



PIER Program - Infrastructure Project Description Form

Version 1.3

Guidance documents and templates:

- [PIER Policy Manual](#)
- Project Schedule Template
- Budget Form
- All Recovery Assistance Received Table

Instructions for project leads completing the form for Selection Committee review:

- Please complete all **fields** except for the Project Selection questions. (If any other field is not applicable or cannot be completed, please explain why).
- The Selection Committee may request or require responses to additional questions or additional documentation.
- In several areas, **attachments** are requested. The editable Project Schedule Template and Budget Form are intended to help gather critical pieces of information. For the sake of clarity, you may wish to provide information in a different format, edit the templates, and/or provide supplemental information.
- In some cases, OHCS or the Selection Committee may need to follow up with questions.
- Application must be signed by an executive of the proposed project lead (e.g., city/county administrator or agency executive director).
- Forms should be submitted by email to the appropriate Selection Committee.
- Selection Committee's primary contact will forward any approved projects to OHCS for review.

Instructions for Selection Committees:

- Once a project has been selected by the Selection Committee, the Selection Committee's designated primary contact submits the completed Project Description Form. **Note: The selection committee must provide the answers to the Project Selection questions and attach relevant documentation.**
- Ensure that appropriate documentation of the required public hearing is attached. **Either:**
 - Record of a Public Hearing conducted by the project lead or
 - Record of a Public Hearing if that requirement was fulfilled by the Selection Committee.
- Please submit all documents via email to pier@hcs.oregon.gov; julie.lovrien@hcs.oregon.gov; and alex.j.campbell@hcs.oregon.gov.

Project Lead Information	
Project Title:	Marion County Parks Improvement Project
Project Lead Organization Name:	Marion County Parks
Primary Contact Name and Title:	Kevin Thompson
Phone Number:	
Email address:	kthompson@co.marion.or.us
Mailing Address:	5155 Silverton Rd NE, Salem, OR 97305
FEIN#:	
UEI* #:	
<p>*The Unique Entity ID (UEI) is not required on this form. However, prior to execution of a grant agreement, a UEI is required. If you don't yet have a UEI, please begin the process to have one assigned ASAP, as it can take some time to receive one. On April 4, 2022, the UEI used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).</p> <ul style="list-style-type: none"> • The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov. • Entity registration, searching, and data entry in SAM.gov now require use of the new UEI. • Existing registered entities can find their UEI by following instructions on the Federal Service Desk website. • New entities can get their UEI at SAM.gov and, if required, complete an entity registration. 	
Project Description	
<p>Select each county that your project benefits. Only counties eligible for CDBG-DR funds are listed below (check all that apply).</p>	
<div> <input type="checkbox"/> Clackamas <input type="checkbox"/> Jackson <input type="checkbox"/> Lane <input checked="" type="checkbox"/> Linn </div> <div> <input type="checkbox"/> Douglas <input type="checkbox"/> Klamath <input type="checkbox"/> Lincoln <input checked="" type="checkbox"/> Marion </div>	

Project Summary (answer the questions below)

1. Project purpose, area of benefit, and a description of the proposed activity:

The purpose of this project is to rebuild and expand recreational opportunities lost within Marion County Parks that were damaged or completely destroyed as a result of the Beachie Creek Fire in 2020.

Communities that would benefit from this project are the towns that relied on the tourism income from the recreational opportunities that were lost due to the 2020 fires. Over 622 houses, 109 FEMA eligible sites, and 18 small businesses were destroyed or damaged throughout Stayton, Mehama, Lyons, and Detroit in Marion County.

The project will aid in restoring day use, camping infrastructure and amenities within one or more County Parks impacted by the Beachie Creek Fire.

2. Project delivery summary (i.e., how the work will be done and those responsible for or involved in completing the project):

Planning:

Engage with relevant stakeholders, including local authorities, community members, environmental experts, and potential visitors, to gather input and insights.
Develop a comprehensive plan outlining the location, layout, facilities, and amenities of the campgrounds based on the assessment findings and stakeholder input.

