



**Housing and Community Development Committee Agenda**  
**411 SW 9<sup>th</sup> St, Conference Room 210**  
**Friday, August 17, 2018**  
**3:00 – 4:30 pm**

**HCD  
MEMBERS**

	<b>TIME</b>	<b>ITEM</b>
<b>Whitney Swander Chair</b>	3:00 PM	<b>CALL TO ORDER/INTRODUCTIONS</b>
	3:05 PM	<b>CITIZEN COMMENTS</b>
<b>Joni Powell Vice-Chair</b>	3:10 PM	<b>APPROVAL OF MINUTES</b> 1. June 20, 2018
<b>Diana Barker</b>	3:15 PM	<b>DISCUSSION /ACTION ITEMS</b> 1. House Bill 4079 Update (DM) 2. Draft 2017 CAPER (Action Item) 3. Draft 2018-2019 RFP & Application (Action Item) 4. Point in Time Count Update (Presentation)
<b>Steve Curley</b>		
<b>Suzanne Michaels</b>		
<b>Marion Tripp</b>	4:15 PM	<b>COMMITTEE COMMENTS</b>
<b>Geoff Wall</b>	4:20 PM	<b>STAFF COMMENTS</b>
<b>Vacant Position</b>	4:30 PM	<b>ADJOURN</b>
<b>Vacant Position</b>		
<b>Vacant Ex-Officio</b>		
		<b>Next HCD meeting September 21, 2018</b>

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**DRAFT**

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

**June 20, 2018**

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, Geoff Wall  
(*absent: Steve Curley, Suzanne Michaels; 3 vacancies*)

**Youth Ex Officio:** *Vacant*

**City Staff:** Jodi Burch, *Accounting & Financial Reporting Director*; Cameron Prow, *TYPE-Write II*

**Visitors:** Marion Tripp

**Media:** None

*(Agenda items appear in discussion order. 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 12:36 p.m., Friday, June 20, 2018, with a quorum of members (4 of 6) present.

**CITIZEN COMMENTS**

Ms. Tripp thanked Ms. Burch for inviting her to attend today's meeting.

**APPROVAL OF MINUTES**

1. May 18, 2018

Mr. Wall requested replacing "Housing Works" with "Habitat for Humanity" in DISCUSSION ITEM 2, SDC Affordable Housing Credits, Paragraph 1, Line 3.

**Motion 1** (4/0/0): Ms. Barker moved to approve the May 18, 2018, minutes as amended. Ms. Powell seconded the motion which passed unanimously.

**DISCUSSION – ACTION ITEMS**

1. Approval of Draft PY 2018-2019 Annual Action Plan

Ms. Burch summarized (staff report) the background, review process and timeline, scoring results, public comment opportunities, and final award amounts. City staff determined all four proposals met CBDG (Community Development Block Grant) eligibility in alignment with National Objectives and City Consolidated Plan Goals. It was subsequently determined the City's ADA (Americans with Disabilities Act) infrastructure improvements on Redmond's north side did not meet HUD (U.S. Department of Housing and Urban Development) low-income requirements. She reviewed the criteria (handout) for L/M Limited Clientele activities. Though the proposed ADA improvements could potentially qualify under the City's ADA Transition Plan, the City Engineer and City Manager would support withdrawing the City's northside ADA project from consideration and reallocating the \$173,310 in CDBG 2018-19 funds at a later date.

Following discussion, Chair Swander recommended tabling a decision until after consideration of DISCUSSION–ACTION ITEM 2.

2. PY 2018-2019 NSP3 Allocation and CDBG Reallocation Discussion

Ms. Burch reported the State of Oregon and HUD confirmed about \$250,000 in Neighborhood Stabilization Program (NSP3) funds will be available to the City on July 1, 2018. The City will issue an RFP to allocate the NSP3 funds. Due to reclassification of “economic development” funds allocated in Years 1 and 2 of the current Consolidated Plan to “public service,” the City must repay about \$50,000. The \$50,000 would have to be reallocated to economic development, housing, or infrastructure projects. She suggested an HCDC subcommittee to work on RFP development.

HCDC concerns included when the NSP3 funds had to be spent (May 1, 2019), which categories the extra funds could be allocated to, encouraging the City to apply with other infrastructure projects, and making multiple awards from the additional funds.

1. Approval of Draft PY 2018-2019 Annual Action Plan (continued)

Ms. Burch said HUD notified the City on May 1 that Program Year (PY) 2018-19 entitlement funds would be \$266,625. City staff drafted the 2018-19 Annual Action Plan with updated award amounts to reflect the 19% increase in 2018-19 funding from PY 2017-18. *Fiscal impact:* This grant-funded and restricted program is included in the City’s Fiscal Year 2018-19 budget. City Council will hold a public hearing for approval of the PY 2018-19 Annual Action Plan on June 26, 2018. HUD approval of the Annual Action Plan is expected in mid-August 2018.

**Motion 2** (4/0/0): Ms. Powell moved to unallocate the funds to the City of Redmond and recommend the amended Community Development Block Grant Program Year 2018-19 Annual Action Plan to City Council for approval. Mr. Wall seconded the motion which passed unanimously.

3. Committee Structure Discussion

Ms. Burch reported committee member Charlene Hunter resigned for personal reasons. Ms. Burch presented a copy of Redmond City Code Sections 2.480 through 2.488 and reviewed membership requirements. She also presented and reviewed membership criteria for the City of Bend’s Affordable Housing Advisory Committee. HUD has no membership requirements for the HCDC.

