

# **CITY OF YAKIMA**

**Office of Neighborhood Development Services**



**2026-2027**

## **PUBLIC SERVICES**

**FUNDING APPLICATION PACKET**



Community Development Block Grant (CDBG)  
Federal Funding

# Public Services Funding Application Packet

## **TABLE OF CONTENTS**

A. Notice of Funding Opportunity (NOFO) and Timeline - *2 pages*

B. Application\* - *5 pages*

C. Instructions for Completing the Application - *3 pages*

D. CDBG Public Services Manual - *3 pages*

E. Sample Forms (Forms A9 and B9)- *2 pages*

***\*IMPORTANT NOTE: Remember that the application (completed and signed) is due to ONDS by Thursday, April 30, 2026!***

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*Office of Neighborhood Development Services  
112 S 8<sup>th</sup> St., Yakima, WA 98901  
(509) 575-6101 – ask.ONDS@yakimawa.gov*

**SECTION A:**  
Notice of Funding Opportunity (NOFO)  
and Funding Timeline





**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Bill Preston, P.E., Director**

*Office of Neighborhood Development Services (ONDS)*  
*112 S 8<sup>th</sup> Street, Yakima, WA 98901*  
*Phone: (509) 575-6101 – Email: ask.ONDS@yakimawa.gov*

## **Notice of Funding Opportunity: PUBLIC SERVICES**

### **Community Development Block Grant (CDBG) Federal Funding**

Each year, the City of Yakima receives funding through the federal Department of Housing and Urban Development (HUD), designated to benefit primarily the City’s low-income residents. In the City’s 2025 Annual Action Plan for the use of these funds, \$150,000 has been set aside for Public Services. The City plans to use the \$150,000 allocation to fund Public Service programs in the City that target four specific groups—seniors, children/youth, the unhoused, and victims of domestic violence. Organizations either currently delivering these services or planning to create such services are encouraged to respond to this Notice by applying for CDBG funding.

Applications can be downloaded from the Neighborhood Development Services page of the City’s website at ([www.yakimawa.gov/services/neighborhood-development-services](http://www.yakimawa.gov/services/neighborhood-development-services)). The application will be found in the “Funding Opportunities” section. Applications are also available in person at ONDS. **Completed applications are due by Thursday, April 30, 2026**, and can be sent via mail, email or delivered in person at ONDS. If filled out by hand, please ensure legibility. Detailed Instructions for the application are provided in the application packet. All on-time applicants will be evaluated impartially, and selected applicants will be awarded from \$25,000-\$75,000 of federal funds for eligible uses as allowed by HUD.

The applicants that are awarded funds will be contacted by City staff to enter into a contract for reimbursement of their eligible expenses carried out in the Public Service program(s) described in the application. All awards and resulting contracts will be valid through August 31, 2027. All programs and entities must meet the federal requirements for CDBG funding, which can be found in the Instructions and CDBG Public Services Manual contained in the application packet.

Please contact the City’s Office of Neighborhood Development Services (ONDS) with any inquiries regarding this Notice or the Public Services application. The City reserves the right to amend the terms of this funding notice, and to circulate applicable addenda if needed.

The City of Yakima, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing or calling ONDS (contact information provided below).

Also, in accordance with Title VI of the Civil Rights Acts of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, the City hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. Qualified disadvantaged, minority, and women-owned organizations are encouraged to respond to this Notice. The City of Yakima is an equal-opportunity employer.

Email: [ask.ONDS@yakimawa.gov](mailto:ask.ONDS@yakimawa.gov) Phone: (509) 575-6101

In person: 112 S 8<sup>th</sup> St, Yakima, WA 98901 (Monday-Friday, 8:30 am-4:00 pm)

### **Public Services Funding Award Timeline**

<b>Date</b>	<b>Description</b>
April 6, 2026	Notice of Funding Opportunity (NOFO) and Application released
April 24, 2026	Final day for questions regarding the application (inquiries made after this date are not guaranteed to be answered)
<b>April 30, 2026</b>	<b>Due date for completed applications</b>
May 15, 2026	Notification of awards
June 15, 2026	Due date for awardees to complete Public Service contracts with the City
August 31, 2027	End of Public Service contracts (final day for requests for reimbursement by awardees)

Note: Any updates or questions answered relating to this funding opportunity will be sent out to the City of Yakima Public Services email list. If you would like to be added to the City’s Public Services email list, please send an email to ONDS at [ask.ONDS@yakimawa.gov](mailto:ask.ONDS@yakimawa.gov) indicating your interest in Public Services. Please include the name of your organization and a contact person for your organization in your email request.

