



## PUBLIC NOTICE

### Notice of Public Hearing and Comment Period on Marion & Linn County Planning, Infrastructure & Economic Revitalization (PIER) Project Selection Committee's Project Selections

Wednesday, June 4, 2025, 2:30 pm – 4:30 pm

Commissioners Boardroom

Courthouse Square, 555 Court St. NE, Suite 5231 (5<sup>th</sup> floor)

Salem, Oregon 97301

Join Zoom Meeting

<https://us06web.zoom.us/j/81952143101?pwd=TxB9JNUBrZ2uWKAqR9PBcBo7F4FGf.1>

Meeting ID: 819 5214 3101

Passcode: 698050

The joint Marion and Linn County PIER Project Selection Committee is pleased to inform the public that a public hearing has been scheduled for the **Marion and Linn County PIER Program**. The public hearing will consist of presentations on the proposed projects, a community comment period, Selection Committee deliberations, and Selection Committee voting on which projects to recommend to OHCS for funding. The Committee must submit projects to OHCS for final review and approval by June 30, 2025.

#### The projects being considered for PIER funding include:

Detroit Avenue Street Improvement Project
Downtown Gates Streets Improvement Project
Gates Wastewater Collection Project
Marion County Parks
Mill City Water System Improvements – Pump Station
NE Alder Street Improvement Project (Mill City)
North Fork Park Landslide Stabilization

#### Who are the PIER selection committee members?

The Marion and Linn County PIER Project Selection Committee is composed of representatives from Marion County, Linn County, City of Gates, City of Detroit, City of Mill City, Mid-Willamette Valley Council of Governments, Santiam Long-term Recovery Group, local community advisors, and a historically underserved community organization.



### **How to participate and provide comments:**

Members of the public who wish to comment can do so: (1) in person, (2) by email [pier@hcs.oregon.gov](mailto:pier@hcs.oregon.gov) or (3) by virtual format. In compliance with ORS 192.610-690, accommodations for any member of the public who wishes to access a post-meeting recording can request it by email at [pier@hcs.oregon.gov](mailto:pier@hcs.oregon.gov).

If you require interpreter assistance, an assistive listening device, large print material or other accommodations, please call 503-588-5212 at least 48 hours in advance of the meeting. TTY 503-588-5168

Si necesita servicios de interprete, equipo auditivo, material copiado en letra grande, o cualquier otra acomodacion, por favor llame al 503-588-5212 por lo menos 48 horas con anticipación a la reunion. TTY 503-588-5168

### **What is PIER?**

The PIER grant program is part of ReOregon, managed by the Disaster Recovery and Resilience Division (DRR) of Oregon Housing and Community Services (OHCS). ReOregon is funded by U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) funds. The CDBG-DR program supports community development activities to help build stronger and more resilient communities. As a part of the disaster recovery process, **ReOregon** allocated PIER funding to the eight most impacted counties in Oregon to fund projects to rebuild damaged infrastructure, increase resiliency, and promote long-term housing recovery and recovery of local businesses impacted by the 2020 wildfires and straight-line winds.

For PIER program general information, visit OHCS at <https://www.oregon.gov/ohcs/disaster-recovery/reoregon/community-support-services/Pages/about-pier.aspx>



# 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:	Detroit Ave Street Improvement Project
Project Lead Organization Name:	To be determined
Primary Contact Name and Title:	
Phone Number:	
Email address:	
Mailing Address:	
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 <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 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 project would provide street improvements for Detroit Avenue from Highway 22 on the North through the intersection of Detroit Avenue and Forest Avenue on the South. This asphalt restoration will include approximately 28,000sf of resurfaced street across two 12ft drive lanes for 260-meters.

The project includes mill and overlay of the asphalt layer across the profile of the street sections, the installation of a 4ft bicycle lane and a 9ft sidewalk on the east side of Detroit Avenue for the length of the project. This leaves the west side of the street available for angled parking. Combined, the sidewalks, bike lanes, and parking create a multi-modal transportation system in the fire-destroyed downtown area of Detroit. This project will bring driving, stormwater, and pedestrian amenities in downtown Detroit up to spec with curb/gutter, striping, pedestrian crossings, and ADA curb ramps to meet current urban construction standards.

The improvements described above will promote walking, biking, and tourism by constructing improvements that will support the rebuilding of a future downtown area in Detroit that supports community needs and the visiting public. This area has gone through a community visioning project that identifies these types of amenities as important to the recovery of the economy in Detroit.

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

The City of Detroit will oversee design of the project in working with their City Engineer of Record, HBH Consulting Engineers, and supported by Marion County as needed and appropriate. The Detroit City Engineer will design, bid, and oversee a contractor that will be selected through a competitive bidding process to complete the construction of the project.

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

The improvements described above will promote walking, biking, and tourism which will support the rebuilding of a downtown business area that supports community needs and the visiting public. This primarily benefits residents of Detroit, which according to the 2022 ACS 5-year estimates, has a population of 102 people. This project would also benefit the numerous visitors and seasonal residents.

Success will be measured by an increase in the daily visits to Detroit, more businesses opening and thriving, more residents returning or moving to the city, and increased tax revenues, among other metrics of economic prosperity.

**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:

The proposed project will aid in the revitalization of Detroit's downtown business core, which is a critical component necessary for the city to economically recover from the losses of the 2020 wildfires. Safe multi-modal travel options (biking, walking, driving) encourage community members and visitors to support local businesses, because they are easy and safe to access. Furthermore, the urbanization of roads is a critical first step for new developments. This in turn makes the downtown area more attractive for prospective businesses, which further boosts the local economy.

2. Describe how the activity will align with other planned federal, state, or local capital improvements and infrastructure development efforts, and/or other investments.
Other projects that directly support the revitalization of downtown Detroit include Marion County's Wildfire Recovery Commercial Septic Grant program, the Detroit Marinas Excavation project to extend the summer water recreation season, and Marion County's downtown Detroit planning efforts.
3. Analyze the project's effects on Members of Protected Classes, HUD-identified Vulnerable Populations, and Historically Underserved Communities:
<p>According to the most recent HUD data (2020), Detroit has a moderately high percentage of LMI individuals, at 42.90%. Therefore, this project has a moderately high proportional benefit to LMI individuals.</p> <p>According to the 2022 ACS 5-year estimates, the city of Detroit has a higher median age (59.5) than Marion County as a whole (37), with 42% of the population aged 65 or older, compared to only 16% of Marion County as a whole. Therefore, this project has a disproportionate benefit to the older generation, a group that is often underserved.</p> <p>These improvements will also improve ADA access to downtown, which allows more of the population to access local businesses.</p>
<b>Cost Reasonableness and Justification:</b>
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:
<p>A local engineering firm, HBH Consulting Engineers, Inc., has produced a cost estimate for the project based on similar projects being carried out within the region. The estimate was created by Professional Engineering staff, using best practices for roadway construction. Materials will be specified to be long-lasting and will be reviewed during construction for conformance with Plans and Specifications. This project will be designed for minimal maintenance within the first 20 years of its life cycle.</p>

<p>2. Explain the method used to determine project funding requirements. (Include qualifications of whoever completed the cost estimate.):</p>
<p>A local engineering firm, HBH Consulting Engineers, Inc., has produced a concept level design and cost estimate for the project. This estimate was created by a Professional Engineer and is based on estimated quantities of work and previous bid histories in the area.</p>
<p><b>Resiliency and Long-Term Recovery:</b></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>Mitigation is not the primary purpose of this project. However, this project makes travel safer on a key road that connects to Highway 22, the major east-west road in the region. In the event of an evacuation, having this road in excellent condition for those travelling on foot, by bike, or by car would make the process safer and easier.</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>Although this project has an element of mitigation to it, mitigation is not the primary purpose of this 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:

This project represents an investment in transportation infrastructure, especially in safer multi-modal transportation, which is lacking in the city of Detroit. Detroit is a small town with fewer than 200 residents, which historically has made it difficult to find funding for roads within the city. Furthermore, this investment in roads directly encourages the (re)building of housing and businesses, since the necessary work to urbanize would already been completed.

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

The design documents attached will be created by Professional Engineering staff, using best practices for roadway construction. Materials will be specified to be long-lasting and will be reviewed during construction for conformance with Plans and Specifications. This project will be designed for minimal maintenance within the first 20 years of its life cycle, despite regular use. Improvements will bring the road sections stormwater management up to current code, which will mitigate the chance of flooding during heavy rainfall.

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

The City of Detroit will oversee design of the project in working with their City Engineer of Record and supported by Marion County as needed and appropriate. The Detroit City Engineer will design, bid, and oversee a contractor that will be selected through a competitive bidding process to complete the construction of the project.

<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>The City of Detroit has a maintenance budget which is utilized to maintain the transportation network (which includes this portion of roadway) when revenue is available. After construction, adjacent property owners will be responsible for maintenance of any constructed sidewalk within the project limits.</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>

---

<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 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:**

The project's primary services area, the City of Detroit, does not qualify under the LMI National Objective since according to the most recent HUD data (2020), only 42.90% of the population is LMI, which is below the 51% threshold.

The proposed project will aid in the revitalization of Detroit's downtown business core, which is a critical component necessary for the city to economically recover from the losses of the 2020 wildfires. Safe multi-modal travel options (biking, walking, driving) encourage community members and visitors to support local businesses, because they are easy and safe to access. Furthermore, the urbanization of roads is a critical first step for new developments. This in turn makes the downtown area more attractive for prospective businesses, which further boosts the local economy. It is difficult for a city to thrive long-term without economic recovery.

---

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 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.

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).
To be added after Selection Committee reviews project.
<b>Implementation Plan</b>
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.
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.
See the attached project schedule document.
2. <b>Provide an overview of the project management approach.</b> 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.
The City of Detroit will oversee design of the project in working with their City Engineer of Record and supported by Marion County as needed and appropriate. The Detroit City Engineer will design, bid, and oversee a contractor that will be selected through a competitive bidding process to complete the construction of the project.

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

The City of Detroit has a maintenance budget which is utilized to maintain the transportation network (which includes this portion of roadway) when revenue is available. After construction, adjacent property owners will be responsible for maintenance of any constructed sidewalk within the project limits.

## 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
Engineering & Permitting	\$96,000	\$0	NA	\$96,000		
Construction	\$480,000	\$0	NA	\$480,000		Includes 20% contingency.
Program Activity Delivery (Ex: file management, reimbursement requests)	\$24,000	\$0	NA	\$24,000		Legal and admin costs.
<b>Totals:</b>	\$600,000	\$0		\$600,000		

