# **STAFF REPORT**

Date: May 7, 2024 To: City Council From: Brad Medrud, Planning Manager



## **CDBG Application Review Process**

On a three-year cycle, the City issues Requests for Proposals (RFPs) for federal Community Development Block Grant (CDBG) funds. For the 2024 cycle, the City Council prioritized affordable housing and public service activities and did not consider applications for public facilities or economic development. The City Council will approve final award recommendations for consideration by the Thurston County Board of Commissioners. The complete CDBG RFP from 2024 is Attachment B of the meeting packet and the applications received are Attachments C1 through C10 of the meeting packet.

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## <u>1 – Background</u>

In 2015, Thurston County became an Entitlement County pursuant to federal CDBG funds. In accordance with an interlocal agreement, Tumwater shares the annual CDBG funding on a three-year rotation with south Thurston County and City of Lacey. The City of Olympia has its own

entitlement for federal CDBG funds and is not part of the rotation. Tumwater has had federal CDBG funds in 2015, 2018, 2021, and again in 2024. The City contracts with Thurston County Public Health & Social Services Department housing staff to provide the administration of the funds.

The primary eligibility requirement for any CDBG funds is that the projector program principally benefits low- and moderate-income persons in designated census tracts. The U.S. Department of Housing and Urban Development (HUD) defines low and moderate income as a household that is at or below 80% of the median income for the area. HUD annually adjusts these income guidelines. Eligibility must be monitored for participants, or in the case of senior or houseless individuals, they are presumed to qualify.

The amount available each year is determined by Congress through HUD. The County is still waiting to hear what the final numbers will be from HUD, but staff estimates that it will be ~\$1,200,000. Thurston County will retain 20% of the total annual CDBG funding (~\$240,000) to cover the administrative costs. For the 2024 CDGB cycle the City Council decided at their January 23, 2024, work session that up to 15% of the remaining CDBG funding will be used for public services (~\$180,000) and the residual is designated for housing capital projects (~\$780,000).

## 2 – Funding History

The history of previous awards is below. In previous years, the City issued an RFP for both public services and capital projects. Proposals were not restricted specifically to those providing services inside the City of Tumwater, although the capital projects generally only occurred in Tumwater. In 2018 and 2021, the City excluded public facilities and economic development from eligibility for services.

Year	Organization	Activity	Amount
2015			I
2015 Service	es		
	Boys & Girls Club of Thurston County	Scholarship Assistance	\$22,684.00
	Enterprise for Equity	Business and Financial Support Services	\$40,100.00
	Catholic Community Services SW	Community Kitchen	\$17,000.00
	Catholic Community Services SW	Drexel House	\$22,000.00
		Services Subtotal	\$101,784.00
2015 Capita	1		
	City of Tumwater	Pioneer Street Sewer	\$30,000.00
	Community Action Council	Deschutes Cove Sewer	\$504,838.00
	Homes First	Community Housing Development – Tumwater	\$116,936.52

Year	Organization	Activity	Amount
	Rebuilding Together	Safe and Healthy Homes Program	\$33,351.21
	Safe Place	Community Service Center Improvements	\$40,000.00
		Capital Subtotal	\$725,125.73
2015 TOTA	L		\$826.909.73

Year	Organization	Activity	Amount
2018			•
2018 Services			
	Boys & Girls Clubs of Thurston County	Scholarship Assistance	\$25,822.00
	Catholic Community Services SW	Community Kitchen	\$25,694.00
	Family Education and Support Services	Resilience Center Acquisition	\$120,000.00
		Services Subtotal	\$171,516.00
2018 Capital			
	Homes First	Affordable Rental Homes	\$437,480.00
	Interfaith Works	Regional Support for Community Care	\$32,236.00
	TOGETHER!	Tumwater Community Schools	\$92,699.00
	Union Gospel Mission	Genesis Acres Sewer	\$237,244.00
		Capital Subtotal	\$799,659.00
2018 TOTAL			\$971,175.00

Year	Organization	Activity	Amount
2021			
2021 Services			
	Boys & Girls Clubs of Thurston County	Tumwater Boys & Girls Clubs Scholarships for LMI Youth	\$56,640.00
	Catholic Community Services SW	The Community Kitchen (Tumwater – CDBG)	\$11,520.00
	Senior Services for South Sound	Home Share – Tumwater	\$16,047.65
	TOGETHER!	Tumwater Community Schools	\$100,000.00
		Services Subtotal	\$184,207.65

