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Urban Consortium**

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Spokane County

W A S H I N G T O N

CDBG Funding Policies 2023 Program Year

Application Link at: <https://www.spokanecounty.org/3585/RFP-Documents>

Application Due Date: Monday, November 11, 2022

Adopted by the Spokane County Board of Commissioners on 09/8/22 Resolution 22-0680

Spokane County Community Services, Housing, & Community Development

Mailing Address: 1116 W. Broadway Avenue, Spokane, WA 99260
Telephone (509) 477-4722 TTY: (509) 477-5722 Fax: (509) 477-2561



Spokane County assures that grants will be conducted and administered in compliance with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3620), the Age Discrimination Act of 1975, Executive Orders 11063, 11625, 12138, 12432 and 12892, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Americans with Disabilities Act (title II) and implementing regulations.

DRAFT

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Department Contact Information

**Spokane County Community Services, Housing, and Community Development
Department**

Hours of Operation: 8:30 a.m. to 5 p.m. Monday through Friday

Closed: 12:00 p.m. to 1:00 p.m. Weekdays / Weekends and Legal Holidays

TTY: (509) 477-5722 Telephone: (509) 477-5722

For Information or Technical Assistance - Contact:

<u>Name</u>	<u>Title</u>	<u>Telephone</u>	<u>E-mail Address</u>
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Andrea Perry	Secretary	477-4519	aperry@spokanecounty.org

Spokane County Board of County Commissioners

Mary Kuney, Chair, 2022District 2
 Al French, Vice Chair 2022District 3
 Josh Kerns, Commissioner, 2022.....District 1

Housing and Community Development Advisory Committee (HCDAC) Members 2022

Participating City Representatives

At-Large Representatives

City of Airway Heights – Sonny Weathers
 City of Cheney –Vacant
 Town of Fairfield – Cheryl Loeffler
 Town of Latah – Yvonne Warren
 City of Liberty Lake –Ralph Williams
 City of Medical Lake – Chad Pritchard
 City of Millwood – Vacant
 Town of Rockford – Vacant
 Town of Spangle – Clyde Sample
 City of Deer Park – Dee Cragun
 City of Spokane Valley – Tom Hormel, Chair
 City of Spokane Valley – Amanda Tainio
 City of Spokane Valley – Arne Woodard
 City of Spokane Valley –Eric Robison
 Town of Waverly – Vacant

Rusty Barnett At-Large North
 Tom Richardson At-Large North
 Mason Burley – At-Large South
 At-Large South - Vacant

Overview of the CDBG Application Process

1. The application link for CDBG and all applicable documents are available at on the Housing and Community Development website at <http://www.spokanecounty.org/2989/Current-RFPs>.
2. Applications submittals are character limited and will not be accepted by the application software if incomplete or beyond deadline.
3. SAM Registration is a pre-funding requirement. All applicants must have an active System for Award Management (SAM) status at the time of application. The online registration process is free and may be completed at <https://sam.gov/content/entity-registration>.
4. Technical assistance can be obtained by contacting the Housing, and Community Development Division (HCD). Contact HCD if you have any questions regarding what is eligible, how to complete any part of the application, or how to comply with applicant requirements.
5. **Audit Requirements:**
Applicants must upload their most recent audit report, including any “Management Letter” and/or all other correspondence referred to in the audit report, along with the applicant’s response to the audit and corrective action plan, if any. If applicant has not been audited within the last two (2) years, a certified “Current Financial Statement” must be uploaded in lieu of an audit report. **This is a required document to be uploaded into the application software.**
6. **Application Submittal:**
Applications must be submitted by an eligible applicant and be electronically signed by an agency representative authorized to negotiate for and contractually bind the agency. **Applicant Assurances must be downloaded, initialed, signed by Authorized Official, and uploaded before submitting application**
7. **Required Documents (must be uploaded in application software):**
Applications lacking required uploads won’t be accepted by the software.
 - Map of project location with census tract(s) and block group(s) clearly identified.
 - List of current board/council members, with names and addresses.
 - Applicant assurances, initialed and signed (download from Submit page)
 - Most recent audit report or financial statement
 - Authorization to request funds; copy of minutes of the meeting in which the governing body’s resolution, motion, or other official action is recorded to submit this application on its behalf.
 - *Articles of incorporation/bylaws (not applicable for municipalities or special purpose districts).

