

Eugene-Springfield

# One-Year Action Plan

## 2013/14



An Action Plan for Housing and  
Community Development

Revised June 2013



# Eugene-Springfield Consolidated Plan 2010 2013/14 One-Year Action Plan

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Submitted by:

City of Eugene\*

City of Springfield

In collaboration with Lane County

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[www.eugene-or.gov](http://www.eugene-or.gov)

[www.ci.springfield.or.us](http://www.ci.springfield.or.us)

The Eugene-Springfield Consolidated Plan 2010 and the current One-Year Action Plan are available on the Internet at <http://www.eugene-or.gov/development> or <http://www.ci.springfield.or.us> Copies of the Eugene-Springfield Consolidated Plan 2010 and the current One-Year Action Plan are also available for review at the following locations:

City of Eugene  
Planning & Development Department  
99 West 10th Avenue  
Eugene OR 97401

City of Springfield  
Development Services Department  
225 5th Street  
Springfield OR 97477

If you have questions regarding the Action Plan or its contents, please contact:

City of Eugene  
Michael Wisth, Grants Manager  
(541) 682-5540  
[michael.c.wisth@ci.eugene.or.us](mailto:michael.c.wisth@ci.eugene.or.us)

City of Springfield  
Kevin Ko, Housing Programs Specialist  
(541) 726-2302  
[kko@ci.springfield.or.us](mailto:kko@ci.springfield.or.us)

# Acknowledgments

## City Council Eugene

Kitty Piercy, Mayor  
George Brown  
Mike Clark  
George Poling  
Chris Pryor  
Greg Evans  
Claire Syrett  
Betty Taylor  
Alan Zelenka

## Springfield City Council

Christine Lundberg, Mayor  
Bob Brew  
Dave Ralston  
Hillary Wylie  
Marilee Woodrow  
Sheri Moore  
Sean VanGordon

## Citizen Advisory Committees

Eugene Community Development Block Grant Advisory Committee  
Intergovernmental Housing Policy Board  
Intergovernmental Human Services Commission  
Springfield Community Development Advisory Committee

## Staff Team

### City of Eugene

Michael Wisth  
Shawna Adams  
Sarah Zaleski

### Lane County Human Services Division

Kendra Ballenger  
Pearl Wolfe

### Lane County HACSA

Dorothy Cummings

### City of Springfield

Kevin Ko



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# Executive Summary

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This Eugene-Springfield 2013/14 One-Year Action Plan describes specific housing and community development actions and activities the jurisdictions` propose to undertake during the program year beginning July 1, 2013 and ending June 30, 2014 (FY 2013/14). This is the fourth of five annual action plans that supplement the Eugene-Springfield 2010 Consolidated Plan.

Communities that are entitled to receive funds from U.S. Department of Housing and Urban Development (HUD) must complete a Consolidated Plan every five years as well as annual Action Plans. The Consolidated Plan provides an assessment of needs of low- and moderate-income persons and strategic five-year plan for taking actions to address those needs using Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and other HUD funds received by the cities of Eugene and Springfield. The One-Year Action Plan describes specific actions to be undertaken in a particular year with federal funds. The content of the One-Year Action Plan is guided by HUD.

The cities of Eugene and Springfield each receive an annual entitlement allocation of Community Development Block Grant (CDBG) funds directly from the U.S. Department of Housing and Urban Development (HUD). The two cities also receive HOME Investment Partnerships Program (HOME) funds from HUD through the Eugene-Springfield HOME Consortium. The City of Eugene is the lead agency in the HOME Consortium.

## Coordination and Collaboration

The cities of Eugene and Springfield collaborate in multiple ways to plan for and implement affordable housing and community development activities. The cities of Eugene and Springfield jointly prepare the five-year Consolidated Plan, Fair Housing Plan, One-Year Action Plan, and Comprehensive Annual Performance and Evaluation Report. As described in the Institutional Structure section of the Consolidated Plan, there are multiple forums for communication and collaboration including the Intergovernmental Housing Policy Board and Human Services Commission (HSC). These forums also provide ongoing opportunities for collaboration and communication with Lane County, the Housing and Community Services Agency of Lane County, United Way, affordable housing providers, and social service providers.

## Citizen Participation

Citizen involvement is a critical part of the process to identify specific uses for federal funds and activities to be undertaken in FY 2013/14. As described in the Citizen Participation Plan in the Consolidated Plan, the cities of Eugene and Springfield work with advisory committees composed of community residents to develop recommendations for use of funds. In addition, there are multiple opportunities for the public to provide comment in writing or during public hearings.

Public meetings are held at times convenient to potential and actual beneficiaries in locations that meet American with Disabilities Act accessibility standards. With 48 hours notice prior to any public meeting, the cities can provide the following services: an interpreter and audio equipment for the hearing impaired, a reader to review printed materials with the sight impaired; and a foreign language interpreter for non-English speaking residents.

## Eugene

**Citizen Participation Process, Outreach and Technical Assistance** – City of Eugene staff present and distribute information regarding the Action Plan and funding decisions through the diverse stakeholders within the Housing Policy Board, CDBG Advisory Committee and the HSC, who serve and represent diverse communities.

Technical assistance is available to all applicants for CDBG or HOME supported activities. City staff provide technical assistance in conjunction with applications that are accepted throughout the year. Ongoing technical assistance is also available to agencies receiving CHDO operating support. Additional technical assistance is provided when proposals are solicited through a Request for Proposals (RFP) process or sites are offered for affordable housing development. Applicants are informed of local and federal rules and requirements that govern the CDBG and HOME programs. These include Davis-Bacon, environmental requirements, zoning and land use issues and program eligibility. For agencies receiving CDBG public services operations funding, technical assistance is available through Lane County's Human Services Division (HSD). HSD works in-depth with the diverse agencies requesting funding for eligible social services. Monitoring visits occur annually and technical assistance is offered throughout the year by our program services coordinator. The agencies are required to report their activities and demographics quarterly. This gives HSD the opportunity to assess progress towards annual goals and any technical assistance needs.

**Eugene 2013/14 Allocation Process** - The CDBG Advisory Committee conducted a public hearing on April 9, 2013 to hear comments on the proposed uses of CDBG funds. No comments were made during the public hearing and no comments were received during the 30-day comment period which was advertised on March 10 and ran through April 9. The Housing Policy Board conducted a public hearing for the proposed allocation of HOME funding on April 8, 2013. No comments were made during the public hearing and no written comments were received during the 30-day comment period which was advertised on March 8 and ran through April 8, 2013.

The Eugene City Council unanimously approved the Eugene section of the 2013/14 One-Year Action Plan for the use of CDBG and HOME funds on April 22, 2013.

## Springfield

**Citizen Participation Process, Outreach and Technical Assistance** - CDBG and HOME funds are allocated through a competitive application process. Applications are solicited from area non-profit agencies and private for-profit entities. The City of Springfield has been very successful in its outreach efforts to minorities, persons with disabilities and other underserved populations. Notices of funds availability, committee meetings and public hearings are widely distributed to area social service agencies and housing providers, including agencies that serve minorities and persons with physical and developmental disabilities. These include Sheltercare, Mainstream Housing, Alvord Taylor Supported Living, Full Access and Oregon Supported Living, Pearl Buck Center and the Arc of Lane County. The public hearings to receive input for the annual action plans are well attended and often include persons with disabilities and minorities. A significant portion of our Federal entitlements have gone to agencies that serve persons with physical and developmental disabilities.

Technical Assistance is provided individually to applicants during a required pre-submittal meeting with CDBG and HOME staff. Applicants are informed of local and federal rules and requirements that govern the CDBG and HOME programs. These include Davis-Bacon, environmental requirements, zoning and land use issues and program eligibility. Eligible applications are forwarded to the Springfield Community Development Advisory Committee (CDAC) for review.

**Springfield 2013/14 Allocation Process** - Requests for Proposals were issued on January 24, 2013. \$240,420 of HOME funds and \$199,433 of CDBG funds were made available in the RFP. Selected projects and services will provide decent, safe and affordable housing for persons of low income, create or sustain a suitable living environment and provide economic opportunities for persons of low and moderate income. The deadline for receiving completed proposals from all applicants was March 15, 2013. The City received six requests for funding totaling \$580,500. All applications were forwarded to the CDAC for review and consideration. The CDAC held a public hearing on April 4, 2013 to hear testimony, review proposals and develop funding recommendations. Nine persons attended the public hearing, with five persons providing testimony to the CDAC. After deliberation, the CDAC recommended all projects for CDBG or HOME funding. Recommendations for funding were forwarded to the Springfield City Council. The 30-day public comment period for the FY 2013/14 One-Year Action Plan opened on April 5, 2013 with the publication of a combined notice of public hearing in the Register Guard and distribution of the notice to interested parties.

The Springfield City Council met on April 15, 2013 and held a public hearing on the CDBG and HOME funding recommendations for FY2012/13. Applicants, supporters and CDAC members attended the public hearing and ten people testified in support of the CDAC's recommendations. The Council considered testimony and discussed the individual projects and community goals. The Council voted 6-0 to approve CDBG and HOME funding as recommended. The 30-day comment

period for the One-Year Action Plan closed on May 6, 2013. One person spoke in support of the proposed action plan at the hearing and no written testimony was received. The FY 2013/14 One-Year Action Plan (Springfield section) was presented to the City Council for consideration and approval at a public hearing on May 6, 2013. The City Council voted 6-0 to approve the FY 2013/14 One-Year Action Plan.

## Goals, Objectives, Strategies, and Outcomes

The Consolidated Plan process led to an emphasis on goals, objectives, strategies, and outcomes to meet the basic needs of low- and moderate-income households, including social services, housing, and jobs during the 2010-2015 period. The following narrative describes the proposed activities for FY 2013/14 as they relate to each objective and strategy identified in the Five-Year Strategic Plan for Affordable Housing and Community Development.

### Affordable Housing Objectives

Affordable housing goals, objectives, strategies, and outcomes are intended to address HUD program objectives to provide decent, safe, and affordable housing. A total of five affordable housing objectives were included in the 2010 Five-Year Consolidated Plan. These objectives and the specific actions Eugene and Springfield propose to undertake for each in FY 2013/14 are described below.

**Increase the supply of affordable housing** - Both the cities of Eugene and Springfield will undertake activities to increase the supply of affordable housing with an emphasis on priority needs identified in Table 2A of the Consolidated Plan.

- Eugene allocated \$785,487 in HOME funds for Housing Development activities to be made available through its 2013 Housing RFP process. Proposals that address high priority needs identified in the Consolidated Plan and in the Oregon Housing and Community Services' 2013 HOME Notice of Funding Availability (NOFA) will be prioritized for funding.
- Springfield-allocated approximately \$30,250 of HOME funds to Habitat for Humanity (HfH) to assist with infrastructure development on a site the agency owns. When completed, the project will consist of seven single-family homes that will provide affordable homeownership opportunities for low and very low-income households.
- Springfield allocated approximately \$210,170 of HOME funds for development of the housing component of Glenwood Place. The workforce rental units within the development will be affordable to individuals and families earning 30-60% of median area income.
- Springfield and Eugene collaborate to provide operating support to Community Housing Development Organizations (CHDOs) serving both cities. A total of \$47,291 in estimated

HOME funds is allocated for CDHO operating support with a contribution of \$33,103 from Eugene and \$14,187 from Springfield.

**Conserve and improve existing affordable owner and renter housing stock** - In addition to adding units, continued efforts are necessary to preserve existing rental and ownership housing for low-income persons.

- Eugene will continue to provide emergency home repairs, accessibility improvements, owner rehabilitation loans, and rental rehabilitation loans through its Housing Rehabilitation Fund. A total of \$350,000 in CDBG Housing Rehabilitation Fund program income will be used to support these activities.
- Springfield will use \$100,000 in CDBG funds to support two housing rehabilitation programs. These programs provide assistance to low and very low-income homeowners faced with major rehabilitation needs and emergency home repairs.

**Increase opportunities for low- and moderate-income households to become and remain homeowners** – Down payment assistance programs play a critical role in enabling low-income persons to become homeowners.

- Springfield will use up to \$100,000 in HOME funds to support low-income homebuyers through its Springfield Home Ownership Program.
- As part of efforts to affirmatively further fair housing, Eugene and Springfield work together to enhance homeownership opportunities for persons of minority race and ethnicity.

**Increase opportunities for low- and moderate-income households to become and remain renters** – Both the cities of Eugene and Springfield endeavor to help at-risk populations with housing needs by operating programs that provide rental and security deposit assistance.

- The City of Eugene allocated \$100,000 in HOME funds to provide security deposit assistance to help very-low income households move into safe, decent affordable housing.

**Remove barriers to affordable and supportive housing** – Both the cities of Eugene and Springfield seek opportunities to affirmatively further fair housing and also raise awareness of the housing needs of low- and moderate-income persons, so these needs may be considered in the development of related policies and regulations.

- Both the City of Eugene and the City of Springfield plan to continue offering fair housing services to their residents in FY 2013/14. Services that will be provided to Eugene and Springfield include operating a 24-hour Fair Housing Hotline, outreach and education, and enforcement of fair housing laws.

- The cities of Eugene and Springfield will continue to staff and hold monthly meetings of the Intergovernmental Housing Policy Board. This body creates an important forum for identifying and discussing policies and programs impacting the availability and affordability of housing for low-income persons.
- Eugene staff and members of the Housing Policy Board will work with the Eugene Planning Division to provide information about the needs of low-income persons and advise on the impacts of policy decisions on the availability and affordable of housing.
- The cities of Eugene and Springfield will continue to affirmatively market housing with a particular emphasis on reaching Latino households.

## Community Development Objectives

Community development goals, objectives, strategies, and outcomes are intended to satisfy HUD program objectives by providing human services; creating jobs; improving access to public facilities; and furthering neighborhood revitalization, planning, and community-building activities. A total of four community development objectives were included in the 2010 Consolidated Plan. Together, the cities of Eugene and Springfield propose to undertake activities in each of these areas in 2013/14. The specific proposed actions for each objective are summarized below.

**Support a human services delivery system that helps low- and moderate-income persons achieve dignity, well-being, and self-sufficiency** - The cities of Eugene and Springfield collaborate with Lane County to fund human service providers. This collaborative funding model uses available federal, state, and local funds to efficiently support local agencies. The Human Services Commission is the intergovernmental board that guides the use of funds and oversees the activities of agencies receiving funds.

- Springfield will provide \$71,935 in CDBG funds to the HSC to support public services for low and very low-income persons. A significant proportion of persons served by these agencies are homeless or at-risk of homelessness. Funded agencies include Food for Lane County, The Relief Nursery, Catholic Community Services, and White Bird.
- Eugene will provide \$350,000 in CDBG funds to the HSD to support public services for low and very low-income persons. A significant proportion of persons served by these agencies are homeless or at-risk of homelessness. Funded agencies include Food for Lane County, The Relief Nursery, Catholic Community Services, St. Vincent de Paul, and White Bird.
- The City of Eugene works with its partners in local government, the City of Springfield and Lane County, in a collaborative effort to address anti-poverty and homeless issues. In 2006, Lane County adopted a Ten-Year Plan to End Chronic Homelessness. Work continues to advance the strategies and objectives identified as a part of the plan.

In addition, both the cities of Eugene and Springfield provide capital grants for public facilities operated primarily by non-profit service providers. Springfield will provide \$40,853 in CDBG funds for capital improvements to two nonprofit facilities.

- The Neighborhood Economic Development Corporation (NEDCO) will receive \$20,353 to assist with landscape and exterior improvements to the Sprout! Regional Food Hub. The improvements will allow it to better function as an outdoor marketplace and home of the seasonal Springfield Farmers' Market.
- Catholic Community Services (CCS) will receive approximately \$17,500 of CDBG funds to assist with the renovation of its Springfield Community Service Center. Activities include redesigning and repurposing the intake and resource distribution areas, and making improvements to the deteriorated parking lot.

**Provide economic development and diversification through the creation of jobs** - The City of Eugene will use CDBG funds to undertake economic development activities resulting in job creation for low- and moderate income households.

- Eugene will continue to operate its Business Development Fund to provide loans to local businesses resulting in job creation or retention. A combination of \$206,233 in new entitlement funds and an estimated \$1,100,000 in program income will be used to capitalize these loans.
- Eugene will provide \$30,000 in CDBG funds to eDev to provide microenterprise training to residents of Eugene.
- Springfield will provide NEDCO \$30,000 in CDBG funds to assist 20 low-income Springfield microbusiness owners through their Hatch: Business Incubator Services.
- Springfield will provide the Housing Authority and Community Services Agency (HACSA) and Metropolitan Affordable Housing (Metro) approximately \$81,580 of CDBG funds to assist with the acquisition and development of the commercial portion of Glenwood Place.

**Improve accessibility to public facilities** - Both the cities of Eugene and Springfield consider making capital improvements to remove barriers to accessibility in public buildings and infrastructure in accordance with CDBG regulations.

- Eugene allocated \$147,914 in CDBG funds for accessibility improvements to public facilities. Funds include \$84,522 for the installation of sidewalk curb ramps and \$63,392 for Accessible Pedestrian Signals (APS) at key intersections as prioritized by the City in partnership with the Accessibility Advisory Group (AAG).

**Make strategic investments to improve low-income neighborhoods and other areas exhibiting conditions of slums and blight** - Both the cities of Eugene and Springfield consider strategic investments in capital improvement projects serving eligible areas. Such projects may include park improvements, public infrastructure, and other facilities.

Both the cities of Eugene and Springfield consider strategic investments in capital improvement projects serving eligible areas. Such projects may include park improvements, public infrastructure, and other facilities.

- Springfield will provide the Springfield Economic Development Corporation (SEDA) \$50,000 in CDBG funds to assist with the acquisition of a downtown property at the planned downtown Mill Plaza site. As other adjacent properties are acquired and redeveloped over the next several years, SEDA will clear and redevelop the site as a public plaza. SEDA is a government agency and was created in 2004 by Springfield and Lane County, for the purpose of eliminating blight in areas within the Agency's jurisdiction in ways which will foster a business climate, improve quality of life and encourage private investment in our community.

## Section 108 Loan Guarantee Program / Brownfield Economic Development Initiative Activities

Both the cities of Eugene and Springfield received Section 108 loan guarantees from HUD to support economic development activities. HUD selected Eugene's Section 108 application in July, 2006 to create a \$9,895,000 loan pool, together with BEDI grant funds, for redevelopment projects within the Downtown and Riverfront urban renewal districts. The available funding has been fully expended and the approved projects were completed in FY 2011/2012. Springfield received its first Section 108 loan in 2009. The loan of \$450,000 was to assist NEDCO with the purchase of a downtown building in which to relocate their offices and classroom. The historic building also includes four residential rental units on the second floor and a ground floor retail space on Main Street. Section 108 funds are treated as CDBG funds, and projects are subject to the same national objectives and eligibility requirements. No additional activity is expected in FY 2013/14.

## Public Housing

HACSA is the Housing Authority for Lane County, including the cities of Eugene and Springfield. Eugene, Springfield, and HACSA work together on the planning and implementation of the jurisdictions' HUD Consolidated Plan and HACSA's Agency Plan. The agencies also work together to achieve mutual goals in addressing the needs of our community.

HACSA owns 708 public housing units. Of those 708 units, 92 are scattered site units in Eugene and 20 are scattered site housing units in Springfield. Of these, 34 units are duplexes, and the balance are single family homes. HACSA is preparing a Disposition Package which will be submitted to HUD in August to sell 20 of those homes. HACSA intends to use the proceeds of the sale of these houses to leverage with other funds to provide additional affordable housing units in the community.

HACSA has presented the conceptual plan to sell scattered site units to the Tenant Advisory Group twice and to the HACSA Board of Commissioners in March. There will be at least two public hearings before the plan is submitted to HUD in August.

HACSA has borrowed low-interest money from Eugene's Housing Rehabilitation Loan Fund to rehabilitate many of their existing low-income housing units. The City of Eugene has provided land, local subsidies and HOME funds for the acquisition and new construction of low-income housing by HACSA and other nonprofit housing developers. Both Eugene and Springfield assist HACSA in trying to fill the gap between the number of public housing units and the housing needs of the community. An example of such support was an extensive rehabilitation project, Hawthorn at 29th Place, in partnership with ShelterCare. Hawthorn received HOME funds from Eugene and construction was completed in November 2012. In November 2011, the Eugene City Council committed HOME funds to help with construction of Bascom Village, a 101 unit affordable housing development serving families and individuals at or below 50% AMI. HACSA partnered with St. Vincent de Paul to develop Bascom Village and expects to apply for Low-Income Housing Tax Credits for phase II of the development in 2013. In addition, the City of Springfield has allocated \$388,170 in HOME/CDBG funds to a partnership between HACSA and Metropolitan Affordable Housing for the construction of 150 new housing units in the Glenwood neighborhood, providing permanent affordability and economic development to this emerging neighborhood. Glenwood Place will seek low income housing tax credits for the development this year.

HACSA has an active Family Self-Sufficiency (FSS) program with a 150 participants from both the Section 8 Voucher program and the Public Housing program. FSS staff attends briefings to explain and promote the benefits of the program (including homeownership) to new residents/participants. To date, 83 graduates have moved on to Homeownership with 23 families using the Section 8 Homeownership program. A total of 23 participants currently have active IDA's (Individual Development Accounts) in anticipation of purchasing homes in the next three years.

HACSA has an active Tenant Advisory Group (TAG) that meets monthly to discuss management policies and plans that affect the lives of its public and assisted housing residents. This group reviews the components of the PHA Agency Plan annually which includes the Capital Fund 5-Year Plan, Statement of Policy and Administrative Policy changes, Maintenance Plans, lease revision, and financial statements.

After receiving a Resident Services Coordinator (RSC) grant in 2011, HACSA hired an RSC. The RSC serves Public Housing complexes in the Eugene / Springfield metro area: Pengra Court, McKenzie Village, MapleWood Meadows, Parkview Terrace and "Scattered Sites" Housing in Eugene & Springfield. The RSC partners with other community providers to assist residents with job search, connections to resources, referrals, resumes, and creating short and long term goals for self - sufficiency and stability. Funding associated with this position can also assist with job, or job search,

related child care and transportation, as well as the cost of a GED, certifications, or job training. For seniors and persons with disabilities who are not able to work, the RSC can help coordinate services, assist with applications for benefits, and act as an advocate as needed.

## Past Performance

A complete analysis of the past performance of activities undertaken by the cities of Eugene and Springfield during the 2005 Consolidated Plan Period is available in the Consolidated Annual Performance Evaluation Report (CAPER). A brief synopsis of past performance is provided below.

**Create new permanent affordable housing** - The cities of Eugene and Springfield increased the supply of permanent affordable housing by 564 units, enhanced the operational capacity of developers, participating in land use studies to ensure the needs of low-income residents were considered and amending land use regulations to allow for the development of more affordable housing, and provided financial support for the production of new affordable housing.

**Conserve existing affordable housing** - Both cities worked to conserve and improve existing affordable owner and renter housing stock over the course of the 2005 Consolidated Plan period. The cities impacted a total of 1,043 units during this time period. The number of home repairs far exceeded projected outcomes while participation in rehab programs fell somewhat short of projections. Eugene also implemented a Rental Housing Code program to address basic habitability standards for rental units.

**Homeownership among low-income households** - From 2005-2010, Eugene and Springfield assisted 371 low- and moderate-income households become owner households. The Consortium exceeded its goal for providing affordable homeownership opportunities to minority households and increasing its outreach and education of the lender community regarding the needs of potential minority homeowners.

**Housing opportunities for persons with special needs** - The 2005 Plan included a goal for increasing the range of housing options and related services for special needs populations. During the Plan period, together the cities provided housing assistance to special needs populations through existing specialized programs in the area, helping 992 households. Both Eugene and Springfield more than doubled the projected outcome for adding to the supply of affordable rental housing for special needs populations. Eugene also doubled its expected outcome for supporting capital improvements necessary to stabilize emergency shelter programs.

**Public Services** - In the area of Community Development, the cities had a 5-year goal of assisting the human service delivery system by contributing to the Lane County HSC and providing funding for non-profit capital improvements. Eugene and Springfield committed the 15% of CDBG funds allowed annually to the HSC. Eugene met its projected outcomes for non-profit capital improvements while Springfield tripled its anticipated outcomes in that category.

**Barrier Removal in Public Facilities** - In 2005, Eugene also established a goal of improving accessibility to public facilities. The City far exceeded its projections in removing architectural barriers to City-owned facilities and installing curb ramps throughout the city.

**Creating Jobs for Persons with Limited Incomes** - The cities of Eugene and Springfield made great strides in their goal of creating jobs for low- and moderate-income households. The cities supported the creation of 288 jobs and the training of nearly 500 micro-enterprises. Eugene exceeded its target for providing below-market financing through Eugene's Emerging Business Loan Pool.

**Eliminating Slums and Blight** - For the 2005 Consolidated Plan period, the cities of Eugene and Springfield supported five capital improvement projects to eliminate conditions of slums and blight in low-income neighborhoods.



# City of Eugene

## CDBG Program

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As an entitlement jurisdiction, the City of Eugene receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The City of Eugene's fiscal year 2013/14 CDBG funding allocation will consist of \$1,242,049 in new entitlement dollars in addition to \$1,450,000 in projected program income generated from the housing rehabilitation loan and business loan programs. The following section summarizes the process for allocating CDBG funds, proposed activities and how they will support program goals additional federal funds the City of Eugene will use, and specific requirements of the CDBG program.

### CDBG Allocation Process

The Planning and Development Department's CDBG Advisory Committee reviews proposals and develops a recommendation for allocation of CDBG funds to the Eugene City Council. Local priority needs and objectives are established in the Consolidated Plan 2010 which guides the allocation of CDBG funds. The CDBG Advisory Committee met four times between January 2013 and April 2013 to consider requests, develop a draft recommendation, hold a public hearing, and develop a final recommendation for consideration by the Eugene City Council.

As has been the case in recent years, the allocation process for this year was particularly influenced by the continuing economic challenges faced by many Eugene residents and increases in housing hardship and homelessness. CDBG resources are not directed to a particular geographic area, however all projects must demonstrate that their locations are appropriate and accessible to low-income persons.

The CDBG Advisory Committee conducted a public hearing on April 9, 2013 to hear comments on the proposed uses of CDBG funds. No comments were made during the public hearing and no comments were received during the 30-day comment period which advertised in the Register-Guard newspaper on March 10 and ran through April 9. The Eugene City Council unanimously approved the recommended allocation of CDBG funds as a part of the One-Year Action Plan on April 22, 2013.

## CDBG Program Goals

Activities funded with CDBG must meet at least one national CDBG objective. Activities may benefit low or moderate-income persons, address conditions of slums and blight, or address an urgent need. The City of Eugene anticipates that nearly all activities undertaken with CDBG funds over the next year will benefit low- and moderate-income persons. Other goals incorporated into the CDBG program include Anti-Poverty goals, reduction of Lead-Based Paint hazards, and Fair Housing activities.

