



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:** We serve a diverse group of youth (age 10-24) with a range of presenting difficulties, which compromise their abilities to live happy, healthy lives. One unifying factor in a majority of their lives is the experience of some form of trauma during critical developmental periods.
- This experience of being injured may include physical and sexual abuse, prenatal exposure to harmful toxins, witnessing domestic or gang related violence, loss of a loved one, among others. Needless to say, the impact of such trauma is profound and inextricably linked to their current emotional and behavior difficulties. Despite these challenges, we have witnessed a distinct capacity for healing, resilience, and growth, which is attested to in our vision statement and confirmed in our experiences. We believe that everyone has the potential to be safer, stronger, and more satisfied in the lives they lead.
- Lengths of stay in our residential services range from brief stabilization and assessment to long-term sub-acute psychiatric residential care. This proposal aims to improve the quality of life for residents who are Abused and Neglected Children. Repairing these damaged/Leaking roofs will improve the quality of life of residents by providing a well maintained and comfortable setting. Residents that have a well maintained building aids in engagement, comfort, trust, and ability to successfully complete.
- **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 managing 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:** Abused and Neglected Children Quality of Life Improvement Project
- **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 (\$):** 217,500.00

Scope of Work to be Performed: _ A leaking roof does not promote a sense of safety. Replace three of 10 roofs needing replacement. The three roofs requested protect the living environment of our child welfare program, which exclusively serves abused and neglected children with no other placement option. Due to the placement crisis, abused and neglected children are being housed in hotels in our 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: Excelsior Youth Center was built over 60 years ago. Since then significant repairs have been needed to improve the quality of life for child welfare residents. Leaking roofs have been a significant need for improvement for several years and as a nonprofit capital improvement grants are very limited. This proposal will aid in the quality of life of the residents that are housed at Excelsior.

This will also provide a better sense of safety and security for abused and neglected children. Many of these children come from environments that are unsafe and a not well maintained. Excelsior is committed to provide a clean safe living environment that promotes the sense of having a safe home. It is unacceptable and potentially re-traumatizing to house victims of abuse and neglect in an environment that has ANY symbol that challenges their perception of safety and security.

Excelsior and many community members acknowledge many needs of marginalized state dependent children are left unmet. The state and federal government struggle to provide adequate resources to meet the needs of many entitlement groups including abused and neglected children. These children are our community's children and we are eager to share in the community pride of responding to the needs of this vulnerable population.

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 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	200
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:** The most relevant method of project performance is the unit of measure of # of persons assisted. Excelsior records the number of residents served during intake and discharge. Excelsior also conducts resident surveys which will have indicators for improvement of quality of life as well as how comfortable they feel at the facility.

Project Timeline:

- **Anticipate Completion Date** (*attach copy of project timeline*): the project timeline is up to 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. Jason Ramey with Ramey construction has worked with Excelsior on other significant capital improvement projects.

Project Budget Narrative:

- **How was the project budget developed? Identify individuals (by title) involved in the budget development:** Jason Ramey (Ramey Construction) provided estimates on the capital improvement. Scott Davis COO and Kim Pieroni VP of Finance developed the budget for this proposal.
- **What contingencies have been built into this budget:** Excelsior has built in 10% contingency for this project. Excelsior has the ability to complete as much work as is funded for this project. Excelsior will continue to work to save reserves should additional funding be needed for critical aspects of the project completion.
- **Identify other funding sources that will be used as leverage to support this project:** Excelsior plans on utilizing staff support, grants and agency reserves as leverage to see the total project to completion. _
- **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:** Excelsior can budget reserves and continue to have fund raising efforts to realize total project completion.
- **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. 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 continues to identify funding sources and fund raising opportunities.

Line Item Budget:

Project Activity	CDBG Funds (request)	Matching Funds/Leverage	Total
Capital Improvements	\$204,450.00	\$465,300.00	\$669,750.00
Public Facilities	\$.00	\$.00	\$.00
Demolition	\$.00	\$.00	\$.00
Total Project Activity	\$.00	\$.00	\$669,750.00

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

*Professional Services	CDBG Funds (request)	Matching Funds/Leverage	Total
Architectural	\$.00	\$.00	\$.00
Engineering	\$.00	\$.00	\$.00
Legal	\$.00	\$.00	\$.00
Accounting	\$.00	\$.00	\$.00
Construction Management	\$13,050.00	\$29,700.00	\$42,750.00
Other:	\$.00	\$.00	\$.00
Total Professional Services	\$.00	\$.00	\$.00

Total Project Budget (Project Activity + Project Delivery + Professional Services)	\$217,500.00	\$495,000.00	\$712,500.00
--	--------------	--------------	--------------

**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