- *Not-for-profit determination (not applicable for municipalities or special purpose districts)
 - *Organizational chart (not applicable for municipalities or special purpose districts)
8. An activity will not be selected for funding if: it displaces lower-income households from their homes or place of business; it does not address an identified need and meet a goal in the 2020-2024 Consolidated Plan; and does not benefit county residents, (exclusive of the City of Spokane).
9. **IMPORTANT NOTE:** If CDBG funds are to be used for engineering costs, the total CDBG amount provided for design engineering and construction management may not exceed 15% of the proposed construction amount without prior approval of the Spokane County Community Services, Housing, and Community Development Department (CSHCD). Engineering costs above this amount must be paid for with other funds. Applicants must consult with the Spokane County CSHCD Department prior to application if conditions exist which warrant engineering costs above this level.

Additionally, Spokane County CSHCD Department will not wholly support engineering costs for construction projects if other funds are used in the project. Engineering costs must be divided among available fund sources in a percentage equal to each fund source's participation in construction costs.

Overview of Spokane County's Community Development Program

The Spokane County Community Development Block Grant Program receives an allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) annually. For the 2022-2023 Program Year, Spokane County anticipates it will receive an estimated \$1,666,938* in entitlement funds and an additional \$50,729* in program income. These funds will be allocated through a competitive proposal process by the county to eligible activities that meet both federal and county objectives.

**Amounts are estimates only.*

Projects that serve homeless, although a high priority in Spokane County, are funded with Local Document Recording Fees also known as Homeless Housing Assistance Act (HHAA) funds and Consolidated Homeless Grant (CHG) from Washington Department of Commerce, are not allocated for funding with CDBG. Therefore, CDBG funds are not utilized for homeless services. Although, CDBG *may* be used for an eligible public facility, that serves County homeless.

Spokane County conducted a needs assessment to develop the Spokane County 2020-2024 Consolidated Plan, to understand what local participating jurisdictions, elected and appointed officials, special purpose districts, non-profit organizations and the general public identify as high priority needs for low- and moderate-income residents of Spokane County. A survey was used to gain approval of goals set to meet the needs identified through outreach. The 2020-2024 Consolidated Plan, is available at: <https://www.spokanecounty.org/1243/Department-Documents>.

Selected activities will be conducted during each Program Year (PY), which begins July 1st, and ends June 30th, annually. However, activities may not begin or incur any costs until notified by the Spokane County CSHCD Department to proceed. If the County's contract with HUD is late, the start date for your activity may be delayed and the time allowed to conduct your activity may be reduced.

National Community Development Block Grant Program Objectives

The primary objective of the federal CDBG Program, section 101 (c) of the authorizing statute, is “the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for low and moderate-income persons.” This objective is achieved through one of three methods; benefiting low-moderate-income persons; preventing or eliminating slums and blight; and meeting urgent needs. The statute states also that each grantee must ensure that at least seventy percent (70%) of its expenditures over the particular period must be used to benefit low-and moderate-income persons. In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of these three national objectives, except those that are carried out under basic eligibility categories of Program Administration and Planning and Capacity Building.

To meet the seventy percent (70%) program rule, the criteria for how an activity may be considered to benefit low- and moderate-income persons are divided into four subcategories:

- 1) Those based on area-wide benefit
 - 2) Those serving a limited clientele
 - 3) Those involving housing
 - 4) Those involving employment (jobs).
-
- 1) An infrastructure or public facility activity, which will benefit all the residents of service area, and located in a service area that is determined to be primarily residential, may apply based on area-wide benefit. To qualify on an area-wide basis, an activity must meet the needs of low- and moderate-income persons residing in a service area where at least **49.74%** of the residents are low- and moderate-income persons. These income limits are verified annually to identify eligible cities and towns, which are listed in the request for proposals and prior to entering into contract.

The participating cities and towns that qualify for area-wide benefit, based upon the latest American Community Survey (ACS), are listed in the annual RFP. Certain water districts, census tracts, and other officially recognized boundaries may also be eligible; however, guidance has changed regarding boundaries and service areas that do not coincide with census tracts and block groups. The site, <http://bit.ly/HUDDLowMod>, will access an ACS map, which shows the low- and moderate-income percentages of municipalities, census

tracts, and/or block groups and is updated as needed to help applicants determine eligible areas.