**SECTION B:**  
Application





## PUBLIC SERVICES APPLICATION

### Community Development Block Grant (CDBG) Federal Funding

Please complete all 5 pages and attach additional pages if more space is needed.

#### SECTION 1—Applicant Overview

A) Organization Name	
B) Organizational Legal Structure & Status	
C) Tax ID # and Unique Entity ID	
D) Primary Contact	
E) Primary Contact's role in the organization	
F) Primary Contact's Email & Phone Number	
G) Primary Contact's Mailing Address	

#### SECTION 2—Program Overview

A) Name of proposed Public Service program	
B) Amount of CDBG funds being requested	
C) Would this program be <i>a new service</i> or a quantifiable increase to <i>an existing service</i> ?  Explain your answer.	

<p>D) Provide a general description of the proposed program and its main purpose(s).</p>	
<p>E) How would you ensure that the proposed Public Service program benefits primarily low-income persons?</p>	<p>Select <i>one</i> of the following options:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Presumed benefit based on persons that will be served</li> <li><input type="checkbox"/> Presumed benefit based on nature &amp; location of service</li> <li><input type="checkbox"/> Service limited to low and moderate-income persons</li> <li><input type="checkbox"/> &gt; 50% of persons served will be low and moderate-income</li> <li><input type="checkbox"/> Limited service area, &gt;50% low/mod-income residents</li> <li><input type="checkbox"/> Other:</li> </ul>
<p>F) Would the proposed service be limited to City of Yakima residents?</p>	

**SECTION 3—Program Specifics**

<p>A) Is your idea for the Public Service based on past programs (<i>evidence-based</i>)? Or is it designed to substantially improve the service provided (<i>innovative</i>)?</p>	<p>Select one of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence-based</li> <li><input type="checkbox"/> Innovative</li> </ul> <p>Explain your answer:</p>	<p>4 points</p>
<p>B) What specific community needs would the proposed program help address?</p>		<p>4 points</p>

C) What is the specific, quantifiable program goal?		4 points
D) Would the program have a target population? If so, what would it be?		4 points
E) What outreach methods would be used and how would clients access services?		4 points
F) How would you monitor your progress to achieving the program's goals?		4 points
G) What other community services currently address the identified need, and how would you collaborate with them?		4 points
H) What are the potential barriers to reaching your goals and how would you overcome them?		4 points

**SECTION 4—Organizational Capacity**

A) What is your organization's experience in managing federally-funded programs?		10 points
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<p>B) What is your organization's experience in working with low-income residents of Yakima?</p>		<p>10 points</p>
<p>C) What are the qualifications of the staff members that would be involved in the proposed program?</p>		<p>4 points</p>
<p>D) Describe the data collection tools that you would use to gather the program statistics for reporting/monitoring.</p>		<p>4 points</p>
<p>E) How soon could the proposed program be operating?</p>		<p>4 points</p>

**SECTION 5—Financial Feasibility**

<p>A) Would the program have other funding sources? If so, please list sources and amounts.</p>		<p>10 points</p>
<p>B) How soon would you be able to submit eligible reimbursement requests to the City?</p>		<p>10 points</p>

C) What specific program costs would the CDBG funds be used for?		4 points
D) If funding is less than anticipated, would the program still be able to operate?		4 points
E) What are your plans for financial sustainability for the proposed program?		4 points
F) Describe your organization's financial management history and capacity.		4 points

**SECTION 6—Official Certification**

I hereby certify that, to the best of my knowledge, all information in this application is true and correct, and that the applicant is willing to comply with all contractual obligations with the City of Yakima if the proposal described in this application is awarded funding. By signing this response to a competitive solicitation, I also certify that the applicant and its principals have no actual or perceived conflict of interest and are not currently suspended or debarred by any department or agency from participating in federally-funded contracts. I also agree to notify the City of Yakima immediately of any changes made to the proposed program as described in this application, regardless of whether or not a grant award decision has been made.