\* 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: \_\_\_\_\_

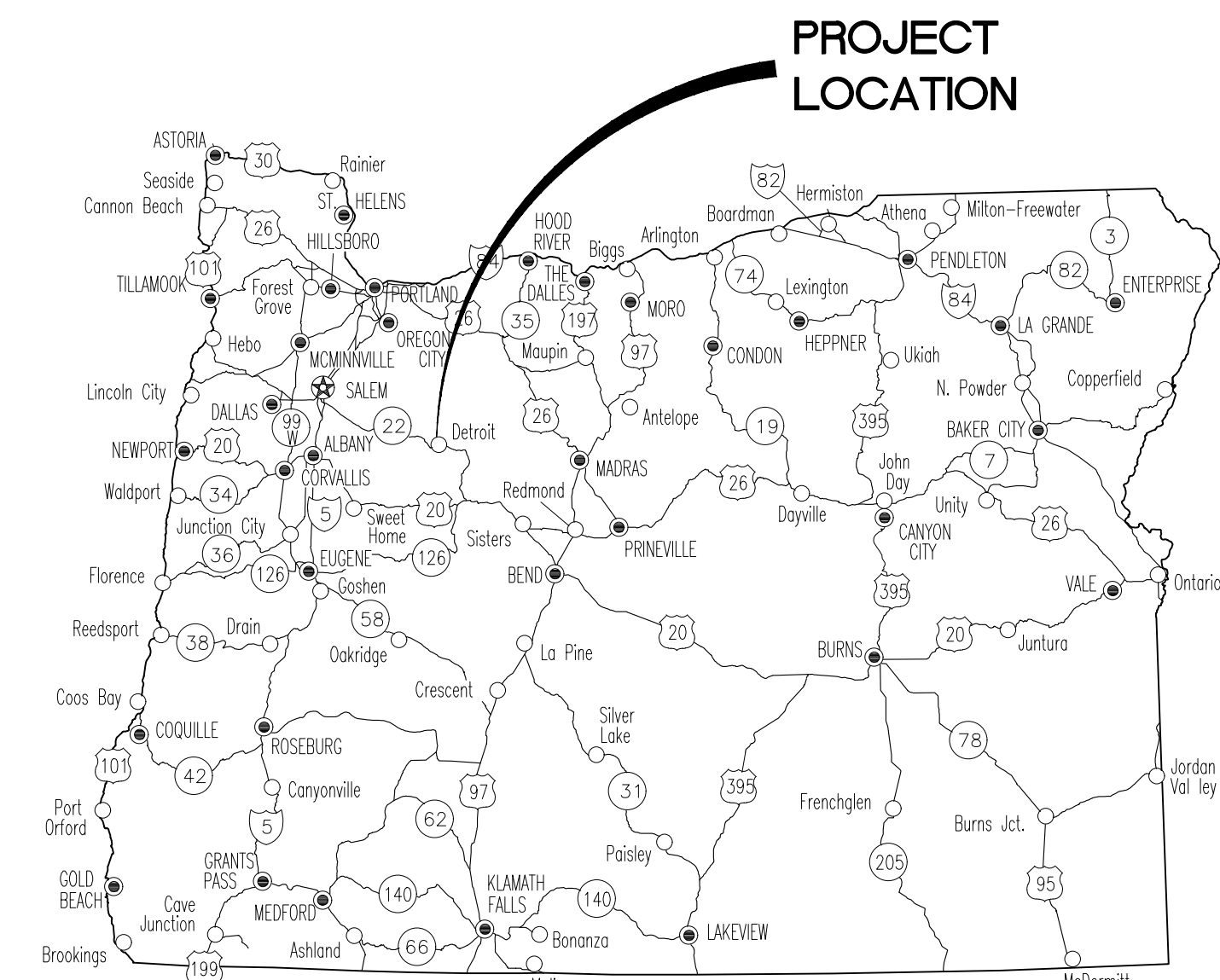
## Attachment checklist

- ☐ 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

# DETROIT AVENUE ROADWAY IMPROVEMENTS

# DETROIT, OREGON

MAY 2024

[illegible]

PO BOX 589, DETROIT, OR 97342

---

**DETROIT AVE ROADWAY IMPROVEMENTS**  
**DETROIT AVENUE**  
**COVER**

Sheet No.	C1	1 OF 3
Date	5/23/2024	
2006-007		

PRELIMINARY


**H B H**  
**CONSULTING**  
**ENGINEERS**

Designed By: MCC	Drawn By: MCC	Checked By: MCD	Submittal No: CONCEPT
------------------	---------------	-----------------	-----------------------





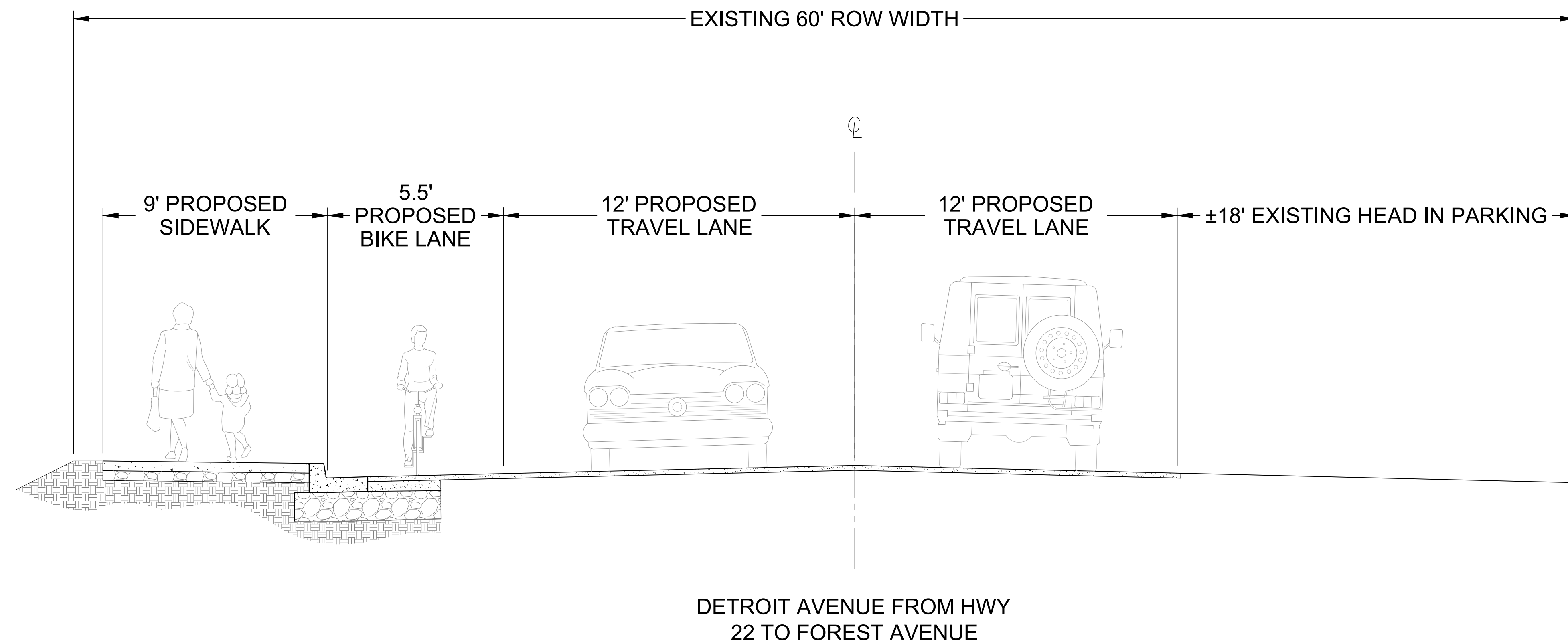
Project Area

 Detroit Avenue

Length  
260.29 m

 Edit





CITY OF DETROIT  
PO BOX 589, DETROIT, OR 97342

---

**DETROIT AVE ROADWAY IMPROVEMENTS**  
**DETROIT AVENUE**  
**TYPICAL SECTION**

Sheet No.	C2
Date	5/23/2024
2006-007	

REV.	DATE	DESCRIPTION	BY
		L:\2006-07\2006-007 City Engineer	

**H B H**  
CONSULTING 503/554-9553 ■ fax 503/537-9554  
ENGINEERS email: mail@hbh-consulting.com

**H B H**  
**CONSULTING**  
**ENGINEERS**

501 E First Street  
 Newberg, Oregon 97132  
 503/554-9553 ■ fax 503/537-9554  
 email: mail@hbh-consulting.com

PRELIMINARY



# Project Schedule

## Tasks

Start	End		Duration	Task
9/1/2025	3/1/2026		181	Design RFP
3/1/2026	4/1/2026		31	Project Kickoff
4/1/2026	10/1/2026		183	Environmental Clearance
10/1/2026	1/1/2027		92	Final Design
1/1/2027	3/31/2027		89	Bidding
4/30/2027	11/1/2027		185	Construction

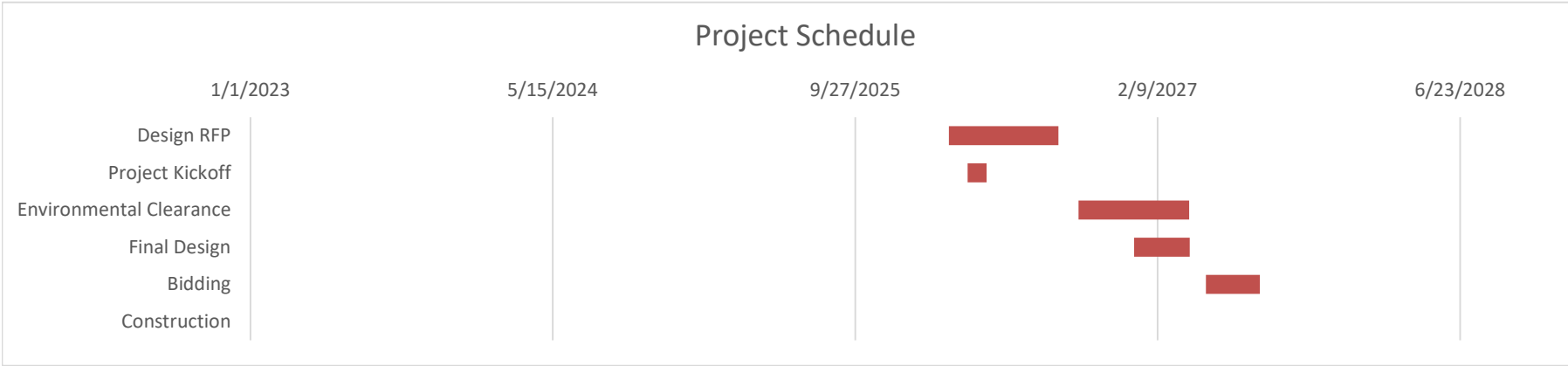
## Milestones

Date	Milestone
3/1/2026	Design vendor selected
10/1/2026	Finish environmental clearance
1/1/2027	Construction bid goes out
11/1/2027	Project complete

## Notes

Record project notes below

Insert timeline notes here





Item	Description	Quantity	Units	Unit Cost	Total Cost
1	Mobilization, Bonding, Insurance	1	LS	\$28,597.19	\$28,597.19
2	Traffic Control	1	LS	\$12,500.00	\$12,500.00
3	Restoration & Cleanup	1	LS	\$5,500.00	\$5,500.00
4	Asphalt Grinding	28000	SF	\$0.75	\$21,000.00
5	Asphalt Removal for Curb & Sidewalk	7500	SF	\$2.75	\$20,625.00
6	Asphalt 3" Level 2, 1/2" Dense HMAC w/ Fabric	450	TN	\$135.00	\$60,750.00
7	Standard Curb	750	LF	\$45.00	\$33,750.00
8	ADA Curb Ramps	4	EA	\$5,000.00	\$20,000.00
9	9 ft Sidewalk	6300	SF	\$15.00	\$94,500.00
10	Concrete Driveway Aprons	1500	SF	\$20.00	\$30,000.00
11	Striping	1	LS	\$15,000.00	\$15,000.00
12	Catch Basin Adjustment	7	EA	\$1,200.00	\$8,400.00
13	Valve Can Adjustment	12	EA	\$400.00	\$4,800.00
<i>Construction Subtotal</i>					\$355,422.19
<i>Construction Contingency (20%)</i>					\$71,084.44
<i>Construction Total</i>					\$426,506.63
<i>Engineering &amp; Permitting (20%)</i>					\$85,301.33
<i>Legal &amp; Admin (5%)</i>					\$21,325.33
<i>Total</i>					\$533,133.28

(Project estimate in application includes 13% price increase from this original estimate)





# 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:	Downtown Gates Streets Improvement Project
Project Lead Organization Name:	To be determined
Primary Contact Name and Title:	
Phone Number:	
Email address:	
Mailing Address:	
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 <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"/> Douglas <input type="checkbox"/> Jackson <input type="checkbox"/> Klamath <input type="checkbox"/> Lane <input type="checkbox"/> Lincoln <input type="checkbox"/> Linn <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 project would provide street improvements for East Central Street in Gates from the intersection of East Central Street and Horeb Street, east approximately 204-meters through the intersection of East Central Street and Oak Street. Additionally, from the intersection of Horeb Street and North Santiam Highway East. for approximately 143-Meters across the profile of Horeb St., south, through the corner where Horeb Street turns into East Sorbin Street and turns southeast. For a visual overview of the proposed project area, please refer to the attached project map.

The project will include mill and overlay of 3" pf the asphalt layer across the profile of the street sections, the installation of pedestrian amenities including sidewalks, street furniture, and decorative light poles, as well as striping and angled parking matching those on East Central Street west of the intersection of East Central Street and Horeb Street. Additionally, the project will include sidewalks on both sides of Horeb Street and East Sorbin Street for the length of the project. Curbs and gutters will be installed along those streets identified in the project.

This project will bring driving, stormwater, and pedestrian amenities in downtown Gates up to spec with curb/gutter, striping, pedestrian crossings, and ADA curb ramps to meet current urban construction standards. The improvements described above will promote walking, biking, and tourism by constructing improvements that will support the rebuilding of a future downtown area in Gates that supports community needs and the visiting public. This area has gone through a community visioning project that identifies these types of amenities as important to the recovery of the economy in Gates ("Gates Community Vision and Strategic Plan").

