

April 29, 2025

Dear Service Provider:

The City of Albany is accepting proposals from qualified service providers to manage and administer an Emergency Home Repair Program for qualified low-and moderate-low income residents of the City of Albany.

Proposals must include a detailed explanation of the proposer's ability to manage and administer the Emergency Home Repair Program, capability of provider having available contractors and staff to do the work required, detailed cost and/or fees charged to run the above program, and reference letters of experience. This program will be funded with Community Development Block Grant (CDBG) funds; therefore, all City and CDBG program requirements will apply.

All proposals will be evaluated using the following criteria:

- Need and Justification
- Benefit to Low-and-Moderate Income Persons
- Project Approach
- Experience and Qualifications
- Program Budget and Other Sources of Funds
- Past Performance

If you have any questions regarding this request for proposal, please contact April Mahone at (229)483-7650 or amahone@albanyga.gov.

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Sincerely,

April Mahone
Deputy Director

CONTRACT DURATION:

Beginning Date: **July 1, 2025** Ending Date: **June 30, 2026**

CONTRACT FUNDING SOURCES:

Community Development Block Grant (CDBG) Program Year: **2025 - 2026**

CDBG Dollar Amount of Contract: **\$200,000**

SCOPE OF THE PROJECT

A. PROJECT DESCRIPTION

The City of Albany is soliciting applications from organizations interested in operating an emergency home repair program in 2025/2026 targeted to low-and-moderate income residents of single-family owner-occupied housing located in the City of Albany. Funding is expected to be available under the HUD-funded Community Development Block Grant (CDBG) program.

Please refer to the attached document: *Emergency Repair Program Policies & Procedures* for additional details.

Eligible Applicants

Public or private non-profit agencies or organizations including faith-based organizations, units of local government, and Community-Housing Development Organizations.

Project Basics

Applicants may target the program to a specific community, a specific development, or to the entire City of Albany.

Organizations selected as subrecipients to operate an Emergency Home Repair Program will be expected to comply with the requirements in the *Emergency Repair Program Policies & Procedures Manual* for operating an emergency home repair program. These include, in part:

- Marketing the program.
- Conducting initial intake and eligibility determinations of applicants.
- Providing information to the City on the addresses of each household requesting assistance in order for the City to conduct an environmental review.

- Not beginning any work on a home until the City issues a notice to proceed for that home.
- Documenting the size and combined income of each household receiving assistance, including collecting income documentation.
- Documenting the eligibility of the property receiving assistance.
- Conducting an on-site inspection of each property to document the needed repairs.
- Performing initial cost estimates and work write-ups of the work to be done.
- Prioritizing the needed work when repairs are anticipated to exceed the \$15,000 threshold per household per year of assistance.
- Either completing the needed repairs and/or following the procurement requirements of 24 CFR Part 200 when needing to contract for repairs. This includes checking that contractors are not debarred or suspended from receiving federal funds and doing outreach to women, minority, and Section 3 business concerns.
- All work is to be completed in compliance with the requirements of the City of Albany Emergency Repairs Program Policies & Procedures manual and CDBG and HOME Program Written Rehabilitation Standards. Repairs correcting health and safety violations will be prioritized.
- At the time of work completion the homeowner will verify in writing that the work has been completed in a satisfactory manner and the Subrecipient will document completed work on a final inspection form.
- Maintaining all required documentation and submitting reports in a timely fashion to the City.

Eligible Homeowners

- a. Eligible program participants must occupy the home to be repaired and have no intent of discontinuing occupancy of the home in the foreseeable future.
- b. Eligible program participants must meet the Department of Housing and Urban Development (HUD) income requirements for low-and-moderate income households at the time of application.
- c. Eligible program participants must be current on property taxes for the assisted unit.
- d. Property must be owned by the program participant.
- e. The property cannot have received assistance through the Emergency Repair program within the last 10 years.
- f. If the property is located within the floodplain there must be proof of flood insurance.

Eligible Properties

- a. Existing owner-occupied, single-family, residential properties containing one dwelling unit. Mobile homes are not eligible.
- b. Property must be located in the City of Albany city limits.

