



**Housing and Community Development Committee Agenda**  
**411 SW 9<sup>th</sup> St Conference Room 210**  
**Friday, January 30, 2018**  
**12:00 – 1:00 pm**

**HCD MEMBERS**

	<b>TIME</b>	<b>ITEM</b>
<b>Whitney Swander</b> Chair	12:00 PM	<b>CALL TO ORDER/INTRODUCTIONS</b>
	12:05 PM	<b>CITIZEN COMMENTS</b>
<b>Joni Powell</b> Vice-Chair	12:10 PM	<b>APPROVAL OF MINUTES</b>
		1. November 17, 2017
		2. December 15, 2017
<b>Diana Barker</b>	12:15 PM	<b>DISCUSSION /ACTION ITEMS</b>
<b>Charlene Hunter</b>		1. PY 2018-2019 CDBG RFP – (Attached)
<b>Suzanne Michaels</b>	4:00 PM	<b>COMMITTEE COMMENTS</b>
<b>Steve Curley</b>	4:15 PM	<b>STAFF COMMENTS</b>
<b>Geoff Wall</b>	4:30 PM	<b>ADJOURN</b>
<b>Vacant Position</b>	<b>Next HCD meeting February 16, 2018</b>	
<b>Vacant Position</b>		
<b>Hanna Cao</b> Ex-Officio		

Anyone needing accommodation to participate in the meeting must notify the City's ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3036 or at [access@ci.redmond.or.us](mailto:access@ci.redmond.or.us), or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.



**DRAFT**

**CITY OF REDMOND**  
Community Development Department

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**HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE**  
**MINUTES**

**November 17, 2017**

Redmond City Hall, 411 SW 9<sup>th</sup> Street – Room 210, Redmond, Oregon

**Members Present:** Chair Whitney Swander, Vice-Chair Joni Powell, Diana Barker, Steve Curley, Geoff Wall (*absent: Charlene Hunter, Suzanne Michaels; 2 vacancies*)

**Youth Ex Officio:** Vacant

**City Staff:** Katie McDonald, *Grants Coordinator/Assistant Planner*; Chuck Arnold, *Economic Development/Urban Renewal Project Manager*; Molly Mansfield, *Utility Billing Manager*; Cameron Prow, *TYPE-Write II*

**Visitors:** None

**Media:** None

*(Agenda items appear in the order discussed. The 3 digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)*

**CALL TO ORDER and INTRODUCTIONS**

Chair Swander called the regular meeting of the Housing and Community Development Committee (HCDC) to order at 3:05 p.m. with a quorum of members (5 of 7) present.

**CITIZEN COMMENTS**

None.

**APPROVAL OF MINUTES**

1. September 15, 2017

**Motion 1** (5/0/0): Ms. Barker moved to approve the September 15, 2017, minutes as written. Mr. Curley seconded the motion which passed unanimously.

**DISCUSSION and ACTION ITEMS**

1. Downtown Urban Renewal Advisory Committee Presentation

Mr. Arnold said having each City committee understand what the others were doing would improve collaboration opportunities. He discussed the purpose of the City's urban renewal district and what DURAC (Downtown Urban Renewal Advisory Committee) does. His summary (PowerPoint) covered the purpose, boundary, background (started in 1995), funding, strategic projects (New Historic Redmond Hotel reopening 2018-2019), property assistance program, catalytic projects (Centennial Park expansion, Family Entertainment Center, Family Recreation Center), diverse housing project (Cook Crossing), and industrial job incentives. Redmond Urban Renewal Agency (URA) is partnering with Central Oregon Intergovernmental Council to build a new transit hub and with the Bicycle and Pedestrian Advisory Committee to fund some Homestead Trail improvements. He noted the URA and DURAC will hold a joint meeting on November 21, 2017.

HCDC concerns included redevelopment of the old city hall site (716 SW Evergreen Avenue), developer incentives to build affordable housing units, value of mixed-income housing in neighborhoods, and transit expansion planning. Chair Swander asked about a joint HCDC/DURAC initiative. Mr. Arnold suggested the Chairs and Vice-Chairs of HCDC and DURAC meet to explore possibilities.

2. Utility Assistance Program

Ms. Mansfield outlined (November 13, 2017, letter) the City's utility assistance program from 2001 to present. This program is available only to residential single-family homes (owners and renters) who must apply annually. Eligibility is based on income and number of people in the household (like Section 8 vouchers) and has been tightened to address some fraudulent claims. The City currently serves about 16 households, saving qualified applicants about \$16 per month; this cost is not covered by any funding source. The City partners with High Country Disposal for a similar assistance program for garbage. Program information is posted on the City website and appears in the City newsletter on a quarterly or six-month basis. To date, no qualified applicants have been turned down. In 2013, the City changed its policy to work with property owners rather than tenants. Monies donated on residents' bills are administered through a partnership with St. Vincent de Paul for emergency assistance and the City receives a quarterly report (who was helped, how much was spent). She said better marketing was needed about donation opportunities.

Ms. McDonald suggested the utility assistance program might need to calculate income eligibility based on area median income (30%, 50%, or 80%). Central Electric Co-Op and Pacific Power both have round-up options and participate in a state energy assistance funding program.

HCDC discussion covered how people learn about this program, availability of an online application, funding source, total discount per year, partnering with Neighbor Impact to identify customers needing assistance, demographics of affected residents, if the City provides translation services (available from the Latino Community Association) or forms in Spanish, and assistance available through other organizations (Family Access Network, Highland Baptist Church, City Center Church, St. Vincent de Paul).

