

**CITY OF BEND, OREGON**



***COMMUNITY DEVELOPMENT  
BLOCK GRANT AND  
NEIGHBORHOOD STABILIZATION  
PROGRAM***

**CITY OF BEND**

## **Request for Proposals**

**for**

**Community Development Block Grant (CDBG)**

**Program Year 2019-2020**  
**(July 1, 2019 – June 30, 2020)**

**Additional copies are available from:**

**City of Bend  
Economic Development Department  
709 NW Wall Street Suite 100  
P.O. Box 431  
Bend, OR 97709  
Phone: 541-388-5505**

# ***Table of Contents***

---

- 1. Application Schedule and Deadlines**
- 2. Selection Process**
- 3. CDBG and Neighborhood Stabilization Program Overview**
  - 3.1 National Objectives
  - 3.2 Eligible Activities
  - 3.3 Ineligible Activities
  - 3.4 Eligible Applicants
  - 3.5 HUD Income Limits
- 4. City of Bend CDBG Program Goals and Objectives**
  - 4.1 City of Bend Consolidated Plan Goals
  - 4.2 Program Area Objectives
  - 4.3 City of Bend Policy on Grants and Loans
- 5. Evaluation Criteria and Funding Priorities**
  - 5.1 Consolidated Plan Goals and Objectives
  - 5.2 General Criteria
  - 5.3 Funding Priorities
- 6. Rules and Requirements for Subrecipients**
  - 6.1 Written Agreements
  - 6.2 Record-Keeping and Reporting Requirements
  - 6.3 Other Federal Requirements
- 7. Required Application Contents**
- 8. Other Information**
- 9. Proposal Submission Instructions**

## **Attachments**

- Form A Table of Contents
- Form B Project Summary Form
- Form C Budget Form

# 1. Application Schedule and Deadlines

---

The following schedule applies to the funding proposal process for the City of Bend’s 2019-2020 CDBG Program Year Funding. The City has approximately \$900,000 in CDBG funding available, of which approximately \$70,000 can be utilized for Social Service funding.

|                                    |  |
|------------------------------------|--|
| <b>November 26, 2018</b>           | Request for Proposals available to the public  |
| <b>January 18, 2019</b>            | Proposals for funding due at City Hall by 5:00pm   |
| <b>Jan 19 to February 27, 2019</b> | Staff and the Advisory Committee members review funding proposals  |
| <b>February 27, 2019</b>           | Oral presentations by applicants to the Advisory Committee   |
| <b>March 13, 2019</b>              | Public hearing before the <u>Advisory Committee</u> on the Committee’s funding recommendations   |
| <b>March 13 to May 15, 2019</b>    | Public comment period on the draft 2019-2020 Action Plan, including the Advisory Committee’s funding recommendations   |
| <b>May 15, 2019</b>                | Public Hearing before the <u>Bend City Council</u> on the 2019-2020 Action Plan, including the Advisory Committee’s funding recommendations; final adoption by the City Council of the City’s 2019-2020 Action Plan and CDBG funding decisions |

More detailed information about the application and selection process is contained in the following section.

## 2. Selection Process

---

The following process will be used in the City's review and selection of funding proposals for the City's 2019-2020 CDBG Funding.

1. City staff will review each proposal to determine:
  - **Whether the proposal is complete, based on the requirements of this Request for Proposals (RFP),**
  - **Whether the project is eligible for CDBG funding under HUD's CDBG Program requirements, and**
  - **Whether the project is consistent with the goals and funding priorities outlined in the City of Bend Consolidated Plan.**

Detailed information regarding the above requirements is contained in this RFP.

2. Proposals will then be reviewed and evaluated by the City of Bend Affordable Housing Advisory Committee. The evaluation criteria that will be used by the Committee in reviewing proposals are contained in Section 5.

The Advisory Committee will score project proposals according to the following formula:

- Project proposals will receive up to 10 points for each of the general criteria outlined in Section 5.2. The maximum score any proposal may receive in this section is 110 points.
- Projects may receive additional points if they meet one of the funding priorities identified in Section 5.3.
  - Projects addressing one of the needs identified as "high priority" will receive an additional 50 points; and
  - Projects addressing one of the needs identified as "low priority" will receive an additional 30 points.

Projects meeting none of the priority needs will receive no additional points. Projects may fall into only *one* of the above categories.

- Based on the formula outlined above, the maximum number of points any project proposal may receive is 160 points.

During the application review period, applicants will be invited to deliver an oral presentation on their project proposal to the Advisory Committee. Applicants will be allowed approximately 5 minutes to present their proposals, followed by a 5 minute question and answer session.