HCDC concerns included member recruitment efforts, retaining the human service component of HCDC membership, and potential changes to membership requirements.

Ms. Burch said she would revise membership requirements based on models of other communities for committee review at the July 2018 meeting.

4. House Bill 4079 Update

Ms. Burch reported the City’s application will be submitted for City Council approval on July 10 and is due to the State of Oregon on July 15. Deschutes County has submitted a letter of support but has not specified what that support would look like. At this time, the county is unwilling to donate the requested parcel of land. She noted the level of ambiguity in this project discouraged more specific commitments.

HCDC members expressed concern about the impact of the County’s position on the success of Redmond’s application.

5. Conflict of Interest Policy

Ms. Burch presented the City of Redmond Ethic/Conflict of Interest Policy No. GEN 109. She said the City had always had this policy but, in the past, it was applicable only to employees. Volunteers,

such as committee members, are now also subject to this policy. She discussed the difference between state and federal policies.

Chair Swander, Vice-Chair Powell, Ms. Barker, and Mr. Wall each signed a statement saying she or he had received this policy.

**COMMITTEE COMMENTS**

Mr. Wall reported Executive Director Tom Kemper retired from Housing Works in April 2018. The new executive director, David Brandt, will start in mid-July 2018.

**STAFF COMMENTS**

Ms. Burch suggested skipping the July 2018 meeting as no CDBG issues were pending.

**ADJOURN**

Next HCDC meeting: Friday, August 17, 2018, 3 p.m.

With no further business, Chair Swander adjourned the meeting at 1:16 p.m.

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

ATTEST:

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

\_\_\_\_\_  
Jodi Burch  
Accounting & Financial Reporting Director



# 2018-2019 Consolidated Annual Performance and Evaluation Report (CAPER)

Filed: TBD

Year Four of the  
2014-2018 Consolidated Plan  
For the City of Redmond  
Community Development Block Grant Program

Prepared by the City of Redmond, Oregon  
Central Services Department

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

#### 91.520(a)

Instructions: This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The Fiscal Year 2017-2018 Annual Action Plan was the City's fourth program year of Redmond's 2014-2018 Consolidated Plan. The City received \$222,670 in CDBG funding for the program year that ran from July 1, 2017 through June 30, 2018. Major accomplishments and highlights are below.

Administrative: City staff and the Redmond Housing and Community Development Committee (HCDC) spent the 2017-2018 program year working through policies and applications for the reallocation of funds. In addition, the ConPlan was amended to expand eligible activities, which resulted in a successful RFP to allocate previously unallocated funds. There were a total of three different Request for Proposal (RFP) cycles to fully award the 2017-2018 entitlement funds. Also, staff are in the beginning stages of streamlining the RFP process to hopefully increase the number of eligible projects proposed.

Public Services: In the current year, funds were awarded to three subrecipients; 1) Big Brothers Big Sisters to expand their site-based mentoring program at five Redmond elementary schools which successfully matched high school students with elementary students who met weekly, 2) Assistance League of Bend for their Operation School Bell program which allowed over 70 children the opportunity to shop for their own new school clothing, and 3) REACH to expand the Transportation program allowing more children the opportunity to participate in the after school programs.

Economic Development: During the 2016-2017 program year, the City awarded \$110,000 to NeighborImpact for their microenterprise loan program. While no funds were expended during the initial program year, there were 7 microenterprise loans made to qualifying low and moderate income individuals in the 2017-2018 program year and all funds have been fully expended.

ADA & Infrastructure: Funds were awarded during the year on the third RFP cycle, but no funds were expended in the fourth plan year.

Repayment: The City did repay approximately \$51,000 to the CDBG line of credit as it was determined that subrecipient awards made in the first and second program years were incorrectly reported as economic development and instead should have been classified as public service and therefore subject to the 15% limitation. The City has improved processes to correctly classify activities prior to awarding the funds.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Instructions: Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
ADA & Infrastructure	Non-Housing Community Development	CDBG: \$144736	Other	Other	66	0	0.00%	66	0	0.00%
Affordable housing, homelessness prevention	Affordable Housing Homeless	CDBG: \$	Rental units constructed	Household Housing Unit	25	0	0.00%			
Further Fair Housing and Administration	Fair Housing Plan	CDBG: \$	Other	Other	1	0	0.00%	1	0	0.00%
Increase economic opportunities	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	10	7	70.00%			
Support public services for LMI persons	Non-Homeless Special Needs Public Services	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	202	152	75.25%	202	152	75.25%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Additional Units of Affordable Housing: The Consolidated Plan identified the need for the increase in the supply of affordable housing units as a high priority. In 2016, a separate Request for Proposals went out for Housing opportunities, which JBarJ Youth Services, Inc. applied for and received. They acquired a residence for transitional housing of vulnerable populations. In the past year, a few proposals were received for housing projects, however none were selected for funding due to many constraints, such as the cost of construction, incomplete submissions, concerns with leverage, etc.. In addition, the limited amount of funds available from CDBG is also a contributing factor. City staff will continue work with organizations to identify options and are hopefully that in the coming year the revision to the RFP process and the inclusion of additional one-time funds will result in a successful affordable housing activity.

Homeless Shelter(s): The Consolidated Plan identified the need for Homeless Shelter(s) within the City. No applications were received by the City to pursue. City staff will continue to work with organizations to identify options and partnership opportunities.

Job Training/Education: While not directly related to job training/education, the City did fund seven microenterprise loans with CDBG funds that allowed low and moderate income individuals to open their own businesses.

