



Notice of Funding Availability

Community Development Block Grant Funding to Respond to COVID-19

Release Date: October 28, 2020

Due Date: November 13, 2020

Community Services Division
Auburn City Hall
25 W. Main St
Auburn, WA 98001
253-288-3168

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CDBG Application available on the City of Auburn website at:
www.auburnwa.gov/bids

Notice of Funding Availability

In response to the Coronavirus Pandemic (COVID-19), Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by the President on March 27, 2020. As a result, the U.S. Department of Housing and Urban Development (HUD) awarded the City of Auburn \$541,197 in Community Development Block Grant-Coronavirus (CDBG-CV) funds as part of HUD's third round of allocations to prevent, prepare for, and respond to COVID-19. In addition to the CDBG-CV funds, the City is reallocating \$205,000 in unspent CDBG funds from previous years. **Total funding available in this round is \$746,197.**

This Notice of Funding Availability (NOFA) covers January 1, 2021 and ends December 31, 2021. Most services must be concluded by December 31, 2021. If an applicant would like to propose a project that goes beyond December 31, 2021, please discuss with staff during the Project Eligibility Review.

*Contingency projects will be identified and may be funded if additional funds become available.

Submission Guidelines

For funding consideration, all proposed projects must meet the CDBG eligibility requirements found in this NOFA. Respondents to this NOFA must complete the CDBG-CV application available at: www.auburnwa.gov/bids. Applications are also available in alternative formats by contacting the City of Auburn Community Services Division at (253) 288-3168.

If funding is sought for more than one project, submit one application per project.

One electronic copy must be provided by email. Additional requirements and the application checklist are included in the Application. Please refer to the checklist for details on what should be included and what will be required if the project is recommended for funding.

Technical Assistance

Due to COVID-19, no technical workshop will be held. Technical assistance is available via email and/or phone and includes answering questions about CDBG regulations; application requirements; discussing the proposed project's compliance with program regulations; and eligibility for funding.

Please contact Joy Scott at jfscott@auburnwa.gov or 253-876-1965 for technical assistance. Kyla Wright at kwright@auburnwa.gov or 253-931-3096 is also available to provide technical assistance. Staff is available until November 10, 2020 at 4 pm to any agency wishing to submit an application.

Required Project Eligibility Review

All potential applicants are required to have a conversation with staff prior to submitting. The meeting and/or conversation must take place by 4 p.m. on Tuesday, November 10, 2020. Staff will work with applicants to determine eligibility.

Submission Deadline

All applications must be received in the City of Auburn Community Development Department by 5:00 p.m. on Friday, November 13, 2020.

Applications must be submitted to Joy Scott at jfscott@auburnwa.gov. Email subjects and file names must clearly be titled with the organization name, project name, and CDBG-CV.

This requirement is firm as to place, date, and time. Attach only the required documentation. Any additional information not requested will be disposed of and not considered.

Applications that are submitted after the deadline will be rejected. Applications that are incomplete, or exceed the stated page limits, or have content errors or deficiencies may be rejected. Any modifications and/or changes made to the format of the application will result in the rejection of your application. Once submitted, proposals may not be amended unless the amendment has been requested by the City. The City reserves the right to contact an applicant if additional information is required. The City, at its sole and absolute discretion, with or without cause, and without liability to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this NOFA at any time, and/or take any action in the best interest of the City.

Application Review and Decision Process

Awards are contingent on project eligibility, satisfaction of evaluation criteria, and funding availability, as well as Federal, state, and local statutes, regulations, policies, and contract requirements.

Step 1 Staff Review. Community Services Division staff will perform a technical review of applications and prepare a technical summary and analysis for the Human Services Committee (HSC).

Step 2 HSC Review and Recommendation. Each HSC member will receive a copy of the applications and staff technical summary and analysis for review. The HSC will review applications and provide a funding recommendation including contingency projects to the Mayor and the City Council.

Step 3 Staff will incorporate funding recommendations into the DRAFT Second Amendment to the 2019 Annual Action Plan and DRAFT 2020 Annual Action Plan Amendment. (An annual action plan is developed to describe how the City will use that year's annual allocation of HUD formula funds to meet affordable housing and community development needs.)