3. Proposal Review Program Year 2017-2018 Housing and ADA/Infrastructure RFP

Ms. McDonald presented options for moving forward with \$144,736 in unallocated funds from the approved 2017-2018 Annual Action Plan. Her staff report included the background, federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program objective, five primary goals in the Consolidated Plan, and results of the open and competitive request for proposals (RFP) process. Two proposals were received for Housing and ADA (Americans with Disabilities Act)/Infrastructure by the November 3, 2017, deadline, each requesting the full amount of unallocated funds. Both proposed projects satisfied the National Objectives of benefitting low- and moderate-income persons and addressed Goal 1 of the Consolidated Plan for housing. However, the higher-scoring proposal from Neighbor Impact was incomplete as it did not address CDBG regulations about rehabilitating a leased property. Following consultation with HUD, staff recommended allowing Neighbor Impact two weeks to clarify its proposal as submitted to verify compliance with HUD's Leasing/Ownership regulations regarding property rehabilitation. If Neighbor Impact proposal changed significantly, the proposal would be deemed incomplete and the RFP process would reopen for \$144,736 in unallocated funds.

HCDC concerns included if the RFP process allowed staff time to clarify eligibility of applications with HUD and the precedent of allowing an incomplete application to move forward. Following discussion, HCDC members agreed to postpone consideration of the two Housing and ADA/Infrastructure proposals for Program Year 2017-2018 to the December 2017 meeting.

4. 2017-2018 Annual Action Plan Unallocated Funds  
Following discussion, HCDC members agreed to postpone consideration of unallocated funds from the 2017-2018 Annual Action Plan to the December 2017 meeting.

5. Assessment of Fair Housing  
Ms. McDonald reviewed (PowerPoint) the background and next steps involved in the Assessment of Fair Housing which is due to HUD in October 2018. The City of Redmond and City of Bend are partnering to get this work done and have had one meeting. She requested two volunteers to help staff with outreach and marketing.

HCDC members asked how staff for both cities would work on this project and if Redmond's assessment could be coordinated with the tri-county (Crook, Deschutes, Jefferson) Assessment of Fair Housing by the Housing Authority (Housing Works).

Ms. McDonald said the Redmond and Bend assessments were on a different timeline, but Redmond would seek support as appropriate from Housing Works.

Vice-Chair Powell said she might be able to help in January 2018. Following discussion, HCDC members suggested Ms. McDonald ask the two members absent from today's meeting if they would be interested.

**COMMITTEE COMMENTS**

Vice-Chair Powell announced she would be absent from the December 2017 meeting.

**STAFF COMMENTS**

Ms. McDonald said Ms. Hunter had informed her she would miss the November and December meetings.

Next HCDC meeting: Friday, December 15, 2017, 3 p.m.

**ADJOURN**

With no further business, Chair Swander adjourned the meeting at 4:38 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

\_\_\_\_\_  
Whitney Swander  
Chair

\_\_\_\_\_  
Katie McDonald  
Grants Coordinator/Assistant Planner



**DRAFT**

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**HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE**  
**MINUTES**

**December 15, 2017**

Redmond City Hall, 411 SW 9<sup>th</sup> Street – Room 210, Redmond, Oregon

**Members Present:** Chair Whitney Swander, Diana Barker, Steve Curley, Suzanne Michaels, Geoff Wall  
(*absent: Vice-Chair Joni Powell, Charlene Hunter; 2 vacancies*)

**Youth Ex Officio:** *Absent*

**City Staff:** Katie McDonald, *Grants Coordinator/Assistant Planner*; Jodi Burch, *Finance Department*;  
Cameron Prow, *TYPE-Write II*

**Visitor:** Anne Graham; Yilun “Hanna” Cao

**Media:** None

*(Agenda items appear in the order discussed. The 3 digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)*

**CALL TO ORDER – INTRODUCTIONS**

Chair Swander called the regular meeting of the Housing and Community Development Committee (HCDC) to order at 3:06 p.m. with a quorum of members (5 of 7) present.

**CITIZEN COMMENTS**

Ms. Graham introduced Ms. Cao who is living with her and her husband. Ms. Cao, an exchange student, attended Summit High School in Bend last year and will attend Ridgeview High School in Redmond for her senior year. Her goal is to be a diplomat, so she felt some exposure to American government would be good. Ms. Cao will be the Youth Ex Officio member starting in January 2018.

**APPROVAL OF MINUTES**

1. September 5, 2017
2. October 20, 2017

Ms. Prow requested removal of Ms. McDonald’s name from DISCUSSION ITEM 3 on the October 20 minutes.

**Motion 1** (5/0/0): Ms. Michaels moved to approve the September 5, 2017, minutes as written and the October 20, 2017, minutes as amended. Mr. Curley seconded the motion which passed unanimously.

**DISCUSSION – ACTION ITEMS**

1. Housing/ADA/Infrastructure RFP – Recommendation  
Ms. McDonald presented the Subcommittee Recommendation and staff report. A Request for Proposals (RFP) was issued for the Housing/ADA (Americans with Disabilities Act)/Infrastructure unallocated funds. Two proposals were received following an open and competitive process, each for the full amount of \$144,736. The HCDC Subcommittee determined both proposals satisfied the

National Objectives of benefiting low- and moderate-income persons and addressed Goal 1 of the Consolidated Plan. The subcommittee then heard presentations from both applicants. Subcommittee members expressed concerns about the proposals' budget details, applicant experience, lack of research showing viability of identifying properties that would meet the proposed needs, and applicant performance. Based on the disclaimer included in the RFP, the subcommittee did not deem either proposal feasible as submitted. The subcommittee recommended rejecting both proposals and re-issuing an RFP for the unallocated amount of \$144,736.

Chair Swander reported meeting with Ms. McDonald, City Manager Keith Witcosky, and Planning Manager Deborah McMahon, following last month's HCDC meeting, to discuss how the City should proceed with the quality of the applications received. A smaller HCDC subcommittee met via e-mail and formulated the recommendation contained in the staff report.

Ms. McDonald said she invited both applicants to the November 2017 HCDC meeting, but neither one contacted her nor attended the meeting.

Mr. Wall declared a conflict of interest due to being a potential future applicant for these funds.

