**MULTNOMAH COUNTY**

**COMMUNITY DEVELOPMENT PROGRAM** SUBMIT TO: MULTNOMAH COUNTY

**PUBLIC FACILITIES & IMPROVEMENTS** COMMUNITY DEVELOPMENT PROGRAM

**APPLICATION FORM FY 2014-2015** 421 SW Oak St., Suite 200

Portland, OR 97204

503-988-6295 ext. 28809

**SECTION 1 ‑ BASIC INFORMATION** (For Instructions, see Exhibit A)

1.1 PROJECT TITLE:

ADDRESS:

1.2 LEGAL PROJECT SPONSOR:

ADDRESS: PHONE:

FAX:

EMAIL: TAX I.D. NUMBER:

DUNS NUMBER: CCR DATE OF RENEWAL:

1.3 CONTACT PERSON:

AGENCY/COMPANY (IF DIFFERENT FROM ABOVE):

ADDRESS: PHONE:

FAX:

EMAIL:

DUNS NUMBER: CCR DATE OF RENEWAL:

1.4 JOINT APPLICATION WITH:

1.5 BRIEF PROJECT DESCRIPTION (**75** words or less):

1.6 TOTAL CDBG DOLLARS REQUESTED $

OTHER FUNDS – Please specify if other funding is committed or pending.

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 application is accurate and complete, and that this proposal has been adopted and approved by the organization I represent; and if funding is received, this applicant will comply with all applicable local, State, and/or 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 - NEED FOR THIS PROJECT

Describe the nature and extent of the problem you are working to solve and its impact on Multnomah County. Wherever possible, use quantifiable data and cite your data sources in your response. In your description, please cover the following points:

* The seriousness of the problem as it affects low and moderate income County residents and how it affects some of the most vulnerable residents.
* What other avenues exist to meet this need and the nature of the remaining unmet need after those avenues have been utilized.
* How it relates to the priorities for public facilities set forth in the Consolidated Plan.

# SECTION 3 - PROJECT PROPOSAL

* 1. Provide a detailed description of your project. Be specific and complete. If, for example, you are planning to repair sidewalks in a neighborhood, give the location of the sidewalks, how many feet need repair, and what standards the sidewalk will meet after the repairs are complete.
  2. Provide an implementation schedule which provides the following information for each key action item (such as engineering/design, permitting, contractor selection, construction, etc.), including a proposed start date and end date for the entire project:
* Time frame for each task
* Who is responsible for each task
  1. Describe what ongoing maintenance and management this project will require after it is constructed and your plans (including the availability of financial resources) to ensure that it is adequately maintained.

# SECTION 4 - PROJECT BENEFITS

* 1. Describe how this project will address the needs you described in Section 2 above, especially its impact on low and moderate County residents and people with a high level of need, such as those with disabilities, the elderly, large families, those at risk of being homeless, etc.
  2. Describe how you consulted the neighbors and/or the neighborhood association in developing this project proposal and the results of that consultation. You are expected to contact the neighbors and the neighborhood association as part of this application process. Attach minutes of neighborhood meetings, door-to-door survey results, and letters from neighbors or neighborhood associations as documentation of your efforts.
  3. How does this project contribute to neighborhood stability?
  4. Select the ONE national objective addressed by your project from the list below and answer the questions associated with that national objective.

Benefit to low and moderate income persons who live in a defined geographic area served by this project. The public facility must be used for a purpose the benefits of which are available to all of the residents in a particular area that is primarily residential, and at least 51% of those residents have household incomes less than 80% of median family income. (Example: Neighborhood street reconstruction serving residences in a low-mod income neighborhood.)

* Attach a map that shows the geographic area served by this project (the project area) and provide a written justification for this area being the logical service area for this kind of project.
* Provide the following information for the beneficiaries served by this project:
* Number of unduplicated persons living in the project area
* Number of unduplicated persons living in the project area with incomes below 80% of median family income (They are low/mod beneficiaries)
* CDBG cost per low/mod beneficiary (Total CDBG grant request divided by number of low/mod beneficiaries)
* Percent of total persons living in the project area who are low/mod beneficiaries (The number of low/mod beneficiaries in the project area divided by the total number of persons living in the project area)
* What sources and methodology did you use for determining the information above?
* What is the Census Tract and Block Group for this project?

Benefit to low and moderate income persons who meet the definition of “limited clientele.” The public facility must be used for an activity designed to benefit a particular group of persons at least 51% of whom have incomes below 80% of median family income. (Example: a Headstart facility where families must submit income data to participate in the program, or a senior center, as HUD presumes that persons age 62 and older are low-mod income)

* Describe how the service provided by the facility will be limited to low and moderate-income persons, either through income eligibility requirements associated with using the facility or qualifying as a “presumed benefit” activity.
* Provide the following information for the beneficiaries served by this project:
* Number of unduplicated persons served by this project
* Number of unduplicated persons served with incomes below 80% of median family income (They are low/mod beneficiaries)
* CDBG cost per low/mod beneficiary (Total CDBG grant request divided by number of low/mod beneficiaries)
* Percent of total persons served who are low/mod beneficiaries (Low/mod beneficiaries served divided by total persons served)
* What sources and methodology did you use for determining the information above?
* What is the Census Tract and Block Group for this project?

