



**ATTACHMENT A – PROPOSAL SUBMITTAL REQUIREMENTS**

RFP for  
**Community Development Block Grant Activities**  
**Excluding Public Services**

**Proposals must be submitted by the time designated in the advertisement for the Request for Proposals at the City Hall Parks and Recreation Department/Information counter and marked received by City staff indicating the time and date as shown on the City Bid Clock in the Parks and Recreation Department. Any Proposals submitted after the designated closing time or to any other location will be determined nonresponsive and will not be accepted.**

**It is the responsibility of the Proposer to deliver the Proposal by the indicated deadline to the designated location. The City will not accept responsibility for the timely delivery of any Proposal sent via a delivery service (FedEx, UPS, USPS, etc.). Proposer is solely responsible for the Proposal to be delivered to the correct location by the correct time.**

**If the Proposer submits a Proposal via a delivery service (FedEx, UPS, etc.), the required sealed envelope must be enclosed in the delivery service packaging and the Project Title of the Proposal should be written on the outside delivery service packaging. City of Albany; Anne Catlin; P.O. Box 490; Albany, OR 97321**

- One electronic submittal of the complete application and attachments. Please e-mail the electronic copy to [anne.catlin@cityofalbany.net](mailto:anne.catlin@cityofalbany.net) by the deadline; and
- One original signed copy; double-sided is preferred per instructions above. Please reference all additional "Attachments" in the application where applicable.

**PROPOSER'S SUBMITTAL CHECKLIST**

Due January 25, 2019, 12:00 p.m:

- Letter of Intent to Submit a Proposal

Due February 8, 2019, 12:00 p.m.: All proposals should include the following submittals to be considered responsive:

- Proposal Overview and Narrative (pp.9-12 )
- Activity Budget - Cost Proposal (pp. 13-14)
- Staff Experience and Qualifications (p. 15)
- Required CDBG Certifications (*Exhibit A*)
- Non-Collusion and Conflict of Interest Certification (*Exhibit B*)
- Employee Background Check Program Certification (*Exhibit C*)





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- Proposer Representations and Certifications Regarding Debarment, Suspension and Other Responsibility Matters (*Exhibit D*)
- Certification of Insurance Requirements (*Exhibit E*)
- Preliminary Environmental Review Record (*Exhibit F*)
- Signed Addenda (if applicable)
- Agency Information** – The applicant must provide the following information to demonstrate it possesses adequate fiscal management systems and legal certifications to implement the proposed project.
  - Current year operating budget
  - Financial statements (income/expense) three most recent months (available)
  - Most recent Tax Return (990), if applicable
  - Current board member roster

**First time applicants must also provide the following information; repeat applicants only provide if updated:**

- Proof of non-profit or tax exemption status with IRS
- Proof of Liability Insurance/Bonding/Workers' Compensation
- Articles of Incorporation and Bylaws

Please reference attachments in the proposal where applicable.





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**RFP SUBMITTAL REQUIREMENTS FOR CDBG ACTIVITIES**  
**EXCLUDING PUBLIC SERVICES**

**INTRODUCTION**

Notice is hereby given that the The City of Albany Community ("City") is requesting proposals for activities to be funded with Community Development Block Grant (CDBG) funds in the 2019 Annual Action Plan (FY 19-20) beginning July 1, 2019. The City estimates a total of approximately \$250,000 will be available for housing, economic and community development 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).

The objective of requesting proposals is for the City to determine which Proposer can offer the highest quality of service at a cost representing the best value to the City. More information is available at the following: <http://www.cityofalbany.net/>.

**SCOPE OF WORK**

CDBG activities must be in accordance with the City of Albany (City) 2018-2022 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.

Eligible Activities: Eligible activities are specified in 24 CFR 570.201 through 570.204 and generally include: real property acquisition, disposition, clearance and remediation activities, housing services, construction of affordable housing, homeownership assistance, and assistance to institutes of higher education, public facilities and improvements, rehabilitation and preservation activities, special economic development activities, and eligible activities carried out by Community-Based development Organizations.

