

Helpful Hints for CDBG Application Process 2024

Welcome to the Clackamas County Housing and Community Development Division HCDD funding application. This year we are using Zoom Grants - an online Application Process.

Applications are due by December 20, 2024.

Here is the connection to the HCDD website: <http://www.clackamas.us/communitydevelopment/>

Here is a direct link: <https://www.zoomgrants.com/gprop.asp?donorid=2147&limited=4329>

1. You will need to fill out an applicant page to tell us about your organization.
2. Based on the type of application you are submitting, you will **only see certain questions:**
 - CDBG - Public Facility: 1-6, 7,9,10,11,12,16,17-26
 - CDBG - Public Works - 1-6, 7,10,16,17,18,19,21,23,24
 - CDBG - Housing - 1-6, 7,11,12,17-26
 - CDBG - Public Services - 1-6, 8,11,12,13,14,15,17,19,20,22,24,25
3. Once you finish with a question just click outside of the box. Answers will save automatically.
4. You can leave the application website by logging out and return later to finish the application. It will save all your answers. When you return you can review your previous answers and continue with the application.
5. All application questions are attached as a WORD file.
6. You can submit more than one project application. If you are submitting more than 1 application please indicate your priority in the project title.

For example: Proposal 1: Affordable Housing Renovations (Priority #1)
 Proposal 2: City Senior Center Remodel (Priority #2)
 Proposal 3: Kaen Road pedestrian improvements (Priority #3)

Contact us with any questions:

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Here are **all the questions:**

Remember that you only need to answer the questions specific to your project. See #2 above.

1. This application may be used to apply for Community Development Block Grants (CDBG) funds for two (2) program years beginning July 1, 2025 to June 30, 2027. Please identify the proposed general activity (Please select one)

- CDBG Public Facility - community buildings, senior centers, etc.
- CDBG Public Works - infrastructure, streets, sidewalks, parks, etc.
- CDBG Housing - housing acquisition, home repairs, etc.
- CDBG Public Services - services

2. Provide a short description of the project or service (No more than 50 words).

3. Who will this project assist? [Select One]

- Households
- Individuals
- A low income neighborhood

4. How many total individuals/households will be assisted by this project or service?

5. Identify the Total Budget for this project. What is the total amount of Grant funds requested and the Total Amount of Other funds included in the project?

6. Identify the Program Year (or years) in which grant funds are requested.

- 2025-2026 (PY2025)
- 2026-2027 (PY2026)

7. Project Description: Describe, in detail, what you plan to construct or rehabilitate and identify how the CDBG funds will be used. (Indicate if any acquisition is a part of the activity). Include:

- Scope of work
- Target population
- Size of the project in square feet or lineal feet (if applicable).
- Problem being addressed and the extent the project addresses a public health and or safety need

8. Please check one Public Service Activity

- Continuation of previously funded activity
- Quantifiable increase in level of existing activity
- New service

9. Identify the extent to which the project improves the agency/facility provider's ability to:

- increase amount or type of services provided, and/or

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- increase the number of people served, and/or
- increase the quality and or accessibility of the services provided (of the building as well as the geographic location).
- provide Internet access to low-and moderate- income residents/clients

10. The proposed project must serve either an area which is primarily residential and predominantly low- and moderate-income (Area Benefit) or be limited to serving a predominantly low- and moderate-income clientele (Limited Clientele). Describe the area and identify the residents that will benefit from this project activity.

11. How many persons or households will be assisted by the proposed program or service in the First Year? In 5 Years? In 10 Years? Describe how these estimates were developed.

12. Describe the project in detail. Your response should include answers to the following questions:

- What unmet community needs will your project help?
- How did you determine the needs exist and how are they quantified?
- Have the needs changed in the past 5 years?
- How Internet access will be provided to low-and moderate- income residents/clients?

13. List your service Goals. • GOALS - “What do you want to achieve?” (ex: Improve job skills)

14. Identify your program Performance Measures. These should be specific, verifiable, quantitative performance measures you will use to determine if your goals have been achieved for each activity. • PERFORMANCE MEASURES - “How will you verify success?” - (ex: pre- and post test, pre- and post school grades, etc.)

15. Describe your work plan. Describe in detail how your project or service will achieve the Area Median Income goal of assisting persons at or below 80% for CDBG (Refer to Income Table in the Tables Tab). Include the following:

- intake procedures and eligibility documentation
- outreach plan for clients
- program evaluation plan
- program specific procedures and guidelines

16. Describe how the boundaries of the service area was determined. Use natural or identifiable land marks and/or streets to outline the boundaries. Provide a map.

17. Describe the target population (people who will be helped) in more detail. Include its size, demographics, location, etc.

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18. Construction Schedule. Identify the estimated Month and Year (e.g. Feb 2026) for completing each of the milestone categories:

_____ Acquisition,
_____ Procure Professional Services,
_____ Begin Design,
_____ Design complete,
_____ Bid Opening,
_____ Construction 50% complete
_____ Construction complete

19. At least 20% of any CDBG grant must be matched with other funds. Describe how the 20% match will be met. Donated materials or donated services may also be considered matching funds.

20. Provide a brief overview of your agency in the space below, including:

- description of the history, mission, and services of the organization,
- year of incorporation and years of direct experience with the program,
- description of staff experience with program, and
- federal grant management experience.

21. Does your proposed project or service include purchase or acquisition of real property? If yes, how will you ensure that no properties are located in a flood hazard zone, or near any known environmental hazards (storage tanks, heavy industrial facilities, railroad tracks, etc)?

22. Describe your organization's fiscal management including:

- financial reporting
- record keeping
- accounting systems
- payment procedures

23. Will anyone have to move? Indicate if you expect the proposed project to displace any residents or businesses or if the project will cause low and moderate income housing to be demolished or converted to another use. If so, please explain.

24. Has your agency received CDBG funding for any public facility or public service project over the past 5 years, if so, list the names of the projects.

25. Does your program or agency collect participant eligibility records? If so, please explain how confidential records are maintained, secured and how data quality is assured.

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26. If your proposed project includes properties over 50 years old, the project may be subject to review by the State Historic Preservation Office (SHPO). How will you ensure compliance with SHPO?

End of questions.

Other sections to complete:

Budget

Certification upload

Click on Submit Button **no later than December 20, 2024.**