### Activities Benefiting Low- and Moderate-Income Persons

Eugene's CDBG-funded programs and projects are provided to low-income residents living within the city limits of Eugene. Individuals participating in a CDBG-funded program are required to meet HUD Income Guidelines. To meet the CDBG National Objective of Benefit to Low- and Moderate-Income Persons, CDBG-funded projects must either serve a specific low-income area, or provide tangible benefit to low- and moderate-income clientele (services, economic opportunities, housing). Funded programs and projects undergo periodic staff monitoring to ensure compliance with CDBG regulations. It is estimated that at least 95% of FY 2013/14 CDBG funds will be spent on activities that benefit primarily low- and moderate-income persons.

### Activities for the Prevention or Elimination of Slum and Blighted Conditions

Another national objective of the CDBG program is the prevention or elimination of slums and blighted conditions in neighborhoods and communities, either by designating a specific area or by addressing conditions on a spot basis. The City of Eugene may fund one or more business development loans to address conditions of slums and blight but has not identified a specific project at this time.

### Anti-Poverty and Homeless Housing Continuum of Care Service System

The City of Eugene works with its partners in local government, the City of Springfield and Lane County, in a collaborative effort to address anti-poverty and homeless issues. The Human Services Division (HSD) serves as the human services regional hub, the division coordinates and integrates services maximizing the use of public sector resources and leveraging private sector resources to meet human needs.

The HSD contracts for services and stewards funds that encompass: 1) Emergency Basic Needs; 2) Homeless Prevention and Supportive Housing including, transitional and permanent supportive housing services; and 3) Supportive Services (i.e. employment, renter education).

Homeless Prevention and Supportive Housing Services address homelessness by helping to prevent it in the first place — or, if it's too late for prevention, to move people quickly into housing linked with self-reliance services. By addressing homelessness we significantly reduce the use and cost of emergency medical, emergency room use, medical and psychiatric care, detoxification services, incarceration, and emergency shelter.

Emergency Basic Needs Services provide geographical access for all populations and population based (family, single, youth) service centers and shelters to the basic needs of life including shelter, food, hygiene, clothing, utility, and transportation assistance. The regional food bank is supported to provide critical support to the service centers, food pantry's, shelters throughout the County.

The Continuum of Care approach provides for multi-point access to services and linkages among settings and services providers. The HSD will receive an allocation of \$350,000 in CDBG funds from the City of Eugene, which is equivalent to 15% of the City's FY 2013/14 entitlement allocation plus an amount equivalent to 12% of the estimated FY 2013/14 CDBG program income.

To further incorporate the Continuum of Care philosophy into its delivery of services, Eugene's Housing Program manages an array of services that benefit very low and low-income persons. The programs being administered by the housing programs staff address homeless prevention and housing assistance, repair to dwellings owned by low and very low-income households. These programs are described more fully in the following narratives.

## Reduction of Lead-Based Paint Hazard (CDBG and HOME)

The health risk to young children posed by lead-based paint in residential dwellings is an important local and national issue. Progress in research and technology during the past 25 years has improved the understanding of how children are poisoned and our knowledge of how to better protect them. To address this problem, HUD published its Final Rule to Title X of the 1992 Housing and Community Development Act on September 15, 1999. This rule requires certain prescribed actions by HUD grantees to identify, stabilize, or remove lead-based paint hazards in housing receiving HUD assistance. The scope of activities required by HUD is largely dependent upon the type of housing affected and the amount of Federal assistance provided. Rehabilitation activities using in excess of \$25,000 of HUD funds require the highest level of treatment. The rule only affects residential structures built before 1978. In the cities of Eugene and Springfield, approximately 61% (56,000) of total housing units were built prior to 1980, and may contain lead-based paint. Only a portion of homes built before 1978 contain lead based paint. Additional analysis described in the Consolidated Plan suggests that approximately 15,236 homes contain lead-based paint hazards in Eugene and Springfield. The vast majority of the homes assisted through each City's rehabilitation program are in this age category.

## Promote Fair Housing (CDBG and HOME)

Eugene's Assessment of Impediments to Fair Housing was adopted by the City of Eugene in April 2010 and is included in the Eugene/Springfield Consolidated Plan 2010. The following impediments to fair housing are identified in the plan:

1. There is an inadequate supply of affordable housing.
2. Suitable sites for future low-income housing construction are difficult to find, are expensive to acquire, and some may have constraints that limit development opportunities.
3. As land supply policies are debated, consider the impacts on cost, which could impact Fair Housing choice.
4. There is a limited awareness of fair housing policies in the broader community.
5. There are market conditions and housing industry practices that increase housing costs or decrease housing choice.
6. There are cultural differences and language barriers which inhibit access to fair housing
7. E-mail and the Internet have become vital to access housing opportunities and subsidy programs, providing a barrier for those without computer access at home.
8. People with disabilities who have special housing needs have limited choices and are often constrained by their lower incomes.

These impediments address issues often related to the development of affordable housing. Eugene and Springfield address many of these issues through continued efforts to acquire, preserve and develop affordable housing through rehabilitation, land acquisition and partnerships for the creation of affordable housing. The City's Housing Dispersal policy works to ensure these efforts to address affordable housing are performed throughout the City rather than concentrating developments with certain areas.

The City of Eugene also acknowledges the difficulties experienced by those perceived to be within a protected class. The City of Eugene has worked for many years to provide fair housing services. These services will be offered again in FY 2013/14. The City of Eugene, in partnership with the Fair Housing Council of Oregon, performs a number of duties throughout the year to ensure residents considered a protected class are aware of their rights and know how to address instances of disparate treatment. Some of these duties include:

- Perform community outreach
- Monitor and update website to maintain Eugene links as needed

- Conduct I & R services via phone, in person, and email with Semi-annual reports summarizing activity based on data requested by the City of Eugene Contract Manager
- Conduct six education, training, or outreach events for housing providers, housing consumers, or advocates in Eugene. Trainings typically attract 20 participants per session. Outreach events, such as the University of Oregon Housing Fair and neighborhood events often attract hundreds of participants and serve as crucial outreach events. Landlord trainings are being revisited to ensure higher turnout among the landlord community.
- Conduct fair housing audit tests of the Eugene housing market. Tests will be conducted on any of the following protected classes: race, color, national origin, familial status, religion, sex, or disability. Other protected classes may be tested at the request of the City of Eugene.

FY 2013/14 will be the fifth year of performing housing audit tests in the City of Eugene. This small, unscientific sample of housing audit tests has displayed evidence of disparate treatment towards protected classes within our community. The City of Eugene’s Community Development Office, in conjunction with the Equity & Human Rights Division, the intergovernmental Housing Policy Board, the intergovernmental Lane Livability Consortium and the Fair Housing Council of Oregon are in discussion on how to take the next steps towards developing a more comprehensive metro-wide response to fair housing issues within the region. Apart from the activities that have been noted, the City of Eugene will continue the following activities in support of fair housing:

- Work with the Planning Division to provide information about the needs of low-income persons and advise concerning the impacts of policy decisions on the availability and affordability of housing. Over the next year, the Housing Policy Board and staff will continue to participate in the development and implementation of Eugene’s next comprehensive plan called Envision Eugene.
- Make presentations to City staff, City boards and advisory groups, related agencies, and the public to share the findings of the Eugene-Springfield Consolidated Plan. One anticipated outcome is greater awareness of affordable housing and community development needs as well as fair housing concerns.
- Work with the Eugene Human Rights Commission on housing discrimination issues and use the Human Rights Commission support system to address complaints.
- Seek and purchase land available for housing developments and continue to collaborate with Eugene School District 4J to identify closed school sites suitable for affordable housing that meet the requirements of Eugene’s Housing Dispersal Policy. This proactive approach creates affordable housing throughout the City of Eugene.

- Market the Housing Rehabilitation Loan Program and Emergency Home Repair Program to people of diverse backgrounds.
- Establish working relationships with organizations that serve protected classes to provide fair housing educational materials, resources and training.
- Supply bilingual and alternative-format fair housing materials in locations where there are high concentrations of protected classes.
- Use the results of the Equity and Opportunity Analysis through our regional Sustainable Communities Initiative to identify disparities in equity and opportunity for those of protected classes and low-income residents of the region.

## Project Management and Monitoring

Individuals participating in a CDBG-funded program are required to meet HUD Family Income Guidelines. CDBG-funded projects must either serve a specific low-income area, a low-income target population, or address conditions of slums and blight. Funded programs and projects undergo regular monitoring by staff to ensure compliance with CDBG regulations. With funding made available through the City of Eugene’s Telecommunication Tax fund, program staff will begin using DTPi WebGrants grant management software for tracking programmatic and financial performance for CDBG and other HUD activities for FY 2013/14. The migration to an integrated grant management system will increase staff’s efficiency and capacity to manage and monitor projects and trends.

## Timely Commitment and Expenditure of CDBG funds

Staff track and plan projects on an ongoing basis to ensure CDBG funds are committed and expended according to CDBG requirements.

## Project Management

A project manager is assigned to each project to ensure compliance throughout the implementation period. Project contracts include a scope of work, timeline, budget and all regulatory requirements (use of minority business enterprises, environmental requirements, mitigation efforts, record keeping, etc.).

## Five-Year Goals and Performance Measures

Performance goals are established for Eugene over the five-year period covered by the Consolidated Plan. Actual outcomes will be compared to the annual five-year goals and will be reported in the Consolidated Annual Performance and Evaluation Report. These performance measures have been good indicators of progress. A number of comprehensive planning efforts and

reports are also listed for review by the Housing Policy Board (HPB), the CDBG Advisory Committee and the Eugene City Council.

## Subrecipient Monitoring

Local non-profit social service providers sign contracts that set goals, scope of work, and identify the budget for use of CDBG funds. These contracts are administered by Lane County. Quarterly progress reports are submitted. Annually, staff from the City of Eugene and Lane County conduct a "risk assessment" of each agency's performance. A letter is then sent to the agency with any follow-up issues or concerns. These issues are addressed in an on-site follow-up monitoring of selected agencies. For other subrecipients (eDEV), City staff reviews the status of the contract regularly and works directly with the agency to review compliance.

## City Single Audit

The City of Eugene's external auditors annually review the City's federal grants, including CDBG.

## Additional Federal and Local Funding Activities

**Recovery Activities** - The City of Eugene received multiple formula allocations of additional federal funds through the Housing and Economic Recovery Act and the American Reinvestment and Recovery Act of 2009 (ARRA). Eugene has used the ARRA funded awards made available through CDBG-R, Homeless Prevention and Rapid Re-Housing Program, Energy Efficiency and Conservation Block Grant, and the Neighborhood Stabilization Program, to support CDBG goals and objectives. All ARRA funds were expended by the close of the 2011/12 program year.

**HUD Sustainable Communities Regional Planning Grant** - In FY 2011/12 the Eugene-Springfield metropolitan area was one of 45 regions in the country selected to receive a Sustainable Regional Communities Planning Grant from HUD. These grants are part of the Obama Administration's Partnership for Sustainable Communities, which brings EPA, HUD, USDA and DOT together to ensure that the agencies' policies, programs, and funding consider affordable housing, transportation, and environmental protection together. With \$1,450,000 awarded to the Lane Council of Governments (LCOG), the City of Eugene partnered with LCOG and other jurisdictions and agencies in the region to form the Lane Livability Consortium to support regional planning for more livable, prosperous and sustainable communities. With Eugene staff in the lead coordination role, the consortium will complete the eleven tasks of its work plan in FY 2013/14 and rely on the results of the work to inform the 2015 Consolidated Plan development.

**EPA Brownfields Assessment Coalition Project** - The City of Eugene, City of Springfield, and Lane County received a \$680,200 award from the Environmental Protection Agency for the Brownfields Assessment Coalition Project in FY 2011/12. The program is projected to complete by the end of FY 2014/15. City of Eugene, as lead agency, has hired an environmental contractor to perform a

community-wide brownfields inventory. Work began in late March 2013 on the inventory. Other tasks that will be taken in FY 2013/14 include targeted public outreach in affected neighborhoods and technical assistance to property owners for both Phase I and Phase II Environmental Site Assessments. The anticipated benefits of the program include turning unproductive industrial and commercial real estate back into use for employment, stimulating job creation by encouraging project transactions, lessening the toxic burden on disadvantaged, low-income neighborhoods, increasing the ability to accommodate development within the Urban Growth Boundary, and improving regional environmental quality.

## Planned CDBG Activities

This section provides a narrative description of the specific uses of CDBG funds. A summary spreadsheet is available at the end of this section. The proposal allocates \$1,209,358 in new FY 2013/14 CDBG funds and \$1,450,000 in anticipated program income to support the programs and projects described below. CDBG funded programs and projects are provided to low-income residents living within the city limits of Eugene.

### Housing Rehabilitation

No new grant funds are allocated to the Housing Rehabilitation Loan Program in 2013/14. Funding allocations from previous years will be combined with a projected \$350,000 in program income to provide low-interest loans through the City's Housing Rehabilitation Loan Program for improvements to residences occupied by low-income homeowners and tenants.

Loans up to \$25,000 are provided at interest rates of 0 - 5% to correct basic structural, safety, and electrical/plumbing deficiencies. Ramps, walkways, door and fixture hardware, and bathroom reconfiguration are commonly included for homeowners in need of accessibility improvements. Rehabilitating housing for low-income residents is an important part of the City's affordable housing strategy. Without these loans to fund major repairs, some homeowners would have to leave their homes due to unsafe conditions. In addition, rehabilitated housing often serves to encourage infill development and stimulate improvement of neighboring properties. Rehabilitation facilitates community goals such as preserving and improving the existing affordable housing stock.

Critical, emergency repairs costing up to \$5,000 are made on homes owned by households at or below 50% of local area median income. This assistance is provided to very low-income households as interest-free, deferred loans for homes in fee simple ownership and as grants for homes owned as personal property. Examples of typical repairs include: construction of wheelchair ramps and removal of other architectural barriers; safety upgrades to hazardous electrical systems; replacement of leaky roofs; repairs to blocked sewer lines. Elderly or disabled homeowners and

tenants earning at or below 50% of local median area income are eligible receive grants for accessibility and emergency repairs.

## Housing Development

The City of Eugene uses CDBG for the purchase of land for affordable housing and for infrastructure improvements. FY 2013/14 funds were not allocated for acquisition since a site is not currently identified. Staff will seek acquisition opportunities and, if necessary, convene the CDBG committee to discuss funding options in FY 2013/14.

The HPB prioritizes acquisition of sites that can accommodate medium to high density multifamily housing over land for single family housing. Generally, the target population is families at or below 50% of median income with children but, when opportunities arise, sites may be acquired for other uses, such as housing for persons with disabilities. Once land is purchased, sites are offered through an RFP process. When allocating a site, the HPB evaluates RFP proposals for rent levels, the amount of other subsidies requested, the conceptual project design, services associated with the housing, and any special population or need that is going to be served. Numerous factors are taken into account prior to negotiating an option to acquire a housing site. Eugene has an adopted policy of dispersing low-income housing throughout the community. As a result, sites for family housing are not purchased in neighborhoods that are either predominately low-income or have a disproportionate share of subsidized housing. Access to transit is another important factor taken into account.

## Public Services Operations

A total of \$350,000 in new funds will be used to fund services through the HSC. The HSC conducts planning and allocation work on a two-year cycle. The HSD plan identifies how funds will be spent, taking into account various regulations governing grant funding, to meet locally identified needs of low-income and homeless persons.

Under the HSD, local non-profit and public human service and housing organizations may bid to provide services that are part of a regional plan for integrating local, State and Federal resources for human services. As part of the plan, the HSD staff is involved in developing, implementing, and monitoring programs that coordinate, integrate, and provide community-based health and human services, low-income energy assistance and conservation, supportive housing, and community facility programs. Eugene typically provides an amount equivalent to 15% of entitlement grant funds plus a percentage of CDBG program income. Programs to be funded in FY 2013/14 include: Catholic Community Services family counseling, Food for Lane County's dinner program and food box distribution, Relief Nursery therapeutic preschool, SVdP's First Place Family Center and Lindholm Center, and White Bird's medical and dental clinics.

## Public Service Capital Facilities

Through this program, CDBG funds may be used for acquisition, new construction, rehabilitation, accessibility improvements, and weatherization efforts. Nonprofit capital projects are solicited through an RFP process. Given the uncertainty regarding the FY 2013/14 CDBG allocation and funds made available for nonprofit capital facility projects in previous cycles, staff and the committee did not issue a specific request for non-profit capital facility projects.

## City Capital Projects

A total of \$147,914 in new CDBG funds will be used for City capital improvements to improve accessibility. No funds have been allocated for accessibility improvements to city-owned buildings or for public improvements in low-income neighborhoods.

**Curb Ramps** - \$84,522 will be used to install curb ramps on existing streets and sidewalks to remove barriers for persons with disabilities. The funds will be used to install curb ramps city-wide in locations meeting HUD requirements as determined by the City working in partnership with the Accessibility Advisory Group (AAG).

**Accessible Pedestrian Signals (APS)** - \$63,392 in new CDBG funds will be used to install APS at existing signalized intersections to remove barriers for persons with disabilities. APS provide audible and tactile cues to assist pedestrians in making safe decisions when crossing at intersection crosswalks. This safety concern is paramount to people who are visually impaired. Locations for new APS are determined by requests from the community and are prioritized by Public Works staff in consultation with AAG.

## Economic Development

In FY 2013/14, \$206,233 in new CDBG funds and \$1,100,000 in program income will be used to promote economic development and diversification through the creation of jobs.

**Business Development Loans** - An estimated total of \$1,364,135 in new entitlement funds and program income will be used to provide loans to businesses creating jobs for low-income persons through the Business Development Fund (BDF). The BDF is a CDBG revolving loan fund for new and expanding local businesses that create jobs for low and moderate income individuals. The program funds business projects that are unable to access 100% financing through conventional lending sources. Matching funds in the form of private bank loans and/or owner equity is required for BDF eligibility. BDF loans typically cover 25 – 50% of project financing. To maximize program goals, interest rates are below-market and terms are based on project needs. Although the program is mainly focused on job creation, commercial revitalization projects that eliminate conditions of slums and blight are also eligible. The Loan Advisory Committee, a six-member citizen advisory committee, reviews all loan proposals prior to approval. Loan repayments are restricted to

re-lending activity within the BDF revolving loan fund. To date, the BDF has loaned almost \$19 million to over 240 businesses, leveraged private investments exceeding \$58 million, and created over 1,500 jobs.

The Emerging Business Loan Pool (EBLP) was established in the late 1980s as a spin-off program within the BDF to reach businesses that face extraordinary credit barriers. The barriers include impediments to small business formation and expansion that stem from high risk and socio-economic factors such as low-income status and cultural differences. The EBLP can provide up to 100% of project financing. The City targets 25% of its business lending to occur in the EBLP. With the recent increase in demand for business loans, the percentage of EBLP loans has been more variable, but continues to be significant source for lending s and job creation activity. Since FY 2010/11, \$440,000 (16% of BDF loans) was loaned through the EBLP to help create 45 jobs (32% of the total jobs created).

**EDev Microenterprise Training** - \$30,000 in new CDBG funds will provided to Entrepreneurial Development Services (eDEV) to conduct microenterprise business development services such as training, education, and workshops for Eugene low-income micro-business entrepreneurs.

## Administration

A total of \$450,000 in new funds will be used for general administration, project implementation and fair housing activities. Specific functions include: planning and implementation of the Consolidated Plan 2010, including annual preparation of the Action Plan; citizen outreach and advisory committee staff support; coordination and management of programs for non-profit capital projects, City facility improvements, and land acquisitions; monitoring of projects and social service activities for contract fulfillment; compliance activities related to other federal regulations such as environmental reviews, lead-based paint testing, relocation assistance and Federal Labor Standards monitoring; financial management of grant funds in City and HUD systems; annual reporting of program accomplishments; and operating support from the City's Central Services department.

## Section 108 Loan Guarantee Program / Brownfield Economic Development Initiative Grant

HUD selected Eugene's Section 108 application in July, 2006 to create a \$9,895,000 loan pool, together with BEDI grant funds, for redevelopment projects within the Downtown and Riverfront urban renewal districts. The available funding has been fully utilized and approved projects were completed in 2011/2012.



# Eugene CDBG Funding Allocation Summary

## Sources of Funding

<b>Entitlement Grant</b>	<b>\$ 1,242,049</b>
<b>Program Income</b>	
Housing Rehabilitation Loan Fund – FY 13/14	\$ 350,000
Business Development Fund - FY 13/14	\$ 1,100,000
	<b>\$ 1,450,000</b>
<b>Total Sources</b>	<b>\$ 2,692,049</b>

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## Uses of Funding

<b>Housing Rehabilitation</b>	
Loan Program	\$ 200,000
Project Delivery	\$ 150,000
	<b>\$ 350,000</b>
<b>Support for Social Services</b>	
Public Services Operations	<b>\$ 350,000</b>
<b>City Capital Projects</b>	
Curb Ramp Installation	\$ 84,522
Audible Pedestrian Signals	\$ 63,392
	<b>\$ 147,914</b>
<b>Economic Development</b>	
Business Development Fund	
Loan Program	\$ 1,194,135
Project Delivery	170,000
Micro-Enterprise Assistance	\$ 30,000
	<b>\$ 1,394,135</b>
<b>Administration</b>	<b>\$ 450,000</b>
<b>Total Uses</b>	<b>\$ 2,692,049</b>

# Eugene 2013/14 CDBG Table 3C

## Housing Rehabilitation Program / Single Unit

<b>Project/Local ID:</b>	0002
<b>Project Name:</b>	<b>Housing Rehab Program / Single Unit</b>
<b>Project Location:</b>	City-wide
<b>Project Description:</b>	Rehabilitation of housing for low-income households.
<b>Project Explanation:</b>	Below-market rate rehabilitation loans and emergency repair grants/loans for eligible homeowners, and accessibility improvements for low- and moderate-income tenants.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$75,000</b></span>
<b>Matrix Code/Title:</b>	14A Rehab; Single-Unit Residential
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	570.202
<b>National Objective</b>	LMH – 570.208(a)(3) – Low / Mod Housing
<b>Accomplishment Type/Goal:</b>	Housing Units / 35
<b>Performance Measures</b>	
Objective	Decent Housing
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Housing Rehabilitation Loan Program/ Multi unit

<b>Project/Local ID:</b>	0002
<b>Project Name:</b>	<b>Housing Rehab Loan Program / Multi Unit</b>
<b>Project Location:</b>	City-wide
<b>Project Description:</b>	Rehabilitation of housing for low-income households.
<b>Project Explanation:</b>	Below-market rate rehabilitation loans for eligible rental properties to improve substandard housing conditions. Program funded with program income.
<b>Start/Completion Dates:</b>	7/01/2013– 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$125,000</b>
<b>Matrix Code/Title:</b>	14B Rehab; Multi-Unit Residential
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	570.202
<b>National Objective</b>	LMH – 570.208(a)(3) – Low / Mod Housing
<b>Accomplishment Type/Goal:</b>	Housing Units / 5
<b>Performance Measures</b>	
Objective	Decent Housing
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2012/13 CDBG Table 3C

## Housing Rehabilitation Program

<b>Project/Local ID:</b>	0002
<b>Project Name:</b>	<b>Housing Rehab Program/Project Delivery</b>
<b>Project Location:</b>	99 W. 10th Ave., Eugene, OR 97401
<b>Project Description:</b>	Project implementation costs of rehabilitation program.
<b>Project Explanation:</b>	Program administration costs associated with operating the housing rehabilitation and emergency repair programs. Funded with program income.
<b>Start/Completion Dates:</b>	7/01/2013– 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$150,000</b></span>
<b>Matrix Code/Title:</b>	14H Rehab Administration
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	570.202
<b>National Objective</b>	LMH – 570.208(a)(3) – Low / Mod Housing
<b>Accomplishment Type/Goal:</b>	n/a
<b>Performance Measures</b>	
Objective	n/a
Outcome	n/a
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Public Services Operations – Human Services Commission (HSC)

<b>Project/Local ID:</b>	0003 – see specific agency pages	
<b>Project Name:</b>	<b>Human Services Commission (HSC) – Social Service Operation Funding</b>	
<b>Project Location:</b>	125 E. 8th Ave., Eugene, OR 97401	
<b>Project Description:</b>	Social services for low- and moderate-income individuals	
<b>Project Explanation:</b>	Social services provided by local, non-profit agencies funded by the City of Eugene, City of Springfield, and Lane County as a collaborative effort through the Human Services Commission (HSC).	
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014	
<b>Funding Source:</b>	<b>CDBG</b>	<b>\$350,000</b>
<b>Matrix Code/Title:</b>	05 Public Services (General)	
<b>Priority Need:</b>	Public Services	
<b>Eligibility Citation:</b>	570.201(e)	
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele	
<b>Accomplishment Type/Goal:</b>	Various	
<b>Performance Measures</b>		
Objective	Suitable Living Environments	
Outcome	Sustainability	
<b>Project Primary Purpose</b>		
Help the Homeless	No	
Help Persons with HIV/AIDS	No	
Help Persons with Disabilities	No	
Address Public Housing Needs	No	

# Eugene 2013/14 CDBG Table 3C

## Public Services Operations – HSC/Catholic Community Services

<b>Project/Local ID:</b>	0003
<b>Project Name:</b>	<b>HSC/Catholic Community Services – Community Service Center</b>
<b>Project Location:</b>	945 W. 7th Ave., Eugene, OR 97402
<b>Project Description:</b>	Social services for low- and moderate-income individuals
<b>Project Explanation:</b>	Social service agency providing case management to homeless families and those living in transitional housing to assist them acquiring and maintaining stable homes. Funded by the City of Eugene, City of Springfield, and Lane County as a collaborative effort through the Human Services Commission (HSC).
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$25,189</b></span>
<b>Matrix Code/Title:</b>	03T Operating Costs of Homeless/AIDS Patients Programs
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 1,700
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	Yes
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

Public Services Operations–

FOOD for Lane County – Food Distribution

<b>Project/Local ID:</b>	0003
<b>Project Name:</b>	<b>HSC/FOOD for Lane County – Food Distribution</b>
<b>Project Location:</b>	770 Bailey Hill Rd., Eugene, OR 94702
<b>Project Description:</b>	Social services for low- and moderate-income individuals
<b>Project Explanation:</b>	Social service agency providing collection and distribution of excess food to other agencies for inclusion in food boxes. Funded by the City of Eugene, City of Springfield, and Lane County as a collaborative effort through the Human Services Commission (HSC).
<b>Start/Completion Dates:</b>	7/01/2013– 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$133,462</b></span>
<b>Matrix Code/Title:</b>	05 Public Services (General)
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 7,000
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Public Services Operations – FOOD for Lane County – Dinner Site