Affordable Childcare for Working LMI Parents: The Consolidated Plan identified the need to support efforts to provide affordable childcare for low-wage workers, especially during non-traditional work hours. The City funded REACH during the 2016-2017 and 2017-2018 plan years, an after school and non-school weekday care service.

Transportation for LMI Workforce: The Consolidated Plan identified the need for more transportation options for LMI individuals in Redmond. Mass transit is limited in Redmond and obtaining and keeping steady employment can be difficult without a personal vehicle. The City received no proposals for this goal and will work with community partners to provide transportation to work for LMI persons.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	143
Black or African American	3
Asian	3
American Indian or American Native	10
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>159</b>
Hispanic	34
Not Hispanic	125

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

Service Providers for the 2017-2018 program year reported assisting clients through June 30, 2018. The racial composition of residents assisted to-date is mostly White and non-Hispanic. Additionally, some people declined to state their race and were therefore listed as white for reporting purposes.

In the prior year, only 14 of 182 families assisted identified as Hispanic so the 34 served in the current program year is a significant increase. However, City staff will work with local organizations to increase awareness of programs to our Hispanic community.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	385,828	186,297
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

### Narrative

The Resources Made Available of \$385,828.30 are comprised of: 1) unexpended funds from 2016-2017 in the amount of \$111,681.00, 2) repayment of funds exceeding 15% public service cap in 2014-2015 of \$20,795.95, 3) repayment of funds exceeding 15% public service cap in 2015-2016 of \$30,681.35, and 3) the current year entitlement of \$222,670.00. This agrees to the PR26 report, line 8.

Of the resources available, the City expended \$186,297.07, (PR26, line 15), leaving only \$199,531.23 unexpended at the end of the program year (this agrees to the PRS26 report, line 16.) The largest expenditure was \$110,000 for the microenterprise loan program. Of the unexpended amount, \$148,053.93 is encumbered and should be expended within the first six months of the next program year.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	100	100	target area

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The City has one Census Tract identified as meeting low- and moderate-income benefit. The City has chosen to allocate all funds throughout the five year Consolidated Plan to Citywide projects.

No Public land was used to address the needs identified in the Action Plan, however the City is reviewing available lands for potential use for affordable housing.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

While the CDBG program does not have match requirements, the City has set a goal that all CDBG-funded activities have a dollar-for-dollar match requirement. However, the City has waived this requirement when it has deemed it to be appropriate, especially on larger projects.

Public Services: These projects almost always meet the dollar-for-dollar match with funds from various other local, state, federal, and private sources.

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## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Through the first four years of the plan one housing unit has been purchased, which occurred in year 3 of the plan. The City has faced challenges with expending funds for affordable housing projects, therefore the City has set the goal at 0.

**Discuss how these outcomes will impact future annual action plans.**

The City receives a relative small annual allocation, which has made funding housing projects challenging. However, City staff continue to speak with community partners about possible housing projects as housing remains a strong focus. In addition, the City has an influx of one-time money anticipated in the next program year and is optimistic that the increase in funds available and the revisions to the RFP process will result in an increase in affordable housing.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	6	0
Low-income	0	0
Moderate-income	0	0
<b>Total</b>	<b>6</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

There is currently one household being served through the purchase of a home used for transitional housing. There are six individuals that comprise the household.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

City staff attends meetings of the Homeless Leadership Coalition (governing body of the Central Oregon Continuum of Care) and of the Redmond Service Providers group. These meetings have developed relationships with local agencies that serve homeless persons. The City of Redmond will continue to look for opportunities to support organizations individual needs through CDBG funding. With incomes low and an overall low rental vacancy rate and rents rising affordable housing is a critical need and is key to stabilizing families at risk of homelessness.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

At this time there is no full time emergency shelter within the City of Redmond and transitional housing is limited. However, the City of Redmond was able to provide CDBG funding to JBarJ Youth Services, Inc. to acquire a property to provide a Transitional Housing program for their most vulnerable populations. Interest in using CDBG funds for housing projects have been low. Staff do attend regular meetings of the Redmond Service Providers group the primary discussion is around the need and options for creating a permanent emergency shelter within the City or to expand the current cold weather shelter operated by the group members.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

In the prior year, the City of Redmond funded THRIVE, an outreach program that works with vulnerable populations, including precariously housed individuals, individuals with barriers, and households to get connected to services, opportunities and other vital resources. The City is also meeting with local Redmond Service Providers to facilitate communication and collaboration in directing services to low-income individuals and families. In addition, the City consulted with the Deschutes County Parole and Probation Office regarding those leaving custody, especially individuals at risk of becoming homeless. The City will continue to partner with service organizations that offer services to these vulnerable populations.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

In addition to THRIVE, an outreach program that works with vulnerable populations, including homeless and precariously housed individuals and households to get connected to services, waitlists for housing opportunities and other vital resources. City staff also attend the Homeless Leadership Coalition meeting where discussions occur around the many definitions of homelessness, where it can be seen and who are the people experiencing homelessness; who are the organizations and service providers in our area that work with these vulnerable populations and the current resources available; the Continuum of Care and Coordinated Entry models that are being implemented in our region to better coordinate the services available and even providing logistics and support to a group of service providers that meet monthly to increase communication, collaboration and awareness. The City will continue to partner with service organizations that offer services to these vulnerable populations.