Section 3 projects are housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000. Recordkeeping requirements for recipients are found at 24 CFR§ 75.31. Recipients are required to maintain documentation to demonstrate compliance with the regulations and are responsible for requiring their contractors/subcontractors to maintain or provide any documentation that will assist recipients in demonstrating compliance. More information can be found on the HUD frequently asked questions document at: [19580_SECTION3.PDF \(hud.gov\)](#)

- 2) An activity, which provides benefits to a specific group of persons rather than everyone in an area, may be eligible under limited clientele. To qualify under this subcategory, a limited clientele activity must meet one of the following tests:
 - Be a presumed benefit clientele who are generally presumed by HUD to be principally low- and moderate- income persons. These categories of people include:
 - a) Abused Children
 - b) Elderly Persons
 - c) Battered Spouses
 - d) Homeless Persons
 - e) Adults meeting Bureau of Census definition of Severely Disabled Persons
 - f) Illiterate Adults
 - g) Persons living with AIDS, and
 - h) Migrant Farm Workers
 - Be targeted to an area but requires information on each client as to family size and income so that it is evident that at least fifty-one percent (51%) of the clientele are persons whose family income does not exceed the low- and moderate-income limit.
 - Be of such a nature and in such a location that it may reasonably be concluded that the activity's clientele will primarily be low- and moderate-income persons (e.g. a daycare center that is designed to serve residents of a public housing complex).
 - Be an activity that serves to remove architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of the Census Current Population Report definition of "severely disabled", provided it is restricted to the extent practicable, to the removal of such barriers.
 - Reconstruction of a public facility or improvement, or portion thereof, that does not qualify under the low- and moderate-income area-wide benefit
 - Rehab of a privately-owned nonresidential building or improvement that does not qualify under the low- and moderate-income area benefit or the low- and moderate-income jobs criteria

- Rehab of the common area of a residential structure that contains more than one dwelling unit and that does not qualify under low- and moderate-income housing criteria
- 3) An activity which assists in the acquisition, construction, or improvement of permanent, residential structures may qualify as benefiting low- and moderate-income persons only to the extent that the housing is occupied by low- and moderate-income persons. Activities in this subcategory must result in housing that will be occupied by low- and moderate-income households upon completion. The housing must be either owner or renter-occupied and can be either single family or multi-family units. Applicants planning to use this Subcategory are encouraged to contact HCD for clarification of the rules.
 - 4) Please contact HCD prior to applying in the subcategory for technical assistance. Special economic development activities may meet the low- and moderate-income employment benefit national objective in one of the following three ways:
 - Be located in a predominantly low- and moderate-income neighborhood and serve the low- and moderate-income residents living there
 - Facilities designed for use predominantly by low- and moderate-income persons
 - Employment activities must create or retain permanent jobs, the majority of which (at least 51%) are held on a full-time basis, by low- and moderate-income persons

HUD determines income limits annually. Current MFI income limits are available at: [HOME Income and Rent Limits; CDBG Median Family Income Limits | Spokane County, WA](#)

2022 ANNUAL INCOME LIMITS								
MEDIAN FAMILY INCOME (MFI) FOR SPOKANE COUNTY IS \$84,100								
<u>FAMILY SIZE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
30% MFI	17,700	20,200	22,750	25,250	27,300	29,300	31,350	33,350
50% MFI	29,450	33,650	37,850	42,050	45,450	48,800	52,150	55,550
80% MFI	47,150	53,850	60,600	67,300	72,700	78,100	83,500	88,850

CDBG Priority Needs and Goals

Priority Community Development Needs - The needs listed in this section are housing and non-housing community development needs identified for the 2020-2024 Consolidated Plan. They reflect the results of our citizen participation process and the required consultation with local government.

To guide the HCD Division in the furtherance of its mission statement, and in meeting HUD’s statutory goals and objectives, the Spokane County CSHCD Department has adopted the following guiding principles:

Consolidated Plan Guiding Principles

1. **Priority to Lowest-Income** - Ensure the needs of people with the lowest-income are given priority consideration.
2. **Basic Support** – Encourage the focus of public service resources on essential basic needs.
3. **Citizen Participation** - Provide opportunities for all public to participate in plan development, implementation, and evaluation.
4. **Collaboration** - Encourage public, private, and non-for- profit sectors collaboration and reduce activity duplication and duplication of CDBG beneficiaries.
5. **Emphasize the Potential** - Build upon available community assets, resources, plans and market forces.
6. **Leverage** - Leverage limited resources by promoting partnership between organizations.
7. **Measurable Results** - Produce and evaluate measurable outcomes and results.
8. **Comprehensive** - Engage comprehensive strategies to address the holistic needs of a community, neighborhood, household, or individual.