City staff will have an opportunity to make a formal recommendation to the Advisory Committee regarding project funding before the Advisory Committee finalizes its funding recommendations.

3. The Advisory Committee's funding recommendations will be incorporated into a draft Action Plan, outlining the City's funding decisions for the 2019-2020 CDBG Program Year.
4. The draft Action Plan will be made available for public review, and the Advisory Committee will hold a public hearing to receive public comment on the Committee's 2019-2020 funding recommendations. Revisions may be made to the draft plan as a result of comments received at the public hearing.

5. The draft Action Plan will then be made available for public review for a period of 30 days. Notice of the 30-day public review period will be published in the Bend Bulletin and on the City website at [www.bendoregon.gov](http://www.bendoregon.gov). The entire draft Action Plan will be made available for review at the Bend City Hall and on the City website.
6. At the end of the 30-day public review period, the City will hold a public hearing before the City Council to receive input from the community on the Advisory Committee's funding recommendations, as outlined in the draft Action Plan.
7. The City Council will adopt the final Action Plan, outlining the City's final funding decisions for the 2019-2020 CDBG Program Year.
8. If action by an applicant receiving funding requires that the Action Plan be amended any costs associated with the amendment, including legal notice and public hearing costs, will be the responsibility of the applicant.

### 3. Community Development Block Grant Overview

---

This section provides general information regarding the federal Community Development Block Grant (CDBG) Program and the types of activities that are eligible for funding under CDBG regulations. For more detailed information on CDBG eligible activities, please contact the City's Affordable Housing Manager or visit the HUD website at [www.hud.gov](http://www.hud.gov).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable urban communities through:

- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development.

#### 3.1 National Objectives

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low- and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

The three national objectives are summarized below:

##### **Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD and are listed in Section 4.5. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit a limited number of people (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

*Note:* HUD presumes certain groups to be principally low- or moderate-income, so projects that exclusively serve these groups will meet the *Benefit to Low- and Moderate-Income Persons* national objective without having to demonstrate income eligibility. These groups include: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with HIV/AIDS, and migrant farm workers.

##### **Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,

- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area

*Note:* Slums, blight, and urban renewal areas are all designated by City Council. The City of Bend does not currently have any designated slums or blighted areas.

### **Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

## **3.2 Eligible Activities**

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's CDBG Coordinator for more detailed information regarding the eligibility of specific programs or projects.

### **Basic Eligible Activities**

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including homeownership activities, rental housing activities, public facilities, and public services. The following is a list of some of the types of uses that may be funded with CDBG dollars.

- Acquisition of real property by purchase, long-term lease, or donation
- Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Clearance, demolition, and removal of buildings and improvements
- Provision of public services, including but not limited to those concerned with drug abuse, crime prevention, drug abuse, education, homebuyer down-payment assistance, energy conservation and recreational needs
- Repairs to sidewalks, parks, playgrounds, publicly owned utilities and public buildings (in areas showing physical deterioration)
- Relocation payments and other assistance for permanently and temporarily relocated individuals, families, businesses, non-profit organizations, and farm operations
- Housing services, including housing counseling, loan processing, and inspections
- Direct homeownership assistance to low- or moderate-income households

### **Rehabilitation and Preservation**

- Rehabilitation of:
  - Privately owned buildings
  - Low-income public housing
  - Publicly or commercially owned industrial buildings
  - Non-profit owned non-residential buildings
  - Manufactured housing

- Code enforcement, including costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.
- Historic preservation, including rehabilitation, preservation or restoration of publicly and privately owned historic properties.

**Economic Development Activities**

- The acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings or real property.
- The provision of assistance (such as loans, grants, and technical assistance) to private non-profit business.
- Microenterprise assistance to facilitate economic development, including financial support (such as grants and loans), technical assistance, and counseling.

**Activities by Community-Based Development Organizations (CBDOs)**

- CDBG funds may be provided as grants or loans to any CBDO qualified to carry out neighborhood revitalization, community economic development, or energy conservation projects. CBDOs qualifying under HUD criteria are organizations organized under state or local laws to engage in community development activities in specific geographic areas within communities. The complete list of HUD criteria for qualifying as a CBDO can be found at 24 CFR 570.204.

**Planning, Urban Environmental Design and Policy-Planning-Management-Capacity Building Activities**

- Planning activities which consist of data gathering, studies, analysis, preparation of plans and the identification of actions that will implement such plans.
- Policy-planning-management-capacity building activities which enable a recipient to determine its needs, set goals and objectives, and devise, evaluate, and carry out projects and activities.

