

**CLARK COUNTY
URBAN COUNTY POLICY BOARD**

OPERATING GUIDELINES

The following operating guidelines have been adopted by the Urban County Policy Board (UCPB) to provide direction in the operation of the Clark County Community Development Block Grant (CDBG) and HOME Investment partnership programs. The Urban County Policy Board is made up of Mayor/elected official representatives from each city and town in the county, and a County Commissioner.

Project Proposal Guidelines

1. There is a limit of three applications that may be submitted per eligible entity or jurisdiction. Private individuals cannot receive CDBG funds. CDBG Infrastructure project applications shall be limited to one primary and one alternate application submitted per eligible entity. Primary projects will be given priority, scored and awarded first. If available funding remains, alternate projects will be scored and awarded
2. Project match is required for HOME projects and strongly encouraged for CDBG projects. Match will be used in part to determine the ranking of projects in the analysis of project selection. Match does not need to be cash in hand but should be a commitment from other funding sources.
3. Maximum project request of CDBG funds shall be \$300,000. Maximum project request of HOME funds shall be \$250,000. The minimum request for both programs is \$50,000. The maximum a project can receive from both CDBG and HOME programs is a combined funding total of \$300,000 per year. Minimum and maximum requests may be waived at the UCPB's option.
4. Project proposals which address the needs identified in the Consolidated Housing and Community Development Plan of Clark County will be given a higher priority in the funding process.
5. CDBG projects that are prepared to begin immediately (August) will be given additional consideration during the ranking process.
6. The CDBG proposal submission period shall run from October 1 to December 1, and October 1 to December 15 for HOME proposal submission. Funding recommendations made by the UCPB will be submitted to the Board of County Commissioners in May.
7. The deadline for making technical corrections to a project proposal is two weeks before the meeting where the project rating will take place.

8. Projects must meet all federal program regulations to be eligible for review by the UCPB and selection for funding.
9. The UCPB shall not fund projects that require operating costs such as salaries, rent and equipment. Such activities are generally defined as public service projects. The UCPB shall not fund planning activities. The UCPB may award CDBG Community Service funds to an entity that receives HOME funds for tenant-based rental assistance in an amount not to exceed 20 percent of the HOME award for the administration of the HOME rental assistance funds. Housing Services (201(k)) shall be limited to a total award not exceeding five percent of the total Community Services category. This is in addition to the rental assistance administration funds in the previous sentence.
10. Site control is not required for entities requesting funds for the purchase of a building and/or land.

Project Funding Guidelines

1. The Urban County Policy Board encourages the loaning and repayment of HOME funds to the greatest extent possible, to permit others to utilize the funds.
2. HOME loans shall generally be 1 to 3% interest amortized up to 50 years depending on other sources of funding. Loans may also have a call provision for a shorter time. CDBG funds will generally carry the same loan terms as HOME funds on combined funded projects.
3. The UCPB has designated two groups of CDBG funds: Infrastructure and Community Services. Applications compete against other applications in the same group. The CDBG Category Matrix (attached) explains which category a particular type of project belongs. HOME proposals will only compete against other HOME proposals.
4. Projects located within the city limits of Vancouver should submit an application to the Vancouver CDBG or HOME program. Applications that serve both the County and the City can be funded jointly by Vancouver and Clark County CDBG and HOME programs.

City/County Joint Funding Table

		Location	
		In Vancouver	In Clark County
Funding	City CDBG/HOME	Yes, City can fund	City may fund only if Clark County funds and there is some benefit to city residents.
	County CDBG/HOME	County may fund only if City of Vancouver funds and there is some benefit to county residents.	Yes, County can fund

County does not fund infrastructure projects in Vancouver.

5. CDBG funds provided to entities which did not sign the three-year agreement shall be a loan. The loan terms will depend on the size of the award and the nature of the project. The loan shall be secured by a Promissory Note and Deed of Trust. The UCPB may waive the loan requirement.
6. Fifteen percent (15%) of the annual HOME allocation will be set-aside for use by eligible CHDOs as required by the HOME regulations. This set-aside is for projects in which the CHDO is a sponsor, developer or owner. The UCPB may award up to five percent of its HOME entitlement amount to a Community Housing Development Organization (CHDO) that is also awarded a County CHDO 15% set-aside in the same year.
7. A project which does not have a firm permanent commitment of 100% of its funding within nine months of selection by the UCPB shall not receive an executed contract.
8. The UCPB shall set-aside up to \$250,000 in CDBG funds annually for the Clark County Rehabilitation Program to be used for housing rehabilitation.
9. The UCPB has adopted the HUD conflict of interest requirements.
10. The UCPB has adopted policies regarding the CDBG Section 108 Loan Guarantee Program. See staff for a copy of these policies.

