

Community Development Block Loan/Grant 2022 Housing Rehabilitation Loan/Grant Fund Application

- 2022 Method of Distribution must be read and used in its entirety to complete the application.



Housing Rehabilitation Loan Fund

Section 1: General Application Information

Section 1 A: Applicant	
Organization Name: City of Roseburg	Organization: City (Identify the ORS under which entity is formed if potential applicant is an entity other than city or county, such as special district, authority, association, etcetera.)
Street Address: 900 SE. Douglas Avenue Roseburg, Oregon 97470	Mailing Address: 900 SE. Douglas Avenue Roseburg, Oregon 97470
Office Phone: (541) 492-6750	Web URL: www.cityofroseburg.com

Section 1 B: Project Contact	
Name: John Lazur	Title: Associate Planner
Phone: (541) 492-6750	Email: jlazur@cityofroseburg.org
Phone (cell):	Authorized Signer Name: Nikki Messenger
Authorized Signer Email: nmessenger@cityofroseburg.org	Authorized Signer Title: City Manager

Section 1 C: State Representation	
Senate District Number: 1	Senator's Name: Dallas Herd
House District Number: 2	Representative's Name: Christine Goodwin

Section 1 D: Project Overview
Project Name: 2022 Roseburg Regional Housing Rehabilitation Grant
Project Location: <i>(physical address along with description)</i> multiple sites

Project Type: -

Project Category:

Section 1 E: Project Description

Opportunity / Problem: *(Briefly describe the opportunity/problem facing the applicant)*

The Cities of Roseburg and Myrtle Creek are located in the central part of Douglas County. Similar to many rural communities, our area lacks adequate affordable housing to meet the needs of our citizens. Housing development has not kept pace with changing market and demographic needs and demands, and the Great Recession wiped out the local construction industry. According to recent housing studies 63.5% of the County's housing stock was built prior to 1980. This aging inventory, coupled with an aging population and flat incomes, has led to increasing deterioration of the housing stock. Over 26%% of the County's population is over the age of 65. The 2019 HNA completed by the City of Roseburg shows that Roseburg needs to take action to address the substandard housing in their service areas. A Lack of redevelopment, slow new house development, and financial barriers have impacted the quality of housing in Roseburg. Roseburg can help address housing quality concerns in a number of ways: (1) by identifying and maintaining a database of blighted homes, (2) by supporting rehabilitation with financial incentives, and (3) by working with developers and housing providers to alleviate zoning barriers to rehabilitation. Employment and incomes are lower than in the metro parts of the state. Local employers talk of the challenge of filling vacant positions and cite the lack of housing as a major impediment to attracting and retaining a skilled workforce. State Economists report that the County is losing about 1% of the housing stock each year to disrepair and deterioration. Addressing substandard housing conditions is a challenge for residents, especially those who are low-income, elderly, or experience disabilities, many of whom are unable to access conventional financing for home rehabilitation.

Proposal / Solution: *(Briefly describe alternatives considered to address this opportunity/problem)*

The City of Roseburg will serve as the lead applicant for the regional housing rehabilitation program, joining Douglas County and the City of Myrtle Creek. The City of Roseburg will contract with NeighborWorks Umpqua to operate the rehabilitation program, using the CDBG funds to rehabilitate homes owned by residents at or below 80% of Area Median Income. These projects will take place within the city limits of Roseburg, Myrtle Creek, or within Douglas County. We anticipate serving at least 30 households with CDBG housing rehabilitation grants of up to \$15,000 each. The program will focus on those households who are unable to access other home repair funding programs, such as bank loans, or whose homes need critical repairs made to leverage additional home repair resources. NeighborWorks Umpqua administers other home repair programs and can use these resources to leverage the CDBG funds. Income eligible households with homes needing repairs to address health and safety concerns, including repairs to water and wastewater lines and mitigating hazardous building materials (Lead Based Paint Asbestos) or needing accessibility modifications will be prioritized. Improvements or repairs to correct substandard building systems (electrical, plumbing, roofing, heating systems, building envelopes, dry rot repairs, etc.) will be a secondary priority. The program administrator, NeighborWorks Umpqua will conduct a Housing Quality Standards inspection to determine substandard conditions prior to work being conducted on the home. NeighborWorks Umpqua will develop the scope of work, and procure materials and sub- contractors for the projects. NeighborWorks Umpqua will also be responsible for participant screening and eligibility determinations.

