



**CITY OF REDMOND**

411 SW 9<sup>th</sup> Street  
Redmond OR 97756  
541-504-3046  
Fax: (541) 548-0706  
[www.ci.redmond.or.us](http://www.ci.redmond.or.us)

**Housing and Community Development Committee Agenda**  
**411 SW 9<sup>th</sup> St, Conference Room 210**  
**Wednesday, February 20, 2019**  
**4:00 – 5:30 pm**

**HCD MEMBERS**

**Geoff Wall**  
Chair

**Whitney Swander**  
Vice-Chair

**Joni Powell**

**Diana Barker**

**Heather Dewolf**

**Theresa Thorson**

**Marion Tripp**

**Vacant**

**Vacant**

**Vacant Ex-Officio**

TIME	ITEM
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4:00 PM **CALL TO ORDER/INTRODUCTIONS**

4:05 PM **CITIZEN COMMENTS**

4:10 PM **DISCUSSION /ACTION ITEMS**

1. Review of Public Survey
2. Review of Provider/Policy Maker Survey
3. Review of RFP

4:45 PM **COMMITTEE COMMENTS**

4:50 PM **STAFF COMMENTS**

5:00 PM **ADJOURN**

**Next HCDC meeting Wednesday, March 20, 2019 at 4:00pm**

The City of Redmond encourages all citizens to participate in its programs and activities. This meeting location is accessible to people with disabilities. Requests for accommodation may include sign language interpreter service, assistive listening devices, materials in an alternate format or any other accommodation. If any accommodations are needed, please contact the ADA Coordinator at 541-504-3036 or [access@ci.redmond.or.us](mailto:access@ci.redmond.or.us). Requests should be made as soon as possible, but at least 3 business days prior to the scheduled meeting.

## Consolidated Plan Public Survey

### General Information

**This survey consists of 18 questions and should take approximately 13 minutes to complete. Throughout this survey you will see the term Affordable Housing. For the purposes of the CDBG program, Affordable Housing refers to units that are, at a minimum, affordable to families at or below 80% of Area Median Income (AMI) – Rents or Mortgages with payments of no more than 30% of income spent for housing costs. For a family of four that limit is \$55,700. However, in conjunction with other funding sources this figure may be lower, particularly with rental housing projects (most rental housing new developments are affordable at 60% of AMI).**

1. What is your relationship to Redmond?

- I am a resident of Redmond
- I work in Redmond, but live outside City limits
- If you live in a separate incorporated city, where do you live?

2. Do you work or volunteer for an agency that provides housing or other services to low-income individuals/families?

- Yes
- No

3. What is your age?

- |                                |                             |
|--------------------------------|-----------------------------|
| <input type="radio"/> Under 18 | <input type="radio"/> 45-54 |
| <input type="radio"/> 18-24    | <input type="radio"/> 55-64 |
| <input type="radio"/> 25-34    | <input type="radio"/> 65+   |
| <input type="radio"/> 35-44    |                             |

4. Are you male, female, or other \_\_\_\_\_?

Male

Female

Other

5. Do you receive a housing subsidy or other services for low-income individuals/families?

Yes

No













## Consolidated Plan Public Survey

### HOMELESSNESS

1. Do you see a significant need for housing and services for homeless individuals in your community?

- Yes
- No
- Comment

2. What kind of housing do you think would be helpful to address the needs of persons experiencing homelessness? Please rank highest to lowest with one (1) being highest need.

-    More Emergency Shelters
-    More time-limited housing with support services (e.g, NeighborImpact program - Nancy's House)
-    More rent vouchers used by tenants in the private market
-    More housing with services and no time limits (e.g, COVO program – Housing for Heroes)
-    More single room occupancy housing (small rental units)
-    More rapid rehousing (short-term financial assistance to get people into housing quickly)

3. What services for persons experiencing homelessness should the City of Redmond focus on for the next 5 years? Please rank highest to lowest with one (1) being highest need.

- Mental health/behavior health services (including access to addiction/substance abuse treatment)
- Job and life skills training
- Prevention services (e.g. rental assistance & services for persons needing short-term support)
- Outreach for people living on the streets and in encampments
- Peer-to-peer support/mentorship

4. How should the City of Redmond prioritize among different kinds of homeless services programs? Please rank highest to lowest with one (1) being highest need.

- Preventing homelessness in the first place
- Housing those who have experienced homelessness for a long time
- Housing families with children
- Housing seniors/ elderly
- Whatever it takes to get people off the street now

## Consolidated Plan Public Survey

### AFFORDABLE HOUSING

1. Which of these problems related to housing do you see as the top issues in the City of Redmond today? Please rank highest to lowest with one (1) being highest need.

- Rents have increased too much
- Home prices have increased too much
- Most of the jobs here don't pay enough to afford housing costs
- Not enough housing options/types (single resident occupancy dwellings, small single-family homes, duplexes, triplexes, fourplexes, townhomes, accessible/assisted housing, multi-family apartments, etc.)
- Tenants required to relocate too often (rental agreement terminations/evictions)

2. What should the City of Redmond prioritize to address the top issues identified above? Please rank highest to lowest with one (1) being highest need.

- Skilled construction training programs to expand labor force pool
- Financial assistance for low-income homebuyers
- Obtain land for rental housing projects
- Obtain land for home ownership projects
- Housing connection services (counseling to access housing)
- Landlord and tenant training/education
- Senior/elderly services

3. How should the City of Redmond prioritize among different kinds of low-income housing programs? (Rank the programs from 1-8, with 1 being the highest priority and 8 being the lowest priority.)

- Build new affordable homes for ownership
- Home ownership financial assistance (helping people purchase a home)
- Obtain existing housing for affordable home ownership
- Home rehabilitation (repairs for homeowners so they can stay in their home)
- Rent assistance (subsidizing rents)
- Build new affordable rental housing
- Obtain existing rental housing to keep it affordable
- Support services to help people stay housed

4. Are there any specific geographic areas (low-income neighborhoods) that the City of Redmond should prioritize for more services and improvements?

- Yes
- No
- If yes, where and why, if no, why not?

## Consolidated Plan Public Survey

### COMMUNITY DEVELOPMENT AND HUMAN SERVICES

1. Which public facilities and improvements should the City prioritize to benefit low-income residents? Please rank highest to lowest with one (1) being highest need.

- Mobility and transit (buses, bike lanes, sidewalks, etc.)
  - Street safety (crosswalks, sidewalks, speed bumps, lighting)
  - Community centers or public gathering spaces (e.g., Redmond Community Center)
  - Non-profit service facilities (clinics or other places where people can get help)
- 
- Natural disaster preparedness (snowpocalypse, fire)

2. What type of service should the City of Redmond prioritize for funding? Please rank highest to lowest with one (1) being highest need.

- Housing support services (like case management, independent living skills, etc.)
- Food access
- Mental and behavioral health services (including access to addiction/substance abuse treatment)
- Affordable child care
- Job training
- Fair housing community awareness/investigations/assistance
- Social support and mentorship
- Legal and/or mediation assistance



3. Which special needs populations do you think the City of Redmond should prioritize to receive more help? Please rank highest to lowest with one (1) being highest need.

- Seniors/ elderly
- Veterans
- Persons with mental illness
- Developmentally impaired persons
- Physically impaired persons
- Persons with alcohol or drug addition
- Persons with HIV/AIDS
- Families with children (including single parents)
- Survivors of domestic and sexual violence
- Youth and young adults (24 or under)
- Persons with a criminal record
- Persons experiencing homelessness

## Consolidated Plan Public Survey

### ADDITIONAL INFORMATION

1. Which of the below best describes your race?

- |   |   |
|---|---|
| <input type="radio"/> White or Caucasian        | <input type="radio"/> American Indian or Alaska Native          |
| <input type="radio"/> Black or African American | <input type="radio"/> Native Hawaiian or other Pacific Islander |
| <input type="radio"/> Hispanic or Latino        | <input type="radio"/> Another race                              |
| <input type="radio"/> Asian or Asian American   | <input type="radio"/> More than one race                        |

2. Are you Hispanic or Latino?

- Yes
- No

If you have additional concerns or ideas regarding community development and human services, housing, or homelessness, please provide it with this survey to:

City of Redmond  
Affordable Housing  
411 SW 9th Street  
Redmond, OR 97756

If you have questions about the survey please call the City of Redmond, CDBG Coordinator at (541)504-3046

More information on the 2019 – 2024 Consolidated Plan development with additional opportunities to participate can be found at : WEBSITE TBD

## Service Provider/Policy Adviser Survey

### General Housing and Community Development

***This survey consists of 24 questions and should take approximately 15 minutes to complete. Throughout this survey you will see the term Affordable Housing. For the purposes of the CDBG program, Affordable Housing refers to units that are, at a minimum, affordable to families at or below 80% of Area Median Income (AMI) – Rents or Mortgages with payments of no more than 30% of income spent for housing costs. For a family of four that limit is \$55,700. However, in conjunction with other funding sources this figure may be lower, particularly with rental housing projects (most rental housing new developments are affordable at 60% of AMI).***

**Please indicate your level of agreement or disagreement on whether these groups are adequately served in Redmond.**

1. The housing and related needs of people who are homeless are adequately served in Redmond.

- |   |  |
|---|--|
| <input type="checkbox"/> Strongly Agree             | <input type="checkbox"/> Disagree          |
| <input type="checkbox"/> Agree                      | <input type="checkbox"/> Strongly Disagree |
| <input type="checkbox"/> Neither Agree nor Disagree |  |

2. The housing and related needs of people with physical disabilities/accessibility issues are adequately served in Redmond

- |   |  |
|---|--|
| <input type="checkbox"/> Strongly Agree             | <input type="checkbox"/> Disagree          |
| <input type="checkbox"/> Agree                      | <input type="checkbox"/> Strongly Disagree |
| <input type="checkbox"/> Neither Agree nor Disagree |  |

3. The housing and related needs of people with developmental disabilities are adequately served in Redmond

- |   |  |
|---|--|
| <input type="checkbox"/> Strongly agree             | <input type="checkbox"/> Disagree          |
| <input type="checkbox"/> Agree                      | <input type="checkbox"/> Strongly disagree |
| <input type="checkbox"/> Neither agree nor disagree |  |

4. The housing and related needs of people with severe and persistent mental illnesses are adequately served in Redmond

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

5. The housing and related needs of the elderly (An elderly person is a household composed of one or more persons at least one of whom is 62 years of age or more) are adequately served in Redmond

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

6. The housing and related needs of people with HIV/AIDS are adequately served in Redmond

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

7. To your knowledge where do persons who are homeless in Redmond seek shelter?

- Homeless Shelter
- Abandoned Buildings
- Public Spaces (parks, streets, etc.)
- Cars/RV's
- Friends and family
- Public Lands, forest, BLM, etc.

Other (please specify)

8. Are the needs of homeless being adequately met in Redmond?

- Yes
- No
- No Opinion

If you answered "No" to the above questions please list the services that are most needed:

9. Are the needs of persons with mental illnesses being adequately met in Redmond?

- Yes
- No
- No Opinion

If you answered "No" to the above question please list the services that are most needed:

10. Are the needs of the elderly being adequately met in Redmond?

- Yes
- No
- No Opinion

If you answered "No", please list the services that are most needed:

## Service Provider/Policy Adviser Survey

### Housing Specific Questions

**The next questions focus on your view of whether specific populations can find adequate housing in Redmond.**

11. Regarding housing for low income persons (below 80% of Area Median Income) in Redmond, what are the greatest unmet housing needs? Check all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Affordability                                       | <input type="checkbox"/> Availability of Rental Units                                 |
| <input type="checkbox"/> Quality, Condition                                  | <input type="checkbox"/> No Opinion   |
| <input type="checkbox"/> Housing with accessibility modifications            | <input type="checkbox"/> There is adequate housing for low income persons in Redmond. |
| <input type="checkbox"/> Location (near transit, employment, services, etc.) |   |
| <input type="checkbox"/> Other (please specify)                              |   |

12. Regarding shelter for homeless persons in Redmond, what are the greatest unmet housing needs? Check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Affordability                            | <input type="checkbox"/> Location (near transit, employment, services, etc.)             |
| <input type="checkbox"/> Quality/Condition                        | <input type="checkbox"/> No Opinion  |
| <input type="checkbox"/> Housing with accessibility modifications | <input type="checkbox"/> There is adequate shelter space for homeless persons in Redmond |
| <input type="checkbox"/> Other (please specify)                   |  |

13. Regarding persons with physical and developmental disabilities in Redmond, what are the greatest unmet housing needs? Check all that apply.

- Affordability
- Quality, condition
- Housing with accessibility modifications
- Location (near transit, employment, services, etc.)
- No Opinion
- There is adequate housing for persons with physical and developmental disabilities in Redmond.

Other (please specify)

14. Regarding persons with mental illnesses in Redmond, what are the greatest unmet housing needs? Check all that apply.

- Affordability
- Quality/Condition
- Housing with accessibility modifications
- Location (near transit, employment, services, etc.)
- No Opinion
- There is adequate housing for persons with mental illnesses in Redmond.

Other (please specify)

15. Regarding elderly persons in Redmond, what are the greatest unmet housing needs? Check all that apply.

- Affordability
- Quality, condition
- Housing with accessibility modifications
- Location (near transit, employment, services, etc.)
- No Opinion
- There is adequate housing for elderly persons in Redmond

Other (please specify)

16. In your opinion which of the following housing types does Redmond need most of? Please rank highest to lowest with one (1) being highest need.

- Apartments
- Assisted Living
- Owner Occupied Single Family
- Owner Occupied Multi-Family (Condos, Townhomes)
- Accessory Dwelling Units (ADU's)
- Nursing facilities
- Duplexes/Triplexes/Four-plexes
- Homeless Shelters

17. Do you believe there is a need for permanent housing for individuals who are homeless and/or have physical or mental disabilities?

- Yes
- No
- No Opinion



## Service Provider/Policy Adviser Survey

### Funding Priorities

**For these questions, please indicate what the funding priorities should be for each category of question.**

18. What will be the most urgent housing needs for our low- and moderate-income residents over the next five years? Please rank these strategies to address housing for low and moderate income persons highest to lowest with one (1) being highest need.

- Create new rental housing units for low-income households
- Purchase and/or preserve existing housing for low-income households
- Increase affordable home ownership opportunities
- Acquire land for future low-income housing development
- Rehabilitate low-income rental housing units
- Provide rehabilitation assistance to low-income homeowners
- Make accessibility improvements for renters and homeowner with disabilities
- Support programs to allow transition from subsidized to non-subsidized housing
- Reduce affordable housing development costs through reductions or exemptions of planning or development charges or regulatory requirements

19. What will be the most urgent needs for homeless persons over the next five years? Please rank highest to lowest with one (1) being highest need.

- Prevention Services (Counseling, Emergency Rent, Referrals)
- Emergency Shelter Space
- Transitional housing with services for treatment (stay between 6 – 24 months)
- Support services (transportation vouchers, service centers, etc.)
- Permanent Supportive Housing for Chronic Homeless (Housing First)
- Permanent Supportive Housing for Homeless Families (Housing First)
- Shelter Assistance (security deposit assistance, rental assistance, hotel voucher, etc.)

20. What will be the most urgent needs for allowable infrastructure improvements over the next five years? Please note that for Water, Street, Sidewalk, Flood Drain, Sewer improvements and Public Park Development the improvement must either be designated for benefit of an income eligible individual family, income eligible development or must be for a designated low income neighborhood. Accessibility Improvements are a presumed benefit and do not need to meet this criteria. Please rank highest to lowest with one (1) being highest need.

- Water Improvements
- Sewer collection system improvements
- Sidewalk Improvements
- Street Improvements
- Flood Drain Improvements
- Removal of architectural barriers for accessibility (street ADA improvements -- curb ramps)
- Public Park Development/Improvement

21. What will be the most urgent Public Service Needs over the next five years? Please rank highest to lowest with one (1) being highest need.

- Youth services
- Services for those with physical disabilities
- Substance abuse counseling and services
- Employment Training
- Health Services
- Senior Services
- Homeless Counseling and Services

22. Now that you have given your priorities among a range of activities in four broad categories, please indicate how you would prioritize for program funding. Please rank highest to lowest with one (1) being highest need.

- Affordable Housing
- Homeless
- Infrastructure
- Public Services (Please note that public services cannot exceed 15% of annual HUD CDBG allocation)

## Service Provider/Policy Adviser Survey

23. Are there any other Housing and Community Development needs for Redmond not discussed above that you feel should be included in the funding priorities and strategies for the next five years?

24. Thank you for your participation in this survey. If you have any questions please contact me at: [jim.long@ci.redmond.or.us](mailto:jim.long@ci.redmond.or.us) or by phone to 541-504-3046.

**Name**

**Organization**

**City/Town**

**Email Address**

**Phone Number**



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## **COMMUNITY DEVELOPMENT BLOCK GRANT 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. Through this program approximately \$200,000 will be available to fund housing and community development projects in the City of Redmond for Program Year July 1, 2019 thru June 30, 2020. This funding is restricted to strictly program eligible projects and non-profit agency applicants. Approximately \$37,500 in public service funds will be available at this time.

The Request for Proposals will be available beginning February 20, 2018. Proposals for funding will be due by 4:00pm at City Hall on Monday, April 15, 2019.

City		State		Zip	
Contact Person		Contact Title			
Contact Email		Contact Phone			
DUNS No.		SAM Expiration Date			
\$ 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

## Bend-Redmond Metropolitan Statistical Area Income Limitations

Median Family Income	FY 2018 Income Limit Category	Persons in Family							
		1	2	3	4	5	6	7	8
\$69,000	Extremely Low Income Limits*	14,650	16,750	20,780	<b>25,100</b>	29,420	33,740	38,060	42,380
	Very Low (50%) Income Limits	24,400	27,850	31,350	<b>34,800</b>	37,600	40,400	43,200	45,950
	Low (80%) Income Limits	39,000	44,600	50,150	<b>55,700</b>	60,200	64,650	69,100	73,550

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Methodology for income determination for Bend – Redmond MSA can be found at:

<https://www.huduser.gov/portal/datasets/il/il2018/2018summary.odn>

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.

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.

**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	# of Persons / Households
Low/Moderate Income (LMI)	
Total Persons/Households	
<b>LMI as a Percentage of Total</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 (see page 6 of the RFP for additional information).

**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, 2020.**

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

- Check here if an alternative schedule is included (**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 (If this is a development project a detailed Pro-Forma is preferred).  
 Check here if an alternative schedule is included (**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 (max 20% of total costs)</b>			
- Personnel Costs (wages & benefits)			
- Equipment & Supplies			
- Overhead (utilities, rent, insurance, etc.)			
- Other			
- Other			
<b>6. Other Costs (Specify Below)</b>			
<b>Total Activity Costs</b>			

<b>7. Other Funding Sources</b>	
Funding Source	Amount
<b>Total</b>	

**F. Financial Questions** – In addition to completing the budget, please respond to the following items.

1. Describe your agency's plan for funding the activity after the first year, if applicable.
  
2. If your activity requires the support of other funding sources such as private donations, other federal and state grants/loans, private loans, volunteer labor, etc. please describe the funding and commitment status of these sources. You may attach letters or other documentation or discussion of funding commitment, if available.  
 Check here if attaching documents of funding commitment (**Attachment 5**).
  
3. Briefly describe other funding sources considered and why you consider your program costs to be reasonable.

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.

**Agency Information** *(continued)*

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

4. Briefly describe the agency's financial stability as it pertains to the agency's capacity to successfully complete the project.

**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.

**General Questions** *(continued)*

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.

4. Describe the agency's readiness to proceed with the activity. For example, if the purchase of property is involved, is the property currently available for purchase? Is staff currently available or is the agency ready to proceed with hiring staff?

**Note:** Activities involving land acquisition may want to attach a detailed proforma Project Feasibility and Readiness.

- Check here if attaching proforma Project Feasibility & Readiness (**Attachment 9**).

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'.



**Activity Specific Questions** *(continued)*

**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 (such as down payment assistance), describe the geographic area it will serve.

**Activity Specific Questions (continued)**

3. 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.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
4. 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 such as down payment assistance.
  - Check here if attaching plans/photos of housing activity (**Attachment 10**).

**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.

**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 – Proforma of Project Feasibility and Readiness (if applicable)
- Attachment 10 – 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 11 – \_\_\_\_\_
- Attachment 12 – \_\_\_\_\_
- Attachment 13 – \_\_\_\_\_
- Attachment 14 – \_\_\_\_\_
- Attachment 15 – \_\_\_\_\_

Questions? Contact Jim Long: [jlong@ci.redmond.or.us](mailto:jlong@ci.redmond.or.us) or phone at 541-504-3046.