



# 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](mailto:pier@hcs.oregon.gov); [julie.lovrien@hcs.oregon.gov](mailto:julie.lovrien@hcs.oregon.gov); and [alex.j.campbell@hcs.oregon.gov](mailto:alex.j.campbell@hcs.oregon.gov).

Project Lead Information	
Project Title:	North Fork Park Landslide Stabilization
Project Lead Organization Name:	Marion County Public Works
Primary Contact Name and Title:	Ryan Crowther, Capital Projects Manager
Phone Number:	503-365-3112
Email address:	rcrowther@co.marion.or.us
Mailing Address:	5155 Silverton Rd NE Salem, OR 97305
FEIN#:	
UEI* #:	FUAKHMJE2437
<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 <b>April 4, 2022</b>, 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"> <li>• The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov.</li> <li>• Entity registration, searching, and data entry in SAM.gov now require use of the new UEI.</li> <li>• Existing registered entities can find their UEI by following instructions on the <a href="#">Federal Service Desk website</a>.</li> <li>• New entities can get their UEI at SAM.gov and, if required, complete an entity registration.</li> </ul>	
Project Description	
<p><b>Select each county that your project benefits.</b> 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:**

A landslide at the entrance to North Fork Park (24450 North Fork Rd SE, Mehama, OR 97384) is showing slow continuous movement, made more severe by the loss of vegetation stabilizing the bank due to the Beachie Creek Fires. North Fork Park is one of the most popular and highly used parks on the recreational corridor. A large movement of material will eventually cause the park to close, and force residents and emergency personnel to make a detour to reach further up North Fork Road. This would create safety concerns and even more congestion on the corridor.

We are proposing to install landslide mitigation measures at the entrance of North Fork Park before the creeping landslide fails and the cost and degree of difficulty increase significantly. The exact mitigation needed at this location will be determined following a geotechnical analysis of the site. Options include a stone buttress or soldier pile wall. The access will be repaved following stabilization of the slide.

This project would primarily benefit the surrounding communities in Marion and Linn County – especially the closest communities of Mehama, Lyons, and Mill City – by keeping this often-used park open to visitors and maintaining direct vehicle access to further up North Fork Road for residents and emergency personnel.

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

Marion County Public Works will manage and oversee the project. Engineering design consultants will perform geotechnical explorations and project design.

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.

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

The anticipated outcome of this project is to decrease or eliminate the chance of a landslide occurring at the entrance of North Fork Park.

A landslide at this location would have deep, costly impacts. Depending on the landslide severity, any individuals caught in the event nearby could be injured or killed, and there would be significant property and road damage. Access to a key recreation area would be blocked, as would direct emergency and residential access further along North Fork Road.

Success will be determined based on whether or not a landslide occurs within the expected lifespan of the project, and if it does occur, how well the mitigation measures reduce the severity of the slide.

This project would benefit all visitors to this park, residents who live along North Fork Road, and emergency personnel who need speedy access to this area. It is difficult to estimate the number of people in these categories, since visitors come to this popular park from a wide range of places, but they are likely Marion or Linn County residents, as those are the closest counties. Marion County has a population of 345,815 and Linn County has a population of 128,598. Residents along North Fork Road are within census tract 106 block groups 2 and 3, which combined have a population of 1,750 people.

**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:

Following the 2020 wildfires, a number of parks within the Santiam Canyon had to close due to damage from the fires. Only recently have some of these damaged parks been able to re-open, including North Fork Park. This proposed project would help North Fork Park stay open to the public, in a region that is already limited in what parks are available. Not only are the parks a vital free or low-cost way for community members to experience the outdoors, but they also bring in vital tourist income, which is essential to a number of Canyon communities on their road to recovery.

The proposed project would also help address one of many vulnerable areas created by or made worse by the 2020 wildfires. This specific project would address how the loss of vegetation from wildfire damage has further destabilized a landslide along a key road and in front of an important park.

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) and a planned project to repair a slide earlier along North Fork Road. 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:

North Fork Road lies within census tract 106. According to the 2022 ACS data for tract 106, the area around North Fork Road has a higher median age (51.6) than Marion County as a whole (37), with 28% of the population aged 65 or older, compared to only 16% of Marion County's population that is aged 65 or older. Therefore, this project has a disproportionate benefit to the older generation, a group that is often underserved.

Furthermore, this is a rural region with small towns, which historically are underserved, in part due to the low population density making it difficult to reach a high number of residents.

The other main group to look at when considering this project's effects is visitors to North Fork Park. While all residents of Marion and Linn County are the most likely visitors, the demographics will likely be skewed toward low-income residents, since parks represent a free or low-cost way to access the outdoors.

**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:

The final cost evaluation process cannot be done in advance, since a geotechnical engineer needs to fully evaluate the current site conditions first. Following that, the design that is the best balance of cost, longevity, and effectiveness will be selected. Possible engineering solutions will be evaluated balancing the cost, longevity, and efficacy of the different solutions.

