**MULTNOMAH COUNTY SUBMIT TO:** MULTNOMAH COUNTY DCHS/YFSD

**COMMUNITY DEVELOPMENT** Community Development Program

**CDBG PUBLIC FACILITIES & IMPROVEMENTS**  421 SW Oak St., Suite 200

**APPLICATION FORM** Portland, OR 97204

**FY 2018-2019** 503-988-3707

**SECTION 1 ‑ BASIC INFORMATION**

1.1 PROJECT TITLE:

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:

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

1.5 BRIEF PROJECT DESCRIPTION (**75** 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 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 Federal requirements. Furthermore, there is a demonstrated need for CDBG/HOME funds and such funds are not a substitute for local funding.

NAME: AUTHORIZED SIGNATURE:

TITLE: ORGANIZATION:

DATE:

**SECTION 2 – BENEFICIARIES**

* 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 (emphasize any differences from 2016-17):
  3. Identify Census Tract 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 2017-18. What are the steps needed to accomplish the program? 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.
* Public service applications must submit their agency budget for the last 3 fiscal years.
* Evidence of legal status of sponsor.
* Evidence of sponsor's authorization to submit application.
* Evidence of Affirmatively Furthering Fair Housing

**EXHIBIT A**

**2017 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) | 15,690 | 17,940 | 20,190 | 22,410 | 24,210 | 26,010 | 27,810 | | 29,610 |
|  |  |  |  |  |  |  |  | |  |
| 50% (low) | 26,150 | 29,900 | 33,650 | 37,350 | 40,350 | 43,350 | 46,350 | | 49,350 |
|  |  |  |  |  |  |  |  | |  |
| 60% | 31,380 | 35,880 | 40,380 | 44,820 | 48,420 | 52,020 | 55,620 | | 59,220 |
|  |  |  |  |  |  |  |  | |  |
| 80% (moderate) | 41,850 | 47,800 | 53,800 | 59,750 | 64,550 | 69,350 | 74,100 | | 78,900 |
|  |  |  |  |  |  |  |  | |  |
| 100% (median) | 52,290 | 59,760 | 67,230 | **74,700** | 80,676 | 86,652 | 92,628 | | 98,604 |
|  |  |  |  |  |  |  |  | |  |

**2017 CDBG RENT LIMITS**

(Listed rents include utilities)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Programs** | **Number of bedrooms** | | | | | |
| **CDBG** | Studio | 1 | 2 | 3 | 4 | 5 |
| Affordable  51-80% MFI | 1,046 | 1,120 | 1,345 | 1,553 | 1,733 | 1,912 |
| Affordable  31-50% MFI | 653 | 700 | 841 | 971 | 1,083 | 1,196 |
| Affordable  0-30% MFI | 392 | 420 | 504 | 582 | 650 | 717 |
|  |  |  |  |  |  |
| **Fair Market Rent** | 946 | 1,053 | 1,242 | 1,808 | 2,188 | 2,516 |

**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**

**Consolidated Plan 2016-2020 Priorities**

The Consolidated Plan is a five-year strategic plan that sets out a collaborative vision for community development in the Portland area, based on an analysis of the best available data about how well the local housing market meets the needs of area residents. A consortium of the City of Portland, Multnomah County, and the City of Gresham develops the Consolidated Plan with public input. The 2016-2020 Consolidated Plan was approved by HUD on August 15, 2016.

The Consolidated Plan places an emphasis on how federal funds distributed by the U.S. Department of Housing and Urban Development (HUD) will be used to meet the local demand from low- and moderate-income households for: (1) affordable rental housing and home ownership opportunities and (2) opportunities to build incomes and assets. The expenditure of federal funds on local strategies to end homelessness has become an increasingly important part of the Consolidated Plan as economic conditions have pushed more area households into homelessness. The full 2016-2020 Consolidated Plan can be accessed on the City of Portland website: https://www.portlandoregon.gov/phb/article/579494

In addition to the Consolidated Plan, members of the Consortium also publish annual Action Plans. The Action Plans describe how federal grants such as CDBG and HOME, and other HUD housing and community development funds will be used in the coming year to carry out the strategies outlined in the Consolidated Plan.

Over the next four years, the Consortium will make investments of federal housing and community development resources according to the following Needs/Goals. These Needs/Goals should be construed broadly, to include all activities that might reasonably advance the policy objective, and are not presented in Priority Order.

**Affordable housing choice (*Need*)/Increase and preserve affordable housing choice (*Goal*)**

Affordable housing choice, includes safe housing, in good condition for all residents. Projects accomplishing this goal include home repair, down payment assistance, new housing development support, affordable housing development, rental housing rehabilitation and permanent supportive housing.

