



## CITY OF ASHLAND

# 2024 Community Development Block Grant (CDBG) Program Request for Proposals (RFP)

### Introduction

The City of Ashland is presently accepting proposals for the allocation of approximately **\$179,575** in Community Development Block Grants (CDBG) for the 2024 Program Year. The City of Ashland may not receive final notification of the annual CDBG award amount from the Department of Housing and Urban Development until after awards have been made. The estimate is included to provide guidance to applicants regarding the expected amount of available funds. The City will reserve the right to award more or less than this estimate depending on the final entitlement amount authorized by Congress and the Department of Housing and Urban Development.

To utilize CDBG funds most effectively to address the highest priority needs, the City has limited the award of CDBG funds to fewer than three projects that provide housing to extremely low, low-moderate income, and special needs households, and social service activities addressing the Homeless or Special Needs goals.

Appropriate projects may include land acquisition for the construction of affordable housing, acquisition, and repair of existing housing for low-income households. Additionally, support services for homelessness prevention and transition as part of a comprehensive approach that improves the living conditions of clients, or housing support and supportive services for people with special needs are also eligible uses of CDBG funds under the 2020-2024 CDBG Consolidated Plan. Under CDBG regulatory limits only 15% of the anticipated 2024 allocation is available for social services and thus such awards are limited to approximately **\$26,936**. The amount of funding available for award to capital improvement projects is approximately **\$143,660**.

This is the thirtieth year that HUD has awarded CDBG funds to the City of Ashland. The primary purpose of the CDBG Program is to fund community development projects and programs, which benefit low and moderate-income people.

The City of Ashland Housing and Human Services Commission will review the grant requests and make a recommendation for grant awards to the City Council. Subsequently, the City Council will hold a public hearing and make a final decision on the grant award(s).

Should an applicant have a multi-phased project that will likely be requesting additional CDBG funds in the subsequent Program Years (2025 or thereafter), it is requested that such a proposal be outlined at this time to assist in the award selection process.

Ashland 2024 CDBG RFP

**APPLICATION SCHEDULE AND DEADLINES**

<b>January 2, 2024</b>	<b>RFP applications available to the public.</b>
<b>February 16, 2024</b>	<b>Applications due by 4:30 p.m.</b>
<b>March 28, 2024</b>	<b>A Public Hearing will be held at 4:00 pm before the Ashland Housing and Human Services Commission</b> in the Siskiyou Room, of the Community Development Building, 51 Winburn Way to evaluate proposals. The Housing and Human Services Commission will provide recommendations for awards to the City Council.
<b>April 21, 2024</b>	<b>Public Hearing before the Ashland City Council</b> at 6:00 p.m. at the City Council Chambers, 1155 E. Main St. Council to make final award selection(s).
<b>Questions?</b>	<b>Contact Linda Reid, Housing Specialist City of Ashland Planning Division 552.2043, or <a href="mailto:reidl@ashland.or.us">reidl@ashland.or.us</a></b>

## Qualifying for CDBG Funds

In order to qualify for CDBG funds, a project or program must be evaluated in three areas. More detail about the three areas is described in the following sections.

1. The project or program must address at least one of the spending priorities identified in the City of Ashland 2020-2024 Consolidated Plan.  
Available online at-
2. The project or program must meet one of the national objectives of the CDBG program.
3. The project or program must be listed as an “eligible” activity in the CDBG statute.

## Compliance with Consolidated Plan

In April 2020, the Ashland City Council adopted the 2020-2024 Consolidated Plan for use of CDBG funds as required by the U.S. Department of Housing and Urban Development. The Consolidated Plan is a strategic plan outlining housing and community development needs in Ashland and spending priorities to address those needs. The following spending priorities were identified in the current Consolidated Plan. **Proposal submitted for funding must address one or more of these spending priorities.** Those which do not address the Consolidated Plan priorities will not be funded.

## Spending Priorities from City of Ashland Consolidated Plan

CDBG funds will be allocated in Ashland according to the following priorities. In cases where there are competing projects for limited funds, the project(s) that are ranked the highest will be funded. The priorities are based on the needs identified in the Consolidated Plan.

