



2018 Community Development Block Grant (CDBG)

AGENCY APPLICATION

Application **Due**: Friday, March 17, 2017 at 5:00pm



Applicant Information:

➤ **Agency Name:** Catholic Charities of Spokane (CCS)

➤ **Application Contact/Name:** Monique Kolonko

➤ **Email:** mkolonko@ccspokane.org

➤ **Phone (include area code):** (509) 459-6187

➤ **Describe how this proposal aligns with the above Mission Statement:**

O'Malley Apartments house and support low-income, vulnerable community members ages 62+ and/or disabled. All tenants pay rent on a sliding scale. This funding will replace drafty, old, original windows, and help CCS provide low-income apartments with dignity for our residents.

➤ **Describe the role of your organizations Board/Governing Body:**

Our 21-person board oversees operations and contributes time, expertise, and money.

➤ **TIN/EIN #:** 91-0569880

DUNS #: 167375500

➤ **SAM Registration (please attach a screenshot):** ☒ Yes ☐ No

Expiration Date: 09/26/2017
mm/dd/yyyy

➤ **Experience managing public funds/grants:** ☒ Yes ☐ No

Explain:

CCS has extensive experience managing public funds and grants and is committed to good stewardship and accountability. CCS meets the standards of charitable accountability of the Better Business Bureau's Philanthropic Advisory Service (2005-2014). CCS continually attains the highest 4-star rating for sound fiscal management by Charity Navigator. CCS adheres to all accreditation and industry-appropriate standards.

➤ **Policies and procedures for the following (please attach copies of all identified P&P's):**

☒ Yes ☐ No – Procurement

☒ Yes ☐ No – Drug Free Workplace

☒ Yes ☐ No – Conflict of Interest

☒ Yes ☐ No – Financial Management

☒ Yes ☐ No – Property/Equipment Management and Disposition

☒ Yes ☐ No – Record Retention

☒ Yes ☐ No – Equal/Civil Rights

➤ **Organization/agency expended >\$750,000.00 in federal grants funds over the past 12 months:** ☒ Yes ☐ No

➤ **Has your organization/agency had an audit in the past 12 months:** ☒ Yes ☐ No – Findings? ☐ Yes ☒ No

- Does your agency have a system for tracking employee time and effort distributions specifically by cost objective/activity: ☒ Yes ☐ No
- Has your agency been awarded other grants, loans, or other types of financial assistance during the past 12 months: ☒ Yes ☐ No

Project Scope (work to be performed):

- **Project Name:** Windows at The O'Malley Low-Income Apartments
- **Project Location(s):** 707 E Mission Ave, Spokane, WA 99202
- **Who holds the title for this property:** CCS dba The O'Malley Apartments
- **What actions have been taken to secure site control:**
The O'Malley Apartments own the property.
- **Requested Amount (\$):** \$ 144,004.64

Scope of Work to be Performed:

For many years, CCS has been working to replace old, inefficient, original windows at The O'Malley Apartments. There are 39 more units in need of window replacement, all more than 50 years old. In addition, the Community Center and the Lobby have inefficient, original windows and glass doors. The requested funding will allow us to finally complete this project to replace all of the remaining old windows and glass doors in the entire building.

Consolidated Plan (local) Needs and Goals:

- ☒ **1.) Safe Affordable Housing Choice**
 - ☒ *Preserve and expand quality, safe, affordable housing choices*
- ☐ **2.) Need to reduce homelessness and provide for basic needs**
 - ☐ *Prevent and reduce homelessness*
 - ☐ *Provide opportunities to improve quality of life*
- ☐ **3.) Need for Community Development, Infrastructure and Economic Opportunities**
 - ☐ *Support vibrant neighborhoods*
 - ☐ *Expand economic opportunities*

Neighborhood Funding Priorities:

Please identify which of the neighborhood funding priorities are addressed through this proposal.