**Motion 2** (4/0/1): Ms. Michaels moved that the Redmond Housing and Community Development Committee recommend rejecting both proposals and issuing a revised Request for Proposals for the 2017-2018 Housing/ADA/Infrastructure unallocated funds. Ms. Barker seconded the motion which passed with Ms. Barker, Mr. Curley, Ms. Michaels, and Ms. Swander voting in favor, none opposed, and Mr. Wall abstaining due to a potential conflict of interest.

## 2. RFP Language

Ms. McDonald presented the staff report and sample RFP language from Bend and Corvallis. She outlined discussion points and a recommendation to amend the RFP language to include clearer provisions on eligibility, scoring matrices, and a disclaimer. She suggested stronger language in the proposal about feasibility, minimum standards, different scoring tiers for different funding activities (public service, housing, infrastructure), and reviewing eligibility of proposals prior to subcommittee scoring.

HCDC concerns and suggestions for new RFP language included:

- Subcommittee scoring criteria, refining scoring criteria for the 2017-2018 RFP
- Whether the City could apply for the 2017-2018 unallocated funds for ADA infrastructure
- Origin of Redmond's current scoring matrix
- Add a step to the review process for staff to screen applications for eligibility and completeness prior to subcommittee scoring
- Add language to give the subcommittee the authority to reject unfeasible applications
- Don't establish a minimum score (retain flexibility)
- Ask more questions and get answers at subrecipient meetings
- Evaluate proposals for efficiency and return on investment
- Stronger recordkeeping and reporting requirements
- Clarify performance timeline in RFP
- Add language that grant agreement may include deed restrictions
- Prior scoring matrix feels arbitrary
- Score applications by section (budget, scope, organizational capacity, etc.)
- Add a Table of Contents
- Be more prescriptive about the type of information applicants should include in their applications
- Add the six "rights" listed in the application and review process from the Bend RFP language.

Ms. Burch discussed the City's performance regarding allocated, expended, and unallocated funds.

Ms. McDonald suggested using a two-step review process for the unallocated 2017-2018 dollars, adding timeframes, clarifying the format, keeping elements that work well, adding stronger language for scoring and rejecting criteria, and setting clear expectations. She said timelines were critical to move the process forward as soon as possible for the unallocated 2017-2018 Housing/ADA/Infrastructure funds. She stated the 2018-2019 RFP for July 1, 2018, funding should go out within the next 30 days. She recommended opening an RFP earlier in each program year and offering as much assistance in the planning phase as possible.

Ms. McDonald requested three volunteers to work on the 2017-2018 RFP with a goal of getting it finished and out by January 5, 2018. Ms. Michaels, Chair Swander, and Mr. Wall volunteered.

**Motion 3** (5/0/0): Ms. Swander moved to re-issue the 2017-2018 Housing/ADA/Infrastructure RFP with amended language that includes a two-step review process, updated disclaimer language, addition of a scoring key, and formatting edits. Ms. Barker seconded the motion which passed unanimously.

HCDC members agreed by consensus to hold the 2018-2019 RFP to the January 2018 meeting.

### 3. Assessment of Fair Housing Survey and Next Steps

Ms. McDonald discussed (PowerPoint) survey development work she has been doing with the City of Bend. Her summary included survey draft questions, outreach efforts, timeline for program participants, and the process needed to conduct the surveys. The goal of the community survey is to identify fair housing issues and patterns and determine if people who encounter these issues know what to do about them. Though Redmond and Bend staff are working together on survey development, each city will conduct its own surveys. The City of Redmond will dedicate a page on its website to "Fair Housing" and have a link to the survey for community members. The stakeholder survey will go out to organizations and people in this realm. Both the community and stakeholder surveys will take place the first week of February 2018. Marketing of the surveys will be done through print ads and Facebook ads from the National Fair Housing Council, City newsletters, and City utility billing statements. As surveys are returned, additional outreach to underrepresented areas might be needed. Redmond's fair housing assessment must be submitted by October 2018 for the City to maintain its CDBG (Community Development Block Grant) funding.

HCDC concerns included percentage of participation needed by Redmond citizens and how people will know to use the City website to take the survey.

Ms. McDonald asked for HCDC assistance in getting Spanish on board right away as she has been experiencing roadblocks (organizations not returning communications, Survey Monkey setup). She requested Ms. Cao's assistance with the schools.

Ms. Michaels volunteered to help with outreach and analysis in January 2018.

## **COMMITTEE COMMENTS**

Ms. Barker recommended a fuller introduction by members and staff to help Ms. Cao understand their roles on this committee.

Committee members: Ms. Barker, real estate broker; Mr. Curley, Director, Small Business Development Center at Central Oregon Community College; Ms. Michaels, citizen (former Development Director, Opportunity Foundation, and finance background); Chair Swander, High Desert Education Service District; and Mr. Wall, Chief Financial Officer with Housing Works (affordable housing builder in Crook,

Deschutes, and Jefferson Counties). Staff: Ms. McDonald, Community Development Department Grants Coordinator/Assistant Planner, Ms. Burch, Finance Department; and Cameron Prow, meeting minutes.

Ms. Cao summarized her background, interests, and professional goals. She said her college major would be financial engineering, but her dream was to be a diplomat. She said this meeting introduced her to a lot of concepts she didn't understand but she would work hard to learn more. She commended committee members for trying to improve their community.

**STAFF COMMENTS**

Next meeting: Friday, January 19, 2018, 3 p.m.

**ADJOURN**

With no further business, Chair Swander adjourned the meeting at 4:35 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

\_\_\_\_\_  
Whitney Swander  
Chair

\_\_\_\_\_  
Katie McDonald  
Grants Coordinator/Assistant Planner

## **Community Development Block Grant (CDBG) Request for Proposal for the 2018-2019 Program Year**

The City of Redmond Community Development Department announces the availability of funds for Community Development Block Grant (CDBG) funded activities. The funds are authorized under the Housing and Community Development Act of 1974, as amended, and are received from the U.S. Department of Housing and Urban Development (HUD).

**Funding Allocations:** The City of Redmond has an estimated available allocation of CDBG funds of \$175,000 Program Year 2018-2019.

