



April 17, 2013

Dear Community Partner:

**SUBJECT:** Community Development Block Grant (CDBG) Request for Proposals  
FOR COMMUNITY DEVELOPMENT PROPOSALS (*See below*)  
Program Year: September 1, 2013 – August 31, 2014  
***Submittal Deadline: 9 am, May 7, 2013***

The City of Olympia is requesting applications for eligible projects and/or programs seeking funding by the City's Community Development Block Grant (CDBG) in Program Year 2013 (September 1, 2013 – August 31, 2014). The deadline for submittals is 9 am, Tuesday, May 7, 2013. The total of available funding is tentatively anticipated to be **\$450,000** but may be increased or decreased by congressional action or by Council at the time of allocation.

Attached please find the following documents:

- **Fact Sheet and Submission Requirements** – Outlines the goals, review criteria and process, submission requirements and deadline
- **CDBG Application** – Program Year 2013 (9/1/13 – 8/31/14)

You are invited to participate in the City of Olympia's public process for prioritizing the CDBG funding, listed as follows:

### ***Community Partner Meetings***

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**First meeting time and date:** Noon, Thursday, April 25, 2013

**Second meeting time and date:** 5:30 p.m., Thursday, May 2, 2013

**Location:** City Hall, 601 4<sup>th</sup> Avenue E, 1st Floor, Room 112

**Purpose:** Opportunity to learn more about the CDBG Program, submission requirements, Council goals, and to discuss potential proposals. Applicants will be primary attendees, but meetings will be open to the public.

### ***Council Meetings***

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**Time and date:** 7:00 p.m., Thursday, May 9, 2013

**Location:** City Hall, 601 4<sup>th</sup> Avenue East, Council Chambers

**Purpose:** Opportunity to discuss proposals

**Time and date:** 7:00 p.m., Tuesday, May 14, 2013

**Location:** City Hall, 601 4<sup>th</sup> Avenue East, Council Chambers

**Purpose:** Action on proposal selection(s).

### **Council Public Hearing**

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**Time and date:** 7:00 p.m., Tuesday, June 11, 2013

**Location:** City Hall, 601 4<sup>th</sup> Avenue East, Council Chambers

**Purpose:** Opportunity for the public to comment on the CDBG Program, Council's CDBG goals for 2013, and to address specific proposals

This "**Request for Proposals**" is part of the public process that will determine the first year of CDBG-funded activity for the City of Olympia's Five-Year Consolidated Plan. This Consolidated Plan is a regional approach to Federal Housing and Urban Development funding. For more information on the CDBG Consolidated Plan, please contact the staff listed below.

All projects and services that benefit low- and moderate-income people must meet federal CDBG regulations, which can be found **under CFR 24, Parts 500 through 699**. Eligible proposals must meet the National Objectives (see attached Fact Sheet), should benefit low- and moderate-income persons, and must fit one of the following Consolidated Plan Strategies:

- **Priority: Economic Development**
- **Housing Rehabilitation**
- **Land Acquisition** (for a CDBG-eligible purpose)
- **Public Facilities and Improvements** (Infrastructure or Community Center Facilities)
- **Public Services** (Social Services – subject to the federal 15% cap)

If you have any questions or need more information, please contact Anna Schlecht or Steve Friddle as listed below.

Sincerely,



**M. ANNA SCHLECHT**

Olympia Housing Program Manager  
[aschlech@ci.olympia.wa.us](mailto:aschlech@ci.olympia.wa.us)  
Phone: (360) 753-8183



**STEVE FRIDDLE**

Olympia Community Services Manager  
[sfriddle@ci.olympia.wa.us](mailto:sfriddle@ci.olympia.wa.us)  
Phone: (360) 753-8591

MAS/SF/hr

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Attachments:

1. PY2013 CDBG Fact Sheet
2. PY2013 CDBG Application



**CITY OF OLYMPIA – REQUEST FOR PROPOSALS**  
**Community Development Block Grant Program**  
**FACT SHEET & SUBMISSION REQUIREMENTS**

This “*Request for Proposals*” is part of the public process to determine the first year of CDBG-funded activity for the City of Olympia’s Five-Year Consolidated Plan. Funding will be available starting September 1, 2013. The first-year plan of activities will be published as the “Olympia CDBG Annual Action Plan” in conjunction with the Five-Year Consolidated Plan. This Consolidated Plan is a regional approach to Federal Housing and Urban Development funding.

