**MULTNOMAH COUNTY SUBMIT BY 2/18/22 TO:**

Fanny Rodriguez-Adams

[Fanny.Rodriguez@multco.us](mailto:Fanny.Rodriguez@multco.us)

**COMMUNITY DEVELOPMENT** Or drop off in person:

MULTNOMAH COUNTY DCHS-YFS

**CDBG PUBLIC FACILITIES & IMPROVEMENTS** 209 SW 4th Ave. (first floor), Suite 200

**PROPOSAL FORM** Portland, OR 97204

**FY 2022-2023** 503-988-7440

**INTRODUCTION**

## Eligible Public Facilities Activities

All neighborhood revitalization/public facilities projects must primarily benefit low and moderate-income households or individuals. Eligible projects include public improvements such as streets and sidewalks, park/recreational facility, acquisition or development, buildings that provide temporary shelter to homeless or developmentally disabled individuals, group homes for developmentally disabled individuals, and community facilities (such as Headstart Centers) which primarily benefit low and moderate-income persons. CDBG funds may not be used to replace funding available locally. It may not be used for ongoing maintenance activities (such as minor road patching). Public facilities must be open to the general public during normal business hours.

Please be attentive to the following federal or local regulations and guidelines and how they relate to the proposed project:

* Davis-Bacon wage rates and reporting procedures on CDBG projects in excess of $2,000 and BOLI rates and reporting requirements for projects in excess of $50,000.
* Uniform Relocation Act requirements that relate to acquiring property (even if it is vacant) and to temporary or permanent relocation of tenants (which should be avoided if at all possible)
* Contractor Selection: In general, construction projects should be bid competitively, using WBE/MBE procedures. If, however, you have involved a contractor that you intend to hire with the development of this application, you should be prepared to document that he/she was integral to the development of the project concept/proposal, and that you considered other contractors before you selected this one. (Documentation not required as part of the proposal, but will be required before work commences if project is funded.)
* MBE/WBE requirements: Section 3 requirements for projects receiving more than $200,000 in HUD assistance and where an individual subcontract will exceed $100,000. The project files must be open to the general public during normal business hours and have a duration of at least five complete fiscal years after the completion of CDBG funded improvements.
* Compliance with Lead Based Paint regulations if project provides housing or shelter for individuals for more than 100 days. Zero-bedroom dwellings such as a single room occupancy unit, an efficiency, or a dormitory, are also exempted from compliance with Lead Based Paint regulations. These regulations do not come in to play for most public facilities.
* Compliance with Section 7 Consultation requirement under the Endangered Species Act may result in design and construction costs related to preserving salmon and salmon habitat, especially if your project is within 300 feet of a stream or involves the creation of new impervious surfaces.

These requirements may affect your project design and your project costs. If you have any questions about any of them, please contact Fanny Rodriguez-Adams at 503-988-7440 or [Fanny.Rodriguez@multco.us](mailto:Fanny.Rodriguez@multco.us) before submitting your application.

**SECTION 1 ‑ BASIC INFORMATION**

1.1 PROJECT TITLE:

1.2 LEGAL PROJECT SPONSOR:

ADDRESS: PHONE:

EMAIL: TAX I.D. NUMBER:

DUNS NUMBER CCR DATE OF RENEWAL

1.3 CONTACT PERSON:

AGENCY/COMPANY (IF DIFFERENT FROM ABOVE):

ADDRESS: PHONE:

EMAIL:

1.4 HAS THE AGENCY BEEN CERTIFIED AS A CHDO? \_\_\_\_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_\_\_ no

1.5 BRIEF PROJECT DESCRIPTION (**100** words or less):

1.6 TOTAL **County** CDBG DOLLARS REQUESTED $

OTHER FUNDS

Federal $ State $

Local $ Private $

Other (specify, includes in-kind) $

Total Other Funds $

Total Budget (CDBG request plus other funds) $

(Total other funds) ÷ (Total Budget) = %

1.7 I certify that to the best of my knowledge, all information in this proposal is accurate and complete, and that this proposal has been adopted and approved by the organization I represent; and if funding is received, we will comply with all applicable Federal requirements. Furthermore, there is a demonstrated need for CDBG funds and such funds are not a substitute for local funding.

NAME: AUTHORIZED SIGNATURE:

TITLE: ORGANIZATION:

DATE:

**SECTION 2 – BENEFICIARIES** (see Exhibit A for income limits)

* 1. Total number of unduplicated persons/households from Multnomah County’s service area directly served by project:
* below 30% MFI \_\_\_\_\_\_\_\_\_\_
* below 50% MFI (includes those below 30% MFI) \_\_\_\_\_\_\_\_\_\_
* below 80% MFI (includes those below 50% MFI) \_\_\_\_\_\_\_\_\_\_
  1. County CDBG cost per low and moderate income beneficiary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Divide grant by number of persons/households below 80% MFI)

* 1. Source and methodology for determining 2.1 and 2.2.
  2. Describe unique qualities or special needs of beneficiaries:
  3. Identify Census Tract(s) and Block Groups where project provides services:

Countywide\_\_\_\_\_\_\_\_\_\_\_\_ CT\_\_\_\_\_ \_\_\_\_\_\_\_\_ BG\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3 –PROJECT ACTIVITY/WORK PLAN –** Give a detailed description of the County project for 2021-2022. What are the steps needed to accomplish the project? Submit a timeline chart for the anticipated steps. Identify who is going to do what? When? Who will supervise and monitor? What outside services are needed? How will they be coordinated?