Ineligible Activities include political or religious activities; buildings or portions thereof used for the general conduct of government; general government expenses; and the following purchase are generally ineligible except under specific conditions: purchase of equipment, furnishings, or fixtures, motor vehicles, and other personal property; and subsistence or income payments more than three consecutive months to individuals for items such as food, clothing, and rent. See 24 CFR 570.207 for a full list of ineligible activities.

**CDBG NATIONAL OBJECTIVES**

All Activities must satisfy at least one of the following CDBG National Objectives.

- Benefits low/moderate income individuals or households'
- Addresses the prevention or elimination of slums or blight; or
- Meets a particularly urgent community development need (only used for major disasters).

For more information see the [Guide to National Objectives and Eligible Activities](#); [también disponible en español](#)



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All activities must provide at least one National Objective benefit in the table that follows. The national objective codes (NOCs) are listed below with descriptions and applicable CFR citations.

NOC	National Objective Benefit Description	24 CFR Citation
LMA	<b>Low/mod area benefit</b> - Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)
LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> - Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	<b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b> - Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	<b>Low/mod limited clientele benefit</b> - Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> - Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> - Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)
LMH	<b>Low/mod housing benefit</b> - Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> - Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> - Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/ improvement benefit</b> - Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	<b>Low/mod job creation, location-based</b> - Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)
SBA	<b>Slum/blight area benefit</b> - Activities undertaken to prevent or eliminate slums or blight in a designated area.	570.208(b)(1)





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SBR	<b>Slum/blight, urban renewal areas</b> - Activities authorized under an Urban Renewal Loan and Grant Agreement that are undertaken to prevent or eliminate slums or blight in an urban renewal area and that are necessary to complete an Urban Renewal Plan.	570.208(b)(3)
SBS	<b>Slum/blight, spot basis</b> - Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.	570.208(b)(2)
URG	<b>Urgent need</b> - Activities that alleviate emergency conditions of recent origin which pose a serious and immediate threat to the health or welfare of the community; eligible only if the grantee cannot finance the activity on its own and no other sources of funding are available.	570.208(c)

**APPLICANT ELIGIBILITY**

In order to apply for all funding categories except for certain economic Development activities, applicants must demonstrate they are:

- 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.
- Applicants for Special Economic Development Activities and Microenterprise Activities may be for-profit.

**PROPOSAL EVALUATION CRITERIA**

CDBG funds are awarded based on demonstrated need in the community, CDBG program priorities, readiness to proceed, and the capacity of the organization. The Community Development Commission will use the following rating system to evaluate applications:

- Activity need, Consolidated Plan and CDBG award policies and priorities 30 Points
- Benefit to low-income Albany residents, performance objective (#served) 20 Points
- Agency capacity, experience w/activity and/or Federal funding, agency inclusivity 20 Points
- Readiness to proceed; ability to complete in 12 months 10 Points
- Financial: project expenses are reasonable 10 Points
- Amount and source of other/matching funds 10 Points

CDBG Award Policies & Priorities:

CDBG funds may be competitive as 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.

1. The project provides benefit to a demographic group that has a need documented in the City of Albany CDBG 2018-2022 Consolidated Plan. Higher ranking will be given to projects that serve the Albany's extremely low- and low -income residents (30% of area median income (AMI), and 50% of AMI, etc.)
2. The project addressed an identified gap in community needs and is a proven effective strategy to improve conditions or solve an identified problem.
3. The agency submitting the proposal embraces and demonstrates diversity within its organization and the project promotes inclusiveness and diversity.





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4. The project utilizes already existing resources in effective and innovative ways and does not duplicate services provided by another organization.
5. The agency has the capacity to carry out the project and meet performance objectives within a 12-month period.
6. The budget and time line are well thought out and realistic and the proposal demonstrates CDBG funds are the most appropriate funding source for the project.
7. The project maximizes the use of outside funds and services.
8. Affordable housing only: the project creates affordable housing or retains and improves the sustainability and livability of existing units of affordable housing. The longer the period of time the units remain affordable, the higher the project ranking.
9. Relocation only: Relocation of residents will be minimized, and when necessary the applicant has included accurate relocation assistance costs as part of the project pro-forma.

2018-2022 CONSOLIDATED PLAN GOALS: The following goals and objectives were identified and developed through agency consultations, citizen participation, community partnerships and capacity, and area resources.

**GOAL 1:** Create affordable housing opportunities through property acquisition and redevelopment and homebuyer down-payment assistance programs.

