



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

APPLICATION for Community Development Block Grant & Cares Act Funds (CDBG-CV) To Prevent, Prepare for, or Respond to COVID-19

APPLICATIONS are DUE by 5:00 p.m. WEDNESDAY, OCTOBER 7th, 2020

The City of Albany was allocated \$249,360 in Community Development Block Grant Coronavirus Response Supplement (CDBG-CV) funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) from the United States Department of Housing and Urban Development (HUD). CDBG-CV funds must be utilized to prevent, prepare for, and respond to the coronavirus and support critical community needs related to the novel coronavirus (COVID-19) pandemic, and the activities must principally benefit low-to moderate-income residents. An additional \$40,000 in CDBG funds is available to respond to COVID-19 impacts for childcare and business needs. The goals of the CDBG program are to create viable communities by providing decent housing, a suitable living environment, and expand economic opportunities.

ELIGIBLE APPLICANTS: Applicants must be a 501(c)(3) or (c)(4) non-profit, tax-exempt, or a public agency.

SUBMITTAL REQUIREMENTS: Email this application with the following attachments in pdf format to anne.catlin@cityofalbany.net.

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Duplication of Benefit Certification | <input checked="" type="checkbox"/> March & June 2020 Financials | <input checked="" type="checkbox"/> Agency Budget |
| <input checked="" type="checkbox"/> IRS Determination Letter | <input checked="" type="checkbox"/> Exhibit A - Conflict of Interest Form | <input checked="" type="checkbox"/> Articles of Incorporation |
| | | <input checked="" type="checkbox"/> List of current Board members |

SECTION 1: Applicant Information

Legal Name of Agency/Organization: Mid-Willamette Family YMCA

Federal Tax or Employer ID: 93-0479079 DUNS Number: 038044533
(Federal funding requires you have a DUNS number, <https://fedgov.dnb.com/webform/index.jsp>, and register at SAM.GOV before contract award.)

Mailing Address: 3201 Pacific Blvd. SW Albany, OR 97321
Address City State ZIP

Location Address: same
Address City State ZIP

Agency Mission Statement:

Please see attached.

SECTION 2: Activity Description

Activity/Program Title: Low-cost childcare and Supervised distance learning Grant Request: 45,000

Activity Category: Public Services Public Facilities Economic Development

Activity Type:

One-time

New

Existing

Activity/Program Goal(s):

Please see attached

Target Population: Describe the persons to be served by the activity and their needs related to COVID-19.

Please see attached

Beneficiary Category, check all that apply:

Disability & special needs

Elderly Persons

Low-to moderate-income
(80% or less of area median)

Victims of domestic violence

AIDS/HIV

Other: _____

Migrant farm workers

COVID-19/CARES Act Compliance: Explain how the activity will assist in preventing, preparing for, and/or responding to COVID-19. Provide evidence that this need is not being met.

Please see attached

Scope: Describe the services to be provided and steps that will be taken to meet the project goal(s), and if applicable, the frequency for which services will be delivered.

Please see attached.

SECTION 3: Agency Capacity and Implementation

What percentage of the agency's budget is grant funded? 6%

Has the agency received other funding to provide this activity? Applications currently under review.

If your application is partially funded, can the agency carry out the activity? Yes

Which staff positions will be dedicated to this activity and the total full-time equivalent staff (in FTE)?

7.0 FTE in childcare staff will be dedicated to this activity to provide adequate supervision.

What time periods will the activities be carried out?

Our childcare program will operate Monday through Friday 6:30am to 7pm.

Mid-Willamette Family YMCA

APPLICATION for Community Development Block Grant & Cares Act Funds (CDBG-CV)

SUPPLEMENTAL MATERIALS

Agency Mission statement: The mission of the Mid-Willamette Family YMCA is to put Christian principles into practice through programs that build a healthy spirit, mind and body for all. The Mid-Willamette Family YMCA currently serves over 5,100 members who represent the communities of Albany, Lebanon, Tangent, Corvallis, Philomath, Jefferson, Sweet Home and Brownsville.

Activity/Program Goal(s): The current proposal is for a safe and reliable childcare option for our community's youth displaced from school and regular care options due to the pandemic. As a trusted community resource for youth of all ages the YMCA knows the tremendous impact a positive early learning experience can have. In a time when many families desperately need to return to work, children need to be cared for in an environment that helps foster social, emotional, physical, and cognitive growth. Young children who are enduring the pandemic need the benefits of small group activities to learn social skills in a safe and socially-distanced setting. School-aged children need an opportunity to learn in a supported environment while they are not attending in-person school due to COVID-19.

It is our goal, through this project, to make enriching programs for childcare and supervised distance learning accessible to our community's vulnerable youth in need while minimizing the financial impact to families who are already struggling to make ends meet.

Target Population: Preschoolers (age 3 and up) and school-aged youth of families with low or moderate income levels located in Albany and surrounding areas

COVID-19/CARES Act Compliance: Even prior to the pandemic our state was described as a "childcare desert" with far too few childcare slots available. For many Linn County residents returning to work is not just contingent upon lifting stay-at-home orders and their employer reopening, but on securing care for their children. The existing child care arrangements for many working parents have been particularly hard hit by the pandemic and the resulting economic fallout. If these vital community assets are lost they will not be easily replaced once the community emerges from the pandemic. After months of furloughs and reduced hours, many families are now in severe financial distress. Children anticipated returning to school this Fall, but are now faced with distance learning and ongoing separation from peers, teachers, teammates and coaches. As the pandemic evolved we listened to the families we serve, and immediately developed a vital program to address food insecurity and the need for emergency childcare through the Summer. In recent months we have continued to expand our outreach efforts to seek out families with children of all ages who need reliable childcare that is compliant with current COVID-19 guidelines to help slow and stop the spread of COVID-19. In listening to their needs, we recognize how much has changed due to the pandemic, and how much support is now needed by families in our area. Many childcare options are not deemed "safe" due to not adhering to COVID-19 guidelines and OHA recommendations and requirements.

(continued)

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Based upon analysis of our emergency childcare families and our outreach efforts to determine family needs for childcare, finances are a major determining factor. Many are single-income families that were barely surviving paycheck to paycheck before COVID hit. The current proposal will allow us to offer scholarships and reduced fees to families living at low- to moderate-income levels. All children involved in our program will be offered nutritious snacks throughout the day and have the opportunity to receive a free meal through Greater Albany Public Schools at supper time.

Scope: As we expand our campus to include the Growing Leaders Early Learning Center we now have space to house seventy children in cohorts of no more than ten, will practice rigorous sanitizing procedures, and implement social distancing measures to ensure safety of the children in our care. The YMCA has already developed screening protocols for checking each child and adult before they enter our building using temperature scan and symptom questionnaires, and our staff is trained in COVID prevention strategies and protocols.

Our program includes staffing for seven separate learning areas, trifold desk dividers and headphones for individual student spaces, projectors for group learning, supplies for cleaning and sanitizing learning spaces, standard school supplies, games, crafts, S.T.E.M. activities, and outdoor play experiences. In a time of crisis children look to the adults in their world for stability, predictability, and guidance. This program will allow more of our community's youth to access learning opportunities in an environment that mitigates the spread of the pandemic, implementing social distancing and sanitizing procedures that will slow the spread among our community's children. We anticipate a minimum of 50% of program participants falling within the low-income category. These families are in need of childcare that might not otherwise be available due to financial need. With the funds requested in this grant we could offer reduced program fees to 15 children of qualifying families for six months. These children will benefit from educational opportunities as well as offering mentoring by a trusted adult who can provide support and be a guide through these unpredictable and uncharted waters.

This program will be available to families Monday through Friday from 6:30am to 7pm.

SECTION 4: Activity Budget

Please provide sources of revenue your organization receives or will receive to carry out the proposed activity and the projected activity expenses.

| Activity/Project Budget Summary (See 24 CFR 570 Subpart J) | | | |
|--|------------------------|--------------------|-----------------------------------|
| Estimated Total Cost of Activity: | \$948,139 | | |
| City CDBG GRANT REQUEST for Activity: | \$ 54,000 | | |
| Total Number of People/Households Served: | 70 children/households | | |
| Total Cost per Person/Household: | \$1,000/month | | |
| Describe Source of Other Funds: | Amount | Secured | Tentative |
| Federal: | | | |
| State: | | | |
| Local: | | | |
| Donations/Private: | 876,139 | program fees | and in-kind donations |
| Grants: | 18,000 | | Samaritan & MDU |
| Loans: | | | |
| Activity Budget Detail (Non-Development Activities) | | | |
| Specific Cost Item/Description | CDBG Request: | Other Funds Amount | Total Amount CDBG + Other Sources |
| Payroll, taxes, and benefits | \$ | \$ 291,100 | \$ 291,100 |
| Supplies/Nutrition | | 31,000 | 31,000 |
| Fencing/enclosure | | 13,297 | 13,297 |
| Mortgage/utilities | | 65,690 | 65,690 |
| Marketing | | 2052 | 2052 |
| Scholarships/Sliding fee Scale | 54,000 | 491,000 | 545,000 |
| Total | \$ 54,000 | \$894,139 | \$ 948,139 |

SECTION 5: CDBG Statement of Assurances

If this agency (name): Mid-Willamette Family YMCA is awarded funding, the agency agrees that:

1. The recipient has or will get a DUNS # and is or will be registered at <http://sam.gov> (U.S. System for Award Management) before contract award and will update registration as necessary.
2. The recipient will provide liability insurance coverage as required by the City of Albany, and worker's compensation and payment of payroll taxes as required by Federal and State laws.
3. The recipient must verify CDBG funds will not create a Duplication of Benefit per the Robert T. Stafford Act, as amended; funds will not be used to provide services/assistance for the same costs/losses from other funding sources.
4. All expenditures must have adequate documentation and all accounting records and supporting documentation shall be available for inspection by City of Albany upon request.

5. All procurement (purchase) transactions regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner to provide maximum open free competition.
6. Financial records, support documentation, statistical records, and all other records pertinent to funding shall be retained for a period of ten years following completion of project/activity.
7. The recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.
8. All materials submitted shall become public records retained by the City of Albany, except that late applications will be returned to the applicant without further review.
9. No person, on the basis of race, color, national origin, sex, gender identity, familial status, religion, disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local laws should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or part by CDBG funds. The funding recipient agrees to furnish copies of applicable policies and procedures upon request.
10. Employment made by or resulting from CDBG funding from the City of Albany shall not discriminate against any employee or applicant on the basis of disability, age, race, color, religion, sex, or national origin.
11. None of the funds, materials, property, or services provided directly or indirectly under CDBG funding from the City of Albany shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
12. Letter of commitment from other funding sources and/or letters of support for your project shall be furnished to the City of Albany upon request.
13. **Authorization to request funds:** I acknowledge the statements above and certify the information contained in this application is true and correct. I further understand material omission or false information contained in this application constitutes grounds for disqualification.

SIGNATURE OF AUTHORIZED PERSON:

Signature: Chris Reese Date: 10/6/2020
 Print Name and Title: Chris Reese, CEO

WITNESS SIGNATURE

Signature: Tammy Rask Date: 10/6/2020
 Print Name and Title: Tammy Rask

Activity Primary Contact Information

Primary Contact: Christopher Reese, Chief Executive Officer
 Name Title
 Primary Contact Phone: 5419264488 Email: executive@ymcaalbany.org



City of Albany CARES Act Duplication of Benefit Certification

PURPOSE. Numerous governmental entities, non-profit, for profit and private organizations are providing a wide range of assistance to help individuals, businesses, and agencies during the Novel Coronavirus (COVID-19) pandemic. The combination of any type of disaster assistance can cause duplication of benefits (DOB) to occur. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), requires federal agencies providing disaster assistance to ensure that individuals, businesses/agencies, do not receive disaster assistance for losses for which they have already been compensated or will be compensated. Duplication of benefits occurs when compensation from multiple sources exceeds the need for a particular recovery purpose. Recipients are liable to the United States when the assistance duplicates benefits provided for the same purpose.

DOB DETERMINATION. Please complete the following information as it relates to the activity funded with a City of Albany CARES Act award. Please list all assistance (federal, state, local) received or applied for to date to support the subject activity in the last 12 months.

| | | | |
|---------------------|-------------------|------------------|-------------------|
| Organization: _____ | Requested\$ _____ | Received\$ _____ | Date Recv'd _____ |
| Organization: _____ | Requested\$ _____ | Received\$ _____ | Date Recv'd _____ |

Pending applications for assistance:

| | | |
|--|---------------------------|---------------------------------|
| Organization: <u>Samaritan Albany General Foundation</u> | Requested\$ <u>8,000</u> | Date Applied: <u>9/24/2020</u> |
| Organization: <u>MDU Resources (Knife River)</u> | Requested\$ <u>10,000</u> | Date Applied: <u>10/01/2020</u> |

DOB VERIFICATION. Activity Description: Low-cost childcare and supervised distance learning

| | |
|--|-------------------|
| a. Total Project Cost/Need: | \$ <u>948,139</u> |
| b. Identify all potential assistance (received/applied for): | \$ <u>18,000</u> |
| c. Deduct Non city assistance (determined to be duplicative): | \$ <u>876,139</u> |
| d. Unmet need eligible for City CARES Act (Line A less Line C) | \$ <u>54,000</u> |

CERTIFICATION: I Certify that the information that I have provided above is an accurate and complete disclosure. I understand that to perjure myself to obtain assistance is a fraudulent offense for which I can be prosecuted. I understand this information is subject to verification by the City or Department of Housing and Urban Development for compliance.

| | |
|--|------------------------|
| Name (written): <u>Christopher Reese</u> | Title: <u>CEO</u> |
| Signature: <u></u> | Date: <u>10/6/2020</u> |



EXHIBIT A - CONFLICT OF INTEREST CERTIFICATION

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.

Conflict of Interest. The undersigned Applicant and each person signing on behalf of the Applicant 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 funds, or in the services to which this Application relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Application to furnish all services and activities as indicated in the Application submittal.

Furthermore, Applicant must disclose any real or perceived conflict of interest, current or past relationships with City of Albany employees, appointed or elected officials associated with this program.

Disclosure: _____

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

Mid-Willamette Family YMCA

Applicant's Agency Name



Signature

5419264488

Phone Number

10/6/2020

Date

Chris Reese, CEO

Printed Name and Title

Mid-Willamette Family YMCA Board of Directors

| | | |
|---------------------------|-----------------------|-----------------------------------|
| Joel Kalberer | President | Weatherford Thomsson |
| Stan Boshart | Vice President | Boshart Trucking |
| Cindy Sparks | Secretary | Linn Benton Community College |
| Elizabeth Andersen | Treasurer | ATI Specialty Alloys & Components |
| Greg Anable | Member | Whit's End Computing |
| Janel Bennett | Member | Sybaris |
| Jay Burcham | Member | Burcham's Metals |
| Patti Daskalos | Member | Western University |
| Dr. George Dooley | Member | ATI Albany (Retired) |
| Kristal Dufour | Member | AAsum-Dufour Funeral Home |
| Tim Fitzpatrick | Member | Fitzpatrick Painting |
| Tom Gerding | Member | Gerding Companies |
| Logan Hoffman | Member | Madison Ave Collective |
| Doris Johnston | Member | Pacific Power (Retired) |
| Mike Martin | Member | Valley Fire Control |
| Ron Nagel | Member | Cougar Construction, Inc |
| Randy Porter | Member | Linn County Fair and Expo Center |
| Dan Purcell | Member | Callisto Integration |
| James Ramseyer | Member | Consumers Power |
| Donna Rounsavell | Member | Oregon Freeze Dry |
| Micah Smith | Member | Linn County Sheriff's Office |

Mid-Willamette Family YMCA 2020 Total Budget Overview January through December 2020

| | <u>Jan - Dec 20</u> |
|--|---------------------|
| Ordinary Income/Expense | |
| Income | |
| 01 - Contribution | |
| 0130 - Sustaining | 240,000.00 |
| 0180 - Fundraising Event | |
| 0181 - Fundraising Event - Sponsorship | 40,000.00 |
| 0182 - Fundraising Event - Tickets | 8,000.00 |
| 0183 - Fundraising Event - Raffle | 10,000.00 |
| 0188 - Fundraising Event - Donation | 4,500.00 |
| 0188 - Fundraising Event - Drink | 1,800.00 |
| 0180 - Fundraising Event - Other | 35,000.00 |
| Total 0180 - Fundraising Event | 99,300.00 |
| Total 01 - Contribution | 339,300.00 |
| 03 - Special Event | |
| 0310 - Special Events | 3,900.00 |
| Total 03 - Special Event | 3,900.00 |
| 08 - United Way Contributions | |
| 0810 - United Way | 18,523.00 |
| Total 08 - United Way Contributions | 18,523.00 |
| 10 - Gov't Contracts | |
| 1010 - City Grant | 5,700.00 |
| Total 10 - Gov't Contracts | 5,700.00 |
| 11 - Membership Dues | |
| 1102 - Gift Cards | 319.00 |
| 1110 - Family Membership Dues | 476,736.16 |
| 1115 - Family Plus | 76,741.25 |
| 1120 - Single Parent Family Dues | 121,925.80 |
| 1130 - Adult Membership Dues | 162,500.25 |
| 1135 - Adult Couple Dues | 84,351.80 |
| 1140 - Youth Membership Dues | 10,215.30 |
| 1141 - College Dues | 26,900.70 |
| 1150 - Senior Membership Dues | 186,478.00 |
| 1155 - Senior Couple Dues | 145,782.50 |
| Total 11 - Membership Dues | 1,291,950.76 |
| 12 - Guest Passes | |
| 1220 - Family Guest Pass | 18,000.00 |
| 1230 - Adult Guest Pass | 14,004.00 |
| 1240 - Youth Guest Pass | 10,008.00 |
| 1250 - Senior Guest Pass | 3,000.00 |
| Total 12 - Guest Passes | 45,012.00 |
| 13 - Program Income | |
| 1300 - After School - Albany | 19,000.00 |
| 1301 - After School - Jefferson | 40,000.00 |
| 1309 - Day Camp Income | 220,000.00 |

Mid-Willamette Family YMCA 2020 Total Budget Overview January through December 2020

| | Jan - Dec 20 |
|--|---------------------|
| 1310 · Program Fees | 100 000.00 |
| 1311 · Certified Program Fees | 5 000.00 |
| 1313 · Private Program Fees | 57 000.00 |
| 1317 · swim team | 10 000.00 |
| 1318 · Baseball/T-Ball/water polo | 18 000.00 |
| 1320 · CPR & First Aid Income | 4,000.00 |
| 1321 · Football | 20 500.00 |
| 1322 · Basketball | 28 500.00 |
| 1323 · Volleyball | 4 500.00 |
| 1325 · Child Watch | 32 000.00 |
| 1326 · No School Days | 31 650.00 |
| 1328 · Home School PE | 6 200.00 |
| 1329 · Cheerleading | 8 000.00 |
| 1330 · Classes & Activities | 3 000.00 |
| 1341 · Group Training | 4 200.00 |
| 1342 · Off-Site Aerobics | 1 560.00 |
| 1350 · Adult Leagues & Tournaments | 27 000.00 |
| 1360 · Preschool | 131,375.00 |
| 1370 · Building Rentals | 24,000.00 |
| Total 13 · Program Income | 795 485.00 |
| | |
| 14 · Sales | |
| 1410 · Concession Sales | 2,400.00 |
| 1425 · Showers | 6,600.00 |
| 1430 · Mens Locker Rental | 3,200.00 |
| 1431 · Womens Locker Rental | 3,600.00 |
| 1440 · Family Locker Room - Men's.L.C. | 630.00 |
| 1450 · Merchandise Sales | 3,500.00 |
| 1452 · Lost Card Fee | 224.00 |
| Total 14 · Sales | 20,154.00 |
| | |
| 16 · Miscellaneous | |
| 1615 · Sponsored Income | 38,000.00 |
| 1630 · Surcharge for Monthly Invoice | 3,482.00 |
| 1640 · Late Payment Fee | 1,619.00 |
| Total 16 · Miscellaneous | 43,101.00 |
| | |
| 18 · Lease Income | |
| 1800 · Lease #1 | 82 714.20 |
| Total 18 · Lease Income | 82 714.20 |
| | |
| Total Income | 2,645,839.96 |
| Gross Profit | 2,645,839.96 |
| | |
| Expense | |
| 21 · Salaries & Wages | |
| 2100 · Payroll | 1,512,871.13 |
| 2110 · Payroll, Administration | 0.00 |
| Total 21 · Salaries & Wages | 1,512,871.13 |

Mid-Willamette Family YMCA
2020 Total Budget Overview
 January through December 2020

| | <u>Jan - Dec 20</u> |
|--|---------------------|
| 22 - Employee Benefits | |
| 2210 - Health Insurance | 81,180.00 |
| 2215 - Employee LTD/Life Ins | 2,280.00 |
| 2220 - Retirement | 63,906.96 |
| 22 - Employee Benefits - Other | 0.00 |
| Total 22 - Employee Benefits | <u>147,368.96</u> |
| 23 - Payroll Taxes | |
| 2310 - FICA | 115,735.49 |
| 2320 - Unemployment | 27,837.44 |
| 2330 - Workers Comp | 25,265.69 |
| Total 23 - Payroll Taxes | <u>168,838.62</u> |
| 24 - Contract Services | |
| 2400 - Contractual Services | 61,465.00 |
| 2410 - Auditing Fees | 11,500.00 |
| 2420 - Computer Software | 36,800.00 |
| Total 24 - Contract Services | <u>109,765.00</u> |
| 25 - Supplies | |
| 2520 - Department Office Supplies | 11,100.00 |
| 2522 - Background Checks | 500.00 |
| 2523 - Uniforms | 12,925.00 |
| 2524 - Copier Supplies | 8,500.00 |
| 2525 - swim team expenses | 1,500.00 |
| 2526 - Water Polo Supplies | 4,500.00 |
| 2527 - Merchandise/CPR Expenses | 2,300.00 |
| 2528 - Janitorial Supplies | 20,000.00 |
| 2530 - Program/Event Supplies | 20,750.00 |
| 2550 - First Aid Supplies | 250.00 |
| 2560 - Preschool Supplies | 2,950.00 |
| 2561 - After School Supplies | 550.00 |
| 2562 - Childwatch Supplies | 700.00 |
| 2563 - Daycamp Supplies | 5,000.00 |
| 2565 - Aquatic Chemicals | 22,000.00 |
| 2570 - Concession/CPR Expenses | 7,000.00 |
| Total 25 - Supplies | <u>120,525.00</u> |
| 26 - Telephone & Communications | |
| 2600 - Telephone | 15,000.00 |
| Total 26 - Telephone & Communications | <u>15,000.00</u> |
| 27 - Postage | |
| 2710 - Postage & Shipping | 7,100.00 |
| 27 - Postage - Other | 0.00 |
| Total 27 - Postage | <u>7,100.00</u> |
| 28 - Occupancy | |
| 2810 - Security Monitoring | 1,500.00 |
| 2820 - Licenses & Permits | 3,200.00 |

Mid-Willamette Family YMCA
2020 Total Budget Overview
January through December 2020

| | <u>Jan - Dec 20</u> |
|--|---------------------|
| 2831 · Electricity | 129,000.00 |
| 2832 · Natural Gas | 37,000.00 |
| 2833 · Water | 13,000.00 |
| 2834 · Sewer | 24,000.00 |
| 2835 · Albany/Lebanon Sanitation | 4,614.00 |
| 2860 · Real Estate Taxes | 12,999.99 |
| 2870 · Rent | 24,000.00 |
| 2880 · Oberto Utilites | 0.00 |
| Total 28 · Occupancy | 249,313.99 |
| 29 · Eqipt. & Building Cost, Leases | |
| 2910 · Equipment Repair & Maintenance | 28,500.00 |
| 2920 · Equipment-Computer | 2,700.00 |
| 2930 · Equipment- Aquatic | 15,000.00 |
| 2940 · Equipment Maint-Cardio | 2,500.00 |
| 2941 · Equipment PMA - Cardio | 3,724.00 |
| 2951 · Equipment Lease - 1 (Copier) | 6,950.00 |
| 2952 · Equipment Lease - 2 (Cardio) | 71,652.00 |
| 2953 · Equipment Lease - 3 (Spin Bike) | 9,285.00 |
| 2954 · Equipment Lease - 4 (Strength) | 27,002.00 |
| 2955 · Equipment Lease - 5 (Nustep) | 2,902.00 |
| 2960 · Building Maintenance & Repair | 15,000.00 |
| Total 29 · Eqipt. & Building Cost, Leases | 185,815.00 |
| 30 · Fund Raising Expense | |
| 3022 · Fund Raising Expenses | 43,000.00 |
| Total 30 · Fund Raising Expense | 43,000.00 |
| 31 · Printing, Publishing, Promotion | |
| 3130 · Marketing | |
| 3131 · Admin Marketing | 50.00 |
| 3132 · Membership Marketing | 5,199.96 |
| 3133 · Aquatics Marketing | 159.96 |
| 3134 · Health & Fitness Marketing | 17.04 |
| 3135 · Resource Development Marketing | 1,097.88 |
| 3137 · Family Marketing | 874.32 |
| 3138 · Bend Marketing | 4,800.00 |
| 3139 · Youth Sports Marketing | 503.16 |
| 3130 · Marketing - Other | 647.68 |
| Total 3130 · Marketing | 13,350.00 |
| Total 31 · Printing, Publishing, Promotion | 13,350.00 |
| 32 · Travel & Employee Expenses | |
| 3220 · Transportation - Program | 6,260.00 |
| 3230 · ADC Transportation | 1,800.00 |
| Total 32 · Travel & Employee Expenses | 8,060.00 |
| 33 · Conf/Conv/Meetings | |
| 3310 · Conference/Employee Expense | 7,450.00 |

Mid-Willamette Family YMCA
2020 Total Budget Overview
January through December 2020

| | <u>Jan - Dec 20</u> |
|---|---------------------------|
| 3311 · Sanctioned Training Expense | 8,000.00 |
| Total 33 · Conf/Conv/Meetings | <u>15,450.00</u> |
| 35 · Payment of Dues | |
| 3510 · Percentage Support | 47,960.12 |
| 3520 · Dues-Organizational | 1,400.00 |
| Total 35 · Payment of Dues | <u>49,360.12</u> |
| 37 · Financing | |
| 3750 · Finance Charges/Late Fees | 100.00 |
| 3760 · Bank Service Charges | 1,850.00 |
| 3761 · Bank Charges - MRCH Fees | 39,000.00 |
| 3770 · MWFY NMTC Loan Interest | 0.00 |
| 3771 · Loan Interest | 140,000.00 |
| Total 37 · Financing | <u>180,950.00</u> |
| 38 · Liability Insurance | |
| 3810 · General Liability Insurance | 41,782.00 |
| Total 38 · Liability Insurance | <u>41,782.00</u> |
| 39 · Miscellaneous Expenses | |
| 3999 · Income Tax | 10,800.00 |
| 3900 · Awards & Recognition | 2,000.00 |
| 3910 · Miscellaneous Expense | 2,900.00 |
| 3920 · Goodwill - P/R | 3,000.00 |
| Total 39 · Miscellaneous Expenses | <u>18,700.00</u> |
| 41 · Committee / Annual Meetings | |
| 4142 · Committee Meeting Meals | 440.00 |
| Total 41 · Committee / Annual Meetings | <u>440.00</u> |
| Bend Reserve Expense | <u>5,899.00</u> |
| Total Expense | <u>2,893,586.82</u> |
| Net Ordinary Income | -247,746.86 |
| Other Income/Expense | |
| Other Income | |
| Bend Reserve Income | 5,899.00 |
| Total Other Income | <u>5,899.00</u> |
| Net Other Income | <u>5,899.00</u> |
| Net Income | <u><u>-241,847.86</u></u> |

*Funds to be transferred from reserves to cover operating costs if necessary.