Furthermore, this is a preventative (mitigation) project. Mitigation is inherently less costly than acting after the landslide occurs. If a landslide occurs, costs will include injuries or loss of life for those caught in the event, property and road damage, park closure, road closure forcing residents and emergency personnel to take a longer detour to reach further up North Fork Road. They would have to travel roughly 12 miles back to Gates, and then go another 12 miles to reach the area just beyond the entrance to North Fork Park. In an emergency, a 24-mile detour can have significant consequences, especially if an individual's health is at risk.

2. Explain the method used to determine project funding requirements. (Include qualifications of whoever completed the cost estimate.):

Public Works staff based the project estimate on similar landslide mitigation projects in the area. Staff reviewed the size and scope of the slide, and although the exact mitigation won't be known until a full geotechnical investigation is completed at this site, a treatment was selected and the estimate was created by a Professional Engineer.

Resiliency and Long-Term Recovery:
<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>Yes. The project mitigates the risk of a landslide occurring at the location, which would impact the property and any individuals caught in the landslide itself.</p> <p>If a landslide occurs, costs will include injuries or loss of life for those caught in the event, property and road damage, park closure, road closure forcing residents and emergency personnel to take a longer detour to reach further up North Fork Road. They would have to travel roughly 12 miles back to Gates, and then go another 12 miles to reach the area just beyond the entrance to North Fork Park. In an emergency, a 24-mile detour can have significant consequences, especially if an individual's health is at risk.</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>A Professional Engineer on staff with Marion County evaluated the size and scope of the slide.</p>
<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:</p>
<p>This project represents an investment to protect a key rural road (transportation), and to maintain access to an important regional park. Both parks and major roads impact where housing can be maintained and further developed going forward, therefore, this project can also be viewed as an investment toward the long-term housing needs of the North Fork corridor.</p>



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

Part of the design selection process will be evaluating the efficacy and longevity of the design solution. Part of determining efficacy is understanding how the design will react to the known stressors at the site (slow landslide), and how those stressors will potentially be amplified if an extreme disruptive event were to occur, such as an earthquake.

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 \(hudexchange.info\)](#).

Marion County Public Works will manage and oversee the project. Engineering design consultants will perform geotechnical explorations and project design.

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.

<b>Maintenance and Operations:</b>
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>While the design has not been finalized, the nature of landslide mitigation efforts in general suggests that there would not be any operating expenses in the future. It will likely be a design that will work passively, without any need for operators.</p> <p>The project will be designed in such a way that long term maintenance of the slide will be minimal, and the stabilization will stop the embankment from moving. The Marion County Parks Section within Public Works will ultimately be responsible for the park, including the entrance which will be improved as a part of this project. The funding for the Marion County parks program comes from various sources, including State RV parks apportionment, SDCs, revenues from camping and parking fees, grants and general fund dollars.</p>
<b>National Objective</b>
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><b>Low and Moderate Income (LMI) National Objective:</b> 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.<sup>1</sup></p> <p><b>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.</b></p>

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<sup>1</sup> 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

**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:**

The primary service area, the North Fork corridor, lies within both 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.

Furthermore, a landslide at this location would have deep, costly impacts. Depending on the landslide severity, any individuals caught in the event nearby could be injured or killed, and there would be significant property and road damage. Access to a key recreation area would be blocked, as would direct emergency and residential access further along North Fork Road.

Residents and emergency personnel would have to take a longer detour to reach further up North Fork Road. They would have to travel roughly 12 miles back to Gates, and then go another 12 miles to reach the area just beyond the entrance to North Fork Park. In an emergency, a 24-mile detour can have significant consequences, especially if an individual's health is at risk.

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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.

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 added once the public hearing is held.

<b>Project Selection:</b>
<p>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.)</p>
<p>To be added once project goes before Selection Committee.</p>
<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 once project goes before Selection Committee.</p>
<b>Implementation Plan</b>
<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. <b>Provide a schedule for the entire grant period that organizes work into milestones and tasks.</b> 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>To be determined after site evaluation by geotechnical engineer.</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.

Marion County Public Works will manage and oversee the project. Engineering design consultants will perform geotechnical explorations and project design.

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.

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

While the design has not been finalized, the nature of landslide mitigation efforts in general suggests that there would not be any ongoing operations required. It will likely be a design that will work passively, without any need for operators.

The Marion County Parks Section within Public Works will ultimately be responsible for the park, including the entrance which will be improved as a part of this project.

## 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
Geotechnical Explorations / Preliminary Engineering	\$450,000	\$0	NA	\$450,000	Requested	
Environmental Permitting	\$50,000	\$0	NA	\$50,000	Requested	
Construction	\$1,000,000	\$0	NA	\$1,000,000	Requested	
<b>Totals:</b>	\$1,500,000	\$0	NA	\$1,500,000		

\* All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no <sup>DOB</sup>. 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	\$0	NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
US Army Corp of Engineers*	\$0	NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
FEMA Hazard Mitigation Grant Program	\$0	NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Insurance Proceeds	\$0	NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
American Rescue Plan Act	\$0	NA	<input type="checkbox"/> Yes <input type="checkbox"/> No
State Funding	\$0	NA	<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