**3.3 Ineligible Activities**

In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City’s CDBG Coordinator for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

**3.4 Eligible Applicants**

In general, only public or private non-profit agencies or organizations are eligible to apply for funding. However, the following two exceptions apply: (1) for-profit organizations may apply for

CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

### 3.5 HUD Income Limits

HUD requires that at least 51% of those benefited by any activity funded with CDBG dollars must meet low- or moderate-income guidelines for the CDBG Program, as determined by HUD. HUD defines very low-income households as those earning equal to or less than 50% of Area Median Income (AMI) and Low-income households as those earning equal to or less than 80% AMI.

The current income limits for City of Bend are shown below. Updated City of Bend income limits may be released in early 2018. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

| Income threshold 2018            | 1 person | 2 person | 3 person | 4 person | 5 person | 6 person | 7 person | 8 person |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Area Median Income (AMI)         | \$48,720 | \$55,680 | \$62,640 | \$69,600 | \$75,168 | \$80,736 | \$86,304 | \$91,872 |
| Low Income (80% AMI)             | \$39,000 | \$44,600 | \$50,150 | \$55,700 | \$60,200 | \$64,650 | \$69,100 | \$73,550 |
| Very Low Income (50% AMI)        | \$24,400 | \$27,850 | \$31,350 | \$34,800 | \$37,600 | \$40,400 | \$43,200 | \$45,950 |
| Extremely Low Income (30% AMI)** | \$14,650 | \$16,750 | \$18,850 | \$20,900 | \$22,600 | \$24,250 | \$25,950 | \$27,600 |

## 4. City of Bend CDBG Goals and Objectives

---

In addition to meeting the CDBG Program's national objectives and eligibility criteria, HUD regulations require that all activities funded with CDBG dollars must be consistent with the program goals outlined in the local jurisdiction's Consolidated Plan. The Consolidated Plan is a five-year housing and community development strategy that HUD requires all CDBG Direct Entitlement communities to prepare.

### 4.1 City of Bend Consolidated Plan Goals

The following is a summary of the four overarching goals identified in the City of Bend's 2014 -- 2019 Consolidated Plan. All activities funded through the City's CDBG program for the 2014 -- 2019 Consolidated Plan period must be consistent with at least one of these goals:

- Goal #1: Produce and preserve both renter-and owner-occupied affordable housing, with emphasis on workforce housing.**
- Goal #2: Increase the number of Homeless shelter units and the number of transitional housing units and preserve and enhance existing units.**
- Goal #3: Provide support and assistance to necessary and prioritized public services, including material, structural and staff support as needed.**
- Goal #4: Removal of architectural barriers in public places, public facility improvements and development of Infrastructure, particularly in conjunction with affordable housing development.**

### 4.2 Program Area Objectives

Through the Consolidated Plan process, the City has identified specific objectives for achieving the goals outlined in the Consolidated Plan. Throughout the 5-year Consolidated Plan period, CDBG funds will be directed toward projects that meet these objectives.

The objectives associated with each Consolidated Plan goal are outlined below:

- Goal #1: Produce and preserve both renter-and owner-occupied affordable housing, with emphasis on workforce housing.**

Funding will be directed toward activities that produce and preserve both renter- and owner-occupied affordable housing. Consideration will be given to projects that accomplish at least one of the following:

- Aid in the production/rehabilitation/preservation of renter- or owner-occupied housing through such strategies as property acquisition for affordable housing, the opportunity for public/private partnerships to provide mixed use/mixed income housing, or low-interest rehabilitation financing for low- and moderate-income residents,
- Support homeownership for Bend's workforce through direct homebuyer assistance, such as down payment assistance, homebuyer counseling, low-interest second mortgages for low- and moderate-income homebuyers and partnerships with builders/developers seeking to provide affordable homeownership
- Limit or not undertake those projects that require permanent displacement or relocation of current occupants from their homes/rental units in order to create additional affordable housing, thus potentially compounding the affordable housing situation.

**Goal #2: Increase the number of Homeless shelter units and the number of transitional housing units and preserve and enhance existing units.**

Funding will be directed toward projects that support the city's homeless and special needs populations. Consideration will be given to projects that accomplish at least one of the following:

- Work to tie homeless and special needs services to affordable housing development for homeless and special needs populations, particularly individuals with substance abuse problems, individuals with severe, persistent mental illnesses, and homeless families. Prioritize activities that help individuals move toward self-sufficiency.
- Monitor existing programs to ensure that city-funded programs utilize existing services wherever possible and do not duplicate existing services.

