



Community Development Program
Department of County Human Services/Youth & Family Services Division

To: Community Development Block Grant Applicants
Date: January 17, 2018
Subject: **PUBLIC FACILITIES & IMPROVEMENTS APPLICATION for 2018-2019**

We are pleased to provide you with our FY 2018-2019 Application Package for Public Facilities & Improvements.

Application Due Date and Submission Requirements

Multnomah County's Community Development Program will accept applications through Wednesday, February 14, 2018 at 4:30 p.m. Please submit an original and one unbound copy to Multnomah County Community Development Program, 421 SW Oak Street, Suite 200, Portland, Oregon 97204. If you prefer to drop your application, please leave at the **Reception Desk 1st Floor**. Eligible applicants include non-profit organizations, public agencies and County departments.

Funding Available

It is estimated that approximately \$70,500 in Community Development Block Grant (CDBG) funds will be available for public facilities/public improvement projects.

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.

Application Overview

The application and selection criteria are substantially the same as 2017-18.

Federal and Local Requirements to Keep In Mind

Applicants are requested to be attentive to the following federal or local regulations and guidelines and how they relate to their 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 application, 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 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 Janet Hawkins at 503-988-3707 before submitting your application.

Application in Electronic Format

Attached is the electronic copy of this application in MS Word. Please contact Janet Hawkins with any questions or concerns at janet.c.hawkins@multco.us or 503-988-3707.

And Finally...

The schedule for the entire application process is included in this package. Remember that all applications must meet threshold criteria before being considered for funding.

Please do call for assistance during the application process if you have any questions. Staff would prefer to consult with you during the process to help you develop a fundable application. Either telephone consultations or meetings are fine.

We look forward to working with you to make a difference in the lives of Multnomah County residents for whom your projects and programs are essential.