Step 4 Final Decisions. Following public review and comment on the DRAFT Second Amendment to the 2019 Annual Action Plan and DRAFT 2020 Annual Action Plan Amendment, City Council will make the final funding awards through review and adoption of the 2019 Action Plan.

Notices of all public meetings will be published, posted online at <http://www.auburnwa.gov>. Please watch for these notices to confirm public meeting dates and times. Human Services Committee and City Council meeting dates and times are tentative. Applicants are encouraged to attend and participate at public meetings and hearings.

Application Timeline

Wednesday, October 28, 2020	NOFA is released and application is available
Tuesday, November 10, 2020	Project eligibility review required to be completed with staff by 4 p.m.
October 28 – November 10	City staff available to provide technical assistance. Contact Joy Scott at 253-876-1965 or jfscott@auburnwa.gov or Kyla Wright at 253-931-3096 or kwright@auburnwa.gov
Friday, November 13, 2020	Application due no later than 5:00 p.m. by email to Kyla Wright at kwright@auburnwa.gov
November 23, 2020*	HSC meeting to make recommendations to City Council
December 21, 2020*	City Council consideration of HSC Recommendations and action to approve the Second Amendment to the 2019 Annual Action Plan and the 2020 Annual Action Plan Amendment
2021	Funding is dependent on approval and may not be available in January 2021.

*Subject to change

It is the intention of the City of Auburn to comply with the Americans with Disabilities Act (ADA). To request special assistance at a City meeting if we are able to meet in person, please contact Joy Scott at 253-876-1965 or jfscott@auburnwa.gov.

General Subrecipient Requirements

If selected and awarded funding, your agency will be required to enter into a Subrecipient Agreement with the City of Auburn outlining terms and conditions of funding for your agency and the City. The Subrecipient Agreement is a legally binding contract and failure to adhere to its terms and conditions can result in the termination and required repayment of the funding award.

All applicants should be familiar with the CDBG regulations relating to program income, asset use, and reversion. Applicants planning to acquire property should provide appraisal documentation and a copy of the purchase and sale agreement. Evidence of site control may also be required of funding recipients, depending on the type of activity.

If your agency is awarded funding, all of the documents identified in the Application Checklist and the following documentation will be required prior to the execution of your Subrecipient Agreement:

Scope of Service: This provides an overview of the project as described in the application, goals and objectives, and specific services (e.g., working hours, location of services, number of clients to be served) achievable based on the funding level approved by the City Council.

Project Budget and Budget Narrative: The budget lists the general uses of funds approved by the City Council. The narrative describes in detail how the funds will be used to support the project. Please note that funding is disbursed on a reimbursement basis.

Schedule of Performance: This schedule outlines the major milestones through project completion.

Cultural Competence: The development of viable urban communities through the provision of decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income, will be more effective when providers recognize and address the unique culture, language, and social literacy of diverse consumers and communities. All agencies that contract with the City of Auburn must demonstrate how strategies are used to ensure staff, at all levels, receives ongoing education and training in culturally and linguistically appropriate service delivery.

Additional Subrecipient Requirements

Readiness: Projects must display evidence of readiness to proceed. All funds must be in place and all land use requirements met prior to submission of application. Applicants must demonstrate that CDBG funds will be fully spent within the program year.

Indemnification: Agencies approved for funding must agree to defend, indemnify, and hold harmless the City, its officers, agents, and employees from and against all liability, claims, demand, losses, and expenses, including attorney's fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

Insurance: Agencies approved for funding will be required to obtain the following insurance coverage, each of which shall contain a provision that forbids any cancellation,

changes or material alterations without prior notice to the City at least 30 days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided to the City prior to the execution of the Subrecipient Agreement. The required insurance is as follows:

- a. Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage and \$2,000,000 in the Aggregate.
- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- c. Professional Liability, Errors & Omissions: \$2,000,000, Per Claim and in the Aggregate.
- d. Workers Compensation: Statutory requirements for Washington State.
- e. Stop Gap or Employers Liability Coverage: \$1,000,000.

Licenses: Agencies approved for funding will be required to obtain a City of Auburn business license.

Project Monitoring: Agencies approved for funding will be required to maintain and submit adequate information necessary to ensure program accountability and progress in accordance with the terms and conditions of the Subrecipient Agreement.

