



# COMMUNITY DEVELOPMENT COMMISSION AGENDA

**Monday, June 17, 2024  
12:00 p.m.**

This meeting includes in-person and virtual participation.  
Santiam Room

333 Broadalbin Street SW

Or join the meeting here:

<https://council.albanyoregon.gov/groups/cdc/zoom>

Phone: 1 (253) 215-8782 (Long distance charges may apply)

Meeting ID: 894 5923 3401; Passcode: 498781

Please help us get Albany's work done.

Be respectful and refer to the rules of conduct posted by the main door to the Chambers and on the website.

1. Call to Order (Chair)
2. Roll Call (Staff)
3. Approval of May 21, 2024, minutes [Pages 2-3] (Chair)
4. Scheduled Business (Staff)
  - 2024 CDBG Funding Allocation
  - Review of 2024 Application Process [Pages 4-23]
  - Review of CDBG Eligible Activities [Pages 24-44]
5. Business from the Public (Chair)
 

*Persons wanting to provide comments may:*

  1. *Email written comments to [cdaa@albanyoregon.gov](mailto:cdaa@albanyoregon.gov), including your name, before **noon on the day of the meeting.***
  2. *To comment virtually during the meeting, register by emailing [cdaa@albanyoregon.gov](mailto:cdaa@albanyoregon.gov), before **noon on the day of the meeting**, with your name. The chair will call upon those who have registered to speak.*
  3. *Appear in person at the meeting and register to speak.*
6. Business from the Commission (Chair)
7. Next Meeting Date: Monday, August 19, 2024, at 12:00 p.m. in Santiam Room
8. Adjournment

*This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48-hours in advance of the meeting at: [cdaa@albanyoregon.gov](mailto:cdaa@albanyoregon.gov) or call 541-917-7550.*

*Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the City's website.*

[albanyoregon.gov/cd](http://albanyoregon.gov/cd)





## COMMUNITY DEVELOPMENT COMMISSION

### MINUTES

May 21, 2024

6:00 p.m.

Hybrid – Council Chambers

DRAFT

#### Call to Order

Chair Courtney Stubbs called the meeting to order at 6:00 p.m.

#### Roll Call

Members present: Jim Cole, Larry Timm, Bessie Johnson, Emma Deane, Ron Green, Courtney Stubbs, John Robledo, Skylar Bailey, Robyn Davis

Members absent: Alex Johnson II (excused)

#### Approval of Minutes:

6:00 p.m.

**Motion:** Commissioner Skylar Bailey moved to approve the March 18, 2024 minutes as presented. Commissioner Cole seconded the motion. The motion passed 9-0.

#### Scheduled Business:

6:02 p.m.

- 2024 Annual Action Plan and Allocation

Beth Frelander, Planner II was pleased to announce that Albany got more than anticipated for CBDG allocations. It was up to the Commission to decide how to allocate those additional funds. Frelander offered three options.

Commissioner Bailey liked the option of splitting it between Boys & Girls Club, COAT, and Jackson Youth Services. The other Commissioners supported that option as well.

**Motion:** Commissioner Bailey moved to approve splitting the additional allocation nearly equally between Boys & Girls Club, COAT and Jackson Street Youth Services by adding \$800 to Boys and Girls Club and COAT's original allocation of \$10,000 and an additional \$760 to Jackson Street Youth Services' original allocation of \$26,000. Commissioner Cole seconded the motion, which passed 9-0.

Frelander then listed the options for the non-public service allocation. As CARDV already is fully funded for their request. She proposed either allocating all of it to Family Connections, or all of it to DevNW or split between the two. Commissioner Green suggested allocating all of it to Family Connections.

Commissioner Timm moved to approve allocating the additional non public service funds totaling \$9,143 to Family Connections. There was no second offered to the motion. The motion was incomplete.

Frelander concluded by asking for any questions or concerns regarding the Action Plan Draft. Funds can go out beginning July 2024 as long as everything is in place. That is the goal. Contracts are for a 12-month period from signing of the contract.

In response to a question from Commissioner Davis regarding any updates on land use control and excise tax revision recommendations made by the commission Frelander responded that land use control and revenue strategies are being researched currently, some of which are not exclusive to affordable housing. One such strategy is scaling fees to house or lot size. Another policy being explored is revising the tax abatement program for affordable housing and adopting the construction excise tax. They are doing research on those policies right now.

Commissioner Davis asked about whether there is a document online explaining the fees and tax structures for developers or any looking at adding ADU. Frelander believed there is a fee schedule for each type of project available on the City website.

Commissioner Cole then noted a potential typo where you list where the five-year time was 2013 to 2027 in the executive summaries, also where it lists where you allocated funds for affordable housing and had CARDV listed. Commissioner Cole inquired how the CARDV funds help with affordable housing. Frelander explained about the housing pipeline, and performance outcome associated with that project. Cole suggested additional context to make it clear would be good for the public reading. There was also a question regarding carry forward funding. Frelander noted that if the contract goes beyond June 30 in the following year, they can carry it forward until the funding is used or the contract ends. Because those funds have already been allocated through prior action plans, they were not included in the 2024 Action Plan.

Commissioner Bailey asked about the funds available for affordable housing but no applications. Frelander noted there are few options for using CBDG funds. Commissioner Cole asked what are some limits to the CBDG for affordable housing. Frelander responded they can't use grants for any part of new construction. They do try use CDBG funds to support affordable housing when possible, such as through property acquisition and are pursuing potential options for supporting affordable housing outside of CBDG like the construction excise tax and city surplus land policies or other grants.

Commissioner Green asked if there are guidelines distinguishing between the new construction and rehabilitation as to when CBDG funds can be used. Frelander was uncertain whether the conversion of nonresidential buildings into housing would be rehabilitation or new construction but there are some guidelines.

Business from the Public

**6:24 p.m.**

None.

Business from the Commission

**6:25 p.m.**

Commissioner Johnson asked when do they start for next year. Frelander answered that looking forward they will be coming back to the impediments to fair housing choice, and what data and information they want for next year. Frelander also recommended taking time to go over the application and the process for any changes they want to make while the process is still fresh in their minds. Revisions could potentially include a cap on how much funding applicants can apply for.

Commissioner Cole asked if there is a concise description of what the HUD requirements are for these funds? Frelander answered the top layer requirement is it has to go for suitable housing, creating economic opportunities for low to moderate incomes, next the actual activities eligible and costs. Then further what does rehab mean versus new construction. She added that the Commission can go over more detail at future meetings on how these funds can be spent.

Next Meeting Date

The next meeting is scheduled for June 17, 2024, at noon.

Adjournment

Chair Stubbs adjourned the meeting at 6:28 p.m.

Respectfully submitted,

Reviewed by,

Susan Muniz  
Recorder

Beth Frelander  
Planner II

*\*Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing [cdaa@albanyoregon.gov](mailto:cdaa@albanyoregon.gov).*



City of Albany, Oregon  
COMMUNITY DEVELOPMENT DEPARTMENT

333 Broadalbin Street SW, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

REQUEST FOR APPLICATIONS  
for  
**Community Development  
Block Grant Activities**

To include in the 2024 Action Plan  
(July 1, 2024-June 30, 2025)

**Issue Date:** November 14, 2023

**Due Date:** January 9, 2024, 5:00 p.m.

**Comprehensive Planning Manager** ..... Anne Catlin  
**CDBG Planning Staff** ..... Beth Frelander  
**Purchasing Coordinator** ..... Diane M. Murzynski, CPPO, CPPB

**For more information regarding this Request for Applications,  
contact Beth Frelander 541-791-0209; [beth.frelander@albanyoregon.gov](mailto:beth.frelander@albanyoregon.gov).**



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## APPLICATION MATERIALS (Separate Documents)

### APPLICANT SUBMITTAL CHECKLIST

#### EXHIBIT A - APPLICATION

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EXHIBIT A1 - ACQUISITION, DEVELOPMENT, FACILITY PROJECTS SUPPLEMENT (if applicable)

EXHIBIT B - CDBG RELATED CERTIFICATIONS

EXHIBIT C - DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITIES

EXHIBIT D - CERTIFICATION OF INSURANCE REQUIREMENTS

EXHIBIT E - RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION





## Request for Applications (RFA): Community Development Block Grant Activities

**Applications Due by 5:00 p.m. Tuesday, January 9, 2024**

333 Broadalbin Street SW, Albany, Oregon 97321-0144 | BUILDING 541-917-7553 | PLANNING 541-917-7550

### APPLICATION SUBMISSION REQUIREMENTS

#### Conditions of Submittal:

By the act of submitting a response to this RFA, the Applicant certifies that:

1. The Applicant and each person signing on behalf of any Applicant certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the City of Albany, has a direct or indirect financial interest in the Application, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Applicant's response to this solicitation.
2. The Applicant has examined all parts of the Application, including all Federal program requirements and City requirements and contract terms and conditions thereof, provided in Attachment A, *Sample Contract*.
3. The Applicant must submit the Applicant Submittal Checklist, all application materials, required attachments and exhibits.

