



# City of Bellevue

## MEMORANDUM

---

**DATE:** September 15, 2021

**TO:** Human Services Commission Members

**FROM:** Dee Dee Catalano, Grant Coordinator, 425-452-6165  
Human Services Division  
Parks & Community Services Department

### **Agenda Item for September 21, 2021**

#### **2022 Community Development Block Grant (CDBG) Allocations and Preliminary Funding Recommendations**

The Human Services Commission makes recommendations to the City Council each year on how to spend the City's CDBG funding allocation from the Department of Housing and Urban Development (HUD). This year, rather than using the Competitive Application Form and issuing a Request for Proposals (RFP), the City is using the Application Update Form in a slightly different process that is described below.

According to Bellevue's *CDBG Policies & Procedures Manual*, there are two funding applications/processes that can be used:

*"Applications. Two types of CDBG funding applications are used. 1) If in the coming year HUD is expected to provide a significant increase in the CDBG award to the City, the City will use the Competitive Application Form. The form is intended to gather sufficient information on proposed projects, such that the Human Services Commission can make an informed funding decision, with support from Human Services staff. Customarily, if the Competitive Application is used, the City will provide technical assistance to prospective applicants regarding the City's requirements.*

*2) If HUD is expected to provide an award that is lesser than or nearly equal to the preceding year's award, the City will use the Application Update Form. This is a shorter version of the Competitive Application Form that provides information to update the Human Services Commission and staff regarding the program operations and goals of programs funded through CDBG in the preceding year."*

In the six years I have been Grant Coordinator, we have used the Competitive Application Form and issued an RFP even though we did not expect our CDBG award to increase significantly. This is because we always had a large amount of unspent prior year funds to allocate in addition to our current entitlement amount. We needed to solicit proposals in order to find additional projects to fund using the prior year funds.

That is not the case this year because all the prior year funds were allocated in 2020 to take advantage of the waiver of the 15 percent public services cap for projects that prevent, prepare for, or respond to the coronavirus. Those funds have all been spent by the subrecipients, and we do not expect to receive a significant increase in our entitlement amount next year. Because of this, we asked the 2021 CDBG grantees to complete the Application Update Form for 2022 CDBG funding.

Commissioners will be emailed the Application Update Forms for King County Housing Authority (KCHA) Major Home Repair Program, Sound Generations Minor Home Repair Program, and Seattle Business Education HUB Microenterprise Assistance along with their respective staff reviews on the Friday before your meeting date (Jewish Family Service Immigrant & Refugee Service Center, as a public service project, was approved for two-year funding -- 2021 and 2022 -- during the 2020 allocation process). I will also prepare a spreadsheet with preliminary funding amounts for the Commission to review that is based on the estimated funding available and the spending capacity of the agencies.

The Commission will approve their preliminary 2022 CDBG funding recommendations at tonight's meeting. A public hearing on those recommendations will be held on October 5, followed by a vote to approve the final funding recommendations to the City Council. These recommendations will be on the Consent Agenda of a future City Council meeting. A formal presentation to the Council is not required because there will be no new programs funded in 2022.