



## 2018 Community Development Block Grant (CDBG)

### AGENCY APPLICATION

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



#### Applicant Information:

- **Agency Name:** Excelsior Youth Center
- **Application Contact/Name:** Scott Davis COO
- **Email:** scottd@4eyc.org
- **Phone:** 509-328-7041
- **Mission Statement:** Connecting Youth to Their Futures
- **Describe how this proposal aligns with the above Mission Statement:** . Excelsior has over 35 years of experience providing intensive and sub-acute child and adolescent behavioral health residential services. We provide intensive inpatient substance use (ASAM 3.5- co-occurring enhanced) and the State's most intensive level of care for child welfare. Many served in residential services have a history of chronic and significant traumatizing injuries (Adverse Childhood Experiences- ACE's). We provide holistic trauma-informed care.
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- This proposal will have a significant impact on residents with an improved atmosphere that will aid in connecting youth to their future. This proposal will aid our agency with guiding our population during elopement to areas that staff are able to engage and de-escalate during traumatic episodes. This fence will prevent elopement onto personal properties and improve the aesthetics for our neighbors and community.
- **Describe the role of your organizations Board/Governing Body:** The Board of Directors acts as an advisory board reviewing financials, policy & procedures, and budget development and approval.
- **TIN/EIN #:** 91-1189908 **DUNS #:** 067686899
- **SAM Registration (please attach a screenshot):** ☒ Yes ☐ No **Expiration Date:** 2 / 27 / 2018
- **Experience managing public funds/grants:** ☒ Yes ☐ No

*Explain:* Excelsior Youth Center has a long history of managing a variety of grants, successfully. Excelsior contracts with County and State entities that require management of public funds.

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

- ☒ Yes ☐ No – Procurement (See Policy 13.3, 13.4, 14.6, 14.29)
- ☒ Yes ☐ No – Drug Free Workplace (See Personnel Policy page 26)
- ☒ Yes ☐ No – Conflict of Interest (See Policy 12.4 & Personnel Policy Pg. 22)
- ☒ Yes ☐ No – Financial Management (See Policy 13.3)
- ☒ Yes ☐ No – Property/Equipment Management and Disposition (See Policy 13.4, 14.6, 14.29)
- ☒ Yes ☐ No – Record Retention (See Policy 6.4 & 13.3 – Pg. 3 of 9)
- ☒ Yes ☐ No – Equal/Civil Rights ( See Policy 7.1, 7.3, 7.16, & Personnel Policy Pg. 11)

- **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:** Excelsior's Neighborhood Response Program
- **Project Location(s):** 3754 West Indian Trail Rd. Spokane WA 99028
- **Who holds the title for this property:** Excelsior Youth Center
- **What actions have been taken to secure site control:** Excelsior Currently has control of site.
- \_\_\_\_\_
- \_\_\_\_\_
- **Requested Amount (\$):** 79,550.00

**Scope of Work to be Performed:** Excelsior will repair and install fencing along the perimeter of our 34 acres campus, which will aid in security from eloped residents as well improve the aesthetic view of the agency for our neighbors and community.

**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 has been significant neighborhood input on the desire to secure areas of the parameter to aid in the redirection of staff and residents hiking beyond the property boundaries and concerns regarding eloped residents. Various neighbors have given input on the desire to secure areas, remove potential fire hazards, and improve the overall aesthetics of Excelsior.

**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"/>
03B	Handicapped Centers		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03C	Homeless Facilities (not operating costs)		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03D	Youth Centers		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03E	Neighborhood Facilities	<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"/>
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 checked="" 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"/>
03P	Health Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03Q	Facilities for Abused and Neglected Children		<input checked="" 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"/>
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"/>
14B	Rehab: Multi-Unit Residential			<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	#1550
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:** Excelsior's Quality Improvement Group will evaluate special incident reports and measure redirection or prevention from elopement due to this capital improvement project. Quality Improvement Coordinator will utilize historical data to evaluate project impact with post capital improvement data. Neighborhood surveys for feedback on the # of households assisted with these improvements would be another unit of measure in order to evaluate the neighborhood improvement relating to quality of life.