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## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City of Redmond has a long and productive relationship with the local, regional housing authority, Housing Works, which is based in Redmond. We have partnered with them on numerous units over the years with such as leasing/selling homes leases at a minimal cost and direct funding through CDBG projects and other local funds such as the Redmond Urban Renewal Agency. In addition, the City has partnered with Housing Works on a previous Neighborhood Stabilization Program grant that resulted in the purchase of 9 townhomes which are managed by Housing Works and rented to qualifying individuals and an additional 21 Redmond residents received downpayment assistance through the form of a 0% interest loan due upon sale of the home. The City also consults with Housing Works staff on a regular basis on potential projects to increase and enhance the amount of affordable housing in Redmond.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The City encourages the involvement of public housing residents in the management of the facilities and the transition of public housing residents to homeownership. Currently, residents of Housing Works properties take part in voluntary family self-sufficiency activities as well as holding a position on Housing Works governing board. Also, many of Housing Works' past rental clients participated the City's past downpayment assistance program that resulted in homeownership.

### **Actions taken to provide assistance to troubled PHAs**

None, as the PHA is not troubled.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City of Redmond's land use policies are generally favorable and support affordable housing. In 2007, the City adopted an Affordable Housing Plan. The City along with recommendations from the HCD Committee are working through Affordable Housing strategies. There are a number of Affordable Housing organizations, workgroups and collaborations happening all around Central Oregon and the HCD members as well as city staff are participating in these regional and city specific dialogs.

In January 2017, the City Council adopted an update to the Redmond Development Code that included allowing Accessory Dwelling Units (ADU) in all residential zones. This singular action has allowed for smaller units of housing to be introduced into many areas of the City where they were not before. The ADU's are also allowed to connect to the main dwelling's sewer and water, therefore not incurring those System Development Charges.

The City offers a System Development Charges (SDC) Credit Program for Affordable Housing Projects. Non-profit developers may apply for a 50% SDC credit up to \$20,000 for multi-family projects as long as there are funds available. In the past year, one applicant took advance of this program and received credit for over \$6,000 of SDCs for the construction of a single family residence to be owned by an 80% AMI individual.

## **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

Redmond is fortunate to have a network of agencies that work together to meet the needs of Redmond's underserved populations, including the elderly and disabled, residents dealing with addiction, and persons with mental, physical, or developmental disabilities. Lack of CDBG funding is the primary obstacle to meeting underserved needs. The City has allocated the maximum of 15% of its entitlement grant to public services each year to date.

The 2017-2018 Annual Action Plan identified the need for services for low income persons and funded programs focused on children through mentorship with a high school student, purchasing new school clothes, and transportation to afterschool programs.

The City will continue to work with area agencies and other public and governmental entities to identify ways to collaborate resources and programming to address underserved needs.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

There were no actions taken in the past year to reduce lead-based paint hazards and no actions are planned in the coming year. However, the City did consult with a local medical clinic and the County Health Department and both reported no patients with abnormal lead level tests in the past year. Additionally, the majority of Redmond's housing stock was constructed after 1978 so exposure risks are relatively low. The City will act as a resource for agencies and individuals regarding lead-based paint questions.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The City actively works with housing and community development providers to help families move out of poverty through the funding and implementation of public service activities, especially those that promote self-sufficiency and job attainment and retention skills. In the past year, the public service funds awarded were focused on children through clothing, mentorship and socialization.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

During the 2017-2018 program year there was a change in City staff. Since this time, significant efforts have been made to create policies, procedures and filing methods to increase the operational efficiencies and compliance of the program.

City staff have also continued to network with community partners such as the Homeless Leadership Coalition and the Redmond Service Providers group to facilitate communication and open up future possibilities.

### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

In 2016, the City offered to help facilitate a monthly meeting for Redmond Service Providers to come together for collaboration on housing, service needs, and issues in Redmond. This group includes individuals from Housing Works (PHA), Shepherd's House (local nonprofit faith based), NeighborImpact (CAA & COC Lead Agency), St. Vincent de Paul (outreach team), City of Redmond Police, Deschutes County Parole & Probation, State of Oregon Department of Human Services, Redmond School District Homeless Liason, Pacific Source (health insurance), Deschutes County Behavioral Health (Outreach), and other members of the community. The significance of these meetings can not be overlooked, until 2016 this group had little to no interaction on a consistent basis. Housing in Redmond is overwhelmingly tenant based rental assistance and coordination from these meetings have proven to be helpful.

Redmond is no longer the primary facilitator for these meetings as individuals groups have stepped up, cross-pollinating dialogue continues to occur and Redmond staff participate in numerous meetings.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Affordable housing conversations are happening at all levels of the State, Region, and City; those conversations have included access to Fair Housing laws for benefit of renters and landlords. Staff attended an education meeting on Fair Housing in Central Oregon. The City's workplan for the upcoming 2018-2019 plan year includes more time dedicated to additional tools that could be used to increase affordable and fair housing.

DRAFT

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Each subrecipient receives a report template and is required to submit the report along with invoices for payment. The City's policy is to do one on-site monitoring visit of each subrecipient to ensure that data reported is accurate and goals are being met. The report templates are designed to provide information for both reporting purposes and data helpful to providers, enabling data driven decision making abilities.

No minority businesses were identified in the 2017-2018 program year. Subrecipient agreements require the subrecipients to use their best effort to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of the contract.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Redmond's Citizen Participation Plan requires a 15-day comment period on the CAPER. A public hearing is also held on the CAPER and to receive citizen input on community development needs that could be addressed in future action plans. The CAPER has a 15-day comment period and public hearing which are publicized through a legal notice in the local papers of record and available on the City's website.

The CAPER is available in print at Redmond City Hall.