Spokane County has a strategic plan for project years 2020-2024. The Consolidated Plan’s Goals are: **Affordable Housing, Area Revitalization, Microenterprise Assistance, Human Services, Planning and Administration, Disaster Recovery and Environmental Justice.** Refer to the 2023 CDBG RFP for annual goals. Amendments to the Consolidated Plan’s goals may be requested. A copy of the amendment process is included as Exhibit A of this document.

The focus of the CDBG Program is to fund activities that address high priority community development needs, meet all threshold requirements, conform to the Consolidated Plan principles, and propose achieving at least one Program goal.

The Affordable Housing Goal addresses the listed affordable housing needs and may be used for:

- Affordable rental housing
- Rental Housing for special needs populations
- Preservation of affordable housing
- TBRA
- Down payment assistance
- Housing counseling
- Essential repairs

AFFORDABLE HOUSING NEEDS		MEDIAN FAMILY INCOME (MFI)
Renter	Small Related	0-30% MFI
Renter	Small Related	31-50% MFI

Renter	Large Related	0-30% MFI
Renter	Large Related	31-50% MFI
Renter	Elderly	0-30% MFI
Renter	Elderly	31-50% MFI
Renter	All Other	0-30% MFI
Renter	All Other	31-50% MFI
Owner		0-30% MFI
Owner		31-50% MFI
Owner		51-80% MFI
Special Needs		0-80% MFI

SPECIAL NEEDS SUBPOPULATIONS
Elderly
Frail Elderly
Severe Mental Illness
Developmentally Disabled
Physically Disabled
Person's w/HIV/AIDS & their families
Victims of Domestic Violence

COMMUNITY DEVELOPMENT GOALS AND ACTIVITY TYPES
Area Revitalization Goal (using area-wide benefit)
Public facilities; homeless facility, children facility, removal of architectural barriers, acquisition of real property.
Infrastructure (general)
Water/Sewer Improvements
Street Improvements
Broadband and internet facilities
Human Services Goal
Public Services (general)
Senior Services
Services for disabled
Youth Services
Health Services

Services for victims of domestic violence
Battered and Abused Spouse Services
Emergency Services (clothing, utility or prescription or transportation assistance)
Food Banks
Micro Enterprise Assistance
Business planning and revolving loan fund
Disaster Recovery
Disaster recovery goals are required by HUD
Environmental Justice
Removal of architectural barriers, affordable housing, and planning and administration based on HUD approved survey method.

Anticipated Community Development Block Grant Funds Available

For the Program Years 2020-2024, Spokane County anticipates receiving and allocating the following amounts:

Estimated CDBG Program Revenues:

CDBG Entitlement Amount	\$1,666,938	**
Other Program Income	<u>50,729</u>	
Total New Funds Available	\$1,717,667	
Available from prior years (approximate)	<u>818,906</u>	
Total Funds Available	\$2,536,573	*

Statutory Limits on Certain Activities:

Maximum Administration and Planning Allocation **Total Available: \$0 to \$343,533 ****
(20% of Total New Funds Available)

Maximum Public Service Allocation **Total Available: \$0 to \$267,819 ****
(15% of two year's program income Entitlement Funds Available)

Spokane Valley Set-Aside is included in the Entitlement, Administration, and Public Service Amounts**

***NOTE:** The US Congress may alter the appropriation amount for the CDBG. If CDBG funding is reduced nationally, entitlement communities (including Spokane County) will receive fewer dollars than anticipated. Congress may act at any time in regard to the national CDBG budget. The level of funding available is never certain until Spokane County receives a contract from*

HUD. If funding is reduced after the selection and allocation process, the amount originally recommended for funding will be automatically reduced in a manner determined by the Spokane County CSHCD Department, the Spokane County Housing and Community Development Advisory Committee (HCDAC) and/or Spokane County Board of County Commissioners (BoCC).