The City of Olympia is requesting proposals that address to address CDBG-eligible Community Development goals as identified below. The City of Olympia will provide up to **\$450,000** of one-time funding to develop and deliver a project or program that meets the following guidelines:

***CDBG National Objectives***

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The proposal must fulfill at least one of the goals of the federally funded CDBG Program identified as the “CDBG NATIONAL OBJECTIVES” as follows:

- *Provide Decent Housing*
- *Suitable Living Environment*
- *Expand Economic Opportunities*

CDBG National Objectives include the following subcategories:

- **Activities to Principally Benefitting Low- and Moderate-Income People**

Direct Benefit to Individuals or Families  
Area Benefit  
Limited Clientele  
Low and Moderate Income Housing  
Low and Moderate Income Jobs

- **Prevention of Slum and Blight**

Determined on an Area Basis  
Determined on a Spot Basis  
Designated Urban Renewal Area

- **Urgent Needs**

Addresses a recent and urgent community need

## ***2013 Community Development Block Grant Program Goals***

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The City of Olympia is requesting proposals that address any of the five identified Consolidated Plan Strategies, identified as follows:

1. **Priority: Economic Development** (Activities that sustain or increase business activity such as property acquisition, relocation, building renovations, or business training)
2. **Housing Rehabilitation** (Renovation of existing housing stock, both owner and renter occupied)
3. **Land Acquisition** (for a CDBG-eligible purpose)
4. **Public Facilities & Improvements** (includes both public infrastructure such as sidewalks, sewers, water systems, and community facilities such as homeless shelters, drop in centers, community centers)
5. **Public Services** (direct social services, operating expenses for social service agencies)

For more information on the CDBG Consolidated Plan, please contact the staff listed below.

### **Funding Priorities:**

Funding priority will be given to projects that meet the following goals:

- **Readiness to Proceed** – Applicant and project will be underway immediately upon receipt of funding
- **Demonstration of Need** – Documenting level of hardship and pervasiveness of need
- **Organizational Capacity** – Demonstrable experience in managing similar projects
- **Expected Impact** - Describes impact on direct beneficiaries, surrounding neighbors, and other stakeholders
- **Leveraging** - Budget documents committed funding from other federal, state, local or private funding sources

### ***CDBG Release of Request for Proposals: April 17, 2013***

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The City of Olympia will release a “**REQUEST FOR PROPOSALS**” on Wednesday, April 17, 2013 to stakeholders and all potential applicants via email and paper copies.

### ***Community Partner Meetings***

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The City will host two “Community Partner Meetings” to present information about the CDBG Program and the City’s goals for Program Year 2013 and the RFP process. These meetings will be held as follows:

#### **Community Partner Meetings:**

**First meeting time and date:** Noon, Thursday, April 25, 2013

**Second meeting time and date:** 5:30 p.m., Thursday, May 2, 2013

**Location:** City Hall, 601 4<sup>th</sup> Avenue E, 1st Floor, Room 112

**Purpose:** Opportunity to learn more about the CDBG Program, submission requirements, Council goals, to discuss potential proposals. Applicants will be primary attendees, but meetings will be open to the public.

## ***Council Meetings***

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### **Council Study Session:**

**Time and date:** 7:00 p.m., Thursday, May 9, 2013

**Location:** City Hall, 601 4<sup>th</sup> Avenue East, Council Chambers

**Purpose:** Opportunity to discuss proposals

### **Council Meeting – Allocations:**

**Time and date:** 7:00 p.m., Tuesday, May 14, 2013

**Location:** City Hall, 601 4<sup>th</sup> Avenue East, Council Chambers

**Purpose:** Action on proposal selection(s)

### **Council Public Hearing:**

**Time and date:** 7:00 p.m., Tuesday, June 11, 2013

**Location:** City Hall, 601 4<sup>th</sup> Avenue East, Council Chambers

**Purpose:** Opportunity for the public to comment on the CDBG Program, Council's CDBG goals for 2013 and to address specific proposals

## ***CDBG Deadline for Submissions: 9:00 am, Tuesday, May 7, 2013***

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All proposals for 2013 Olympia CDBG funding will be due by 9:00 am, May 7, 2013. Please see submission requirements below.

**ELIGIBLE APPLICANTS:** must have a proven record in providing the project, program or service. Multi-organizational submission is encouraged but not required. If a multi-organizational submission, the application should identify the lead organization and clearly explain the role(s) of partner organization(s).