<b>Project/Local ID:</b>	0003
<b>Project Name:</b>	<b>HSC/FOOD for Lane Co – Dinner Site</b>
<b>Project Location:</b>	270 W. 8th Ave., Eugene, OR 97401
<b>Project Description:</b>	Social services for low- and moderate-income individuals
<b>Project Explanation:</b>	Social service agency providing evening meals to low-income individuals and families. Funded by the City of Eugene, City of Springfield, and Lane County as a collaborative effort through the Human Services Commission (HSC).
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$13,099</b></span>
<b>Matrix Code/Title:</b>	05 Public Services (General)
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 1,060
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	Yes
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Public Services Operations – Relief Nursery

<b>Project/Local ID:</b>	0003
<b>Project Name:</b>	<b>HSC/Relief Nursery – Therapeutic Preschool</b>
<b>Project Location:</b>	1720 W. 25th Ave., Eugene, OR 97405
<b>Project Description:</b>	Social services for low- and moderate-income individuals
<b>Project Explanation:</b>	Social service agency providing therapeutic preschool services and parent training activities for families who are at high risk of child abuse. Funded by the City of Eugene, City of Springfield, and Lane County as a collaborative effort through the Human Services Commission (HSC).
<b>Start/Completion Dates:</b>	7/01/2013– 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$57,990</b>
<b>Matrix Code/Title:</b>	05N Abused and Neglected Children
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 95
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Public Services Operations – First Place Family Center

<b>Project/Local ID:</b>	0003
<b>Project Name:</b>	<b>HSC/SVdP – First Place Family Center</b>
<b>Project Location:</b>	1995 Amazon Parkway, Eugene, OR 97405
<b>Project Description:</b>	Social services for low- and moderate-income individuals
<b>Project Explanation:</b>	Social service agency providing temporary emergency shelter for homeless families through the Interfaith Emergency Shelter Program. Funded by the City of Eugene, City of Springfield, and Lane County as a collaborative effort through the Human Services Commission (HSC).
<b>Start/Completion Dates:</b>	7/01/2013– 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$39,223</b></span>
<b>Matrix Code/Title:</b>	03T Operating Costs of Homeless/AIDS Patients Programs
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 570
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	Yes
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Public Services Operations – Lindholm Center

<b>Project/Local ID:</b>	0003
<b>Project Name:</b>	<b>HSC/SVdP – Lindholm Center Singles Access</b>
<b>Project Location:</b>	450 Hwy 99 N., Eugene, OR 97402
<b>Project Description:</b>	Social services for low- and moderate-income individuals
<b>Project Explanation:</b>	Social service agency providing day use center for homeless adults without children. Center provides basic services including shower, laundry facilities, job referrals and prepackaged meals. Funded as a collaborative effort with the City of Springfield and Lane County through the Human Services Commission (HSC).
<b>Start/Completion Dates:</b>	7/01/2013– 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$27,207</b></span>
<b>Matrix Code/Title:</b>	03T Operating Costs of Homeless/AIDS Patients Programs
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 1,425
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	Yes
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Public Services Operations – White Bird – Primary Clinic

<b>Project/Local ID:</b>	0003
<b>Project Name:</b>	<b>HSC/White Bird – Primary Clinic</b>
<b>Project Location:</b>	1400 Mill St., Eugene, OR 97401
<b>Project Description:</b>	Social services for low- and moderate-income individuals
<b>Project Explanation:</b>	Social service agency providing medical and dental services to low-income Eugene residents. Funded by the City of Eugene and Lane County as a collaborative effort through the Human Services Commission (HSC).
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$53,830</b></span>
<b>Matrix Code/Title:</b>	05M Health Services
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 750
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	Yes
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Public Accessibility Improvements – Curb Ramp Installation

<b>Project/Local ID:</b>	0005
<b>Project Name:</b>	<b>Public Accessibility Improvements Curb Ramp Installation</b>
<b>Project Location:</b>	City-wide
<b>Project Description:</b>	Improvements to City-owned facilities
<b>Project Explanation:</b>	Installation of sidewalk curb ramps to improve Accessibility. High priority projects selected with guidance from the Accessibility Advisory Group (AAG).
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$84,522</b>
<b>Matrix Code/Title:</b>	03L Sidewalk Improvements
<b>Priority Need:</b>	Public Facilities
<b>Eligibility Citation:</b>	570-201(c)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	Public Facilities / 21
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Availability/Accessibility
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	Yes
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Public Accessibility Improvements – Accessible Pedestrian Signals

<b>Project/Local ID:</b>	0005
<b>Project Name:</b>	<b>Public Accessibility Improvements Accessible Pedestrian Signals</b>
<b>Project Location:</b>	City-wide
<b>Project Description:</b>	Improvements to City-owned facilities
<b>Project Explanation:</b>	Installation of accessible pedestrian signals to improve safety at busy intersections. Locations for new APS are determined by requests from the community and prioritized by the Accessibility Advisory Group (AAG)
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$63,392</b></span>
<b>Matrix Code/Title:</b>	03K Street Improvements
<b>Priority Need:</b>	Public Facilities
<b>Eligibility Citation:</b>	570-201(c)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	Public Facilities / 4
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Availability/Accessibility
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Business Development Fund

<b>Project/Local ID:</b>	0006
<b>Project Name:</b>	<b>Business Development Fund</b>
<b>Project Location:</b>	City-wide
<b>Project Description:</b>	Business loan program to create jobs available to low-income individuals or to eliminate slums and blight.
<b>Project Explanation:</b>	Business loans and assistance to maintain/expand job opportunities or eliminate conditions of slum and blight. The Business Development Fund supplements private financing resources; the Emerging Business Loan Pool provides funding to those with extraordinary credit barriers.
<b>Start/Completion Dates:</b>	7/01/2013– 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$ 1,194,135</b>
<b>Matrix Code/Title:</b>	18A ED Direct Financial Assistance to For-Profits
<b>Priority Need:</b>	Economic Development
<b>Eligibility Citation:</b>	570.203(b)
<b>National Objective</b>	LMJ – 570.208(a)(4) – Low / Mod Jobs
<b>Accomplishment Type/Goal:</b>	Jobs / 39
<b>Performance Measures</b>	
Objective	Economic Opportunities
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Business Development Fund/Project Delivery

<b>Project/Local ID:</b>	0006
<b>Project Name:</b>	<b>Business Development Fund/Project Delivery</b>
<b>Project Location:</b>	99 W. 10th Ave., Eugene, OR 97401
<b>Project Description:</b>	Business loan program to create jobs for low-income individuals or to eliminate slums and blight.
<b>Project Explanation:</b>	Program administration costs associated with operating the Business Development Fund and Emerging Business Loan Pool programs. Funded with program income.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$170,000</b>
<b>Matrix Code/Title:</b>	18A ED Direct Financial Assistance to For-Profits
<b>Priority Need:</b>	Economic Development
<b>Eligibility Citation:</b>	570.203(c)
<b>National Objective</b>	LMJ – 570.208(a)(4) – Low / Mod Jobs
Accomplishment Type/Goal:	Jobs / reported with loan disbursements
<b>Performance Measures</b>	
Objective	Economic Opportunities
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Micro-Enterprise Assistance

<b>Project/Local ID:</b>	0007
<b>Project Name:</b>	<b>Micro-Enterprise Business Development Services: eDev (formerly Lane MicroBusiness)</b>
<b>Project Location:</b>	101 West 10 <sup>th</sup> , Eugene, OR 97401
<b>Project Description:</b>	Micro-business development services for low-income entrepreneurs.
<b>Project Explanation:</b>	Micro-business development services, including training, education and workshops for Eugene low-income micro-business entrepreneurs.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$30,000</b>
<b>Matrix Code/Title:</b>	18C Microenterprise Assistance
<b>Priority Need:</b>	Economic Development
<b>Eligibility Citation:</b>	570.201(O)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 20
<b>Performance Measures</b>	
Objective	Economic Opportunities
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Grant Planning & Administration – Direct

<b>Project/Local ID:</b>	0008
<b>Project Name:</b>	<b>CDBG Program Planning &amp; Administration/Direct</b>
<b>Project Location:</b>	99 W. 10th Ave., Eugene, OR 97401
<b>Project Description:</b>	General management, oversight and coordination of Community Development Block Grant program.
<b>Project Explanation:</b>	Supports eligible CDBG administrative costs, including 3.41 FTE.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$360,000</b>
<b>Matrix Code/Title:</b>	21A General Program Administration
<b>Priority Need:</b>	Planning & Administration
<b>Eligibility Citation:</b>	570.206
<b>National Objective</b>	n/a
<b>Accomplishment Type/Goal:</b>	n/a
<b>Performance Measures</b>	
Objective	n/a
Outcome	n/a
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Grant Planning & Administration – Indirect

<b>Project/Local ID:</b>	0008
<b>Project Name:</b>	<b>CDBG Program Administration/Indirect</b>
<b>Project Location:</b>	99 W. 10th Ave., Eugene, OR 97401
<b>Project Description:</b>	City of Eugene central service cost allocation to Community Development Block Grant program.
<b>Project Explanation:</b>	Supports eligible CDBG central service costs including city-wide management and financial services.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$70,000</b>
<b>Matrix Code/Title:</b>	21B Indirect Costs
<b>Priority Need:</b>	Planning & Administration
<b>Eligibility Citation:</b>	570.206
<b>National Objective</b>	n/a
<b>Accomplishment Type/Goal:</b>	n/a
<b>Performance Measures</b>	
Objective	n/a
Outcome	n/a
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 CDBG Table 3C

## Grant Planning & Administration – Fair Housing

<b>Project/Local ID:</b>	0008
<b>Project Name:</b>	<b>CDBG Program Administration/Fair Housing</b>
<b>Project Location:</b>	99 W. 10th Ave., Eugene, OR 97401
<b>Project Description:</b>	Coordination and administration of fair housing activities
<b>Project Explanation:</b>	Promotion of fair housing, including fair housing information and referral phone line.
<b>Start/Completion Dates:</b>	7/01/2013– 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$20,000</b></span>
<b>Matrix Code/Title:</b>	21D Fair Housing Activities
<b>Priority Need:</b>	Planning & Administration
<b>Eligibility Citation:</b>	570.206
<b>National Objective</b>	n/a
<b>Accomplishment Type/Goal:</b>	n/a
<b>Performance Measures</b>	
Objective	n/a
Outcome	n/a
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# City of Eugene

## HOME Investment Partnerships Program

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The Eugene-Springfield Consortium's Federal HOME Investment Partnerships Program (HOME) entitlement allocation will be \$945,813 for FY 2013/14. The allocation will continue to be split 70/30 between the jurisdictions; Eugene will receive \$662,069 and Springfield will receive \$283,744. HOME funds will be used for acquisition and development of housing affordable to low- and moderate-income households; rehabilitation; homebuyer programs; rental assistance; support of local Community Housing Development Organizations (CHDO); and HOME program administration. Eugene will also provide HOME funds for short-term, interim financing loans for construction or acquisition projects as funding is available.

The primary purpose of Eugene's HOME program is to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing for low- and moderate-income families. Current priorities for use of Eugene's HOME funds include new construction of rental housing and homeownership units; acquisition of affordable rental units; rehabilitation of rental units owned and operated by local non-profits; and operating funds to support CHDO efforts.

### HOME Allocation Process

The intergovernmental Housing Policy Board (HPB), an intergovernmental advisory committee, reviews and recommends the use of HOME funds to the Eugene City Council. The HPB is comprised of elected officials from the jurisdictions of Eugene, Springfield, and Lane County and six at-large members, including one low-income representative. The HPB has a history of including low-income persons in its allocation processes and policy development, and will continue these efforts.

Local priority needs and objectives are established in the Consolidated Plan 2010, which guides the allocation of HOME funds. The HPB conducted a public hearing for the proposed allocation of HOME funding on April 8, 2013. No comments were made during the public hearing and no written comments were received during the advertised 30-day comment period.

All projects must be located within the Eugene city limits or the Eugene-Springfield Consortium area in order to be eligible for assistance through the City's HOME-funded housing programs. The location of new low-income housing projects must comply with the City's Housing Dispersal Policy. The goal of the Policy is to maximize housing choices for low-income families and discourage the creation of large areas characterized by low-income households. HOME resources are not directed to a particular geographic area, however all projects must demonstrate that their locations are appropriate and accessible to low-income persons.

# HOME Requirements

## Community Housing Development Organizations

CHDO is a special designation given to non-profit housing developers that meet specific requirements pertaining to the formation and stated purpose of the non-profit agency. A CHDO must provide decent housing that is affordable to low-and moderate-income persons. Also, a CHDO must have representation of low-income community residents on its governing board and have a defined geographic service area. The HOME program requires a minimum of 15% of the HOME funds to be reserved for CHDO housing projects. Eugene's use of HOME funds over time far exceeds this minimum requirement. Each fiscal year up to 5% can be spent for operating costs for local CHDOs. Eugene and Springfield coordinate to provide funding to the active CHDOs on a Consortium-wide basis. Eugene expects one or more CHDOs to seek funding through the Eugene Housing RFP.

## Recapture Provisions

The Eugene-Springfield HOME Consortium has selected the recapture option for all homeownership projects and programs, as described in 24CFR §92.254(a)(5)(ii). The amount subject to recapture is based on the HOME assistance that enabled the homebuyer to buy the dwelling. This amount is referred to as the "homebuyer subsidy" and includes down payment assistance and assistance with closing costs to purchase a zero interest deferred loan secured by a lien (silent mortgages). It doesn't include any "development subsidy", which is the amount of HOME assistance provided to the housing developer that bridges the gap between the cost of producing the unit and its fair market value.

HOME recapture provisions ensure that if the housing does not continue to be the principal residence of the family for the period of affordability, then all or a portion of the HOME assistance to the homebuyer shall be recaptured. Under Eugene's recapture provisions, the length of the HOME period of affordability varies according to the total amount of homebuyer subsidy per unit. When recapture is triggered by the sale (voluntary or involuntary) of the housing unit during the period of affordability, the City may only recapture the available net proceeds, irrespective of whether they are sufficient to repay the entire homebuyer subsidy amount. The recapture of the entire homebuyer subsidy amount is otherwise required of homebuyers when the housing unit is not the principle family residence at any point during the period of affordability. HOME affordability requirements will end upon recapture of the homebuyer subsidy. When repayment occurs after the HOME mandated period of affordability, the repayment is considered program income and returned to the HOME Consortium account to be used to support future HOME activities.

Currently, the only Eugene program that provides a homebuyer subsidy is the HAP Program. The program provides a maximum subsidy provided through this program is \$10,000 for down payment assistance, with a five-year period of affordability. For FY 2013/14, Eugene has not allocated funding for the HAP program and does not anticipate carrying out any new activities that will involve the use of established recapture mechanisms.

## Tenant Based Rental Assistance

The 2010 Consolidated Plan identifies tenant based rental assistance as strategy for increasing opportunities for low-and moderate income households to become and remain renters. The FY 2013/14 HOME allocation for housing construction, tenant based rental assistance, and CHDO operating assistance are based on the Eugene-Springfield Consolidated Plan 2010 needs analysis and housing analysis of market conditions. The analysis describes the growing housing affordability gap and cost burdens resulting from local market conditions, with the housing problems found to be most severe for including for households with income levels at or below 50% medium family income. These conditions persist and their affects are exacerbated by the impacts of the economic downturn in the community. Area social service agencies, food programs and housing programs are especially hard hit, as funding decreases just as the community need for assistance grow

## Affirmative Marketing

The Consortium is committed to the goals of affirmative marketing that will be implemented in the HOME Program through the procedures outlined in its Affirmative Fair Housing Marketing Plan. the Consortium has established procedures to affirmatively market rental and homebuyer projects containing five or more HOME-assisted housing units, In accordance with the regulations of the HOME Program, and in furtherance of the Eugene-Springfield HOME Consortium's commitment to non-discrimination and equal opportunity in housing.

## Outreach to Minority and Women Owned Businesses

The City of Eugene uses the Minority Business Development Agency website ([www.mbdba.gov](http://www.mbdba.gov)) to post bid opportunities along with its own website and the local newspaper. Housing Development contracts require developers to affirmatively market employment opportunities to women and minority owned enterprises. Housing Development resources are typically used for multifamily acquisition or new multifamily development. There are limited opportunities to employ MBE or WBE through acquisition projects (given most of the HOME funds used to pay for property), except as a part of environmental review or relocation service contracts. Resources for new multifamily development are typically provided to the selected developer that in turn contracts with an architect and general contractor.

## Layering of Funding and Match Requirements

The HPB reviews applications for HOME funding through RFP cycles conducted annually. The major criteria for selection focus on the goal of creating new affordable rental or homeownership units. The subsidy per unit is considered in relation to the resulting rent levels. All applications are reviewed for the ability to maximize the use of other funding sources. Most applications present a complex overlay of funding sources in order to achieve the desired rent or sale levels. The City of Eugene reviews proposed sources of funds to evaluate the project's need for HOME funds. Eugene will only contribute HOME funds to projects in the amount that is necessary to provide affordable housing at the desired rent or sale levels.

The City of Eugene tracks HOME match contributions on a continual basis to ensure compliance with applicable HOME program regulations, which require a minimum 25% matching contribution. The following is a list of non-Federal public and private funding sources that are expected to be available for project development:

- **Bond Financing:** For multi-family affordable housing and single family projects. A portion of the bonds issued by a state, local government, or housing development agency may be considered as HOME match.
- **Oregon Housing Trust Fund:** Administered by the State of Oregon, eligible activities include pre-development, acquisition, construction and rehabilitation costs associated with low-income housing development. The full amount of Oregon Housing Trust Fund loans invested into the project is eligible as HOME match.
- **Oregon Affordable Housing Tax Credit Program:** Administered by the State of Oregon, this program provides below-market interest rates for low-income housing projects. The maximum interest rate reduction is approximately 4% below market, for a maximum term of 20 years. HOME match is calculated by applying the present discounted cash value to the total yield foregone by the lender.
- **Local Fees:** In 1997/98, the City Council approved an exemption for System Development Charges (SDC) for non-profit sponsored low-income housing projects. The Eugene City Council established a base amount of \$115,000 and has approved inflationary increases each year in addition to the base amount. If not used, these exemptions can be carried forward. The local utility, Eugene Water and Electric Board, also offers a grant for Water SDCs of up to \$100,000 per year. These funds must be used in the year allocated and do not carry forward. These contributions are eligible as HOME match.

- **Property Tax Exemptions:** Twenty-year exemptions from property taxes have been awarded on a project-by-project basis to low-income housing developments. Generally based on the benefits provided to the community and the duration of the low-income housing commitment, property tax exemptions are eligible as HOME match. The amount of match credit is calculated as the current discounted cash value of the tax exemption. After the State of Oregon extended the sunset date for this program, Eugene City Council followed suit in April 2011 by voting unanimously to extend the program at the local level. The program has been extended through the year 2020.
  - **Volunteer Labor:** Area non-profit housing developers have been successful in utilizing volunteer labor in their developments. Architects, attorneys, and other professionals have also contributed their services to non-profit housing developments in Eugene. Volunteer labor is eligible as HOME match.
  - **Private Contributions:** Cash and materials have been contributed in the past by private businesses, lenders, corporations, and foundations to assist in the development of low-income housing in Eugene. It is expected that future contributions from private sources will continue to provide needed assistance. Private contributions are eligible as HOME match.
- Other Federal Resources Used at the Local Level

Federal Low-income Housing Tax Credits are allocated by the State of Oregon and are used to subsidize rental housing developments that are affordable to persons with incomes below 60% AMI. Area projects have typically applied for the 9% Tax Credits in order to serve a lower-income population. The 9% Tax Credits are more desirable but statewide demand greatly exceeds available funding.

## Other Local Resources

The City of Eugene continues to provide support for homeless and special needs activities through the use of the City's General Fund, telecommunication franchise fee fund, and staff time. Since 1987, one of the Eugene City Council's annual goals has typically been related to homelessness or to increasing the availability of low-income housing. An interdepartmental staff team has been working with intergovernmental partners, non-profit organizations, and community groups to identify and implement strategies. The City also supports Lane County's effort to adopt a "Ten Year Plan to End Homelessness" which was approved in November 2006.

## Project Management and Monitoring

Regulations state that the Plan must describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the Plan and to ensure long-term compliance with requirements of the programs involved. With funding made available through the City of Eugene’s Telecommunication Tax fund, program staff will begin using DTPi WebGrants grant management software for tracking programmatic and financial performance for HOME and other HUD activities in FY 2013/14. The migration to an integrated grant management system will increase staff’s efficiency and capacity to manage and monitor projects and trends.

## Performance Measures

In areas funded with HOME dollars, numerical goals are established and tracked over the five-year period covered by the Consolidated Plan 2010. Outcomes are compared to the annual and 5-year goals and are reported in the annual Consolidated annual Performance and Evaluation Report.

## Timely Commitment and Expenditure of HOME Funds

Staff track and plan projects on an ongoing basis to ensure HOME funds are committed and expended according to HOME requirements. It is important to note that Housing Development project funds are generally not committed until other necessary resources have been secured.

## Project Management

A project manager is assigned to each program area or project to ensure compliance throughout implementation. Project contracts include a scope of work, timeline and budget as well as all regulatory requirements – use of minority business enterprises, environmental requirements, mitigation efforts, record keeping, etc.

## CHDO Monitoring

One of the primary aims of the HOME program is to expand the capacity of CHDOs to develop and manage quality affordable housing. The Consortium is responsible for monitoring organizational and project level performance of participating CHDOs on an annual basis. Participating CHDOs are asked to share documents that establish the organization’s purpose and activities. These documents are reviewed by staff to ensure alignment with HOME requirements for CHDOs. Consortium staff members meet with the director of the CHDO and other appropriate staff to discuss the overall management, financial procedures, and areas of programmatic activity. To ensure financial compliance and proper accounting procedures, Consortium staff check selected invoices and project files. Following the completion of document review and the monitoring visit, Consortium staff prepare a summary report of their findings. Any concerns identified in this report must be addressed in order to maintain status as an active CHDO.

## HOME Project Monitoring

The Consortium members are responsible for monitoring the compliance of their projects with HOME Program regulations throughout the period of affordability. For rental housing, Eugene staff conducts an annual desk review of each developer. This risk assessment performed by staff evaluates the likelihood that a project, program, or entity has violated HOME regulations, failed to comply with program requirements, or is open to fraud and abuse. The review focuses on activities that carry performance risk, such as low housing unit production, inability to complete projects, or demonstration of poor program compliance. The need for a site visit and or tenant file review will be determined by the assessment. If a file review is determined to be necessary, tenant files are reviewed for tenant income source documentation obtained for initial certifications and re-certifications, HOME lease provisions and tenant protections, initial lease period, rent and utility levels, and tracking of ethnic/racial, disability, and female head of household status. Affirmative marketing efforts are also assessed. Based on property management practices, these reviews are conducted at the housing development site or at the agency's administrative office. Following the completion of desk and/or file review and the monitoring visit, Consortium staff prepare a summary report of their findings. Any concerns identified in this report must be addressed in a timely manner. Eugene is participating with other local jurisdictions, local Housing Authorities, Oregon Housing and Community Services (OHCS) and affordable housing lenders such as the Network for Oregon Affordable Housing (NOAH) in a collaborative initiative to streamline compliance procedures in Oregon. A shared and coordinated compliance system has been created encouraging information sharing and facilitating the reduction of duplicative reporting efforts. A common reporting format meeting the regulatory requirements of each entity has been formed facilitating the assessment of project performance and risk factors.

## HOME Unit Inspections

Inspections of Eugene's HOME-assisted units are conducted by an outside contractor on a one-, two-, and three-year cycle based on total number of total units in a project. The inspector summarizes the findings and any re-inspections that are required. These inspection forms are filed in the project files. As part of the Streamlining Compliance project, Eugene is also participating in joint project monitoring in which another lender may provide inspection results.

## Consortium Monitoring

The cities of Eugene and Springfield operate under a Memorandum of Agreement that states the program responsibilities within the Eugene-Springfield Consortium. As the lead agency, the City of Eugene conducts an annual monitoring of the City of Springfield's administration of HOME funded activities.

## City Single Audit

The Federal HOME program is reviewed by the City's external auditors annually.

## Planned HOME Activities

Eugene's projected HOME funding allocation of \$662,069 in new entitlement funds, \$322,728 in carryover entitlement and program income funds, and \$96,538 in projected program income will be used in the following established program areas:

### New Construction/Acquisition/Rehabilitation

Eugene conducts an RFP process annually to identify new construction and acquisition projects, including new rental units, new homeownership housing units, or the acquisition/rehabilitation of existing units. The City of Eugene 2013 RFP has yet to be released. A total of \$785,487 in projected HOME funds will be allocated for Housing Development activities.

### Down Payment Assistance

The City of Eugene uses HOME funds to assist low-income homebuyers with down payment and other closing costs through the Homebuyer Assistance Program (HAP). Participants must complete approved homeownership training before receiving assistance and repay the City upon resale of their home. Due to recent reductions in Eugene's HOME allocation no funds are allocated for the HAP Program in FY 2013/14.

### Security Deposit Assistance Program

Eugene will allocate \$100,000 in new HOME funds for security deposit assistance to very-low income, at-risk households. Security deposit assistance helps at-risk populations overcome barriers to quality affordable housing. The proposed amount is expected to assist over 70 very-low income households move into safe, decent, affordable housing, while also reducing the demand on local service providers to spend their scarce operating and program resources on locating housing for their clients.

### CHDO Operating Funds

Five percent of the total HOME grant amount will be allocated among active CHDOs. Eugene will allocate \$33,103 of its HOME funds and Springfield will allocate \$14,187 of its HOME funds to support CHDO operations. The combined total of \$47,291 will be allocated equally among active CHDOs. Contracts will be executed after the CHDO monitoring and annual recertification process is completed.

## Administration

A total of \$66,207 of Eugene’s anticipated new HOME funds will be used for administration and project implementation. The Federal grant management system automatically budgets 10% of the HOME grant amount for this purpose. In addition, Eugene plans to use 10% (\$9,654) of estimated program income for eligible administrative expenses as allowed by HUD.

## Other HOME Activities

### Interim Financing

The City of Eugene provides up to \$1,000,000 for the interim financing to help developers acquire or construct affordable housing units on a first come/first serve basis. The amount of financing available depends on timing and the overall availability of reserve funds. When HOME funds are awarded to a project, the funds are reserved in the Federal disbursement system. If the project that received the allocation is not ready to draw down the funds, the City may use the funds on an interim basis to assist other HOME-eligible projects. This method of financing supports the affordability of local housing projects by reducing interest costs during development, and multiplies the community benefit of the HOME program. Because interim financing is seldom requested and uses reserve funds that are repaid in advance of their allocated use, this use of funds is not detailed in the allocation summary and Table 3C.