Fair Housing, Nondiscrimination, and Equal Opportunity: The City of Auburn, in accordance with federal and state law and City policy, prohibits discrimination on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Agencies awarded funding will be required to comply with all applicable fair housing, nondiscrimination, and equal opportunity requirements.

Notification: All applicants will be notified of funding determinations. Receipt of an award letter is not a Notice to Proceed and does not guarantee funding. Neither CDBG funds nor other funds may be obligated until an environmental review has been prepared by City staff and approved by HUD and the Subrecipient Agreement is signed by all parties. For capital projects, if any work has already begun, stop work and contact City staff. Please be aware that past funding does not guarantee future funding or funding at the same level.

Compliance with Applicable Laws, Rules, and Regulations: Agencies that are awarded funding must act in accordance with all applicable federal, State of Washington, and City of Auburn laws, rules, and regulations. Applicants are strongly encouraged to be familiar with these requirements prior to submitting a funding request. These include, but are not limited to, the following:

- **24 CFR Part 570, as amended** – The regulations governing the CDBG program.
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** – The regulations issued following Title VI of the 1964 Civil Rights Act and Section 109 of the 1975

Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and requires all programs and activities to be administered in a manner to affirmatively further the policies of the Fair Housing Act.

- **24 CFR Part 107 and 108** – The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibit discrimination and promote equal opportunity in housing.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** – The regulations that set forth policies and procedures for the enforcement of standards and requirements for disabled accessibility. The Architectural Barriers Act of 1968 and the Americans with Disabilities Act provide additional laws on accessibility and civil rights of individuals with disabilities.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** – The regulations that prohibit discrimination on the basis of age.
- **29 CFR Parts 3 and 5** – The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and Contract Work Hours and Safety Standards Act. 24 CFR Part 70 provides information on the use of volunteers.
- **Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)** – The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance.
- **24 CFR Part 58** – The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988** – The regulations for proposed projects and properties located in a floodplain.
- **36 CFR Part 800** – The regulations outlining the procedures for the protection of historic and cultural properties.
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** – the policies for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).

- **24 CFR Part 7 and 41 CFR Part 60** – The regulations outlining equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR 135** – Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low- and very low-income local residents. All projects must, to the greatest extent feasible, provide opportunities for training and employment for low- and moderate-income persons residing within the City of Auburn, and contracts or work in connection with the project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of Auburn.
- **Residential Lead Based Paint Hazard Reduction Act of 1992** – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead based paint hazards.
- **24 CFR Part 24** – The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements, issued according to Executive Order 12459.
- **2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** – These regulations include requirements for procurement, contracting, cost principles, and audit requirements including the Single Audit required for organizations expending \$750,000 or more derived from Federal Awards during the organization’s fiscal year. This Part replaces former requirements found at 24 CFR Part 84, 24 CFR Part 85, OMB Circular A-87, OMB Circular A-122 and OMB Circular A-133.
- **24 CFR Part 49** – The regulations on eligibility restrictions for resident aliens.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** – The regulations for restrictions on lobbying and required certifications.
- **Executive Order 13170** – The regulations on increasing opportunities and access for Disadvantaged Businesses.
- **HUD Requirements** – All other applicable required reports, OMB Circulars, and procedures.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** – The regulations that require compliance with all applicable standards, orders, or regulations issued following the rule.

The Code of Federal Regulations (CFR) and Executive Orders may be found at: CFR: www.ecfr.gov

Executive Orders: www.archives.gov/federal-register/index.html

Eligible Applicants

1. Applicants must be incorporated public, nonprofit, or for-profit agencies able to implement the approved project serving residents of Auburn and must have an active DUNS number.
2. Applicants must have experience managing Federal Community Development Block Grant (CDBG) or Community Services Block Grant (CSBG) funds, with preference given to those agencies that have experience with CDBG funds in particular.
3. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement, and monitor the proposed project. This expertise can be demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key agency staff.
4. Applicants must be able to meet all federal, State of Washington, and City of Auburn requirements relative to the CDBG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Pertinent requirements are noted in General Subrecipient Requirements. All applicants should be aware that if funded, additional requirements will apply.
5. Applicants submitting applications to provide fair housing services on the behalf of the City of Auburn must be able to report on their progress in addressing the impediments identified in the current effective Analysis of Impediments to Fair Housing Choice, available at https://auburnwa.gov/city_hall/community_services/CDBG.