**GOAL 2:** Preserve and improve Albany's affordable housing through housing rehabilitation and weatherization programs.

**GOAL 3:** Reduce and prevent homelessness by providing housing and public services.

**GOAL 4:** Provide Albany's special needs and low and moderate-income residents with needed public services by supporting service agencies that serve highly vulnerable and underserved populations such as unaccompanied youth, persons with disabilities, homeless, elderly, and agencies that further fair housing.

**GOAL 5:** Enhance economic opportunities by investing in job readiness services, microenterprise development, and economic development programs that create jobs principally for low- or moderate-income residents.

**GOAL 6:** Improve access to opportunities including services, employment, schools, and amenities by investing in safety and accessibility improvements.

**GOAL 7:** Remove blighting influences to revitalize and strengthen neighborhoods by investing in the City's critical public infrastructure and housing needs.

#### Other Information:

- If you submit more than one proposal, please indicate your order of priority.
- If you anticipate that for the proposed activity, you will be submitting an application for additional CDBG funds in future years, please provide details regarding that future request. Specifically, if the current proposal would *necessitate* all or part of any future CDBG funds for completion, this relationship needs to be clearly identified with this application.
- Successful applicants must be willing to comply with all applicable Federal, State and City statutes, rules, regulations and record keeping requirements governing the use of CDBG funds and any other conditions imposed by the City including CDBG grant terms that will be specified in a contract. The contract must be





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signed and executed prior to disbursement of any funds. **CDBG funds cannot be used to reimburse expenses incurred prior to the signing of a contract.**

- An environmental review must be completed for all projects prior to spending funds on a project. Some projects may require mitigation measures to comply with the National Environmental Protection Act. See Appendix B and requirements at 24 CFR 58.22.
- 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.
- 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.

### CONFLICTS OF INTEREST AND DISCLOSURE

Conflicts of interest, or the appearance thereof, can plague activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that receive CDBG assistance, who has responsibilities with respect to the CDBG activities, or is in a position to participate in decision making processes, or has access to inside information with regard to the activities, can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (see Federal Regulation CFR 570.611). **If an issue seemingly exists but agency management determines that CDBG funds can be protected and not be compromised, the issue should be fully disclosed in the proposal so that the review committee can ascertain the ramifications of any potential conflict of interest.**

Agencies should maintain a written code of standards of conduct governing the purchases, services and the awarding and administration of CDBG-funded contracts. Personnel should be familiar with the agency's code of ethics and potential conflict or interest issues and not accept gifts or gratuities from persons or organizations associated with the procurement process.

In accordance with Finance Policy No. F-15-16, a public official, including any department director, employee or agent of the City, shall not participate in the selection, award or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the public official, or any member of his or her immediate family, or an organization which employs or is about to employ any of the parties indicated herein, receives a financial or other personal benefit from an organization considered for a contract supported by a federal award. Violations of such standards by a public official will be subject to disciplinary action in accordance with City policies.

No officers, employees, agents or board members may either solicit or accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Unsolicited items of nominal intrinsic value may be accepted if the value is to the extent permitted by state or local law under Oregon State Gift Limit, ORS 224.025

### 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 comply with the following:





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1. Liability Insurance: Grant recipients must carry minimum levels of liability and auto insurance. See Exhibit A 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>.)
3. 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.
4. 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.
5. National Objective Compliance: Grant recipients must document the activity meets the CDBG National Objective to serve low- and moderate-income residents or areas per 24 CFR 570.201-570.207. Subrecipients 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.
6. 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.
7. In the event of non-compliance, the agreement may be terminated or suspended in whole or part.