[http://www.ashland.or.us/SIB/files/Con\\_Plan\\_Web\\_Version.pdf](http://www.ashland.or.us/SIB/files/Con_Plan_Web_Version.pdf)

## Goals

### High Priority

***Create and maintain affordable housing units/units occupied by low-moderate income and/or presumed benefit populations.***

Goal Outcomes:

- Number of Rental Units Constructed
- Number of Ownership Units Deed Restricted
- Number of Housing Units receiving repairs or ADA improvements that promote ADA accessibility, architectural barrier removal and other modifications and improvements that increase the supply of housing suitable for all ages and abilities.

***Support services for homelessness outreach, prevention, and transition.***

Goal Outcomes:

- Rent/Security deposit assistance to prevent or alleviate homelessness.
- Outreach/direct services to homeless populations

***Support housing and services for peoples with special needs (peoples with special needs include the elderly, the frail elderly, persons with developmental disabilities, persons with physical disabilities, persons with severe mental illness, persons with alcohol or drug dependence, persons with HIV/AIDS).***

Goal Outcomes:

- Number of beneficiaries with increased or improved access to housing opportunities
- Number of beneficiaries receiving new or improved access to supportive services that improve health, safety, general welfare and/or self-sufficiency.

Medium Priority

***Support economic development activities that assist in reducing poverty among low-, moderate-income, and special needs populations.***

Goal Outcomes:

- Number of beneficiaries with new or improved access to job training or employment related education, training services

Low Priority

***Improve safety and access in neighborhoods and areas throughout the City.***

Goal Outcomes:

- Number of newly installed or improved wheelchair ramps
- Linear feet of sidewalk completed in qualified low-income census block groups.

***Improve transportation options for low-income and special needs populations.***

Goal Outcomes:

- Number of beneficiaries with new or improved access to transportation resources

**CDBG Grant Award Criteria from City of Ashland Consolidated Plan**

In addition to the above spending priorities, the Consolidated Plan requires the following process and use of award criteria for determining the projects receiving CDBG funds.

**The City of Ashland has a limited amount of CDBG funds to use each year in comparison to the scope of the housing and community development needs of the community.** As a result, it is essential that the funding be used in a manner that best meets the City's priorities and is efficient and cost-effective. To

this end, the spending priorities have been ranked by importance and a set of award criteria has been established.

The City of Ashland is anticipating approximately **\$143,660** in Community Development Block Grant (CDBG) funds to be available for selected, eligible projects. To utilize CDBG funds most effectively to address Ashland's highest priority needs, the City has limited the award of CDBG funds to three or fewer projects that provide housing to extremely low, low-moderate income, and special needs households, and social service activities addressing the Homeless or Special Needs Goals outlined in the City's Consolidated Plan. Further the award of a "social service" grant is limited to 15% of the anticipated 2024 CDBG allocation, approximately **\$26,936**.

## **CDBG Grant Award Criteria**

The steps for making the annual grant awards decision is outlined below.

1. The first step is for Staff to assess the project proposals to determine if the eligibility criteria are met.
2. The second step is to determine the spending priority that the proposed projects address. Higher priority projects will be awarded CDBG funds before lower priority projects.
3. The third step in the process is for the Housing and Human Services Commission to develop a grant award recommendation to the City Council using the following criteria to determine the projects which best meet the City's spending priorities. Each application will be rated on a high-medium-low scale for each criterion. The Housing Commission will provide applicants with the opportunity to make a presentation on the project proposal and provide community members with the opportunity to comment by holding a public meeting.
4. The final step in the process is for the City Council to decide on the grant award using the Housing Commission recommendation and the following criteria to determine the project which best meets the City's spending priorities. Each application will be rated on a high-medium-low scale for each criterion. The City Council will provide applicants with the opportunity to make a presentation on the project proposal and provide community members the opportunity to comment by holding a public hearing.

## **CDBG Project Proposal Rating Criteria**

- A. The project provides benefit to a demographic group that has a need documented in the City of Ashland CDBG 2020-2024 Consolidated Plan.
- B. The project assists low- and moderate-income households in substantially improving their living conditions. The proposed project must have or be part of a comprehensive approach that takes clients from the beginning to the end of the process that improves their living conditions. "Safety net" services or services that meet basic needs shall only be funded if it can be demonstrated that clients receiving those benefits are part of a program that will eventually help them obtain self sufficiency. The exception to this requirement is projects targeted at helping people with special needs - Elderly, Persons with HIV/AIDS, Persons with Physical Disabilities, Persons

with Mental Illness, Developmentally Disabled, and Persons with Alcohol and Drug Addictions.