# Eugene 2013/14 HOME Funding Allocation Summary

## Sources of Funding

### Entitlement Grant

Current year – FY 2013/14	\$	662,069
Carryover from FY 12/13	\$	<u>246,228</u>
	\$	<b>908,297</b>

### Program Income

Estimated FY 12/13 Program Income	\$	96,538
Carryover from FY 12/13	\$	<u>76,500</u>
	\$	<b>173,038</b>

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<b>Total Sources</b>	\$	<b>1,081,335</b>
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## Uses of Funding

<b>Housing Development</b>	\$	<b>785,487</b>
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<b>Security Deposit Assistance</b>	\$	<b>100,000</b>
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<b>CHDO Operating Support</b>	\$	<b>33,103</b>
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### Administration

10% New HOME Funds	\$	66,207
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10% Estimated Program Income	\$	<u>9,654</u>
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	\$	<b>75,861</b>
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<b>Carry Forward to FY 14/15</b>	\$	<b>86,884</b>
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<b>Total Uses</b>	\$	<b>1,081,335</b>
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# Eugene 2013/14 HOME Table 3C

## Housing Development

<b>Project/Local ID:</b>	0009
<b>Project Name:</b>	<b>Housing Development</b>
<b>Project Location:</b>	Eugene, OR 97401
<b>Project Description:</b>	Housing acquisition and construction of new housing for low- and moderate-income households.
<b>Project Explanation:</b>	Housing acquisition and construction of new affordable housing units in Eugene as recommended by the Housing Policy Board.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Sources:</b>	<b>HOME</b> <b>\$785,487</b>
<b>Activity Category:</b>	Rental
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	92.206 (a)
<b>Accomplishment Goal:</b>	52 Units
<b>Performance Measures</b>	
Objective	Decent Housing
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 HOME Table 3C

## Interim Finance Program

<b>Project/Local ID:</b>	0010
<b>Project Name:</b>	<b>Interim Finance Program</b>
<b>Project Location:</b>	99 W. 10 <sup>th</sup> Ave., Eugene, OR 97401
<b>Project Description:</b>	Short term financing for acquisition or construction of low-income housing.
<b>Project Explanation:</b>	Short term loans to help developers acquire or construct affordable housing units. *Made available from unexpended project reserve funds to be repaid prior to need for intended use.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>HOME</b> <b>\$1,000,000</b>
<b>Activity Category:</b>	Rental
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	92.206 (a)
<b>Accomplishment Goal:</b>	60 Units
<b>Performance Measures</b>	
Objective	Decent Housing
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 HOME Table 3C

## Security Deposit Assistance Program

<b>Project/Local ID:</b>	0015
<b>Project Name:</b>	<b>Security Deposit Assistance Program</b>
<b>Project Location:</b>	City-wide
<b>Project Description:</b>	Security Deposit Assistance Program
<b>Project Explanation:</b>	Security deposit assistance for households earning less than 50 percent of the area median income.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>HOME</b> <b>\$100,000</b>
<b>Activity Category:</b>	Tenant Based Rental Assistance
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	92.209 (a)
<b>Accomplishment Goal:</b>	70 low income households assisted
<b>Performance Measures</b>	
Objective	Decent Housing
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Eugene 2013/14 HOME Table 3C

## Community Housing Development Organizations– Operating Support

<b>Project/Local ID:</b>	0012
<b>Project Name:</b>	<b>Community Housing Development Organizations – Operating Support</b>
<b>Project Location:</b>	Consortium wide
<b>Project Description:</b>	CHDO operating expenditures
<b>Project Explanation:</b>	Capacity building and general operating expenditures for local Community Housing Development Organizations (CHDO) to assist with developing affordable housing.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>HOME</b> <span style="float: right;"><b>\$33,103</b></span>
	*Consortium-wide allocation, split evenly among 3 CHDOs.
<b>Activity Category:</b>	AD/CO/CC Only
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	92.208
<b>Accomplishment Goal:</b>	<b>n/a</b>
<b>Performance Measures</b>	
Objective	n/a
Outcome	n/a
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No
<b>CHDOs:</b>	
	Metropolitan Affordable Housing Corporation, 265 W. 8 <sup>th</sup> Ave., Eugene
	Neighborhood Economic Development Corporation, 216 Main St, Springfield
	St. Vincent DePaul, 705 S. Seneca, Eugene

# Eugene 2013/14 HOME Table 3C

## HOME Grant Administration

<b>Project/Local ID:</b>	0013
<b>Project Name:</b>	<b>Eugene HOME Grant Administration</b>
<b>Project Location:</b>	99 W. 10 <sup>th</sup> Ave., Eugene, OR 97401
<b>Project Description:</b>	General management, oversight and coordination of Eugene HOME grant programs.
<b>Project Explanation:</b>	Supports eligible HOME administrative costs, including 0.8 FTE and indirect City charges.
<b>Start/Completion Dates:</b>	7/01/2013– 6/30/2014
<b>Funding Source:</b>	<b>HOME</b> <b>\$75,861</b> *10% of new FY 13/14 entitlement funds (\$66,207) 10% of estimated FY 13/14 program income (\$9,654).
<b>Activity Category:</b>	AD/CO/CC Only
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	92.207
<b>Accomplishment Goal:</b>	n/a
<b>Performance Measures</b>	
Objective	n/a
Outcome	n/a
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# City of Springfield

## CDBG Program

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The City of Springfield receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The City of Springfield's fiscal year 2013/2014 (FY 2013/14) CDBG allocation will be \$479,568. This is a 6.0% increase from FY2012.

The Community Development Advisory Committee (CDAC) was established by the City of Springfield to make recommendations concerning program policy and project selection to the City Council. Springfield allocates CDBG funds annually through a competitive Request for Proposals (RFP) process. One of the funding criteria for project selection is the efficient use of the CDBG dollars. This is demonstrated in a proposal by the amount of additional resources leveraged by the CDBG commitment. Although this funding criterion is weighed against other funding criteria, it has been a significant factor in bringing much needed resources into the community. The CDAC also determined that projects nearing completion should receive additional consideration for funding, as these projects have the potential of providing immediate benefit to the community.

It is anticipated that the FY 2013/14 CDBG allocation will leverage other resources that will include but are not limited to the following: Springfield General Fund, other Federal resources, State funds, urban renewal, local assessments for public improvements, private donations, in-kind contributions, and contributions provided by the applicant agency.

### Activities Benefiting Low- and Moderate-Income Persons

Generally, Springfield's CDBG-funded programs and projects are provided to benefit low-income residents living within the city limits of Springfield. Individuals participating in a CDBG-funded program are required to meet HUD Income Guidelines. In order to meet the CDBG National Objective of Benefit to Low and Moderate-Income Persons, CDBG-funded projects must either serve a specific low-income area, or provide tangible benefit to low- and moderate-income clientele (services, economic opportunities, housing). Funded programs and projects undergo periodic staff monitoring to ensure compliance with CDBG regulations. It is estimated that no less than \$296,940 of FY 2013/14 CDBG funds will be spent on activities that benefit primarily low- and moderate-income persons.

**Springfield Community Service Center Renovation** - Catholic Community Services (CCS) owns and operates the Springfield Community Service Center at 1025 G Street. CCS will receive approximately \$17,500 of CDBG funds to assist with the renovation of the center. Activities include redesigning and repurposing the intake and resource distribution areas, and improving the deteriorated parking lot.

The Community Service Center is the largest distributor of emergency food in Springfield, distributing approximately 475 tons to over 12,000 low-income families and individuals in 2012. Persons in need may also receive clothing hygiene and personal items, household items, utility assistance, LTD bus passes and other necessary assistance. The center hosts the Soaring Hope meal program and day center for homeless persons and families. It is also one of two Springfield sites for the Egan Warming Centers.

**Glenwood Place** - The Housing and Community Services Agency of Lane County (HACSA) is partnering with Metropolitan Affordable Housing (Metro) to develop a 150 unit affordable housing/commercial complex in Glenwood. HACSA will be receiving approximately \$81,580 of CDBG funds to assist with the acquisition and development of the commercial portion of the project. The project has also been allocated approximately \$210,170 of HOME funds for development of the housing component. When completed, the workforce housing within the development will consist of studio, one-bedroom and two-bedroom apartments set at rent levels affordable to individuals and families earning 30-60% of median area income. The development will also include community spaces and meeting rooms, open areas, and parking for the commercial and residential tenants.

Glenwood is located in a transit-rich area, positioned between Eugene and Springfield, with easy access to the U of O, LCC, Peace Health Medical Center, and both downtowns. The development will be a catalyst for new economic activity along the Franklin Blvd. corridor, and is consistent with the goals of the Glenwood Refinement Plan. HACSA received a HOME grant of \$96,500 in FY2012 for predevelopment costs associated with Glenwood Place.

**Hatch Microenterprise Development Program** - The Neighborhood Economic Development Corporation (NEDCO) will receive approximately \$30,000 in CDBG funding to assist 20 low-income Springfield microbusiness owners through their Hatch Business incubator - Microenterprise Development Program. CDBG funds will be used to offer direct scholarships to eligible low-income microbusiness owners, and will offset some of the enrollment and program costs for participation and to build program capacity. The services provided to Hatch participants include on-site and off-site technical small business assistance, classes and workshops, and a series of entrepreneurial boot camps directed at specific industry clusters including food and social enterprise. Hatch Business Incubator sites are located at the NEDCO building on Main Street, at the SPROUT! Regional Food Hub, and at 18<sup>th</sup> Street and Mohawk Blvd.

Hatch serves three levels of business from concept to established and growing businesses: Activator (pre-launch phase); Incubator (operating business); and Accelerator (established businesses). An extensive menu of services which includes training, financial assistance, networking and access to physical infrastructure has been developed for each level. Hatch generates positive economic activity, especially in downtown Springfield. Hatch is based on proven microenterprise and community development principles wherein businesses receiving services gain skills not only to build their own business, but to reinvest in their community. NEDCO has received past CDBG funding for Hatch in 2009, 2010 and 2012.

## **Activities for the Prevention or Elimination of Slum and Blighted Conditions**

Another national objective of the CDBG program is the prevention or elimination of slums and blighted conditions in neighborhoods and communities, either by designating a specific area or by addressing conditions on a spot basis. The City of Springfield conducted a thorough inventory of structures in the downtown corridor to determine if the area would meet the CDBG qualifications as a Blighted Area. A total of 116 structures were inventoried and a visual inspection was made of the exterior of each structure. 68 structures were determined to have conditions of decay and deterioration. At a public hearing on December 1, 2003, the City Council approved amendments to the 2000 Eugene-Springfield Consolidated Plan to designate a Springfield Downtown Redevelopment Area, in compliance with CDBG regulations. The Downtown Redevelopment Area has boundaries of Mill Street (west boundary), South A Street (south boundary), 10<sup>th</sup> Street (east boundary) and B Street (north boundary), excluding the residential areas on the south side of B Street between 8th and 10th Streets, and on the north side of A Street between 9<sup>th</sup> and 10<sup>th</sup> Streets. The amendments to the Consolidated Plan also included provisions for reserving a portion of the City's annual CDBG allocation for projects that specifically address the problems of blight in the Downtown Redevelopment Area.

The City of Springfield aggregates CDBG public benefit over three consecutive plan years. This Action Plan covers activities for the third year in the three-year aggregate.

**Downtown Property Acquisition** - The Springfield Economic Development Agency (SEDA) has been approved for \$50,000 of CDBG funds to assist with the acquisition of a commercial downtown property at the location of the planned Mill Plaza. The Mill Plaza is a major component of the Downtown Urban Design Plan, adopted by the Springfield City Council in September 2010. Located on Main Street between Pioneer Parkway East and West, the Mill Plaza is visioned to be the central public gathering place in downtown.

Although the development of the Plaza is still several years away, acquisition of the properties making up the plaza site needs to occur as properties become available on the real estate market. The property identified in this proposal is being offered for sale by its owner. There are currently two commercial tenants in the building occupying the property. It is anticipated that the tenants will be allowed to remain in the building until such a time that the premises need to be vacated for redevelopment. Relocation services and assistance will be offered to the tenants at that time, if necessary. The buildings in the vicinity of the proposed Mill Plaza are of low-value, underperforming economically and lack the density and multi-use functionality required to meet the long-term objective of the Downtown Urban Design Plan. This activity is eligible under the CDBG "slums and blight" national objective.

**Marketplace@Sprout!** - NEDCO is receiving approximately \$20,353 of CDBG funds to assist with Phase 3 of the Sprout! Regional Food Hub project, which consists of improvements to the grounds and exterior of the Sprout! facility to allow it to better function as an outdoor marketplace and home of the seasonal Springfield Farmers' Market. The food hub is located in the former Springfield Christian Church at 4<sup>th</sup> and A Streets in downtown Springfield. Food entrepreneurs and micro-businesses have access to the fully equipped commercial kitchen to prepare their wares and build their businesses. The CDBG funds will provide durable hardscaping, way finding components, and functional landscaping to allow the seasonal market to generate high levels of attendance. This activity is eligible under the CDBG "slums and blight" national objective as site improvements to a public facility. **Pre-Award Costs:** As NEDCO prepares Sprout! for the summer market season, they may elect to start the work on the exterior of the facility prior to HUD's approval of this action plan. This is called "pre-awards costs" and is allowed under the CDBG program. Activities occurring after the date of approval by the Springfield City Council of this action plan are eligible for reimbursement from FY 2013/14 CDBG funds. Reimbursement can only occur after HUD's approval of the action plan, and the execution of the CDBG Agreement between the City and NEDCO. The Sprout! food hub received \$153,577 in CDBG funding for acquisition of the site in 2011, and \$58,000 of CDBG in 2012 to assist with the purchase of commercial kitchen equipment.

An allocation table and summaries of each approved project can be found at the end of this section. Funding for grant administration and planning, public services and housing programs in the amounts shown in the table was also approved by the Council at the public hearing on April 15, 2013.

## Anti-Poverty and Homeless Housing Continuum of Care Service System

The City of Springfield works with its partners in local government, the City of Eugene and Lane County, in a collaborative effort to address anti-poverty and homeless issues. The

intergovernmental HSC, composed of elected officials and appointed members from these jurisdictions, allocates funding to address these issues. The HSC is administering a work program that encompasses the following areas:

- Crisis Access & Stabilization Service System
- Short-Term Basic Needs Services
- Transitional Housing Services
- Permanent Supportive Housing Services

The Continuum of Care approach provides for multi-point access to services and linkages among settings and services providers. Not all at-risk or homeless families and individuals will need access to all four components.

It should be noted that the current economic crisis is having a significant impact on the HSC agencies. Funding sources for vital services are being cut or eliminated, while at the same time, the number of individuals and households in need of assistance is growing dramatically. While the City will do what it can to assist the agencies and their clients, it is very clear that the upcoming year will be very challenging for all service providers. The HSC will receive an allocation of approximately \$71,935 in CDBG funds from the City of Springfield, which is equivalent to 15% of the City's anticipated FY 2013/14 allocation. This is a slight increase from last year. To further incorporate the Continuum of Care philosophy into its delivery of services, Springfield's Housing Program manages an array of services that benefit very low and low-income persons. The five programs being administered by the housing programs staff address homeless prevention and housing assistance, repair to dwellings owned by low and very low-income households and homeownership through the SHOP. These programs are described more fully in the following narratives (the SHOP narrative will be found in the HOME program section).

### City of Springfield CDBG Funded Housing Programs

The City of Springfield continues to manage the successful CHORE program, one of five City-run housing programs. This program is designed to provide assistance to very low-income, primarily elderly or disabled homeowners in Springfield, and provides basic lawn care services and exterior home maintenance. By helping to maintain the appearance of their property, the CHORE program

helps to keep the property and occupants from being identified as “easy” targets of crime and vandalism based on their age and/or disability. In addition to the benefit to the property owner, this activity also benefits the surrounding neighborhood. The City hopes to continue the CHORE program by using CDBG program income, if available, (not to exceed the 15% cap for public services) to provide services to homeowners who are unable to perform these services on their own. The program allows up to \$250 annually to an eligible household for these activities.

The City of Springfield will continue to provide assistance to qualified low-income homeowners through its Emergency Minor Home Repair Program and the Springfield Home Improvement Program (SHIP). These programs are funded from CDBG program income generated through SHIP loan repayments (when available) and an allocation from the new CDBG grant. The City will allocate \$100,000 from its new CDBG grant for this purpose.

Emergency assistance to very low-income renters is made available through Springfield’s Emergency Rental Assistance Program (ERAP). This program provides single episode assistance to qualified renters. Strict household and property eligibility requirements help to protect this program against abuse or misuse. The severe reduction to the FY2012/13 CDBG allocation forced the City of Springfield to suspend this vital program. This program is not expected to be revived until funding levels increase.

## Coordination

Coordination efforts between public assisted housing providers and private and government health, mental health and service agencies is an extremely important activity. It is important, particularly now, when a number of housing providers are including within their programs service components for the residents of their housing projects. Staff also works closely with other resource providers coordinating efforts with the Springfield Utility Board for energy assistance and weatherization, the Lane County Senior and Disabled Services, and the United Way.

The Housing Policy Board (HPB) is an intergovernmental body formed by representatives from Eugene, Springfield, Lane County, and the Housing and Community Service Agency (HACSA) to develop countywide housing priorities. The HPB’s mission is “...to increase the availability of decent, affordable housing for low- and very low-income families and individuals in Lane County.”

The HPB meets on a monthly basis. The meetings are regularly attended by HACSA, the HSC, Eugene and Springfield staff, non-profit providers, and developers. The agenda topics and information shared at the meetings allows for a formal method of communication to occur on a regular basis. The housing and service groups have established coordination and integration of the total housing delivery system (capital needs and service needs).

## Fair Housing Plan (CDBG and HOME Programs)

Eugene and Springfield have a long history of cooperation as they work together to address increasing the supply of low-income housing and furthering fair housing choices. The two jurisdictions formed a consortium to receive federal HOME funds. Elected officials from both jurisdictions serve on the Intergovernmental Housing Policy Board. The Consolidated Plan is another example of the jurisdictions working together.

The federal Fair Housing Act requires the Secretary of HUD “to administer the Department’s housing and community development programs in a manner to affirmatively further fair housing.” The Housing and Community Development Act of 1974 and the National Affordable Housing Act, as amended, govern the administration of CDBG and HOME funding and require participating jurisdictions to certify that they will affirmatively further fair housing.

In order to uphold its commitment to affirmatively further fair housing and meet its federal obligation to engage in fair housing planning, Eugene and Springfield have collaborated on an “Assessment of the Impediments to Fair Housing and Fair Housing Plan Strategies” that identifies road blocks or “impediments” that affect fair housing choice.

In addition to the issues and actions that are described in the Eugene-Springfield Fair Housing Plan, the following are some of the strategies and programs that the City of Springfield is using to affirmatively further fair housing:

Continue to identify areas in Springfield’s Land Use Policies that may unintentionally restrict, inhibit or otherwise impede the development of affordable housing - A primary goal of the federal Fair Housing Act and its amendments is to provide housing choice for everyone; everyone should be able to live where they choose, if they can find housing in the area of their preference that they can afford. The 2010 Eugene-Springfield Fair Housing Plan identified a number of impediments to Fair Housing, including several that can be addressed in part through land use policies, such as: an inadequate supply of affordable housing; market conditions that increase housing cost or decrease housing choice; and that suitable sites for future affordable housing construction can be difficult to find, expensive to acquire, and may have constraints that limit development opportunities. Because economic needs, regional and local demographics, technological advancements, and other factors that affect housing development are ever changing, evaluation of and development of measures to address land use impediments to housing choice and affordability are ongoing activities at the City of Springfield.

Specific policies were incorporated in the Residential Land Use and Housing Element of the Springfield 2030 Refinement Plan to ensure that residential development will occur with housing types, mixes, and densities sufficient to accommodate the City’s projected 20-year housing needs. This document includes policies to plan for growth and needed housing; to foster housing choice

and affordability; and to encourage housing diversity and quality neighborhoods. Implementation of these policies includes actions that will, in part, address some of the aforementioned impediments to Fair Housing.

A number of these policies will be implemented through the neighborhood-specific Glenwood Refinement Plan, which was adopted in 2012. For example, the updated Glenwood Refinement Plan re-designates over 30 gross acres of land for high density residential mixed use, which increases development opportunities for a diversity of quality higher density housing types, including affordable housing, in a location served by existing frequent transit service and with access to employment centers, shopping, and recreational opportunities. The Glenwood Refinement Plan also includes policies developed to encourage and facilitate the development of high density housing in this mixed use transit oriented development area, including increasing the density minimum, allowing for density averaging on development sites, eliminating density maximums, increasing building heights, and providing financial incentives for the development of new high-density housing units through local, state, and federally-funded housing and community development programs. In addition, transportation policies and associated development and design standards seek ways to reduce development impediments to more efficient utilization of the residential land supply through street widths, parking requirements, and parking management strategies.

**Fair Housing Hotline** - Our contract for a fair housing consultant and operator of a 24-hour fair housing hotline is a key component in Springfield's ongoing commitment to affirmatively further fair housing. The fair housing consultant provides is a valuable resource to people who feel that their rights to housing in Springfield have been violated. The consultant is also a valuable resource for property managers and landlords whether or not they are the focus of fair housing complaints. The fair housing consultant is able to educate and train them in the current state of fair housing law, answer questions they may have regarding their enforcement and eviction practices, and mediate tenant landlord disputes. By providing timely and accurate information to tenants, landlords, and property managers, the consultant is able to assist in the resolution of many housing related complaints, before they escalate. The City of Springfield's AI states under "Rental Practices" that the lack of fair housing training being provided to rental managers and landlords may contribute to the higher incidents of complaints in the rental market (relative to the ownership market). Our contract with the fair housing consultant addresses this impediment, and supports Springfield's certification to affirmatively further fair housing. The City of Springfield is contracting with the Fair Housing Council of Oregon to provide these services for FY2012/13.

**Emergency Rental Assistance** – In response to requests and queries from area housing providers, the City of Springfield designed and implemented the Emergency Rental Assistance Program (ERAP) in 2003. The providers identified a need for one-time assistance to help households who are facing eviction for non-payment of rent, due to extraordinary or catastrophic circumstances. The program will pay 60% of the past-due rent (up to \$400). Strict programmatic requirements help to ensure that assistance is provided where the need is greatest, and where the probability of long-term benefit is evident. By curing evictions and helping people remain in their homes, this activity supports the City of Springfield’s certification to affirmatively further fair housing. This program is being suspended in FY13 as a result of the drastic reduction of CDBG funding.

**Springfield Home Ownership Program** - The City of Springfield continues to administer the very successful Springfield Homeownership Program (SHOP). The SHOP provides downpayment assistance for low-and very low-income households. SHOP brochures and posters have been printed in both English and Spanish language versions. The cities of Eugene and Springfield combine efforts to provide ongoing lender and realtor training. In addition Springfield staff avail themselves regularly to agencies and organizations to provide SHOP training to their employees, associates and clients. Springfield staff continues to work to build relationships with lenders and realtors to increase outreach to the Hispanic population.

**Housing for Special Needs Populations** - The Springfield City Council continues to support the development of housing to meet the needs of developmentally disabled, physically disabled and aging populations. The recently constructed Afiya Apartments are located at 10<sup>th</sup> Street and Main Street and provides affordable service enriched housing for adults with developmental and psychiatric disabilities. Alvord Taylor Supported Living has used an allocation of FY12 HOME funds to renovate a home for adults with developmental as well as severe physical disabilities. And the Aster Apartments were recently completed with the assistance of Springfield HOME funds, and now provides safe and affordable housing for seniors. These are a few of the many ways that the City is working to increase and diversify affordable housing opportunities as a way to affirmatively further fair housing in Springfield.

**Language as an Impediment to Fair Housing** – The City of Springfield has taken great strides to mitigate the impact of language as an impediment to fair housing opportunities. The City’s Housing Planner is fluent in Spanish and will be available to interpret for clients and translate related housing documents. In addition, all of the various housing program brochures have been printed in Spanish, and several employees who work in City Hall are bi-lingual and bi-cultural and are available to assist with client communication. As mentioned earlier, the City also sponsors the “The ABCs of Homebuying” classes in Spanish. We will continue to develop our outreach capabilities as a means of providing fair housing opportunities. As an additional resource, the Fair Housing Council of Oregon provides all of their hotline, information, outreach and enforcement services in Spanish and English.

**Housing Outreach** - Housing Programs Staff routinely participates in many community outreach events to inform low and moderate-income persons of the opportunities that are available to them through the City's housing programs. The City has been fortunate to be able work closely with the

Neighborhood Economic Development Corporation (NEDCO) in their role as the Homeownership Center of Lane County. Located in an historic building three blocks from City Hall, NEDCO provides a comprehensive array of services that together help families achieve their goal of homeownership. The services include providing information on first time homebuyer programs, providing homeownership education and counseling through the Threshold Homeownership Education and Counseling Program and the ABC's of Homebuying class, working with lenders and real estate professionals who have a mission to help first time homebuyers. Through the Regional Housing Center staff has had numerous opportunities to participate in Mortgage Broker/Lender and Realtor training as well as the Oregon Real Estate Symposium. Most recently, NEDCO has been at the forefront with foreclosure counseling services provided from their downtown offices. The City will continue to partner with NEDCO to provide important and timely services to Springfield residents, and help the community meet its diverse housing needs.

## **Reduction of Lead-Based Paint Hazard (CDBG and HOME Programs)**

The health risks to young children posed by lead-based paint in residential dwellings remain an important issue. Progress in research and technology during the past 25 years has improved the understanding of how children are poisoned and our knowledge of how to better protect them, yet lead-based paint risks to children is still a significant problem nationally. In an effort to address this problem, HUD published its Final Rule to Title X of the 1992 Housing and Community Development Act in September 1999. This rule, referred to as the Lead Safe Housing Regulation, requires certain prescribed actions by HUD grantees to identify, stabilize, or remove lead-based paint hazards in housing receiving HUD assistance. The scope of activities required by HUD is largely dependent upon the type of housing affected and the amount of Federal assistance provided, with rehabilitation activities using in excess of \$25,000 of HUD funds requiring the highest level of treatment. Initially, all HUD grantees were required to be in compliance with the rule by September 2000. The rule only affects residential structures built before 1978. Currently, there is no plan for HUD or another section of the Federal government to provide funding to jurisdictions to help pay for the cost of implementing the lead-based paint regulations.