<b>Housing/Public Facility/ ADA/Infrastructure:</b>	<b><u>\$145,000</u></b>
<b>Public Services:</b>	<b><u>\$30,000</u></b>

All applications must be postmarked or received by the City of Redmond Community Development Department staff no later than **4 PM on Friday, March 2<sup>nd</sup>, 2018**. All original applications will be date stamped. Late submissions will not be accepted.

## ***Table of Contents***

- 1. *Application Schedule and Deadlines***
- 2. *Selection Process***
- 3. *CDBG and Neighborhood Stabilization Program Overview***
  - 3.1 *National Objectives***
  - 3.2 *Eligible Activities***
  - 3.3 *Ineligible Activities***
  - 3.4 *Eligible Applicants***
  - 3.5 *HUD Income Limits***
- 4. *City of Redmond CDBG Program Goals and Objectives***
  - 4.1 *City of Redmond Consolidated Plan Goals***
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- 5. *Rules and Requirements for Subrecipients***
  - 5.1 *Written Agreements***
  - 5.2 *Record-Keeping and Reporting Requirements***
  - 5.3 *Other Federal Requirements***
- 6. *Required Application Contents***
- 7. *Other Information***
- 8. *Proposal Submission Instructions***

### ***Attachments***

- Attachment A: Table of Contents***
- Attachment B: Project Summary Form***
- Attachment C: Budget Form***
- Attachment D: Required Certifications signed by authorized official***

# 1. Application Schedule and Deadlines

<b>January 23, 2018</b>	<b>Request for Proposals available to the public</b>
<b>February 13 or 14, 2018</b>	<b>Mandatory Sub-Recipient Workshop – MUST RSVP to Katie McDonald</b>
<b>March 2, 2018</b>	<b>Proposals for funding due to the Community Development Department at City Hall by 4 pm.</b>
<b>March 7 - 14, 2018</b>	<b>Staff and the Scoring Sub-Committee members review funding proposals</b>
<b>March 14, 2018</b>	<b>Oral Presentations by applicants to the Scoring Sub-Committee</b>
<b>March 16, 2018</b>	<b>Public Meeting during the Redmond Housing and Community Development Committee to make funding recommendation</b>
<b>March 19 – April 30, 2018</b>	<b>Public comment period on the DRAFT 2018-2019 Annual Action Plan, including the Scoring Sub-Committee’s funding recommendations</b>
<b>May 1, 2018</b>	<b>Public Hearing before Redmond City Council on the 2018-2019 Action Plan, including the Scoring Sub-Committee’s funding recommendations; final adoption by the City County of the City’s 2018-2019- Action Plan and funding decisions</b>

## 2. Selection Process: The following process will be used in the City's review and selection of funding proposals for the City's 2018-2019 CDBG Funding.

### Pre-Application Workshop (MANDATORY):

A pre-application workshop is mandatory for all agencies applying for funding. The workshop will be an opportunity for potential applicants to ask questions about the CDBG programs, evaluation criteria, local strategies and grantee requirements if awarded a grant. An agency representative must be present at one of the mandatory workshops for the application to qualify.

City staff will review each proposal to determine:

- Is proposal complete, based on the requirements of this Request for Proposals (RFP)
- Is project eligible for CDBG funding under HUD's CDBG Program requirements
- Is Project consistent with the goals and funding priorities in the City of Redmond's Consolidated Plan

Proposals will then be reviewed and evaluated by the City of Redmond Housing and Community Development Scoring Sub-committee. The evaluation criteria that will be used by the Sub-Committee in reviewing proposals are contained herein.

The City of Redmond's Housing and Community Development Committee will evaluate applications based on the following rating system:

- **Experience managing federally-funded projects (CDBG preferred) 5 Points**
  - Applicants will receive a score of 5 points if have experience managing CDBG funding, 3 points if have experience managing other federally-funded projects, and 0 points if have no experience.
- **Agency capacity – financial and staffing, references 15 Points**
  - Points will be awarded to applicants based on the documentation provided showing that resources, including financial and staff, needed to manage the proposed activity are available and ready.
- **Housing need and Consolidated Plan priority, number served 25 Points**
  - The activity will receive a score of up to 25 points if it addresses a priority, objective, and goal in the Consolidated Plan. Evaluation may include the cost incurred per person and per unit and the justification for a particular level of funding.
- **Benefit to Special Needs and Low-and Moderate-Income (LMI) Persons 25 Points**
  - Activities will be given up to 25 points that benefit at least 51% low- and moderate- income persons or special needs populations. The activity will be evaluated in terms of the documentation and justification of the need and benefit of the activity.
- **Project budget, leverage of other funds, partnerships with other agencies 15 Points**
  - Points will be awarded based on the applicants' efforts to secure other funding for the activity (up to 6 points), overall project budget (up to 6 points) and partnerships with other agencies (up to 3 points).
  - Points will be awarded to applicants based on the documentation and information provided showing that the resources needed to manage the proposed activity are available and ready. In addition, the commitment for operation and maintenance will be considered. Points will also be awarded to activities which document that processes are in place and ready to move forward quickly.

- **Activity management and completion within one (1) year** **15 Points**
- Resources allocated and complete project readiness will receive 15 points.
  - A minor, but resolvable, gap in resources or project readiness will receive a score of 10 points.
  - A significant gap in resources or project readiness will receive a score of 0 points.

During the application review period, applicants will be invited to deliver an oral presentation on their project proposal to the Scoring Sub-Committee. Applicants will be allowed approximately 10 minutes to present their proposals, followed by a 10 minute question and answer session.

City staff will have an opportunity to make a formal recommendation to the Scoring Sub-Committee regarding project funding before the Scoring Sub-Committee finalizes its funding recommendations.

The Redmond Housing and Community Development Committee's (HCDC) funding recommendations will be incorporated into a draft Action Plan, outlining the City's funding decisions for the 2018-2019 CDBG Program Year.

