



CITY GRANTS PASS

Community Development Block Grant Program (CDBG)

Public Service Grants

REQUEST FOR PROPOSALS

Program Year 2021-2022

(October 1, 2021 – September 30, 2022)



**Community Development Department
101 NW A Street, Room 202
Grants Pass Oregon 97526
Telephone: (541) 450-6060**

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CITY OF GRANTS PASS
2021-2022 Program Year
Community Development Block Grant (CDBG) Program
Public Service Grants Request for Proposals (RFP)

Introduction

The City of Grants Pass began a new competitive application process for availability of CDBG funds to non-profit groups in the form of public service grants last year and offers the same process for the City's new Program Year of 2021-2022. Eligible public service activities are listed on page 7 of this RFP. The City is now accepting proposals for Public Service Grants funding from the City of Grants Pass' CDBG program for the 2021-2022 Program Year which begins October 1, 2021 and ends September 30, 2022. The City can allocate 15% of the annual CDBG award to Public Service activities. The CDBG Program is authorized under Title 1 of the federal Housing and Community Development Act of 1974 and regulated by the U. S. Department of Housing and Urban Development (HUD). As an entitlement jurisdiction, the City receives annual CDBG funding to help develop Grants Pass as a viable urban community by providing support for:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities.

The City's funding availability is subject to the amount appropriated by HUD which is often not announced until early spring after completion of the grant competition. Funding anticipated for the 2021-2022 Program Year is estimated at \$275,000. The 15% estimate is \$41,250. The estimate is included to provide guidance to applicants regarding the expected amount of available funds for Public Service activities.

Appropriate Public Services projects may include, but are not limited to, child care, health care, job training, recreation programs, education programs, public safety services, fair housing activities, services for senior citizens, services for homeless persons, drug abuse counseling and treatment, energy conservation counseling and testing, homeowner down payment assistance. The City's CDBG program has supported services for homelessness and homelessness prevention such as emergency housing assistance, homeless youth services and youth shelter services, and Non-Housing Community Development services such as youth training services.

Staff and City Council will review the grant requests, notify the selected applicants, and schedule a public hearing before the Council where the applicants are able to present their

applications. After the presentations, the Council will discuss the requests and make a final decision on the grant award(s).

GRANTS PASS 2021-2022 CDBG Public Service Grants RFP

APPLICATION SCHEDULE AND DEADLINES

January 6, 2021	RFP applications available to the public.
February 3, 2021	Applications due by 5:00 p.m.
February 4 – March 1, 2021	Review of applications
March 17, 2021	Public Meeting/Hearing held at 6:00 pm before the Grants Pass City Council in City Council Chambers, 101 NW A Street to evaluate the proposals

Questions?

Contact:

**Anne Ingalls, CDBG Program Coordinator
541-450-6083, aingalls@grantspassoregon.gov
City of Grants Pass Planning Division**

Proposal Requirements

Eligible Public Service activities proposals must meet the following requirements:

- Located within the Grants Pass city limits and/or serve Grants Pass residents;
- Meet **all** three of the CDBG eligibility requirements including: 1) meet one of HUD's National Objectives; 2) meet HUD's definition of an eligible activity; and 3) meet one or more of the City of Grants Pass' local goals as defined in the 2020-2024 Consolidated Plan available on the City's [webpage](#).
- Propose a budget that is reasonable and appropriate;
- Demonstrate the ability to complete the program/project in a 12-month timeframe; and
- Demonstrate agency capacity to comply with all associated laws and regulations.

Eligibility Requirements

This section provides general information regarding the CDBG program and the types of activities that are eligible for funding under HUD regulations. For more detailed information please visit the HUD website [here](#).

HUD National Objectives

Federal regulations specify all activities using CDBG funding must meet one of the three HUD National Objectives referenced below:

- 1) *Benefit LMI Persons or Households* – Under this objective CDBG-assisted activity must primarily benefit LMI persons or households. The income thresholds for meeting LMI requirements are determined by HUD and are listed on page 7 of this RFP. Funded activities must either:
 - a. Benefit persons or households earning \leq 80% of the Grants Pass Area Family Income;
 - b. Benefit a limited number of people such as homeless persons, elderly persons or persons living with HIV/AIDS; or
 - c. Provide or improve permanent residential structures for LMI persons.

Note: Income verification is required unless the activity clientele who are generally presumed to be principally LMI persons such as youth and elderly persons, abused children, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with HIV/AIDS, and migrant farm workers.