2:30 PM
10/06/20
Accrual Basis

Mid-Willamette Family YMCA
Total Profit & Loss Budget Performance
March 2020

| | Mar 20 | Budget | \$ Over Bu... | Jan - Mar 20 | YTD Budget | \$ Over Bu... | Annual Budget |
|--------------------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|--------------------|---------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| PPP Loan Offset | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,337.00 |
| 01 - Contribution | 11,824.12 | 23,500.00 | -11,675.88 | 35,750.97 | 64,500.00 | -28,749.03 | 238,500.00 |
| 03 - Special Event | 5.00 | 0.00 | 5.00 | 10.00 | 0.00 | 10.00 | 3,900.00 |
| 06 - United Way Contributions | 1,500.00 | 1,543.59 | -43.59 | 4,746.33 | 4,630.77 | 115.56 | 15,016.68 |
| 10 - Gov't Contracts | 2,850.00 | 2,850.00 | 0.00 | 2,850.00 | 2,850.00 | 0.00 | 5,700.00 |
| 11 - Membership Dues | 110,454.21 | 117,655.64 | -7,201.43 | 336,272.73 | 350,116.94 | -13,844.21 | 1,073,791.22 |
| 12 - Guest Passes | 1,800.00 | 3,751.00 | -1,951.00 | 10,176.50 | 11,253.00 | -1,076.50 | 30,008.00 |
| 13 - Program Income | 44,610.25 | 82,245.37 | -37,635.12 | 150,248.00 | 193,115.83 | -42,867.83 | 1,030,660.14 |
| 14 - Sales | 1,671.52 | 1,679.48 | -7.96 | 5,673.51 | 5,038.44 | 635.07 | 13,751.96 |
| 15 - Investment Inc. | 0.02 | 0.00 | 0.02 | 0.02 | 0.00 | 0.02 | 0.00 |
| 16 - Miscellaneous | 3,415.00 | 5,094.00 | -1,679.00 | 10,101.00 | 7,153.00 | 2,948.00 | 126,206.00 |
| 17 - Join Fees | 0.00 | 0.00 | 0.00 | 60.00 | 0.00 | 60.00 | 0.00 |
| 18 - Lease Income | 0.00 | 6,892.85 | -6,892.85 | 0.00 | 20,678.55 | -20,678.55 | 70,342.80 |
| Total Income | 178,130.12 | 245,211.93 | -67,081.81 | 555,889.06 | 659,336.53 | -103,447.47 | 2,618,213.80 |
| Gross Profit | 178,130.12 | 245,211.93 | -67,081.81 | 555,889.06 | 659,336.53 | -103,447.47 | 2,618,213.80 |
| Expense | | | | | | | |
| 21 - Salaries & Wages | 109,398.70 | 116,770.03 | -7,371.33 | 336,644.29 | 367,502.03 | -30,857.74 | 1,498,938.88 |
| 22 - Employee Benefits | 11,065.52 | 12,615.59 | -1,550.07 | 30,141.40 | 35,426.81 | -5,285.41 | 150,348.68 |
| 23 - Payroll Taxes | 10,325.94 | 11,280.10 | -954.16 | 39,111.18 | 41,496.20 | -2,385.02 | 170,264.90 |
| 24 - Contract Services | 8,511.08 | 9,386.78 | -875.70 | 27,690.51 | 24,807.42 | 2,883.09 | 110,153.57 |
| 25 - Supplies | 4,284.45 | 9,034.10 | -4,749.65 | 22,145.32 | 29,427.53 | -7,282.21 | 115,885.29 |
| 26 - Telephone & Communications | 1,444.02 | 1,262.35 | 181.67 | 3,977.59 | 3,720.62 | 256.97 | 15,432.06 |
| 27 - Postage | 0.00 | 330.00 | -330.00 | 1,579.26 | 1,898.99 | -319.73 | 6,754.19 |
| 28 - Occupancy | 20,397.73 | 20,145.05 | 252.68 | 63,875.66 | 66,806.69 | -2,931.03 | 249,668.77 |
| 29 - Equip. & Building Cost, Leases | 21,867.34 | 16,978.43 | 4,888.91 | 56,001.68 | 52,079.11 | 3,922.57 | 181,846.79 |
| 30 - Fund Raising Expense | 0.00 | 500.00 | -500.00 | 7,010.00 | 1,500.00 | 5,510.00 | 34,000.00 |
| 31 - Printing, Publishing, Promotion | 693.81 | 1,112.50 | -418.69 | 5,804.24 | 3,337.50 | 2,466.74 | 12,648.00 |
| 32 - Travel & Employee Expenses | 152.69 | 555.38 | -402.69 | 3,830.08 | 1,728.29 | 2,101.79 | 5,526.72 |
| 33 - Conf/Conv/Meetings | 43.27 | 1,902.54 | -1,859.27 | 1,203.79 | 5,742.55 | -4,538.76 | 12,273.42 |
| 35 - Payment of Dues | 3,996.67 | 3,915.16 | 81.51 | 11,990.01 | 11,701.78 | 288.23 | 42,041.08 |
| 37 - Financing | 11,209.36 | 11,919.19 | -709.83 | 44,374.13 | 44,941.24 | -567.11 | 205,486.51 |
| 38 - Liability Insurance | 3,614.98 | 3,133.80 | 481.18 | 15,574.05 | 13,577.72 | 1,996.33 | 45,096.76 |
| 39 - Miscellaneous Expenses | -11.20 | 2,058.32 | -2,069.52 | 1,866.83 | 6,174.98 | -4,308.13 | 19,042.64 |
| 41 - Committee / Annual Meetings | 0.00 | 36.66 | -36.66 | 0.00 | 109.98 | -109.98 | 408.32 |
| Bend Reserve Expense | 652.31 | 0.00 | 652.31 | -5,534.71 | 0.00 | -5,534.71 | 0.00 |
| Total Expense | 207,646.67 | 222,935.98 | -15,289.31 | 667,285.31 | 711,982.42 | -44,697.11 | 2,875,816.58 |
| Net Ordinary Income | -29,516.55 | 22,275.95 | -51,792.50 | -111,396.25 | -52,645.89 | -58,750.36 | -257,602.78 |

2:30 PM
10/06/20
Accrual Basis

Mid-Willamette Family YMCA
Total Profit & Loss Budget Performance
March 2020

| | Mar 20 | Budget | \$ Over Bu... | Jan - Mar 20 | YTD Budget | \$ Over Bu... | Annual Budget |
|---------------------------------|--------------------|------------------|--------------------|--------------------|-------------------|--------------------|--------------------|
| Other Income/Expense | | | | | | | |
| Other Income | | | | | | | |
| Bend Reserve Income | 652.31 | 0.00 | 652.31 | -5,534.71 | 0.00 | -5,534.71 | 0.00 |
| Foundation NMTC Grant | 16,100.00 | | | 16,100.00 | | | |
| Investment Change in Mkt Value | -97,682.52 | | | -99,124.76 | | | |
| NMTC Grant | 31,500.00 | | | 31,500.00 | | | |
| 9800 - Grant Income-Unbudgeted | 0.00 | | | 4,500.00 | | | |
| Total Other Income | -49,410.21 | 0.00 | -49,410.21 | -52,559.47 | 0.00 | -52,559.47 | 0.00 |
| Other Expense | | | | | | | |
| PPP Possible Forgiveness | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Development Expenses | 9,154.00 | | | 11,887.75 | | | |
| NMTC Holdings - Rent | 31,500.00 | | | 31,500.00 | | | |
| 3772 - NMTC Holdings - Interest | 0.00 | | | 16,155.66 | | | |
| Total Other Expense | 40,654.00 | 0.00 | 40,654.00 | 59,543.41 | 0.00 | 59,543.41 | 0.00 |
| Net Other Income | -90,064.21 | 0.00 | -90,064.21 | -112,102.88 | 0.00 | -112,102.88 | 0.00 |
| Net Income | -119,580.76 | 22,275.95 | -141,856.71 | -223,499.13 | -52,645.89 | -170,853.24 | -257,602.78 |

Mid-Willamette Family YMCA
Total Profit & Loss Budget Performance
June 2020

| | Jun 20 | Budget | \$ Over Bu... | Jan - Jun 20 | YTD Budget | \$ Over Bu... | Annual Budget |
|--------------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|---------------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| PPP Loan Offset | 100,000.00 | 0.00 | 100,000.00 | 100,000.00 | 0.00 | 100,000.00 | 10,337.00 |
| 01 - Contribution | 7,753.86 | 37,500.00 | -29,746.14 | 67,960.36 | 148,000.00 | -80,039.64 | 238,500.00 |
| 03 - Special Event | 0.00 | 3,900.00 | -3,900.00 | 10.00 | 3,900.00 | -3,890.00 | 3,900.00 |
| 08 - United Way Contributions | 1,748.33 | 1,543.58 | 202.75 | 9,738.99 | 9,261.52 | 477.47 | 15,016.88 |
| 10 - Gov't Contracts | 2,850.00 | 2,850.00 | 0.00 | 5,700.00 | 5,700.00 | 0.00 | 5,700.00 |
| 11 - Membership Dues | 75,429.57 | 100,659.12 | -25,229.55 | 569,801.96 | 679,321.48 | -109,519.52 | 1,073,791.22 |
| 12 - Guest Passes | 10.00 | 3,751.00 | -3,741.00 | 10,191.50 | 22,506.00 | -12,314.50 | 30,008.00 |
| 13 - Program Income | 38,557.50 | 78,592.79 | -40,035.29 | 213,513.50 | 408,511.10 | -194,997.60 | 1,030,660.14 |
| 14 - Sales | 639.00 | 1,679.51 | -1,040.51 | 7,638.64 | 10,076.94 | -2,438.30 | 13,751.96 |
| 15 - Investment Inc. | 0.01 | 0.00 | 0.01 | 0.03 | 0.00 | 0.03 | 0.00 |
| 16 - Miscellaneous | 8,277.68 | 13,370.00 | -5,092.32 | 36,698.71 | 26,516.00 | 10,182.71 | 126,206.00 |
| 17 - Join Fees | 0.00 | 0.00 | 0.00 | 60.00 | 0.00 | 60.00 | 0.00 |
| 18 - Lease Income | 1,100.00 | 6,892.85 | -5,792.85 | 7,950.00 | 41,357.10 | -33,407.10 | 70,342.80 |
| Total Income | 236,363.95 | 250,738.85 | -14,374.90 | 1,029,263.69 | 1,355,150.14 | -325,886.45 | 2,618,213.80 |
| Gross Profit | 236,363.95 | 250,738.85 | -14,374.90 | 1,029,263.69 | 1,355,150.14 | -325,886.45 | 2,618,213.80 |
| Expense | | | | | | | |
| 21 - Salaries & Wages | 101,714.16 | 124,858.92 | -23,144.76 | 600,724.54 | 739,342.39 | -138,617.85 | 1,498,938.88 |
| 22 - Employee Benefits | 9,796.73 | 12,615.57 | -2,818.84 | 60,730.32 | 73,273.54 | -12,543.22 | 150,348.88 |
| 23 - Payroll Taxes | 9,306.07 | 11,913.42 | -2,607.35 | 65,498.59 | 83,364.04 | -17,865.45 | 170,264.90 |
| 24 - Contract Services | 6,161.53 | 8,082.02 | -1,920.49 | 47,357.35 | 48,492.72 | -1,135.37 | 110,153.57 |
| 25 - Supplies | 11,414.59 | 7,197.89 | 4,216.70 | 38,022.72 | 61,443.35 | -23,420.63 | 115,885.29 |
| 26 - Telephone & Communications | 1,419.84 | 1,248.62 | 171.22 | 8,235.43 | 7,445.06 | 790.37 | 15,432.06 |
| 27 - Postage | 1,430.68 | 333.57 | 1,097.11 | 3,183.94 | 3,792.30 | -608.36 | 6,754.19 |
| 28 - Occupancy | 13,748.50 | 18,172.06 | -4,423.56 | 107,882.21 | 127,272.34 | -19,390.13 | 249,668.77 |
| 29 - Equip. & Building Cost, Leases | 4,013.70 | 12,339.87 | -8,326.17 | 68,480.15 | 95,284.19 | -26,804.04 | 181,846.79 |
| 30 - Fund Raising Expense | 40.00 | 500.00 | -460.00 | 7,050.00 | 3,900.00 | 4,050.00 | 34,000.00 |
| 31 - Printing, Publishing, Promotion | 392.98 | 1,112.50 | -719.52 | 7,209.16 | 6,675.00 | 534.16 | 12,648.00 |
| 32 - Travel & Employee Expenses | 220.73 | 640.97 | -420.24 | 4,191.43 | 3,689.82 | 501.61 | 5,526.72 |
| 33 - Conf/Conv/Meetings | 281.00 | 887.85 | -606.85 | 2,598.79 | 8,487.96 | -5,889.17 | 12,273.42 |
| 35 - Payment of Dues | 3,996.67 | 4,597.01 | -600.34 | 16,767.68 | 25,076.06 | -8,308.38 | 42,041.08 |
| 37 - Financing | 2,820.52 | 12,519.57 | -9,699.05 | 80,311.37 | 90,934.32 | -30,622.95 | 205,486.51 |
| 38 - Liability Insurance | 3,561.77 | 3,133.81 | 427.96 | 26,174.37 | 22,979.14 | 3,195.23 | 45,096.76 |
| 39 - Miscellaneous Expenses | -70.03 | 2,058.34 | -2,128.37 | 4,466.93 | 12,349.96 | -7,883.03 | 19,042.64 |
| 41 - Committee / Annual Meetings | 0.00 | 36.67 | -36.67 | 0.00 | 219.98 | -219.98 | 408.32 |
| Bend Reserve Expense | -2,707.49 | 0.00 | -2,707.49 | -27,768.36 | 0.00 | -27,768.36 | 0.00 |
| Total Expense | 187,541.95 | 222,248.86 | -54,706.71 | 1,101,116.62 | 1,413,122.17 | -312,005.55 | 2,875,816.58 |
| Net Ordinary Income | 68,822.00 | 28,490.19 | 40,331.81 | -71,852.93 | -57,972.03 | -13,880.90 | -257,602.78 |

Mid-Willamette Family YMCA
Total Profit & Loss Budget Performance
June 2020

| | Jun 20 | Budget | \$ Over Bu... | Jan - Jun 20 | YTD Budget | \$ Over Bu... | Annual Budget |
|-----------------------------------|--------------------|------------------|--------------------|--------------------|-------------------|--------------------|--------------------|
| Other Income/Expense | | | | | | | |
| Other Income | | | | | | | |
| Bend Reserve Income | -2,707.49 | 0.00 | -2,707.49 | -27,768.36 | 0.00 | -27,768.36 | 0.00 |
| Foundation NMTC Grant | 16,100.00 | | | 32,200.00 | | | |
| Investment Change in Mkt Value | 12,889.00 | | | -8,483.60 | | | |
| NMTC Grant | 31,500.00 | | | 63,000.00 | | | |
| 9800 - Grant Income-Unbudgeted | 0.00 | | | 4,500.00 | | | |
| 9801 - Grant Expense - Unbudgeted | -1,000.00 | | | -2,105.74 | | | |
| Total Other Income | 56,781.51 | 0.00 | 56,781.51 | 61,342.30 | 0.00 | 61,342.30 | 0.00 |
| Other Expense | | | | | | | |
| PPP Possible Forgiveness | 100,000.00 | 0.00 | 100,000.00 | 100,000.00 | 0.00 | 100,000.00 | 0.00 |
| Development Expenses | 15,727.00 | | | 46,804.75 | | | |
| NMTC Holdings - Rent | 31,500.00 | | | 63,000.00 | | | |
| 3772 - NMTC Holdings - Interest | 16,155.66 | | | 32,311.32 | | | |
| Total Other Expense | 163,382.66 | 0.00 | 163,382.66 | 242,116.07 | 0.00 | 242,116.07 | 0.00 |
| Net Other Income | -106,601.15 | 0.00 | -106,601.15 | -180,773.77 | 0.00 | -180,773.77 | 0.00 |
| Net Income | -37,779.15 | 28,490.19 | -66,269.34 | -252,626.70 | -57,972.03 | -194,654.67 | -257,602.78 |



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

APPLICATION for Community Development Block Grant & Cares Act Funds (CDBG-CV) To Prevent, Prepare for, or Respond to COVID-19

APPLICATIONS are DUE by 5:00 p.m. WEDNESDAY, OCTOBER 7th, 2020

The City of Albany was allocated \$249,360 in Community Development Block Grant Coronavirus Response Supplement (CDBG-CV) funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) from the United States Department of Housing and Urban Development (HUD). CDBG-CV funds must be utilized to prevent, prepare for, and respond to the coronavirus and support critical community needs related to the novel coronavirus (COVID-19) pandemic, and the activities must principally benefit low-to moderate-income residents. An additional \$40,000 in CDBG funds is available to respond to COVID-19 impacts for childcare and business needs. The goals of the CDBG program are to create viable communities by providing decent housing, a suitable living environment, and expand economic opportunities.

ELIGIBLE APPLICANTS: Applicants must be a 501(c)(3) or (c)(4) non-profit, tax-exempt, or a public agency.

SUBMITTAL REQUIREMENTS: Email this application with the following attachments in pdf format to anne.catlin@cityofalbany.net.



Duplication of Benefit Certification



IRS determination letter



Agency Budget



Articles of Incorporation



List of current Board members

SECTION 1: Applicant Information

Legal Name of Agency/Organization: Boys & Girls Club of Albany

Federal Tax or Employer ID: 93-0549842

DUNS Number: 054244389

(Federal funding requires you have a DUNS number, <https://fedgov.dnb.com/webform/index.jsp>, and register at SAM.GOV before contract award.)

Mailing Address: P.O. Box 691 Albany OR 97321
Address City State ZIP

Location Address: 1215 Hill St. SE Albany OR 97322
Address City State ZIP

Agency Mission Statement:

To provide a safe, supervised environment for recreational and educational activities where all

SECTION 2: Activity Description

Activity/Program Title: Emergency Childcare Scholarships Grant Request: \$41,040

Activity Category:

Public Services

Public Facilities

Economic Development

Activity Type: One-time New Existing

Activity/Program Goal(s):

To provide a safe, educational environment with trained adult mentors for low-income youth.

Target Population: Describe the persons to be served by the activity and their needs related to COVID-19.

(See attached answer.)

Beneficiary Category, check all that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Disability & special needs | <input type="checkbox"/> Elderly Persons | <input checked="" type="checkbox"/> Low-to moderate-income (80% or less of area median) |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> AIDS/HIV | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Migrant farm workers | |

COVID-19/CARES Act Compliance: Explain how the activity will assist in preventing, preparing for, and/or responding to COVID-19. Provide evidence that this need is not being met.

(See attached answer.)

Scope: Describe the services to be provided and steps that will be taken to meet the project goal(s), and if applicable, the frequency for which services will be delivered.

(See attached answer.)

SECTION 3: Agency Capacity and Implementation

What percentage of the agency's budget is grant funded? **18%**

Has the agency received other funding to provide this activity? **Yes.**

If your application is partially funded, can the agency carry out the activity? **Yes, with adjustments.**

Which staff positions will be dedicated to this activity and the total full-time equivalent staff (in FTE)?

Youth program mentors/staff, elementary program leads, technology instructors, tutors, fitness, nutrition. Total FTE equivalent = 47

What time periods will the activities be carried out?

November 2020 - June 2021

**City of Albany Community Development Block Grant Coronavirus Response
Supplement through the CARES Act
Boys & Girls Club of Albany**

Target Population: *Describe the persons to be served by the activity and their needs related to COVID-19*

This project serves 135 low-to moderate-income, vulnerable Albany school-age children and their families in need of affordable childcare during COVID-19 school closures due to online-only school and the challenge leaving families in difficult situations with 20 children receiving scholarships at \$108/week for 19 weeks running from November 1, 2020 through March 31, 2021. Additionally, all children served will receive free daily breakfast, lunch and two healthy snacks to help with food insecurity challenges. The Club can provide immediate and near-term relief efforts for families in need in an effort to provide essential support to low-income families who need us most leading to safe, resilient communities.

COVID-19/CARES Act Compliance: *Explain how the activity will assist in preventing, preparing for, and/or responding to COVID-19. Provide evidence that this need is not being met.*

The need for emergency childcare is critical for Albany with COVID-19 limitations in place and families needing a safe place with trained adults to care for their children during school closures. Even more important are scholarships for families reliant on government subsidized meals as measuring low to moderate income. With an overwhelming need for childcare as voiced from surveys from parents, and free meals needed as more than 88% of children relied on government subsidized school meals prior to COVID-19, and childcare as a limited commodity due to limitations in numbers served per facility, the Club is offering an essential community support for our community's highest need families. The Club had to hire additional staff to satisfy the small cohorts of children and the limitations of numbers of youth per square foot. The cost per child dramatically increased in the true cost for the Club with the limitations in only being able to serve 135 registered children compared to several thousand in a typical year. This also results in lost revenue in memberships combined with increased costs in extending our hours of operation from 4.5 hours per day (after school/evening) to being open 8.5 hours per day, hiring more staff and requiring more supplies with more heightened safety measures in place. We are taking additional measures to ensure the health and safety of youth and staff with new COVID-19 protocols, temperature checks, cleaning, sanitation and keeping children in small cohorts with additional staff time and resources dedicated to preventing COVID-19. We have to hire extra staffing to meet the new COVID protocols and our facility is limited to only serving 135 children based on the state's COVID guidelines of requiring 35 square feet of space per child. Additionally, we have experienced lost revenue due to canceled special events, which typically raise the majority of our operational funding.

Scope: *Describe the services to be provided and steps taken to meet project goal and frequency for which services are delivered.*

Supervision, academic support, and free meals are now provided Monday - Friday for 8.5 hours per day for working low-income families to support youth facing negative social and emotional impacts as they navigate uncertain and frightening times due to COVID-19 and while families face difficult financial and emotional situations, the Club is determined to adapt our standard service delivery methods with agility and responsiveness responding to a rapidly changing reality. The Club restores a sense of safety, community, consistency and is working to help reverse potential learning loss due to school closures for six months. With school and workplace closures, parents experience increased stress and even kids in functional families face peril as parents are unaccustomed to provide round-the-clock care coupled with stressors due to a collapsing economy pushing families to the edge. The Club offers social and emotional skill building to develop resiliency, grit and life skills for vulnerable youth to mitigate pathways out of poverty with high quality programs and resources that help level playing fields of inequity. We are determined to support children who are at risk of backsliding in critical academic subjects, those facing food insecurity, children needing safety and supervision, and those needing caring mentors, by doing whatever it takes for the kids who need us most.

SECTION 4: Activity Budget

Please provide sources of revenue your organization receives or will receive to carry out the proposed activity and the projected activity expenses.

| Activity/Project Budget Summary (See 24 CFR 570 Subpart J) | | | |
|---|--|-----------------------|-----------------------------------|
| Estimated Total Cost of Activity: | \$ 702,000 (true cost of 135 children/yr.) | | |
| City CDBG GRANT REQUEST for Activity: | \$ 41,040 | | |
| Total Number of People/Households Served: | 135 Children | | |
| Total Cost per Person/Household: | \$ 5,200/child true cost during COVID/yr. | | |
| Describe Source of Other Funds: | Amount | Secured | Tentative |
| Federal: | | | |
| State: | | | |
| Local: | | | |
| Donations/Private: | \$120,960 | | \$120,960 |
| Grants: | \$147,349 | \$134,349 | \$13,000 |
| Loans: | | | |
| Activity Budget Detail (Non-Development Activities) | | | |
| Specific Cost Item/Description | CDBG Request: | Other Funds Amount | Total Amount CDBG + Other Sources |
| Staffing requirements for cohorts for emergency childcare | \$ | \$ 212,235 | \$ 212,235 |
| Supplies and Equipment for Academic Success, Healthy Living and Character Development | | 6,335 | 6,335 |
| Free meal programs for all youth 18 and under | | TBD | In-kind |
| Safety equipment and resources for COVID cleaning and protection | | 5,000 | 5,000 |
| Extended hours of operation facility use, janitorial | | 73,675 | 73,675 |
| Scholarships for 20 kids @ \$108/week at 19 weeks | \$41,040 | | 41,040 |
| Total | \$ 41,040 | \$ 297,245,785 | \$ 338,285 |

SECTION 5: CDBG Statement of Assurances

If this agency (name): Boys & Girls Club of Albany is awarded funding, the agency agrees that:

1. The recipient has or will get a DUNS # and is or will be registered at <http://sam.gov> (U.S. System for Award Management) before contract award and will update registration as necessary.
2. The recipient will provide liability insurance coverage as required by the City of Albany, and worker's compensation and payment of payroll taxes as required by Federal and State laws.
3. The recipient must verify CDBG funds will not create a Duplication of Benefit per the Robert T. Stafford Act, as amended; funds will not be used to provide services/assistance for the same costs/losses from other funding sources.
4. All expenditures must have adequate documentation and all accounting records and supporting documentation shall be available for inspection by City of Albany upon request.