Design Phase:

Hire engineering firm with expertise in outdoor recreation and campground design.
Collaborate with environmental consultants to ensure that the design adheres to environmental regulations and minimizes ecological impact.
Develop detailed plans for the campgrounds, incorporating feedback from stakeholders and experts.

Permitting and Regulatory Compliance:

Obtain necessary permits and approvals from relevant government agencies and regulatory bodies.
Ensure compliance with zoning regulations, environmental laws, and safety standards throughout the project.

Construction:

Hire construction contractors with experience in park infrastructure projects.
Oversee the construction process to ensure adherence to the approved design plans, quality standards, and project timeline.
Implement measures to mitigate potential environmental impacts during construction, such as erosion control and habitat preservation.

Install camping facilities, including tent pads, picnic tables, fire rings, restroom facilities, and waste disposal systems.

Set up recreational amenities such as hiking trails, playgrounds, and interpretive signage to enhance visitor experience and engagement with the natural environment.

Operational Planning:

Develop an operational plan for the campgrounds, including staffing requirements, maintenance schedules, safety protocols, and visitor management strategies. Train staff members on campground operations, customer service, emergency procedures, and environmental stewardship.

Monitoring and Evaluation:

Implement a monitoring and evaluation framework to track key performance indicators, such as visitor numbers, occupancy rates, environmental impact, and visitor satisfaction.

Use feedback from monitoring activities to make continuous improvements to the campgrounds and their operations.

Parties Involved:

Project Manager: Oversees the entire project, coordinates activities, and ensures project objectives are met.

Engineering Firm: Responsible for developing the plans and engineering designs for the campgrounds.

Construction Contractors:

Carry out the physical construction of the campgrounds according to the approved plans and specifications.

Environmental Consultants:

Provide expertise on environmental regulations, impact assessments, and mitigation measures.

Regulatory Agencies:

Grant permits and approvals necessary for the project and ensure compliance with regulatory requirements.

3. State the project's anticipated outcomes and proposed performance measures. Describe the number and nature of the expected beneficiaries:

Anticipated Outcomes:

Increased Access to Outdoor Recreation-

The primary outcome of this project is to restore day use and camping facilities. Thereby increasing access to outdoor recreational activities for individuals and families.

Improved Tourism Infrastructure-

Rebuilding and improving park campgrounds, trails and amenities will contribute to the development of tourism infrastructure in the area, attracting more visitors and potentially boosting local economies.

Environmental Education and Conservation-

The project aims to incorporate educational components about environmental conservation and sustainable practices within the campgrounds, fostering a greater understanding of and respect for the natural environment.

Enhanced Community Engagement-

By providing spaces for outdoor activities, the project seeks to encourage community members to engage in recreational and social activities, promoting health and well-being.

Proposed Performance Measures:

Number of Campground Visitors:-

Track the number of visitors to each campground annually to gauge the level of usage and demand.

Occupancy Rates-

Measure the occupancy rates of campground facilities throughout different seasons to optimize resource allocation and identify peak periods.

Visitor Feedback and Satisfaction Surveys-

Conduct periodic surveys to gather feedback from visitors regarding their experience, amenities, and suggestions for improvement.

Expected Beneficiaries:

Local Residents-

The construction of new day use facilities and campgrounds will provide local residents with increased opportunities for outdoor recreation and leisure activities, improving their quality of life.

Tourists and Visitors-

Tourists visiting the area will benefit from access to camping facilities, encouraging longer stays and greater exploration of the region.

Local Businesses-

Businesses in the area, such as restaurants, shops, outfitters, guides, and recreational equipment rental services, stand to benefit from increased tourism and visitor spending associated with the campgrounds.

Community Groups and Organizations-

Local community groups and organizations may benefit from enhanced opportunities for outdoor events, group camping trips, and community gatherings facilitated by the campgrounds.

