



City of Springfield, Oregon

Request for Concepts (#2253)

for

Community Development Block Grant (CDBG) funds for Affordable Housing

Date of release: February 7, 2019

Additional copies available from:

City of Springfield
Department of Development and Public Works
Community Development Division
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I. Introduction

Springfield City Council developed a [Housing Strategy](#) in 2016 (updated in 2018) to address housing needs in Springfield. Council recognized there is a lack of available housing at all levels of the housing continuum, including emergency shelter, transitional housing, income-qualified housing, space in manufactured home parks, market rate rentals, and homes for sale. In order for Springfield to be a family-friendly community for all people in every phase of life, Council aims to help increase the supply of housing to support a diverse housing market with increased accessibility of housing that is affordable.

II. Opportunity

The City of Springfield has approximately \$750,000 in funds available to award to projects that will increase the supply of housing for low-income persons in our community. Funds are available through the federal Community Development Block Grant (CDBG) program under the U.S. Department of Housing and Urban Development (HUD). The program is administered at the local level by City staff, but subject to federal regulations (24 CFR Part 570).

The City requests concepts from public agencies, non-profit organizations, and private developers in order to increase the supply of affordable housing in our community. Concepts can include funding requests for architectural and development costs, acquisition of land or an existing building, the cost of repairs and/or public improvements, and other eligible activities. In most cases, CDBG funds cannot be used to pay for the cost of construction for new housing (see [Section III](#) of this Request for more detail).

This Request for Concepts is intended to draw out ideas for projects in our community that will provide housing for low-income members of our community, but many of these projects will need additional funds to help make that project a reality. Concepts do not have to be finalized, but must show a thoughtful and feasible plan that houses low-income members of our community, provides this housing for an extended period of time, and demonstrate the applicant has the capacity to successfully carry out the proposed project. Upon approval of a concept by City Council, staff will work with the applicant to outline conditions for the award, including requesting additional details on project feasibility and financing.



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III. Community Development Block Grant (CDBG) overview

The CDBG program is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. For more detailed information on CDBG eligible activities, please contact the City's CDBG grants administrator, Erin Fifield, or visit the Department of Housing and Urban Development (HUD) website at www.hud.gov.

National Objectives

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one national objective. For the purposes of this funding opportunity, the national objective to be met is the "benefit to low-and moderate-income persons." Under this national objective, housing funding with CDBG funds can be either owner- or renter-occupied and can be either single-unit structures or multi-unit structures.

The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. When the housing is to be rented, in order for a dwelling unit to be considered to benefit a low-moderate income household, it must be occupied by the household at affordable rents.

Occupancy of the assisted housing by low-moderate income households is determined using the following general rules:

- All assisted single unit structures must be occupied by low-moderate income households;
- An assisted two-unit structure (duplex) must have at least one unit occupied by a low-moderate income household; and
- An assisted structure containing more than two units must have at least 51% of the units occupied by low-moderate income households.

Eligible Activities

The following is a summary of the range and types of activities that may be funded through the CDBG Program in order to "Increase the Supply of Affordable Housing." 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 projects, or review the CDBG regulations at 24 CFR 570.

The following are examples of the types of uses that may be funded with CDBG dollars:

- Acquisition of real property (e.g. land, existing building) by purchase, long-term lease, or donation;
- Rehabilitation of an existing building;
- Conversion of nonresidential structures into permanent housing;



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- Acquisition, construction, reconstruction, rehabilitation, or installation of public improvements, such as water and sewer facilities and streets;
- Construction of a public facility* (e.g. shelter for victims of domestic violence, shelters and transitional housing for the homeless, halfway houses for drug offenders or parolees, group homes for the developmentally disabled);
- Engineering, architectural and design costs;
- Clearance, demolition, and removal of buildings and improvements;
- Relocation payments and other assistance for permanently and temporarily relocated individuals, families, businesses, non-profit organizations, and farm operations; and
- Direct homeownership assistance to low- or moderate-income households.

*With few exceptions, new housing construction is an ineligible cost under the CDBG program. However, HUD does not view public facilities designed to provide shelter for certain groups as permanent housing.

Note: Any acquisition of real property is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

IF you are interested in acquiring property, including talking to a seller about potential interest in the property, certain language and notice MUST be given otherwise the project may become ineligible to be awarded federal funds. Please view the [URA guidance](#), and [HUD Handbook 1378](#) for information about how the URA may apply to your project. This document is only a summary and does not cover the details of the URA. Please contact Erin Fifield at efifield@springfield-or.gov or (541) 726-2302 with questions.

HUD Income Limits

HUD requires that at least 51% of households benefiting from a CDBG-funded project must meet low- or moderate-income guidelines for the CDBG Program. HUD defines low-income households as those earning equal to or less than 50% of Area Median Income (AMI) and Moderate-income households as those earning equal to or less than 80% AMI.

The current income limits for City of Springfield are shown below. Updated City of Springfield income limits may be released in early 2019. Beneficiaries 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.

