

CDBG GRANT MANAGEMENT HANDBOOK (2007 Edition)

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Chapter 2 – First and Last Draw Requirements

Recipient Checklist

Prior to Obligation of any Grant Funds or Signing of any Contracts or Agreements:

- ___ 1. Obtain Environmental Clearance (Refer to Chapter 3)
- ___ 2. Obtain firm commitment of other funds
- ___ 3. Adopt a *Residential Antidisplacement and Relocation Assistance Plan (Exhibit 2A)*, if applicable (Refer to Chapter 8)
- ___ 4. Complete any *Special Conditions of Award* (Exhibit B of Grant Contract)

Prior to First Draw for Non-Construction Activities:

- ___ 5. Obtain Environmental Clearance for all non-construction activities (Refer to Chapter 3)
- ___ 6. Adopt and publish a *Fair Housing Resolution* (Exhibit 2B) - Affidavit of publication must be dated within 6 months prior to first draw.
- ___ 7. Complete and submit the “Self-Evaluation Checklist” (Exhibit 2C)
- ___ 8. For recipients with 15 or more employees, adopt and publish a Nondiscrimination Policy and Grievance Procedures (Refer to Chapter 7)

Prior to Advertisement for Bid for Construction Activities:

- ___ 9. Obtain all necessary Environmental Clearance from OECD (Refer to Chapter 3)
- ___ 10. Submit all draft bid documents and advertisements for OECD review and receive OECD approval prior to proceeding with bid advertisement (Refer to Chapter 5)

Prior to First Draw for Construction Activities:

- ___ 11. Hold Pre-Construction Conference and submit minutes (Refer to Chapter 6)
- ___ 12. Submit Notice of Construction Contract Award (Refer to Chapter 6)
- ___ 13. Submit copies of the first Certified Payroll Reports along with evidence of recipient review (Refer to Chapter 6)

Prior to Final Draw:

- _____ 14. Submit Minority and Women Business Enterprises form (Refer to Chapter 5)
- _____ 15. For recipients that have received more than one CDBG grants award in the program year and/or have more than one open grant, undertake at least one additional Fair Housing Activity. Submit information to OECDD that documents this activity. (Refer to Chapter 7)
- _____ 16. For projects with a grant that exceeds \$100,000, submit *Section 3 Summary Form* (Refer to Chapter 5)

Prior to Administrative Closure:

- _____ 17. If applicable, submit the *Public works for New Housing—Beneficiaries Report* (Refer to Chapter 7)
- _____ 18. Hold second public hearing. (Exhibit 2E) Provide copy of notice, affidavit of publication, and hearing minutes to OECDD.
- _____ 19. Submit final user rate resolution for public works construction projects.
- _____ 20. Economic Development recipients must submit a low and moderate-income job creation/retention reporting form. (Refer to Chapter 9 for a copy of the form, Exhibit 9A.)

First and Last Draw Requirements and Special Grant Contract Conditions

Do not sign any contracts or make any purchases for project activities until all required preliminary conditions have been met. Failure to address these conditions could result in severe consequences, including but not limited to the State being federally prohibited from providing grant funds for part or all of the project.

Pre-Agreement Costs

Costs incurred prior to an award are not eligible for reimbursement under any circumstances. Costs incurred after an award is made but prior to execution of the grant contract are also not eligible for reimbursement, unless there is a provision in the grant contract allowing payment of specific pre-agreement costs **and** if the federal environmental rules have been met for the specified activities. Any pre-agreement costs must be approved by the department **prior** to expenditure.

Acknowledgment of Grant Assistance

All materials produced with the use of grant funds must include a credit that identifies the assistance of the Community Development Block Grant program. **Exhibit 2D** has sample language and other details about this requirement.

Prior to Obligating any Grant Funds

Environmental Clearance – Grant funds cannot be used for costs incurred before the appropriate environmental review process has been completed in compliance with 24 Code of Federal Regulation (CFR) Part 58. Do not obligate funds or sign any contracts or agreements until the appropriate clearance has been obtained. Chapter 3 of this handbook describes how the environmental requirements are met and clearance documented.

