A. Development Experience and Leveraging

The mission of the Salem Housing Authority (SHA) is to assist low- and moderate-income families to achieve self-sufficiency through stable housing, economic opportunity, community investment, and coordination with social service providers. SHA is committed to building a stronger community through public housing, housing choice vouchers, affordable housing, and supportive services.

The Salem Housing Authority (SHA) has been actively involved in both new development projects as well as rehabilitation of its existing portfolio since 2014. Below is a list of projects completed as well as in the existing pipeline. SHA has a dedicated team comprised of the Director of Development, Housing Administrator and Housing Development Center (on consult contract) that dedicates time to projects.

SHA is a successful public corporation providing quality housing units and rental vouchers for families, seniors and persons with disabilities living in Salem and Keizer. SHA is the third largest public housing agency in Oregon, serving over 9,000 low and moderate-income clients every day through public and affordable housing units and rental vouchers. SHA has day-to-day asset and property management responsibilities to oversee a rental housing portfolio serving over 2,000 residents across 729 units of public, affordable, and Low-Income Housing Tax Credit (LIHTC) housing. 79 of these units are scattered site single-family, duplex and triplex homes. Additionally, SHA administers the Section 8 Housing Choice Voucher and Project-Based Voucher programs. As a public corporation and the City's lead housing agency, chartered by and through the City of Salem, SHA owns real estate assets (land and buildings) totaling $72 million and manages an annual operating budget of $47 million.

SHA has expertise with multiple funding sources as a project sponsor, owner, and manager. It has directly developed 12 of the 14 multifamily developments it owns. Development funding sources included: Low Income Housing Tax Credit (LIHTC), Local Innovation and Fast Track (LIFT), Permanent Supportive Housing (PSH), Oregon Affordable Housing Tax Credit (OAHTC), HOME, Community Development Block Grant (CDBG), American Recovery and Reinvestment Act (ARRA), HUD Capital Fund Program (CFP), tax exempt bonds, and HUD Green Grants. SHA also continuously builds operational, technical, and management capacity to provide a high quality, healthy living environment for residents. Staff have completed HDC's 18-month Asset Management and Portfolio Preservation (AMPP) curriculum to bring new systems of intelligent oversight of monthly project financial indicators. To ensure organizational cohesion, staff are also cross trained on accounting measures and property management strategies.

New Construction: SHA Developer / Owner

Redwood Crossings (PSH Completion 2020 – 37 Units)
This project was developed to serve the hardest to house in the Salem Community. Those experiencing chronic homelessness, substance abuse, as well as those with serious and persistent mental illness. The project has 31 permanent residences (30-SRO; 1-ADA 1 Bedroom) and 6 transitional respite units on lease from Salem Health.

Southfair Apartments (40 units rehabilitated and 2 new ADA units' completion 2022)
Southfair was an existing project with an on-site daycare. The daycare became inactive several years prior to construction and has since been reconstructed into 2 Fully Accessible ADA 1 Bedroom units. The remaining project underwent a largescale rehabilitation as well as the inclusion of Project-Based Vouchers.

Sequoia Crossings (PSH Completion 2024 – 60 units)
Sequoia is SHA's newest development providing affordable housing and support to our most vulnerable and chronically homeless neighbors in Marion and Polk counties. The 60-unit project serves single adults, couples, and small families with a mix of one-bedroom and two-bedroom apartment homes. The project is supported with 40 Project Based Vouchers as well as 20 State PSH Vouchers.

Historic Preservation: SHA Developer / Owner

Yaquina Hall (Completion 2023 – 52 units)

The Yaquina Hall Apartments, an historic renovation to the former Oregon State Hospital nurses' dormitory building in Salem, provides 52 units of supportive housing designed to address the needs of Salem's most vulnerable, including those with serious and persistent mental illness. On-site supportive services address the unique needs of community members experiencing homelessness, and those with disabilities in developing permanent housing goals.

Occupied Rehabilitation: SHA Developer / Owner

Southfair Apartments - (Completion 2022 – 42 Units)
Southfair was an existing project with an on-site daycare. The daycare became inactive several years prior to construction and has since been reconstructed into 2 Fully Accessible ADA 1 Bedroom units. The remaining project underwent a largescale rehabilitation as well as the inclusion of Project Based Vouchers.

Northgate Village, Livingston Village, Meadowlark Village, Brush College Village - (Completion 2021 – 108 units)
This four-building project was a Rental Assistance Demonstration (RAD) conversion. This is a conversion from Public Housing (Section 9) to Project Based Rental Assistance (Section 8) which ensure a long-term funding solution to the project. The project was developed using both 4% and 9% LIHTC's.

Robert Lindsey Tower, Parkway East & West - (Completion 2015 – 186 units)
One of the Pacific NW's first RAD conversions. This project had an added layer of complication being attached to the SHA main office as well as being a scattered site deal. Multiple funding sources were layered into this project.

Upcoming projects
Shelton Village Disposition: Public Housing Sale (2024)
Relocation and Tenant Protection Vouchers to be provided to existing residents

Pipeline: SHA Developer / Owner
Southview Terrace – 60 units of senior housing (re-syndication 2025)
Englewood West – 54 units of senior housing (re-syndication 2025)

Evergreen Project: SHA Developer / Owner (2026)
New development – 26-28 Units (Pair Capital funding with PSH units. NWHS to deliver services on site)

Glen Creek Village: Public Housing Repositioning (2026)
Rehabilitation or Rebuild – Currently 30 units (Possible increase to density)

Project Leveraging Strategies

SHA understands the complexity of building, operating and ongoing compliance requirements when stacking multiple sources of funding. Below is a detailed source list for the prior three projects. SHA and HDC have ample experience developing affordable housing through the use of multiple funding sources that require layers of compliance. We ensure tenant voice and participation in the development and ongoing management of the project as well as best practices to ensure intentional and meaningful outreach to, and engagement with, Black, Indigenous, and People of Color (BIPOC).

The following two pages represent our most recent projects as well as each of the proforma sources and uses. It is not uncommon for SHA to layer several sources into the capital stack.

Redwood Crossings – Blends State, Local and Federal funding.

Yaquina Hall – Blends 4% LIHTC along with Historic Tax Credits, State Serious and Persistent Mental Illness funding and Federal funds.

Sequoia Crossings – Blends Different types of State and Federal funding along with both State and Federal rental assistance.

Redwood Crossings: 2020

LIFT
Urban Renewal
CDBG
Foundation Grant
SMI – State

Redwood Crossings LLC

Capital Sources and Uses	9/12/2024
Sources	**Total**
OHCS LIFT	1,305,000
Urban Renewal Funds - GRANT	300,000
CDBG	425,000
Salem Health Foundation	270,000
Permanent Loan	525,000
SHA Equity Contribution	775,000
SHA Promissory Note	125,000
OHA SPMI (Serious Persistent Mental Illness)	425,000
Deferred Developer Fee	128,188
TOTAL SOURCES	4,278,188

Use	Total
Acquisition	541,669
Construction	2,627,134
Additional Construction Costs	125,000
Soft Costs	220,687
Financing Costs	81,025
Contingencies	236,574
Reserves	146,098
Developer Fee	300,000
TOTAL USES	4,278,188
surplus / (gap):	0

Yaquina / Southfair: 2023

LIHTC
Historic TC
CDBG
HOME
SMI – State

Finance Summary 9/12/2024
Yaquina Hall-Southfair Apartments

Sources & Uses

Sources	Total	per Unit	Yaquina	Southfair
LIHTC Equity	10,853,777	115,466	4,612,133	6,241,644
Historic Tax Credit Equity	2,792,256	29,705	2,792,256	-
Federal Energy Credits	-	-		
Permanent Loan	5,800,000	61,702	2,103,991	3,696,009
City of Salem CDBG	1,608,830	17,115	1,483,040	125,790
City of Salem HOME	400,000	4,255	400,000	
OHCS SMI	6,100,000	64,894	6,100,000	
Sponsor loan	750,000	7,979	750,000	
SHA Seller Note	353,000	3,755		353,000
GP Equity	100	1	50	50
Deferred Developer Fee	549,380	5,844	270,000	279,380
Accrued Subordinate Loan Interest	121,226	1,290	108,371	12,855
TOTAL SOURCES	**29,328,569**	**312,006**	**18,619,841**	**10,708,728**

Uses	Total	per Unit	Yaquina	Southfair
Acquisition	2,020,001	21,489	1	2,020,000
Construction	20,397,422	216,994	15,095,229	5,302,193
Soft Costs	3,175,091	33,778	1,577,187	1,597,904
Financing Costs	1,224,819	13,030	694,773	530,046
Reserves	511,236	5,439	252,651	258,585
Developer Fee	2,000,000	21,277	1,000,000	1,000,000
TOTAL USES	**29,328,569**	**312,006**	**18,619,841**	**10,708,728**
surplus /(gap):	-		(0)	0

Sequoia Crossings:
2024

HOME
LIHTC
STATE PSH

SOURCES OF FUNDING

Project Name: Sequoia Crossings

Funding Source	Initial Application	Final Application	Status	Anticipated or Firm Commitment Date
OHCS Programs				
4% LIHTC (Equity)	$9,320,321			
Housing Preservation Funds				
Weatherization				
Total OHCS Grants & Equity	$9,320,321	$0		
NON-OHCS GRANTS (list)				
Total NON-OHCS Grants	$0	$0		
LOANS (list as applicable)				
Permanent Loan (Key Bank)	$3,397,553			
OHCS PSH	$3,518,550			
OHCS Housing Trust Fund	$4,189,452			
HOME	$1,000,000			
Total NON-OHCS Loans	$12,105,555	$0		
APPLICANT CONTRIBUTIONS (list additional as applicable)				
Cash				
Deferred Development Fee	$1,451,282			
Seller Carryback Loan	$765,000			
Total Applicant Contribution	$2,216,282	$0		
OTHER: (list additional as applicable)				
Historic Tax Credits				
Cash flow During Rehab				
Total Other Funds	$0	$0		
TOTAL FUND SOURCES	$23,642,158	$0	(Note: Total Fund Sources must match "Total Project Cost" from	
(initial) Surplus or Gap	($0)			

Evergreen Project (Proposed):
2025

City Bond Fund (Housing)
Land Donation
Sponsor Equity
PSH Federal Funding (CoC Builds)
PBRA – Subsidy for operations

Finance Summary 9/12/2024
Evergreen Apartments

Sources	Total	per Unit
LIHTC Equity	-	-
Permanent Loan	517,674	18,488
City Bond	2,500,000	89,286
Project donation	1,000,000	35,714
PSH Federal Funding	10,000,000	357,143
Sponsor Loan	984,000	35,143
		-
	-	-
GP Equity	-	-
Seller Note	-	-
Deferred Developer Fee	392,000	14,000
Project Cash Flow	-	-
TOTAL SOURCES	**15,393,674**	**549,774**

Uses	Total	per Unit
Acquisition	1,150,000	41,071
Construction	6,905,000	246,607
Soft Costs	1,463,994	52,285
Financing Costs	887,877	31,710
Reserves	2,215,000	79,107
Developer Fee	2,770,861	98,959
TOTAL USES	**15,392,732**	**549,740**
surplus /(gap):	942	

B. Managing Homeless Projects

Salem Housing Authority is a Public Housing Agency that has experience partnering with service providers, local governments, and other local public systems. Redwood Crossings is a permanent supportive housing project that is the first of its kind in Salem, marrying subsidized permanent housing, supportive services provided by Mid-Willamette Valley Community Action Agency (MWVCAA) ARCHES Project, and six transitional housing units that are leased to Salem Health. Redwood Crossings is a stellar example of how these partnerships bring the best facets of multiple organizations together to provide high quality supportive housing to the community. SHA and MWVCAA also have previous experience partnering in the delivery of the Homeless Rental Assistance Program (HRAP), which identified potential clients through the coordinated entry and assessment system. The team anticipates a similar partnership in the next permanent supportive housing project, with SHA providing ownership and property management and MWVCAA acting as the main provider and coordinator of supportive services.

While Redwood Crossings started with the intent of serving those of the highest acuity, SHA found that more Permanent Supportive Housing was needed at all levels of acuity. First out of the gate was Yaquina Hall Apartments. The project was intended to be affordable housing with some supportive services on site. Once leased up, we recognized the need was very similar to Redwood Crossings. After several months of operation, we began adding service partnerships to assist those with the acuity of a normal PSH. After the first year of occupancy, it runs as a normal PSH project would and has 24/7 supports to operate.

Sequoia Crossings is the third PSH project for Salem Housing Authority. It provides affordable housing and support to our most vulnerable and chronically homeless neighbors in Marion and Polk counties. The 60-unit project serves single adults, couples, and small families with a mix of one-bedroom and two-bedroom apartment homes. The project partners intentionally outreach to, and incorporate the needs of, people disproportionately impacted by homelessness and systemic inequity in the following ways:

- Drawing from the coordinated entry system;
- Employing Housing First and low-barrier screening including minimal criminal background screening, low thresholds for credit screening, and an appeal process that permits applicants to request reasonable accommodations or submit evidence to demonstrate that situations in their backgrounds that may not meet screening criteria are unlikely to happen again;
- Incorporating trauma-informed design principles and input from service providers and people with lived experience with homelessness and trauma in the project planning and design; and
- Working in partnership with residents and culturally responsive service providers to ensure that all members of the community have the supports and services they want and need.

