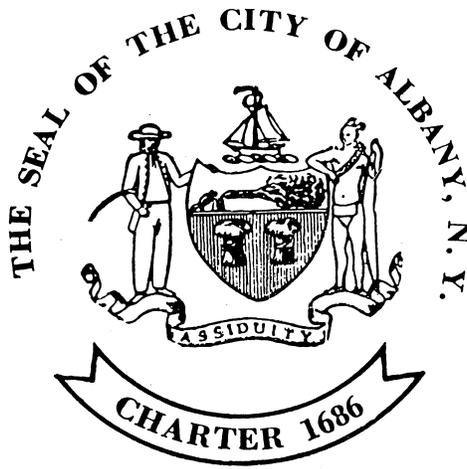


**CITY OF ALBANY  
COMMUNITY DEVELOPMENT AGENCY**

**CONSOLIDATED REQUEST FOR PROPOSALS  
PROGRAM YEAR 34**



**GERALD D. JENNINGS, MAYOR**

**MICHAEL YEVOLI, COMMISSIONER**

**SEPTEMBER, 2007**

CONSOLIDATED REQUEST FOR PROPOSALS (RFP)  
Program Year 34

The City of Albany Community Development Agency is now seeking proposals under the following funding sources:

- ≡ Community Development Block Grant (CDBG)
- ≡ HOME Investment Partnership Act (HOME)
- ≡ Community Housing Development Organization (CHDO) Set-Aside
- ≡ Emergency Shelter Grant (ESG)

**General Information**

(Please note: there are changes from last year)

**Estimated Revenues: \$5,735,483**

**Purpose:** Housing and community development projects and programs which serve principally low income households, help eliminate slum and blight conditions, and/or provide shelter and services for the homeless.

**Deadline:** Friday, October 19, 2007, 4 :00 P.M. at ACDA, 200 Henry Johnson Blvd., 2<sup>nd</sup> Floor

**Number Copies:** Original + Six (6) copies – **7 total**

**Public Hearings:** Upon mayoral review of the proposed awards, applicants will be notified and the proposed budget will be printed in the Times Union. The 15 day appeals period will commence the day the budget is printed in the Times Union. The appeals period will end with Public Hearing #1 at which oral appeals and other comments will be heard. Sign-in begins at 6pm and speakers will be called in the order they sign-in. The hearings will last only as long as necessary to accommodate all persons wishing to speak. Public Hearings may be held by the Common Council.

**Funding Commitments:** ACDA reserves the right to amend, modify or withdraw this RFP, to reject any proposals submitted, award contracts to as many or as few applicants as it may select, to make conditional awards pending outcome of negotiations between the applicant and ACDA and to award contracts to entities other than applicants under this RFP. ACDA is not responsible for proposal preparation expenses. All awards are contingent upon the funds being received from the U. S. Department of Housing and Urban Development (HUD).

**For More Information:**

City of Albany Community Development Agency  
200 Henry Johnson Boulevard  
Albany, New York 12210  
(518) 434-5240

CONSOLIDATED REQUEST FOR PROPOSALS (RFP)  
SCHEDULE FOR PROGRAM YEAR 34

RFP Available	9/18/07
<b>Deadline for Applications – Friday, 4:00 P.M.</b>	<b>10/19/07</b>
Public Hearing (Appeals)	TBA
Start of Program Year 33	6/01/08