## **City Administered Housing Rehabilitation Programs**

It is estimated that, in the cities of Eugene and Springfield, approximately 55,000 units of housing were built prior to 1978, and may contain lead-based paint. This represents nearly 70% of all housing units in the metropolitan area. Since the vast majority of the homes assisted through each

City's homeowner rehabilitation programs (including emergency minor home repair) are in this age category, it is clear that dealing with the issue of lead-based paint will have a significant impact on these programs. Many facets of each jurisdiction's housing programs will be affected:

- Costs associated with lead paint testing and treatment will increase the total costs of many small projects, meaning either an increased budget or a reduction in the number of units assisted.
- Temporary relocation of residents while treatment/abatement activities are taking place will add to the project cost, and make higher demands on the assigned staff.
- Because lead-hazard abatement may be cost-prohibitive, clients are being strategic on what they choose to repair or replace, and typically limit their requests to items that normally will not trigger the lead paint rules. These include items such as replacing roofing, water heaters, attic and crawlspace insulation, and electrical and plumbing repairs when the repairs do not disturb painted surfaces.

## City Administered Homeownership Programs

The homeownership downpayment assistance programs currently being administered by each City is also affected by the Lead Safe Housing Regulation, though not to the extent of the rehabilitation programs. Compliance means visually identifying deteriorated paint and stabilizing the affected areas using safe work practices. The unit must then be cleared by a certified lead-based paint inspector. Therefore, it is incumbent on the seller and listing realtor to take the necessary steps to present a "clean" unit upon initial inspection to avoid costs and delays associated with testing, stabilization, and clearance activities. When a home shows visual signs of deteriorated paint surfaces, sellers and buyers often choose to forego using the downpayment assistance programs if compliance with the lead-based paint rule is perceived as being overly burdensome.

## Non-Profit Housing Rehabilitation Projects

Acquisition and rehabilitation activities of older structures undertaken by area non-profit housing providers receiving HUD funds must also comply with the lead-hazard rule. Since these projects often require HUD subsidies exceeding \$25,000 per unit, the cost of treating lead-based paint may add significantly to the overall cost of the project. Additional funds may be required to offset the increase in cost, with the probable result of fewer units being rehabilitated. Non-profit housing providers have become acutely aware of the impacts of the lead-hazard rule on their projects, and will typically avoid using CDBG or HOME funds to acquire or rehabilitate a property that may have significant lead paint issues.

## Other Activities

### Purchase of Distressed, Undervalued or Beneficial Properties

Occasionally, the City of Springfield is made aware of an opportunity to purchase property that is distressed or undervalued, or whose location and features are such that its acquisition by the City may be beneficial to the community. In the past, the City could not use CDBG and/or HOME funds to assist with the acquisition of such properties because that activity was not included in the current Consolidated Plan. When an opportunity presented itself, the City would, a) pass the opportunity to acquire the property on to area non-profit housing providers, b) allow the market to determine the property's disposition, or c) in the case of distressed properties, let the property lapse into foreclosure. With the rapid increase of land values in Springfield, the City may want to consider acquiring such properties with HOME or CDBG funds, and make them available in the future for purchase and/or development of an eligible project that would benefit the Springfield community. Examples of how this provision could be used:

- Purchase of residential properties prior to foreclosure to be made available for affordable homeownership housing.
- Purchase of vacant land for future use as affordable housing or neighborhood development.
- Purchase of distressed downtown properties for redevelopment.
- Purchase of properties in Glenwood for redevelopment.

Approval by the City Council will be required prior to acquiring any properties. Due to the scarcity of available CDBG and HOME funds, it is anticipated that this provision will be used very sparingly. However, inclusion of this provision in the Consolidated Plan is necessary for the City to consider acquisition with CDBG or HOME funds as an option.

### Relocation Assistance

At a work session on April 21, 2008, the Springfield City Council directed staff to investigate the viability of using CDBG and HOME funds to provide limited relocation assistance to mobile home park residents facing forced eviction. Although there are currently no plans for any mobile home park closures in Springfield, the growth and redevelopment of much of the urban core of the city seems to make MH park closures a certainty in the future. The Council felt that it is in the community's best interest to begin discussing and analyzing the options and resources available. Under most circumstances relocation assistance by the City will be provided on a voluntary basis, and not as a required action under the Uniform Relocation Act, CDBG or HOME statutes. This activity was included in the FY2010 One-year Action Plan as an amendment to the current

Consolidated Plan. It is unclear how and in what capacity CDBG and/or HOME funds will be used to assist with relocation, but general relocation assistance as a possible activity will continue to be included in the Consolidated Plan.

## Contingency Funding and Contract Amendments

It is the nature of CDBG and HOME projects that funding usually comes from a variety of different sources having different requirements. CDBG and HOME funds are often used as leverage by project developers to secure additional funding from foundations, state and local programs and from private donors. CDBG and HOME funds may be one of the earliest funding commitments for projects, and the amounts and terms of these commitments may need to be modified from time to time as the project evolves. Contingency funding during project development and contract amendments during the operating cycle are ways that help to ensure continued public benefit for CDBG and HOME projects. Contingency funding allows the City to invest additional funds into a developing project without the requirement of a full public process, as long as the amount does not exceed 30% of the original allocation. This method is generally preferred over adding a contingency amount at the front end of project development because it doesn't tie up CDBG or HOME funds unnecessarily. Contingency funding is reported in IDIS and is reflected in the Consolidated Annual Performance and Evaluation Report (CAPER).

Although regulations allow CDBG and HOME allocations to be outright grants to eligible projects, the City of Springfield has taken a more individualized approach and creates its CDBG and HOME contracts to fit the needs of the particular project. When proforma operating budgets suggest that projected cash flows will support a loan, funds are loaned instead of granted. Particularly with HOME projects where housing affordability is the primary goal, conditions may occur that make it difficult or impossible for a project to make its HOME loan payments as stipulated in the contract. Allowing staff to amend the terms and/or conditions of the contract to meet the needs of the project will help affordable housing providers stay in compliance with federal affordability requirements. In doing so, projects are able to provide continued public benefit. This is also pertinent to CDBG Business Development Loans, which is a new program that the City started this fiscal year. All amendments to CDBG or HOME contracts shall maintain compliance with CDBG or HOME programmatic requirements.

## Downtown Redevelopment Area

With the designation of the Springfield Downtown Redevelopment Area in 2004, the City of Springfield took a major step toward reversing the decades of disinvestment and decay that has plagued the city's central business area. The City Council has committed CDBG funds to assist two capital projects in the downtown core, and identified a third project for future CDBG funding. These projects are described in the section "Activities for the Prevention or Elimination of Slum and Blighted Conditions".



## Monitoring

CDBG-funded projects meeting the Low and Moderate Income benefit (LMI) national objective must either serve a specific low-income area or target population. Individuals participating in a CDBG-funded program or receiving direct benefit from CDBG funded activities are required to meet HUD income guidelines. Funded programs and projects undergo regular monitoring by staff to ensure compliance with CDBG regulations.

**Five-Year Goals** - Performance goals are established for Springfield over the five-year period covered by the 2010 Consolidated Plan. Actual outcomes will be compared to the annual and five-year goals and will be reported in the Consolidated Annual Performance and Evaluation Report.

**Subrecipient Monitoring** – Local non-profit social service providers sign contracts that set goals, scope of work, and identify the budget for use of CDBG funds. These contracts are administered by Lane County. Quarterly progress reports are submitted. Annually, staff from the cities of Springfield and Eugene and staff from Lane County conduct a “risk assessment” of each agency’s performance. A letter is then sent to the agency with any follow-up issues or concerns. These issues are

addressed in an on-site follow-up monitoring of selected agencies. For other subrecipients, City staff reviews the status of the contract regularly and works directly with the agency to review compliance.

**City Single Audit** - The City of Springfield's external auditors annually review the City's federal grants, including CDBG.

**Project Management** – CDBG and HOME projects are managed by City staff trained in federal grant administration. Compliance with federal, state and local regulations is monitored throughout the implementation period. Project contracts include a scope of work, timeline, budget and all regulatory requirements (use of minority business enterprises, environmental requirements, mitigation efforts, record keeping, etc.).

## Summary of Other Resources

The following is a list of Federal and non-federal public and private funding sources which can reasonably be expected to be available for project development (the City of Springfield does not receive Section 8 funds or McKinney-Vento Homeless Assistance program funds):

- **Oregon Housing Trust Fund.** Administered by the State of Oregon. Eligible activities include acquisition, construction and rehabilitation, and pre-development costs associated with low- and moderate-income housing development. The full amount of Oregon Trust Funds invested into the project is eligible as HOME match.
- **Oregon Affordable Housing Tax Credit Program.** Formerly called the Oregon Lender's Tax Credit Program; administered by the State of Oregon; provides below-market interest rates for low- and moderate-income housing projects. Maximum interest rate reduction is 4% below market, for a maximum term of twenty years. HOME match is calculated by applying the present discounted cash value to the total yield forgone by the lender.
- **Economic Development Initiative (EDI) Special Projects Grants.** The City of Springfield has been successful in the past in securing EDI grants for downtown redevelopment. EDI grants are project-specific awards by HUD to support and stimulate economic development. The Wildish Community Theater was the most recent recipient of an EDI-Special Projects grant from HUD. Although Congress did not provide funding for the EDI program in the Federal FY12 budget, it is likely that the EDI program may be resurrected in future budget years.
- **Low-Income Housing Tax Credits (LIHTC).** This is a federal program that can provide large infusions of capital to affordable housing projects. Tax credits are awarded to a project over a 10 year period. These tax credits are then sold or "syndicated" to private

businesses or organizations at less than face value to offset their tax liability. The Royal Building project is the most recent recipient of an LIHTC award.

- **Section 108 Loan Program.** Springfield received its first Section 108 loan in 2009. The loan of \$450,000 was to assist NEDCO with the purchase of a downtown building in which to relocate their offices and classroom. The historic building also includes 4 residential rental units on the second floor and a ground floor retail space on Main Street. Section 108 funds are treated as CDBG funds, and projects are subject to the same national objectives and eligibility requirements.
- **Volunteer Labor.** Area non-profit housing developers have been successful in utilizing volunteer labor in their developments. The Lane Community College Construction Technologies Department has contributed student labor for all phases of housing development. Architects, attorneys, and other professionals have also contributed their services to non-profit housing developments in Springfield. Volunteer labor is eligible as HOME match and is calculated at a flat rate of \$10.00 per hour.
- **State Loan Guarantee Program.** Although this is not a “true source” of funds, this program serves to enhance a loan by providing a warranty as security for up to 25% of the loan value. Used as a tool by housing developers, it can allow lenders to increase their loan amount, and/or decrease the interest rate of the loan at little or no additional risk to the lender. Not eligible for HOME match.
- **Property Tax Exemptions.** Exemptions from City property taxes have been allowed for qualified non-profit housing developers on a project-by-project basis to low- and moderate-income housing developments. Generally based on the benefits provided to the community and the duration of the low- and moderate-income housing commitment, property tax exemptions are eligible as HOME match. The amount of match credit is calculated as the current discounted cash value of the tax exemption.
- **Vertical Housing Development Zone Tax Exemption.** In October 2004, the City of Springfield received a Vertical Housing Development Zone (VHDZ) designation from the State of Oregon. The VHDZ program allows partial property tax exemption for qualified new housing that is built over street level commercial space. An eligible project can receive 20% of tax exemption per floor of housing up to a total of 80%. This program can provide valuable incentives to develop new housing in Springfield’s downtown corridor, which in turn will help support commercial growth and revitalization activities.

- **Private Contributions.** Cash and materials have been contributed in the past by private businesses, corporations, and foundations to assist in the development of low-income housing in Springfield. It is expected that future contributions from private sources will continue to provide needed assistance. Private contributions are eligible as HOME match.

Five CDBG projects, grant administration, Human Services Commission and housing program allocations were approved for funding at a public hearing before the Springfield City Council on April 15, 2013 and are included in this One-Year Action Plan. A table of Springfield's CDBG activities and programs, and summary descriptions of Springfield's approved CDBG projects follow this narrative section.

# City of Springfield

## FY 2013/14 CDBG Funding Allocations

### Funding Amounts:

New Grant Funds \$479,568

Prior Years \$ 4,075

**TOTAL AVAILABLE \$483,643**

Applicant	Project	Amount	
		New Funds	Prior Years
Catholic Community Services	Renovation of the Springfield Community Service Center and parking lot	\$17,500	\$0
Springfield Economic Development Corporation	Purchase of downtown property for future development of downtown Mill Plaza	\$50,000	\$0
HACSA, Metropolitan Affordable Housing	Acquisition and development of Glenwood Place mixed-use development	\$81,580	\$0
NEDCO, Hatch	Microbusiness assistance for 20 low-income Springfield businesses through the Hatch Business Incubator Program.	\$30,000	\$0
NEDCO, Sprout!	Exterior improvements to Sprout! Regional Food Hub	\$20,353	\$0
	City Housing Programs	\$95,925	\$4,075
	Human Services Commission	\$71,935	\$0
	Grant Administration	\$95,914	\$0
	Unallocated funds	\$16,361	\$0
	<b>GRAND TOTAL</b>	<b>\$479,568</b>	<b>\$4,075</b>

# City of Springfield

## Summary of FY2013/14

### CDBG Proposals and Approved Funding Amounts

- |                          |  |
|--------------------------|--|
| <b>Project:</b>          | <b>Springfield Service Center Renovation</b> |
| <b>Location:</b>         | 1025 G Street, Springfield                   |
| <b>Developer:</b>        | Catholic Community Services                  |
| <b>Approved:</b>         | \$17,500 CDBG Grant                          |
| <b>Total Proj. Cost:</b> | \$165,000                                    |

Catholic Community Services is receiving \$17,500 of CDBG funds to assist with the renovation of the Springfield Community Service Center at 1025 G Street. Renovation activities include the intake, waiting and resource distribution areas, and the replacing the deteriorated parking lot.

The Springfield Community Service Center is the largest distributor of emergency food in Springfield. Approximately 375 tons of food was dispensed last year, serving more than 12,000 individuals. Persons in need may also receive clothing, hygiene and household items, assistance with utility bills, bus passes and other necessary assistance. The center hosts the Soaring Hope meal program and day center for homeless persons and families. It is also one of two Springfield sites for the Egan Warming Centers.

- |                          |  |
|--------------------------|--|
| <b>Project:</b>          | <b>Acquisition of Downtown Property (Mill Plaza)</b> |
| <b>Location:</b>         | 138 Main Street, Springfield                         |
| <b>Developer:</b>        | Springfield Economic Development Corporation         |
| <b>Approved:</b>         | \$50,000 CDBG Loan                                   |
| <b>Total Proj. Cost:</b> | \$750,000  |

The Springfield Economic Development Corporation (SEDA) is receiving \$50,000 of CDBG to assist with the acquisition of a downtown property at 138 Main Street. The property is at the location of the planned downtown Mill Plaza, this acquisition is consistent with the adopted Downtown Urban

Design Plan. There is a commercial building currently on the site, occupied by two commercial tenants. There are no residential units on the site. Although development of the Mill Plaza will not occur for several years, the opportunity to purchase this key piece of property is immediate. Upon acquisition, SEDA and the City will partner to manage and operate the building with no anticipated changes in use. Current tenants will be allowed to continue their current lease arrangements. As other adjacent properties are acquired and redeveloped over the next several years, SEDA will make plans to clear and redevelop the site as a public plaza. Relocation assistance, if necessary, will be provided to the commercial tenants prior to redevelopment.

The Mill Plaza is envisioned as the City’s “living room”, creating the needed civic gathering place identified in the Urban Design Plan. It is considered a catalyst project, and an important step in the redevelopment of downtown as a whole.

SEDA is a government agency and was created in 2004 by the City of Springfield and Lane County, for the purpose of eliminating blight in areas within the Agency’s jurisdiction in ways which will foster a business climate, improve quality of life and encourage private investment in our community. This is SEDA’s first CDBG application.

<b>3.</b>	<b>Project:</b>	<b>Glenwood Place Mixed-Use Development</b>
	<b>Location:</b>	4224 Franklin Blvd., Glenwood
	<b>Developer:</b>	HACSA
	<b>Approved:</b>	\$81,580 CDBG Grant
	<b>Total Proj. Cost:</b>	\$22,665,550

HACSA, in partnership with Metropolitan Affordable Housing is receiving \$81,580 of CDBG and \$210,170 of HOME funds to support the development of Glenwood Place, a multi-family mixed used development located in Glenwood. When completed, the development will consist of 149 affordable workforce housing units and ground floor commercial space fronting Franklin Blvd. Glenwood is located in a transit-rich area, positioned between Eugene and Springfield, with easy access to the U of O, LCC, Peace Health Medical Center, and both downtowns.

The workforce housing within the development will consist of studio, one-bedroom and two-bedroom apartments set at rent levels affordable to individuals and families earning 30-60% of median area income. The development will include community spaces and meeting rooms, open areas, and parking for the commercial and residential tenants. The development will be a catalyst for new economic activity along the Franklin Blvd. corridor, and is consistent with the goals of the Glenwood Refinement Plan.

If awarded, these funds may not be used by the developers until the site has received environmental clearance, and has been annexed to the City of Springfield. The annexation process has been initiated. HACSA received a HOME grant of \$96,500 in FY2012 for predevelopment costs associated with Glenwood Place.

<b>4.</b>	<b>Project:</b>	<b>Hatch Microenterprise Development Program</b>
	<b>Locations:</b>	418 A St., 216 Main St., 1488 18 <sup>th</sup> St., Springfield
	<b>Developer:</b>	Neighborhood Economic Development Corp.
	<b>Approved:</b>	\$30,000 CDBG Grant
	<b>Total Proj. Cost:</b>	\$190,505

NEDCO is receiving \$30,000 in CDBG funding to assist 20 low-income Springfield microbusiness owners through their Hatch Business Incubator: Microenterprise Development Program. CDBG funds will be used to offer direct scholarships that will offset the \$1,800 annual subscription cost to the clients for participation and to build program capacity. The services provided to Hatch participants include on-site and off-site technical small business assistance, classes and workshops, and a series of entrepreneurial boot camps directed at specific industry clusters including food and social enterprise. Hatch Business Incubator sites are located at the NEDCO building on Main Street, at the SPROUT! Regional Food Hub and at 18<sup>th</sup> Street and Mohawk Blvd.

Hatch serves three levels of business from concept to established and growing businesses: Activator (pre-launch phase); Incubator (operating business); and Accelerator (established businesses). An extensive menu of services which includes training, financial assistance, networking and access to physical infrastructure has been developed for each level. Hatch generates positive economic activity, especially in downtown Springfield. Hatch is based on proven microenterprise and community development principles wherein businesses receiving services gain skills not only to build their own business, but to reinvest in their community.

NEDCO has received past CDBG funding for Hatch in 2009, 2010 and 2012.

- 5. Project: Marketplace@Sprout! Exterior Improvements**
- Location:** 418 A Street, Springfield
- Developer:** NEDCO
- Approved:** \$20,353 CDBG Grant
- Total Proj. Cost:** \$80,000

The Neighborhood Economic Development Corporation (NEDCO) is receiving \$20,353 of CDBG funds to assist with Phase 3 of the Sprout! Regional Food Hub project, which consists of improvements to the grounds and exterior of the Sprout! facility to allow it to better function as an outdoor marketplace and home of the seasonal Springfield Farmers’ Market . The food hub is located in the former Springfield Christian Church at 4th and A Streets in downtown Springfield. Food entrepreneurs and micro-businesses have access to the fully equipped commercial kitchen to prepare their wares and build their businesses. The CDBG funds will provide durable hardscaping, way finding components, and functional landscaping to allow the seasonal market to generate high levels of attendance.

The Sprout! food hub received \$153,577 in CDBG funding for acquisition of the site in 2011, and \$58,000 of CDBG in 2012 to assist with the purchase of commercial kitchen equipment.

# Springfield 2013/14 CDBG Table 3C

## Non-Profit Capital Improvements

<b>Project/Local ID:</b>	0001
<b>Project Name:</b>	<b>Catholic Community Services – Renovation of Community Service Center</b>
<b>Project Location:</b>	1025 G Street, Springfield
<b>Project Description:</b>	Renovation of the Springfield Community Service Center and parking lot.
<b>Project Explanation:</b>	Renovate the center to expand services for LMI persons
<b>Start/Completion Dates:</b>	7/01/2013 – 9/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$17,500</b></span>
<b>Matrix Code/Title:</b>	14E Rehab; Publicly or Privately Owned Commercial or Industrial Buildings
<b>Priority Need:</b>	Public Facilities
<b>Eligibility Citation:</b>	570.201(c)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	Public Facilities - 1
<b>Performance Measures</b>	
Objective	Suitable Living Environment
Outcome	Accessibility
<b>Project Primary Purpose</b>	
Help the Homeless	Yes
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	Yes
Address Public Housing Needs	No

# Springfield 2013/14 CDBG Table 3C

## Public Facilities

<b>Project/Local ID:</b>	0002
<b>Project Name:</b>	<b>SEDA – Acquisition of Downtown Property for Development of Mill Plaza</b>
<b>Project Location:</b>	Main Street and Mill Street, Springfield
<b>Project Description:</b>	Acquisition of property for future development of downtown Mill Plaza.
<b>Project Explanation:</b>	Acquisition of an available property for the future development of Mill Plaza.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$50,000</b>
<b>Matrix Code/Title:</b>	03F – Parks, Recreational Facilities
<b>Priority Need:</b>	Public Facilities
<b>Eligibility Citation:</b>	570.201(c)
<b>National Objective</b>	SBA – 570.208(b)(1) – Slums and Blight Area
<b>Accomplishment Type/Goal:</b>	Public Facilities / 1
<b>Performance Measures</b>	
Objective	Suitable Living Environment
Outcome	Accessibility
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing	No
Needs	

# Springfield 2013/14 CDBG Table 3C

## Housing Development - Site Acquisition

<b>Project/Local ID:</b>	0003
<b>Project Name:</b>	<b>Metropolitan Housing and HACSA – Glenwood Place</b>
<b>Project Location:</b>	Franklin Blvd., Glenwood/Springfield, OR 97403
<b>Project Description:</b>	Site acquisition for development of 150 unit mixed-use housing/commercial complex in Glenwood.
<b>Project Explanation:</b>	Acquisition costs associated with the Glenwood Place mixed-use complex, commercial and 150 units of workforce housing.
<b>Start/Completion Dates:</b>	7/01/2013– 12/31/2015
<b>Funding Sources:</b>	<b>CDBG</b> <b>\$81,580</b>
<b>Matrix Code/Title:</b>	01 – Acquisition of Real Property
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	92.206(a)
<b>National Objective</b>	LMI-Housing
<b>Accomplishment Type/Goal:</b>	150 units
<b>Performance Measures</b>	
Objective	Decent Housing
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	Yes

# Springfield 2013/14 CDBG Table 3C

## Micro-Enterprise Assistance

<b>Project/Local ID:</b>	0004
<b>Project Name:</b>	<b>NEDCO – Hatch Business Incubator Program</b>
<b>Project Location:</b>	Downtown, Springfield, OR 97477
<b>Project Description:</b>	Provide micro-business technical assistance and program support to 20 microenterprises through the Hatch Business Incubator Program.
<b>Project Explanation:</b>	Provide assistance to 20 micro-business owners enrolled in the Hatch Business Incubator Program with tuition and training subsidies.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$30,000</b>
<b>Matrix Code/Title:</b>	18C – Micro-Enterprise Assistance
<b>Priority Need:</b>	Micro-Enterprise Assistance
<b>Eligibility Citation:</b>	570.201(o)
<b>National Objective</b>	LMI-Limited Income – 570.208(a)(2)(i)(B) and (C) Limited Clientele
<b>Accomplishment Type/Goal:</b>	Micro-Businesses assisted – 20
<b>Performance Measures</b>	
Objective	Economic Opportunity
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Springfield 2013/14 CDBG Table 3C

## Non-Profit Capital Improvements

<b>Project/Local ID:</b>	0005
<b>Project Name:</b>	<b>NEDCO – Sprout! Community Food Hub</b>
<b>Project Location:</b>	418 A Street, Springfield, OR 97477
<b>Project Description:</b>	Improvements to exterior and landscaping to expand outdoor use of facility.
<b>Project Explanation:</b>	Make improvements to the building exterior, hardscaping and landscaping to allow more extensive use of outdoor areas to meet vendor and commercial needs.
<b>Start/Completion Dates:</b>	7/01/2013 – 9/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$20,353</b>
<b>Matrix Code/Title:</b>	03 – Public Facilities and Improvements
<b>Priority Need:</b>	Public Facilities
<b>Eligibility Citation:</b>	570.201(c)
<b>National Objective</b>	SBA – 570.208(b)(1) – Slums and Blight Area
<b>Accomplishment Type/Goal:</b>	Public Facilities / 1
<b>Performance Measures</b>	
Objective	Economic Opportunity
Outcome	Accessibility
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing	No
Needs	

# Springfield 2013/14 CDBG Table 3C

## Housing Rehabilitation Program/Single Unit

<b>Project/Local ID:</b>	0006
<b>Project Name:</b>	<b>Housing Rehab Program/single Unit</b>
<b>Project Location:</b>	City-wide, Springfield, OR
<b>Project Description:</b>	Rehabilitation of housing for low-income households.
<b>Project Explanation:</b>	Rehabilitation loans and emergency repair grants/loans for eligible homeowners, and accessibility improvements for low and moderate-income tenants.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$100,000</b>
<b>Matrix Code/Title:</b>	14A Rehab; Single-unit Residential
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	570.202
<b>National Objective</b>	LMH – 570.208(a)(3) – low/Mod Housing
<b>Accomplishment Type/Goal:</b>	Housing Units/100
<b>Performance Measures</b>	
Objective	Decent Housing
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Springfield 2013/14 CDBG Table 3C

## Public Services – Human Services Commission

<b>Project/Local ID:</b>	0007
<b>Project Name:</b>	<b>Human Services Commission (HSC) – Social Service Funding</b>
<b>Project Location:</b>	125 E. 8 <sup>th</sup> Ave, Eugene, OR 97401
<b>Project Description:</b>	Social Services for low and moderate-income persons.
<b>Project Explanation:</b>	Social services provided by local, non-profit agencies funded by the City of Eugene, City of Springfield and Lane County as a collaborative effort through the HSC.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$71,935</b></span>
<b>Matrix Code/Title:</b>	05 - Public Services (General)
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low/Mod Clientele
<b>Accomplishment Type/Goal:</b>	Various
<b>Performance Measures</b>	
Objective	Suitable Living Environment
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Springfield 2013/14 CDBG Table 3C