### ***APPLICATION FORMAT GUIDELINES:***

**Only complete proposals will be accepted as received in the format described below (no partial submittals) and by the deadlines stated above. Format guidelines include the following:**

- **Application Cover Sheet** – Provides general information for applicant and proposal.
- **Narrative Questions** – Provide answers to explain how each of the program goals will be addressed; eligible funding activities and level of funding; list of targeted beneficiaries; and, how the program results will be tracked, managed and reported. (Cumulative maximum total of six pages for narrative answers - print size no smaller than 12 point).
- **Source documents** (if necessary) as attachments. If the source documents exceed two pages, excerpt or summarize them and note the source(s).
- **Letters of Support** and funding commitments, attachments documenting participation or support by sectors of the community, or letters verifying contribution of resources are appropriate.
- Other **Required Attachments:**
  - Agency or Business Brochure(s)
  - Proposed Budget (budget for proposal – inclusive of all related activities)
  - Last Fiscal Year Actual Agency Budget (full agency budget)

***NON-DISCRIMINATION POLICY:***

Applicants shall neither deny services to, nor otherwise discriminate in the delivery of services, against any person on the basis of race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, ancestry, marital status, physical or mental handicap, or because such person is a recipient of federal, state or local public assistance

We look forward to reviewing your RFP submission. If you have any questions or need further information, please contact:

**M. Anna Schlecht**

Olympia Housing Program Manager

[aschlech@ci.olympia.wa.us](mailto:aschlech@ci.olympia.wa.us)

Phone: (360) 753-8183

**Steve Friddle**

Olympia Community Services Manager

[sfriddle@ci.olympia.wa.us](mailto:sfriddle@ci.olympia.wa.us)

Phone: (360) 753-8591



CITY OF OLYMPIA - COMMUNITY DEVELOPMENT BLOCK GRANT

**CDBG APPLICATION – Program Year 2013**

Please See “Fact Sheet & Submission Requirements”

**REQUEST FOR QUALIFICATIONS – COVER SHEET**

<b>Amount Requested:</b>			
<b>Program Name:</b>			
<b>AGENCY INFORMATION</b>			
Name:			
Street Address:			
Mailing Address:			
Email Address:		Web Address:	
Phone:		Fax:	
Agency Director:		Years in Position:	
Application Contact Person:			
Years in Existence:		# of Staff:	# of Volunteers:
Type of Agency	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Private Non-Profit (501c3)	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Other _____
Federal Tax ID#:		DUNS# (Required):	
Mission Statement:			
<b>PROJECT DESCRIPTION/PERFORMANCE GOALS</b> (Number of housing units, people served, number of bed nights, etc.):			
<b>Target Population (check most appropriate):</b>			
<input type="checkbox"/> Low-income area	<input type="checkbox"/> Low-income persons	<input type="checkbox"/> Seniors	
<input type="checkbox"/> Abused/neglected Children	<input type="checkbox"/> Abused spouses	<input type="checkbox"/> Migrant Farm Workers	
<input type="checkbox"/> Persons living with AIDs	<input type="checkbox"/> Illiterate	<input type="checkbox"/> Seriously disabled adults	
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	

**NARRATIVE QUESTIONS:**

*Use this format with option to expand to a maximum of six (6) pages, 12 point font.*

**1. PROPOSED PROJECT/PROGRAM/SERVICE TO BE FUNDED:**

**2. SPECIFIC PURPOSE OF FUNDING:**

**ORGANIZATIONAL CAPACITY**

**3. a. PROJECT/PROGRAM LEADERSHIP TEAM** - List all members of leadership team and management experience with similar projects and programs:

<i>Name</i>	<i># Years of Experience</i>	<i># Years on Staff</i>

**b. DESCRIBE EXPERIENCE:** List recent successful projects similar in nature that demonstrate capacity to complete projects on time and on budget.

**4. NEIGHBORHOOD NOTIFICATION** - Describe plans to notify and consult with affected neighborhood associations, business associations, immediate neighbors of potential locations and other stakeholders:

**5. PROJECT TIMELINE:** Present timeline of activity for Project/Program mandatory dates, e.g.:  
"September 1, 2013 – START", "June 30, 2014 – Expenditure of \$\_\_\_\_ Funds" (*attach separate page if necessary*)

<i>Date</i>	<i>Activity</i>

**6. LEVERAGED FUNDS - PROJECT/PROGRAM REVENUE BUDGET:**

<i>Source of Program Revenue</i>	<i>% of Program Budget</i>	<i>Amount of Funding (\$)</i>	<i>Start/End Dates of Funding Cycle</i>	<i>Status (Approved or Pending)</i>
<b>TOTAL:</b>				

**7. READINESS TO PROCEED** - Describe timeline of activity and fund availability:

**8. DEMONSTRATION OF NEED** – Describe and document level of hardship and pervasiveness of need:

**9. COMMUNITY IMPACT** - Describe community impact on direct beneficiaries, neighbors, and other stakeholders:

**CERTIFICATION:** As the applicant, I certify that all the information submitted is true and accurate, and that this agency is a federally designated tax-exempt organization with an active State non-profit corporation status. Further certification of insurance, standing board of director’s roster and organizational chart will be submitted upon request.

\_\_\_\_\_  
Signature Title Date

**Required Attachments:**

- Agency or Business Brochure
- Proposed Budgets Related to the Activity
- Last Fiscal Year Actual Agency Budget