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

**COMMUNITY DEVELOPMENT** Community Development Program

**CDBG PUBLIC SERVICES PROJECT** 421 SW Oak St., Suite 200

**APPLICATION FORM** Portland, OR 97204

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

**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:

1.4 JOINT APPLICATION WITH:

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

1.6 TOTAL CDBG DOLLARS REQUESTED $

OTHER FUNDS – Specify if funds are 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

2.1 Describe the need for this project, the factors contributing to the problem, and its impact on Multnomah County.

Briefly describe the problem to be addressed by your project. Discuss the seriousness of the problem as it directly relates to the selection criteria in Exhibit C. How does this project serve the most vulnerable people or households in Multnomah County? Define the geographical area you propose to serve. Identify all data sources and attach all relevant documentation.

# SECTION 3 - PROJECT PROPOSAL

3.1 Please describe the goals of your project and how these goals address all or part of the needs you identified in the Problem Statement. (sect. 2.1)

3.2 Please describe, in very specific terms, the activities you propose to conduct using CDBG funds which will help you achieve these goals. Provide an element-by-element description of your proposed activities.

Please submit a workplan which shows when you plan to begin and complete each of the implementation activities and which staff persons are responsible for each activity.

3.3 Please describe whom your activities will serve. Please describe how you will ensure that you are serving County residents with incomes at or below 80% median family income.

Please describe the location of your activities and how you plan to ensure that your services are accessible to County residents.

Please describe what you will do to ensure that proposed beneficiaries will know about and participate in your services (outreach/marketing plan).

Please describe what you plan to do to ensure that your project is accessible to persons with disabilities and to persons for whom English is not their first language.

# SECTION 4 - PROJECT BENEFITS

* 1. Describe how this project will address the needs you described in Section 2 above.

4.2 Project Outputs and Outcomes

* Describe the specific outputs of the activities funded with CDBG funds. Please quantify your output. Outputs describe what your agency will produce or do. Here are some examples.
* 200 brochures on fair housing will be delivered in East County
* 50 non-English speaking residents will be provided with information on how to obtain a driver’s license
* 100 residents will receive home ownership counseling
* 20 households at risk of homelessness will be provided shelter for a maximum of six month.
* Describe the anticipated outcomes of the activities funded with CDBG funds. Outcomes relate to your goals and describe the impact your activities will have on achieving your goals. Please quantify your outcomes. Here are some examples of outcomes:
* If your goal was to reduce the incidence of new homeless families in Multnomah County, your outcomes might be a 10% reduction in homelessness in the County over what the rate would be without your program.
* If your goal was to increase access to housing opportunities by ethnic and racial minorities in Multnomah County, your outcome may be 10 new families from ethnic/racial minorities living in specific census tracts in the County.

4.3 Provide the following information for the beneficiaries served by this project:

A. Number of unduplicated County residents to be directly served by this project.

B. Number of unduplicated low and moderate income County residents served.

(Persons below 80% Median Family Income (MFI). This includes those individuals

counted as low or very low income in C and D below.)

C. Number of unduplicated low income County residents to be served.

(Person below 50% MFI.) This includes those individuals counted in D below.

D. Number of very low income County residents to be served (Persons below 30% MFI)

E. CDBG cost per County low and moderate income beneficiary. $

F. Percent County low and moderate income beneficiaries. %

(B ÷ A)

G. Percent County low income beneficiaries %

(C ÷ A)

H. Percent County very low income beneficiaries. %

(D ÷ A)

I. Source and methodology for determining A, B, C and D.

4.4 Describe how you consulted with the clients you serve as part of your planning process leading to this application. If your overall organizational planning process included consultation with clients, and this project grew from that process, please describe your overall process.

* 1. Describe how this project will assist Multnomah County with ameliorating poverty and, if applicable, how this project is linked with other programs working on similar anti-poverty issues.
  2. The Community Development Program has adopted principles for the provision of public services in Multnomah County. All agencies receiving CDBG funds are encouraged to follow these principles in their service delivery. Please address each principle below and describe if and how this project addresses each principle.

List of Principles:

* Clients served using County CDBG resources should receive educational information to help them move toward greater self-sufficiency or self-determination, as appropriate.
* Clients served using County CDBG resources should be provided information to help them determine their eligibility for related services. This may be provided through client access to the 211info or through information on specific programs.
* Agencies receiving County CDBG funds for public services should demonstrate *other* financial resource development.
* Agencies receiving County CDBG funds should be able to demonstrate how the program we fund helps to alleviate the causes or impacts of poverty.
* County CDBG public services funds should be used to serve families and individuals with incomes at 50% MFI and below. County CDBG public services funds should be targeted to serve families and individuals with incomes at 30% MFI and below.
  1. Please describe if and how your project serves those with the greatest need or one of the County’s most vulnerable populations.

# SECTION 5 - APPLICANT CAPACITY

* 1. Describe the experience and skills of your team as related to this project.
  2. Describe other projects that your team has managed which serve the same general project population.
  3. Describe the experience of your team in managing other public grant funds, especially other Community Development Block Grant-funded projects.
  4. Describe your efforts to coordinate with other groups providing related services or serving a similar population in Multnomah County.