- 2) *Elimination of Slums and Blight* and 3) *Urgent Need* are not projects that are addressed at this time.

Categories of Eligible Activities (Public Services)

Pursuant to 24 CFR Part 570.201(e), the following activities for Public Services activities are generally eligible:

- Public service programs serving eligible City of Grants Pass residents in areas including, but not limited to, mental health and wellness, addictions recovery, homelessness and homelessness prevention, youth and senior services, emergency housing assistance, youth training, child abuse, domestic violation, fair housing issues (eligible programs must be new, funded at the same level as the previous year, or demonstrate an increase in the level of service if not new or previously funded).

Additional eligible activities are listed in 24 CFR Part 570.201 and can be accessed on the HUD website [here](#).

Income Limit Requirements

All beneficiaries of activities funded under the CDBG program must be considered at least “low-income” (80% of Grants Pass Median Family Income or below as detailed in the following income guidelines: *(For purposes within the CDBG program, “moderate-income” is generally tied to 80% of the Area Median Income)*)

FY 2020 Income Limit Area	Median Family Income	FY 2020 Income Limit Category	Persons in Family								
	Explanation		1	2	3	4	5	6	7	8	
Grants Pass, OR MSA	\$57,800	Very Low (50%) Income Limits (\$)									
		Explanation	21,700	24,800	27,900	31,000	33,500	36,000	38,450	40,950	
		Extremely Low Income Limits (\$)*									
		Explanation	13,050	17,240	21,720	26,200	30,680	35,160	38,450*	40,950*	
		Low (80%) Income Limits (\$)									
		Explanation	34,750	39,700	44,650	49,600	53,600	57,550	61,550	65,500	

NOTE: Josephine County is part of the **Grants Pass, OR MSA**, so all information presented here applies to all of the **Grants Pass, OR MSA**.

The **Grants Pass, OR MSA** contains the following areas: Josephine County, OR;

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low-income limits may equal the very low (50%) income limits.

Where feasible and practical, the funding delivered through this RFP process will be provided to projects that meet the service needs of people in the lowest income ranges.

There are three 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 showing that at least 51 percent (51%) 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.

Federal Requirements

Applicants awarded CDBG funding are referred to as “subrecipients.” All subrecipients are required to comply with federal regulations, record-keeping and reporting requirements governing the use of CDBG funds. City staff is available to provide technical assistance to help subrecipients determine which regulations apply, and to assist with interpretation of applicable regulations and requirements. However, subrecipients are responsible for maintaining regulatory compliance.

Applicable federal regulations and requirements include, but are not limited to, the following:

Written Agreements

Each subrecipient will be required to enter into a written agreement with the City requiring compliance with all applicable laws and regulations. The agreement must be signed and executed prior to the disbursement of any funds. HUD makes CDBG funds available in early spring, but the City’s Program Year does not begin until October 1, 2021. Every effort will be made by the City to have contracts developed and ready for execution in early October 2021. CDBG funds cannot be used to reimburse expenses incurred prior to the signing of a contract **and** not until a written **Notice to Proceed** had been issued. Failure to comply may result in a rescission of funding.

Record-Keeping and Reporting

Subrecipients will be required to maintain accurate records documenting regulatory compliance and performance, and to provide quarterly reports to the City demonstrating compliance and measurable outcomes. Subrecipients must maintain all CDBG records for a period of five (5) years beginning from the date of the CDBG agreement and shall provide this

information to the City at the City's request. Failure to comply with reporting requirements as identified in the written agreement may result in suspension of payment(s).

A summary of the types of records that must be maintained to show the targeted populations/areas are being served may be found on the HUD webpage. City staff can also provide a list of the types of records to maintain. The city will provide forms to subrecipients to assist in satisfying reporting requirements.

Other Federal Requirements

CDBG funded projects/programs may also be subject to additional federal requirements which may be found on the HUD webpage. The City will assist subrecipients with interpretation of the federal regulations, but the subrecipients shall be solely responsible for obtaining the information necessary to satisfy the requirements and shall provide the City with documentation supporting compliance.

Proposal Review Process

The City of Grants Pass has a limited amount of CDBG funds for Public Service activities to use each year in comparison to the scope of the service needs of the community.