## 2019 CDBG PROPOSAL OVERVIEW

Agency Name			
Activity Name or Title			
Program Contact Name & Title			
Site Address			
Mailing Address			
City, State, ZIP			
Agency website			
Phone		Email	

**Organization mission statement:**

*Please briefly describe the proposed activity and anticipated outcomes/performance measures using the space provided:*

*List the 2018-2022 Consolidated Plan goal(s) that will be achieved by the activity:*

**Type of Applicant:**

<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Public <input type="checkbox"/> Private	<input type="checkbox"/> Government	<input type="checkbox"/> Other, specify:	
DUNS Number:			EIN:	
IRS Classification:				

**ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING REQUESTED:**

CDBG Funding Request	
Leveraged Funds/Resources	
Total Activity Budget	

Authorized Signer's Name (print):

*I/We hereby certify that all information contained in this application for funding is true and correct to the best of my/our knowledge and agree to comply with all requirements of the program if this agency is awarded and accepts funding.*

<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>
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Authorized Signature (Name and Title)

Date



## CDBG RFP NARRATIVE

Provide the information requested below or in a separate narrative that is numbered according to the numbers in this document, so the required information can be easily found to ensure a complete application. If the question does not apply to the proposed project write N/A.

### Activity Description

1. Explain how one the Albany's 2018-2022 Consolidated Plan goals and strategies will be addressed by the activity.
2. Describe the the community need that will be addressed by the proposed activity and explain how the proposed project is a proven effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.
3. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity and what clientele will be served.
4. Describe impacts or outcomes to be achieved by the activity. Impact reflects the extent to which the proposed activity produces desired outcomes in the community or in the lives of persons assisted. *[Example outcome: Parenting classes will reduce the number of children being placed in foster care.]*
5. Please explain how the project will promote inclusiveness and diversity.
6. Provide a **DRAFT SCOPE OF WORK** that outlines details about the proposed activity including all actions that will be taken to address the identified need and achieve anticipated performance measures and outcomes, and general accomplishments you intend to achieve with this activity.

### Project Feasibility – Readiness to proceed

7. Please describe your readiness to proceed after July 1, 2019, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project by June 30, 2018.
8. Please complete the schedule that follows or provide one that is applicable to the activity/project that outlines when major activities will be executed.

### Organizational Capacity and Activity Sustainability

9. Describe experience and success conducting the same or similar projects, use of federal or CDBG funds, and the current organizational capacity to complete and manage the activity within the program year.
10. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.
11. If the project involves construction over \$2,000 (excluding single-family residential rehabilitation), has the agency managed projects subject to Davis-Bacon and BOLI wage requirements?
12. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.
13. Please explain how the agency embraces and demonstrates diversity within the organization.

Activity	Start Date	Completion Date
<b>Site Planning &amp; Development/Rehab</b>		
Site Acquisition		
Building/Site/Lead Paint Inspection		
Lead Paint Notifications		
Pre-application		
Land Use Approval		
Construction Plans		
Final Bids		
Contractor Selection		
Building Permits		
<b>Grant applications (specify if/when secured)</b>		
local		
state		
federal		
Non-government		
other		
<b>Loan Applications</b>		
Construction loan		
Permanent		
<b>Construction/Rehab Phase</b>		
Construction		
Final Inspections		
Lead Paint Clearance Exam		
Certificate of Occupancy/ Completion		

**Development, Land Acquisition, or Rehabilitation Specific Information:** Please complete these additional questions if any of the following activities will be part of the proposed activity:

- Property Acquisition
- New Construction (non-residential)
- Removal of Architectural Barriers
- Rehabilitation
- Development Costs
- Site Preparation (Construction/Rehab)
- Relocation Benefits (if required)
- Appraisal (for acquisitions)

14. What is the current use of the property?
15. What is the condition of any improvements on the property and what is the expected life of the property (currently and then with improvements)?
16. Does the project require land use approvals such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits? If so, please explain where you are in the land use process and explain any issues that have been raised by the review that may delay the project.
17. Describe any financial or legal commitments made to the project. Does the applicant have a purchase option on the property, letter of support from the property owner(s), or some other assurance that the property is available for acquisition?

*If funding for acquisition is proposed*, the applicant can have no financial or legal commitment to purchase. Any option agreements or other such agreements relating to the proposed purchase of the property shall be provided with the application for review.

18. What are the assessed value and the real market value according to the county Assessor's Office? If an appraisal has been done on the property, what was the appraised value?

19. What is the current debt against the property?
20. Is the insurance current? Submit a copy of the property insurance.
21. Describe condition of any existing structures or sites proposed for acquisition/new construction or rehabilitation, and a description of the work to be completed (by all funding sources). Include the following information:
  - a) The total cost of the proposal relative to new construction.
  - b) Year property was built. If pre-1978, will the structure be occupied by children under the age of six?
 