Eligible CDBG Activities

The City of Auburn is interested in receiving proposals for the following type of projects, which must document response to COVID-19 and ensure funds do not create a duplication of benefits or supplant any existing Auburn City funding. While many types of projects may be funded with CDBG funds, due to the nature of the CDBG-CV funds and connection to COVID-19, the City is prioritizing public services and economic development activities.

- **Economic Development.** Activities which create and retain employment, for low- and moderate-income people, by providing funds for support of economic

development efforts. Funds can be used for assistance to microenterprise businesses.

- **Public Services.** CDBG funds can be used to fund a wide range of public service activities including, but not limited to, employment services, health services, fair housing counseling, energy conservation, services for senior citizens, and others. Public services must be new, previously unfunded, or provide a quantifiable increase in the level of service.

Service Types:

Food Assistance

Minimum Award Amount: \$25,000 Maximum Award Amount: \$75,000¹

With the onset of COVID-19, the demand for emergency food assistance has grown dramatically, while food supply and the volunteer workforce have simultaneously diminished. In response to the growing need, the City of Auburn is seeking applications from experienced providers to address food insecurity for Auburn residents with low/moderate-income.

Services must provide an increase in emergency and supplemental food boxes or meals for distribution. Food boxes should include nutritionally balanced food items and be tailored to the unique needs of household members whenever possible. This may include emergency food boxes, ethnic food boxes, senior food boxes, student food boxes, or additional relief that clients may need that qualify as eligible expenses. Applicants may also include personnel, operating costs, and necessary supplies in their budgets.

Applicants must have experience working with individuals with low/moderate-income; experience in safe food handling; experience in food acquisition and distribution; experience with managing HUD funds, and the ability to adapt quickly to changing demand. Applicants who have established drive-thru distribution sites are a plus.

Rent Assistance (Emergency Subsistence)

Minimum Award Amount: \$75,000 Maximum Award Amount: \$300,000

COVID-19 has resulted an unprecedented rise in unemployment. Low/moderate-income individuals & families are less likely to have savings or access to other types of financial support to see them through a sudden and significant loss of income. Although there is a temporary moratorium on eviction, rent payments are still due. It is anticipated that many households will be unable to obtain gainful employment and catch up with rent payments quickly enough to avoid eviction. In response to the increasing need, the City of Auburn is seeking applications from experienced providers to distribute rent assistance on behalf of households with low/moderate-income facing eviction or hardship as a result of COVID-19.

¹ Maximum award amounts are based on budget estimates; the City reserves the right to revise these amounts.

Services must provide an increased level of rent and utility assistance to be distributed to Auburn residents to alleviate the immediate crisis. Assistance must not exceed 3 consecutive months per CDBG eligible recipient household. Before receiving these funds, applicants must be screened to connect the need to COVID-19.

Applicants must have experience working with individuals with low/moderate-income; experience delivering financial assistance; and ability to provide or connect recipients to supportive services such as case management, financial literacy; and special needs housing resources and providers. Applicants must have the ability to collect paperwork to document leases, that back rent is owed, payment to a third party on behalf of clients, and the ability document that the need is connected to COVID-19.

Homeless Services (including shelter and transitional housing):

Minimum Award Amount: \$25,000 Maximum Award Amount: \$50,000

Services for the unhoused connected to COVID-19 such as support for emergency shelter and transitional housing programs, motel vouchers for the unsheltered (including domestic violence and sexual assault survivors), etc.

Applicants must have experience providing homeless services to individuals with low/moderate-income and the ability to provide or connect recipients to supportive services such as case management, financial literacy; and special needs housing resources and providers. Applicants must have the ability to document that clients are unhoused and the need for assistance is connected to COVID-19.

Legal Assistance to Prevent or Defend Eviction

Minimum Award Amount: \$30,000 Maximum Award Amount: \$100,000

Once eviction suspensions are lifted, landlords will move to evict residents for non-payment of rent and ancillary issues. These residents will need legal assistance.

Applicants must have experience providing legal assistance with landlord/tenant issues, reviewing leases, negotiating with landlords, and representing or preparing clients for legal/administrative hearings.

