



2018 Community Development Block Grant (CDBG)

AGENCY APPLICATION

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



Applicant Information:

- **Agency Name:** Sinto Senior Activity Center (SSAC)
- **Application Contact/Name:** Calvin B. Coblentz
- **Email:** calc@sintocenter.com
- **Phone:** 509-327-2861 / 907-347-1708 (cell)
- **Describe how this proposal aligns with the above Mission Statement:** Sinto's Mission: "Sinto improves senior health and prolongs an independent lifestyle by providing activities for the body and mind, social connection, and great low cost nutrition." This proposal involves property development to increase access to our facility and to our activity transportation. It is phase two of a construction that began in 2017 to build a new 30' x 50' addition onto our center to house our vehicles and provide needed storage. Phase two will finish that project by adding an accessible entrance to the center from the back lot where the new addition is located.
- **Describe the role of your organizations Board/Governing Body:** The board has been the driving force in establishing long range vision that resulted in recent property acquisition in order to secure room for future growth. Part of this foresight has involved determining phases of future facility expansion that will enable Sinto to increase program capacity to match the coming increase in senior population. They established the Parking Structure and Rear Facility Entrance as the priority phases of construction and have compared various construction options before settling for a version that will afford function and economy.
- **TIN/EIN #:** 91-0685298 **DUNS #:** 96-462-6654
- **SAM Registration** (*please attach a screenshot*): ☒ Yes ☐ No **Expiration Date:** 11/15/2017
- **Experience managing public funds/grants:** ☒ Yes ☐ No

Explain: SSAC has been in partnership with the City of Spokane Parks and Recreation Department since 1969. Since that time the city of Spokane has supported Sinto's mission in various financial ways, staffing, general operational annual contracts, and capital projects. Spokane Parks and Rec currently include SSAC within their annual budget and provide direct funding to our mission. That contract is managed by SSAC's Executive Director and renewed annually. Additionally, SSAC has received many federal, state, and local grants for capital projects, building maintenance, facility remodeling and new construction. Most recently SSAC was awarded \$110,000 from the 2017 CDBG grant cycle through the West Central Neighborhood Council and the City's general CDBG distribution. Those funds along with SSAC's own leveraged funds allowed the project to begin. This 2018 cycle request will allow us to continue the project.

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:** Accessible Facility Entrance
- **Project Location(s):** 1124 W. Sinto Ave., Spokane, WA 99201
- **Who holds the title for this property:** Sinto Senior Activity Center
- **What actions have been taken to secure site control:** The project is located within the boundaries of our senior center campus.
- **Requested Amount (\$):** 50,000

Scope of Work to be Performed:

Background: To proactively meet the needs from the expected doubling of the senior citizen population, Sinto Senior Activity Center has begun an aggressive expansion program. As the existing facility is already at capacity during peak hours, in July 2015 Sinto purchased an adjacent property and house in the West Central neighborhood of Spokane. The house is rented and is providing a new revenue stream for Sinto until the space is needed for programs and/or parking. Improvement to the grounds have been made through partnership with Comcast and construction of a 1,500 square foot addition to our center is underway with funding from the 2017 CDBG, INWCF, and SSAC fundraising. **The original fundraising budget was insufficient to cover the acquired bid to complete the entire project that was planned. Therefore the 2017 scope of work was reduced to the match the funds available. The exterior construction portions of the scope of work that were removed from last year's funding cycle are being resubmitted for this current funding cycle.**

Scope of Work: Construct an accessible entrance on the west side of the center. This includes cutting in and installing an exterior doorway, constructing a concrete landing, concrete ADA ramp, and required steel railings. Install concrete sidewalk along the south side of the building addition that connects the ADA ramp to the concrete driveway and parking area. Extend the south roofline on the addition eight feet to provide an all-weather cover over the landing, ramp and sidewalk. This new entrance allows program participants to load and unload from the buses to and from the center without exposure to inclement weather. Additional exterior lighting and surveillance equipment will also be added to those areas.

Sinto has leveraged \$188,356 of its own funds toward the overall expansion project and has received an additional \$120,000 in grant funding from CDBG and the Inland Northwest Community Foundation.