**Lead-Based Paint. For any project involving an existing residential structure that was built before 1978, the project must meet the requirements of the HUD regulation on controlling lead-based paint hazards in housing receiving federal assistance, 24CFR Part 35.** This regulation, effective September 15, 2000, establishes procedures for evaluating whether a lead-based paint hazard may be present, controlling or eliminating the hazard, and notifying occupants of what was found and what was done in such housing. City staff will provide technical assistance in determining the regulations that apply and required lead abatement process. However, the applicant is responsible for conducting all required lead-based paint abatement procedures, and should accommodate these activities in the project.
  - c) If the project involves rehabilitation attach a description of the work to be completed.
  - d) For housing rehabilitation or construction, indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period.
  - e) Total floor area of buildings, and size of land site
  - f) Number of extremely-low, low-, and moderate-income units proposed
  - g) Types of residential units, number of each type unit, and total number of bedrooms
  - h) Number of units accessible to the disabled
  - i) Square footage of units and description of amenities such as private balconies or storage areas
  - j) Square footage of common areas such as community or laundry rooms
  - k) Square footage of commercial space, if any.
22. Provide map(s) showing the project's location and area characteristics, location relative to jobs, schools, transportation, shopping, and services. If the project will serve a specific area, proposed project boundaries should be shown.

**Complete these questions for Activities that Result in Relocation or Displacement**

*FYI: If relocation of existing tenants is included in the proposal, all tenants facing relocation must be given timely information about the pending application. If the project is approved, they must be advised about any changes that will occur to their situation. If they are not advised -and move -they could claim that they were displaced even if that was not intended. Any low-income person displaced by the demolition, rehabilitation or conversion of a dwelling unit is entitled to assistance as described in the Federal Uniform Relocation Act (URA).*

23. For residential projects, what efforts will be made to avoid displacement?
24. Indicate if you expect the project to cause permanent housing to be demolished or converted to another use. If so, how many, and please note whether the units are occupied by low-mod households.
25. Does the project require temporary or permanent relocation and if so have comparable units been identified and costs of relocation been accurately determined? Provide a tenant relocation strategy, cost estimate and existing tenant survey to address federal Uniform Relocation Act requirements which may impact your project.
26. Describe the relocation strategy for the project.

**ACTIVITY BUDGET – COST PROPOSAL**

Provide the activity budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. (DO NOT PROVIDE THE FULL AGENCY BUDGET HERE JUST THE ACTIVITY BUDGET.) Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. **Use the templates provided or your own if the same information is provided.**

Activity/Project Budget Summary (See 24 CFR 570 Subpart J)			
Estimated Total Cost of Activity:	\$		
CDBG Funding Requested for Activity:	\$		
Total Number of People/Households Served:			
Total Cost per Person/Household:	\$		
Total CDBG Cost per Person/Unit	\$		
<b>Describe Source of Other Funds:</b>	<b>Amount</b>	<b>Secured</b>	<b>Tentative</b>
Federal:			
State:			
Local:			
Donations/Private:			
Grants:			
Loans:			
Activity Budget Detail (Non-Development Activities)			
Specific Cost <i>Item/Description</i>	CDBG Amount Requested	Other Funds Amount	Total Amount CDBG + <i>Other Sources</i>
	\$	\$	\$
<b>Total</b>	\$	\$	\$



DEVELOPMENT PROPOSALS (Development or Rehab Activities)	Total Cost	CDBG Request	Other Source(s)
<b>Acquisition Costs</b>			
Land			
Improvements			
Liens and other Taxes			
Closing costs			
Off-Site costs			
Other			
<b>SUBTOTAL</b>			
<b>Development Costs</b>			
Land Use Approvals			
Building Permits/fees (Include Engineering and Community Development Fees)			
System Development Charges (SDCs)			
Relocation Costs			
Environmental Report / Lead Based Paint Clearance			
Soils Report			
Survey			
Marketing			
Insurance			
Other			
Architectural/Engineering			
Legal/Accounting			
Appraisals			
Lender fees			
Construction Loan			
Permanent Loan			
Tax Credit Fees			
Developer Fee			
Consultant Fee			
Other			
<b>TOTAL</b>			



## STAFF EXPERIENCE AND QUALIFICATIONS

Identify the names of staff or contractors participating in the proposed program or activity, their role, experience they have in this role, their title, and the expected FTE on the project. Please make sure to identify the person responsible for collecting program performance data and preparing the quarterly reports for the City.