Slum and Blight National Objective. The public facility must be located in a blighted area and be designed to address one or more conditions that contributed to the deterioration or blight. At least 30% of the structures in the project area must be unsafe to qualify under this objective. Provide the following information:

* Map showing project area
* Justification of the project area
* Number and percent of unsafe structures in the project area
* Description of the criteria used to designate unsafe structures
* Description of how public infrastructure is inadequate
  1. Describe how this project will assist Multnomah County with ameliorating poverty and, if applicable, how this project is linked with other programs working in similar anti-poverty issues.

# SECTION 5 - APPLICANT CAPACITY

* 1. Provide a brief overview of your agency/department and its general responsibilities.
  2. Describe the qualifications of your project team, especially your experience in developing similar public facilities. Be sure to describe your experience with projects of a scale, design and budget similar to this one. Also describe your experience in developing projects that serve a similar clientele.
  3. Describe the experience of your project team in managing other HUD-funded projects.

**SECTION 6 – BUDGET** (For instructions, see Exhibit D)

6.1 BUDGET SUMMARY (for this County project only)

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

Budget Summary prepared by: Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please see Exhibit D for a list of potential budget categories.

6.2 BUDGET NARRATIVE

Describe how the budget was derived.

Include an estimate of costs for project engineering, preparation of bid documents and construction management. Describe generally how each cost was determined (e.g., design cost is a percentage of construction cost, materials cost per lineal foot, etc.)

Explain the status of funds or services provided by other sources.

Please address whether ongoing funds to maintain this project are required. If they are, please describe sources.

6.3 BUDGET NOTES

If your project involves the following please indicate where those costs are built into your budget.

* Does your construction budget reflect the increased labor costs due to Davis Bacon wage rates? Construction projects ***must*** comply with Davis Bacon and BOLI (if over $50,000) Wage Rates.
* Will there be displacement and/or relocation of individuals or businesses as a result of your project? Projects which must comply with relocation payment requirements significantly increase project costs. Does your budget reflect these increased costs?
* Does your project involve disturbing paint on pre-1978 housing? If so, does it comply with HUD’s new Lead Based Paint regulations?
* Is your project within 300 feet of a stream or body of water? Does it involve creating a significant amount of new impervious surfaces? If so, additional costs related to compliance with the listing of Salmon under the Endangered Species Act may apply. Have you consulted with staff on this?
  1. NEED FOR GRANT FUNDS

Describe how you would adapt your project (or if you would withdraw your application) if the Count was able to award only 80% of the funding requested.

# SECTION 7 - SUPPORTING DOCUMENTATION

Attach the following information, as applicable to your project:

* 1. Required Documentation

Agencies must submit this information:

* Evidence of financial commitment from other funding sources (required)
* Evidence of legal status of sponsor (required for non-profits)
* Evidence of sponsor’s authorization to submit application (required)
* Certificate of Insurance (General liability)
* Most recent Annual Report
* Multnomah County business license
  1. Optional Supporting Documents

The following documents are not required but may be submitted by your agency to fortify your application:

* Additional statistical data
* Environmental information, such as a Phase 1 Environmental Assessment
* Evidence of compatibility with existing policies or plans, as applicable
* Other pertinent information

**EXHIBIT A**

**SECTION 1 - HOW TO COMPLETE THIS APPLICATION**

**Section 1:** Please complete this section by using our form and filling in the blanks. Specific guidance on how to answer the questions is provided below.

**Sections 2 – 5:** You may take as much space as you need to answer the questions in these sections. Please be complete, but also please remember that those reading the applications value briefness. Respond to the questions thoroughly, but do not attach extraneous boilerplate material that may obscure the main points of your response.

To help the reviewers follow the logic of your application, please follow the numbering system in the application and start each section and subsection by repeating the question from the application. We recommend typing the questions in Italics or in a different font or size so that they can be easily distinguished from your responses.

**Section 6:** We generally prefer that you use our forms for the budget, to ensure that all the questions are answered and to make it easier for reviewers to compare applications. However, for projects involving development work (housing development and public facilities), you may decide that it would be even more informative to use the standardized proforma software that you usually use for your projects. You may use this alternative software, as long as all information requested in our forms is provided.

# Detailed information on completing Section 1: Basic Information

1.1 PROJECT TITLE

The project title should be simple and descriptive (e.g., Hillside Mental Health Residential Service).