**Goal #3: Provide support and assistance to necessary and prioritized public services, including material, structural and staff support as needed.**

Funding will be directed toward projects that support the city's low income, homeless and special needs populations. Consideration will be given to projects that accomplish at least one of the following:

- Support needed services to homeless and special needs populations with the most urgent needs, particularly individuals with substance abuse problems, individuals with severe, persistent mental illnesses, and homeless families. Prioritize activities that help individuals move toward self-sufficiency.
- Monitor existing programs to ensure that city-funded programs utilize existing services wherever possible and do not duplicate existing services.

**Goal #4: Removal of architectural barriers in public places, public facility improvements and development of Infrastructure, particularly in conjunction with affordable housing development.**

Funding will be directed toward projects that address infrastructure needs that are tied to affordable housing and job creation.

- Support focused street, water, sewer and other infrastructure projects to aid in the development or preservation of affordable housing in the city.
- Support the extension of city infrastructure to aid in economic development activities that result in the provision of living wage jobs for low- and moderate-income residents particularly those which also promote affordable housing.
- Provide programs for the removal of architectural barriers, particularly adjacent to affordable housing projects or public transit corridors

### **4.3 City of Bend Policy on Grants and Loans**

In order to allow the CDBG Program to grow over time and to have a greater long-term impact on the community, the City of Bend has a policy of providing CDBG assistance in the form of loans, rather than grants, whenever possible. A copy of the policy is available upon request.

Under the policy, Public Services projects [i.e. projects which meet HUD's Public Services criteria, as outlined in the CDBG regulations at 24 CFR 570.201(e)] will be provided CDBG assistance in the form of grants. Public Services projects are generally on-going community services such areas as crime, youth services, drug abuse, employment, child care, health, fair housing and other areas. All other projects will be provided assistance in the form of loans at 3% interest for 20-year terms.

Under extraordinary conditions, and after all other project funding has been secured, City staff may approve modifications of the above terms to accommodate a project's specific needs. Modifications may include:

- Projects other than those falling into the Public Services category, which would typically receive a loan, may receive a grant.
- Loans may be negotiated for interest rates or terms lengths other than the standard loan terms noted above.
- Projects may receive funding in the form of deferred payment loans due upon sale or transfer of the property.

Such modifications will only be allowed if it can be shown that the City's standard terms regarding grants and loans would cause undue hardship to the applicant or would preclude the successful implementation and/or completion of the project. It is the responsibility of the project applicant to provide sufficient evidence to the City that the requested modifications are necessary in order for the project to be completed.

## 5. Evaluation Criteria and Funding Priorities

---

The evaluation criteria outlined in this section have been developed to be consistent with HUD priorities, the City of Bend 2014 -- 2019 Consolidated Plan, and City's CDBG funding priorities. All proposals will be reviewed using these criteria.

### 5.1 Consolidated Plan Goals and Objectives

Only those projects addressing at least one of the goals identified in the Consolidated Plan (listed in Section 4.1) and at least one of the objectives associated with these goals (listed in Section 4.2) will be considered for CDBG funding. Please review the Consolidated Plan goals and objectives to ensure that your project is consistent with these goals and objectives before submitting a project proposal.

### 5.2 General Criteria

In reviewing and evaluating proposals for CDBG funding for the 2019-2020 CDBG Program Year, consideration/priority will be given to the following:

- Projects that successfully maximize utilization of outside (non-CDBG) funds and services (including cash contributions, in-kind contributions, and volunteers).
- Projects that do not duplicate existing services and that effectively utilize/maximize partnerships with other organizations and agencies.
- Projects that are sponsored by organizations or agencies that can demonstrate that they have the staff capability and capacity to successfully implement the proposed project.
- Projects that are clearly defined and realistic in scope, location, need, budget, and goals.
- Projects that demonstrate a clear and effectual plan for evaluating the progress of the project toward addressing the identified need or problem.
- Projects that utilize a proven effective strategy to improve conditions or solve an identified problem.
- Projects that can demonstrate readiness to be implemented in a timely manner once the CDBG funds are awarded.
- Projects that have strong neighborhood/community support, with sufficient evidence illustrating this support.
- Projects that will require a one-time only infusion of funds.
- Projects that will have a sustainable long-term impact, whether these strategies preserve dollars (through tools such as revolving loan funds), preserve affordability of housing, or help people move toward self-sufficiency.
- Projects that do not result in the permanent displacement or relocation of current occupants from their homes or rental units in order to create additional affordable housing.