#### Other Information:

- If you submit more than one proposal, please indicate your order of priority.

Application and attachments must be received by the City of Albany Community Development Department **no later than 5:00 p.m. Tuesday, January 9, 2024.**

- **Email an electronic copy of** the application narrative and budget as one document and any applicable required attachments as separate documents or combined in one document to [cdbg@albanyoregon.gov](mailto:cdbg@albanyoregon.gov) by the deadline specified above in a non-write protected Adobe.pdf or in MS Word format.

Applications submitted after the designated closing time or to any other location will be determined nonresponsive and will not be accepted. Applicant is solely responsible for delivery of the Application to the correct location by the correct time.

An Applicant's request for modification of an Application, or withdrawal of an Application received after closing date and time is late. The City shall not consider late Applications, late requests for modifications, or late withdrawals.





## SECTION 1 – APPLICATION SCHEDULE, PROCESS AND OTHER INFORMATION

### 1.1 Request for Applications (RFA)

The City of Albany (“City”) is requesting applications for activities to be funded with Community Development Block Grant (CDBG) funds available July 1, 2024. Funds are authorized under the Housing and Community Development Act of 1974, as amended, and are received from the U.S. Department of Housing and Urban Development (HUD).

The Request for Applications can be downloaded from the City of Albany website at <http://www.cityofalbany.net/cdbg>, or a printed copy can be obtained at Albany City Hall, Community Development Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7560, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

The City will post any and all addenda on the City website. Prospective Applicants are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFA contact Beth Frelander at 541-791-0209, [cdbg@cityofalbany.net](mailto:cdbg@cityofalbany.net).

*The City will translate this document into another language as requested. Please contact Beth Frelander at [cdbg@cityofalbany.net](mailto:cdbg@cityofalbany.net) to request translation. Por favor, contacta a Beth, [cdbg@cityofalbany.net](mailto:cdbg@cityofalbany.net) para solicitar la traducción de este documento.*

### 1.2 RFA Schedule

The following schedule applies to the funding proposal process for preparing the 2024 Action Plan. The timeline below may be changed if it is in the City’s best interest to do so.

RFA Available to Public	November 14, 2024
<b>REQUIRED</b> Pre-Application Meeting	November 28 and December 7, 2023
Proposals Due:	January 9, 2024, 5:00 p.m.
Staff Evaluates Proposals	January 10, 2024
Presentations to CDC	January 22 or February 5, 2024, both at noon
CDC application evaluation	February and March 2024
Notice of Intent to Award	April 1, 2024
CDC Hearing on draft Plan	April 15, 2024, 12:00 p.m.
Albany City Council Public Hearing	April 24, 2024, 6:00 p.m.
Contract Award and Execution	July 1, 2024*

\*Subject to appropriation of funds by Congress and City contract received by HUD and agency submitting required insurance documentation, etc.

### 1.3 Application Process

The following process will be used in the City’s review and selection of application proposals for award of 2024 CDBG funding and any carryover funding for inclusion in the 2024 Action Plan.

- a. **REQUIRED** (Virtual) Pre-Application Meeting. Applicants must attend one pre-application meeting to learn more about the requirements of the CDBG program and federal funding, and to ask questions. Email [Beth.frelander@cityofalbany.net](mailto:Beth.frelander@cityofalbany.net) to sign up for one of the meetings below or to request a waiver





## Request for Applications (RFA): Community Development Block Grant Activities

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to this requirement. (Staff may waive this requirement for agencies that have received multiple CDBG grants, are in good standing, and the proposed activity is subject to fewer regulations.) One person may not represent multiple agencies. Workshop dates are:

- Tuesday, November 28, 2023 at 2:00 p.m.
- Thursday, December 7, 2023 at 9:30 a.m.

- b. Staff Review. City staff will review each proposal to determine whether:
- the application is complete, based on the requirements of this RFA,
  - the project is eligible for CDBG funding under HUD's CDBG Program requirements, and
  - the project is consistent with the goals and funding priorities outlined in the City of Albany 2023-2027 Consolidated Plan.
- c. Applicant Presentations to CDC. Applicants are requested to give an oral presentation on their project proposal to the City of Albany Community Development Commission (CDC) on January 22 at noon or February 5, 2024, at noon. Applicants will be allowed approximately 5-10 minutes to present their proposals, followed by a 5-to-10-minute question and answer session.
- d. Applications will then be reviewed, evaluated, and scored by the CDC in January and February 2024 using the program policies and priorities specified in the evaluation criteria in Section 3.2.
- e. The CDC's recommendations for the 2024 CDBG program year will be incorporated into the 2024 Action Plan, and any recommendations to reallocate unspent funds from prior years will be included in amendments to prior year plans.
- f. The draft 2024 Action Plan and any amendments to prior plans will be made available for public review for a period of at least 30 days beginning no later than March 2024. The CDC will hold a public hearing to receive public comment on the Commission's funding recommendations. Revisions may be made to the draft plan due to comments received at the public hearings.
- g. At the end of the 30-day public review and comment period, the City Council will hold a public hearing April 24, 2024, to receive input from the community on the CDC's funding recommendations as outlined in the draft 2024 Action Plan.
- h. The City Council will adopt the 2024 Action Plan by May 8, 2024.
- i. Following Council's approval and incorporation of any comments or changes, the 2024 Action Plan will be submitted to HUD by May 15, 2024, for final review and approval.

### 1.4 Changes to the Application by City Addenda

The City of Albany shall make interpretations, corrections, or changes of the Application Documents in writing by published Addenda. Applicants shall promptly notify the City of Albany of any ambiguity, inconsistency, or error, which they may discover upon examination of the Application Documents and may need to be changed or corrected. All addenda, clarification, and interpretations will be posted on the City CDBG website: [www.cityofalbany.net/cdbg](http://www.cityofalbany.net/cdbg). Posted Addenda shall be issued to all prospective Applicants known to the City of Albany to have received the Application. Interpretations, corrections, or changes of the Application Documents made in any other manner will not be binding.







## 1.5 Public Records Law

All information submitted by Applicants shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Applications for which Applicant requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the Application the Applicant requests exception from disclosure. Applicant shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the City of Albany because of this RFA. Applicant should not mark the whole Application document "confidential".

## 1.6 City to Request Clarification, Additional Research, and Revisions

- a. The City reserves the right to obtain clarification of any point in an Application or to obtain additional information necessary to properly evaluate an Application. Failure of an Applicant to respond to such a request for additional information or clarification could result in a finding that the Applicant is non-responsive and consequent rejection of the Application.
- b. The City may perform, at its sole option, investigations of the responsible Applicant including evaluation of its successful performance of similar projects, conformance to Owner's budget, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment to employees and workers or other criteria as determined by the City.
- c. The City reserves the right to request revisions of Applications after the submission of Applications and before award to address scope of services, performance measures, and budget.
- d. To the maximum extent allowed by law, the City may waive minor irregularities or strict compliance with any requirement herein if it concludes such action to be in its best interest.

## 1.7 Rejection of Applications

The City may reject any Application not in compliance with all prescribed procedures and requirements and other applicable law and may reject any or all Applications in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

## 1.8 Section 3 Businesses and Individuals, and Target Businesses (Disadvantaged, Minority, Women and Emerging Small Businesses)

Albany encourages the participation of Section 3 Businesses, Section 3 Workers, and Target Businesses as defined below in CDBG assisted activities.

Section 3 Businesses per 24 CFR Part 75 are:

- a. 51% or more owned by residents of public housing or Section 8-assisted housing; OR
- b. 51% or more owned and controlled by low or very low-income persons (per annual HUD income limits); OR
- c. Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

Section 3 Workers per 24 CFR Part 75 are residents whose income is low or very low per HUD annual income limits or is employed by a Section 3 Business as defined above or is a YouthBuild participant.

Target businesses are defined as Disadvantaged, Minority-Owned, Women-Owned, and Emerging Small Businesses (DMWESB) certified by the State of Oregon (OMWESB), and businesses certified as Small Disadvantaged Businesses by the Small Business Administration.