1.2 PROJECT SPONSOR

Enter the legal name and address of the organization applying for funds.

1.3 CONTACT PERSON

The contact person should be the person who completes the application or someone else who is able to answer questions about the project.

1.4 JOINT APPLICATION

If this is a joint application with another organization, give their name and address.

1.5 BRIEF PROJECT DESCRIPTION

Give a brief (two to three sentences) description of the most important aspects of your project. Indicate the earliest date your project can begin and anticipated project duration

1.6 TOTAL CDBG DOLLARS REQUESTED

Fill in all blanks in this section. First, indicate the total amount of CDBG dollars requested. Next, indicate all other sources of funding. Be sure to include in-kind income (volunteers, donated materials, etc.). The sum of all leverage funds plus your CDBG request should equal the total project budget. Divide the total leveraged funds by the total program budget to determine the portion of the project cost which will be provided by sources other than CDBG funds. Include support documentation for all funds cited in this section. Please ensure that costs and “leveraging” listed relate only to this project.

1.7 CERTIFICATION

The person signing the certification should be authorized by the sponsor’s decision-making body to submit the proposal on behalf of the sponsor (e.g., Chairman of the Board of Directors, etc.). Be sure to include the person’s title, their organization, and the date the certification was signed.

**EXHIBIT B**

**THRESHOLD CRITERIA**

Your project will be reviewed by staff to ensure that it meets the following threshold criteria.

1. Project is eligible under current regulations.
2. Sponsor has the demonstrated capacity to carry out the proposal.
3. The application is complete, and relevant documentation is attached. The budget is complete and prepared according to the application instructions.
4. There is a demonstrated financial need for Block Grant funds. This means that without the CDBG funds the project would not be completed; and that the CDBG grant is NOT a substitute for local funds.
5. There is evidence of community consultation. Sponsors may wish to contact neighborhood groups and associations to give them a chance to review and comment on the proposal. Attach such correspondence to your proposal.
6. Sponsor must demonstrate the capacity to provide on‑going operation and maintenance.
7. Meets one of the National Objectives.
8. The leveraging required is secured and documented with evidence of firm financial commitment.
9. The sponsor is ready to proceed and the project will be completed in a timely way.
10. Cost estimates must be based on detailed analysis of labor, materials and professional services costs and must be prepared by a person with expertise in the planning field. All project costs must be identified.

**PUBLIC IMPROVEMENTS/COMMUNITY FACILITY SELECTION CRITERIA EXHIBIT C**

The criteria below will be used to score your written application. In making their final recommendation to the Board of County Commissioners (BCC), the members of the PAB and Housing Team staff will also consider the information obtained from applicants and others at the public hearings associated with this selection process.

|  |
| --- |
| 1. Need for the Project (see section 2 of the application) 15 points |
| What is the extent and seriousness of the need identified in the proposal? |
| What is the relative importance of this need within Multnomah County? |
| To what degree does this need affect the most vulnerable people or households in the community? |
| 2. Project Proposal (see section 3 of the application) 20 points |
| Overall, how would you rate the quality of the project being proposed? How would you rate the quality of the proposed completed project? Is it creative or innovative? |
| What is the relative quality of the proposal itself and how complete is the level of detail provided? Is it a reasonable proposal? |
| How long does the applicant propose that it will take to complete the project? How reasonable is the implementation schedule? If acquisition of a site is necessary, do they have site control or adequate plans for obtaining it? |
| If this project requires ongoing support services or management after the development phase, does the applicant present an adequate plan for providing them? |
| 3. Project Benefits (see section 4 of the application) 20 points |
| Relative to the other proposals, what is the impact of this project on the low/moderate income neighborhoods or individuals it proposes to serve? Does it affect people with a high level of need---those with disabilities, the elderly, large families, those at risk of being homeless, etc.? |
| How has the applicant involved the neighborhood in the development of this proposal? How strong is neighborhood support? If the applicant is proposing a project that for which neighborhood support is not a relevant factor, how strong is the community support (instead of neighborhood support) demonstrated for the project? |
| Relative to the other applications, how well does this project contribute to neighborhood stability? |
| Relative to other applications, how does this project ameliorate poverty? If appropriate, is if linked with other programs or services working on similar anti-poverty issues? |
| 4. Applicant Capacity (see section 5 of the application) 12 points |
| How much experience in constructing and managing public facilities does the applicant bring to the table? |
| Has the applicant successfully managed projects similar in size to this one? |
| Has the applicant successfully managed projects benefiting a similar client population or projects similar in design? |
| How much experience does the applicant have with HUD-funded public facilities projects? |
| 5. Fiscal Criteria (rated by staff and fiscal rating team) 15 points |
| What is the overall quality of the budget presented? Is it complete? Are costs reasonable? |
| Compared to the other projects, what is the cost effectiveness of the project? How many low and moderate income households does it serve, taking into account the nature of the service provided? |
| If administrative charges or a developer’s fee are part of the budget, what percentage of the overall budget does this represent? Is this reasonable? |
| How important are Community Development Block Grant funds to the success of this project? |
| If the project requires ongoing funding after the award of this grant (to either continue the services or maintain the facility), how sound is the plan for providing for these funds? |

**EXHIBIT D**

**SECTION 6 ‑ BUDGET INSTRUCTIONS**

6.1 BUDGET SUMMARY

Please include sources and uses for this project only. 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., Parks Department, ABC Citizens group, etc.