Tentative Timeline for the CDBG Program Year *dates are estimated

Month	Date	Activity
August*	<ul style="list-style-type: none"> TBD 8/9/2022 	<ul style="list-style-type: none"> Annual Action Plan submitted to HUD for 45-Day Review (due 8/15/2022) Publish 30-day public comment period for CDBG Funding Policies, CDBG RFP, Consolidated Annual Performance Review (CAPER)
September*	<ul style="list-style-type: none"> 9/8/2022 9/8/2022 9/27/2022 	<ul style="list-style-type: none"> ***HCDAC Public Hearing regarding CDBG Funding Policies, CAPER, and CDBG RFP *HCDAC Regular Meeting (**) to Finalize Program Year (PY) CDBG Funding Policies, CAPER, and CDBG RFP CDBG program Funding Policies and RFP on BoCC Consent Agenda CDBG Request for Proposals (RFP) Advertised (Published)
October*	<ul style="list-style-type: none"> 10/13/2022 	<ul style="list-style-type: none"> *HCDAC Regular Meeting (**)
November*	<ul style="list-style-type: none"> 11/11/2022 11/10/2022 	<ul style="list-style-type: none"> CDBG Applications Due *HCDAC Regular Meeting (**)
December*	No HCDAC Meeting	<ul style="list-style-type: none"> Staff Reports and Preliminary Reviews completed by HCD Staff HCDAC reviews application through Application Software
January*	<ul style="list-style-type: none"> 1/1/2023 1/13/2023 1/21/2023 1/31/2023 	<ul style="list-style-type: none"> Publish Consolidated Plan Amendment Process in newspaper * HCDAC Allocation Meeting for 2021CDBG PY (**) Additional HCDAC Allocation Meeting for 2022 CDBG PY (If necessary) Publish 30-day Public Comment Period on Annual Action Plan (AAP), including projects recommended, & Substantial Amendments to Prior Years' Plans. Environmental Review begins on recommended projects
February*	<ul style="list-style-type: none"> 2/28/2023 	<ul style="list-style-type: none"> Final opportunity to Propose Amendments to Consolidated Plan
March*	<ul style="list-style-type: none"> 3/9/2023 TBD 	<ul style="list-style-type: none"> *HCDAC Public Hearing (**) Draft AAP & Preliminary Funding Recommendations for projects, & Substantial Amendments to Prior Years' Plans (If applicable) *HCDAC Final Allocation Meeting to discuss public comments & finalize funding recommendations Environmental review Completed
April*	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> Request for Release of Funds from HUD
May *	<ul style="list-style-type: none"> 5/11/2023 	<ul style="list-style-type: none"> * HCDAC Regular Meeting (**)
June *	<ul style="list-style-type: none"> 6/8/2023 TBD 	<ul style="list-style-type: none"> * HCDAC Regular Meeting (**) (Chair & Vice Chair Elections) DRAFT AAP, list of proposed projects & Substantial Amendments to Prior Years' Plans, as well as Public Notice to BoCC for Notice of Public Hearing publish Notice of Public Hearing on BoCC 2:00 p.m. Consent Agenda
July*	<ul style="list-style-type: none"> 7/1/2023 TBD 	<ul style="list-style-type: none"> Anticipated start of PY AAP, list of proposed projects & Substantial Amendments to Prior Years' Plans BoCC Public Hearing***

Zoom meetings are offered for health and safety of all attendees Meeting notices will be provided on the website. Anyone may attend meetings. If you need interpretation into a language other than English or need assistance because of a hearing impairment please call **477-5722**, or **TDD 477-2588**, 48-hours in advance of the meeting. Please refer to the Citizen Participation Plan for required comment periods on the CDBG Program and information on the Participation Process.

***Dates are subject to change. Please check the website for changes or contact HCD.**

**** Open public meetings:** *Anyone may attend; Comments are welcome from visitors regarding any issue the Spokane County HCDAC is involved in which may or may not appear on the agenda for the public meeting.*

*****Public hearings:** *The Spokane County HCDAC public meetings may also include public hearings with proper notice. Anyone may attend and public comments are welcome. Spokane County Board of County Commissioners (BoCC) public meetings may become public hearings by action of the BoCC Public Hearings will be advertised per the current Citizen Participation Plan.*

Public comments may also be submitted at any time, in writing, directly to the Spokane County CSHCD Department.