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

The City of Gates will oversee design of the project in working with their City Engineer of Record and supported by Marion County as needed and appropriate. The Gates City Engineer will design, bid, and oversee a contractor that will be selected through a competitive bidding process to complete the construction of the project.

<p>3. State the project's anticipated outcomes and proposed performance measures. Describe the number and nature of the expected beneficiaries:</p>
<p>The improvements described above will promote walking, biking, and tourism which will support the rebuilding of a future downtown area in Gates that supports community needs and the visiting public. Success will be measured by an increase in the number of daily visits to Gates, and in the increased economic prosperity of the city as well, through such measures as more businesses opening and thriving, more residents moving to the city, and increased tax revenues for the city, among other metrics of economic prosperity.</p> <p>The primary beneficiaries are the residents of Gates, which according to the 2022 ACS 5-year estimates, has a population of 451 people.</p>
<p><b>Unmet needs and alignment with state and local priorities:</b></p>
<p>1. State the unmet need(s) that will be addressed by the completion of this project:</p>
<p>The proposed project will aid in the revitalization of Gate's downtown business core, which is a critical component necessary for the city to economically recover from the losses of the 2020 wildfires. Safe multi-modal travel options (biking, walking, driving) encourage community members and visitors to support local businesses, because they are easy and safe to access. Furthermore, the urbanization of roads is a critical first step for new developments. This in turn makes the downtown area more attractive for prospective businesses, which further boosts the local economy.</p>

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 is directly adjacent to and will connect with a current project funded through ARPA funds to re-pave Central Street west of this proposed project area and to add in pedestrian amenities such as sidewalks. Combined, the two projects would improve most of the streets in Gates' downtown core.

Other projects that directly support the revitalization of downtown Gates include Marion County's Wildfire Recovery Commercial Septic Grant program, building the North Santiam Sewer System which will provide sewer service to Gates, allowing commercial lots too small for septic systems to have wastewater services, and Marion County's downtown Gates planning efforts.

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

According to the most recent HUD data (2020), Gates has a high percentage of LMI households, with 62.30% of the population qualifying as LMI. Therefore, this project has a high proportional benefit to LMI individuals.

Furthermore, Gates has a disproportionately high percentage of the population that identify as American Indian or Alaska Native. According to the 2022 ACS data, 9.3% of Gates identify as American Indian or Alaska Native, which is nearly twice as high of a percentage as Marion County (5%) as a whole. Therefore, this project disproportionately benefits this historically marginalized population.

Gates also has a higher median age (57.2) than Marion County as a whole (37), with 29% of the population aged 65 or older, compared to only 16% of Marion County's population aged 65 or older. Therefore, this project has a disproportionate benefit to the older generation, a group that is often underserved.

These improvements will also improve ADA access to downtown Gates, which allows a wider range of the population to access local businesses.

**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 has produced a cost estimate for the project based on a similar project being carried out on an adjacent section of roadway within Gates' business district. The estimate was created by Professional Engineering staff, using best practices for roadway construction. Materials will be specified to be long-lasting and will be reviewed during construction for conformance with Plans and Specifications. This project will be designed for minimal maintenance within the first 20 years of its life cycle.

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

Marion County Public Works has produced a concept level design and cost estimate for the project. This estimate was created by a Professional Engineer and is based on estimated quantities of work, current bid prices received by Marion County, and previous bid histories in the area.

**Resiliency and Long-Term Recovery:**

1. Does the project mitigate loss of life or property in the face of current and future natural hazards? If so, how?

Mitigation is not the primary purpose of this project. However, this project makes travel safer on two key roads that connect to Highway 22, the major east-west road in the region. In the event of an evacuation, having these roads in excellent condition for those travelling on foot, by bike, or by car would make the process safer and easier.

2. Describe any consultations or risk assessment that led to the selection of the project (for projects that are primarily mitigation-focused):

Although this project has an element of mitigation to it, mitigation is not the primary purpose of this project.

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:

This project represents an investment in transportation infrastructure, especially in safer multi-modal transportation, which is lacking in the city of Gates. Gates is a small town with fewer than 500 residents, which historically has made it difficult to find funding for roads within the city. Furthermore, this investment in roads directly encourages the (re)building of housing and businesses, since the necessary work to urbanize would already been completed.



4. How will the project be designed and constructed to withstand chronic stresses and extreme disruptive events?
<p>The design documents will be created by Professional Engineering staff, using best practices for roadway construction. Materials will be specified to be long-lasting and will be reviewed during construction for conformance with Plans and Specifications. This project will be designed for minimal maintenance within the first 20 years of its life cycle, despite regular use. Improvements will bring the road sections stormwater management up to current code, which will mitigate the chance of flooding during heavy rainfall.</p>
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 <a href="#">Buying Right CDBG-DR and Procurement: A Guide to Recovery (hudexchange.info)</a> .
<p>The City of Gates will oversee design of the project in working with their City Engineer of Record and supported by Marion County as needed and appropriate. The Gates City Engineer will design, bid, and oversee a contractor that will be selected through a competitive bidding process to complete the construction of the project.</p>
<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>The City of Gates has a maintenance budget which is utilized to maintain the transportation network (which includes this portion of roadway) when revenue is available. After construction, adjacent property owners will be responsible for maintenance of any constructed sidewalk within the project limits.</p>

National Objective
<p>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>
<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>
<p><b>Urgent Need:</b> 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.</p> <p><b>Please describe, if an LMI national objective cannot be demonstrated, how the project will address an urgent need:</b></p>
<p>According to the most recent HUD data (2020), the primary service area, Gates, qualifies under the LMI National Objective since 62.30% of the population is LMI, which is above the 51% threshold.</p> <p>Furthermore, the proposed project will aid in the revitalization of Gate's downtown business core, which is a critical component necessary for the city to economically recover from the losses of the 2020 wildfires. Safe multi-modal travel options (biking,</p>

<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 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.

walking, driving) encourage community members and visitors to support local businesses, because they are easy and safe to access. Furthermore, the urbanization of roads is a critical first step for new developments. This in turn makes the downtown area more attractive for prospective businesses, which further boosts the local economy. It is difficult for a city to thrive long-term without economic recovery.

### 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 after the Public Hearing is held.

<b>Project Selection:</b>	
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.	
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).	
To be added after Selection Committee reviews project.	
<b>Implementation Plan</b>	
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.	
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.	
See the attached project schedule document.	

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.

The City of Gates will oversee design of the project in working with their City Engineer of Record and supported by Marion County as needed and appropriate. The Gates City Engineer will design, bid, and oversee a contractor that will be selected through a competitive bidding process to complete the construction of the project.

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

The City of Gates has a maintenance budget which is utilized to maintain the transportation network (which includes this portion of roadway) when revenue is available. After construction, adjacent property owners will be responsible for maintenance of any constructed sidewalk within the project limits.

## 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
Engineering & Permitting	\$165,000	\$0	NA			
Construction	\$795,000	\$0	NA			Includes 20% contingency.
Program Activity Delivery (Ex: file management, reimbursement requests)	\$40,000	\$0	NA			Legal and admin costs.
<b>Totals:</b>	\$1,000,000	\$0		\$1,000,000		

\* 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		<input type="checkbox"/> Yes <input type="checkbox"/> No
US Army Corp of Engineers*	\$0		<input type="checkbox"/> Yes <input type="checkbox"/> No
FEMA Hazard Mitigation Grant Program	\$0		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Insurance Proceeds	\$0		<input type="checkbox"/> Yes <input type="checkbox"/> No
American Rescue Plan Act	\$0		<input type="checkbox"/> Yes <input type="checkbox"/> No
State Funding	\$0	[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

# Project Schedule

## Tasks

Start	End		Duration	Task
9/1/2025	3/1/2026		181	Design RFP
3/1/2026	4/1/2026		31	Project Kickoff
4/1/2026	10/1/2026		183	Environmental Clearance
10/1/2026	1/1/2027		92	Final Design
1/1/2027	3/31/2027		89	Bidding
4/30/2027	11/1/2027		185	Construction

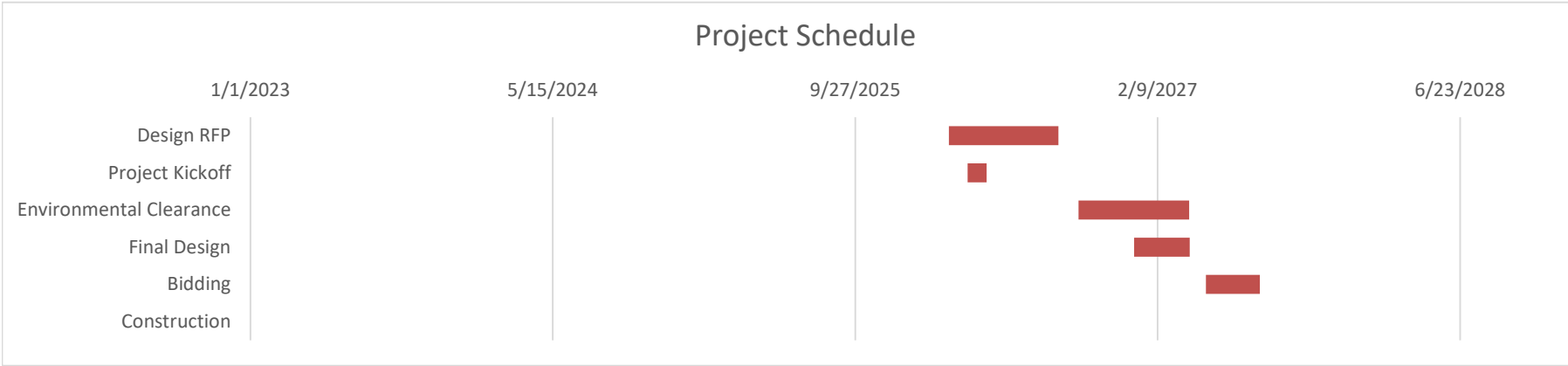
## Milestones

Date	Milestone
3/1/2026	Design vendor selected
10/1/2026	Finish environmental clearance
1/1/2027	Construction bid goes out
11/1/2027	Project complete

## Notes

Record project notes below

Insert timeline notes here







Cottage Way

N Santiam Hwy E

N Santiam Hwy E

22

E Central St

Project Area

Oak St

E Sorbin St

Mt. Horeb Baptist Church

E Sorbin St

Horeb St

Gates City Hall

Santiam River





# 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	
<b>Project Title:</b>	Gates Wastewater Collection - Project
<b>Project Lead Organization Name:</b>	Marion County Public Works
<b>Primary Contact Name and Title:</b>	Chris Einmo, Senior Project Manager
<b>Phone Number:</b>	(503) 566-4119
<b>Email address:</b>	<u>Ceinmo@co.marion.or.us</u>
<b>Mailing Address:</b>	5155 Silverton Road NE Salem, OR 97305
<b>FEIN#:</b>	
<b>UEI* #:</b>	
<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	
<b>Select each county that your project benefits.</b> Only counties eligible for CDBG-DR funds are listed below (check all that apply).	
<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>	

<b>Project Summary (answer the questions below)</b>
<p>1. Project purpose, area of benefit, and a description of the proposed activity:</p> <p>In 2020, the North Santiam Canyon was devastated by the Beachie Creek and Lionshead fires. The fires destroyed hundreds of homes and businesses, causing catastrophic economic damage to the Canyon communities, especially the City of Gates.</p> <p>Reconstruction and economic recovery efforts were further hindered by the global effects of the COVID-19 pandemic, the lack of sewer infrastructure, and the regulatory environment for new septic systems to serve individual homes and the community.</p> <p>The city of Gates currently does not maintain a domestic sewage system, posing a major challenge for future development and recovery efforts.</p> <p>To address this deficiency, a Wastewater Master Plan, prepared by the engineering firm Keller and Associates, was published in 2019 to construct a new sewer system in the Canyon.</p> <p>The immediate plan is for the two phased process. This project, phase II will create a wastewater connection system for the City of Gates, including all necessary infrastructure to create an intercity system.</p>
<p>2. Project delivery summary (i.e., how the work will be done and those responsible for or involved in completing the project):</p> <p>The project will be delivered under the Construction Manager/General Contractor (CM/GC) delivery method as described under OAR 137-049-0690 and the ODOT CM/GC Manual. Following competitive solicitation processes, Marion County selected an Engineer and CM/GC and has executed contracts with each to provide pre-construction services during the design and permitting phase, following this project delivery model. The project is being actively designed and permitted in accordance with applicable state and federal rules at the time of this application. Once the Engineer has produced designs of adequate completeness to negotiate construction delivery, the County will execute a Guaranteed Maximum Price (GMP) amendment with the CM/GC and obligate all necessary funds towards the construction, special inspections, and construction engineering. This GMP amendment is expected to occur on or about December of 2024.</p>
<p>3. State the project's anticipated outcomes and proposed performance measures. Describe the number and nature of the expected beneficiaries:</p>

The Project will create new sewer connections for the City of Gates to a modern, state-of-the-art wastewater treatment plant, safeguarding the water quality of the North Santiam River for those who rely on it for recreation, business, and residential use.