Detailed Project Description: *(clearly describe the proposed project work to be accomplished)*

The City of Roseburg will contract with Umpqua Community Development Corporation (dba "NeighborWorks Umpqua") to use CDBG funds to rehabilitate homes owned by residents at or below 80% of Area Median Income. This work will include manufactured homes in parks throughout the prescribed project locations. NeighborWorks Umpqua will seek applicants for the rehabilitation projects, verify

eligibility, administer assistance to homeowners in identifying contractors to complete eligible repairs and ensure that all projects are completed within the parameters of the grant and meet all rules and regulations as set forth in the grant and sub-grant agreement.

Section 1 F: Project Work Plan

List Project activity milestones with achievable milestone ensuring. Work plan must include, but is not limited to, target timeline with estimated start and completion dates that would address:

- CDBG programmatic requirements, as identified within the most recent CDBG Grant Management Handbook, chapter 2
- Government/ Regulatory Agency decision making and review time
- Specific project implementation time (including timeline for procurements, construction)

Section 1 G: Unique Entity ID (UEI) and CCR Registration

Applicant's UEI Number:
09-229-4164.

SAM Registration:
Please provide the printout

Resource on SAM Registration:

- <http://www.Sam.gov>
- Within SAM.gov site, please go to Help tab to access the User Guides for the most updated information

Section 2: Financing Information

Section 2 A-1: Project Budget			
Budget Line Item	CDBG Funds	Non-IFA Funds	Total
Rehab Loan/Grant Fund	\$381,000.00	\$0.00	\$381,000.00
Environmental Review (Maximum \$20,000)	\$15,000.00	\$0.00	\$15,000.00
Grant Administration (10% of requested loan/grant with a maximum of \$25,000)	\$25,000.00	\$0.00	\$25,000.00
Program Management (Cannot exceed 20% of the requested loan/grant plus \$20,000, this includes the amount budgeted for loan/grant administration)	\$79,000.00	\$15,000.00	\$94,000.00
Total	\$500,000.00	\$15,000.00	\$515,000.00

Section 2 A-2: Pre-Agreement Costs

In any project assisted in whole or in part with CDBG funds, costs incurred after a grant award has been made but prior to execution of a grant contract are not eligible for reimbursement unless there are provisions in the grant contract allowing for payment of specific pre-agreement costs. The activities must also be eligible and undertaken in accordance with the requirements of the Community Development Block Grant program/future contract requirements and the federal environmental review rules at 24 CFR Part 58. Consult with department staff during project development for pre-agreement cost activities.

If the project is awarded, is the Applicant requesting reimbursement of pre-agreement costs? Yes

If Yes:

- Provide documentation that the federal environmental review rules at 24 CFR Part 58 have been met (Reference Attachment AF)
- Provide an explanation as to why pre-agreement costs are necessary for the completion the project (Reference Attachment AF)
- Provide the timeline in which the funds will be expended (Reference Attachment AF)
- Provide detail pre-agreement by budget line item in the table below. (note: the pre-agreement budget must be part of the overall project budget, not in addition to the budget listed in Section 2A-1)

Budget Line Item	CDBG Funds	Non-IFA Funds	Total
Engineering	\$0.00	\$0.00	\$0.00
Architectural	\$0.00	\$0.00	\$0.00
Environmental Review	\$15,000.00	\$0.00	\$15,000.00
Legal	\$0.00	\$0.00	\$0.00
Total	\$15,000.00	\$0.00	\$15,000.00

Section 2 B: Status of other funding		
Source of Non-IFA Funds, Cash, and other IFA Funds	Amount	Status <i>(Committed - Provide documentation of funds commitment as Attachment D)</i>
Home Repair Revolving Loan Fund held at NeighborWorks Umpqua	\$15,000.00	Committed
Total	\$15,000.00	