**ESTIMATED REVENUE & EXPENSES**  
**8/17/07**

**PROGRAM YEAR 34**

**REVENUE ESTIMATE:**

**CDBG New Allocation** **\$ 3,825,419**

**PROGRAM INCOME** **\$ 450,000**

**CDBG** **\$414,900**

**HOME** **\$ 35,100**

**HOME** **\$ 1,295,003**

**CHDO set aside** **\$ 194,250**

**Available for Grants or in house programs** **\$1,100,753**

**EMERGENCY SHELTER GRANT** **\$ 165,061**

**TOTAL** **\$ 5,735,483**

**EXPENSES ESTIMATES:**

**Continuing Housing and Economic  
Development Programs** **\$2,143,412**

**Administration 20%** **\$ 848,064**

**Direct Delivery of Housing Programs** **\$1,229,309**

**Public Service Cap 15%** **\$ 573,813**

**Remaining Non-Public Service  
Funds Available** **\$ 940,885**

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**\$ 5,735,483**

## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

The Community Development Block Grant (CDBG) is a federally funded program which was started in 1974 and which consolidated several categorical grant programs administered by the U. S. Department of Housing and Urban Development (HUD). The program provides local communities with flexibility to determine local priorities and projects. The City of Albany receives a formula allocation of funds each year. Eligible activities include housing rehabilitation, economic development, neighborhood preservation, public facilities, public services, neighborhood revitalization, and historic preservation. Eligible and ineligible activities are described in the following Attachment I. Under the CDBG program, each activity must meet a national objective. The National Objectives are to serve low and moderate income persons, prevent slums and blight and/or satisfy urgent needs of the community. A copy of the complete regulations [24 CFR Part 570] can be obtained by contacting ACDA.

### **\*NOTE - PROPOSALS FOR SIDEWALKS**

The City of Albany Community Development Agency will not be accepting proposals directly in **Year 34** for sidewalks.

Proposals for new sidewalks, sidewalk replacement, and sidewalk curb ramps projects should be made by calling the City of Albany Department of General Services, Division of Engineering at 427-7480. The Division of Engineering will assess the need, prioritize projects and make cost estimates. The Division of Engineering will then submit one proposal for CDBG funding identifying the priority sidewalks and curb ramps for funding. **ACDA recommends that individuals and organizations contact the Division of Engineering by September 28, 2007 in order to assure being included in the process for this year.**

### **\*NOTE – PUBLIC SERVICES/NEIGHBORHOOD REVITALIZATION AREA**

In 1998, the City of Albany received HUD approval of the “Neighborhood Revitalization Strategy” for Census Tracts 1,2,6 and 7 as described in the Federally designated Albany Enterprise Community, based on Federal Regulation 91.215 e2 and CPD Notice 96-01.

With this strategy, Public Service Programs with Community Based Development Organization (CDBO) designation, primarily serving Enterprise Community residents, will be exempt from the 15% public *service cap* for this funding category. Proposals that are part of the Neighborhood Revitalization Strategy Area must specify the number of Enterprise Community residents that will be served in their Project Description, Documentation of Need and Performance Criteria.

### **Community Based Development Organization Eligibility Requirements 570.204 (c) (Summary)**

1. Association or Corporation organized under State/Local law to engage in community development activities.
2. Primary purpose is the improvement of the physical, economic or social environment of its geographic area of operation with particular attention to the needs of persons of Low to Moderate (L/M) -income
3. Not-for-profit status
4. Maintains at least 51% of its governing body’s membership for L/M income residents of its own geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area, or representatives of L/M income neighborhood organizations located in its geographic area of operation
5. Not an agency or instrumentality of the recipient and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected officials or other public officials or employees or officials of an ineligible entity.

6. Members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body
7. Not subject to requirements under which its assets revert to the recipient upon dissolution
8. Free to contract for goods and services from vendors of its own choosing.
9. Is a CHDO under the HOME Program with a geographic area of operation of no more than one neighborhood and has received HOME funds under 92,300 or is expected to receive HOME funds.

### **EMERGENCY SHELTER GRANT (ESG)**

The Emergency Shelter Grant (ESG) program is a program to help the homeless with human services and shelter authorized under the Stewart B. McKinney Act. The City of Albany receives a formula allocation from the U. S. Department of Housing and Urban Development (HUD) each year. Eligible activities include shelter rehabilitation, shelter operations, essential services to the homeless, and homeless prevention. ESG must be matched dollar for dollar through organization operating funds, cash or other grant assistance, including CDBG. A copy of the regulations [24 CFR Part 576] can be obtained by contacting ACDA.