Performance will initially be measured by the successful commissioning of the collection systems, which will be evaluated by the Oregon Department of Environmental Quality under the state's NPDES/WPCF Water Quality Permitting program. Ongoing reporting on the plant's operation will be quantified through routine water quality monitoring, required as a condition of the operating permit(s).

Immediate beneficiaries include over every residential and commercial address in Gates that will receive modern sewer service, allowing for rebuilding and continued growth necessary for a thriving community. The project will also enable economic development and increased housing inventory, as previously undevelopable areas within Gates will be opened for growth. Most importantly, for those households unable to build back now due to regulatory constraints for septic, it will allow them to return to their community and begin the healing journey.

Beyond Gates, maintaining the high quality of the North Santiam River has far-reaching benefits.

The river serves as the primary water supply for Salem and Stayton, supporting a combined population of well over 100,000 residents, along with businesses, industries, and government institutions. Preserving the river's high water quality will continue to enhance Oregon's tourism industry, as the river is a vital destination for water recreation, including fishing, rafting, and boating

**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:

Like other cities and areas within the Santiam Canyon, Gates, is unable to redevelop to pre-fire conditions due to the small property lots, which cannot accommodate modern requirements for onsite wastewater (septic) systems due to the prohibitively large drainfield requirements outlined in OAR. As a result, post-fire economic recovery and continued growth within Gates remain at a standstill until new domestic sewage facilities can be delivered.

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

Linn County has directed via board order that all of the funding they received from CDBG-DR PIER and AHD are to go to this project.

This project will also align with the housing bills of the Oregon Legislature's 2024 session (such as SB 1530 and SB 1537) by providing critical infrastructure which is prerequisite for future investment in housing in the region.

Furthermore, this project aligns with a wide range of local efforts. Currently, Marion County is in the process of developing a property in Mill City for future housing development, and is rebuilding homes throughout the Canyon through the Wildfire Recovery Housing Program. Marion County is also assisting Gates in their downtown visioning efforts paired with small business loans to help revitalize downtown Gates, among other projects.

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

According to the most recent HUD data (2020), Gates qualifies under the LMI area benefit, with 62.30% of the population as LMI. Therefore, this project has a high proportional benefit to LMI individuals.

Furthermore, Gates has a disproportionately high percentage of the population that identify as American Indian or Alaska Native. According to the 2022 ACS data, 9.3% of Gates identify as American Indian or Alaska Native, which is nearly twice as high of a percentage as Marion County (5%) or Linn County (4.4%) as a whole. Therefore, this project disproportionately benefits this historically marginalized population.

Gates also has a higher median age (57.2) than Marion County as a whole (37), with 29% of the population aged 65 or older, compared to only 16% of Marion County's population aged 65 or older. Therefore, this project has a disproportionate benefit to the older generation, a group that is often underserved.

**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 cost evaluation process is conducted utilizing a negotiated Guaranteed Maximum Price (GMP). The County has retained a 3<sup>rd</sup>-party Independent Cost Estimator (ICE) to review all construction prices. The CM/GC is required to solicit competitive bids for each major element of the work and to provide full documentation of the procurement process and cost justification all trades work, overhead, general conditions which will be evaluated by the County and by the ICE.

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

Cost estimates were prepared under the Wastewater Master Plan by Keller Associates, a lead firm in the region in the water and wastewater engineering industry with over 150 registered professionals. Supervised by Peter Olsen, P.E. Keller Associates is actively preparing the Wastewater Facility Plan Study (WWFPS), a concept-design level engineering document, which will include updated cost estimates resulting from the latest design changes, value engineering, and current market prices. The costs in this application represent the best available information and will be updated with the WWFPS when sealed and submitted to DEQ.

**Resiliency and Long-Term Recovery:**

1. Does the project mitigate loss of life or property in the face of current and future natural hazards? If so, how?

The Project will deliver a facility that is critical to protecting the water quality of the North Santiam River and the public health of drinking water consumers and of those who recreate in or on the river. Contamination of the water supply in the absence of such protection can result in widespread loss of life and economic damage due to ingestion and skin contact of harmful waterborne and water-related microorganisms.

2. Describe any consultations or risk assessment that led to the selection of the project (for projects that are primarily mitigation-focused):

Although this project has an element of mitigation to it, mitigation is not 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:</p>
<p>The lack of investment in sewer infrastructure in these communities has been a constant impediment to development. In some cities over half of the lots are too small to accommodate a septic drainfield of adequate size as required under Oregon Revised Statutes, leading to underutilization of the developable properties. Substantial projects to increase the housing inventory are on hold pending access to a sewer system because of the lack of usable sewer treatment capacity. Furthermore, not all lots that had septic systems pre-fire can accommodate a replacement septic system with larger drainfield requirements, which blocks residents from rebuilding.</p> <p>This project addresses the present and historical lack of adequate wastewater facilities for the City of Gates.</p>
<p>4. How will the project be designed and constructed to withstand chronic stresses and extreme disruptive events?</p>
<p>The Engineer shall follow all relevant state design standards including seismic analysis and floodplain examination to ensure that the project is resilient to reasonably expected natural disasters. Every effort will be made during the commissioning phase to instruct the operators in how to maintain plant operations under extreme disruptive events and to develop preventative maintenance procedures such that events which disrupt transportations and supply chains do not result in interruptions of plant operations.</p>
<p>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 <a href="#">Buying Right CDBG-DR and Procurement: A Guide to Recovery (hudexchange.info)</a>.</p>
<p>Competitive solicitation processes included an Engineer and CM/GC. Procurement of the Engineer was initiated with an RFP posted on May 20, 2022. Following a competitive selection process, a contract was executed with Keller Associates on September 13, 2022 .</p> <p>For the selection of a CM/GC, the Marion County Board of Commissioners held a public hearing which authorized the use of alternative procurement on March 15, 2023. Procurement began with an RFP posted on May 3, 2023. Following a competitive selection process, the County executed a contract with Slayden Constructors, Inc., on September 13, 2023.</p>

The CM/GC will conduct and provide documentation of competitive procurement of subcontracted trade and material/equipment purchases to the County during construction. All procurement shall be conducted in full compliance of 2 CFR 200.

**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:

The ongoing maintenance and operation of the asset will be paid for by users' sewer rates. The North Santiam Sewer Authority (NSSA - <https://www.northsantiamsewer.net/>) will work with the County and Engineer to develop annual operation, maintenance and administration and insurance cost projections.

NSSA is an ORS 190 intergovernmental entity that was formed by the four cities to develop budget structures for the maintenance and operation. NSSA acting through its legal counsel has prepared and released a draft IGA which is under deliberation which outlines the maintenance and operation of the new asset. In this proposed agreement, Mill City, Gates, Detroit, and Idanha will own the assets within their jurisdictional boundaries and participate in NSSA as an advisory, advocacy and rate-making entity.



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><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>
<p><b>Urgent Need:</b> 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.</p> <p><b>Please describe, if an LMI national objective cannot be demonstrated, how the project will address an urgent need:</b></p>
<p>According to the most recent HUD data (2020), Gates with 62.30% of the population as LMI. Therefore, this project has a high proportional benefit to LMI individuals.</p> <p>In the wake of the 2020 Labor Day wildfires, the ongoing need for sewer infrastructure became an imminent threat to the safety and welfare of all members of public that utilize the North Santiam River. Existing septic systems throughout the fire-damaged areas of Gates and Detroit were damaged beyond their ability to function, in some</p>

---

<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 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.

cases literally melting the above-ground metal appurtenances due to the extreme heat of the fire. Many of the residences that lost septic systems in the fire are situation on small lots which cannot accommodate modern septic requirements, due to the prohibitively large drainfield requirements as per OAR.

Lacking a means to safely treat domestic sewage has placed the water quality of the North Santiam River in jeopardy, and stalled post-fire economic recovery and continued growth within the Canyon.

### 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.**

See attached sign in sheets and public comments from open houses held October 25 and 26, 2023. A summary of the information from the open house is available to the public at the following address: <https://vimeo.com/911299147>.

Additional documentation to be added once public hearing is held on proposed project as a PIER project specifically.

<b>Project Selection:</b>	
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 if approved by Selection Committee.	
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).	
To be added if approved by Selection Committee.	
<b>Implementation Plan</b>	
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.	
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.	
See attached Project Schedule, "PIER-Project-Schedule-NSCSP 4-18-24".	
2. <b>Provide an overview of the project management approach.</b> 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 act in the role as Owner and provide the overall project oversight and contracting. The Owner will utilize its ARPA resources for inhouse staff to deliver the project; no staff impacts to the PIER funding are anticipated. The CM/GC project delivery model will be utilized wherein the Engineer and CM/GC both act as contract project managers to direct a wide range of consulting services. The scope of project management and related project delivery work is divided accordingly as described below.

Owner project management: procurement, contract administration and reporting, funding acquisition, legal services, overall project direction.

Owner's Project Manager: Chris Einmo, Marion County

Owner's Project Executive: Brian Nicholas, Marion County

Engineer project management scope: design, permitting, surveying, environmental/cultural, inspections, construction engineering, independent cost estimation/

Consultant Project Manager: Peter Olsen, Keller Associates

Consultant Project Engineer: Pamela Villareal, Keller Associates

CM/GC project management scope: construction management and procurement, cost estimating, field coordination, commissioning, initial operations and training of City staff.

CM/GC Project Executive: Tom Paul, Slayden Constructors, Inc.

CM/GC Project Manager: Jeffrey Wall, Slayden Constructors, Inc.

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

The infrastructure built under this project will be owned by the local communities which it serves. A draft IGA which has been circulated by the North Santiam Sewer Authority, to which the communities have verbally assented their intent to follow, describes the following ownership:

Mill City – own, operate and maintain the new water pollution control facility (treatment plant), and the existing Mill City sewer collection system

Gates – own, operate and maintain the new Gates sewer collection system, pumping station, and pipeline to Mill City

As part of the commission phase where the facility is brought online, Marion County will act as the temporary owner and operator so that its contractor Slayden Constructors, Inc. will bring the new facilities into operation and make all necessary operational adjustments while training the local staff. Slayden Constructors, Inc. during the competitive CM/GC process demonstrated a full team of qualified wastewater operations staff and experience bringing new facilities into operations.

## **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	X	X	ARPA	\$2,690,000	Partially Secured	SR2240 via OBDD
Environmental Review		X	ARPA	\$300,000	Secured	SR2240 via OBDD
Land Acquisition	X			\$250,000	Requested	
Permitting	X			\$100,000	Requested	
<b>Pre-Construction CM/GC Services</b>	X			\$478,477	Requested	
Construction	X			\$26,907,647	Requested	
Construction Management	X			\$2,682,692	Requested	
Program Activity Delivery (Ex: file management, reimbursement requests)	X			\$425,000	Requested	
<b>Inspections</b>	X			\$120,000	Requested	
Construction Engineering	X			\$875,000	Requested	
Utility Connection Fees	X			\$45,000	Requested	
<b>Totals:</b>				<b>\$34,873,816</b>		Costs per the latest draft Wastewater Facility Plan

\* 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	\$40,000,000	A small portion used in Gates for Design/Planning, Environmental,	<input type="checkbox"/> Yes <input checked="" 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
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:

Scope of the project was not reimbursable under FEMA or USACE funds and/or such funding opportunities were not available within the timeframe required to meet project delivery needs.

