



# Contract Review Sheet

**CS-5783-23**

Grant Agreement #: CS-5783-23 Amendment #: \_\_\_\_\_

Contact: Steve Dickey Department: Community Services Department

Phone #: (503) 373-4334 Date Sent: Friday, November 17, 2023

Title: Subrecipient Agreement Soaring Heights Recovery Homes

Contractor's Name: SOARING HEIGHTS RECOVERY HOMES

Term - Date From: December 13, 2023 Expires: June 30, 2026

Original Contract Amount: \$ 350,000.00 Previous Amendments Amount: \$ (350,000.00)

Current Amendment: \$ - New Contract Total: \$ - Amd% -100%

Incoming Funds  Federal Funds  Reinstatement  Retroactive  Amendment greater than 25%

Source Selection Method: 50-0010 General Exemptions (IGAs and QRFs) Department

**Description of Services or Grant Award**

Subrecipient Agreement is to provide funding for the purchase of a property at 609 Greenwood Drive NE, Keizer, OR 97303 for the expansion of operating a recovery home.

Desired BOC Session Date: 12/27/2023 Files submitted in CMS for Approval: 12/6/2023

Agenda Planning Date: 12/14/2023 Printed packets due in Finance: 12/12/2023

Management Update: 12/12/2023 BOC upload / Board Session email: 12/13/2023

BOC Session Presenter(s) \_\_\_\_\_

**FOR FINANCE USE**

Date Finance Received: \_\_\_\_\_ Date Legal Received: \_\_\_\_\_

Comments: Y

**REQUIRED APPROVALS**

\_\_\_\_\_  
Finance - Contracts Date Contract Specialist Date

\_\_\_\_\_  
Legal Counsel Date Chief Administrative Officer Date



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

December 27, 2023

Meeting date: \_\_\_\_\_

Department: Community Services

Title: Approval of Contract with Soaring Heights Recovery Homes

Agenda Planning Date: 12/14/2023 Management Update/Work Session Date: 12/12/2023 Audio/Visual aids

Time Required: 5 minutes Contact: Steve Dickey Phone: 503-373-4334

Requested Action: Consider approval of the Subrecipient Agreement with Soaring Heights Recovery Homes in the amount of \$350,000, using Community Development Block Grant (CDBG) funds for the purchase of a home for the expansion of operating a recovery home project.

Issue, Description & Background: Soaring Heights Recovery Homes operates recovery homes for individuals recovering from substance abuse addiction. Soaring Heights has the opportunity to purchase another home to expand their capacity to deliver these services to the community. This grant will provide the funding for Soaring Heights Recovery Homes to acquire this home. This grants only provides funds for property acquisition and does not provide funds for operational support.

Financial Impacts: The funds for this grant are provided through the HUD CDBG program.

Impacts to Department & External Agencies: This grant will increase the physical facility capacity of Soaring Heights Recovery Homes to provide substance abuse recovery services to the community.

List of attachments: The grant agreement with associated exhibits.

Presenter: Steve Dickey

Department Head Signature: [Signature] 4

**MARION COUNTY  
SUBRECIPIENT AGREEMENT**

*2023 Community Development Block Grant  
(CDBG) Funds*

This Agreement is entered into by and between **Marion County**, a political subdivision of the State of Oregon, hereinafter referred to as "County", and **Soaring Heights Recovery Homes, a Non-Profit Public Benefit**, hereinafter referred to as "Subrecipient".

**Recitals**

WHEREAS, the Subrecipient, a non-profit, was chosen to receive funding as part of the PY2023 Annual Action Plan submitted by the County to the United States Department of Housing and Urban Development on August 28, 2023; and

WHEREAS, the County intends to award Soaring Heights Recovery Homes up to \$350,000 for the acquisition of property for use as a transitional home as defined per 24 CFR 570.201 (c) or 42 US 5305(a)(2)); and

WHEREAS, the Subrecipient will be responsible for operating the facility in a manner that meets a national objective by permitting eligible populations to utilize the facility; and

WHEREAS, the Subrecipient must document that each client has transitioned out of the facility within a 24-month time frame; and

WHEREAS, the Subrecipient will be required to sign a trust deed identifying the County as the beneficiary for a period of fifty (50) years. Marion County Legal Counsel will be listed as the "Trustee" on the Trust Deed; and

WHEREAS, the Subrecipient will be required to submit an annual report on the demographic and original location of clients and submit the data to the County for a minimum of five (5) years once the property is acquired; and

**Agreement**

NOW THEREFORE, for good and sufficient consideration, including the terms and conditions herein, it is agreed by and between the parties hereto as follows:

**1. Incorporation**

The foregoing Recitals are incorporated herein by reference, provided, however, that the Recitals are not to be deemed to modify the express provisions hereinafter set forth. This Agreement includes the following exhibits which are incorporated herein:

- A. Exhibit A (The Application)
- B. Exhibit B (Contract Provisions for Non-federal entity contracts under federal awards)
- C. Exhibit C (Federal Funding Information for Subrecipients)
- D. Exhibit D (Federal Funding Accountability and Transparency Act Certification)
- E. Exhibit E (Trust Deed and Promissory Note Agreement)
- F. Exhibit F (Section 3 of the Housing and Community Development Act)
- G. Exhibit G (Fair Housing and Accessibility Requirements)
- H. Exhibit H (Community Development Block Grant Monitoring Procedures)

**2. Term of Agreement**

Unless terminated or extended, this Agreement covers the period **July 1, 2023, through June 30, 2026**. Subrecipient shall try to expend cost by July 1, 2024. Subrecipient must comply with reporting requirements for 5 years after acquisition of property.

**3. Work to be Performed**

Subrecipient shall perform the work described in Exhibit A, The Application (the "Work") in accordance with the terms and conditions of this Agreement and other applicable law whether or not described in this Agreement. Subrecipient shall perform its obligations hereunder efficiently, effectively and within applicable grant timelines, all to the satisfaction of County.

Subrecipient shall be responsible for continuing to operate the public facility portion of the building in a manner that meets a national objective of providing services to a limited clientele for a period of five years after acquisition of property.

The Marion County Board of Commissioners requires all public facilities to operate in a manner that is eligible under the CDBG program for a period of fifty years (50). This fifty-year (50) period is held via the trust deed requirement.

Changes to the Work by the Subrecipient shall require the prior written approval of County. Requests for and justification of any change must be submitted in writing to the County and be approved in writing by the County prior to commencement of the requested change.

**4. Consideration; Reporting**

The County has agreed to make an award of funds to the Subrecipient not-to-exceed an amount of Three Hundred and Fifty Thousand Dollars (\$350,000) (the "Grant") for the acquisition of the property located at 609 Greenwood Dr NE, Keizer OR 97303, based on the budget submitted in Exhibit A.

- A. Any desired use of funds by Subrecipient that differs from the Work must first be approved in writing, by the County. 100% of the Grant must be used to provide services as indicated in the Work.
- B. The Subrecipient must annually report on the demographic and original location of clients and submit the data to the County for a minimum of five (5) years once the property is acquired.

**5. Funding Appropriation**

Funds specified in the Consideration section of this Agreement or otherwise may include funds that have not yet been appropriated but which the County anticipates receiving for use in funding this Agreement and their identification herein is not a guarantee that Subrecipient will receive any or all such funds. Any and all disbursements of funds hereunder are subject to the terms and conditions of this Agreement, including (without limitation) that such funds are lawfully and fully appropriated, allocated, and available to the County with authorizing limitation. Subrecipient's obligation to perform the Work is conditioned upon the County receiving corresponding Grant funds or other funds available for reimbursement of such appropriate Work costs.

## **6. Requests for Funds**

- A.** Subrecipient shall request grant funds in such form and manner as is satisfactory to or required by the County. Further, Subrecipient shall limit any request for funds to the amount needed and timely in order to accomplish the Work per 2 CFR 200.305. Submission of proper account records showing expenditures for the reporting period must be submitted as documentation to support the amounts being requested. The foregoing requirements apply to all Grant funds requested under this Agreement.
- B.** Grant distributions will be made by the County:  
All requests for reimbursement and the supporting documentation, shall be submitted to the CDBG/HOME Program Manager or to the Community Services Office Manager in The County will be responsible for submitting the draw requests to HUD and will notify Subrecipient when funds are available for all reimbursements. All backup documentation (invoices, timesheets, etc.) shall be submitted with the request for reimbursement.

## **7. Nonexclusive Remedies Related to Funding**

### **A. Withholding of Grant Funds from Request**

County may withhold any and all undisbursed Grant funds from Subrecipient, if the County, in its sole discretion, determines that Subrecipient has failed to timely satisfy any material obligation arising under this Agreement or otherwise. Subrecipient obligations include, but are not limited to providing complete, accurate and timely reports satisfactory to the County regarding its performance under this Agreement as well as satisfying all Agreement obligations relating to any awarded funds. The County may also withhold any and all requested Grant fund from Subrecipient if the County, in its sole discretion, determines that the rate or scale of requests for funds in any expenditure category materially deviates from the Work, is in noncompliance or ineligible with CDBG funding or program objectives, or is unsubstantiated by related documentation.

### **B. Redistribution or Retention of Funds**

- i. If Grant funds are not obligated for reimbursement by Subrecipient in a timely manner as determined by the County at its sole discretion, the County may reduce Subrecipient funding if it is determined to be appropriate and redistribute such funds to other Subrecipients.
- ii. If applicable, beginning in July 2024, if fifty percent (50%) of Subrecipient's Work is not complete, the County may reduce and redistribute funds to other Subrecipients.
- iii. This remedy is in addition to any other remedies available to the County under this Agreement or otherwise.

### **C. Reservation of Right to Recapture**

The County reserves the right to recapture funds from Subrecipient based on misrepresentation, underperformance, non-compliance, unallowable costs, fraud, expiration or termination of Budget Revisions.

## 8. Termination

- A.** The County may immediately terminate this Agreement in whole or in part upon written notice to the Subrecipient for cause related to any material misrepresentation, malfeasance, gross negligence, abandonment of performance or loss of authority to perform any of its obligations hereunder by Subrecipient, whether directly by Subrecipient or through one or more of its agents, subcontractors, successors, or assigns, as determined by the County in its sole discretion.
- B.** The County may, upon 30 days written notice, terminate this Agreement in whole or in part for cause including, but not limited to events described above in subsection 8.a. Cause may include any event, including an event of default, as determined by the County in its sole discretion that renders inappropriate the continuation of this Agreement or any part hereof. An event of default constitutes an act or omission by Subrecipient, its Subcontractors, agents, representatives, contractors, or assigns by which Subrecipient, as determined by the County at its sole discretion, fails to timely and appropriately perform one or more material obligations, or otherwise breaches a duty, owed to the County under this Agreement. Such events and events of default may include, but are not limited to an occurrence of any of the following:
- i. Subrecipient fails to fulfill any of its obligations under this Agreement in a timely manner;
  - ii. Subrecipient fails to comply timely with directives received from the County or from an agency that is the original source of the Grant funds;
  - iii. Funds provided under this Agreement are used improperly or illegally
  - iv. Funding for grant programs is denied, suspended, reduced or eliminated;
  - v. Federal or State laws, regulations or guidelines are modified or interpreted in such a way that the County is prohibited from paying for or lacks authority to pay for any Work performance under this Agreement or to pay for any such performance from the planned funding source(s);
  - vi. Funding, appropriations, limitations or expenditure authorization to expend Grant funds is denied, suspended, reduced or eliminated;
  - vii. Any certification, license or certificate required by law to be held by Subrecipient or others to perform the Work required by this Agreement is for any reason denied, revoked, suspended, limited or not renewed;
  - viii. Subrecipient (a) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee or liquidator of itself or its property, (b) admits in writing its inability, or is generally unable, to pay its debts as they become due, (c) makes a general assignment for the benefit of its creditors, (d) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (e) is adjudicated as bankrupt or insolvent, or (f) fails to controvert in a timely or appropriate manner, or agrees in writing to, an involuntary petition for bankruptcy;

- ix. Subrecipient, its principals, officers, or agents are suspended, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participating in agreements or contracts with any Federal or State department or local government, including the County.
- C. Subrecipient may, upon thirty (30) days written notice, terminate this Agreement in whole or in part, if:
  - i. The County unreasonably fails to provide timely funding hereunder and does not correct such failure within the 30-day notice period.
  - ii. The County provides one or more material directives which are contrary to Federal or State laws, rules, regulations, guidelines, or original funding source requirements and does not correct any such directive within 30 days of being informed that it is contrary to any such law.
- D. Upon issuance of any notice to terminate this Agreement and prior to the effective date of the termination, County may, in its sole and absolute discretion, require that Subrecipient obtain prior approval from the County for any additional expenditures that would obligate County to reimburse it from Grant funds or otherwise.
- E. Notwithstanding the above, or any termination thereunder, neither Subrecipient nor the County shall be relieved of its liability to the other party for damages sustained by virtue of its breach of this Agreement. The County may withhold any reimbursement to Subrecipient in the amount of compensation for damages due the County from Subrecipient (as estimated by the County in its sole discretion) until such time as the exact amount of damages has been agreed upon or otherwise finally determined.
- F. In the event of termination of this Agreement by either party, all unexpended money, property, finished or unfinished documents, data, financial reports, audit reports, program reports, studies and reports purchased or prepared by Subrecipient under this Agreement shall be delivered to the County within sixty (60) days of the date of termination or upon such date as requested by the County.
- G. Termination of this Agreement shall not impair or invalidate any remedy available to the County or to Subrecipient hereunder, at law, or otherwise.