This year ESG is combined with CDBG and HOME. All potential applicants for projects and programs to assist the homeless are encouraged to apply during this consolidated RFP. In many cases projects may be eligible for both ESG and CDBG funds. ACDA will determine the most appropriate funding source(s) if the project is chosen for funding.

## **HOME INVESTMENT PARTNERSHIP PROGRAM**

The HOME program is a federal program created as part of the National Affordable Housing Act of 1990 which provides funds to local communities on a formula basis to increase the supply of affordable housing opportunities. Projects which are potentially eligible include assistance to existing low income homeowners for housing rehabilitation, programs to encourage Homeownership for first time low income home buyers, and projects which increase the supply of affordable rental units for low income households. In designing eligible projects please note that the HOME program requires 100% low-income benefit (defined as under 80% of median income) to assisted housing units with targeting of very low income households (under 50% median income). ACDA encourages proposals to address very low income housing needs. Income and Rent Guidelines are shown on Attachment II.

The HOME program has undergone extensive changes in recent years of operation. ACDA encourages potential applicants under the HOME program to seek technical assistance from ACDA at the earliest stage in development of a proposal under the HOME program. This close working relationship during development of the proposal will enable ACDA to provide up-to-date clarification of the HOME regulations as HUD makes this information available. Applicants interested in developing proposals for low income housing and interested in exploring this new funding source should contact ACDA for a copy of the regulations [24 CFR Part 92] and for assistance on a case by case basis in putting together a proposal.

## **COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)**

Under the HOME Investment Partnership Act (HOME) a minimum of 15% must be set-aside for application by eligible Community Housing Development Organizations (CHDO). CHDO certification is not necessary to apply for CDBG, ESG or the other 85% of the HOME funds.

In order to be eligible for the CHDO set-aside, an organization must be a developer, sponsor or owner of HOME assisted housing who has effective management control of a project and is organized and structured according to the standards provided in the HOME interim rule (24 CFR Part 92.2).

A summary of CHDO requirements is as follows:

1. 501(c) tax exempt status
2. not-for-profit status
3. provision of decent housing affordable to low and moderate income persons must be stated
4. at least 1/3 of the board must be either:
  - residents of a low income neighborhood
  - other low income residents of the City
  - elected representatives of low income organizations
5. no more than 1/3 of the board may be appointed by State or local government
6. no more than 1/3 of the board be public officials
7. there must be a formal process for low income program beneficiaries to advise the organization on design, location of sites, development and management
8. may not be public bodies such as Housing Authority or Urban Renewal Agency
9. may not be controlled by a for-profit entity
10. must have financial management standards which conform to OMB Circular A-110
11. must have staff and/or consultant capacity to carry out development projects
12. must have one year experience serving the community

If your organization is interested in becoming a certified CHDO, please contact ACDA for a CHDO Certification Checklist. This Checklist and supporting documents may be submitted with the application or they may be submitted earlier for a determination of eligibility prior to application. Organizations which currently are certified by the City of Albany as a CHDO will retain that certification by updating the checklist. The original certification requires that existing CHDO's notify ACDA if there are any changes in circumstances which would effect CHDO certification. Existing CHDO's should provide a current audited financial report and a current listing of their board of directors, officers and staff with their names, home address and titles.

## **CONSOLIDATED ACTION PLAN**

In order to receive funding under certain HUD programs, the City has adopted a Consolidated Plan that has been approved by HUD. The purpose of this Plan is to provide for housing and related needs in a way that improves the availability and affordability of decent, safe, and sanitary housing in a suitable living environment including housing for persons needing supportive services.

The priority needs and strategies identified in the Consolidated Plan will be a factor in the review of proposals. For a copy of the Executive Summary or a complete Consolidated Plan contact ACDA. Each proposal to be considered for funding must address one or more of the following Consolidated Action Plan Objectives:

- 1). Economic Development - To create jobs for residents within their neighborhoods. To provide needed commercial services for these neighborhoods; to provide the training and services that will enable residents to successfully compete for job opportunities within the region. To expand economic opportunities, particularly for low-income persons by assisting in the creation and retention of businesses in the City of Albany.
  