C. The project is a proven effective strategy to improve conditions or solve an identified problem.

D. If the project is related to affordable housing, the project retains the units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.

E. If the project is related to economic development for jobs for low- and moderate-income people, at least 51% of the jobs shall be held by low- and moderate- income people. The longer period of time the jobs are held by low- and moderate-income persons, the higher ranking the project shall be given. The larger percentage of jobs held by low- and moderate –income persons, the higher ranking the project shall be given.

F. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organizations involved, etc.).

G. The project has at least 10% of the total project in matching funds. The larger the amount of matching funds, the higher ranking the project shall be given.

H. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.

I. The agency submitting the proposal has the capacity to carry out the project.

J. The budget and timeline are well thought out and realistic.

K. The project is ready for implementation.

L. The identified property is currently available for acquisition.

M. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro-forma.

N. The proposal demonstrates Community Development Block Grant (CDBG) funds are the most appropriate funding source for the project.

### **National Objectives**

All proposed projects must meet at least one of the three national objectives of the CDBG Program. The three national objectives are:

1. Primarily benefit low- and moderate-income persons (at least 51% of beneficiaries must be low/mod income persons/households).
2. Aid in prevention or elimination of slums or blight.
3. Meet a particularly urgent community development need.

### **Ineligible CDBG Activities**

The general rule is that any activity not specifically identified as eligible is considered ineligible. Listed below are specific activities, which are ineligible:

- New housing construction.
- Building used predominantly for the general conduct of government (except for removal of architectural barriers) and other general government expenses.
- Political activities.
- Purchase of furnishings, motor vehicles and equipment.
- Operating and maintenance expenses, including repair of public facilities and improvements.
- Income payments.
- Improvement to buildings used for religious activities.

### **Eligible Applicants**

Applicants must be a unit of government or a non-profit 501(C) (3) charitable organization.



### Low- and Moderate- Income Guidelines

At least 51% of the funded activity participants must meet low or moderate-income guidelines as determined by HUD for the Medford-Ashland standard metropolitan statistical area (MSA). The current income guidelines are as follows:

Income Limits by Family Size: \$/year								
*For the Medford-Ashland Statistical Area as determined by the Department of Housing and Urban Development for FY 2023. Note that an update to these figures, for the 2024 program year, will be provided when available (typically in May).								
Income Level Category	Number of Persons in Family							
	1	2	3	4	5	6	7	8+
Extremely Low Income (30%AMI)	17,000	19,720	24,860	<b>30,000</b>	35,140	40,280	45,420	50,560
Low Income (50%AMI)	28,350	32,400	36,450	<b>40,450</b>	43,700	46,950	50,200	53,400
Moderate Income (80%AMI)	45,300	51,800	58,250	<b>64,700</b>	69,900	75,100	80,250	85,450

There are four ways to demonstrate compliance with these income requirements.

**Documentation is required to be submitted on a quarterly basis verifying compliance using one of the following methods.**

1. The activity must benefit a clientele who are generally presumed to be persons of principally low and moderate incomes. The following groups are presumed by HUD to meet this criterion: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, migrant farm workers, persons with developmental disabilities or mental retardation, persons living with HIV/AIDS, and persons with mental or emotional disturbances; or
2. Information on family size and income must be provided that shows that at least 51 percent of the clientele are persons whose family income does not exceed the low- and moderate-income limit; or
3. The activity must have income eligibility requirements which limit the activity exclusively to low- and moderate-income persons; or
4. The activity must be of such a nature, and be in such a location, that it may be concluded that the activity's clientele will primarily be low and moderate-income persons. An "area benefit" survey, as outlined in the CDBG program, may be required by the applicant.

## **Proposal Evaluation**

- Proposals which do not contain all information required by this RFP or are otherwise non-responsive to the questions may be rejected immediately.
- The City reserves the right to fund projects at a level which is less than the amount requested.
- The application must show that the proposal could not be completed without the requested CDBG funds.
- The City reserves the right to waive irregularities or deficiencies in a proposal if the City determines that waiver is in the best interests of the City.
- The City may request supplemental written information from an applicant concerning the applicant's ability to perform the services. 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 may request an interview with any applicant. If a proposal is unclear, or appears inadequate, the applicant may be given an opportunity to explain how the proposal complies with this RFP.
- The City reserves the right to make such investigation it 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 the intent, purpose and meaning of any provision in this RFP.

## **Other Information**

If you submit more than one project proposal, please indicate your order of priority.