## Public Services – Catholic Community Services

<b>Project/Local ID:</b>	0007
<b>Project Name:</b>	<b>HSC/Catholic Community Services – Community Service Center</b>
<b>Project Location:</b>	1025 G Street, Springfield, OR 97477
<b>Project Description:</b>	Social Services for low and moderate-income persons.
<b>Project Explanation:</b>	Social service agency providing services and emergency shelter for homeless families. Funded by the City of Eugene, City of Springfield and Lane County as a collaborative effort through the HSC.
<b>Start/Completion Dates:</b>	7/01/2012 – 6/30/2013
<b>Funding Source:</b>	<b>CDBG</b> <span style="float: right;"><b>\$ 31,158</b></span>
<b>Matrix Code/Title:</b>	03T Operating Costs of Homeless/AIDS
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low/Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 1,730
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	Yes
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Springfield 2013/14 CDBG Table 3C

## Public Services – Food for Lane County, Food Distribution

<b>Project/Local ID:</b>	0007	
<b>Project Name:</b>	<b>HSC/Food for Lane County – Food Distribution</b>	
<b>Project Location:</b>	770 Bailey Hill Road, Eugene, OR 97402	
<b>Project Description:</b>	Social Services for low and moderate-income persons.	
<b>Project Explanation:</b>	Social service agency providing collection and distribution of food to other agencies for inclusion in food boxes. Funded by the City of Eugene, City of Springfield and Lane County as a collaborative effort through the HSC.	
<b>Start/Completion Dates:</b>	7/01/2012 – 6/30/2013	
<b>Funding Source:</b>	<b>CDBG</b>	<b>\$ 18,501</b>
<b>Matrix Code/Title:</b>	05 - Public Services (General)	
<b>Priority Need:</b>	Public Services	
<b>Eligibility Citation:</b>	570.201(e)	
<b>National Objective</b>	LMC – 570.208(a)(2) – Low/Mod Clientele	
<b>Accomplishment Type/Goal:</b>	People / 7000	
<b>Performance Measures</b>		
Objective	Suitable Living Environment	
Outcome	Sustainability	
<b>Project Primary Purpose</b>		
Help the Homeless	No	
Help Persons with HIV/AIDS	No	
Help Persons with Disabilities	No	
Address Public Housing Needs	No	

# Springfield 2013/14 CDBG Table 3C

## Public Services – White Bird Medical Clinic

<b>Project/Local ID:</b>	0007
<b>Project Name:</b>	<b>HSC/White Bird – Medical Clinic</b>
<b>Project Location:</b>	1400 Mill St., Eugene, OR 97401
<b>Project Description:</b>	Social services for low- and moderate-income individuals.
<b>Project Explanation:</b>	Social service agency providing medical services to low-income Eugene residents. Funded by the City of Eugene, City of Springfield, and Lane County as a collaborative effort through the Human Services Commission (HSC).
<b>Start/Completion Dates:</b>	7/01/2012 – 6/30/2013
<b>Funding Source:</b>	<b>CDBG</b> <b>\$ 8,029</b>
<b>Matrix Code/Title:</b>	05M Health Services
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low / Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 95
<b>Performance Measures</b>	
Objective	Suitable Living Environments
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	Yes
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Springfield 2013/14 CDBG Table 3C

## Public Services – Relief Nursery

<b>Project/Local ID:</b>	0007
<b>Project Name:</b>	<b>HSC/Relief Nursery – Therapeutic Preschool</b>
<b>Project Location:</b>	71720 West 25 <sup>th</sup> Ave., Eugene, OR 97405
<b>Project Description:</b>	Social Services for low and moderate-income persons.
<b>Project Explanation:</b>	Social service agency providing therapeutic preschool services and parent training activities for families who are at high risk of child abuse. Funded by the City of Eugene, City of Springfield and Lane County as a collaborative effort through the HSC.
<b>Start/Completion Dates:</b>	7/01/2012 – 6/30/2013
<b>Funding Source:</b>	<b>CDBG</b> <b>\$14,247</b>
<b>Matrix Code/Title:</b>	05N – Abused and Neglected Children
<b>Priority Need:</b>	Public Services
<b>Eligibility Citation:</b>	570.201(e)
<b>National Objective</b>	LMC – 570.208(a)(2) – Low/Mod Clientele
<b>Accomplishment Type/Goal:</b>	People / 38
<b>Performance Measures</b>	
Objective	Suitable Living Environment
Outcome	Sustainability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing	No
Needs	

# Springfield 2013/14 CDBG Table 3C

## Program Administration

<b>Project/Local ID:</b>	0008
<b>Project Name:</b>	<b>CDBG Program Administration/General</b>
<b>Project Location:</b>	225 Fifth Street, Springfield, OR 97477
<b>Project Description:</b>	General management, oversight and coordination of CDBG Program.
<b>Project Explanation:</b>	Supports eligible CDBG administrative costs.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Source:</b>	<b>CDBG</b> <b>\$95,914</b>
<b>Matrix Code/Title:</b>	21A - General Program Administration
<b>Priority Need:</b>	Planning and Administration
<b>Eligibility Citation:</b>	570.206
<b>National Objective</b>	n/a
<b>Accomplishment Type/Goal:</b>	n/a
<b>Performance Measures</b>	
Objective	n/a
Outcome	n/a
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# City of Springfield

## HOME Investment Partnerships Program

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HOME Investment Partnerships Program (HOME) funds are received from the U.S. Department of Housing and Urban Development (HUD) and administered by the Eugene-Springfield Consortium for the metropolitan area. The primary purpose of the HOME program is to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing, for low- and moderate-income families. HOME funds can be used for new construction or rehabilitation of housing projects which will be affordable to low- and moderate-income households, for the acquisition of eligible properties by for-profit and non-profit developers, for tenant-based rental assistance programs, and for first-time homebuyer programs. HOME funds can be provided to the project as a grant or as a loan, and the loan can be set up in various ways; low- or no interest, amortized, deferred or forgiven according to the needs of the project. Springfield's Fiscal Year 2013/2014 (FY 2013/14) allocation of HOME funds is expected to be \$283,783, . This is a reduction from previous allocations, and continues a downward trend in federal grant funding for the city.

The HOME Agreement is a document entered into by the City of Springfield and the recipient of HOME funds. The Agreement fixes the amount of the allocation, determines the terms of repayment, defines the performance and monitoring parameters of the project, and certifies acceptance and compliance with all applicable Federal, State, and local regulations. Attachments to the HOME Agreement include a statement of work, HOME affordability requirements, recipient's certification of governmental assistance, a Declaration of Restrictive Covenants and the HOME Allocation Agreement, which determines the allocation of proceeds from the sale of a HOME-assisted project, should the sale occur prior to the expiration of the mandatory compliance period.

A Community Housing Development Organization (CHDO) is a special designation given to non-profit housing developers that meet certain specific requirements pertaining to the formation and stated purpose of the non-profit. A CHDO must have among its purposes the provision of decent housing that is affordable to low- and moderate-income persons. In addition, a CHDO must have representation of low-income community residents on its governing board and must have a defined geographic service area. The complete definition can be found in 24 CFR §92.2. A minimum of 15% of the HOME funds must be reserved for use by CHDOs.

The Community Development Advisory Committee (CDAC) was established by the City of Springfield to make recommendations concerning program policy and project selection to the City Council. The goals of the committee are: 1) To allocate HOME funds in a manner which will serve to

expand and preserve the supply of decent, safe and affordable housing for low- and moderate-income residents of Springfield, and 2) To ensure the long term viability of Springfield's Housing Programs through the efficient use, and return of investment of HOME funds. It is the City's preference to award HOME funds as a loan, with interest rates and repayment provisions matched closely with the needs of each individual project.

## Other Resources

The following is a list of non-federal public and private funding sources which can reasonably be expected to be available for project development:

- **Oregon Housing Trust Fund.** Administered by the State of Oregon. Eligible activities include acquisition, construction and rehabilitation, and pre-development costs associated with low- and moderate-income housing development. The full amount of Oregon Trust Funds invested into the project is eligible as HOME match.
- **Oregon Affordable Housing Tax Credit Program.** Formerly called the Oregon Lender's Tax Credit Program; administered by the State of Oregon; provides below-market interest rates for low- and moderate-income housing projects. Maximum interest rate reduction is 4% below market, for a maximum term of twenty years. HOME match is calculated by applying the present discounted cash value to the total yield forgone by the lender.
- **Volunteer Labor.** Area non-profit housing developers have been successful in utilizing volunteer labor in their developments. The Lane Community College Construction Technologies Department has contributed student labor for all phases of housing development. Architects, attorneys, and other professionals have also contributed their services to non-profit housing developments in Springfield. Volunteer labor is eligible as HOME match and is calculated at a flat rate of \$10.00 per hour.
- **State Loan Guarantee Program.** Although this is not a "true source" of funds, this program serves to enhance a loan by providing a warranty as security for up to 25% of the loan value. Used as a tool by housing developers, it can allow lenders to increase their loan amount, and/or decrease the interest rate of the loan at little or no additional risk to the lender. Not eligible for HOME match.
- **Property Tax Exemptions.** Exemptions from City property taxes have been allowed for qualified non-profit housing developers on a project-by-project basis to low- and moderate-income housing developments. Generally based on the benefits provided to the community and the duration of the low- and moderate-income housing commitment, property tax exemptions are eligible as HOME match. The amount of match credit is calculated as the current discounted cash value of the tax exemption.

- **Vertical Housing Development Zone Tax Exemption.** In October 2004, the City of Springfield received a Vertical Housing Development Zone (VHDZ) designation from the State of Oregon. The VHDZ program allows partial property tax exemption for qualified new housing that is built over street level commercial space. An eligible project can receive 20% of tax exemption per floor of housing, up to a total of 80%. This program can provide valuable incentives to develop new housing in Springfield’s downtown corridor, which in turn will help support commercial growth and revitalization activities.
- **Private Contributions.** Cash and materials have been contributed in the past by private businesses, corporations, and foundations to assist in the development of low-income housing in Springfield. It is expected that future contributions from private sources will continue to provide needed assistance. Private contributions are eligible as HOME match.

## Leveraging Federal Funds

The City of Springfield allocates HOME funds through a competitive Request for Proposal (RFP) process. The current housing and supportive services needs of the city are outlined in the RFP packet. Housing activities are categorized and prioritized by community need and fund allotments are made by category. Also outlined in the packet are the City’s criteria for ranking projects. One criterion is efficiency of use of Federal funds, which can be demonstrated by documenting the status and maximizing the amount of other funding sources. Thus, the most competitive projects will have maximized the funds leveraged by Federal dollars. The City has not had to impose any threshold percentages for leveraged or matched funds; the RFP process has been self-regulating in this respect. Springfield tracks HOME matching contributions on a continual basis to ensure compliance with applicable HOME program regulations, which requires a minimum 25% matching contribution.

- **Low-Income Housing Tax Credits (LIHTC).** This is a federal program that can provide large infusions of capital to affordable housing projects. Tax credits are awarded to a project over a 10 year period. These tax credits are then sold or “syndicated” to private businesses or organizations at less than face value to offset their tax liability. The Royal Building project is the most recent recipient of an LIHTC award.

The Springfield HOME Agreement contains a Subsidy Layering Certification which identifies all sources of project funding. If additional Federal funds are being utilized or applied for, the HOME recipient is required to notify the City. This allows the City to monitor all current and future sources of funds, and to evaluate the project’s need for HOME funds. The City will conduct an additional review of subsidy layering at the time that the HOME agreement is put in to place. The City will only contribute HOME funds to projects in the amount that is necessary to provide affordable housing.

## HOME Assisted Housing Programs

- **Glenwood Place** is a mixed-use development proposed by HACSA in partnership with Metropolitan Affordable Housing. The development will be located in Glenwood, on property that is being annexed to the City of Springfield. When completed, Glenwood Place will provide 150 units of affordable workforce housing and a commercial component fronting Franklin Blvd. HACSA will be receiving approximately \$210,170 of HOME funds for development of the housing component. The project has also been allocated approximately \$81,580 of CDBG funds to assist with the acquisition and development of the commercial portion of the project. When completed, the workforce housing within the development will consist of studio, one-bedroom and two-bedroom apartments set at rent levels affordable to individuals and families earning 30-60% of median area income. The development will also include community spaces and meeting rooms, open areas, and parking for the commercial and residential tenants.

Glenwood is located in a transit-rich area, positioned between Eugene and Springfield, with easy access to the U of O, LCC, Peace Health Medical Center, and both downtowns. The development will be a catalyst for new economic activity along the Franklin Blvd. corridor, and is consistent with the goals of the Glenwood Refinement Plan. HACSA received a HOME grant of \$96,500 in FY2012 for predevelopment costs associated with Glenwood Place.

- **Habitat for Humanity R Street Subdivision.** The Springfield-Eugene chapter of Habitat for Humanity (HfH) will receive approximately \$30,250 of HOME funds to assist with infrastructure development on a site the agency owns on R Street in Springfield. When completed, the project will consist of seven single-family homes that will provide affordable homeownership opportunities for low and very low-income households. HfH uses a successful national model of homeownership development, utilizing volunteer labor and donations to reduce the cost of homeownership. Prospective HfH homeowners must contribute a proportional amount of sweat equity as part of the selection and qualification process. HfH is nearing completion of the Meyer Estates subdivision, which received HOME funding in previous years.

## HOME Funded Housing Programs

- **The Springfield Home Ownership Program (SHOP)** provides downpayment assistance to low-income first-time homebuyers. The maximum SHOP assistance was reduced last year from \$10,000 to a maximum of \$7,000 per home. This reduction is in response to the overall reduction of funding to the HOME program, and the acknowledgement that current interest rates and the slowly recovering housing market in the area has made home ownership more

affordable. The SHOP funds are to be used by the buyer to assist with downpayment and associated closing costs. Demand for SHOP assistance was moderately-high in FY12 and the program is expected to fully expend its available funds before the end of the fiscal year, assisting 14 first-time homebuyers. Some of this increased demand can be attributed to falling home prices and lowered interest rates resulting from the current economic crisis. Although lending has tightened significantly, people are finding homes more affordable than in recent years. We expect demand for the program to remain high in FY13, and with the reduction to the HOME allocation, the city anticipates that SHOP funding will again be fully expended before the end of the fiscal year. Since its inception, the SHOP has helped approximately 545 first time homebuyers purchase homes in Springfield.

## Other Activities

- **HOME Funds for Interim Financing.** The City of Springfield has successfully utilized HOME funds for short term, interim financing of HOME eligible projects. Interim financing takes advantage of HOME funds which have been awarded to a project, but have not yet been expended for that purpose. These funds can be used for bridge, construction or other short term financing needs of other projects. The developer who applies for HOME interim financing must provide documentation of sufficient backup financing, and must sign a loan agreement that provides for immediate repayment of the HOME funds when requested by the City. Because of the immediacy of the need for interim financing, application for the funds is a non-competitive, administrative review process. Utilizing HOME funds for interim financing of projects multiplies the community benefit of the HOME program.
- **Purchase of Distressed, Undervalued or Beneficial Properties.** With the rapid increase of land values in Springfield, the City may want to consider acquiring such properties with HOME or CDBG funds, and make them available in the future for purchase and/or development of an eligible project that would benefit the Springfield community. Inclusion of this provision in the five-year Consolidated Plan is necessary in order for the City to consider acquisition with CDBG or HOME funds as an option. (See "Activities to be Undertaken" in the Springfield CDBG Section for an expanded narrative)
- **Relocation Assistance.** At a work session on April 21, 2008, the Springfield City Council directed staff to investigate the viability of using CDBG and HOME funds to provide limited relocation assistance to mobile home park residents facing forced eviction. Although there are currently no plans for any mobile home park closures in Springfield, the growth and redevelopment of much of the urban core of the city seems to make MH park closures a certainty in the future. The Council felt that it is in the community's best interest to begin

discussing and analyzing the options and resources available. Under most circumstances relocation assistance by the City will be provided on a voluntary basis, and not as a required action under the Uniform Relocation Act, CDBG or HOME statutes. This activity was included in the FY2010 One-year Action Plan as an amendment to the current Consolidated Plan. It is unclear how and in what capacity CDBG and/or HOME funds will be used to assist with relocation, but general relocation assistance as a possible activity will continue to be included in the Consolidated Plan.

- **Contingency Funding and Contract Amendments.** It is the nature of CDBG and HOME projects that funding usually comes from a variety of different sources having different requirements. CDBG and HOME funds are often used as leverage by project developers to secure additional funding from foundations, state and local programs and from private donors. CDBG and HOME funds may be one of the earliest funding commitments for projects, and the amounts and terms of these commitments may need to be modified from time to time as the project evolves. Contingency funding during project development and contract amendments during the operating cycle are ways that help to ensure continued public benefit for CDBG and HOME projects. Contingency funding allows the City to invest additional funds into a developing project without the requirement of a full public process, as long as the amount does not exceed 30% of the original allocation. This method is generally preferred over adding a contingency amount at the front end of project development because it doesn't tie up CDBG or HOME funds unnecessarily. Contingency funding is reported in IDIS and is reflected in the Consolidated Annual Performance and Evaluation Report (CAPER).

Although regulations allow CDBG and HOME allocations to be outright grants to eligible projects, the City of Springfield has taken a more individualized approach and creates its CDBG and HOME contracts to fit the needs of the particular project. When proforma operating budgets suggest that projected cash flows will support a loan, funds are loaned instead of granted. Particularly with HOME projects where housing affordability is the primary goal, conditions may occur that make it difficult or impossible for a project to make its HOME loan payments as stipulated in the contract. Allowing staff to amend the terms and/or conditions of the contract to meet the needs of the project will help affordable housing providers stay in compliance with federal affordability requirements. In doing so, projects are able to provide continued public benefit. This is also pertinent to CDBG Business Development Loans, which is a new program that the City started this fiscal year. All amendments to CDBG or HOME contracts shall maintain compliance with CDBG or HOME programmatic requirements.

## Geographic Distribution

A dwelling must be located within Springfield's city limits in order to be eligible for assistance through the City's housing programs. Proposed housing development projects must be located within Springfield's Urban Growth Boundary (UGB) to be considered for funding, and the project site must be annexed into the city limits before HOME funds may be expended for site development.

With the designation of the Downtown Redevelopment Area, the Springfield City Council and local business leaders have made redevelopment of the core downtown area a priority. Creating a place where people work and live is vital to maintaining a thriving downtown.

## Minority Concentrations

New data from the 2010 Census has identified five census tracts with the highest reported percentage of Hispanic or Latino persons and five census tracts with the highest reported percentage of non-white persons. Cross-referencing this information, three census tracts in the City of Springfield have been identified that exhibit both high Hispanic and high minority populations, relative to the other census tracts. **Census Tract 19.02** is located in mid-Springfield. Its boundaries are roughly described by I-105 on the north, 42<sup>nd</sup> Street on the east, the Union Pacific RR tracks on the south and 28<sup>th</sup> Street on the west. This census tract reports 11.84% Hispanic and 6.90% non-white. **Census Tract 21.01** is in north Springfield. Its boundaries are roughly described by the UGB on the north, 5<sup>th</sup> Street on the east, I-105 on the south and MLK Blvd. on the west. This census tract reports 12.30% Hispanic and 8.10% non-white. **Census Tract 32.01** is located on the western edge of Springfield. Its boundaries are roughly described by I-105 on the north, Pioneer Parkway on the east, Centennial Blvd. on the south and I-5 on the west. This census tract reports 12.0% Hispanic and 6.90% non-white. The data also shows that **Census Tract 33.01** located in mid-Springfield has the second highest percentage (12.27%) of Hispanic persons while reporting a non-white percentage of 6.47%, and that **Census Tract 21.02** located in west Springfield has the highest reported non-white percentage (8.91%), while reporting a Hispanic percentage of 11.42%.

## Homeless and Special Needs Activities

The City of Springfield plans to continue to provide support for homeless and special needs activities through the utilization of HOME program funding. Current and past HOME projects that serve this diverse target population are:

- Permanent and transitional housing units for low and very low-income individuals.
- Transitional housing for homeless families.
- Group homes for developmentally disabled persons.

- Security deposit assistance for homeless and at-risk households.
- Service enriched rental housing for special needs individuals, including low-income seniors and developmentally disabled adults.
- Emergency rental assistance for very low-income households.
- Dedicated housing for low-income seniors

The Consortium provides CHDO operating assistance for local non-profit agencies, two of which serve homeless populations in Springfield through counseling, case management, and other services.

## Other Actions

In addition to the homeless and special needs activities described above, Springfield plans to allocate HOME funds to support the following activities in the coming year:

- New construction of affordable work-force housing.
- Rehabilitation of existing housing stock to be used for very low-income rental housing for persons with disabilities.
- Down payment assistance for low-income first-time homebuyers.
- New construction of homeownership units.

In addition, a local non-profit agency also provides homeownership counseling and education to low and moderate-income families in Springfield.

## Specific HOME Program Requirements

The City of Springfield currently provides assistance to homebuyers through two programs. Each program has its own resale and recapture provisions.

- **Springfield Homeownership Program (SHOP).** This program provides down payment assistance to low- and moderate-income first-time homebuyers. The current maximum amount of assistance is \$7,000. The HOME funds are provided to the qualified buyer as a no interest deferred loan which is recorded as a lien against the HOME-assisted property. The lien is repaid in full to the City upon the subsequent resale of the property. There is no expiration date for the lien. Successful completion of a homeownership preparation course conducted by a participating lender or an equivalent program conducted by a participating CHDO is a prerequisite to qualifying for this program. All low- and moderate-income households who have not owned a home in the past three years are eligible for the SHOP.

In addition to the assistance provided to first time homebuyers purchasing market rate homes, the Consortium has elected to provide assistance to homebuyers purchasing homes in housing developments and/or subdivisions constructed or rehabilitated specifically to provide housing for low-income homebuyers an increased subsidy amount up to double the customary SHOP subsidy. The City of Springfield is also allowing a doubling of SHOP assistance for eligible homeownership opportunities in its downtown. All other terms and conditions of the SHOP will remain the same.

Two HOME projects, grant administration, CHDO operating support and housing program allocations were approved for funding at a Public Hearing before the Springfield City Council on April 16, 2013 and are included in this One-Year Action Plan. A table of Springfield’s HOME activities and programs, and summary descriptions of Springfield’s approved HOME projects follow this narrative section.

## City of Springfield: HOME Recapture Provisions for Homeownership Projects

The HOME Program requires that a jurisdiction must impose either resale or a recapture provisions when providing HOME assistance to homeownership projects, including homes acquired with SHOP downpayment assistance. In order to ensure affordability, the City of Springfield is imposing HOME recapture provisions on all homeownership projects and programs which include a “homebuyer subsidy” as described in 24CFR §92.254(a)(5)(ii). Under this recapture provisions, the HOME period of affordability is based on the total amount of homebuyer subsidy per unit:

**HOME Affordability Table**

<i>Homebuyer Subsidy</i>	<i>Less than \$15,000</i>	<i>\$15,000 to \$40,000</i>	<i>Over \$40,000</i>
<i>Period of Affordability</i>	<i>Five Years</i>	<i>Ten Years</i>	<i>Fifteen Years</i>

Homebuyer subsidy is the amount of the HOME assistance that enabled the homebuyer to buy the dwelling, and is the amount that is subject to recapture. This amount includes SHOP downpayment assistance, purchase financing (silent mortgages) and assistance with closing costs. It doesn’t include any “development subsidy” which is the amount of HOME assistance provided to the housing developer that bridges the gap between the cost of producing the unit and its fair market value. HOME recapture provisions ensure that if the housing does not continue to be the principal residence of the family for the period of affordability, then all or a portion of the homebuyer subsidy shall be recaptured.

**Net Proceeds Limitation** - Under the recapture provisions, the homebuyer must repay to the City of Springfield the full amount of the homebuyer subsidy whenever the housing unit does not continue to be the principal residence of the family for the duration of the period of affordability. However, if the recapture requirement is triggered by the sale (voluntary or involuntary) of the housing unit, and there are no net proceeds or the net proceeds are insufficient to repay the entire homebuyer subsidy amount, the City may only recapture the net proceeds, if any. HOME affordability requirements will end upon recapture of the homebuyer subsidy. Any recaptured funds will be deposited into the consortium HOME account and will provide assistance to future HOME projects.

**NEDCO and St. Vincent de Paul Homeownership Housing** - This section clarifies how the HOME recapture provisions will be applied to NEDCO and St. Vincent de Paul (SVDP) HOME assisted housing. In their loan agreement with the homebuyer, both NEDCO and SVDP divide the purchase price into two or more parts. The intent of dividing the purchase price into separate parts is to make the purchase more affordable to the homebuyer and to prevent the homebuyer from profiting from the non-profit status of each agency and its programs by immediately selling the property at a profit. The parts are:

- Part A is the first mortgage between the borrower and the agency. This part is not subject to the HOME recapture provisions.
- Part B is a “silent mortgage” between the borrower, the agency and the City of Springfield. This is considered to be direct assistance to the homebuyer, and the full amount is subject to the HOME recapture provisions. If the property is no longer the primary residence of the borrower at any time during the period of affordability, the recapture provisions will take effect and the borrower will be required to repay the full amount of Part B to the City of Springfield. However, if the recapture provisions are triggered by sale or foreclosure of the property, the amount that the borrower will be required to repay to the City of Springfield will be subject to the net proceeds limitation previously described.
- Other parts may be incorporated in the loan agreements that include grants, loans and other financing assistance provided by other sources. These parts are not subject to the HOME recapture provisions.
- NEDCO and SVDP will often encourage its homebuyers to use the SHOP program to provide down payment assistance during the purchase. SHOP assistance is also regarded as a direct homebuyer subsidy and is, therefore, subject to the HOME recapture provisions including the net proceeds limitation. For these properties, the full amount subject to recapture is the sum of Part B and the SHOP assistance.

**Habitat for Humanity Homeownership Housing** - This section clarifies how the HOME recapture provisions will be applied to HOME assisted housing produced by the Springfield-Eugene chapter of Habitat for Humanity (HfH). In its Note and Loan Agreement with the homebuyer, HfH divides the purchase price into three parts. The intent of dividing the purchase price into three parts is to prevent the borrower from profiting from the non-profit status of HfH and its programs by immediately selling the property at a profit. The three parts are:

- Part A is the first mortgage between the borrower and HfH. This part is not subject to the HOME recapture provisions.
- Part B is a “silent second mortgage” between the borrower, HfH and the City of Springfield. This is the full amount of the direct HOME assistance to the homebuyer, and is the amount subject to the HOME recapture provisions. If the property is no longer the primary residence of the borrower at any time during the period of affordability, the recapture provisions will take effect and the borrower will be required to repay the full amount of Part B to the City of Springfield. However, if the recapture provisions are triggered by sale or foreclosure of the property, the amount that the borrower will be required to repay to the City of Springfield will be subject to the net proceeds limitation previously described.
- Part C is a “silent third mortgage” between the borrower and HfH and is not subject to the HOME recapture provisions.