- 2). Housing – To increase the number of first-time homebuyers in the City of Albany. To reduce the number of substandard and dilapidated housing units by rehabilitation. To provide lead based paint hazard control, particularly for low-income households with children under age 6. To stimulate redevelopment of neighborhood revitalization areas. To provide affordable housing assistance for very low-income households. To insure fair housing for all residents of the City of Albany.

### **2.1 Homeless & HIV/AIDS**

To provide a continuum of care that services homeless families & individuals of the City of Albany with special needs by providing outreach services, emergency shelters for families & individuals, transitional housing, permanent supportive housing, adaptable permanent housing and support services including employment, training, transportation, communication and case management as needed.

- 3). Public Facilities – To promote the development of the City of Albany as a viable urban community with improved public facilities including: Handicapped accessible improvements; neighborhood community centers, Parks and Recreation facilities; fire stations and equipment, community health facilities, asbestos and lead-hazard removal; preservation of historic sites.
  
- 4). Public Improvements – To provide a decent, safe & sanitary living environment, particularly for low income residents by the construction of public improvements including: flood drainage, water/sewer line repair and replacement, street improvements, sidewalk repair, tree planting, curb ramps, private utility repair, replacement and improvement.

5). Public Services - To promote neighborhood revitalization, particularly for Enterprise Community residents by providing improved public services including transportation, employment, education, entertainment & recreation, health care, emergency food, clothing and furniture assistance, substance abuse and handicapped assistance.

5.1 Anti-Crime Programs

Provide a safe living and working environment where city of Albany residents, workers and visitors can conduct their lives in a productive manner by continuing and increasing the community policing programs.

5.2 Senior Programs

To provide improved services and facilities for senior citizens of Albany, particularly supportive service programs for the “frail” elderly.

5.3 Youth Programs

To prepare youth of the City of Albany for employment or continuing education and promote the development of youth into productive and responsible citizens. To prepare all children to succeed in school, to provide community based, culturally diverse, safe and affordable opportunities for target area children.

6). Planning and Administration – To provide for effective planning and execution of community development activities including: planning, environmental design and policy planning; management capacity building; general management, oversight and coordination; public information for local officials and citizens; fair housing and equal employment opportunity efforts; HOME and CHDO Administration and Planning.

**PROPOSED PERFORMANCE CRITERIA**

Each proposal must specify the quantitative and qualitative criteria that shall be used to judge the effectiveness of the proposed project. For quantitative measures, set numerical performance goals. Briefly describe what this proposal will accomplish, including how many low and moderate income persons will be served and specific performance goals. The performance goals should identify the number of persons who will actually benefit from this proposal and the way they will benefit. Provide a brief explanation about how quantitative performance goals were established in terms of Consolidated Action Plan Objectives. At least 51% of persons served must be low income.

**CONTRACTING PROCEDURES**

**FOCUS ON "READY TO GO" PROJECTS**

ACDA is implementing a deadline for contracting after award. All projects must go to contract within sixty (60) days from the date of the grant agreement between the City and HUD which is expected in June, 2008. This means that start-up time is minimal and that the project is ready to be implemented immediately after funds are released from HUD in **June, 2008**. It also means that all funds must be spent within one (1) year. Your proposal should emphasize this under the Project Readiness section of the application. (Proposal Review Form Attachment III)

## ALL APPLICANTS

Each proposal should be as complete as possible to prove the viability of the project and to have the best chance to compete against other proposals. The application materials must be complete to prepare a contract. In many cases, the amount of the award will be different from the requested amount which requires a new budget and a revised work plan. The award is conditional upon receipt of all requested materials in sufficient time to meet the 60 days allowed to go to contract. ACDA reserves the right to negotiate the specific contents of the contract with an awardee after notice of award. Conditional commitment letters will explain the specific conditions of the award. Applicants who are not government entities must submit proof of 501 (c) (3) status with application. It is the applicants responsibility to ensure that the RFP application is complete. Incomplete proposals will not be considered for funding.