If you anticipate that for the proposed project, or an alternative project, you will be submitting an application for additional CDBG funds in future years, please provide details regarding that future request.

Specifically, if the current proposal would *necessitate* all or part of any future CDBG funds for completion, this relationship needs to be clearly identified with this application.

Successful applicants must be willing to comply with all applicable Federal, State and City statutes, rules, regulations, and record keeping requirements governing the use of CDBG funds. The applicant selected by the City will be required to enter into a written contract requiring compliance with the RFP and the proposal and any modifications and conditions imposed by the City including CDBG grant terms applicable to the project. This contract must be signed and executed prior to disbursement of any funds.

Funds will be available upon completion of all regulatory requirements for use of federal funds including but not limited to completion of an Environmental Review. *(HUD's regulations at 24 CFR 58.22 prohibit HUD recipients or any participant in the development process including public or private nonprofit or for-profit entities, or any of their contractors from committing HUD funds to a project, or non-HUD funds to activities that would have an adverse impact or limit the choice of reasonable alternatives, prior to completion of the environmental review).*

### **Property Acquisition**

If acquisition is proposed, the applicant can have no financial or legal commitment to purchase. Any option agreements or other such agreements relating to the proposed purchase of the property shall be provided with the application for review.

### **Relocation**

If relocation of existing tenants is included in the proposal, all tenants facing relocation must be given timely information about the pending application. If the project is approved, they must be advised about any changes that will occur to their situation. If they are not advised -and move -they could claim that they were displaced even if that was not intended. Any low-income person displaced by the demolition, rehabilitation or conversion of a dwelling unit is entitled to assistance as described in the Federal Uniform Relocation Act (URA).

**Early in the process of project planning relocation concerns must be explored so decisions about rents, construction timing (phasing) and project feasibility can be fully explored. An application for CDBG funds must contain an accurate determination of the number of households potentially displaced, their incomes, and an estimate of relocation costs associated with the project.**

## **Construction Projects & Federal Wage Rates**

For any construction project over \$2,000, workers must be paid Federal Davis-Bacon wage rates (except housing rehab or construction, in which case eight or more units must be involved). These rates are established by specialty area (i.e. plumbers, electricians, carpenters, laborers, etc.) and are based on either a "residential" or "commercial" rate. **Generally, these wages are higher than accepted local rates and will increase the cost of the project since they must be paid on the entire project and not just the portion being funded by CDBG.** There is additional record keeping required of the contractor and City staff must conduct site interviews with employees while the work is underway.

## **Procurement**

All procurements funded in whole or in part with CDBG funds must comply with the applicable federal requirements found in 2 CFR Part 200. The goal in using these procurement procedures is to achieve maximum open and free competition. Each Grantee (and subrecipient) shall abide by the CDBG Procurement regulations, which shall apply only to procurements funded with CDBG dollars, as authorized in 2 CFR 200.318. The CDBG Procurement requirements include:

- A code of conduct to govern the performance of the Grantee's officers, employees or agents in contracting with CDBG funds and to ensure adherence to the conflict of interest and disclosure requirements; and
- A requirement that positive efforts be made to use small, female-owned, Section 3 owned, and businesses owned by people of color; and
- A requirement that contracts be awarded, to the greatest extent feasible, to businesses that provide economic opportunities for low and very low-income persons residing in the project area; and
- A requirement that cost estimate has been determined in advance of contract bidding, per 2 CFR 200.323(a). See Section 8.6 Cost Reasonableness below for more information on this process.

## Excluded Parties

Grantees must not award any contract to any organization that is debarred or suspended or is otherwise excluded from or ineligible for participation in federally assisted programs. This applies to any CDBG-assisted contract at any tier in the process. Documentation proving verification of contractor eligibility will be checked at monitoring.

- Prior to contract execution, the Grantee must check the organizations name against the federal System for Award Management (SAM).
- The Grantee must document that the organization (including all subrecipients, contractors, and subcontractors) are not excluded from participating in federal contracts.

Documentation includes:

- Screenshots of Active status for SAM.gov registered entities. o Screenshots showing entities with SAM.gov issued Unique Entity Identifier (UEI) are not listed as debarred.