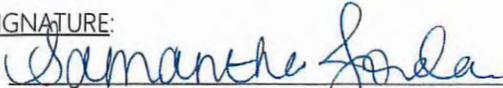
5. All procurement (purchase) transactions regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner to provide maximum open free competition.
6. Financial records, support documentation, statistical records, and all other records pertinent to funding shall be retained for a period of ten years following completion of project/activity.
7. The recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.
8. All materials submitted shall become public records retained by the City of Albany, except that late applications will be returned to the applicant without further review.
9. No person, on the basis of race, color, national origin, sex, gender identity, familial status, religion, disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local laws should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or part by CDBG funds. The funding recipient agrees to furnish copies of applicable policies and procedures upon request.
10. Employment made by or resulting from CDBG funding from the City of Albany shall not discriminate against any employee or applicant on the basis of disability, age, race, color, religion, sex, or national origin.
11. None of the funds, materials, property, or services provided directly or indirectly under CDBG funding from the City of Albany shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
12. Letter of commitment from other funding sources and/or letters of support for your project shall be furnished to the City of Albany upon request.
13. **Authorization to request funds:** I acknowledge the statements above and certify the information contained in this application is true and correct. I further understand material omission or false information contained in this application constitutes grounds for disqualification.

SIGNATURE OF AUTHORIZED PERSON:

Signature:  Date: Oct. 5, 2020

Print Name and Title: John Andersen, Executive Director

WITNESS SIGNATURE:

Signature:  Date: Oct. 5, 2020

Print Name and Title: Samantha Jordan, Director of Program Development

Activity Primary Contact Information

Primary Contact: Samantha Jordan, Director of Program Development

| | | |
|------------------------|---------------------|---------------------------|
| | Name | Title |
| Primary Contact Phone: | <u>541-926-6666</u> | <u>sam@bgc-albany.org</u> |
| | Email: | |



City of Albany CARES Act Duplication of Benefit Certification

PURPOSE. Numerous governmental entities, non-profit, for profit and private organizations are providing a wide range of assistance to help individuals, businesses, and agencies during the Novel Coronavirus (COVID-19) pandemic. The combination of any type of disaster assistance can cause duplication of benefits (DOB) to occur. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), requires federal agencies providing disaster assistance to ensure that individuals, businesses/agencies, do not receive disaster assistance for losses for which they have already been compensated or will be compensated. Duplication of benefits occurs when compensation from multiple sources exceeds the need for a particular recovery purpose. Recipients are liable to the United States when the assistance duplicates benefits provided for the same purpose.

DOB DETERMINATION. Please complete the following information as it relates to the activity funded with a City of Albany CARES Act award. Please list all assistance (federal, state, local) received or applied for to date to support the subject activity in the last 12 months.

Organization: Linn County Commission Emergency Funds Requested \$ 114,298 Received \$ 95,649 Date Recv'd 4th quarter 2020

Organization: Oregon Community Foundation, Reser Family Foundation, United Way, SAIF Requested \$ 128,664 Received \$ 25,000 Date Recv'd 3rd quarter 2020

Pending applications for assistance:

Organization: Umpqua Bank Foundation, Requested \$ 10,000 Date Applied: Sept. 22

Organization: Weyerhaeuser Foundation Requested \$ 3,000 Date Applied: Sept. 28

DOB VERIFICATION. Activity Description: Emergency Childcare for Low-Income Albany Children

- a. Total Project Cost/Need: \$ 338,285
- b. Identify all potential assistance (received/applied for): \$ 268,309
- c. Deduct Non city assistance (determined to be duplicative): \$ 0
- d. Unmet need eligible for City CARES Act (Line A less Line C) \$ 69,976

CERTIFICATION: I Certify that the information that I have provided above is an accurate and complete disclosure. I understand that to perjure myself to obtain assistance is a fraudulent offense for which I can be prosecuted. I understand this information is subject to verification by the City or Department of Housing and Urban Development for compliance.

Name (written): John Andersen Title: Executive Director

Signature:  Date: Oct. 5, 2020



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

APPLICATION for Community Development Block Grant & Cares Act Funds (CDBG-CV) To Prevent, Prepare for, or Respond to COVID-19

APPLICATIONS are DUE by 5:00 p.m. WEDNESDAY, OCTOBER 7th, 2020

The City of Albany was allocated \$249,360 in Community Development Block Grant Coronavirus Response Supplement (CDBG-CV) funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) from the United States Department of Housing and Urban Development (HUD). CDBG-CV funds must be utilized to prevent, prepare for, and respond to the coronavirus and support critical community needs related to the novel coronavirus (COVID-19) pandemic, and the activities must principally benefit low-to moderate-income residents. An additional \$40,000 in CDBG funds is available to respond to COVID-19 impacts for childcare and business needs. The goals of the CDBG program are to create viable communities by providing decent housing, a suitable living environment, and expand economic opportunities.

ELIGIBLE APPLICANTS: Applicants must be a 501(c)(3) or (c)(4) non-profit, tax-exempt, or a public agency.

SUBMITTAL REQUIREMENTS: Email this application with the following attachments in pdf format to anne.catlin@cityofalbany.net.

- Duplication of Benefit Certification
- March & June 2020 Financials
- Agency Budget
- IRS Determination Letter
- Exhibit A - Conflict of Interest Form
- Articles of Incorporation
- List of current Board members

SECTION 1: Applicant Information

Legal Name of Agency/Organization: ECLB (Every Child Linn Benton)

Federal Tax or Employer ID: 84-3501942 DUNS Number: 114417598

(Federal funding requires you have a DUNS number, <https://fedgov.dnb.com/webform/index.jsp>, and register at SAM.GOV before contract award.)

Mailing Address: PO Box 1798 Corvallis OR 97339
 Address City State ZIP

Location Address: N/A
 Address City State ZIP

Agency Mission Statement:

Please see attached

SECTION 2: Activity Description

Activity/Program Title: Tangible Needs for Foster Families Grant Request: \$10,000

Activity Category: Public Services Public Facilities Economic Development

Activity Type: One-time New Existing

Activity/Program Goal(s):

Please see attached.

Target Population: Describe the persons to be served by the activity and their needs related to COVID-19.

Children in foster care in greater Albany area.

Beneficiary Category, check all that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Disability & special needs | <input type="checkbox"/> Elderly Persons | <input checked="" type="checkbox"/> Low-to moderate-income (80% or less of area median) |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> AIDS/HIV | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Migrant farm workers | |

COVID-19/CARES Act Compliance: Explain how the activity will assist in preventing, preparing for, and/or responding to COVID-19. Provide evidence that this need is not being met.

Please see attached.

Scope: Describe the services to be provided and steps that will be taken to meet the project goal(s), and if applicable, the frequency for which services will be delivered.

Please see attached.

SECTION 3: Agency Capacity and Implementation

What percentage of the agency's budget is grant funded? 13%

Has the agency received other funding to provide this activity? Yes - Linn County funds and community donors

If your application is partially funded, can the agency carry out the activity? Yes

Which staff positions will be dedicated to this activity and the total full-time equivalent staff (in FTE)?

Current staff positions of Director and Volunteer coordinator (FTE 1.25) will address this need.

What time periods will the activities be carried out?

We anticipate these funds will allow us to meet the need through May, 2021.

CDBG/Cares Act Application – ECLB (Every Child Linn Benton)

Supplemental Materials

Agency Mission Statement:

ECLB exists to help vulnerable children in foster care and to support their foster families. Every Child acts as a bridge between the community and DHS to retain existing foster families and recruit new ones.

Activity/Program Goal(s):

Every Child Linn Benton (ECLB) was founded three years ago to address the needs of families answering the call to foster children in Linn and Benton Counties. ECLB strives daily to offer foster children the security of a safe home, while supporting foster families as they endeavor to provide for the emotional and physical needs of this vulnerable population. Many foster families have been impacted by COVID as we serve as a liaison between local DHS workers and foster families, providing necessities such as car seats, beds, basic furniture, and respite opportunities. In light of the pandemic and recent wildfires affecting our service area, our supplies and financial reserves for meeting these needs are now depleted. The goal of this funding request is to provide basic, tangible necessities for foster families in the Albany Area.

If granted, these funds will allow us to provide some sense of stability and predictability in these horribly uncertain times. Our goal is to keep meeting the needs of foster families so that no foster child has to be uprooted from the family that is quite often, the only security he/she has ever known. Support from this grant will allow us to purchase the tangible items in support of our community's foster families who are serving such a valuable purpose to children in need.

COVID-19/CARES ACT COMPLIANCE:

Families in our area are living in crisis. Stresses on parents create an influx of children at risk and vulnerable to abuse and neglect. Many children are being placed into foster care but foster families are being affected by unemployment and reduced income as a direct result of COVID. Caseworkers from DHS work hard to maintain current foster placements under normal circumstance, but are struggling due to the pandemic because foster families do not have the resources to provide the tangible items that will help create the sense of home and belonging these children so desperately need. Children in care bouncing from temporary home to temporary home due to lack of beds and basic furniture needs is a real and present issue that has resounding effects on our community as potential exposures multiply. Providing foster families with needed items to establish and maintain a home for children in care will help prolong the longevity of successful placements, decreasing the likelihood that a child in care will expose subsequent foster families to any potential threat from COVID.

SCOPE:

The scope of this project will provide approximately 50-60 children with the stability of a place to sleep. Although needs vary among foster families, we anticipate this request would allow us to fulfill needs for six months. Specifically, we are asking for funds to purchase 30 mattresses (\$3000), 20 sets of sheets (\$1,000), 15 bunk beds (\$3000), 20 single beds (\$2,000), and 15 dressers (\$1,500).

SECTION 4: Activity Budget

Please provide sources of revenue your organization receives or will receive to carry out the proposed activity and the projected activity expenses.

| Activity/Project Budget Summary (See 24 CFR 570 Subpart J) | | | |
|--|--------------|--------------------|-----------------------------------|
| Estimated Total Cost of Activity: | \$21,600 | | |
| City CDBG GRANT REQUEST for Activity: | \$ 10,500 | | |
| Total Number of People/Households Served: | 55 | | |
| Total Cost per Person/Household: | \$190 | | |
| Describe Source of Other Funds: | Amount | Secured | Tentative |
| Federal: | | | |
| State: | | | |
| Local: | 4000 | Linn County | |
| Donations/Private: | 7100 | | private donations |
| Grants: | | | |
| Loans: | | | |
| Activity Budget Detail (Non-Development Activities) | | | |
| Specific Cost Item/Description | CDBG Request | Other Funds Amount | Total Amount CDBG + Other Sources |
| Mattresses | \$ 3000 | \$ 2600 | \$ 5,600 |
| Sheets | 1000 | 1500 | 2,500 |
| Bunk beds | 3000 | 4000 | 7,000 |
| Single Beds | 2000 | 2500 | 4,500 |
| Dressers | 1500 | 500 | 2,000 |
| Total | \$ 10,500 | \$11,100 | \$ 21,600 |

SECTION 5: CDBG Statement of Assurances

If this agency (name): ECLB is awarded funding, the agency agrees that:

1. The recipient has or will get a DUNS # and is or will be registered at <http://sam.gov> (U.S. System for Award Management) before contract award and will update registration as necessary.
2. The recipient will provide liability insurance coverage as required by the City of Albany, and worker's compensation and payment of payroll taxes as required by Federal and State laws.
3. The recipient must verify CDBG funds will not create a Duplication of Benefit per the Robert T. Stafford Act, as amended; funds will not be used to provide services/assistance for the same costs/losses from other funding sources.
4. All expenditures must have adequate documentation and all accounting records and supporting documentation shall be available for inspection by City of Albany upon request.

5. All procurement (purchase) transactions regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner to provide maximum open free competition.
6. Financial records, support documentation, statistical records, and all other records pertinent to funding shall be retained for a period of ten years following completion of project/activity.
7. The recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.
8. All materials submitted shall become public records retained by the City of Albany, except that late applications will be returned to the applicant without further review.
9. No person, on the basis of race, color, national origin, sex, gender identity, familial status, religion, disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local laws should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or part by CDBG funds. The funding recipient agrees to furnish copies of applicable policies and procedures upon request.
10. Employment made by or resulting from CDBG funding from the City of Albany shall not discriminate against any employee or applicant on the basis of disability, age, race, color, religion, sex, or national origin.
11. None of the funds, materials, property, or services provided directly or indirectly under CDBG funding from the City of Albany shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
12. Letter of commitment from other funding sources and/or letters of support for your project shall be furnished to the City of Albany upon request.
13. **Authorization to request funds:** I acknowledge the statements above and certify the information contained in this application is true and correct. I further understand material omission or false information contained in this application constitutes grounds for disqualification.

SIGNATURE OF AUTHORIZED PERSON:

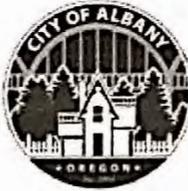
Signature:  Date: 10/7/2020
 Print Name and Title: Michael Speten, Director

WITNESS SIGNATURE:

Signature:  Date: 10/7/2020
 Print Name and Title: Tami Speten, Volunteer

Activity Primary Contact Information

Primary Contact: Michael Speten, Director
 Name Title
 Primary Contact Phone: 5039491847 Email: everychildb.director@gmail.com



City of Albany CARES Act Duplication of Benefit Certification

PURPOSE. Numerous governmental entities, non-profit, for profit and private organizations are providing a wide range of assistance to help individuals, businesses, and agencies during the Novel Coronavirus (COVID-19) pandemic. The combination of any type of disaster assistance can cause duplication of benefits (DOB) to occur. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), requires federal agencies providing disaster assistance to ensure that individuals, businesses/agencies, do not receive disaster assistance for losses for which they have already been compensated or will be compensated. Duplication of benefits occurs when compensation from multiple sources exceeds the need for a particular recovery purpose. Recipients are liable to the United States when the assistance duplicates benefits provided for the same purpose.

DOB DETERMINATION. Please complete the following information as it relates to the activity funded with a City of Albany CARES Act award. Please list all assistance (federal, state, local) received or applied for to date to support the subject activity in the last 12 months.

Organization: Linn County Requested \$ \$4,000 Received \$ \$4,000 Date Recv'd 10/6/2020

Organization: _____ Requested \$ _____ Received \$ _____ Date Recv'd _____

Pending applications for assistance:

Organization: _____ Requested \$ _____ Date Applied: _____

Organization: _____ Requested \$ _____ Date Applied: _____

DOB VERIFICATION. Activity Description: Tangible needs for foster families

- a. Total Project Cost/Need: \$21,600
- b. Identify all potential assistance (received/applied for): \$11,100
- c. Deduct Non city assistance (determined to be duplicative): \$11,100
- d. Unmet need eligible for City CARES Act (Line A less Line C) \$10,500

CERTIFICATION: I Certify that the information that I have provided above is an accurate and complete disclosure. I understand that to perjure myself to obtain assistance is a fraudulent offense for which I can be prosecuted. I understand this information is subject to verification by the City or Department of Housing and Urban Development for compliance.

Name (written): Michael Speten Title: Director

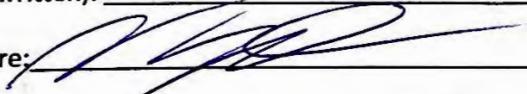
Signature:  Date: 10/7/2020



EXHIBIT A - CONFLICT OF INTEREST CERTIFICATION

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.

Conflict of Interest. The undersigned Applicant and each person signing on behalf of the Applicant 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 funds, or in the services to which this Application relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Application to furnish all services and activities as indicated in the Application submittal.

Furthermore, Applicant must disclose any real or perceived conflict of interest, current or past relationships with City of Albany employees, appointed or elected officials associated with this program.

Disclosure: _____

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

ECLB

Applicant's Agency Name

5039491847

Phone Number


Signature

10/7/2020

Date

Michael Speten, Director

Printed Name and Title

Board Roster: (Updated 10/7/2020)

Every Child Linn Benton

Jim O'Connell

Kim Simmons

Grant Cyrus (vp)

Tina Newport

Jack Gulbrecht

Rod Holmquist (president)

Aaron Deneui

Tim Fieff

ECLB Budget - 2020

| ECLB Monthly | Initial 2020 Budget | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Total to date | | |
|--------------------------------------|---------------------|----------|----------|----------|----------|----------|-----------|-----------|----------|-----------|-----------|----------|----------|---------------|----------|-------|
| | | B | B | B | B | B | B | B | B | B | B | B | B | Budget | Actual | Delta |
| Programs | | | | | | | | | | | | | | | | |
| Welcome/Launch boxes | \$400 | | | \$100 | | | \$100 | | | \$100 | | | \$100 | | | |
| Tangible Goods | \$600 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | | | |
| Foster family support | \$1,700 | \$600 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | | | |
| FPNO - self funded | \$0 | | | | | | | | | | | | | | | |
| DHS Hospitality | \$1,250 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$150 | | | |
| Events - self funded | \$0 | | | | | | | | | | | | | | | |
| Respite Mix and Mingle | \$5,086 | | \$1,500 | | | \$1,586 | | | \$1,000 | | | \$1,000 | | | | |
| DHS visitation room makeovers/maint. | \$9,600 | \$50 | \$9,050 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | | | |
| The Neighborhood - self funded | | | | | | | | | | | | | | | | |
| Exploring Foster Coffee Houses | \$150 | \$25 | | \$25 | | \$25 | | \$25 | | \$25 | | \$25 | | | | |
| SLAM | \$300 | \$50 | | \$50 | | \$50 | | \$50 | | \$50 | | \$50 | | | | |
| | | | | | | | | | | | | | | | | |
| General/Admin | | | | | | | | | | | | | | | | |
| Office supplies | \$200 | | \$50 | | | \$50 | | | \$50 | | | \$50 | | | | |
| Admin expenses | \$0 | | | | | | | | | | | | | | | |
| Media/communications | \$400 | \$100 | | | \$100 | | | \$100 | | | \$100 | | | | | |
| Every Child Oregon annual fee | \$1,000 | | | | | | | | | \$1,000 | | | | | | |
| ECLB Insurance | \$1,800 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | | | |
| Storage unit | \$3,203 | \$373 | \$173 | \$173 | \$276 | \$276 | \$276 | \$276 | \$276 | \$276 | \$276 | \$276 | \$276 | | | |
| | | | | | | | | | | | | | | | | |
| Staff/Volunteers | | | | | | | | | | | | | | | | |
| Discover Meetings support | \$450 | \$75 | | \$75 | | \$75 | | \$75 | | \$75 | | \$75 | | | | |
| Tshirts, Sweat shirts, hats, etal | \$500 | \$250 | \$250 | | | | | | | | | | | | | |
| Volunteer expenses | \$440 | | \$110 | | | \$110 | | | \$110 | | | \$110 | | | | |
| Director Salary | \$29,162 | | | | | | 4166 | 4166 | 4166 | 4166 | 4166 | 4166 | 4166 | | | |
| D Benefits | \$5,600 | | | | | | 800 | 800 | 800 | 800 | 800 | 800 | 800 | | | |
| D Expenses | \$600 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | | | |
| Volunteer/Program Coordinator Salary | \$3,126 | | | | | | | | | | 1042 | 1042 | 1042 | | | |
| VPC Benefits | \$0 | | | | | | | | | | | | | | | |
| VPC Expenses | \$360 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | | | |
| | | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | \$65,927 | \$1,903 | \$11,613 | \$953 | \$906 | \$2,702 | \$5,872 | \$6,022 | \$6,932 | \$7,022 | \$6,914 | \$8,124 | \$6,964 | \$0 | \$0 | \$0 |
| Donations | | | | | | | | | | | | | | | | |
| One-time | \$38,500 | \$7,000 | \$4,000 | \$1,000 | \$2,000 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$3,000 | \$3,000 | \$3,500 | \$5,000 | | | |
| Recurring | \$11,050 | \$250 | \$300 | \$400 | \$700 | \$800 | \$900 | \$1,000 | \$1,000 | \$1,200 | \$1,500 | \$1,500 | \$1,500 | | | |
| Directed | \$9,000 | | \$9,000 | | | | | | | | | | | | | |
| Grants | \$9,000 | | \$900 | | | \$2,100 | | | \$3,000 | | | \$3,000 | | | | |
| | \$67,550 | \$7,250 | \$14,200 | \$1,400 | \$2,700 | \$5,400 | \$3,400 | \$3,500 | \$6,500 | \$4,200 | \$4,500 | \$8,000 | \$6,500 | \$0 | \$0 | \$0 |
| Monthly Totals | \$1,623 | \$5,347 | \$2,587 | \$447 | \$1,794 | \$2,698 | (\$2,472) | (\$2,522) | (\$432) | (\$2,822) | (\$2,414) | (\$124) | (\$464) | \$0 | \$0 | \$0 |
| Starting Monthly Balances | | \$24,753 | \$30,100 | \$32,687 | \$33,134 | \$34,928 | \$37,626 | \$35,154 | \$32,632 | \$32,200 | \$29,378 | \$26,964 | \$26,840 | 1/1/2021: | \$26,376 | |

ECLB Financial through March 2020

4/8/2020

| ECLB Monthly | Initial 2020 Budget | Mar-20 | | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Total to date | | | Remaining Projection | | |
|--------------------------------------|---------------------|-----------|-----------|----------|----------|-----------|-----------|----------|-----------|---------------|----------|-----------|----------------------|-----------|-----------|
| | | B | A | B | B | B | B | B | B | Budget | Actual | Delta | Budget | Projected | Delta |
| Programs | | | | | | | | | | | | | | | |
| Welcome/Launch boxes | \$400 | \$100 | | | | \$100 | | | \$100 | | | | \$400 | \$300 | \$100 |
| Tangible Goods | \$600 | \$50 | | \$500 | \$500 | \$500 | \$50 | \$50 | \$50 | \$150 | | \$150 | \$600 | \$1,800 | (\$1,200) |
| Foster family support | \$1,700 | \$800 | \$57 | \$596 | \$500 | \$500 | \$100 | \$100 | \$100 | \$1,500 | \$57 | \$1,443 | \$1,700 | \$2,253 | (\$553) |
| FPNO - self funded | | | | | | | | | | | | | | | |
| DHS Hospitality | \$1,250 | \$100 | | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$300 | \$116 | \$184 | \$1,250 | \$1,066 | \$184 |
| Events - self funded | | | | | | | | | | | | | | | |
| Respite Mix and Mingle | \$5,000 | \$585 | \$206 | \$264 | \$2,415 | | | \$1,000 | | \$585 | \$206 | \$379 | \$5,000 | \$4,886 | \$114 |
| DHS visitation room makeovers/maint. | \$9,600 | \$4,939 | \$3,348 | \$1,944 | \$50 | \$50 | \$50 | \$50 | \$50 | \$9,600 | \$6,561 | \$3,039 | \$9,600 | \$8,905 | \$695 |
| The Neighborhood - self funded | | | | | | | | | | | | | | | |
| Explore Fostering Coffee Houses | \$150 | \$29 | | \$29 | \$25 | | \$25 | | \$25 | \$79 | \$25 | \$54 | \$150 | \$154 | (\$4) |
| SLAM | \$300 | \$0 | | \$172 | | | \$50 | | \$50 | \$50 | | \$50 | \$300 | \$322 | (\$22) |
| | | | | | | | | | | | | | | | |
| General/Admin | | | | | | | | | | | | | | | |
| Office supplies | \$200 | \$150 | | | \$50 | | | \$50 | | \$50 | | \$50 | \$200 | \$150 | \$50 |
| Admin expenses | | | | | | | | | | | | | | | |
| Media/communications | \$400 | | \$15 | \$211 | | | \$100 | | | \$300 | \$115 | \$185 | \$400 | \$526 | (\$126) |
| Every Child Oregon annual fee | \$1,000 | | | | | | | | \$1,000 | | | | \$1,000 | \$1,000 | |
| ECLB Insurance | \$1,800 | \$150 | | \$212 | \$212 | \$212 | \$212 | \$212 | \$212 | \$450 | | \$450 | \$1,800 | \$1,908 | (\$108) |
| Storage unit | \$3,203 | \$292 | \$292 | \$292 | \$292 | \$292 | \$292 | \$292 | \$292 | \$854 | \$599 | \$255 | \$3,203 | \$3,227 | (\$24) |
| | | | | | | | | | | | | | | | |
| Staff/Volunteers | | | | | | | | | | | | | | | |
| Discover Meetings support | \$450 | \$0 | | | \$75 | | \$75 | | \$75 | \$75 | \$20 | \$55 | \$450 | \$320 | \$130 |
| Tshirts, Sweat shirts, hats, etal | \$500 | \$250 | \$250 | | | | | | | \$500 | \$250 | \$250 | \$500 | \$250 | \$250 |
| Volunteer expenses | \$440 | | | | \$110 | | | \$110 | | \$110 | | \$110 | \$440 | \$330 | \$110 |
| Director Salary | \$29,162 | | | | | 4166 | 4166 | 4166 | 4166 | | | | \$29,162 | \$29,162 | |
| D Benefits | \$5,600 | | | | | 800 | 800 | 800 | 800 | | | | \$5,600 | \$5,600 | |
| D Expenses | \$600 | \$50 | | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$150 | \$88 | \$62 | \$600 | \$538 | \$62 |
| Volunteer/Program Coordinator Salary | \$3,126 | | | | | | | | | | | | \$3,126 | \$3,126 | |
| VPC Benefits | | | | | | | | | | | | | | | |
| VPC Expenses | \$360 | \$30 | | \$30 | \$30 | \$30 | \$30 | \$30 | \$30 | \$90 | | \$90 | \$360 | \$270 | \$90 |
| | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | \$30 | (\$30) | | \$30 | (\$30) |
| | | | | | | | | | | | | | | | |
| | \$65,841 | \$7,525 | \$4,168 | \$4,400 | \$4,409 | \$6,800 | \$6,100 | \$7,010 | \$7,100 | \$14,843 | \$8,067 | \$6,776 | \$65,841 | \$66,123 | (\$282) |
| Donations | | | | | | | | | | | | | | | |
| One-time | \$38,500 | \$1,000 | \$767 | \$2,000 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$3,000 | \$22,000 | \$22,133 | \$133 | \$38,500 | \$49,633 | \$11,133 |
| Recurring | \$11,050 | \$200 | \$198 | \$245 | \$400 | \$500 | \$600 | \$600 | \$700 | \$625 | \$400 | (\$225) | \$11,050 | \$7,045 | (\$4,005) |
| Directed | \$9,000 | \$4,137 | \$1,449 | \$3,854 | | | | | | \$8,137 | \$5,699 | (\$2,438) | \$9,000 | \$13,690 | \$4,690 |
| Grants | \$9,000 | | | | \$2,100 | | | \$3,000 | | \$900 | \$900 | | \$9,000 | \$9,000 | |
| | \$67,550 | \$5,337 | \$2,414 | \$6,099 | \$5,000 | \$3,000 | \$3,100 | \$6,100 | \$3,700 | \$31,662 | \$29,132 | (\$2,530) | \$67,550 | \$79,368 | \$11,818 |
| Monthly Totals | \$1,709 | (\$2,188) | (\$1,754) | \$1,699 | \$591 | (\$3,800) | (\$3,000) | (\$910) | (\$3,400) | \$16,819 | \$21,065 | \$4,246 | \$1,709 | \$13,245 | \$11,536 |
| Starting Monthly Balances | | \$45,774 | | \$44,021 | \$45,719 | \$46,310 | \$42,510 | \$39,510 | \$38,600 | 1/1/2021: | \$30,864 | | | | |