Year	Organization	Activity	Amount		
2021 Capital	2021 Capital				
	Homes First	Affordable Rental Homes for Tumwater	\$200,000.00		
	Housing Authority of Thurston County	Sequoia Landing – Phase II	\$267,414.44 <sup>1</sup>		
	Rebuilding Together Thurston County	Critical Home Repairs – CDBG Tumwater	\$30,000.00		
	SPS Habitat for Humanity	Critical Home Repairs – CDBG Tumwater	\$100,000.00		
	SPS Habitat for Humanity	Tumwater Townhomes Buy Down	\$300,000.00		
		Capital Subtotal	\$897,414.44		
2021 TOTAL			\$1,081,622.09		

## 3 - General 2024 RFP Review Process

#### A. Background

After the City Council determined the parameters for awarding the funds in the 2024 cycle in January 2024, Thurston County Public Health & Social Services staff administered the RFP. Because an RFP was chosen for all the funds, the City Council will decide how the funds will be allocated.

The Budget and Finance Committee met on April 23, 2024, to interview the RFP applicants and make recommendations to the full City Council for consideration at their May 7, 2024, regular meeting.

As Thurston County is the legal entity for receiving the funds from HUD, the City Council's selection of projects are recommendations that in turn go to the County Board of Commissioners who have the final authority to allocate funding. The City's decisions need to be made by early May 2024 to allow time for Thurston County Public Health & Social Services staff to perform a risk assessment of projects and a few other activities in preparation for setting a public hearing, presenting the draft plan to the Commissioners for approval, and submitting the plan to HUD.

#### B. Applications

Ten total applications were received. Four applications were received for housing capital projects and six were received for service projects. Summaries of the four housing capital project

<sup>&</sup>lt;sup>1</sup> The Council voted to award this amount upon the condition that the applicant could purchase the property by September 1, 2022. The Council unanimously decided that were the applicant to refuse the funding award or were it unable to meet the conditions of the award that the Council might first consider funding the applicant's purchase of the Oyo Tumwater hotel for conversion into multifamily rental units. If the Oyo project were found to be ineligible to receive CDBG funds, not a viable project or otherwise not suited for CDBG funds, the funding would then be distributed among Habitat for Humanity's Townhome Buy Down project and Homes First's Affordable Rental Homes with \$167,414.44 provided to Habitat and \$100,000 of the award provided to Homes First. Council further deliberated this item at the May 4, 2021, Tumwater City Council meeting.

applications are found in Appendix A to this staff report and summaries of the public service applications are found in Appendix B to this staff report. The ten applications are found in Attachments C1 through C10 of the meeting packet.

County and City staff reviewed the ten applications to ensure they met the minimum eligibility requirements. This included a threshold review to ensure applications specify and include the minimum criteria below. An eligible project must meet all four of the following criteria:

- 1. The activity must be eligible under HUD regulations (24 CFR 570.200-570.204);
- 2. The activity must meet the HUD CDBG National Objective to benefit LMI persons;
- 3. The activity must benefit low-income populations within the City of Tumwater; and
- 4. The activity is carried out by an applicant that has the ability to meet and maintain compliance with applicable federal, state, and/or local regulations, as identified.

#### C. Budget and Finance Committee April 23, 2024, Recommendations

#### 1. Process Outline

Staff explained the selection and interview process to the Budget and Finance Committee members.

#### 2. Four Housing Capital Project Interviews

Each of the applicants for the following four Housing Capital Project applications were invited to present their proposals and answer any questions from the Budget and Finance Committee in ten-minute interviews.

#### **2024** Capital Project Applications

	Organization	Program/Project
1	Homes First	Major Rehabilitation - Low Income Clean and Sober Housing
2	Rebuilding Together Thurston County (RTTC)	Critical Home Rehabilitation Program
3	South Puget Sound Habitat for Humanity	Critical Home Repairs
4	South Puget Sound Habitat for Humanity	Tâlícn Townhomes Buy Down

#### 3. Six Public Services Project Interviews

Each of the applicants for the following six Public Service Project applications were invited to present their proposals and answer any questions from the Budget and Finance Committee in ten-minute interviews.