## City of Ashland Living Wage Ordinance

For any project receiving over \$18,703 in grant awards and or contracts from the City of Ashland, the recipient shall comply with the City of Ashland Living Wage Ordinance (Chapter 3.12 of the Ashland Municipal Code). The Living Wage Ordinance requires that a living wage be paid to employees, employees of contractors to the city, and employees of recipients of city grants. All employers and grant recipients covered under this chapter shall pay employees a “living wage” of wages and benefits equal to or greater than \$14.52 per hour (CPI 06/30/2016-adjusted annually in June to reflect increases in the Consumer Price Index). Benefits, which can be attributed to a living wage, are limited to health care, retirement, 401k and IRS eligible cafeteria plans including childcare.

## Lead-Based Paint

**For any project involving an existing residential structure that was built before 1978, the project must meet the requirements of the HUD regulation on controlling lead-based paint hazards in housing receiving federal assistance, 24CFR Part 35.** This regulation, effective September 15, 2000, establishes procedures for evaluating whether a lead-based paint hazard may be present, controlling or eliminating the hazard, and notifying occupants of what was found and what was done in such housing. City staff will provide technical assistance in determining the regulations that apply and required lead abatement process. However, the applicant is responsible for conducting all required lead-based paint abatement procedures and should accommodate these activities in the project.

**Proposal Deadline:**

**All proposals must be received by 4:30p.m on February 16, 2024.**

**Electronic submittals preferred, though hardcopies may also be submitted in person or through the postal service.**

Submittal of one electronic copy by email is encouraged although not required.

**Mail to:**

Linda Reid, Housing Program Specialist  
City of Ashland  
Department of Community Development  
20 East Main Street  
Ashland, Oregon 97520

Hand deliver complete applications:  
Attn: Linda Reid at the Community Development and  
Engineering Services Building located at 51 Winburn Way,  
Ashland.

**Questions** For questions about the RFP, please contact Linda Reid, Housing Program Specialist at (541) 552-2043, or reidl@ashland.or.us

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 on or clarification of the RFP must be submitted to Linda Reid in writing at least ten days prior to the date set for the deadline for proposals.

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 the contract for services, or substantially diminish competition, must file a written protest to the RFP at least ten days prior to the date set for the first review of proposals. Failure to file a protest will be deemed a waiver of any claim by an applicant that the procurement process violates any provision of ORS Chapter 279, the City of Ashland Local Contract Review Board Rules or 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.



**CITY OF ASHLAND**  
**2024 Program Year Community Development Block Grant (CDBG)**  
**Application**

These completed Sheets shall be included as the first pages on all submittals.

**I. APPLICANT INFORMATION**

**Applicant Organization Name:**

\_\_\_\_\_

**Executive Director's Name(s):** \_\_\_\_\_

**Board Member Names (attach separate sheet)**

**Applicant Mailing Address:**

**Applicant Street Address:**

IRS Classification: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

Mission Statement: (may be attached)

Total Employees: \_\_\_\_\_ Total Volunteers: \_\_\_\_\_

**II. CONTACT PERSON** (designate a contact person who is familiar with the project)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**III. PROJECT INFORMATION SUMMARY**

Project Name or Title:

\_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

Requested CDBG Funds:           \$ \_\_\_\_\_

Organizational Match:           \$ \_\_\_\_\_

Funds from Other Sources:       \$ \_\_\_\_\_

Total Project Cost:               \$ \_\_\_\_\_



## Application Contents

A complete proposal shall include a brief narrative summary on applicant letterhead, full project cost, all federal, state, and local subsidies requested for the project, proposed ownership entity, phone number and mailing address of contact person for the designated non-profit or certified Community Housing Development Organization.

**Provide the information listed below numbered and, in the order, listed so that we can find the required information easily and award full credit for your responses. If the question does not apply to the proposed project write N/A.**

- 1) Complete Application Form (see page 16).
- 2) A project summary including a brief description, project background and a list of project objectives
- 3) Property and Project Information relating to acquisition, rehabilitation, site clearance, and development (*section not applicable for social service applications involving direct services to qualified low- or extremely low- income persons*)

Provide a map showing the project's location. If the project will serve a specific area, proposed project boundaries should be shown.