ECLB Financial through June 2020

7/8/2020

| ECLB Monthly | Initial 2020 Budget | Jun-20 | | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Total to date | | | Remaining Projection | | |
|--------------------------------------|---------------------|---------|---------|----------|---------|-----------|---------|---------|---------|---------------|----------|---------|----------------------|-----------|-----------|
| | | B | A | B | B | B | B | B | B | Budget | Actual | Delta | Budget | Projected | Delta |
| Programs | | | | | | | | | | | | | | | |
| Welcome/Launch boxes | \$400 | | | | | \$100 | | | \$100 | \$100 | | \$100 | \$400 | \$200 | \$200 |
| Tangible Goods | \$600 | \$500 | \$336 | \$300 | \$300 | \$50 | \$50 | \$50 | \$50 | \$1,450 | \$336 | \$1,114 | \$600 | \$1,136 | (\$536) |
| Foster family support | \$1,700 | \$300 | \$270 | \$300 | \$100 | \$100 | \$100 | \$100 | \$100 | \$1,396 | \$1,153 | \$243 | \$1,700 | \$1,953 | (\$253) |
| FPNO - self funded | | | | | | | | | | | | | | | |
| DHS Hospitality | \$1,250 | \$100 | | \$100 | \$100 | \$100 | \$100 | \$100 | \$150 | \$600 | \$250 | \$350 | \$1,250 | \$900 | \$350 |
| Events - self funded | | | \$39 | | | | | | | \$39 | \$39 | | | \$39 | (\$39) |
| Respite Mix and Mingle | \$5,000 | \$264 | \$264 | \$500 | | \$500 | | \$500 | | \$849 | \$471 | \$378 | \$5,000 | \$1,971 | \$3,029 |
| DHS visitation room makeovers/maint. | \$9,600 | \$50 | | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$13,483 | \$8,505 | \$4,978 | \$9,600 | \$8,805 | \$795 |
| The Neighborhood - self funded | | | | | | | | | | | | | | | |
| Explore Fostering Coffee Houses | \$150 | \$29 | \$29 | | | \$25 | | \$25 | | \$79 | \$54 | \$25 | \$150 | \$104 | \$46 |
| SLAM | \$300 | | | \$100 | | \$100 | | \$100 | | \$222 | \$172 | \$50 | \$300 | \$472 | (\$172) |
| | | | | | | | | | | | | | | | |
| General/Admin | | | | | | | | | | | | | | | |
| Office supplies | \$200 | | | | \$100 | \$100 | | \$50 | | \$250 | | \$250 | \$200 | \$250 | (\$50) |
| Admin expenses | | | \$25 | | | | | | | | \$25 | (\$25) | | \$25 | (\$25) |
| Media/communications | \$400 | | \$239 | \$100 | | | \$100 | | | \$341 | \$396 | (\$56) | \$400 | \$596 | (\$196) |
| Every Child Oregon annual fee | \$1,000 | | | | | \$1,000 | | | | | | | \$1,000 | \$1,000 | |
| ECLB Insurance | \$1,800 | \$259 | | \$518 | \$259 | \$259 | \$259 | \$259 | \$259 | \$1,133 | \$511 | \$622 | \$1,800 | \$2,325 | (\$525) |
| Storage unit | \$3,203 | \$292 | \$292 | \$292 | \$292 | \$292 | \$292 | \$292 | \$292 | \$1,730 | \$1,475 | \$255 | \$3,203 | \$3,227 | (\$24) |
| | | | | | | | | | | | | | | | |
| Staff/Volunteers | | | | | | | | | | | | | | | |
| Discover Meetings support | \$450 | | | \$10 | | \$75 | | \$75 | | \$75 | \$20 | \$55 | \$450 | \$180 | \$270 |
| Tshirts, Sweat shirts, hats, etal | \$500 | \$180 | | | | | | | | \$930 | \$250 | \$680 | \$500 | \$250 | \$250 |
| Volunteer expenses | \$440 | \$55 | \$55 | \$45 | \$110 | | | \$110 | | \$165 | \$55 | \$110 | \$440 | \$320 | \$120 |
| Director Salary | \$29,162 | | | | \$3,033 | \$3,033 | \$3,033 | \$3,033 | \$3,033 | | | | \$29,162 | \$15,165 | \$13,997 |
| D Benefits | \$5,600 | | | | | | | | | | | | \$5,600 | | \$5,600 |
| D Expenses | \$600 | \$50 | | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$300 | \$144 | \$156 | \$600 | \$744 | (\$144) |
| Volunteer/Program Coordinator Salary | \$3,126 | | | | | | | \$1,042 | \$1,042 | | | | \$3,126 | \$2,084 | \$1,042 |
| VPC Benefits | | | | | | | | | | | | | | | |
| VPC Expenses | \$360 | \$30 | | \$60 | \$30 | \$30 | \$30 | \$30 | \$30 | \$180 | \$34 | \$146 | \$360 | \$244 | \$116 |
| Payroll Service | | | | \$34 | \$34 | \$34 | \$34 | \$34 | \$34 | | | | | \$204 | (\$204) |
| | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | \$65,841 | \$2,109 | \$1,548 | \$2,509 | \$4,508 | \$5,948 | \$4,148 | \$5,950 | \$5,240 | \$23,322 | \$13,891 | \$9,431 | \$65,841 | \$42,195 | \$23,646 |
| Donations | | | | | | | | | | | | | | | |
| One-time | \$38,500 | \$1,000 | \$2,197 | \$3,500 | \$2,500 | \$3,000 | \$3,000 | \$3,500 | \$5,000 | \$25,500 | \$25,524 | \$24 | \$38,500 | \$46,024 | \$7,524 |
| Recurring | \$11,050 | \$246 | \$242 | \$300 | \$400 | \$700 | \$1,000 | \$1,200 | \$1,200 | \$1,362 | \$1,129 | (\$233) | \$11,050 | \$5,929 | (\$5,121) |
| Directed | \$9,000 | | | | | | | | | \$9,000 | \$9,614 | \$614 | \$9,000 | \$9,614 | \$614 |
| Grants | \$9,000 | | | \$9,985 | \$3,000 | | | \$3,000 | | \$900 | \$900 | | \$9,000 | \$16,885 | \$7,885 |
| | \$67,550 | \$1,246 | \$2,438 | \$13,785 | \$5,900 | \$3,700 | \$4,000 | \$7,700 | \$6,200 | \$36,762 | \$37,167 | \$405 | \$67,550 | \$78,452 | \$10,902 |
| Monthly Totals | \$1,709 | (\$863) | \$890 | \$11,276 | \$1,392 | (\$2,248) | (\$148) | \$1,750 | \$960 | \$13,440 | \$23,276 | \$9,836 | \$1,709 | \$36,257 | \$34,548 |

| | | | | | | | | | | |
|---------------------------|--|----------|----------|----------|----------|----------|----------|----------|-----------|----------|
| Starting Monthly Balances | | \$46,361 | \$47,251 | \$58,527 | \$59,919 | \$57,671 | \$57,523 | \$59,273 | 1/1/2021: | \$60,233 |
|---------------------------|--|----------|----------|----------|----------|----------|----------|----------|-----------|----------|



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

APPLICATION for Community Development Block Grant & Cares Act Funds (CDBG-CV)
To Prevent, Prepare for, or Respond to COVID-19

APPLICATIONS are DUE by 5:00 p.m. WEDNESDAY, OCTOBER 7th, 2020

The City of Albany was allocated \$249,360 in Community Development Block Grant Coronavirus Response Supplement (CDBG-CV) funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) from the United States Department of Housing and Urban Development (HUD). CDBG-CV funds must be utilized to prevent, prepare for, and respond to the coronavirus and support critical community needs related to the novel coronavirus (COVID-19) pandemic, and the activities must principally benefit low-to moderate-income residents. An additional \$40,000 in CDBG funds is available to respond to COVID-19 impacts for childcare and business needs. The goals of the CDBG program are to create viable communities by providing decent housing, a suitable living environment, and expand economic opportunities.

ELIGIBLE APPLICANTS: Applicants must be a 501(c)(3) or (c)(4) non-profit, tax-exempt, or a public agency.

SUBMITTAL REQUIREMENTS: Email this application with the following attachments in pdf format to anne.catlin@cityofalbany.net.



Duplication of Benefit Certification



IRS determination letter



Agency Budget



Articles of Incorporation



List of current Board members

SECTION 1: Applicant Information

Legal Name of Agency/Organization: CHANCE Recovery

Federal Tax or Employer ID: 20-3295927 DUNS Number: 005865457
(Federal funding requires you have a DUNS number, <https://fedgov.dnb.com/webform/index.jsp>, and register at SAM.GOV before contract award.)

Mailing Address: 238 3rd Ave SE, Albany, OR 97321
Address City State ZIP

Location Address: 238 3rd Ave SE, Albany, OR 97321
Address City State ZIP

Agency Mission Statement:

Our mission is to assist individuals within our community who have mental health and/or substa

SECTION 2: Activity Description

Activity/Program Title: COVID-19 Albany Shelter Activities Grant Request: 30,000

Activity Category: Public Services Public Facilities Economic Development

Activity Type: One-time New Existing

Activity/Program Goal(s):

The Signs of Victory Shelter is being taken over by CHANCE Recovery. CHANCE Recovery will lead efforts to bring the shelter up to COVID-19 guidelines, increasing sanitation, offering more hygiene stations, buying extra PPP for the clients and staff members, and addressing spacing issues. Activities will start with a full assessment of needs and proceed depending on analysis.

Target Population: Describe the persons to be served by the activity and their needs related to COVID-19.

130 homeless men within the City of Albany.

Beneficiary Category, check all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Disability & special needs | <input type="checkbox"/> Elderly Persons | <input checked="" type="checkbox"/> Low-to moderate-income (80% or less of area median) |
| <input type="checkbox"/> Victims of domestic violence | <input type="checkbox"/> AIDS/HIV | <input checked="" type="checkbox"/> Other: <u>HOMELESS</u> |
| | <input type="checkbox"/> Migrant farm workers | |

COVID-19/CARES Act Compliance: Explain how the activity will assist in preventing, preparing for, and/or responding to COVID-19. Provide evidence that this need is not being met.

COVID-19 has impacted all of our communities, but especially the most vulnerable. Among that group are the homeless population. This population has been identified at the State and Federal level as particularly at risk of contracting and spreading COVID-19. According the CDC, people experiencing unsheltered homelessness are at risk for infection when there is community spread COVID-19. Lack of housing contributes to poor physical and mental health outcomes making linkages to housing for the homeless a priority. According to the NY Times (Fuller, March 10, 2020), medical researchers say the 550,000 people currently homeless across the United States have a double vulnerability to the coronavirus—they are more susceptible due to the cramped quarters in shelters, sharing of utensils, and lack of hand-washing stations on the streets. Once infected, chronically homeless are more likely to get much sicker or die because of underlying medical conditions and lack of reliable health care. Ensuring that the Signs of Victory shelter is in compliance with COVID-19 guidelines will help keep the homeless population in Albany safer, and also lead to less spread of COVID-19 in the city in general. Currently, the shelter is struggling to meet COVID-19 regulations for the 130 clients they are serving, due to a lack of funding.

Scope: Describe the services to be provided and steps that will be taken to meet the project goal(s), and if applicable, the frequency for which services will be delivered.

For this grant CHANCE Recovery will conduct a full assessment of needs to meet COVID-19 regulations within the shelter. CHANCE expects that some of the results of this assessment will include increasing sanitation (regular cleaning) of the facility, increasing hygiene stations, purchasing additional PPP, addressing the need for spacing between beds, and providing training and health information to the shelter's clients.

SECTION 3: Agency Capacity and Implementation

What percentage of the agency's budget is grant funded? Approximately 10% of the budget is currently grant funded.

Has the agency received other funding to provide this activity? No, not at this time

If your application is partially funded, can the agency carry out the activity? Yes, with adjustments to deliver

Which staff positions will be dedicated to this activity and the total full-time equivalent staff (in FTE)?

Housing Care Coordinator, at approximately 0.2FTE

What time periods will the activities be carried out?

November 1, 2020-April 30, 2021

SECTION 4: Activity Budget

Please provide sources of revenue your organization receives or will receive to carry out the proposed activity and the projected activity expenses.

| Activity/Project Budget Summary (See 24 CFR 570 Subpart J) | | | |
|--|---------------|--------------------|-----------------------------------|
| Estimated Total Cost of Activity: | \$ 30,000 | | |
| City CDBG GRANT REQUEST for Activity: | \$ 30,000 | | |
| Total Number of People/Households Served: | 130 | | |
| Total Cost per Person/Household: | \$ 230.77 | | |
| Describe Source of Other Funds: | Amount | Secured | Tentative |
| Federal: | | | |
| State: | | | |
| Local: | | | |
| Donations/Private: | | | |
| Grants: | | | |
| Loans: | | | |
| Activity Budget Detail (Non-Development Activities) | | | |
| Specific Cost Item/Description | CDBG Request: | Other Funds Amount | Total Amount CDBG + Other Sources |
| Assessment of COVID-19 Needs | \$ 0 | \$ | \$ |
| Implementation of assessment recommendations | 30,000 | | 30,000 |
| | | | |
| | | | |
| | | | |
| Total | \$ 30,000 | \$ 0 | \$ 30,000 |

SECTION 5: CDBG Statement of Assurances

If this agency (name): CHANCE Recovery is awarded funding, the agency agrees that:

1. The recipient has or will get a DUNS # and is or will be registered at <http://sam.gov> (U.S. System for Award Management) before contract award and will update registration as necessary.
2. The recipient will provide liability insurance coverage as required by the City of Albany, and worker's compensation and payment of payroll taxes as required by Federal and State laws.
3. The recipient must verify CDBG funds will not create a Duplication of Benefit per the Robert T. Stafford Act, as amended; funds will not be used to provide services/assistance for the same costs/losses from other funding sources.
4. All expenditures must have adequate documentation and all accounting records and supporting documentation shall be available for inspection by City of Albany upon request.

5. All procurement (purchase) transactions regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner to provide maximum open free competition.
6. Financial records, support documentation, statistical records, and all other records pertinent to funding shall be retained for a period of ten years following completion of project/activity.
7. The recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.
8. All materials submitted shall become public records retained by the City of Albany, except that late applications will be returned to the applicant without further review.
9. No person, on the basis of race, color, national origin, sex, gender identity, familial status, religion, disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local laws should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or part by CDBG funds. The funding recipient agrees to furnish copies of applicable policies and procedures upon request.
10. Employment made by or resulting from CDBG funding from the City of Albany shall not discriminate against any employee or applicant on the basis of disability, age, race, color, religion, sex, or national origin.
11. None of the funds, materials, property, or services provided directly or indirectly under CDBG funding from the City of Albany shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
12. Letter of commitment from other funding sources and/or letters of support for your project shall be furnished to the City of Albany upon request.
13. Authorization to request funds: I acknowledge the statements above and certify the information contained in this application is true and correct. I further understand material omission or false information contained in this application constitutes grounds for disqualification.

SIGNATURE OF AUTHORIZED PERSON:

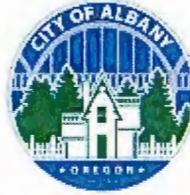
Signature:  Date: 10-7-2020
 Print Name and Title: Jeff Blackford, Executive Director

WITNESS SIGNATURE:

Signature: Rachael Maddock-Hughes Digitally signed by Rachael Maddock-Hughes Date: 2020.10.06 12:19:56 -0700 Date: _____
 Print Name and Title: Rachael Maddock-Hughes Founder and Principal Sequoia Consulting

Activity Primary Contact Information

Primary Contact: Jeff Blackford Executive Director
 Name Title
 Primary Contact Phone: 541-791-3411 x101 Email: jblackford@chancerecovery.org



City of Albany CARES Act Duplication of Benefit Certification

PURPOSE. Numerous governmental entities, non-profit, for profit and private organizations are providing a wide range of assistance to help individuals, businesses, and agencies during the Novel Coronavirus (COVID-19) pandemic. The combination of any type of disaster assistance can cause duplication of benefits (DOB) to occur. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), requires federal agencies providing disaster assistance to ensure that individuals, businesses/agencies, do not receive disaster assistance for losses for which they have already been compensated or will be compensated. Duplication of benefits occurs when compensation from multiple sources exceeds the need for a particular recovery purpose. Recipients are liable to the United States when the assistance duplicates benefits provided for the same purpose.

DOB DETERMINATION. Please complete the following information as it relates to the activity funded with a City of Albany CARES Act award. Please list all assistance (federal, state, local) received or applied for to date to support the subject activity in the last 12 months.

Organization: N/A Requested\$ _____ Received\$ _____ Date Recv'd _____

Organization: N/A Requested\$ _____ Received\$ _____ Date Recv'd _____

Pending applications for assistance:

Organization: N/A Requested\$ _____ Date Applied: _____

Organization: N/A Requested\$ _____ Date Applied: _____

DOB VERIFICATION. Activity Description: _____

- a. Total Project Cost/Need: \$ 30,000
- b. Identify all potential assistance (received/applied for): \$ 0
- c. Deduct Non city assistance (determined to be duplicative): \$ 0
- d. Unmet need eligible for City CARES Act (Line A less Line C) \$ 30,000

CERTIFICATION: I Certify that the information that I have provided above is an accurate and complete disclosure. I understand that to perjure myself to obtain assistance is a fraudulent offense for which I can be prosecuted. I understand this information is subject to verification by the City or Department of Housing and Urban Development for compliance.

Name (written): Jeff Blackford Title: Executive Director
Signature:  Date: 10-7-2020

| Position | Name | City |
|------------------|-------------------|--------------|
| Board Chair | Trish Kenyon | Albany |
| Board Vice Chair | Martin Williamson | Brownsville |
| Board Treasurer | Eric Bowling | Albany |
| Board Secretary | Valerie Gupton | Albany |
| Board Member | Joe Dyer | Albany |
| Board Member | Michelle Shannon | SweetHome |
| Board Member | Kathy Williamson | Brownsville |
| Board Member | Caleb Larsen | Albany |
| Board Member | Angel Parmeter | Albany |
| Board Member | Linda Sonora | Albany |
| Board Member | Shannon Welsh | Albany |
| Board Member | Tim Melton | Lincoln City |
| Board Member | Summer Phelps | Albany |
| Board Member | Shane Edwards | Albany |
| Board Member | Adam Bingham | Independence |

CHANCE 2020
Revenue and Assets Budget

| | | | |
|--------------------------|------------------------------------|-----------------|-----------------|
| Contracts | | | |
| IHN-CCO Contract | as of 5/2020 | \$ 1,344,720.00 | |
| County Contracts | Linn A&D | \$ 26,700.00 | |
| | Linn A&D / UA | \$ 12,000.00 | |
| | Linn MH | \$ 78,000.00 | |
| | Benton | \$ 83,000.00 | |
| | Lincoln HHS | \$ 32,513.00 | |
| | Lincoln DC | \$ 12,000.00 | |
| Other | Lincoln S.U. | \$ 50,000.00 | |
| | Lincoln PT | \$ 25,000.00 | |
| | Sparrow | \$ 12,000.00 | |
| | | | |
| | | \$ 1,675,933.00 | \$ 1,675,933.00 |
| | | | |
| Grants | | | |
| | SHS Grant | \$ 35,000.00 | |
| | SAG LINCOLN | \$ 125,000.00 | |
| | CSC | \$ 65,000.00 | |
| | Altrusa | \$ 500.00 | |
| | SAMSHA | \$ 75,000.00 | |
| | Foundation Search | \$50,000.00 | |
| | Foundation Search | \$ 250,000.00 | |
| | Construction loan / Line of Credit | \$ 150,000.00 | |
| | Shelter Grants | \$ 350,000.00 | |
| | | | |
| | | \$ 1,100,500.00 | \$ 1,100,500.00 |
| | | | |
| Other Income | Lebanon Income | \$ 28,800.00 | |
| | Special Events | \$ 10,000.00 | |
| | Peer Support Training | \$ 15,000.00 | |
| | Donations | \$ 30,000.00 | |
| | | \$ 83,800.00 | \$ 83,800.00 |
| | | | |
| | | | \$ 2,860,233.00 |
| | | | |
| | Assets | | |
| Buildings | | \$ 181,406.00 | |
| Value or Purchase price? | | \$ 372,500.00 | |
| | | \$ 180,804.00 | |
| | Vehicles | \$ 32,154.16 | |
| | Equipment | \$ 13,273.00 | |
| | | \$ 780,137.16 | \$ 780,137.16 |
| | | | |
| | | | \$2,722,953.00 |
| | | | \$1,920,731.28 |
| | | | |
| | | | \$802,221.72 |

**CHANCE 2020
Expense Budget**

| | | | | | | |
|------------------------------------|---|---|-------------|-----------|-----------------|-----------------|
| Staff | Payroll | | | | \$ 900,000.00 | |
| | Medical | | | | \$ 100,000.00 | |
| | Dental | | | | \$ 10,000.00 | |
| | Valic | | | | \$ 20,000.00 | |
| | Cont Ed / Training | | | | \$ 10,000.00 | |
| | | | | Sub Total | \$ 1,040,000.00 | \$ 1,040,000.00 |
| Facilities | Albany New | | | | \$ 18,109.32 | |
| | Lebanon | | | | \$ 11,061.96 | |
| | Newport | | | | \$ 10,800.00 | |
| | Corvallis | | | | \$ 21,600.00 | |
| | Lincoln City | | | | \$ 54,000.00 | |
| | Utilities | | \$ 5,000.00 | X12 | \$ 60,000.00 | |
| | Construction / Maintenance | | | | \$ 250,000.00 | |
| | | | | Subtotal | \$ 425,571.28 | \$ 425,571.28 |
| Operations | Communications | | \$ 1,000.00 | X12 | \$ 12,000.00 | |
| | Tech Support / Software | | \$ 5,000.00 | X12 | \$ 60,000.00 | |
| | Office Supplies | | | | \$ 30,000.00 | |
| | Furniture | | | | \$ 50,000.00 | |
| | Event & Supplies | | | | \$ 10,000.00 | |
| | Equipment | | | | \$ 10,000.00 | |
| | Equipment Leases | | | | \$ 5,000.00 | |
| | Cell Phone | | \$60.00 | X3 | \$ 2,160.00 | |
| | Insurance | | | | \$ 15,000.00 | |
| | Taxes | | | | \$ 1,000.00 | |
| | Misc | | | | \$ 5,000.00 | |
| | Finacial Audit | | | | \$ 20,000.00 | |
| | | | | Sub Total | \$ 220,160.00 | \$ 220,160.00 |
| Grant Dist. | CHANCE 2nd Chance | | | | \$ 40,000.00 | |
| | | | | Sub Total | \$ 40,000.00 | \$ 40,000.00 |
| Contract Services | Technical Asst | | | | \$ 5,000.00 | |
| | Professional Service | | | | \$ 20,000.00 | |
| | Parenting Classes | | | | \$ 35,000.00 | |
| | | | | Sub Total | \$ 60,000.00 | \$ 60,000.00 |
| Other | Sponsorships | | | | | |
| | Oregon Recovers (TBD) | | | | \$ 25,000.00 | |
| | Peerpocalypse / Alternatives / Other Peer Retyreats | | | | \$ 20,000.00 | |
| | Memberships / Chamber / NPO/ Etc. | | | | \$ 10,000.00 | |
| | Vehical / Lincoln County | Lincoln City | | | \$ 20,000.00 | |
| | Travel | Fuel / Mileage / Hotel | | | \$ 30,000.00 | |
| | Other | Fire / Police / Altrusa / Teen Challenge / Etc. | | | \$ 5,000.00 | |
| | | | | Sub Total | \$ 110,000.00 | \$ 110,000.00 |
| Board and Staff Development | | | | | | |
| | Retreat / Training | | | | \$15,000.00 | |
| | Staff Apparel | \$250.00 per staff | | | \$10,000.00 | |