**Project Timeline:**

- **Anticipate Completion Date (attach copy of project timeline):** \_completion date will be two months after award notification\_
- **Identify lead staff person(s) and their experience managing a project of this scope:** \_Scott Davis Chief Operating Officer (COO) and Eric Kurtzbein Plant Director have years of experience managing various capital improvement projects. They have worked on significant grants with State, local, and private funding institutions.

**Project Budget Narrative:**

- **How was the project budget developed? Identify individuals (by title) involved in the budget development:** \_Paul Schmidt estimator for Washington Fence gave estimates for this project. Scott Davis COO and Kim Pieroni VP of Finance developed the budget for this project.
- **What contingencies have been built into this budget:** \_10% has been built into the budget for project contingencies. This project can be completed in stages if contingencies are required outside of awarded funding. Excelsior will continue to work to save reserves should additional funding be needed for critical aspects of project completion.
- **Identify other funding sources that will be used as leverage to support this project:** \_Excelsior plans on leveraging staff salaries for the management of this project. Community resources will be utilized to assist in the clearing out of the area to avoid fire setting. Excelsior will continue to seek fundraising activities to support capital budgets.
- **What arrangements have been made to sustain/maintain this project once complete:** \_Excelsior will have a line item on its annual budget for maintenance and repair after this project is completed.

- **What arrangements have been made to address costs that exceed the proposed budget:** Costs that exceed the budget will be addressed through administrative review. This project can be broken down in phases, which allows for the ability to complete the amount of work funded.
- **Funds are awarded on a reimbursement basis, how will this proposal address potential delays in the reimbursement process:** Excelsior will plan on having the work performed after an award amount is received. Excelsior has the ability to utilize a line of credit to cover cost while waiting for any potential delays in reimbursements.
- **Describe your agencies financial plan if this application is funded in part, or not at all:** Excelsior financial plan is to perform that amount of work that is funded by CDBG. This project can be broken down into phases, giving the ability to complete the work funded. Excelsior's long term plan is to have these projects completed and will work with budgets and reserves to meet these goals if the application is funded in part or not at all. Excelsior will continue to work to identify other funding sources and continue fundraising efforts.

➤ **Line Item Budget:**

<b>Project Activity</b>	<b>CDBG Funds (request)</b>	<b>Matching Funds/Leverage</b>	<b>Total</b>
Capital Improvements	\$72,500.00	\$ .00	\$72,500.00
Public Facilities	\$ .00	\$ .00	\$ .00
Demolition	\$ .00	\$ .00	\$ .00
<b>Total Project Activity</b>	\$ .00	\$ .00	\$ .00

<b>Project Delivery</b>	<b>CDBG Funds (request)</b>	<b>Matching Funds/Leverage</b>	<b>Total</b>
Salaries	\$ .00	\$ .00	\$ .00
Staff A	\$ .00	\$ .00	\$ .00
Staff B	\$ .00	\$ .00	\$ .00
Staff C	\$ .00	\$ .00	\$ .00
Other:	\$ .00	\$ .00	\$ .00
<b>Total Project Delivery</b>	\$ .00	\$ .00	\$ .00

<b>*Professional Services</b>	<b>CDBG Funds (request)</b>	<b>Matching Funds/Leverage</b>	<b>Total</b>
Architectural	\$ .00	\$ .00	\$ .00
Engineering	\$ .00	\$ .00	\$ .00
Legal	\$ .00	\$ .00	\$ .00
Accounting	\$ .00	\$ .00	\$ .00
Construction Management	\$ .00	\$7,250.00	\$7,250.00
Other:	\$ .00	\$ .00	\$ .00
<b>Total Professional Services</b>	\$ .00	\$ .00	\$ .00

<b>Total Project Budget</b> (Project Activity + Project Delivery + Professional Services)	\$72,500.00	\$7,250.00	\$79,550.00
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*\*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