Describe details regarding any property proposed for acquisition, indicating the following:

- a) Property location relative to jobs, schools, transportation, shopping and services
- b) Total floor area of buildings, and size of land site
- c) Types of residential units, number of each type of unit, and total number of bedrooms
- d) Number of extremely low, low-, and moderate-income units proposed.
- e) Number of units accessible to the disabled
- f) Square footage of units and description of amenities such as private balconies or storage areas

- g) Square footage of common areas such as community or laundry rooms
  - h) Square footage of commercial space if any
  - i) Year property was built. If pre-1978, will it be occupied by children under the age of six?
  - j) Describe condition of any existing housing proposed for acquisition and any alterations planned. Briefly discuss the total cost of the proposal relative to new construction.
  - k) If the project involves rehabilitation attach a description of the work to be completed.
  - l) Describe the target population. Include the suitability of the property for the target population, the tenant selection process, brief description of any residential services and the resources identified to fund the services.
  - m) Indicate how many years the property will remain affordable and the mechanism that will be used to ensure the affordability period.
- 4)** Briefly describe the services to be provided, if any, and describe the eligible target population receiving direct benefit from these services (low-income, homeless, special needs).
- 5)** A work program and timeline including a complete list of tasks with estimated start and completion of each task (please complete attached Form A – Project Schedule).
- 6)** Financial Information  
A budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. Identify any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. In addition to addressing the questions below please complete attached Form B – Uses of Funding & Form C – Sources of Funding.

Provide a detailed financial description of the proposed project, including Rent Schedule, Sources/Uses of Funding

and Operating Budget Income/Expense, and utility allowances.

- a) Describe the assumptions used to determine the total project cost. Indicate the sources consulted and how costs were determined.
- b) Was consideration given to remaining economic life of the property and potential cost increases such as unanticipated repair or relocation costs? Maintenance costs? Operating costs?  
*(Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)*
- c) Describe the financial assumptions used to develop the operating budget. Include projected rent increases, other sources of income for operation and maintenance expenses, and inflationary factors. For social service award requests please include financial assumptions relating to increases in wages, materials and overhead, or other costs associated with the proposed activity.
- d) Discuss non-typical expenses or those outside industry standards.
- e) Attach letters of funding commitment from other sources, if available.
- f) Will a property tax exemption be requested for the project? If so, what is the estimated dollar value of the tax exemption over the twenty-year period? Please briefly detail the calculation method used to estimate the value and the process your organization would undertake to obtain the exemptions or appraised value adjustment.  
*(Not applicable for social service applications involving direct services to qualified low- or extremely low- income persons)*

7) Eligibility for Federal Funding

Will any of the following activities be part of the proposed project?

- Property Acquisition
- New Construction (non-residential)
- Removal of Architectural Barriers
- Rehabilitation Costs
- Development Costs
- Client Services

- Specification Preparation (Construction/Rehab)
- Relocation Benefits (if required)
- Appraisal (for acquisitions)

Federal funding has certain regulatory requirements. The following information is required to determine eligibility for federal funding.

### **General Information**

- a) Is the proposed project within the Ashland City limits? If not, explain.
- b) Specify the proposed tenant or client income level; state in terms of percentage below area median for the Medford-Ashland standard metropolitan statistical area (MSA). The current income guidelines are included on page 10 above.
- c) Describe any financial or legal commitments made to the project.

### **Housing Development, Land Acquisition, or Rehabilitation Specific Information**

- d) Will permanent housing units be converted or demolished? If so, how many?
  - e) Is the proposed housing site located in a 100-year flood plain?
  - f) Has a Level 1 environmental assessment been done for the site? If yes, attach the report.
  - g) Is the proposed housing site located adjacent to a major arterial road or near a railroad?
  - h) Is the proposed site located adjacent to an aboveground flammable storage tank?
  - i) Will the proposed project impact historic features? If yes, explain.
- 8)** Briefly describe the agency's mission and service history. The City may request copies of the agency's financial audit or

review for the last two years prior to contract signing in order to determine agency's capability to successfully complete the project.

- 9)** Will the project promote self-sufficiency for extremely low-, low- moderate-income families, or individuals with special needs?
- 10)** Please identify how your project benefits extremely low-, low- and moderate-income individuals or individuals with special needs.
- a) For proposed projects serving a low-income area (i.e. public facility improvements, community center or other neighborhood serving facility), provide the following data, including documentation of the sources of information for the following statistics:
- Number of extremely low-, low- and moderate-income individuals served in the project area on an annual basis.
  - Total number of individuals served in project area on an annual basis.
- b) For proposed projects serving a target population (i.e. homeless families, battered women, people with AIDS, special needs populations, etc.) provide the following data, including document sources of information for statistics.
- Specify the target population to be served.
  - Number of low and moderate-income individuals in target population to be served on an annual basis. (This count cannot include repeated visits or use by the same individuals.)
  - Total number of individuals in target population to be served on an annual basis.
  - Percent low and moderate income.
- 11)** Briefly describe how your proposal will ensure that moderate-income individuals do not benefit to the exclusion of extremely low or low-income individuals.
- 12)** Indicate if you expect the project to cause low and moderate-income housing to be demolished or converted to another use (see attachment "Relocation Strategy Guidance"). If so, explain.