## SECTION 2 – COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ELIGIBILITY

### 2.1 CDBG Objectives and City Consolidated Plan Goals

CDBG activities must comply with CDBG program objectives to develop viable urban communities by providing the following, principally for the benefit of low- and moderate-income (LMI) residents:

- Decent housing,
- A suitable living environment,
- Eliminate slums and blight, and
- Expanded economic opportunity.

CDBG activities must support one or more of the following Albany 2023-2027 Consolidated Plan goals.

2023-2027 CONSOLIDATED PLAN PRIORITIES: The following goals and objectives were identified and developed through agency consultations and citizen participation.

**PRIORITY 1:** Support affordable housing in Albany.

**PRIORITY 2:** Reduce homelessness.

**PRIORITY 3:** Increase availability of needed services for low- and moderate-income residents.

**PRIORITY 4:** Expand economic opportunities for low- and moderate-income residents.

**PRIORITY 5:** Strengthen and revitalize low- and moderate-income neighborhoods.

More information about the City's Community Development Block Grant programs is available online: <http://www.cityofalbany.net/cdbg>.

### 2.2 Eligible Applicants

For most eligible activities, applicants must demonstrate they are one of the following:

- A 501(c)(3) or (c)(4) not-for-profit corporation
- A tax-exempt organization with letter of determination from the Internal Revenue Service; or
- A public/governmental agency independent of the City, such as a housing authority or educational institution.

The following 2 exceptions apply: For-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance; and

Under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDO) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects.

Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.





## 2.3 Eligible Activities

The CDBG Program provides flexibility in the eligible uses of CDBG funds to meet local needs within the national objectives. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities. Most of the basic eligible activities outlined in 24 CFR 570.201 and 570.202 are listed below. For more information, please review 24 CFR [570.201](#) and [570.202](#) and this CDBG Guide to National Objectives and Eligible Activities: <https://www.hudexchange.info/onecpd/assets/File/CDBG-National-Objectives-Eligible-Activities-Chapter-2.pdf>.

**Acquisition of real property** – purchase option, long-term lease, or donation for any public purpose subject to the limitations of 24 CFR 570.207.

**Disposition of property** acquired with CDBG funds or retention for public purposes.

**Public facilities and improvements** including acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes.

**Clearance, demolition, and removal** of buildings and improvements for eligible activities.

**Public Services**, including but not limited to employment services, crime prevention and public safety, childcare, health services, substance abuse services, fair housing counseling, homelessness services, child abuse prevention, senior services, education, emergency housing assistance (up to 3 months), energy conservation and recreational needs. (These funds are capped at 15% of the City's annual award - approximately \$50,000-55,000, is estimated to be available in FY 24-25).

**Interim assistance**, such as relocation payments and other assistance for permanently and temporarily relocated individuals, families, businesses, non-profit organizations, and farm operations.

**Housing services**, including housing counseling, loan processing, and inspections.

**Relocation assistance payments** for permanently and temporarily relocating people, businesses, agencies displaced by eligible program activities; and loss of rental income associated with relocation.

**Direct homeownership assistance** to low- or moderate-income households.

**Rehabilitation and Preservation activities** (See 24 CFR 570.202 for more information): Rehabilitation of:

- Public or privately-owned buildings for residential uses
- Privately owned commercial or industrial building rehab is limited to exterior building and abatement of hazardous materials or correction of code violations
- Low-income public housing
- Non-profit owned non-residential buildings, and
- Manufactured housing.

**Code enforcement**, including costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.

**Historic preservation**, including rehabilitation, preservation, or restoration of publicly and privately-owned historic properties.

### Economic Development Activities

- The acquisition, construction, reconstruction, rehabilitation, or installation of commercial or industrial buildings or real property.





# Request for Applications (RFA): Community Development Block Grant Activities

## Applications Due by 5:00 p.m. Tuesday, January 9, 2024

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- The provision of assistance (such as loans, grants, and technical assistance) to private non-profit business.
- Microenterprise assistance to facilitate economic development, including financial support (such as grants and loans), technical assistance, and counseling.

**Activities by Community-Based Development Organizations (CBDOs)** - CDBG funds may be provided as grants or loans to any CBDO qualified to carry out neighborhood revitalization, community economic development, or energy conservation projects. CBDOs qualifying under HUD criteria are organizations organized under state or local laws to engage in community development activities in specific geographic areas within communities. The complete list of HUD criteria for qualifying as a CBDO can be found at 24 CFR 570.204.

### 2.4 Ineligible Activities

In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. See 24 CFR 570.207 for a full list of ineligible activities.

- Political or religious activities.
- Acquisition, construction, reconstruction, or use of buildings or portions thereof used for the general conduct of government.
- General government expenses.
- Purchases are generally ineligible except under specific conditions.;
- Purchase of equipment, furnishings, or fixtures, motor vehicles, and other personal property.
- Subsistence or income payments more than three consecutive months to individuals for items such as food, clothing, and rent.
- Operating and maintenance expenses unless associated with providing a public service
- Construction of new housing, unless as a special activity by a qualified Community Based Development Organization per 24 CFR 570.504(a).

### 2.5 CDBG National Objectives

All activities must satisfy at least one of the following CDBG National Objectives.

- Benefits low/moderate income individuals or households;
- Addresses the prevention or elimination of slums or blight; or
- Meets a particularly urgent community development need (only used for major disasters).

Hablas Espanol? [también disponible en español.](#)

All activities must provide at least one National Objective benefit in the table that follows. The national objective codes (NOCs) are listed below with descriptions and applicable Code of Federal Regulations (CFR) citations.

NOC	National Objective Benefit Description	24 CFR
LMA	<b>Low/mod area benefit</b> - Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)





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LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> - Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	<b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b> - Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	<b>Low/mod limited clientele benefit</b> - Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> - Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> - Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)
LMH	<b>Low/mod housing benefit</b> - Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> - Activities carried out by a CDFI or pursuant to a HUD- approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> - Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/improvement benefit</b> - Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	<b>Low/mod job creation, location-based</b> - Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)
SBA	<b>Slum/blight area benefit</b> - Activities undertaken to prevent or eliminate slums or blight in a designated area.	570.208(b)(1)
SBR	<b>Slum/blight, urban renewal areas</b> - Activities authorized under an Urban Renewal Loan and Grant Agreement that are undertaken to prevent or eliminate slums or blight in an urban renewal area and that are necessary to complete an Urban Renewal Plan.	570.208(b)(3)
SBS	<b>Slum/blight, spot basis</b> - Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.	570.208(b)(2)





Request for Applications (RFA): Community Development Block Grant Activities

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URG	<b>Urgent need</b> - Activities that alleviate emergency conditions of recent origin which pose a serious and immediate threat to the health or welfare of the community; eligible only if the grantee cannot finance the activity on its own and no other sources of funding are available.	570.208(c)
-----	--	------------

Note: HUD presumes these certain groups to be principally low- or moderate-income: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with HIV/AIDS, and migrant farm workers. Activities that exclusively serve these groups will meet the Benefit to Low- and Moderate-Income Persons national objective without having to demonstrate income eligibility.

For more information on complying with National Objectives, please review the resources at the links below and/or contact [beth.freeland@cityofalbany.net](mailto:beth.freeland@cityofalbany.net):

- <https://www.hudexchange.info/onecpd/assets/File/CDBG-National-Objectives-Eligible-Activities-Chapter-3.pdf>
- <https://www.law.cornell.edu/cfr/text/24/570.208>.

## 2.6 HUD Income Limits

HUD requires that at least 70% of all HUD funds be spent to benefit low-mod residents or areas. On a project or activity basis, at least 51% of those benefited by any activity funded with CDBG dollars must meet low- or moderate-income guidelines for the CDBG Program, as determined by HUD. HUD defines very low-income households as those earning equal to or less than 50% of Area Median Income (AMI) and Low-income households as those earning equal to or less than 80% AMI. The table below provides the 2023 income thresholds for Albany; however, recipients of CDBG funding must meet the income guidelines in place at the time the funds are utilized.

<b>2023 Income Threshold by Household Size</b>	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Extremely Low-Income (30% AMI*)	\$16,700	\$19,100	\$21,500	\$23,850	\$25,800	\$27,700	\$29,600	\$31,500
Very Low-Income (50% AMI)	\$27,850	\$31,800	\$35,800	\$39,750	\$42,950	\$46,150	\$49,300	\$52,500
Low Income (80% AMI)	\$44,550	\$50,900	\$57,250	\$63,600	\$68,700	\$73,800	\$78,900	\$84,000

\* AMI = area median income, as published by HUD annually.