**9. Conflict of Interest**

Subrecipient understands and agrees it must maintain a Conflict-of-Interest Policy consistent with 2 CFR 200.318(c) and outlines the process for disclosing in writing any potential Conflict of Interest. Any perceived or actual Conflict of Interest must be reported to the County in a timely manner in accordance with 2 CFR 200.112.

**10. Governing Law; Venue; Consent to Jurisdiction**

This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Marion County. All rights and remedies of the County shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of the County according to law.

**11. No Third-Party Beneficiaries**

The County and Subrecipient are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

**12. Notices**

Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given shall be given in writing by personal delivery, email, facsimile, or mailing the same, postage prepaid, or other written instrument, to Subrecipient or the County at the address or number set forth in this Agreement, or to such other addresses or numbers as either party may hereinafter indicate pursuant to this Section; provided however that any notice of termination shall be given by certified or registered mail, return receipt requested. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile or email shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against the County, such facsimile transmission must be confirmed by telephone notice to the County's primary contact. Any communication or notice by personal delivery shall be deemed to be given when delivered.

County Contact Person: CDBG/HOME Program Manager (Community Services Department)  
Contact Telephone Number: 503-588-7975  
E-Mail Address: [csreporting@co.marion.or.us](mailto:csreporting@co.marion.or.us)  
Mailing Address: PO Box 14500, Salem, OR. 97309

**13. Confidentiality**

Subrecipient shall and shall require and cause its Subcontractors and vendors to protect the confidentiality of all information concerning clients and other applicants and recipients of services funded by this Agreement. Neither Subrecipient nor Subcontractor shall release or disclose any such information except as necessary for the administration of the program(s) funded under this Agreement, as authorized in writing by the client, applicant, or recipient of such services, or as required by law. All records and files shall be appropriately secured to prevent access by unauthorized persons.

**14. Dual Payment**

Subrecipient shall not be compensated for work performed under this Agreement from any other department of the County, nor from any other source, including the Federal or State Government, unless such funds are used solely to increase the total Work provided under this Agreement. Any additional funds received through or for activities arising under this Agreement shall immediately be reported to the County.

**15. Monitoring Required**

**A. County Authorized to Monitor Subrecipient**

The County shall perform a Risk Assessment on Subrecipient in order to determine appropriate level of monitoring to ensure compliance with Federal statutes, regulations, and the terms and conditions of Federal awards. The County shall monitor the activities of the Subrecipient as necessary to ensure that the CDBG program funds are used for authorized purposes, in



compliance with Federal statutes, regulations, and the terms and conditions of the CDBG program; and that CDBG program performance goals are achieved.

- i. The County monitoring of Subrecipient shall include at a minimum:
  - a. Reviewing financial and performance reports.
  - b. Following-up and ensuring that the Subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award or other related findings detected through audits, on-site reviews, and written confirmation from the Subrecipient, highlighting the status of actions planned or taken to address Audit findings related to the CDBG program, other Federal programs as applicable, or other deficiencies noted that could impact non-compliance of the program.
  - c. Issuing a management decision for applicable audit findings pertaining only to the Federal award.
  - d. The County is responsible for resolving audit findings specifically related to the CDBG program and not responsible for resolving cross-cutting findings. If a Subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding (*e.g.*, has been debarred or suspended), the County may rely on the Subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with section § 200.513(a)(3)(vii). Such reliance does not eliminate the responsibility of the County to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.
- ii. If necessary, the County may perform additional monitoring activities of the Subrecipient including but not limited to:
  - a. Provide Subrecipients with training and technical assistance on CDBG program- related matters; and
  - b. Perform on-site reviews of the Subrecipient's CDBG program operations;
  - c. Arrange for agreed-upon-procedures engagements as described in § 200.425.

**B. Subrecipient Noncompliance**

Subrecipient shall fully and timely cooperate with the County in the performance of any and all monitoring and enforcement activities. Failure by Subrecipient or any of its Subcontractors or Vendors to comply with this requirement is sufficient cause for the County to require special conditions as described in 2 CFR 200.208 and 2 CFR 200.339.

**C. Subrecipient Shall Monitor Its Subcontractors**

Subrecipient shall monitor Subcontractor to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, the terms and conditions of Federal award, and this agreement and its exhibits. Subrecipient, at a minimum, shall review

Subcontractors records and if necessary, perform onsite visits to monitor the activities and expenditures as is reasonable to ensure compliance with applicable CDBG program requirements or as otherwise directed by the County, but in no case less than at least once during the term of this Agreement.

The activities of any Subcontractor shall be monitored to ensure that grant funds are used only for authorized purposes in compliance with this Agreement, including but not limited to specific program requirements, and that performance goals are achieved as specified in the Work.

## **16. Remedies**

- A.** If the County determines, in its sole discretion, that Subrecipient has failed to comply timely with any material obligation under this Agreement, including but not limited to any County directive or term of a corrective action plan, County may, exercise any remedy available to it under this Agreement, applicable law, or otherwise. Such remedies may include, but are not limited to: (a) terminating any part or all of this Agreement; (b) withholding and/or reducing grant funds; (c) disallowing costs; (d) suspending and/or recouping payments; (e) appointing a receiver for the receipt and administration of grant funds under this Agreement; (f) requiring corrective action as it may determine to be appropriate; (g) bringing suit or action in an appropriate forum for the enforcement of this Agreement and any remedy, as well as the recovery of damages, including by temporary restraining order, injunction, specific performance or otherwise; (h) debaring or otherwise limiting Subrecipient's eligibility for other funding from County; (i) instituting criminal action for misstatements or fraud; and (j) requesting investigation, audit and/or sanction by other governmental bodies.
- B.** The rights and remedies of the County provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided under this Agreement, by law, or otherwise. Except as expressly stated herein, this Section also does not limit Subrecipient's remedies provided under this Agreement, by law, or otherwise, but Subrecipient acknowledges and agrees that any such remedies are subject to Article XI, Section 7 of the Oregon Constitution, the Oregon Tort Claims Act, and the terms and conditions of any other applicable provision of this Agreement.
- C.** No failure or delay by the County to enforce any provision of this Agreement shall constitute a waiver by the County of that or any other provision, nor shall any single or partial exercise of any right, power or privilege under this Agreement preclude any other or further exercise of such right, power or privilege or the exercise of any other right, power, or privilege.
- D.** Remedies provided under this Agreement or otherwise shall survive termination of this Agreement.

## **17. Expenditures Properly Supported**

Expenditures and Requests for Funds shall be supported by Subrecipient with properly executed payroll and time records, invoices, contracts, vouchers, orders, canceled checks or any other accounting documents pertaining to the Agreement (or in the case of Subcontractors, under their respective contracts with Subrecipient) in accordance with generally accepted accounting principles and applicable State and Federal requirements, including as specified herein. The County may require such other information or clarification as it deems necessary or appropriate in its sole discretion.

**18. Unallowable Costs and Lobbying Activities**

Subrecipient shall review and comply with the allowable costs and other provisions applicable to expenditures under the grant programs covered by this Agreement. Subrecipient shall, among other obligations, comply with the provisions prohibiting the expenditure of funds for lobbying and related activities, whether in 2 CFR 200, or otherwise, as such provisions may be modified from time to time. The subrecipient agrees that funds provided under this agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction or proselytization. If Subrecipient makes expenditures or incurs costs for purposes or amounts inconsistent with the allowable costs or any other provisions governing expenditures under this Agreement, the County may exercise any and all remedies under this Agreement, at law or otherwise that it deems, in its sole discretion, to be necessary or appropriate.

**19. Disallowance of Costs**

The County neither is responsible for, nor shall it pay for any costs disallowed (a Disallowance of Costs) either upon a Request for Funds or as a result of any audit, review, site visit, or other disallowance action by the County except for costs incurred by Subrecipient solely due to the willful misconduct or gross negligence of the County, its employees, officers or agents. If a cost is disallowed by the County after reimbursement has occurred, Subrecipient shall repay all disallowed costs to the County upon written notice within the time frame specified by the County, which in no event shall exceed thirty (30) days.

Subrecipient shall cooperate and shall cause its Subcontractors to cooperate with the County and all appropriate investigative agencies and shall assist in recovering invalid payments.

**20. Records Maintenance**

Subrecipient shall, and shall require and cause its Subcontractors to, prepare, and maintain such records as necessary for performance of and compliance with the terms of this Agreement, which in no event will be less than six (6) years after the termination of this Agreement.

Subrecipient and its Subcontractors shall retain all records pertinent to expenditures incurred under this Agreement and otherwise in a manner consistent with the requirements of State and Federal law. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other action that involves any of the records cited, then such records must be retained until final completion of such matters.

**21. Records Access**

The County, State of Oregon, U.S. Treasury, and to any oversight body, including but not limited to Government Accountability Office, Treasury's Office of Inspector General, or any applicable audit agencies of the U.S. Government and the duly authorized representatives of such entities shall have free access to and the right to copy all or any part of the books, documents, papers, audits and records of Subrecipient and its Subcontractors which are related to this Agreement as they deem appropriate, including without limitation, for the purpose of making audit, examination, excerpts, and transcripts and copies. These records are the property of the County who may take possession of them at any time after three (3) business days' notice to Subrecipient or Subcontractor, as the case may be. Subrecipient or Subcontractor may retain copies of all records taken by the County under this Section.

In its agreements with Subcontractors, Subrecipient shall require and cause its Subcontractors to comply with the requirements of Section 23 and to grant right of access to and ownership by the County of the Subrecipients' books and records related to this Agreement.

**22. Audits**

If Subrecipient expends \$750,000 or more in Federal funds (from all sources) in a fiscal year, Subrecipient shall have a single organization-wide audit conducted in accordance with the provisions of guidance at 2 CFR Part 200 Subpart F and other applicable Federal regulations, if any.

**23. Subcontractor Agreements**

The County shall approve all Subcontractors prior to Subrecipient entering into Subcontractor agreements. Subrecipient shall ensure all Subcontractors are selected through procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. Subrecipient shall require and cause its Subcontractors to comply with all applicable provisions of this Agreement and its exhibits between the County and Subrecipient, each of which must be specifically incorporated into the Subcontractor contracts in a manner satisfactory to the County.

Subrecipient shall require and cause that all its Subcontractor agreements related to this Agreement must include language specifying that such agreements are subject to termination upon such a directive to Subrecipient by the County and that the County shall not be liable to any of the parties of that agreement or to other persons for directing that such agreement be terminated.

Subrecipient shall have a written contract with each Subcontractor that is listed in and consistent with the Subrecipient's Work that identifies:

- A. The services that the Subcontractor must provide related to the project.
- B. The laws and regulations with which the Subcontractor must comply under the terms of the agreement (including but not limited to program specific requirements such as eligibility criteria, public policy for protecting civil rights and the environment, Subcontractor government-wide administrative mandates affecting the Subcontractor's accounting and record keeping systems, and local laws imposed by Subrecipient).
- C. The Subrecipient's and the County' monitoring rights and responsibilities and the methods used by Subrecipient for monitoring.
- D. A provision to certify that the Subcontractor is an independent contractor and not an agent of the County or of Subrecipient.
- E. Subrecipient may enter into agreements with Contractors or Subcontractors (collectively, "Subcontracts") for performance of the project.

Subrecipient shall take all reasonable steps to cause its Contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the County and its officers, employees and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subrecipient's Contractor or any of the officers, agents, employees or Subcontractors of the Contractor ("Claims"). It is the specific intention of the parties that the Indemnitee shall, in all

instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the Contractor from and against any and all Claims.

- F. Subrecipient shall include Exhibits B, D, E, F, and G on all procurement and contract documents and require all Contractors or Subcontractors to comply.

## 24. Insurance Requirements

Subrecipient agency shall provide insurance coverage and limits as described below. All insurance carried by the Subrecipient agency must be primary to and non-contributory with an insurance, including and self-insurance or retention carried by the County.