Firm Commitment of Other Funds - All other identified and necessary project financing must be firmly committed before grant funds can be obligated

Plan for Replacement of Lower Income Housing – For any project that will directly result in the demolition of lower-income dwelling units or their conversion to another use, the recipient must follow the *State of Oregon Residential Anti-displacement and Relocation Assistance Plan (Exhibit 2A)* or adopt a comparable local plan. This must be made public and submitted to OECDD prior to commitment of any funds. Refer to Chapter 8 of this handbook for more specific information.

Chapter 2 – First and Last Draw Requirements and Special Grant Contract Conditions

Other Special Grant Contract Conditions

Carefully review the *Special Conditions of Award* shown in Exhibit B of the Grant Contract. If a condition is not understood or if more information is needed to comply with the condition, call your regional coordinator at the Oregon Economic and Community Development Department for assistance.

Prior to First Draw for Non-Construction Activities

Numerous special conditions must be met before the first cash request may be submitted to the state for approval. These include:

Environmental Clearance for all non-construction activities. Designate a “Certifying Officer” as defined in Chapter 3. Complete a *Finding of Exemption from Part 58 Environmental Review Requirements* for grant administration, engineering and architectural services and other activities that are exempt from environmental review (**Exhibit 3C**). Refer to Chapter 3 for more information.

Fair Housing Resolution - A *Fair Housing Resolution* must be adopted and published by the recipient. A resolution adopted for a previous project may be used if it contains all the information contained in the resolution shown as **Exhibit 2B**. Exhibit 2B must be published within six months prior to the first request for grant funds.

Self-Evaluation Checklist – To comply with Section 504 of the Federal Rehabilitation Act and the Americans with Disabilities Act, the recipient must document that it has completed a *Self-Evaluation for Compliance with Section 504 Accessibility Requirement for Persons with Disabilities*, usually referred to as the “Self-Evaluation Checklist” (**Exhibit 2C**). Individual(s) with disabilities or organizations representing individuals with disabilities must assist in completion of the Self-Evaluation. If the recipient has a Checklist that was completed within the last five years for a previous CDBG project, it will be accepted as long as no local conditions have changed. Refer to Chapter 7 for more Section 504 requirements.

Notice of Nondiscrimination Policy and Grievance Procedures - To comply with Section 504 of the Federal Rehabilitation Act and the Americans with Disabilities Act, recipients with 15 or more employees must publish an Initial Notice about their Nondiscrimination Policy (**Example: Exhibit 7F**), if they have not done so for a prior grant project. A notice published for an earlier grant does not have to be republished if no required information has been changed (e.g., designation of responsible employee). Recipients must also adopt Grievance Procedures for all employees and project beneficiaries (**Example: Exhibit 7E**).

Formal Grievance Procedures are not necessary for recipients with fewer than 15 employees. Recipients will be monitored by OECDD for evidence (in the form of complaints) that they have or have not made reasonable accommodation for disabled persons. Additional information on all nondiscrimination requirements is found in Chapter 7.

Prior to Advertisement for Bid of Construction Activities

Environmental Clearance for all construction activities – Environmental review requirements are discussed at length in Chapter 3. The grant recipient must prepare and adopt an environmental review record, must adhere exactly to required public notice timelines, and must obtain an environmental clearance (also called a Release of Funds) from the Department.

Draft Bid Documents, including the advertisement (call) for bids - These must be submitted to the department for review at least ten days before the anticipated advertisement date. It is advantageous to submit these draft documents as early as possible for review in case modifications are necessary. Refer to Chapter 5 for more information.

Prior to First Draw for Construction Activities

The recipient must send the following documents to the department before grant funds will be released for construction activities:

Pre-Construction Conference Meeting Minutes - A complete copy of the pre-construction minutes signed by the recipient and general contractor(s). Minutes should contain the information described in **Exhibit 6E**. See Chapter 6 for more information.

Notice of Construction Contract Award - Complete the form contained in **Exhibit 6F** and submit it to the department.

Copies of Certified Payroll Reports - When the first draw for construction costs is submitted, copies of all completed certified payroll reports from the general and sub-contractors, whose work is covered by the first drawdown, must be submitted for review. See Chapter 6 for detailed information about Certified Payroll Reports.

Prior to Final Draw for all Projects

Submit a completed Minority, Women Emerging Small Activity Report attached as **Exhibit 5B**.

Recipients that have received more than one Community Development Block Grant award in the program year and/or have more than one open grant must undertake at least one additional Fair Housing Activity. See Chapter 7 for more information.