Successful awardees should not make expenditures under the proposal prior to receipt of the fully executed contract. Awardees that do so are at their own risk and such expenditures and activities shall be disallowed under the contract. Any awardee considering beginning the project prior to signing the contract should contact ACDA for guidance. The City will require that each awarded organization carry liability insurance (to specific amounts) and to list the **City of Albany and the Albany Community Development Agency as additionally insured.**

### **RELATED REGULATIONS**

Contracts resulting from this RFP will be subject to all laws, rules and regulations promulgated by any federal, state, and municipal authorities having jurisdiction. All proposals will be reviewed for applicability with these regulations. All applicable requirements will be included in each contract. Regulations governing ACDA programs include:

- ≡ Davis-Bacon Wage Rates \*
- ≡ Minority Business Enterprise (MBE) subcontracting goals and minority hiring goals
- ≡ Non-Discrimination and Equal Employment
- ≡ Section 3 Low Income Employment and Contracting
- ≡ Fair Housing and Affirmative Marketing
- ≡ Handicapped Accessibility
- ≡ Environmental Review
- ≡ Monitoring and Reporting (low income beneficiaries)(see attached contract sample Exhibit X)
- ≡ Drug-Free Workplace
- ≡ Limitations on Lobbying
- ≡ Conflict of Interest Limitations
- ≡ Anti-Displacement of existing residents and businesses
- ≡ Controls on use of property
- ≡ Required Audits \*\*
- ≡ Acceptable Procurement Practices

#### **NOTE:**

*\* All public facility proposals which receive an award must contact EEO office at City Hall before beginning this project.*

*\*\* Sub-recipients/awardees who receive over \$300,000 in all federal funds will be required to provide audits to the ACDA Fiscal Department as per contract attachment OMB circular A-133 "Audits of States, Local Government and Non-Profits"*

#### **CENSUS TRACT INFORMATION:**

Census Tract numbers are given by street address (#, street, zip code) at this website.

[www.factfinder.census.gov/servlet/BasicFactServlet](http://www.factfinder.census.gov/servlet/BasicFactServlet)

#### **OTHER**

Please do not use binders or folders to submit your proposals, paper clips are acceptable. No more than 10 support letters per project of support.

**INELIGIBLE ACTIVITIES****1. Buildings for the General Conduct of Government.**

CDBG expenditures are not allowed on buildings which house government offices, except for the removal of architectural barriers for handicapped access.

**2. General Government Expenditures**

CDBG funds are not allowed for the general functions of government. Government Departments however, are allowed to carry out eligible projects.

**3. Political Activities**

CDBG funds may not be used for political purposes or to engage in partisan political activities such as candidate forums, voter transportation, or voter registration drives.

**4. Purchase of Equipment**

Equipment purchase is generally not eligible except for construction equipment as part of a solid waste facility, fire protections equipment as part of a public facility improvement project, and equipment necessary for a public service project.

**5. Furnishings and Personal Property**

Furnishings are generally not eligible except when such items are necessary as part of a public service project.

**6. Operating and Maintenance**

CDBG funds are generally not eligible for operating and maintenance except when such expenditures are part of a public service project. Examples of ineligible operating and maintenance expenditures include maintenance and repair of streets, parks, playgrounds, water and sewer facilities, parking, public facilities, pot hole filling, fixing cracks in sidewalks, mowing recreation areas and replacing street light bulbs and salaries of staff and utility costs to operate a public facility.

**7. Income Payments**

CDBG funds are generally not eligible for income payments for income maintenance, housing allowances, payment of rent, mortgage, or downpayments. See page 10 of this Guide under "Special Subrecipients" for a limited exception to this general rule.

**8. New Housing Construction**

CDBG funds are generally not eligible for new housing construction projects. See "New Housing Construction" for further information on limited exceptions to this general rule.