## 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.](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



# 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:	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 <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:**

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><b>Resiliency and Long-Term Recovery:</b></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.

<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>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>
<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>

---

<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 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><b>Implementation Plan</b></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. <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>Project Schedule:</p> <ul style="list-style-type: none"> <li>- Funds Awarded – TBD</li> <li>- RFP for Design Consultant/Begin Environmental review – March 2026</li> <li>- Design Finished/Apply for permits – December 2026</li> <li>- Bid out for construction – January 2027</li> <li>- Construction Begins – June 2027</li> <li>- Construction ends – October 2027</li> <li>- Facilities open and operating – May 2028</li> </ul>
<p>2. <b>Provide an overview of the project management approach.</b> 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)						
<b>Inspections</b>						
Other: Use additional rows if needed						
<b>Totals:</b>	\$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 <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			<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



# 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:	Mill City Water System Improvements - Pump Station
Project Lead Organization Name:	City of Mill City
Primary Contact Name and Title:	Stacie Cook, City Recorder
Phone Number:	503-897-2302
Email address:	<a href="mailto:scook@ci.mill-city.or.us">scook@ci.mill-city.or.us</a>
Mailing Address:	PO Box 256 Mill City, OR 97360
FEIN#:	93-6002210
UEI* #:	H7V4AHWGSLV5
<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:**

Nineteen homes and one business adjacent to Hwy 22 in the NE section of Mill City were destroyed by the Beachie Creek wildfire. These structures were served by the city's water system, but the system did not have sufficient fire flows to fight the fire and protect the homes and businesses. Due to elevations, the existing water system can provide drinking water at 20 psi in compliance with health regulations, but no fire protection. There are no hydrants in this 10-block neighborhood. Most of the homeowners have rebuilt their homes since 2020, but they are still at risk from future wildfires coming down the steep slopes from the north.

The City has a developer interested in building a mixed-use development (housing and commercial) on a 3+-acre site north of Hwy 22. Water system improvements are required for the project to proceed. Adding fire flow capacity is the first phase of these improvements. The fire pump packaged pump station is needed first to be able to address the immediate fire flow capacity needs while also providing the capacity for the expanded upper zone. Subsequent phases would include the new development as well as larger diameter piping for better transmission in the distribution network.

The City proposes to install a packaged fire booster pump station with fire flow capacity, 1,050 feet of 8" water main, and 2 fire hydrants to serve the upper-level pressure zone within the NE section of Mill City. Keller Associates prepared a planning level cost estimate for the packaged fire booster station.

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

The City of Mill City will employ their City Engineer of Record, Keller & Associates, to design the project, prepare bid documents and run the bidding process, and then supervise a contractor selected through a qualified procurement process to complete construction of the project.

<p>3. State the project's anticipated outcomes and proposed performance measures. Describe the number and nature of the expected beneficiaries:</p>
<p>The project will provide necessary fire flow and fire hydrants for existing residents as well as for vacant properties that are available for residential/commercial development within the NE section of Mill City. Without improvements, vacant properties will not be able to develop due to the lack of fire protection, and current properties will be at increasing risk of fires.</p> <p>This increasing fire risk is not limited to the NE section of town, since a difficulty containing fire in one section of town puts other adjacent sections of town at increased fire risk as well. Therefore, the project's primary beneficiaries would be the residents of Mill City, which has a population of 1,760 residents according to the 2022 ACS 5-year estimates.</p>
<p><b>Unmet needs and alignment with state and local priorities:</b></p>
<p>1. State the unmet need(s) that will be addressed by the completion of this project:</p>
<p>The proposed project will aid in the revitalization of the fire damaged areas of Mill City by providing the necessary fire protection to ensure vacant properties have the ability to develop, and that rebuilt homes are safer from future fires. Both aspects – new growth and protection of current structures – are critically important for the recovery and long-term success of Mill City.</p>
<p>2. Describe how the activity will align with other planned federal, state, or local capital improvements and infrastructure development efforts, and/or other investments.</p>
<p>Other projects that directly support the revitalization of Mill City include replacing the City's aging sewer system, Marion County's Santiam Meadows housing development project, and Marion County's Wildfire Recovery Housing Program.</p>

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

According to the most recent HUD data (2020), Mill City does not meet the threshold for 51% or more LMI area benefit. However, the percentage of LMI individuals is still high in this area, at 43.80%. Therefore, this project has a high proportional benefit to LMI individuals.

Furthermore, Mill City has a disproportionately high percentage of the population that identify as American Indian or Alaska Native. According to the 2022 ACS data, 9.7% of Mill City residents identify as American Indian or Alaska Native, which is nearly twice as high of a percentage as Marion County (5%) or Linn County (4.4%) as a whole. Therefore, this project disproportionately benefits this historically marginalized population.

Furthermore, with fewer than 2,000 residents, Mill City is a small town, which historically has made it difficult to fund infrastructure projects such as this project within the City. The installation of hydrant and water lines directly encourages the building of housing, since the lack of fire flow to the area inhibits property development, which will help the City grow long-term.

**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:

Keller Associates reviewed several options for installation of a pump station to provide fire flows to this section of Mill City. Ultimately, a packaged fire pump system, which can be connected to the existing pump station and reservoir was found to be able to provide the necessary pressure and flows at a greatly reduced price from alternatives.



2. Explain the method used to determine project funding requirements. (Include qualifications of whoever completed the cost estimate.):
Keller Associates, professional engineers, produced a planning level cost estimate for the packaged fire booster station by reviewing several different options before ultimately recommending the most cost-effective option. Please note that the attached detailed cost estimate is for a slightly larger water improvement project than is being requested here, so the total projected cost on the estimate is above the total project budget.
<b>Resiliency and Long-Term Recovery:</b>
1. Does the project mitigate loss of life or property in the face of current and future natural hazards? If so, how?
Yes, the project mitigates loss of life or property in the face of current and future natural hazards by installing fire hydrants and water lines where none currently exist, that provide fire flow. In the event of a fire, firefighters will have access to water at pressurized rates, which is critical when suppressing fires and preventing / minimizing losses.
2. Describe any consultations or risk assessment that led to the selection of the project (for projects that are primarily mitigation-focused):
The risk assessment used that led to the selection of this project was the real-life loss of homes and property in the 2020 Beachie Creek Wildfire due to the lack of fire flow for fire suppression in the NE section of Mill City. The lack of sufficient flow during the 2020 fires made it devastatingly clear how dangerous the low flow levels are for the NE section of Mill City in particular.

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:

The project represents an investment in water infrastructure, which is lacking in the NE quadrant of Mill City. Mill City is a small town with fewer than 2,000 residents, which historically has made it difficult to fund infrastructure projects within the City. The installation of hydrant and water lines directly encourages the building of housing, since the lack of fire flow to the area inhibits property development.

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

The project will be designed by professional engineers, using best practices for water line infrastructure construction.

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

Mill City will contract with a licensed professional engineering firm to design and bid the project and will use a combination of staff and professional engineers for project management and inspection services.

Construction will be completed by a contractor, selected via the competitive bidding process.

#### **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:

Mill City has a maintenance budget for water service, which is funded through user rates and general fund dollars. The new infrastructure will be provided to the City's insurance carrier, CIS to add to our policy coverage.

National Objective
<p>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>
<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>
<p><b>Urgent Need:</b> 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.</p> <p><b>Please describe, if an LMI national objective cannot be demonstrated, how the project will address an urgent need:</b></p>
<p>Mill City does not currently qualify for LMI designation since 43.80% of the population is LMI, which is below the 51% requirement.</p> <p>The proposed project will aid in the revitalization of the fire damaged areas of Mill City by providing fire flows that were unavailable during the 2020 Beachie Creek Wildfire. Installation of fire hydrants and water lines is imperative for providing the necessary fire flows to ensure adequate fire suppression to allow vacant properties to</p>

<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 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.

develop, providing the potential for additional residential and commercial development within Mill City. Investment in critical infrastructure, especially a project that will directly support more housing, is critical for Mill City's continued recovery.

Furthermore, it is important to protect what has already been rebuilt. Most of the homeowners who lost their homes in the NE section of the city have rebuilt, but without adequate fire flows, homeowners who rebuilt are at risk of going through the same tragedy twice.

### 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.

<b>Project Selection:</b>
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.
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).
To be added after Selection Committee reviews project.
<b>Implementation Plan</b>
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.
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.
<ul style="list-style-type: none"> <li>• Design project in 2025-2026</li> <li>• Bid project in 2026</li> <li>• Construct 2026-2027</li> <li>• Close-out end 2027, beginning of 2028</li> </ul>

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.

Mill City will contract with a project engineer to oversee design, permitting, environmental compliance and any needed right-of-way acquisition.

Construction will be completed by a contractor using the competitive bidding process. The project engineer and City staff will oversee construction and compliance.

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

Mill City has a maintenance budget, which will be used to maintain the infrastructure.

## 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	\$0	\$73,000	City funds	\$73,000	Requested	
Environmental Review	\$0	\$8,000	City funds	\$8,000	Requested	
Land Acquisition	\$0	\$10,000	City funds	\$10,000	Requested	
Permitting	\$0	\$2,500	City funds	\$2,500	Requested	
Construction	\$800,000	\$45,000	City funds	\$845,000	Requested	
Construction Management	\$0	\$41,500	City funds	\$41,500	Requested	
Program Activity Delivery (Ex: file management, reimbursement requests)	\$0	\$15,000	City funds	\$15,000	Requested	
<b>Totals:</b>	\$800,000	\$195,000		\$995,000		

\* 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

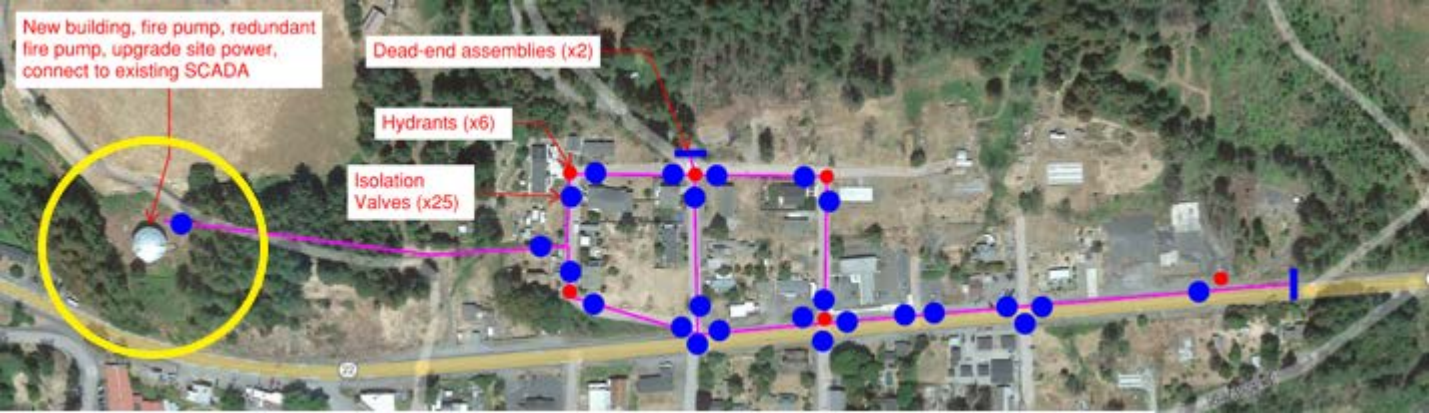
- ☐ National Objective Documentation
- ☐ Public Hearing & Notice Documentation
- ☐ Project Selection Record
- ☐ Citizen Participation Plan and Language Access Plan (or statement adopting state policy)
- ☐ Supporting documentation such as damage reports, economic studies, public documents that support 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

New building, fire pump, redundant fire pump, upgrade site power, connect to existing SCADA


Dead-end assemblies (x2)

Hydrants (x6)

Isolation Valves (x25)



DRAFT



245 Commercial St SE, Suite 210, Salem, Oregon 97:

Phone: 503.364.2002 - kellerassociates.com

Project: Funding Estimate - Water

Project #: KA 221267

Engineer: P.Olsen

Client: Mill City

Printed: Wednesday, May 22, 2024

ENGINEER'S OPINION OF MOST PROBABLE CONSTRUCTION COST

MILL CITY WATER SYSTEM IMPROVEMENTS (PUMP STATION)