Contingency Fund Guidelines

1. Any unspent CDBG or HOME funds at project completion will be returned to the contingency fund for use in the next funding cycle or will be made available for contingency requests.
2. If contingency is available, requests for additional project funding in an amount less than ten percent of the original award can be approved by the Program Manager.
3. Request for additional project funds over ten percent of the original request, or funding for a new project will be evaluated by staff before being presented to the Urban County Policy Board.

COMMUNITY DEVELOPMENT BLOCK GRANT CATEGORY MATRIX

Activity Label	Infrastructure	Community Service
Acquisition of Real Property	✓ ¹	✓ ¹
Senior Centers		✓ ³
Handicapped Centers		✓ ³
Homeless Facilities		✓ ³
Youth Centers		✓ ³
Neighborhood Facilities		✓ ³
Parks, Recreational Facilities	✓	
Solid Waste Disposal Improvements	✓	
Flood Drain Improvements	✓	
Water Improvements	✓ ²	✓ ²
Street Improvements	✓ ²	✓ ²
Sidewalks	✓ ²	✓ ²
Child Care Centers		✓ ³
Tree Planting	✓	
Sewer Improvements	✓ ²	✓

Activity Label	Infrastructure	Community Service
Health Facilities		✓ ³
Abused/Neglected Child Facilities		✓ ³
Asbestos Removal		✓ ³
Facilities for AIDS Patients		✓ ³
Clean Up Contaminated Sites	✓	
Single-Unit Residential		✓ ³
Multi-Unit Residential		✓ ³
Rehab Other Publicly-Owned Residential Buildings		✓ ³
Rehab Publicly or Privately Owned Commercial/Industrial		✓ ³
Energy Efficient Improvements		✓ ³
Acquisition – For Rehabilitation		✓ ³
Lead-Based Paint/Hazards Test/Abatement		✓ ³
Code Enforcement		✓ ³
Residential Historic Preservation		✓ ⁴
Non-Residential Historic Preservation		✓
Commercial/Industrial (CI) Land Acquisition/Disposition	✓	
CI Infrastructure Development	✓	
CI Building Acquisition, Construction, Rehabilitation	✓	
Other Commercial/Industrial Improvements	✓	
ED Direct Financial Assistance to For-Profits	✓ ⁵	✓ ⁶
ED Technical Assistance		✓
Housing New Construction ⁶		
Subsistence Payments		✓

Activity Label	Infrastructure	Community Service
Homeownership Assistance		✓
Rental Housing Subsidies		✓
Micro Enterprise Assistance		✓

Table Endnotes:

¹ The end use of the property determines which category acquisition belongs. For example, property acquired for streets, water lines, sidewalks, parks and other public right-of-way areas would belong in the Infrastructure category. Property purchased for social service activities such as senior centers, housing, community centers, shelters and counseling centers would belong in the Community Service category.

² Improvements for a low- and moderate-income neighborhood are Infrastructure. Improvements needed for a specific low- and moderate-income housing project would be considered Community Service. For example, a new low- and moderate-income housing development requires the extension of a public street including water lines and sidewalks to the housing. Curb cuts are in the infrastructure category.

³ An activity that does not involve permanent or transitional housing would be a Community Service activity; for example, a treatment center.

⁴ Preservation of a community center or privately owned building would be a Community Service activity. Any preservation involving a structure with the end use of transitional or permanent housing for families who have low- and moderate-income would also be in the Community Service category.

⁵ Assistance for working in a public right-of-way with the end result of retaining or creating full-time permanent low- and moderate-income jobs would be Infrastructure. Assistance for equipment or building modification or rehabilitation with the end result of creating or retaining permanent low- and moderate-income jobs would be a Community Service activity.

⁶ Only acquisition of land for new housing construction is eligible.