



2023-2024 CITY OF TACOMA  
COMMUNITY DEVELOPMENT BLOCK GRANT  
NOTICE OF FUNDING AVAILABILITY

APPLICANT INFORMATION SESSION



# Introduction – Topics to be covered

- Introduce Staff/General Information
- What is New This Year
- Project Requirements - Minor Home Repair and Preservation
- Project Requirements-Microenterprise
- Application Process
- Timeline
- Q + A

# Submit Questions Regarding the NOFA

- Submit questions in the chat today, or questions may also be submitted electronically to [cedhousingdivision@cityoftacoma.org](mailto:cedhousingdivision@cityoftacoma.org) no later than November 16, 2022.
- A list of all questions and answers submitted will be posted on the city's website.
  - Initial Q+A list will be posted November 2nd
  - Final Q+A list will be posted November 23rd

[https://www.cityoftacoma.org/government/city\\_departments/community\\_and\\_economic\\_development/housing\\_division/funding\\_opportunities\\_requests\\_for\\_proposals](https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/housing_division/funding_opportunities_requests_for_proposals)

# Acronym Overview

- HUD – U.S. Department of Housing and Urban Development
- CDBG – Community Development Block Grant Program
- NOFA – Notice of Funding Availability
- CED – City of Tacoma Community and Economic Development Department
- TCRA – Tacoma Community Redevelopment Authority
- AAP – Annual Action Plan (of HUD’s Consolidated Planning Process)
- IDIS – Integrated Disbursement and Information System (where the City reports to HUD on funding outcomes)
- FTE – Full-Time Equivalent employee

# What is new this year?

- Two deadlines to meet
  - Application Submission Folder Request
  - Application Deadline
- Separate application forms by program type
  - Minor Home Repair and Preservation Programs
  - Microenterprise Assistance Programs

# General Eligibility Criteria

Projects must:

1. Take place within Tacoma city boundaries
2. Adhere to Federal Cross-Cutting Regulations
3. Meet a CDBG National Objective
4. Show feasibility to meet performance measures
5. Be able to implement project/program July 1 – June 30

# CDBG National Objectives

1. Benefit low- and moderate-income persons
2. Aid in the prevention or elimination of slums and/or blight
3. Meet community development needs having a particular urgency

More information on the General Policies of the Community Development Block Grant Program can be found at [24 CFR 570.200](#).

# Requirements CDBG National Objectives

1. Program Outcomes
  - # homes rehabilitated
  - # of microenterprise owners/developers assisted
2. Reporting
  - beneficiary demographic data
  - invoicing packet
3. Record Keeping
  - beneficiary income verification
  - beneficiary application
  - beneficiary program agreement
  - project files for rehabilitation: scope of work, home inspections, notice of completion



# HUD-CDBG Current Income Limits

A low- and moderate-income person is defined by the CDBG Program as a person earning 80% or less of the Area Median Income of a given jurisdiction. Current City of Tacoma limits are listed here and are dependent on a household's size. The Area Median Income is updated each year by the U.S. Department of Housing and Urban Development.

*Effective June 1, 2022 for City of Tacoma*

Household Size	80% of Area Median Income Limit
1	\$56,850
2	\$65,000
3	\$73,100
4	\$81,200
5	\$87,700
6	\$94,200
7	\$100,700
8	\$107,200



# Eligible Activities

1. Housing Assistance: Home Rehab and Preservation
2. Economic Development: Microenterprise Assistance

# Home Rehab and Preservation Program Funds Available: \$572,680

- Preventing displacement by keeping existing homeowners' homes in good repair
- Projects/programs that address the specific needs of the low- and moderate-income homeowners being assisted, as part of a network of resources available

# Home Rehab and Preservation Program Requirements

- Grants provided to income qualified homeowner(s) for a maximum of \$15,000 for minor home repairs
- Subrecipient will draft and provide City staff with a detailed scope of work
- No work will commence until City staff completes the NEPA review.
- Subrecipients must verify income qualifications at the at the time services are delivered

# Microenterprise Assistance Program Funds Available: \$300,000

- Outcomes that increase jobs or business opportunities; program must support low- or moderate-income individuals
- Micro-enterprise start-up or expansion technical assistance programs, enhanced with ongoing support

# Microenterprise Assistance Program Requirements

- Solopreneurs or up to five (5) FTE, including owner(s)
- Technical assistance based on needs of Tacoma business community
- Equity and inclusion efforts and outcomes
- Collaboration with other technical assistance providers
- References from other funders, service partners, and clients

# NOFA Timeline

STEPS	DATES
Application period - Interested parties invited to apply	Oct 18 - Nov 30, 2022
NOFA information session	Oct 26, 2022
Initial Q+A posted	Nov 2, 2022
Afternoon Office Phone Hours (12:30pm-4:30pm)	Nov 9, 2022
Morning Office Phone Hours (8:30am-12:30pm)	Nov 10, 2022
Deadline to submit questions	Nov 16, 2022
<b>Deadline to request Application Submission Folder, 3pm</b>	<b>Nov 17, 2022</b>
Final Q+A posted	Nov 23, 2022
<b>Application Deadline, 3pm</b>	<b>Nov 30, 2022</b>
Ineligible applicants notified	Dec 6, 2022
Oral presentations by eligible applicants at TCRA Board meeting	Jan 12, 2023
Funding Recommendations voted on by TCRA Board	Feb 9, 2023
Funding awards announced	Feb 10, 2023

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# Application Process and Instructions

- Download Application Forms and Information Packet from Housing Division Website
- Request Application Submission Folder by 3pm on Nov 17
- Complete the Application Form for your program type, and compile required attachments
- Upload completed application and required attachments to your Application Submission Folder by 3pm on Nov 30
- Full Instructions are available on pages 15-17 of the NOFA Information Packet





Questions and Discussion  
For more information, contact:  
[cedhousingdivision@cityoftacoma.org](mailto:cedhousingdivision@cityoftacoma.org)

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