### 5.3 City of Bend Funding Priorities

To assist with the allocation of resources in meeting the above goals, the City has established the following funding priorities. While the City recognizes that all of the objectives identified in the Consolidated Plan are critical issues for the City to address over the 5-year Consolidated Plan period, project proposals addressing higher priority needs will score higher during the 2019-2020

CDBG Program Year. Depending on the pool of proposals, however, projects in the low priority category may be funded.

### **High Priority**

- Create new rental units for workforce population, including units for low, moderate and middle income families and individuals, Veterans, Seniors, Special Needs, Public Housing and other populations in need of affordable rental units.
- Support homeownership for Bend's workforce through direct homebuyer assistance, such as down payment assistance, homebuyer counseling, land acquisition, low-interest second mortgages for low- and moderate-income homebuyers and partnerships with builders/developers seeking to provide affordable homeownership. Target population is primarily low and moderate income workforce housing for families and individuals, and assistance to Veterans, Seniors and other populations in need of homeownership assistance.
- Homeless Assistance and Shelter Development -- Work to tie homeless and special needs services to affordable housing development for homeless and special needs populations, particularly individuals with substance abuse problems, individuals with severe, persistent mental illnesses, homeless youth, Veterans and homeless families. Prioritize activities that help individuals move toward self-sufficiency. Create new homeless shelter units and preserve existing units to serve this population. Provide services to fragile populations. Provide counseling and outreach to homeless populations, both sheltered and unsheltered.
- Land Acquisition and Infrastructure Development -- Emphasize where possible the acquisition of affordable land, including infrastructure development (to include streets, water, sewer, sidewalks and storm drainage) on such land to make it suitable for affordable housing development.
- Architectural Barrier Removal/Disability Services Removal of Architectural Barriers (ADA) -- Removal of architectural barriers for those with accessibility issues. This will address such things as curb ramps on public streets, access to public buildings, and accessibility improvements in public housing and other problems encountered by those with mobility and accessibility issues. Provide services to individuals with disabilities, including those that are developmentally disabled, persons with HIV/Aids, persons with mental disabilities, victims of domestic violence and those with physical disabilities.
- Provide Employment Training to low and moderate income individuals and provide CDBG eligible economic development assistance.
- Purchase and Preserve Existing Low Income Housing
- Transitional Housing -- Provision of Transitional Housing, particularly housing that provides services for individuals and families for stays between 6 and 24 months.
- Support services for those that provide public services, such as food pantries, victim counseling, counseling services, financial and legal counseling and other services.

### **Low Priority**

- Provide counseling and services to individuals with substance abuse/dependency issues.
- Provide new permanent and permanent supportive housing to families and individuals suffering homeless. This will be modeled after the Housing First Model.
- Social Services for Seniors, including counseling, assistance in finding housing, and staff support for senior centers and programs.

## **6. Rules and Requirements for Grant Recipients**

---

Applicants awarded CDBG funds by the City (also referred to as “subrecipients”) will be required to comply with all federal regulations and record-keeping requirements governing the use of CDBG funds. Applicable federal regulations and requirements are summarized below.

City staff will be available to provide technical assistance in determining which regulations apply to each project and interpreting the relevant regulations. However, subrecipients will be responsible for satisfying these federal requirements, documenting how the requirements are being satisfied, and reporting to the City on how these requirements are being satisfied.

### **6.1 Written agreements**

Each subrecipient will be required to enter into a written agreement with the City that requires compliance with all CDBG grant or loan terms applicable to the project, and with the RFP, the proposal, and any modifications and conditions imposed by the City. This contract must be signed and executed prior to the disbursement of any funds. Funds will be made available by HUD no earlier than July 1, 2019 and may not be available for several months beyond that date. Every effort will be made by the City to have contracts developed and ready for execution prior to the date that funds are made available by HUD.

### **6.2 Record-Keeping and Reporting Requirements**

Subrecipients will be required to maintain accurate records documenting that the targeted populations and/or areas are being served by the project, and to provide quarterly reports to the City demonstrating that this requirement is being satisfied. Recipients will be required to collect this information for a period of five years beginning from date of project agreement and shall provide this information to the City at the City’s request.

The following summarizes the types of records that must be maintained to show that the targeted populations/areas are being served. A complete listing of HUD’s record-keeping requirements is available from City staff and will be included in the grant agreement between the City and the applicant. The City will provide forms to subrecipients to assist them in satisfying this requirement.

#### **Benefit to Low- and Moderate-Income Persons**

For all projects that fall into the category of benefiting low- and moderate-income persons, subrecipients will be required to maintain records and documentation including, but not limited to:

- Documentation showing the income characteristics of persons in the service area,
- Documentation demonstrating that the activity is designed for and used by a segment of the population presumed by HUD to be low- or moderate-income,
- Information on the total number of dwelling units in multi-family structures that are occupied by low- and moderate-income households, and
- Listings of the total permanent jobs created and retained, and which of those jobs are held by low- and moderate-income individuals.