Section 2 C: Additional Budget Information
(Refer to Chapter 7 of Method of Distribution)
Will CDBG funds be used to pay for existing budgeted staff of the applicant? No
If Yes, explain how the CDBG funds will not supplant or substantially reduce the applicant's financial support for other community development activities.
Is the Applicant requesting an additional \$100,000 for manufactured home rehab? Yes
If Yes, describe: <ul style="list-style-type: none"> • Your previous experience in working on manufactured home rehab. • The sub-grantee's policy and procedure for this particular activity <p>Please See Attachment R MFH Experience.</p>
What is the balance of unobligated funds in the rehabilitation loan/grant program administered by the certified sub-grantee? (Identify source of funds and dollar amount). NeighborWorks Umpqua has revolved CDBG loan funds and will contribute \$15,000 of these funds as match for this project. The balance of the Umpqua Coastal Housing Center Revolving loan fund is \$?? and the balance of the Umpqua Regional Housing Center Revolving loan fund is \$??.
The following budget restrictions have been met, if applicable: <ul style="list-style-type: none"> • Grant Administration 10% of the requested grant capped at \$25,000: Yes • Environmental Review capped at \$20,000: Yes • Program Management capped at 20% of the requested loan/grant, plus \$20,000 (Note: This includes the amount budgeted for loan/grant administration): Yes
Provide copy of the non-profit's current budget, showing any funds available for this project.

Section 3: Project Need

Section 3 A: National Objective

(Refer to Chapter 3 and 7 of Method of Distribution)

This section must be fully completed - Select one from A-B

LMI - Housing Direct Benefit -

- 100% of the Owner Occupied units that are rehabilitated must be low and moderate income household.

Attach the following (Reference Attachment N):

- A copy of the family size and income screening form to be used.
- A description of the method by which the loan/grants are ensured to be made to LMI household.

Provide the estimated total number of owner occupied units to be rehabilitated:

30

Provide the estimated total number of **LMI** owner occupied units to be rehabilitated:

30

The estimated number of owner occupied units rehabilitated that will require lead safe work practices (Pre-1978 units, where \$5,000 or more of the rehabilitation work is to be completed and any lead safe practices will need to be used).

16

The estimated number of owner occupied units rehabilitated where the rehabilitation work will also be subsidized by federal (other than CDBG), state, or local program funds.

0

The estimated number of owner-occupied units rehabilitated that will be occupied by elderly (head of household or spouse age 60 or older).

19

The estimated number of owner-occupied units rehabilitated that will be made handicapped accessible.

7

Section 3 B: Performance Measure Indicators

Federal Objective/Outcome and Performance Measure

REFER TO THE SPECIFIC SECTION OF THE 2017 MOD PERTAINING TO THE PROJECT TYPE REQUESTED TO SEE WHICH ITEMS MUST BE ADDRESSED.

1. Objectives (Select One)

: **Suitable Living Environment** - This objective relates to activities designed to benefit communities, families, or individuals by addressing their living environments.

: **Decent Affordable Housing** - This objective applies to economic development, commercial revitalization and job creation.

2. Outcomes (Select One)

: **Sustainability/Promoting Livable or Viable Communities** – This outcome applies to projects where the activities are aimed at improving communities or neighborhoods, helping to make them livable or viable through multiple activities or services that sustain communities or neighborhoods. This can be the removal or elimination of slums or blighted areas.

Amount of money leveraged:

- **Federal:** \$0.00
- **State:** \$0.00
- **Local:** \$0.00
- **Private:** \$15,000.00

Provide number of persons benefiting from this project:

Provide number of LMI persons benefiting from this project:

Provide number of communities assisted: 3

Identify name of the communities assisted: Roseburg, Myrtle Creek and Douglas County are the three communities that will be assisted.

Provide the congressional District for the City / County applicant: 4

Provide the congressional District for the project location (if different): 4

Provide NAICS (North American Industry Classification System, info can be found at: <http://www.naics.com/search.html>) Code: 921110

Provide the total compensation and names of the top five executives if the city/county:

Do you meet the following conditions? No

- Receives more than 80% or more of your annual gross revenues from the Federal government (including the funded project); or
- Those Federal revenues are greater than \$25 million annually; or
- The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) of 15(d) of the Securities and Exchange Act or section 6104 of the Internal Revenue Code. To determine if the public has access to the compensation information, go to the U.S. Security and Exchange Commission (SEC) total compensation filings at <http://www.sec.gov/answers/excomp.htm>

If yes, complete the following:

	Name:	Compensation:
1.		
2.		
3.		
4.		