As a result, it is essential that the funding for public services be used in a manner that best meets the City's priorities and is efficient and cost-effective. The City Council at their public hearing will listen to the applicants, review the applications, and score and rank them using the established scoring system summarized in **Exhibit "A."** Council will make a decision based on the applicants' proposals and scoring before submission to HUD in the City's Annual Action Plan.

The City of Grants Pass is anticipating approximately \$275,000 in CDBG funds for the 2021-2022 Program Year. The award for public services is limited to 15% of the anticipated 2021-2022 CDBG allocation which is approximately \$41,250. To utilize these funds most effectively to address Grants Pass's highest public services needs, the City may limit the award of CDBG funds to five or fewer public services activities that provide social services addressing Homelessness and Homelessness Prevention and Non-Housing Community Development goals outlined in the City's 2020-2024 Consolidated Plan. Depending on the annual award and a possible limitation of five public service activities, each activity would be limited to an approximate award of \$5,000 up to \$8,200, but not to exceed \$8,200. If more than five activities are selected, the award amount will decrease. In the event the annual award is higher than expected, the supplemental award amount will be distributed to the selected activities based on the percentages as awarded at the Council hearing.

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 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.

Proposal Submission:

The City of Grants Pass 2021-2022 CDBG application begins on page 14 of this RFP. A fillable form that applies to public services is available here:

<https://www.grantspassoregon.gov/DocumentCenter/View/21614/RFP-Application-Pages-Fillable>

Complete proposals (including original signatures) must be received at the front counter of the Community Development Department located at 101 NW A Street, Room 202, Grants Pass Oregon 97526 **by 5:00 p.m. on Wednesday, February 3, 2021.**

No applications, attachments or email submissions will be accepted after the deadline.

Format:

Please use the following format:

- 8.5” x 11” white paper
- No staples, binding or hole punched
- No plastic covers or binders
- Include all applicable attachments in the order presented on the Application Checklist

Mail or deliver one (1) official proposal and all attachments to the address listed below. You may submit your proposal on a USB flash drive as well or email the proposal in an Adobe.pdf or MS Word format.

Mail to: Anne Ingalls, CDBG Program Coordinator
City of Grants Pass
101 NW A Street, Room 202
Grants Pass OR 97526

Hand deliver complete applications:

Attn: Anne Ingalls, CDBG Program Coordinator at Community Development
Department located at 101 NW A Street, Room 202, Grants Pass

Mandatory Presentation:

All eligible applicants must present their proposals at a public hearing before the City Council. Presentations are limited to five (5) minutes, followed by an additional five (5) minutes to address questions.

Proposals not presented before the City Council will be removed from consideration.

Questions: For questions about the RFP, please contact Anne Ingalls, CDBG Program Coordinator at (541) 450-6083, aingalls@grantspassoregon.gov

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 Anne Ingalls in writing at least ten (10) 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 (10) 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 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, an addendum will be provided to all persons who receive the RFP. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.

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 pages 14 to 19).
- 2) A project summary including a brief description, project background and a list of project objectives
- 3) Briefly describe the services to be provided and describe the eligible target population receiving direct benefit from these services (low-income, homeless, special needs).
- 4) A work program and timeline including a complete list of tasks with estimated start and completion of each task (please complete attached Form A).
- 5) Financial Information
A budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. Identify 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 – Sources of Funding.
- 6) 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 to determine agency's capability to successfully complete the project.
- 7) Will the project promote self-sufficiency for extremely low-, low- moderate-income families, or individuals with special needs?
- 8) Please identify how your project benefits extremely low-, low- and moderate-income individuals or individuals with special needs.
 - a. For proposed projects serving a population presumed by HUD to be low-, low- and moderate-income (i.e., homeless families, battered women, people with AIDS, special needs populations, etc.) who is being served.
- 9) Project Feasibility
Please describe your readiness to proceed concerning 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?
- b. Describe commitment of project funding from other sources

10) 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.

11) CDBG Application Checklist (see page 21). Attach Forms A and B.