## SECTION 3 – APPLICATION AWARD POLICIES & EVALUATION CRITERIA

### 3.1 City Application Award Policies & Priorities

CDBG funds may be competitive as there are often more applications than funds available. To ensure fair and equitable access to eligible applicants, the City has developed the following priorities and policies to guide award of funds.

#### CDBG Funding Priorities:

- a. The project addressed an identified gap in community needs and is a proven effective strategy to improve conditions or solve an identified problem.
- b. The project provides benefit to a demographic group that has a need documented in the City of Albany CDBG 2023-2027 Consolidated Plan. Higher ranking will be given to projects that serve the Albany's vulnerable and underserved residents, extremely low-income (30% of area median income, AMI) or very low -income residents (50% of AMI).
- c. The agency submitting the application embraces and demonstrates diversity within its organization and the project is inclusive to historically disadvantaged populations.
- d. Public Services: Provide a new service, or a quantifiable increase in the level of an existing service, that benefits low or moderate-income residents, or presumed low-income residents.

#### CDBG Funding Policies:

- e. The proposed activity supports one or more of Albany's 2023-2027 Consolidated Plan priorities.
- f. The project utilizes already existing resources in effective and innovative ways and does not duplicate services provided by another organization.
- g. The agency has the capacity to carry out the project and meet performance objectives within a 12-month period.
- h. The budget and timeline are reasonable and realistic, and the application demonstrates CDBG funds are the most appropriate funding source for the project.
- i. The project maximizes the use of outside funds and services.
- j. Affordable housing only: The project creates affordable housing or retains and improves the sustainability and livability of existing units of affordable housing. The longer the period of time the units remain affordable, the higher the project ranking.
- k. Relocation only: Relocation of residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro-forma.

### 3.2 Application Evaluation Criteria

The Community Development Commission will use the following rating system to evaluate applications:

- **Activity need, Consolidated Plan and CDBG award policies and priorities** **25 Points**
  - The proposed activity clearly addresses one or more priorities in the 2023-2027 Consolidated Plan.
  - The applicant describes a clear need in the community that they will address.





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- The proposed activity is an effective strategy to address the identified gap in needs.
- The proposed activity satisfies one of the CDBG National Objectives.
- The project or activity promotes inclusivity and diversity.
- **Benefit to low-income Albany residents, performance objective (#served) 25 Points**
  - The activity will primarily serve low/moderate income or presumed benefit Albany residents.
  - The number of people who will benefit from this activity (higher score for those serving more people)
  - The activity especially target helping extremely low-income residents.
- **Agency capacity, experience w/activity and/or Federal funding, agency inclusivity 20 Points**
  - The agency has experience and demonstrated success implementing the proposed activity or project and using CDBG or other federal funds.
  - The agency has demonstrated success meeting federal requirements or has otherwise illustrated their ability to meet federal requirements.
  - The organization demonstrates a commitment to inclusivity and describes how they embrace and promote diversity internally.
  - The agency has the capacity to provide the activity, potentially at a reduced scale, if not fully funded.
- **Readiness to proceed; ability to complete in 12 months 10 Points**
  - The applicant demonstrates readiness to implement the activity and any issues that would impede implementation have been resolved.
  - The applicant provided a complete and realistic schedule which illustrates that the activity will be completed within the program year.
- **Financial: project expenses are reasonable 20 Points**
  - The applicant provided a complete and realistic budget for the activity or project.
  - Activity expenses are reasonable and necessary.
  - CDBG funds are appropriate for this activity and will address a gap in funding.
  - The agency maximizes other funding sources to support this activity or project when possible.







## SECTION 4 – CDBG & CITY REQUIREMENTS

### 4.1 CDBG Program Requirements

Successful applicants, referred to as “subrecipients”, 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 and any other conditions imposed by the City including CDBG grant terms that will be specified in a contract. The contract must be signed and executed prior to disbursement of any funds. **CDBG funds cannot be used to reimburse expenses incurred prior to the contract being signed by both parties.**

City staff will be available to provide technical assistance in determining which regulations apply to each project and interpreting the relevant regulations. However, subrecipients will be responsible for satisfying these federal requirements, documenting how the requirements are being satisfied and reporting to the City on how these requirements are being satisfied through Quarterly Reports and City monitoring of projects.

The following requirements apply to all subrecipients:

1. All grant recipients must have a Unique Entity Identifier (UEI) number, EIN number, and the agency must be registered in [sam.gov](https://sam.gov). (Agencies can register on SAM.gov to receive their UEI number and registrations are FREE.)
2. Fiscal Management and Audits: SUBRECIPIENTS must comply with the Uniform Guidance in 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards” as applicable, including financial reporting, accounting systems, procurement of goods and services, conflict of interest, and audit requirements. Non-profit organizations must administer programs in compliance with 24 CFR Part 84. Public agencies must administer programs in compliance with 24 CFR Part 85. If the SUBRECIPIENT spends \$750,000 or more in a fiscal year in federal awards, the SUBRECIPIENT hereby agrees to have an annual agency audit conducted in accordance with the OMB Super Circular.
3. Records Management: Records to be maintained are found in [24 CFR 570.506](https://www.ecfr.gov/current/title-24/chapter-V/part-570/subpart-570.506) and reporting requirements in [24 CFR 570.507](https://www.ecfr.gov/current/title-24/chapter-V/part-570/subpart-570.507). Records and documentation related to the grant award must be kept for a minimum of ten years and be made available for inspection by City and Department of Housing and Urban Development staff when requested. See also the Albany CDBG Subrecipient Handbook.
4. Fair Housing, Non-Discrimination, and Equal Opportunity: Grant recipients must comply with various federal, state, and local laws that provide equal opportunity and prohibit discrimination against persons based on race, color, national origin, religion, sex, age, or disability. Discrimination is prohibited in the provision of services, in access to the services and to the facilities where the services are provided, and in all other aspects of administering a CDBG project such as employment and procurement.
5. Environmental Review Record (ERR). All CDBG activities are subject to the requirements of HUD environmental review regulations found in 24 CFR Part 58. Certain activities are exempt or categorically excluded and not subject to Part 58 regulations, including – administrative and management activities, public services that will not have a physical impact or change to the environment, technical assistance and training, environmental and other studies, engineering or design costs, and purchase of insurance and tools/supplies when eligible. It is critical that environmental reviews be conducted in a timely and





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accurate manner so that projects may move forward and receive positive consideration for CDBG funding. The ERR is officially completed in cooperation with City staff typically prior to contract award and must be completed before expenditure of funds. Some projects may require extra time and expense to complete the ERR process and requirements and mitigation measures may be necessary to comply with the National Environmental Protection Act. These potential projects will be required to submit an environmental review checklist.

6. National Objective Compliance: Grant recipients must document the activity meets the CDBG National Objective to serve low- and moderate-income residents or areas per 24 CFR 570.201-570.207. Subrecipients must verify client income and collect demographic data on clients using a form provided by the City. This data is submitted in a quarterly report that also reports progress on meeting performance goals and outcomes.
7. Lead-Based Paint and Labor Standards: CDBG rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act. In addition, construction activities over \$2,000 must comply with the Davis Bacon Act and the Contract Work Hours and Safety Standards Act.

### 4.2 Contract Award

Each subrecipient will be required to enter into a written agreement with the City that requires compliance with all federal requirements, city and state laws, and all grant or loan terms, and any conditions imposed by the city. The contract must be signed and executed prior to the expenditure of any funds. **The agreement will be substantially similar to the Sample Contract, Attachment A.**

Availability of Funds for Future Fiscal Years: Successive funding opportunities will remain competitive and thus there is no implicit or explicit guarantee funding will be renewed. The City of Albany shall not be obligated or liable for any future payments or for any damages as a result of not awarding funding.

### 4.3 Insurance Requirements

The successful Applicant must be covered by Workers' Compensation Insurance, which will extend to and include work in Oregon. If Applicant is exempt from Workers' Compensation, Applicant should indicate they are exempt from workers' compensation in writing to the Contract Administrator, Beth Frelander.

In addition, the Applicant must also submit documents addressing Commercial General Liability Insurance and Automobile and Collision Insurance. An overview of the Insurance Requirements is defined in Exhibit D. Applicants must submit Exhibit D to acknowledge and accept the insurance requirements noted herein.

The Applicant shall demonstrate willingness to contract and the ability to provide a Certificate of Insurance and Additional Insured Endorsement reflecting the Insurance Requirements by July 1, 2024.