Unmet needs and alignment with state and local priorities:

1. State the unmet need(s) that will be addressed by the completion of this project:

To date, not all that was lost or damaged in the 2020 wildfires within Marion County Parks has been able to be restored, limiting what sites residents and visitors can use to recreate. As a result, tourist income is reduced and there are fewer options for those who rely on the free or low-cost outdoor opportunities that public parks provide.

2. Describe how the activity will align with other planned federal, state, or local capital improvements and infrastructure development efforts, and/or other investments.

This project most closely aligns with Marion County's Santiam Canyon Parks Recovery Plan (link below). But it also supports recovery from the 2020 wildfires within the Santiam Canyon region more broadly. Other projects in the region that align with this goal include:

- North Santiam Sewer System
- Local septic grant program for wildfire impacted properties
- Detroit Marina excavation
- Downtown revitalization efforts for Detroit and Gates
- Marion County Wildfire Recovery Housing Program

Marion County's Santiam Canyon Parks Recovery Plan:

<https://storymaps.arcgis.com/stories/98800899e36e4607b8d46f273fd279d0/print>

3. Analyze the project's effects on Members of Protected Classes, HUD-identified Vulnerable Populations, and Historically Underserved Communities:

This question cannot be precisely answered until the exact projects are specified. However, low-cost or free access to nature especially benefits those with limited incomes. Additionally, where possible park upgrades will include ADA features, providing greater access to the park(s) for a greater number of residents. Finally, the project will primarily benefit rural communities that historically have had limited access to infrastructure funds.

Cost Reasonableness and Justification:

1. Describe the cost evaluation process and describe how, if applicable, your project will employ adaptable and reliable technologies to prevent premature obsolescence of infrastructure:

Marion County Public Works Capital Improvement Projects team provided conceptual cost estimates, based off experience working on other park improvement projects within Marion County. While no specific project design has been selected at this time, materials / structures will be specified to be long-lasting and designed for minimal maintenance.

<p>2. Explain the method used to determine project funding requirements. (Include qualifications of whoever completed the cost estimate.):</p>
<p>Marion County Public Works Capital Improvement Projects team provided conceptual cost estimates, based on estimated quantities of work, current bid prices received by Marion County, and previous bid histories in the area for other parks improvement-type projects.</p>
<p>Resiliency and Long-Term Recovery:</p>
<p>1. Does the project mitigate loss of life or property in the face of current and future natural hazards? If so, how?</p>
<p>This project may have an element of mitigation to it, but mitigation will most likely not be the primary purpose of the project. It depends on the nature of the planned park improvements. Improvements such as removing dead trees and flammable debris, or changing the park design to incorporate fire breaks would mitigate the impact of future wildfire, but the exact proposed park improvements have not been finalized at this time.</p>
<p>2. Describe any consultations or risk assessment that led to the selection of the project (for projects that are primarily mitigation-focused):</p>
<p>This project may have an element of mitigation to it, but mitigation will most likely not be the primary purpose of the project.</p>

3. Explain how the project will support restoration of infrastructure and related long-term recovery needs within historically underserved communities who have lacked adequate investments in housing, transportation, water, and wastewater infrastructure prior to the disaster:

Many of the towns within the Santiam Canyon are small towns, that are primarily bedroom communities. One of the few local industries that can bring in money to the community is recreation / tourism, due to being located in a beautiful, forested mountain with a major river running through it. As such, revitalizing the local parks infrastructure in the Santiam Canyon is an effective way to revitalize the region's economy, and help the region's towns thrive long-term.

4. How will the project be designed and constructed to withstand chronic stresses and extreme disruptive events?

Known local hazards will be factored into design plans as part of the project goal of creating a long-lasting result that requires minimal long-term maintenance.

5. Please list any and all procurement necessary for the project (professional services, technical design/engineering services, construction, etc.) Note that procurement follows 2 CFR 200. Refer to [Buying Right CDBG-DR and Procurement: A Guide to Recovery \(hudexchange.info\)](#).

Any or all of the following may be procured: Technical Design and Engineering services, Environmental Review, and Construction Services. How much will depend on the number and nature of the proposed park improvements, and the availability of internal Public Works staff at the time of funding availability.

