available to employees and applicants for employment, notices setting for the provision of this clause. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Each participant in this contract will comply with all requirements imposed by or pursuant to regulations of HUD Title VI of the Civil Rights Act of 1964 and any subsequent acts.

AFFIRMATIVE MARKETING

Grantees must adopt affirmative marketing procedures and requirements for all federally assisted housing with five or more units. Requirements and procedures must include:

1. Methods for informing the public, owners and potential tenants about fair housing laws and the grantee's policies (for example, use of the Fair Housing logo or equal opportunity language);
2. A description of what owners and/or the grantee will do to affirmatively market housing assisted with Federal funds;
3. A description of what owners and/or the grantee will do to inform persons not likely to apply for housing without special outreach;
4. Maintenance of records to document actions taken to affirmatively market Federally-assisted units and to assess marketing effectiveness; and
5. Description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.

DEBARRED CONTRACTORS

The grantee, and its consultants and contractors shall not fund, contract with, or engage the services of any consultant, contractor, subcontractor, supplier, or other party who is debarred, suspended, or otherwise ineligible to receive federal funds. The names of all contractors, subcontractors, consultants, suppliers, and other parties who will receive federal funding under this project shall be checked and approved by the City before entering into any agreement with them for the provision of goods or services on this project.

DRUG FREE WORKPLACE

The grantee shall maintain a drug free workplace(s) throughout the life of this Agreement.

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CONTRACT EMPLOYMENT ELIGIBILITY REQUIREMENTS

All contractors and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42. E-Verify is an Internet-based system operated by United States Citizenship and Immigration Services in partnership with the Social Security Administration. E-Verify is free to employers and is available in all 50 states. All contractors shall enroll in, participate in and document use of E-Verify as a condition of the award of any contract. All contractors shall continue participation in E-Verify throughout the course of the contractor's contractual relationship with the City. If the contractor uses or employs any subcontractor in the performance of work under any contract, or any subsequent renewals, modifications or extension of any contract, the subcontractor shall register in and participate in E-Verify and certify such participation to the contractor. All contractors shall show proof of compliance with this provision, and/or proof of subcontractor compliance with this provision, within three (3) working days of the date of the City's request for such proof.

LOBBYING CERTIFICATION

Grantees must certify that, to the best of its knowledge and belief:

1. No federal appropriated funds have been paid, or will be paid by, or on behalf of the grantee, or any of its elected or appointed officials or employees, to any person for influencing, or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
2. If funds other than federal appropriated funds have been paid, or will be paid to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federally funded agreement, the grantee shall complete and submit to the City, a federal Standard Form-LLL, "Disclosure Form To Report Lobbying" in accordance with its directions. The form is available upon request.
3. The grantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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INCOME GUIDELINES

CDBG & HOME Program Income Limits

FAMILY SIZE	Median Income	30% of Median Income Limit	50% of Median Income Limit	Maximum 80% of Median Income Limit
1	\$49,600	\$14,900	\$24,800	\$39,700
2	56,700	17,000	28,350	45,350
3	63,800	19,150	31,900	51,000
4	70,800	21,250	35,400	56,650
5	76,500	22,950	38,250	61,200
6	82,200	24,650	41,100	65,750
7	87,800	26,350	43,900	70,250
8	93,500	28,050	46,750	74,800

CDBG Effective May 31, 2011/ HOME Effective July 13, 2011

Rent Limits

	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom	5-Bedroom	6-Bedroom
Fair Market	\$699	\$816	\$1,108	\$1,483	\$1,669	\$1,919	\$2,170
Low HOME Rent	620	664	797	920	1,027	1,133	1,239
High HOME Rent	699	816	1,013	1,162	1,278	1,391	1,504
50% Rent Limit	620	664	797	920	1,027	1,133	1,239
65% Rent Limit	785	843	1,013	1,162	1,278	1,391	1,504

Effective 6/28/11

Maximum Home Value

The maximum home value for assistance is \$362,790 (after-rehab value). Effective 10/02/07.