**CHANCE 2020
Expense Budget**

| | | | | | | |
|--|--|--|--|--------------------|--------------------|------------------------|
| | | | | Sub Total | \$25,000.00 | \$ 25,000.00 |
| | | | | | | |
| | | | | Grand Total | | \$ 1,920,731.28 |

| | | | | | |
|---------------------|-------------------|------------------|--------------|-----------|----------------------|
| Program Cost | Linn County A&D | Staff PT + Admin | \$ 20,000.00 | | |
| | Linn A&D UA | Staff PT + Admin | \$ 10,000.00 | | |
| | Linn Coutny MH | Staff FT + Admin | \$ 25,000.00 | | |
| | Benton County DC | Staff FT + Admin | \$ 70,000.00 | | |
| | Lincoln HHS | Staff FT + Admin | \$ 30,000.00 | | |
| | Lincoln DC | Staff PT + Admin | \$ 5,000.00 | | |
| | Lincoln SU | Staff PT + Admin | \$ 25,000.00 | | |
| | Lincoln Pre Trial | Staff PT + Admin | \$ 22,000.00 | | |
| | Sparrow | Staff PT + Admin | \$ 12,000.00 | | |
| | | | | Sub Total | \$ 219,000.00 |

C.H.A.N.C.E.
Profit & Loss
 March 2020

| | Mar 20 |
|--|------------|
| Ordinary Income/Expense | |
| Income | |
| 40000 · LINN COUNTY INCOME | |
| Donations Lebanon | 224.25 |
| Lebanon Rental Income | 2,100.00 |
| Linn Co. A&D UA | 518.75 |
| Linn Co. MH Peer Support | 2,562.50 |
| Linn County A&D | 2,137.50 |
| Sparrow Ministries Peer Support | 200.00 |
| Total 40000 · LINN COUNTY INCOME | 7,743.00 |
| 41000 · LINCOLN COUNTY INCOME | |
| Lincoln City Funds | 2,768.00 |
| Lincoln Co. Drug Court | 68.75 |
| Lincoln Co. HHS | 1,162.50 |
| Total 41000 · LINCOLN COUNTY INCOME | 3,999.25 |
| 42000 · BENTON COUNTY INCOME | |
| Benton Co. Drug Court | 2,900.00 |
| Total 42000 · BENTON COUNTY INCOME | 2,900.00 |
| 43000 · GRANTS | |
| CSC Shelter Grant | 4,106.50 |
| Total 43000 · GRANTS | 4,106.50 |
| 44000 · IHN-CCO | |
| IHN-CCO Contract | 113,955.00 |
| Total 44000 · IHN-CCO | 113,955.00 |
| 46100 · REIMBURSEMENTS | |
| Insurance | 84.56 |
| S.T.A.R.S | 26,850.00 |
| Total 46100 · REIMBURSEMENTS | 26,934.56 |
| 56000 · Interest earned | 0.13 |
| Total Income | 159,638.44 |
| Gross Profit | 159,638.44 |

C.H.A.N.C.E.
Profit & Loss
March 2020

| | Mar 20 |
|---|-----------|
| Expense | |
| 60000 · LINN COUNTY EXPENSES | |
| Albany | |
| Chance 2nd chance | 1,146.95 |
| Communication | 80.98 |
| Continuing Ed / Training | 100.00 |
| Equipment | 41.25 |
| Hotel Voucher | 451.50 |
| Mileage Reimbursement | 536.04 |
| Parenting Class | 97.38 |
| Payroll | |
| Insurance | 4,981.56 |
| Wages | 33,951.75 |
| Total Payroll | 38,933.31 |
| Repair and Maintenance | 445.00 |
| Utilities | 1,465.49 |
| Total Albany | 43,297.90 |
| Albany Headquarter | |
| Maintenance/ Construction | 38,491.98 |
| Rent | 289.00 |
| Utilities | 214.59 |
| Total Albany Headquarter | 38,995.57 |
| Lebanon | |
| Payroll | |
| Wages | 2,568.75 |
| Total Payroll | 2,568.75 |
| Utilities | 1,308.38 |
| Total Lebanon | 3,877.13 |
| Total 60000 · LINN COUNTY EXPENSES | 86,170.60 |
| 61000 · LINCOLN COUNTY EXPENSES | |
| Lincoln City | |
| Chance 2nd chance | 286.64 |
| Communications | 211.53 |
| Equipment | 121.92 |
| Mileage Reimbursement | 346.15 |

C.H.A.N.C.E.
Profit & Loss
March 2020

| | Mar 20 |
|---------------------------------------|---------------|
| Payroll | |
| Wages | 5,145.76 |
| Total Payroll | 5,145.76 |
| Supplies | 43.25 |
| Utilities | 1,185.90 |
| Total Lincoln City | 7,341.15 |
| Newport | |
| Communications | 384.82 |
| Equipment | 120.00 |
| Hotel Voucher | 732.34 |
| Payroll | |
| Insurance | 1,898.34 |
| Wages | 7,538.97 |
| Total Payroll | 9,437.31 |
| Rent/ Mortgage | 918.00 |
| Utilities | 347.88 |
| Total Newport | 11,940.35 |
| Total 61000 · LINCOLN COUNTY EXPENSES | 19,281.50 |
| 62000 · BENTON COUNTY EXPENSES | |
| Corvallis | |
| Mileage Reimbursement | 53.40 |
| Payroll | |
| Insurance | 975.36 |
| Wages | 3,746.25 |
| Total Payroll | 4,721.61 |
| Utilities | 191.59 |
| Total Corvallis | 4,966.60 |
| Total 62000 · BENTON COUNTY EXPENSES | 4,966.60 |
| 66500 · Payroll Expenses | |
| Payroll Taxes | 3,456.26 |
| Total 66500 · Payroll Expenses | 3,456.26 |
| 67000 · Board and Staff Development | 109.51 |

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10/07/20

Accrual Basis

C.H.A.N.C.E.
Profit & Loss
March 2020

| | <u>Mar 20</u> |
|---|-------------------|
| 68500 · GENERAL OPERATIONS | |
| Advertising | 925.38 |
| Auto Insurance | 912.00 |
| Communications | 3,924.80 |
| Event & Supplies | 1,259.33 |
| Food Program | 303.61 |
| Other Expenses | |
| Other Expenses - Other | 1,369.51 |
| Total Other Expenses | 1,369.51 |
| Professional Service | 600.00 |
| Vehicles Expenses | 338.58 |
| Total 68500 · GENERAL OPERATIONS | 9,633.21 |
| Total Expense | 123,617.68 |
| Net Ordinary Income | 36,020.76 |
| Net Income | 36,020.76 |

C.H.A.N.C.E.
Profit & Loss
 June 2020

| | Jun 20 |
|--|-------------------|
| Ordinary Income/Expense | |
| Income | |
| 40000 · LINN COUNTY INCOME | |
| Donations Lebanon | 200.00 |
| Lebanon Rental Income | 1,410.00 |
| Linn Co. A&D UA | 512.50 |
| Linn Co. MH Peer Support | 1,656.25 |
| Linn County A&D | 1,481.25 |
| Sparrow Ministries Peer Support | 25.00 |
| | |
| Total 40000 · LINN COUNTY INCOME | 5,285.00 |
| 41000 · LINCOLN COUNTY INCOME | |
| Lincoln Co. HHS | 1,012.50 |
| Lincoln Co. United Way | 716.66 |
| | |
| Total 41000 · LINCOLN COUNTY INCOME | 1,729.16 |
| 42000 · BENTON COUNTY INCOME | |
| Benton Co. Drug Court | 1,075.00 |
| | |
| Total 42000 · BENTON COUNTY INCOME | 1,075.00 |
| 43000 · GRANTS | |
| FEMA Grant | 54,330.55 |
| | |
| Total 43000 · GRANTS | 54,330.55 |
| 44000 · IHN-CCO | |
| IHN-CCO Contract | 112,060.00 |
| | |
| Total 44000 · IHN-CCO | 112,060.00 |
| 46100 · REIMBURSEMENTS | |
| Insurance | 84.56 |
| | |
| Total 46100 · REIMBURSEMENTS | 84.56 |
| 55000 · Refund / Credit | 80.00 |
| 56000 · Interest earned | 0.09 |
| 56500 · Misc Income | 227.50 |
| | |
| Total Income | 174,871.86 |
| Gross Profit | 174,871.86 |

C.H.A.N.C.E.
Profit & Loss
 June 2020

| | Jun 20 |
|---|-----------|
| Expense | |
| 60000 · LINN COUNTY EXPENSES | |
| Albany | |
| Chance 2nd chance | 505.18 |
| Communication | 959.88 |
| Equipment | 339.62 |
| Hotel Voucher | 1,308.02 |
| Mileage Reimbursement | 911.40 |
| Payroll | |
| Insurance | 5,886.56 |
| Wages | 32,560.02 |
| | 38,446.58 |
| Total Payroll | 38,446.58 |
| Repair and Maintenance | 367.50 |
| Supplies | 5.49 |
| Utilities | 339.68 |
| | 43,183.35 |
| Total Albany | 43,183.35 |
| Albany Headquarter | |
| Maintenance/ Construction | 48,819.81 |
| Rent | 289.00 |
| | 49,108.81 |
| Total Albany Headquarter | 49,108.81 |
| Lebanon | |
| Chance 2nd Chance | 45.00 |
| Hotel Voucher | 620.21 |
| Payroll | |
| Insurance | 735.82 |
| Wages | 2,145.00 |
| | 2,880.82 |
| Total Payroll | 2,880.82 |
| Supplies | 42.03 |
| Utilities | 322.33 |
| | 3,910.39 |
| Total Lebanon | 3,910.39 |
| Total 60000 · LINN COUNTY EXPENSES | 96,202.55 |
| 61000 · LINCOLN COUNTY EXPENSES | |
| Lincoln City | |
| Hotel Voucher | 955.70 |
| Mileage Reimbursement | 72.45 |

C.H.A.N.C.E.
Profit & Loss
 June 2020

| | Jun 20 |
|--|---------------|
| Payroll | |
| Wages | 1,845.00 |
| Total Payroll | 1,845.00 |
| Rent/ Mortgage | 4,500.00 |
| Utilities | 122.27 |
| Total Lincoln City | 7,495.42 |
| Newport | |
| Chance 2nd chance | 294.25 |
| Communications | 384.82 |
| Hotel Voucher | 8,645.47 |
| Mileage Reimbursement | 34.00 |
| Payroll | |
| Insurance | 1,419.26 |
| Wages | 8,047.62 |
| Total Payroll | 9,466.88 |
| Rent/ Mortgage | 918.00 |
| Utilities | 144.12 |
| Total Newport | 19,887.54 |
| Total 61000 · LINCOLN COUNTY EXPENSES | 27,382.96 |
| 62000 · BENTON COUNTY EXPENSES | |
| Corvallis | |
| Chance 2nd chance | 556.73 |
| Hotel Voucher | 12,357.22 |
| Mileage Reimbursement | 199.08 |
| Payroll | |
| Insurance | 735.82 |
| Wages | 4,003.00 |
| Total Payroll | 4,738.82 |
| Rent / Mortgage | 1,467.49 |
| Utilities | 18.01 |
| Total Corvallis | 19,337.35 |
| Total 62000 · BENTON COUNTY EXPENSES | 19,337.35 |
| 63000 · IHN COVID grant Expenses | 600.00 |

8:19 PM

10/07/20

Accrual Basis

C.H.A.N.C.E.
Profit & Loss
June 2020

| | <u>Jun 20</u> |
|---|-------------------|
| 66500 · Payroll Expenses | |
| Payroll Taxes | 3,002.64 |
| Total 66500 · Payroll Expenses | 3,002.64 |
| 67000 · Board and Staff Development | 59.40 |
| 68500 · GENERAL OPERATIONS | |
| Auto Insurance | 5,732.70 |
| Communications | 2,895.40 |
| Event & Supplies | 2,047.21 |
| Food Program | 352.71 |
| Memberships / Chamber / NPO | 311.00 |
| Other Expenses | 121.96 |
| Sponsorship | 2,500.00 |
| Tech Support /Software | 2,601.97 |
| Vehicles Expenses | 3,708.33 |
| Total 68500 · GENERAL OPERATIONS | 20,271.28 |
| Total Expense | 166,856.18 |
| Net Ordinary Income | 8,015.68 |
| Net Income | 8,015.68 |



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

APPLICATION for Community Development Block Grant & Cares Act Funds (CDBG-CV) To Prevent, Prepare for, or Respond to COVID-19

APPLICATIONS are DUE by 5:00 p.m. WEDNESDAY, OCTOBER 7th, 2020

The City of Albany was allocated \$249,360 in Community Development Block Grant Coronavirus Response Supplement (CDBG-CV) funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) from the United States Department of Housing and Urban Development (HUD). CDBG-CV funds must be utilized to prevent, prepare for, and respond to the coronavirus and support critical community needs related to the novel coronavirus (COVID-19) pandemic, and the activities must principally benefit low-to moderate-income residents. An additional \$40,000 in CDBG funds is available to respond to COVID-19 impacts for childcare and business needs. The goals of the CDBG program are to create viable communities by providing decent housing, a suitable living environment, and expand economic opportunities.

ELIGIBLE APPLICANTS: Applicants must be a 501(c)(3) or (c)(4) non-profit, tax-exempt, or a public agency.

SUBMITTAL REQUIREMENTS: Email this application with the following attachments in pdf format to anne.catlin@cityofalbany.net.

- Duplication of Benefit Certification
- Agency Budget
- IRS determination letter
- Articles of Incorporation
- List of current Board members

SECTION 1: Applicant Information

Legal Name of Agency/Organization: Signs of Victory Ministries

Federal Tax or Employer ID: 93-0815600 DUNS Number: 66599133
(Federal funding requires you have a DUNS number, <https://fedgov.dnb.com/webform/index.jsp>, and register at SAM.GOV before contract award.)

Mailing Address: PO Box 186 Albany Oregon 97321
Address City State ZIP

Location Address: 1100 Jackson St SE Albany Oregon 97322
Address City State ZIP

Agency Mission Statement: Provide basic necessities of shelter, clothing, hygiene & nutritional foods to the individual in need with dignity. To re-educate the individual with the value of self-sufficiency, self-esteem and the merit of an ongoing work ethic. To regain ones independence and place in society. The preservation of the family structure. utmost concern and given further attention to alleviate the suffering of mankind due to poverty & ignorance.

SECTION 2: Activity Description

Activity/Program Title: Signs of Victory Mission Emergency Shelter Grant Request: 40,000

Activity Category: Public Services Public Facilities Economic Development

Activity Type: One-time New Existing

Activity/Program Goal(s):

Provide safe overnight lodgings with COVID-19 precautions in place. Additionally, provide a Staging Area for new intake clients during a quarantine period before moving them to dormitories, Detox or Family Rooms.

Target Population: Describe the persons to be served by the activity and their needs related to COVID-19.
Target Population, person to be served are homeless individuals. The goal to not spread COVID-19 during this health crisis. To stabilize the transient population, reducing the risk factor of spreading COVID-19. Needs are stable safe housing adhering to health recommendations set forth.

Beneficiary Category, check all that apply:

- Disability & special needs
- Elderly Persons
- Low-to moderate-income (80% or less of area median)
- Victims of domestic violence
- AIDS/HIV
- Other: Transient
- Migrant farm workers

COVID-19/CARES Act Compliance: Explain how the activity will assist in preventing, preparing for, and/or responding to COVID-19. Provide evidence that this need is not being met.

Activity will assist in preventing the spread of COVID-19 among the transient population by adhering to strict health guidelines set down by Federal, State and County Health Dept. Preparing; by putting into place recommended procedures and means of precaution e.g. check in desk, face mask, etc. Responding; identifying a potential situation, client/individual is isolated, ambulance is called potential COVID-19 infected individual is transported to hospital for testing and possible treatment.

Scope: Describe the services to be provided and steps that will be taken to meet the project goal(s), and if applicable, the frequency for which services will be delivered.

Services to be provided; overnight emergency lodging, laundry, 3 meals a day. Additionally Case management and Action Plan. Steps taken: Reception & Service Desk with check-in attendant on-site, questionnaire administered, implementing Mandatory Face mask, temperature taken. Sanitizing of all surfaces and floors 2x daily. Barriers put in place between bunks, clients sleeping formation head to toe. Any individual who will not comply with Health recommendations will not be allowed to remain. Staging Area (Quarantine Area) for new clients set in place during the required time period for the safety of all concerned. Observance of mandatory 6 foot distancing rule for all activities.

SECTION 3: Agency Capacity and Implementation

What percentage of the agency's budget is grant funded? Approx. 35%

Has the agency received other funding to provide this activity? 24-KIND Funds of mask, sanitizer, gloves and chemicals to sterilize surfaces & floors

If your application is partially funded, can the agency carry out the activity?

Partially Funded; agency could be forced to cut some programs & hours of operation.

Which staff positions will be dedicated to this activity and the total full-time equivalent staff (in FTE)?

Director, Assistant Director, 2 Associates, 2 Dorm Mgrs, 3 cooks & food servers, 1 Dining Hall mgr, 2 Receptionists, 3 Night Watch Managers - 15 FTE total

What time periods will the activities be carried out?

In place now - All 15 FTE Day & Night 24/7

SECTION 4: Activity Budget

Please provide sources of revenue your organization receives or will receive to carry out the proposed activity and the projected activity expenses.

| Activity/Project Budget Summary (See 24 CFR 570 Subpart J) | | | |
|--|------------------------------|--------------------|-----------------------------------|
| Estimated Total Cost of Activity: | \$ 160,500 - | | |
| City CDBG GRANT REQUEST for Activity: | \$ 40,000 - | | |
| Total Number of People/Households Served: | 38,000 | | |
| Total Cost per Person/Household: | \$ 4.25 per person per night | | |
| Describe Source of Other Funds: | Amount | Secured | Tentative |
| Federal: Fundraising | 40,000 | ✓ | |
| State: Pallet Progm. | 55,000 | ✓ | |
| Local: | | | |
| Donations/Private: | 15,000 | | ✓ |
| Grants: | 10,500 | ✓ | |
| Loans: | | | |
| Activity Budget Detail (Non-Development Activities) | | | |
| Specific Cost Item/Description | CDBG Request: | Other Funds Amount | Total Amount CDBG + Other Sources |
| Bldg (2dorms) | \$ 7,500 - | \$ 22,500 | \$ 30,000 |
| utilities & transportation | 12,700 - | 38,100 | 50,800 |
| hygiene & laundry | 3,000 | 3,000 | 4,000 |
| food & food related | 10,000 | 30,000 | 40,000 |
| Bldg. maintenance | 3,260 | 10,280 | 13,540 |
| supplies & equipment | 5,540 | 16,620 | 22,160 |
| Total | \$ 40,000 | \$ 120,500 | \$ 160,500 |

SECTION 5: CDBG Statement of Assurances

If this agency (name): Signs of Victory is awarded funding, the agency agrees that:

1. The recipient has or will get a DUNS # and is or will be registered at <http://sam.gov> (U.S. System for Award Management) before contract award and will update registration as necessary.
2. The recipient will provide liability insurance coverage as required by the City of Albany, and worker's compensation and payment of payroll taxes as required by Federal and State laws.
3. The recipient must verify CDBG funds will not create a Duplication of Benefit per the Robert T. Stafford Act, as amended; funds will not be used to provide services/assistance for the same costs/losses from other funding sources.
4. All expenditures must have adequate documentation and all accounting records and supporting documentation shall be available for inspection by City of Albany upon request.



City of Albany CARES Act Duplication of Benefit Certification

PURPOSE. Numerous governmental entities, non-profit, for profit and private organizations are providing a wide range of assistance to help individuals, businesses, and agencies during the Novel Coronavirus (COVID-19) pandemic. The combination of any type of disaster assistance can cause duplication of benefits (DOB) to occur. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), requires federal agencies providing disaster assistance to ensure that individuals, businesses/agencies, do not receive disaster assistance for losses for which they have already been compensated or will be compensated. Duplication of benefits occurs when compensation from multiple sources exceeds the need for a particular recovery purpose. Recipients are liable to the United States when the assistance duplicates benefits provided for the same purpose.

DOB DETERMINATION. Please complete the following information as it relates to the activity funded with a City of Albany CARES Act award. Please list all assistance (federal, state, local) received or applied for to date to support the subject activity in the last 12 months.

Organization: none Requested\$ _____ Received\$ _____ Date Recv'd _____

Organization: _____ Requested\$ _____ Received\$ _____ Date Recv'd _____

Pending applications for assistance:

Organization: N/A Requested\$ 0 Date Applied: —

Organization: N/A Requested\$ 0 Date Applied: —

DOB VERIFICATION. Activity Description: Emergency Shelter

- a. Total Project Cost/Need: \$ 160,500
- b. Identify all potential assistance (received/applied for): \$ 0
- c. Deduct Non city assistance (determined to be duplicative): \$ 0
- d. Unmet need eligible for City CARES Act (Line A less Line C) \$ 160,500

CERTIFICATION: I Certify that the information that I have provided above is an accurate and complete disclosure. I understand that to perjure myself to obtain assistance is a fraudulent offense for which I can be prosecuted. I understand this information is subject to verification by the City or Department of Housing and Urban Development for compliance.

Name (written): V.G. Meehan Title: Assistant Director
 Signature: [Handwritten Signature] Date: 10/16/2020

5. All procurement (purchase) transactions regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner to provide maximum open free competition.
6. Financial records, support documentation, statistical records, and all other records pertinent to funding shall be retained for a period of ten years following completion of project/activity.
7. The recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.
8. All materials submitted shall become public records retained by the City of Albany, except that late applications will be returned to the applicant without further review.
9. No person, on the basis of race, color, national origin, sex, gender identity, familial status, religion, disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local laws should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or part by CDBG funds. The funding recipient agrees to furnish copies of applicable policies and procedures upon request.
10. Employment made by or resulting from CDBG funding from the City of Albany shall not discriminate against any employee or applicant on the basis of disability, age, race, color, religion, sex, or national origin.
11. None of the funds, materials, property, or services provided directly or indirectly under CDBG funding from the City of Albany shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
12. Letter of commitment from other funding sources and/or letters of support for your project shall be furnished to the City of Albany upon request.
13. **Authorization to request funds:** I acknowledge the statements above and certify the information contained in this application is true and correct. I further understand material omission or false information contained in this application constitutes grounds for disqualification.

SIGNATURE OF AUTHORIZED PERSON:

Signature: *George R. Matland Jr.* Date: 10/16/2020
 Print Name and Title: George R. Matland, Jr., Director

WITNESS SIGNATURE:

Signature: *S. E. Meehan* Date: 10/16/2020
 Print Name and Title: S. E. Meehan, Assistant Director

Activity Primary Contact Information

Primary Contact: George R. Matland, Jr. Director
Name Title
 Primary Contact Phone: (503) 510-8387 Email: matland6@gmail.com



CERTIFICATION OF INSURANCE REQUIREMENTS

All Subrecipients shall at all times maintain insurance in the coverage limits note below at Applicant's expense.
Preferred limits below may be adjusted on a case by case basis.

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 Construction Contractors Board for all subject workers. Subrecipient and all subcontractors 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. If Subrecipient does not have coverage, and claims to be exempt, Subrecipient must indicate exemption within their Application submittal with qualified reasons for exemption, see ORS 656.027. Out-of-state Contractors 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.

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 *Insurance needs City review and approval.*

If **Sexual Abuse and Molestation** coverage is excluded under the Commercial General Liability policy, evidence of separate Sexual Abuse and Molestation coverage of not less than \$1,000,000 per claim, incident or occurrence and \$2,000,000 in the aggregate must be provided by agencies that serve children, elderly and disabled residents, and other vulnerable populations. (Examples: childcare providers and services provided in the home.)

Insurance needs City review and approval.

Commercial Automobile Liability covering all owned, non-owned, or hired vehicles. 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.

Required if agency provides transport or agency vehicles *Insurance needs City 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. Subrecipient's coverage will be primary in the event of loss. Subrecipient shall furnish a current Certificate of Insurance to the City. Subrecipient shall provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage. Subrecipient 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 shall be: City of Albany, P.O. Box 490, Albany, OR 97321.**

Applicant's Acceptance:

George R. Matland Jr.

