



2018 Community Development Block Grant (CDBG)

AGENCY APPLICATION

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



Applicant Information:

➤ **Agency Name:** Women & Children's Free Restaurant & Community Kitchen (WCFR)

➤ **Application Contact/Name:** Lisa Diffley

➤ **Email:** lisa@wcfrspokane.org

➤ **Phone (include area code):** (509) 324-1995

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

These capital improvements will allow us to properly heat and cool our entire building, which allows us to carry out our mission of cooking and serving nutritious meals in our restaurant and through community partners.

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

Our board meets monthly to exercise its governance role and fiduciary responsibilities. In addition to overseeing mission alignment and monitoring our finances, the board supports fundraising.

➤ **TIN/EIN #:** 91-1399742

DUNS #: 019092365

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

Expiration Date: 10/12/2017

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

mm/dd/yyyy

Explain:

WCFR has managed CDBG Public Services and Public Facilities grants. We also manage FEMA Emergency Food funds that are administered locally by the United Way.

➤ **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:** WCFR Capital Project
- **Project Location(s):** 1408 N Washington, Spokane, WA 99201
- **Who holds the title for this property:** WCFR
- **What actions have been taken to secure site control:**
As title holder, we have site control.
- **Requested Amount (\$):** \$ 41,816.00

Scope of Work to be Performed:

Neighborhood Council funds are requested to perform a scope consisting of HVAC upgrades to allow more efficient zoning related to building cooling and heating. This will also include one new roof top unit supplying conditioned air to areas that are currently without heating or cooling, making those areas virtually unusable the majority of winter and summer months.

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 improvement to our building is part of a broader capital project. In July 2014, WCFR purchased the former Center Pointe building at 1408 N Washington Street to house our organization's program operations. After completing the kitchen and dining room renovation, we began delivering services at our new home on June 2, 2015. We are carrying out our capital project in phases as we meet fundraising milestones.

The requested funds will allow us to fully utilize the building in our work to address food insecurity through our model of scratch-cooked, nutritious meals that we serve onsite in our restaurant and through 17 partners.

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	1,168
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:**

WCFR gathers information annually on people we serve the first time they visit us. We coordinate with partners to gather information on people served outside our restaurant.

Project Timeline:

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

Within 10 days of project initiation (projected for October 15, 2018). See attached timeline.

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

Lisa Diffley, Executive Director, has overseen all other renovations completed for this project thus far. Brian Sayler, Building Committee Chair, is also contributing to project oversight due to his experience as a senior project manager for Bouten Construction.

Project Budget Narrative:

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

Brian Sayler prepared the budget for this proposal based on his expertise for this work and by getting quotes from contractors.

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

This budget includes a 5% contingency applied to the total projected cost to account for potential cost increases during the 18+ month period between now and the time the project will be initiated.

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

This project is part of a \$2.1 million capital project and, as such, leverages support from private foundations (e.g., Smith-Barbieri Progressive Fund, Cowles Foundation, Avista Foundation) and local individual and corporate donors (e.g., Pawn 1, STCU, NW Farm Credit Services).

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

WCFR's operating budget includes funds for ongoing facilities maintenance and repairs.

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

We prepared a scope and gathered quotes in a manner that reduces this risk. In the event that our procurement process does not produce bids within the projected budget, we will seek additional bids or seek private donations to offset the cost. However, we anticipate that bids will come in at or below the projected amount (including the 5% contingency).

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

To mitigate the risk of potential delay, WCFR will not begin any work on this project until a contract is in place with the City of Spokane.

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

Undertaking a \$2.1 million capital campaign requires a strong fundraising plan. The request to the Neighborhood Councils is an essential component of this plan. If they do not fund the total requested amount, we will continue to cultivate gifts from our donor base but may have to delay the project at detriment to our operations. This proposal already represents only those HVAC improvements that are most important to our operations. Other HVAC costs are not included in this request.

Line Item Budget:

Project Activity	CDBG Funds (request)	Matching Funds/Leverage	Total
Capital Improvements	\$ 41,816.00	\$ 2,046,566.00	\$ 2,088,382.00
Public Facilities			\$ 0.00
Demolition			\$ 0.00
Total Project Activity	\$ 41,816.00	\$ 2,046,566.00	\$ 2,088,382.00

Project Delivery	CDBG Funds (request)	Matching Funds/Leverage	Total
Salaries			
Staff A		\$ 5,000.00	\$ 5,000.00
Staff B			\$ 0.00
Staff C			\$ 0.00
Other:			\$ 0.00
Total Project Delivery	\$ 0.00	\$ 5,000.00	\$ 5,000.00

*Professional Services	CDBG Funds (request)	Matching Funds/Leverage	Total
Architectural			\$ 0.00
Engineering			\$ 0.00
Legal			\$ 0.00
Accounting			\$ 0.00
Construction Management		\$ 5,000.00	\$ 5,000.00
Other:		\$ 5,000.00	\$ 5,000.00
Total Professional Services	\$ 0.00	\$ 10,000.00	\$ 10,000.00
Total Project Budget (Project Activity + Project Delivery + Professional Services)	\$ 41,816.00	\$ 2,061,566.00	\$ 2,103,382.00

**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