- ☒ **Improved Quality of Life**
- ☒ **Public Safety**
- ☐ **Job Creation**
- ☒ **Safe and Decent Housing**
- ☐ **Community Centers**
- ☐ **Equal Access**
- ☒ **Senior Programs**
- ☐ **Community Pride**

Briefly describe how this proposal will achieve the above listed neighborhood priorities:

Replacing the original inefficient windows with new insulated windows will keep our residents' apartments and building more habitable and improve the quality of life for residents. This will also save CCS on utilities expenses, which can instead be spent on other improvements to the property and improve every tenant's quality of life.

To keep residents safe the building limits access to residents or those with keys. To keep a high-quality living environment, we meet or exceed Spokane Housing Authority and HUD standards. Many of our residents when they move in tell us its the nicest place they've ever lived. And when we make decisions about the building, we always ask "Would I want my mom to live here?"

We provide senior programs by staffing a full-time social service coordinator to plan social, nutritional, and educational events.

Community Development Block Grant: National Objective and Eligible Activity

Matrix Code	Activity	National Objective				
		LMA	LMC	LMH	LMJ	SBS
01	Acquisition of Real Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03A	Senior Centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03B	Handicapped Centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03C	Homeless Facilities (not operating costs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03D	Youth Centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03E	Neighborhood Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03F	Parks, Recreational Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03I	Flood Drainage Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03J	Water/Sewer Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03K	Street Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03L	Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03M	Child Care Centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03P	Health Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03Q	Facilities for Abused and Neglected Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03S	Facilities for AIDS Patients (not operating costs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Other Public Facilities and Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Clearance and Demolition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14A	Rehab: Single-Unit Residential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14B	Rehab: Multi-Unit Residential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

National Objective Key: Low and Moderate Income Area Benefit (**LMA**): 24 CFR 570.208(a)(1), Low and Moderate Income Limited Clientele (**LMC**): 24 CFR 570.208(a)(2), Low and Moderate Income Housing (**LMH**): 24 CFR 570.208(a)(3), Low and Moderate Income Job Creation or Retention (**LMJ**): 24 CFR 570.208(a)(4), Slum and Blight Spot (**SBS**): 24 CFR 570.208(b)(2)

HUD (federal) Goal Outcome Indicators:

Goal Outcome Indicator	Unit of Measure	Total
Public Facility or Infrastructure Activities other than Low/Mod Income Housing Benefit	# of Persons Assisted	
Public Facility or Infrastructure Activities for Low/Mod Income Housing Benefit	# of Households Assisted	
Rental Units Rehabilitated	# of Household Housing Units	39
Homeowner Housing Rehabilitated	# of Household Housing Units	
Homeless Person Overnight Shelter	# of Persons Assisted	
Overnight/Emergency Shelter/Transitional Housing Beds Added	# of Beds	
Jobs Created/Retained	# of Jobs	
Housing for Homeless Added	# of Household Housing Units	
Housing for People with HIV/AIDS Added	# of Household Housing Units	
Buildings Demolished	# of Buildings	

- **Describe the method that will be used to track (*unduplicated*) project performance based on the appropriate unit of measure identified above:**

We track unduplicated residents at O'Malley through Yardi, the property management software. During the funding period, we will track project performance based on the number of households in units that we are able to replace windows and on the number of rental units we are able to rehabilitate.

Project Timeline:

- **Anticipated Completion Date (*attach copy of project timeline*):**

June 30, 2019

- **Identify lead staff person(s) and their experience managing a project of this scope:**

This project will be overseen by Rich Roberts, Regional Maintenance Manager for Catholic Housing Communities. Rich has been in this position for 10 years and is very experienced in projects similar to and larger than this one, and even oversaw prior windows replacement projects on other units.

Project Budget Narrative:

- **How was the project budget developed? Identify individuals (by title) involved in the budget development:**

Rich Roberts, Regional Manager for Catholic Housing Communities, and Monique Kolonko, Executive Vice President of Stabilization Services and Housing worked with Marlin Windows, Inc. to develop the budget.