**9. Religious Prohibition**

Certain restrictions apply to the use of CDBG funds on buildings or programs administered by religious organizations and institutions, [570.200(j)] CDBG funds may not be used for the acquisition, construction, rehabilitation, historic preservation or removal of architectural barriers in a structure to be used for religious purposes or which will promote religious interest.

CDBG funds may be used to rehabilitate buildings owned by primarily religious entities to be used for non-religious purposes under very limited circumstances. Property owned by religious entities may be acquired with CDBG funds for non-religious purposes provided that no more than the fair market value is paid. If the project involves a religious organization or building, consult the regulations at 24 CFR Part 570.200(j) for further information.

## **ELIGIBLE ACTIVITIES**

### **Acquisition of Real Property**

CDBG funds may be provided to non-profit organizations and governmental agencies to acquire real property by purchase, long-term lease (over 15 years), or donation.

CDBG funds may be provided to private for-profit entities for acquisition if the property is rehabilitated or sold for residential purposes which meet a national objective. [see 570.202(b)(1)] or if the private for-profit entity is acquiring property as part of an economic development project and the acquisition is “necessary or appropriate” to complete the project [see 570.203(b)].

### **Disposition of Real Property**

CDBG funds may be provided to dispose of real property acquired with CDBG funds or obtained with urban renewal funds, provided the property will be used to meet a national objective.

### **Public Facilities and Improvements**

CDBG funds may be provided to public agencies and private non-profits for acquisition, construction, reconstruction, rehabilitation or installation of public improvements or facilities, provided such facilities meet a national objective.

Eligible expenditures do not include costs of operating or maintaining the public facilities and improvements once they are renovated or constructed. Buildings for the general conduct of government are not eligible as a public facility. Also not eligible are the costs of purchasing construction equipment and costs of furnishings and other personal property except fire fighting equipment. New construction of public housing is not an eligible activity [570.207].

### **Privately Owned Utilities**

CDBG funds may be provided to public agencies and nonprofit organizations to acquire, construct, reconstruct, rehabilitate or install distribution lines and facilities of privately-owned utilities. For example placing underground power lines or installing water lines to be owned by a private utility when complete may be eligible for CDBG funds provided the activity meets a national objective. [570.201(l)]

### **Clearance**

CDBG funds may be used for clearance, demolition, removal of buildings and improvements and movement of structures to other sites provided these activities meet a national objective. Demolition of HUD-assisted housing units may be undertaken only with the prior approval of HUD. [570.201(d)]

## Public Services

CDBG funds may be used to provide public services. Public services include by are not limited to:

- ≡ **child care**
- ≡ **health care**
- ≡ **job training**
- ≡ **recreation**
- ≡ **education**
- ≡ **public safety**
- ≡ **fair housing**
- ≡ **senior services**
- ≡ **homeless services**
- ≡ **drug abuse services**
- ≡ **energy conservation testing [570.201(e)]**

The service must either be a new service or a quantifiable increase in the level of service provided by the City of Albany through other local or state funds in the past 12 months. This requirement is intended to prevent the substitution of CDBG funds for recent local support. This requirement does not include the substitution for the loss of private or other federal funding. [570.20(e)(1)]

There is a 15% “cap” on annual CDBG funds which can be allocated for public services. As noted, public service providers with CBDO status serving primarily Enterprise Community residents are exempt from this cap in funds.

## Interim Assistance

CDBG funds may be used for projects where immediate action is necessary to arrest the deterioration. Permanent improvements must then be carried out as soon as practicable.

CDBG funds may be used to alleviate emergency conditions that threaten public health and safety when designated an emergency by the City of Albany. These activities may not go beyond what is necessary to alleviate the emergency condition. [570.20(f)(2) and 570.200(e)]

## Relocation

Relocation assistance is required if the displacement is caused by CDBG funded activities. In these cases, assistance is required under federal regulations which specify the eligibility and amount of payments to be provided.