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

* 1. BUDGET SUMMARY (for this program in Multnomah County only – see Budget Instructions, Exhibit E)

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

Budget Summary prepared by: Title:

6.2 BUDGET NARRATIVE

Describe how the budget was derived and how individual costs were determined. Relate these costs to implementation of the activities proposed in your work plan.

Describe precisely what the CDBG funds will be used to pay.

Please describe the source and status of non-CDBG resources and provide support documentation. Include in-kind donations in this budget.

Describe the amount of administrative cost for this project and how you derived this amount.

Provide the annualized salaries (without benefits) for each position included in this budget.

6.3 NEED FOR GRANT FUNDS

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

# SECTION 7 - SUPPORTING DOCUMENTATION

Please attach the following information as applicable:

* 1. Required Documentation

All agencies must provide the following documentation:

* List of Board of Directors
* Evidence of financial commitment from other funding sources.
* 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.
* Certificate of insurance (general liability and workers compensation)
* Annual financial statement (audit)
  1. Optional Supporting Documents

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

* Additional demographic/statistical data.
* Environmental concerns, if any.
* Other pertinent information.
* If project is larger than the County, you may submit budget for total project.
* Information and budgets of other projects provided by your agency which serve County residents.

**EXHIBIT A**

**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 – 6:** 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 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.

# 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.

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 or other applicable groups 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 ongoing 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 SERVICE 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, the members of the Policy Advisory Board 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 |
| Meeting the need: How well does this project address the needs identified by the applicant, both in terms of the goals set and the activities proposed? |
| Workplan: How realistic is the workplan? Is it either over-ambitious or not ambitious enough? Is the timeline reasonable? Is the level of staffing reasonable? |
| Access: Is the program designed in such a manner so as to ensure that low and moderate income residents of the County will be able to benefit? Is the program accessible to persons with disabilities? Is the program accessible to persons for whom English is not their first language? |
| Creativity: How creative or innovative is the program design? Does it reflect innovative thinking concerning the causes of the underlying needs addressed by the project? |
| Existing Services: If the CDBG funds are to be used for an existing service, is there a quantifiable increase in the people served through this program. |
| 3. Project Benefits (see section 4 of the application) 15 points |
| Are the proposed outputs reasonable, given the level of funding proposed for the project? Are they quantified properly? |
| Are the proposed outcomes reasonable? Are they quantified properly? |
| How relevant are the outcomes and outputs in achieving the goals and addressing the needs stated in the previous sections? |
| How extensively does this project help those of the lowest income levels, as reflected in the percentages of moderate, low and very low income persons served? |
| How thoughtfully did the applicant consult with their clients in developing this proposal? |
| How well does this project either on its own or through planned coordination with other projects assist with the amelioration of poverty in Multnomah County? |
| How well does this project meet the principles for public services? |
| How well does this project serve greatest need/most vulnerable populations? |
| 4. Applicant Capacity (see section 5 of the application) 12 points |
| Has the applicant or its project team successfully carried out projects that serve the same general client population or need as this project? |
| Can the applicant demonstrate that its project team has the experience or will get the training needed to provide the kinds of services that this project will entail? (For example, If the project involves counseling, do the team members have the relevant credentials and experience?) |
| Can the applicant demonstrate that either the organization or its team has expertise in managing public grant funds? |
| Has the applicant designed the project in such a manner so as to maximize the resources provided by other agencies and organizations to achieve the proposed goals? Is collaboration evident? |
| 5. Fiscal Criteria (see section 6 of the application) 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? |
| Are additional funding sources leveraged? Status of additional funding services (committed or pending)? |

**EXHIBIT D**

**SECTION 4 – PROJECT BENEFITS INSTRUCTIONS**

4.3 Benefit to low and moderate income persons

A. Indicate the total number of persons who will directly benefit from the project. For some projects, this number may be objectively determined. Other projects may involve estimates, or projections of demand. Do your best.

B. Indicate the number of low and moderate income County residents who will be served by your project. Use the income limits provided in the chart below. "Low/mod" includes all those earning at or below 80% MFI.

C. Indicate the number of low income (below 50% MFI) County residents your project will serve.

D. Indicate the number of very low income (below 30% MFI) County residents your project will serve.

E. Divide your total CDBG request by the number of low and moderate income beneficiaries to determine the per‑capita CDBG cost.

F. Divide the number of County low and moderate income beneficiaries by the total number of persons served by your project. (B ÷ A)

G. Divide the number of low income County beneficiaries by the total number of persons served. (C ÷ A)

H. Divide the number of very low income County beneficiaries by the total number of persons served. (D ÷ A).

1. Clearly describe the process you went through to derive the numbers in A, B C and D. Provide adequate backup information so that the numbers can be verified.

**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 E**

**SECTION 6 ‑ BUDGET INSTRUCTIONS**

**1. BUDGET SUMMARY**

In this section, please provide information for this project only in Multnomah County. For example, if your agency runs several projects in the County, please provide information on this project only. If you agency serves people other than County residents with this project, please provide information on costs/funding sources associated with serving County residents only. You may provide information about other County projects and the total project budget (if it serves more than County residents) in Section 7.2.

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., County 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.

m. Administrative Costs - Costs associated with administration of this project. Please note-you can charge an administrative cost only if your agency has a federally approved indirect cost rate. Please submit evidence of that approval, and provide the approved rate and base.

**EXHIBIT F**

**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 F** **(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 G**

**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)