



# 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 (Catholic Charities Spokane or CCS)

➤ **Application Contact/Name:** Deitra Miller

➤ **Email:** dmiller@ccspokane.org

➤ **Phone (include area code):** (509) 232-1111

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

St. Anne's Children's and Family Center houses two programs, one of which is CAPA (Childbirth & Parenting Assistance), serving at-risk, low-income parents of young children in the community. This proposal requests 50% of the required funding to replace the entire roof on the building. +

➤ **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

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

*mm/dd/yyyy*

### Explain:

CCS has been managing public funds and grants for decades 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:** New Roof at St. Anne's Children and Family Center
- **Project Location(s):** 25 W. 5th Ave, Spokane, WA 99202
- **Who holds the title for this property:** CCS
- **What actions have been taken to secure site control:**  
CCS already has site control.
- **Requested Amount (\$):** \$ 58,774.43

**Scope of Work to be Performed:**

The entire roof at St. Anne's Children and Family Center is in disrepair and in need of replacement. The roof is leaking in multiple areas and causing damage to the interior, costing more long-term to continually fix than it is to replace. The roof will be replaced with a new 20-year roof and membrane wall, curb, and pipe flashings. CCS will pay for 50% of the project. CCS is requesting the remaining funds so that we can complete the project.

**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:**

There are multiple leaks in the roof. This impacts our ability to provide our full range of services in the building. By replacing the roof, St. Anne's Children and Family Center can continue to house CAPA (Childbirth & Parenting Assistance), which provides critical support and resources to low-income, at-risk parents of children ages 0-5. Although CAPA is open to anyone with young children (even expectant mothers), CAPA targets at-risk mothers and children to intervene and help them make positive life choices.

CAPA provides counseling, mentorships, job training, free diapers, children's clothing, parenting classes, and social support groups - all of which improve the quality of life for parents and their children. By replacing the roof, we are able to continue these important programs uninterrupted.

**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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03B	Handicapped Centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03C	Homeless Facilities (not operating costs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03D	Youth Centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03E	Neighborhood Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03F	Parks, Recreational Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03S	Facilities for AIDS Patients (not operating costs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Other Public Facilities and Improvements	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14B	Rehab: Multi-Unit Residential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	5,900
Public Facility or Infrastructure Activities for Low/Mod Income Housing Benefit	# of Households Assisted	
Rental Units Rehabilitated	# of Household Housing Units	
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 clients through intake forms. We maintain our client list in an Access database for CAPA and Procure database for St. Anne's and we de-duplicate the list to ensure our clients aren't counted twice.

**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:**

The project lead is Gene DiRe, Executive Vice President for Advocacy Services & Programs, and has extensive experience overseeing large construction projects, including the entire construction of the St. Anne's building.

**Project Budget Narrative:**

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

The Director of St. Anne's worked with the Service Maintenance & Contract Manager at Icon Corporation to develop a bid that we could proceed with in stages. The Manager at Icon Corporation has been servicing the roof for the past 12 years.

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

We have created a budget that includes 3% contingencies for price increases, 5% contingencies for incidentals, \$4,000 for project oversight, and is priced out for completing the project in phases in the event that we do not receive 100% of our requested award. The requested funding will cover 50% of the project.

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

CCS will pay for 50% of the cost of the re-roofing project. The requested funding will pay the other 50% of the project. The requested amount will be used with CCS funding to complete the project.

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

CCS provides regular and ongoing building maintenance. Once this project is complete, CCS will continue to maintain the building and the roof. There are no additional maintenance expenses necessary.

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

CCS will pay for costs that exceed the proposed budget.

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

CCS is prepared to expend the funding for the proposed project until CDBG funding can be awarded and is prepared for potential delays in the reimbursement process.

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

This is an important project for CCS. We are including both the CDBG request amount as well as the full cost of each section (CCS will pay for 50% of each section). We have divided the project into sections so that we can complete as much as we receive CDBG funding for:

\$16,679.24 CDBG funds needed for Section A (northwest section) (actual cost is \$33,358.48).

\$13,443.39 CDBG funds needed for Section B (southwest section) (actual cost is \$26,886.78).

\$9,325.04 CDBG funds needed for Section C (southeast section) (actual cost is \$18,650.08).

\$19,326.75 CDBG funds needed Section D (northeast section - main entrance) (actual cost is \$38,653.50).

If the application is funded in part, CCS will be able to complete the project in sections. If the application isn't funded, we will have to wait to proceed with this project.

**Line Item Budget:**

<b>Project Activity</b>	<b>CDBG Funds (request)</b>	<b>Matching Funds/Leverage</b>	<b>Total</b>
Capital Improvements	\$ 56,774.43	\$ 56,774.43	\$ 113,548.86
Public Facilities			\$ 0.00
Demolition			\$ 0.00
<b>Total Project Activity</b>	<b>\$ 56,774.43</b>	<b>\$ 56,774.43</b>	<b>\$ 113,548.86</b>

<b>Project Delivery</b>	<b>CDBG Funds (request)</b>	<b>Matching Funds/Leverage</b>	<b>Total</b>
Salaries			
<i>Staff A</i>	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
<i>Staff B</i>			\$ 0.00
<i>Staff C</i>			\$ 0.00
Other:			\$ 0.00
<b>Total Project Delivery</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 4,000.00</b>

<b>*Professional Services</b>	<b>CDBG Funds (request)</b>	<b>Matching Funds/Leverage</b>	<b>Total</b>
Architectural			\$ 0.00
Engineering			\$ 0.00
Legal			\$ 0.00
Accounting			\$ 0.00
Construction Management			\$ 0.00
Other:			\$ 0.00
<b>Total Professional Services</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Project Budget</b> (Project Activity + Project Delivery + Professional Services)	<b>\$ 58,774.43</b>	<b>\$ 58,774.43</b>	<b>\$ 117,548.86</b>

*\*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