The draft Action Plan will be made available for public review, and the HCDC will hold a public meeting to receive public comment on the Committee's 2018-2019 funding recommendations. Revisions may be made to the draft plan as a result of comments received during the public meeting.

The draft Action Plan will then be made available for public review for a period of 30 days. Notice of the 30-day public review period will be published in the Bend Bulletin and on the City website at [www.ci.redmond.or.us/cdbg](http://www.ci.redmond.or.us/cdbg). The entire draft Action Plan will be made available for review at Redmond City Hall and on the City website.

At the end of the 30-day public review period, the City will hold a public hearing before City Council to receive input from the community on the HCDC's funding recommendations, as outlined in the draft Action Plan.

The City Council will adopt the final Action Plan, outlining the City's final funding decisions for the 2018-2019 CDBG Program Year.

If action by an applicant receiving funding requires that the Action Plan be amended any costs associated with the amendment, including legal notice and public hearing costs, will be the responsibility of the applicant.

### 3. Community Development Block Grant and Neighborhood Stabilization Program Overview

This section provides general information regarding the federal Community Development Block Grant (CDBG) and the types of activities that are eligible for funding under CDBG regulations. For more detailed information on CDBG and eligible activities, please contact the City's Community Development Grant Coordinator or visit the HUD website at [www.hud.gov](http://www.hud.gov).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable urban communities through:

- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant is administered at the federal level by the Department of Housing and Urban Development.

#### 3.1 National Objectives

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low- and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

The three national objectives are summarized below:

##### Benefit to Low- and Moderate-Income Persons

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD and are listed in Section 4.5. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income, (80% of Area Median Income and lower)
- benefit a limited number of people (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

*Note:* HUD presumes certain groups to be principally low- or moderate-income, so projects that exclusively serve these groups will meet the *Benefit to Low- and Moderate-Income Persons* national objective without having to demonstrate income eligibility. These groups include: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with HIV/AIDS, and migrant farm workers.

##### Elimination of Slum and Blight

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area

### Urgent Need

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

## 3.2 Eligible Activities

To meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City’s CDBG Coordinator for more detailed information regarding the eligibility of specific programs or projects.

### Basic Eligible Activities

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including homeownership activities, rental housing activities, public facilities, and public services. The following is a list of some of the types of uses that may be funded with CDBG dollars.

- Acquisition of real property by purchase, long-term lease, or donation
- Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Clearance, demolition, and removal of buildings and improvements
- Provision of public services, including but not limited to those concerned with drug abuse, crime prevention, drug abuse, education, homebuyer down-payment assistance, energy conservation and recreational needs
- Repairs to sidewalks, parks, playgrounds, publicly owned utilities and public buildings (in areas showing physical deterioration)
- Relocation payments and other assistance for permanently and temporarily relocated individuals, families, businesses, non-profit organizations, and farm operations
- Housing services, including housing counseling, loan processing, and inspections
- Direct homeownership assistance to low- or moderate-income households

### Rehabilitation and Preservation

- Rehabilitation of:
  - Privately owned buildings
  - Low-income public housing
  - Publicly or commercially owned industrial buildings
  - Non-profit owned non-residential buildings
  - Manufactured housing
- Code enforcement, including costs incurred for inspection for code violations and

enforcement of codes in deteriorating or deteriorated areas.

- Historic preservation, including rehabilitation, preservation or restoration of publicly and privately owned historic properties.

### Economic Development Activities

- The acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings or real property.
- The provision of assistance (such as loans, grants, and technical assistance) to private non-profit business.
- Microenterprise assistance to facilitate economic development, including financial support (such as grants and loans), technical assistance, and counseling.

### 3.3 Ineligible Activities

In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City's CDBG Coordinator for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

### 3.4 Eligible Applicants

In general, only public or private non-profit agencies or organizations are eligible to apply for funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

### 3.5 HUD Income Limits

HUD requires that at least 51% of those benefited by any activity funded with CDBG dollars must meet low- or moderate-income guidelines for the CDBG Program, as determined by HUD. HUD defines very low-income households as those earning equal to or less than 50% of Area Median Income (AMI) and Low-income households as those earning equal to or less than 80% AMI.

The current income limits for City of Redmond are shown below. Updated City of Redmond income limits may be released in early 2018. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

<b>Income threshold</b>	<b>1 person</b>	<b>2 person</b>	<b>3 person</b>	<b>4 person</b>	<b>5 person</b>	<b>6 person</b>	<b>7 person</b>	<b>8 person</b>
<b>Area Median Income (AMI)</b>	\$44,800	\$51,200	\$57,600	\$64,000	\$69,120	\$74,240	\$79,360	\$84,480
<b>Low Income (80% AMI)</b>	\$35,750	\$40,850	\$45,950	\$51,050	\$55,150	\$59,250	\$63,350	\$67,400
<b>Very Low Income (50% AMI)</b>	\$22,350	\$25,550	\$28,750	\$31,900	\$34,500	\$37,050	\$39,600	\$42,150
<b>Extremely Low Income (30% AMI)</b>	\$13,450	\$16,240	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320

## 4. City of Redmond CDBG Goals and Objectives

In addition to meeting the CDBG Program's national objectives and eligibility criteria, HUD regulations require that all activities funded with CDBG dollars must be consistent with the program goals outlined in the local jurisdiction's Consolidated Plan. The Consolidated Plan is a five-year housing and community development strategy that HUD requires all CDBG Direct Entitlement communities to prepare.

### 4.1 City of Redmond Consolidated Plan Goals

The following is a summary of the five overarching goals identified in the City of Redmond's 2014 -- 2018 Consolidated Plan. All activities funded through the City's CDBG program for the 2014 – 2018 Consolidated Plan period must be consistent with at least one of these goals:

- Goal #1: Provide decent affordable housing and work towards prevention of homelessness.
- Goal #2: Increase economic opportunities.
- Goal #3: Support agencies/organizations that serve low- and moderate-income persons and special needs populations by helping them expand services.
- Goal #4: Further Fair Housing
- Goal #5: ADA and Infrastructure Improvements.