**Optional Assumption of HOME Affordability Obligations** – Springfield is making an additional provision available only to NEDCO, SVDP and HfH homeownership projects. Springfield will permit a subsequent low-income purchaser of a NEDCO, SVDP or HfH HOME assisted unit to assume the HOME loan and recapture obligation entered into by the original buyer. This includes any SHOP downpayment assistance. The new homeowner will also assume the remaining period of affordability. This provision will give these agencies the opportunity to prolong the affordability of its homes in keeping with their missions. This consideration is optional and does not limit or eliminate the original buyer’s right to sell the home to a willing buyer at any income level.

**Extended Affordability, Occupancy and Repayment Requirements** - The HOME affordability requirements and recapture provisions will expire at the end of the mandated periods shown in the HOME Affordability Table. However, many homeownership programs extend affordability, occupancy and repayment requirements beyond the HOME mandated periods. For instance, most SHOP loans have a five-year HOME period of affordability. However, the loan made by the City to the homebuyer does not expire, and repayment is required upon sale or transfer, or whenever the unit is no longer the principle residence of the homebuyer. If a SHOP homebuyer sells his home ten years after the date of purchase, the HOME recapture provisions will have expired and repayment is

not subject to the net proceeds limitation. The homebuyer must repay the full amount of the SHOP loan. Homeownership loan agreements by NEDCO, SVDP and HfH may include affordability, occupancy and repayment terms that continue beyond the HOME mandated period of affordability and after the HOME recapture provisions expire. When repayment occurs after the HOME mandated period of affordability, the repayment is considered program income and will be returned to the HOME Consortium account to be used to support future HOME activities.

If the HOME assistance is only used for the development subsidy and therefore not subject to recapture, the resale provision described in 24CFR §92.254(a)(5)(i) must be used. The City of Springfield does not anticipate participating in a homeownership project where only a development subsidy is provided, therefore, a resale provision is not included in this section.

## Monitoring

Regulations state that the One-Year Action Plan must describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the Plan and to ensure that long-term compliance with requirements of the programs involved.

- **HOME Project Monitoring.** Client income certification sheets are submitted annually by developers of HOME-funded projects and are placed in the project file. Review of income and other eligibility documentation are completed on-site. Physical inspections of HOME-assisted units are conducted on a one-, two-, and three-year cycle based on the number of HOME units. The inspector summarizes the findings and any follow-up work required. These inspection forms are filed in the project files.
- **Consortium Monitoring.** The cities of Eugene and Springfield recently entered into a Memorandum of Understanding which states the program responsibilities of the Consortium. Springfield participates in an annual monitoring conducted by the City of Eugene as lead agency.
- **City Single Audit.** The Federal HOME program is reviewed by the City's external auditors annually.
- **Project Management.** Each project is managed by Springfield HOME program staff. The project manager reviews projects for compliance throughout the implementation of the project. Project contracts include a scope of work, timeline, and budget as well as regulatory requirements – use of minority business enterprises, environmental requirements, mitigation efforts, record keeping, etc.

- **Affirmative Marketing.** Both cities have a joint Affirmative Marketing Policy that complies with 24CFR §92.351. The City of Springfield periodically reviews the marketing plans for all affordable housing developments in Springfield. The housing providers have active plans in place and are diligent in their work to seek out and provide housing to our minority communities. NEDCO provides homebuyer outreach and marketing activities in Spanish.
- **Program Income.** In addition to its FY2013/14 HOME entitlement, the City of Springfield is allocating an estimated \$53,235 of HOME Program Income (PI) received in FY12/13 to projects and activities. Springfield anticipates receiving approximately \$90,000 of PI in FY13/14. Ten percent of the PI received will be used for HOME program administration. The remainder will be carried forward, and will be allocated in the following program year.



# City of Springfield

## Springfield FY 2013/14 HOME Funding Allocations

**Funding Amounts:**

<i>New Grant Funds</i>	\$ 283,783
<i>Program Income (est.)</i>	\$ 90,000
<i>Previous Year</i>	\$ 102,496
<b>TOTAL AVAILABLE</b>	<b>\$ 476,279</b>

Applicant	Project	HOME Amount	
		New Funds	Previous Year Carryover
HACSA, Metropolitan Housing	Acquisition and development of Glenwood Place mixed-use development	\$ 107,674	\$102,496
Habitat for Humanity	Infrastructure development of R Street subdivision	\$ 30,250	-
	Grant Administration*	\$ 37,378	-
	City Housing Programs	\$100,000	-
	CHDO Operating	\$ 13,995	-
	Unallocated amount (carry forward to next year)	\$ 81,000	-
	Subtotal	\$373,783	\$102,496
	<b>GRAND TOTAL</b>	<b>\$476,279</b>	

# City of Springfield

## Summary of FY2013/14

### HOME Proposals and Approved Funding Amounts

<b>1.</b>	<b>Project:</b>	<b>Glenwood Place</b>
	<b>Location:</b>	4224 Franklin Blvd, Glenwood
	<b>Developer:</b>	HACSA, Metropolitan Affordable Housing
	<b>Approved:</b>	\$210,170
	<b>Total Proj. Cost:</b>	\$22,665,550

HACSA, in partnership with Metropolitan Affordable Housing is receiving \$210,170,000 of HOME funding to support the development of Glenwood Place, a multi-family mixed used development located in Glenwood. When completed, the development will consist of 150 affordable workforce housing units and ground floor commercial space fronting Franklin Blvd. Glenwood is located in a transit-rich area, positioned between Eugene and Springfield, with easy access to the U of O, LCC, Peace Health Medical Center, and both downtowns.

The workforce housing within the development will consist of studio, one-bedroom and two-bedroom apartments set at rent levels affordable to individuals and families earning 30-60% of median area income. The development will include community spaces and meeting rooms, open areas, and parking for the commercial and residential tenants. The development will be a catalyst for new economic activity along the Franklin Blvd. corridor, and is consistent with the goals of the Glenwood Refinement Plan.

If awarded, these funds may not be used by the developers until the site has received environmental clearance, and has been annexed to the City of Springfield. The annexation process has been initiated. HACSA received a HOME grant of \$96,500 in FY2012 for predevelopment costs associated with Glenwood Place.

<b>2.</b>	<b>Project:</b>	<b>R Street Development</b>
	<b>Location:</b>	R Street (south side) just east of 11 <sup>th</sup> Place
	<b>Developer:</b>	Springfield-Eugene Habitat for Humanity
	<b>Approved:</b>	\$30,250
	<b>Total Proj. Cost:</b>	\$893,175

The Springfield/Eugene Habitat for Humanity is requesting \$60,500 of HOME funds for private infrastructure development to support seven single family homes on a lot owned by HfH at R Street near 11th Place. The funds will be used to pay surveying and platting services and fees, architectural and engineering costs, planning and permit fees, utility and infrastructure development costs, and site development.

While no particular design for the homes has been selected, the homes will be Energy Star certified and flexible enough to serve families needing 2, 3 or 4 bedrooms. This is a new construction housing project that will provide affordable homeownership for families between 30% and 60% of the area median income.

HfH is nearing the completing of the 10 unit Meyer Estates subdivision. The City contributed \$245,000 of HOME funds to Meyer Estates over four funding cycles.



# Springfield 2013/14 HOME Table 3C

## Housing Development – Permanent Homeownership

<b>Project/Local ID:</b>	0009
<b>Project Name:</b>	<b>Habitat for Humanity – R Street Subdivision</b>
<b>Project Location:</b>	R Street (east of 11 <sup>th</sup> Place), Springfield, OR 97478
<b>Project Description:</b>	Private infrastructure development to support the construction of seven single family homes, homeownership opportunities for low and very low-income households.
<b>Project Explanation:</b>	Site planning and development of private drives, walkways and utility access for seven LMI homeownership units.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2015
<b>Funding Sources:</b>	<b>HOME</b> <b>\$30,250</b>
<b>Matrix Code/Title:</b>	Construction of Housing
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	92.206(a)
<b>National Objective</b>	n/a
<b>Accomplishment Type/Goal:</b>	7 units
<b>Performance Measures</b>	
Objective	Decent Housing
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Springfield 2013/14 HOME Table 3C

## Housing Development – Permanent Multi-Family

<b>Project/Local ID:</b>	0010
<b>Project Name:</b>	<b>Metropolitan Housing and HACSA – Glenwood Place</b>
<b>Project Location:</b>	Franklin Blvd., Glenwood/Springfield, OR 97403
<b>Project Description:</b>	Acquisition and development of 150 unit mixed-use affordable housing complex in Glenwood.
<b>Project Explanation:</b>	Acquisition and development costs associated with the Glenwood Place mixed-use complex, commercial and 150 units of workforce housing.
<b>Start/Completion Dates:</b>	7/01/2013– 12/31/2015
<b>Funding Sources:</b>	<b>HOME - \$210,170    CDBG - \$81,580</b>
<b>Matrix Code/Title:</b>	Construction of Housing
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	92.206(a)
<b>National Objective</b>	LMI-Jobs, LMI-Housing
<b>Accomplishment Type/Goal:</b>	150 units, 11 HOME units
<b>Performance Measures</b>	
Objective	Decent Housing
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	Yes

# Springfield 2013/14 HOME Table 3C

## Springfield Home Ownership Program

<b>Project/Local ID:</b>	0011
<b>Project Name:</b>	<b>Springfield Home Ownership Program (SHOP)</b>
<b>Project Location:</b>	City-wide, Springfield
<b>Project Description:</b>	Downpayment assistance for low- and moderate-income homebuyers.
<b>Project Explanation:</b>	Downpayment assistance loans of up to \$7,000 to low- and moderate-income homebuyers.
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Sources:</b>	<b>HOME</b> <b>\$100,000</b>
<b>Matrix Code/Title:</b>	Direct Homeownership Assistance
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	92.206(c)
<b>National Objective</b>	
<b>Accomplishment Type/Goal:</b>	15 units
<b>Performance Measures</b>	
Objective	Decent Housing
Outcome	Affordability
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Springfield 2013/14 HOME Table 3C

## HOME Grant Administration

<b>Project/Local ID:</b>	0012
<b>Project Name:</b>	<b>HOME Grant Administration</b>
<b>Project Location:</b>	225 5 <sup>th</sup> St., Springfield, OR 97477
<b>Project Description:</b>	General management, oversight and coordination of Springfield HOME grant program.
<b>Project Explanation:</b>	Supports eligible HOME administrative costs. Amount shown includes 10% of the projected Program Income for FY2013-14
<b>Start/Completion Dates:</b>	7/01/2013 – 6/30/2014
<b>Funding Sources:</b>	<b>HOME</b> <b>\$37,378</b>
<b>Matrix Code/Title:</b>	HOME Admin/Planning Costs of PJ
<b>Priority Need:</b>	Housing
<b>Eligibility Citation:</b>	92.207
<b>National Objective</b>	
<b>Accomplishment Type/Goal:</b>	n/a
<b>Performance Measures</b>	
Objective	n/a
Outcome	n/a
<b>Project Primary Purpose</b>	
Help the Homeless	No
Help Persons with HIV/AIDS	No
Help Persons with Disabilities	No
Address Public Housing Needs	No

# Appendices

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# Appendix A

## SF 424

Submittal pending final allocation

<b>Application for Federal Assistance SF-424</b>		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____	
3. Date Received:	4. Applicant Identifier: B-13-MC-41-0001	
5a. Federal Entity Identifier: 93-6002160	*5b. Federal Award Identifier:	
<b>State Use Only:</b>		
6. Date Received by State:	7. State Application Identifier:	
<b>8. APPLICANT INFORMATION:</b>		
*a. Legal Name: City of Eugene, Oregon		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 93-6002160	*c. Organizational DUNS: 093-1267301	
<b>d. Address:</b>		
*Street 1: <u>99 West 10<sup>th</sup> Avenue</u>		
Street 2: _____		
*City: <u>Eugene</u>		
County: <u>Lane</u>		
*State: <u>OR</u>		
Province: _____		
*Country: <u>United States</u>		
*Zip / Postal Code <u>97401</u>		
<b>e. Organizational Unit:</b>		
Department Name: Planning and Development	Division Name: Community Development	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: _____	*First Name: <u>Michael</u>	
Middle Name: _____		
*Last Name: <u>Wisth</u>		
Suffix: _____		
Title: <u>Grants Manager AIC</u>		
Organizational Affiliation:		
*Telephone Number: 541-682-5540	Fax Number: 541-682-5572	
*Email: michael.c.wisth@ci.eugene.or.us		

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218 \_\_\_\_\_

CFDA Title:

Community Development Block Grant / Entitlement Grants \_\_\_\_\_

**\*12 Funding Opportunity Number:**

n/a \_\_\_\_\_

\*Title:

n/a \_\_\_\_\_

**13. Competition Identification Number:**

n/a \_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Eugene, OR

**\*15. Descriptive Title of Applicant's Project:**

Community Development Block Grant

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: 4th	*b. Program/Project: 4th	
<b>17. Proposed Project:</b>		
*a. Start Date: 07/01/2013	*b. End Date: 06/30/2014	
<b>18. Estimated Funding (\$):</b>		
*a. Federal	\$1,242,049	
*b. Applicant		
*c. State		
*d. Local		
*e. Other		
*f. Program Income	\$1,450,000	
*g. TOTAL	\$2,692,049	
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____ <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative:</b>		
Prefix: _____	*First Name: <u>Jon</u> _____	
Middle Name: <u>R</u> _____		
*Last Name: <u>Ruiz</u> _____		
Suffix: _____		
*Title: City Manager		
*Telephone Number: 541-682-5336	Fax Number: 541-682-5415	
* Email: jon.r.ruiz@ci.eugene.or.us		
*Signature of Authorized Representative: 		*Date Signed: <u>6/28/13</u>

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
 Prescribed by OMB Circular A-102



**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.239 \_\_\_\_\_

CFDA Title:

HOME Investment Partnerships Program / HOME Program \_\_\_\_\_

**\*12 Funding Opportunity Number:**

n/a \_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

n/a \_\_\_\_\_

Title:

n/a \_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Eugene, OR

City of Springfield, OR

**\*15. Descriptive Title of Applicant's Project:**

HOME Program

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\*a. Applicant: 4th

\*b. Program/Project: 4th

**17. Proposed Project:**

\*a. Start Date: 07/01/2013

\*b. End Date: 06/30/2014

**18. Estimated Funding (\$):**

*a. Federal	_____	\$945,813
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	\$186,538
*g. TOTAL	_____	\$1,132,351

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes
- No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

**Authorized Representative:**

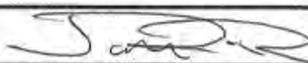
Prefix: \_\_\_\_\_ \*First Name: Jon \_\_\_\_\_  
Middle Name: R \_\_\_\_\_  
\*Last Name: Ruiz \_\_\_\_\_  
Suffix: \_\_\_\_\_

\*Title: City Manager

\*Telephone Number: 541-682-5336

Fax Number: 541-682-5415

\* Email: jon.r.ruiz@ci.eugene.or.us

\*Signature of Authorized Representative: 

\*Date Signed: 6/20/13

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102

Application for Federal Assistance SF-424		
* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
<input type="checkbox"/> Preapplication	<input checked="" type="checkbox"/> New	_____
<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Continuation	* Other (Specify)
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	_____
* 3. Date Received:	4. Applicant Identifier:	
Completed by Grants.gov upon submission.	B-13-MC-41-0002	
5a. Federal Entity Identifier:	* 5b. Federal Award Identifier:	
93-6002258	_____	
<b>State Use Only:</b>		
6. Date Received by State: _____	7. State Application Identifier: _____	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Springfield, OREGON		
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:	
93-6002258	010-737658	
<b>d. Address:</b>		
* Street 1:	225 Fifth Street	
Street 2:	_____	
* City:	Springfield	
County/Parish:	_____	
* State:	OREGON	
Province:	_____	
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	97477	
<b>e. Organizational Unit:</b>		
Department Name:	Division Name:	
Development and Public Works	Community Development and Housing	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: _____	* First Name: Kevin	
Middle Name: _____	_____	
* Last Name:	Ko	
Suffix: _____	_____	
Title:	Community Development Specialist	
Organizational Affiliation:		
_____	_____	
* Telephone Number:	Fax Number:	_____
(541) 726-2302	(541) 741-2763	_____
* Email: kko@springfield-or.gov		

**Application for Federal Assistance SF-424**

**9. Type of Applicant 1 - Select Applicant Type:**

City or Township

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

US Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Community Development Block Grant/ Entitlement Grants

**\* 12. Funding Opportunity Number:**

NA

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Springfield, Oregon

Add Attachments

Delete Attachments

View Attachments

**\* 15. Descriptive Title of Applicant's Project:**

Community Development Block Grant

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachments

Delete Attachments

View Attachments

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="\$479,568.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="\$4,075.00"/>
* g. TOTAL	<input type="text" value="\$483,643.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes", provide explanation.)**

Yes  No

If "Yes, provide explanation and attach.

Add Attachments

Delete Attachments

View Attachments

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: *Christine Lundberg* \* Date Signed:

# Appendix B

## Certifications



## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
 Signature/Authorized Official *MSM* Date 4/29/13  
City Manager  
 Title

### **Specific CDBG Certifications**

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

**Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2011, 2012, and 2013, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

**Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

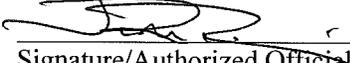
**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

  
Signature/Authorized Official *JSM* 4/29/13  
Date  
City Manager  
Title

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Not Applicable  
Signature/Authorized Official \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

### ESG Certifications

The Emergency Shelter Grantee certifies that:

**Major rehabilitation/conversion** -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for rehabilitation (other than major rehabilitation or conversion), the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

**Essential Services and Operating Costs** -- Where assistance involves essential services or maintenance, operation, insurance, utilities and furnishings, it will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

**Renovation** -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

**Matching Funds** -- It will obtain matching amounts required under 24 CFR 576.51.

**Confidentiality** -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

**Consolidated Plan** -- It is following a current HUD-approved Consolidated Plan or CHAS.

**Discharge Policy** ---- It has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

**HMIS** -- It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Not Applicable  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Specific HOME Certifications**

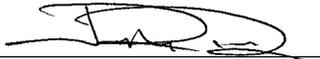
The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

  
Signature/Authorized Official *SMA* Date 4/22/13  
City Manager  
Title

### HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Not Applicable  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

99 West 10th Avenue, Eugene	940 Willamette St., Eugene
100 West 10th Avenue, Eugene	1820 Roosevelt Boulevard, Eugene
210 Cheshire Avenue, Eugene	125 E. 8th Ave., Eugene

Check \_\_\_ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

## FY13-14 CERTIFICATIONS, CITY OF SPRINGFIELD

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In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development (HUD) Act of 1974, as amended, in connection with any activity assisted with funding under the Community Development Block Grant (CDBG) or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
5. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

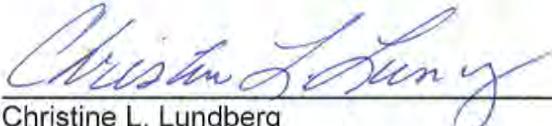
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

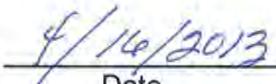
**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with Plan** -- The housing activities to be undertaken with CDBG, HOME, Emergency Shelter Grant, and Housing Opportunities for Persons with Aids funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR part 135.

**Signature**

  
 \_\_\_\_\_  
 Christine L. Lundberg

  
 \_\_\_\_\_  
 Date

Mayor  
 City of Springfield

## SPECIFIC CDBG CERTIFICATIONS

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The City of Springfield as an entitlement community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See 24 CFR 570.2 and 24 CFR part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by Housing and Urban Development.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with Community Development Block Grant (CDBG) funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program years 2011, 2012 and 2013, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70% of the amount is expended for activities that benefit such persons during the designated period; and
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

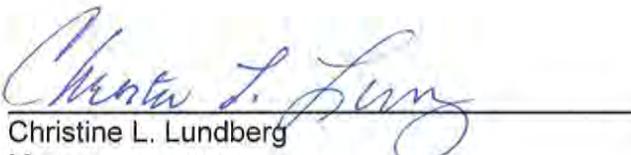
1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination Laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR 570.608.

**Compliance with Laws** -- It will comply with applicable laws.

**Signature**

  
Christine L. Lundberg  
Mayor  
City of Springfield

  
Date

## SPECIFIC HOME CERTIFICATIONS

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The HOME participating jurisdiction certifies that:

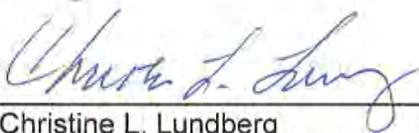
**Tenant-Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in section 92.214.

**Appropriate Financial Assistance** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

### Signature



Christine L. Lundberg  
Mayor  
City of Springfield



Date

## APPENDIX TO CERTIFICATIONS

---

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, Housing and Urban Development, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three (3)).

6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: City of Springfield, Oregon (City Hall)  
225 Fifth Street, Springfield OR 97477

City of Springfield Police Department  
344 North A Street, Springfield OR 97477

Check **X** if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

**"Controlled substance"** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

**"Conviction"** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

**"Criminal drug statute"** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

**"Employee"** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).

## **Appendix C**

### HUD Tables 3A and 3B



Table 3A: City of Eugene 2012/13 Activities

Specific Objective ID	Specific Annual Objectives	Source of Funds	Performance Indicators	Year	Expected Number
<b>DH-1 Accessibility of Decent Housing</b>					
	No Activity				
<b>DH-2 Affordability of Decent Housing</b>					
DH-2.4E	Rental Rehabilitation Programs, to improve living conditions for LMI tenants, including accessibility improvements for tenants	CDBG	# of rental housing units assisted	2010	56 units
				2011	56 units
				2012	56 units
				2013	56 units
				2014	
DH-2.2E	New Housing Development: Acquisition and new construction to benefit LMI persons	HOME	# of housing units created	2010	100 units
				2011	100 units
				2012	100 units
				2013	100 units
				2014	
DH-2.3E	Interim Finance Program, to provide short-term financing to developers of affordable housing to benefit LMI persons	HOME	# of HOME units assisted	2010	60 units
				2011	60 units
				2012	60 units
				2013	60 units
				2014	
DH-2.1E	Homebuyer Assistance Program (HAP), to provide affordable homeownership opportunities	HOME	# of low-income households assisted	2010	20 households
				2011	20 households
				2012	20 households
				2013	20 households
				2014	
DH-2.5E	New Housing Development: Acquisition sites to provide for future affordable housing development	CDBG	# of future housing units developed	2010	60 units
				2011	60 units
				2012	60 units
				2013	60 units
				2014	

DH-2.6E	Security Deposit Assistance Program, to provide security deposit assistance to benefit LMI persons	HOME	# of low-income households assisted	2010	NA
				2011	NA
				2012	NA
				2013	50 households
				2014	
DH-2.7E	Infrastructure Improvements: Street, sidewalk and utility improvements to affordable housing site.	HOME	# future housing units developed	2010	NA (see DH-2.5E)
				2011	NA (see DH-2.5E)
				2012	NA (see DH-2.5E)
				2013	NA (see DH-2.5E)
				2014	
<b>DH-3 Sustainability of Decent Housing</b>					
DH-3.1E	Owner Occupied Rehabilitation Programs, to preserve housing stock  - Emergency repairs  - Rehab loans  - Accessibility	CDBG	# of housing units assisted	2010	10 units
				2011	10 units
				2012	10 units
				2013	10 units
				2014	
<b>SL-1 Accessibility of Suitable Living Environment</b>					
SL-1.1E	Sidewalk and curb ramp improvements, to improve accessibility for LMI persons	CDBG	# of curb ramps/sidewalks improved	2010	10 ramps
				2011	10 ramps
				2012	10 ramps
				2013	10 ramps
				2014	
SL-1.2E	Removal of architectural barriers at City facilities	CDBG	# of public facilities improved	2010	2 facilities
				2011	2 facilities
				2012	2 facilities
				2013	2 facilities
				2014	
SL-1.3E	Capital improvements to LM areas	CDBG	# of neighborhood improvements	2010	0 projects
				2011	0 projects
				2012	1 project
				2013	1 project
				2014	

SL-1.21E	Installation of audible pedestrian signals, to improve accessibility to LMI persons	CDBG	# of audible pedestrian signals installed	2010	5 signals
				2011	5 signals
				2012	5 signals
				2013	5 signals
				2014	
<b>SL-3 Sustainability of Suitable Living Environment</b>					
SL-3.1E	Human Services Commission, to provide services to LMI persons	CDBG	# of persons receiving food assistance	2010	16025
	FOOD for Lane County – Food Distribution and Dinner Site			2011	16025
				2012	8060
				2013	8060
				2014	
	Relief Nursery		# persons receiving therapeutic preschool and family counseling or # children attending preschool????	2010	8
				2011	20
				2012	95
				2013	95
				2014	
	Catholic Community Services		# of persons receiving counseling and assistance	2010	50
				2011	50
				2012	1700
				2013	1700
				2014	
	SVDP First Place Family Center		# of homeless families receiving day access services	2010	300
				2011	300
				2012	300
				2013	300
				2014	

	SVdP Singles Access Center		# of homeless single adults receiving day access services	2010	2300
				2011	2300
				2012	1995
				2013	1995
				2014	
	White Bird		# of persons receiving dental and medical services	2010	650
				2011	650
				2012	750
				2013	750
				2014	
<b>EO-1 Accessibility of Economic Opportunity</b>					
EO-1.2E	Microenterprise Training	CDBG	# entrepreneurs trained	2010	60 persons
				2011	60 persons
				2012	60 persons
				2013	60 persons
				2014	
EO-1.1E	Business Development Fund loan program, to increase accessibility to employment for LMI persons	CDBG	# of LMI jobs created	2010	40 jobs
				2011	40 jobs
				2012	40 jobs
				2013	40 jobs
				2014	
<b>EO-2 Affordability of Economic Opportunity</b>					
	No Activity				
<b>EO-3 Sustainability of Economic Opportunity</b>					
	No Activity				

\* Expected number based on 5-year goals in Consolidated Plan. Specific goals based on annual funding are in Table 3Cs.

