



Albany Community Development Department

333 Broadalbin Street SW

Albany, OR 97321

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www.cityofalbany.net/cdbg

Community Development Block Grant (CDBG) FY 2017-18 Public Services Grant OVERVIEW

The City of Albany Community Development Department announces the availability of Community Development Block Grant (CDBG) funds for Public Service activities. 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).

CDBG activities must be in accordance with the City of Albany (City) 2013-2017 Consolidated Plan and in compliance with national objectives to develop viable urban communities by providing the following, principally for the benefit of low- and moderate-income (LMI) residents:

- Decent housing,
- A suitable living environment,
- Eliminate slums and blight, and
- Expanded economic opportunity.

Pre-Application Workshop (MANDATORY):

The Pre-application Workshop is mandatory for all agencies that apply for funding unless staff has approved a waiver (eligible for agencies that have received more than one CDBG grant and are in good standing). The workshop is an opportunity for potential applicants to ask questions about the application, evaluation criteria, eligible activities, CDBG program requirements, and more. *One person cannot represent multiple agencies.* Workshop dates are:

- Wednesday, November 16, 2016, at 12:00 p.m. in the Santiam Room
- Tuesday, November 29, 2016, at 12:30 p.m. in the Santiam Room
- Monday, December 5, 2016, at 11:30 a.m. in the Santiam Room

To make a reservation, e-mail or call Anne Catlin: anne.catlin@cityofalbany.net, (541) 917-7560.

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

Application Deadline:

All applications must be postmarked or received by the City of Albany Community Development Department staff no later than **4:30 p.m., Thursday, December 29, 2016**. The original application will be date stamped. Late submissions will not be accepted.

Submission Requirements:

- One original signed copy; double-sided is preferred. Please reference all additional "Attachments" in the application where applicable.
- One electronic submittal of the complete application and attachments. Please e-mail the electronic copy to anne.catlin@cityofalbany.net.

Submit applications and questions to **Anne Catlin**, 541-917-7560, anne.catlin@cityofalbany.net.



In Person: Albany City Hall, Community Development Department, 333 Broadalbin Street SW

By Mail: P.O. Box 490; Albany, OR 97321

The City will translate this document into another language requested. Por favor, póngase en contacto con Anne Catlin asistencia para traducir este documento.

Applicant Eligibility:

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

- Organized as a 501(c)(3) or (c)(4) not-for-profit corporation;
- A tax-exempt organization with letter of determination from the Internal Revenue Service; or
- A public/governmental agency independent of the City, such as a housing authority or educational institution.

Eligible Public Services and Activities:

In order to qualify for funding, HUD requires the public service be one of the following:

- A new service;
- A quantifiable increase in the level of an existing public service; or
- An existing public service, as long as the service was not provided by or on behalf of a local government with local or state government funding.

Consolidated Plan Goals: The service must address one or more of the following priority needs identified in the City's 2013-2017 Consolidated Plan and/or demonstrate the need should be added to the Plan:

- Provide needed services to low-income and special needs residents;
- Reduce homelessness;
- Increase economic opportunities that will principally benefit LMI persons;
- Further fair housing through education, counseling, legal assistance, and consumer protection programs;
- Reduce housing cost burden for Albany's low-income households; or
- Remove blighting influences and/or improve low and moderate-income neighborhoods.

Eligible Public Service activities include, but are not limited to (per 24 CFR 570.201(e)):

- | | |
|---|---|
| • Senior Services | • Health Services |
| • Handicapped Services | • Services for Abused and Neglected Children |
| • Legal Services | • Mental Health Services |
| • Youth Services (Ages 13-19) | • Screening for Lead Poisoning |
| • Transportation Services | • Homeownership Assistance (not direct) |
| • Substance Abuse Services | • Rental Housing Subsidies, Security Deposits |
| • Services for Battered and Abused Spouses | • Housing Counseling |
| • Employment Training (self sufficiency, independent living Skills, and job training) | • Neighborhood Cleanups |
| • Crime Awareness/Prevention | • Food Banks |
| • Fair Housing Activities | • Operating Costs of Homeless Programs |
| • Tenant/Landlord Counseling | • Other Public Services |
| • Child Care Services – including parenting skills classes (Ages 0-12) | • Emergency Subsistence Payments (up to three months of payments to prevent homelessness) |