### 4.2 Program Area Objectives

Through the Consolidated Plan process, the City has identified specific objectives for achieving the goals outlined in the Consolidated Plan. Throughout the 5-year Consolidated Plan period, CDBG funds will be directed toward projects that meet these objectives.

The objectives associated with each Consolidated Plan goal are outlined below:

#### Goal #1: Provide decent affordable housing and work towards prevention of homelessness.

- The Strategic Plan proposes to allocate funding to increase the supply of rental housing, especially those units occupied by the lowest income residents (less than 50% of AMI) and reduce housing cost burden
  - CDBG funds will support the creation of affordable housing units through gap financing for land acquisition, site clearance, demolition and public improvements for qualified projects, and down payment assistance for home ownership, and housing rehabilitation.

#### Goal #2: Increase economic opportunities.

- CDBG funds will support programs to increase the economic opportunities of LMI persons through creation of jobs, education and job training and microenterprise assistance.

#### Goal #3: Support agencies/organizations that serve low- and moderate-income persons and special needs populations by helping them to expand services.

- Dedicate 15% of CDBG funds each year to agencies/organizations that provide food to the hungry, affordable childcare to working LMI parents, or services to seniors and the homeless.

#### Goal #4: Further Fair Housing in Redmond

- Conduct an analysis of impediments to fair housing choice to assess Redmond's fair housing needs and develop a plan to address any impediments. The City will work with a Scoring Sub-Committee and residents on the analysis and plan. The City will also contract with the Fair Housing Council of Oregon to provide training and counseling for Redmond property owners, residents and developers

#### Goal #5: ADA & Infrastructure

- Removal of architectural barriers in public places, public facility improvements and development of Infrastructure

## 5. Rules and Requirements for Grant Recipients

Applicants awarded CDBG funds by the City (also referred to as “subrecipients”) will be required to comply with all federal regulations and record-keeping requirements governing the use of CDBG funds. Applicable federal regulations and requirements are summarized below.

City staff will be available to provide technical assistance in determining which regulations apply to each project and interpreting the relevant regulations. However, subrecipients will be responsible for satisfying these federal requirements, documenting how the requirements are being satisfied, and reporting to the City on how these requirements are being satisfied.

### 5.1 *Written agreements*

Each subrecipient will be required to enter into a written agreement with the City that requires compliance with all CDBG grant or loan terms applicable to the project, and with the RFP, the proposal, and any modifications and conditions imposed by the City. This contract must be signed and executed prior to the disbursement of any funds. Funds will be made available by HUD no earlier than July 1, 2018 and may not be available for several months beyond that date. Every effort will be made by the City to have contracts developed and ready for execution prior to the date that funds are made available by HUD.

### 5.2 *Record-Keeping and Reporting Requirements*

Subrecipients will be required to maintain accurate records documenting that the targeted populations and/or areas are being served by the project, and to provide quarterly reports to the City demonstrating that this requirement is being satisfied. Recipients will be required to collect this information for a period of five years beginning from date of project agreement and shall provide this information to the City at the City’s request.

The following summarizes the types of records that must be maintained to show that the targeted populations/areas are being served. A complete listing of HUD’s record-keeping requirements is available from City staff and will be included in the grant agreement between the City and the applicant. The City will provide forms to subrecipients to assist them in satisfying this requirement.

#### *Benefit to Low- and Moderate-Income Persons*

For all projects that fall into the category of benefiting low- and moderate-income persons, subrecipients will be required to maintain records and documentation including, but not limited to:

- Documentation showing the income characteristics of persons in the service area,
- Documentation demonstrating that the activity is designed for and used by a segment of the population presumed by HUD to be low- or moderate-income,
- Information on the total number of dwelling units in multi-family structures that are occupied by low- and moderate-income households, and
- Listings of the total permanent jobs created and retained, and which of those jobs are held by low- and moderate-income individuals.

#### *Elimination of Slum and Blight*

For all projects that fall into the category of Elimination of Slum and Blight, subrecipients will be required to maintain records and documentation including, but not limited to:

- A description of the conditions which qualify the area as a slum or blighted area pre-

rehabilitation inspection report describing the deficiencies in each structure to be rehabilitated, and

- The conditions of a structure that are detrimental to public health and safety.

### Urgent Need

For all projects that fall into the category of Urgent Need, subrecipients will be required to maintain records and documentation including, but not limited to:

- Documentation concerning the nature and degree of seriousness of the condition requiring assistance,
- Information on the timing and the development of the serious condition, and
- Evidence confirming that other financial resources to alleviate the need were not available.

### 5.3 Other Federal Requirements

In addition to the record-keeping and reporting requirements outlined above, CDBG-funded projects may also be subject to other federal requirements. The following is a brief summary of additional federal requirements that may apply to each project. The descriptions are very brief and do not provide all the information that subrecipients will need in order to satisfy the requirements.

Subrecipients shall be solely responsible for complying with these and any other applicable federal requirements, and shall be responsible for obtaining all the information necessary to satisfy these requirements.

- Fair Housing and Equal Opportunity: Discrimination on the basis of race, color, national origin, religion, disability or sex is prohibited.
- Handicapped Accessibility: Generally, federally-assisted buildings and facilities must be accessible.
- Employment and Contracting: Grantees may not discriminate in employment and must make efforts to provide training and employment opportunities to low-income residents.
- Environmental Review: Grantees must undertake environmental reviews in accordance with 24 CFR Part 58. Whereas these may be done by the City, in some situations it will be incumbent upon the Grantee to ensure compliance with this requirement.
- Flood Insurance: CDBG funds may not be provided in a Federal Emergency Management Agency (FEMA) designated special flood area unless specific precautions are undertaken.
- Lead-Based Paint: CDBG rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401 (b) of the Lead-Based Paint Poisoning Prevention Act.
- Labor Standards: Construction Activities may be required to comply with the Davis Bacon Act and the Contract Work Hours and Safety Standards Act.
- Debarred, suspended, and ineligible contractors and subrecipients: CDBG funds cannot be provided to debarred, suspended, or ineligible contractors, subcontractors or subrecipients.
- Conflict of Interest: CDBG recipients and subrecipients must comply with procurement requirements found at 24 CDF 85.36 (state and local governments) and 85.42 (non-profits) and with any other applicable conflict-of-interest provisions.
- Acquisition and Relocation: Acquisition, rehabilitation, and/or demolition activities may be covered by the Uniform Relocation Act and/or Section 104 (d) of the Housing and Community Development Act.