### 4.4 Conflicts of Interest and Disclosure

Conflicts of interest, or the appearance thereof, can plague activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or subrecipients that receive CDBG assistance, who has responsibilities with respect to the CDBG activities, or is in a position to participate in decision making processes, or has access to inside information with regard to the activities, can obtain a financial interest or benefit from a CDBG assisted





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activity during their tenure or for one year thereafter (see Federal Regulation CFR 570.611). **If an issue seemingly exists but agency management determines that CDBG funds can be protected and not be compromised, the issue should be fully disclosed in the proposal via the CDBG certifications in Exhibit B so that the review committee can ascertain the ramifications of any potential conflict of interest.**

Agencies should maintain a written code of standards of conduct governing the purchases, services and the awarding and administration of CDBG-funded contracts. Personnel should be familiar with the agency's code of ethics and potential conflict of interest issues and not accept gifts or gratuities from persons or organizations associated with the procurement process.

No officers, employees, agents, or board members may either solicit or accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Unsolicited items of nominal intrinsic value may be accepted if the value is to the extent permitted by state or local law under Oregon State Gift Limit, ORS 224.025.





Community Development Block Grant Activities  
 2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST)  
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**EXHIBIT A: APPLICATION**

*(Note: Prior to completing the application materials, please thoroughly review the RFA regarding applicant eligibility, eligible CDBG activities, and CDBG requirements.)*

**5.1 Applicant Information**

Applicant (organization name): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Agency website: \_\_\_\_\_

UEI #\*: \_\_\_\_\_ EIN: \_\_\_\_\_

*(Unique entity identifier number is required. Get one at sam.gov)*

Organization Mission Statement:

**5.2 Proposal Summary**

Activity/Program Name:

Activity Location:

Proposal Summary: Provide a summary of the proposed activity and anticipated outcomes.

ACTIVITY BUDGET FOR WHICH CDBG FUNDS ARE BEING REQUESTED:		
CDBG Funding Request	\$	<input type="text"/>
Leveraged Funds/Resources	\$	<input type="text"/>
Total Activity Budget	\$	<input type="text"/>



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### 5.3 CDBG Application Narrative

Provide the information requested below (**a separate document is permitted**) making sure the narrative corresponds to the numbers provided so the required information can be easily found to ensure a complete application. If the question does not apply to the proposed project write N/A.

#### Activity Description

1. Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed by the activity.
2. Describe the community need that will be addressed by the proposed activity.
3. Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.
4. Please specify which CDBG National Objective(s) will be satisfied by the proposed activity.
5. Explain how the project will promote inclusiveness and how the agency embraces and demonstrates diversity within the organization. **Include your agency's nondiscrimination policy for employees and clients as an attachment.** For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities such as worship, study of religious text, or evangelizing.

#### Benefit to low-income Albany residents

6. Who and how many will benefit from activity (estimate # of people, describe clients)?
7. Of these, how many are estimated to be extremely low-income (earning <30% of area median)? Is there any special emphasis on serving extremely low-income residents?

#### Scope of Work

8. Provide a **DRAFT SCOPE OF WORK** that outlines details about the proposed activity including all actions that will be taken to address the identified need and achieve anticipated performance measures and outcomes, and general accomplishments you intend to achieve with this activity.

#### Project Feasibility – Readiness to proceed

9. Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.
10. Please provide a schedule of the activity/project that outlines when major activities will be executed and when the project will be completed.

#### Organizational Capacity and Activity Sustainability

11. Describe experience and success conducting similar projects, use of federal or CDBG funds.
12. If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.
13. Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.
14. Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.
15. If not fully funded, will the agency be able to pursue the activity/service (possibly at a reduced scale)?

#### Financial

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?



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**5.4 Proposed Activity Budget**

Provide the activity budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. (DO NOT PROVIDE THE FULL AGENCY BUDGET HERE JUST THE ACTIVITY BUDGET.) Provide any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. **Use the template provided below or your own as long as the same information is provided.**

Activity/Project Budget Summary (See 24 CFR 570 Subpart J)			
Estimated Total Cost of Activity:	\$		
CDBG Funding Requested for Activity:	\$		
Total Number of People/Households Served: (Please indicate people or households)			
Total Cost per Person/Household:	\$		
Total CDBG Cost per Person/Unit	\$		
Describe Source of Other Funds:	Amount	Amount Secured	Amount Tentative
Federal:			
State:			
Local:			
Donations/Private:			
Grants:			
Loans:			
Activity Budget Detail (Non-Development Activities)			
Specific Cost <i>Item/Description</i>	CDBG Amount Requested	Other Funds Amount	Total Amount CDBG + <i>Other Sources</i>
	\$	\$	\$
<b>Total</b>	\$	\$	\$



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### 5.5 Staff Experience and Qualifications

Identify the names of staff or contractors participating in the proposed program or activity, their role, experience they have in this role, their title, and the expected FTE on the project. **Include in an attachment resumes for key personnel anticipated to work on the proposed program, project, or activity.** Please make sure to identify the person responsible for collecting program performance data and preparing the quarterly reports for the City.

Employee	Experience and Qualifications
Name:  Title:  FTE on This Project:	
Name:  Title:  FTE on This Project:	
Name:  Title:  FTE on This Project:	
Name:  Title:  FTE on This Project:	

# Appendix A

## CDBG MATRIX CODES

Release Date:  
March 2019

### MATRIX CODE DEFINITIONS

Matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with the regulations at 24 CFR 570.201 – 570.207 for Entitlements, 570.703 – 570.705 for the Section 108 loan guarantee program, and with Section 105(a) of the HCDA [42 USC 5305] and 24 CFR 570.482 for States. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS On-Line chiefly to categorize activities for reporting purposes.

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Code	Definition with Entitlement, State, or Section 108 loan Guarantee citations
<b>Acquisition and Disposition</b>	
<b>01</b>	<p><b>Acquisition of Real Property</b> 24 CFR 570.201(e) or 42 USC 5305(a)(1)            Acquisition of real property that will be developed for a public purpose. Use code 01 if CDBG funds will be used ONLY for the acquisition of property. This code is frequently used for the acquisition of property on which a public facility, public improvement or housing will be constructed using other funds.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>When a grantee acquires and constructs or rehabilitates a public facility with CDBG funds, assign the appropriate 03* matrix code, instead of 01.</i></li> <li>• <i>When a grantee combines acquisition with relocation or disposition in a single activity, that activity can be coded as Acquisition 01.</i></li> <li>• <i>When a grantee acquires and rehabilitates housing with CDBG funds for residential purposes, use code 14G.</i></li> <li>• <i>When a grantee or subrecipient acquires land, clears structures, or packages land for the purpose of creating an industrial park or encouraging commercial/industrial redevelopment, use matrix code 17A.</i></li> </ul>
<b>02</b>	<p><b>Disposition of Real Property</b> 24 CFR 570.201(b) or 42 USC 5305(a)(7)            Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. Eligible costs would include the costs incidental to disposing of the property, such as preparation of legal documents, fees paid for surveys, transfer taxes, and other costs involved in the transfer of ownership of the CDBG-assisted property. The costs can also include the costs of temporarily maintaining property pending disposition, for example, boarding property up, mowing grass, security. However, the temporary maintenance costs are eligible only for properties initially acquired with CDBG funds.</p>
<b>04</b>	<p><b>Clearance and Demolition</b> 24 CFR 570.201(d) or 42 USC 5305(a)(4)            Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
<b>04A</b>	<p><b>Cleanup of Contaminated Sites</b> 24 CFR 570.201(d) or 24 CFR 570.482(c)(3) [Public Law 105-276]            Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
<b>08</b>	<p><b>Relocation</b> 24 CFR 570.201(i) or 42 USC 5305(a)(11)            Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.</p>

## Public Facilities and Improvements

Use matrix codes in this section when the CDBG funds are used by the grantee or other public or private non-profit entities for public facilities and improvements.

### Note:

- Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related activities are funded with CDBG, the grantee needs to set up a separate activity for each facility or improvement.
- When a facility is used only by a specific client group, the activity should be assigned the matrix code specific to that group, not the type of facility. For instance, assign 03Q to a health facility for abused and neglected children, not 03P.
- If CDBG funds are only used to acquire property for a public facility, use matrix code 01. If the grantee uses CDBG funds to pay for the acquisition and construction, or rehabilitation of a public facility or improvement, use the appropriate 03\* matrix code.
- For commercial and industrial improvements undertaken by a grantee or a subrecipient for economic development purposes, use matrix code 17A, 17B, 17C, or 17D.

<b>03A</b>	<b>Senior Centers</b> 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and persons with disabilities, provided it is not intended primarily to serve persons with disabilities. If it is, use 03B instead.  <i>Note: For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
<b>03B</b>	<b>Facilities for Persons with Disabilities</b> 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for persons with disabilities. 03B may be used for a facility serving both persons with disabilities and the elderly, provided it is not intended primarily to serve the elderly. If it is, use 03A instead.  <i>Note: For the construction of permanent housing for the persons with disabilities, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
<b>03C</b>	<b>Homeless Facilities (not operating costs)</b> 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, conversion of buildings, or rehabilitation of temporary shelters and transitional housing for the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disaster victims, runaway children, drug offenders, and parolees.  <i>Note: For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code; for facilities for abused and neglected children, use 03Q.</i>

<b>03D</b>	<p><b>Youth Centers</b> 24 CFR 570.201(c) or 42 USC 5305(a)(2)  Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.  For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</p>
<b>03E</b>	<p><b>Neighborhood Facilities</b> 24 CFR 570.201(c) or 42 USC 5305(a)(2)  Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.</p>
<b>03F</b>	<p><b>Parks, Recreational Facilities</b> 24 CFR 570.201(c) or 42 USC 5305(a)(2)  Development of open space areas or facilities intended primarily for recreational use.</p>
<b>03G</b>	<p><b>Parking Facilities</b> 24 CFR 570.201(c) or 42 USC 5305(a)(2)  Acquisition, construction, or rehabilitation of parking lots and parking garages. Use 03G if rehabilitation of a public facility or street improvement is a small part of an activity to improve a parking facility. However, if parking improvements are only a small part of a larger street improvement activity, use 03K.</p>
<b>03H</b>	<p><b>Solid Waste Disposal Improvements</b> 24 CFR 570.201(c) or 42 USC 5205(a)(2)  Acquisition, construction or rehabilitation of solid waste disposal facilities. The eligible costs can also include equipment, such as bulldozers, used exclusively at the facility.</p>
<b>03I</b>	<p><b>Flood Drainage Improvements</b> 24 CFR 570.201(c) or 42 USC 5305(a)(2)  Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds, catch basins, streambank erosion controls, channelization of streambeds, or dams. 03I can also be used for "Green Infrastructure" improvements to manage stormwater. However, if stormwater management improvements are integral to some other activity like a park or a street project, it should be included in that matrix code (03F for parks, 03K for streets) rather than 03I.</p> <p><i>Note: Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains. Use 03J for storm sewers and 03K for street and storm drains.</i></p>
<b>03J</b>	<p><b>Water/Sewer Improvements</b> 24 CFR 570.201(c) or 42 USC 5305(a)(2)  Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p>For water/sewer improvements that are part of:</p> <ul style="list-style-type: none"> <li>• More extensive street improvements, use 03K. For example, an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks.</li> <li>• A housing rehabilitation activity such as water/sewer hookups (lines from a house to the street), use the appropriate 14* housing rehabilitation matrix code.</li> </ul>

<b>03K</b>	<b>Street Improvements</b> <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K: <ul style="list-style-type: none"> <li>For improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping").</li> <li>If sidewalk improvements (see code 03L) are part of more extensive street improvements.</li> </ul>
<b>03L</b>	<b>Sidewalks</b> <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.
<b>03M</b>	<b>Child Care Centers</b> <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D
<b>03N</b>	<b>Tree Planting</b> <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Activities limited to tree planting (sometimes referred to as "beautification"). For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.
<b>03O</b>	<b>Fire Stations/Equipment</b> <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.
<b>03P</b>	<b>Health Facilities</b> <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.
<b>03Q</b>	<b>Facilities for Abused and Neglected Children</b> <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.
<b>03R</b>	<b>Asbestos Removal</b> <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Rehabilitation of any public facility undertaken primarily to remove asbestos.
<b>03S</b>	<b>Facilities for AIDS Patients (not operating costs)</b> <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS. For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.

<b>03Z</b>	<p><b>Other Public Improvements Not Listed in 03A-03T</b> <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i></p> <p>This matrix code replaces matrix code 03. Only use this code when an activity does not fall under a more specific 03A – 03S matrix code. Check the following before using this matrix code:</p> <ul style="list-style-type: none"> <li>• Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related facilities are funded by CDBG, the grantee needs to set up a separate activity for each facility or improvement.</li> <li>• 03Z can be used for seawalls, bus shelters, retaining walls, and wind turbines.</li> <li>• 03Z can be used for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).</li> </ul>
<b>06</b>	<p><b>Interim Assistance</b> <i>24 CFR 570.201(f) or 42 USC 5305(a)(4)</i></p> <p>Only for activities undertaken either to:</p> <ul style="list-style-type: none"> <li>• Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements.</li> <li>• Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.</li> </ul>
<b>11</b>	<p><b>Privately Owned Utilities</b> <i>24 CFR 570.201(l) or 42 USC 5305(a)(14)</i></p> <p>Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.</p>
<b>16B</b>	<p><b>Non-Residential Historic Preservation</b> <i>24 CFR 570.202(d)</i></p> <p>Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.</p>
<b>23</b>	<p><b>Tornado Shelters Serving Private Mobile Home Parks</b> <i>42 USC 5305(a)(25)</i></p> <p>Construction or improvement of tornado-safe shelters for residents of manufactured housing parks and the provision of assistance (including loans and grants) to nonprofit and for-profit entities to do so, in accordance with Section 42 USC 5305(a)(24).</p>

## Public Services

Use matrix codes in this section for CDBG assisted public services activities.

- It is important to distinguish a service from construction or rehabilitation of a facility where a service is being provided. For example, the construction or rehabilitation of a senior center is coded as 03A, but the funding of services provided at a facility for senior citizens is coded as 05A.
- Rental of a facility for a service is considered a part of delivery of service and should be treated as a public service.
- Operation and maintenance may be paid with CDBG funds only for the portion of the building where a public service is being carried out.
- If the activity is restricted to one client group, use the matrix code for that group. For example, use 05A for senior services.

<b>03T</b>	<b>Homeless/AIDS Patients Programs</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
<b>05A</b>	<b>Senior Services</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead.
<b>05B</b>	<b>Services for Persons with Disabilities</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for the persons with disabilities, regardless of age. If the activity is intended primarily for elderly persons, use 05A instead.
<b>05C</b>	<b>Legal Services</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services providing legal aid to low- and moderate-income (LMI) persons. If the legal service is only provided for the settlement of tenant/landlord disputes, use 05K.
<b>05D</b>	<b>Youth Services</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.
<b>05E</b>	<b>Transportation Services</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> General transportation services. Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.



<b>05F</b>	<b>Substance Abuse Services</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
<b>05G</b>	<b>Services for victims of domestic violence, dating violence, sexual assault or stalking</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for victims of domestic violence, dating violence, sexual assault or stalking. For services limited to abused and neglected children, use 05N.
<b>05H</b>	<b>Employment Training</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, "how to get and keep a job" training, or training students in a particular field on skill when there is no tie to a specific position or business. For activities providing training for specific permanent jobs with specific businesses, use 18A.
<b>05I</b>	<b>Crime Awareness/Prevention</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
<b>05J</b>	<b>Fair Housing Activities (subject to Public Services cap)</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Fair housing services (e.g. counseling on housing discrimination) as public services. The activity needs to meet a national objective. For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.
<b>05K</b>	<b>Tenant/Landlord Counseling</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Counseling to help prevent or settle disputes between tenants and landlords.
<b>05L</b>	<b>Child Care Services</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
<b>05M</b>	<b>Health Services</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
<b>05N</b>	<b>Services for Abused and Neglected Children</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Daycare and other services exclusively for abused and neglected children.