#### **2024 Service Project Applications**

	Organization	Program/Project
1	Boys and Girls Clubs of Thurston County	Tumwater Boys & Girls Club Scholarships for LMI Youth
2	Catholic Community Services	The Community Kitchen
3	Family Education and Support Services	Peer Recovery Specialist
4	Senior Services for South Sound	Home Share Program
5	Thurston County Food Bank	TCFB Home Delivery and Other Bank
6	TOGETHER!	Tumwater Community Schools

#### 4. <u>Committee Discussion and Recommendations</u>

The Budget and Finance Committee then selected eligible projects to receive funds as part of its recommendation to the City Council.

The applications were evaluated by the Budget and Finance Committee on the following criteria:

- The conceptual soundness of the project;
- The financial feasibility of the project; and
- The applicant's demonstrated ability to implement the project and comply with CDBG program regulations.

Because more money was requested for both the Housing Capital Projects and the Public Services Projects than will likely be available from HUD, the Budget and Finance Committee decided how to allocate the potential total funds from HUD to each of the selected projects.

In addition, because the final HUD allocation was not known at the time of the meeting, the Budget and Finance Committee decided on contingencies to address how awards will be adjusted if the final HUD allocation is less or more than the current estimate.

	Organization	Program/Project	Funding Request	Budget and Finance Committee Recommendation
1	Homes First	Major Rehabilitation – Low Income Clean and Sober Housing	\$375,000.00	\$245,000.00
2	Rebuilding Together Thurston County (RTTC)	Critical Home Rehabilitation Program	\$75,000.00	\$75,000.00
3	South Puget Sound Habitat for Humanity	Critical Home Repairs	\$45,000.00	\$45,000.00
4	South Puget Sound Habitat for Humanity	Tâlícn Townhomes Buy Down	\$560,000.00	\$415,000.00
		TOTAL	\$1,055,000.00	\$780,000.00

2024 Ca	pital Pro	ject Ap	plications	Funding	Recommendations
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#### 2024 Capital Project Applications Funding Contingencies

- 1. If the final HUD CDBG allocation for capital projects is more than \$780,000, then the allocation for the South Puget Sound Habitat for Humanity Tâlícn Townhomes Buy Down program will be increased to bring the capital projects budget in line with the final HUD CDBG allocation.
- 2. If the final HUD CDBG allocation for capital projects is less than \$780,000, then the allocation for the South Puget Sound Habitat for Humanity Tâlícn Townhomes Buy Down program will be reduced to bring the capital projects budget in line with the final HUD CDBG allocation.
- 3. If funds for the Homes First Major Rehabilitation Low Income Clean and Sober Housing project, Rebuilding Together Thurston County (RTTC) Critical Home Rehabilitation Program, and South Puget Sound Habitat for Humanity Critical Home Repairs program are not used in the time allocated, the remainder will be allocated to the South Puget Sound Habitat for Humanity Tâlícn Townhomes Buy Down program.

	Organization	Program/Project	Funding Request	Budget and Finance Committee Recommendation
1	Boys and Girls Clubs of Thurston County	Tumwater Boys & Girls Club Scholarships for LMI Youth	\$55,069.00	\$40,000.00
2	Catholic Community Services	The Community Kitchen	\$3,169.40	\$3,200.00
3	Family Education and Support Services	Peer Recovery Specialist	\$58,000.00	31,800.00
4	Senior Services for South Sound	Home Share Program	\$23,000.00	\$15,000.00
5	Thurston County Food Bank	TCFB Home Delivery and Other Bank	\$100,000.00	\$30,000.00
6	TOGETHER!	Tumwater Community Schools	\$100,000.00	\$60,000.00
		TOTAL	\$339,238.40	\$180,000.00

#### 2024 Service Project Applications Funding Recommendations

#### **2024 Service Project Applications Funding Contingencies**

- If the final HUD CDBG allocation for service projects is more than \$180,000, then the allocation for the TOGETHER! Tumwater Community Schools program will be increased to bring the service projects budget in line with the final HUD CDBG allocation.
- 2. If the final HUD CDBG allocation for service projects is less than \$180,000, then the allocation for the TOGETHER! Tumwater Community Schools program will be reduced to bring the service projects budget in line with the final HUD CDBG allocation.