- A. **Workers Compensation Insurance.** Subrecipient shall comply with ORS 656.017, which requires subject employers to provide Oregon Workers Compensation coverage for all their subject workers. No Workers' Compensation Insurance has been or will be obtained by the County for Subrecipient or Subrecipient's employees and Subcontractors. Subrecipient shall provide and maintain Workers' Compensation coverage for its employees, officers, agents, or partners as required by applicable Workers' Compensation laws including employers' liability with limits not less than \$500,000 for each.
- B. **Commercial General Liability Insurance.** Subrecipient shall at all times carry a Commercial General Liability Insurance policy for at least \$1,000,000 per occurrence and at least \$2,000,000 in the aggregate per project, for Bodily Injury, Property Damage and Personal Injury. This insurance shall include contractual liability coverage for the indemnity provided under this agreement.  
 Required by County     Not Required by County
- C. **Automobile Liability Insurance.** Subrecipient shall at all times carry Automobile Liability Insurance in the amount of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage for Subrecipient's vehicles, whether owned, hired, or non-owned, which coverage is for Marion County, its agents, officers, elected officials and employees.  
 Required by County     Not Required by County
- D. **Professional Liability/Errors and Omissions Insurance.** Subrecipient shall at all times carry a Professional Liability/Errors and Omissions type insurance policy with limits of not less than \$1,000,000 each occurrence (or each claim if coverage is afforded on a claim made basis) and \$2,000,000 in the annual aggregate. IF this policy is a "claims made" type policy, the policy type and company shall be approved by Marion County prior to commencement of the work.  
 Required by County     Not Required by County
- E. **Abuse and Molestation Insurance.** Abuse and molestation insurance as part of the Commercial General Liability policy in a form and when coverage that are satisfactory to the County covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Contractor is responsible including but not limited to Contractor, and Contractor's employees and volunteers. Policy endorsements definition of an insured shall include the contractor and the Contractors employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$3,000,000.

- F. Extended Reporting Coverage ("Tail Coverage").** For Professional Liability/Errors & Omissions Insurance written on a "claims made" basis, Subrecipient shall provide "tail" coverage at the completion of the contract for a duration of thirty-six (36) months or continuous "claims made" liability coverage provided for thirty-six (36) months following contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided the retroactive date of the coverage is on or before the effective date of this Agreement.
- G. Bonding.** The Subrecipient shall ensure that every director, officer, employee who is authorized to act on behalf of the Subrecipient for the purpose of receiving or depositing funds into the Subrecipient project accounts or issuing financial documents, checks, or other instruments of payment for projects be bonded or covered under a Commercial Crime Policy for protection against loss. The bond or Commercial Crime Policy must be endorsed to add "Client Coverage". The amount of the coverage must be \$100,000 or the total amount received by the Subrecipient pursuant to this Agreement, whichever is greater, and must be secured until the entire amount is repaid in accordance with the terms of the Promissory Note and Trust Deed. The Subrecipient shall provide the County with a copy of the bonding instrument, or a Certification of Coverage form from the bonding company or Commercial Crime Policy issuer.
- H. Maximum Deductible/Retention.** Any deductible or retention must be disclosed on the Certificate of Insurance and no deductible or retention may exceed \$25,000 without the prior written consent of the County.
- I. Additional Insureds.** The County, its agents, officers, elected officials and employees all while acting in their official capacity as such, must be named as additional insureds on all insurance, other than Worker's Compensation Insurance and Professional Liability Insurance, required under this Agreement. The additional insured status must include both ongoing and completed operations and must be continued for at least 24 months after the project is completed and accepted. Such insurance shall include "cross-liability" coverage as provided under the standards ISO form "Separation of Insured" clause.
- J. Proof of Insurance.** The Subrecipient shall deliver to the County, prior to the commencement of the work, a Certificate of Insurance evidencing all policies required by this Agreement including additional insured provisions afforded by the policy. This requirement can be satisfied by providing a copy of the coverage form and/or the endorsement(s).
- K. Notice of Cancellation.** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 60 days written notice to County. Any failure to comply with this provision will not affect the insurance coverage provided to County. The 60 days' notice of cancellation provision shall be physically endorsed on to the policy.
- L. Flood Plain Insurance.** Will be required for any structures built/rehabilitated within the Flood Plain.  
 Required by County     Not Required by County
- M. Subcontractor/Subgrantee Insurance.** Subrecipient shall require and verify that all of its Subcontractors or Subgrantees of any tier provide insurance coverage and limits identical to the insurance required of the Subrecipient under this Agreement, unless this requirement is expressly modified or waived by the County.

- N. Self-Insurance.** If the Subrecipient is self-insured, for any of its insurance requirements herein, it shall submit satisfactory evidence to the County of the terms and conditions of its own insurance coverage. A Certification of Self-Insurance shall constitute compliance with the section.
- O. Acceptability of Insurers.** All insurance required pursuant to this section shall be issued by an insurance company or companies doing business in the State of Oregon. Insurance is to be placed with a carrier(s) having a Best's rating of no less than A: VII. Any exception must be approved by the County.
- P. Builders Risk Insurance.** In addition to the requirements above, if this Agreement is for a capital project, the following will also be required.
- i. During the term of this Agreement, for new construction, the Subrecipient shall or shall require the owner to maintain in force, at its own expense, Builders Risk Insurance on an all-risk form, including earthquake and flood, for an amount equal to the full amount of this Agreement. Such insurance shall be maintained until the facility has reached substantial completion. The Subrecipient shall or shall require Owner to name Marion County as additional insured under the Builder's Risk Insurance Policy and any loss shall be adjusted by the Subrecipient, Owner, and County, as their interests may appear. The Property Insurance deductibles will be no more than \$25,000 per occurrence. The Subrecipient shall or shall require the Owner to pay costs not covered because of such deductibles.
  - ii. Insurance-Reconstruction following Casualty
- Q. Maintenance of Insurance.** At its sole cost and expense, the Subrecipient shall or shall require Owner to keep the building and all other improvements on the premises insured throughout the term of this Agreement and the Trust Deed required therein, against loss or damage by fire and such other risks, including earthquake and flood, written on an "All Risk" form on a replacement cost basis, including coverage for loss or damage due to leakage of sprinkler systems and coverage for loss or damage due to explosion of steam boilers, pressure vessels, oil or gasoline storage tanks or similar apparatus.
- R. Insurance Casualties.** Insurance proceeds - In the event of any loss, damage or casualty which is covered by the insurance described in paragraphs (1) and (2) of subsection M, the parties associated with this Agreement shall proceed cooperatively to settle the loss and collect the proceeds of such insurance. Proceeds shall be held in trust by the County (including interest earned by the County on such proceeds) for use in accordance with the terms of this Agreement. The parties recognize that insurance proceeds shall be used for the purpose of repairing and restoring the improvements damaged by the casualty to their former condition or replacement of the same with equivalent or more suitable improvements.
- S. Insured Casualties.** Reconstruction - using such insurance proceeds (set forth in paragraph (II) above, the parties shall proceed with reasonable diligence as soon as sufficient funds are available to prepare plans and specifications for, and thereafter carry out, all work necessary: (a) to repair and restore the building and/or improvements on the premises damaged by the casualty to their former condition, or (b) to replace said building and/ or improvements on the premises to a qualify and usefulness for the Project described in the application submitted by the Subrecipient for the CDBG funding and the plans associated therewith, at least equivalent to, or more suitable than, the building and or improvements which were damaged.

Further, it shall be an affirmative obligation of the Subrecipient to notify the County within two (2) business days of the cancellation or substantive change of any insurance policy or endorsement required herein, and failure to do so shall constitute a breach of this Agreement.

The County, in its sole discretion, may waive or modify some or all the insurance required in Section 24 of this Agreement. Any such waiver or modification must be approved in writing by the Risk Manager and or Legal in conjunction with other County departments.

Subrecipient agrees that insurance coverage, whether purchased or by self-insurance, for it's agents, employees, officers and/or subcontractors is the sole responsibility of Subrecipient.

**25. Subrecipient Status**

Subrecipient shall perform all work under this Agreement as an Independent Contractor. Subrecipient is not an officer, employee, or agent of the County, with respect to work performed under this Agreement. Subrecipient certifies that it is not employed by or contracting with the Federal Government for the work covered by this Agreement.

**26. Captions**

The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Agreement.

**27. Severability**

If any term or provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision thereof.

**28. Execution and Counterparts**

This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

**29. Grant Funds**

Grant funds are used in conjunction with this Agreement. Subrecipient assumes sole liability for breach of the conditions of the grant (including all terms and conditions of this Agreement) by Subrecipient or by any of its Subcontractors, agents or assigns and shall, upon breach of grant conditions that require the County to return funds to the grantor, whether such breach is by Subrecipient or by any of its Subcontractors, agents or assigns, hold harmless and indemnify the County for an amount equal to the grant funds received under this Agreement together with any additional damages resulting to the County; or if there are legal limitations on the indemnification ability of the Subrecipient, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount of grant funds received under this Agreement.

**30. Indemnity**

Subrecipient shall defend, save, indemnify, and hold harmless the County, its officers, agents, and employees from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, resulting from, arising out of, or relating to the activities of Subrecipient or its officers, employees, Subcontractors, or agents under this Agreement.



Subrecipient shall have control of the defense and settlement of any claim that is subject to this section. However, neither Subrecipient nor any attorney engaged by Subrecipient shall defend the claim in the name of either County or any department of County, nor purport to act as legal representative of either County or any of its departments, without first receiving from County Legal Counsel authority to act as legal counsel for the County, nor shall Subrecipient settle any claim on behalf of County without the approval of County Legal Counsel. County may, at its election and expense, assume its own defense and settlement.

### **31. Subrecipient Procurements**

Subrecipients are responsible for ensuring that any procurement using CDBG funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. All procurement transactions for property or services must be conducted in a manner providing full and open competition. Subrecipient must ensure adherence to all applicable Local, State, and Federal Procurement Laws and Regulations.

### **32. Prevailing Wage**

Per Marion County Adopted CDBG Acquisition and Infrastructure Manual the Davis Bacon and Related Acts (DBRA) requires all Contractors and Subcontractors performing work on Federal construction contracts or federally assisted contracts in excess of \$2,000 to pay their laborers and mechanics not less than the Prevailing Wage Rates and fringe benefits for corresponding classes of laborers and mechanics employed on similar projects in the area. The Prevailing Wage Rates and fringe benefits are determined by the Secretary of Labor for inclusion in covered contracts.

Federal Davis-Bacon Prevailing Wage Rate requirements apply to your project if you are proposing a CDBG-funded project that will involve construction or rehabilitation of a public facility (i.e., a homeless shelter), installation of public improvements to support affordable housing (i.e., street, water/sewer lines), or rehabilitation of multifamily housing containing eight or more assisted units. If it is determined that your project must comply with the Davis Bacon Act Prevailing Wage Laws, the following will apply:

- A. The Prevailing Wage Rate requirements that may apply to the project are set forth in ORS 279C.800 through 279C.870, the administrative rules promulgated thereunder (OAR Chapter 839, Division 25) and Oregon Laws 2021, chapter 678, section 17 (collectively, State "Prevailing Wage Rate"), or, if applicable, 40 U.S.C. 3141 et seq. (Federal "Davis-Bacon Act"). If applicable, Recipient shall:
  - i. Complies with Prevailing Wage Rate, require its Contractors and Subcontractors to pay the applicable Prevailing Wage Rate or Davis-Bacon Act rates, as applicable, and to comply with all other Oregon Bureau of Labor and Industries (BOLI) requirements pursuant to the Prevailing Wage Rate, including on all contracts and subcontracts and in filing separate Public Works bonds with the Construction Contractors Board;
  - ii. Pay to BOLI, within the required timeframe and in the appropriate amount, the project fee required by OAR 839-025-0200 to 839-025-0230, including any additional fee that may be owed upon completion of the project; and
  - iii. Unless exempt under Section 17(2) of Oregon Laws 2021, chapter 678, if Subrecipient is a "public body" and the project is a "qualified project," as those terms are defined in Section

17(3) of Oregon Laws 2021, chapter 678, Subrecipient shall require each Contractor in a contract with an estimated cost of \$200,000 or greater to:

- a. Enter into a Project Labor Agreement that, at a minimum, provides for payment of wages at or above the Prevailing Wage Rate;
  - b. Employ apprentices to perform 15 percent (15%) of the work hours that workers in apprentice able occupations perform under the contract, in a manner consistent with the apprentices' respective apprenticeship training programs;
  - c. Establish and execute a plan for outreach, recruitment and retention of women, minority individuals and veterans to perform work under the contract, with the aspirational target of having at least 15 percent (15%) of total work hours performed by individuals in one or more of those groups; and
  - d. Require any Subcontractor engaged by the Contractor to abide by the requirements set forth in subparagraphs (1), (2) and (3) above, if the work to be performed under the subcontract has an estimated cost of \$200,000 or greater.
- B.** Subrecipient represents and warrants that it is not on the BOLI current List of Contractors Ineligible to Receive Public Works Contracts and that it will not contract with any contractor on this list.
- C.** Pursuant to ORS 279C.817, Subrecipient may request that the Commissioner of BOLI make a determination about whether the project is a Public Works on which payment of the Prevailing Wage Rate is required under ORS 279C.840.

**33. Time is of the Essence**

Time is of the essence in the performance of all under this Agreement.

**34. No Limitations on Actions of The County in Exercise of Its Governmental Powers**

Nothing in this Agreement is intended, nor shall it be construed, to in any way limit the actions of the County in the exercise of its governmental powers. It is the express intention of the parties hereto that the County shall retain the full right and ability to exercise its governmental powers with respect to the Subrecipient, the grant funds, and the transactions contemplated by this Agreement to the same extent as if it were a party to this Agreement, and in no event shall the County have any liability in contract arising under this Agreement by virtue of any exercise of its governmental powers.

**35. Amendments**

This Agreement may be amended only by a written instrument executed by the parties or by their successors.

**36. Merger Clause**

This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

No waiver, consent, modification or change of terms of this Agreement shall bind all parties unless in writing and signed by both parties and all necessary County approvals have been obtained. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of the County to enforce any provision of this Agreement shall not constitute a waiver by the County of that or any other provision.

**37. CERTIFICATIONS AND SIGNATURE OF SUBRECIPIENT'S AUTHORIZED REPRESENTATIVE**

**THIS AGREEMENT MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF SUBRECIPIENT.**

The undersigned certifies under penalty of perjury both individually and on behalf of Subrecipient that:

- A. The undersigned is a duly authorized representative of Subrecipient, has been authorized by Subrecipient to make all representations, attestations, and certifications contained in this Agreement and to execute this Agreement on behalf of Subrecipient.
- B. By signature on this Agreement for Subrecipient, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Subrecipient and that Subrecipient is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means all tax laws of this State, including but not limited to ORS 305.620 and ORS chapters 316-318.
- C. To the best of the undersigned's knowledge, Subrecipient has not discriminated against and shall not discriminate against minority, women or emerging small business enterprises certified under ORS 200.055 in obtaining any required subcontracts.
- D. Subrecipient is bound by and shall comply with all requirements, terms and conditions contained in this Agreement; and
- E. Subrecipient further certifies to having a formal statement of nondiscrimination in employment policy

**SIGNATURE PAGE**

**SUBRECIPIENT, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT SUBRECIPIENT HAS READ THIS AGREEMENT, UNDERSTANDS IT, HAS THE LEGAL AUTHORITY TO BIND, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**MARION COUNTY SIGNATURES  
BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Chair Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

Authorized Signature: \_\_\_\_\_  
Department Director or designee Date

Authorized Signature: \_\_\_\_\_  
Chief Administrative Officer Date

Reviewed by Signature: \_\_\_\_\_  
Marion County Legal Counsel Date

Reviewed by Signature: \_\_\_\_\_  
Marion County Contracts & Procurement Date

**SOARING HEIGHTS SIGNATURE:**

Authorized Signature: \_\_\_\_\_  
Date

Title: \_\_\_\_\_

Application From:  
Soaring Heights Recovery Homes  
For  
Community Development Block Grant (CDBG  
Funds/  
HOME Investment Partnership Funds/  
HOME-ARP (American Rescue Plan) Funds  
(July 1, 2023-June 30, 2024)

Eric Rasor Executive Director Soaring Heights Recovery Homes  
Phone 360-518-1357  
Email: [eric@soaringheights.life](mailto:eric@soaringheights.life)



Marion County, Oregon

**FORM A- Project Summary Form**

**Project Name:** Expansion of Soaring Heights Recovery Homes - Property Acquisition

**Project Location:** To Be Determined

**Project Description:** Purchase residential property to be utilized as low-income transitional housing for individuals experiencing homelessness and or recovering from Substance Use Disorder. The next house we open will be for women and children Targeting up to 8 beds.

**Grant Funds Requested:** **Grant:** \$ 350,000.00

**Loan:** \$ \_\_\_\_\_

**Applicant:** Soaring Heights Recovery Homes

**Address:** PO Box 20614

**City, State & Zip:** Keizer, Oregon 97307

**Website:** https://www.soaringheightsrecoveryhomes.com

**DUNS/UEI Number:** 118752496

**Contact Person:** Eric Rasor

**Phone Number:** 971 719 4963

**Email Address:** eric@soaringheights.life

## **FORM A-Project Summary Form**

**Project Name:** Expansion of Soaring Heights Recovery Homes – Property Acquisition

**Project Location:** To Be Determined

**Project Description:** Purchase residential property to be utilized as low-income transitional housing for individuals experiencing homelessness and or recovering from Substance Use Disorder. The next house we open will be for women and children. Targeting up to 8 beds.

- **The need or problem your project will address and how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations, or areas to be served, and how CDBG/HOME/ or HOME-ARP funds will be used:**

According to Marion County Health Improvement Plan, in 2019 an estimated 1,095 community members were homeless. The number of homeless individuals counted in Marion County rose from 1,588 in 2020 to 1,928 in 2021. The researchers from CRISP believe this increase is due to the methodology used in this year's count, conducted over several days instead of just one, as well as the pandemic. (July 31, 2021).

In 2021 Soaring Heights Recovery Homes served 32 people; 50% of which were homeless. In 2022 Soaring Heights has provided transitional housing serves to 38 adults of which, 50% were from our unsheltered population. The need we have is to expand our services in the community to further address the high rates of individuals experiencing addiction and homelessness in Marion County. Owning the properties, we use would enable us to expand our services and provide us with stability. Month by month Soaring Heights receives calls from agencies and individuals looking for an available bed. There are simply not enough beds to house all the individuals and their children. Soaring Heights intends to increase available bed space and serve a greater number of these individuals.

Lack of a stable, alcohol and drug free living environment can be a serious obstacle to sustained abstinence. Destructive living environments can derail recovery for even highly motivated individuals. Oftentimes, individuals are released from short term treatment programs and do not have a stable environment to return too. Barriers such as, lack of employment, poor rental history, and ongoing treatment prevent individuals from obtaining permanent housing. Transitional housing or sober living homes provide an affordable safe environment for individuals in recovery to become stable and work towards self-sufficiency

Many individuals attempting to abstain from alcohol and drugs do not have access to appropriate housing that supports sustained recovery. Our study found positive longitudinal outcomes for 300 individuals living in two different types of Sober Living Homes (SLH), which suggests they might be an effective option for those in need of alcohol- and drug-free housing. *US National Library of medicine*

Stable housing plays a vital role in people's recovery from substance use disorders (SUDs). An inability to pay rent and the threat of losing housing can lead to stress that triggers substance misuse and relapse. People experiencing homelessness who also have SUDs typically find it difficult to address their

substance use without a safe place to live, because they often use alcohol or drugs to cope with the dangers of life on the streets. *Center on Budget and Policy Priorities*

Soaring Heights aims to address the shortage of sober living homes by expanding our operations, purchasing more properties, and provide more safe, secure, and structured housing.

If awarded CDBG/HOME/ or HOME-ARP funds, All funds would go directly toward the purchase of real property to be used as transitional housing. All individuals served are low income and most are experiencing some form of homelessness.

There is a plethora of properties currently on the market listed for sale that meet the criteria for Soaring Heights Recovery homes:

3250 Pheasant Ave SE  
Salem Or 97302  
6 BD, 3 Bath, 3192 SF  
Asking Price: \$610,000.00

771 Cottage St NE  
Salem Or 97301  
7 BD, 5.5 bath, 3972 SF  
Asking Price: \$559,900.00

1968 Orchard Heights CT NW  
Salem Or 97304  
6 BD, 3 Bath, 3166 SF  
Asking Price: \$ 689,000.00

Unfortunately, finding a homeowner who is willing to hold a property until sometime in the future when a grant and or funding becomes available is not likely to happen. Therefore, Soaring Heights is asking for award of grant funds that will make a purchase possible. Also, with a grant award from CDBG/HOME/ or HOME-ARP funds, Soaring Height would be able to request matching funds from public and private sources, increasing our ability to raise additional funds for the purchase.

- This funding will allow Soaring Heights to apply a significant down payment on a property.
- This funding will allow Soaring Heights to seek matching funds.
- Soaring Heights will be able to contribute a minimum of \$50,000 to the purchase.
- In the event that funds for full purchase price are not raised, Soaring Heights will be able to secure a loan for the balance. A \$350,000 award from CDBG will make it possible to secure a loan for the balance of the property if additional funding falls through. Having to secure a loan for the balance is a worth case scenario.

With a house of this size and similar floor plan, Soaring heights can add 8 more transitional housing beds for women with or without minor children to the community. During this 2022 fiscal year at The Oriole House, an 8-bed facility, we provided safe housing for 17 women and 13 children were returned to parent. Funding from CDBG/HOME/ or HOME-ARP can effectively double individuals served annually.



- **How your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how you project will add to or improve upon existing services.**

Lack of sober living homes can be a serious obstacle to continued abstinence. Oftentimes, individuals exiting treatment or prison have nowhere to go and end up back a destructive environment that can lead to relapse and even homelessness. Sober living homes offer much more than just a safe, sober living situation, it is an affordable home where individuals in recovery can benefit from their peers and from support services offered by committed community partners.

The population we serve are men and women with or without minor children who have demonstrated a desire and willingness to break free from the bonds of addiction. These individuals may come from a variety of places or situation. Referred by community partners such as Department of Human Services, Marion County Health and Human Services, Parole and Probation. Individuals participating in medicated assisted treatment (MAT)\* will also be welcomed (Harm Reduction). Many currently residing in our homes came straight from homelessness.

Soaring Heights will purchase up to 8 residential properties for the purpose of providing Sober Living Homes for individuals. Each home will house from five to ten individuals with or without minor children. In our homes they will benefit from structured living and their peers' lived experiences. They will have the opportunity to address and overcome barriers to self-sufficiency that resulted from the destructive aftermath of drugs and alcohol. A strict set of guidelines will be in place designed to maintain structure and guidance in each home.

- House rule
- Remain clean and sober (subject to random drug testing)
- House chores
- Curfew
- Weekly house meeting
- Gainful employment required
- Family reunification
- Develop a recovery support system and attend 2 meeting per week
- Weekly and long-term goal setting activities designed to eliminate complacency and keep individuals on an upward trajectory towards self sufficiency

Individuals will have the opportunity to maintain residence at Soaring Heights for a maximum of 18 months. During this time, they will be guided and supported while they, develop new sober relationships, restore life skills, gain independence while they transition back into mainstream society, and move on to permanent housing.

Each house will be led by a house lead. The lead will ensure that all house participants abide by the guidelines and expectations. Volunteer and paid peer support specialists\* will be available to guide residence individually and as a group. All house operations will be overseen by a paid Drug and Alcohol Counselor CACD1. Further support and wrap around services will be provided by community partners such as Department of Human Services, Marion County Health and Human Services and Probation and Parole. For example, A mother living at The Oriole House has recently had a child return to her from foster care. Through open communication and positive relationships with community partner Soaring Heights will guide and direct the mother to needed resources that will ensure a successful family reunification.

Soaring Heights Recovery Homes program approach to sober living has been successfully implemented for more than four years. The Oriole House opened September 1, 2018.

- **Medication-assisted treatment (MAT)** is the use of **medications** in combination with counseling and behavioral therapies, which is effective in the **treatment** of opioid use disorders (OUD) and can help some people to sustain recovery.
- A **peer support specialist** is a person with "lived experience" who has been trained to support those who struggle with mental health, psychological trauma, or substance use. Their personal experience of these challenges provides peer support specialists with expertise that professional training cannot replicate.

Some roles filled by peer support specialists include assisting their peers in articulating their goals for recovery, learning, and practicing new skills, helping them monitor their progress, supporting them in their treatment, modeling effective coping techniques and self-help strategies based on the specialist's own recovery experience, supporting them in advocating for themselves to obtain effective services, and developing and implementing recovery plans.

There are several local agencies currently doing their part to help address community needs as it relates to homelessness, addiction, and mental health concerns. Simply put there is just not enough supportive housing to accommodate the need we have in our community. Soaring Heights focuses on providing safe, secure housing for individuals thereby enhancing community programs. A part of what makes Soaring Heights so successful is our commitment to working with community partners that provide supportive services programs. Our close working relationship with agencies like Bridgeway, Department of Human Services, Marion County Health, and Human Services improves successful outcomes.

The success of Soaring Heights housing option is gaining community wide support. Recently the BHRN partners have awarded Soaring Heights \$77,972.00 in operational support. These funds will allow Soaring Heights to manage expansion and continue to provide outstanding transitional housing services in our community.

- **The ways in which your project will have a long-term impact on the need or problem being addressed**

Recovery is a lifelong journey, by increasing the availability of sober living homes we can increase the chances of a successful journey for individuals that can benefit from the positive environment created by a sober living home. A major challenge facing many individuals attempting to abstain from substances is finding a stable living environment that supports sustained recovery. One home could provide up to 10 beds for women with or without minor children or 10 men with or without minor children. Individuals searching for clean and sober housing may come from a variety of sources, homelessness, inpatient treatment facility, even prison.