#### **Elimination of Slum and Blight**

For all projects that fall into the category of Elimination of Slum and Blight, subrecipients will be required to maintain records and documentation including, but not limited to:

- A description of the conditions which qualify the area as a slum or blighted area,

- A pre-rehabilitation inspection report describing the deficiencies in each structure to be rehabilitated, and
- The conditions of a structure that are detrimental to public health and safety.

**Urgent Need**

For all projects that fall into the category of Urgent Need, subrecipients will be required to maintain records and documentation including, but not limited to:

- Documentation concerning the nature and degree of seriousness of the condition requiring assistance,
- Information on the timing and the development of the serious condition, and
- Evidence confirming that other financial resources to alleviate the need were not available.

**6.3 Other Federal Requirements**

In addition to the record-keeping and reporting requirements outlined above, CDBG-funded projects may also be subject to other federal requirements. The following is a brief summary of additional federal requirements that may apply to each project. The descriptions are very brief and do not provide all of the information that subrecipients will need in order to satisfy the requirements. Subrecipients shall be solely responsible for complying with these and any other applicable federal requirements, and shall be responsible for obtaining all of the information necessary to satisfy these requirements.

**Fair Housing and Equal Opportunity:** Discrimination on the basis of race, color, national origin, religion, disability or sex is prohibited.

**Handicapped Accessibility:** Generally, federally-assisted buildings and facilities must be accessible.

**Employment and Contracting:** Grantees may not discriminate in employment and must make efforts to provide training and employment opportunities to low-income residents.

**Environmental Review:** Grantees must undertake environmental reviews in accordance with 24 CFR Part 58. Whereas these may be done by the City, in some situations it will be incumbent upon the Grantee to ensure compliance with this requirement.

**Flood Insurance:** CDBG funds may not be provided in a Federal Emergency Management Agency (FEMA) designated special flood area unless specific precautions are undertaken.

**Lead-Based Paint:** CDBG rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401 (b) of the Lead-Based Paint Poisoning Prevention Act.

**Labor Standards:** Construction Activities may be required to comply with the Davis Bacon Act and the Contract Work Hours and Safety Standards Act.

**Debarred, suspended, and ineligible contractors and subrecipients:** CDBG funds cannot be provided to debarred, suspended, or ineligible contractors, subcontractors or subrecipients.

**Conflict of Interest:** CDBG recipients and subrecipients must comply with procurement requirements found at 24 CDF 85.36 (state and local governments) and 85.42 (non-profits) and with any other applicable conflict-of-interest provisions.

**Acquisition and Relocation:** Acquisition, rehabilitation, and/or demolition activities may be covered by the Uniform Relocation Act and/or Section 104 (d) of the Housing and Community Development Act.

## 7. Required Application Contents

---

Proposals for funding for the 2019-2020 Program Year must contain the following information in the order presented below. Proposals are expected to provide the requested information in a clear and concise manner. The City reserves the right to reject any proposals that do not contain all of the information outlined below or are otherwise non-responsive to the this RFP.

If your organization is seeking funding for more than one project, a separate project proposal must be submitted for each project. If your organization is submitting more than one project proposal, please indicate your project funding priorities in each proposal.

### 1. Completed Table of Contents (*Form A*)

### 2. Completed Project Summary Form (*Form B*)

### 3. Project Description

Please provide a brief description of the following:

- The need or problem your project will address.
- How your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the CDBG funds will be used.

If you are proposing an economic development project, please indicate how your project will create living wage jobs for low-income persons, how you have defined 'living wage', and what sources you have consulted to develop your definition of 'living wage'.

- How your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.
- The ways in which your project will have a long-term impact on the need or problem being addressed.

If you are proposing an affordable housing project, please indicate the time period that the project will remain affordable and how your agency plans to ensure that the project remains affordable for the specified time period.

- Your agency's plan for evaluating the progress of the project toward addressing the identified need or problem.

### 4. Property and Project Information

Please attach a map showing the project's location. If the project will serve a specific area, the boundaries of the area served should be shown. If the project involves a specific site or a physical structure, include details about the site or structure, such as the size of the site, the floor area, the number and size of the residential units, the project amenities, the condition of any existing structures, and any proposed alterations to the site or structures.

### 5. Work Program

Please provide a detailed work program and timeline, including the anticipated start date and completion date for the project, and a list of tasks with estimated start and completion dates for each task.