5.

Race/Ethnicity of Persons Benefiting from Project: *Note: the total number of persons served reported above must be the same as the total number of persons reported in this section.*

Race:	Total #	Ethnicity: # of Hispanic
White	22	4
Black/African American	0	0
Asian	1	0
American Indian/Alaskan Native	3	0
Native Hawaiian/Other Pacific Islander	0	0
American Indian/Alaskan Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaskan Native & Black/African American	0	0
Other Multi-Racial	4	0
Total Number of Persons Benefiting from Project	30	4
Total Number of Low- and Moderate-Income Persons Benefiting from Project	30	

Source of data:	<input checked="" type="checkbox"/>	2010 Census	2010 Census Race/Ethnicity: http://factfinder.census.gov (note Select advance search, enter "Race" under topic and location under state, county or place; then Choose Table QT-P4)
	<input type="checkbox"/>	Survey, Dated:	
	<input type="checkbox"/>	Other, specify:	

Section 4: Project Feasibility

Section 4 A: Project Feasibility

(Refer to Chapter 7 and 12 of Method of Distribution)

Describe how the housing rehabilitation loan/grant fund program will meet one of the three priorities for funding described under "Project Need and Solution" in Chapter 7 of the Method of Distribution

The housing rehabilitation grant program will allow access for LMI households to receive funding to address substandard housing conditions. Critical systems that are eligible for funding include electrical, plumbing, roofing, siding, insulation, weatherization, heating systems, water heaters and dry rot repairs. Further more, LMI elderly or disabled households will be eligible for funding for handicap accessibility modifications. Grant funds may also be used for lead-based paint abatement/removal, asbestos testing and abatement, access to clean water and sewer systems. The Inquiry List provided in Attachment C illustrates the needs of the homeowners.

Describe how the housing rehabilitation loan/grant fund program will provide assistance to 100% low and moderate income households. Provide copies of the client screening form and procedures in Attachment N.

Describe how this rehabilitation loan/grant fund will not be in competition with local financing institutions.

Note: Each rehab loan fund must insert requirements into their loan policies that they only provide gap financing and will work with local financing institutions to complete the financing package, or require letters of rejection from financing institutions, and/or somehow demonstrate the loan is not bankable.

What non-profit entity is going to be the sub-grantee of the funds?

Umpqua Community Development Corporation, dba NeighborWorks Umpqua.

Is the non-profit a certified sub-grantee? Yes

If yes, please provide a copy of the State's certification letter (Attachment F).

If No, please and provide the documentation outlined below (Reference Attachment F).

Documentation from the Internal Revenue Service (IRS) that certifies that the non-profit organization was organized under 501(c)(3) or (c)4 of the IRS code.

Documentation that the organization must have as one of its primary purposes (as outlined in its bylaws, article or incorporation or charter) to provide affordable housing that is decent safe and sanitary for low and moderate income Oregonians.

Documentation that the organization serves the development needs of the communities in the non-entitlement areas of the state and is carrying out a neighborhood revitalization, community economic development or energy conservation project in accordance with 105(a)(15) of the Housing and Community Development Act.

- Provide a copy of their reasonable accommodation policies.
- The sub-granted nonprofit must comply with all CDBG requirements.

- The eligible nonprofit must approve all loans and be named as the lender of the loans against property titles or be the grantor of all grants and owner of all the grant agreements/contracts.
- All loan repayments must be received and re-conveyed by the original eligible non-profit.

Please provide a copy of the draft sub-grant agreement between the applicant and the eligible non-profit. (Attachment G)

If the non-profit is a certified sub-grantee and it intends to contract for grant administration and/or program management services, please provide the name of the entity and provide a draft agreement for services. (Attachment I)

NeighborWorks Umpqua does not plan to contract for grant administration or program management services. That work will be done by NeighborWorks Umpqua.

Describe the maximum loan/grant that will be made available under the program to each assisted homeowner.

The maximum loan/grant that will be available is \$15,000 or up to 50% of the value of the structure. The anticipated amount for most projects is \$12,000.