## Removal of Architectural Barriers

CDBG funds may be used to remove material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons to publicly or privately-owned buildings, facilities, and improvements, provided such barrier removal meets a national objective. Architectural barrier removal includes:

- ≡ **installation of ramps**
- ≡ **curb cuts**
- ≡ **wider doorways**
- ≡ **elevators**
- ≡ **physical modifications to buildings, facilities and improvements to make them accessible. [570.201(k)]**

CDBG funds may be used to remove architectural barriers from buildings that are used for the general conduct of government. [570.207(a)(1)]

## **Housing Rehabilitation**

CDBG funds may be used to rehabilitate publicly or privately owned residential properties. This includes the conversion of non-residential property for housing. [570.202]

Housing rehabilitation does not include creation of secondary housing units, installation of luxury items such as a swimming pool, cost of equipment, furnishings, or other personal property not an integral structural fixture such as air conditions or washers and dryers, or labor costs for homeowners to rehabilitate their own properties. Stoves and refrigerators are an allowable expense when necessary as part of a housing rehabilitation activity.

## **New Housing Construction**

CDBG funds may be used to finance or subsidize the construction of new permanent residential structures under very limited circumstances provided a national objective is met.

- ≅ **For the construction of housing as a last resort to house persons displaced from a CDBG funded project under the Uniform Relocation Act. [570.207(b)(3)]**
- ≅ **To reconstruct housing owned or occupied by low/mod households when the need for reconstruction was not determined until after the CDBG-assisted rehabilitation of the structure began.**
- ≅ **When carried out by a “Special Subrecipient” as part of a neighborhood revitalization effort. See section of the Guide on Special Subrecipients for more information. [570.204]**

## **Code Enforcement**

CDBG funds may be used for code enforcement in deteriorating or deteriorated areas where such enforcement, together with public improvements, rehabilitation and services may be expected to arrest the decline of the area.

## **Historic Preservation**

CDBG funds may be used to rehabilitate, preserve, and restore historic properties. The historic properties may be publicly or privately owned.

Historic structures are those sites or structures that are listed on or eligible to be listed on the National Register of Historic Places, or listed in a State or local inventory of historic places, or designated as a State or local landmark or historic district by appropriate law or ordinance. [570.202(d)]

## **Commercial and Industrial Rehabilitation**

CDBG funds may be used for the rehabilitation of commercial or industrial buildings owned by a public agency, nonprofit organization or private for-profit business, provided such rehabilitation meets a national objective. [570.202]

## **Special Economic Development**

CDBG funds may be used for certain economic development activities carried out by public agencies, nonprofit organizations and private for-profit businesses.

CDBG assistance may be provided directly to for-profit businesses for grants, loans, loan guarantees, interest supplements or technical assistance for “necessary or appropriate” economic development activities.

Job Training should be classified as a Public Service unless it is integrally related to the jobs created under the Special Economic Development activity. [570.203(b)]

## **“Special” Subrecipient Activities**

Under very limited circumstances, the following “special” subrecipients are allowed to carry out otherwise ineligible activities:

- 1. Neighborhood based nonprofit organizations. [570.204{c}(1)]**
- 2. Small Business Investment Companies [570.204{c}(2)]**
- 3. Local Development Corporations [570.204{c}(3)]**

The category of “Special” subrecipient is used only if the project is not eligible under another category and one of three eligible subrecipients is carrying out the project.

CDBG funds may be used on activities that are necessary or appropriate to achieve community development objectives and the otherwise ineligible activities are for:

- ≡ **Neighborhood revitalization**
- ≡ **Community economic development**
- ≡ **Energy conservation**

New housing construction is generally prohibited with CDBG funds, however, new construction may be undertaken by the three types of special subrecipients.

## **Planning and Capacity Building**

CDBG funds may be used for studies, plans, data gathering and identification of actions that will implement plans. Types of activities include but are not limited to:

- ≡ **comprehensive plans**
- ≡ **project plans**
- ≡ **community development plans**
- ≡ **environmental studies historic preservation studies**

There is a 20% “cap” on expenditures for Planning and Administration combined.