**Basic services & homeless prevention/intervention (*Need*)/Reduce homelessness and increase stability (*Goal*)**

This goal includes preventing and reducing homelessness and increasing stability for all residents. Projects accomplishing this goal include interventions across a broad spectrum, such as: supportive and emergency services, transitional housing, shelters, homelessness prevention through service interventions, Housing First models, Fair Housing enforcement and education, cultural and population appropriate program delivery, and activities to increase self-sufficiency, e.g., job training, employment readiness and education.

**Community and economic development (*Need*)/Infrastructure, facilities, economic opportunity (*Goal*)**

This goal includes improving infrastructure, facilities, economic opportunities and economic development. Programs to improve employment outcomes and household economic stability include employment training, referral and self-sufficiency, and economic enhancement programs. Projects accomplishing this goal include extensive work with infrastructure, which is seen in Portland, Gresham and Multnomah County as essential in encouraging stability in neighborhoods, increasing access to persons with disabilities and attracting and retaining businesses. Projects will also support micro-enterprises and business development as well as public facilities, parks, and transportation improvements.

**Civil Rights in Housing & Affirmatively Furthering Fair Housing (AFFH):**

The 2016-20 Consolidated Plan also outlines the Portland Consortium’s obligations under the Fair Housing Act and the new AFFH rules. Multnomah County’s CDBG Program is fulfills its obligations outlined by Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended. The Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability. All Multnomah County CDBG Program subgrantees will abide by the provisions of the Fair Housing Act.

Multnomah County also acts in accordance under the obligations outlined under the US Department of HUD’s requirements to Affirmatively Future Fair Housing. Under the AFFH Rule, which states:

*Affirmatively furthering fair housing*means taking [**meaningful actions**](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=8de44cde0e5a348b863cd440e5fa00d7&term_occur=2&term_src=Title:24:Subtitle:A:Part:5:Subpart:A:SUBJGRP:13:5.152), in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking [**meaningful actions**](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=8de44cde0e5a348b863cd440e5fa00d7&term_occur=1&term_src=Title:24:Subtitle:A:Part:5:Subpart:A:SUBJGRP:13:5.152) that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.

**EXHIBIT C** **(CONT.)**

**POLICY STATEMENTS FROM MULTNOMAH COUNTY**

**COMMUNITY DEVELOPMENT**

**AND HOUSING PLAN**

**Special Needs Housing**

Multnomah County will, subject to funding availability, seek to fund special needs housing projects which make the largest feasible proportion of its units affordable to households at or below 30% Area Median Income. It is anticipated that all special needs housing will be affordable to persons with incomes below 50% Area Median Income. All housing funded under this category must provide 60 years of affordability or more.

**Acquisition and Rehab of Existing Rental Housing**

All housing funded under this category will become affordable to households with incomes below 60% Area Median Income. The majority of the housing funded under this category will be affordable to households with incomes at or below 50% Area Median Income, and as much as possible will be affordable to households with incomes below 30% Area Median Income, with creating as small an amount of displacement as possible. The County prefers mixed-income projects when feasible. All housing funded under this category must provide 60 years of affordability or more.

**Housing Rehabilitation**

Multnomah County intends to continue funding a program that provides modest assistance to adapt homes to the accessibility needs of physically disabled and elderly residents. Multnomah County funds a program which provides more substantial rehabilitation assistance (such as addressing code violations) to low and moderate income households as funds become available.

### EXHIBIT D

**MULTNOMAH COUNTY CDBG PROGRAM**

**PROJECT SELECTION PROCESS TIMETABLE**

**January – June, 2018**

**(Revised: 1/12/18**

|  |  |
| --- | --- |
| January 17 | Application Workshop conducted.  *Note: Workshop announcements placed in Gresham Outlook, posted on Multnomah County DCHS website on December 11, 2017.* |
| February 14 | Applications submitted to Department of County Human Services (DCHS). Application submissions included one bound original and an unbound copy on one sided letter size (8½ X 11) paper. |
| February 15-21 | Staff completes a technical review for completeness and contacts each applicant regarding the status of their application. |
| February 21-28 | Written applications are reviewed and rated by DCHS staff members. Staff reports are developed based on reviews/ratings. |
| March 1-5 | 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 22 | PAB meets to make initial funding decisions. |
| March 22 | PAB conducts Public Hearing. Applicants may give a short presentation and PAB members may ask questions. PAB finalizes its recommendations regarding funding. |
| March 26-30 | Applicants are notified of the PAB's funding recommendations. |
| April 16-27\*  (Date: TBD) | Board of County Commissioners Public Hearing at which PAB's recommendations are considered. BCC makes final decision on 2018-19 CDBG funding to projects. Applicants may testify, if they wish. |
| May 15 – June 15 | 2018-19 CDBG contracts prepared and executed. |
| July 1 | Program Year 2018 begins. |

\*Dates are tentative

1. Based on the HUD Portland Area Median Income as of 12/31/17: $74,700 for a family of four. [↑](#footnote-ref-1)