Activity Selection Process

The Spokane County CSHCD Department has provided CDBG CV funds to address three priorities set by the BoCC: Food Security, Housing and Utility assistance through a substantial amendment to the 2019 Annual Action Plan. CDBG 2023 PY will continue to support agencies who assist low- and moderate- income County residents and provide information to these agencies on methods to connect with CDBG CV funds to assist their clients.

The HCD staff conducts a review to determine if the proposal may be submitted to the Spokane County HCDAC for consideration. This review determines if the proposed activity and/or applicant meets all application requirements.

Eligible applications are reviewed by the Spokane County HCDAC to determine funding recommendations at an open public meeting. The Spokane County HCDAC provides preliminary recommendations on which activities to fund and funding amounts. The Annual Action Plan (AAP) and the recommended activities within the Plan will be open to public comment according to the schedule listed in the Citizen Participation Plan. The Citizen Participation Plan can be found at: <https://www.spokanecounty.org/1243/Department-Documents>

The Spokane County BoCC will consider the HCDAC recommendations for funding and public comments obtained during the comment period to make the final decision regarding selection of activities and allocation of funds.

Upon BoCC approval, the HCD staff submit the *Spokane County Community Services, Housing and Community Development Department's Annual Action Plan (AAP)* to the U.S. Department of Housing and Urban Development (HUD). HUD reviews the AAP and accepts additional public comment for 45 days prior to the beginning of the Program Year. Upon HUD's acceptance of the AAP and Spokane County's receipt of a contract from HUD, Subrecipients will be notified that they may begin to implement a project.

Eligible Applicants

- Spokane County's twelve participating cities and towns
- Special Purpose Districts.
- Spokane County Departments and other units of local government.
- Not-for-profit organizations.
- For-profit businesses located in a participating city or the unincorporated area.
- Planning- **no funding available for Planning projects*

Ineligible Activities

The following is a list of some examples of ineligible projects. Other activities may be determined to be ineligible or disallowed based upon other regulatory or statutory factors. HCD will review all proposals for ineligible or disallowed costs.

- Improvement or construction of city halls, county courthouses, and other buildings used predominantly for the general conduct of government, except for the removal of architectural barriers to make the structure accessible to persons with disabilities.
- Payment of general government expenses, including operation and maintenance of public facilities.
- Financing of political activities.
- Financing of religious activities.
- Purchase of equipment or furnishings unless required to implement an eligible activity. Approval of the U.S. Department of Housing and Urban Development is required.
- Income payments to individuals.
- New construction of housing. **NOTE:** Certain types of "housing" (even newly constructed) which meet federal eligibility criteria for public facilities may not be prohibited.
- Homeless Housing and Assistance Act (HHAA) and Consolidated Homeless Grant Projects/Activities.

Low, Very Low, or Extremely Low-Income Benefit

Proposals will only be accepted for projects or activities that will principally benefit lower income persons, as defined by the U.S. Department of Housing and Urban Development (HUD). The principal benefit criteria must be met by proposing a project which:

- Benefits all residents of a geographic area such as a neighborhood, a district, or a participating city/town in which **49.74%** or more of the residents have a household income at or below eighty percent (80%) of the most current Spokane Area Median Family Income. (Area-wide benefit is used for infrastructure and public facility activities.)
- Benefits a group of individuals of which fifty-one percent (51%) have a lower income, based on client records or other information available about incomes of specific clients served (presumed benefit category).
- Directly benefits individuals from whom income information is collected on an individual household basis to document that they are lower-income.

The federal program guidelines also permit funding of activities, which prevent or eliminate slums or blight, or alleviate an urgent community development need. Proposals may be submitted which meet the criteria for these types of activities; however, the activity must also principally benefit lower-income persons. Activities must meet all Program rules, Program Year goals, and be approved by the Spokane County CSHCD Department.

Instructions for Completing the Electronic Application

- Go to <https://www.spokanecounty.org/2989/Current-RFPs>
 - Required documents for download can be found <https://www.spokanecounty.org/3585/RFP-Documents>
- Click link to Application Software
- Complete Application through software
- Upload required documents
- Click Submit

For assistance in how to navigate Application Software it is highly suggested that you attend the annual Applicant Workshop:

**2023 Virtual CDBG Applicant Workshop
October 13, 2021
10:00 a.m. – 11:30 a.m.**

If you are unable to attend and need Technical Assistance, please contact Andrea Perry at 477-4519.