Activities not eligible for funding: Political or religious activities; purchase of equipment, furnishings, or fixtures; operating and maintenance expenses; and subsistence or income payments more than three consecutive months to individuals for items such as food, clothing, and rent. See 24 CFR 507.207 for

a full list of ineligible activities. The acquisition of land, or the construction, acquisition, and/or rehabilitation of buildings are eligible CDBG activities, but they are not an eligible Public Service activity. If you have questions about eligible CDBG activities, please contact **Anne Catlin**; 541-917-7560; anne.catlin@cityofalbany.net.

Meeting a CDBG National Objective:

CDBG Public Service projects must principally benefit low- and moderate-income (LMI) persons. Determination is based on either the clients served being low-income or presumed low-income or on an activity that benefits a low-income area. (See 24 CFR 570.208 for more information.)

Limited Clientele Activity. This is the most common National Objective for Public Service activities. Services qualifying under this activity serve a specific clientele rather than providing service to all residents in a geographic area. At least 51 percent of those served must be low- and moderate-income (LMI) residents. 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 HUD categorically considers LMI persons. These categories include: abused children, battered spouses, elderly persons, homeless persons, and illiterate adults, persons living with AIDS, migrant farm workers, and severely disabled adults as defined by the Bureau of Census. The grant applicant must document that the activity is designed to be used exclusively by a category of persons presumed by HUD to be LMI.
- If the activity does not serve presumed benefit clientele, the activity may qualify as a direct benefit activity that serves LMI residents. The project sponsor **must verify and maintain documentation regarding the family size and income of each person served**. At least 51 percent of the clientele served must be LMI persons or the activity funding must be limited exclusively to LMI persons.

Low- and moderate-income (LMI) is defined as having an income equal to or less than 80 percent of the area median income, adjusted for household size. The specific household income limits are based on U.S. Census Bureau estimates, updated and issued by HUD annually (<http://www.huduser.org/portal/datasets/il.html>).

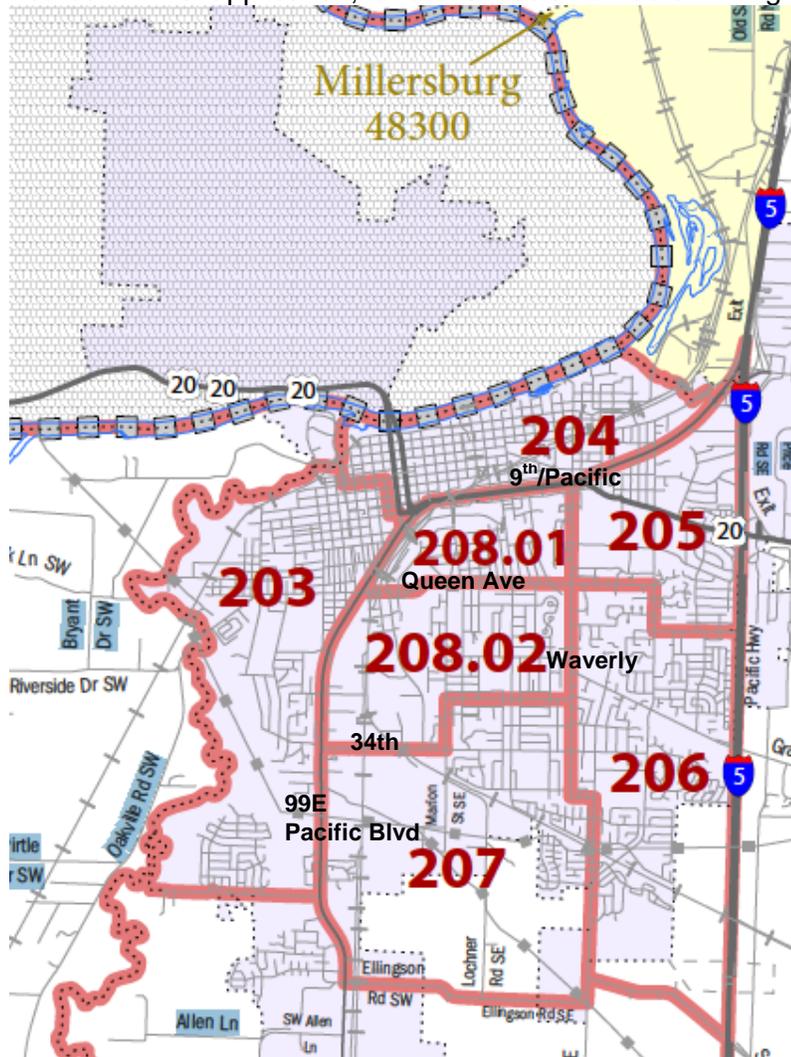
Albany, OR MSA: 2016 HUD Income Limits	Persons in Household							
	1	2	3	4	5	6	7	8
30% of median income	\$11,880	\$16,020	\$20,160	\$24,300	\$28,440	\$31,100	\$33,250	\$35,400
50% of median income	\$18,800	\$21,450	\$24,150	\$26,800	\$28,950	\$31,100	\$33,250	\$35,400
80% of median income	\$30,050	\$34,350	\$38,650	\$42,900	\$46,350	\$49,800	\$53,200	\$56,650
> than 80% of median income	Exceeds	Exceeds	Exceeds	Exceeds	Exceeds	Exceeds	Exceeds	Exceeds