SHA also has experience working with local government (City of Salem, Salem Urban Development Department) as well as federal government resources (HUD) to identify funding opportunities to support its mission to create a continuum of affordable housing in the community. Additionally, SHA leads the Emergency Housing Network (EHN). The EHN brings together hundreds of community partners and stakeholders, including MWVCAA, who want to network with, educate, or update other advocates and agencies serving the homeless and at-risk populations of greater Salem. The EHN includes many organizations serving communities of color and historically underserved communities, including Legal Aid Services of Oregon, Chabad Center for Jewish Life, Catholic Community Services, Interfaith Hospitality Network, Marion-Polk Food Share, and others. SHA will engage the EHN in the development of this project and will conduct intentional outreach to community organizations serving communities of color to solicit input.

Should Project-Based Rental Assistance funds be unavailable from OHCS, SHA intends to utilize Project-Based rental assistance through Housing and Urban Development to ensure that lack of income is not a barrier for residents to secure housing at the project. Assisted Units in the project will be specifically set aside for households that meet the definition of homeless in the McKinney-Vento Homeless Assistance Act. Applicants who are identified as homeless with one member of the household has a disability who would benefit from the supportive services offered on-site and referred to the property by Coordinated Entry will have preference on the waiting list.

In 2019, SHA conducted a community survey to help identify barriers to housing in the Salem area with the intention of reaching organizations that may not be existing partners. Organizations and individuals were asked about their interest and willingness to provide input into future housing projects developed by SHA. Twenty-two organizations, agencies, and advocates indicated they were interested in working with SHA to provide this kind of input and it is anticipated that they will be engaged in the planning process for the project and could potentially be additional partners in the delivery of services and engagement of residents.

For the Evergreen Apartments project, SHA has entered into a Memorandum of Understanding (MOU) with Northwest Human Services (NWHS). NWHS began in 1970 with the establishment of the Crisis & Information hotline. In 1983, NWHS expended primary healthcare services for houseless individuals. The Homeless Outreach and Advocacy Project (HOAP) opened to provide services to the chronically houseless population. The West Salem Clinic, which saw many changes over the next two decades, completed its full-service delivery and new construction which is now in operation as of 2023.

The mission of Northwest Human Services (NWHS) is to create a healthy community with respect, compassion, and acceptance for all. They offer medical, dental, and mental health services on a sliding fee scale based on family size and income. No one is turned away for the inability to pay. Homeless youth and adult at Health, Outreach, Shelter, Transitions (HOST) and HOAP programs access basic needs services, case management, peer support, and health care at community health centers. Their crisis and information hotline provides 24-hour crisis support and suicide intervention as well as limited emergency financial assistance for rent, utilities, and prescription medications.

Northwest Human Services has been providing residents of Marion and Polk Counties with comprehensive medical, dental, mental health and social services for over 50 years. Their programs are integrated and designed to help provide support for those in our community who need it most.

Northwest Human Services
681 Center St NE
Salem, Oregon 97301
Attn: Stephen Goins / Paul Logan
https://northwesthumanservices.org
503.581.5535

Budget for Services and paid through CoC Build funds shown on proforma as an Operating Reserve Deposit in the amount of $2,000,000.00. The breakdown of that request is detailed in the attached service budget. (Attachment B.1)

Transportation options will be available to all residents in need of access to services. The allotted transportation line item in the budget is provided within attachment B.1 in addition to public transportation options. The project is located on a main thoroughfare for the City of Salem, Oregon and the nearest bus stop is located on Market Street / Park Ave which is one block away from the new development. NWHS is a non-profit organization and has access to free transportation options through Cherriots Public Transportation.

C. Implementation Schedule

i. New Construction:

a. Date Construction will begin: 01/2026
b. Date Construction will end: 02/2027
c. Date project will move in residents: 02/2027

ii. Proposed schedule of activities:

a. Site Control – NWHS and SHA currently have site control (Attachment C.ii.a)
b. Environmental Review Completion: Estimated 08/2025
c. Execution of Grant Agreement: 1/2026 (As a part of the financial closing)
d. Start and Completion dates: 1/2026-2/2027
e. Certificate of Occupancy: 02/2027

f. Date of first resident occupancy: 01/2027

Narrative for implementation schedule of events:

The pre-development timeline for the project is between 12-14 months. This will allow for the full site investigation, Environmental Review and Phase 1 work to ensure the project is feasible. We anticipate that the first six months will be to complete the necessary HUD specific reviews of the site. Concurrently, the architects will work with the development team at SHA to get the drawings up to SD (Schematic Design) level. It's anticipated we will concurrently onboard the General Contractor to incorporate necessary feedback and cost estimates.

Once the cost estimates are firm, we will seek out any gap funding source and undergo a subsidy layering review (if required.) Those timelines are firm and will inform the project closing dates. While the timelines sometimes shift, our projections are conservative estimates. We will be able to meet the timeline of expending these funds.

D. Property Maintenance

The property management supervision at Evergreen Apartments will be like any of the small buildings within our portfolio. Crystal Chrisman is the Property Management Supervisor. She oversees the Property Management Department for all properties and will coordinate with her team to ensure the tenants remain in compliance with their lease. She will direct the Property Management Coordinators to collect rent on-site and will help oversee the day-to-day operations. This property will have a dedicated on-site management office. The wrap around services on site will be managed by Northwest Human Services which will coordinate activities, assist residents as needed and coordinate needs/ services with Property Management.

Residents will be able to submit maintenance requests through the on-site office as well as pay their monthly rent. SHA operates a maintenance line that is open 24 hours a day, seven days a week, and maintenance staff are on-call to handle emergency issues after hours. Should the need be non-emergency, maintenance and or management related phone calls will be taken through our property management office during normal business hours.

Nina Norfleet is the Salem Housing Authority Portfolio / Asset Manager, and she will ensure the project follows its specific performance measurement goals annually. Each division within the Property Management department is evaluated annually against the expected performance goals. (See attachment D.1) The source of funding to support these specific operational needs is from property operating cash flow outlined specifically in the project proforma.

Replacement costs will be evaluated through a capital needs analysis conducted every five years post certificate of occupancy. The project will have a specific set aside replacement reserve deposit made into the lender held, project reserve account and monitored by our permanent financing lender. In the event the project is unable to support a financial need, the Salem Housing Authority will act as the guarantor.

E. Unmet Housing Need

The State of Oregon was identified in HUD's 2023 Annual Homelessness Assessment Report to Congress as the state with the **second** highest rate of unsheltered homeless in the nation in 2023 (64.6% of people experiencing homelessness were unsheltered), fifth largest increase in experiences of homelessness between 2007 and 2023 (14.5% increase), and the fourth largest increase in chronic homelessness between 2020 and 2022 (23.4% increase).

The 2022 Point-in-Time (PIT) count for Marion and Polk Counties, conducted by the Mid-Willamette Valley Homeless Alliance, identified 1,805 people experiencing homelessness. Of these, 879 individuals were unsheltered, while 926 were in temporary shelters. This represents a 15% increase from the 2021 count, which recorded 1,554 individuals.

The 2023 Oregon Statewide Homelessness Report highlights significant racial and ethnic disparities in homelessness:

- Native Hawaiian or Pacific Islander Oregonians experienced homelessness at a rate 3.58 times higher than their share of the population.

- Black or African American Oregonians faced homelessness at 3.27 times higher than their proportion of the state's population.
- American Indian, Alaska Native, or Indigenous Oregonians experienced homelessness at a rate 2.43 times higher than their population share.
- Multiracial Oregonians faced homelessness at 1.66 times higher than their population percentage.

HUD's 2023 Annual Homelessness Assessment Report (AHAR) data demonstrated that on a single night in 2023, around 653,100 people in the U.S. were experiencing homelessness. Six out of ten were in shelters or transitional housing, while the rest were unsheltered. From 2022 to 2023, homelessness rose by 12% (70,650 more people). This is the highest count since reporting began in 2007. There was a 16% increase in homelessness among families with children. Black individuals, while making up 13% of the U.S. population, represented 37% of the homeless population. There was also a 40% increase in homelessness among Asians and a 28% increase among Hispanic/Latinx individuals. Homelessness among veterans increased by 7% between 2022 and 2023, though it is 52% lower than in 2009. About one-third of individuals (143,105 people) were experiencing chronic homelessness.

Research into the oral histories of People of Color who had experienced homelessness, conducted by the Center for Social Innovation and released in March 2018, identified five key domains influencing homelessness specifically for People of Color: 1) Economic Mobility (lack of economic capital within social networks precipitates homelessness for many people of color); 2) Housing (unavailability of affordable housing options presents risk of homelessness and barriers to permanent housing); 3) Criminal Justice (involvement in the criminal justice system can create ongoing challenges in obtaining jobs and housing); 4) Behavioral Health (People of Color experience high rates of traumatic stress, mental health issues, and substance abuse; behavioral healthcare systems are not responsive to the specific needs of People of Color); and 5) Family Stabilization (multi-generational involvement in child welfare and foster care systems often occur prior to and during homelessness episodes; People of Color are often exposed to individual and community-level violence).

Provision of Permanent Supportive Housing that offers an array of unit sizes to house individuals and families, and includes wrap-around services that are culturally responsive and appropriate, can mitigate these domains of influence and help to reduce dependence on community emergency systems as well as offer wealth-building and self-sufficiency options to break the cycle of poverty and improve outcomes for all residents served by the project.

These data points exemplify the need for PSH to effectively house and support our most vulnerable and chronically homeless neighbors.

F. <u>Management of Rental Housing</u>

Salem Housing Authority owns and manages its own portfolio and intends to self-manage Evergreen Apartments as well. The property manager and service provider will work together to develop a tenant involvement plan that aligns with known and tested best practices that have been developed for providers of supportive housing, such as the Permanent Supportive Housing Evidence-Based Practices (EBP KIT) developed by the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Supportive Housing Training Series developed by the US Department of Housing and Urban Development (HUD). It is anticipated that tenant input will be sought on periodic updates to the tenant selection plan and house rules for the property. SHA and NWHS will give residents varied opportunities to engage, allowing residents to provide their voice in the way they feel most comfortable, including annual resident surveys and resident community meetings and/or a resident advisory council The NWHS supportive services team will also engage in ongoing trainings to remain up to date in skills such as motivational interviewing, trauma-informed care, healthcare navigation, and harm-reduction practices.

Property Developer/Owner – Nicole Utz, Salem Housing Authority | Ms. Utz has more than 20 years of experience in administering low-income housing programs and overseeing the management of affordable and subsidized rental units. Ms. Utz has direct oversight of SHA's implementation and administration of the Homeless Rental Assistance Program (HRAP), a 12-month program providing rental subsidy and wrap-around services that leads homeless individuals and households into permanent housing with a Housing Choice Voucher for those who are eligible. Ms. Utz also led SHA in the

development of the first Permanent Supportive Housing project in Salem, Redwood Crossings, which offers Project-Based Voucher (PBV) assistance to residents and opened in August of 2020.

Property Developer/Owner – Jessica Blakely, Salem Housing Authority | Ms. Blakely has nearly 24 years of experience in property management, including oversight of low-income housing communities since 2003. Ms. Blakely has experience with a vast array of housing programs serving low- and moderate-income households, including Low Income Housing Tax Credit (LIHTC) rental units, senior rentals, project-based Section 8, and communities with Housing Choice Voucher tenants. Ms. Blakely has participated in the Homeless Rental Assistance Program (HRAP) as a property manager, Ms. Blakely led the team developing the Redwood Crossings PSH/PBV project, Yaquina Hall, and Sequoia Crossings.

Property Manager/ Owner - Melanie Fletcher, Salem Housing Authority| Ms. Fletcher is a seasoned housing professional with over three decades of experience in public housing and rental assistance. Currently, as the Assistant Housing Administrator of Operations at Salem Housing Authority, she oversees divisions like Section 8 and Property Management, leading initiatives in staff training, policy development, and budget oversight. Her work focuses on driving projects like the "Moving to Work" program while building partnerships to secure funding. Previously, Melanie served as Compliance Manager at Salem Housing Authority and as Rental Assistance Program Manager in Washington County, managing critical housing programs. Bilingual in Spanish and English, with a Micro master's degree in design Thinking, she blends technical expertise with a passion for improving affordable housing services through collaboration and innovation and ensuring regulatory compliance.

Salem Housing Authority Portfolio Projects:

Public Housing Portfolio: 137 units

Two multi-family buildings and 79 scattered sites Under Management since 1971. Salem Housing Authority has owned and managed the Public Housing Portfolio for over 50 years. The Public Housing sites are currently undergoing plans to rehabilitate and/or dispose of the remaining 137 units.

Glen Creek Village – West Salem (30 units)
Shelton Village – Southeast Salem (28 units)
Scattered sites – Spread throughout the cities of Salem and Keizer, Oregon

Affordable Housing Portfolio: 652 units

RAD Conversions: (Move funding from Public Housing to LIHTC 4% and 9% paired with PBRA 2019-2020. 100% assisted units)

Brush College Village – West Salem (22 units)
Meadowlark Village – South Salem (32 units)
Livingston Village – Northeast Salem (26 units)
Northgate Village – Northeast Salem (28 units)

LIHTC: (Post 15 years and in pre-development for rehabilitation) These projects are 30 years old and in need of a full-scale renovation. Working through energy modeling to assess climate resiliency opportunities. Units do not currently have rental assistance)

Southview Terrace – South Salem (60 units – Senior)
Englewood West – Northeast Salem (54 units – Senior)

Multi-Layer Funding: RAD Conversion paired with LIHTC, HOME, HDGP, Market rate. Parkway Village was split to create two entities – Parkway West Housing LLC and Robert Lindsey Tower Housing LLC. Early RAD converter as Robert Lindsey Tower was formerly public housing and is also an 11-story high rise connected to the Housing Authority administrative building and SHA commercial space. Robert Lindsey Tower units are 100% assisted)

Robert Lindsey Tower – Downtown Salem (62 units Senior Housing + SHA Administrative Offices)
Parkway East – North Salem (46 units)
Parkway West – North Salem (78 units)

Historic Preservation paired with Non-Historic Preservation in one project: Southfair Apartments was a former condemned building provided to the housing authority to manage over a decade ago. It struggled financially and SHA was subsidizing the building for quite some time. Paired as a scattered site with Yaquina Hall and the Historic Tax credits assisted the project in a full rehabilitation and financial right sizing. Funded with Historic Tax Credit Equity, LIHTC, CDBG, SPMI -State Funding, this project is now an award winner! Yaquina Hall also provides housing with supportive services. Yaquina has 51 units with assistance and Southfair has 40 units with rental assistance.

Yaquina Hall – Northeast Salem (52 units) – **Utilizes Coordinated Entry with the CoC and partnered with the Mid-Willamette Valley Community Action Agency.**

Southfair Apartments – Northeast Salem (42 units)

Permanent Supportive Housing: One project, Redwood Crossings was developed when Permanent Supportive Housing was called "Housing First". It was the first PSH project in Salem and addressed those with the highest Acuity. There is no operational funding. Sequoia Crossings was funded with Operational funding in the amount of $600k annually. Each capital stack on our PSH developments is unique. Redwood includes LIFT, Urban Renewal, Foundation grant SPMI funding. Sequoia has HOME, LIHTC and State PSH funding. Redwood has 31 units that are assisted, and Sequoia is 100% assisted)

Redwood Crossings – Northeast Salem (37 units) – **Utilizes Coordinated Entry with the CoC and partnered with the Mid-Willamette Valley Community Action Agency.**

Sequoia Crossings – North Salem (60 units) – **Utilizes Coordinated Entry with the CoC and partnered with the Mid-Willamette Valley Community Action Agency.**

Managed for Others: Fee Managed. Englewood East is 100% assisted and the single homes have no rental assistance.

Englewood East – Northeast Salem (50 units)
Doral House – South Salem (1 unit)
Hawthorne House – Northeast Salem (1 unit)
Wallace House – West Salem (1 unit)

List of additional Grant Awards within the last 3 years:

2024:
Capacity Building Pacific Source (Pacific Source): $244,000
Sequoia Crossings Operations (State of Oregon): $600,000
Rapid Rehousing (State of Oregon): $413,795
Homeless Rental Assistance Program (City of Salem): $625,000
Yaquina Hall Stabilization, Marion County; $72,500
Family Self Sufficiency (Federal): $760,837
Capital Fund Program (Public Housing): $585,448

2023:
Enhancing Vouchers (State of Oregon): $1,000,000
Capital Fund program (Public Housing): $580,448
Homeless Rental Assistance Program (City of Salem): $630,000

2022:
Capital Fund Program (Public Housing): $469,839
Capacity Building / Homeless Response Infrastructure (ARPA/ City of Salem): $1,000,000
OHCS Cardinal Village (Condemned Building Tenant Assistance): $500,000

G: Coordinated Entry:

Evergreen Apartments will draw residents directly from Salem's existing Coordinated Entry waitlist, administered and managed by the Mid-Willamette Valley Homeless Alliance. The Coordinated Entry list is a comprehensive database of people experiencing homelessness and housing instability in Marion and Polk Counties. Utilizing the VI-SPDAT (Vulnerability Index - Service Prioritization Decision Assistance Tool), each person/household is assessed based on their needs and characteristics, and assigned a score so that they can be matched with an appropriate housing resource in the community.

A score will be determined in coordination with Northwest Human Services to ensure the person's needs are a match for permanent supportive housing (PSH) with on-site services and support offered at this site. This will be the first project in Salem with a specific target of combining housing with healthcare.

As of January 2021, there were 1,194 households on the Coordinated Entry waiting list. Of these 1,194 households, 764 were chronically homeless and 492 were identified as in need of permanent supportive housing.

The Mid-Willamette Valley Homeless Alliance Project engages in active outreach to culturally specific organizations like Seeds of Faith Ministries and Mano a Mano to ensure that any of their community members experiencing homelessness are assessed and included on the Coordinated Entry waitlist. Because the Coordinated Entry system has already pre-screened and identified the unsheltered people most in need of supportive housing, SHA property management staff and NWHS services staff can begin working with the households on the Coordinated Entry list a few months prior to construction completion to fill out the required paperwork and ensure they are ready to move in as soon as the building is approved for occupancy.

H. Coordination with Housing Providers, Healthcare Organizations and Social Service Providers

The Salem Housing Authority works in tandem with local service providers daily. Our SPOT (Special Programs Outreach Team) works with our community street homeless population and works alongside many non-profit organizations with a goal of placing people into the Continuum of Care. Partners such as Mid-Willamette Valley Community Action Agency, Mid-Willamette Valley Homeless Alliance, Northwest Human Services, Salem Health and more. SHA's role in this continuum is mainly permanent housing, but other programs exist to prevent and address homelessness.

SHA operated three multi-family permanent supportive housing projects. Each project has a MOU (Memorandum of Understanding) in place outlining each agency's role and responsibility. It's reviewed annually. Monthly supervisor meetings are held monthly to ensure the mission and vision of the project is intact. Weekly case conferencing is done to ensure the residents are working toward a path of self-sufficiency. Below is a sample MOU which reflects the partnership in more detail.

Memorandum of Understanding

This Memorandum of Understanding, hereinafter referred to as "MOU," shall stand as evidence that "SERVICE PROVIDER" herein after referred to as AGENCY, agrees to work with the Salem Housing Authority (SHA)to provide referrals to the "project name" Project-Based Voucher (PBV) waiting list and supportive services to residents of "project name" Permanent Supportive Housing (PSH).

Project provides:
"Identify unit mix and type and who they serve."

The waiting list for the "Enter Qty" units at "project name" provides a limited local preference for applicant households that:

- Meet the US Department of Housing and Urban Development (HUD) definition of "chronically homeless,"

- Meet the HUD definition of "disabled household," meaning that the head of household, spouse, or co-head is a person with a disabling condition,
- Score within the parameters of Permanent Supportive Housing (PSH) need in their coordinated entry assessment,
- Would benefit from the services provided by Permanent Supportive Housing (PSH), which are provided on-site.

REFERRAL PROCESS

The AGENCY, as outlined in responsibilities below, will assist with referrals for any household in their program who would be eligible for "project name":

- Fill out the "project name" Referral Form, including verification of homeless/at-risk status.
- Fill out the SHA eligibility screening packet.
- Provide the completed original forms to SHA, Attention: Special Programs Manager.

RESPONSIBILITIES

The AGENCY, as identified above, will provide the following services to households:

Referral Process

Assist all applicants with the paperwork and throughout the initial referral process (outlined above).
Continue to provide any case management services, or barrier removal/housing support funds, for which the family was eligible at the time of referral to facilitate the family transitioning to permanent housing at "project name".
Establish and implement methods to identify housing problems for participants as early as possible and engage participants in a change process to prevent a loss of housing, including but not limited to the following:

- Provide assistance in fulfilling Project-Based Voucher program requirements.
- Provide and/or refer participants to supportive services.
- Engage participants in determining the types of assistance they need.
- Provide assistance with reasonable accommodations as needed.

Supportive Services Delivery

- Provide on-site staffing, including one full-time Receptionist, one full-time Community Health Navigator, and one full-time Residential Services Coordinator, as well as a Program Manager for project oversight, as funding allows.
- Partner with the City of Salem to recruit and retain a 24/7 staffing model with the goal of including at least one Qualified Mental Health Assistant (QMHA)as funding permits.
- Offer at least one staff representative to schedule and meet with SHA staff at least once weekly with the objective of case conferencing and addressing site-specific matters.
- Assign the "service provider" Program Manager (or their designee) to serve as the primary liaison representing them in regard to "project name".
- Respond to after-hours resident support needs. Triaging needs will be done through an after-hours hotline.
- Receive coordinated entry referrals for any respite or other SHA-referred participants.
- Provide entry(voluntarily)to "property name" residents upon verbal request for lock-out purposes.
- Provide on-site voluntary case management and health navigation services.
- Coordinate with community partners and service providers to bring services on-site when possible. When necessary MOUs are established, a copy will be provided to SHA for review.
- Offer on-site supportive services, which may include food pantry, clothing/hygiene closet, community room events, enrichment trainings.
- Coordinate community partners, groups, and overall usage of the community room and kitchen space.
- Submit maintenance and facility supply requests (in accordance with any written procedures provided by SHA for such requests) to SHA and follow up on concerns.
- For "property name" applicants and residents, Salem Housing Authority will:

Applicants

- Place referred families on the "property name" waiting list, in accordance with its Administrative Plan.

- Screen referred families for eligibility for "property name" in order, as dictated by the Administrative Plan.
- This includes referring families without verification of their waiting list preference status to ARCHES for assessment and determination of eligibility for such preference.
- Coordinate with AGENCY to communicate with referred families and complete the eligibility process.
- Provide support to eligible families from the SHA Special Programs team. Such support may include, but is not limited to:
    - Barrier removal (dependent on funding availability).
    - Assistance completing paperwork.
    - Assistance with requesting reasonable accommodation(s).
    - Residents
    - Provide pots, pants, small appliances, bed, coffee table, and mattress. Additional items may be provided if available (i.e., donations).

Additionally, Salem Housing Authority will:

- Assign the Property Management Supervisor and Property Management Coordinator to serve as primary liaisons representing SHA in regard to facility and tenant violation matters at "property name".
- Maintain provision of janitorial services for all facility common areas, to include shared restrooms, hallways, lobby, laundry, community room, and kitchen, as allowed by annual budget.
- Notify "service provider" staff regarding date of arrival and departure, extension requests/approvals, exit date/time and any other information pertaining to the service needs of persons temporarily residing in respite units. Information will be provided by 3 p.m. on move-in days.
- Have provision over client lock-out and key replacements. SHA will communicate any procedural changes to ARCHES staff.
- Provide Wi-Fi to "property name" for all staff.
- Provide office space for "service provider" employees including one reception area, a manager's office, at least one closet/storage space, and three conference rooms/offices.
- Provie on-site space for community partners for the purpose of client-centered services upon availability and request from "service provider".
- Ensure availability of Property Management/Maintenance staff for meetings of at least one hour per month (in person or via video conferencing) to address site-specific communication, with the option of more frequent meetings as needed.
- Respond to site-specific needs and report concerns, as well as solutions, to "service provider" liaison.
- Communicate resident and facility maintenance and matters to "service provider", as applicable.
- Provide copies of documentation (lease/contract, eligibility paperwork, tenant violations/evictions, or other property management postings) for residents with a signed Release of Information.
- Work in partnership with Salem Health to ensure appropriate cleanliness standards and other clients' needs are met for the six (6) respite units.
- Provide facility oversight for ____ total units.
- Provide property management services.
- Develop a written workflow for facility and client maintenance requests.
- Allow "service provider" to install security monitoring system, if desired, at their own expense.
- Both parties will:
- Develop and revise workflows, in partnership with SHA and "service provider" management, for successful tenancy, violation remedies, maintenance requests and follow-ups, communication matters, entering units, program exits, housing stability outcomes, and urgent communications.
- Facilitate the transfer of residents to another agency or case manager for case management services upon requests, through established workflows, case conferencing, and agreement by both organizations/agencies.
- Utilize the principles of Trauma Informed Care and Motivational Interviewing, bearing in mind these practices when heightened behavior and tenant violations are exhibited.

Both parties will:

- Develop and revise workflows, in partnership with SHA and "SERVICE PROVIDER" management, for successful tenancy, violation remedies, maintenance requests and follow-ups, communication matters, entering units, program exits, housing stability outcomes, and urgent communications.
- Facilitate the transfer of residents to another agency or case manager for case management services upon requests, through established workflows, case conferencing, and agreement by both organizations/agencies.
- Utilize the principles of Trauma Informed Care and Motivational Interviewing, bearing in mind these practices when heightened behavior and tenant violations are exhibited.
- Practice client confidentiality. Discussion around clients will not occur in common areas such as hallways, lobby, and other common spaces. Resident files will be maintained securely.
- Establish expectations for cleanliness of common spaces in resident pods.
- Operate under Fair Housing, Landlord/Tenant laws, and Housing First principles.
- Engage in comprehensive and collaborative communication around resident needs, concerns, and housing.

*Written Commitment for Evergreen Apartments has been attached. The preliminary MOU will transition to this level of roles and responsibilities once the service agreement and contract is executed. (See attachment H.1)

Access to housing resources: The Salem Housing Authority has successfully graduated from the Permanent Supportive Housing Institute through Oregon Housing and Community Services in 2019. SHA is eligible to receive state rental assistance on 100% of it's units. The intent is to apply for operating subsidy through the state program and any unfunded service costs through this grant application will be requested from OHCS as well. SHA has demonstrated the ability to own and operate PSH projects well and does not anticipate issues acquiring this funding. The value of assistance being provided for service delivery is above $7,500 per unit per year and for a period of 20 years. (See attachment B.1)

I. Experience in promoting racial equity

Salem Housing Authority (SHA) actively seeks input from underserved groups during the implementation of housing projects by using various outreach and engagement methods. One of the main avenues for this is through public comment periods and public hearings. For instance, SHA invites community feedback on their Annual and Five-Year Public Housing Agency (PHA) Plans, which outline housing policies and projects. These plans are made available for public review for at least 45 days before a hearing, where residents, local officials, and other stakeholders can provide input in person or virtually. This helps ensure that the voices of underrepresented communities are heard in housing decisions.

During the development of its Moving to Work plan, Salem Housing Authority sought input and feedback from program participants, residents, community stakeholders from partner organizations, and staff, through an online survey. Almost 100 responses were received, and input was analyzed, considered, and incorporated into the plan as a result.

SHA also forms partnerships with local organizations, such as shelters, food pantries, and veteran services, to connect with underserved populations. These partnerships allow SHA to better understand the needs of vulnerable groups like survivors of domestic violence, veterans, and those experiencing homelessness, tailoring housing solutions accordingly. Moreover, the Resident Advisory Board plays a role in soliciting input directly from residents about housing programs and policies.

These efforts reflect SHA's commitment to inclusive planning, ensuring that underserved communities are involved in shaping the housing services they need.

SHA has decades of experience working in partnership with a variety of community partners, from larger organizations like Mid-Willamette Valley Community Action to smaller, culturally specific organizations like the Micronesian Islander Community. These partnerships allow SHA to serve a variety of individuals and families within our jurisdiction and ensure that we are reaching traditionally underserved populations and enhance equitable access to housing programs and opportunities. Moreover, these partnerships help SHA deliver comprehensive support to our residents and program participants.

SHA is the lead organization of the Emergency Housing Network (EHN), a group of representatives from housing and social services providers that meets regularly and helps social service providers come together to allow them to leverage services and enhance our collective housing efforts.

Salem Housing Authority has focused on improving racial equity through various programs aimed at assisting those experiencing homelessness, particularly underserved communities. One such initiative is the Outreach Team, which has had a significant impact. Outreach Navigators work with unsheltered individuals to connect them to vital housing services, helping people access resources, and ensuring that those eligible for housing assistance are properly guided to take advantage of available programs.

The navigators build personal relationships with unsheltered people, ensuring they are connected with necessary services and resources such as housing, healthcare, and food assistance. This program prioritizes individuals often left out of the traditional housing system, such as people who are chronically homeless or experiencing racial and economic barriers. The efforts are bolstered by collaborations with local government agencies and other organizations to provide a network of support.

Additionally, Salem Housing Authority provides rental assistance to diverse individuals throughout our service area of the cities of Salem and Keizer, Oregon. SHA does not discriminate against any person due to disability, race, color, religion, sex, source of income, familial status, national origin, actual or perceived sexual orientation, gender identity, marital status and/or domestic partnership in accessing, applying for, or receiving assistance, or in treatment or employment in any of its programs and activities.

Salem Housing Authority (SHA) ensures that opportunities to access its programs are advertised to a wide audience in an effort to reach traditionally underserved communities and those who are least likely to apply for our programs. Since 2019, SHA has engaged in targeted and intentional outreach to community contacts and organizations that provide services to traditionally underserved communities.

J. Community integration for persons with disabilities

Permanent supportive housing (PSH) is a transformative solution for individuals and families experiencing homelessness, particularly those with disabilities. By providing stable, permanent housing along with access to supportive services, PSH empowers residents to make meaningful choices about their housing, healthcare, and long-term support. This stability allows individuals to focus on personal goals, improve their well-being, and engage actively in their recovery and development. Research shows that tailored support services significantly enhance outcomes for participants, highlighting the effectiveness of a person-centered approach.

A key feature of PSH is its commitment to non-segregation. By integrating individuals with and without disabilities, PSH promotes social inclusion and challenges the stigma often associated with disabilities. This integrated model fosters a supportive community environment where shared experiences and communal activities encourage mutual understanding and connection among residents. Studies indicate that living in diverse settings leads to better social integration and health outcomes, illustrating the benefits of inclusive communities.

Additionally, this project will be 100% PSH, ensuring a diverse resident population. This setting not only enriches the community but also provides opportunities for collaboration and shared experiences. Shared amenities and common spaces will promote interaction and community engagement, further enhancing the quality of life for all residents. By fostering economic opportunities and creating vibrant neighborhoods, PSH not only supports individual growth but also strengthens the community.

The On-Site services team will calendar regular activities which foster individual as well as group development. Offering residents the opportunity to share the open space amenities create new space for social interaction, sense of community and overall wellness within the place they call home.

Permanent Supportive Housing is a model considered a best practice by National Alliance to End Homelessness and National Health Care for the Homeless Council. The project operates under a Housing First approach which prioritizes providing

permanent housing to people experiencing homelessness or those unstably housed, helping to meet their basic needs such as food and housing. Residents will receive healthcare and related supports through Northwest Human Services (NWHS) medical clinics and programs. As a component of patient-centered health care residents will undergo regular assessments to determine health related social needs or factors impacting their health and ongoing needs. Individuals are provided comprehensive health care that includes primary care, dental, mental health, psychiatry, and social services. NWHS utilizes Community Health Workers (CHWs) and Case Managers to help patients navigate community resources, advocate for themselves, connect with the community, and make meaningful choices in the services and supports they need to live and thrive independently.

A couple of ways NWHS encourage individuals to become self-sufficient is to encourage participation in mental health care and continued case management support. These are proven factors in helping increase housing stability and improved health outcomes. The identification of resident service needs will come from the residents themselves and will be informed by factors such as: age, gender, disability status, household composition, and current health conditions. Support staff will then promote the connectivity to services (both on and off-site). Supports include referrals, documentation help, financial assistances, food banks, life skills training as needed, transportation assistance as needed, and connection to mainstream and local resources (SSDI, SSI, Substance Abuse Treatment, Employment Services, Peer Support, etc.).

The formal partnership and collaboration between SHA and NWHS will help ensure units are prioritized for those with highly vulnerable medical and housing situations. The PSH units will be mixed use, housing individuals with diverse needs, disabling conditions, household composition, and backgrounds. Accessible and shared outdoor space for residents to congregate will help support community building and connection.
By offering abundant supportive resources, many tenancy issues can be mitigated through a proactive, person-centered approach. Some of the strategies we may include:

- Care coordination and wrap arounds services
- Community / good-neighbor guidelines
- Regular staff visits to mitigate any unit issues that could lead to lease violations like hoarding and property damage
- Identifying other stabilizing resources like Northwest Senior and Disability services and Center 50+ to increase community-based support and prevent isolation
- Coordinating with other available housing resources like senior housing, voucher programs, and long-term care facilities for those needing varying levels of in-home support

For those who are aging or have medical needs outside of the scope of the project, a move on strategy could be elevating the level of care through arranging in-home care providers, signing up on senior housing waitlists, and navigating admission to long-term care or skilled nursing facilities where appropriate.

K. Section 3 requirements

The Salem Housing Authority complies with all requirements under Section 3 of the Housing and Urban Development Act of 1968 and HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low-and very low-income persons, as well as contracting and other economic opportunities for businesses that provide training, employment to low- and very low-income persons.

The process starts at our selection of our development team. Each piece from architect to the sub-contractors has applied for the work and established internal benchmarks to meet or exceed Section 3 goals. We solicit our clients and families for opportunities that may be available to work in pre-development through construction completion. Our selected General Contractor will also have internal controls to provide outreach to our local community as well as our specific clients.

In the past we have used the HUD Opportunity portal to connect job seekers with our contractors. Our communications team creates messaging for our social media platforms as well as direct communication from our commission meetings which are aired on YouTube, and written documents posted for public review. As a part of our Affirmatively furthering fair housing plans, we market to locations where our underserved community members frequent who may not see the information through our normal delivery means.

Policy initiative preference points:

1. Environmental Justice

The Evergreen Project is located on a major transportation line within the city of Salem. Permanent Supportive Housing clients are less likely to have a car and our intent is to find buildable locations with close access to transit. The Salem public transportation network has less opportunity than a metro area and relies heavily on the infrastructure we do have. There are no Permanent Supportive Housing options that currently exist on this main thoroughfare, and we find ourselves uniquely placed to serve this population well. The biking and walking opportunities increase due to this location and expends environmental benefits of access to other means of transportation outside of a personal vehicle.

Our clients will likely represent demographics that contain a disabled household member and one who was formerly homeless. Many do not have access to new housing options. Our new buildings are constructed with resiliency in mind. We seek LEED Platinum certifications to ensure utility costs remain at a low or no cost. We add in resilient materials to ensure long term durability such as quartz countertops.

Use of green space in our design plan provides opportunities for the residents to enjoy the outdoors, learn to grow and become self sufficient as well as overcome the prior disinvestment in environmental infrastructure where we tended to maximize density as much as possible.

Our Salem Community has created and implemented Climate strategies in our strategic planning. We double down on this goal by taking designs to the community neighborhoods and receive feedback during the design stage. Many are interested in seeing climate strategy in the development. We attend the Quarterly Neighborhood Chair meetings and from there take our information to the local neighborhood association meetings no less than annually and more frequent when a project is in active development.

Near the site are:

- **Bus lines**: 02 Market/25th– 0.2 miles (10 mins by bus)
- **Shopping**: Fred Meyer – 0.6 miles; Shell convenience store – 0.2 miles. Accessible by bus.
- **Banking**: Bank of America – 1.6 miles; Chase (inside Fred Meyer) – 0.6 miles.
- **Services**: Oregon Department of Human Services, Vocational Rehabilitation, NW Senior and Disability Services – On-site; Mid-Willamette Valley Community Action – 1.0 miles and accessible by bus (21 min walk); ARCHES – 2.1 miles and accessible by bus.
- **Employment**: Oregon Department of Employment – 1.6 miles and accessible by bus.
- **Education**: Chemeketa Center for Business and Industry – 1.9 miles; Chemeketa Community College – 2.4 miles. Both sites accessible by bus.
- **Healthy food**: Salem Saturday Market (1.8 miles, Saturdays, April-October), Monday Hospital Market (4.6 miles, Mondays, May-September)
- **Social/Recreation/Other**: Keizer/Salem Area Senior Center – 1.3 miles; River Road City Park – 2.3 miles; Salem Public Library – 2.4 miles and accessible by bus.
- **Medical**: Salem Health Hospital – 4.6 miles and accessible by bus.
- **Emergency**: Salem Police Department – 1.9 miles and accessible by bus.

Applicant and Recipient Assurances and Certifications

U.S. Department of Housing and Urban Development

OMB Number: 2501-0017
Expiration Date: 01/31/2026

Instructions for the HUD-424-B Assurances and Certifications

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual, must provide the following assurances and certifications, which replace any requirement to submit an SF-424-B or SF-424-D. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39.

By submitting this form, you are stating that all assertions made in this form are true, accurate, and correct.

As the duly representative of the applicant, I certify that the applicant:

*Authorized Representative Name:

Prefix:

*First Name: Nicole

Middle Name:

*Last Name: Utz

Suffix:

*Title: Housing Administrator

*Applicant Organization: The Housing Authority of the City of Salem

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

*Signature:	Completed Upon Submission to Grants.gov	*Date:	Completed Upon Submission to Grants.gov

OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [X] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [X] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier: 93-0582087

5b. Federal Award Identifier: DDW3C3XPEPU8

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: The Housing Authority of the City of Salem

* b. Employer/Taxpayer Identification Number (EIN/TIN): 93-0582087

* c. UEI: DDW3CXPEPU8

d. Address:

* Street1: 360 Church Street SE
Street2:
* City: Salem
County/Parish:
* State: Oregon
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 97301

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:
* First Name: Jessica
Middle Name:
* Last Name: Blakely
Suffix:

Title: Director of Development

Organizational Affiliation:

* Telephone Number: 503.373.3808
Fax Number:

* Email: jblakely@salemhousingor.com

Application for Federal Assistance SF-424

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

New Applicant: CoC Builds

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

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

Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

FR-6800-N-25A

* Title:

Continuum of Care (CoC) Builds

13. Competition Identification Number:

Title:

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

Add Attachment | Delete Attachment | View Attachment

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

Evergreen Apartments

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of: Oregon

* a. Applicant: 6th

* b. Program/Project: 6th

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

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 12/2025

* b. End Date: 02/2027

18. Estimated Funding ($):

* a. Federal	8,000,000
* b. Applicant	1,200,000
* c. State	
* d. Local	2,500,000
* e. Other	
* f. Program Income	
* g. TOTAL	11,700,000

*** 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.
- [X] c. Program is not covered by E.O. 12372.

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

- [ ] Yes
- [X] No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

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 18, Section 1001)**

- [X] ** 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:	Jessica
Middle Name:	
* Last Name:	Blakely
Suffix:	
* Title:	Director of Development
* Telephone Number:	503.373.3808
Fax Number:	
* Email:	jblakely@salemhousingor.com

* Signature of Authorized Representative: Completed by Grants.gov upon submission.

* Date Signed: Completed by Grants.gov upon submission.

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1		Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2		Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3		Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4		Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5		Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6		Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7		Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8		Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9		Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

OHCS PSH Services Budget Template

Date Submitted:	9/30/2024
Project Name:	Evergreen Apartments
Service Provider:	Northwest Human Services
Approved by OHCS Program Manager on (date):	

PSH Services Budget

Line Item Budget Detail

PERSONNEL COSTS* List positions and FTE status in relation to time spent on the project. Include salary/wage and fringe in listed cost	**Description**	**Coding Category**	**Requested Amount**	**Other Resource Amount (Funding NOT from OHCS' PSH Program)**	**LineTotal**	**Name Other Resource Here, if amount listed on line item.**
.5 FTE Client Services Manager	Program Manager oversees operations of all Supported housing projects	Supervisory Staff	$ 50,000.00	$ 25,000.00		CoC Builds Funds (Federal)
1 FTE Resident Services Coordinator	Oversees day to day operations of Supportive services at Sequoia	Supervisory Staff	$ 75,000.00	$ 37,500.00		CoC Builds Funds (Federal)
SUBTOTAL PERSONNEL			**$ 125,000.00**	**$ 62,500.00**	**$ -**	
SERVICES OPERATIONS (Costs to operate program *not* including direct resident services) i.e. phones, mileage, computers	**Description**	**Coding Category**	**Requested Amount**	**Other Resource Amount (Funding NOT from OHCS' PSH Program)**	**LineTotal**	**Name Other Resource Here, if amount listed on line item.**
Office Supplies	Basic supplies for day to day operations	Office Supplies	$2,000.00	$ 1,000.00		CoC Builds Funds (Federal)
Staff Mileage	Reimbursement for use of staff vehicles for agency use	Mileage and Staff Transportation	$1,000.00	$ 500.00		CoC Builds Funds (Federal)
IT Equipment	Laptops, Screens, phones,	Technology and Equipment	$12,500.00	$ 6,250.00		CoC Builds Funds (Federal)
Professional Development Training	**Staff training continuing education supports**	Professional Services	$7,000.00	$ 3,500.00		CoC Builds Funds (Federal)
Cleaning Supplies	Basic cleaning supplies for offices and shared spac	Office Supplies	$1,500.00	$ 750.00		CoC Builds Funds (Federal)
Printer and Scanner Rental Fee	Printer supplies for office use	Technology and Equipment	$3,000	$ 1,500.00		CoC Builds Funds (Federal)
Security System Internet Access and CPU	IT supplies for securing internet access on site	Technology and Equipment	$6,500.00	$ 3,250.00		CoC Builds Funds (Federal)
SUBTOTAL SERVICES OPERATIONS			$ 33,500.00	$ 16,750.00	$ -	
PROGRAM EXPENSES AND DIRECT SERVICE MATERIALS *(Direct resident-serving costs)* i.e. flexible funds, life skills materials, bus passes	**Description**	**Coding Category**	**Requested Amount**	**Other Resource Amount (Funding NOT from OHCS' PSH Program)**	**LineTotal**	**Name Other Resource Here, if amount listed on line item.**
Emergency Food Pantry Stock	Food to assist with emergency needs of resident	Tenancy Support Services	$ 10,000.00	$ 5,000.00		CoC Builds Funds (Federal)
Hygiene/Cleaning items closet stock	Supplies to assist with resident need	Tenancy Support Services	$ 5,000.00	$ 2,500.00		CoC Builds Funds (Federal)
Community Event Materials	Planning for shared resident events	Community Building and Engagement	$ 2,500.00	$ 1,250.00		CoC Builds Funds (Federal)
Flexible Client Assistance	Various household needs	Tenancy Support Services	$ 10,000.00	$ 5,000.00		CoC Builds Funds (Federal)
Transportation Assistance	Assist resident with transportation needs	Specialty Services (i.e. health, mental health, recovery)	$ 10,000.00	$ 5,000.00		CoC Builds Funds (Federal)
SUBTOTAL PROGRAM EXPENSES/DIRECT SERVICES			$ 37,500.00	$ 18,750.00	$ -	
INDIRECT/ADMIN	**Description**	**Coding Category**	**Requested Amount**	**Other Resource Amount (Funding NOT from OHCS' PSH Program)**	**LineTotal**	**Name Other Resource Here, if amount listed on line item.**
Project Total -Administration 10%		Administrative/Indirect Cost	$20,000.00	$ 10,000.00		CoC Builds Funds (Federal)
SUBTOTAL INDIRECT			$ 20,000.00	$ 10,000.00	$ -	
			TOTAL OHCS PSH SERVICES FUNDS	**TOTAL OTHER CONTRIBUTIONS**	**TOTAL PROGRAM COSTS**	
TOTAL			$ 216,000.00	$ 108,000.00	$ -	

OHCS PSH Services Budget Template						
Date Submitted:	9/30/2024					
Project Name:	Evergreen Apartments					
Service Provider:	Northwest Human Services					
	26 units					
PSH Services Budget (Deposit into operating reserve for annual draw down)						
Line Item Budget Detail						
PERSONNEL COSTS* List positions and FTE status in relation to time spent on the project. Include salary/wage and fringe in listed cost	**Description**	**Coding Category**	**Requested Amount**	**Frequency**	**Service total**	**Name Other Resource Here, if amount listed on line item.**
.5 FTE Client Services Manager	Program Manager oversees operations of all Supported housing projects	Supervisory Staff	$ 50,000.00	Annual (20 years)	$ 1,000,000.00	
1 FTE Resident Services Coordinator	Oversees day to day operations of Supportive services at Evergreen	Direct Service Staff	$ 75,000.00	Annual (20 years)	$ 1,500,000.00	
SUBTOTAL PERSONNEL			**$ 125,000.00**	**$ -**	**$ 2,500,000.00**	
SERVICES OPERATIONS (Costs to operate program *not* including direct resident services) i.e. phones, mileage, computers	**Description**	**Coding Category**	**Requested Amount**	**Frequency**	**Service Total**	**Name Other Resource Here, if amount listed on line item.**
Office Supplies	Basic supplies for day to day operations	Office Supplies	$2,000.00	Annual (20 years)	$ 40,000.00	
Staff Mileage	Reimbursement for use of staff vehicles for agency use	Mileage and Staff Transportation	$1,000.00	Annual (20 years)	$ 20,000.00	
IT Equipment	Laptops, Screens, phones,	Technology and Equipment	$12,500.00	Every 5 years	$ 50,000.00	
Professional Development Training	Staff training continuing education supports	Professional Services	$7,000.00	Annual (20 years)	$ 140,000.00	
Cleaning Supplies	Basic cleaning supplies for offices and shared spac	Office Supplies	$1,500.00	Annual (20 years)	$ 30,000.00	
Printer and Scanner Rental Fee	Printer supplies for office use	Technology and Equipment	$3,000	Annual (20 years)	$ 60,000.00	
Security System Internet Access and CPU	IT supplies for securing internet access on site	Technology and Equipment	$6,500.00	one time	$6,500.00	
SUBTOTAL SERVICES OPERATIONS			$33,500.00	$ -	$ 346,500.00	
PROGRAM EXPENSES AND DIRECT SERVICE MATERIALS *(Direct resident-serving costs)* i.e. flexible funds, life skills materials, bus passes	**Description**	**Coding Category**	**Requested Amount**	**Frequency**	**LineTotal**	**Name Other Resource Here, if amount listed on line item.**
Emergency Food Pantry Stock	Food to assist with emergency needs of resident	Community Building and Engagement	$ 10,000.00	Annual (20 years)	$ 200,000.00	
Hygiene/Cleaning items closet stock	Supplies to assist with resident need	Community Building and Engagement	$ 5,000.00	Annual (20 years)	$ 100,000.00	
Community Event Materials	Planning for shared resident events	Community Building and Engagement	$ 2,500.00	Annual (20 years)	$ 50,000.00	
Flexible Client Assistance	Various household needs	Tenancy Support Services	$ 10,000.00	Annual (20 years)	$ 200,000.00	
Transportation Assistance	Medical appointments and other basic need requirements	Tenancy Support Services	$ 10,000.00	Annual (20 years)	$ 200,000.00	
SUBTOTAL PROGRAM EXPENSES/DIRECT SERVICES			$ 37,500.00	$ -	$ 750,000.00	
INDIRECT/ADMIN	**Description**	**Coding Category**	**Requested Amount**	**Frequency**	**LineTotal**	**Name Other Resource Here, if amount listed on line item.**
Project Total -Administration 10%		Administrative/Indirect Cost	$20,000.00	Annual (20 years)	$ 400,000.00	
SUBTOTAL INDIRECT				$ -	$ -	
			Total Service Cost Need	**Total Requested for this project**	**Total Match other sources**	**Total Annual commitment from other sources**
TOTAL			$ 3,996,500.00	$ 2,000,000.00	$ 1,996,500.00	$ 99,825

First American Title Insurance Company

777 Commercial Street SE, Suite 100
Salem, OR 97301
Phn - (800)742-2414
Fax - (866)849-3065

PUBLIC RECORD REPORT
FOR NEW SUBDIVISION OR LAND PARTITION

THIS REPORT IS ISSUED BY THE ABOVE-NAMED COMPANY ("THE COMPANY") FOR THE EXCLUSIVE USE OF:

Northwest Human Services Inc.
681 Center St NE, Ste 203A
Salem, OR 97301
Phone:
Fax:

Date Prepared : September 07, 2024
Effective Date : 8:00 A.M on August 29, 2024
Order No. : 7089-4198784
Subdivision :

The information contained in this report is furnished by First American Title Insurance Company (the "Company") as an information service based on the records and indices maintained by the Company for the county identified below. This report is not title insurance, is not a preliminary title report for title insurance, and is not a commitment for title insurance. No examination has been made of the Company's records, other than as specifically set forth in this report. Liability for any loss arising from errors and/or omissions is limited to the lesser of the fee paid or the actual loss to the Customer, and the Company will have no greater liability by reason of this report. This report is subject to the Definitions, Conditions and Stipulations contained in it.

REPORT

A. The Land referred to in this report is located in the County of Marion, State of Oregon, and is described as follows:

As fully set forth on Exhibit "A" attached hereto and by this reference made a part hereof.

B. As of the Effective Date, the tax account and map references pertinent to the Land are as follows:

As fully set forth on Exhibit "A" attached hereto and by this reference made a part hereof.

C. As of the Effective Date and according to the Public Records, we find title to the land apparently vested in:

As fully set forth on Exhibit "B" attached hereto and by this reference made a part hereof

D. As of the Effective Date and according to the Public Records, the Land is subject to the following liens and encumbrances, which are not necessarily shown in the order of priority:

As fully set forth on Exhibit "C" attached hereto and by this reference made a part hereof.

EXHIBIT "A"
(Land Description Map Tax and Account)

Parcel I: Beginning at the Northeast corner of Lot 44, EVERGREEN ACRES, in Marion County, Oregon. (see Book 12, Page 11, record of town plats for said County and State.) Thence Southerly along the East line of said Lot, 78.00 feet; thence Westerly and parallel with the North line of said lot, 140.00 feet to the West line thereof; thence Northerly along the West line of said Lot, 78.00 feet to the Northwest corner of said Lot, thence Easterly along the North line of said Lot, 140.00 feet to the Place of Beginning, and being the Northerly 78.00 feet of said Lot 44, EVERGREEN ACRES, Marion County, Oregon.

Parcel II: Beginning at an iron pipe on the North line of Lot 44, EVERGREEN ACRES, Marion County, Oregon, which is 140.00 feet West along the North line of said Lot 44 from the Northwest corner thereof, said point also being 110.00 feet West from the West line of Evergreen Avenue; thence South parallel with the East line of said Lot, a distance of 78.00 feet to an iron pipe; thence West parallel with the North line of said lot a distance of 30.00 feet to an iron pipe; thence North parallel with the East line of said Lot, a distance of 78.00 feet to an iron pipe on the North line thereof; thence East along the North line of said Lot a distance of 30.00 feet to the Place of Beginning.

NOTE: This Legal Description was created prior to January 01, 2008.

Map No.: 073W24BD03400
Tax Account No.: 572545

EXHIBIT "B"
(Vesting)

Northwest Human Services, Inc., an Oregon nonprofit corporation

EXHIBIT "C"
(Liens and Encumbrances)

1. Taxes for the fiscal year 2024-2025 a lien due, but not yet payable

2. Taxes, including the current fiscal year, not assessed because of PLBCHAR 307.130 Property of certain museums, volunteer fire departments and literary, benevolent, charitable and scientific institutions, (2020/NA) Exemption. If the exempt status is terminated an additional tax may be levied. Account No. 572545.

3. City liens, if any, of the City of Salem.

4. Covenant, including terms and provisions thereof.

   Recorded: May 16, 1997 as Reel 1393, Page 642, Film Records

NOTE: We find no outstanding voluntary liens of record affecting subject property. An inquiry should be made concerning the existence of any unrecorded lien or other indebtedness which could give rise to any security interest in the subject property.

DEFINITIONS, CONDITIONS AND STIPULATIONS

1. **Definitions.** The following terms have the stated meaning when used in this report:
   (a) "Customer": The person or persons named or shown as the addressee of this report.
   (b) "Effective Date": The effective date stated in this report.
   (c) "Land": The land specifically described in this report and improvements affixed thereto which by law constitute real property.
   (d) "Public Records": Those records which by the laws of the state of Oregon impart constructive notice of matters relating to the Land.

2. **Liability of the Company.**
   (a) THIS REPORT IS NOT AN INSURED PRODUCT OR SERVICE OR A REPRESENTATION OF THE CONDITION OF TITLE TO REAL PROPERTY. IT IS NOT AN ABSTRACT, LEGAL OPINION, OPINION OF TITLE, TITLE INSURANCE COMMITMENT OR PRELIMINARY REPORT, OR ANY FORM OF TITLE INSURANCE OR GUARANTY. THIS REPORT IS ISSUED EXCLUSIVELY FOR THE BENEFIT OF THE APPLICANT THEREFOR, AND MAY NOT BE USED OR RELIED UPON BY ANY OTHER PERSON. THIS REPORT MAY NOT BE REPRODUCED IN ANY MANNER WITHOUT FIRST AMERICAN'S PRIOR WRITTEN CONSENT. FIRST AMERICAN DOES NOT REPRESENT OR WARRANT THAT THE INFORMATION HEREIN IS COMPLETE OR FREE FROM ERROR, AND THE INFORMATION HEREIN IS PROVIDED WITHOUT ANY WARRANTIES OF ANY KIND, AS-IS, AND WITH ALL FAULTS. AS A MATERIAL PART OF THE CONSIDERATION GIVEN IN EXCHANGE FOR THE ISSUANCE OF THIS REPORT, RECIPIENT AGREES THAT FIRST AMERICAN'S SOLE LIABILITY FOR ANY LOSS OR DAMAGE CAUSED BY AN ERROR OR OMISSION DUE TO INACCURATE INFORMATION OR NEGLIGENCE IN PREPARING THIS REPORT SHALL BE LIMITED TO THE FEE CHARGED FOR THE REPORT. RECIPIENT ACCEPTS THIS REPORT WITH THIS LIMITATION AND AGREES THAT FIRST AMERICAN WOULD NOT HAVE ISSUED THIS REPORT BUT FOR THE LIMITATION OF LIABILITY DESCRIBED ABOVE. FIRST AMERICAN MAKES NO REPRESENTATION OR WARRANTY AS TO THE LEGALITY OR PROPRIETY OF RECIPIENT'S USE OF THE INFORMATION HEREIN.
   (b) No costs (including, without limitation attorney fees and other expenses) of defense, or prosecution of any action, is afforded to the Customer.
   (c) In any event, the Company assumes no liability for loss or damage by reason of the following:

      (1) Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records.
      (2) Any facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
      (3) Easements, liens or encumbrances, or claims thereof, which are not shown by the Public Records.
      (4) Discrepancies, encroachments, shortage in area, conflicts in boundary lines or any other facts which a survey would disclose.
      (5) (i) Unpatented mining claims; (ii) reservations or exceptions in patents or in Acts authorizing the issuance thereof, (iii) water rights or claims or title to water.
      (6) Any right, title, interest, estate or easement in land beyond the lines of the area specifically described or referred to in this report, or in abutting streets, roads, avenues, alleys, lanes, ways or waterways.
      (7) Any law, ordinance or governmental regulation (including but not limited to building and zoning laws, ordinances or regulations) restricting, regulating, prohibiting or relating to (i) the occupancy, use or enjoyment on the land; (ii) the character, dimensions or location of any improvement now or hereafter erected on the land; (iii) a separation in ownership or a change in the dimensions or area of the land or any parcel of which the land is or was a part; or (iv) environmental protection, or the effect of any violation of these laws, ordinances or governmental regulations, except to the extent that a notice of the enforcement thereof or a notice of a defect, lien or encumbrance resulting from a violation or alleged violation affecting the land has been recorded in the Public Records at the effective date hereof.
      (8) Any governmental police power not excluded by 2(d)(7) above, except to the extent that notice of the exercise thereof or a notice of a defect, lien or encumbrance resulting from a violation or alleged violation affecting the land has been recorded in the Public Records at the effective date hereof.
      (9) Defects, liens, encumbrances, adverse claims or other matters created, suffered, assumed, agreed to or actually known by the Customer.

3. **Charge.** The charge for this report does not include supplemental reports, updates or other additional services of the Company.

First American Title Insurance Company
777 Commercial Street SE, Suite 100
Salem, OR 97301

Illegal Restrictive Covenants

Please be advised that any provision contained in this document, or in a document that is attached, linked, or referenced in this document, that under applicable law illegally discriminates against a class of individuals based upon personal characteristics such as race, color, religion, sex, sexual orientation, gender identity, familial status, disability, national origin, or any other legally protected class, is illegal and unenforceable by law.

Grantor: Northwest Human Services, Inc

Permittee: Salem Housing Authority

NON-EXCLUSIVE REVOCABLE PERMIT OF ENTRY
("Permit")

Northwest Human Services, Inc ("Grantor"), hereby grants to the Salem Housing Authority, its representatives, employees, contractors and agents (collectively referred to herein as the "Permittee"), the non-exclusive, right to enter upon certain real property owned by Grantor and identified as 1797 Evergreen Ave, NE Salem, OR 97301 and Tax Lot 073W24BD03800, ("the Property") as shown on **Exhibit A**, to perform environmental testing and related work (the "**Scope of Work**"); subject however, to the following terms and conditions:

(1) Duration. The rights granted to Permittee by this Permit are temporary and shall expire without further action upon completion of the Scope of Work.

(2) Scheduling. Any activities or work undertaken or done on the Property shall be performed during daylight hours.

(3) Restoration. Upon expiration of this Permit, Permittee shall restore the Property as described in the Scope of Work.

(4) Indemnification. Permittee shall indemnify, defend, and save harmless Grantor, its officers, employees, and agents, against and from any claims, actions, liability, losses, costs, and expenses of whatsoever nature growing out of or arising from, or in any way connected with this Permit or the entry by the Permittee upon the Property. Grantor will not be responsible for loss of, or damage to, Permittee, its personnel, agents, or any person accessing the Property under this Permit, occurring for any cause whatsoever.

(5) Scope of Entry. Permittee covenants and agrees to use all reasonable efforts to minimize any interference with the Grantor's use of the property. Permittee shall abide by and adhere to all security, safety, and other regulations. Grantor shall at all times be permitted to enter the Property.

(6) Compliance With Laws. Any activities or work undertaken or done on the Property shall be performed in compliance with all applicable city, state, and federal laws, codes, and regulations, including but not limited to the Salem Revised Code and guidelines issued by

the Bureau of Labor and Industries. All subject employers performing work on the Property are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126. Work shall be performed with precaution to avoid damage to the land, any improvements thereon, or Grantor personnel.

(7) No Assignment. This permit is personal to Permittee and may not be assigned.

(8) Observation. Grantor retains the right to have a representative present at all times when Permittee is present on or conducting activities on the property.

(9) Authority. The person signing this document on behalf of each of the Parties represents and warrants that such person and their respective Party have the requisite power and authority to enter into, execute and deliver this agreement and that the agreement is a valid and legally binding obligation of the Party enforceable against it in accordance with its terms.

(10) Effective Date. This agreement is effective as of the date executed by both parties (Effective Date).

(11) Amendment. This constitutes the entire agreement and understanding between the parties with respect to the subject matter contained herein and supersedes any prior agreement and understanding about the subject matter hereof. This Permit may be modified or amended only by a written instrument executed by the parties hereto.

(12) Notice. Until otherwise provided by notice of a party, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, by mailing the same, postage prepaid, or by electronically confirmed facsimile transmission to the individuals set out below. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

To Permittee:
Salem Housing Authority
Attn: Nicole Utz
360 Church St SE
Salem, OR 97301
nutz@salemhousingor.com
Phone: 503-588-645

To Grantor:
Northwest Human Services

Att: Paul Logan, CEO
681 Center St. NE
Salem, OR 97301
plogan@nwhumanservices.org
Phone: 503-588-5828

With a copy to:
City of Salem
City Attorney's Office
555 Liberty Street SE, Rm. 205
Salem, Oregon 97301
Facsimile Number: (503) 361-2202

Paul Logan
Northwest Human Services, Inc.

By:
Title: CEO
Date: 9/9/2024

Nicole Utz
Salem Housing Authority

By:
Title: Housing Administrator
Date: 9/12/2024

Return completed form to: Salem Housing Authority
Attn: Nicole Utz
360 Church St SE
Salem, OR 97301

Exhibit A

10 3 89 89

FORM No. 713—BARGAIN AND SALE DEED (Individual or Corporate). STEVENS-NESS LAW PUB. CO., PORTLAND, OREGON, 97204

REEL 728 PAGE 138

1-1-74

BARGAIN AND SALE DEED

KNOW ALL MEN BY THESE PRESENTS, That Laurel Hill Center, Inc., an Oregon Nonprofit Corporation, *hereinafter called grantor, for the consideration hereinafter stated, does hereby grant, bargain, sell and convey unto* Northwest Human Services, Inc., an Oregon Nonprofit Corporation, *hereinafter called grantee, and unto grantee's heirs, successors and assigns all of that certain real property with the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, situated in the County of* Marion, *State of Oregon, described as follows, to-wit:*

See Exhibit "A", which is attached hereto and incorporated by reference herein.

(IF SPACE INSUFFICIENT, CONTINUE DESCRIPTION ON REVERSE SIDE)

To Have and to Hold the same unto the said grantee and grantee's heirs, successors and assigns forever.

The true and actual consideration paid for this transfer, stated in terms of dollars, is $ other value given ①However, the actual consideration consists of or includes other property or value given or promised which is the whole part of the consideration (indicate which). ① *(The sentence between the symbols ①, if not applicable, should be deleted. See ORS 93.030.)*

In construing this deed and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

In Witness Whereof, the grantor has executed this instrument this 1 day of November, 1989; if a corporate grantor, it has caused its name to be signed and seal affixed by its officers, duly authorized thereto by order of its board of directors.

Laurel Hill Center, Inc.

By: [signature] President

Attest: [signature] Secretary

(If executed by a corporation, affix corporate seal)

STATE OF OREGON, County of ..... } ss.

..... 19.....

Personally appeared the above named .....

.....

.....

.....and acknowledged the foregoing instrument to be.....voluntary act and deed.

Before me:

(OFFICIAL SEAL)

Notary Public for Oregon

My commission expires .....

STATE OF OREGON, County of Lane } ss.

October 31, 1989

Personally appeared Timothy Sercombe and Virginia Kruidlack, who, being duly sworn, each for himself and not one for the other, did say that the former is the president and that the latter is the secretary of Laurel Hill Center, a corporation, and that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was signed and sealed in behalf of said corporation by authority of its board of directors; and each of them acknowledged said instrument to be its voluntary act and deed.

Before me: [signature]

(OFFICIAL SEAL) NOTARY PUBLIC

Notary Public for Oregon

My commission expires: 11-13-92

Laurel Hill Center, Inc.
2621 Augusta St.
Eugene, OR 97403
GRANTOR'S NAME AND ADDRESS

Northwest Human Services, Inc.
681 Center St., N.E. Suite 203A
Salem, OR 97301
GRANTEE'S NAME AND ADDRESS

After recording return to:

Northwest Human Services, Inc.
681 Center St. N.E. Suite 203A
Salem, OR 97301
NAME, ADDRESS, ZIP

Until a change is requested all tax statements shall be sent to the following address.

Northwest Human Services, Inc.
681 Center St., N.E. Suite 203A
Salem, OR 97301
NAME, ADDRESS, ZIP

SPACE RESERVED FOR RECORDER'S USE

STATE OF OREGON, } ss.
County of .....

I certify that the within instrument was received for record on the .....day of ....., 19....., at.....o'clock.....M., and recorded in book/reel/volume No.....on page.....or as document/fee/file/instrument/microfilm No. ....., Record of Deeds of said county.

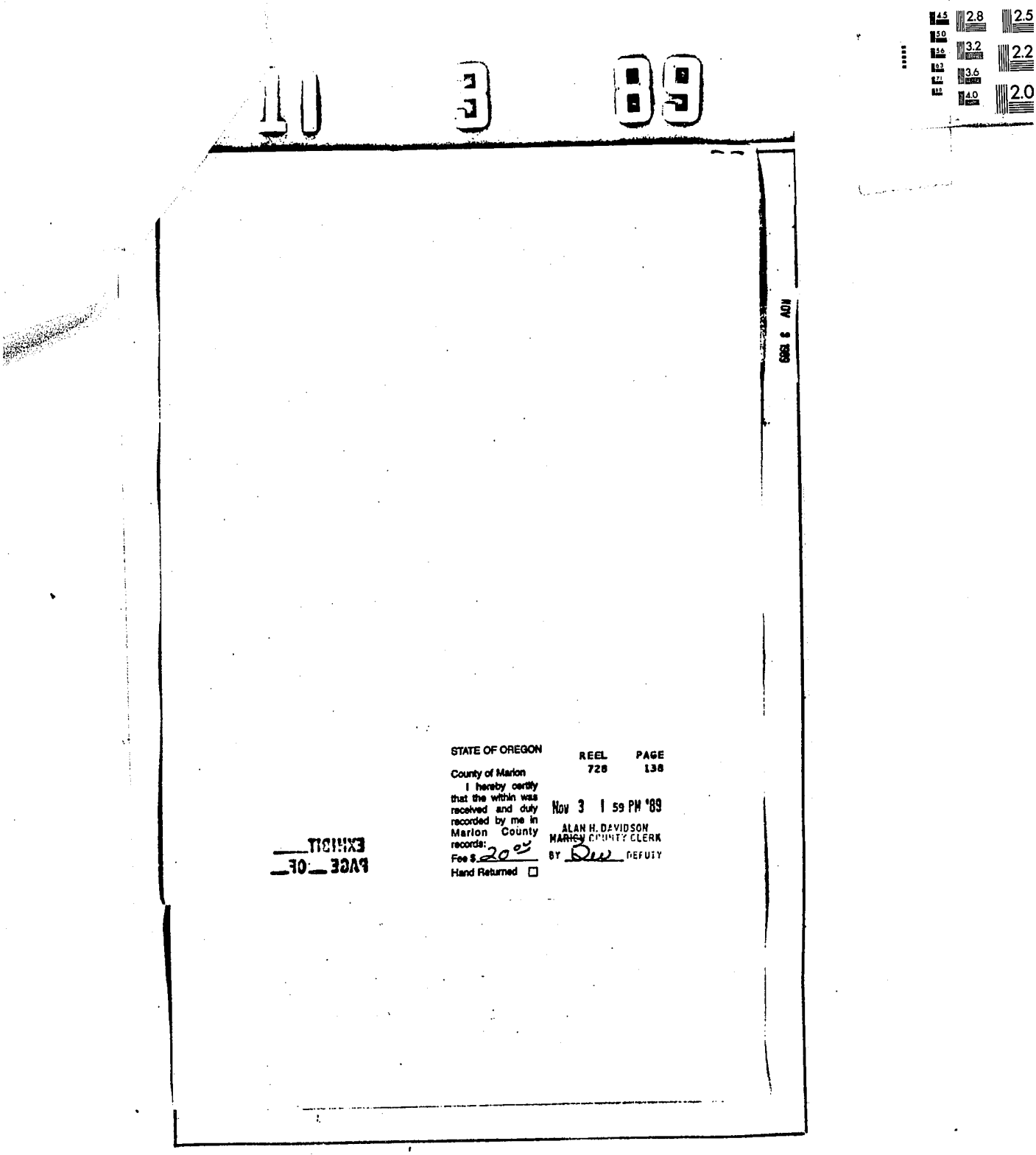
Witness my hand and seal of County affixed.

NAME TITLE

By .....Deputy

NOV 9 1989

NOV 9 1989



STATE OF OREGON
County of Marion

I hereby certify that the within was received and duly recorded by me in Marion County records:
Fee $ 20.00
Hand Returned ☐

REEL	PAGE
728	138

Nov 3 1 59 PM '89

ALAN H. DAVIDSON
MARION COUNTY CLERK
BY Dw DEPUTY

EXHIBIT
PAGE 10 OF

7 18 91

Exhibit 'A'

LEGAL DESCRIPTION

PT

PARCEL I
Beginning at the Northeast corner of Lot 44, Evergreen Acres, in Marion County, Oregon. (See Book 12, Page 11, Record of Town Plats for said County and State.) Thence Southerly along the East line of said Lot, 78.00 feet; thence Westerly and parallel with the North line of said Lot, 140.00 feet to the West line thereof; thence Northerly along the West line of said Lot, 78.00 feet to the Northwest corner of said Lot, thence Easterly along the North line of said Lot, 140.00 feet to the place of beginning, and being the Northerly 78.00 feet of said Lot 44, Evergreen Acres, Marion County, Oregon.

PARCEL II
Beginning at an iron pipe on the North line of Lot 44, Evergreen Acres, Marion County, Oregon, which is 140.00 feet West along the North line of said Lot 44 from the Northwest corner thereof, said point also being 110.00 feet West from the West line of Evergreen Avenue; thence South parallel with the East line of said Lot, a distance of 78.00 feet to an iron pipe; thence West parallel with the North line of said Lot a distance of 30.00 feet to an iron pipe; thence North parallel with the East line of said Lot, a distance of 78.00 feet to an iron pipe on the North line thereof; thence East along the North line of said Lot a distance of 30.00 feet to the place of beginning.

---

the nely pt lot 44 Evergreen Acres

STATE OF OREGON

County of Marion, I hereby certify that the within was received and duly recorded by me in Marion County records:

REEL	PAGE
869	367

JUL 18 11:40 AM '91

ALAN H. DAVIDSON
MARION COUNTY CLERK
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KEY PERFORMANCE MEASUREMENTS

DESCRIPTION/ PERFORMANCE GOAL AREA	PERFORMANCE TARGET/OBJECTIVE	MEASUREMENT	MEETS	DOES NOT MEET* *EXPLAIN
Quality Control of Applicant/Tenant files	100% of all Move-in's; Unit Transfers; Annual Recertification's; and Interim's are to be quality controlled by TRC prior to finalization. See General Timelines: Instructions/Procedures for Handling Various Tasks at the Satellite Offices for more detail.	Monthly reports, that include quality control logs prepared by the PMC, confirms that the quality control of files is conducted per the timelines in SHA's in-house procedures and quality control **indicates a 95% or higher average accuracy rate.**		
Quality Control Logs	Quality Control logs reveal only minor non-critical errors* *Critical errors involve direct eligibility and/or affect amount of rent and/or subsidy being paid.	In-house Quality Control logs **indicate a 95% or higher average accuracy rate. Critical errors average less than 5%.**		
50058's/50059's/TIC's	50058's/50059's/TIC's are completed accurately and timely.	**In-house quality control indicates a 100% reporting rate**. If less than 100%, files clearly show delay was tenant caused; out of SHA's control and that proper/timely lease enforcement action has been taken with the tenant.		
Annual Recertification's	Outstanding annual recertification's	Outstanding files indicate delays **are 100% tenant caused (100%).**		
REAC	Satisfactory REAC inspection rating	REAC inspections indicate **overall REAC score of "A".**		
On-site reviews/audit prep	Satisfactory on-site reviews by outside entities	On-site reviews indicate no major and/or repeat findings.		
	PMC and Lead Maintenance Mechanic are to take a lead role in preparing for reviews. Attendance at audit prep meetings; and providing requested documents/information by agreed timeline is required. PMC and Lead Maintenance staff is to be at the property one hour before the auditors arrive, to ensure the grounds are prepared; and any last minute cleaning is handled.	Feedback from co-workers; management indicate that **staff have met requested deadlines**; and **property is prepared and ready for reviews prior to auditors arriving**.		
Waiting List	Waiting list input is 99% accurate; in areas of data entry and eligibility for placement on the waiting list	Quality control of waiting list data entry/eligibility by compliance staff, and/or their designee **indicates a 99% accuracy rate.**		
EIV	EIV follow up is conducted within the guidelines/timeframes required by HUD	Feedback from co-workers; management indicates that follow up on EIV reports is conducted **within the guidelines/timeframes required by HUD.**		
Required Postings	Most current OHCS Hotline Poster; AFHMP's; Fair Housing Posters; emergency contact numbers and/or office hours are posted at all times in leasing offices; community rooms and/or laundry mats.	Random monitoring by management and/or their designated representative indicates that all applicable posters; plans; emergency information **listed in previous column** is posted on an on-going basis.		
DESCRIPTION/	PERFORMANCE TARGET/OBJECTIVE	MEASUREMENT	MEETS	DOES NOT MEET*

PERFORMANCE GOAL AREA				*EXPLAIN
Operating Procedure Manual/HUD Handbooks/LIHTC Compliance Manuals/Administrative Notebooks	All procedure manuals; HUD Handbooks; compliance manuals; Administrative Notebooks and/or other educational/training materials are accessible and staff is knowledgeable of the resources available to them to administer their programs/projects.	Up to date manuals; handbooks etc **are available upon request at all times** and **reflect current guidance/regulations.**		
Confidentiality	Resident/applicant information is confidential and is to be safeguarded at all times, whether information is in written or spoken form.	EIV security checks and/or feedback from co-workers; managers; community partners; residents and tenants **indicate that there are no breaches of confidentiality**.		
Customer Assistance	Expectation is that staff will provide service to co-workers; community partners and clients in a manner that is accessible, compassionate, responsive and professional.	Feedback from co-workers; managers; community partners; residents and tenants **indicates that staff member is accessible, compassionate, responsive and professional at all times.**		
Expenses	Controllable expenses variances within 5% of budget	Budget comparisons - budget compared to actual (Expenditures divided by budget) indicate variances **of no more than 5%**		
Rent Collections	Monthly Rent Collections are at 98% by the 30th of the month	Monthly reports indicate that delinquents **are no more than 2%** and **proper action has been taken to collect outstanding amounts**. ($ rent collected divided by $ rent billed)		
Inspections and Maintenance Completion Standards	Average vacancy prep time: 10 working days or less	Vacant unit logs and monthly reports **indicate average prep time is 10 working days or less**. (# of days from initial vacancy to date keys turned back to TRA/TRC)		
	Exterior and common area inspections conducted daily	Observations by Supervisor; feedback from co-workers; tenants; indicate exterior and common areas **are inspected daily and are free of litter and portray a high level of curb appeal.**		
	Yearly unit inspections are conducted with in one year from the last inspection	Preventive maintenance logs **indicate annual inspections were conducted w/in one year from last inspection**		
	Preventive Maintenance	Preventive maintenance logs **indicate that service is completed as scheduled**		
	Regular checks to ensure lighting is working properly and to ensure that graffiti is off buildings within 24 hours of sighting.	Lighting is working properly **on an ongoing basis**; and property if free from graffiti. **Light check date to be reported in monthly reports.**		
Work Orders	Non-emergency Work Orders resulting from yearly unit inspections	Work orders indicate completion **within 30 days from date of inspections**		
	Routine Work Order completion - 7 or less business days* *Scattered Public Housing site units and Parkway Village units; 10-14 days	Work orders indicate average time to complete on demand work order is **7 days or less; or 10-14 days for scattered units and/or Parkway Village units.**		
DESCRIPTION/	PERFORMANCE TARGET/OBJECTIVE	MEASUREMENT	MEETS	DOES NOT MEET*

PERFORMANCE GOAL AREA				*EXPLAIN
	Emergency Work Orders - 100% completed within 24 hours	HMS reports indicate that that **100% of Emergency Work Orders are completed in 24 hours**		
	Cumulative Work Orders over 8 business days	# of on demand work remaining undone past 7 business days, **monthly reports document reason for delay in completing**		
Curb Appeal	Maintains curb appeal; superior to others in neighborhood	Feedback from co-workers; managers; community partners; applicants and tenants **indicate that property is maintained in a desirable; superior manner to others in neighborhood.**		
Occupancy Rate	98% average yearly occupancy rate	Review of monthly reports and HMS WinTAR Project Occupancy Report **indicates an average overall occupancy rate of 98%.** (# Occupied units divided by total # of units)		
Maintenance Days	Units leased within 10 days of turn back	Vacant unit trackers and monthly reports indicate that **units are leased within 10 days of turn back.** (# of days from when unit turned back to lease up date)		
Networking Meetings/Events	Participate in event such as but not limited to “National Night Out”; Neighborhood Association Meetings; Emergency Housing Network meetings on a regular basis. Flex time or OT can be requested for after hours events at supervisors approval with advance notice.	Outreach files **document active staff involvement in networking meetings and events. Resident participation is of a high level, for events such as National Night Out**.		
Resident Retention	Successful implementation of resident retention policies (e.g. Resident Newsletters; tenant meetings; SHA events)	Move out notices indicate that the **reasons tenants move are for reasons outside of SHA’s control.**		
Waiting list	Waiting lists contain adequate # of applicants to allow prompt filling of vacancies. When property management staff is notified of an upcoming vacancy; waiting lists contain an adequate number of eligible applicants. Property Management staff take initiative to anticipate an adequate number of applicants based on the previous 12 months history of vacancies; and number of applicants property management must screen in order to place a unit(s). Outreach is to be conducted per the applicable Tenant Selection Plan and/or Affirmative Fair Housing Marketing Plan, in order to obtain applications from those least likely to apply.	Outreach file/log **indicates proper outreach conducted to ensure ample waiting list for filling vacancies**. Observations by Supervisor **indicate that staff takes initiative to develop and maintain adequate outreach for the property/program and to maintain proper documentation of such outreach**.		
Employee Conduct	Fundamental expectation, regardless of job or responsibility; will be to conduct business with honesty and integrity. Staff will use good judgment and common sense; and will have a willingness to seek advice from others within and outside of SHA when difficult and/or ambiguous situations arise.	Feedback from co-workers; managers; applicants; tenants and community partners **reflects positive interactions**.		
DESCRIPTION/	PERFORMANCE TARGET/OBJECTIVE	MEASUREMENT	MEETS	DOES NOT MEET*

PERFORMANCE GOAL AREA				*EXPLAIN
Property Security	Track crime in each development and report activity in monthly reports. Develop and maintain a cooperative system for reporting to local police; screening out applicants who do not meet the criminal background standards; evicting tenants whose behavior merits eviction; meeting at least 90% of goals related to drug prevention/crime reduction.	Monthly reports; reports from law enforcement; tenant retention statistics and PHAS measurements (when applicable) **indicate that the goal is being met**.		
Visibility	Property Manager is to be out on the property(ies) on a regular basis; visiting with residents; getting a visual of the condition of the playgrounds; grounds; benches; trash areas; shops; patios. Notes are to be made in a notebook for follow up with maintenance staff and/or residents. Follow up is to be handled in general within 48 business hours.	Feedback from co-workers; residents; and management **indicate that property manager is visible on the property(ies) on a regular basis and areas that need attention are in general addressed within 48 business hours.**		
Resident Relations/Lease Enforcement	Current residents surveyed on an annual basis by Property Manager. Summary of surveys to be turned in to Supervisor within 30 days of the survey's conclusion. Note: Supervisor, at his or her discretion, may choose to send out a survey separate from the above mentioned survey.	Supervisor is to receive survey summary **within 30 days from date of survey conclusion.** Master survey file **indicates that surveys were solicited within a 12 month period from the last survey.** Results **indicate a 10% response rate of all current residents, and/or documentation as to why the return rate did not meet the minimum requirement.** Survey summary **indicates at least 70% of resident survey's being complementary of SHA's customer service, and if not, summary to supervisor documents the reasons for the non-complementary survey's and the action staff plan to take to improve where applicable.**		
	Survey's completed at all move-outs. If survey not completed, file is documented as to the reason survey was not completed.	Monthly report **indicates results of surveys from those tenants moving from property in the last 30 day period.**		
LEP	Follows LEP guidelines for communicating with residents in languages other than English	Feedback from co-workers; managers; applicants; tenants and community partners **reflects procedures were followed in communication to clients with LEP**.		
Reporting	Weekly; monthly and/or as a special request, reports are submitted to supervisor on-time and reflect accurate data/information.	All reports **are received by the due date set by the supervisor.** Reports **are accurate** and if requested **can be backed up by supplemental reports/statistics.**		
Green Property Management/Earth Wise	Staffs are to follow all Green Property Management and Earth Wise processes and procedures where applicable. Staffs are to provide tenants with at least one way to meet green initiatives by way of a newsletter and/or tenant meeting.	Observations by co-workers; management **indicates that Green Property Management/Earth Wise processes and procedures are being followed at all times** and monthly reports **indicate what method and green initiative was used in the past 30 days** to provide Green education to residents.		
DESCRIPTION/	PERFORMANCE TARGET/OBJECTIVE	MEASUREMENT	MEETS	DOES NOT MEET*

PERFORMANCE GOAL AREA				*EXPLAIN
Organization of Workspace	Offices are organized in a professional manner. Organization provides a safe environment for staff and clients. Office is organized in a manner that allows co-workers and supervisors to locate applicable paperwork; tenant files when needed. Office equipment is maintained in a manner that promotes efficiency and cost savings.	Feedback/observations from co-workers; supervisor and/or staff member in charge of safety, indicate that office is at all times organized in a professional manner and provides a safe environment for staff and clients.		
Organization of Work Vehicles and/or Maintenance storage areas	Work vehicles and/or Maintenance storage areas are maintained in an organized manner that promotes professionalism and work place safety.	Feedback/observations from co-workers; supervisor and/or staff member in charge of safety, indicate that work vehicles and/or maintenance storage areas are maintained in an organized/professional/safe manner at all times.		
Safe and Organized Work Environment	HSS strives to present a professional and safe office environment in which to serve its clients and the public. This goal requires that all HSS office locations are kept clean and organized at all times, and specifically that employee offices and common areas are free of clutter, cords, and trip hazards. Employee desks and files in particular should be kept organized and clutter-free to assist in managing multiple priorities and to contribute toward a productive work environment.	Feedback/observations from co-workers; supervisor and/or staff member in charge of safety, indicate that office is at all times organized in a professional manner and provides a safe environment for staff and clients.		