All meetings of the Redmond Housing and Community Development Committee are open to the public and the agenda packets are available on the City's website. Citizens are welcomed and encouraged to attend all meetings.

**No Comments were received for this CAPER.**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City has continually struggled to find qualified activities that increase the supply or affordability of housing. However, the City anticipates a one-time inflow of additional grant resources and is confident that the additional funds along with planned revisions to the City's RFP process will result in qualified housing activities. Moving forward the City will be focusing on subrecipient performance, monitoring and facilitating more interest in the utilization of grant funds.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

DRAFT

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City has continually struggled to find qualified activities that increase the supply or affordability of housing. However, the City anticipates a one-time inflow of additional grant resources and is confident that the additional funds along with planned revisions to the City's RFP process will result in qualified housing activities. Moving forward the City will be focusing on subrecipient performance, monitoring and facilitating more interest in the utilization of grant funds.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

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**CITY OF REDMOND**

411 SW 9th St.  
Redmond, OR 97756  
(541) 923-7735  
Fax: (541) 548-5790  
[www.ci.redmond.or.us](http://www.ci.redmond.or.us)

## **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).

The objectives of CDBG activities must be in accordance with the City's Five-year Consolidated Plan and in compliance with National objectives to develop viable urban communities through implementation of the following goals, principally for the benefit of low-and moderate-income (LMI) persons:

- Decent housing,
- A suitable living environment,
- Eliminate slums and blight,
- Expanded economic opportunity, and
- Respond to an urgent need.

**Funding Allocations:** The City of Redmond has an estimated available allocation of CDBG funds of \$450,000 for Program Year 2018-2019.

**Housing/Public Facility/ADA/Infrastructure/Economic Development:** \$450,000  
**Public Services:** \$0

All applications must be postmarked or received by the City of Redmond no later than:

**4 PM on Thursday, October 4<sup>th</sup>, 2018.**

All original applications will be date stamped. Late submissions will not be accepted.

Questions? Contact:

**Jodi Burch**  
City of Redmond CDBG Coordinator  
411 SW 9<sup>th</sup> St  
Redmond, OR 97756  
(541) 923-7735  
[jodi.burch@ci.redmond.or.us](mailto:jodi.burch@ci.redmond.or.us)



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## 1. Application Schedule and Deadlines

<b>Aug 18, 2018</b>	<b>Request for Proposal available to the public</b>
<b>Oct 4, 2018</b>	<b>Proposals due to the Administration Office at City Hall by 4 pm.</b>
Oct 5 – 9, 2018	Staff and the Scoring Sub-Committee members review funding proposals
<b>Oct 10, 2018</b>	<b>Oral Presentations by applicants to the Scoring Sub-Committee</b>
Oct 19, 2018	Public Meeting during the Redmond Housing and Community Development Committee to make funding recommendation
Oct 20 – Nov 20, 2018	Public comment period on the DRAFT amended 2018-2019 Annual Action Plan, including the Scoring Sub-Committee’s funding recommendations
Nov 27, 2018	Public Hearing before Redmond City Council on the 2018-2019 Action Plan, including the Scoring Sub-Committee’s funding recommendations; final adoption by the Council of the City’s 2018-2019 Action Plan and funding decisions
<b>Nov 28 – Dec 14, 2018</b>	<b>Execute subrecipient agreement and perform required environmental review of site(s)</b>



## 2. Application Process & Submission Instructions

**Read Instruction Packet:** It is imperative that applicants read the entire instruction packet as the Community Development Block Grant (CDBG) program is complex.

**Eligibility Determination (STRONGLY RECOMMENDED):** One of the most important things to remember is that the Community Development Block Grant (CDBG) is designed to assist with the development of activities that benefit low- and moderate-income residents. Information on eligibility is available in Section 5.1.

All applicants should contact Jodi Burch at [jodi.burch@ci.redmond.or.us](mailto:jodi.burch@ci.redmond.or.us) or 541-923-7735 for an initial eligibility determination prior to completing the application. This step ensures that the proposed activity meets basic eligibility requirements prior to application completion/submission. Staff may need to consult the US Department of Housing & Urban Development for additional verification. Applications that did not perform this step will still be accepted, however they may not be as competitive as those that received the additional technical assistance.

**Complete Application:** Include all applicable attachments

- **Special Notes on the Application:**
  - **DUNS No.** – All applicants must have a DUNS number. This can be obtained for free at [www.dnb.com](http://www.dnb.com).
  - **SAM Account** – All applicants must be registered with the federal System for Award Management (SAM). Registration is free at [www.sam.gov](http://www.sam.gov) and ensures that the agency is not a federal debarred vendor.
- **Technical Assistance** – Staff is available to provide technical assistance during the application process and implementation.

**Submission Requirements:**

- One (1) original single-sided copy in 8 ½ x 11-page format
- Three (3) double-sided copies in 8 ½ x 11-page format
- One (1) electronic submittal of the complete application and attachments emailed to [jodi.burch@ci.redmond.or.us](mailto:jodi.burch@ci.redmond.or.us)

Submit applications to:

**City of Redmond  
City Recorder's Office  
411 SW 9<sup>th</sup> St  
Redmond, OR 97756**

**For Questions/Comments:** Contact Jodi Burch at [jodi.burch@ci.redmond.or.us](mailto:jodi.burch@ci.redmond.or.us) or 541-923-7735.

The City is happy to translate this document into another language upon request. El gobierno municipio de Redmond se traducira este document a otro idioma por solictud.