**Name & Title of Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION C:**  
Instructions for Completing the Application





**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Bill Preston, P.E., Director**

*Office of Neighborhood Development Services (ONDS)*  
*112 S 8<sup>th</sup> Street, Yakima, WA 98901*  
*Phone: (509) 575-6101 – Email: ask.ONDS@yakimawa.gov*

## **Instructions for Completing the City of Yakima’s Public Services Application**

### **General Information**

The 5-page Public Services Application is found in Section B of this packet. Please read through these step-by-step instructions carefully to ensure that the application is filled out completely and properly before delivering to the City’s Office of Neighborhood Development Services (ONDS). Incomplete applications will be rejected or returned to the applicant. Space on the application is limited, so feel free to add more pages and/or attachments as needed.

City Staff will evaluate each application. Sections 1-2 of the application are informational only and are not scored. Sections 3-5 are scored, with the maximum points available for each question indicated in the column to the far right. There are 100 total points. Section 6 must be signed and dated by an authorized representative for the applying organization.

### **SECTION 1—Applicant Overview**

- 1A. Full legal name, and DBA name (doing business as) if applicable
- 1B. Organizational structure (Corporation, LLC, etc.) and status (non-profit, for-profit, government agency, etc.)
- 1C. Tax ID# used for Federal tax returns, and Unique Entity ID used for Federal contracting.
- 1D-G. Information for the responsible person in the organization that the City can contact regarding this application.

### **SECTION 2—Program Overview**

- 2A. If already existing, what is the proposed program currently called? If it doesn’t yet exist, what would it be called?
- 2B. The amount of funding being requested from the City through this application (must be a minimum of \$25,000, and up to a maximum of \$75,000).

2C. Does the proposed Public Service program already exist? If it does, define the specific, quantifiable way this program would expand or increase if additional funding were granted.

2D. Overall idea of what the program would do, who it would help, and its main goal/purpose.

2E. The funds available for public services must be primarily used to assist low- and moderate-income residents of Yakima. How that would be determined is up to the applicant. The options given coincide with the Federal guidelines for the use of these funds. Please select only one.

- Presumed benefit based on persons that will be served. If selected, proof must be given that HUD defines the category of persons to be served as low- and moderate- income, and an explanation will be needed of how the activity is designed to be used exclusively by this category of persons and how your organization will document this.
- Presumed benefit based on nature & location of services. If selected, proof must be given that both the nature of the Public Service proposed and the location where that service program will be carried out coincide with HUD's definition of presumed benefit.
- Service limited to low- and moderate-income persons. If selected, proof must be given of how your program will be limited to such persons, and how income eligibility will be determined and documented.
- >50% of persons served will be low- and moderate-income. If selected, proof must be given of how your program will determine and document income eligibility for every person served through the program.
- Limited service area, >50% low- and moderate-income persons. If selected, proof must be given of the boundaries of your proposed service area, the basis for determining those boundaries, a map of the service area, including which census tracts/block groups are included (even partially) in that service area, and documentation of the percentage of residents in the service area who are low- and moderate-income persons.
- Other. If selected, explain and define.

2F. Define if the Public Service would be limited to City of Yakima residents. If not, how you would track and document the number of non-City residents served through the program?

### **SECTION 3—Program Specifics**

3A. Evidence-based programs copy other programs in the community or in other communities that have previously and consistently produced good results. Innovative programs address failures in other programs and creatively work to improve the existing results. Neither answer is the correct one, so select which is more applicable to your organization and explain why.

3B. Provide specifics on the proposed program. Who from your organization would be directly involved? What would be the schedule? How long would the program last? Would it be seasonal? Where and how exactly would people access the proposed service? Include anything that would be pertinent and helpful to understanding the daily operations of the proposed program.