Staying in a sober living home has been shown to have positive impacts on rates of incarceration, employment, relapse prevention, and sobriety. However, the length of stay in a sober living home does vary based on numerous factors which might include:

- Individual needs
- Progress in recovery home
- Willingness to follow house rules
- Severity of alcohol and drug use problem
- Home environment

A study of (sober living home) model showed that the average person stayed 1 year in sober living, although numerous residents stayed as long as 3 years. Another study showed an average length of stay of 5 months, with about 18% of residents staying 12 months and 16% staying 18 months. In another study, the recommended length of stay was 6 months, and the average stay was about 90 days. The research is somewhat limited, but longer stays in a sober living home were generally associated with better outcomes. <https://recoveryfirst.org/sober-living/how-long-stay/>

Sober living homes reduce relapse and recidivism and increases sustained sobriety by providing an environment that facilitates support and structure in six key aspects:

1. Constant guidance and support
2. Meaningful, sober relationships
3. Restored life skills
4. Independence
5. Easier transition back to mainstream life
6. Mitigating the risk of relapse

A study found positive longitudinal outcomes for 300 individuals living in two different types of SLHs, which suggests they might be an effective option for those in need of alcohol- and drug-free housing. Improvements were noted in alcohol and drug use, arrests, psychiatric symptoms, and employment. One pattern was that residents reduced or stopped their substance use between baseline and 6 months follow up and then maintained those improvements at 12 and 18 months. This was the case for both substance use measures that assessed 6-month period of time. 6-month abstinence rates improved from 11% at baseline to 68% at 6- and 12-months. At 18 months abstinence was a bit lower, (46%) but still significantly better than the time period before they entered the houses.

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3057870/>

Sober living homes play a vital role in individuals' recovery from substance abuse. In these homes their chances of remaining abstinent, finding gainful employment, and reintegrating back into society is significantly increased.

- **If you are proposing an affordable housing project, please indicate the time period that the project will remain affordable and how your agency plans to ensure that the project remains affordable for the specified time period.**

Per the guidelines by which Soaring Heights operates, the transitional housing option offered in Marion County by definition is affordable housing. Currently, Soaring Heights offers low-income transitional housing at \$475.00 per month for up to 18-months

## 2. Project Readiness

**Please provide the following:**

- **A detailed work program and timeline, including the anticipated start date and completion date for the project, and a list of tasks with estimated start and completion dates for each task.**

Once given notice of award from Marion County for the CDBG funding, Soaring Heights will immediately begin process for securing additional matching funds for purchase of property.

Potential additional funding sources:

- Oregon Community Foundation (fall Cycle) capacity Building / Capital
- BRHN partners
- Spirit Mountain
- Willamette Health Counsel
- Private sources

Soaring Heights currently utilizes services provided by Kelly Walther, Grant Services of America, Inc. She has been instrumental in finding funding opportunities for Soaring Heights. Her services will be utilized to increase funding sources once we have received a funding notice from CDBG.

List of Tasks:

Award notice CDBG funding March 2023

Source additional funding March 2023 – August 2023

Source property July 2023 – September 2023

Purchase property by December 31, 2023.

Once awarded 2023 CDBG funding Soaring Heights will tentatively begin searching for a suitable property. Given the right seller Soaring Heights could potentially tie up the property with a Lease option to buy.

- **A description of the agency's readiness to proceed with the project, including when potential sources of funding and/or additional staff will be secured. Also, if the purchase of property is involved, please describe how you will comply with the Uniform Relocation Act (as noted in Section III);**

Currently, Soaring Heights is in a comfortable financial position through frugal income management and successful fundraising events. Financial stability has been a slow process and the need for additional funding is now. Soaring Heights is in a position to tie up a property with stored funds but, this could lead to sustainable debt without grant funding to sustain ownership position.

Soaring Heights has recently been awarded funding (SHEH-HE1158-22-BHRN) necessary to hire additional staff (Peer Support Specialist) needed to assist in managing current operations and expansion of 8 to 16 more beds. Anticipate this funding will be available January 2023.

The population we serve in this community paired with Soaring Heights transitional housing model meets all of the CDBG Program's primary objectives

- The provision of decent housing
- The provision of a suitable living environment, and
- The expansion of economic opportunities

Soaring Heights Recovery Homes provides services to low-income individuals who are considered high risk for homelessness and need prevention and crisis services related to housing. Our program meets all three national objectives

- Benefit to low-and moderate-income persons
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency

- **A description of any land use processes (such as a zone change or a conditional use permit) the project will require and what steps, if any, have been taken to address these issues.**

Ideally, Soaring Heights will target a property just outside city limits and or urban growth boundaries. This will eliminate any potential zoning or land use concerns.

To date, we have had extensive conversation with city and county official regarding zoning and land use requirement for placement and operations of Transitional housing throughout the city and county jurisdictions. Currently, Soaring Heights is in the midst of one of those conversation with the City of Salem as it applies to a property located on Center St.

Truth be told, the biggest obstacle to overcome is “Not My Neighborhood” from the private sector. Soaring Heights intends on being good neighbors as we have been for the last 4 years. We will coordinate with city, county and neighbors while securing additional properties for Soaring Heights Recovery Homes.

### **3. Financing (See Attachment-Form B)**

**Please provide the following financial information:**

- **A completed Budget Form (See Attachment-Form B) showing secured and potential sources of funding, including other federal and state grants and loans, monetary donations, in-kind contributions, volunteer labor, and donation of materials and supplies (attach additional sheets if necessary). Volunteer labor should be included under “Private Funds”. Attach letters of funding commitment form sources, if available.**

See attached form B

- **A description whether you are requesting funds as a loan vs. a grant.**
  - **If requesting funds as a loan, outline your repayment terms**
  - **If requesting funds as a grant, explain why you are not able to take on a loan**

Soaring Height is requesting a Grant.

Soaring Heights long term plan for sustainability is to own the properties used for transitional housing, debt free or low debt. By owning the properties, income raised for Shared Living Fees can help cover operational expenses.

- **A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

Soaring Heights has periodically check local home listing through realtor.com and listing agents to determine the current asking prices for properties listed for sale in the area that meet Soaring Heights criteria for housing.

Assumption #1: We will find a suitable property in the \$650,000.00 range.

Assumption #2. Closing cost and associated property purchase cost estimate \$50,000.00

- **A brief description of your agency's plan for funding the project after the first year, if applicable.**

Shared living fee raised from the home occupants will fund household expenses.

- **A statement regarding your agency's ability to proceed with the project without your requested CDBG funds, or with a CDBG award less than your requested amount.**

Soaring Heights Recovery Homes came into existence September 2018 with no budget. We managed to keep the doors open for a number of years with little outside funding. Over the last 18 months Soaring Heights has gained an increased amount of community support. Funding has come available in the form of Grants and fundraisers. If, we do not receive requested CDBG funds, we will continue our upward trajectory by means of others funding opportunities.

I want to emphasize the need in our community for transitional housing is great and the need is now. While sometime in the future other funding sources may come available, CDBG funding is available now. Soaring Heights transitional housing opportunity fits perfectly with CDBG funding guidelines.

Soaring Heights Recovery Homes is a Transitional Housing model that is proving to be successful. We work hand in hand with a number of community agencies providing supportive services to the individuals in our homes. Many of these community partners continue to ask when we will open additional housing. I am asking The CDBG committee to help us do so.

**Grant Funds Requested: Grant:** \$350,000

**Applicant:** Soaring Heights Recovery Homes

**Address:** PO Box 20614

**City, State & Zip:** Keizer, Oregon. 97307

**Website:** <https://www.soaringheightsrecoveryhomes.com>

**DUNS/UEI Number:** 118752496

**Contact Person:** Eric Rasor

**Phone Number:** 971 719 4963

**Email Address:** eric@soaringheights.life





# Catholic Community Services

*We promote the positive development of children and adults  
throughout families and their community.*

RE: Community Development Block Grant

Dear Grant Committee Members:

My name is Josh Graves, and I am writing this letter as Executive Director of Catholic Community Services. Please accept this letter of support for the proposal submitted by Soaring Heights Recovery Homes for the acquisitions of property for use as transitional housing in Marion County.

Having a non-profit housing option for men and women battling addiction is a crucial need in our community. These men and women need safe, structured, transitional housing so they can work on themselves for a healthier future for their families. Currently, there is not enough transitional housing option in Marion County. This is a great opportunity for Soaring Heights to assist more families. The need is great and supporting Soaring Heights will only help create a stronger community.

Soaring Heights has been an asset to community partners providing services to individuals recovering from Substance Abuse Disorder. They are very supportive and easy to work with. The support, accountability and family atmosphere created by this non-profit is a key to assisting men and women in overcoming barriers, gaining stability, and becoming productive members of society.

We urge your favorable consideration of this proposal. I have provided my contact information below and would be happy to offer additional information.

Joshua K. Graves, MBA QMHA  
Chief Executive Officer  
Catholic Community Services



December 6, 2022

Eric Rasor  
Soaring Heights Recovery Homes  
PO Box 20614  
Keizer, OR 97307

Hello Eric...

I believe in compassion with accountability, and Soaring Heights Recovery Homes does this many times over. Gayle and I have supported the organization financially, and I am more than happy to support any and all grant applications for your operationally lean and compassionate 501(c)(3), which, by its history, succeeds!

By walking alongside individuals who have experienced incarceration, drug addiction, and emotional struggles, Soaring Heights Recovery Homes work—with simplicity *and* accountability. A home environment with the accountability piece (which, as I say over and over again, is paramount to individual success)... this is not a hand-out; this is a hand *up*.

When Gayle and I support a 501(c)(3) operation, we do not "give money" to this type of operation; we make *purchases*. The reason we make a purchase is that we expect a return on investment (ROI), just like we would with an automobile or a house as examples. A return on investment is Soaring Heights Recovery Homes' focus.

I would encourage anyone or any institution to support Soaring Heights. They have deserved it as evidenced by their Herculean ROI. Please contact me personally if you'd like any additional information from my point of view.

An investor...



R.E. ("Dick") Withnell  
Cell #503-931-1991  
[dick@withnellauto.com](mailto:dick@withnellauto.com)

REW:jep

Corporate Headquarters  
Withnell Motor Company  
PO Box 3080  
Salem, Oregon 97302  
  
(503) 364-0184  
(800) 888-0791  
FAX (503) 361-0370

Withnell Dodge  
2650 Commercial St. SE  
Salem, Oregon 97302  
  
(503) 364-0184  
(800) 888-0791  
FAX (503) 361-0370

Withnell Hyundai  
1996 Mission St. SE  
Salem, Oregon 97301  
  
(503) 375-0312  
(800) 626-4717  
FAX (503) 315-0763

Marion County Subrecipient Risk Self-Assessment

Date: 12/7/2022  
 Name of Entity: Soaring Heights Recovery Homes  
 Name of Project: Expansion of Soaring Heights Rec  
 Name of Entity Representative Completing Form\*: Eric Rasor  
 Position Title of Entity Representative Completing Form: Executive Director  
 CMS # (Marion County to complete):  
 System of Award Management (SAM) or Unique Entity ID #: KX53EW6RUL37

#	Assessment Questions	Yes	No	N/A
<b>EXPERIENCE ASSESSMENT</b>				
1	Is your entity new to operating or managing federal funds (has not done so within the past three years)?	X		
2	Is this funding source new for your entity?		X	
3	Does your staff assigned to the project have experience with federal funds?	X		
<b>MONITORING/AUDIT ASSESSMENT</b>				
4	Has your entity had an on-site project or grant review from an external entity (e.g. DOJ, CDBG, State) within the last three years?		X	
5	Were there non-compliance issues in the prior review? <i>If yes, use the comment section below to explain the number and extend of the issues regarding the question above.</i>			X
<b>OPERATION ASSESSMENT</b>				
6	Does your entity have a time and effort reporting system in place that accurately reflects the work performed by employees and can support the distribution of employee's salary and wages among the activities on the federal project? (2 CFR 200.430) <i>If no, in the comment section please explain how you intend to document the actual effort or hours worked by employees on the federally funded project?</i>			X
<b>FINANCIAL ASSESSMENT</b>				
7	a) Does your entity have an indirect cost rate that is approved and current? b) Or do you elect the 10% de minimis rate?		X	
8	Have you operated grants that require a local or non-federal match?	X		
9	Do you have a system to track matching requirements for reporting purposes?	X		
<b>FINANCIAL STATEMENT &amp; SINGLE AUDIT</b>				
10a	Was a financial statement audit conducted for your most recent fiscal year? <i>YES = please submit a copy of your most recent financial statement audit. NO = skip this next section and continue to #19</i>		X	
10b	If yes to #10a, were there any financial statement audit findings for the most recent audit? <i>If yes, either attach a statement describing the corrective action or resolution of the finding(s) or provide a comment below.</i>			
11a	Has your entity expended a combined total of \$750,000 or more in federal awards during the most recent fiscal year? <i>YES = please submit a copy of your most recent single audit. NO = skip this next section and continue to #19</i>		X	
11b	If yes to #11a, did your entity submit the required audit report to the Federal Audit Clearinghouse ( <a href="https://facweb.census.gov/uploadpdf.aspx">https://facweb.census.gov/uploadpdf.aspx</a> )?			