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



### 3. 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.

**Staff Review:** City staff will review each proposal to determine:

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

**HCDC Sub-Committee Review:** Proposals will then be reviewed and evaluated by the City of Redmond Housing and Community Development Scoring Sub-committee based on the following scoring system:

- |  |           |
|--|-----------|
| ➤ Experience managing federally-funded projects (CDBG preferred)             | 5 Points  |
| ➤ Agency capacity – financial and staffing, references                       | 15 Points |
| ➤ Housing need and Consolidated Plan priority, number served                 | 25 Points |
| ➤ Benefit to Special Needs and Low-and Moderate-Income (LMI) Persons         | 25 Points |
| ➤ Activity budget, leverage of other funds, partnerships with other agencies | 15 Points |
| ➤ Activity management and completion within one (1) year                     | 15 Points |

**Interviews (Optional):** During the application review period, applicants may be invited to deliver an oral presentation on their proposal to the Scoring Sub-Committee.

**HCDC Committee Review:** The Scoring Sub-Committee finalizes its funding recommendations for approval by the full Housing and Community Development Committee. HCDC’s funding recommendations will be incorporated into a draft Annual Action Plan, outlining the City’s funding decisions for the 2018-2019 CDBG Program Year.

**Draft Annual Action Plan:** The draft Annual 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 Annual 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 <http://www.ci.redmond.or.us/government/departments/community-development/community-block-grant-program>. The entire draft Annual Action Plan will be made available for review at Redmond City Hall and on the City website.

**Public Hearing & Adoption:** 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 Annual Action Plan.

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



## 4. CDBG National Objectives

In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the three national objectives of the program. Those three objectives are identified as:

1. Benefiting Low- and Moderate-Income Persons
2. Preventing or Eliminating Slums or Blight
3. Meeting Urgent Needs

The following information is intended to provide a brief overview of the national objectives.

**An activity that fails to meet one or more of the applicable tests for meeting national objectives is in noncompliance with CDBG rules.**

**1) Low- and Moderate- Income:** CDBG requires that at least 70 percent of a grant recipient's funds must be used for activities that benefit low- and moderate- income (LMI) persons. So priority may be given to agency's providing services to LMI persons/households. The criteria for how an activity may be considered to benefit LMI persons are divided into for subcategories:

- Those based on Area Benefit (one qualifying neighborhood, contact CDBG Coordinator for assistance),
- Those serving a Limited Clientele,
- Those involving housing, and
- Those involving employment (jobs).

**Definitions** – detailed definitions can be found at §570.3

Section 102(a)(20) of the HCDA defines '**low- and moderate- income persons**' as families and individuals whose incomes are no more than 80 percent of the median income of the area involved.

A **family** is defined in the Entitlement program as all persons living in the same household who are related by blood, marriage or adoption regardless of age. A dependent child who is living outside of the home (e.g., students living in a dormitory or other student housing) is considered to be part of the family upon which he/she is dependent, even though he/she is living in another housing unit.

A **household** is defined in the Entitlement program as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of a single family, two or more families living together, or any other group of related or unrelated persons who share living arrangement.

An **Area Benefit** activity benefits all residents in a particular area where the residents are primarily LMI persons. The area served must be primarily residential in nature and the activity must be designed to meet the identified needs of LMI persons. Redmond 2012 Census Tract 09004, qualifies as a LMI area because more than 51% of the population is LMI households. The boundaries of the service area must be within this Census tract, be specifically delineated in the application, and the basis for determining the boundaries must be substantiated.

A LMI **Limited Clientele** activity is an activity which provides benefits to a specific group of persons rather than everyone in an area generally. It may benefit particular persons without regard to the area in which they reside, or it may be an activity which provides benefit on an area basis but only to a specific group of persons who reside in the area. In either case, at least 51% of the beneficiaries of the activity must be LMI persons. Limited clientele activities may qualify as either a presumed benefit activity or a direct benefit activity. A presumed



benefit activity is one that exclusively serves a specific group of people that HUD categorically considers to be LMI persons. These categories include:

- abused children,
- elderly persons,
- battered spouses,
- homeless persons,
- adults meeting Bureau of Census’ definition of severely disabled persons,
- illiterate adults,
- persons living with AIDS, and
- migrant farm workers.

*Reference: §570.208(a)(2)(i)(A)*

If the clientele served does not fall under one of presumed benefit category of persons, it may qualify as a direct benefit activity that serves LMI persons. The project sponsor must verify and maintain documentation regarding the family size and income of each person served. At least 51% of the clientele served must be LMI persons. The nature and location of the activity may also support the conclusion that primarily LMI persons are served. To qualify under this definition, the service provided must be both of such nature and in such location that it may be reasonably concluded that the activity’s clientele will be primarily be LMI persons.

**FY 2018 HUD Income Limits Summary for Deschutes County\***

Number in Household	Extremely Low Annual (30% of Median)	Very Low Annual (50% of Median)	Low Annual (80% of Median)
One (1)	\$14,650	\$24,400	\$39,000
Two (2)	\$16,750	\$27,850	\$44,600
Three (3)	\$20,780	\$31,350	\$50,150
Four (4)	\$25,100	\$34,800	\$55,700
Five (5)	\$29,420	\$37,600	\$60,200
Six (6)	\$33,740	\$40,400	\$64,650
Seven (7)	\$38,060	\$43,200	\$69,100
Eight (8)	\$42,380	\$45,950	\$73,550

\*Note: updated income limits may be released in early each calendar year. 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.



- 2) **Slum or Blight:** The City currently has no designated areas that meet a definition of a slum, blighted, deteriorated, or deteriorating area under State or local law. The elimination of specific conditions of blight or deterioration on a spot basis is permitted on the premise that such actions(s) serves to prevent the spread to adjacent properties or areas. *Reference: §570.483(c)(2)*
- 3) **Urgent Need:** To comply with the national objective of meeting community development needs having a particular urgency, an activity must be designed to alleviate existing conditions which the City certifies and state determines and other financial resources are not available to meet such needs. This national objective is rarely used. *Reference: § 570.483(d)*

For questions about National Objectives and/or program activity eligibility please refer to Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities found at [www.hudexchange.gov](http://www.hudexchange.gov) or contact the City's CDBG coordinator.

Questions? Contact:

**Jodi Burch**  
City of Redmond CDBG Coordinator  
411 SW 9<sup>th</sup> St  
Redmond, OR 97756  
(541) 923-7735  
[jodi.burch@ci.redmond.or.us](mailto:jodi.burch@ci.redmond.or.us)



## 5. CDBG Eligible & Ineligible Activities & Applicants

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 activities.

### 5.1 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.



### 5.2 *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

### 5.3 *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.

#### **Federal Funding Accountability and Transparency Act (FFATA)**

The Applicant must have an active registration in the Federal System for Award Management (SAM) in accordance with 2 CFR part 25, appendix A, and must have a Data Universal Numbering System (DUNS) number. Applicants may apply for funding without SAM registration or a DUNS number, but must secure both prior to execution of a subrecipient agreement. Both services are free of charge.



## 6. 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.

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

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 activities, 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 work 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.



## 7. 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 activity 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.

### 7.1 *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 activity, 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.

### 7.2 *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 activity, 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 activity agreement and shall provide this information to the City at the City’s request.

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.

### 7.3 *Other Federal Requirements*

In addition to the record-keeping and reporting requirements outlined above, CDBG-funded activities may also be subject to other federal requirements. The following is a brief summary of additional federal requirements that may apply to each activity. 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.



- 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.
- Employment and Contracting: Grantees may not discriminate in employment and must make efforts to provide training and employment opportunities to low-income residents.
- 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.
- Procurement: All activities are subject to Federal and State procurement policies and procedures.



## 8. 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 activities 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 the CDBG Coordinator at least two weeks 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 the proposals are due. 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 posted to the City's website and sent to known applicants.
- 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 activity. 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 activity 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.
- Applicants may seek funding for more than one project, however a separate project proposal must be submitted for each project. Applicants should indicate project funding priorities in each proposal.
- Activities must be underway and funds expended toward the completion of the activity within *one year* from the time the funds are made available from HUD. The City reserves the right to withdraw the award if 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 activity 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.
- If action by an applicant receiving funding requires that the Annual Action Plan be amended any costs associated with the amendment, including legal notice and public hearing costs, will be the responsibility of the applicant.



**CITY OF REDMOND**

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## COMMUNITY DEVELOPMENT BLOCK GRANT 2018-2019 APPLICATION

**Be sure to review the application instructions to ensure your activity is both eligible and competitive.  
 A checklist is available at the end of the application to help ensure your application is complete.**

Activity Name			
Applicant			
Address			
City	State	OR	Zip
Contact Person	Contact Title		
Contact Email	Contact Phone		
DUNS No.	SAM Expiration Date		
Consolidated Plan Priority (see instructions Section 4 for specific definitions)	<input type="checkbox"/> Affordable Housing / Homeless Prevention		
	<input type="checkbox"/> Economic Development / Job Creation		
	<input type="checkbox"/> Public Services		
	<input type="checkbox"/> ADA & Infrastructure		
	<input type="checkbox"/> Not a priority in the Consolidated Plan		
\$ Requested			
Proposal Summary			

**AUTHORIZED AGENCY REPRESENTATIVE CERTIFICATION:** I hereby certify that all the information stated herein is true and accurate; I agree to the required certifications; I have read and understand the program policies and procedures included in the request for proposal; and I am authorized to submit this application on behalf of the agency.

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title

- A. **Detailed Activity Description** – In less than one page, describe the activity and state specifically what CDBG funds will be used for. If the activity is part of a larger project, describe the larger project including a general timeline.

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B. **Benefited Population** – In the space provided below, describe how this activity will benefit low- and moderate-income (LMI) persons in Redmond. Then complete number 1 or 2 depending on the nature of your activity.

1. If the activity will benefit specific LMI persons (typically meaning participants will be required to provide proof of income), complete the chart below estimating how many persons or households will benefit from the activity. Please note, while at least 51% of benefiting individuals must be LMI, it is strongly preferred that at least 70% of those served by the activity be LMI.

Estimated # of Persons/Households Benefiting From the Activity	#
Low/Moderate Income (LMI)	
Total Persons/Households	
<b>LMI as a Percentage of Total</b>	<b>#DIV/0!</b>

OR

2. If the activity is an Area Benefit Activity, attach proof that the service area in which the activity will occur is one in which at least 51% of the residents who will benefit from the activity are LMI. An Area Benefit Activity is one where the location of the activity can qualify it as an eligible activity and where the activity must benefit all residents of that service area.

**Note:** Currently HUD Census Tract 09004 is the only qualifying low-income census tract within Redmond, but other areas of the city may also qualify. Please contact City staff for assistance as location-based eligibility activities are complex.

- Attach a map showing the activity’s location within a qualifying low-income census tract within Redmond (**Attachment 1**).

C. **Location of Activity** – Provide either the address of the activity or a map of the location where the activity will take place (check one).

- Site specific activity – Provide the address: \_\_\_\_\_
- Non-site specific activity – Attach a map showing the activity’s location (**Attachment 2**).

D. **Schedule** – Please detail the activity tasks, including the anticipated start date and completion date, as well as a list of tasks with estimated start and completion dates for each. If you have a schedule in a comparable format you may submit that as an attachment rather than completing the chart below. For housing activities, be sure to address the items below.

- Completion of zoning/planning approvals
- Local funding commitments
- Construction/permanent financing commitments
- Certificate of Occupancy
- Lease-up or sale to beneficiaries
- Timely expenditure of funds (e.g. fund draw schedule for CDBG)

**Note:** At least 75% of funds must be expended by March 31, 2019.

**Note:** All site work must STOP once the application for CDBG funding has been submitted per 24 CFR 58.

- Check here if the schedule is provided (**Attachment 3**).

Task	Completion Date

E. **Budget** – If you have the budget in comparable format you may submit that as an attachment rather than completing the chart below.

Check here if the schedule is provided (**Attachment 4**).

Budget Items		CDBG Funds	Other Funds (List in section 7 below)	Total Cost
<b>1. Public Services</b>				
- Personnel Costs (wages & benefits)				
- Equipment & Supplies				
- Other				
- Other				
<b>2. Economic Development / Job Creation</b>				
- Microenterprise loans				
- Transportation or child care				
<b>3. Housing</b>				
- Acquisition				
- Rehabilitation (owner-occupied or rental units)				
- Purchase assistance for LMI homebuyers				
<b>4. ADA &amp; Infrastructure</b>				
<b>5. Activity Administration</b> (max 20% of total costs)				
- Personnel Costs (wages & benefits)				
- Equipment & Supplies				
- Overhead (utilities, rent, insurance, etc.)				
- Other				
- Other				
<b>6. Other Costs</b> (Specify Below)				
<b>Total Activity Costs</b>		\$ -	\$ -	\$ -
<b>7. Other Funding Sources</b>				
<b>Funding Source</b>		<b>Amount</b>		
<b>Total</b>		\$ -		



G. **Agency Information** – Please attach the documents listed below and respond to the following items regarding your agency.

- Proof of non-profit status (**Attachment 6**)
- Current articles of incorporation and bylaws (**Attachment 7**).
- List of current board members (**Attachment 8**)

1. Briefly describe the agency's background, mission and service history.

2. Please list key personnel that will be assigned to this activity, their job titles, qualifications, and the role that they will play in the activity.

3. Describe the agency's administrative capacity to complete the activity, including its experience in implementing and managing activities similar to the proposed activity.

**H. General Questions** – Please respond to the following items.

1. Describe how your activity will address an identified need or problem in a way or to a degree not already being achieved in the community.
2. Describe the ways in which your activity will have a long-term impact on the need or problem being addressed and how you will evaluate the impact.
3. Please list any similar activities or projects done by your agency and how this activity will add to or improve upon your existing services.

**I. Activity Specific Questions** – Please complete any applicable questions for your activity. Please only respond to questions that apply to your activity. For those that do not apply, please mark n/a.

**Public Service**

**N/A**

1. If this is an expansion of an existing service of your agency, please describe how it is a quantifiable increase in the current service.

**Economic Development / Job Creation**

**N/A**

1. Describe 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'.

**Acquisition of Land or Structures / Housing Programs**

**N/A**

1. Describe the time period in which the property will remain affordable and how your agency plans to ensure that it remains affordable for the specified time period (minimum of 5 years period of affordability).

2. Describe the location, including proximity to community amenities and services such as public transportation, employment, social/health services, recreational, educational, etc. For housing programs, describe the geographic area it will serve.
  
3. Describe the site, buildings, common spaces, etc.. and attach site plan, elevations, floor plans, etc.. Include unit square footage and bedroom mix. Note, this is not applicable for housing programs.
  - Check here if attaching plans/photos of housing activity (**Attachment 9**).
  
4. Describe the anticipated sale price for home ownership or rent to be charged after project completion for each dwelling unit. For housing programs such as down payment assistance, describe the anticipated price point a typical LMI borrower could afford.

**J. Other Information**

Please use this page to include any other information you feel will assist in our review of your proposal. Feel free to include or reference other attachments.

DRAFT

**K. Certifications**

By signing the first page of this application, the authorized representative of the agency with binding authority 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 activity has been approved by the agency’s Board of Directors.
- Authorized representative 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.

**L. Completion Checklist**

- Completed Application (**REQUIRED**)
- Attachment 1 – Census tract map if an Area Benefit Activity (if applicable)
- Attachment 2 – Location map if a non-site specific location (if applicable)
- Attachment 3 – Schedule in comparable format (if applicable)
- Attachment 4 – Budget in comparable format (if applicable)
- Attachment 5 – Documentation of other funding commitment (if applicable)
- Attachment 6 – Proof of non-profit status (**REQUIRED**)
- Attachment 7 – Current articles of incorporation and bylaws (**REQUIRED**)
- Attachment 8 – List of current board members (**REQUIRED**)
- Attachment 9 – Site plan of land acquisition (if applicable)

In addition to the attachments above, the applicant is welcome to attach any other material you believe will assist in your proposal.

- Attachment 10 – \_\_\_\_\_
- Attachment 11 – \_\_\_\_\_
- Attachment 12 – \_\_\_\_\_
- Attachment 13 – \_\_\_\_\_