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 which 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 & Public Notices ‑ Costs incurred for notices in newspapers & related media.

G. Professional Services ‑ Includes services contracted for expertise beyond staff (e.g., architect, engineer, planning consultant, etc.).

H. Construction Contracts ‑ Includes new improvements, major rehabilitation, land preparation and demolition.

I. Capital Outlay ‑ Includes office, laboratory, or other authorized equipment.

J. Property Acquisition ‑ Includes land, building acquisition by purchase.

K. Relocation Expenses ‑ Costs involved in moving individuals, families, businesses, etc., displaced as the result of a Block Grant project or activity.

L. Appraisal Fees ‑ Costs of determining the fair market value of real property acquisition.

1. Administrative Costs - Costs associated with administration of this project.

6.3 BUDGET NOTES

A. If the project involves construction work which costs more than $2,000 you may have to pay prevailing wage rates (see Labor Standards file at CDP).

B. If your project involves displacing people from their homes the law requires the project to pay relocation assistance. (See Relocation Assistance files at the CDP office).

1. If the project involves acquiring real estate property, federal acquisition regulations must be complied with.
2. If your project involves disturbing paint on most pre-1978 housing, you must comply with lead based paint regulations.
3. Your project must comply with the Endangered Species Act.

**EXHIBIT E**

**MULTNOMAH COUNTY CDBG PROJECT SELECTION PROCESS TIMETABLE**

|  |  |
| --- | --- |
| January 25 | Applications due by 4:30 p.m. Submit one bound original and an unbound copy. |
| Jan. 28 – Feb. 7 | Staff completes a technical review for completeness and contacts each applicant regarding the status of their application. |
| Feb. – Mar. | Written applications are reviewed and staff reports are prepared for the 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. |
| Mar. 14\* | PAB meets to make initial funding decisions |
| Mar. 21\* | PAB public hearing at which PAB finalizes its recommendation regarding funding. |
| Early April | Applicants are notified of PAB's funding recommendations. |
| May 9\* | Board of County Commissioner’s Public Hearing at which time PAB's recommendations are finalized. Applicants may testify if they so wish. |

\*Dates are tentative

**EXHIBIT F**

**2012 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% (very low) | 15,350 | 17,550 | 19,750 | 21,900 | 23,700 | 25,450 | 27,200 | | 28,950 |
|  |  |  |  |  |  |  |  | |  |
| 50% (low) | 25,550 | 29,200 | 32,850 | 36,500 | 39,450 | 42,350 | 45,300 | | 48,200 |
|  |  |  |  |  |  |  |  | |  |
| 60% | 30,600 | 35,040 | 39,420 | 43,800 | 47,340 | 50,820 | 54,360 | | 57,840 |
|  |  |  |  |  |  |  |  | |  |
| 80% (moderate) | 40,900 | 46,750 | 52,600 | 58,400 | 63,100 | 67,750 | 72,450 | | 77,100 |
|  |  |  |  |  |  |  |  | |  |
| 100% (median) | 51,100 | 58,400 | 65,700 | **73,000** | 78,840 | 84,680 | 90,520 | | 96,360 |
|  |  |  |  |  |  |  |  | |  |

**2012**

**HOME & CDBG RENT LIMITS[[2]](#footnote-2)2**

(Listed rents include utilities)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programs | | Number of bedrooms | | | | | | | |
| HOME | | CDBG | | Studio | 1 | 2 | 3 | 4 | 5 |
| High HOME Rent | | Affordable  51 -80% MFI | | 830 | 889 | 1,067 | 1,234 | 1,376 | 1,519 |
| Low HOME Rent | | Affordable  31 - 50%MFI | | 638 | 684 | 821 | 949 | 1,058 | 1,168 |
| Affordable  0 - 30%MFI | | Affordable  0 - 30% MFI | | 383 | 411 | 493 | 570 | 636 | 701 |

\*2013 Income and Rent Limits are not available at this time. They will be submitted as soon as they are published.

1. Based on the HUD Portland Area Median Income as of 12/1/11: $73,000 for a family of four. [↑](#footnote-ref-1)
2. 2 Based on HUD Notice (effective 12/1/11) [↑](#footnote-ref-2)