Describe how the non-profits housing rehabilitation loan/grant policies limit the owner occupied rehabilitation activities to only the eligible activities identified in Chapter 12 of the Method of Distribution. Provide a complete copy of the non-profits owner occupied housing rehabilitation loan/grant policies and procedures as Attachment H.

Please see Attachment H Policy and Procedure Attachment. NeighborWorks Umpqua limits home repair to only address health and safety and/or accessibility modification. Further limitations to eligible activities are addressed in the CDBG Addendum.

Provide a copy of the non-profits reasonable accommodation policies (Attachment K). If the non-profit does not have a separate reasonable accommodation policy, describe the procedures in which reasonable accommodations requests are processed. (Note: reasonable accommodation policies refer to the housing rehabilitation program and requests for reasonable accommodations related to accessibility type requests)

Please see Attachment K for the employee reasonable accommodation policies. Please see the Policy and Procedure attachment for information related to homeowner disability accommodations.

To demonstrate the need for the award, provide the non-profits balance of available funds consisting of cash on-hand and any other funds readily available to carry out this requested owner occupied housing rehabilitation loan/grant program. (Attachment J)

Please see Attachment K for the employee reasonable accommodation policies. Please see the Policy and Procedure attachment for information related to homeowner disability accommodations.

Provide a list of all the open housing rehabilitation CDBG loan/grants within the non-profits region, which includes the loan/grant recipient name, the total award amount, the project number and the unexpended balance.(Attachment E)

Identify if the non-profit balance of available funds is included in the balance of readily available funds identified above.

Attachment J shows available home rehab loan funds. NeighborWorks Umpqua is currently providing project management for the Coos Bay Regional Housing Rehabilitation #H20008. The total grant award was \$500,000. As of 3/30/2022, the total unexpended funds were \$202,000. Please see Attachment E.

Describe the funding gap between the funds held by the non-profit (identified two questions above) that are readily available for this project and this loan/grant request to meet the need, identified under readiness to proceed. If there is no funding gap it must be acknowledged.

NeighborWorks Umpqua has \$15,000 in loan funds that are readily available for this project. The need in

the community vastly outweighs these available funds. Community Development Block Grant funds for home repair are needed to provide grants to our low-income homeowners in the cities of Roseburg, Myrtle Creek, and Douglas County.

Describe the regional collaboration and identify the cities/counties involved that form the region. There must be a minimum of 3 cities/counties. Provide a copy of the written agreement, signed by all the participants, forming the region. (Attachment L)

The cities of Roseburg, Myrtle Creek, and Douglas County are cooperating in this application and have all signed an Inter-Governmental Agreement (IGA). See Attachment L.

What is the geographic area that will be served by the housing rehabilitation loan/grant fund? (This must be consistent with the geographic area of the eligible nonprofit and regional collaboration defined in Attachment L.) (Reference Attachment B)

Homes that are located within the city limits of Roseburg and Myrtle Creek and homes within Douglas County will be served by the housing rehabilitation loan/grant fund. See Attachment B for a map of the service area.

If the geographic area served by the non-profit's (sub-grantee's) Regional Housing Rehabilitation Loan/grant Program contains an entitlement county or city provide the following documentation:

(Entitlements include the counties of Multnomah, Washington and Clackamas and the cities of Albany, Ashland, Beaverton, Bend, Corvallis, Eugene, Loan/grants Pass, Gresham, Hillsboro, Medford, Portland, Redmond, Salem and Springfield): (Attachment M).

1. **Documentation of the screening procedures, forms and policy used to determine if the beneficiaries of the Housing Rehabilitation Program are entitlement or non-entitlement residents.**
2. **Documentation that ensures that CDBG funds are only benefitting non-entitlement beneficiaries.**

Section 4 B: Limits on Applications and Applicant Eligibility

(Refer to Chapter 2 of the Method of Distribution)

NOTE: Applicants must meet these requirements or the application will not be accepted by the OBDD

Requirements for open ONE YEAR grants are:

- Any Microenterprise grant that is one year old must be 70% drawn
- Any Microenterprise grant that is two or more years old must be administratively closed

Requirements for open MULTI YEAR grants are:

- Any grant that is two years old must be 60% drawn
- Any grant that is three years old must be 100% drawn
- Any grant that is four or more years old must be administratively closed

Is the applicant meeting the age and expenditure requirements for all open grants funded by Business Oregon?