CONSTRUCTION ITEM	QUANTITY	UNITS	UNIT PRICE	COST
Gravel Roadway Repair	600	LF	\$ 30	\$ 18,000
BOOSTER PUMP STATION				
Domestic & Fire Pump Station	1	LS	\$ 1,100,000	\$ 1,100,000
SUB-TOTAL				\$ 1,118,000
Mobilization and administration			10%	\$ 111,800
Bonding			2.5%	\$ 28,000
Prevailing wages			2.5%	\$ 28,000
American Iron and Steel (if federally funded)			5%	\$ 56,000
Project contingency			30%	\$ 335,400
CONSTRUCTION TOTAL				\$ 1,678,000
SOFT COSTS				
Permitting	1	LS	\$ 5,000	\$ 5,000
Design surveying (topo & ROW)	1	LS	\$ 5,000	\$ 5,000
Geotechnical investigation	1	LS	\$ 10,000	\$ 10,000
Environmental	1	LS	\$ 5,000	\$ 5,000
Legal, administration, and funding			2.5%	\$ 28,000
Design and bid phase engineering			12%	\$ 135,000
Construction contract administration			5%	\$ 56,000
Construction observation (Part-time for 6-months)			3.0%	\$ 34,000
SUB-TOTAL				\$ 280,000
Inflation	1	YR	5%	\$ 98,000
TOTAL COST ESTIMATE - BOOSTER STATION				\$ 2,056,000
AACE Class 5 High +100%				\$ 4,112,000
AACE Class 5 Low -50%				\$ 1,028,000

The opinion of most probable cost herein is based on our perception of current conditions at the project location. This estimate reflects our opinion of probable costs at this time and is subject to change as the project design matures. Keller Associates has no control over variances in the cost of labor, materials, equipment, services provided by others, contractor's methods of determining prices, competitive bidding or market conditions, practices or bidding strategies. Keller Associates cannot and does not warrant or guarantee that proposals, bids or actual construction costs will not vary from the costs presented herein. The costs herein are planning level, AACE Class 5, cost estimates for planning purposes only.





# 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:	NE Alder Street Improvement Project
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:**

The project will construct multimodal infrastructure improvements on NE Alder Street in Mill City including sidewalks, bike lanes, and an asphalt resurfacing between the end of existing sidewalk on the west end and 5<sup>th</sup> Avenue. The project will add needed facilities within the fire damaged area, which would be a construction requirement as a part of the redevelopment if not constructed by the County.

These improvements will promote walking and biking, by constructing improvements that will support these modes of transportation. Drainage will be analyzed during the project, and any storm improvements required to prevent flooding or treat stormwater as required by the grant will be included.

This project primarily benefits Mill City, along with any visitors to or passing through the city.

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

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.

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 project will improve the travel conditions for those travelling on foot, by bike or by car. Roadway damaged during the fire and subsequent recovery efforts will be restored and become easier and safer to travel on. Pedestrians and cyclists will especially see improvements, as the existing road does not have sidewalks or dedicated bike lanes. Thus, the project will increase bicycle and pedestrian safety, making those means of travel more viable options for residents. Drainage will also be analyzed during the project, and any storm improvements required to prevent flooding or treat stormwater as required by the grant will be included.

Furthermore, urbanization of roads, especially key roads like NE Alder, is key to encouraging further development in an area, which boosts the local economy.

The primary beneficiaries of this project are the residents of Mill City. According to the most recent data from the Department of Housing and Urban Development, Mill City has a population of 1,780 residents.

**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:

The proposed project will aid in the revitalization of the fire damaged areas of Mill City, by improving a road destroyed in the 2020 Labor Day fires. Repairing and urbanizing roads is essential for (re)building housing and businesses in the City. The presence of safe multi-modal travel options (biking, walking, driving) makes an area more attractive for prospective (re)building of homes and businesses, since part of the costs have already been covered, which boosts the local economy.

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

Other projects that directly support the revitalization of Mill City include replacing Mill City's aging sewer system through the North Santiam Sewer Project, Marion County's Santiam Meadows housing development project, and Marion County's Wildfire Recovery Housing Program.

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

According to the most recent HUD data (2020), Mill City has a moderately high percentage of LMI individuals living within the City, at 43.80%. Therefore, this project has a moderately high proportional benefit to LMI individuals.

Furthermore, Mill City has a disproportionately high percentage of the population that identify as American Indian or Alaska Native. According to the 2022 ACS data, 9.7% of Mill City identify as American Indian or Alaska Native, which is nearly twice as high of a percentage as Marion County (5%) or Linn County (4.4%) as a whole. Therefore, this project disproportionately benefits this historically marginalized population.

With only 1,780 residents, Mill City is a relatively small town, which historically has made it difficult to fund city road urbanization projects such as this one.

<b>Cost Reasonableness and Justification:</b>
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:
<p>Marion County Public Works has produced a concept level design and cost estimate for the project. These documents were created by Professional Engineering staff, using best practices for roadway construction. Materials will be specified to be long lasting and will be reviewed during construction for conformance with Plans and Specifications. This project will be designed for minimal maintenance within the first 20 years of its life cycle.</p>
2. Explain the method used to determine project funding requirements. (Include qualifications of whoever completed the cost estimate.):
<p>Marion County Public Works has produced a concept level design and cost estimate for the project. This estimate was created by a Professional Engineer and is based on estimated quantities of work, current bid prices received by Marion County, and previous bid histories in the area.</p>
<b>Resiliency and Long-Term Recovery:</b>
1. Does the project mitigate loss of life or property in the face of current and future natural hazards? If so, how?
<p>Mitigation is not the primary purpose of this project. However, this project does make travel safer on a key key road that connects to Highway 22, the major east-west road in the region. In the event of an evacuation, having these roads in excellent condition for those travelling on foot, by bike, or by car would make the process safer and easier.</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>Although this project has an element of mitigation to it, mitigation is not the primary purpose of this project.</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 in transportation infrastructure, especially in safer multi-modal transportation, which is lacking in Mill City. Mill City is a small town with less than 2,000 residents, which historically has made it difficult to find funding for roads within the city. Furthermore, this investment in roads directly encourages the (re)building of housing, since the necessary work to urbanize would already been completed.</p>
<p>4. How will the project be designed and constructed to withstand chronic stresses and extreme disruptive events?</p>
<p>The design documents attached were created by Professional Engineering staff, using best practices for roadway construction. Materials will be specified to be long-lasting and will be reviewed during construction for conformance with Plans and Specifications. This project will be designed for minimal maintenance within the first 20 years of its life cycle, despite regular use. Improvements will bring the road sections stormwater management up to current code, which will mitigate the chance of flooding during heavy rainfall.</p>



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 \(hudexchange.info\)](https://hudexchange.info).

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.

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.

**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:

Marion County Public Works has a maintenance budget which is utilized to maintain the transportation network and is primarily funded through State Gas Tax Revenue. Marion County is self-insured, and no insurance costs are anticipated with this asset. After construction, adjacent property owners will be responsible for maintenance of any constructed sidewalk within the project limits.

National Objective
<p>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>
<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>
<p><b>Urgent Need:</b> 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.</p> <p><b>Please describe, if an LMI national objective cannot be demonstrated, how the project will address an urgent need:</b></p>
<p>The primary service area, Mill City, does not qualify for LMI designation since only 43.80% of the population is LMI, which is below the 51% threshold.</p> <p>The proposed project will aid in the revitalization of the fire damaged areas of Mill City, by improving a road destroyed in the 2020 Labor Day fires. Repairing and urbanizing roads is essential for (re)building housing and businesses in the City. The presence of safe multi-modal travel options (biking, walking, driving) makes an area</p>

<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 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.

more attractive for prospective (re)building of homes and businesses, since part of the costs have already been covered, which boosts the local economy.

Investment in critical transportation infrastructure, especially a project that will directly support more housing, is critical for Mill City's recovery. A sound, multi-modal transportation system and ease of (re)building homes and businesses are necessary components on the path to recovery, since they encourage people to return to the City. Without people, a city cannot thrive.

### 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 after 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 after Selection Committee reviews project.</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 after Selection Committee reviews project.</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>See the attached project schedule document.</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 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.

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.**

Marion County Public Works has a maintenance budget which is utilized to maintain the transportation network (which includes this portion of roadway). After construction, adjacent property owners will be responsible for maintenance of any constructed sidewalk within the project limits.

## 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
Engineering	\$467,387	\$0	NA	\$467,387	Requested	Combination of County, ODOT, and consultant engineering costs
Right of Way	\$220,000	\$0	NA	\$220,000	Requested	
Construction	\$876,026	\$0	NA	\$785,776	Requested	Construction, mobilization, traffic control, and 30% contingency
<b>Totals:</b>	\$1,563,413	\$0		\$1,563,413		(Current dollars, no inflation factor)

\* 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
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

# Project Schedule

## Tasks

Start	End		Duration	Task
9/1/2025	3/1/2026		181	Design RFP
3/1/2026	4/1/2026		31	Project Kickoff
4/1/2026	10/1/2026		183	Environmental Clearance
10/1/2026	1/1/2027		92	Final Design
1/1/2027	3/31/2027		89	Bidding
4/30/2027	11/1/2027		185	Construction

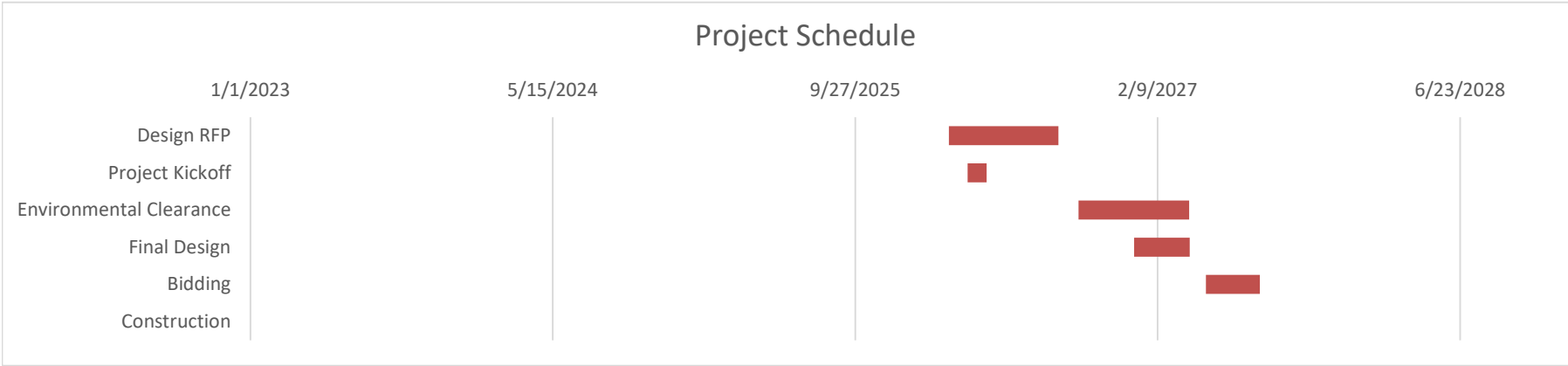
## Milestones

Date	Milestone
3/1/2026	Design vendor selected
10/1/2026	Finish environmental clearance
1/1/2027	Construction bid goes out
11/1/2027	Project complete