#### D. Next Steps

The Tumwater City Council will take the Budget and Finance Committee recommendation and select funded projects at the May 7, 2024, regular meeting.

Conditional award letters will then be sent to successful applicants to officially notify them of their HUD award. The award letter will indicate information on how to proceed with the NEPA level/HUD Environmental Review. The Environmental Review must be completed and approved before a contract is executed. No CDBG funds will be reimbursed prior to the execution of a Subrecipient Agreement with the County.

# <u>5 – Schedule</u>

RFP/Funding Process Timeline				
January 23, 2024	City Council work session – CDBG Prioritization and Contingencies Discussion			
February 9, 2024	Information finalized for RFP Instructions/materials			
February 23, 2024	Notification of Funding Availability / RFP published in The Olympian, the County's newspaper of record			
March 15, 2024	Bidder's Conference, City Hall			
April 5, 2024	Applications due and RFP closed			
April 8, 2024	Thurston County Public Health & Social Services staff reviewed applications for eligibility and risk			
April 9, 2024	City of Tumwater received applications			
April 23, 2024	Presentations to Tumwater Budget and Finance Committee by applicants			
May 7, 2024	City Council approves award recommendations			
May 17, 2024	Annual Action Plan posted for public review and public comment period begins			
June 18, 2024	Public Hearing and BoCC approval			
End of June 2025	Thurston County sends conditional award letters to agencies, notifies agencies not selected for funding			
September – October 2024	Contracts executed with funded agencies after grant agreement received from HUD and environmental reviews completed			

# Appendix A – Housing Capital Project Applications

#	Organization	Program/Project	Program/Project Description	Funding Request	Type of Program/ Project	Benefit to Residents of Tumwater	Risk Rating	Previously Received Funding
1	Homes First	Major Rehabilitation - Low Income Clean and Sober Housing	With \$244,530 in City of Tumwater CDBG funds, Homes First said that they will complete a major rehabilitation on a seven-bedroom sober living home, owned by Homes First. When Homes First acquires a property, such as the home described in the application, it makes initial investments to ensure that the housing is safe and decent. While this building is habitable and is currently successfully occupied, during inspection, a number of conditions were noted that Homes First seeks to address fully and promptly. The home will provide sober living rental housing to residents with incomes less than or equal to 50% AMI. The home will house tenants with a high need for stable housing. By making these improvements, Homes First will provide a more decent environment for these individuals and will prepare the home to remain in use as affordable housing in perpetuity.	\$375,000.00		75% or more of beneficiaries will be Tumwater residents	Low. All audit findings have been resolved.	Homes First received \$116,936.52 for community housing development as part of the 2015 CDGB process. Homes First received \$437,480 for affordable rental homes in Tumwater as part of the 2018 CDGB process. Homes First received \$200,000 for affordable rental homes in Tumwater as part of the 2021 CDGB process.
2	Rebuilding Together Thurston County (RTTC)	Critical Home Rehabilitation Program	RTTC will use awarded funds to do critical home repairs for eligible low-income homeowners and their families in Tumwater, WA. These funds will help RTTC complete critical home repairs and ADA modifications and cover operating expenses on Rebuilding Day projects. RTTC's overall goal for 2024 is to serve 40 households and 70 people in need in Thurston County. If awarded the requested \$75,000, RTTC estimates that they can provide critical home repair projects at eight households and serve approximately 12 Tumwater residents. There are usually multiple repair projects at each household. RTTC has evolved toward completing larger projects such as plumbing repairs, tub modifications, and sometimes roof replacements to reflect the needs in the community and make the homes last longer.	\$75,000.00	Housing	75% or more of beneficiaries will be Tumwater residents	Medium, no audit conducted in past 24 months (Question #22), however Monitoring conducted with NO program monitoring findings in past 24 months (Question #23).	Rebuilding Together Thurston County received \$30,000 for critical home repairs as part of the 2021 CDGB process.
3	South Puget Sound Habitat for Humanity	Critical Home Repairs	SPSHFH launched the Critical Home Repair (CHR) program in 2020. The goal of CHR is to keep low- to moderate-income homeowners in their homes by fixing major issues that could make their homes uninhabitable and potentially leaving them vulnerable to homelessness. The program is designed for low-income homeowners who have experienced financial hardships and, as a result, may find themselves unable to maintain, add, or repair critical aspects of their homes. SPSHFH will provide affordable, critical home repairs to prevent low-income homeowners from being displaced from their residences and improve the quality and health of those homes.	\$45,000.00	Housing	The organization is not located in Tumwater and will serve all county residents. 75% or more of beneficiaries will be Tumwater residents	Low	SPS Habitat for Humanity received \$100,000 for critical home repairs as part of the 2021 CDGB process.
4	South Puget Sound Habitat for Humanity	Tâlícn Townhomes Buy Down	SPSHFH proposes using \$560,000 in CDBG funding to buy down the purchase price of a Tâlícn Townhomes for 14 homeowners by \$40,000 each, thereby making their second silent loans similar amounts. The county will use CDBG funds to buy down the sales price to reduce the homeowners' second silent loans to an equitable amount. Due to homebuilding costs skyrocketing, SPSHFH expect Habitat home values to continue to rise and the homeowners to have even larger silent second loans. By having a portion of the sales price of their home bought down, homeowners will begin homeownership with even greater equity in their homes than they would without the buy down. They will begin homeownership on a more stable foundation for their family's future to grow and thrive upon.	\$560,000.00	Housing	The organization is not located in Tumwater and will serve all county residents. 75% or more of beneficiaries will be Tumwater residents	Low	SPS Habitat for Humanity received \$300,000 for the Tumwater Townhomes (Tâlícn Townhomes) buy down as part of the 2021 CDGB process.
			Total Housing Projects Funding Requests	\$1,055,000.00				
_			Potential Total Available from HUD	\$780,000.00				