CDBG income limits - Eugene-Springfield, OR MSA Effective June 1, 2018								
Area Median Income (AMI)	Persons in Family							
	1	2	3	4	5	6	7	8
30%	\$ 13,500	\$ 15,400	\$ 17,350	\$ 19,250	\$ 20,800	\$ 22,350	\$ 23,900	\$ 25,450
50% (Low)	\$ 22,450	\$ 25,650	\$ 28,850	\$ 32,050	\$ 34,650	\$ 37,200	\$ 39,750	\$ 42,350
60%	\$ 26,940	\$ 30,780	\$ 34,620	\$ 38,460	\$ 41,580	\$ 44,640	\$ 47,700	\$ 50,820
80% (Moderate)	\$ 35,950	\$ 41,050	\$ 46,200	\$ 51,300	\$ 55,450	\$ 59,550	\$ 63,650	\$ 67,750



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IV. Concept submission requirements

Applications for this Request for Concepts must contain the following information in the order presented below. Concepts are expected to provide the requested information in a clear and concise manner. Concepts should be no longer than five (5) pages, excluding the Project Summary Form (Form A), the Budget Form (Form B), and any other attachments. 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 this Request for Concepts.

1. [Project Summary Form \(Form A\)](#)

2. Project Description

Please provide a brief description of the project, including the type of housing to be provided, number of units, a description of the site (whether it is currently identified or the type of site you would be looking to acquire). Please describe whether you are looking to acquire real property, if new construction is involved, and/or if you anticipate the need for rehab of an existing structure. Please also describe the length of time this housing would be kept affordable for low-income households.

3. Population served

Please provide a description of the target population, including the number of persons/households served by the project, and whether they are low- or moderate income. Also, describe any supportive services that are part of the project, and how they will be delivered.

4. Project Schedule

Please provide an estimated 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. In particular, please describe your readiness to proceed with the project, including when potential sources of funding and/or additional staff will be secured.

5. Financing

Please provide completed Budget Form [\(Form B\)](#) showing secured and potential sources of funding. In narrative, please describe any assumptions used to determine the total project cost and the operating budget. If applicable, please describe the need/plan for funding the project after the first year.

Please also describe whether you are requesting CDBG funds as a grant or as a loan.



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6. Project Team

Please provide a brief description of your organization, its purpose, and a description of other organizations which are partnering on this project (if any). Please include information that demonstrates your capacity to carry out the proposed project, including experience in implementing and managing projects similar to the proposed project.

7. Other information

Please attach any other material you believe will assist the City in its review of your proposal.

V. **Concept submission instructions**

Mail or deliver one (1) official proposal, with a cover letter signed by a representative of the organization with the authority to submit this concept, to:

Erin Fifield
City of Springfield
225 Fifth Street, Suite 101
Springfield, OR 97477

Submit one (1) electronic copy via email to efifield@springfield-or.gov. Please note, the City's email system limits inbound emails to 10 megabytes.

VI. **Review and selection process**

This Request for Concepts is open so long as funds are available. The schedule for review and selection of project concepts is as follows. The Community Development Advisory Committee (CDAC) and City Council can be convened on alternative dates, if need be, to review and fund applications in addition to, or instead of, those listed below.

February 7, 2019	Request for Concepts (RFC) available to the public
February 20, 2019	Informational meeting (optional) regarding this Request for Concepts [City Hall, Jesse Maine Room, 2:30pm]
March 21, 2019	RFC – Round 1 deadline
April 4, 2019	CDAC meeting – review concepts submitted by March 21
May 6, 2019	City Council – selection of concepts
May 9, 2019	RFC – Round 2 deadline



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May 23, 2019	CDAC meeting – review concepts submitted by May 9 (if needed)
June 17, 2019	City Council – selection of concepts (if needed)

The following process will be used in the City’s review and selection proposals under this Request for Concepts:

1. City staff will review each application to determine whether the proposal is complete, based on the requirements of this Request for Concepts, including whether the project is eligible for CDBG funding.
2. Applications that meet the above requirements will then be reviewed and evaluated by the City’s Community Development Advisory Committee (CDAC).
 - o The evaluation criteria that will be used by the CDAC in reviewing applications is contained in [Section VII](#). During the CDAC meeting to review applications, applicants will be invited to deliver an oral presentation on their concept to the CDAC. Applicants will be allowed approximately 5 minutes to present their concepts, followed by a question and answer session. City staff will have an opportunity to make a formal recommendation to the CDAC before the CDAC finalizes its recommendations.
3. City staff will share the CDAC’s recommendations with City Council.
4. City Council may consider the CDAC’s recommendations, and approve a project concept.
5. If your project concept is approved, City staff may enter negotiations with you to further determine the details of the project, including requirements under the CDBG program, before a contract award can be executed.

VII. Evaluation Criteria

Concepts will be evaluated in five categories described below using a five-point scoring system. Each concept has the potential to receive a total score of 25 points.

- **5 = Exceptional**
A score of “5” means the concept meets the standards set forth in the criteria for Exceptional.
- **4 = Very Good**
A score of “4” means the concept meets the standards set forth in the criteria for Acceptable, and meets some of the standards set forth in the criteria for Exceptional.
- **3 = Acceptable**
A score of “3” means the concept meets the standards set forth in the criteria for Acceptable.