## Notes

Record project notes below

Insert timeline notes here



Connecticut Av: Macleay to Rickey W Side Bike/Ped  
Marion County Public Works

**APPLICATION CHECK ESTIMATE**  
**SUMMARY - BID SCHEDULE - COST ESTIMATE**  
**OREGON STATE HIGHWAY DIVISION**

Project Title:	Alder St: Sidewalk Improvements			COUNTY	TOWN
				MARION	Salem
KEY NUMBER:	KIND OF WORK	LENGTH	DATE	Estimator	
	PED/BIKE Improvements	1,200	4/9/24	MH	
Bid Item Number	ITEM	UNIT	AMOUNT	UNIT COST	TOTAL
<b>TRAFFIC CONTROL</b>					
225.050	TEMPORARY PROTECTION AND DIRECTIONS OF TRAFFIC	LS	1	\$25,000	\$25,000
225.070	TEMPORARY SIGNS	SF	360	\$25	\$9,000
225.114	TEMPORARY BARRICADES, TYPE III	EACH	7	\$150	\$1,050
225.182	PEDESTRIAN CHANNELIZING DEVICES	FT	150	\$30	\$4,500
225.490	FLAGGERS	HOURL	720	\$60	\$43,200
225.493	TRAFFIC CONTROL SUPERVISOR	EA	10	\$750.00	\$7,500
<b>EROSION AND SEDIMENT CONTROL</b>					
280.100	EROSION CONTROL	LS	1	\$10,000	\$10,000
280.165	CHECK DAMS, TYPE 3	EA	10	\$150.00	\$1,500
280.192	INLET FILTER INSERTS, TYPE 3	EA	13	\$100.00	\$1,300
280.260	BIOFILTER BAGS	EA	17	\$10.00	\$170
280.420	SEDIMENT FENCE, TYPE 1	FT	100	\$10.00	\$1,000
290.100	POLLUTION CONTROL PLAN	LS	1	\$1,500	\$1,500
294.150	HEALTH AND SAFETY PLAN	LS	1	\$1,000	\$1,000
294.220	CONTAMINATED SOIL REMOVAL AND DISPOSAL	TN	129	\$90	\$11,628
<b>ROADWORK</b>					
305.100	CONSTRUCTION SURVEY WORK	LS	1	\$20,000	\$20,000
310.100	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$25,000	\$25,000
320.100	CLEARING AND GRUBBING	LS	1	\$15,000	\$15,000
330.100	GENERAL EXCAVATION	CY	259	\$50	\$12,963
331.200	12" SUBGRADE STABILIZATION	SQYD	500	\$30	\$15,000
350.180	SUBGRADE GEOTEXTILE	SY	500	\$2.00	\$1,000
<b>DRAINAGE AND SEWERS</b>					
445.114	6 INCH STORM SEWER PIPE	FOOT	116	\$100	\$11,600
445.144	12 INCH STORM SEWER PIPE	FOOT	300	\$150	\$45,000
445.715	RELOCATE SANITARY SEWER SERVICE	FT	100	\$100.00	\$10,000
470.090	CONCRETE STORM SEWER MANHOLES	EA	1	\$8,000.00	\$8,000
470.400	CONCRETE INLETS, TYPE CG-2	EACH	2	\$3,000	\$6,000
470.330	CATCH BASINS, YARD DRAIN, 10"	EA	8	\$1,500	\$12,000
490.100	MINOR ADJUSTMENT OF MANHOLES, POSTPAVING	EA	2	\$1,200	\$2,400
490.200	MINOR ADJUSTMENT OF CATCH BASINS AND JUNCTION BOXES	EA	3	\$500	\$1,500
490.300	ADJUST BOXES	EA	7	\$400	\$2,800
<b>BASES</b>					
620.214	COLD PLANE PAVEMENT REMOVAL, 0-2 INCH DEEP	SQYD	2556	\$7.50	\$19,167
641.160	AGGREGATE BASE	TON	357	\$70	\$24,990
<b>WEARING SURFACES</b>					
730.100	EMULSIFIED ASPHALT FOR TACK COAT	TN	4	\$10.00	\$39
745.451	LEVEL 3, 1/2" DENSE, PG 64-22, ACP	TON	350	\$100	\$35,000
745.481	LEVEL 3, 1/2" DENSE, PG 64-22, ACP, IN BASE PLUG	TON	120	\$100	\$12,000
149.095	EXTRA FOR DRIVEWAY APPROACHES	EACH	8	\$700	\$5,600
759.100	CONCRETE CURBS, CURB AND GUTTER	FOOT	940	\$30	\$28,200
759.120	CONCRETE CURBS, STANDARD	FOOT	140	\$40	\$5,600
759.200	CONCRETE DRIVEWAYS	SQFT	2200	\$12	\$26,400
759.202	CONCRETE DRIVEWAY CONNECTIONS	SF	1425	\$11.00	\$15,675
759.250	CONCRETE WALKS	SQFT	4500	\$9	\$40,500
759.400	CONCRETE SIDEWALK RAMPS	EA	10	\$1,000	\$10,000
759.430	TRUNCATED DOMES ON NEW SURFACES	EA	10	\$500	\$5,000
<b>PERMANENT TRAFFIC CONTROL AND GUIDANCE DEVICES</b>					
850.102	PAVEMENT LEGEND, TYPE B: ARROWS	EA	5	\$275.00	\$1,375

Connecticut Av: Macleay to Rickey W Side Bike/Ped  
Marion County Public Works

<b>APPLICATION CHECK ESTIMATE</b> <b>SUMMARY - BID SCHEDULE - COST ESTIMATE</b> <b>OREGON STATE HIGHWAY DIVISION</b>					
Project Title:	Alder St: Sidewalk Improvements			COUNTY	TOWN
				MARION	Salem
KEY NUMBER:	KIND OF WORK	LENGTH	DATE	Estimator	
	PED/BIKE Improvements	1,200	4/9/24	MH	
Bid Item Number	ITEM	UNIT	AMOUNT	UNIT COST	TOTAL
850.204	PAVEMENT LEGEND, TYPE B-HS: BICYCLE LANE SYMBOLS	EA	5	\$275.00	\$1,375
860.200	BI-DIRECTIONAL YELLOW TYPE I MARKERS	EA	80	\$5.00	\$400
862.110	METHYL METHACRYLATE, PROFILE, 120 MIL, EXTRUDED	FOOT	1600	\$3.00	\$4,800
867.300	PAVEMENT BAR, TYPE B	FOOT	35	\$15.00	\$525
905.150	REMOVE AND REINSTALL EXISTING SIGNS	LS	1	\$5,000.00	\$5,000
910.100	WOOD SIGN POSTS	FB	107	\$15.00	\$1,600
940.620	SIGNS, STANDARD SHEETING, SHEET ALUMINUM	SF	50	\$25.00	\$1,250
<b>RIGHT-OF-WAY DEVELOPMENT AND CONTROL</b>					
1012.106	WATER QUALITY BIOSWALES	LF	300	\$175.00	\$52,500
1012.115	WATER QUALITY PLANT ESTABLISHMENT	LS	1	\$2,000.00	\$2,000
1030.351	LAWN SEEDING	LS	1	\$1,500.00	\$1,500
1040.130	TOPSOIL	LS	1	\$2,500.00	\$2,500
1040.190	BARK MULCH	CY	30	\$100.00	\$3,000
<b>BID ITEM SUBTOTAL (w/o Mobilization &amp; TP&amp;DT)</b>					<b>\$612,606</b>
210.100	MOBILIZATION	LS		10.00%	\$61,261
<b>BID ITEM SUBTOTAL</b>					<b>\$673,867</b>
	CONTINGENCIES			30.0%	\$202,160
	CONSTRUCTION ENGINEERING (County + ODOT + Consultant)			10%	\$67,387
<b>TOTAL CONSTRUCTION</b>					<b>\$943,413</b>
<b>PE TOTAL (PREVIOUSLY AWARDED)</b>					<b>\$400,000</b>
<b>RIGHT OF WAY ESTIMATE</b>		LS	1	\$220,000	\$220,000
	Allocated Overhead (RW)			8.0480%	\$0
<b>RIGHT OF WAY TOTAL</b>					<b>\$220,000</b>
<b>TOTAL PROJECT ESTIMATE</b>					<b>\$1,563,413</b>
Note: No Inflation Factor. Current Dollars were used for this estimate.					

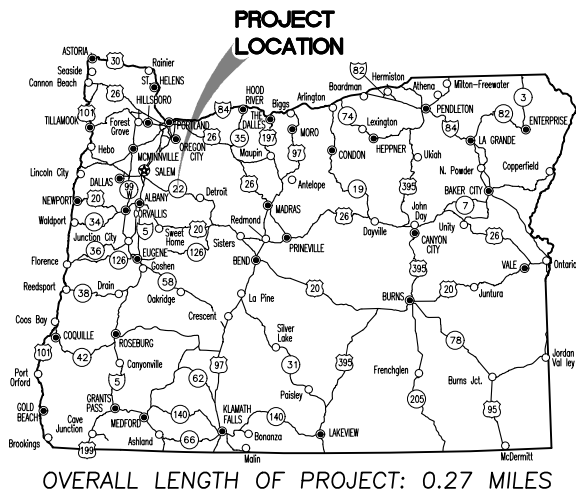
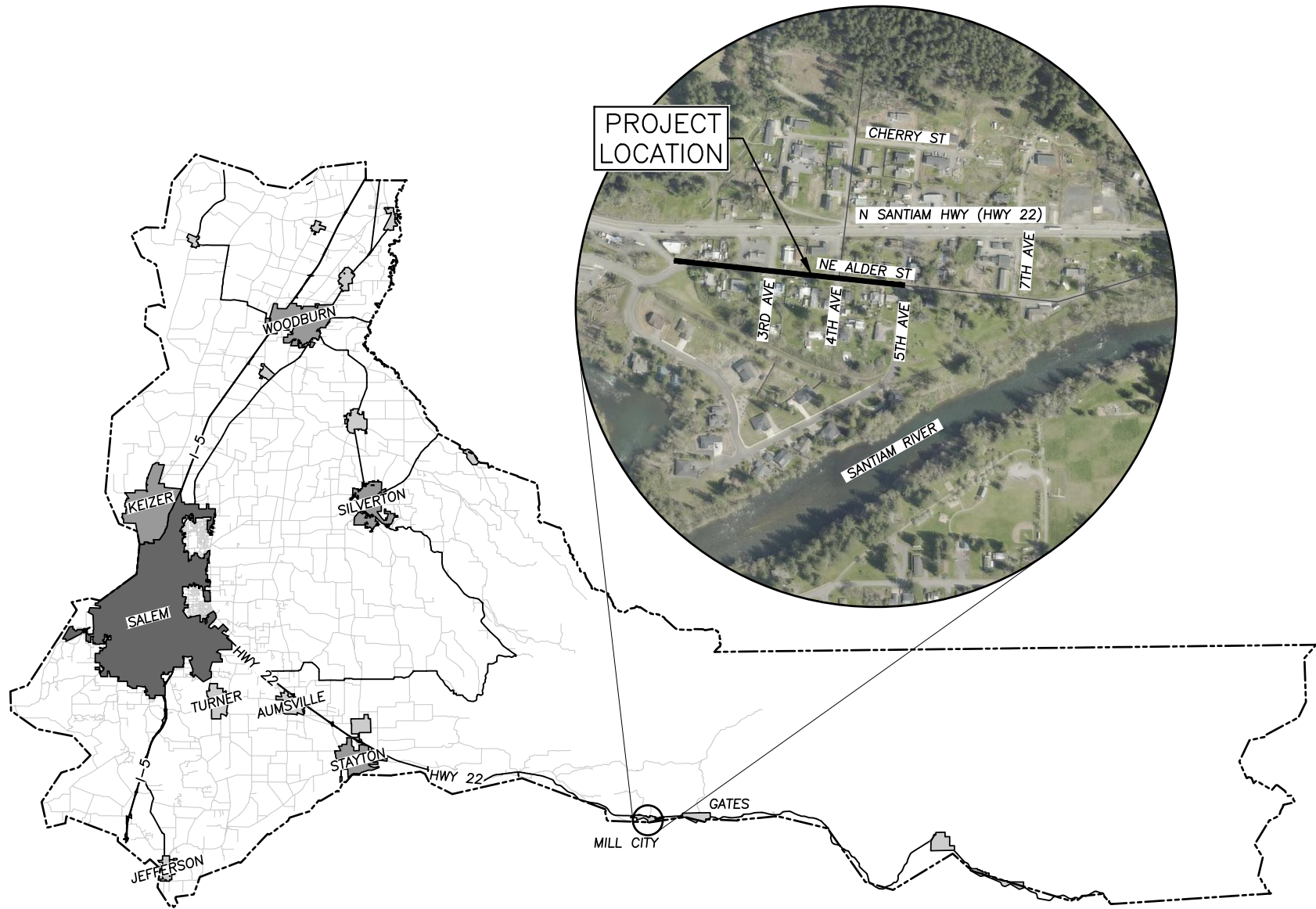
MARION COUNTY DEPARTMENT OF PUBLIC WORKS

PLANS FOR PROPOSED PROJECT  
SIDEWALK IMPROVEMENTS  
MARION COUNTY, OREGON, APRIL 2024

FEDERAL HIGHWAY  
ADMINISTRATION  
OREGON DIVISION



PRELIMINARY: NOT  
FOR CONSTRUCTION



MARION COUNTY

ALDER ST SIDEWALK  
IMPROVEMENTS  
MILL CITY, OREGON

DEPARTMENT OF PUBLIC WORKS

PROJECT NO.: ####  
ECMS NO.: ####  
FED. PROJ. NO.: ####  
KEY NO.: ####  
SITE NO.: ####  
HORIZ. DATUM: OCRS SALEM  
VERT. DATUM: NAVD88  
DESIGNED BY: ####  
DRAWN BY: ####

TITLE:

COVER

SHEET:

1

THESE PLANS WERE DEVELOPED USING AASHTO DESIGN  
STANDARDS. EXCEPTIONS TO THESE STANDARDS, IF ANY, HAVE  
BEEN SUBMITTED AND APPROVED BY THE COUNTY ENGINEER.