## Marion County Subrecipient Risk Self-Assessment

Date: 12/7/2022

Name of Entity: Soaring Heights Recovery Homes

Name of Project: Expansion of Soaring Heights Rec

Name of Entity Representative Completing Form\*: Eric Rasor

Position Title of Entity Representative Completing Form: Executive Director

CMS # (Marion County to complete):

System of Award Management (SAM) or Unique Entity ID #: KX53EW6RUL37

#	Assessment Questions	Yes	No	N/A
<b>SINGLE AUDIT - DEFICIENCIES FOUND - COMPLETE THIS SECTION</b>				
12	Were there findings cited in the most recent single audit report? <i>(If no, skip to #19)</i>		X	
13	If yes, were any of the findings listed as material weaknesses?			
14	If yes, were any of the findings listed as significant deficiencies?			
15	Were any findings listed as noncompliance over federal programs?			
16	Were there any program findings that had questioned or unallowed costs? <i>If yes, attach a statement describing the corrective action or resolution of the finding(s) or provide a comment below.</i>			
17	If there was a program-specific audit conducted that resulted in audit findings in the last two years, have those issues been resolved? <i>If no, attach a statement describing the plan to address the audit findings or comment below.</i>			
18	Have all audit findings and/or questioned costs (if any) from current and prior two years been resolved? <i>If no, attach a statement describing the resolution of the finding(s) or provide comment below.</i>			
<b>INTERNAL CONTROLS ASSESSMENT</b>				
19	Has your entity had any significant changes in key personnel or accounting system(s) in the last year? <i>(e.g. Controller, Exec Director, Project Mgr., Accounting Mgr., Program Mgr., etc.)</i> <i>If yes, in the comment section, please identify the accounting system(s), and/or list personnel positions and identify any that are vacant.</i>		X	
20	Does your entity have financial procedures and controls in place to accommodate a federally funded project?	X		
21	Does your accounting system have the ability to track revenue and expenditures of project funds separately for each federal award? <i>If no, in the comments section below, explain the process and/or procedures your entity will use to track federal projects separately.</i>	X		
22	Does your accounting system have internal controls to ensure actual expenditures do not exceed budget? <i>If no, in the comments section below, explain the process and/or procedures your entity will use to ensure these costs do not exceed budget.</i>	X		
23	Does your entity have a review process for all expenditures that will ensure that all costs are reasonable, allowable and allocated correctly to each funding source and comply with federal requirements? <i>If yes, in the comment section please explain your current process for reviewing costs.</i>	X		
24	Is there an adequate segregation of financial and accounting duties within your entity? <i>For example -segregation of duties would be different individuals for the cash receipt and cash disbursement process. If adequate segregation of duties does not exist, please explain in the comment section what controls the entity has in place to mitigate any potential risk of noncompliance or asset misuse.</i>	X		

## Marion County Subrecipient Risk Self-Assessment

Date: 12/7/2022

Name of Entity: Soaring Heights Recovery Homes

Name of Project: Expansion of Soaring Heights Rec

Name of Entity Representative Completing Form\*: Eric Rasor

Position Title of Entity Representative Completing Form: Executive Director

CMS # (Marion County to complete):

System of Award Management (SAM) or Unique Entity ID #: KX53EW6RUL37

#	Assessment Questions	Yes	No	N/A
<b>COMPLIANCE &amp; PROJECT MANAGEMENT ASSESSMENT</b>				
25	Does your entity have a policy regarding compliance with 2 CFR 200, Conflict of Interest? <i>If no, federal grant agreements includes recital regarding compliance with 2 CFR 200.318 (c) and entity attests to adhering to federal conflict of interest requirements.</i>	X		
26	Has your entity had any violations of federal criminal law involving fraud, bribery, and/or gratuity violations potentially affecting an award? See response options listed below. <b>YES</b> = Entity has had one or more violation(s) and has either 1) disclosed violation to Marion County, or 2) will disclose as part of this form in the comments below. <b>NO</b> = Entity has had a violation(s), but corrective action was taken, or entity has had no violations.		X	
27	Does your entity have personnel with experience or skills to effectively manage federal projects? <i>If yes, please submit detailed information on key personnel with this form.</i> <i>If no, is your entity contracting with an organization to oversee and manage federal project?</i>	X		
28	Is your staff familiar with the Uniform Guidance and applicable federal compliance requirements (i.e. 2 CFR 200)? Specifically:		X	
	a) Federal procurement methods & thresholds (200.317-.327)		X	
	b) Audit requirements (200.508-.512)		X	
	c) Financial management and Internal Controls over Federal Awards (200.302)		X	
	d) Allowable Costs Subpart E (200.400) specifically written procedures or processes over personnel compensation charged to awards (200.430)		X	
<b>PROPERTY &amp; CAPITAL PROJECTS MANAGEMENT</b>				
29	Does your entity have a property management system in place to provide & track property or equipment purchased with federal awards such as: description, identification number, acquisition date, location, and ultimate disposition information? (2 CFR 200.313)	X		
30	Does your entity have an inventory process or procedures for capital projects/equipment that is purchased with federal awards? (2 CFR 200.313 (d)(2)) <i>If no, please provide comment on how your entity will ensure compliance with capital and property compliance requirements.</i>	X		
31	Is your entity subcontracting any of this capital project work? <i>If yes, does your entity have policies/procedures in place for contracting in compliance with 2 CFR 200.317-200.327 federal procurement requirements? If no, please describe in the comments section how your entity will ensure compliance with procurement requirements.</i>			X
32	If this is a construction project, is your entity knowledgeable with Davis-Bacon Act (prevailing wage) requirements? (2 CFR 200 Appendix II (D)) <b>(A)</b> = If the project is funded solely with ARPA/CSLFRF funds, Davis Bacon (prevailing wage) requirements do not apply (per FAQ 6.17). Please mark N/A. If the project has combined funding, Davis Bacon Act applies - please mark Yes or No. <i>If no, please provide comment on how your entity will ensure compliance with Davis Bacon (prevailing wage) compliance requirements.</i>			X

**Marion County Subrecipient Risk Self-Assessment**

Date: 12/7/2022  
 Name of Entity: Soaring Heights Recovery Homes  
 Name of Project: Expansion of Soaring Heights Rec  
 Name of Entity Representative Completing Form\*: Eric Razor  
 Position Title of Entity Representative Completing Form: Executive Director  
 CMS # (Marion County to complete):  
 System of Award Management (SAM) or Unique Entity ID #: KX53EW6RUL37

#	Assessment Questions	Yes	No	N/A
<i>Comments - As needed, include the question number and provide comments related to the above question. Insert additional rows as needed.</i>				

*\*By completing this form, Entity Representative certifies and attests that, to the best of my knowledge, all information provided in this form is true and accurate.*

<b><u>Marion County will complete this section</u></b>
Grant Reviewer:
Grant Reviewer Title:
Date Completed:
Review Comments & Assessment:

ACCOUNTING  
588-5601  
CLERK'S OFFICE  
588-5105  
COURT ADMINISTRATION  
588-5368  
DISPUTE RESOLUTION  
SERVICES  
588-7988 Fax: 589-3224  
JURY MANAGEMENT  
588-5371  
PROBATE  
588-5141  
RECORDS  
588-5101



CRIMINAL COURT  
4000 Aumsville Hwy.  
Fax: 588-6822 TTY: 588-6820  
JUDICIAL STAFF  
588-8484  
588-8485  
CLERK'S OFFICE  
588-8489  
RELEASE OFFICE  
588-8560  

---

JUVENILE COURT  
3030 Center St. NE  
Fax: 361-2676 TTY: 585-4946  
584-4831

**CIRCUIT COURT  
THIRD JUDICIAL DISTRICT**

Marion County Courthouse  
100 High St. NE  
PO Box 12869  
Salem, OR 97309-0869  
Fax: 373-4360 TTY: 373-4444

December 5, 2022

Dear Grant Committee:

As the Family and Juvenile Specialty Court Coordinator for Marion County, I am pleased to support Mr. Razor's application through the Community Development Block Grant Program. As we all know, there is a tremendous need in our community for transitional housing that supports a structured sober living environment. Men and women in our community need a safe haven to build natural supports and start to work towards a healthier future for their families.

This is a great opportunity for Mr. Razor to assist families in our community who are struggling with substance addiction and homelessness. The need is great and providing funding for the purchase of additional houses will only help create a stronger community.

As a community partner, having Soaring Heights and Falcon House as a housing option for our participants has been wonderful. They are very supportive and easy to work with. The support, accountability and family atmosphere created by this non-profit is a trait necessary to assist parents in overcoming their addictions, gaining stability and becoming productive members of society.

Sincerely,

Janalee Weitman  
Treatment Court Coordinator  
Family and Juvenile Specialty  
Treatment Court  
Marion County Courthouse

**EXHIBIT B****APPENDIX II TO PART 200-CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS**

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian County Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "Federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or Subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.



(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or Subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or Subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended-Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)-A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)-Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in

connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Domestic preference for procurements.

(K) Audit Requirements of 2 CFR §200.SXX (Subpart F)

i. Subrecipient must comply, and require any subcontractor to comply, with applicable audit requirements and responsibilities set forth in this Agreement and applicable state or Federal law.

ii. If Subrecipient expends Federal awards in excess of \$750,000 in a fiscal year, Subrecipient is subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. Copies of all audits must be submitted to the County within 30 days of completion.

iii. Subrecipient must save, protect and hold harmless the County from the cost of any audits or special investigations performed by the Secretary of State with respect to the funds expended under this Agreement. Subrecipient acknowledges and agrees that any audit costs incurred by Subrecipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Subrecipient and the County.

(L) System for Award Management. Subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM. Subrecipient must also comply with applicable restrictions on subawards ("subgrants") to first tier subcontractors (first-tier "Subcontractors"), including restrictions on subawards to entities that do not acquire and provide (to the County) the unique entity identifier required for SAM registration.

(M) Whistleblower Protection Act. Subrecipient must comply and ensure the compliance by subcontractors, with 41 U.S.C. 4712, Program for Enhancement of Employee Whistleblower Protection. Subrecipient must inform subcontractors, contractors and employees, in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC § 4712.

(N) See § 200.216 Prohibition of certain telecommunications and video surveillance services or equipment.

See § 200.323 Procurement of recovered materials.

(P) Recordkeeping Requirements. Subrecipient must maintain records and financial documents for five years after all funds have been expended or returned to the County. The County may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Subrecipient must agree to provide or make available such records to the County upon request, and to the Government Accountability Office ("GAO"), U.S. Treasury's Office of Inspector General ("OIG"), and their authorized representative in order to conduct audits or other investigations.

(Q) Civil Rights Compliance. Recipients of Federal financial assistance from the U.S. Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the U.S. Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Subrecipient's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Subrecipient's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Subrecipient implementing regulations at 31 CFR part 23.

In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, U.S. Treasury will collect and review information from non-Tribal recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. U.S. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR 42.406). U.S. Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status. This collection does not apply to Tribal governments.

(R) Real Property, Equipment and Other Capital Expenditures. County shall, and shall cause its Subrecipients to, maintain policies and procedures for the management of property and equipment that comply with all requirements of the applicable Uniform Guidance at 2 CFR Part 200, Subpart D, 2 CFR Part 200.310-200.316 and 200.439, and specific requirements of the source of funds. These regulations shall apply to all real property, equipment, and other capital expenditures purchased with the Federal funding.

(S) The use of lead-based paint on any interior or exterior surface is prohibited. For properties constructed prior to 1978, the construction work performed under this contract is subject to the Lead-Based Paint Regulations adopted by the Department of Housing and Urban Development (24 CFR Part 35) and by the State of Oregon (OAR 333.069). Section 3 of the Housing and Community Development Act (Applicable to contracts/subcontracts of \$100,000 or more when the recipient received a total of \$200,000 or more in Federal funding.) In hiring or soliciting businesses for goods, services or other types of work, consideration must be given to local residents and firms. The work to be performed under this contract is a project assisted under a program providing direct Federal financial assistance from the U.S. Department of

Housing and Urban Development and is subjected to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1 70(1)(u). Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income persons residing in the project's County, and contracts for work in connection with the project be awarded to eligible business concerns which are located, or owned in substantial part by persons residing, in the project County.

(T) Projects funded with HOME must meet HUD Section 8 Housing Quality Standards (24 CFR 982.401) upon completion of the assisted project. Examples of repairs that would need to be addressed include inadequate plumbing, heating, or electrical systems or failing structural components. Recipients of Federal funds shall be responsible for an initial determination, with the review and approval of the Community Development Division staff, of the scope of work to be performed at the project site. An initial HQS inspection is recommended to determine deficiencies that will need to be included in the scope of work. At a minimum, the scope of work to be performed on a property must correct any HQS deficiencies upon project completion. The project contractor(s) are required to adhere to all applicable building codes and either the owner or the contractor(s) shall obtain all required building permits. Where permits are required, documentation that all work has passed final inspections must be provided prior to final payment to the contractor(s).