- c. The assessed value of the property may not exceed 95 percent of the median purchase price of a single-family house for the City of Albany as published by HUD.

Eligible Work Items

In order for a repair to be eligible under the Emergency Repair Grant Program it must correct a failing condition noted on an inspection form that was prepared by the Subrecipient. Repairs and/or modifications may also be made to allow accessibility to accommodate a disability.

Repairs must be able to be completed within the household assistance limits of the program.

Eligible Work Items

- ◆ Repair or replacement of HVAC systems
- ◆ Roof repair or replacement
- ◆ ADA accessibility (ramps, handrails, etc.)

Rehabilitation does not include:

- Installation of luxury items, such as a swimming pool;
- Costs of equipment, furnishings, or other personal property not an integral structural fixture, such as: a window air conditioner; or a washer or dryer;
- Labor costs for homeowners to rehabilitate their own property.

Type Of Assistance

Assistance will be offered in the form of an annual grant of up to \$15,000 per household. Households may only be served one time every seven years.

Rehabilitation Standards

The work being undertaken must comply with the standards set forth in the *City of Albany, Department of Community & Economic Development (DCED) Written Rehab Standards* that are intended to assure that improved housing is livable, healthful, safe, and physically sound. The housing must also meet handicapped accessibility requirements, where applicable.

Property Standards

- a. The property must meet all applicable requirements of the Lead Safe Housing Rule 24 CFR 35.
- b. Any rehabilitation work must be done in compliance with the City of Albany Department of Community & Economic Development (DCED) Written Rehabilitation Standards and per State/Local Codes.

Federal Labor Standards

These HUD requirements apply to rehabilitation projects with 8 or more CDBG-assisted units and apply to the entire project, not just the portion funded by City CDBG funds. If a grant contract is awarded and Davis-Bacon will be triggered, labor standards requirements will be described in detail in the contract with the City. Additional information also can be obtained in the HUD *Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects* at http://portal.hud.gov/hudportal/HUD?src=/program_offices/labor_relations.

B. OBJECTIVES

To promote the rehabilitation of existing owner-occupied housing as a means to maintain affordable housing for the residents of the City of Albany through housing repairs as identified as a priority in the City of Albany's 2021 – 2025 Consolidated Plan.

C. NEEDS/EXPECTATIONS

1. Projects must assist low-and-moderate-income persons per HUD income guidelines located within the City of Albany city limits.
2. It is expected that projects will meet documented community needs. This includes needs identified in the *City of Albany Consolidated Plan 2021-2025*.
3. Projects must be shovel-ready, meaning that rehabilitation work will begin in the year in which the contract is awarded.
4. Projects must be delivered in a cost effective manner with measurable performance outcomes.
5. It is expected that all or a portion of funds will be targeted to areas of greatest need.
6. Have the capacity to complete approximately 10-15 Emergency Repair projects within a year.

D. CURRENT OPERATIONS

The City of Albany is currently operating this program in-house but seeks a capable and qualified agency to administer this program on its behalf.

E. MAXIMUM FUNDING

The amount of funding available for this project is \$200,000 of CDBG funds. The City reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the City may negotiate a contract with the next highest scoring proposer.

III. APPLICATION

Proposal Organization and Format – **Required Form**

Proposals should be submitted using the *City of Albany Application for 2025 CDBG Emergency Home Repair Program*. This application requires that **resumes** of key staff be attached to the application.

IV. EVALUATION CRITERIA

Scoring of proposals will be as follows:

Criteria Percent

- Need and Justification - 20%
- Benefit to Low-and-Moderate Income Persons - 5%
- Project Approach - 30%
- Experience and Qualifications - 15%
- Program Budget and Other Sources of Funds - 20%
- Past Performance - 10%

(If previously funded, ability to meet timelines and goals in a reasonable fashion and compliance with prior contracts will be evaluated.)

TOTAL 100%

Need and Justification (20 points maximum)

The project need and justification adequately describes the problem that is being addressed by the proposed project. Statements are substantiated and related to the needs and the priorities in the 2021-2025 Consolidated Plan. Provides a description of how funds may be targeted to areas of greatest need.