**13) Project Feasibility**

Please describe your readiness to proceed concerning whether land use issues have been resolved and whether your organization has the administrative capacity to complete the project proposed.

Describe the feasibility of the project:

- a) Does the applicant have the experience and capacity to complete and or manage the project proposed? Briefly describe applicant's capacity and experience in providing, maintaining and managing housing, particularly low-income housing similar to the proposed project.
- b) Are the ongoing operating expense and maintenance reserve estimates reasonable?
- c) Does the applicant have a purchase option on the property, letter of support from the property owner(s), or some other assurance that the property is available for acquisition?
- d) Does the project require temporary or permanent relocation and if so, have comparable units been identified and costs of relocation been accurately determined? Provide a tenant relocation strategy, cost estimate and existing tenant survey to address federal Uniform Relocation Act requirements which may impact your project.
- e) Describe relocation strategy for the project.
- f) Does the project require land use approvals such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits?
- g) Has a pre-application been completed with the Ashland Planning Department?
- h) What is the condition of any improvements on the property and what is the expected life of the property?
- i) Describe commitment of project funding from other sources

- 14)** Indicate whether the project will have any negative impacts on historic or architecturally significant properties on the environment. All projects will be subjected to an Environmental Review Report and certain projects depending on scale, i.e., new construction, must undergo an Environmental Assessment.
- 15)** Please attach any other statistical data, letters of support, applicable experience of the sponsor, evidence of financial support from other funding sources, or other material you believe will assist the City in its review of your proposal.
- 16)** CDBG Application Checklist (see pages 25-26). Attach Forms A, B, & C.

**CITY OF ASHLAND**  
**2024 Program Year**  
**CDBG APPLICATION CHECKLIST**

In order to determine compliance with all applicable HUD regulations and to help to ensure that projects will be eligible for CDBG funding, the City of Ashland will need to address all HUD requirements. The purpose of this checklist is to point out areas where potential problems could arise. Obviously, this is a comprehensive list, which must evaluate a wide array of different kinds of proposals. Therefore, not every item will be applicable to every project. **Please fill it out entirely indicating all items which are not applicable and include it as part of your proposal application.**

<b>A. Applicant's Background</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the applicant a legal non-profit organization or unit of government?			
2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 10 for guidelines)?			
3. Does applicant have the capability to maintain written income documentation?			
4. Has the applicant made a legal or financial commitment to a proposed project?			
5. Is the applicant primarily a religious organization?			
6. Has the applicant administered a CDBG project previously?			
7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?			
<b>B. Project Location and Land Use Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Has a location for the project been selected?			
2. Is the proposed project within the Ashland City limits?			
3. Does the proposed project meet local zoning and land use laws?			
4. Are any land use permits such as a Site Review, partition, annexation or Conditional Use Permit required?			
5. Have these approvals been obtained?			
6. Does the project comply with current building code requirements?			
7. Does the project meet handicapped accessibility requirements?			



<b>C. Environmental Issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the project located in the 100-year floodplain?			
2. Is a wetland located on the project site?			
3. Has any environmental contamination been identified on the project site?			
4. Has asbestos been identified on the project site?			
5. If project involves an existing structure, was it built 1979 or earlier? If year built is known, please specify.			
6. Is the proposed project located on a major arterial or near the railroad?			
7. Is the proposed project located adjacent to an above ground flammable storage tank?			
8. Does the proposed project involve a structure that is 50 years or older?			
9. Will the applicant complete a Phase I environmental review upon receiving a CDBG award?			
<b>D. Labor Requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the project involve construction over \$2,000 in cost?			
2. Will the project trigger Davis-Bacon wage requirements?			
3. Will the project trigger BOLI wage requirements?			
4. Does the project involve over \$18,703 in City awarded grants or contracts?			
<b>E. Displacement and Relocation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Will tenants be displaced by the project?			
2. Will a business be displaced by the project?			
3. Will housing units be demolished or converted?			
<b>F. Property Data</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the applicant own the property by fee simple title?			
2. Are taxes on the property current?			
3. Is insurance current?			
4. What is the current debt against the property?			
5. What is the current use of the property?			
6. Has an appraisal on the property been conducted? If yes, what is the assessed value of the property?			