<b>05O</b>	<p><b>Mental Health Services</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Services addressing the mental health needs of residents of the community.</p>
<b>05P</b>	<p><b>Screening for Lead Poisoning</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Activities undertaken primarily to provide screening for lead poisoning.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• Use 05P to test people for possible lead poisoning.</li> <li>• Use 14I to test buildings/properties for presence of lead contamination.</li> </ul>
<b>05Q</b>	<p><b>Subsistence Payments</b> 24 CFR 570.207(b)(4) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service, and rent/mortgage payments to prevent eviction.</p>
<b>05R</b>	<p><b>Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Homebuyer downpayment assistance provided as a PUBLIC SERVICE. If housing counseling (under 24 CFR 5.100) is provided to in conjunction with downpayment assistance, report housing counseling separately under matrix code 05Y. If referral services, homeownership education programs, or general budget/financial counseling are provided to homebuyers in conjunction with downpayment assistance as part of a package, then the services are considered activity delivery costs as a part of an 05R activity.</p> <ul style="list-style-type: none"> <li>• It is subject to the public service cap, unless the assistance is provided by a CBDO in an NRSA or by a 105(a)(15) entity.</li> <li>• Only report the number of households that received downpayment assistance as accomplishments for 05R.</li> <li>• For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13B.</li> </ul>
<b>05S</b>	<p><b>Rental Housing Subsidies</b> 24 CFR 570.204 or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.</p>
<b>05T</b>	<p><b>Security Deposits</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Tenant subsidies exclusively for payment of security deposits.</p>

<b>05U</b>	<p><b>Housing Counseling only, under 24 CFR 5.100</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Housing counseling, under 24 CFR 5.100, for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
<b>05V</b>	<p><b>Neighborhood Cleanups</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.</p>
<b>05W</b>	<p><b>Food Banks</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
<b>05X</b>	<p><b>Housing Information and Referral Services</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.</p>
<b>05Y</b>	<p><b>Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assistance (05R)</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Housing Counseling, under 24 CFR 5.100, that is provided to in conjunction with homebuyer downpayment assistance (05R) as a public service.</p>
<b>05Z</b>	<p><b>Other Public Services Not Listed in 03T and 05A-05Y</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  This matrix code replaced matrix code 05. Only use this matrix code when an activity does not fall under a more specific 05A-05Y code.  An example of a legitimate use of this code is when the CDBG funds are provided to a non-profit organization that provides multiple types of social services for operating costs. In another example, when a public service activity that does not have a more specific matrix code, provides services to multiple groups of clients such as seniors, persons with disabilities, and homeless persons. For instance, for a "meals on wheels" program for seniors and persons with disabilities, use 05Z. If this program had only been available to seniors, the correct matrix code would have been 05A.</p>

## Housing

Housing includes new construction and rehabilitation.

- Reconstruction of housing is eligible as is rehabilitation. Replacement of stick-built residential structures with manufactured housing units, or vice versa, is eligible as reconstruction of housing.
- Manufactured housing may be rehabilitated if it is considered part of the community's permanent housing stock.
- Wiring multifamily properties for broadband internet service, as part of substantial rehabilitation as defined in 24 CFR 5.100, should be treated as a cost of the rehabilitation, not broken out separately.
- Conversion of non-residential structures to housing is eligible as rehabilitation (esp. significant for 14B, 14D, 14G).
- Rehabilitation of housing can include water/sewer hookups, running water/sewer lines from a house out to the street, installation/rehabilitation/replacement of wells, septic tanks, septic drainfields, etc.
- Historic preservation work that is done as part of other housing rehabilitation can be included in the relevant matrix code.
- Installation or replacement of landscaping materials, sidewalks, and driveways can be included when the costs are incidental to the rehabilitation of the property.

<b>09</b>	<b>Loss of Rental Income</b> <i>24 CFR 570.201(j) or 42 USC 5305(a)(6)</i> Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.
<b>12</b>	<b>Construction of Housing</b> <i>24 CFR 570.201(m), 570.204 or 42 USC 5305(a)(15)</i> Construction of housing with CDBG funds must either be: carried out by CBDOs, in accordance with the regulations at 24 CFR 570.204(a); in accordance with 42 USC 5305(a)(15); or last resort housing under the provisions of the Uniform Act, 42 USC Part 49.
<b>13A</b>	<b>Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance (13B)</b> <i>24 CFR 570.201(n) or 42 USC 5305(a)(24)</i> Housing Counseling, under 24 CFR 5.100, when provided in conjunction with direct homeownership assistance 13B. Report housing counseling under matrix code 13A as a separate activity.

<p><b>13B</b></p>	<p><b>Homeownership Assistance - excluding Housing Counseling under 24 CFR 5.100</b>  <i>24 CFR 570.201(n) or 42 USC 5305(a)(24)</i>  CDBG funds may be used to provide direct homeownership assistance under 24 CFR 570.201(n) and Section 105(a)(24) of the HCDA under the low- and moderate-income housing national objective [24 CFR 570.208(a)(3) and 570.483(b)(3)]. Direct homeownership assistance may include:</p> <ul style="list-style-type: none"> <li>• Subsidizing interest rates and mortgage principal amounts to make loan payments affordable. This may include making grants to reduce the effective interest rates charged on the loans. Low-or no-interest subordinate loans can also be used to reduce overall loan repayment amounts.</li> <li>• Financing the cost of acquiring property already occupied by renter households at terms needed to make the purchase affordable.</li> <li>• Paying all or a part of the premium on behalf of the homebuyer for mortgage insurance required upfront by a private mortgagee.</li> <li>• Paying any or all of the reasonable closing costs associated with the home purchase on behalf of the homebuyer.</li> <li>• Paying up to 50 percent of the down payment required by the mortgagee for the purchase on behalf of the homebuyer. (The 50 percent limitation on downpayment assistance is a statutory requirement. Grantee records must document what amount of downpayment is required by the mortgagee, and must clearly distinguish between the amount of CDBG funds being provided for downpayment assistance vs. the amount provided for subsidizing the mortgage principal, for closing costs, for mortgage insurance, etc.)</li> </ul> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>If Housing Counseling, under 24 CFR 5.100, is provided in conjunction with direct homeownership assistance, report housing counseling under matrix code 13A, as a separate activity.</i></li> <li>• <i>If referral services, homeownership education programs, or general budget/financial counseling is provided to homebuyers in conjunction with homeownership assistance, the services are considered activity delivery costs as part of a 13B activity.</i></li> <li>• <i>All recipients of assistance provided under matrix code 13B must be low/moderate income and the activity must meet the LMH national objective.</i></li> <li>• <i>Only report the number of households that received homeownership assistance as accomplishments for 13B.</i></li> </ul>
<p><b>14A</b></p>	<p><b>Rehabilitation: Single-Unit Residential</b> <i>24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)</i>  Rehabilitation of privately owned, single-unit homes. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services, or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14A activity.</p>

<b>14B</b>	<p><b>Rehabilitation: Multi-Unit Residential</b> <i>24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)</i>  Rehabilitation of privately owned buildings with two or more permanent residential units. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14B activity.</p> <p>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
<b>14C</b>	<p><b>Rehabilitation: Public Housing Modernization</b> <i>24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)</i>  Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>
<b>14D</b>	<p><b>Rehabilitation: Other Publicly Owned Residential Buildings</b> <i>24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)</i>  Rehabilitation of permanent housing owned by a public entity other than a PHA.</p> <p>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
<b>14F</b>	<p><b>Rehabilitation: Energy Efficiency Improvements</b> <i>24 CFR 570.202(b)(4) or 42 USC 5305(a)(4)</i>  Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</p>
<b>14G</b>	<p><b>Rehabilitation: Acquisition</b> <i>24 CFR 570.202(b)(1) or 42 USC 5305(a)(1)</i>  Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.</p>
<b>14H</b>	<p><b>Rehabilitation: Administration</b> <i>24 CFR 570.202(b)(9) or 42 USC 5305(a)(4)</i>  All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing and underwriting; survey, site and utility plans; application processing.</p> <p>14H should be used when the CDBG funds are used for activity delivery costs in implementing a program where the rehabilitation hard costs are paid with other funding sources.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehabilitation program (e.g., tenant/landlord counseling).</p> <p>For administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21A.</p>

<b>14I</b>	<b>Lead-Based Paint/Lead Hazards Testing/Abatement</b> <i>24 CFR 570.202(f) or 42 USC 5305(a)(26)</i> Housing rehabilitation activities with the primary goal of evaluating housing units for lead-paint hazards and reducing lead-based paint/lead hazards in units. For lead-based paint/lead hazards screening of persons, use 05P.
<b>14J</b>	<b>Housing Services - Excluding Housing Counseling, under 24 CFR 5.100</b> <i>24 CFR 570.201(k) or 42 USC 5305(a)(20)</i> Housing services, except Housing Counseling, under 24 CFR 5.100, in support of the HOME Program, eligible under 24 CFR 570.201(k).
<b>14K</b>	<b>Housing Counseling, under 24 CFR 5.100, Supporting HOME Program Housing Activities</b> <i>24 CFR 570.201(k) or 42 USC 5305(a)(20)</i> Housing Counseling, under 24 CFR 5.100, in support of a HOME- funded housing assistance program.
<b>14L</b>	<b>Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG-assisted Housing Rehabilitation</b> <i>24 CFR 570.202 or Section 42 USC 5305(a)(4)</i> Housing Counseling, under 24 CFR 5.100, in support of CDBG assisted housing rehabilitation activities, including 14A-14D, 14F-14I, and 16A.
<b>15</b>	<b>Code Enforcement</b> <i>24 CFR 570.202(c) or 42 USC 5305(a)(3)</i> Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes.  For the rehabilitation hard costs of correcting code violations, use the appropriate rehabilitation code under the 14* series.
<b>16A</b>	<b>Residential Historic Preservation</b> <i>24 CFR 570.202(d)</i> Rehabilitation of historic buildings for residential use. Use matrix code 16A when the preservation or restoration of historically significant features is the only work being done. If historic preservation work is done as part of other housing rehabilitation, then use the relevant 14* matrix code.
<b>19E</b>	<b>CDBG Operation and Repair of Foreclosed Property ("In-Rem Housing")</b> <i>42 USC 5305(a)(23)</i> Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.

**Economic Development**

- Matrix codes 17A – 17D should be used to identify special economic development activities carried out by the grantee or through a public or private non-profit subrecipient. Under these matrix codes, CDBG funds are not given to a specific for-profit business or businesses.
- Matrix codes 14E, 18A, 18B, 18C should be used when assistance is provided to a for-profit business for economic development projects.

<b>14E</b>	<b>Rehabilitation: Publicly or Privately Owned Commercial/Industrial</b> <i>24 CFR 570.202(a)(3) or 42 USC 5305(a)(2)</i> Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to: <ul style="list-style-type: none"><li>• Exterior improvements (generally referred to as “façade improvements”).</li><li>• Correction of code violations.</li></ul> For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.
<b>17A</b>	<b>Commercial/Industrial: Acquisition/Disposition</b> <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Land acquisition, clearance of structures, or assembling land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by public or private non-profits.
<b>17B</b>	<b>Commercial/Industrial: Infrastructure Development</b> <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by public or private non-profits.
<b>17C</b>	<b>Commercial/Industrial: Building Acquisition, Construction, Rehabilitation</b> <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by public or private non-profits.
<b>17D</b>	<b>Commercial/Industrial: Other Improvements</b> <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by public or private non-profits.



<b>18A</b>	<p><b>Economic Development Direct Financial Assistance to For-Profit Business</b>  <i>24 CFR 570.203(b) or 42 USC 5305(a)(17)</i>  Financial assistance to private for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants.</p> <p>With one exception, a separate 18A activity must be set up for each business assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all businesses assisted during a program year may be combined in one activity.</p>
<b>18B</b>	<p><b>Economic Development: Technical Assistance</b> <i>24 CFR 570.203(c) or 42 USC 5305(a)(17)</i>  Technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources. Also use 18B for activity delivery costs eligible under 24 CFR 570.203(c).</p>
<b>18C</b>	<p><b>Economic Development: Microenterprise Assistance</b> <i>24 CFR 570.201(o) or 42 USC 5305(a)(22) + 24 CFR 570.482(c)</i>  Financial assistance, technical assistance, or general support services to owners and developers of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). The activity must be designed to exclusively serve microenterprises.</p> <p>With one exception, a separate activity must be set up for each microenterprise assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all assisted businesses may be combined in one activity.</p>

<b>General Admin</b>	
<b>20</b>	<b>Planning</b> <i>24 CFR 570.205 or 24 CFR 570.489(a)(3)</i> Program planning activities, including the development of comprehensive plans (e.g., a consolidated plan), community development plans, energy strategies, capacity building, environmental studies, area neighborhood plans, and functional plans. These activities, along with administration activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3). Under State CDBG, this matrix code would only be used for planning done in conjunction with another eligible activity.
<b>20A</b>	<b>State Planning-Only Activities</b> <i>24 CFR 570.483(b)(5) and (c)(3)</i> Program planning activities for when states award grants to units of general local government in which planning is the only activity, or in which planning activities are unrelated to any other activity funded as part of the grant. These are often referred to as "planning-only grants." These activities, along with administration activities, are subject to the 20 percent limitation under 24 CFR 570.489(a)(3).
<b>21A</b>	<b>General Program Administration</b> <i>24 CFR 570.206 or 24 CFR 570.489(a)(3)</i> Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation. These activities, along with planning activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
<b>21B</b>	<b>Indirect Costs</b> <i>24 CFR 570.206(e)</i> Costs charged as general program administration under an indirect cost allocation plan. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
<b>21C</b>	<b>Public Information</b> <i>24 CFR 570.206(b)</i> Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
<b>21D</b>	<b>Fair Housing Activities (subject to Admin cap)</b> <i>24 CFR 570.206(c)</i> Fair housing activities carried out as part of general program administration rather than as a public service. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).  For fair housing activities carried out as a public service, use 05J.
<b>21E</b>	<b>Submission of Applications for Federal Programs</b> <i>24 CFR 570.206(f)</i> Preparation of (1) documents that must be submitted to HUD to receive CDBG funds or (2) applications to other federal programs for community development assistance. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).

<b>21H</b>	<b>CDBG Funding of HOME Administrative Costs</b> 24 CFR 570.206(i)(2) or 42 USC 5305(a)(13) CDBG funding of administrative costs for the HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
<b>21I</b>	<b>CDBG Funding of HOME CHDO Operating Expenses</b> 24 CFR 570.206(i)(2) CDBG funding of CHDO operating expenses for HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
<b>21J</b>	<b>State Program Administration</b> 24 CFR 570.489(a) State program administration, including (but not limited to) salaries, wages, and related costs required for overall program management, coordination, monitoring, reporting, and evaluation. These activities are subject to the \$100,000 plus 3% limitation.
<b>Repayment of Section 108 Loans</b>	
<b>19F</b>	<b>Planned Repayments of Section 108 Loans</b> 24 CFR 570.705(c) Planned payments of principal due on Section 108 loans (including prepayment or defeasance of Section 108 loans). If a grantee is planning to use CDBG funds to repay the Section 108 loans, then use matrix code 19F.
<b>19G</b>	<b>Unplanned Repayments of Section 108 Loans</b> 24 CFR 570.705(c) Unplanned payments of principal due on Section 108 loans (including prepayment or defeasance of Section 108 loans). Use matrix code 19G for the following two situations: <ul style="list-style-type: none"> <li>• When the funds planned for Section 108 loan repayment are not available, the grantee needs to use CDBG funds to repay the Section 108 loans.</li> <li>• The grantee does not make a timely payment on its Section 108 Guaranteed loan, and the CDBG grant funds are deducted from grantee's line of credit to pay the Section 108 Guaranteed Loans.</li> </ul>
<b>24A</b>	<b>Payment of Interest on Section 108 Loans</b> 24 CFR 570.703(c), 570.705(c) Payment of interest on Section 108 loans.
<b>24B</b>	<b>Payment of Costs of Section 108 Financing</b> 24 CFR 570.703(g), 570.703(n), 570.705(c) Payment of issuance, underwriting, servicing, trust administration and other costs associated with private sector financing of Section 108 loans and payment of fees charged by HUD.
<b>24C</b>	<b>Debt Service Reserve</b> 24 CFR 570.703(k), 570.705(c) Establishment of debt service reserves as additional security for repayment of Section 108 loans.

<b>Other</b>	
<b>07</b>	<p><b>Urban Renewal Completion</b> <i>24 CFR 570.201(h) or 42 USC 5305(a)(10)</i>  Completion of Urban Renewal projects funded under Title I of the Housing Act of 1949.</p> <ul style="list-style-type: none"> <li>• Do not use code 07 for a downtown renewal, downtown development, or locally-created Urban Renewal activity unless the activity will result in the closing out of a federally-approved urban renewal project.</li> <li>• Only use for activities necessary to complete an existing Urban Renewal Plan.</li> </ul>
<b>19C</b>	<p><b>CDBG Non-Profit Organization Capacity Building</b> <i>24 CFR 570.201(p) or 42 USC 5305(a)(19)</i>  Activities specifically designed to increase the capacity of non-profit organizations to carry out specific CDBG eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff. The specific eligible activity for which capacity is being developed must meet a national objective. Payment of general operational and administrative costs of a non-profit organization is not eligible under this category.</p>
<b>19H</b>	<p><b>State CDBG Technical Assistance to Grantees</b> <i>24 CFR 570.489(a)</i>  Use this code to indicate State CDBG technical assistance to grantees. This code should be used only for states. CDBG State grantees should use this matrix code for activities that fall under the set-aside for technical assistance in the CDBG program. These activities are subject to the \$100,000 plus 3% limitation.</p>