Benefit to Low-and-Moderate Income Persons (5 points maximum)

The application describes the population to be served. Additional points will be given to projects located in census tracts where 51% of the population are considered low-and-moderate income.

Project Approach (30 points maximum)

The application provides:

- A detailed description of the scope of work that will be undertaken and a description of how the work will address the identified problems.
- A description of any partnerships that have been or will be formed to ensure the success of the project.

- Plans for notice and the relocation process for homeowners, if needed.
- A work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion.
- Describe how the program will be marketed.

Experience and Qualifications (15 points maximum)

The application describes the experience of the organization related to rehabilitation work, performing income documentation for income eligibility, and the experience and qualifications of key staff to be assigned to the project. There appears to be adequate and qualified board and management oversight. Include resumes of chief administrative, chief fiscal officers and key staff to be assigned to the project.

Budget (15 points maximum)

The application clearly explains and justifies each proposed budget line item and why CDBG funding is required to make the project viable. The budget is realistic. An explanation is to be included on the basis for the cost estimates for the project.

Other Sources of Funds (5 points maximum)

The application describes the sources and amounts of any other non-CDBG funding that will be used for the project.

Past Performance (10 points maximum)

If the organization, developer or contractor has been previously funded to administer a program for the City of Albany, a review of past expenditures and performance shows that the organization has been able to meet timelines and goals in a reasonable fashion, i.e., no unexpended dollars from prior years. Compliance with the contract will include, but not be limited to, submission of reports and adherence to scope of services. There also should be no defaults, non-compliance with contract terms, repeated violations, unsatisfactory performance of work on projects, or contract termination. (Worth up to 10 points with maximum points being awarded to new projects.)

V. SPECIAL CONTRACT TERMS AND CONDITIONS

Procurement

1. Contractors of City CDBG funding will comply with the procurement standards under 24 CFR Part 200 for Uniform Administrative Requirements.

2. The Contractor is the responsible authority, without recourse to HUD or the City regarding the settlement of all contractual and administrative issues arising out of the procurement entered in support of the award or other agreement.
3. The Contractor shall conduct all procurement in a manner to provide to the maximum extent practicable, open and free competition.
4. General requirements for procurement include, but are not limited to:
 - a. Contractors must maintain records to detail the significant history of procurement. These records include, but are not limited to: files on the rationale for selecting the method of procurement used, selection of the contract type, the contractor selection/rejection process, and the basis for the cost or price of a contract.
 - b. Pre-qualified lists of vendors/contractors, if used, must be current, developed through open solicitation, include adequate numbers of qualified sources, and must allow entry of other firms to qualify at any time.
 - c. Contractors must ensure that awards are not made to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in the Federal assistance programs under Executive Order 12549.
 - d. There must be written selection procedures for procurement transactions.
 - e. Contractors must not use *cost plus a percentage of cost* pricing for contracts. In addition, Contractors should use *time and material* type contracts only after a determination is made that no other contract type is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
 - g. Contractors must have protest procedures in place to handle and resolve disputes relating to their procurement and in all instances report such disputes to the City in writing.
 - h. There must be a documented system of contract administration for determining the consistency of contractor performance.
 - i. Contractors must have a written code of conduct governing employees, officers, or agents engaged in the award or administration of contracts.

Excluded Parties List System (EPLS)

No contracts may be awarded to any party that is debarred or suspended or is otherwise excluded from participation on federal assistance programs.

Federal Labor Standards

Federal Labor Standards requirements apply to most public facility and improvement

construction and rehabilitation projects. They are triggered at a minimum cost of \$2,000 and apply to the entire project, not just the portion funded by City CDBG. If a Contract is awarded, labor standards requirements will be described in detail in the contract with the City. Additional information also can be obtained in the HUD Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects at http://portal.hud.gov/hudportal/HUD?src=/program_offices/labor_relations.

Lobbying Certification

Prior to entering into an agreement to provide services, the contractor will be required to sign a certification attesting to the following:

1. No federally appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The contractor shall require that the language of this CERTIFICATION be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places,

available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, familial status and disability.

3. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order 11246 of Sept. 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967 and with the rules, regulations, and relevant orders of the Secretary of Labor.

5. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965 as amended, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the contracting agency, City of Albany, HUD, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

6. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, the contract may be cancelled, terminated, or suspended in whole or in part and the contract may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965 as amended, and such other sanctions may be imposed or remedies invoked as provided in Executive Order No. 11246 of September 24, 1965 as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7. The contractor will include the provisions of paragraphs 1 through 7 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965 as amended, so that such provisions will be binding upon each subcontract or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency and/or City of Albany may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Section 3

Rehabilitation is considered a covered project for the purposes of Section 3. As such, a Section 3 Project Implementation Plan will be required by the Subrecipient and Statements of Commitment will be required by each Prime Contractor and any subcontractors.

Section 3 is triggered when the normal completion of construction and rehabilitation projects creates the need for new employment, contracting, or training opportunities. HUD considers recipients of covered funding to be in compliance with Section 3 if they meet the numerical goals set forth at 24 CFR Part 135.30. Specifically:

- a. 30 percent of the aggregate number of new hires shall be Section 3 residents;
- b. 10 percent of the total dollar amount of all covered construction contracts shall be awarded to Section 3 business concerns; and
- c. 3 percent of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.

All Section 3 covered contracts (contracts to direct recipients in excess of \$200,000, for Section 3 covered projects, and subcontracts excess of \$100,000) shall include the following clause (referred to as the Section 3 clause) in all bid documents, contracts, and subcontracts:

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Georgia Security & Immigration Compliance Act

During the performance of this contract, the contractor agrees as follows: The Contractor/Subcontractor will provide certification that they are in compliance with the Georgia Security and Compliance Act, certifying that the provisions of GA Law, O.C.G.A 13-10-91, SB 160, per the Georgia Department of Labor if applicable, have been complied with in full.

The Contractor and subcontractors shall complete and submit a copy of the applicable form with this Proposal. The forms to choose from are as follows:

- Corporation Affidavit of Compliance Pursuant to O.C.G.A 13-10-91 (3 pages)
- Business owned by Individual (s) Affidavit Pursuant to O.C.G.A 13-10-91 (2 pages)

VI. Contact Information

Please check the website routinely to receive any updates or changes to this RFP. For clarifications or questions concerning this application your contact is listed below. Responses to questions submitted will be posted to the website.

Contact: April Mahone

E-Mail: amahone@albanyga.gov

VII. Timeline

May 15, 2025

1:30 p.m.
Application Workshop
Microbusiness Enterprise Center
1st Floor Conference Room
230 S. Jackson Street
Albany, GA 31701

May 26, 2025

4:00 p.m.
Applications due from vendors

June 3 - 5, 2025

Application Review Team
Microbusiness Enterprise Center
3rd Floor Conference Room
230 S. Jackson Street, Suite 315
Albany, Georgia 31701

June 17, 2025

City's Review Team to make Recommendation to the City of Albany Mayor and Board of Commissioners

June 24, 2025

Final Approval by the City of Albany Mayor and Board of Commissioners

Your completed proposal should include the following:

- 1) **An electronic copy of the application and supporting materials submitted to:**
amahone@albanyga.gov .
- 2) **Additional information requested in Section III above.**

Proposals are due no later than May 26, 2025 at 4 p.m.

COMPLETENESS CHECKLIST AND

TABLE OF CONTENTS

This completeness checklist is provided to help ensure that your application is complete and includes all the required elements. Place an "X" in the space provided once a particular piece of information is included and a section is complete.

SECTION PAGES

- ___ 1. **COVER PAGE**
- ___ 2. **EXECUTIVE SUMMARY**
- ___ 3. **NEED AND JUSTIFICATION**
- ___ 4. **BENEFIT TO LOW- TO MODERATE-INCOME PERSONS**
- ___ 5. **PROJECT APPROACH**
- ___ 6. **ORGANIZATION EXPERIENCE AND QUALIFICATION**
- ___ 7. **BUDGET**
- ___ 8. **PROGRAM IMPLEMENTATION**

ATTACHMENT CHECKLIST

Please complete and submit this checklist with a copy of the following documents (#1 through #8), if applicable. Please label the documents using the document name and numerical order below. Please place all attachments at the end of the application. On the checklist, indicate by an "X" if the document is attached.