# Appendix B – Public Service Applications

#	Organization	Program/Project	Program/Project Description	Funding Request	Type of Program/ Project	Benefit to Residents of Tumwater	Risk Rating	Previously Received Funding
5	Boys and Girls Clubs of Thurston County	Tumwater Boys & Girls Club Scholarships for LMI Youth	This project will support scholarship funding for up to 70 eligible youth attending the Tumwater Club during the 2024-25 school year. At the Club, members connect with friends and caring adult mentors. They join the Club community and take part in activities focused on academic success, character and citizenship, and healthy lifestyles.	\$55,069.00	Services	Organization is located in Tumwater and will only serve Tumwater residents	Low	The Boys & Girls Clubs of Thurston County received \$56,640.00 for Tumwater Boys & Girls Clubs Scholarships for LMI Youth as part of the 2021 CDGB process. The Boys & Girls Clubs of Thurston County received \$25,822.00 for scholarship assistance as part of the 2018 CDGB process. The Boys & Girls Clubs of Thurston County received \$22,684.00 for scholarship assistance as part of the 2015 CDGB process.
6	Catholic Community Services	The Community Kitchen	The funding provided CCS will be used to purchase food supplies and afford staff to sustain The Community Kitchen efforts in serving homeless people (temporarily sheltered and unsheltered). Funding will be used to provide meal services at least six days a week and potentially seven days a week. The Kitchen will provide both offsite and on-site feeding services to those living unsheltered and in-shelters. Funds will be used to pay for the production and distribution of meals. By providing families, veterans, young people, elderly and others with nutrient dense meals, The Kitchen will help students focus at school, help working people be productive at work, and help unsheltered people sustain their health as they work on finding sheltering.	\$3,169.40	Services	Organization is not located in Tumwater and will serve all county residents	Low. All audit findings have been resolved.	Catholic Community Services received \$11,520.00 for the Community Kitchen as part of the 2021 CDGB process. Catholic Community Services received \$25,694.00 for the Community Kitchen as part of the 2018 CDGB process. Catholic Community Services received \$17,000.00 for the Community Kitchen and \$25,000.00 for the Drexel House as part of the 2015 CDGB process.