What Constitutes Income? Income includes gross wages, regular overtime, social security payments, retirement, disability, alimony, child support, and unemployment, but not food stamps or lump sum payments such as insurance settlements.

Area Benefit Activity benefits all residents in a particular area where the residents are primarily LMI. The area served must be primarily residential in nature and the activity must be designed to meet the identified needs of LMI people. Albany 2010 Census Tracts 204 and 208 (both 208.01 and 208.02) qualify as low- and moderate-income areas because more than 51 percent of the population is low- or moderate-income. The boundaries of the service area must be within one of these Census tracts, be



specifically delineated in the application, and the basis for determining the boundaries must be



substantiated.

The Linn County Census Tract map is online here: http://www2.census.gov/geo/maps/dc10map/tract/st41_or/c41043_linn/DC10CT_C41043_001.pdf.

Funding Allocations:

CDBG program guidelines limit funding to Public Services to 15 percent of Albany's annual CDBG allocation for the program year. **The City estimates there will be approximately \$50,000 available for public services in Fiscal Year 2017-2018.**

Minimum Grant Request: \$2,500 per eligible activity per fiscal year

Maximum Grant Request: None; however, the Commission prefers to fund two or more programs per year.

Eligible costs include labor, materials, supplies, some operating and maintenance costs for the portion of the facility in which the public service is located, and equipment necessary for the provision of the public service.

Ineligible costs include income payments (except as three-month emergency grant payments for basic levels of shelter or food), assistance for buildings used for the general conduct of government, general local government expenses, political activities, and the purchase of equipment except equipment that constitutes all or part of a public service.

Public Services Grant Policies and Priorities:

CDBG funds are awarded on a competitive basis and there are often more applications than funds available. To ensure fair and equitable access to all eligible applicants, the City has developed the following policies and priorities to guide the use of these funds.

Award Policies: These general policies and priorities apply to all applications for CDBG funds:

1. Grantees that receive funds in one year are not guaranteed future funding. Future funding is dependent on many factors, including need and performance;
2. The Community Development Commission (CDC) will carefully evaluate funding to the same organization for the same project (or a substantially similar project) for more than several consecutive years; and
3. Grantees may not purchase capital equipment with CDBG funds.

Funding priority will be given to activities that:

- have a high benefit to Albany's low-income residents, especially those earning less than 30 percent of the median income (extremely low-income residents);
- have documented need, and support one or more of Albany's Consolidated Plan goals;
- support or coordinate with other public, private, or community development efforts;
- demonstrate the capacity of the applicant, and the capability to be carried out successfully;
- present a reasonable, sound budget;
- require a short-term infusion of funds and have a detailed plan for permanent funding;
- maximize the use of outside funds and services;
- are ready to proceed and agencies are prepared to spend the funds and complete performance objectives within a 12-month period. (Any funds not spent within the contract timeframe may be collected by the City and re-programmed).