Maintenance and Operations:
Describe the future budget structures (including dedicated income streams) to fund maintenance and operation of the new asset. Include target operating reserves, anticipated insurance costs, and any other steps necessary to preserve useful function of the asset in case of future disaster:
<p>Marion County Parks are funded through RV Parks Apportionment, System Development Charges, Day Use and Camping Fees, and Grants. As parking and camping revenues increase as a result of this project, those dollars will be reinvested into the Parks Program and used for ongoing maintenance and further improvements to the parks.</p>
National Objective
All projects funded with CDBG-DR must meet the Low and Moderate Income (LMI) National Objective or the Urgent Need National Objective. OHCS will work with project leads to qualify projects for LMI, as feasible.
<p>Low and Moderate Income (LMI) National Objective: Project or program has a limited clientele or a defined service area that is primarily residential, and at least 51% of the households within that service area are LMI.¹</p> <p>Please describe whether you believe the project is likely to be able to qualify under the LMI National Objective. Define the project or program service area, confirm the service area is primarily residential, and then determine if the service area is at least 51% LMI. LMI area benefit can be demonstrated through multiple methods, including use of map data/CSV spreadsheet described below or via survey. If planning to use a survey methodology, project leads should consult with OHCS first to ensure the process is methodologically sound.</p>

¹ Demonstrating LMI benefit

Demonstrate area benefit to low-and moderate-income persons by providing a CSV spreadsheet from HUDs LMISD website. Applicants are required to define the area that will benefit from the proposed project. The area must be located on HUD's LMI mapping application and the LMI income data must be submitted with this project description form.

Urgent Need: Project or program meets unmet needs that have a particular urgency, including addressing existing conditions that pose a serious and immediate threat to the health or welfare of the community. Project leads must also describe how the project responds to the disaster-related impact as described in the CDBG-DR impact and unmet needs assessment.

Please describe, if an LMI national objective cannot be demonstrated, how the project will address an urgent need:

While the specific park or parks have not yet been chosen for this project, all six parks damaged during the 2020 wildfires in Marion County (North Fork, Bear Creek, Salmon Falls, Minto, Packsaddle, and Niagara) fall within blocks 1 and 2 of census tract 106 in Marion County. According to the most recent HUD data (2020), this qualifies under the LMI National Objective since 53.81% of the population in this census tract is LMI, which is above the 51% threshold.

Visit the HUD FY 2020 ACS 5-year 2011-2015 Low and Moderate-Income summary data page at <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>. Follow the instructions detailed in the program guidelines to complete a CSV spreadsheet file (usually named "features.csv" when downloaded from the HUD website) that lists the census tracts and block groups located in the area of benefit. **If a .CSV file is not submitted, your form will be deemed incomplete. Please do not edit or alter the spreadsheet in anyway.** Attach the CSV file to the project description form.

Project Selection & Citizen Participation

Public Hearing: Project leads are required to post or publish public notice and receive public input on the project. This can be done in coordination with the Selection Committee (prior to, subsequent to, or concurrent with) the Selection Committee's decision. It must be completed prior to OHCS review/approval of the Project Description Form.

At the public hearing, the following information should be covered. Each point must be reflected in the published public hearing minutes:

- The nature of the proposed activities.
- How the need for the proposed activities was identified.
- How the proposed activities will be funded and sources of funds.
- Requested amount of federal funds.
- Estimated portion of federal funds that will benefit persons of low- to moderate-income families (if applicable).
- Where the proposed activities will be conducted.
- Plans to minimize displacement of persons and businesses as a result of the funded activity.
- Plans to assist persons actually displaced (if applicable).
- Date the project form will be submitted to the selection committees.

Project description forms will not be complete and ready for OHCS review until these requirements are fulfilled.

Submit an attachment(s) verifying that public notice was provided and that the public hearing included all the above required elements and any public comments received.

To be completed after the public hearing is held.

