



City of Albany
Department of Community Development
Albany Community Development Agency

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FUNDING GUIDELINES

Purpose of Request for Proposals (RFP)

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development Community Development Block Grant has notified the City of Albany that it will receive a Community Development Block Grant Fund (CDBG-CV) allocation to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

Please note, this application is a request for financial support for a program related to the response to the COVID-19 pandemic. It is not a small business loan intended to sustain your organization. For information regarding small business loans and where to apply for them, please see the Support Smallbany website at www.supportsmallbany.com

CDBG NATIONAL OBJECTIVES

Applications for CDBG-CV funding must meet the National Objective regarding benefit to low and moderate-income persons and be related to addressing COVID-19 related issues in the City in order to receive funding. *Low- and moderate-income* is defined as being less than 80 percent of the median family income for the area. Under this objective, CDBG-assisted public service activities must benefit low- and moderate-income persons using the **Limited Clientele** category (see below).

Please note: All information used to verify the program's national objective criteria must be documented, verifiable, and maintained in your on-site records. In the event of a HUD audit for your program, you will be required to produce these records. Please read details on documentation requirements below the subcategory description.

1. **NATIONAL OBJECTIVES:** To be considered for CDBG-CV funding a program or project must first meet the following National Objective:

- a. **Benefit to Low to Moderate Income (LMI) Persons**

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the *area median income (AMI)* as set forth in the charts below. HUD requires stratified income data on beneficiaries. You will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI.

2019-2020 HUD Low to Moderate Income Guidelines for Albany:

| Number in Household | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| 80% AMI | 50,350 | 57,550 | 64,750 | 71,900 | 77,700 | 83,450 | 89,200 | 94,950 |
| 50% AMI | 31,500 | 36,000 | 40,500 | 44,950 | 48,550 | 52,150 | 55,750 | 59,350 |
| 30% AMI | 18,900 | 21,600 | 24,300 | 26,950 | 30,170 | 34,590 | 39,010 | 43,430 |

** New income guidelines are expected in June 2020. All CDBG recipients will be required to update any forms used to collect beneficiary information whenever new income guidelines are made available.

There are two approaches for meeting the Low to Moderate Income qualifications:

- i. *Low to Moderate Income Limited Clientele (LMC):* an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on *household size and income*, that *at least 51%* of the clientele are persons whose household income does not exceed the LMI limit.

There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include: *abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.*

Low to Moderate Income Area Benefit (LMA): an activity which is available to benefit all the residents of an area qualifying under HUD guidelines. Activities conducted in any of ACDA's target neighborhoods, Arbor Hill, West Hill/West End, North Albany, and The South End will meet a low to moderate income area national objective. Activities that take place outside of these neighborhoods will require you to obtain income verification from each of your participants.

For each activity, one of the following types of documentation must be kept:

1. Documentation showing that the activity is designed to be used exclusively by a segment of the population presumed by HUD to be low- and moderate-income persons; or
2. Documentation describing how the nature and the location of the activity establishes that it will be used predominantly by low- and moderate-income persons; or
3. Data showing the size and annual income of the family of each person receiving the benefit.

Eligible Organizations

Non-profit organizations that deliver services to low- and moderate-income clients within the city of Albany may apply for CDBG funding through the City of Albany's Community Development Agency. All non-profit organizations must have an IRS-granted nonprofit status at the time of application to receive funding through the City of Albany.

Religious Organizations

Primarily religious organizations must meet conditions outlined at 24 CFR Part 570.200(j) found in the CDBG regulations. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious beliefs and may not engage in inherently religious activities, such as worship, religious instruction, or proselytizing as part of the programs or services funded under this part. If an organization conducts such activities, they must be offered separately, in time or location, from the programs funded by CDBG. Participation must be voluntary for the beneficiaries of the HUD-funded programs.

FUNDING PRIORITIES AND FUNDING REQUEST AMOUNTS:

ACDA is still waiting for clear guidance on allowable/eligible CDBG-CV expenses related to operational costs. Please be aware that we may need to ask you to adjust your budget based on any updates from the U.S. Department of Housing and Urban Development.

As a result of the citizen participation process during the development of the CDBG-CV plan, the City of Albany has established the following to be high priority funding activities:

- **A maximum amount of \$15,000 in funding can be requested for the following activities:**
 - Provision of meals, groceries, etc to Albany residents impacted by the COVID-19 Virus
 - Provision of PPE and/or cleaning supplies to low income residents of the City of Albany
 - Provision of broadband, wifi, and/or electronic devices to low income youth/families so that distance learning can continue without access to school buildings, libraries, etc
 - Outreach to vulnerable populations to provide health education and services related to the COVID-19 pandemic

Program proposals that have not been deemed high priority will still be considered for funding. However, the applicant must provide a strong basis for funding request and ACDA reserves the right to fund the request at a lower amount.

- **A total allocation of \$300,000 with a cap of \$60,000 per request for the following:**
 - Opportunities for summer camp/day care for low to moderate income youth in the City of Albany
- **A total allocation of \$250,000 for rental and/or mortgage assistance Program**
 - Please note, these funds will be awarded to an organization with a proven track record of being able to provide this vital service

- Only 3 months of payments are eligible under this program

List of Ineligible CDBG-CV Activities

- a. any activity that is not directly related to the prevention of, preparation for, or response to the Coronavirus
- b. Reimbursement for expenses that have already be accrued – other than rental assistance
- c. Income payments.
- d. Supplanting or substituting expenses currently paid for by other sources.
- e. Improvements to buildings for the general conduct of government.
- f. General government expenses.
- g. Political activities and lobbying.
- h. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
- i. Operating and maintenance expenses.
- j. New housing construction.

Please note, at the completion of this funding application, you will be required to upload the following documents:

- **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- articles of incorporations
- IRS 501c3 status
- **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or position

Prior to receiving a contract from ACDA, your organization will also need to provide:

- Organizational Budget (not program specific)
- Director's and Officers' Liability and Errors and Omissions Insurance
- Policies and Procedures for employees, including internal control policies
- Code of Conduct listing prohibited behavior for board and employees

Applications will be accepted on a rolling basis up until June 30, 2020. You may submit your application at any time during this time period. Your application must be complete in order to be considered for funding. Any incomplete applications will be returned to the applicant to be resubmitted. If funding is exhausted prior to June 30,2020 there will be a notice on the ACDA website indicating that funds are no longer available. As awards are announced, the ACDA website will update its website with funding awards.

Remember, any organization that is searching for loans/grants for paycheck protection, sustainability, etc please refer to the Support Smallbany website www.supportsmallbany.com