Application Evaluation and Selection:

The CDC will use the following rating system to evaluate applications:

- Activity need and Consolidated Plan priority, clear goals/objectives 25 Points
- Benefit to low-income Albany residents, performance objective (#served) 25 Points
- Agency capacity, experience w/activity, ability to complete in 12 months 20 Points
- Experience managing CDBG or federally-funded projects 10 Points
- Financial: project expenses are reasonable, short-term need 10 Points
- Amount of other/matching funds* (per below) 10 Points

> 1 to 1	10 points	.25 -.50 to 1	3-5 points
.75 – 1 to 1	8-9 points	.10-.25 to 1	1-2 points
.50 -.75 to	6-7 points		

**NOTE: Please do not include the rest of the agency budget as a match; only additional funds or resources related to the specific activity proposed for CDBG funding are eligible matching funds. Agencies may count volunteer and staff hours to the activity. Volunteer hours are calculated at the current annual volunteer wage rate.*

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. The City of Albany shall not be obligated or liable for any future payments or for any damages as a result of not awarding funding.

Application Review and Approval Timeline:

The CDC will review applications in January, 2017 for consideration in the City's 2017-18 Annual Action Plan. The Draft 2017 Action Plan (Plan) will be published by April 1, 2017, for a 30-day comment period. At the end of the comment period, the Plan and all comments will be submitted to the City Council for review, approval, and authorization to submit to HUD by May 15, 2017. HUD has 45 days to review the Plan. If HUD approves it, a funding agreement will be prepared and signed between Albany and the sub-recipient.

Funded activities will begin on July 1, 2017, or after the release of funds by HUD, and after contracts are signed. Funding agreements have an implementation timeline of 12 months.

Contractual Requirements:

Each grantee selected to receive funds is required to sign a contract with the City. Costs incurred prior to the execution of an agreement with the City are not reimbursable.

Prior to signing the grant agreement, the grant recipient must provide the following:

1. Liability Insurance: Grant recipients must carry minimum levels of liability and auto insurance. See the **Albany CDBG Subrecipient Handbook** for more information on insurance and other requirements.
2. All grant recipients must have a DUNS # and EIN #. (You can get a DUNS # online here: <http://www.dnb.com/get-a-duns-number.html>.)

The grant agreement will contain the following information and requirements:

3. The amount of the award, the period of time for which the project is approved, the contract terms, federal requirements, and administrative provisions. Special conditions attached to the award will also be specified in the agreement.
4. Fiscal Management: Grant recipients are required to comply with federal uniform administrative requirements regarding fiscal management including financial reporting, record keeping, accounting systems, payment procedures, procurement of goods and services, conflict of interest, and audit requirements. Non-profit organizations must administer programs in compliance with 24 CFR Part 84. Public agencies must administer programs in compliance with 24 CFR Part 85.
5. Non-Discrimination and Equal Opportunity: Grant recipients must comply with various federal, state, and local laws that provide equal opportunity and prohibit discrimination against persons on the basis of race, color, national origin, religion, sex, age, or disability. Discrimination is prohibited in the provision of services, in access to the services and to the facilities where the services are provided, and in all other aspects of administering a CDBG project such as employment and procurement.
6. National Objective Compliance: Grant recipients must document the activity meets the CDBG National Objective to serve low and moderate income residents. Grantees must verify client income and collect demographic data on clients using a form provided by the City. This data is submitted in a quarterly report that also reports progress on meeting performance goals and outcomes.
7. Records Management: Records to be maintained are found in [24 CFR 570.506](#) and reporting requirements in [24 CFR 570.507](#). See also the Albany CDBG Subrecipient Handbook.
8. In the event of non-compliance, the agreement may be terminated or suspended in whole or part.

Disclaimer: The City of Albany 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.