Project Selection:

1. Describe the process by which the Selection Committee came to the decision to select this project. Include any solicitation of projects, review or scoring of projects, or other activities that informed the decision. (May include processes that took place prior to establishment of the PIER program.)

To be added after Selection Committee reviews project.

<p>2. Attach record of the Selection Committee decision (e.g., meeting notes). Include which members supported the project and how (in person voting or via written communication; attach any written approvals).</p>
<p>To be added after Selection Committee reviews project.</p>
<p>Implementation Plan</p>
<p>The state is required to expend all CDBG-DR assistance by Q1 2029. To ensure all projects are complete and meet the national objective by that expenditure deadline, all project leads must complete construction or activities and close out their projects in 2028 at the latest.</p>
<p>1. Provide a schedule for the entire grant period that organizes work into milestones and tasks. Please allow time for environmental reviews and permitting. You may use the provided Project Schedule Template, or you may attach your own schedule document.</p>
<p>Project Schedule:</p> <ul style="list-style-type: none"> - Funds Awarded – TBD - RFP for Design Consultant/Begin Environmental review – March 2026 - Design Finished/Apply for permits – December 2026 - Bid out for construction – January 2027 - Construction Begins – June 2027 - Construction ends – October 2027 - Facilities open and operating – May 2028
<p>2. Provide an overview of the project management approach. Include staff members and/or contractors to be selected that will be responsible for project management and any other relevant project delivery work. Include position descriptions for any additional staff that will be hired.</p>
<p>Marion County will oversee design of the project using a combination of in-house design staff and engineering consultant staff. In-house professional staff may design or oversee the civil design of the project, depending on workload at the time the grant is delivered. Consultants will take the lead on design elements that County staff do not have the expertise to lead, such as geotechnical engineering, NEPA Compliance, and Right-of-Way acquisition.</p> <p>Construction will be completed by a contractor, and the County will utilize the competitive bidding process for this work. County staff will oversee construction and compliance activities.</p>

3. Describe the parties responsible for the ongoing maintenance and operations of the infrastructure.

The Marion County Parks Section within Public Works will ultimately be responsible for the park.

Budget

CDBG-DR Infrastructure Program Project Budget Instructions

This template is customizable to fit the budget proposal for your project. Feel free to edit left-hand segments and add comments when needed. This is intended to be a high-level overview of uses and sources for the project. A detailed cost estimate is also required to be attached with this application.

If a section does not have enough cells for the category that you are working on, you can add cells by highlighting a complete row and right-clicking. A dialogue box will appear that permits you to add a row of cells. Click "Insert" and then select either "Insert Above" or "Insert Below," depending on where you would like the new row to be placed. The new row will appear above or below the row you highlighted. For example, if an activity has multiple non-CDBG sources, please add an additional row.

On the left-hand side of the template, there is a list of major project items. You may edit each of these areas to fit your proposed budget plan.

List project funding sources in the "Sources of Other Funds" category. Disclose the amount you requested or expect to receive. List the status of funding for all sources. Feel free to elaborate on other funds or funding plans in an attached narrative.

You can use the right-side comments column to elaborate on budgeted items as needed.

Ensure your budget is reasonable, appropriate, and accurate. Ensure all budgeted items are consistent with the project description and tasks. Ensure there is no Duplication of Benefits (DOB). All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and that DOB does not occur.

CDBG-DR PIER Infrastructure Program Project Budget						
Activity	CDBG-DR	Other non-CDBG-DR Funds	Source of Other Funds*	Total Funds (CDBG-DR and Other)	Status of Funding (secured, requested, committed)	Comments
Design/Planning						
Environmental Review						
Land Acquisition						
Permitting						
Construction						
Construction Management						
Program Activity Delivery (Ex: file management, reimbursement requests)						
Inspections						
Other: Use additional rows if needed						
Totals:	\$1,000,000			\$,000,000		

* All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no ^{DOB}. Show the sources and amounts of other funds needed to complete the project below, including local funds and grants from other agencies. Any anticipated or committed funds must also be included.