- 3C. How would assistance be tracked and documented, by individual, by household, etc.? What is your goal for that number and is it a reachable goal based on the type of service you will offer?
- 3D. Is there a target population for the program (e.g. children, youth, the unhoused, etc.)?
- 3E. How would the target population know about your service and how accessible would it be?
- 3F. Is there a plan in place for monitoring progress and for making improvements if the program's goals are not being achieved?
- 3G. What other agencies or organizations operate similar programs? Does your organization refer other complementary services to the target population and help connect them if possible?
- 3H. Be reasonable and honest about potential roadblocks to reaching the program's goals.

#### **SECTION 4—Organizational Capacity**

- 4A. Describe organizational experience and expertise regarding Federal grants.
- 4B. Describe previous and current programs/outreach that your organization runs or participates in, especially targeting low-income Yakima residents.
- 4C. Describe individual experience and expertise for staff that would be directly involved in planning, administering and running the proposed program.
- 4D. Will there be an application for potential clients to fill out to utilize the proposed service? How will persons served be counted and documented for HUD monitoring purposes?
- 4E. Describe your organizational readiness for the program to be operational.

#### **SECTION 5—Financial Feasibility**

- 5A. Are there matching funds or any other sources of funds for the proposed program?
- 5B. How soon could the City expect to receive reimbursement requests for program expenses?
- 5C. Would the CDBG funds be used for rent, salaries, supplies, etc.? Provide a general program budget, specifying the line items that would potentially be covered by the City's CDBG funding.
- 5D. Describe how the program is currently operating at existing funding levels. Will the program still be able to operate at the same level if CDBG funds are not granted?
- 5E. How will the program stay in existence if current funding levels decrease?
- 5F. Include specific staff experience and qualifications, and any audit responses, if applicable.

#### **SECTION 6—Official Certification**

This section should be completed by the individual in the organization with the highest position of responsibility, or their authorized representative.

**SECTION D:**  
CDBG Public Services  
Policy & Procedure Manual





**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Bill Preston, P.E., Director**

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*Phone: (509) 575-6101 – Email: ask.ONDS@yakimawa.gov*

## **CDBG PUBLIC SERVICES**

### **Policy & Procedure Manual**

#### **Applicant Eligibility**

The applying organization for CDBG Public Services funds must be a local government agency, a microenterprise as defined by HUD, a certified non-profit 501 (c)(3), or a for-profit organization with fiscal sponsorship from a non-profit. If a non-profit or government agency, it must have no part of its earnings inuring to the benefit of any member, founder, contributor or individual.

Faith-based organizations are eligible and also encouraged to apply for CDBG funding. However, per HUD regulations, organizations may not use CDBG funds to support inherently religious activities such as worship or religious instruction.

The applicant must assure that in employment, contracting, use of volunteers, and delivery of services, their organization will practice no discrimination with respect to sex, race, religion, national origin, age, veteran status, or presence or absence of a disabling condition.

#### **Program Eligibility**

To utilize CDBG funds for a public service, the proposed program must be one of the following: 1) a completely new service, 2) a renewed service (one that has existed in the past but not in the last 12 months before the City's latest Annual Action Plan), or 3) a quantifiable increase in an existing service which has been provided by the grantee or another entity in the past 12 months.

Since the funds available for public services must be primarily used to assist low-income residents of Yakima, the benefit determination (question 2E on the application) is vital to the eligibility process. The applicant has the freedom to decide which of the options to use, as all the options listed in 2E coincide with the Federal guidelines for the use of CDBG funds. Please contact ONDS for further guidance if you are unsure which of the benefit determinations to use.

#### **The Application Process**

All completed and signed applications received on time will be evaluated by City staff and scored as mentioned in the application instructions. The City reserves the right to reject an application for

being incomplete or for being delivered after the due date. Scoring of the valid applications will be impartial and will form the basis for awarding funds. All applicants will be notified of the award decisions. Scoring and funding decisions may be appealed within one week of notification, but the City reserves the right to affirm its scoring and funding decisions as final.

Also, all of the City's programs managed by ONDS, including Public Services, are subject to change without notice, as they are subject to the availability of Federal funds.

### **The Contracting Process**

The applicants that are awarded funds through this application will be contacted by City staff to enter into a contract with the City. **A sample of the contract may be requested from ONDS.** The deadline to enter into contract will be one month after notice of the award. Insurance requirements to enter into contract with the City include General Liability Insurance of \$2 million and Commercial Vehicle Liability Insurance of \$3 million. Also, a third-party audit of the organization's finances will be required. Upon being awarded CDBG funds and completing the contracting process, the organization would be considered a Federal grant subrecipient.

Contracts may be amended if such amendments are mutually agreed upon by the organization and the City. Amendments may be suggested by either party but must be agreed upon by both.

### **Eligible Expenses**

CDBG funds may be used to pay for labor, supplies, and materials, as well as to operate and/or maintain the portion of a facility in which the public service program is located. This includes the purchase or lease of a facility, equipment and other property needed for the public service. Some examples of eligible costs for reimbursement are case workers' salaries and benefits (labor), office expenses (supplies), and lease of rental space or equipment (facilities).

The following expenditures are ineligible for reimbursement: costs incurred by the organization but *not related* to the Public Service program, direct payments to beneficiaries, costs related to the general conduct of government, political activities, and overtly religious activities. Subrecipients are responsible to determine if costs are reasonable and allowable.

If eligible labor, supplies, or facilities are used *partially* for the Public Service program, the reimbursement for such expenses would need to be *partial* as well.

For more information on eligible expenses and all things related to CDBG Public Service programs, please consult 24 CFR Part 570 (CDBG Program Guidelines) and 2 CFR part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

### **The Reimbursement Process**

All expenditures for which reimbursement will be requested must be supported with source documentation, e.g. invoices, receipts, payroll reports, etc. Detailed hourly reports will be required for all grantee employees that are to be paid in whole or in part with CDBG funds.

Reimbursement requests would need to be submitted on either a monthly or a quarterly basis, as the subrecipient decides. This decision would be indicated in the contract. All reimbursement requests would need to include all applicable backup material, in addition to Beneficiary information for that pay period. See Section E for sample forms for both reimbursement requests and beneficiary reports. All information on both sample forms would be required to be filled out. All reimbursement requests would need to be signed by two responsible persons from the organization, one preparing the documents and the other reviewing them before sending the reimbursement requests to ONDS. City staff would review and upon approval, reimbursement would be sent within 30 days.

The subrecipient must have a standard of financial accountability that conforms to the minimum requirements of OMB Circular Number A-110 (Standards for Financial Management Systems).

### **Monitoring**

The City's role as Grantee of Federal CDBG funds requires monitoring to ensure that all subrecipients of grant funds carry out their programs in accordance with all applicable laws and regulations. This monitoring will include in-person visits and requests for information via phone or email, and is an ongoing process of reviewing grantee performance, progress and compliance. Evidence of a failure in either compliance or performance of the program would cause an investigation by the City. If needed, a corrective action plan would be set up. In the case of corrective action, reimbursement requests would be halted and the subrecipient given a date for deficiencies to be corrected in order for the reimbursement request process to restart.

### **Audit Requirements**

An independent audit of the organization's finances would be required before entering into contract with the City. Audits of Federal funds are performed annually by the WA State Auditor's Office. The subrecipient must maintain its records and accounts to facilitate any future audits. All files related to CDBG Public Services would need to be retained for a minimum of *5 years after the close* of any public service program. Subrecipients spending \$1 million or more in Federal funding from any and all sources in any fiscal year are required to have a special audit conducted in accordance with federal audit requirements. Audits of non-profit organizations are to be conducted by a third-party certified public accountant.

**SECTION E:**  
Sample Forms





**(Sample) City of Yakima CDBG Public Services: Sign-Up Sheet (Form B9)**

<b>First Name of Public Service Participant/Beneficiary</b>	<b>City of Yakima resident?</b>  <b>Yes or No</b>	<b>Household Income Status</b> (if known) <i>Over 80% AMI,</i> <i>Low, 50-80% AMI</i> <i>Very low, 30-50% AMI</i> <i>Extremely low, 0-30% AMI</i>	<b>Race</b> <i>(Alaskan Native or American Indian, Asian or Pacific Islander, Black, or White)</i>	<b>Hispanic?</b> <i>(Is Spanish spoken at home?)</i> <b>Yes or No</b>