- **What contingencies have been built into this budget:**

The project manager has included 3% contingencies for price increases. Based on the straightforwardness of the project, and based on the budget versus actual reports of our past windows replacement projects, that contingency is sufficient for this project.

- **Identify other funding sources that will be used as leverage to support this project:**

We have already paid for and replaced the windows in 60 of the units in the building. The requested funding will complete the window replacement in the rest of the building. In addition, our Regional Maintenance Manager will leverage his existing hours to oversee this project.

➤ **What arrangements have been made to sustain/maintain this project once complete:**

CCS views our housing programs as an investment in our community and maintaining them is important to our work. CCS will maintain the building and the windows appropriately. Because this is a one-time capital expense, there are no additional expenses necessary to sustain the project once complete.

➤ **What arrangements have been made to address costs that exceed the proposed budget:**

The O'Malley Apartments operating budget will pay for overages.

➤ **Funds are awarded on a reimbursement basis, how will this proposal address potential delays in the reimbursement process:**

The O'Malley Apartments will pay for the project out of operating funds or we will leverage a loan from Catholic Housing Services of Eastern Washington (CHSEW) and will be able to manage potential delays for reimbursement.

➤ **Describe your agency's financial plan if this application is funded in part, or not at all:**

If this application is funded in part, we will scale the project down according to the amount that we are awarded.

Each of the 39 units costs us \$2,949.32 to replace all 5 of the windows in each unit.

- The 1st floor has 3 units with old windows, which will cost us a total of \$8,847.97 to replace.
- The 2nd floor has 17 units with old windows, which will cost us a total of \$50,138.44 to replace.
- The 3rd floor has 19 units with old windows, which will cost us a total of \$56,037.08 to replace.
- The Community Center has old windows, which will cost us a total of \$8,034.35 to replace.
- The Lobby and other common areas have old windows and 3 old door systems, which will cost us a total of \$20,946.80 to replace.

If we are not funded at all, we will not be able to complete this project next year.

Line Item Budget:

Project Activity	CDBG Funds (request)	Matching Funds/Leverage	Total
Capital Improvements	\$ 144,004.64		\$ 144,004.64
Public Facilities			\$ 0.00
Demolition			\$ 0.00
Total Project Activity	\$ 144,004.64	\$ 0.00	\$ 144,004.64

Project Delivery	CDBG Funds (request)	Matching Funds/Leverage	Total
Salaries			
Staff A			\$ 0.00
Staff B			\$ 0.00
Staff C			\$ 0.00
Other:			\$ 0.00
Total Project Delivery	\$ 0.00	\$ 0.00	\$ 0.00

*Professional Services	CDBG Funds (request)	Matching Funds/Leverage	Total
Architectural			\$ 0.00
Engineering			\$ 0.00
Legal			\$ 0.00
Accounting			\$ 0.00
Construction Management			\$ 0.00
Other:			\$ 0.00
Total Professional Services	\$ 0.00	\$ 0.00	\$ 0.00
Total Project Budget (Project Activity + Project Delivery + Professional Services)	\$ 144,004.64	\$ 0.00	\$ 144,004.64

**Professional services are subject to federal procurement standards 2 CFR 200 (Subpart D)*

Required Attachments:

- ☐ Project Budget
- ☐ Project Timeline
- ☐ Organization Policies and Procedures
- ☐ Current Board of Directors listing (include affiliations with other agencies or organizations)
- ☐ Copy of most recent organization audit
- ☐ Copy of most recently approved (Board) agency budget
- ☐ Organization Chart
- ☐ Articles of Incorporation/Bylaws
- ☐ IRS Tax Exemption Determination Letter
- ☐ Washington Secretary of State letter certifying charitable organization status
- ☐ Federal Tax Form 990
- ☐ Conflict of Interest Certification
- ☐ Copy of lease agreement (if applicable), or plan to obtain site control