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13,2020]

Exhibit C - Federal Funding Information For Subrecipients As  
Required By 2 CFR 200.331(a)<sup>1</sup>

<b>1. Federal Award Identification</b>	
(i) Subrecipient Name:	Soaring Heights Recovery Homes
(ii) Unique Entity ID#:	KX53EW6RUL37
(iii) Federal Award Identification Number (FAIN):	
(iv) Federal Award Date:	7/1/2023
(v) Subaward Period of Performance (Start & End Date):	7/1/2023-6/30/2026
(vi) Federal Funding Obligation	
a) Total Amount of Federal Funds Obligated by this Agreement:	\$350,000
a.1)	
a.2)	
a.3)	
a.4)	
b) Total Amount of Federal Funds Obligated to Subrecipient by Pass-Through Entity (PTE), including this agreement:	
c) Total Amount of Federal <b>Award</b> committed to Subrecipient by PTE	\$350,000
(vii) Federal <b>Award</b> Project Description:	
(viii) Identify the following:	
a) Federal awarding agency	U.S Housing & Urban Development
b) Pass-Through Entity,	Marion County
c) Contact info for awarding official:	Colm Willis, Danielle Bethell, Kevin Cameron
(ix) Identify Program Information	
a) Catalog of Federal Domestic Assistance (CFDA) #:	14.218
b) Program Name:	CDBG
c) Is the award Research & Development? (Yes/No)	No
d) Indirect Cost Rate for Federal award:	N/A
<b>2. Subrecipient Indirect Cost Rate</b>	
Indirect cost rate passed through to subrecipient:	N/A
<b>3. Additional Requirements or Comments (if any)</b>	
<i>Identify in this section additional conditions concerning closeout of award or required financial/performance reports or any other comments regarding the federal award. If no additional information is necessary, please delete this section or mark NIA.</i>	
<p><sup>1</sup>Subrecipient will comply with Federal statutes, regulations and terms and conditions of the Federal award in accordance with 2 CFR 200.331 (a)(2). Subrecipient will permit the pass-through entity and auditors to have access to subrecipient's records and financial statements as necessary for the PTE to meet requirements of 2 CFR 200.331 (a)(S). Subrecipient will also permit the pass-through entity to have access to subrecipient's records for monitoring the activities of the subrecipient, as necessary, to ensure that the subaward is used for the authorized purposes. Such monitoring will include reviewing the financial and performance reports required by the pass-through entity as well as following up and ensuring the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient in order to meet the requirements of 2 CFR 200.331(d).</p>	

**Exhibit D**

**Federal Funding Accountability and Transparency Act (FFATA) Certification\***

Soaring Heights Recovery Homes

Organization Name:

CMS Number:

Did your organization have a gross income, from all sources, of less than \$300,000 in your previous tax year?

- Yes (Skip questions "A" and "B" and finish the certification)
- No (Proceed to questions "A" and "B")

**A. Certification Regarding and Amount of Annual Gross Revenue from Federal Awards**

Did your organization (1) receive 80% or more of its annual gross revenue **AND** (2) \$25 million or more from federal awards and contracts during the preceding fiscal year?

- Yes If "Yes," proceed to question "B".
- No If "No," skip question "B" and finish the certification.

**B. Certification Regarding Public Access to Compensation Information**

Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1034 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

- Yes If "Yes," where can this information be accessed?
- No If "No," you must provide the names and total compensation of the top five highly compensated executives below. (For example John Blum: \$500,000; Mary Redd: \$50,000; etc.).

1		\$	
2		\$	
3		\$	
4		\$	
5		\$	

*As the duly authorized representative (Signor) for the Organization, I hereby certify that the statements made by me in this certification form are true, complete, and correct to the best of my knowledge.*

Eric Rasor

Print Name of Authorized Representative

Executive Director

Print Title of Authorized Representative

*Eric Rasor*

Signature of Authorized Representative

10/30/2023

Date

## **Exhibit D**

### **Federal Funding Accountability and Transparency Act (FFATA) Certification (cont.)**

#### Background on FFATA Requirements

Under the requirements of the Federal Funding Accountability and Transparency Act (Pub. L. No. 109-282), as amended by Section 6202 of Public Law 110-252, that are codified in 2 CFR Part 170, direct recipients of federal grants or cooperative agreements are required to report first-tier subawards and subcontracts of \$30,000 or more to the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS).

Organizations that are requested to complete the FFATA Certification have been identified by Marion County as either a first tier subaward or subcontract and therefore, FFATA requirements are applicable.

#### Definition of Compensation

Total compensation means the cash and noncash dollar value earned by the executive during the Organizations preceding fiscal year and includes the following: (1) Salary and bonus; (2) Awards of stock, stock options, and stock appreciation rights; (3) Earnings for services under non-equity incentive plans; (4) Change in pension value; (5) Above-market earnings on deferred compensation which is not tax-qualified; and (6) Other compensation, as further defined in FAR 52.204-10(a) and 17 CRF 229.402(c)(2).

**Exhibit E**  
**Trust Deed and Promissory Note Agreement**

Any sponsor who acquires real property, constructs, or rehabilitates a facility, in whole or in part, with Community Development Block Grant (CDBG) funds shall enter into a Trust Deed and Promissory Note with the County. (Infrastructure and Public Service projects in most cases will only need to execute a Promissory Note). The Trust Deed and Promissory Note guarantees that the sponsor will operate the facility to meet a national objective of the CDBG program during a pre-determined period of time; and it imposes conditions which the County determines are necessary to protect the County's CDBG investment. Following execution, Marion County will have the Trust Deed recorded, and return a copy of both documents to the sponsor.

When both a Promissory Note and Trust Deed are necessary, you must provide Marion County with a copy of the deed and property description. The following policies apply:

- The County will require the sponsor to execute a Trust Deed and Promissory Note, or other legal document in the form of the County's choice, to secure the County's total projected CDBG contribution for real property acquisition and any improvements to be added to the property. Upon completion of any improvements, or at such time designated by the County, the aforementioned documents may be amended, as necessary, to reflect any change that may have occurred to the initial project budget as a result of change orders, contingency funding, etc.
- All sponsors must execute a Promissory Note and Trust Deed, where applicable, to secure the County's CDBG contribution towards acquisition within sixty (60) days following their transmittal to the sponsor by the County.
- The term of the Trust Deed and Promissory Note shall be fifty (50) years for new construction; fifty (50) years for acquisition or substantial rehabilitation of a facility or improvement; or five (5) years following the date that Marion County is no longer an urban entitlement recipient, whichever occurs first.
- The County reserves the right to receive a proportionate share in the appreciation of the facility in the event that the facility is no longer used for the intended purpose and duration as described in the term of the Promissory Note and Trust Deed. The percentage of that shared appreciation is decided on the total amount of CDBG investment, divided by the sum of the current fair market value of the property and both the CDBG and Sponsor's contribution of the project. This calculation and percentage of proportionate share is described in the Promissory Note.
- The County shall, at the expiration of the term of the Trust Deed and Promissory Note, convey to the sponsor all the County's interest in the property.



Exhibit F**Section 3 of the Housing and Community Development Act**

(Applicable to contracts/subcontracts of \$100,000 or more and when the funding recipient has received \$200,000 or more in CDBG and/or other Federal funding)

- A. If the work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person (s) taking application for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor shall not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions, including training positions that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7 (b).

## **Exhibit G**

### **Fair Housing and Accessibility Requirements and Guidelines for Projects Receiving CDBG Funding**

A broad and diverse range of building types, whether new, existing, or altered, must comply with at least some of the Federal or Oregon laws mandating accessibility for people with disabilities. The different laws and standards that contain accessibility requirements apply to different types of buildings, different building uses, different building ownerships or possession, different building funding, and different points in a building's life. Different sets of accessibility-related nondiscrimination requirements apply to the CDBG program: the Architectural Barriers Act, the Fair Housing Act, and the Americans with Disabilities Act (ADA), and Section 504. It is important to note that these requirements are not necessarily addressed in the building code.

CDBG applicants/recipients should alert their project architects that the provisions of the Architectural Barriers Act, the Fair Housing Act and the Americans with Disabilities Act are triggered due to Federal funding so the architect can design the construction or rehab project with these requirements in mind.

### **The Architectural Barriers Act**

The Architectural Barriers Act of 1968 requires certain Federal and Federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that ensure accessibility to, and use by, physically handicapped people. A building or facility, including a residential structure, designed, constructed, or altered with CDBG funds after December 11, 1995, and that meets the definition of a "building" (as defined below) is subject to the requirements of the Architectural Barriers Act as it is implemented through the Uniform Federal Accessibility (UFAS) (24 CFR Part 40 and 41 CFR Part 101). Your project architect should be familiar with the Uniform Federal Accessibility Standards.

**Building:** The term "building" means any building or facility (other than (A) a privately owned residential structure not leased by the Government for subsidized housing programs and (B) any building or facility on a military installation designed and constructed primarily for use by able bodied military personnel) the intended use for which either shall require that such building or facility be accessible to the public, or may result in the employment or residence therein of physically handicapped person, which building or facility is:

- 1) To be constructed or altered by or on behalf of the United States
- 2) To be leased in whole or in part by the United States after August 12, 1968; or
- 3) To be financed in whole or in part by a grant or a loan made by the United States after August 12, 1968, if such building or facility is subject to standards for design construction, or alteration issued under authority of the law authorizing such grant or loan.

## **The Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services and telecommunications. The ADA also states that discrimination includes the failure to design and construct facilities that are accessible to and usable by persons with disabilities. The ADA also requires the removal of architectural and communication barriers that are structural in nature in existing facilities. Removal must be readily achievable, easily accomplishable, and able to be carried out without much difficulty or expense.

### **Section 504**

HUD's regulations implementation Section 504 in Federally assisted programs services and activities are codified at 24 CFR Part 8. HUD's regulations at 24 CFR Part 8 apply to all applicants for, and recipients of, HUD financial assistance in the operation of programs or activities receiving such assistance.

#### *Section 504 states:*

"No otherwise qualified individual with disability in the United States... shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service."

HUD's Section 504 regulations define an individual with a disability as any person who has a physical or mental disability that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment (24 CFR 8.3). Major life activities including walking, talking hearing, seeing, breathing, learning, performing manual tasks, and caring for oneself. The law also applies to individuals who have a history of such impairments as well as those who are perceived as having such impairment.

A person who meets the above definition, and who is otherwise qualified for the program, service or activity, is covered under Section 504. To be otherwise qualified means the individual meets the essential eligibility requirements, including, for example, requirements for tenancy if the program is a housing program.

Section 504 covers all programs, services and recipients of HUD financial assistance including, for example:

- Outreach and public contact, including contact with program applicants and participants
- Eligibility criteria
- Application process
- Admission to the program
- Tenancy, including eviction
- Service delivery
- Employment policies and practices

Section 504 Prohibitions Against Discrimination:

- Denying a qualified individual with disabilities the opportunity to participate in, or benefit from, the housing, aid, benefit, or service.
  - Failing to afford a qualified individual with disabilities the opportunity for equal participation and benefit.
- 
- Failing to provide a qualified individual with disabilities with a program or service that affords the same opportunity to benefit as afforded others.
  - Providing different or separate housing, aid, benefits, or services based on disability unless providing such is necessary to provide housing or benefits that are as effective as that provided to persons without disabilities.
  - Providing significant assistance to an agency, organization or person that discriminates based on disability in any aspect of a Federally assisted activity.
  - Denying a qualified individual with disabilities the opportunity to participate as a member of planning or advisory boards.
  - Denying a dwelling to an otherwise qualified buyer or renter because of a disability.
  - Limiting in any other manner a qualified individual with disabilities in the enjoyment of any right, privilege, advantage, or opportunity afforded to others.
  - Providing programs or services to qualified individuals with disabilities in settings that are unnecessarily separate, segregated, or restricted.