**Form A-1**  
**To be completed for Development or Rehabilitation Proposals**

**Housing Proposals**

Activity	Start Date	Completion Date
<b>Site Planning &amp; Development</b>		
Option		
Site Acquisition		
Plan Development		
Pre-application		
Land Use Approval		
Construction Plans		
Final Bids		
Contractor Selection		
Building Permits		
<b>Grant applications</b>		
local		
state		
federal		
Non-government		
other		
<b>Loan Applications</b>		
Construction loan		
Permanent		
<b>Construction Phase</b>		
Construction		
Certificate of Occupancy		

***Please provide your best (realistic) date estimates regarding the project schedule***

**Form A-2**  
**To be completed for Social Service Proposals**

**Social Services Proposals**

Activity	Start Date	Completion Date

**Social service providers should list key benchmarks in the table above for their proposed projects (IE hire of personnel, application for further funding, initiation of direct client services, etc)**

**Form B-1**  
**To be completed for Development or Rehabilitation Proposals**

**Uses of Funding**

**Housing Proposals**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Acquisition Costs</b>			
Land			
Improvements			
Liens and other Taxes			
Closing costs			
Off-Site costs			
Other			
<b>SUBTOTAL</b>			
<b>Development Costs</b>			
Land Use Approvals			
Building Permits/fees (Include Engineering and Community Development Fees)			
System Development Charges (SDCs)			
Relocation Costs			
Environmental Report / Lead Based Paint Clearance			
Soils Report			
Survey			
Marketing			
Insurance			
Other			
<b>Fees</b>			
Architectural/Engineering			
Legal/Accounting			
Appraisals			
Lender fees			
Construction Loan			
Permanent Loan			
Tax Credit Fees			
Developer Fee			
Consultant Fee			
Other			
<b>TOTAL</b>			

**Form B-2**  
**To be completed for Social Service Proposals**

**Social Service Proposals**

	<b>Total Cost</b>	<b>CDBG Request</b>	<b>Other Source(s)</b>
<b>Direct Client Services</b>			
Wages (of personal providing direct client services)			
Materials/Supplies			
Marketing/Outreach			
<b>Program Administration</b> Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client.		<b>CDBG Funds are not available for program administration</b>	
<b>Total Project Cost</b>			

## Form C

### SOURCE(S) OF FUNDS FOR OPERATING EXPENSES WORKSHEET

Completeness of this worksheet establishes the capacity of the organization to sustain the operations of the program(s).

Sources	Secured	Conditional <small>(awarded with conditions)</small>	Tentative	Commitment Date
Federal Grants				
State Grants				
Local Grants				
Non-Governmental Grants				
Donations/Gifts				
Applicant Contribution				
Program Income				
Loans				
Other (specify)				
Other (specify)				
<b>TOTAL</b>				

Please provide a description of the timeline of loan and grant application dates as related to the proposed project. Specifically, for any tentative funding sources please provide application dates, award dates and funding availability dates.

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**Form D**  
**DISCLOSURE OF INTERESTS**

To assist the City of Ashland in determining whether there may be a potential conflict of interest related to the expenditure of Community Development Block Grant funds we request the following information be provided by applicants:

ORGANIZATION NAME:

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Organization is:      1. Corporation ( )  
                             2. Non-Profit 501C3 ( )  
                             3. Partnership ( )  
                             4. Sole Owner ( )  
                             5. Association ( )  
                             6. Other ( ) \_\_\_\_\_

**DISCLOSURE QUESTIONS**

If additional space is necessary, please attach a separate sheet.

1. State the names of each "employee" of the City of Ashland having a financial or personal interest in the above-mentioned "organization" or project proposed.  
Name, Job Title, and City Department

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2. State the name(s) of any current or prior elected or appointed "official" of the City of Ashland having a potential "financial interest" in the organization or project.  
Name/Title

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3. Provide the names of each "board member" of the Organization seeking CDBG funding  
Name Board, Commission, or Committee (may be attached as a separate Sheet)

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_
- 12 \_\_\_\_\_
- additional \_\_\_\_\_

If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative.