

Chapter 13 Community Capacity/Technical Assistance

Community Development Block Grant (CDBG) 1 percent funds will be used to make grants for the development of local capacity and to provide technical assistance to units of general local government and nonprofits (IRS documentation of 501c(3) or c (4) status) and to fund state administration of the program.

Maximum Grant

The maximum grant cannot exceed the state's annual allocation for this category.

Project Eligibility

All funds will be used for projects that comply with HUD Community Planning and Development Notice CPD 99-09. The state has used and will continue to use un-obligated prior year One-Percent (1%) funds for local capacity development and technical assistance projects in accordance with the requirements of CPD 99-09.

Beginning in Fiscal Year (FY) 2004, states may spend up to \$100,000 + 3 percent of their annual HUD allocation on state administrative costs and spend \$0 on Technical Assistance, or they could spend up to 3 percent of the annual allocation on technical assistance and \$0 on state administration costs beyond the \$100,000 automatic allowance. The department will reserve the right to use all flexibility provided by the program and to focus the funding on priority training for the state's program.

Eligible Activities

Eligible activities for these funds include:

- Giving workshops on applying for and implementing CDBG programs;
 - Writing technical assistance handbooks or developing assistance in other media;
 - Compiling infrastructure needs of the non-entitlement jurisdictions;
 - The purchase of appropriate materials and equipment including computers and software for units of general local government to aid in developing and sustaining increased capacity;
 - Funding attendance by units of general local government and nonprofit personnel at workshops and academic courses that will enable the attendees to improve their capacity to implement a CDBG project;
- In general, the department will strive to equitably fund each workshop using the following:
- \$3,000 for each full day
 - The workshop sponsor can demonstrate the topics/content will improve local capacity to implement a CDBG project.
- State staff time provided for technical assistance sessions to assist potential applicants for state CDBG funds learning the application process;
 - Training of state staff to provide technical assistance on specific aspects of the CDBG program;
 - Assistance to further fair housing;
 - Plan and implement community revitalization strategies;
 - Development and implementation of a community development certified practitioner certification program; and
 - State administration.

Ineligible Activities

Ineligible activities include:

- Local administration expenses not related to community development; and
- Any activity that cannot be documented as meeting a technical assistance need.

- CDBG 1 percent funds cannot be used to fund any activity that is otherwise already eligible for funding under this MOD.

Matching Funds Requirement

There is no minimum match requirement. Any matching funds necessary to complete the proposed CDBG project, must be in the form of cash or debt service. All project funds necessary to complete the proposed project must be available and committed at the time the application is received by the department. Refer to the “Readiness to Proceed” definition in Chapter 5 for more details.

Financial Review

No financial review is conducted for these projects.

Applications Accepted

Applications are accepted year-round. Contact a regional development officer for assistance and more information.

Step 1–(Initial Contact/Project Concept)

The project proponent must contact the department prior to submitting an application. One of Business Oregon’s CDBG program and policy coordinators (PPC) will be assigned to work with the project proponent to develop and review the proposed concept. The potential applicant must submit a written proposal explaining the need and the technical assistance to be provided. This proposal must identify how the funds will be used, a scope of work, the deliverables, a detailed budget, time lines for completion etc. The Project Notification and Intake Form can be used for this purpose, but is not required.

Step 2–(Review)

The CDBG program and policy coordinators will review the information from the proponent to ensure it meets the following eligibility requirements:

- The project is eligible under CPD 99-09 and this MOD;
- The costs are eligible under the CDBG program;
- The applicant is unable to finance the activity on its own;
- Other sources of funds are not available to carryout the activity; and
- The project is ready to proceed.

Step 3–(Processing)

Concepts will be reviewed the PPC for completeness and preparation of the initial staff recommendation. The initial staff recommendation will be reviewed by the program services manager and the CDBG program and policy coordinator for development of a funding recommendation.

Step 4–(Decision)

The funding recommendation will be forwarded to the assistant director for review and approval.

The department reserves the right to not fund any proposal that it deems not eligible, properly developed, or not ready to proceed. All funding decisions made by the department’s assistant director and/or if applicable, department director are final.

Step 5–(Notification)

The department shall notify project proponents, in writing, of their funding status approximately 60 days after receipt of a compete concept for funding.