___ 1. Internal Revenue Service letter granting tax exempt nonprofit status 501(c)(3).

___ 2. Board of Directors' listing including names, titles, terms of office (if any), and addresses of all members.

___ 3. Organizational chart or organizational structure.

___ 4. Organization's total fiscal budget (current year) and most recent audit (no older than two (2) years). Form 990 or Form 990 EZ, as applicable. (Agencies that do not have a current audit will be required to submit a certified financial statement; agencies which are funded will be required to have an audit covering the assisted period.)

___ 5. Resumes of chief administrative , chief fiscal officers, and key staff who will work on the proposed project (if known). If unknown, provide a job description.

___ 6. Two (2) letters of community support (from other organizations, former or current clients, elected officials, etc.).

___ 7. Documentation of corporate "good standing" status from state in which corporation is chartered.

NOTE: Organizations whose projects are approved for funding will be required to enter into an agreement with The City of Albany for implementation of the funded activity. This contract will contain provisions that will require compliance with all federal, state, and local laws and regulations. Upon execution of the contract and depending upon the type of activity, the organization may be required to submit other documents and information including, but not limited to sample agency or organization timesheet and proof of insurance coverage.

All grant monies are disbursed on a reimbursement basis only. The agency must first incur and pay expenses for the program for which it has been funded and submit a request for reimbursement for allowable expenses. The request must be accompanied by proof that the payment has been made. Compliance with all federal regulations and local policies is required in order to access funds. The reimbursement will be dependent upon agencies' compliance and reporting.

AUTHORIZED OFFICIAL CERTIFICATION/SIGNATURE

- (1) The information and statements contained in this Application and any of its attachments are true and correct;
- (2) Any information and/or documentation submitted in connection with this Application may be subject to public disclosure;
- (3) Neither the organization nor any of its principals is presently debarred, suspended, proposed for debarment or suspension, declared ineligible or excluded from participation in the CDBG Program or any Federal department or agency;
- (4) No member, employee, officer, agent, consultant or official of the Applicant or ownership entity, nor any member of their immediate family, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any award of CDBG funds made pursuant to this Application;
- (5) Any changes in the facts and information supplied in this application or in any of its attachments may result in denial or withdrawal of any CDBG funding awarded.
- (6) There are no actual, apparent or potential conflicts of interest with the Applicant that are present or could develop with respect to the scope of services and/or potential projects that may be undertaken.
- (7) Submittal of the application is made without connection with any persons, company or party making another submittal, and that it is in all respects fair and in good faith without collusion or fraud.
- (8) Applicant has not filed for bankruptcy in the past five (5) years.
- (9) The Applicant's principal staff (Executive Director, etc.) have not been convicted of or indicted for a felony or fraud.
- (10) The applicant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the applicant to solicit or secure an award under this application and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the applicant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from an award. Executed this _____ day of _____, 20____

By _____
Name of applying organization

By _____
Signature of authorized official

Section 1 – Cover Page

THE CITY OF ALBANY - Community Development Block Grant (CDBG)

Project Title: **Emergency Home Repair Program**

Amount of **CDBG** Funds Requested: \$_____

Amount of Total Project Budget: \$ _____

Applicant Information:

Legal name of Applicant/Organization:

Type of Organization: Nonprofit ____ Government ____

State of Incorporation: State Corporation No:

Mailing Address: _____

Contact Person: _____ Telephone: _____

Title: _____ Fax: _____

Email: _____

Certification:

*"I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided in this application is true."
I verify that the information I have provided in this application is correct and complete. If funded, I will abide by all relevant policies and procedures of the Department of Community and Economic Development and procedures of the CDBG Public Service Grant Program. Any marketing or advertisements of this program will acknowledge funding from "The U.S. Department of Housing and Urban Development and The City of Albany, Department of Community and Economic Development."*

Signature of Authorized Representative

Date

Print Name

Title

Federal I.D. Number

DUNS Number

Executive Summary

Provide a Brief Summary of your project. Describe: WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will do it, and WHAT you will fund with CDBG funds.