## **CDBG Program Administration**

CDBG funds may be used for the administration, coordination, monitoring and evaluation of the CDBG program which includes citizen participation activities, fair housing activities, applications for Federal funds, expenses to facilitate housing and administrative costs in the Rental Rehabilitation and programs. [570.206]

Fair Housing activities are eligible under both Program Administration and Public Services.

There is a 20% “cap” on expenditures for Planning and Administration combined.

## **Other Eligible Activities**

- ≡ **Payment of Non-Federal Share (Matching funds) [570.201(g)]**
- ≡ **Renovation of Closed School Buildings [570.202(e)]**

**INCOME AND RENT GUIDELINES**

The following income guidelines are included to provide a guide for applicants regarding the low income population to be assisted under the federal programs included in this RFP. Income guidelines are based on the median income for the Capital District (Albany-Schenectady-Troy Metropolitan Statistical Area) by household size. HUD publishes income updates between the decennial census using a forecasting methodology. The following guidelines became effective March, 2007.

Household Size	Under 50% Median	Under 80% Median
	HOME: Very Low CDBG: Low	HOME: Low CDBG: Moderate
1	\$23,200	\$37,150
2	26,500	42,450
3	29,850	47,750
4	33,150	53,050
5	35,800	57,300
6	38,450	61,550
7	41,100	65,800
8	43,750	70,050

**RENT GUIDELINES**

The following are rent guidelines for use in developing a proposal. The shelter allowance for households on public assistance is set by the Legislature (includes heat). ACDA HOME rents are set at 30% of 45% of median income to be affordable to very low income households and are used in the Tenant Assistance Rehabilitation Program (TARP) (includes utilities). (This is subject to periodic updating by HUD).

Number	ACDA Fair HOME Market Rents w/Utilities 06/07
0	\$594
1	616
2	752
3	900
4	984

PROPOSAL REVIEW FORM - ACDA PROGRAM Year 34

Project Name \_\_\_\_\_

Project # \_\_\_\_\_

Applicant \_\_\_\_\_

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

**RATING:** Circle one choice for each criteria of funding:

NEED	Not Recommended	Partial if available	Recommended
Priority problem and priority population (i.e. population most in need)	1	3	5
Clearly defined, described, and documented need	1	6	10
Avoidance of service duplication, addresses a gap in service	1	3	5
Eliminates slums & blight in targeted area	1	3	5
Primary service is within designated neighborhood revitalization areas	1	3	5
<b>TOTAL POSSIBLE POINTS (30)</b>			30
<b>ACTUAL POINTS</b>			

CAPACITY	Not Recommended	Partial if available	Recommended
Applicant has the fiscal and administrative capacity to perform project	2	6	12
<b>TOTAL POSSIBLE POINTS (12)</b>			12
<b>ACTUAL POINTS</b>			

PERFORMANCE GOALS	Not Recommended	Partial if available	Recommended
Effective quantitative and qualitative measures	2	6	12
<b>TOTAL POSSIBLE POINTS (12)</b>			12
<b>ACTUAL POINTS</b>			

FEASIBILITY	Not Recommended	Partial if available	Recommended
Project Readiness	1	3	5
Positive neighborhood impact	1	3	5
Evidence of recipient support	2	6	8
Evidence of neighborhood & elected officials support	2	6	8
Evidence of community organization support	2	6	8
<b>TOTAL POSSIBLE POINTS (34)</b>			34
<b>ACTUAL POINTS</b>			

Budget/Application	Not Recommended	Partial if available	Recommended
Accurate, supported cost figures/leverages other funds-Budget	1	3	6
Clearly answers the application form	1	3	6
<b>TOTAL POSSIBLE POINTS (12)</b>			12
<b>ACTUAL POINTS</b>			

<b>TOTAL OVERALL POINTS (100)</b>			
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Please Note:

All funding proposals are due to the  
Albany Community Development Agency  
**by 4 pm on October 19, 2007**

**The Agency will not entertain proposals**  
which do not contain specific Performance Goals.

If you need assistance with you proposal,  
Or have questions you may call  
Kailin Murphy at 434-5240.

September, 2007