Prior to Final Draw for Construction Projects

Prior to final draw for construction projects over \$100,000 funded with a grant that exceeds \$200,000, submit a completed Section 3 Summary Form contained in **Exhibit 5C**. If the project is not a construction project, this form must be submitted prior to final draw.

Prior to Administrative Closure

Beneficiaries Forms - Recipients of Off-Site Infrastructure Projects need to keep records on all applicants for the housing units and tenants. Once the units are occupied and before the project can be administratively closed, this information must be submitted to the department to ensure the project met the national objective and the affordable rent criteria. **Exhibit 7B** contains a copy of the required forms.

Second Public Hearing – The first public hearing was held prior to submitting the application for funding. A second hearing must be held as part of the grant close out process. The purpose of the Second Public Hearing is for the recipient to review the results of the project with citizens and to take comments about the local government’s performance as part of the grant closeout process. A sample notice is contained in **Exhibit 2E**. Public notice should be made in accordance with local practice.

Recipients must provide a copy of the notice, evidence of publication, and final approved hearing minutes to OECDD prior to administrative closure.

Public Works, water and wastewater projects must submit a rate resolution that demonstrates the users rates were increased as required, by construction completion.

Economic Development grantees must submit the required low and moderate-income job creation/retention form, which clearly shows the project met the required federal national objective and public benefit test requirements. Refer to **Chapter 9A** for more information.

STATE OF OREGON

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The State of Oregon administers federal funds from the U.S. Department of Housing and Urban Development (HUD) under a HUD-approved Consolidated Plan for Housing and Community Development. This “Residential Antidisplacement and Relocation Assistance Plan” is required for two programs covered by the State’s Consolidated Plan.

Units of general local government (cities and counties) funded by the State are required to follow the State’s plan unless they develop their own plan. A city or county that develops its own plan must adopt the plan and make it public.

PART A. STATE PROGRAMS COVERED BY PLAN

1. HOME Investment Partnerships Program (HOME)

Statutory requirement: Section 105(b)(14) of the Cranston-Gonzalez National Affordable Housing Act (NAHA)

Program regulations: 24 Code of Federal Regulations (CFR) Part 92.353 (Displacement, relocation and acquisition) and 24 CFR Part 42 (Displacement, Relocation Assistance, and Real Property Acquisition for HUD and HUD-Assisted Programs)

Responsible state agency: Oregon Housing and Community Services Department, Housing Resources Section

2. Community Development Block Grant (CDBG)

Statutory requirement: Section 104(d) of the Housing and Community Development Act of 1974

Program regulations: 24 CFR Part 570.606(c) (Displacement, relocation and acquisition, and replacement of housing) and 24 CFR Part 42 (Displacement, Relocation Assistance, and Real Property Acquisition for HUD and HUD-Assisted Programs)

Responsible state agency: Oregon Economic Development Department

PART B: STEPS TO MINIMIZE DISPLACEMENT

The State will minimize the displacement of families and individuals from their homes and neighborhoods as a result of HOME and Community Development Block Grant activities by requiring recipients of program funds to take the following steps, consistent with other goals and objectives of programs covered by 24 CFR Part 92 and 24 CFR Part 570:

1. Seek unimproved or vacant properties for project activities to eliminate displacement of tenants.
2. Stage rehabilitation of multi-family projects to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
3. Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
4. Provide counseling assistance to assist homeowners and renters to understand the range of assistance that may be available to help them stay in their neighborhood.

PART C: RELOCATION ASSISTANCE FOR DISPLACED PERSONS

State recipients shall be required to provide for relocation assistance in accordance with 24 CFR Part 42.350. The State will provide technical assistance to recipients. HOME and Community Development Block Grant funds may be used for relocation payments.

PART D: ONE-FOR-ONE REPLACEMENT OF LOWER-INCOME DWELLING UNITS

The State will ensure that recipients comply with the requirements of 24 CFR Part 42.375 for the replacement of all occupied and vacant occupiable lower-income dwelling units that are demolished or converted to another use other than as lower-income dwelling units in connection with a HOME or Community Development Block Grant assisted activity.

If funds will be used for any activity that will directly result in the demolition of lower-income dwelling units or the conversion of lower-income dwelling units to another use, the State will require the HOME or Community Development Block Grant recipient to make public and submit to the responsible State agency, in writing, the following information:

1. A description of the proposed activity;
2. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to another use other than for lower-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;

4. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data is not available at the time of the general submission, the submission shall identify the general location on an area map and the approximate number of dwelling units by size, and information identifying the specific dwelling units by size shall be submitted and disclosed to the public as soon as it is available;
5. The source of funding and a time schedule for the provision of replacement dwelling units;
6. The basis for concluding that the replacement housing will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the needs assessment contained in the State of Oregon Consolidated Plan. A unit of general local government funded by the State must also make public information demonstrating that the proposed replacement is consistent with the housing needs of lower-income households in the jurisdiction.

The above information shall be submitted before funds are committed by the State for HOME activities or by the unit of general local government for Community Development Block Grant activities.

Recipients shall follow their regular local practice for public notice. The State will forward information submitted by recipients to the Oregon State Office of the U.S. Department of Housing and Urban Development.

SAMPLE

Fair Housing Resolution

(For Small Cities and Counties)

LET IT BE KNOWN TO ALL PERSONS of the City/County of _____ that discrimination in the sale, rental, lease, advertising of sale, rental or lease, financing of housing or land to be used for construction of housing, or in the provision of brokerage, rental services because of race, color, sex, disability (physical or mental), familial status (children) or national origin is prohibited by Title VIII of the federal Fair Housing Amendments Act of 1988. It is the policy of the City/County of _____ to support the Fair Housing Amendments Act of 1988 and to implement a Fair Housing Program to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, disability (physical and mental), familial status (children) or national origin. Therefore, the City/County does hereby pass the following Resolution:

BE IT RESOLVED that within the resources available to the City/County through city, county, state, federal and community volunteer sources, the City/County will assist all persons who feel they have been discriminated against because of race, color, religion, sex, disability (physical and mental), familial status (children) or national origin in the process of filing a complaint with the Oregon Civil Rights Division or the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division, that they may seek equity under federal and state laws.

BE IT FURTHER RESOLVED that the City shall publicize this Resolution and through this publicity shall cause real estate brokers and sellers, private home sellers, rental owners, rental property managers, real estate and rental advertisers, lenders, builders, developers, home buyers and home or apartment renters to become aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances.

THE FAIR HOUSING PROGRAM, for the purpose of informing those affected of their respective responsibilities and rights concerning Fair Housing law and complaint procedures, will at a minimum include, but not be limited to: 1) the printing, publicizing and distribution of this Resolution; 2) the distribution of posters, flyers, pamphlets and other applicable Fair Housing information provided by local, state and federal sources, through local media or community contacts; and 3) the publicizing of locations where assistance will be provided to those seeking to file a discrimination complaint.

EFFECTIVE DATE

This Resolution shall take effect _____.

Oregon Community Development Block Grant Program

**Self-Evaluation for Compliance with Section 504
Accessibility Requirements for Persons with Disabilities**

Note: This self-evaluation must cover all programs and services operated by the city or county grant recipient. The self-evaluation must be done in consultation with individuals with disabilities or organizations representing them. The form provides space for describing actions the organization will take to come into compliance with Section 504 regulations.

City/County of _____
(Hereafter called "agency")

CDBG Grant: _____

Address: _____

Person completing self-evaluation

Name: _____

Title: _____

Date: _____

Individual(s) with disabilities or organizations representing individuals with disabilities that assisted the agency in completion of the self-evaluation:

Name(s): _____

Title: _____

Organization: _____

Address: _____

Public Information

Yes No

A. Do all notices and advertisements written for the public by the agency include a notice that it does not discriminate against individuals with disabilities?..... _____ _____

B. Do all public meeting and public hearing notices offer assistance to individuals with disabilities, on request?..... _____ _____

C. If you answered "no" to A and/or B, list below (under Actions Needed) the types of publications or notices that need to be amended (this can include official letterhead and standard forms used by the agency):

D. Are posters about the rights of individuals with disabilities prominently displayed in appropriate locations for employees and the general public to read?.....

Note: Posters can be obtained at no cost from the Northwest Americans with Disabilities Act and Information Technology Center, phone 1-800-949-4232 Voice/TTY or e-mail nwada@ohsu.edu. The website is www.nwada.org.

E. Describe the process by which the agency secures, or plans to secure, the services of interpreters (sign and foreign language) for public meetings. What standards are used to decide whether a request for assistance, in the case of a public meeting or hearing, can be accommodated?

Actions Needed (e.g., when current inventory of agency forms runs out, reprint new forms with nondiscrimination statement at bottom. Obtain and display posters, develop a list of qualified sign language interpreters, develop standards and procedures for accommodating requests for assistance.)

Telephone Communication Yes No

A. Does the agency have a TTY (Text Telephone) for use in communicating over the telephone with hearing- or speech-impaired persons?.....
 If yes, list TTY location and telephone number:

Location _____

Phone No. _____

Is this TTY available to all agency departments?.....

Answer “no” if the TTY is only available for 911, or other emergency-related business.

B. If “no” to A. above, how does the agency communicate by phone with persons who have hearing and speech impairments?

Note: The Oregon Telecommunications Relay Service (OTRS) provides full telephone accessibility to deaf, hard of hearing or speech-impaired persons. To access OTRS, call the voice number from a TTY or **711** from a voice phone. More information is available at <http://www.oregon.gov/PUC/rspf/index.shtml>.

C. How does the agency notify the public and individuals with hearing impairments of the method chosen? (e.g., published notice, phone listing, billing inserts)

Actions Needed (e.g., contact the Oregon Telecommunications Relay Service at (800) 735-1232 to learn about the service; research cost/benefit of buying a TTY; publicize at a council meeting and in the newspaper that the agency will now have an in-house TTY; contact the Northwest Americans with Disabilities Act and Information Technology Center to learn about TTYs.)

Facilities

A. List all facilities from which the agency provides services.

<u>Facility</u>	<u>Address</u>	<u>Services Provided/Major Activity</u>
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B. Complete a separate Facilities Evaluation (last page of this exhibit) for each facility listed in A. above.

Employment Practices

A. Recruitment

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Does all recruitment literature indicate that the agency does not discriminate on the basis of disabilities?	_____	_____	_____
2. Are employees with disabilities included in promotional and recruitment advertising?	_____	_____	_____
3. Are organizations that represent individuals with disabilities contacted for advice and referrals?	_____	_____	_____

If you answered “no” to any of these questions you must include corresponding corrective actions in the following Actions Needed Section.

_____	_____	_____
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Employment Practices

Yes No N/A

B. Job Vacancies

- 1. Are all vacancy announcements reviewed to ensure that physical, mental and communication requirements are job-related and accurately reflect job functions?.....
- 2. Are managers willing to consider reasonable accommodations for the disabilities of otherwise qualified applicants?

If you answered “no” to any of these questions, you must include corresponding corrective actions in the following Actions Needed Section.

C. Job Interviews

- 1. Is every hiring supervisor informed of the requirement that all questions asked in the job interview must be related to duties and functions of the job?
- 2. Has every hiring supervisor been informed of where and how to obtain assistance to interview an applicant with a hearing impairment?
- 3. Is there an interviewing area accessible to an applicant in a wheelchair?

If you answered “no” to any of these questions you must include corresponding corrective actions in the following Actions Needed Section.

D. Physical Examinations

- 1. Does the agency conduct or require any medical exams prior to making offers of employment?
If no, go to question #3.
- 2. If yes,
 - Are all entering employees subject to the medical exam?
 - Are all offers of employment conditional based on the results of the exam?.....
 - Are the medical results not used in a discriminatory manner? ...
 - Is all the information gathered maintained confidentially?.....
- 3. Has every hiring supervisor been informed that no offer of employment may be withdrawn on the basis of medical conditions that are not job-related?

If you answered “no” to any of these questions, you must include corresponding corrective actions in the following Actions Needed Section.

E. Reasonable Accommodations

- 1. Has a method been implemented for soliciting voluntary

Employment Practices

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
indications of disability status and requests for accommodations by new hires and existing employees?.....	_____	_____	_____
2. Have employees with disabilities requested that the agency make accommodations in consideration of their limitations?	_____	_____	_____
3. If employees with disabilities have responded, is the information kept confidential?.....	_____	_____	_____
4. Has the agency ever denied a request for reasonable accommodations?.....	_____	_____	_____
5. If so, was the denial based on the concept of “undue hardship?”....	_____	_____	_____
If you answered “no” to questions E.1. or E.3., you must include corresponding corrective actions in the following Actions Needed Section.			
6. Have any complaints been filed against the agency for employment discrimination on the basis of disability within the past 5 years?.....	_____	_____	_____
If yes, briefly give the status of the complaint or how the complaint was resolved.			

Actions Needed (e.g., agency personnel officer needs to instruct all hiring supervisors of legal requirements; need to instruct all hiring supervisors that interviews must be held in accessible locations). Identify area of needed actions by the question number.

F. Special Requirements for Agencies with 15 or More Employees

1. How many persons are employed by the agency?..... _____
(Do not reduce this number to "full-time equivalent" or FTE))

STOP HERE if the answer to F.1. is less than 15.

If the answer is 15 or more, complete the remaining questions.

2. Has the agency designated at least one person to coordinate efforts to comply with accessibility requirements?..... _____

If yes, name, address, phone (Voice), TTY number (or Relay Service number)

(Agency)

3. Has the agency developed grievance procedures for prompt and equitable resolution of complaints alleging employment discrimination on the basis of disability? _____

4. Has the agency taken initial and continuing steps to notify applicants and beneficiaries (including those with vision and hearing impairments) and unions or professional organizations holding agreements with the recipient, that it does not discriminate on the basis of disabilities in admission or access to, or treatment or employment in, its federally assisted programs and activities? .. _____
(24 CFR 8.54 requires this action.)

Date of initial published notice: _____

What steps is the agency taking for outreach/ongoing notice efforts? (List)

**Section 504 Self-Evaluation
Program Accessibility — Facilities**

Complete a separate form for each facility owned by the city or county grant recipient

City/County: _____

CDBG Grant # _____

Facility Name/Address: _____

Yes No N/A

A. Is this facility accessible to individuals with disabilities (whether employees or members of the public)?

B. Briefly describe all services or activities conducted in the facility which are not accessible to individuals with disabilities, and why.

1. _____

2. _____

3. _____

(Attach additional sheets as needed)

C. Describe what actions have been or will be taken to address each of the problems listed in B. above and list when these steps will be accomplished. Accommodations made should ensure that individuals with disabilities have reasonable access to the services or activities listed above. Or, if the decision is made that accommodation poses an “undue administrative or financial burden,” state this decision and reasons for the decision.

1. _____

2. _____

3. _____

(Attach additional sheets as needed)

Acknowledgment of Grant Assistance

1. Printed Documents

The preparation of any document or report which is funded in whole or in part by the Community Development Block Grant Program must include the following clause on its title page:

“The preparation of this [document/report] was funded [in part/in its entirety] with federal funds from the Oregon Community Development Block Grant Program. This [document/report] is not subject to state or federal copyright law. As such, any part of the [document/report] may be reprinted, copied or duplicated without the permission of the State of Oregon or the grant recipient.”

The above statement must be printed in technical assistance reports, engineering plans, housing rehabilitation procedure manuals, and other reports developed with the assistance of grant funds.

2. Newspaper Bid Advertisements, Requests for Bids, Requests for Proposals

All requests for proposals (RFPs), requests for statements of qualification (RFQs), and requests for bids for labor or materials to be paid with grant funds must include the following statement or its equivalent:

“Work under this contract will be funded [in part/in its entirety] with grant funds from the Oregon Community Development Block Grant Program.”

All newspaper bid advertisements must also include the above statement.

SAMPLE
Public Hearing Notice

(City/County) is completing a _____ project funded with Community Development Block Grant funds from the Oregon Economic and Community Development Department. The location of the project is: _____. It is estimated that the project has benefited at least (number) persons of whom (percentage) are low or moderate income.

A public hearing will be held by the (city council or county board of commissioners) at (time) on (day) at (location and address).

The purpose of the hearing is for the (city council or county board of commissioners) to obtain citizens views about the project and to take comments about the local government's performance. Written comments are also welcome and must be received by (date) at (address). Both oral and written comments will be reviewed by the (city council or county board of commissioners).

The location of the hearing is accessible to the disabled. Please let (name of contact person/office) at (telephone number) know if you need any special accommodations to attend or participate in the hearing.

More information about the Oregon Community Development Block Grant program and the project is available for public review at (location) during regular office hours. Advance notice is requested.