Employee	Experience and Qualifications
Name:  Title:  FTE on This Project:	
Name:  Title:  FTE on This Project:	
Name:  Title:  FTE on This Project:	
Name:  Title:  FTE on This Project:	

## EXHIBIT A. Required CDBG Certifications

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

- Applicant has no conflict of interests with any City of Albany appointed or elected representatives and does not employ City appointed or elected representatives or their families.
- Applicant will comply with all applicable federal requirements, 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).
- Authorized official certifies this CDBG application package has been reviewed and all information provided in this application and attachments is true and correct.
- If funded, sufficient funds are available from non-CDBG sources to complete the project, as described.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Duns Number

\_\_\_\_\_  
Taxpayer Identification No. (T.I.N.)



# EXHIBIT B - NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby proposes and, if selected, agrees to furnish the services described in accordance with this Request for Proposals, Exhibits, Attachments, and Addenda, if applicable, for the term of the Agreement and certifies that the Proposer is not in any way involved in collusion and has no known apparent conflict of interest in submitting a Proposal.

## Certifications

**Non-Collusion** The undersigned Proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, potential Proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Proposers or potential Proposers, or to secure through any unlawful act an advantage over other Proposers or the City. The fees, prices, and Response submitted herein have been arrived at in an entirely independent and lawful manner by the Proposer without consultation with other Proposers or potential Proposers or foreknowledge of the prices or Responses to be submitted in response to this solicitation by other Proposers or potential Proposers on the part of the Proposer, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

**Discrimination** The undersigned Proposer has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract.

**Conflict of Interest** The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of this Response, or in the services to which this Response relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Response to furnish all work, services, systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposals, Addenda, Agreement, Exhibits and Attachments, and associated inclusions and references, specifications, Proposer’s response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the City, and all other Proposer’s submittals.

Proposer must disclose any apparent or perceived conflict of interest, including but not limited to, current or past relationships with consultants, contractors, subcontractors, or engineers associated with this Project. Furthermore, Proposer must disclose any current or past relationship as a City of Albany employee. If a perceived conflict may exist, then attach a letter of explanation disclosing the potential conflict or relationship.

**Disadvantaged, Minority, Emerging Small Business (DMESB)** (check applicable box):  Yes  No

**Intergovernmental Cooperative Procurement Participation** (check box that applies):  Yes  No

**Reciprocal Preference Law – Residency** (check box that applies):  Resident Proposer  Non-Resident Proposer

## Signature Block

The Proposer hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Mailing Address, City, State, Zip

\_\_\_\_\_  
Tax Id. No.

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# EXHIBIT C - EMPLOYEE BACKGROUND CHECK PROGRAM CERTIFICATION

Proposers shall demonstrate and disclose to the City of Albany that the Subrecipient has an Employee Background Check Program in place before a public contract can be awarded.

Therefore, by signing this Certification, the Proposer does hereby certify and confirm that, as a Subrecipient of City of Albany's Community Development Block Grant Program, that the agency has an Employee Background Check Program in place.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



## EXHIBIT D - PROPOSER REPRESENTATIONS AND CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Failure of the Proposer to complete and sign this form may result in the rejection of the submitted offer. The Proposer will notify Purchasing in the Finance Department within 30 days of any change in the information provided on this form.

The Proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by and federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, of local) contract embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in Paragraph 2 of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against Proposer or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against Proposer or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

If Proposer is unable to attest to any of the statements in this certification, Proposer shall attach an explanation to their offer. The inability to certify to all of the statements may not necessarily preclude the Proposer from award of a contract under this procurement.

ATTESTATION:

SIGNATURE OF AUTHORIZED PERSON:

*(notarization is not required)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Contact Person for this Procurement: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EXHIBIT E – CERTIFICATION OF INSURANCE REQUIREMENTS

All Subrecipients shall at all times maintain in force at Proposer's expense for insurance noted below.