## 6. Project Benefit

Please provide a brief description of the following:

- How your project will meet at least one of the national objectives outlined in Section 4.1.
- Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project.
- The population and characteristics of the slum or blighted area that will be served (if applicable).
- How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.
- The methods used to determine the project benefit and documentation of the sources used.

## 7. Agency Information

Please provide the following information about your agency:

- The agency's background, mission, and service history. (Please limit to 1 page)
- A brief description of the agency's financial stability as it pertains to the agency's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the agency's financial audit or review for the last two years.
- A list of key personnel that will be assigned to this project and their job titles and qualifications. Include the FTE hours each person will dedicate to the project.
- Proof of the agency's status as a private non-profit, public non-profit, or governmental agency.

## 8. Financial Information

Please also provide the following financial information:

- A detailed line item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.
- A completed Budget Form (Form C) showing secured and potential sources of funding, including other federal and state grants and loans, monetary donations, in-kind contributions, volunteer labor, and donation of materials and supplies (attach additional sheets if necessary). Volunteer labor should be included under 'Private Funds'. Attach letters of funding commitment from sources, if available.
- A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.
- A brief description of your agency's plan for funding the project after the first year, if applicable.
- A statement regarding your agency's ability to proceed with the project without your requested CDBG funds, or with a CDBG award less than your requested amount.
- For construction projects, please provide a detailed pro forma (an electronic copy can be found in the Pro Forma zip folder at: <https://www.oregon.gov/ohcs/Pages/nofa-2018-lihtc-instruction-manual-forms-proforma.aspx>).

- Most recent program financial audit or review, pursuant to Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards, 2 CFR §200.500 et seq. (If your agency received an amount of \$750,000.00 or more in federal funding, a financial audit is required. If your agency received an amount less than \$750,000.00 in federal funding, then please provide a copy of your most recent financial review.)

## **9. Project Feasibility and Readiness**

Please provide the following information regarding project feasibility and readiness:

- A description of the agency's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.
- A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.
- A description of the agency's readiness to proceed with the project. For example, if the purchase of property is involved, is the property currently available for purchase? Is staff currently available to work on the project, or is the agency ready to proceed with hiring staff?
- A description of any land use processes (such as a zone change or a conditional use permit) the project will require and what steps, if any, have been taken to address these issues.
- A description of the agency's familiarity with meeting the federal requirements listed in Section 7.3, and/or the agency's plan for ensuring that these requirements are satisfied.

## **10. Other information**

Please attach any other statistical data, applicable experience of the applicant, or other material you believe will assist the City in its review of your proposal.

## 8. Other Information

---

Please review the following points for important information about the City's CDBG Program, including the rights and responsibilities of City of Bend and the subrecipients with regard to the application and selection process.

- Funds will be available no earlier than July 1, 2019, and may not be available for several months beyond this date. Please work with City staff to confirm contract start date before you anticipate charging costs to this program.
- The City reserves the following rights with regard to the application and review process:
  - Proposals that do not contain all of the information required by this RFP or are otherwise non-responsive to the RFP may be rejected immediately.
  - The City reserves the right to fund projects at a level that is less than the amount requested.
  - The City reserves the right to waive irregularities or deficiencies in a proposal if the City determines that such a waiver is in the best interest of the City.
  - The City may request an interview with or supplemental written information from an applicant concerning any deficiencies or ambiguities in a proposal. If an applicant fails to provide supplemental information within the time stated in the request, the City may refuse to consider the applicant's proposal.
  - The City reserves the right to make such investigation if deems appropriate to determine whether an applicant is qualified to provide the services. If an applicant fails to cooperate with an investigation, or if an applicant provides false, misleading, or incomplete information, the City may refuse to consider the applicant's proposal.
  - In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City reserves the exclusive right to determine and interpret the intent, purpose and meaning of any provision in this RFP, which determination and/or interpretation shall be binding to the applicant.
- Applicants are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Applicants should request clarification if needed. Every request for information or clarification must be submitted in writing to Lynne McConnell or Racheal Baker at least 10 days prior to proposal submission deadline.
- Any prospective applicant who contends that the provisions of this RFP or any aspect of the procurement process will encourage favoritism in the award of a contract for services, or substantially diminish competition, must file a written protest to the RFP at least 10 days prior to the date set for the opening of proposals. Failure to file a protest will be deemed as a waiver of any claim by an applicant that the procurement process violates any provision of ORS Chapter 279 and the City's procedures for screening and selection of personal service contractors.
- The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by applicants raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided by all persons who receive the RFP. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.
- Applicants selected for funding will be required to obtain adequate insurance covering workman's compensation, bodily injury, property damage, or automobile liability, depending on the nature of the project. Selected applicants will also be responsible for obtaining any necessary licenses and for complying with all applicable federal, state and municipal laws, codes and regulations.
- Proposals selected for funding will become part of the grant or loan contract between the City of Bend and the subrecipients. Each subrecipient will be required to carry out the specified activity in the manner described in the funding proposal, and to meet all of the obligations contained therein. Any

modifications to the project or the way in which the activity is carried out will require prior approval from the City and a modification to the grant or loan contract.