CITY OF GRANTS PASS
2021-2022 Program Year Community Development Block Grant (CDBG)
Application for Public Service Activities

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

Community Development Block Grant (CDBG) FISCAL YEAR _____

I. APPLICANT INFORMATION

Legal Name of Applicant/Organization: _____

Type of Organization: Non-profit _____ Government _____

State of Incorporation: _____ State Corporation No: _____

Executive Director's Name(s): _____

Applicant/Organization Mailing Address:

Applicant Street Address:

IRS Classification: _____

Federal Tax ID#: _____

Mission Statement: (may be attached)

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: \$ _____

Certification:

"I certify that I have reviewed this application for public service CDBG funds and that, to the best of my knowledge and belief, all of the information provided in this application is true." I verify that the information I have provided in this application is correct and complete. If funded, I will abide by all relevant policies and procedures of the City of Grants Pass and of HUD's CDBG Public Service Grant Program. Any marketing or advertisements of this program will acknowledge funding from the U.S. Department of Housing and Urban Development and the City of Grants Pass.

Signature of Authorized Representative

Date

Print Name

Title

Please select only one for each of the following categories:

1. **CDBG Request:** On-going Support New Project

2. **Low- and Mod Benefit:** Limited Clientele

3. **Local Priorities:**

<input type="checkbox"/> Crime and delinquency prevention programs	<input type="checkbox"/> Homeless Support Services
<input type="checkbox"/> Emergency shelter	<input type="checkbox"/> Special Needs populations
<input type="checkbox"/> Emergency assistance	<input type="checkbox"/> Support services for seniors
<input type="checkbox"/> Health services (including mental health)	<input type="checkbox"/> Youth support services
	<input type="checkbox"/> Youth training

4. **Performance Measurement:**
 New or continuing access to a service or benefit
 Improved access to a service or a benefit

5. **Project Location** (where services will be provided): _____

6. **FY 19-20 Beneficiary Information:**
 Total number of beneficiaries in program
 Percentage of beneficiaries in program that are City of Grants Pass residents
 Percentage of the total beneficiaries with low- to moderate-income

7. **CDBG Funding:**
 Amount of CDBG funding requested
 Total number of beneficiaries in program to be served with CDBG funds

CITY OF GRANTS PASS
2021-2022 Program Year
CDBG APPLICATION COMPLIANCE CHECKLIST
Public Service Activities

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 Grants Pass is required to address HUD requirements. The purpose of this list is to point out areas where potential problems could arise. The City must evaluate a wide array of different kinds of proposals. Therefore, not every item will be applicable to every project. **Please complete and include as part of your proposal application.**

A. Applicant's Background	Yes	No	N/A
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 7 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?			

**Form A
Public Service Activities Proposals**

Public Service Activity Proposals Start and Complete Dates

Activity	Start Date	Completion Date

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

Form B

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 (awarded with conditions)	Tentative	Commitment Date
Federal Grants				
State Grants				
Local Grants				
Non-Governmental Grants				
Donations/Gifts				
Applicant Contribution				
Program Income				
Loans				
Other (specify)				
Other (specify)				
TOTAL				

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.

Appendix A

Each application is scored using the criteria summarized below.

	POINTS
<u>Project/Program Need:</u> demonstrates the organization’s ability to address an unmet need within the City of Grants Pass; addresses one or more of the city’s five-year strategies as listed in the City’s 2020-2024 Consolidated Plan; improves the ability of LMI persons or households to become self-sustaining	30
<u>Project/Program Effectiveness:</u> demonstrates ability and effectiveness in attaining expected outcomes and serves 100% LMI residents	25
<u>Project/Program Cost Effectiveness:</u> demonstrates reasonable costs per person/household; demonstrates strong fiscal responsibility and collaboration with other organizations	25
<u>Organization Effectiveness:</u> demonstrates the ability to effectively achieve stated goals and outcomes; staff is qualified to effectively provide the service; application describes the organization’s long-range plan	20
TOTAL	100
<p><u>New applicants:</u> will be evaluated based on their presentation, response, and the Council’s perception of the organization’s effectiveness to produce results.</p> <p><u>Previous subrecipients:</u> will be evaluated based on past project/program performance with CDBG funds and their ability to effectively administer and produce results in a timely manner and in conformance with program regulations.</p>	

APPLICATION CHECKLIST

✓	
	Application (pages 14-16; signed by the authorized official)
	Application Compliance Checklist (page 17)
	Form A – Public Service Activities Start and Complete Dates Proposals (page 18)
	Form B – Operating Expenses Worksheet (page 19)
	W-9 (New Applicants)
	SUPPLEMENTAL DOCUMENTS/ATTACHMENTS
	Board of Directors’ authorization to submit CDBG application (copy of Minutes of the meeting in which the governing body’s Resolution, Motion or other official action is recorded)
	Board of Directors’ designation of authorized official (a signed letter from the Chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual)