CITY OF MEDFORD
REQUEST FOR PROPOSALS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM YEAR 2027/28
RFP-26-012-PLN

Mandatory Orientation Session: Tuesday, December 8, 2026, from 2:00–3:30 p.m.
Register HERE for this Zoom virtual meeting

Request for Proposals Issue Date: Friday, December 11, 2026

Last Day to Submit Questions: Friday, January 8, 2027, at 2:00 p.m.

Proposal Due Date: Sunday, January 31, 2027, at 10:00 p.m.

Estimated Funding Availability:

CDBG Capital Improvement Projects	$383,500
CDBG Public Service Programs	$ 88,500

ANNOUNCEMENT

The City of Medford Housing and Community Development Division is pleased to announce funding availability through the City's 2027 Community Development Block Grant (CDBG) program. The CDBG program is a federal entitlement program available through the U.S. Department of Housing and Urban Development (HUD). Funding is restricted to projects and/or programs proposed within the Medford city limits.

During the 2027 Program Year (PY), funding for the CDBG Public Service Program is prioritized for activities that provide services to unhoused/homeless community members, which include: administrative support to nonprofit homeless service providers and direct services to individuals and households meeting the federal definition of homeless (as a presumed eligible subpopulation).

During the 2027 PY, funding for CDBG Capital Improvement Projects is open to eligible activities that support housing and community development projects.

To apply, the program manager, project manager and grant writer of the agency considering applying for CDBG funds must attend a **mandatory orientation session** on Tuesday, December 8, 2026, from 2:00 – 3:30 p.m. virtually. Click HERE to register.

The Request for Proposal (RFP) and a link to a Neighborly Software application will be provided after attending the mandatory orientation. Applications will be received by the Medford Housing and Community Development Division until 10:00 p.m. local time, on Sunday, January 31, 2027.

Proposals **must** be submitted electronically through the Neighborly application link. Proposals received after the time established for receiving proposals will not be considered. PAPER, EMAIL and FACSIMILE PROPOSALS ARE NOT ACCEPTABLE.

As soon thereafter as possible, all proposals will be reviewed and evaluated by the City's Housing and Community Development Commission (HCDC). The HCDC will develop funding recommendations, which will then be considered by City Council for final approval.

Proposals will be accepted from qualified 501(c)(3) organizations, governmental agencies, private for-profit entities authorized under 24 CFR 570.201(o), and Community-Based Development Organizations (CBDOs) authorized under 24 CFR 570.204.

DESCRIPTION

The City of Medford, regarding the CDBG program, receives an annual entitlement grant (on average) of approximately $600,000 – $690,000 from HUD to meet one or more National Objectives: 1) primarily benefit low- and moderate-income persons; 2) eliminate or prevent slums or blight; or 3) meet a need having particular urgency. HUD mandates the majority of CDBG funding be awarded to housing and community development projects with an allowable maximum of 15% of the annual entitlement funds available to public services and 20% to program administration, planning, and fair housing activities. The City allocates the remaining 65% to housing projects or other eligible community development activities.

Prior to receipt of the application link and RFP, applicants **must** attend a mandatory orientation session on Tuesday, December 9, 2025, from 2:00 – 3:30 p.m. in order to apply by registering HERE. This is a virtual meeting. Please ensure that all those who will be responsible for the proposed program/project attend, including grant writers and program managers.

The City of Medford may reject any and all proposals upon a finding of the City that it is in the public interest to do so. The City also reserves the right to waive any informalities in any proposal and to delete certain items listed in the proposal as set forth herein.

The City of Medford programs, services and activities are open to all persons without regard to race, sex, age, handicap, religion, ethnic background or national origin. For further information about this equal opportunity policy, contact the Human Resources Department of the City of Medford at (541) 774-2010.

Meeting locations are generally accessible to persons with disabilities and those requesting language translation. To request interpreters for hearing impaired or other accommodations for persons with disabilities, please contact the ADA Coordinator at (541) 774-2074 or ada@cityofmedford.org at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735 1232. Persons needing translation services may contact the Housing and Community Development Division at hcd@cityofmedford.org at least three business days prior to the meeting to request these services.