Table 3A: City of Springfield 2013/14 Activities

Specific Objective ID	Specific Annual Objectives	Source of Funds	Performance Indicators	Year	Expected Number
<b>DH-1 Accessibility of Decent Housing</b>					
DH-1.11S	Mainstream Housing, reconstruction of Aquarius parking lot	CDBG	# of LMI disabled persons assisted	2010	11 persons
DH-1.21S	Alvord-Taylor renovation of groups homes	CDBG HOME	# of LMI disabled persons assisted	2011	5 persons
DH-1.31S	Alvord-Taylor installation of accessible mods.	HOME	#of LMI disabled persons assisted	2012	2 persons
<b>DH-2 Affordability of Decent Housing</b>					
DH-2.11S	Shetercare, Afiya Apartments	HOME	# of HOME units created	2010	10 HOME units
DH-2.21S	HfH, Meyer Estates, new homeownership units	HOME	# of HOME units created	2011	3 HOME units
DH-2.22S	NEDCO, Foreclosure Recovery Program	HOME	# of HOME units created	2011	4 HOME units
DH-2.31S	HACSA-Metro, Glenwood Place mixed-used development	HOME CDBG	#of HOME units created # of affordable units created	2012	11 HOME units
				2013	150 affordable units
HD-2.41S	HfH, R Street subdivision	HOME	# of HOME units created	2013	7 HOME units
DH-2.1S	Springfield Home Ownership Program (SHOP), to provide affordable homeownership opportunities	HOME	# of low-income households assisted	2010	40 households
				2011	15 households
				2012	14 households
				2013	14 households
				2014	
<b>DH-3 Sustainability of Decent Housing</b>					
DH-3.1S	Owner-occupied rehabilitation programs, to preserve housing stock EHR SHIP CHORE	CDBG HOME	# of households receiving emergency assistance # of households receiving rehab. loans # of households receiving CHORE assistance	2010	110 households
				2011	100 households
				2012	100 households
				2013	100 households
				2014	
DH-3.2S	Rental Assistance Program, to prevent homelessness	CDBG	# of households receiving emergency rental assistance	2010	30 households
				2011	No funding
				2012	Limited funding
				2013	No Funding
				2014	

Specific Objective ID	Specific Annual Objectives	Source of Funds	Performance Indicators	Year	Expected Number
<b>SL-1 Accessibility of Suitable Living Environment</b>					
SL-1.11S	Springfield Schools, Accessibility improvements to Mt. Vernon playground	CDBG	# of LMI persons benefiting from improvement	2010	293 persons
SL-1.12S	Relief Nursery, development of Springfield facility, to expand services to LMI persons	CDBG	# of LMI persons receiving childcare and parenting services	2010	630 persons
SL-1.21S	Springfield Schools, Accessibility Improvements to Riverbend Playground	CDBG (from FY2008)	# of LMI persons benefiting from improvement	2011	399 LMI persons
SL-1.22S	Emerald Empire Art Association, Repair of Emerald Art Center	CDBG	# of Downtown buildings renovated	2011	1 building renovated
SL-1.31S	Relief Nursery, purchase of therapeutic playground equipment	CDBG	# of LMI persons receiving childcare and support services	2012	650 LMI persons
SL-1.32S	Springfield Schools, PW, installation of RRFBs in hazardous school crossing zones	CDBG	# of crossings equipped	2012	2 crossings equipped
SL-1.33S	Springfield PW, improvements to Fountain Plaza	CDBG	# of facilities improved	2012	1 facility
SL-1.41S	CCS, Service Center Renovations	CDBG	# of facilities improved	2013	1 facility
SL-1.42S	SEDA, Acquisition of downtown property	CDBG	# of facilities improved	2013	1 facility
<b>SL-2 Affordability of Suitable Living Environment</b>					
SL-2.11S	Volunteers in Medicine, renovation of existing building to assist VIM relocation to Springfield	CDBG	# of LMI persons receiving services at Springfield facility	2010	2,000 LMI persons
SL-2.21S	Planned Parenthood, Regional Health Facility	CDBG	# of LMI persons receiving services at Springfield facility	2011	21,170 persons
SL-2.22S	NEDCO, Regional Community Food Hub acquisition	CDBG	#of LMI businesses served at facility	2011	80 LMI businesses
				2013	
<b>SL-3 Sustainability of Suitable Living Environment</b>					
SL-3.1S	Human Services Commission, to provide services to LMI persons Food For LC Relief Nursery Looking Glass Catholic Community Services	CDBG (2.48p/hh)	# persons receiving shelter # persons receiving food # persons receiving counseling # persons receiving other services	2010	14,369 persons
				2011	11,690 persons
				2012	8,563 persons
				2013	8,135 persons
				2014	
SL-3.2S	Lock Out Crime Project, to provide home security	CDBG	# LMI households receiving emergency home security	2011	220 households

Specific Objective ID	Specific Annual Objectives	Source of Funds	Performance Indicators	Year	Expected Number
	measures to LMI households		measures	2012	200 households
SL3.3S	NEDCO, Façade Improvement Program	CDBG	# of business improved	2012	10 business improved
<b>EO-1 Accessibility of Economic Opportunity</b>					
EO-1.11S	eDev – NEDCO, joint project to establish downtown microbusiness incubator, provide training and assistance to 15 Springfield microbusinesses	CDBG	# LMI persons receiving MB assistance	2010	15 persons
EO-1.31S	NEDCO, Regional Community Food Hub purchase of equipment	CDBG	#of LMI jobs created	2012	2 LMI Jobs
EO-1.32S	NEDCO, Hatch program with Food Cart component	CDBG	# LMI persons receiving MB assistance	2012	7 Micro-businesses assisted
EO-1.33S	Arc of Lane County, purchase of drop boxes for job creation	CDBG	# Disabled persons benefiting from jobs created	2012	8 persons
EO-1.41S	NEDCO, Sprout! Food Hub, exterior and outdoor improvements	CDBG	#LMI jobs created	2013	1 LMI job
<b>EO-2 Affordability of Economic Opportunity</b>					
EO-2.41S	NEDCO, Hatch Micro-enterprise development program	CDBG	# micro-enterprise businesses assisted	2013	20 ME businesses
<b>EO-3 Sustainability of Economic Opportunity</b>					
EO-3.11S	Momma’s Kitchen Restaurant, renovation to HVAC system, storage, electrical	CDBG	# LMI jobs created	2010	2 LMI jobs
EO-3.31S	Bring Recycling, Planet Improvement Center	CDBG	# LMI jobs created	2012	2 LMI jobs

Table 3b Annual Housing Completion Goals - Eugene

<b>TABLE 3B ANNUAL HOUSING COMPLETION GOALS</b>					
<b>City of Eugene FY 2013-2014</b>					
<b>ANNUAL AFFORDABLE RENTAL HOUSING GOALS (SEC. 215)</b>	<b>Annual Expected Number Completed</b>	<b>Resources used during the period</b>			
		<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>
Acquisition of existing units	0				
Production of new units	55		X		
Rehabilitation of existing units	4	X			
Rental Assistance	70		X		
<b>Total Sec. 215 Rental Goals</b>	129	X	X		
<b>ANNUAL AFFORDABLE OWNER HOUSING GOALS (SEC. 215)</b>					
Acquisition of existing units	0				
Production of new units	0				
Rehabilitation of existing units	30	X			
Homebuyer Assistance	0				
<b>Total Sec. 215 Owner Goals</b>	30	X			
<b>ANNUAL AFFORDABLE HOUSING GOALS BY HOUSEHOLD (SEC. 215)</b>					
Homeless households assisted	6		X		
Non-Homeless households assisted	132	X	X		
Special Needs households assisted	21	X	X		
<b>Total by Household Sec. 215 Goals</b>	159	X	X		
<b>ALL ANNUAL AFFORDABLE HOUSING GOALS (SEC. 215)</b>					
Annual Rental Housing Goal	129		X		
Annual Owner Housing Goal	30	X			
<b>Total Annual Housing Goal</b>	159	X	X		
<p><b>Table includes only units anticipated to be completed in the reporting year. It may include units from activities funded in previous years.</b> For the purpose of identification of annual goals, an assisted household is one that will receive benefits through the investment of Federal funds, either alone or in conjunction with the investment of other public or private funds. HOME regulations are used to define affordable rental housing (24 CFR 29.252) and affordable ownership housing (24 CFR 29.254).</p>					

Table 3b Annual Housing Completion Goals – Springfield

<b>TABLE 3B ANNUAL HOUSING COMPLETION GOALS</b>					
<b>City of Springfield FY 2013-2014</b>					
<b>ANNUAL AFFORDABLE RENTAL HOUSING GOALS (SEC. 215)</b>	<b>Annual Expected Number Completed</b>	<b>Resources used during the period</b>			
		<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>
Acquisition of existing units	2		X		
Production of new units	0				
Rehabilitation of existing units	2		X		
Rental Assistance					
<b>Total Sec. 215 Rental Goals</b>	4				
<b>ANNUAL AFFORDABLE OWNER HOUSING GOALS (SEC. 215)</b>					
Acquisition of existing units	0				
Production of new units	2		X		
Rehabilitation of existing units	102	X			
Homebuyer Assistance	14		X		
<b>Total Sec. 215 Owner Goals</b>	118				
<b>ANNUAL AFFORDABLE HOUSING GOALS BY HOUSEHOLD (SEC. 215)</b>					
Homeless households assisted	0				
Non-Homeless households assisted	120	X	X		
Special Needs households assisted	2		X		
<b>Total by Household Sec. 215 Goals</b>	122				
<b>ALL ANNUAL AFFORDABLE HOUSING GOALS (SEC. 215)</b>					
Annual Rental Housing Goal	4				
Annual Owner Housing Goal	118				
<b>Total Annual Housing Goal</b>	122				
<p><b>Table includes only units anticipated to be completed in the reporting year. It may include units from activities funded in previous years.</b> For the purpose of identification of annual goals, an assisted household is one that will receive benefits through the investment of Federal funds, either alone or in conjunction with the investment of other public or private funds. HOME regulations are used to define affordable rental housing (24 CFR 29.252) and affordable ownership housing (24 CFR 29.254).</p>					



## Appendix D

### Discharge Policy

#### **DISCHARGE POLICY**

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Virtually all publicly funded institutions or systems of care in the Eugene-Springfield Metropolitan Statistical Area are under the management oversight of Lane County. Lane County has established Continuum of Care Discharge Planning Protocols. The protocols cover the discharge of persons from foster care, health care institutions, mental health facilities and corrections facilities. To learn more about the Continuum of Care Discharge Planning Protocols, please contact the Lane County Human Services Commission at 682-3798.



## Appendix E

### Ten Year Plan to End Chronic Homelessness

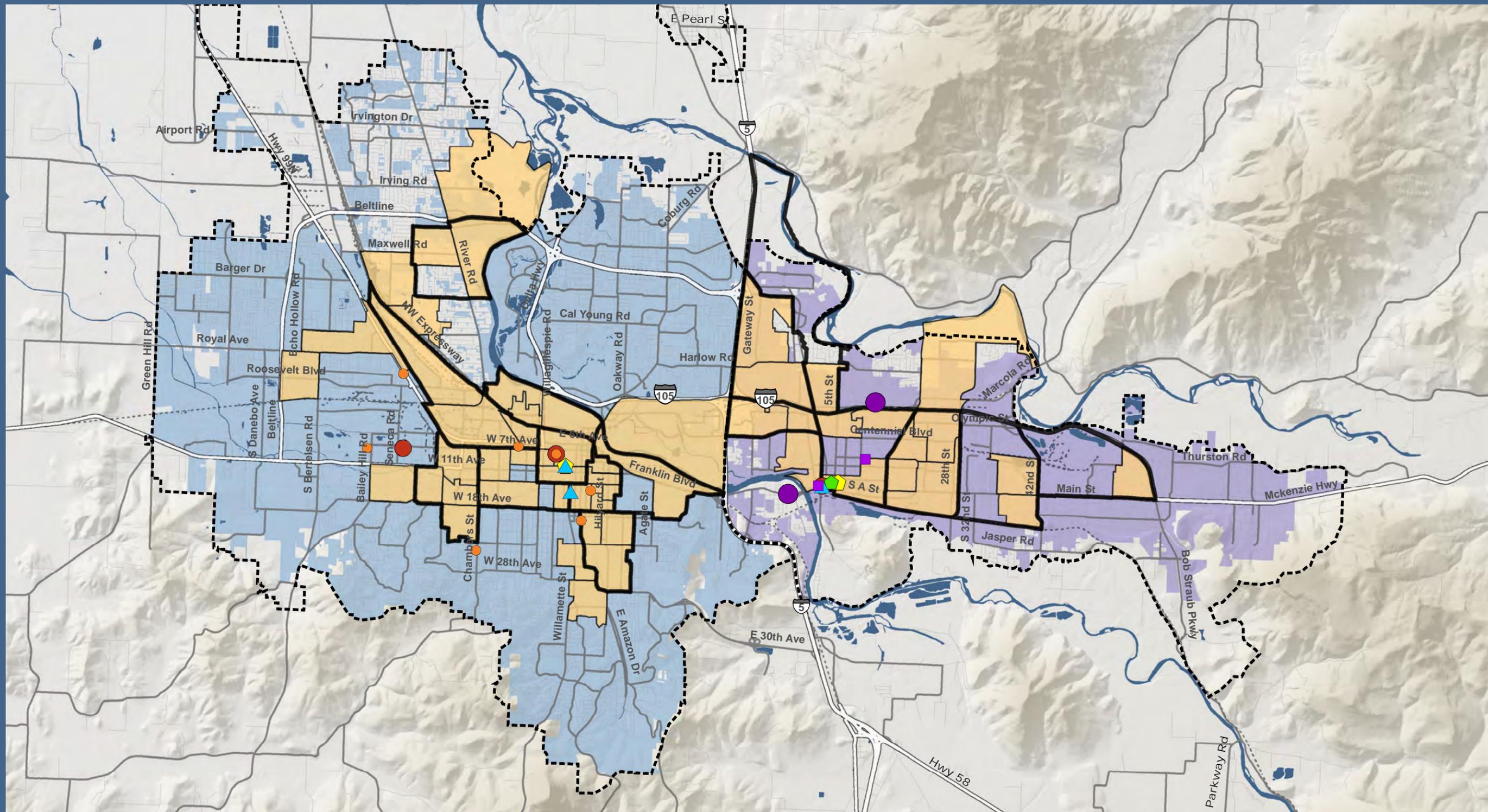
Goals	Action Steps
1. Create new Permanent Housing (PH) beds for chronically homeless persons.	<ul style="list-style-type: none"> <li>Expand Lane County’s Continuum of Care (CoC) PH bed capacity.               <ul style="list-style-type: none"> <li>a. Provide additional housing units for chronically homeless veterans with mental health and/or substance abuse problems.</li> <li>b. Increase supply of permanent affordable housing for singles, families, and youth who are homeless.</li> </ul> </li> </ul>
2. Increase percentage of homeless persons staying in PH over 6 months to 71%.	<ul style="list-style-type: none"> <li>Work with permanent housing providers on retention of participants through increased wraparound services.</li> </ul>
3. Increase percentage of homeless persons moving from Transitional Housing to PH to 61%.	<ul style="list-style-type: none"> <li>Work with all jurisdictions (cities and county) and the Intergovernmental Housing Policy Board to increase permanent housing inventory.</li> </ul>
4. Increase percentage of homeless persons becoming employed by 11%.	<ul style="list-style-type: none"> <li>a. Collaborate with other agencies within the Lane County CoC to increase employment opportunities.</li> <li>b. Partner with St. Vincent de Paul to increase employment services to homeless individuals.</li> <li>c. Partner with Lane Workforce Partnership to increase support services for job search and retention.</li> <li>d. Partner with Veterans’ Services of Lane County to increase job support services for homeless veterans.</li> </ul>
5. Ensure that the CoC has a functional Homeless Management Information System (HMIS).	<ul style="list-style-type: none"> <li>Train 40 service providers to enter data into HMIS so that accurate data is available to better count the number of unduplicated homeless persons and the frequency, depth, and breadth of homelessness. This collection tool will help us: track the outcomes and service improvements for homeless people who access the system; and plan more effectively to serve people who are homeless.</li> </ul>
6. Coordinate regional efforts to end homelessness in Lane County by the year 2016.	<ul style="list-style-type: none"> <li>a. Implement Ten Year Plan to End Chronic Homelessness in Lane County.</li> <li>b. Present plan to the City of Eugene, City of Springfield, Lane County, and other local intergovernmental partners.</li> <li>c. Educate Human Services Commission, Community Action Advisory Committee, City Councils, Board of County Commissioners.</li> <li>d. Educate Human Services Network, United Way, civic organizations, and the community at-large.</li> </ul>
7. Improve continuum of homeless services.	<ul style="list-style-type: none"> <li>a. Increase grants from existing sources, seek new funding streams, and explore restructuring of existing resources.</li> <li>b. Work with providers within local CoC to identify gaps in services.</li> <li>c. Work with providers within local CoC to reduce and/or remove barriers to homeless services.</li> <li>d. Work with Eugene City Council on the citywide Homelessness Initiative.</li> <li>e. Collaborate with the State of Oregon Department of Mental Health to pursue funding opportunities for special populations.</li> </ul>
8. Increase permanent affordable housing in Lane County.	<ul style="list-style-type: none"> <li>a. Identify local funding to supplement federal funds.</li> <li>b. Identify methods to add low-income housing in communities outside of the metropolitan area.</li> <li>c. Acquire property for future housing development.</li> </ul>
9. Discharge vulnerable homeless populations into permanent housing.	<ul style="list-style-type: none"> <li>a. Implement a structure to coordinate discharge planning among publicly funded institutions and other system(s) of care (e.g., local hospitals).</li> <li>b. Review agreements on a comprehensive discharge planning.</li> </ul>
10. Increase services to homeless youth to prepare them for independent living.	<ul style="list-style-type: none"> <li>a. Increase the number of Housing First units with strong wraparound supportive services (such as substance abuse treatment, mental health counseling, youth mentoring, job shadowing, etc).</li> <li>b. Increase outreach activity to engage youth to access housing services.</li> </ul>



## **Appendix F**

### Map of Eugene and Springfield Projects





**Proposed Projects for Fiscal Year 2013/14**

- ◆ CDBG & HOME Administration
- Community Housing Development Org (CHDO)
- Housing Development
- ▲ LMI Jobs, Business Loans, & Training
- ◆ Nonprofit Capital Projects
- Public Facilities
- Public Services

- Urban Growth Boundaries
- HUD FY12 Low- and Moderate Income Tracts
- HUD FY12 Low- and Moderate Income Block Groups

**Eugene City-wide:**

- Curb Ramps, APS, Business Loans, Housing Development, Housing Rehabilitation, Security Deposit Assistance

**Springfield City-wide:**

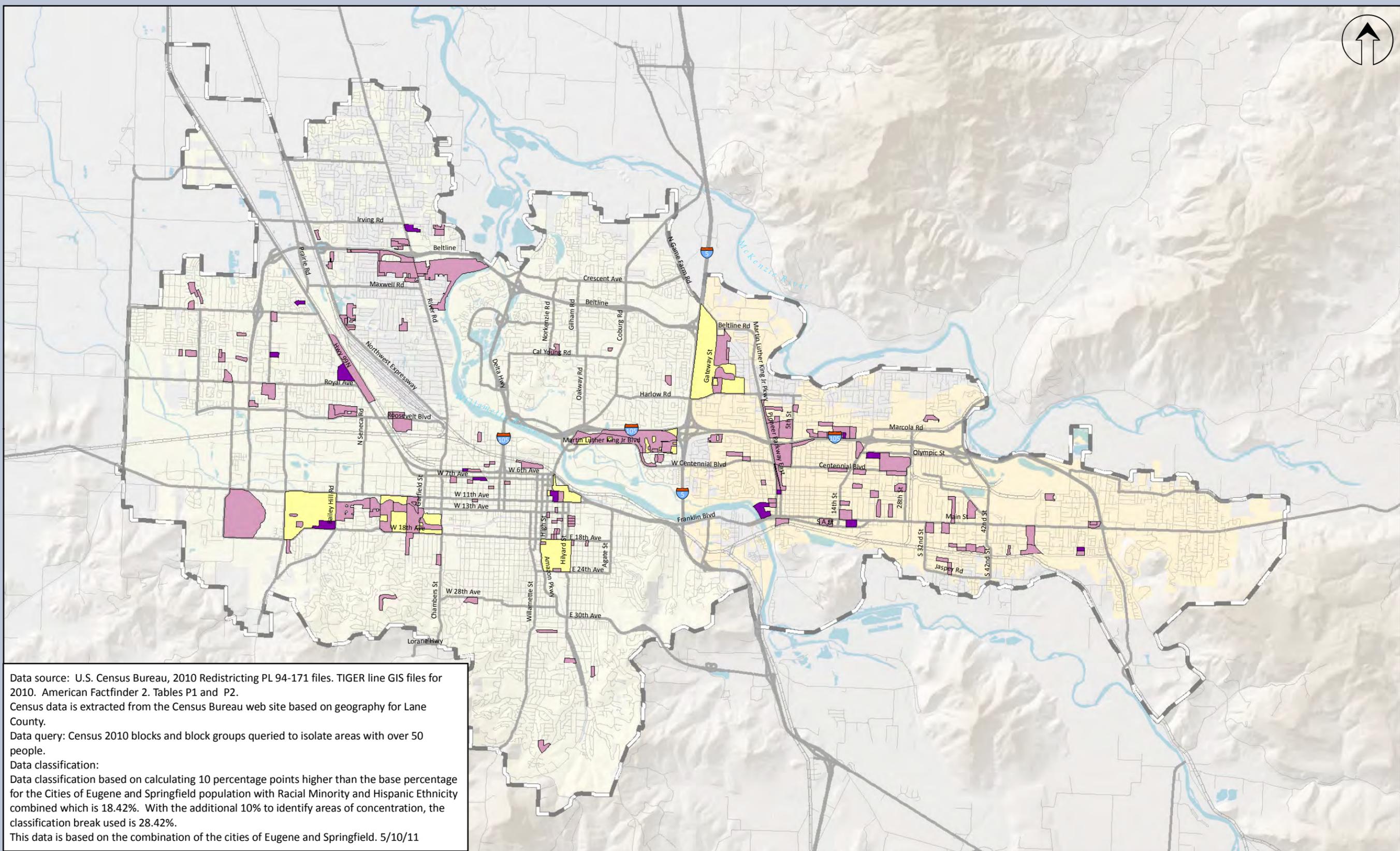
- Housing Rehab Programs, SHOP - Downpayment Assistance



## **Appendix G**

### Map of Areas of Racial Minority and Hispanic Ethnicity Concentration





Data source: U.S. Census Bureau, 2010 Redistricting PL 94-171 files. TIGER line GIS files for 2010. American Factfinder 2. Tables P1 and P2.  
 Census data is extracted from the Census Bureau web site based on geography for Lane County.  
 Data query: Census 2010 blocks and block groups queried to isolate areas with over 50 people.  
 Data classification:  
 Data classification based on calculating 10 percentage points higher than the base percentage for the Cities of Eugene and Springfield population with Racial Minority and Hispanic Ethnicity combined which is 18.42%. With the additional 10% to identify areas of concentration, the classification break used is 28.42%.  
 This data is based on the combination of the cities of Eugene and Springfield. 5/10/11

- |   |                         |
|---|-------------------------|
| <b>Census 2010 blocks: Percent of the population with Hispanic Ethnicity and/or Racial Minority</b>       | Metropolitan UGB        |
| 28.6% - 49.9%   | Railroad                |
| 50% - 73.5%   | Water                   |
| <b>Census 2010 Block Groups: Percent of the Population with Hispanic Ethnicity and/or Racial Minority</b> | Eugene City limits      |
| 28.5% - 32.1%   | Springfield City limits |



Caution: This map is based on imprecise source data, subject to change and for general reference only.



# Appendix H

## AFFIRMATIVE FAIR HOUSING MARKETING PLAN

### STATEMENT OF POLICY

In accordance with the Regulations of the Home Investment Partnership (HOME) Program, and in furtherance of the Eugene-Springfield HOME Consortium's commitment to non-discrimination and equal opportunity in housing, the Consortium establishes procedures to affirmatively market rental and homebuyer projects containing 5 or more HOME-assisted housing units.

The Eugene-Springfield HOME Consortium believes that individuals of similar economic levels in the same housing market area should have available to them a like range of housing choices regardless of their race, color, religion, sex, familial status, disability or national origin.

The Consortium is committed to the goals of affirmative marketing that will be implemented in the HOME Program through the following procedures:

#### 1. AFFIRMATIVE MARKETING METHODS

The Consortium shall inform the public, potential tenants, and owners about this policy and fair housing laws through placement of a public notice in The Register Guard or other local newspapers, and dissemination of Fair Housing brochures.

#### 2. HOUSING PROJECT OWNER PROCEDURES

The Consortium will require owners of housing projects with five (5) or more HOME assisted units to use affirmative marketing practices in soliciting renters or buyers, determining their eligibility, and concluding all transactions. Owners can delegate affirmative marketing activities to a property manager but the owner remains responsible for compliance with these requirements. Owners must comply with the following procedures for the duration of the applicable compliance period:

*Informing the public and potential tenants about fair housing:*

The Fair Housing logo or slogan must be used in **all** ads, brochures, and written communications to owners and potential tenants. Owners **must** display HUD's fair housing poster in rental offices, community rooms and/or other appropriate locations.

*Notifying persons not likely to apply for HOME-assisted housing:*

Advertising media may include The Register Guard (or other local publication such as The Weekly), internet (i.e. Craigslist), radio, television, housing organizations such as HousingConnections.org (<http://www.housingconnections.org>), brochures, leaflets, or may involve simply a sign in the window. Advertising in foreign language will occur in other targeted publications. The Fair Housing Council of Oregon is a resource for best practice information.

Owners must solicit applications for vacant units from persons in the housing market who are least likely to apply for HOME-assisted housing without the benefit of special outreach efforts. The Consortium has established the following methods property owners may use in order to reach this objective:

*Positioning of Informational Flyers in Minority Neighborhoods:* The targeting of specific neighborhoods for the distribution of informational flyers may provide an acceptable level of information dissemination.

*Use of Minority-Specific Media:* HOME-assisted housing opportunities may be advertised in minority-specific newspapers.

*Record Keeping:*

Owners must maintain a file containing documentation of all marketing efforts (copies of newspaper ads, memos of phone calls, copies of letters, etc.). These records must be available for inspection by Consortium.

### **3. ASSESSMENT & CORRECTIVE ACTIONS**

*Timing of Assessment Activities:*

The Consortium shall complete a written assessment of Affirmative Marketing efforts in time to report results in the annual performance report to HUD. This assessment will cover marketing relative to the units first made available for occupancy during the CDBG/HOME Program Year. The assessment will be made for projects with five (5) or more HOME-assisted units.

*Basis of Assessment:*

The Consortium will assess the affirmative marketing efforts of the owner by comparing predetermined occupancy goals (based upon the area from which potential tenants will come) with actual occupancy data that the owner is required to maintain. Outreach efforts on the part of the owner will also be evaluated by reviewing marketing efforts. Corrective action will be required of project sponsors if affirmative marketing requirements are not followed. If, after discussing with the owner ways to improve procedures, the owner continues to fail to meet Affirmative Marketing requirements, they will be prohibited from further participation in the HOME Program.