#	Organization	Program/Project	Program/Project Description	Funding Request	Type of Program/ Project	Benefit to Residents of Tumwater	Risk Rating	Previously Received Funding
7	Family Education and Support Services	Peer Recovery Specialist	Family Education and Support Services is applying for CDBG-Tumwater Public Service funds to sustain their Tumwater based Peer Recovery Specialist program. Family Education and Support Services will serve over 50 low-moderate income adults (parents/caregivers) impacted by substance abuse and/or mental health concerns. Their goal is to promote healthy child development by providing support, training and concrete goods to the adults who influence child well-being through peer case workers. Their Peer Recovery Specialists or PRS case workers will bring the wisdom of lived experience, the resources of evidence-based programing, concrete goods, and the knowledge of their everchanging community services landscape to parents/caregivers impacted by substance abuse and/or mental health concerns. PRS case workers will complete an initial screening with participants to evaluate emergent needs and then collaborate to develop and implement a plan that will be re-visited at 3- and six-month intervals. PRS case workers will strive to improve access to basic services intended to improve health and well-being across several domains (physical, financial, emotional, familial).	\$58,000.00	Services	Organization is located in Tumwater and will serve all county residents	Low	Family Education and Support Services received \$120,000.00 for the Resilience Center Acquisition as part of the 2018 CDGB process.
8	Senior Services for South Sound	Home Share Program	<ul> <li>Home Share Program staff will field all program inquiries, process new applications including background checks and reference calls, conduct entrance interviews, in-person meetings and home visits, and do matchmaking work to bring together a compatible duo for a Home Share living arrangement. Further, Home Share Program staff will work diligently on marketing and outreach efforts to ensure that the Home Share Program continues to be a trusted resource in the community.</li> <li>After initial placements occur, the Program Manager remains in touch with both the home provider and home seeker to ensure that the parties are managing well. The Home Share Program will remain available to mediate any challenges, and if needed, intervene to protect the participants from continued negative experiences. A fundamental goal of the program is to ensure the safety of seniors, so great lengths are taken to do so.</li> </ul>	\$23,000.00	Services	Organization is not located in Tumwater and will serve all county residents	Low	Senior Services for South Sound received \$16,047.65 for the HomeShare program as part of the 2021 CDGB process.
9	Thurston County Food Bank	TCFB Home Delivery and Other Bank	The proposed program will enable TCFB to work with community partners and enhance TCFB services, focusing primarily on vulnerable populations, including seniors and individuals with disabilities. Enhancing the TCFB home delivery service ensures that seniors and individuals facing mobility issues can still benefit from the services provided by TCFB. The TCFB program provides a "wellness system" for individuals, which is often the only outside connection they have. The TCFB program ensures a layer of safety and security and fosters a sense of trust and familiarity. Many seniors receive support from volunteers, staff, or community partners they are already familiar with, creating trust and continuity of care. Furthermore, seniors often have unique dietary needs and preferences due to health and age-related factors. The TCFB home delivery tailors food packages to meet the specific needs of seniors, including options that are easier to prepare or better suited to their nutritional requirements. The program offers both a tailored approach and also ensures convenience and comfort for seniors who may find it challenging to navigate transportation or a visit to a satellite location	\$100,000.00	Services	Organization is located in Tumwater and will only serve Tumwater residents	Low. All audit findings have been resolved.	The Thurston County Food Bank did not received funding as part of the 2015, 2018, or 2021 CDGB process.
10	TOGETHER!	Tumwater Community Schools	By aligning school and community partners' resources and expertise, every child can access academic, developmental, health and social supports to graduate on time. In partnership with Tumwater School District, TOGETHER! has operated the Tumwater Community Schools program for ten years and plans to continue the evidence-based Community Schools (CS) model to close the opportunity gap for students experiencing poverty and homelessness (or other significant barriers). TOGETHER! plans to employ five Community Schools Managers (CSMs) serving eight schools: Tumwater, Cascadia, & Black Hills High; Tumwater Middle; and Peter G. Schmidt, Michael T. Simmons, East Olympia, & Tumwater Hill Elementary Schools.	\$100,000.00	Services	Organization is located in Tumwater and will only serve Tumwater residents	Low	Together! received \$100,000.00 for Tumwater Community Schools as part of the 2021 CDGB process. Together! received \$92,6993.00 for Tumwater Community Schools as part of the 2018 CDGB process.

#	Organization	Program/Project	Program/Project Description	Funding Request	Type of Program/ Project	Benefit to Residents of Tumwater	Risk Rating	Previously Received Funding
			Total Public Services Funding Requests	\$339,238.40				
			Potential Available from HUD	\$180,000.00				