Section 2 – Need and Justification

What is the problem that is being addressed by the proposed project? Statements are substantiated and related to the needs and the priorities in the 2021-2025 Consolidated Plan.

How did you determine that this need(s) exists, and how will your project address this need?

Section 3 - Benefit to Low- to Moderate-Income Persons

3a. Location of Projects

1. Please provide your target area (s). (If there is no specific area please state City Wide)
2. If there will be a target area, please describe the primary service area(s) for this project; that is, the geographic area from which the homes will be located (e.g. by streets, neighborhoods, communities, or census tracts).

3b. Beneficiaries:

1. Please describe your target population. (e.g. elderly, households with children)
2. Estimate the total number of low- to moderate- income households that will benefit from this program.
3. What is the estimated number of minority people/households to be served by this project.

Section 4 – Project Approach

- 4a. Provide detailed description of the scope of work that will be undertaken and a description of how the work will address the identified problems.
- 4b. Provide a description of any partnerships that have been or will be formed to ensure the success of the project.
- 4c. Provide a work plan for how the project/program will be organized, implemented, operated, and administered.
- 4d. Provide a timeline and milestones from initiation to completion.

Section 5 – Organization Experience and Qualifications

NOTE: New groups are encouraged to enter into partnerships with more experienced groups and/or obtain qualified consultants to help implement the project.

5a. Organizational Background:

- 1. List the date your organization was incorporated: _____ and the date operations began: _____.
- 2. Number of paid staff in your organization: Full-time: _____ Part-time: _____
- 3. Number of paid staff currently with your organization who will work on the project:
- 4. Number of new staff who will be hired to work on the project, if funded:
Full-time: _____ Part-time: _____

5. Will a consultant or contract staff be hired to help implement the program:
Yes _____ No _____

6. What is the amount of your current annual operating budget? \$_____
- List your major source(s) of funding and the period of approved funding.

Source	Funding amount

7. Do you currently receive, or are you applying for, funding through other City or County? Agencies?

If yes provide information on the activity funded, funding amount received, the City/County's contact person, and the department/agency:

5b. Organization Mission and Activities:

1. Describe your organization's mission and how your proposed project fits in with your organization's mission and current activities:
2. Describe your organization's most recent key accomplishments:
3. Please describe your experience in administering housing activities.

- 5c. Will you enter into a partnership with any other organization(s) to undertake this project? Yes _____ No _____ (If yes, please list the organization(s) and its contribution(s). If no, explain why not:

- 5d. Is the proposed project coordinated with or a part of any ongoing housing or community development program? Yes _____ No _____. If yes, explain:

5e. Describe how the services of the project will be coordinated with other services in the community:

5f. Key Staff and Resumes:

1. Name the key people responsible for carrying out this project and provide their telephone numbers:

Name	Title	Telephone #

2. For each of the staff people listed above, provide the following information:

Name	Years with Organization	Job Responsibilities Relevant to Proposed Project	Percentage of Time to be Devoted to Project

Section 6 - Program Budget and Other Sources of Funds

Budget:

- a. Project Delivery Costs – Up to 20% of each project, but not more than \$1,000 per unit. (cost to prepare work write-up, conduct inspections, client intake, review of applications, etc.) Be specific.
- b. Construction Hard Costs - # of units and average cost per unit

Section 7 - Program Implementation

Timing: Any CDBG funds awarded should be fully expended within a 12- month period from the date of the contract signing. Please show below how activities will be undertaken and funds spent to meet this time frame requirement:

Subrecipients must adequately demonstrate the ability to manage the Minor Home Repair Grant Program and provide the eligible repair services to qualifying homeowners. This includes establishing timely repair schedules, providing quality services/products, cost effectiveness, meeting reporting requirements, and managing high volume caseload demand.

The Subrecipient will be responsible for managing, implementing and undertaking the inspection and repair functions of the Minor Home Repair and Grant Program for the City of Dallas. The Subrecipient will administer all tasks listed in Table 1 in connection with the Program in compliance with all applicable Federal, state, and local rules and regulations governing these funds, and in a manner satisfactory to the City. Successful proposers must be able to perform the following services for the Minor Home Repair Grant Program:

1. Conduct marketing and outreach: The Subrecipient will conduct sufficient advertisement of the Minor Home Repair Grant Program and other forms of outreach to ensure that enough eligible applicants participate in the program to fully expend awarded funds. Subrecipients will be limited to no more than two percent of the grant funds awarded for marketing and outreach purposes.
2. Conduct an initial household interview and inspection: Upon approval by the City of applicant's eligibility to participate in the Program, the City will determine, based on the location and type of repair(s) indicated by the applicant, the Subrecipient that will be assigned the project. The selected Subrecipient will be provided with an authorization to commence the inspection process. The Subrecipient will be responsible for contacting the applicant and scheduling an initial inspection of the property. The Subrecipient will be responsible for conducting the initial inspection and photo-documenting the needed repairs from the eligible repairs list (see Table 2).
3. Develop Scope of Work (work write-ups): For each eligible unit to be assisted, the Subrecipient will complete a detailed work write-up of the repairs to be performed from the eligible repair list (Table 2). The scope of work shall contain information regarding materials to be used ensuring that the Subrecipient's and the City's rehabilitation standards are being met. The write-up will be signed and dated by the homeowner and submitted with photo documentation of needed repairs to the City, for review and approval.
4. Develop Cost Estimate: The Subrecipient shall prepare an accurate internal cost estimate for each repair item and submit to the City with the owner approval of the scope of work. Approval by the City shall be required in order for the Subrecipient to commence the repairs.
6. Prepare Construction Contracts: Subrecipients will be responsible for preparing a construction contract with the applicant based on the Subrecipient's standard agreement. Subrecipient contracts must include, at minimum, the following elements:
 - a. Scope of work that includes eligible repairs

- b. 1-year warranty on work performed
- c. Right of entry to perform work for Subrecipient and any subcontractors
- d. Acknowledgment of receipt of EPA Booklets (Protect Your Family from Lead in Your Home" and "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools"
- e. Client Satisfaction Survey for work performed

7. Complete Repairs: Subrecipient will be responsible for performing the repairs listed in the City approved Scope of Work. The Subrecipient will be responsible for obtaining all permits and inspections required by the Building Inspection Department to complete the repairs. Upon completion of the repairs, the Subrecipient shall provide the applicant with applicable material warranties in addition to 1-year warranty for all work performed.

8. Submit Payment Requests: The Subrecipient will be responsible for submitting invoices for projects that have been fully completed. The invoice will be supported with the Subrecipient's dollar for dollar match of funds and the applicant's acceptance of all work completed. In addition, the owner's acceptance of work, building permits and building inspector approvals, lien releases, photo evidence of completed work, and any other documentation that supports the work completed must be submitted with the payment request. Upon submittal of the invoice, the City will schedule random inspections with City inspectors. Upon approval/sign-off on the randomly chosen repairs, payment will be issued to organization. If our inspectors determine that work has been improperly done (i.e. Improper installation, work not done to code, etc.), Subrecipient will have to correct work prior to receiving payment.

9. Maintenance of case files: The Subrecipient will be responsible for maintaining records of all projects completed. Records should include all project documentation, including but not limited to work write-ups, the agreement between the property owner and Subrecipient, permit documentation, inspection reports, change orders, documentation supporting match requirements being met, and approved invoices for payment (with owner sign-off).

10. Monthly Reports: The Subrecipient will submit monthly reports to the City describing the number of projects completed, the number of projects under repair, and those that are in the pre-repair status as well as project expenditure data. In addition, the subrecipient will provide the City with information as to any obstacles encountered preventing them from meeting their established goal. The City may provide a form that can be used to provide the information noted above.