Micro-enterprise Assistance

Minimum Award Amount: \$50,000 Maximum Award Amount: \$100,000

A micro-enterprise is a commercial enterprise that has five (5) or fewer employees, one (1) or more of whom owns the enterprise. Micro-enterprises, especially those owned by under-served individuals, require technical assistance along with hands on support to navigate local and federal loan/grant programs, understand and complete loan/grant applications, gather supporting documents, respond to additional requests for information from lenders, help/education to build planning processes to keep the business open, and guidance evaluating whether the business is viable.

Applicants must have experience working with individuals with low/moderate-income, business experience and knowledge, understanding of how to navigate opportunities and challenges related to the economic downturn as a result of COVID-19, etc. Experience working with under-served and ethnic business owners is highly valued.

Virtual/Online Legal Assistance for Small Business and Non-profits

Minimum Award Amount: \$30,000 Maximum Award Amount: \$75,000

Many small businesses and nonprofits cannot afford an attorney, but they need to consult with an attorney regarding COVID-19 related business legal questions (e.g., CARES Act loan programs, lease issues, employment law questions, general business, nonprofit legal questions, bankruptcy/dissolution issues, etc.).

Applicants must have experience working with individuals with low/moderate-income, knowledge of legal issues encountered by small business owners and nonprofits, employment law, nonprofit legal issues, bankruptcy law dissolution issues, etc. Experience working with under-served and ethnic business owners and non-profit leaders is highly valued.

Expansion of Local COVID-19 Testing & Medical Services

Minimum Award Amount: \$50,000 Maximum Award Amount: \$100,000

Although the State and county have increased COVID-19 testing over the last few weeks, it is still not at the levels that we need to prevent additional virus spread. From the preliminary data provided by the State, residents of Latinx, Native Hawaiian or Pacific Islander, and African American descent are disproportionately impacted by COVID-19 and have died at higher rates than their demographic representation in the population. Investing these funds in a community healthcare organization(s) that is accessible to and trusted by under-served populations is a high priority. In addition to testing, funds may be used to purchase PPE, to cover costs for other COVID-19 supplies, and to translate COVID-19 related medical information into multiple languages. Personnel and operating costs may also be included in budgets.

Applicants must be experienced healthcare providers with the capacity to test and assist COVID-19 patients.

COVID-19 Related Trauma Counseling

Minimum Award Amount: \$25,000 Maximum Award Amount: \$40,000

Mental health professionals predict that many impacted by COVID-19 will experience PTSD symptoms and those who have lost loved ones may need grief counseling. Investing these funds into COVID-19 related trauma/grief counseling is a high priority.

Applicants must be mental health agencies with experienced trauma/grief counselors who are credentialed to provide counseling services, and especially experienced working with under-served and ethnic populations. Funds may support personnel and operating costs.

Financial literacy/Management

Minimum Award Amount: \$25,000 Maximum Award Amount: \$40,000

In times of financial crisis, scams, predatory lending, fraud, etc., increase. Residents need assistance to manage finances, deal with debt collectors, renegotiate mortgage agreements, refinance auto loans, etc.

Applicants must have experience providing financial literacy/management services and acuity on how to negotiate with lenders, credit card companies, debt collectors, etc. Funds may support personnel and operating costs.

Internet Connection Assistance for Families

Minimum Award Amount: \$25,000 Maximum Award Amount: \$75,000

With the current emphasis on remote learning, students in families that cannot afford internet connection are technologically disadvantaged. Moreover, since many businesses and institutions are closed, services, food, applications for assistance, etc., are only accessible via the internet. Ensuring digital connection for residents is also a need that HUD references in the Consolidated Plan. CDBG can pay for utilities up to three-months. Applicants may apply for funds to solely provide this service, or applicants applying to provide rental/utility assistance may assist clients with cable bills, a permissible utility.

Applicants must have experience working with individuals with low/moderate-income, experience delivering financial assistance, and ability to provide or connect recipients to supportive services such as case management and financial literacy. Applicants must have the ability to collect paperwork to document past due cable bills and payment to a third party on behalf of clients.

Childcare Services

Minimum Award Amount: \$25,000 Maximum Award Amount: \$150,000

Childcare services have been historically under-funded, and demand will increase when parents return to work. The CDBG 2020-2024 Consolidated Plan identifies this service as a basic need attached to employability. The City will invest in non-profit childcare provider organizations and/or allow non-profits to pay childcare costs to a third party on behalf of a client.

Applicants must have experience working with individuals with low/moderate-income, experience delivering childcare services, or providing financial assistance. Applicants must have the ability to collect paperwork to confirm how much a client owes for childcare and to document payment to a third party on behalf of clients.

Assistance to Purchase COVID-19 Related Supplies

Minimum Award Amount: \$25,000 Maximum Award Amount: \$30,000

As we gradually transition out of shelter in place, a growing number of public facilities require the wearing of face masks. In some circumstances gloves are also highly recommended. Residents are stretched thin and do not have the resources to pay for these supplies, especially residents with large families. Additionally, we cannot assume that residents can afford other hygiene supplies like hand sanitizer and disinfectants. These supplies may be purchased by a nonprofit for its own use and/or purchased by a nonprofit and distributed to clients.

Applicants must have experience working with individuals with low/moderate-income, experience delivering financial assistance, and ability to provide or connect recipients to supportive services such as case management or financial literacy. Applicants must have the ability to collect paperwork to confirm purchase of supplies from a third party.

Other COVID-19 Related Public Services; e.g., services for seniors, healthcare needs, etc.

Ineligible Activities

Pursuant to 24 CFR 570.207, the following activities are not eligible:

1. Funds spent on buildings used for the general conduct of government, except to remove architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of the Census Current Population Report definition of “severely disabled.”
2. General government expenses.
3. Political activities.
4. *Purchase of equipment (e.g., vehicles, computers, machines, furniture).
5. *Purchase of furnishings and personal property.
6. New housing construction (certain costs in support of affordable housing development are allowed).
7. Maintenance and operating expenses, unless necessary for providing an eligible service.
8. *Income payments, such as housing allowances, down payments, and mortgage subsidies, except emergency grant payments made over a period of up to three consecutive months to the provider of such items or services on behalf of an individual or family.

*Under certain circumstances these kinds of activities may be eligible for CDBG funds. Please contact city staff to discuss your proposal.

Evaluation Criteria

Section 1: General Requirements (Eligible for Review)

The application meets all requirements of the NOFA, including but not limited to:

- Proposed Project is eligible under CDBG regulations (24 CFR 570)
- Provided complete responses throughout the application
- Completed the required, Project Eligibility Review
- Application package is complete, includes all required attachments, and was submitted on time

Section 2: Applicant Capacity (30 points)

The application demonstrates sufficient organizational capacity to implement the project.

The following factors, at a minimum, shall be considered:

- If previously funded with CDBG, the applicant has a successful record of performance
- The applicant demonstrates successful previous experience implementing and managing federally funded projects of similar scope, size, and complexity
- The applicant has a track record of successfully implementing projects requiring compliance with local, state and federal standards

Section 3: Project Scope (50 total points)

The application demonstrates how the proposed project will address a specific community need and establishes a clear timeline for completion and measurable outcomes.

- The scope of the project is clearly defined
- Project is clearly addressing needs resulting from COVID-19 or measures implemented to reduce or slow the spread of COVID-19
- Project is culturally relevant and appropriate to the proposed target population,
- Target population expected to benefit from the project
- Estimates on the number of unduplicated households or individuals the project will serve
- Income characteristics of the households or individuals the project will serve
- Other characteristics of the individuals the project will serve, such as special needs,
- Project meets and qualifies under a CDBG National Objective
- Project meaningfully contributes to achieving an unmet need in the City of Auburn
- Applicant establishes community need addressed by the proposed project
- The project's objectives and outcomes are realistic, measurable, and specifically address a population eligible to benefit from the investment of CDBG funds
- Applicant has plan to document relation to COVID-19 and duplication of benefits

Section 4: Financial Feasibility (20 points)

The application clearly demonstrates that:

- The project is ready with minimal lead time and will be completed within 2021 (or within a reasonable period approved by staff)
- The project budget is complete and provides sufficient information to conclude that the sources and uses of funds are reasonable and appropriate
- Other funding sources needed to complete the project are either secured or are committed and will be available for the project

Total Points Possible: 100