## 6. Required Application Contents

Proposals for funding for the 2018-2019 Program Year must contain the following information in the order presented below. Proposals are expected to provide the requested information in a clear and concise manner. The City reserves the right to reject any proposals that do not contain all of the information outlined below or are otherwise non-responsive to this RFP.

If your organization is seeking funding for more than one project, a separate project proposal must be submitted for each project. If your organization is submitting more than one project proposal, please indicate your project funding priorities in each proposal.

- Completed Table of Contents (Attachment A)
- Completed Project Summary Form (Attachment B)
- Project Description
  - Please provide a brief description of the following:
    - The need or problem your project will address.
    - How your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the CDBG funds will be used.
    - If you are proposing an economic development project, please indicate how your project will create living wage jobs for low-income persons, how you have defined 'living wage', and what sources you have consulted to develop your definition of 'living wage'.
    - How your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.
    - The ways in which your project will have a long-term impact on the need or problem being addressed.
    - If you are proposing an affordable housing project, please indicate the time period that the project will remain affordable and how your agency plans to ensure that the project remains affordable for the specified time period.
    - Your agency's plan for evaluating the progress of the project toward addressing the identified need or problem.
- Work Program
  - Please provide a detailed work program and timeline, including the anticipated start date and completion date for the project, and a list of tasks with estimated start and completion dates for each task.
- Project Benefit
  - Please provide a brief description of the following:
    - How your project will meet at least one of the national objectives outlined in Section 4.1.
    - Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.
    - The population and characteristics of the slum or blighted area that will be served (if applicable).
    - How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.
    - The methods used to determine the project benefit and documentation of the sources used.

- Agency Information
  - Please provide the following information about your agency:
    - The agency's background, mission, and service history.
    - A brief description of the agency's financial stability as it pertains to the agency's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the agency's financial audit or review for the last two years.
    - A list of key personnel that will be assigned to this project and their job titles and qualifications. Include the FTE hours each person will dedicate to the project.
    - Proof of the agency's status as a private non-profit, public non-profit, or governmental agency.
    - Current Articles of Incorporation and Bylaws
- Financial Information
  - Please also provide the following financial information:
    - A detailed line item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.
    - A completed Budget Form (Attachment C) showing secured and potential sources of funding, including other federal and state grants and loans, monetary donations, in-kind contributions, volunteer labor, and donation of materials and supplies (attach additional sheets if necessary). Volunteer labor should be included under 'Private Funds'. Attach letters of funding commitment from sources, if available.
    - A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.
    - A brief description of your agency's plan for funding the project after the first year, if applicable.
    - A statement regarding your agency's ability to proceed with the project without your requested CDBG funds, or with a CDBG award less than your requested amount.
    - Tax return 990 forms for the most recent year
- For construction projects, please provide a detailed pro form a Project Feasibility and Readiness
  - Please provide the following information regarding project feasibility and readiness:
    - A description of the agency's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.
    - A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.
    - A description of the agency's readiness to proceed with the project. For example, if the purchase of property is involved, is the property currently available for purchase? Is staff currently available to work on the project, or is the agency ready to proceed with hiring staff?
    - A description of any land use processes (such as a zone change or a conditional use permit) the project will require and what steps, if any, have been taken to address these issues.
    - A description of the agency's familiarity with meeting the federal requirements listed in Section 5, and/or the agency's plan for ensuring that these requirements are satisfied.
- Required Certifications signed by authorized official (Attachment E)

➤ Other information

- Please attach any other statistical data, applicable experience of the applicant, or other material you believe will assist the City in its review of your proposal.

## 7. Other Information

Please review the following points for important information about the City's CDBG Program, including the rights and responsibilities of City of Redmond and the subrecipients about the application and selection process.

- Funds will be available no earlier than July 1, 2018, and may not be available for several months beyond this date. Please work with City staff to confirm contract start date before you anticipate charging costs to this program.
- The City reserves the following rights with regard to the application and review process:
  - Proposals that do not contain all the information required by this RFP or are otherwise non-responsive to the RFP may be rejected immediately.
  - The City reserves the right to fund projects at a level that is less than the amount requested.
  - The City reserves the right to waive irregularities or deficiencies in a proposal if the City determines that such a waiver is in the best interest of the City.
  - The City may request an interview with or supplemental written information from an applicant concerning any deficiencies or ambiguities in a proposal. If an applicant fails to provide supplemental information within the time stated in the request, the City may refuse to consider the applicant's proposal.
  - The City reserves the right to make such investigation if deems appropriate to determine whether an applicant is qualified to provide the services. If an applicant fails to cooperate with an investigation, or if an applicant provides false, misleading, or incomplete information, the City may refuse to consider the applicant's proposal.
  - In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City reserves the exclusive right to determine and interpret the intent, purpose and meaning of any provision in this RFP, which determination and/or interpretation shall be binding to the applicant.
- Applicants are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Applicants should request clarification if needed. Every request for information or clarification must be submitted in writing to Katie McDonald at least 10 days prior to proposal submission deadline.
- Any prospective applicant who contends that the provisions of this RFP or any aspect of the procurement process will encourage favoritism in the award of a contract for services, or substantially diminish competition, must file a written protest to the RFP at least 10 days prior to the date set for the opening of proposals. Failure to file a protest will be deemed as a waiver of any claim by an applicant that the procurement process violates any provision of ORS Chapter 279 and the City's procedures for screening and selection of personal service contractors.
- The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by applicants raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided by all persons who receive the RFP. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.
- Applicants selected for funding will be required to obtain adequate insurance covering workman's compensation, bodily injury, property damage, or automobile liability, depending on the nature of the project. Selected applicants will also be responsible for obtaining any necessary licenses and for complying with all applicable federal, state and municipal laws, codes and regulations.
- Proposals selected for funding will become part of the grant or loan contract between the City of

Redmond and the subrecipients. Each subrecipient will be required to carry out the specified activity in the manner described in the funding proposal, and to meet all the obligations contained therein. Any modifications to the project or the way in which the activity is carried out will require prior approval from the City and a modification to the grant or loan contract.

- Projects must be under way and funds expended toward the completion of the project within *one year* from the time the funds are made available from HUD. The City reserves the right to withdraw the award in the event that an applicant fails to meet this requirement.
- In the event of non-compliance with any applicable federal, state or local laws, codes, or regulations, the City's grant agreement with the subrecipient may be terminated or suspended in whole or in part.
- Any applicant (including any entity that has or had family or business ties or obtains an ownership interest in the project or property) who is in default on any funding agreement or reporting requirements for any loans or grants with the City of Redmond, or is not in compliance with any zoning, planning or building division requirements, regardless of site will not be eligible for funding through this program.

## 8. Proposal Submission Instructions

### Submission Requirements:

- One (1) original single-sided copy and 3 double-sided copies (4 total copies)
- 8 ½ x 11-page format
- Please reference all additional “Attachments and Appendices” in the application wherever applicable.
- One electronic submittal of the complete application and attachments
  - emailed to [katie.mcdonald@ci.redmond.or.us](mailto:katie.mcdonald@ci.redmond.or.us)

Submit applications and requests for assistance to:

Katie McDonald  
Community Development Department  
411 SW 9<sup>th</sup> St  
Redmond, OR 97756  
(541) 923-7762  
[katie.mcdonald@ci.redmond.or.us](mailto:katie.mcdonald@ci.redmond.or.us)

The City is happy to translate this document into another language upon request.  
La ciudad está feliz de traducir este documento en otro idioma a petición.

Persons with disabilities may request reasonable accommodations. Requests should be made as early as possible to allow time to arrange the accommodations.

# TABLE OF CONTENTS

# ATTACHMENT A

Please indicate the page number on which each of the following issues is addressed:

1. Table of Contents	N/A
2. Complete Project Summary Form (Attachment B)	Page__
3. Project Description	Page__
4. Property and Project Information	Page__
5. Work Program	Page__
6. Project Benefit	Page__
7. Agency Information	Page__
8. Financial Information	Page__
9. Project Feasibility and Readiness	Page__
10. Other Information (please specify):	Page__
o Attachments:	
Map	Page__
Proof of non-profit or governmental status	Page__
Letters of funding commitment	Page__
Completed Budget Form (Attachment C)	Page__
Pro forma (for construction projects only)	Page__
Evidence of community support	Page__
Other (please specify): _____	Page__
_____	Page__
_____	Page__
_____	Page__

<b>Project Name:</b>	_____
<b>Project Location:</b>	_____
<b>Project Description:</b>	_____ _____ _____
<b>CDBG Funds Requested:</b>	\$ _____
<b>Applicant (Organization, Gov't Agency):</b>	_____
<b>Address:</b>	_____
<b>City, State &amp; Zip:</b>	_____
<b>Contact Person:</b>	_____
<b>Phone Number:</b>	_____
<b>Fax Number:</b>	_____
<b>Email Address:</b>	_____

**ATTACHMENT C**

**Guidance:** Please use the following format as a guideline to present your proposed line item budget. In Column A, list the items for which you anticipate the need for CDBG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for CDBG funds. Following the table, provide description of other funds and volunteer and donated services/resources to be used in the project.

A Budget Item	B Calculation	C CDBG Request
<b>PERSONNEL</b>		
Salaried Positions – Job Titles	Provide rate of pay (hourly/salary) and percentage of time spent on project (Full-Time Equivalent) or hours per week	
Salaries Total		
Fringe Benefits		
<b>PERSONNEL TOTAL</b>	Total of Personal & Fringe Benefits	
<b>OPERATING COSTS</b>		
	Provide description of how you arrive at total for each line item	
Supplies		
Equipment		
Rent/Lease		
Insurance		
Printing		
Telephone		
Travel		
Other		
<b>TOTAL OPERATING</b>		
<b>CONTRACT SERVICES</b>		
<b>TOTAL CONTRACT SERVICES</b>		
<b>BUDGET TOTAL</b>		

Project Budget Summary (See 24 CFR 570 Subpart J)				
Estimated Total Cost of Project:	\$			
CDBG Funding Amount Requested for Project:	\$			
Total Number of People/Units Served:				
Total Cost per Person/Unit:	\$			
Total CDBG Cost per Person/Unit:	\$			
Amount and Source of Other Funds Leveraged for Project: (Please submit proof of other funding sources)	Source	Year	Amount	Restrictions
			\$	
			\$	
			\$	
			\$	
			\$	

**Supplemental Budget Information – Use of Other Resources**

1. Describe your plans to use other funds on this project. Provide other fund sources, amount and how these funds will be used.
  
2. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply the amounts sought and proposed use of those funds.
  
3. Describe your use of donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.
  
4. Please provide an explanation for any unusual budget expenditures listed in the line item budget in the previous table.
  
5. Explain why you consider your program costs to be reasonable.

**Required Certifications for CDBG Activities Application**

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interest with any City of Redmond appointed or elected representatives and does not employ city appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 Subpart K (CDBG Entitlement Grants).
- The proposed service or project has been approved by the agency’s Board of Directors.
- Authorized official certifies that this CDBG application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

\_\_\_\_\_  
Signature of authorized agency representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization