



CITY OF REDMOND
Community Development Department

716 SW Evergreen Ave
 Redmond OR 97756
 541-923-7721
 Fax: (541) 548-0706
www.ci.redmond.or.us

Housing and Community Development Committee Agenda
716 SW Evergreen Ave Conference Room A
Friday, July 15, 2016
3:00 PM

Agenda

HCD MEMBERS

MEETING OBJECTIVE

- City Council Homelessness Work Session
- CDBG Reallocation of Funding

Whitney Swander
 Chair

TIME ITEM

3:00 PM **CALL TO ORDER/INTRODUCTIONS**

Steve Curley
 Vice-Chair

3:05 PM **CITIZEN COMMENTS**

3:15 PM **DISCUSSION ITEMS**

1. City Council Homelessness Work Session Update

Diana Barker

3:45 PM **ACTION ITEMS**

1. CDBG Reallocation of Funding Request for Proposal approval

Suzanne Michaels

4:20 PM **COMMITTEE COMMENTS**

Joni Powell

4:25 PM **STAFF COMMENTS**

Lori Scharton

4:30 PM **ADJOURN**

Geoff Wall

Vacant

Vacant

PROPOSED AGENDA

Anyone needing accommodation to participate in the meeting must notify the City's ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3032, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.



COMMUNITY DEVELOPMENT DEPARTMENT

716 SW Evergreen Avenue

Redmond, OR 97756

Phone: (541) 923-7721

Fax: (541) 548-0706

Community Development Block Grant (CDBG) Housing/Public Facility Request for Proposal

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.

Application Deadline:

All applications must be postmarked or received by the City of Redmond Community Development Department staff no later than **4 PM on Friday, DATE TBD, 2016**. All original applications will be date stamped. Late submissions will not be accepted.

Submission Requirements:

- One (1) original single-sided copy and five double-sided copies (six total copies)
- 8 ½ x 11 page format
- Please reference all additional "Attachments and Appendices" in the application wherever applicable.
- One electronic submittal of the complete application and attachments (it may be emailed to chelsea.dickens@ci.redmond.or.us, but will not substitute for the original signed copy).

Submit applications and requests for assistance to:

Chelsea Dickens
Community Development Department
716 SW Evergreen Avenue
Redmond, OR 97756
(541) 923-7757
chelsea.dickens@ci.redmond.or.us

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

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

Applicant Eligibility:

In order to apply, an agency or organization must demonstrate that it is:

- Organized as a 501(c)(3) or (c)(4) not-for-profit corporation; or
- A tax-exempt organization with letter of determination from the Internal Revenue Service.
- A local development corporation, in accordance with 24 CFR 570.204 (c), that acquires property to be rehabilitated, if the property is then rehabilitated and used or sold for residential purposes.

Organizations applying for CDBG funds will be asked to demonstrate:

- Experience and Capacity: Adequate management experience and financial capability in the organization to meet accounting standards and reporting requirements as set forth in federal regulations listed in the contract.
- Insurance Requirements: Agencies receiving funding are required to provide Commercial General Liability insurance. If services provided under the contract are by a licensed professional, then professional liability insurance will also be required. If driving is within the scope of services provided under the contract, then automobile insurance will also be required. All coverage limits will be set by the City, per the attached document, **APPENDIX A**. Worker's Compensation Insurance is also required.
- State Prevailing Wages: All sub-recipients and contractors shall ensure compliance with Oregon prevailing wage laws in ORS 279C.800 et seq.

2014-2018 Consolidated Plan and Strategic Plan – Affordable Housing

The City has identified the need for more decent and affordable housing units for Redmond's low- and moderate- income households. One of the highest priorities is to increase the supply of affordable housing, especially those units owned or occupied by the lowest income residents (less than 50% of Area Median Income). The program will provide gap financing for eligible CDBG new construction activities, see below, for qualifying projects to incentivize new housing construction for households with 50% AMI or less. Affordable housing supply projects must be in a state of ready to proceed and are expected to leverage other local, state, federal and/or private funds. Acquisition of existing rental or owner housing is also an identified priority.

2014-2018 Consolidated Plan and Strategic Plan – Homeless Shelter

The City has also identified the need for a sustainable homeless shelter as a high priority in the Strategic Plan since there is not shelter facilities in Redmond. Targeted individuals could include families with children, unaccompanied youth or single adults. See below for qualifying projects and eligible uses of funds. Projects must be in a state of ready to proceed and are expected to leverage other local, state, federal and/or private funds.

Eligible New Construction Activities

CDBG funds may be used to fund new construction activities per the list below (including labor, supplies, materials and other costs):

- Land acquisitions
- Public/Site infrastructure
- Demolition/Site Clearance

*The affordable housing plan must address one or more of the needs identified in the City's Five-year Consolidated Plan. Proposals must meet a CDBG National Objective. See **ATTACHMENT A**.*

Eligible Acquisition Activities

CDBG funds may be used to fund acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements of existing structures for public facilities (homeless shelters) or acquisition of existing structures for affordable housing. Activities may include:

Removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements;

Design features and improvements that promote energy;

Architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance.

Ineligible costs (but not limited to) include assistance for buildings used for the general conduct of government, general local government expenses, political activities, and the cost of moveable equipment, furnishings, or machinery.

Pre-Application Workshop (MANDATORY):

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

DATE and TIME TBD x2

City Hall, Conference Room A

City of Redmond, 716 SW Evergreen Ave., Redmond, OR 97756

Make your reservation NOW by contacting Chelsea Dickens at (541) 923-7757 or email to chelsea.dickens@ci.redmond.or.us. Note: *One person cannot represent multiple agencies and exceptions can be made on a case by case basis with prior approval from City Staff.*

Funding Allocations:

The City of Redmond estimates a total allocation of CDBG funds to be \$207,305. All requested amounts are based on this estimate of funding less program expenses incurred by the City.

Funding Timeline:

The Housing and Community Development Committee (HCD) will review applications for the current funding allocation plans in September and will forward funding recommendations to the City Council for review and approval Fall 2016.

Activities: City Council will approve an amended Annual Action Plan for 2014-2015 and 2015-2016 and the Annual Action Plan amendments will be submitted to HUD for approval. Funded projects will begin approximately January 1, 2017 and must be completed by February 28, 2017.

Subrecipient Agreements:

See 24 CFR 570.503 for information that will be included in all subrecipient agreements. For information on Code of Federal Regulations (CFR) noted in this application please refer to **APPENDIX B**.

Availability of Funds for Future Fiscal Years:

Successive funding opportunities will remain competitive and thus there is no implicit or explicit guarantee funding will be renewed. No liability shall accrue to the City of Redmond in the event this provision is exercised and the City of Redmond shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Evaluation and Selection:

The selection process of applications for funding will be based upon an evaluation of the written information provided in comparison to the needs outlined in the City’s Five-Year Consolidated Plan and FY14-15 Action Plan (online: <http://www.ci.redmond.or.us/government/departments/community-development/community-block-grant-program>) and subject to an Environmental Review.

The Housing and Community Development Committee and City Council will evaluate applications based on the following rating 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
- Project budget, leverage of other funds, partnerships with other agencies 15 Points
- Activity management and completion by March 31, 2017 15 Points

Contractual Requirements:

Each grantee selected to receive funds is required to sign a contract with the City. No costs incurred prior to the execution of an agreement with the City are reimbursable. Under CDBG laws and regulations, certain requirements must be met in order to negotiate an agreement. These requirements include the following:

1. After the application is approved for funding a contract will be prepared for authorized signatures. The contract will specify the amount of the award, the period for which the project is approved, the contract term and administrative provisions. Special conditions attached to the award will also be specified in the agreement.
2. Grantees will be required to submit and file quarterly reports on expenditures, performance progress and objectives. A minimum of one site visit will be made annually. Records to be maintained are found in 24 CFR 570.506 and reporting requirements in 24 CFR 570.507.
3. Each agency receiving CDBG funding is required to certify that it will conduct its business in compliance with the non-discrimination requirements of the City, State and Federal governments, as applicable. Equal Opportunity in Employment policies will be required.
4. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.
5. All recipients will be required to comply with the federal government’s audit requirements as described in OMB Circular A-133 (for HUD’s programs, these requirements are codified as 24 CFR Part 84). All recipients must have an annual audit if receive \$750,000 or more in Federal financial assistance in a fiscal year. Audits for entities FY on or after 12/26/2014 are subject to the new requirements.

Disclaimer:

This solicitation is offered in accordance with the federal and state requirements governing procurement of professional services. Accordingly, City of Redmond reserves the right to negotiate an agreement based on fair and reasonable

compensation for the scope of work and services proposed, as well as the right to reject any and all responses that no application received is either feasible, meets a local need, or serves eligible or intended beneficiaries.

Application Elements and Checklist:

The application must address the following items:

1. Project Overview and Questionnaire – Complete the questions that follow on pages 6-7 of the application packet.
2. Project Narrative – Complete the questions that follow on page 8 and 9 of the application packet.
3. Detailed Project Budget – Submit a detailed project budget that includes all funding sources and proof of funding references. (See the summary budget form in **ATTACHMENT B**.)
4. Project Staffing – Submit information for each project staff person as outlined in **ATTACHMENT C**.
 - Submit resumes for Executive Director and project managers.
5. Agency Information – The applicant must provide current documentation that it possesses adequate fiscal, management systems and legal certifications to implement the proposed project.
 - Proof of non-profit or tax exemption status with IRS or documentation to support 24 CFR 570.204 (c)
 - Current Articles of Incorporation and Bylaws
 - Financial Statements (3 months)
 - Most recent financial audit
 - Tax return 990 forms for the most recent year
 - Proof of Liability Insurance/Bonding/Worker’s Compensation
 - Procedure to Ensure Timely Expenditure of Funds (**ATTACHMENT D**)
 - Required Certifications signed by authorized official (**ATTACHMENT E**)
 - Completed 1099 Tax Form

Application Number:
(CDBG Program Office Use Only)

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Project Questionnaire and Overview

Applicant Information

<i>Applicant legal name:</i>					
<i>Type of agency:</i>	<input type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> For	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
<i>Date of incorporation:</i>			<i>Federal Tax ID number:</i>		
<i>Agency DUNS</i>			<i>Annual operating</i>		
<i>Number of paid staff:</i>			<i>Number of volunteers:</i>		

<i>Address</i>				
<i>Phone</i>	() -	<i>Fax</i>	() -	
<i>Website</i>				
<i>Contact Name/Title</i>				
<i>Contact Phone</i>	() -	<i>Email</i>		

<i>Agency mission statement:</i>			
<i>Types of service(s) provided:</i>			
<i>Number of Board Members:</i>		<i>Number of Times Board met in last 12 months:</i>	
<i>List of Board Members:</i>			

Project Information

<i>Funding Category</i>	<input type="checkbox"/> Land Acquisition	<input type="checkbox"/> Public Infrastructure	<input type="checkbox"/> Demolition	<input type="checkbox"/> Site Clearance
<i>Project address(es):</i>				
<i>Target clientele:</i>				
<i>Brief project description:</i>				
<i>Type of Project</i>		<i>Type of Activities</i> (check all of the activities involved in project or program)		
<input type="checkbox"/>	Rental	<input type="checkbox"/>	New Construction (Multi-Family/Rental)	
<input type="checkbox"/>	Homeownership	<input type="checkbox"/>	New Construction (Single Family)	
<input type="checkbox"/>	Other (Specify):			

PROJECT INFORMATION SHEET			
Total No. of Units:	No. of Units benefiting low-to moderate- (LMI) beneficiaries:	% of Units benefiting LMI:	
Site Control Status: (choose one and attach documentation)	<input type="checkbox"/> OWNED	<input type="checkbox"/> UNDER CONTRACT Expiration Date: _____	<input type="checkbox"/> LEASED Term: _____
ZONING AND SITE PLAN STATUS:			
Site is presently zoned (fill in zoning type and attach documentation): _____			
Is the present zoning conforming: Yes <input type="checkbox"/> No <input type="checkbox"/>			
If nonconforming, when will zoning change or PUD be granted: (provide target date) _____			
Is the site plan for your project approved? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If not, when will site plan be approved: (provide target date) _____			
SERVICES TO SITE: Are utilities and infrastructure in place to service site:			
Street access?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, expected completion date:	
Gas?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, expected completion date:	
Electric?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, expected completion date:	
Water?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, expected completion date:	
Sanitary sewer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, expected completion date:	
Storm sewer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, expected completion date:	

CDBG Program Office Use Only

Project Matrix Code:		Project National Objective Code:	
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Project Narrative

Please submit answers to the following questions in a separate narrative.

Project Overview

1. Scope of Work: Describe in detail the proposed project; demonstrate the need and its consistency with needs and priorities identified in the Consolidated Plan. Provide statistics or evidence to document the need. Identify how long the project will be guaranteed to serve low- and moderate- income households.
2. Describe how the proposed service/project will comply with one or more of the following CDBG National Objectives: a) principally benefits low- and moderate-income persons; b) prevents or eliminates slums or blight; or c) addresses and urgent need or problem in the community. See **ATTACHMENT A** for more information on national objectives. See also 24 CFR 570 Subpart C Eligible Activities.
3. Type of Housing: for new construction or acquisition projects, describe the site, buildings, common spaces, etc. Attach site plans, elevations, floor plans and/or photos – preferably in electronic form (Contact the Grant Program Coordinator for more information).
4. Location: include the project’s proximity to community amenities and services such as public transportation, employment, social/health services, recreational, educational, etc. For housing programs, describe geographic area it will serve.
5. Unit and Project Amenities: Include unit square footage and bedroom mix.
6. Source of Financing: describe sources for construction as well as permanent financing, terms and whether they are pending or firm commitments. Attach commitment letters describing the terms.
7. Local, State and Federal subsidies: describe any grants, low-interest loans, or in-kind contributions, and attach commitment letters.
8. Sale price for homeownership or rent to be charged after project completion for each dwelling unit in each structure assisted; and information as necessary to show the affordability of units to be occupied by low- and moderate- income households pursuant to criteria established and made public by the grantee. Provide evidence of commitments ensuring that the above criteria will be met when structures are built.
9. Please identify specific performance measures of the service/project, including how many people will be served by the proposed project and the impact or outcome to be achieved by the project. Program Impact reflects the extent to which the proposed activity produces desired outcomes in the community or in the lives of persons assisted (link goals with outcomes). [*Example performance measure: 4 homes repaired. Example outcome: Reduced operating costs for low-income household.*] For information on HUD performance measures please see *Basically CDBG for Entitlements* Chapter 13 available at www.hudexchange.info and *Playing by the Rules* Chapter 5 available at www.hudexchange.info.
10. Project Budget – Provide a summary of the proposed service/project activity budget and other sources of funding. (See draft template in **ATTACHMENT B**.)
 - Please provide details and references regarding other funding sources being leveraged or used for the proposed project (federal, state, local, and/or private).
 - If applicable, please describe use of donated goods and services and the estimated value of these services and how you arrived at these amounts.
11. Project Staffing – Identify the name of all staff participating in the proposed project, their role, experience that they have in this role, their title, and expected FTE on the project. Staff members identified after the application are subject to review. (You may use **ATTACHMENT C**.)
12. If your project is not fully funded, will your organization be able to implement the project with partial funding?

Project Timeline – Must be completed by February 28, 2017.

13. Timeline and status: Note: all site work must STOP once the application for CDBG funding has been submitted per 24 CFR 58.
 - a. Completion of zoning/planning approvals

- b. Local funding commitments
- c. Construction/permanent financing commitments
- d. Start of construction, if applicable
- e. Certificate of Occupancy
- f. Lease-up or sale to beneficiaries
- g. Timely expenditure of funds (e.g. fund draw schedule for CDBG)

Organizational Capacity

- 14. Development of Property Management Experience: identify similar projects that the applicant has developed and managed. Describe the skills and knowledge of staff and project consultants to ensure project completion as well as the successful operation of the development and compliance with federal regulations throughout operations. Please attach supporting documents demonstrating the described capacity.
- 15. If your agency has received federal funds before, explain any issues that were raised during monitoring or compliance with any federal regulations, if any.
- 16. Describe the monitoring efforts of the construction process and include a timeline for the work to be completed and adhere to all building codes (e.g. scheduling City building inspectors, review of Davis-Beacon reports and completion of contractor interviews).
- 17. Prevention of Fraud, Waste, and Abuse: how will the program administrators prevent fraud within the program and its beneficiaries? How will program administrators prevent waste and abuse of funds, materials and staff time? Please attach a copy of the policy/procedures for prevention and for detecting and correcting instances of fraud, waste and abuse of the program.
- 18. Any other relevant information.

National Objectives and Eligibility

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; and 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:

1. Those based on *Area Benefit* (one qualifying neighborhood, see **APPENDIX C** for map),
2. Those serving a *Limited Clientele*,
3. Those involving *housing*, and
4. 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, see attached map, 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 2016 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)	\$12,550	\$20,900	\$33,450
Two (2)	\$16,020	\$23,900	\$38,200
Three (3)	\$20,160	\$26,900	\$43,000
Four (4)	\$24,300	\$29,850	\$47,750
Five (5)	\$28,440	\$32,250	\$51,600
Six (6)	\$32,580	\$34,650	\$55,400
Seven (7)	\$36,730	\$37,050	\$59,250
Eight (8)	\$39,450	\$39,450	\$63,050

*Note: updated income limits may be released 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 hudexchange.gov or please contact:

Chelsea Dickens
 Community Development Department
 716 SW Evergreen Avenue
 Redmond, OR 97756
 (541) 923-7757
chelsea.dickens@ci.redmond.or.us

ATTACHMENT B

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

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

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

Supplemental Budget Information – Use of Other Resources

1. Describe your plans to use other funds on this project. Provide other fund sources, amount and how these funds will be used.

2. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply the amounts sought and proposed use of those funds.

3. Describe your use of donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.

4. Please provide an explanation for any unusual budget expenditures listed in the line item budget in the previous table.

5. Explain why you consider your program costs to be reasonable.

Project Personnel Summary	
Staff Member	Background and Expertise of Personnel
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

Please submit resumes of the Executive Director and project management staff.

See 24 CFR 570.506 for records requirements and 24 CFR 570.507 for reporting requirements.

PROCEDURE TO ENSURE TIMELY EXPENDITURE OF FUNDS

PROCEDURE

- A. Application
 - i. Assess applicant capacity to carry out proposed project and complete on time
 - ii. Project readiness to proceed as condition of award
 - iii. Other funding sources committed as condition of award
 - iv. Schedule of expenditures
 - v. Environmental review
- B. Award letter
 - i. Timely expenditure as condition of award
- C. Contract – February 28, 2017 Deadline for expenditure
 - i. Budget and payment schedule – projected use and timeline for expenditure of funds
 - ii. Performance measures
 - 1. Project Performance Plan (PPP) – milestones and target dates
 - iii. Penalties
 - 1. If PPP milestones are missed, the City may determine that project is not proceeding timely and
 - a. Provide technical assistance to get the project on track,
 - b. De-obligate the remainder of funds, or
 - c. Terminate the contract, de-obligate the remainder of the funds, and potentially recapture funds
- D. Monitoring
 - i. Quarterly or monthly performance reports
 - 1. Financial status report – funds expended and projected to be drawn in the following quarter/month
 - 2. PPP – milestones and target dates accomplished
 - ii. Risk-based on-site monitoring (based on award amount, recipient capacity, adherence to performance measures and timeline)
 - iii. On-site monitoring prior to project completion
- E. Internal expenditure tracking
 - i. The following tracking methods are used and reconciled monthly
 - 1. Monthly review and tracking of recipient expenditures in internal database
 - a. Financial status reports
 - b. Project performance plans
 - c. Requests for payment
 - 2. Quarterly reports to City
 - 3. Independent tracking mechanisms to record and track monthly expenditures, receipts, and progress toward the budgeted goals for each contract, and for the grant as a whole
- F. Recapture and reprogramming
 - i. Upon full obligation of CDBG funds, the City will maintain a prioritized queue of eligible projects to be assisted if funds are reprogrammed or recaptured or additional funds are received
 - 1. The City will maintain separate lists for each eligible category of housing, public service or economic development
 - 2. If funds are reprogrammed between categories or in any other way that will require an Action Plan amendment, the City will follow the required process

The applicant, _____, certifies acceptance of responsibility to adhere the Procedures to Ensure the Timely Expenditure of Funds, and assumes responsibility for adherence by any and all subcontractors or subrecipients to the program.

Signature of authorized agency representative

Date

Printed name

Title

Organization

Required Certifications for CDBG Activities Application

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

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

Signature of authorized agency representative

Date

Printed name

Title

Organization