- Projects must be under way and funds expended toward the completion of the project within *one year* from the time the funds are made available from HUD. The City reserves the right to withdraw the award in the event that an applicant fails to meet this requirement.
- In the event of non-compliance with any applicable federal, state or local laws, codes, or regulations, the City's grant agreement with the subrecipient may be terminated or suspended in whole or in part.
- Any applicant (including any entity that has or had family or business ties or obtains an ownership interest in the project or property) who is in default on any funding agreement or reporting requirements for any loans or grants with the City of Bend, or is not in compliance with any zoning, planning or building division requirements, regardless of site will not be eligible for funding through this program.

## 9. Proposal Submission Instructions

---

- Mail or deliver one (1) official proposal to:

Racheal Baker  
Affordable Housing Coordinator  
City of Bend  
P.O. Box 431  
710 NW Wall Street  
Bend, OR 97709

- Every request for information or clarification must be submitted in writing to Lynne McConnell or Racheal Baker at least 10 days prior to proposal submission deadline.
- Proposals must be received at the City Administration Office at City Hall by **5:00pm on Friday, January 18, 2019.**
  - Submit one official copy of the proposal with a cover letter signed by agency executive director and an electronic copy in a **non-write protected Adobe.pdf or in MS Word Format.**

### **Questions?**

If you have any questions about the RFP or the application process, please contact Racheal Baker at 541-312-4915 and [rbaker@bendoregon.gov](mailto:rbaker@bendoregon.gov); or Lynne McConnell at 541-388-5514 and [lmccconnell@bendoregon.gov](mailto:lmccconnell@bendoregon.gov).

# FORM A

## City of Bend Community Development Block Grant Program Request for Proposals



CITY OF BEND

### TABLE OF CONTENTS

Please indicate the page number on which each of the following issues is addressed:

|   |          |
|---|----------|
| 1. Table of Contents                      | N/A      |
| 2. Complete Project Summary Form (Form B) | Page____ |
| 3. Project Description                    | Page____ |
| 4. Property and Project Information       | Page____ |
| 5. Work Program                           | Page____ |
| 6. Project Benefit                        | Page____ |
| 7. Agency Information                     | Page____ |
| 8. Financial Information                  | Page____ |
| 9. Project Feasibility and Readiness      | Page____ |
| 10. Other Information (please specify):   | Page____ |
| _____                                     | Page____ |
| _____                                     | Page____ |

#### Attachments

|   |          |
|---|----------|
| Map   | Page____ |
| Proof of non-profit or governmental status  | Page____ |
| State of Oregon Business Registry printout  | Page____ |
| Detailed line item budget   | Page____ |
| Letters of funding commitment   | Page____ |
| Completed Budget Form (Form C)  | Page____ |
| Pro forma (for construction projects only)  | Page____ |
| Evidence of community support   | Page____ |
| Affirmatively Furthering Fair Housing<br>Statement and Marketing Policy<br>(for providers of housing or housing services) | Page____ |
| Equity and Inclusion Policy<br>(for providers unrelated to housing)   | Page____ |
| Other (please specify):   |          |
| _____   | Page____ |
| _____   | Page____ |

**FORM B**

**City of Bend  
Community Development Block Grant Program  
Request for Proposals**



**CITY OF BEND**

**PROJECT SUMMARY FORM**

|  |                         |
|--|-------------------------|
| <b>Project Name:</b>                           | _____                   |
| <b>Project Location:</b>                       | _____                   |
| <b>Project Description:</b>                    | _____<br>_____<br>_____ |
| <b>CDBG Funds Requested:</b>                   | \$ _____                |
| <b>Applicant (Organization, Gov't Agency):</b> | _____                   |
| <b>Address:</b>                                | _____                   |
| <b>City, State &amp; Zip:</b>                  | _____                   |
| <b>DUNS number:</b>                            | _____                   |
| <b>Contact Person:</b>                         | _____                   |
| <b>Phone Number:</b>                           | _____                   |
| <b>Email Address:</b>                          | _____                   |