SIGNS OF VICTORY MINISTRIES

INCOME: Budget for the Year 2020

Pallet Program - \$54,432

Contributions - 99,082

Grants - \$84,000

Fundraising (Special Events) - \$16,048

Christmas Trees - \$63,000

Logings - \$50,300

In -- Kind Contributions - \$24,000

Total Income - \$390,862

EXPENSES:

Bldg & Facilities - \$79,000

Utilities - \$ 43,136

Food & Food Related - \$86,486

Transportation - \$ 21,145

Merchandise (office) - \$4,200

Repair & Upkeep - \$12,288

Pallet Supplies - \$3,014

Christmas Trees & Related Supplies - \$27,300

Total Expenses: \$276,569

SIGNS OF VICTORY MINISTRIES

INCOME: FINANCIAL STATEMENT YEAR 2019

Pallet Program - 51,840

Contributions - 94,364

Grants - \$80,000

Fundraising (Special Events) - \$15,284

Christmas Trees - \$60,000

Lodgings - \$46,000

In - Kind Contributions - \$20,000

Total Income - \$367,488

EXPENSES:

Bldg. & Facilities - \$75,240

Utilities - \$41,082

Food & Food Related - \$82,368

Transportation - \$20,138

Merchandise (office) - \$4,000

Repair & Upkeep - \$11,763

Pallet Supplies - \$2,870

Christmas Trees & Related Supplies - \$26,000

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City Installment - \$29,000

Total Expenses - \$292,401

SIGNS OF VICTORY MINISTRIES

Volunteer Board Roster

1. George R. Matland, Jr.

**Address: 18693 Old Mehama Rd
Stayton, Oregon 97383
(503 510 – 8387**

Attended Mt. SAC College ; California

Ordained minister August 05, 2018

Serves on the following Boards:

LLAC – OHP Advisory Board for Linn County

HEART Board – Advises City Council on Homelessness &

The conditions of Homelessness in Albany, Oregon

CAC Board – Regional Health Advisory for Linn, Lincoln and Benton County

CCC Advisory Board – Advisory to IHN – CO

**CAAC Board – Community Action Advisory Council
Through C.S.C.**

Listed as an Advisor to Linn County

2. Virginia Gale Meehan

**Address: 640 Main St. S.E.
Albany, Oregon 97321
(541) 405-9913**

Attended Hartcourt University Associates Degree Business

Ordained minister May 20, 2005

Certificate of Completion Tobacco Free Program May 22, 2015

Regional Research Institute Portland State University

Trauma Informed Practice 101 September 29, 2015

Linn County Public Health Continuity Planning Program February 08, 2018

3. Pete Torres

**Address: 1902 Ravenwood Dr. N.W.
Albany, Oregon 97321
(541) 760 – 2373**

Employed with Pacific Power and Light

Prison Outreach Ministry

Page -2-

4. Richard King

Address: 1200 Salem Ave. S.E. # 12

Albany, Oregon 97321

(541) 570 -8953

Graduate Corvallis High School

Professional Driver

5. Priscilla Matland

Address: 18693 Old Mehama Road

Stayton, Oregon 97386

(971) 304 - 8115

Registered Nurse

Employed Albany Hearing; Albany, Oregon

Teaches Childrens Ministry - Signs of Victory



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7350

APPLICATION for Community Development Block Grant & Cares Act Funds (CDBG-CV) To Prevent, Prepare for, or Respond to COVID-19

APPLICATIONS are DUE by 5:00 p.m. WEDNESDAY, OCTOBER 7th, 2020

The City of Albany was allocated \$249,360 in Community Development Block Grant Coronavirus Response Supplement (CDBG-CV) funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) from the United States Department of Housing and Urban Development (HUD). **CDBG-CV funds must be utilized to prevent, prepare for, and respond to the coronavirus and support critical community needs related to the novel coronavirus (COVID-19) pandemic, and the activities must principally benefit low-to moderate-income residents.** An additional \$40,000 in CDBG funds is available to respond to COVID-19 impacts for childcare and business needs. The goals of the CDBG program are to create viable communities by providing decent housing, a suitable living environment, and expand economic opportunities.

ELIGIBLE APPLICANTS: Applicants must be a 501(c)(3) or (c)(4) non-profit, tax-exempt, or a public agency.

SUBMITTAL REQUIREMENTS: Email this application with the following attachments **in pdf format** to anne.catlin@cityofalbany.net.

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Duplication of Benefit Certification | <input checked="" type="checkbox"/> March & June 2020 Financials | <input checked="" type="checkbox"/> Agency Budget |
| <input checked="" type="checkbox"/> IRS Determination Letter | <input checked="" type="checkbox"/> Exhibit A - Conflict of Interest Form | <input checked="" type="checkbox"/> Articles of Incorporation |
| | | <input checked="" type="checkbox"/> List of current Board members |

SECTION 1: Applicant Information

Legal Name of Agency/Organization: Family Tree Relief Nursery

Federal Tax or Employer ID: 14-1872327 DUNS Number: 055-39158

(Federal funding requires you have a DUNS number, <https://fedgov.dnb.com/webform/index.jsp>, and register at SAM.GOV before contract award.)

Mailing Address: PO Box 844 Albany, OR 97321
Address City State ZIP

Location Address: 1305 Hill St SE Albany OR 97322
Address City State ZIP

Agency Mission Statement:

Family Tree Relief Nursery partners with families to keep children safe and build stable families.

SECTION 2: Activity Description

Activity/Program Title: Family Support Specialist for COVID-19 Relief Grant Request: \$53,907

Activity Category: Public Services Public Facilities Economic Development

Activity Type:

One-time

New

Existing

Activity/Program Goal(s):

Trained Crisis Support person who supports families experiencing a high level of trauma. Please see attached word document for detailed response.

Target Population: Describe the persons to be served by the activity and their needs related to COVID-19.

Multi-stressed families, LatinX, European American, recovery community, low income, women and girls, crime abuse survivors, and lesbian and gay communities.

Beneficiary Category, check all that apply:

Disability & special needs

Elderly Persons

Low-to moderate-income
(80% or less of area median)

Victims of domestic violence

AIDS/HIV

Other: Children and families impacted by COVID-19

Migrant farm workers

COVID-19/CARES Act Compliance: Explain how the activity will assist in preventing, preparing for, and/or responding to COVID-19. Provide evidence that this need is not being met.

please refer to the attached word document.

Scope: Describe the services to be provided and steps that will be taken to meet the project goal(s), and if applicable, the frequency for which services will be delivered.

Please refer to the attached word document.

SECTION 3: Agency Capacity and Implementation

What percentage of the agency's budget is grant funded? .03%

Has the agency received other funding to provide this activity? No

If your application is partially funded, can the agency carry out the activity? No unless other grant funding was available. If partially funded we would adjust the time of service.

Which staff positions will be dedicated to this activity and the total full-time equivalent staff (in FTE)?

This grant will fund one staff position 1.0 FTE and Supervision of .1 FTE Total 1.1 FTE

What time periods will the activities be carried out?

11/01/2020 - 12/31/2021



family tree relief nursery

Keeping Children Safe and Families Together Since 2004

1. Activity Program/Goals:

Family Tree proposes to provide a Childcare Family Crisis Support Program. This will entail a trained Crisis Support person who supports children and families seeking childcare services at Family Tree and at other organizations across our county. Program will offer support for families with children experiencing a high level of trauma and include parent education on understanding trauma, its impact on children and expected behaviors. It will include support and referrals with warm handoffs to behavioral health services, family support groups, access to medical care, and transportation as needed and support in creating structure at home. Additionally, families will access our food pantry, clothing closet, diapers/wipes, personal hygiene supplies, parent support groups and emergency meal programs. Family Tree will offer this layer of support services to other childcare providers across our communities as a referral to the families enrolled in their childcare programs. Additionally staff will support and offer referrals for parents who are experience a high level of stress and anxiety during this time to parent support groups, behavioral health services and to their primary care physicians to ensure that they are healthy and supported during this time with the increased responsibilities of work, distance learning, physical distancing and isolation from family and other natural support systems. In summary these are our following goals:

- Contact and serve 50 households and 125 individuals by providing parent education around trauma and its impact on children's behavior.
- Refer to families community resources as needed,
- Refer families to healthcare and behavioral health as needed
- Provide technology support and curriculum support in distance learning for parents with children ages K-12.

2. How the activity will assist in preventing, preparing for, and/or responding to COVID-19. Provide evidence that this need is not being met.

Over the last six months Family Tree has experienced an unprecedented level of request for support from parents and families experiencing the stress and impact of the COVID 19 pandemic. Daily we have families looking for access to housing and other basic needs as well as supports in navigating staying at home, accessing distance learning while working or looking for work after losing their jobs. This last month Family Tree released a client survey across all programming. The survey revealed that families are in desperate need of support in navigating distance learning, accessing meals, diapers, and other basic necessities, and are looking for guidance in processing the stress of COVID-19. The Crisis Support Program primary focus will be providing support systems for families as they are responding to the stressors related to COVID-19.



family tree
relief nursery

Keeping Children Safe and Families Together Since 2004

3. Scope: Describe the services to be provided and steps that will be taken to meet the project goal(s), and if applicable, the frequency for which services will be delivered.

The Crisis Support Program will have a dedicated staff person who can provide relief to families experiencing COVID-19 related stressors. The program projects that it will be serving 50 households and 125 individuals in accessing technology and supports for distance learning and other resources. The Program Coordinator will also plan and implement parent education groups that will provide opportunities for the 50 households to learn and understand trauma and its impact on children and expected behaviors. The Program Coordinator can assist families in accessing behavioral health services, accessing medical care, transportation as needed, and support in creating structure at home. Finally, families will be able to access our emergency meal program, parent support groups, peer support services, diaper/wipes supplies, clothing closet and personal hygiene supplies. We will provide referrals to other services as needed or requested such as housing, healthcare, SNAP and WIC and other services identified as needed by the families.

SECTION 4: Activity Budget

Please provide sources of revenue your organization receives or will receive to carry out the proposed activity and the projected activity expenses.

| Activity/Project Budget Summary (See 24 CFR 570 Subpart J) | | | |
|---|---|-------------------------------|--|
| Estimated Total Cost of Activity: | \$ 56,707 | | |
| City CDBG GRANT REQUEST for Activity: | \$ 53,907 | | |
| Total Number of People/Households Served: | 50 households - made up of 125 people | | |
| Total Cost per Person/Household: | \$ 454.65 for individuals - \$1,134 for household. 12 months of service | | |
| Describe Source of Other Funds: | Amount | Secured | Tentative |
| Federal: | | | |
| State: | | | |
| Local: | | | |
| Donations/Private: | \$2,800 | | \$2,800 |
| Grants: | | | |
| Loans: | | | |
| Activity Budget Detail (Non-Development Activities) | | | |
| Specific Cost Item/Description | CDBG Request: | Other Funds Amount | Total Amount CDBG + Other Sources |
| Staff Salaries/Benefits: 1.0 direct service, .10 fte supervision | \$ 50,407 | \$ | \$ 50,407 |
| Communications: phone, laptop and technology support | \$3,000 | | 3,000 |
| Transportation | | \$2,000 | 2,000 |
| Project Supplies | | \$800 | 800 |
| Advertising and Promotion | \$500 | | 500 |
| | | | |
| Total | \$ 53,907 | \$2,800 | \$ 56,707 |

SECTION 5: CDBG Statement of Assurances

If this agency (name): Family Tree Relief Nursery is awarded funding, the agency agrees that:

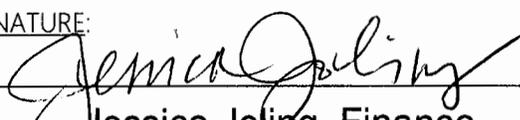
1. The recipient has or will get a DUNS # and is or will be registered at <http://sam.gov> (U.S. System for Award Management) before contract award and will update registration as necessary.
2. The recipient will provide liability insurance coverage as required by the City of Albany, and worker's compensation and payment of payroll taxes as required by Federal and State laws.
3. The recipient must verify CDBG funds will not create a Duplication of Benefit per the Robert T. Stafford Act, as amended; funds will not be used to provide services/assistance for the same costs/losses from other funding sources.
4. All expenditures must have adequate documentation and all accounting records and supporting documentation shall be available for inspection by City of Albany upon request.

5. All procurement (purchase) transactions regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner to provide maximum open free competition.
6. Financial records, support documentation, statistical records, and all other records pertinent to funding shall be retained for a period of ten years following completion of project/activity.
7. The recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.
8. All materials submitted shall become public records retained by the City of Albany, except that late applications will be returned to the applicant without further review.
9. No person, on the basis of race, color, national origin, sex, gender identity, familial status, religion, disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local laws should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or part by CDBG funds. The funding recipient agrees to furnish copies of applicable policies and procedures upon request.
10. Employment made by or resulting from CDBG funding from the City of Albany shall not discriminate against any employee or applicant on the basis of disability, age, race, color, religion, sex, or national origin.
11. None of the funds, materials, property, or services provided directly or indirectly under CDBG funding from the City of Albany shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
12. Letter of commitment from other funding sources and/or letters of support for your project shall be furnished to the City of Albany upon request.
13. **Authorization to request funds:** I acknowledge the statements above and certify the information contained in this application is true and correct. I further understand material omission or false information contained in this application constitutes grounds for disqualification.

SIGNATURE OF AUTHORIZED PERSON:

Signature:  Date: 10/07/2020
 Print Name and Title: Renee Smith, Executive Director

WITNESS SIGNATURE:

Signature:  Date: 10/07/2020
 Print Name and Title: Jessica Joling, Finance

Activity Primary Contact Information

Primary Contact: Renee Smith, Executive Director
 Name Title
 Primary Contact Phone: (541)979-7684 Email: rsmith@familytreern.org



City of Albany CARES Act Duplication of Benefit Certification

PURPOSE. Numerous governmental entities, non-profit, for profit and private organizations are providing a wide range of assistance to help individuals, businesses, and agencies during the Novel Coronavirus (COVID-19) pandemic. The combination of any type of disaster assistance can cause duplication of benefits (DOB) to occur. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), requires federal agencies providing disaster assistance to ensure that individuals, businesses/agencies, do not receive disaster assistance for losses for which they have already been compensated or will be compensated. Duplication of benefits occurs when compensation from multiple sources exceeds the need for a particular recovery purpose. Recipients are liable to the United States when the assistance duplicates benefits provided for the same purpose.

DOB DETERMINATION. Please complete the following information as it relates to the activity funded with a City of Albany CARES Act award. Please list all assistance (federal, state, local) received or applied for to date to support the subject activity in the last 12 months.

Organization: _____ Requested\$ _____ Received\$ _____ Date Recv'd _____

Organization: _____ Requested\$ _____ Received\$ _____ Date Recv'd _____

Pending applications for assistance:

Organization: Linn County ** Funding needed to be spent by 12/31/2020 Requested\$ \$28,050 Date Applied: 09/15/2020

Organization: _____ Requested\$ _____ Date Applied: _____

DOB VERIFICATION. Activity Description: Family Support Specialist for COVID-19 Relief

- a. Total Project Cost/Need: \$ 56,707
- b. Identify all potential assistance (received/applied for): \$ 56,707
- c. Deduct Non city assistance (determined to be duplicative): \$ 2,800
- d. Unmet need eligible for City CARES Act (Line A less Line C) \$ 53,907

CERTIFICATION: I Certify that the information that I have provided above is an accurate and complete disclosure. I understand that to perjure myself to obtain assistance is a fraudulent offense for which I can be prosecuted. I understand this information is subject to verification by the City or Department of Housing and Urban Development for compliance.

Name (written): Renee Smith Title: Executive Director
Signature: *Renee Smith* Date: 10/07/2020



EXHIBIT A - CONFLICT OF INTEREST CERTIFICATION

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.

Conflict of Interest. The undersigned Applicant and each person signing on behalf of the Applicant 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 funds, or in the services to which this Application relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Application to furnish all services and activities as indicated in the Application submittal.

Furthermore, Applicant must disclose any real or perceived conflict of interest, current or past relationships with City of Albany employees, appointed or elected officials associated with this program.

Disclosure: N/A

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

Family Tree Relief Nursery

541-967-6580

Applicant's Agency Name

Phone Number

Renee Smith
Signature

10/07/2020

Date

Renee Smith, Executive Director

Printed Name and Title



Board of Directors 2020 – 2021

Board Chair - Leesa Adams, Manager Amerititle, leesa.johnson@amerititle.com
Phone #: 541-259-3736

Board Vice Chair- - Founding Member - Heitho Reuter Assistant Professor, College of Education
Western Oregon University Ph # 541-979-1721 Email: hbreuter@gmail.com

Secretary- Member – Marsha Swanson Community Leader
Phone 541 936 -2614 Email: swansonm@peak.org

Treasurer – Member Adam Bingham, Branch Manager, Willamette Valley Bank,
Phone # 503-888-6673 Email: adam.bingham@wvbk.com

Founding Member – Father Stephen Soot Saint Anne’s Orthodox Church
Phone 541 928-9240 Email: frsoot@comcast.net

Founding Member – Mona Soot Event Planning & Catering
Phone 541 928-9240 Email: sevenfromheaven@comcast.net

Member -- Dr. Rose Miller Samaritan Family Medicine Pediatrics
Phone 541 990-8380 Email: sorlei@comcast.net

Member- Kim Whitley, Health Care Consultant, kwhitleykr@icloud.com

Member – Myra Ullfers Owner, Myra’s Cookies
Phone 541-905-5152 Email: myras-cookies@hotmail.com

Member – David Pautsch Realtor, Remax
Phone 541-990-9368 Email: davepautsch@remax.net

Member- Miriam Cummins, Linn, Benton, Lincoln ESD Board Member, PH # 541-602-2740
miriamcummins@gmail.com

Family Tree Relief Nursery

| Revenue projections | Yearly Budget |
|-------------------------------|------------------------|
| DHS Contracts | \$ 454,050.00 |
| Linn Co A & D | \$ 160,000.00 |
| ELD RN | \$ 438,684.00 |
| SNAP | \$ 78,000.00 |
| CDBG | \$ 10,998.00 |
| IHN CCO/Sam Health | \$ 531,000.00 |
| FS & C | \$ 90,000.00 |
| Rent Income | \$ 6,600.00 |
| Development | \$ 142,000.00 |
| Total Revenue | \$ 1,911,332.00 |
| Expenses | |
| Wages | \$ 1,274,132.00 |
| Benefits | \$ 202,032.00 |
| Taxes | \$ 140,153.00 |
| Total Personnel Exp | \$ 1,616,317.00 |
| Supplies | \$ 38,000.00 |
| Client Expenses | \$ 2,500.00 |
| Dues/Subscriptions | \$ 25,600.00 |
| Special Events | \$ 19,000.00 |
| Printing | \$ 8,500.00 |
| Mileage | \$ 42,000.00 |
| Conf Training | \$ 8,000.00 |
| Transportation/Bus | \$ 6,000.00 |
| Bank Fees | \$ 3,000.00 |
| Cleaning/Repairs | \$ 4,000.00 |
| Communications | \$ 25,000.00 |
| Equipment | \$ 5,000.00 |
| Insurance | \$ 13,000.00 |
| Marketing/Adv | \$ 10,000.00 |
| Off Exp | \$ 2,500.00 |
| Rent | \$ 60,000.00 |
| Utilities | \$ 16,200.00 |
| Legal | \$ 1,500.00 |
| Other Contract | \$ 7,000.00 |
| Legal and Acctg/payrl | \$ 21,000.00 |
| Computer | \$ 36,000.00 |
| Total Expenses | \$ 353,800.00 |
| Total Revenues | \$ 1,911,332.00 |
| Total Expenses | \$ 1,970,117.00 |
| Rev/Loss | \$ (58,785.00) |
| Transfer from Reserves | \$ 58,785.00 |
| Balanced Budget | |

Family Tree Relief Nursery

Profit & Loss

March 2020

| | <u>Mar 20</u> |
|-------------------------------------|---------------|
| Ordinary Income/Expense | |
| Income | |
| 4020 Contracted Services | |
| Family Services and Connections | 4,583.00 |
| Self Sufficiency | 17,121.00 |
| Linn Co A&D | 47,127.50 |
| IHN Contract | 42,185.00 |
| A & D Outreach | 9,400.00 |
| Contract Income SB964 | 24,375.00 |
| PACT | 7,588.00 |
| SNAP | 18,050.00 |
| | <hr/> |
| Total 4020 Contracted Services | 170,429.50 |
| Donations | |
| Annual Lebanon Dinner | 20.83 |
| Annual Gifts | 4,870.83 |
| Children's Legacy Luncheon | 5,350.00 |
| Special Events | 800.00 |
| | <hr/> |
| Total Donations | 11,041.66 |
| Federal Funds | 4,927.00 |
| Government Grants | |
| Local Government Grants | 6,143.00 |
| | <hr/> |
| Total Government Grants | 6,143.00 |
| Rentals | 550.00 |
| State Funds | 24,198.00 |
| | <hr/> |
| Total Income | 217,289.16 |
| Gross Profit | 217,289.16 |
| Expense | |
| 5000 Personnel Expense | |
| 5100 Staff Salaries | 99,822.21 |
| 5200 Payroll Taxes and WC | 10,945.33 |
| 5300 Staff Benefits | 12,477.88 |
| 5400 Leased Employees | 247.80 |
| | <hr/> |
| Total 5000 Personnel Expense | 123,493.22 |
| 6000 Program Delivery Expense | |
| 6100 Supplies | 2,336.58 |
| 6300 Dues and Subs | 238.00 |
| 6350 Supplies Special Events | 874.08 |
| 6360 Committees | 38.83 |
| 6400 Printing and Publishing | 16.11 |
| | <hr/> |
| Total 6000 Program Delivery Expense | 3,503.60 |
| 6500 Travel & Training | |
| 6520 Mileage Reimbursements | 2,423.73 |
| 6540 Conference Training Fees | 198.00 |
| 6700 Bus Expense | 138.28 |
| | <hr/> |
| Total 6500 Travel & Training | 2,760.01 |
| 7000 Operations Expense | |
| 7100 Bank Fees | 198.47 |
| 7150 Cleaning & Repair Exp | 386.41 |
| 7200 Communications | |
| 7220 Cell Phones | 1,527.70 |
| 7230 Internet Services | 271.66 |
| | <hr/> |
| Total 7200 Communications | 1,799.36 |

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10/07/20

Accrual Basis

Family Tree Relief Nursery

Profit & Loss

March 2020

| | <u>Mar 20</u> |
|--------------------------------------|-------------------------|
| 7500 Insurance Expense | 1,022.97 |
| 7650 Marketing & Advertising | 121.92 |
| 7680 Office Expense | 72.85 |
| 7800 Rent Expense | 5,000.00 |
| 7900 Utilities Expense | 1,434.23 |
| Total 7000 Operations Expense | 10,036.21 |
| 8000 Contract Expense | |
| 8300 Other Contracted Services | 443.00 |
| 8100 Legal and Accounting Fees | 584.27 |
| 8200 Computer Services | 3,015.12 |
| Total 8000 Contract Expense | 4,042.39 |
| Total Expense | 143,835.43 |
| Net Ordinary Income | 73,453.73 |
| Net Income | <u>73,453.73</u> |

Family Tree Relief Nursery

Profit & Loss

June 2020

| | Jun 20 |
|--|-------------------|
| Ordinary Income/Expense | |
| Income | |
| 4020 Contracted Services | |
| Family Services and Connections | 4,803.00 |
| Self Sufficiency | 17,903.44 |
| Linn Co A&D | 50,366.40 |
| IHN Contract | 68,265.00 |
| A & D Outreach | 9,458.00 |
| Contract Income SB964 | 24,375.00 |
| PACT | 7,588.00 |
| SNAP | 18,050.00 |
| Total 4020 Contracted Services | 200,808.84 |
| Donations | |
| Annual Lebanon Dinner | 20.83 |
| Annual Gifts | 5,617.39 |
| Foundations | 14,485.00 |
| Total Donations | 20,123.22 |
| Government Grants | |
| Local Government Grants | 6,143.00 |
| Total Government Grants | 6,143.00 |
| Rentals | 550.00 |
| Total Income | 227,625.06 |
| Gross Profit | 227,625.06 |
| Expense | |
| 5000 Personnel Expense | |
| 5100 Staff Salaries | 213,959.86 |
| 5200 Payroll Taxes and WC | 16,488.30 |
| 5300 Staff Benefits | 18,123.72 |
| Total 5000 Personnel Expense | 248,571.88 |
| 6000 Program Delivery Expense | |
| 6100 Supplies | 923.08 |
| 6150 Client Expenses | 4,641.58 |
| 6300 Dues and Subs | 406.90 |
| 6350 Supplies Special Events | 125.00 |
| 6400 Printing and Publishing | 667.84 |
| Total 6000 Program Delivery Expense | 6,764.40 |
| 6500 Travel & Training | |
| 6520 Mileage Reimbursements | 3,548.75 |
| 6700 Bus Expense | 54.99 |
| Total 6500 Travel & Training | 3,603.74 |
| 7000 Operations Expense | |
| 7100 Bank Fees | 146.95 |
| 7150 Cleaning & Repair Exp | 348.72 |
| 7200 Communications | |
| 7220 Cell Phones | 1,545.20 |
| 7230 Internet Services | 380.40 |
| Total 7200 Communications | 1,925.60 |
| 7600 Licenses and Fees | 534.80 |
| 7650 Marketing & Advertising | 53.32 |
| 7670 Postage Expense | 55.00 |
| 7680 Office Expense | 71.21 |
| 7800 Rent Expense | 4,000.00 |

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10/07/20

Accrual Basis

Family Tree Relief Nursery

Profit & Loss

June 2020

| | <u>Jun 20</u> |
|--------------------------------------|-------------------|
| 7900 Utilities Expense | 802.86 |
| Total 7000 Operations Expense | 7,938.46 |
| 8000 Contract Expense | |
| 8300 Other Contracted Services | 1,043.00 |
| 8100 Legal and Accounting Fees | 507.29 |
| 8200 Computer Services | 3,226.92 |
| Total 8000 Contract Expense | 4,777.21 |
| Total Expense | 271,655.69 |
| Net Ordinary Income | -44,030.63 |
| Net Income | -44,030.63 |



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

APPLICATION for Community Development Block Grant & Cares Act Funds (CDBG-CV)
To Prevent, Prepare for, or Respond to COVID-19

APPLICATIONS are DUE by 5:00 p.m. WEDNESDAY, OCTOBER 7th, 2020

The City of Albany was allocated \$249,360 in Community Development Block Grant Coronavirus Response Supplement (CDBG-CV) funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) from the United States Department of Housing and Urban Development (HUD). CDBG-CV funds must be utilized to prevent, prepare for, and respond to the coronavirus and support critical community needs related to the novel coronavirus (COVID-19) pandemic, and the activities must principally benefit low-to moderate-income residents. An additional \$40,000 in CDBG funds is available to respond to COVID-19 impacts for childcare and business needs. The goals of the CDBG program are to create viable communities by providing decent housing, a suitable living environment, and expand economic opportunities.

ELIGIBLE APPLICANTS: Applicants must be a 501(c)(3) or (c)(4) non-profit, tax-exempt, or a public agency.

SUBMITTAL REQUIREMENTS: Email this application with the following attachments in pdf format to anne.catlin@cityofalbany.net.