EXHIBIT A

Consolidated Plan Amendment Process

All proposed amendments to the Consolidated Plan will be handled in accordance with procedures outlined below:

Time-Period and Notice

Requests for amendments may be submitted to the Spokane County CSHCD Department at any time during the year. To be considered in the annual amendment process, submittals must be received no later than the end of February of each year. Submittals that are received after the end of February will be considered in the amendment process for the following Program Year.

The Spokane County CSHCD Department will publish notice in the official county newspaper in January of each year to inform the public of the opportunity to submit requests for amendments to the Consolidated Plan as part of the annual update to the Citizen Participation Plan. All suggestions and requests will be considered at advertised Public Hearings or meetings before the Spokane County HCDAC and the BoCC, in accordance with federal law and county requirements. Notice of public hearings or meetings will be provided to the public as defined in the Spokane County CSHCD Department's Citizen Participation Plan, adopted in 2019.

Review and Decision Procedures

HCD Review and Recommendations

Each year at the beginning of March the Spokane County CSHCD Department will evaluate all the requests for amendments and will prepare recommendations for the Spokane County HCDAC at its March meeting. The Spokane County CSHCD Department's review and recommendation will consider the problem to be resolved, applicable federal laws and regulations, and where applicable, alternative solutions.

HCDAC Consideration and Recommendations

The Spokane County HCDAC will consider the requests for amendments, along with staff recommendations, in a Public Hearing. The Spokane County HCDAC, through the Spokane County CSHCD Department, will then make recommendations to the BoCC following the Public Hearing.

BoCC Consideration and Decision

The BoCC will consider the requests for amendments, and the recommendations of the Spokane County HCDAC and CSHCD Department, and will determine 1) which proposals to approve for amendment, 2) which proposals to refer to the Spokane County CSHCD Department for further staff work, and 3) which proposals will not be approved. The BoCC may, at its option, consider the Spokane County HCDAC's recommendation in a public meeting or hearing held in accordance with the requirements of the Consolidated Plan.

Other Reviews and Notice

All Consolidated Plan amendments are subject to public notice, a 30-day comment period, and may require an environmental review. The Spokane County CSHCD Department will also formally notify the U.S. Department of Housing and Urban Development (HUD) of adopted substantial amendments to the Consolidated Plan or previous years' the Annual Action Plans In the next published CAPER. Final Action and Implementation of Consolidated Plan Amendments

Final action is reserved for the BoCC. The BoCC's decision shall become effective by resolution, and publication.

Required Information for Amendment Proposals:

1. Name, address, and phone number of the person(s) or other interested party(ies) who is(are) submitting the request(s) for amendment(s) to the Consolidated Plan.
2. Description of the proposed amendment:
 - Describe your proposal for amending the Plan;
 - Provide suggested new language or new wording that would meet your concerns; and
 - Provide a reference to the particular section or sections of the Consolidated Plan.

3. Describe how the amendment will further the Principles of Consolidated Plan as defined below.

Priority to Lowest-Income - Ensure the needs of people with the lowest income are given priority consideration.

Basic Support – Encourage the focus of public service resources on essential basic needs.

Citizen Participation - Provide opportunities for all public to participate in plan development, implementation, and evaluation.

Collaboration - Encourage public, private, and non-profit sectors collaboration and reduce program duplication.

Emphasize the Potential - Build upon available community assets, resources, plans and market forces.

Leverage - Leverage limited resources by promoting partnership between organizations.

Measurable Results - Produce and evaluate measurable outcomes and results.

Comprehensive - Engage comprehensive strategies to address the holistic needs of a neighborhood, household or individual.

4. Fully explain the reasons why the change should be made, what quantifiable information was used to reach the conclusion, and for participating towns and cities, what type of citizen participation was used to determine a change was necessary. In addition, describe how the proposed change will:
 - Correct an incorrect or an obvious omission;

- Correct an inconsistency or improve consistency within the documents; or
 - Address an issue or priority that is not satisfactorily addressed by the Consolidated Plan, or that the Consolidated Plan is silent on.
5. Signature(s) of the person(s) who is(are) submitting the proposal for amendment. If an agent is submitting the proposal, the agent must demonstrate that he or she is authorized to submit this application on behalf of the person or organization.

For additional information

If you have questions or need assistance, please contact Richard Culton at the Community Services, Housing, and Community Development Department. Phone: (509) 477-4487, Fax: (509) 477-2561, Email: rculton@spokanecounty.org