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:

This overall expansion and improvement project is a continuance of the rich history that the SSAC community center has with Spokane neighborhoods. SSAC has taken a piece of real estate that was a deteriorated negative for the community and has converted it into a pleasant and enjoyable space that our community can be proud of. These expansion improvements make the senior programs that SSAC provides more accessible for more at risk senior population. Since parking is often insufficient in our parking lot, the new entrance allows those parking along the streets direct access to the center from the west side without having to walk around the block to the front entrance. This is a much safer option for our seniors. Moving the buses to the new parking structure and paving a portion of that new lot removes more vehicles from our main lot and allows the addition of 5 new parking spots in our main lot.

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"/>
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 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 type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03Q	Facilities for Abused and Neglected Children		<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"/>
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	800-1000
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: This project impacts limited clientele (specifically the elderly and those needing handicap access) within the Low/Moderate income area of West Central Neighborhood. Sinto can quantify the precise increase of safe parking for seniors on our grounds as a result of this project and the relocating of our buses from our parking lot to the new parking structure. At completion, SSAC will double its handicap parking stalls from 2 to 4. There will also be an increase of non-handicap stalls from 34 to 37. Together this will add 5 new parking stalls in our main parking lot. Additionally, the improvements to the newly acquired property will allow staff and volunteers to park there, freeing additional stalls within our main parking lot. Sinto will track the total numbers of increased cars within our lot that would have otherwise been parked on the streets. Seniors have safer entrance to the center from Sinto's parking lot in comparison to street parking where we have no control over maintenance and surface conditions. Additionally, those who must park in the streets or the west side overflow parking areas will have a shorter accessible approach to the west side of the center through the new entrance.

➤ Project Timeline:

- **Anticipate Completion Date** (*attach copy of project timeline*): December 2018

Identify lead staff person(s) and their experience managing a project of this scope: Calvin B. Coblentz, Executive Director of SSAC, has provided oversight for 5 CDBG funded projects at SSAC and was project manager for 1.3 million dollar renovation project for a nonprofit in Alaska.

➤ Project Budget Narrative:

How was the project budget developed? Identify individuals (by title) involved in the budget development: The scope of work was established in simplicity but to be congruent with future building expansion ideas so that no effort or money was wasted as future phases were added. The parking structure was the largest part of this budget; therefore the type of structure was first determined through the securing of bids for two different construction methods. We chose the least expensive and yet practical construction method (pole structure with metal siding and roof). Then the rest of the budget was completed around that decision. Those involved included the Executive Director and entire Board of Managers.

What contingencies have been built into this budget: The budget was developed through initial bids and cost estimates. The construction portion of the budget has some excess built into it for increases in materials etc.

- **Identify other funding sources that will be used as leverage to support this project:** As already mentioned, SSAC has leveraged almost \$200K of its own funding for this overall project. Comcast and Inland Northwest Community Foundation have provided funds for the project. SSAC has another fundraising dinner/auction scheduled for July 2017, which expects to raise about \$10,000. Additionally, rental revenue resulting from the property purchase can be diverted to the project.

What arrangements have been made to sustain/maintain this project once complete: When completed, this project will increase the square footage of our facility by 20%. Given our current facility maintenance budget for 2016, the increased square footage will increase our maintenance budget by approximately \$1,200 per year. We have enough annual net revenue to cover these increases without further fundraising.

What arrangements have been made to address costs that exceed the proposed budget: We are requesting grants from several agencies to ensure that there is enough funding to complete the budget as it is projected. Overages can be covered through additional fundraising events such as the dinner auctions, rummage sales and rental revenues.

Funds are awarded on a reimbursement basis, how will this proposal address potential delays in the reimbursement process: SSAC will use its own funds and no interest loans from members to cover payments while waiting for reimbursements.

Describe your agencies financial plan if this application is funded in part, or not at all: As already described above, we are requesting funding from several grant sources. If we receive only a portion of the 2018 CDBG Neighborhood funding requested, that funding will be used expeditiously, and then additional funding will be located and/or we will adjust the timeline to allow for additional fundraising.

Line Item Budget:

Project Activity	CDBG Funds (request)	Matching Funds/Leverage	Total
Capital Improvements	\$50,000.00	\$308,356.00	\$358,356.00
Public Facilities	\$.00	\$.00	\$.00
Demolition	\$.00	\$.00	\$.00
Total Project Activity	\$.00	\$.00	\$.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	\$.00	\$.00	\$.00
Other:	\$.00	\$.00	\$.00
Total Professional Services	\$.00	\$.00	\$.00

Total Project Budget (Project Activity + Project Delivery + Professional Services)	\$50,000.00	\$308,356.00	\$358,356.00
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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