- | | | |
|---|--|--|
| <input type="checkbox"/> Duplication of Benefit Certification | <input type="checkbox"/> March & June 2020 Financials | <input type="checkbox"/> Agency Budget |
| <input type="checkbox"/> IRS Determination Letter | <input type="checkbox"/> Exhibit A - Conflict of Interest Form | <input type="checkbox"/> Articles of Incorporation |
| | | <input type="checkbox"/> List of current Board members |

SECTION 1: Applicant Information

Legal Name of Agency/Organization: Benton Furniture Share

Federal Tax or Employer ID: 93-1282723 DUNS Number: 12-843-0753
(Federal funding requires you have a DUNS number, <https://fedgov.dnb.com/webform/index.jsp>, and register at SAM.GOV before contract award.)

Mailing Address: PO Box 2224, Corvallis, Oregon 97339
Address City State ZIP

Location Address: 4950 Hout Street, Corvallis, Oregon 97333
Address City States ZIP

Agency Mission Statement:

Our mission is to redistribute quality used furniture and healthy food boxes to children, families, and individuals in need, thus diverting items from the landfill.

SECTION 2: Activity Description

Activity/Program Title: COVID-19 Food & Furniture Relief Grant Request: \$6,000.00

Activity Category: Public Services Public Facilities Economic Development

Activity Type: One-time New Existing

Activity/Program Goal(s):

The programs activities and goals are to prove 100 families/300 individuals impacted by COVID-19 within the City of Albany with emergency food boxes, furniture, and household items.

Target Population: Describe the persons to be served by the activity and their needs related to COVID-19.

Persons to be served are extremely low-income individuals who have lost their jobs or had lost wages due to hour being cut from the impact of COVID-19.

Beneficiary Category, check all that apply:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Disability & special needs | <input checked="" type="checkbox"/> Elderly Persons | <input checked="" type="checkbox"/> Low-to moderate-income (80% or less of area median) |
| <input checked="" type="checkbox"/> Victims of domestic violence | <input checked="" type="checkbox"/> AIDS/HIV | <input type="checkbox"/> Other: _____ |
| | <input checked="" type="checkbox"/> Migrant farm workers | |

COVID-19/CARES Act Compliance: Explain how the activity will assist in preventing, preparing for, and/or responding to COVID-19. Provide evidence that this need is not being met.

Families and individuals have lost income due to the impact of COVID-19. Our program will help them with their unmet needs. We will provide food boxes, desks to children to do schoolwork at home while in personal school is not an option. We will also provide furniture and household items to prior individuals who were homeless and have been given a home through other programs to help stop the spread of COVID-19 throughout the homeless population.

Scope: Describe the services to be provided and steps that will be taken to meet the project goal(s), and if applicable, the frequency for which services will be delivered.

Furniture Share will secure the food, furniture and household items and provide them to 100 Families/300 individuals in need. Individuals will be referred by over 65 local referring agency who have screen and approved their needs. Once we get their referral, we contact the client to deliver their needed services. Our services are delivered twice weekly within the City of Albany.

SECTION 3: Agency Capacity and Implementation

What percentage of the agency's budget is grant funded? **40%**

Has the agency received other funding to provide this activity? **No**

If your application is partially funded, can the agency carry out the activity? **No**

Which staff positions will be dedicated to this activity and the total full-time equivalent staff (in FTE)?

1

What time periods will the activities be carried out?

12 months

SECTION 4: Activity Budget

Please provide sources of revenue your organization receives or will receive to carry out the proposed activity and the projected activity expenses.

| Activity/Project Budget Summary (See 24 CFR 570 Subpart J) | | | |
|--|--------------------------|--------------------|-----------------------------------|
| Estimated Total Cost of Activity: | \$15,000.00 | | |
| City CDBG GRANT REQUEST for Activity: | \$6,000 | | |
| Total Number of People/Households Served: | 300 people/100 household | | |
| Total Cost per Person/Household: | \$50.00 per person | | |
| Describe Source of Other Funds: | Amount | Secured | Tentative |
| Federal: | | | |
| State: | | | |
| Local: | | | |
| Donations/Private: | \$9,000.00 | | X |
| Grants: | | | |
| Loans: | | | |
| Activity Budget Detail (Non-Development Activities) | | | |
| Specific Cost Item/Description | CDBG Request: | Other Funds Amount | Total Amount CDBG + Other Sources |
| Salaries | \$4,000.00 | \$3,000.00 | \$7,000.00 |
| Rent | \$2,000.00 | \$2,000.00 | \$4,000.00 |
| Insurance | | \$1,000.00 | \$1,000.00 |
| Fuel for delivery and pick up of client service items | | \$3,000.00 | \$3,000.00 |
| | | | |
| | | | |
| Total | \$ 6,000. | \$ 9,000. | \$ 15,000. |

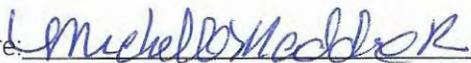
SECTION 5: CDBG Statement of Assurances

If this agency (name): Benton Furniture Share is awarded funding, the agency agrees that:

1. The recipient has or will get a DUNS # and is or will be registered at <http://sam.gov> (U.S. System for Award Management) before contract award and will update registration as necessary.
2. The recipient will provide liability insurance coverage as required by the City of Albany, and worker's compensation and payment of payroll taxes as required by Federal and State laws.
3. The recipient must verify CDBG funds will not create a Duplication of Benefit per the Robert T. Stafford Act, as amended; funds will not be used to provide services/assistance for the same costs/losses from other funding sources.
4. All expenditures must have adequate documentation and all accounting records and supporting documentation shall be available for inspection by City of Albany upon request.

5. All procurement (purchase) transactions regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner to provide maximum open free competition.
6. Financial records, support documentation, statistical records, and all other records pertinent to funding shall be retained for a period of ten years following completion of project/activity.
7. The recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.
8. All materials submitted shall become public records retained by the City of Albany, except that late applications will be returned to the applicant without further review.
9. No person, on the basis of race, color, national origin, sex, gender identity, familial status, religion, disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local laws should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or part by CDBG funds. The funding recipient agrees to furnish copies of applicable policies and procedures upon request.
10. Employment made by or resulting from CDBG funding from the City of Albany shall not discriminate against any employee or applicant on the basis of disability, age, race, color, religion, sex, or national origin.
11. None of the funds, materials, property, or services provided directly or indirectly under CDBG funding from the City of Albany shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
12. Letter of commitment from other funding sources and/or letters of support for your project shall be furnished to the City of Albany upon request.
13. Authorization to request funds: I acknowledge the statements above and certify the information contained in this application is true and correct. I further understand material omission or false information contained in this application constitutes grounds for disqualification.

SIGNATURE OF AUTHORIZED PERSON:

Signature:  Date: 10.07.2020

Print Name and Title: Michelle Robinson

WITNESS SIGNATURE:

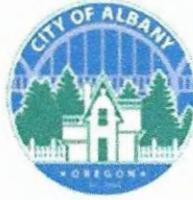
Signature:  Date: 10.07.2020

Print Name and Title: John Origer - Furniture Share President

Activity Primary Contact Information

Primary Contact: Michelle Robinson, Executive Director
 Name Title

Primary Contact Phone: 541-730-2421 Email: michelle@furnitureshare.org



City of Albany CARES Act Duplication of Benefit Certification

PURPOSE. Numerous governmental entities, non-profit, for profit and private organizations are providing a wide range of assistance to help individuals, businesses, and agencies during the Novel Coronavirus (COVID-19) pandemic. The combination of any type of disaster assistance can cause duplication of benefits (DOB) to occur. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), requires federal agencies providing disaster assistance to ensure that individuals, businesses/agencies, do not receive disaster assistance for losses for which they have already been compensated or will be compensated. Duplication of benefits occurs when compensation from multiple sources exceeds the need for a particular recovery purpose. Recipients are liable to the United States when the assistance duplicates benefits provided for the same purpose.

DOB DETERMINATION. Please complete the following information as it relates to the activity funded with a City of Albany CARES Act award. Please list all assistance (federal, state, local) received or applied for to date to support the subject activity in the last 12 months.

Organization: _____ Requested \$ 0 Received \$ _____ Date Recv'd _____

Organization: _____ Requested \$ 0 Received \$ _____ Date Recv'd _____

Pending applications for assistance:

Organization: _____ Requested \$ 0 Date Applied: _____

Organization: _____ Requested \$ 0 Date Applied: _____

DOB VERIFICATION. Activity Description: 0

- a. Total Project Cost/Need: \$ 0
- b. Identify all potential assistance (received/applied for): \$ 0
- c. Deduct Non city assistance (determined to be duplicative): \$ 0
- d. Unmet need eligible for City CARES Act (Line A less Line C) \$ 0

CERTIFICATION: I Certify that the information that I have provided above is an accurate and complete disclosure. I understand that to perjure myself to obtain assistance is a fraudulent offense for which I can be prosecuted. I understand this information is subject to verification by the City or Department of Housing and Urban Development for compliance.

Name (written): Michelle Robinson Title: Executive Director

Signature: *Michelle Robinson* Date: 10.07.20

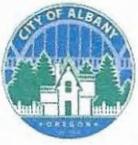


EXHIBIT A - CONFLICT OF INTEREST CERTIFICATION

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.

Conflict of Interest. The undersigned Applicant and each person signing on behalf of the Applicant 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 funds, or in the services to which this Application relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Application to furnish all services and activities as indicated in the Application submittal.

Furthermore, Applicant must disclose any real or perceived conflict of interest, current or past relationships with City of Albany employees, appointed or elected officials associated with this program.

Disclosure: _____

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

Benton Furniture Share 541-754-9511
Applicant's Agency Name Phone Number

Michelle Robinson 10.07.20
Signature Date

Michelle Robinson, Executive Director
Printed Name and Title



Furniture Share
Furniture to Families in Need

P.O. Box 2224, Corvallis, OR 97339, Phone: 541-754-9511, Fax: 541-738-0478, Michelle@furnitureshare.org, www.furnitureshare.org

Furniture Share Board Members 2020-19

| | | |
|---|---|--|
| John Origer, President Business Owner – Apex Property Clearing & Recycling (term expires 2021) | C: 541-905-6451 Toll free: 888-971-2739 apexpropertyclearing@gmail.com | 3511 Bernard Ave. NE Albany, OR 97322 |
| Gamael Nassar-Vice President Business Owner-Farmers Insurance (term expires 2021) | Office:541-926-7140 Cell: 561-440-4188 Fax: 541-981-5067 gnassar@farmersagent.com http://www.farmersagent.com/gnassar | 909 Elm St SW Albany, OR 97321-2038 |
| Debi Knutson Retired Accountant | 541-619-1089 Deb122524@gmail.com | |
| Karley Campo Service Manager | Karleycampo@yahoo.com | 1335 Madison Street Albant, Oregon 97322 |
| Will Tucker-Linn County Board Commissioner 25+ year's experience with marketing and community needs (term expires 2021) | O: 541-967-3825 Cell: 541-401-2323 wtucker@co.linn.or.us | Linn County CourtHouse PO Box 100 Albany, Oregon 97321 |
| Chelsea Mendenhall, Caregiver (term expires 2021) | C:541-981-9179 | 1599 Lehigh Way SE Albany,OR 97322 |
| Kerri Chambers Retired-Marketing | C:541-160-0230 | |
| | | |

| 2020-21 Budget Life is Better when a House is a Home | | | |
|--|--|----------------------|----------------------|
| Sustaining Client Services through Food & Furniture Delivery and Landfill Diverson | | | |
| Beds for Kids, Feeding Our Future and Furniture for Individuals in Crisis | | | Canyon Fire |
| Income | | | Furniture Drive |
| City of Albany- CDBG | | \$ 9,000.00 | |
| Linn County United Way | | \$ 5,000.00 | \$ 5,000.00 |
| Benton County United Way | | \$ 5,000.00 | |
| Grants | | \$ 122,000.00 | \$ 75,000.00 |
| Corporate Contributions | | \$ 15,000.00 | |
| Contributions | | \$ 55,000.00 | \$ 28,000.00 |
| Civic Groups | | \$ 10,000.00 | \$ 5,000.00 |
| Special Event-Albany Taps and Caps | | \$ 5,000.00 | |
| Special Events-BBQ | | \$ 35,000.00 | \$ 17,000.00 |
| Special Events-Run Your Tutu Off | | \$ 15,000.00 | \$ 5,000.00 |
| Special Events-Beds For Kids | | \$ 33,000.00 | \$ 15,000.00 |
| Total Income | | \$ 309,000.00 | \$ 150,000.00 |
| Expenses | | | |
| <i>Personnel</i> | | | |
| Executive Director | | \$54,000.00 | \$16,000.00 |
| Client Service/Partner Liason Coordinator Office Manager | | \$35,360.00 | \$12,960.00 |
| Client Service/Partner Liason-NEW HIRE for Canyon Fire | | | \$10,800.00 |
| Client/Delivery Assistant | | \$27,300.00 | \$10,800.00 |
| Client/Delivery Driver Warehouse Manager | | \$35,360.00 | \$12,960.00 |
| Client/Delivery Driver-NEW HIRE for Canyon Fire | | | \$12,960.00 |
| Payroll Taxes | | \$16,720.00 | \$6,350.00 |
| Medical/Dental Benefits | | \$10,680.00 | \$4,970.00 |
| Total Personnel | | \$ 179,420.00 | \$87,800.00 |
| <i>Occupancy</i> | | | |
| Rent | | \$ 30,000.00 | \$ 18,000.00 |
| Telephone/internet/utilities | | \$ 18,500.00 | \$ 11,500.00 |
| Total Occupancy | | \$ 48,500.00 | \$ 29,500.00 |
| <i>Materials & Services</i> | | | |
| Postage | | \$ 1,500.00 | \$1,000.00 |
| Supplies | | \$ 4,800.00 | \$2,700.00 |
| Equipment | | \$ 2,500.00 | \$1,500.00 |
| Printing | | \$ 2,400.00 | \$1,500.00 |
| Advertising | | \$ 1,800.00 | \$700.00 |
| Fundraising | | \$ 6,000.00 | \$3,000.00 |
| Insurance | | \$ 12,000.00 | \$6,000.00 |
| Dues/Memberships | | \$ 1,500.00 | \$500.00 |
| Professional Fees/Accounting | | \$ 3,500.00 | \$800.00 |
| Donor & Volunteer Appreciation | | \$ 1,000.00 | \$500.00 |
| Milage, Maintenance and equipment repair | | \$ 27,500.00 | \$14,500.00 |
| Total Materials & Services | | \$ 64,500.00 | \$32,700.00 |
| Total Expense | | \$ 292,420.00 | \$ 150,000.00 |
| Net Income/Loss-Emergency Reserves | | \$ 16,580.00 | \$ - |

Benton Furniture Share
Balance Sheet
As of March 31, 2020

| | Mar 31, 20 |
|---------------------------------------|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| PayPal | 3,246.94 |
| Checking | 10,633.26 |
| Petty Cash | 478.29 |
| Total Checking/Savings | 14,358.49 |
| Other Current Assets | |
| PayPal Reserve Hold | 10.81 |
| Total Other Current Assets | 10.81 |
| Total Current Assets | 14,369.30 |
| TOTAL ASSETS | 14,369.30 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| *Accounts Payable | -69.00 |
| Total Accounts Payable | -69.00 |
| Total Current Liabilities | -69.00 |
| Total Liabilities | -69.00 |
| Equity | |
| Retained Earnings | 1,000.00 |
| Net Income | 13,438.30 |
| Total Equity | 14,438.30 |
| TOTAL LIABILITIES & EQUITY | 14,369.30 |

Benton Furniture Share
Profit & Loss
March 2020

04/06/20

Accrual Basis

| | Mar 20 | Jul '19 - Mar 20 |
|--|-----------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| City of Albany Grants | | |
| CDBG-Albany | 9,000.00 | 9,000.00 |
| Total City of Albany Grants | 9,000.00 | 9,000.00 |
| United Way Grants | | |
| United Way | 229.42 | 5,971.36 |
| Total United Way Grants | 229.42 | 5,971.36 |
| Grant Income | | |
| Steele Family Foundation | 0.00 | 5,000.00 |
| SMCF Grant | 0.00 | 15,400.00 |
| Reeser Foundation | 0.00 | 8,000.00 |
| Pacific Power Foundation | 0.00 | 1,500.00 |
| Ralph Hull Foundation | 0.00 | 10,000.00 |
| Grant Income - Other | 0.00 | 2,200.00 |
| Total Grant Income | 0.00 | 42,100.00 |
| Contribution Income | | |
| Contributions | 1,805.64 | 50,587.11 |
| Total Contribution Income | 1,805.64 | 50,587.11 |
| Fund Raising | | |
| Albany Taps & Caps | 1,665.00 | 2,660.00 |
| Run Your TuTu Off | | |
| Run Your TuTu Off Income | 2,500.00 | 5,340.00 |
| Run Your TuTu Off Expenses | 0.00 | -2,257.99 |
| Total Run Your TuTu Off | 2,500.00 | 3,082.01 |
| BBQ | | |
| Sponsors | 0.00 | 2,100.00 |
| Ticket Sales/Auction | 0.00 | 21,442.32 |
| Babecue Expenses | 0.00 | -4,583.43 |
| Total BBQ | 0.00 | 18,958.89 |
| Beds for Kids | 1,195.00 | 3,835.00 |
| Total Fund Raising | 5,360.00 | 28,535.90 |
| Total Income | 16,395.06 | 136,194.37 |
| Expense | | |
| Wages & Fringe Benefits | | |
| Executive Director | 1,125.00 | 32,625.00 |
| Partner Liaison Coordinator | 1,899.50 | 15,890.25 |
| Delivery Driver Wages | | |
| Delivery Driver | 1,245.50 | 11,209.52 |
| Client/Delivery Assistant | 2,025.25 | 20,368.76 |
| Total Delivery Driver Wages | 3,270.75 | 31,578.28 |
| Payroll Taxes | 786.19 | 9,578.45 |
| Health Insurance | 0.00 | 3,456.96 |
| Total Wages & Fringe Benefits | 7,081.44 | 93,128.94 |
| Occupancy | | |
| Rent | 2,300.00 | 6,900.00 |
| Utilities | | |
| Telephone/Internet | 375.67 | 3,427.33 |
| Garbage Disposal | 0.00 | 888.99 |
| Total Utilities | 375.67 | 4,316.32 |

Benton Furniture Share
Profit & Loss
March 2020

| | Mar 20 | Jul '19 - Mar 20 |
|---------------------------------|-----------|------------------|
| Total Occupancy | 2,675.67 | 11,216.32 |
| Operating Expenses | | |
| PayPal Fees | 55.54 | 220.89 |
| Dues/Memberships/Training/Conf. | 0.00 | 1,089.00 |
| Postage | 0.00 | 190.00 |
| Bank Charge | 94.44 | 741.12 |
| Supplies | 291.27 | 4,566.64 |
| Total Operating Expenses | 441.25 | 6,807.65 |
| Professional Fees | | |
| Accounting | 0.00 | 1,093.46 |
| Total Professional Fees | 0.00 | 1,093.46 |
| Equipment | | |
| Repairs | 35.00 | 35.00 |
| Total Equipment | 35.00 | 35.00 |
| Advertising | 0.00 | 291.28 |
| Fundraising | | |
| Fundraising Expenses | 547.99 | 2,706.78 |
| Total Fundraising | 547.99 | 2,706.78 |
| Insurance | | |
| Liability Insurance | 0.00 | 1,263.60 |
| Total Insurance | 0.00 | 1,263.60 |
| Volunteer | | |
| Volunteer & Donor Appreciation | 0.00 | 240.00 |
| Total Volunteer | 0.00 | 240.00 |
| Auto | | |
| Van Rental | 0.00 | 120.00 |
| Mileage, Maint, Equip. Repair | 32.49 | 947.39 |
| Fuel | 972.56 | 3,683.47 |
| Insurance | 0.00 | 1,300.00 |
| Total Auto | 1,005.05 | 6,050.86 |
| Fees And Dues | 0.00 | 50.00 |
| Total Expense | 11,786.40 | 122,883.89 |
| Net Ordinary Income | 4,608.66 | 13,310.48 |
| Other Income/Expense | | |
| Other Income | | |
| Carryover | 0.00 | 127.82 |
| Total Other Income | 0.00 | 127.82 |
| Net Other Income | 0.00 | 127.82 |
| Net Income | 4,608.66 | 13,438.30 |

Benton Furniture Share
Balance Sheet
As of June 30, 2020

| | <u>Jun 30, 20</u> |
|--|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking | 39,866.17 |
| PayPal | 5,111.94 |
| Petty Cash | 478.29 |
| Total Checking/Savings | <u>45,456.40</u> |
| Total Current Assets | <u>45,456.40</u> |
| TOTAL ASSETS | <u><u>45,456.40</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| *Accounts Payable | 6,173.31 |
| Total Accounts Payable | <u>6,173.31</u> |
| Other Current Liabilities | |
| PPP Loan | 22,200.00 |
| SBA Loan | 5,000.00 |
| Total Other Current Liabilities | <u>27,200.00</u> |
| Total Current Liabilities | <u>33,373.31</u> |
| Total Liabilities | 33,373.31 |
| Equity | |
| Retained Earnings | 1,000.00 |
| Net Income | 11,083.09 |
| Total Equity | <u>12,083.09</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>45,456.40</u></u> |

Benton Furniture Share
Profit & Loss
 June 2020

| | Jun 20 | Jul '19 - Jun 20 |
|--------------------------------|-----------------|-------------------|
| Ordinary Income/Expense | | |
| Income | | |
| City of Albany Grants | | |
| CDBG-Albany | 0.00 | 9,000.00 |
| Total City of Albany Grants | 0.00 | 9,000.00 |
| United Way Grants | | |
| United Way | 496.42 | 15,177.61 |
| Total United Way Grants | 496.42 | 15,177.61 |
| Grant Income | | |
| Steele Family Foundation | 0.00 | 5,000.00 |
| SMCF Grant | 0.00 | 15,400.00 |
| Reeser Foundation | 0.00 | 8,000.00 |
| OSU Folk Trift Shop Foundation | 0.00 | 2,000.00 |
| Pacific Power Foundation | 0.00 | 1,500.00 |
| Oregon Community Foundation | 0.00 | 7,000.00 |
| Ralph Hull Foundation | 0.00 | 10,000.00 |
| Grant Income - Other | 0.00 | 3,200.00 |
| Total Grant Income | 0.00 | 52,100.00 |
| Contribution Income | | |
| Contributions | 1,435.00 | 54,750.95 |
| Total Contribution Income | 1,435.00 | 54,750.95 |
| Fund Raising | | |
| Albany Taps & Caps | 0.00 | 2,660.00 |
| Run Your TuTu Off | | |
| Run Your TuTu Off Income | 0.00 | 5,340.00 |
| Run Your TuTu Off Expenses | 0.00 | -2,257.99 |
| Total Run Your TuTu Off | 0.00 | 3,082.01 |
| BBQ | | |
| Sponsors | 0.00 | 2,100.00 |
| Ticket Sales/Auction | 0.00 | 21,442.32 |
| Babecue Expenses | 0.00 | -4,583.43 |
| Total BBQ | 0.00 | 18,958.89 |
| Beds for Kids | 642.95 | 10,047.95 |
| Total Fund Raising | 642.95 | 34,748.85 |
| Total Income | 2,574.37 | 165,777.41 |
| Expense | | |
| Wages & Fringe Benefits | | |
| Executive Director | 4,500.00 | 52,164.86 |
| Partner Liaison Coordinator | 435.00 | 18,558.25 |
| Delivery Driver Wages | | |
| Delivery Driver | 282.00 | 11,609.02 |
| Client/Delivery Assistant | 331.25 | 20,832.51 |
| Total Delivery Driver Wages | 613.25 | 32,441.53 |
| Payroll Taxes | 625.06 | 12,061.25 |
| Health Insurance | 0.00 | 3,456.96 |
| Total Wages & Fringe Benefits | 6,173.31 | 118,682.85 |
| Occupancy | | |
| Rent | 1,150.00 | 9,200.00 |

Benton Furniture Share
Profit & Loss
 June 2020

| | Jun 20 | Jul '19 - Jun 20 |
|---------------------------------|-----------|------------------|
| Utilities | | |
| Telephone/Internet | 215.44 | 4,233.81 |
| Garbage Disposal | 0.00 | 1,237.85 |
| Total Utilities | 215.44 | 5,471.66 |
| Total Occupancy | 1,365.44 | 14,671.66 |
| Operating Expenses | | |
| Dues/Memberships/Training/Conf. | 0.00 | 1,209.00 |
| Postage | 0.00 | 190.00 |
| Bank Charge | 53.30 | 904.67 |
| PayPal Fees | 10.01 | 272.70 |
| Supplies | 143.48 | 5,077.07 |
| Total Operating Expenses | 206.79 | 7,653.44 |
| Professional Fees | | |
| Accounting | 0.00 | 1,093.46 |
| Total Professional Fees | 0.00 | 1,093.46 |
| Equipment | | |
| Repairs | 0.00 | 35.00 |
| Total Equipment | 0.00 | 35.00 |
| Advertising | 0.00 | 381.28 |
| Fundraising | | |
| Fundraising Expenses | 0.00 | 2,706.78 |
| Total Fundraising | 0.00 | 2,706.78 |
| Insurance | | |
| Liability Insurance | 0.00 | 1,511.00 |
| Total Insurance | 0.00 | 1,511.00 |
| Volunteer | | |
| Volunteer & Donor Appreciation | 0.00 | 240.00 |
| Total Volunteer | 0.00 | 240.00 |
| Auto | | |
| Van Rental | 0.00 | 120.00 |
| Mileage, Maint, Equip. Repair | 501.41 | 2,560.70 |
| Fuel | 64.00 | 3,815.97 |
| Insurance | 0.00 | 1,300.00 |
| Total Auto | 565.41 | 7,796.67 |
| Fees And Dues | 0.00 | 50.00 |
| Total Expense | 8,310.95 | 154,822.14 |
| Net Ordinary Income | -5,736.58 | 10,955.27 |
| Other Income/Expense | | |
| Other Income | | |
| Carryover | 0.00 | 127.82 |
| Total Other Income | 0.00 | 127.82 |
| Net Other Income | 0.00 | 127.82 |
| Net Income | -5,736.58 | 11,083.09 |



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

APPLICATION for Community Development Block Grant & Cares Act Funds (CDBG-CV)
To Prevent, Prepare for, or Respond to COVID-19

APPLICATIONS are DUE by 5:00 p.m. WEDNESDAY, OCTOBER 7th, 2020

The City of Albany was allocated \$249,360 in Community Development Block Grant Coronavirus Response Supplement (CDBG-CV) funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) from the United States Department of Housing and Urban Development (HUD). CDBG-CV funds must be utilized to prevent, prepare for, and respond to the coronavirus and support critical community needs related to the novel coronavirus (COVID-19) pandemic, and the activities must principally benefit low-to moderate-income residents. An additional \$40,000 in CDBG funds is available to respond to COVID-19 impacts for childcare and business needs. The goals of the CDBG program are to create viable communities by providing decent housing, a suitable living environment, and expand economic opportunities.

ELIGIBLE APPLICANTS: Applicants must be a 501(c)(3) or (c)(4) non-profit, tax-exempt, or a public agency.

SUBMITTAL REQUIREMENTS: Email this application with the following attachments in pdf format to anne.catlin@cityofalbany.net.



Duplication of Benefit Certification



IRS determination letter



Agency Budget



Articles of Incorporation



List of current Board members

SECTION 1: Applicant Information

Legal Name of Agency/Organization: Albany Helping Hands

Federal Tax or Employer ID: 93-1244271 DUNS Number: 832078021

(Federal funding requires you have a DUNS number, <https://fedgov.dnb.com/webform/index.jsp>, and register at [SAM.GOV](https://sam.gov) before contract award.)

Mailing Address: 619 9th Ave SE Albany, OR 97322
Address City State ZIP

Location Address: 619 9th Ave SE Albany, OR 97322
Address City State ZIP

Agency Mission Statement:

To help relieve suffering and brokenness by providing basic life necessities, in love.

SECTION 2: Activity Description

Activity/Program Title: Keep Everyone in the Warming Center Safe During Covid-19 Grant Request: \$42,000

Activity Category: Public Services Public Facilities Economic Development

Activity Type:

One-time

New

Existing

Activity/Program Goal(s):

In order to adhere to physical distancing guideline requirements, our Warming Center will look very different this Fall and Winter. Because we are unable to fill our dorms, due to physical distancing guidelines, we expect our Warming Center to hold the overflow of people in need of shelter and meals.

Managing the Warming Center from November to March requires countless volunteer hours. Due to Covid-19, our volunteer pool is greatly diminished. Our goal is to hire staff to oversee the Warming Center from 10 pm to 6 am, 7 days a week for 5 months.

Target Population: Describe the persons to be served by the activity and their needs related to COVID-19.

The population we serve is unsheltered, unemployed or underemployed and food insecure. Much of this population suffers from major health issues that result in a compromised immune system.

Beneficiary Category, check all that apply:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Disability & special needs | <input checked="" type="checkbox"/> Elderly Persons | <input checked="" type="checkbox"/> Low-to moderate-income (80% or less of area median) |
| <input checked="" type="checkbox"/> Victims of domestic violence | <input checked="" type="checkbox"/> AIDS/HIV | <input checked="" type="checkbox"/> Other: <u>Unsheltered population</u> |
| | <input checked="" type="checkbox"/> Migrant farm workers | |

COVID-19/CARES Act Compliance: Explain how the activity will assist in preventing, preparing for, and/or responding to COVID-19. Provide evidence that this need is not being met.

Using our dayroom for non-residents and residents alike with require extra cleaning and sanitation before each group can enter. This will increase our need for cleaning, sanitation and PPE supplies.

Since March of this year, we have been providing to-go meals for non-residents in an effort to minimize our resident's exposure to people outside of their immediate community/living situation. The cost of to-go meal container, utensils and beverages has put a strain on our budget, and we need assistance to continue these safety procedures throughout the Fall and Winter.

Scope: Describe the services to be provided and steps that will be taken to meet the project goal(s), and if applicable, the frequency for which services will be delivered.

Thorough cleaning and sanitation of the day room tables, chairs, floor and restrooms each evening before the Warming Center opens. Then complete the process again after non-resident leave and before the day room is open to residents.

SECTION 3: Agency Capacity and Implementation

What percentage of the agency's budget is grant funded?

At this point, 0%. We are waiting to hear back from a couple grants that, if awarded, will pay out within the first quarter of 2021.

Has the agency received other funding to provide this activity?

We have not.

If your application is partially funded, can the agency carry out the activity?

We will find a way, yes.

Which staff positions will be dedicated to this activity and the total full-time equivalent staff (in FTE)?

Warming Center Staff. Two FTE positions divided between four staff.

What time periods will the activities be carried out?

10 pm to 6 am, Sunday – Saturday, November 2020 through March 2021

(Total of 5 months).

SECTION 4: Activity Budget

Please provide sources of revenue your organization receives or will receive to carry out the proposed activity and the projected activity expenses.

| Activity/Project Budget Summary (See 24 CFR 570 Subpart J) | | | |
|---|---------------|--------------------|-----------------------------------|
| Estimated Total Cost of Activity: | \$42,000 | | |
| City CDBG GRANT REQUEST for Activity: | \$42,000 | | |
| Total Number of People/Households Served: | 100 | | |
| Total Cost per Person/Household: | \$42 | | |
| Describe Source of Other Funds: | Amount | Secured | Tentative |
| Federal: | | | |
| State: | | | |
| Local: | | | |
| Donations/Private: | | | |
| Grants: | | | |
| Loans: | | | |
| Activity Budget Detail (Non-Development Activities) | | | |
| Specific Cost Item/Description | CDBG Request: | Other Funds Amount | Total Amount CDBG + Other Sources |
| Staffing Warming Shelter from November 20 to March 21 | \$36,000 | | \$ |
| Cleaning and sanitation supplies + additional restroom supplies | \$ 2,800 | | |
| To-go food containers, utensils, napkins & beverages | \$ 3,200 | | |
| | | | |
| | | | |
| | | | |
| Total | \$ 42,000 | | |

SECTION 5: CDBG Statement of Assurances

If this agency (name): Albany Helping Hands Shelter is awarded funding, the agency agrees that:

1. The recipient has or will get a DUNS # and is or will be registered at <http://sam.gov> (U.S. System for Award Management) before contract award and will update registration as necessary.
2. The recipient will provide liability insurance coverage as required by the City of Albany, and worker's compensation and payment of payroll taxes as required by Federal and State laws.
3. The recipient must verify CDBG funds will not create a Duplication of Benefit per the Robert T. Stafford Act, as amended; funds will not be used to provide services/assistance for the same costs/losses from other funding sources.
4. All expenditures must have adequate documentation and all accounting records and supporting documentation shall be available for inspection by City of Albany upon request.



Albany Helping Hands Board of Directors 2019-2020

Officers

President: Jim Sapp

Vice President: John Donovan

Secretary: Marilee Sapp

Treasurer: Chris Erickson

Voting Members

Robert Anderson

Gloria Bond

Corey Bontrager

Jason Cadwell

Michael Davis

Randy Glaser

Jeanine Howell

Ramiero Leon

Emerson Smoker Sr.

Albany Helping Hands

BUDGET

October 2020 - September 2021

| | TOTAL |
|-------------------------------------|---------------------|
| Income | |
| 4010 Charitable Agencies & Clubs | 8,915.42 |
| 4011 Individual Donations | 186,154.62 |
| 4012 Church Donations | 23,783.53 |
| 4013 Business Donations | 50,586.09 |
| 4015 School Donations | 142.00 |
| 4200 Foundation/Trust Grants | 112,541.45 |
| 4510 Government Grants | 78,125.00 |
| 5300 Sales & Services Income | 260,158.19 |
| 5345 Interest Income | 1,734.06 |
| 5350 Rental Income | 78,593.35 |
| Sales | 34.56 |
| Total Income | \$800,768.27 |
| GROSS PROFIT | \$800,768.27 |
| Expenses | |
| 40001 Benevolent | 5,856.33 |
| 6999 Uncategorized Expenses | 4,938.06 |
| 7000 Benvolent program | 1,668.82 |
| 7220 Salary and Wages | 146,482.48 |
| 7250 Payroll Taxes | 51,096.29 |
| 7300 Contracted Services | 36,944.61 |
| 7510 Professional fundraising fees | 985.00 |
| 7520 Accounting Fees | 3,033.07 |
| 7522 Bank Charges & Fees | 6,382.85 |
| 7523 Bookkeeping & Payroll | 4,088.00 |
| 7525 PayPal Fees | 239.92 |
| Total 7520 Accounting Fees | 13,743.84 |
| 7530 Legal Fees | |
| 7532 Licenses,Permits & Bonds | 2,000.00 |
| 7533 Taxes and Fees | 1,707.88 |
| Total 7530 Legal Fees | 3,707.88 |
| 8110 Supplies | 30,686.08 |
| 8111 Office Supplies | 19,444.90 |
| 8112 Food | 3,582.05 |
| 8113 Janitorial | 22,095.58 |
| Total 8110 Supplies | 75,808.61 |
| 8115 Production Materials | 11,582.13 |
| 8120 Merchandise for Sale | 29,667.92 |
| 8125 U-Haul Expense | 3,013.15 |
| 8130 Telephone & Telecommunications | 13,307.37 |
| 8140 Postage and shipping | 2,085.11 |

Albany Helping Hands

BUDGET

October 2020 - September 2021

| | TOTAL |
|--------------------------------------|-------------------|
| 8150 Advertising | 7,127.61 |
| 8152 radio | 247.00 |
| Total 8150 Advertising | 7,374.61 |
| 8170 Printing & Publications | 2,023.00 |
| 8200 Occupancy | 1,508.43 |
| 8210 Rents | 11,500.00 |
| 8220 Electricity | 25,925.95 |
| 82201 816 Jefferson St SE | 2,662.11 |
| 8223 Operations Electricity | 4,396.93 |
| 8224 Dormitory Electricity | 117.85 |
| 8226 Store Electricity | 4,624.77 |
| 8227 513 9th Ave Albany | 2,325.43 |
| 8229 527 9th ave | 1,337.89 |
| Total 8220 Electricity | 41,390.93 |
| 8230 Gas | 22,861.75 |
| 8235 Store Gas | 3,470.18 |
| Total 8230 Gas | 26,331.93 |
| 8245 Insurance | 34,280.42 |
| 8250 Sewer | |
| 8252 Santiam Sewer | 1,709.87 |
| 8253 Operations Sewer | 1,109.09 |
| 8258 513 9th Ave Albany | 1,925.30 |
| Total 8250 Sewer | 4,744.26 |
| 8260 Water | 7,795.73 |
| 8251 City of Albany- | 16,481.86 |
| Total 8260 Water | 24,277.59 |
| 8270 Garbage collection | 5,295.37 |
| 8273 Operations Garbage | 5,212.42 |
| 8274 Dormitory Garbage | 873.43 |
| 8277 Store Garbage | 8,374.32 |
| Total 8270 Garbage collection | 19,755.54 |
| Total 8200 Occupancy | 163,789.10 |
| 8280 Equipment Rental & Maintenance | 27,328.09 |
| 8281 Building Repairs/Maintenance | 30,222.42 |
| 8297 Vehicle Repair & Maintenance | 1,480.84 |
| 8310 Travel | |
| 8315 Transportation | 970.00 |
| 8319 License | 753.00 |
| Total 8315 Transportation | 1,723.00 |
| Total 8310 Travel | 1,723.00 |

Albany Helping Hands

BUDGET

October 2020 - September 2021

| | TOTAL |
|---|---------------------|
| 8330 Education, Classes, & Memberships | 408.00 |
| 8450 Depreciation, depletion, etc. | 68,071.00 |
| 8510 Interest & Late Fees | 2,830.84 |
| 8590 Other Itemized Expenses | 2,735.00 |
| 8593 Allowance | 85,086.00 |
| 8599 Other | 770.39 |
| Total 8590 Other Itemized Expenses | 88,591.39 |
| Uncategorized Expense | 1,315.00 |
| Total Expenses | \$796,044.89 |
| NET OPERATING INCOME | \$4,723.38 |
| Other Expenses | |
| 9800 Admin out of pocket | 53.00 |
| Total Other Expenses | \$53.00 |
| NET OTHER INCOME | \$-53.00 |
| NET INCOME | \$4,670.38 |

Albany Helping Hands

PROFIT AND LOSS YTD COMPARISON

March 2020

| | TOTAL | |
|-------------------------------------|--------------------|---------------------------|
| | MAR 2020 | OCT 2019 - MAR 2020 (YTD) |
| Income | | |
| 4010 Charitable Agencies & Clubs | 350.00 | 4,766.78 |
| 4011 Individual Donations | 24,215.00 | 89,226.49 |
| 4012 Church Donations | 2,017.55 | 8,111.02 |
| 4013 Business Donations | 2,500.00 | 34,285.60 |
| 4015 School Donations | | 142.00 |
| 4200 Foundation/Trust Grants | 5,300.00 | 109,041.45 |
| 4510 Government Grants | | 28,225.00 |
| 5300 Sales & Services Income | 15,085.05 | 139,705.48 |
| 5345 Interest Income | 239.56 | 1,734.06 |
| 5350 Rental Income | 8,345.00 | 24,105.00 |
| Total Income | \$58,052.16 | \$439,342.88 |
| GROSS PROFIT | \$58,052.16 | \$439,342.88 |
| Expenses | | |
| 40001 Benevolent | 588.83 | 3,356.33 |
| 6999 Uncategorized Expenses | | 200.00 |
| 7000 Benvolent program | 1,000.00 | 1,174.82 |
| 7220 Salary and Wages | 12,513.96 | 73,047.51 |
| 7250 Payroll Taxes | 3,781.98 | 22,468.44 |
| 7300 Contracted Services | 1,651.18 | 11,278.13 |
| 7520 Accounting Fees | 264.61 | 2,268.53 |
| 7522 Bank Charges & Fees | 6.75 | 593.58 |
| 7523 Bookkeeping & Payroll | 48.00 | 3,704.00 |
| 7525 PayPal Fees | | 239.92 |
| Total 7520 Accounting Fees | 319.36 | 6,806.03 |
| 7530 Legal Fees | | |
| 7532 Licenses,Permits & Bonds | | 2,000.00 |
| 7533 Taxes and Fees | 125.00 | 1,707.88 |
| Total 7530 Legal Fees | 125.00 | 3,707.88 |
| 8110 Supplies | 1,911.33 | 14,910.93 |
| 8111 Office Supplies | 333.70 | 10,854.38 |
| 8112 Food | 301.43 | 2,797.33 |
| 8113 Janitorial | 1,287.32 | 10,041.43 |
| Total 8110 Supplies | 3,833.78 | 38,604.07 |
| 8115 Production Materials | | 1,735.44 |
| 8120 Merchandise for Sale | 509.77 | 24,041.02 |
| 8125 U-Haul Expense | | 1,393.59 |
| 8130 Telephone & Telecommunications | 1,110.68 | 6,573.92 |
| 8140 Postage and shipping | 171.77 | 1,200.64 |

Albany Helping Hands

PROFIT AND LOSS YTD COMPARISON

March 2020

| | TOTAL | |
|--------------------------------------|------------------|---------------------------|
| | MAR 2020 | OCT 2019 - MAR 2020 (YTD) |
| 8150 Advertising | 1,922.88 | 4,352.94 |
| 8152 radio | | 247.00 |
| Total 8150 Advertising | 1,922.88 | 4,599.94 |
| 8170 Printing & Publications | 659.00 | 2,023.00 |
| 8200 Occupancy | | 1,508.43 |
| 8210 Rents | 1,150.00 | 6,900.00 |
| 8220 Electricity | 2,654.58 | 16,684.95 |
| 82201 816 Jefferson St SE | 315.58 | 1,850.37 |
| 8223 Operations Electricity | | 38.37 |
| 8226 Store Electricity | 411.19 | 2,496.63 |
| 8227 513 9th Ave Albany | 396.09 | 981.22 |
| 8229 527 9th ave | 112.13 | 681.97 |
| Total 8220 Electricity | 3,889.57 | 22,733.51 |
| 8230 Gas | 1,679.35 | 14,000.58 |
| 8235 Store Gas | 604.80 | 3,072.59 |
| Total 8230 Gas | 2,284.15 | 17,073.17 |
| 8245 Insurance | 2,516.46 | 15,021.21 |
| 8250 Sewer | | |
| 8252 Santiam Sewer | 105.00 | 1,079.87 |
| 8253 Operations Sewer | | 1,109.09 |
| 8258 513 9th Ave Albany | 163.04 | 907.40 |
| Total 8250 Sewer | 268.04 | 3,096.36 |
| 8260 Water | 20.12 | 134.74 |
| 8251 City of Albany- | 2,253.57 | 10,977.37 |
| Total 8260 Water | 2,273.69 | 11,112.11 |
| 8270 Garbage collection | 255.48 | 3,506.53 |
| 8273 Operations Garbage | 863.17 | 1,372.00 |
| 8274 Dormitory Garbage | | 873.43 |
| 8277 Store Garbage | 455.38 | 4,626.29 |
| Total 8270 Garbage collection | 1,574.03 | 10,378.25 |
| Total 8200 Occupancy | 13,955.94 | 87,823.04 |
| 8280 Equipment Rental & Maintenance | 891.64 | 16,468.21 |
| 8281 Building Repairs/Maintenance | 1,453.54 | 18,118.99 |
| 8297 Vehicle Repair & Maintenance | | 456.00 |
| 8310 Travel | | |
| 8315 Transportation | | 970.00 |
| 8319 License | 116.00 | 631.00 |
| Total 8315 Transportation | 116.00 | 1,601.00 |
| Total 8310 Travel | 116.00 | 1,601.00 |

Albany Helping Hands

PROFIT AND LOSS YTD COMPARISON

March 2020

| | TOTAL | |
|---|--------------------|---------------------------|
| | MAR 2020 | OCT 2019 - MAR 2020 (YTD) |
| 8330 Education,Classes,&Memberships | | 120.00 |
| 8510 Interest & Late Fees | | 1,850.00 |
| 8590 Other Itemized Expenses | 550.00 | 2,700.00 |
| 8593 Allowance | 5,980.00 | 41,205.00 |
| 8599 Other | | 770.39 |
| Total 8590 Other Itemized Expenses | 6,530.00 | 44,675.39 |
| Total Expenses | \$51,135.31 | \$373,323.39 |
| NET OPERATING INCOME | \$6,916.85 | \$66,019.49 |
| Other Expenses | | |
| 9800 Admin out of pocket | | 53.00 |
| Total Other Expenses | \$0.00 | \$53.00 |
| NET OTHER INCOME | \$0.00 | \$ -53.00 |
| NET INCOME | \$6,916.85 | \$65,966.49 |

Albany Helping Hands

PROFIT AND LOSS YTD COMPARISON

June 2020

| | TOTAL | |
|------------------------------------|--------------------|---------------------------|
| | JUN 2020 | OCT 2019 - JUN 2020 (YTD) |
| Income | | |
| 4010 Charitable Agencies & Clubs | 2,018.99 | 7,374.16 |
| 4011 Individual Donations | 11,899.04 | 167,097.61 |
| 4012 Church Donations | 2,278.64 | 20,262.96 |
| 4013 Business Donations | 250.00 | 36,441.95 |
| 4015 School Donations | | 142.00 |
| 4200 Foundation/Trust Grants | 3,500.00 | 112,541.45 |
| 4510 Government Grants | | 76,125.00 |
| 5300 Sales & Services Income | 26,317.24 | 188,827.94 |
| 5345 Interest Income | | 1,734.06 |
| 5350 Rental Income | 10,063.35 | 50,508.35 |
| Sales | | 34.56 |
| Total Income | \$56,327.26 | \$661,090.04 |
| GROSS PROFIT | \$56,327.26 | \$661,090.04 |
| Expenses | | |
| 40001 Benevolent | 400.00 | 4,556.33 |
| 6999 Uncategorized Expenses | 429.00 | 4,017.08 |
| 7000 Benvolent program | 494.00 | 1,668.82 |
| 7220 Salary and Wages | 12,725.28 | 109,208.12 |
| 7250 Payroll Taxes | 4,531.98 | 35,517.05 |
| 7300 Contracted Services | 1,637.50 | 18,340.31 |
| 7510 Professional fundraising fees | 70.00 | 925.00 |
| 7520 Accounting Fees | | 2,713.47 |
| 7522 Bank Charges & Fees | 200.06 | 793.64 |
| 7523 Bookkeeping & Payroll | 48.00 | 3,944.00 |
| 7525 PayPal Fees | | 239.92 |
| Total 7520 Accounting Fees | 248.06 | 7,691.03 |
| 7530 Legal Fees | | |
| 7532 Licenses,Permits & Bonds | | 2,000.00 |
| 7533 Taxes and Fees | | 1,707.88 |
| Total 7530 Legal Fees | | 3,707.88 |
| 8110 Supplies | 3,439.74 | 24,116.14 |
| 8111 Office Supplies | 389.98 | 11,887.55 |
| 8112 Food | | 2,893.47 |
| 8113 Janitorial | 2,925.75 | 17,040.89 |
| Total 8110 Supplies | 6,755.47 | 55,938.05 |
| 8115 Production Materials | | 6,982.84 |
| 8120 Merchandise for Sale | 493.68 | 26,348.72 |

Albany Helping Hands

PROFIT AND LOSS YTD COMPARISON

June 2020

| | TOTAL | |
|--------------------------------------|-----------------|---------------------------|
| | JUN 2020 | OCT 2019 - JUN 2020 (YTD) |
| 8125 U-Haul Expense | 113.44 | 1,864.62 |
| 8130 Telephone & Telecommunications | 1,294.80 | 9,973.73 |
| 8140 Postage and shipping | | 1,777.61 |
| 8150 Advertising | 318.62 | 5,169.54 |
| 8152 radio | | 247.00 |
| Total 8150 Advertising | 318.62 | 5,416.54 |
| 8170 Printing & Publications | | 2,023.00 |
| 8200 Occupancy | | 1,508.43 |
| 8210 Rents | 1,150.00 | 10,350.00 |
| 8220 Electricity | 1,246.59 | 21,626.97 |
| 82201 816 Jefferson St SE | 101.04 | 2,393.12 |
| 8223 Operations Electricity | 853.46 | 1,721.22 |
| 8224 Dormitory Electricity | 23.57 | 47.14 |
| 8226 Store Electricity | 353.72 | 3,453.54 |
| 8227 513 9th Ave Albany | 176.46 | 1,678.55 |
| 8229 527 9th ave | 112.92 | 1,020.73 |
| Total 8220 Electricity | 2,867.76 | 31,941.27 |
| 8230 Gas | 1,247.19 | 17,111.71 |
| 8235 Store Gas | | 3,468.67 |
| Total 8230 Gas | 1,247.19 | 20,580.38 |
| 8245 Insurance | 758.05 | 20,329.58 |
| 8250 Sewer | | |
| 8252 Santiam Sewer | 105.00 | 1,394.87 |
| 8253 Operations Sewer | | 1,109.09 |
| 8258 513 9th Ave Albany | 170.89 | 1,423.60 |
| Total 8250 Sewer | 275.89 | 3,927.56 |
| 8260 Water | 1,307.34 | 4,136.21 |
| 8251 City of Albany- | 874.87 | 13,636.00 |
| Total 8260 Water | 2,182.21 | 17,772.21 |
| 8270 Garbage collection | | 4,031.10 |
| 8273 Operations Garbage | | 3,091.12 |
| 8274 Dormitory Garbage | | 873.43 |
| 8277 Store Garbage | | 5,782.20 |
| Total 8270 Garbage collection | | 13,777.85 |
| Total 8200 Occupancy | 8,481.10 | 120,187.28 |
| 8280 Equipment Rental & Maintenance | 313.49 | 18,641.82 |
| 8281 Building Repairs/Maintenance | 3,181.06 | 27,038.84 |
| 8297 Vehicle Repair & Maintenance | | 456.00 |

Albany Helping Hands

PROFIT AND LOSS YTD COMPARISON

June 2020

| | TOTAL | |
|---|--------------------|---------------------------|
| | JUN 2020 | OCT 2019 - JUN 2020 (YTD) |
| 8310 Travel | | |
| 8315 Transportation | | 970.00 |
| 8319 License | 122.00 | 753.00 |
| Total 8315 Transportation | 122.00 | 1,723.00 |
| Total 8310 Travel | 122.00 | 1,723.00 |
| 8330 Education,Classes,&Memberships | | 120.00 |
| 8510 Interest & Late Fees | | 1,850.00 |
| 8590 Other Itemized Expenses | | 2,735.00 |
| 8593 Allowance | 5,710.00 | 59,000.00 |
| 8599 Other | | 770.39 |
| Total 8590 Other Itemized Expenses | 5,710.00 | 62,505.39 |
| Uncategorized Expense | 449.00 | 499.00 |
| Total Expenses | \$47,768.48 | \$528,978.06 |
| NET OPERATING INCOME | \$8,558.78 | \$132,111.98 |
| Other Expenses | | |
| 9800 Admin out of pocket | | 53.00 |
| Total Other Expenses | \$0.00 | \$53.00 |
| NET OTHER INCOME | \$0.00 | \$ -53.00 |
| NET INCOME | \$8,558.78 | \$132,058.98 |

CDBG & CARES ACT Grant Scoring

Applicant: _____ Grant Request: _____

1. The proposal addresses an identified gap in community needs to prevent or respond to impacts of the COVID-19 pandemic and provides an effective strategy to improve conditions or solve the identified problem. **[30 points]**

2. The activity primarily benefits Albany's low-to moderate-income residents, those earning 80 percent or less of area median income (AMI), and/or businesses impacted by COVID-19. **[20 points]**

3. The activity utilizes already existing resources in effective and innovative ways and does not duplicate services provided by another organization. **[15 points]**

4. The budget and timeline are realistic, and the proposal demonstrates a gap in funding, no duplication of benefit, and CDBG funds are an appropriate funding source for the project. **[20 points]**

5. The applicant has the capacity to carry out the project and meet performance objectives within a 12-month period. **[15 points]**