APPROVING AUTHORITY:

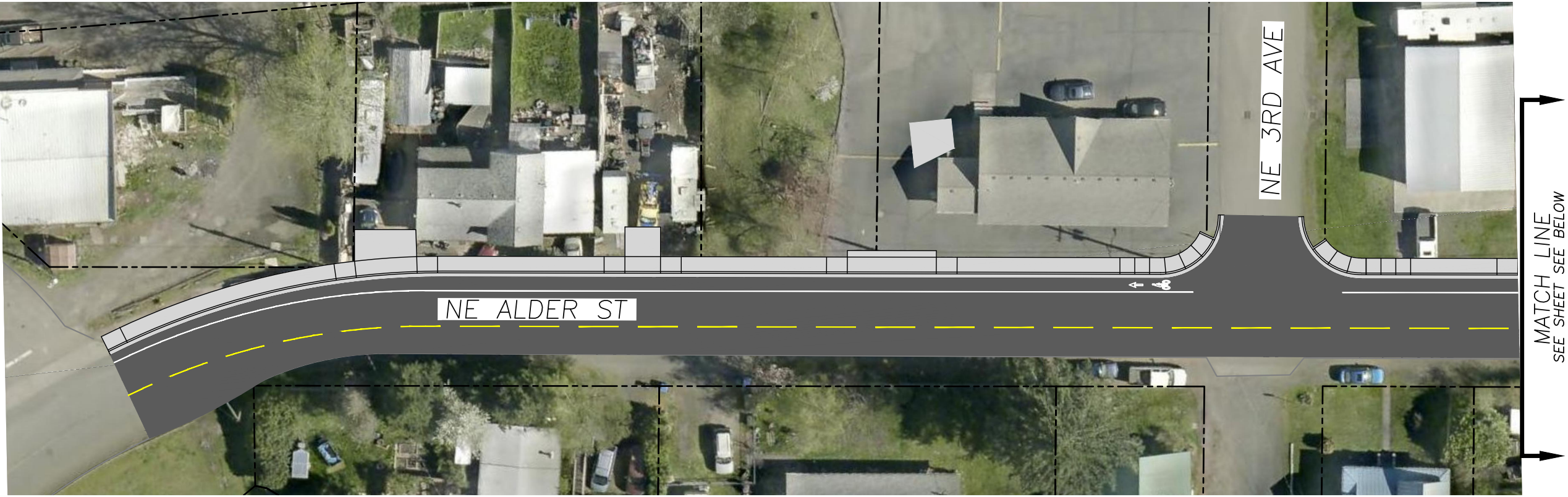
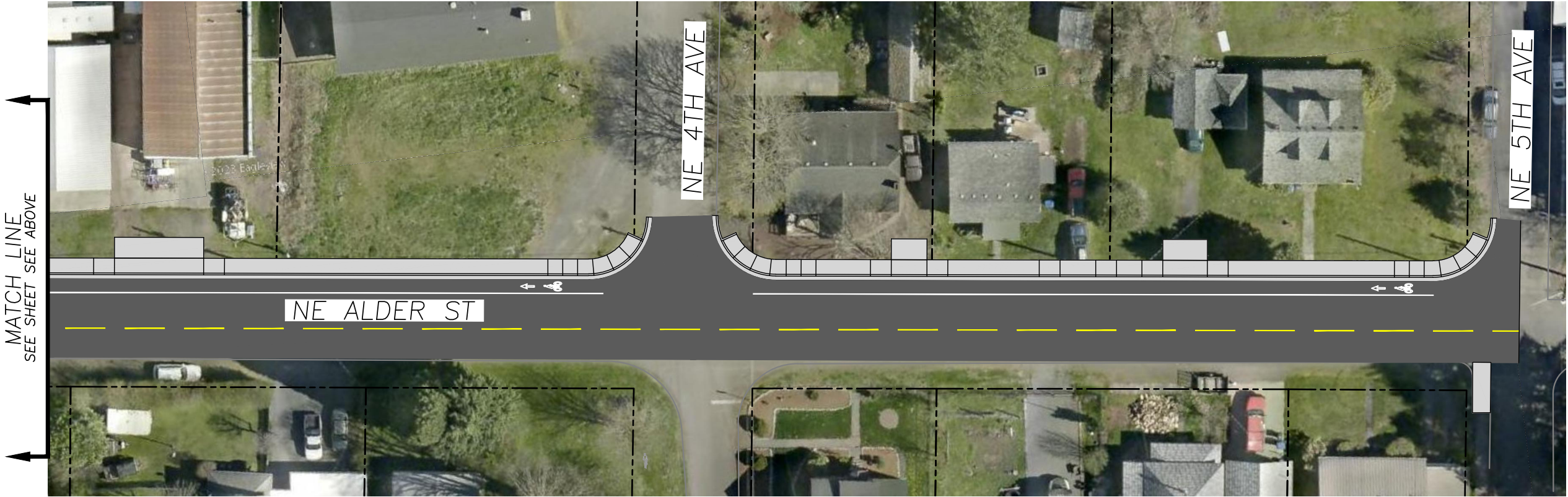
SIGNATURE AND DATE

PRINT NAME AND TITLE

**ATTENTION:**  
OREGON LAW REQUIRES YOU TO FOLLOW RULES  
ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER.  
THOSE RULES ARE SET FORTH IN OAR 952-001-0010  
THROUGH OAR 952-001-0090. YOU MAY OBTAIN  
COPIES OF THE RULES BY CALLING THE CENTER.  
(NOTE: THE TELEPHONE NUMBER FOR THE OREGON  
UTILITY CENTER IS (503) 232-1987)

FILE: G:\ENGINEERING\PROJECTCENTRAL\PROJECTS\INVESTIGATIONS\ALDER ST\_ MILL CITY\ALDER ST\_5TH.DWG PLOTTED: 2024/04/11 9:17 AM





MARION COUNTY

ALDER ST SIDEWALK  
IMPROVEMENTS  
MILL CITY, OREGON

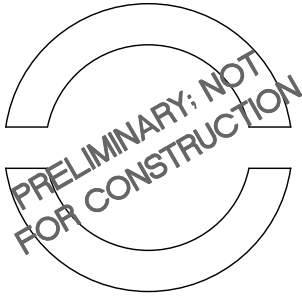
DEPARTMENT OF PUBLIC WORKS

PROJECT NO.:	####
ECMS NO.:	####
FED. PROJ. NO.:	####
KEY NO.:	####
SITE NO.:	####
HORIZ. DATUM:	OCRS SALEM
VERT. DATUM:	NAVD88
DESIGNED BY:	####
DRAWN BY:	####

TITLE:

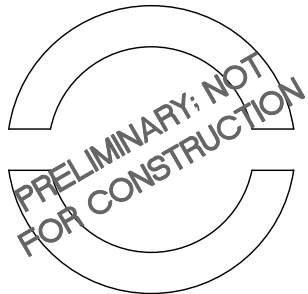
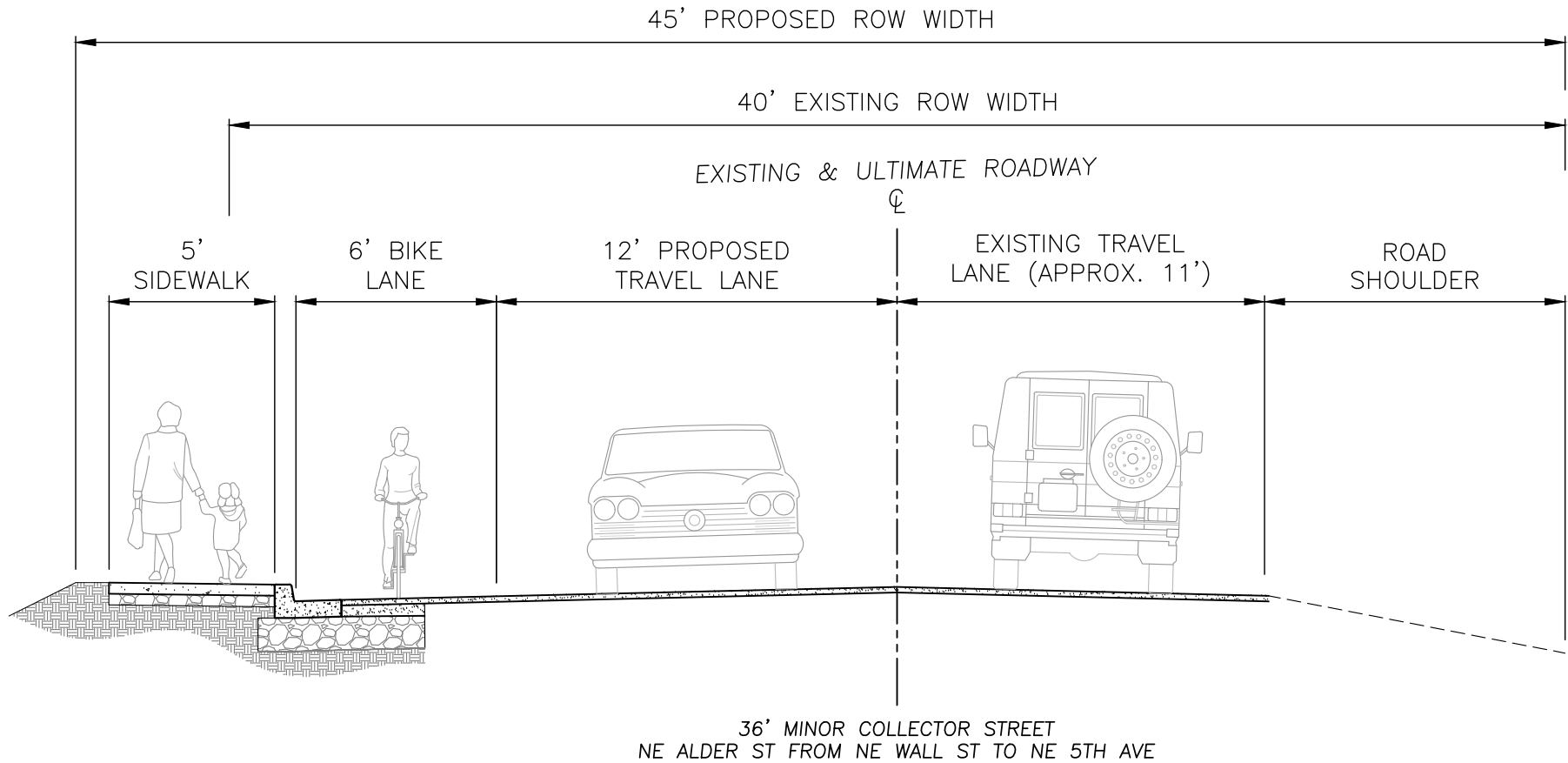
SIDEWALK  
IMPROVEMETNS

SHEET:





FILE: G:\ENGINEERING\PROJECTCENTRAL\PROJECTS\INVESTIGATIONS\ALDER ST\_ MILL CITY\ALDER ST\_5TH.DWG PLOTTED: 2024/04/11 9:17 AM



MARION COUNTY

ALDER ST SIDEWALK  
IMPROVEMENTS  
MILL CITY, OREGON

DEPARTMENT OF PUBLIC WORKS

PROJECT NO.:	####
ECMS NO.:	####
FED. PROJ. NO.:	####
KEY NO.:	####
SITE NO.:	####
HORIZ. DATUM:	OCRS SALEM
VERT. DATUM:	NAVD88
DESIGNED BY:	####
DRAWN BY:	####

TITLE:

TYPICAL  
SECTION

SHEET:



# 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>

---

<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.

---

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