Yes

(If no explain):

Did the applicant submit a 2022 CDBG application to Business Oregon for a different project category?

No

If yes:

- Identify which category:
- Identify which application is the higher priority:

Note: If applicant makes no priority designation, and only one application can be funded, the OBDD will make this determination.

Section 4 C: Citizen Participation/Involvement

(Refer to Chapter 6 of Method of Distribution)

Have the following Citizen Participation Requirements been met:

- **First Public Hearing was conducted prior to the application:** Yes
- **First Public Hearing notice was advertised/posted at least 7 full days in advance of the public hearing time (Documented in attachment B):** Yes
- **Public Hearing was conducted in accordance with local practice and in accordance to CDBG requirements as outlined in Chapter 6 of the current Method of Distribution?** Yes
- **First Public Hearing conducted to take comments from citizen about both community development needs and the project proposed for grant funding prior to submitting to an application and it is documented in the approved minutes of the meeting:** Yes

NOTE: Applications must provide documentation that items a-d, referenced within chapter 6 of the Method of Distribution, were included in the public hearing notice and articulated to the citizens attending the public hearing. Failure to include this information will result in the application not moving forward in the scoring process. For Example, if the Notice is published on a Tuesday, day one (1) begins on Wednesday and day seven (7) concludes at midnight on Tuesday. The public hearing cannot be held until the following Wednesday after the Notice is published.

Provide location where citizens can review information about the applicant's community development program.

Information can be reviewed at City Hall at 900 SE Douglas Ave, Roseburg, OR 97470.

Is there a significant number (5% or more) of non-English speaking residents in the community?

Yes

If yes, how were they notified about the public hearing? The notification about the public hearing was provided in both English and Spanish.

Did any organization that represent low and moderate-income persons ask the applicant for technical assistance in developing project concept that might be eligible for the Community Development Block Grant Program? No

If Yes, describe the assistance that was provided:

Section 4 D: Environmental Assessment

Information about the Environmental Assessment can be found in Chapter 3 of the Grant Management Handbook.

<https://www.orinfrastructure.org/assets/docs/IFA/CDBGhandbook/Ch03-EnvironmentalReview.pdf>

Provide level of Environmental Review is expected to be completed within this project (select all that are applicable)

		Status:
X	Environmental Exemption	Draft reviewed & attached
	Categorical Exclusions not subject to 24 CFR 5805-24CFR 580.5(b)	
X	Categorical Exclusions subject to 24 CFR 5805-24CFR 580.5(b)	Draft reviewed & attached
	Environmental Assessment (Finding of No Significant Impact) – 24 CFR 58.36	
	Environmental Impact Statement (Finding of Significant Impact) – 24 CFR 58.37	
X	Tiered Environmental Review process	Draft reviewed & attached

If any of the above status is completed: Was it done in accordance to CDBG Requirements (Chapter 3 of the CDBG Grant Management Handbook)?

Yes

(if awarded, the project still need to complete Environmental Requirements in accordance to CDBG requirement)

Section 5: Project Readiness

Section 5 A: Readiness to Proceed

Refer to Chapters 5, 7 and 12 of the Method of Distribution Clearly and concisely document how the project will start drawing funds four (4) months following the date of loan/grant contract execution. For projects where municipal boundaries will overlap, an executed copy of an intergovernmental cooperation agreement, which sets out the duties and obligations of each entity, must be attached to this application.

Describe how this project will meet the following readiness to proceed criteria (Reference Attachment C):

NeighborWorks Umpqua has an extensive list of homeowners in need of health and safety repairs and/or accessibility modifications. The assessment packets are ready to be sent to homeowners in need of assistance as soon as the award announcement is made. NeighborWorks Umpqua is an experienced CDBG Sub-grantee and is ready to begin the project once the funds have been released. Please see Attachment C Readiness to Proceed.

A list of at least 25 potential homeowners, within the sub-grantees jurisdiction, to support the need, which must include the following:

- Addresses;
- Primary items in need of repair;
- Date of the most recent date of contact from the non-profit;
- Estimated amount to be requested from the rehabilitation loan/grant fund;
- Description of any preliminary eligibility work performed.

The total estimated dollar amount of the rehabilitation loan/grant requests contained in the list that can qualify for CDBG funding assistance.

Describe what Applicant and staff will do to ensure implementation and maintenance of Project Management Plan:

Administration of the grant award logistics will be handled by the City of Roseburg Planning Department. Associate Planner, John Lazur and Stuart Cowie, Community Development Director will work with NeighborWorks Umpqua staff as a resource for overall project management. The Sub-grantee Agreement outlines in detail the plan for the City of Roseburg to oversee the CDBG project. Sub-grantee shall meet with Local Jurisdiction bi-monthly to ensure that all requirements in the Method of Distribution and current Grant Management Handbook are being followed for the program. Local Jurisdiction and Sub-grantee will review applications and other program documentation to ensure that program requirements are being met in a timely manner.

Who at the City/County (applicant) will oversee the implementation of the quarterly Project Management Plan?

John Lazur will be the primary contact with NeighborWorks Umpqua and receive regular updates about the project's progress. In addition, Stuart Cowie will oversee the project as a whole and will communicate project progress to the City Manager. NeighborWorks Umpqua will submit bi-monthly reports to Mr. Cowie.

Describe the level of commitment to ensure timeliness in completion and expenditure of the project:

The City of Roseburg has recent history of utilizing CDBG funds to preserve existing housing stock. The City of Roseburg conducted a housing needs analysis in 2019 and continues to engage in meeting the need for housing within the city and preserving its existing housing stock. The City hopes to continue CDBG

funding to meet the LMI homeowners' needs under the regional partnership. The City understands that timeliness in completion and expenditure of this project will positively impact the ability of the region to access these funds in the future.

Section 5 B: Readiness to Proceed

(Refer to Chapter 5 and 7 of the Method of Distribution)

NOTE: To receive credit for this section, clear documentation must be included with the application.

If your project includes construction activities, have you completed a Business Oregon reviewed Section 3 Plan	
Have you completed Business Oregon reviewed Limited English Proficiency Plan?	Yes
Have you adopted a Fair Housing Resolution	Yes
Completed/ updated section 504 Checklist	Yes
Is the ERR level identified	Yes
ERR is completed per CDBG requirements (ready to publish)	Yes

Section 6: Applicant Capacity

Section 6 A: Capacity

(Refer to Chapter 7 of Method of Distribution)

Has the applicant received CDBG award(s) in the past 3 years? Yes

If yes, demonstrate that the applicant has successfully completed and closed out prior CDBG projects or is currently administering a CDBG project within allotted timeframe. This includes an analysis of the applicants CDBG program history and past programmatic performance.

City of Roseburg completed a Housing Rehabilitation CDBG project in partnership with NeighborWorks Umpqua in August 2020. We requested and received an extension to complete the project. The extended period ended up being less than a month. The City of Roseburg is currently working with CCD Business Corporation on another COVID-related CDBG project Small Business and Microenterprise Emergency Grant Program. Project number: SB2102 Award Date: Nov. 8, 2021 Award Amt: \$500,000 Percent of funds currently drawn down: 0%

Does the applicant have a staff member or more who is experienced in handling CDBG project in the past 3 years?

Yes

Does the applicant have a staff member (or more) that has experience handling federally funded projects in the past 3 years?

Yes

If Yes, describe.

Robert Whitsell, the Home Rehabilitation Project Manager, has experience with CDBG Home Rehabilitation Projects. In addition, Meredith Howell the Resource Development Officer, Erica Mills the CEO, and Nikkole Elletson the Grants Manager, all have experience handling federally funded projects.

Describe the applicant's plan to oversee the administration of the CDBG project:

Has the certified non-profit sub-grantee experience with a CDBG funded Housing Rehabilitation project in the past 3 years?

Yes, NeighborWorks Umpqua is currently working on a Coos Bay CDBG Regional Home Rehabilitation project and completed a Roseburg Regional CDBG Home Rehabilitation project in 2021.

Is the applicant intending to sub-grant with a Certified Non-Profit Sub-grantee for Grant Administration and Program Management?

If Yes, Describe the selection criteria for the Certified Non-Profit Sub-grantee?

Has the applicant or a Certified Non-Profit Sub-grantee received CDBG award(s) in the past 3 years?

Yes

REQUIRED ATTACHMENTS - ALL APPLICANTS

(Please label attachments accordingly)	Attachment Description	Required	Enclosed	Corresponding Section Application
A	<p>Minutes of the public hearing held on the area's community development needs and the project. (Final signed copy which record/document the required information items from #3 a-d of Chapter 6 of the MOD.) – along with affidavit of publication of the public hearing notice or certification of posting verifying the notice was advertised or posted at least seven (7) days in advance of the time of the hearing, and a copy of the posted public hearing notice.</p> <p>This documentation must include the percentage of non-English speaking residents within the community derived from the most recent decennial census data. If more than 5.0% of the population is non-English speaking than the public hearing notices are required to be published or posted in those languages and the application must include:</p> <ol style="list-style-type: none"> 1. The affidavit of publication of the non-English public hearing notice; or 2. The certification of posting and copy of the posted non-English public hearing notice 	X	X	S4
B	Map of the service area to be covered by the housing rehabilitation loan/grant fund. Note: This must be consistent with the non-profit's service area.	X	X	S1
C	Documentation that demonstrates project readiness to proceed in supporting response for Section 5A	X	X	S5
D	If the budget includes cash match, attach documentation showing the funds are available and committed (such as loan documents, letters of commitments, bank statements, etc.)	X	X	S2
E	Submit a list of all OPEN Community Development Block Loan/grant awards received from Business Oregon. The list must include: award date, award amount, project number, and percent of funds currently drawn down.	X	X	S4
F	Documentation of the non-profit's eligibility. Provide all documentation needed to meet the requirements listed under "Eligible Non-profit Subloan/grantee" in Chapter 12 of the 2019 Method of Distribution or a copy of the certified sub-grantee letter.	X	X	S4
G	Copy of the draft sub-loan/grant agreement between the applicant and the eligible non-profit to implement and carry out the housing rehab loan/grant fund in the applicant's jurisdiction.	X	X	S4
H	Copy of the draft policies and procedures for operating the housing rehabilitation loan/grant fund. These policies must clearly describe the procedures that will be used to ensure national objective compliance.	X	X	S4
I	If the eligible non-profit intends to contract for loan/grant administration and/or program management services, provide a draft agreement for those services.	X	X	S4
J	A copy of the sub-grantee (non-profits) current budget, showing any funds available for this project.	X	X	S2
K	A copy of the non-profits reasonable accommodation policies, if available. Reasonable accommodation policies should apply to housing rehabilitation program delivery.	X	X	S4
L	Provide a copy of the written agreement signed by all participants forming the region.	X	X	S4
M	<p>If applicable</p> <ol style="list-style-type: none"> 1. Documentation of the screening procedures, forms and policy used to determine if the beneficiaries of the Housing Rehabilitation Loan/grant Program are entitlement or non-entitlement residents. 	X	X	S3

	2. Documentation that ensures that CDBG funds are only benefitting non-entitlement beneficiaries.			
N	Family Income Screening Form 1. A copy of the family size and income screening form to be used. 2. A description of the method by which the loans or grants are ensured to be made to LMI household.	X	X	S3
O	SAM Registration print out	X	X	S1
P	Documentation to support answer within Section 4 D – Environmental Assessment	X	X	S4
Q	Documentation to support answers within Section 2 A-2	X	X	S5
R	Documentation to support answers in Section 2 C	X	X	S2

General Certification

I certify to the best of my knowledge all information, contained in this document and any attached supplements, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified.

Check one:

- Yes, I am the highest elected official (e.g. Mayor, Chair, or President)
- No, I am not the highest elected official, so I have attached documentation that verifies my authority to sign on behalf of the application. (Document such as charter, resolution, ordinance, or governing body meeting minutes must be attached.)

The department will only accept applications with proper signature authority documentation

DocuSigned by:

Nicole Messenger

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5/4/2022

Signature

Date

Nikki Messenger
Printed Name

City Manager
Printed Title