The City of Albany’s Economic Opportunity Grant Program provides grants up to $10,000 to eligible small businesses with 5 or fewer employees located within the City of Albany for the purpose of creating jobs for low-income Albany residents. This program is funded with a federal Community Development Block Grant (CDBG) from the Department of Housing and Urban Development (HUD).

**Applicant Eligibility**
1. The applicant must be the business owner or entrepreneur.
2. The business must be physically located within Albany’s city limits.
3. The business must have five or fewer employees, including the owner.
4. The business must have been in business at least 6 months and have been established within the last 5 years.
5. The applicant must have had at least one pre-application advising session with the LBCC Small Business Development Center staff prior to submitting this application to evaluate the business plan and the application.

**Ineligible Businesses.** The types of businesses not eligible for this grant program include, but are not limited to: adult entertainment; gaming, liquor or tobacco stores; marijuana dispensaries and manufacturing; passive real estate investments; pyramid business structures; and any business or activity that does not comply with local, state or federal laws.

**Eligible Use of Grant Funds**
The following expenses are eligible for the grant:

- Overhead expenses such as certifications, licenses, advertising, incorporation, insurance, etc.
- Rent and utilities
- Training, technical assistance, business services (such as website development, etc.), to increase the capacity of recipients to carry out micro-enterprise activities
- Labor expenses (excluding owner), business inventory and supplies
- Capital or equipment purchases necessary for the business operation, excluding vehicles.

Funds cannot be used for the following:

- Vehicle purchases
- Construction, building or other improvements when Davis Bacon and Related Acts must be applied (prevailing wage requirements)
- Repayment of refinance of existing debt or to pay operating deficits, tax arrearages, governmental fines or penalties or general government expenses
- Personal income or emergency situations
- Pre-start up research and development
- Speculative property purchases (real estate, stock, collectibles)
- Political or religious activities, lobbying or any activity prohibited in the CDBG regulations in 24 CFR 570
Application Process

1. Schedule/attend a pre-application business advising session with one of LBCC’s Small Business Development Center advisors.
2. Submit application with business plan and required attachments to the City of Albany, Community Development Department. [The application is available online here: www.cityofalbany.net/cdbg.]
3. City staff will review the application for completeness.
4. The Albany Community Development Commission will review applications and make funding awards twice a year. Applications are due November 1 and March 1 of each year.
5. If the grant is approved, City staff will notify the applicant and will prepare contracts for signature and collect any necessary paperwork so that grants can commence as quickly as possible (or once HUD has approved the City’s Annual Action Plan for February applicants).
6. Submit necessary reports and performance measure verification, income verification, and requests for reimbursement as specified in the contract.

Application Evaluation Criteria

The following criteria will be used to evaluate grant applications:

1. Business plan – there is a demonstrated market for the products or services.
2. Business plan is feasible and grant-funded expenses are reasonable.
3. Financials/State of Funding – at least one year financial projections or start-up cash flow projections for the first year were provided; amount and sources of other/leveraged funds committed, financial pro forma, etc.
4. Prior business experience and/or clear background information (resolved past issues, for example).
5. Supporting documentation is provided – resumes, financial projections, proof of business/ownership structure, required licenses, income verification as necessary.
6. The applicant will meet the CDBG National Objective to create or retain one or more jobs for low- and moderate-income (LMI) residents.
7. Additional consideration will be given to businesses that:
   a. are women or minority-owned,
   b. create more than one LMI job,
   c. that create opportunities for persons of color, residents in a protected class, single-parents, felons, or residents recovering from substance abuse; and/or
   d. are located within a low or moderate income Census Tract.

Grant Requirements

Grant recipients must satisfy the following requirements:

1. HUD National Objective Performance Outcomes: The business must create at least one full-time job or equivalent equal to at least 40 hours a week. The job shall be held by or made available to* LMI Albany residents or formerly unemployed residents and may include the business owner’s job if the business is a microenterprise (5 or fewer employees). HUD defines LMI residents as those earning less than 80% of the area median income by household size. Each new employee will be required to complete the Job Creation Employee Self Certification Form. Income documentation by household size will be required. You will be required to submit the Job Creation Report that summarizes information about your new employees, including the job title.

   * If more than one job is created or retained, then at least 51 percent of the jobs must be held by or made available to* LMI residents.
   
   To qualify a job as “Low-Mod” the job needs to meet one of the following:
   
   □ *Jobs are considered to be made available to LMI persons when the job does not require special
skills that can only be acquired with substantial (i.e., one year or more) training or work experience, or education beyond a high school education. The City of Albany and the assisted business take actions to ensure that LMI residents receive first consideration for filling such jobs; OR

Created or retained jobs are only considered to be held by LMI persons when the job is actually held by a LMI person. In determining whether a job is made available to or held by a LMI person, grantees may presume that a person is LMI if:

a. He/she resides in a Census tract that meets certain requirements (see below); or
b. He/she resides in a Census tract with at least 70 percent LMI persons; or

c. The assisted business is located in an eligible Census tract (see below) and the job will be located within that same Census tract. Please consult with City staff to find out if your business is in an eligible Census Tract. An eligible Census tract is one that is located within a Federally-designated Empowerment Zone or Enterprise Community or a Census tract that:
   i. Has a poverty rate of at least 20 percent;
   ii. Does not include part of a central business district (unless the Census tract has a poverty rate of at least 30 percent); and
   iii. Evidences pervasive poverty and general distress by meeting at least one of the following criteria:
      • All block groups in the Census tract have 20 percent or greater poverty rates;
      • The activity is undertaken in a block group with a 20 percent or greater poverty rate; or
      • HUD determines that the tract shows other signs of distress (e.g., crime, homelessness, deteriorated housing, etc.)

2. Insurance - Grant recipients will enter into a contract with the City of Albany and will be required to carry the following minimum levels of insurance:

A. Minimum Scope of Insurance. SUBRECIPIENT insurance coverage shall be at least as broad as:
   2. Automobile Liability: Insurance Services Office (ISO) form CA 0001, providing Business Automobile Coverage on owned, non-owned and hired vehicles.
   3. Workers’ Compensation: Insurance as required by Oregon Revised Statutes and including Employers Liability Insurance.

B. Minimum Limits of Insurance. SUBRECIPIENT shall maintain limits no less than

1. General Liability: $1,000,000 Each Occurrence
   $1,000,000 Personal Injury
   $2,000,000 General Aggregate
   $2,000,000 Products/Completed Operations Aggregate

2. Automobile Liability: $1,000,000 Per Occurrence

3. Employers Liability: $500,000 Each Accident
   $500,000 Disease Aggregate
   $500,000 Disease Each Employee

3. Equal Opportunity: Projects are subject to provisions of the Americans with Disabilities Act. Grant recipients must give equal consideration to all qualified job applicants without regard to race, color, religion, sex, or national origin. The City recommends using an employment agency to hire staff.

4. Reporting: Due to CDBG and HUD requirements, the City must collect and report on economic indicators and demographics of persons served by having employees complete certification forms and completing a
final report that collects this data. The City will also require quarterly and annual reports for at least one year or until the performance measure is achieved, whichever is later. (24 CFR 570.502 and 570.601, 24 CFR 84.21)

5. **Environmental Review**: All projects are subject to federally required environmental reviews by the City of Albany. These vary in scope, depending on the project. (24 CFR 570.603)

6. **DUNS #**: Businesses receiving federal assistance of any kind must get a DUNS number. Obtaining a DUNS number is a free, simple activity. Call 1–866–705–5711 or apply online at [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)

7. **SAM.gov**: Prior to signing contracts, all recipients of federal funding must also register their business and DUNS # with SAM.gov. There are a few steps in this process, so it takes a couple of weeks.

8. Applicants must comply with all state and local laws and regulations pertaining to licensing, permits, building and zoning code requirements.

**FOR MORE INFORMATION** about Albany’s Economic Opportunity Grant Program or other CDBG programs or resources, please contact:

Anne Catlin, Senior Planner  
[anne.catlin@cityofalbany.net](mailto:anne.catlin@cityofalbany.net); (541) 917-7560

**Mailing Address**: City of Albany Community Development Department  
P.O. Box 490  
Albany, OR 97321-0144