Recipients' Responsibilities under Section. 504:

- Take steps to ensure effective communication with applicants, beneficiaries, and members of the public. (24 CFR 8.6)
- Take steps to ensure that employment activities, including job announcements, recruitment, interviews, hiring, work assignments, promotions, and dismissals, do not discriminate based on disability. (24 CFR 8.10-8.13)
- Ensure that all non-housing programs are operated in a manner that does not discriminate based on disability and that new construction and alterations of non-housing facilities are made accessible in accordance with applicable standards (24 CFR 8.21)
- Operate existing housing programs in a manner that does not discriminate based on disability, and take steps, as needed, to ensure that existing housing programs are readily accessible to and usable by persons with disabilities. Develop and implement a transition plan to assure compliance. (24 CFR 8.24)
- Provide reasonable accommodations which may be necessary for a person with disability to use or participate in the program, service, or activity; unless the recipient can demonstrate that the accommodation will result in an undue financial and administrative burden or a fundamental alteration in the nature of the program, service, or activity. A reasonable accommodation is an adaptation or modification to a policy, program, service, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, or perform a job. Reasonable accommodations may include, but are not limited to, adjustments or modifications to buildings, facilities, dwelling, and may also include provision of auxiliary aids, such as readers, interpreters, and materials in accessible formats. (24 CFR 8.2, 8.11, 8.20, 8.21, 8.24, 8.25, 8.33)
- Pay for a reasonable accommodation needed by the individual (e.g., a ramp to a unit) unless providing that accommodation would be an undue financial and administrative burden or a fundamental alteration of the program. (24 CFR 8.4, 8.22, 8.20, 8.21, 8.24, 8.25, 8.33)

- Ensure that all new construction of housing facilities is readily accessible to and usable by persons with disabilities and meets the requirements of applicable accessibility standards. (24 CFR 8.22 and 8.32)
- Ensure that substantial alterations, when undertaken, meet the requirements for new construction (24 CFR 8.23(a)) Ensure that all other alterations, to the maximum extent feasible, meet the requirements of the applicable accessibility standards (24 CFR 8.23(b))
- Conduct any required needs assessments (for recipients who are public housing agencies) to determine the extent to which the housing needs of persons with disabilities are being met in the recipient's program and in the community. (24 CFR 8.25)
- Distribute accessible dwelling units throughout projects and sites and make such units available in the same ranges of sizes and amenities to provide housing choices for persons with disabilities that are the same as those provided to others. (24 CFR 8.26)
- Adopt suitable means to ensure persons with disabilities are made aware of the availability of accessible units and to maximize use of accessible units by individuals needing the features of these units (24 CFR 8.27)
- Conduct any required self-evaluations of programs, services, and activities to determine if they are programmatically and physically accessible to persons with disabilities, and involve persons with disabilities in these evaluations (24 CFR 8.51)
- Recipients with 15 or more employees must designate an employee to ensure the recipients programs, services and activities meet the requirements of Section 504; adopt a grievance procedure to effect due process standards and prompt and equitable resolutions of complaints. (24 CFR 8.53)
- Recipients must maintain records and reports of efforts to meet the requirements of Section 504, and keep these records on file so that they are available if a complaint is file, or if HUD conducts a compliance review (24 CFR 8.55)

### **The Fair Housing Act**

The Federal Fair Housing Act makes it illegal for landlords, managers, homeowners, real estate agents, mortgage brokers lenders, banks, and others to discriminate against anyone based on:

- Race
- Color
- National Origin & Ethnicity
- Religion
- Family Status (families with children under 18)
- Physical or Mental Disability
- Sex & Gender

State Protected Classes Include:

- Marital Status
- Legal sources of income (except Section 8)
- Sexual orientation including gender identity
- Honorably discharged veterans/military status
- Survivors of domestic violence

Local jurisdictions may have additional protected classes that you should be aware of. Multi-family dwellings consisting of four or more units, first occupied after March 13, 1991, must also meet the design and construction requirements of the Fair Housing Act.

Multifamily dwellings must be designed and constructed so that at least one building entrance is located on an accessible route, unless it is impractical to do so because of the terrain or unusual characteristics of the site.

Multifamily dwellings with a building entrance on an accessible route will be designed and constructed so that:

- 1)  The public and common use areas are readily accessible to and usable by handicapped persons.
- 2) The doors are designed to allow passage into and within the common areas are sufficiently wide to allow passage by handicapped persons in wheelchairs.

All the covered (accessible) dwelling units contain the following features of adaptable design:

- 1) An accessible route into and through the covered dwelling unit
- 2) Light switches, electrical outlets, thermostats, and other environmental controls in accessible locations
- 3) Reinforcements in bathroom walls to allow later installation of grab bars around the toilet, tub, shower, stall, and shower seat, where such facilities are provided
- 4) Usable kitchens and bathrooms such that an individual in a wheelchair can maneuver about the space

### **Oregon Accessibility Laws**

The State of Oregon has its own laws addressing certain aspects of accessibility:

- ORS 447.210 et seq., as originally enacted in 1971, applied only to government buildings, and incorporated only some of the then current ANSI A117.1 criteria. In subsequent years, the legislature extended the reach and breadth of the law. Current Oregon law is very broad, and even extends the reach of the ADA accessibility standards beyond those covered by the Federal law to include certain private educational facilities, "private membership clubs, and churches" when located in buildings of two stories or more which are either: a) over 4,000 square feet in ground floor area; or over 20 feet in height.
- ORS 447.233 contains explicit numerical requirements for accessible parking spaces and related signage, dimensional requirements, and access spaces.
- ORS 456.506 et seq., passed in 2003, adopted most of the accessibility criteria of the FHA and mandated they be included in all new non-owner-occupied housing, even single units, if those units were financed or subsidized in any way by state or Federal funds, guarantees, or tax credits.

- ORS 701.525 et seq., passed in 2005, requires the Oregon Construction Contractors Board ("CCB") to adopt by rule a model list of accessibility features those developers of residential housing may provide to customers purchasing new residential housing from the developer.
- ORS 447.231 mandates that the OSSC include the requirements of the ADA and FHA. Oregon's Building Codes Division ("BCD") has incorporated the 1.) current ADAAG standards; 2.) Fair Housing Accessibility Guidelines; and 3.) other Oregon laws, into the OSSC.
- The current OSSC is based on the IBC, but it does not incorporate the most recent version of ICC/ANSI A117.1. Although that most recent version is part of the current IBC model code, the OSSC instead relies on the previous A117.1 standard. The OSSC has hesitated because the new A117.1 contains revisions proposed to Federal Accessibility Guidelines that have not yet been approved and adopted by the Access Board.

Rather, in order to comply with Oregon law, and to incorporate these three distinct standards into OSSC, BCD wrote a custom accessibility code unique to the OSSC. Chapter 11 of the OSSC is devoted completely to accessibility. It is important to remember that most of the laws mandating accessibility are Federal laws. While Chapter 11 incorporates the literal provisions of some of these laws, the ultimate authority for interpreting the meaning and consequence of Federal laws remains with those Federal agencies charged with their enforcement.

Consequently, approval of project plans or inspection of actual construction by Oregon building officials is limited to compliance with OSSC, including Chapter 11. Building designers and construction contractors (and building owners) must independently consider Federal accessibility law and Federal agencies; interpretations of accessibility standards based on Federal accessibility laws.

**Exhibit H**  
**Community Development Block Grant (CDBG) Monitoring Procedure**

The procedures outlined in this exhibit are designed to monitor use of Marion County CDBG funds.

Through on-site and desk monitoring, the reviewer can determine whether the program participant's performance meets CDBG program requirements and improve program participant performance by providing guidance and making recommendations. The specific purposes of monitoring are to:

- Validate the accuracy of information presented by the program participants
- Follow-up on problems identified during the monitoring visit;
- Determine compliance for those activities where there is sufficient information to make eligibility and/or national objective determinations;
- Evaluate the reasonableness of judgments made for those activities that necessarily involve high levels of program participant judgment;
- Ascertain the Sponsor's ability to ensure that activities carried out meet compliance requirements
- Verify the accuracy of the program participant's record; and,
- Identify apparent causes of any problem(s) and offer recommendations for corrective actions.

**Eligibility and National Objective Compliance Criteria**

**Documentation**

As described in the CDBG regulations at 24 CFR 570.503, each Sponsor is required to maintain records that fully describe the assisted activity, including related financial and eligibility information, typically to show that the project funded with CDBG funding is benefiting low- and moderate-income individuals. The required documentation that must be maintained by the program participant is described at 24 CFR 570.506.

**Approach to Monitoring**

Marion County views monitoring not as a once a year or periodic exercise, but as an ongoing process involving continuous communication and evaluation. Such a process involves frequent telephone/email contacts, written communications, analysis of reports and audits, and periodic meetings as needed. It is the responsibility of the Community Services Department staff to keep fully informed concerning Sponsors compliance with program requirements and the extent to which technical assistance is needed.



The overriding goal of monitoring is to determine compliance, prevent/identify deficiencies, and design corrective actions to improve or reinforce Sponsor performance. As part of this process the Community Services Department staff must be alert to fraud, waste and mismanagement or situations with potential for such abuse. Where possible, any identified deficiency in need of corrective action should be handled through discussion, negotiation, or technical assistance in a manner that maximizes local discretion. Monitoring also provides opportunities to identify program participant accomplishments as well as successful management, implementation, and evaluation techniques that might be replicated by other Sponsors.

The Community Services Department staff shall conduct monitoring when projects are complete, with a few exceptions. The Community Services staff will revise the Monitoring Checklist annually to determine which are to be monitored. The Program Manager will be provided a copy of the monitoring schedule. Past practice has been to monitor all Sponsors who have spent funds since last year, but in years where there may be too many projects to monitor, staff will use their discretion to implement a method to calculate those projects that may be more vulnerable and require monitoring more than others.

### **Monitoring Standards**

Because it is not always possible that the Community Services Department staff will be able to monitor all the program participant's activities, projects and /or functions, or even review activities in a specific area spanning a participant's entire program year, random sampling is generally expected to form the basis for drawing conclusions about the program participant's performance. Staff may choose to take a sufficient sample of projects to be monitored based on a "risk" calculation to determine a sampling of units to be monitored. In certain instances, however, non-random sample will be the more efficient method to use. Such cases include activities that have only a few projects to review, any activities with unresolved problems remaining from previous monitoring visits, any new types of activities being undertaken, and/or activities considered high risk. Note that any sample review or spot-check of program participant records that raises questions concerning the accuracy of the data indicates the need for further follow-up.

All new competitively funded CDBG projects contracted in a given fiscal year will be monitored at least once. Public service projects will be monitored sometime in the fall, although delays are acceptable in order to accommodate staff capacity issues.

Public Facility and infrastructure projects will be monitored towards/at completion of the project one time only.

Multi-year public service projects will be monitored annually (after first year's monitoring) if any of the following applies:

- Had findings/concerns in last year's monitoring
- Had findings in last completed 2 CFR 200 audit concerning CDBG funding
- Agency is less than 5 years old
- Agency is a first time Marion County CDBG recipient
- Staff determines that the complexity of project necessitates annual monitoring

The Community Services Department staff may decide to monitor a Sponsor more often as needed. The staff may also elect to monitor multiyear public service contracts every other year if all the following apply:

- Sponsor had no findings/concerns in last year's monitoring
- Had no findings in last completed 2 CFR 200 audit concerning CDBG funding (only if applicable-sometimes 2 CFR 200 not required)
- Is an agency more than 5 years old
- Has received CDBG funding in consecutive funding years
- Project scope has not changed
- Desk audits of voucher requests reveal no concerns

### **On-Site Monitoring Procedure**

The Community Services Department staff will call to set up an agreed upon time with Agency and follow-up with boilerplate letter and include the monitoring checklist to inform the agency being monitored about what staff will be looking at. The monitoring checklist will be filled out by the staff at the visit. In preparation for this visit, the agency should review the Monitoring Checklist to ensure records are ready for staff's review. The staff will complete this form during the monitoring visit.

Prior to the monitoring visit, the agency should send a letter certifying that Federal funding did or did not trigger the 2 CFR 200 audit requirements. A sample template to be used to compose this letter is contained at the end of this section. This letter should be signed by their Chief Financial Officer or Executive Director and returned to the Community Services Department staff prior to or no later than at the monitoring visit. Staff will also request a copy of the most recent financial audit, if applicable.

Once a copy of an audit from an agency is obtained, the Community Services Department staff will review the audit for any findings and record it in a federal tracking database. When possible, where Salem and the County have the same project with an agency, it would be preferred to coordinate monitoring visits to lessen the burden on the agency, to share methods for monitoring, to communicate same messages, etc.

### **2 CFR 200 Audit Responsibilities**

All sponsors that expend \$750,000 or more in Federal funds in a year must meet the audit requirements as specified in OMB Circular 2 CFR 200. Additionally, all financial transactions with CDBG monies are subject to Federal audit. Each sponsor is required to permit independent auditors access to the records and financial statements at least once a year, or not less frequently than every two (2) years. Sponsors must be prepared to explain how transactions were made, why, and be able to account for any funds expended.

During an audit, the auditor will examine records to ascertain if:

1. Funds are properly budgeted and approved;
2. Budget revisions have been documented and approved;

3. Personnel charges are properly allocated to the block grant and based on payroll documents such as time and attendance records;
4. All expenditures can be traced to source documents (i.e., purchase orders, invoices, canceled checks);
5. Drawdowns have been timely;
6. Only allowable activities have been claimed as costs toward the project;
7. The sponsor's accounting system reflects all assets, liabilities, etc.;
8. Property has been managed and inventoried properly;
9. In-kind costs and costs billed to other funds are clearly documented; and,
10. If there are billings for indirect costs, a Federally approved indirect rate and allocation plan have been approved by HUD through OCD prior to the expenditure of any CDBG funds.

In addition, the auditor will ascertain if the sponsor's program has been accomplished in the manner set out in the application and/or the contract with the County.

Please note that in order for the Marion County CDBG Program to comply with Federal Regulations, Marion County Board of Commissioners strongly encourages all grant recipients to pursue the timely expenditure of their awarded funds.