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- **2 = Needs Improvement**
A score of “2” means the concept does not meet the standards set forth in the criteria for Acceptable, but could be modified to meet the standards.
- **1 = Unacceptable**
A score of “1” means the concept is unclear or inadequate.

RFC Category	Criteria for Acceptable	Criteria for Exceptional
Project Description	<ul style="list-style-type: none"> • Presents a well-developed concept • Demonstrates how this project will address a need in the community 	<ul style="list-style-type: none"> • Adds new units to the housing supply • Shows a plan for long-term low-income affordability for the housing units
Population Served	<ul style="list-style-type: none"> • Serves a target population that is identified as a priority need in the Eugene-Springfield 2015 Consolidated plan 	<ul style="list-style-type: none"> • Does not result in the permanent displacement or relocation of current occupants • Includes supportive services for the target population, if needed
Project Schedule	<ul style="list-style-type: none"> • Has a complete and detailed timeline and description for the project schedule • Shows the project is ready to proceed within six (6) months of selection by City Council 	<ul style="list-style-type: none"> • Shows a project with site control • Shows completion of the CDBG-funded activity by March 2020
Financing	<ul style="list-style-type: none"> • Has a complete and thoughtful budget 	<ul style="list-style-type: none"> • Shows committed financial resources from other funding sources • Has a high number of units developed to CDBG funds ratio • Has a preference for a CDBG loan (vs. grant)
Project Team	<ul style="list-style-type: none"> • Demonstrates they have the staff capability and capacity to successfully implement the proposed project 	<ul style="list-style-type: none"> • Has an outstanding track record in the development of affordable housing for the target population(s)

VIII. Rules and requirements for grant recipients



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Applicants awarded CDBG funds by the City (also referred to as “sub-recipients”) 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, sub-recipients 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.

Written agreements

Each sub-recipient 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 Request for Concepts, 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.

Record-Keeping and Reporting Requirements

Sub-recipients will be required to maintain accurate records documenting that the targeted populations are being served by the project, and to provide 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.

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 sub-recipients will need in order to satisfy the requirements. Sub-recipients 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.



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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 sub-recipients: CDBG funds cannot be provided to debarred, suspended, or ineligible contractors, subcontractors or sub-recipients.

Conflict of Interest: CDBG recipients and sub-recipients 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.

IX. Other Information

Posting

This Request for Concepts, including Uniform Relocation Assistance (URA) guidance, and the 2015 Eugene-Springfield Consolidated Plan summary, is posted on the Springfield website at <http://www.springfield-or.gov/city/development-public-works/housing-and-block-grant-programs>. In the event it is necessary to amend, revise, or supplement any part of the RFC, addenda will be posted to this website. Applicants are encouraged to check the website for additional information.

Disclaimer

All material submitted by the applicants shall be considered property of Springfield, and the City will not be required to return same to any applicant. The material submitted by applicant will be treated in the same manner as the City's own records. After opening, all concepts become part of the public record unless exempt under Oregon Public Records Law. Applicants wishing to exempt appropriate portions of their concepts from disclosure as public records are



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encouraged to discuss their concerns with Erin Fifield at (541) 726-2302 or by email, efifield@springfield-or.gov, prior to submitting a concept.

The intent of this Request for Concepts is to solicit applicants for consideration. As concepts are reviewed it may become apparent that additional information is needed from one or all project applicants. In the event that something pertinent to all applicants has been omitted from the application form, all applicants will be asked to provide supplemental information. Staff may also follow up with individual applicants to clarify information contained in their concept, or to gather additional information. Applications deemed incomplete will not be evaluated.

The City of Springfield reserves the right to allocate funds to any, all, or none of the applications received under this Request for Concepts.

Springfield reserves the right to reject any or all concepts and to waive irregularities and informalities in the selection process. Springfield further reserves the right to negotiate, amend, and refine concepts in consultation with one or more of the prospective applicants.

The City is not liable for any costs incurred by vendors for the preparation and presentation of their Request for Concepts. This includes any costs in the submission of a concept or in making necessary studies or designs for the preparation thereof.

Questions?

If you have any questions about the Request for Concepts or the application process, please contact Erin Fifield at 541-726-2302 or efifield@springfield-or.gov.



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FORM A – PROJECT SUMMARY FORM

Project Name:	_____
Project Location:	_____
Population served:	_____
Number of units:	_____
Project Description:	_____ _____ _____ _____ _____
CDBG Funds Requested:	Grant: \$ _____ Loan: \$ _____
Applicant:	_____
Mailing Address:	_____
City, State & Zip:	_____
Website:	_____
DUNS number:	_____
Contact Person (name/title):	_____
Phone Number:	_____
Email Address:	_____



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FORM B – BUDGET FORM

PROJECT BUDGET:

Project Activities	CDBG Funds Requested	Other Public Funds*	Private Funds**	Project Total
TOTAL				

***OTHER PUBLIC FUNDS:**

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
TOTAL				

****PRIVATE FUNDS:**

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
TOTAL				