**SECTION 4 – BUDGET –** for County activities only. See Exhibit B for instructions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BUDGET** | **TOTAL** | **County CDBG** | **PROVIDED FROM** | **IDENTIFY** |
| **CATEGORIES** | **PROJECT** | **REQUEST** | **OTHER SOURCES** | **OTHER SOURCES** |
| a. |  |  |  |  |
| b. |  |  |  |  |
| c. |  |  |  |  |
| d. |  |  |  |  |
| e. |  |  |  |  |
| **TOTALS** |  |  |  |  |

Budget Summary prepared by: Title:

**NARRATIVE - NEED FOR GRANT FUNDS**

Describe what would happen to this project if Community Development Block Grant funds were not available. (HUD requires that there must be a demonstrated need for Community Development Block Grant funds and that the funds are not used as a replacement for local funds.)

# SECTION 5 - SUPPORTING DOCUMENTATION

Please attach the following information if applicable:

* Evidence of financial commitment from other funding sources.
* Citizen Participation documentation as appropriate.
* Verification of threat to public health or safety if appropriate.
* Evidence of legal status of sponsor.
* Evidence of sponsor's authorization to submit application.
* Evidence of Affirmatively Furthering Fair Housing

**EXHIBIT A**

**2021 INCOME LIMITS**

**BY PERCENT OF MEDIAN FAMILY INCOME (MFI) AND FAMILY SIZE [[1]](#footnote-1)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Percent of Median** | **Household Size** | | | | | | | |
| **Family Income** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **30%** | $20,300 | $23,200 | $26,100 | $29,000 | $31,350 | $33,650 | $36,000 | $38,300 |
| **50%** | $33,850 | $38,700 | $43,550 | $48,350 | $52,250 | $56,100 | $60,000 | $63,850 |
| **60%** | $40,620 | $46,400 | $52,260 | $58,020 | $62,700 | $67,320 | $72,000 | $76,620 |
| **80%** | $54,150 | $61,900 | $69,650 | $77,350 | $83,550 | $89,750 | $95,950 | $102,150 |

**\*2022 income limits have not yet been released by HUD.**

**EXHIBIT B**

**BUDGET INSTRUCTIONS**

List the budget categories for your project. (See below for an explanation of possible line item categories.) Indicate the total project cost, the total CDBG request, and what funds or services (including in-kind) will be provided by the sponsor and/or from other organizations. Identify the other sources of these funds or services in the last column, e.g., ABC Citizens Group.

Possible budget categories:

a. Personnel services - The proportion of salary and fringe benefits for employees charged to the project.

b. Office Supplies - Items such as paper, pencils, ledgers, and similar items.

c. Operating Supplies - Supplies that are used in the operation of a project: paint, hand tools, limited building supplies.

d. Communications - Telephone and related charges for direct project administration only.

e. Travel and Training - Cost of travel, training, private auto mileage and miscellaneous travel expense.

f. Legal and Public Notices - Costs incurred for notices in newspapers and related media.

g. Profession Services - Includes services contracted for expertise beyond staff

h. Capital Outlay - Includes office or other authorized equipment.

i. Administrative Costs - Costs associated with administration of this project (can only be used if applicant has an approved Indirect Cost Allocation Plan).

**EXHIBIT C**

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**MULTNOMAH COUNTY CDBG PROGRAM**

**PROJECT SELECTION PROCESS TIMETABLE**

**January – June, 2022**

|  |  |
| --- | --- |
| January 19 | Application Workshop conducted via Zoom.  *Note: Workshop announcements were placed in Gresham Outlook, and posted on Multnomah County DCHS event website on January 3rd, 2022.* |
| February 18 | Applications submitted to Department of County Human Services (DCHS). Application submissions may be submitted electronically via email to [Fanny.Rodriguez@multco.us](mailto:Fanny.Rodriguez@multco.us) or one unbound original copy, one-sided, letter size (8½ X 11) paper may be mailed or hand-delivered to 209 SW 4th Ave, Suite 200, Portland, OR 97204, Attn: Fanny Adams. |
| February 21-28 | Staff completes a technical review for completeness and contacts each applicant regarding the status of their application. |
| March 1 - March 6 | Written applications are reviewed and rated by DCHS staff members. Staff reports are developed based on reviews/ratings. |
| March 7- 11 | Staff reports are prepared and mailed to the Multnomah County Policy Advisory Board (PAB). The ratings are only a part of the review process and are intended to assist the PAB in making its recommendations for funding. |
| March | PAB meets to make initial funding decisions. |
| April | PAB conducts Public Hearing. Applicants may give a short presentation and PAB members may ask questions. PAB finalizes its recommendations regarding funding. |
| April | Applicants are notified of the PAB's funding recommendations. |
| May | Board of County Commissioners Public Hearing at which PAB's recommendations are considered. BCC makes final decision on 2022-2023 CDBG funding to projects. Applicants may testify, if they wish. |
| May-June | 2022-2023 CDBG contracts prepared and executed. |
| July 1 | Fiscal Program Year 2022 begins. |

\*Dates are subject to change.

1. Based on the HUD Portland Area Median Family Income as of 4/1/21: $96,900 for a family of four. This data is updated by HUD in the spring of each year. [↑](#footnote-ref-1)