**Workers' Compensation** insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or CCB (Construction Contractors Board) for all subject workers. Proposer and all subcontractors of Proposer with one or more employees must have this insurance unless exempt under ORS 656.027. **Employer's Liability Insurance with coverage limits of not less than \$1,000,000 must be included.** THIS COVERAGE IS REQUIRED. If Proposer does not have coverage, and claims to be exempt, Proposer must indicate exemption within their Bid/Proposal submittal letter with qualified reasons for exemption, see ORS 656.027. Out-of-state Proposers with one or more employees working in Oregon in relation to this contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage ORS 656.126.

**Professional Liability** insurance covering any damages caused by error, omission or any negligent acts of the Proposer, its subcontractors, agents, officers, or employees performance under this Contract. **Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$2,000,000.**

If this box is checked, the limits shall be \$1,000,000 per occurrence and \$1,000,000 in annual aggregate.

Required by City       Not Required by City (Needs Finance Insurance Review and Approval.)

**Commercial General Liability** insurance with coverage satisfactory to the City on an occurrence basis. **Combined single limit shall not be less than \$2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than \$3,000,000.** Coverage may be written in combination with Automobile Liability Insurance (with separate limits). **Annual aggregate must be on a "per project basis".**

If this box is checked, the limits shall be \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.

If this box is checked, the limits shall be \$5,000,000 per occurrence and \$5,000,000 in annual aggregate.

Required by City       Not Required by City (Needs Finance Insurance Review and Approval.)

**Commercial Automobile Liability** covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). **Combined single limit per occurrence shall not be less than \$2,000,000.**

If this box is checked, the limits shall be \$1,000,000 per occurrence.

If this box is checked, the limits shall be \$5,000,000 per occurrence.

Required by City       Not Required by City (Needs Finance Insurance Review and Approval.)

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best's Insurance Rating of no less than A-VII or City approval. Proposer's coverage will be primary in the event of loss. Proposer shall furnish a current Certificate of Insurance to the City.

Proposer shall provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage. Proposer shall immediately notify the City of any change in insurance coverage. The certificate shall also state the deductible or retention level. The City must be listed as an Additional Insured by Endorsement of any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage.

The Certificate shall state the following in the description of operations: "Additional Insured Form (include the number) attached. The form is subject to policy terms, conditions and exclusions". A copy of the additional insured endorsement shall be attached to the certificate of insurance. If requested complete copies of insurance policies shall be provided to the City.

**Certificate holder should be: City of Albany, P.O. Box 490, Albany, OR 97321.** Certificates of Insurance can be faxed to the City Finance Department, Attn: Diane Murzynski, at 541-917-7511.

Proposer's Acceptance: \_\_\_\_\_ Completed at City by: Diane M. Murzynski

## EXHIBIT F - Preliminary Environmental Review Record

HUD's regulations at 24 CFR 58.22 prohibit HUD recipients or any of their subrecipients or contractors from committing HUD funds to a project, or non-HUD funds to activities that would have an adverse impact or limit the choice of reasonable alternatives, prior to completion of the environmental review.

1. Use the following chart to determine the level of environmental review.
2. Complete and submit the appropriate form located here:  
<http://portal.hud.gov/hudportal/HUD?src=/states/shared/working/r10/environment>

Environmental Review. Using the chart and forms described in Exhibit B please note whether the project is exempt or categorically excluded (not subject to 58.5), categorically excluded subject to 58.5, or requires an environmental assessment. Please attach the applicable completed environmental review form.

<http://portal.hud.gov/hudportal/HUD?src=/states/shared/working/r10/environment> . **If a Level 1 Environmental Assessment has been done, please attach the report.**

Is the activity site located in the 100-year floodplain?

Will the project have any negative impacts on the environment – such as wetlands, endangered species, or historic or architecturally significant properties?

Is the proposed site located adjacent to a major arterial road or near a railroad?

Is the proposed site located adjacent to an aboveground flammable storage tank?

LEVEL OF ENVIRONMENTAL REVIEW				
58.34 Exempt	58.35(b) Categorically Excluded <b>NOT</b> subject to 58.5	58.35(a) Categorically Excluded <b>AND</b> subject to 58.5 "A" checked for all on Statutory Worksheet*	58.35(a) Categorically Excluded <b>AND</b> subject to 58.5 statutory authorities: "B" checked for one or more on Statutory Worksheet*	58.36 NEPA Environmental Assessment
TYPE OF ACTIVITIES				
Environmental and other studies  Resource Identification  Development of plans and strategies  Information and financial services  Administrative and Management Activities  Public services, i.e., employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation, welfare, recreational needs  Inspections and testing for hazards or defects  Purchase insurance and tools  Engineering or design costs  Technical assistance and training  Temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities to control or arrest the effects from disasters or imminent threats to public safety, including those resulting from physical deterioration.  Payments of principal and interest on loans or obligations guaranteed by HUD	Tenant-based rental assistance  Supportive services such as health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent, mortgage, or utilities, assistance in gaining access to government benefits.  Operating costs including maintenance, furnishings, security, equipment, operation, supplies, utilities, staff training and recruitment  Economic development activities including equipment purchase, inventory financing, interest subsidy, operating costs, and other expenses not associated with construction or expansion  Activities to assist homeownership of existing dwelling units or units under construction, including closing costs and down payment assistance to homebuyers, interest buy downs or other actions resulting in transfer of title.  Affordable housing pre-development costs: legal consulting, developer and other site-option costs, project financing, administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact.  Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if: approval is by same the RE, and re-evaluation is not required, per 58.47	Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are already in place and will be retained in the same use without change in size or capacity of more than 20% <ul style="list-style-type: none"> <li>Replacement of water or sewer lines</li> <li>Reconstruction of curbs &amp; sidewalks</li> <li>repaving of streets</li> </ul> Special projects directed toward the removal of material and architectural barriers that restrict the mobility of and accessibility to the elderly and handicapped.  Single Family Housing Rehab <ul style="list-style-type: none"> <li>Unit density is not increased beyond 4 units,</li> <li>Project doesn't involve change in land use from residential to non-residential</li> <li>The footprint of the building is not increased in a floodplain or a wetland.</li> </ul> Multifamily Housing Rehab <ul style="list-style-type: none"> <li>Unit density change is not more than 20%</li> <li>Project doesn't involve change in land use from residential to non-residential</li> <li>Cost of rehabilitation is less than 75% of the estimated cost of replacement after rehab</li> </ul> Non-Residential Structures <ul style="list-style-type: none"> <li>Facilities and improvements were in place and will not be changed in size or capacity by more than 20%</li> <li>Activity does not involve change in land use from non-residential to residential, commercial to industrial, or one industrial use to another</li> </ul> Individual action (e.g., disposition, new construction, demolition, acquisition) on a 1 to 4 family dwelling; or individual action on five or more units scattered on sites more than 2000 feet apart and no more than 4 units per site.  Acquisition (including leasing) or disposition of, or equity loans on an existing structure or acquisition (including leasing) of vacant land provided that the structure or land acquired or disposed of will be retained for the same use.  Combinations of the above activities	Activities not exempt or categorically excluded.  Generally, new construction of 5 or more homes, and conversion from one type of land use to another.	
DOCUMENTATION REQUIRED IN ERR				
Describe activity and make a written determination of exemption.  Also, determine compliance with 58.6: ♦ National Flood Insurance Program ♦ Coastal Barrier Resource Act ♦ Runway Clear Zones	Describe activity and make a written 58.35(b) determination.  Also, determine compliance with 58.6: ♦ National Flood Insurance Program (NFIP) ♦ Coastal Barrier Resource Act (CBRA) ♦ Runway Clear Zones	Complete Statutory Worksheet, (sec. 58.5) and indicate converts exempt.  Also, determine compliance with 58.6 ♦ NFIP ♦ CBRA ♦ Runway Clear Zones	Complete Statutory Worksheet (sec. 58.5) NOI/RROF notification RROF & Certification (form 7015.15) Authority to Use Grant Funds (form 7015.16)  Also, determine compliance with 58.6 ♦ National Flood Insurance Program ♦ Coastal Barrier Resource Act ♦ Runway Clear Zones	Environmental Assessment (including Statutory Checklist)* FONSI and NOI/RROF notification Form 7015.15 Form 7015.18  Also, determine compliance with 58.6