



Request for Qualifications and Proposals

For CDBG-CV eligible activities that prevent, prepare for and Respond to issues created by the COVID-19 Pandemic

In response to combating the effects of COVID-19, the U.S. Department of Housing and Urban Development (HUD) allocated special Community Development Block Grant (CDBG) funds for Entitlement Entities. The City of Ashland will receive \$104,079 in Community Development Block Grant (CDBG) Entitlement funds to be used to prevent, prepare and respond to COVID-19. This allocation was authorized in the Coronavirus Aid, Relief, and Economic Security (CARES) Act by President Trump on March 27, in response to the growing effects of this historic public health crisis. The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds.

The City of Ashland will receive \$104,079 in Community Development Block Grant-Coronavirus (CDBG-CV) funding to allocate to activities that address COVID-19 related community needs. A Substantial Amendment to the FY 2019 Annual Action Plan is required, and usually a thirty (30) day public comment period is required however, the U. S. Department of Housing and Urban Development (HUD) has waived this requirement provided that no less than five (5) days are provided for public comments on each substantial amendment.

The CDBG-CV funds allocated under the CARES Act may be used for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus disease 2019 (COVID-19). The proposed activities must meet one of the three National Objectives as required by CDBG regulation:

- Benefit low-and moderate income persons
- Aid in the prevention or elimination of slums or blight, and
- Meet an urgent need

This link provided examples of [CDBG Eligible Activities to Support Infectious Disease Response](#).

In addition, and for the purpose of an expedited use of the CDBG-CV funding, the bill eliminates the cap on the amount of funds a grantee can spend on public services, removes the requirement to hold in-person public hearings in order to comply with national and local social gather requirements, and allows grantees to be reimbursed for COVID-19 response activities regardless of the date the costs were incurred. The bill also allows grantees to apply the waiver of statutory regulations to 2019 and 2020 CDBG allocations.

Qualifying for CDBG Funds: In order to qualify for CDBG funds, a project or program must meet one of the national objectives of the CDBG program (listed above). The project or program must be listed as an “eligible” activity in the CDBG statute found at 24 CFR 570.

Eligible Applicants: Applicants must be a unit of government or a non-profit 501(C) (3) charitable organization and have an active DUNS #. (Why does an organization need a DUNS number to respond to the RFQ/RFP? A DUNS number is required by the federal government, and CDBG funds are provided to the City by the U.S. Department of Housing and Urban Development (HUD). Only responses with a unique DUNS number will be accepted.)

Ineligible CDBG Activities: The general rule is that any activity not specifically identified as eligible is considered ineligible. Listed below are specific activities, which are ineligible:

- New housing construction.
- Building used predominantly for the general conduct of government (except for removal of architectural barriers) and other general government expenses.
- Political activities.
- Purchase of furnishings, motor vehicles and equipment.
- Operating and maintenance expenses, including repair of public facilities and improvements.
- Income payments.
- Improvement to buildings used for religious activities.

Activities Must Serve and Eligible Population: Low- and Moderate- Income Guidelines, at least 51% of the funded activity participants must meet low or moderate-income guidelines as determined by HUD for the Medford-Ashland standard metropolitan statistical area (MSA), or,

The activity must benefit a clientele who are generally presumed to be persons of principally low and moderate incomes. The following groups are presumed by HUD to meet this criterion: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, migrant farm workers, persons with developmental disabilities or mental retardation, persons living with HIV/AIDS, and persons with mental or emotional disturbances; or, Information on family size and income must be provided that shows that at least 51 percent of the clientele are persons whose family income does not exceed the low and moderate income limit; or

The activity must have income eligibility requirements which limit the activity exclusively to low and moderate income persons; or

The activity must be of such a nature, and be in such a location, that it may be concluded that the activity's clientele will primarily be low and moderate-income persons. An “area benefit” survey, as outlined in the CDBG program, may be required by the applicant.

The Activity must address a community issue that is related to the COVID-19 Pandemic.

- Proposals should provide a clear and concise description of the activity and how the activity prevents, prepares for and/or responds to issues created by the COVID-19 Pandemic.

- Proposals should address any public health and safety measures that are needed to comply with [Executive Order 20-12](#)
- Proposals should include a budget and a timeline for the activity.
- Proposals should include any leveraged funding from other sources in the budget.
- Proposals should provide an estimate for the number for individuals or households that will benefit from the proposed activity.

Proposal Evaluation: Proposals which do not contain all information required by this RFP or are otherwise non-responsive to the questions may be rejected immediately.

- The City reserves the right to fund projects at a level, which is less than the amount requested.
- The City reserves the right to waive irregularities or deficiencies in a proposal if the City determines that waiver is in the best interests of the City.
- The City may request supplemental written information from an applicant concerning the applicant's ability to perform the services. If an applicant fails to provide supplemental information within the time stated in the request, the City may refuse to consider the applicant's proposal.
- The City may request an interview with any applicant. If a proposal is unclear, or appears inadequate, the applicant may be given an opportunity to explain how the proposal complies with this RFQ/RFP.
- The City reserves the right to make such investigation it deems appropriate to determine whether an applicant is qualified to provide the services. If an applicant fails to cooperate with an investigation, or if an applicant provides false, misleading or incomplete information, the City may refuse to consider the applicant's proposal.
- In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City reserves the exclusive right to determine the intent, purpose and meaning of any provision in this RFP.

Applicants must be willing to comply with all applicable Federal, State and City statutes, rules, regulations and record keeping requirements governing the use of CDBG funds. The applicant selected by the City will be required to enter into a written contract requiring compliance with the RFQ/RFP and the proposal and any modifications and conditions imposed by the City including CDBG grant terms applicable to the project. This contract must be signed and executed prior to disbursement of any funds.

Questions on content please contact: Linda Reid, Department of Community Development, 541-552-2043 or linda.reid@ashland.or.us