Complete the table below by listing all the funding assistance received to date for the system or systems included in the funding request. This is funding received in response to the 2020 Labor Day fires. (There is not a DOB if other funding sources are paying for an aspect or portion of the project that is not requested for CDBG-DR funding.)

All Recovery Assistance Received			
Source of Funding [Who is providing the assistance]	Amount of Assistance	Purpose of the Assistance [What costs are covered?]	Is there any duplication of benefits (DOB)?
FEMA Public Assistance			<input type="checkbox"/> Yes <input type="checkbox"/> No
US Army Corp of Engineers*			<input type="checkbox"/> Yes <input type="checkbox"/> No
FEMA Hazard Mitigation Grant Program			<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Insurance Proceeds			<input type="checkbox"/> Yes <input type="checkbox"/> No
American Rescue Plan Act			<input type="checkbox"/> Yes <input type="checkbox"/> No
State Funding		[Please describe specific state funding source here]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other [fill in]			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other [fill in]			<input type="checkbox"/> Yes <input type="checkbox"/> No

Non-Supplanting of Funds Certification

Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose.

Supplanting shall be the subject of application review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

We acknowledge and certify that any CDBG-DR funds awarded shall be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purposes and goals of the grant.

We acknowledge and understand that supplanting violations may result in a range of penalties, including but not limited to suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under CDBG-DR, and civil and/or criminal penalties.

- ☐ Yes
☐ No

FEMA PA or U.S. Army Corps of Engineers Funding

Per the FR Notice (87 FR 31636): "To comply with the statutory requirement in the Appropriations Act, grantees shall not use CDBG-DR funds for activities reimbursable by or for which funds are made available by the Federal Emergency Management Agency (FEMA) or the U.S. Army Corps of Engineers (USACE). Grantees must verify whether FEMA or USACE funds are available prior to awarding CDBG-DR funds to specific activities or beneficiaries. Grantees may use CDBG-DR funds as the non-Federal match."

Please describe why the project was not eligible for FEMA PA or US. Army funding or why the project sponsor did not apply for such funding.

Explanation Statement:

Compliance

According to 87 FR 6364, February 3, 2022, the state shall make reviews and audits, including on-site reviews of any project leads, as may be necessary or appropriate to meet the requirements of Section 104(e)(2) of the HCDA, as amended, and as modified by the Consolidated Notice. In the case of noncompliance with these requirements, the state shall take such actions as may be appropriate to prevent a continuance of the deficiency, mitigate any adverse effects or consequences, and prevent a recurrence. The state shall establish remedies for noncompliance by any project leads, designated public agencies, or local governments.

Can you certify to comply with state and federal register regulations as outlined in 87 FR 6364?

- ☐ Yes
- ☐ No

Please be advised that by answering “no” to this question, your submission will not be considered eligible for the PIER program.

87 FR 6364, February 3, 2022, is published online at

<https://www.federalregister.gov/documents/2022/02/03/2022-02209/allocations-for-community-development-block-grant-disaster-recovery-and-implementation-of-the>.

Signature/Certification

On behalf of the project lead organization, I certify that staff, contractors, vendors, and community partners of our proposed project:

- Will comply with all HUD and Oregon requirements in the administration of the proposed CDBG-DR-funded activities;
- Will work in cooperation with OHCS or designated subrecipient under a grant agreement that provides the pathway for successful CDBG-DR program(s) and/or project(s) and;
- Will certify that all information submitted in this Project Description Form is true and accurate to the best of my knowledge.

Name and Title: _____

Signature: _____

Date Submitted: _____

Attachment checklist

- ☐ National Objective Documentation
- ☐ Public Hearing & Notice Documentation
- ☐ Project Selection Record
- ☐ Citizen Participation Plan and Language Access Plan (or statement adopting state policy)
- ☐ Supporting documentation such as damage reports, economic studies, public documents that support or identify the project, etc.
- ☐ Latest Audited Financial Statement
- ☐ Detailed cost estimates that reflect contracted work and/or work conducted by internal staff
- ☐ Project Schedule