OMB Number: 4040-0013
Expiration Date: 02/28/2025

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this 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. 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.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement 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 statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* APPLICANT'S ORGANIZATION
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title:
* SIGNATURE: Completed on submission to Grants.gov * DATE: Completed on submission to Grants.gov

Memorandum of Understanding
Northwest Human Services and the Housing Authority of the City of Salem
regarding the Evergreen Avenue, NE property

This is a non-binding Memorandum of Understanding (MOU) by and between the Northwest Human Services, an Oregon nonprofit corporation (NWHS) and the Housing Authority of the City of Salem, an Oregon quasi-municipal corporation (SHA), herein (Party or Parties).

Recitals

1. The purpose of this MOU is to outline the expectations of both Parties concerning the transfer of ownership of NWHS real property and improvements to SHA for the purpose of SHA developing approximately 26-28 units of affordable housing.
2. The NWHS property is identified as 1797 Evergreen Ave, NE and tax lot 073W24BD03800. The combined properties (Property) are approximately 0.95 acres and include one single family residence and six cottages, currently occupied by NWHS clients.
3. NWHS desires to grant the Property to SHA for no money but for other consideration set forth in this MOU, including SHA causing the development and operation of approximately 26-28 units of affordable housing for a minimum period of 60 years.
4. SHA desires to accept the Property from NWHS and cause the development and operation of approximately 26-28 units of affordable housing on the Property consistent with the terms set forth in this MOU and as subsequently agreed by the Parties.

Agreement

A. Mutual Terms:

1. The Parties will work cooperatively and in good faith to agree upon a form of deed to convey the Property to SHA, which may include among other things:
   A deed restriction requiring the property to be developed as affordable housing, the level(s) of affordability, a minimum number of housing units, and a timeline for the commencement of construction and initial occupancy for the development.

2. The Parties contemplate the need to demolish the existing housing units on the Property. These units are currently occupied by NWHS clients. SHA will ensure that all residents of the Property are provided reasonable notice of any planned development activity on the Property, relocation benefits, and priority placement in the new development once the development is open for occupancy.

3. The Parties execute this development project under intent to establish a working partnership to house and serve low-income community members or special population(s) as defined in a formal Supportive Services Agreement or similar titled document of equal purpose. Parties will work collaboratively to execute this agreement, which will define (amongst other things) determination of special population(s) to be served, client eligibility factors, preferences for housing referrals, first right to return for any current residents, and the opportunity for NWHS to provide on-site case management.

4. The Parties agree to work in a timely manner to complete the transfer of the Property and complete development of the affordable housing project outlined herein. SHA shall bear the costs of any requisite land use action related to the acquisition of the Property. In furtherance of that commitment, the Parties agree to adhere to the timeline below to the extent reasonably feasible:

Activity	Responsible Party	Start Date	Completion Date
Phase I Enviro Rev.	SHA	8/1/2024	12/1/2024
Preliminary Title Report to SHA	NWHS	8/1/2024	9/1/2024
Draft deed and deed restriction	SHA	2/1/2025	3/1/2025
Agreement on deed restriction language and form of deed	SHA and NWHS	3/1/2025	5/1/2025
Purchase of title insurance	SHA	5/1/2025	7/1/2025
Execution and Acceptance of Deed	NWHS and SHA	7/1/2025	Financial closing

5. **Effective Date.** This MOU shall be effective on the date last signed by the Party.

Signatures

HOUSING AUTHORITY OF THE CITY OF SALEM

Nicole Utz, Housing Administrator
Salem Housing Authority

8/30/2024
Date

NORTHWEST HUMAN SERVICES

Paul Logan, CEO

8/30/24
Date

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Number: 2501-0017
Expiration Date: 01/31/2026

Applicant/Recipient Information *** UEI Number:** *** Report Type:** INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name:
* Street1:
Street2:
* City:
County:
* State:
* Zip Code:
* Country:
* Phone:

2. Employer ID Number (do not include individual social security numbers):

* 3. HUD Program Name:

* 4. Amount of HUD Assistance Requested/Received: $

5. State the name and location (street address, City and State) of the project or activity:

* Project Name: Evergreen Apartments
* Street1: 1797 Evergreen Ave NE
Street2:
* City: Salem
County:
* State: Oregon
* Zip Code: 97338
* Country: USA: UNITED STATES

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. 4.3.

☒ Yes ☐ No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR 4.9.

☒ Yes ☐ No

If you answered "**No**" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name:

* Government Agency Name: City of Salem

Government Agency Address:

* Street1: 555 Liberty Street SE, Rm 100

Street2:

* City: Salem

County:

* State: Oregon

* Zip Code: 97301

* Country: Marion

* Type of Assistance: Capital Funding

* Amount Requested/Provided: $ 2,500,000

* Expected Uses of the Funds:

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: $

* Expected Uses of the Funds:

Note: Use additional pages if necessary. Add Attachment Delete Attachment View Attachment

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity.

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* Unique Entity ID	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity ($ and %)	
Housing Development Center		Development Consulting	$ 700,000	4.5 %
Ac&Co Architecture		Architect	$ 700,000	4.5 %
			$	%
			$	%
			$	%

2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	City of Residence	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity ($ and %)	
None - Project of a public agency			$	%
			$	%
			$	%
			$	%
			$	%

Note: Use additional pages if necessary. Add Attachment | Delete Attachment | View Attachment

Certification

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, correct, and accurate.
Warning: If you knowingly make a false statement on this form, you may be subject to criminal and/or civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed $10,000 for each violation.

* Signature:	* Date: (mm/dd/yyyy)
Completed Upon Submission to Grants.gov	Completed Upon Submission to Grants.gov

Instructions

Overview.

A. Coverage. You must complete this report if:

(1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of $200,000 during the fiscal year;
(2) You are updating a prior report as discussed below; or
(3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance): General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.

2. Entry of the applicant/recipient's EIN, as appropriate, is optional. Individuals must not include social security numbers on this form.

3. Applicants enter the HUD program name under which the assistance is being requested.

4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.

5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. Recipients filing Update Reports should not complete this Part.

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:
1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD and any other source - that have been or are to be, made available for the project or activity. Non-government sources of Form HUD-2880 funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:
1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower). Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.
1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Unique Entity Identifier (UEI), for non-individuals, or city of residence, for individuals, for each organization and person listed is **optional**.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, or on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional

information required. Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]

2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).

3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.

4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.

5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
Expiration: 1/31/2026

Applicant Name: The Housing Authority of the City of Salem
Applicant Address: 360 Church Street SE Salem, OR 97301

Category				**Detailed Description of Budget (for full grant period)**							
1. Personnel (Direct Labor)	**Estimated Hours**	**Rate per Hour**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Position or Individual											
Total Direct Labor Cost											
2. Fringe Benefits	**Rate (%)**	**Base**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Total Fringe Benefits Cost											

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
Expiration: 1/31/2026

Applicant Name:												
3. Travel												
3a. Transportation - Local Private Vehicle	**Mileage**	**Rate per Mile**	**Estimated Cost**		HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Trans - Local Private Vehicle												
3b. Transportation - Airfare (show destination)	**Trips**	**Fare**	**Estimated Cost**		HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Airfare												
3c. Transportation - Other	**Quantity**	**Unit Cost**	**Estimated Cost**		HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Other												
3d. Per Diem or Subsistence (indicate location)	**Days**	**Rate per Day**	**Estimated Cost**		HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Per Diem or Subsistence												
Total Travel Cost												
4. Equipment (Only items over $5,000 Depreciated value)	**Quantity**	**Unit Cost**	**Estimated Cost**		HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Total Equipment Cost												

Grant Application Detailed Budget Worksheet

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Expiration: 1/31/2026

Applicant Name:

5. Supplies and Materials (Items under $5,000 Depreciated Value)

5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Consumable Supplies											

5b. Non-Consumable Materials	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Non-Consumable Materials											
Total Supplies and Materials Cost											

6. Consultants (Type)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Development Consultant			754,391	565,793	188,598						
Energy Consultant			5,000		5,000						
Total Consultants Cost											

7. Contracts and Sub-Grantees (List individually)

7a. Contracts	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other City Bond	Program Income
										1,851,250	
Subtotal - Contracts											

7b. Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Sub-Grantees											
Total Contracts and Sub-Grantees Cost											

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
Expiration: 1/31/2026

Applicant Name:

8. Construction Costs

8a. Administrative and legal expenses	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Legal Expenses			130,000	97,500	32,500						
Subtotal - Administrative and legal expenses											
8b. Land, structures, rights-of way, appraisal, etc	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other City Bond	Program Income
Soft Costs (Less relocation, Legal, Architect fees)			525,994	394,495							
Land										650,000	
Subtotal - Land, structures, rights-of way, …											
8c. Relocation expenses and payments	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Resident Relocation (Temporary)			280,000	210,000	70,000						
Subtotal - Relocation expenses and payments 280,000											
8d. Architectural and engineering fees	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Architectural Fees			396,500	297,375	99,125						
Subtotal - Architectural and engineering fees 396,500											
8e. Other architectural and engineering fees	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Other architectural and engineering fees											
8f. Project inspection fees	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other City Bond	Program Income
Building Permit and Fees			132,000	99,000	33,000						
Subtotal - Project inspection fees 132,000											

Grant Application Detailed Budget Worksheet

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Expiration: 1/31/2026

Applicant Name:											
8g. Site work	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Site work											
8h. Demolition and removal	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other City Bond	Program Income
Demolition of existing buildings			500,000	400,000						100,000	
Subtotal - Demolition and removal											
8i. Construction	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other City Bond	Program Income
Residential Construction			6,100,000	4,575,000						1,525,000	
Subtotal - Construction											
8j. Equipment	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Equipment											
8k. Contingencies	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other City Bond	Program Income
Construction Contingency (5%)			305,000	228,750						76,250	
Subtotal - Contingencies											
8l. Miscellaneous	**Quantity**	**Unit Cost**	**Estimated Cost**	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Financing Fees			897,877	673,407	224,469						
Subtotal - Miscellaneous											
Total Construction Costs 7,802,877											

Grant Application Detailed Budget Worksheet

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Expiration: 1/31/2026

Applicant Name:

9. Other Direct Costs	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Item											
Project Operating Reserve			161,018		161,018						
Project Replacement Reserve			14,000		14,000						
Lease up Reserve			40,000		40,000						
Developer Fee - Sponsor			1,524,518	1,131,586	392,932						
Total Other Direct Costs 1,739,536											
Subtotal of Direct Costs 1,739,536			1,739,536								

10. Indirect Costs	Rate	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Type											
Funded operating reserve for services			2,000,000	1,500,000	500,000						
Total Indirect Costs											
Total Estimated Costs											

Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017
Expiration: 1/31/2026

Detailed Description of Budget			
Analysis of Total Estimated Costs		**Estimated Cost**	**Percent of Total**
1	**Personnel (Direct Labor)**	**0.00**	**0.0%**
2	**Fringe Benefits**	**0.00**	**0.0%**
3	**Travel**	**0.00**	**0.0%**
4	**Equipment**	**0.00**	**0.0%**
5	**Supplies and Materials**	**0.00**	**0.0%**
6	**Consultants** Development / Energy	759,391.00	**0.0%**
7	**Contracts and Sub-Grantees**	**0.00**	**0.0%**
8	**Construction**	**11,713,738.06**	**0.0%**
9	**Other Direct Costs**	1,463,994.00	**0.0%**
10	**Indirect Costs**	**2,215,000.00**	**0.0%**
	Total: 13,611,381.00	15,393,674.00	**0.0%**
	Federal Share:	10,000,000.00	65%
	Match (Expressed as a percentage of the Federal Share):	5,392,732.00	35%

This form is to be used to provide detailed budget information regarding your proposed program. If your program requires you to provide program activity information you should use a separate HUD-424-CBW to provide information related to each program activity. The detailed information provided on this form can be summarized on the HUD-424-CB form by checking the "All Years" box at the top of the form and inputting the summary information.

Item	Discussion
1 - Personnel (Direct Labor) Direct labor support is identified in the amount for operating reserves. This would be provided by MOU to the service provider over a period of 20 years. $7,685 / PUPY Operational Support available for service delivery from Federal funds and a match of state funds with rental insurance.	This section should show the labor costs for all individuals supporting the grant program effort (regardless of the source of their salaries). The hours and costs are for the full life of the grant. If an individual is employed by a contractor or sub-grantee, their labor costs should not be shown here. Please include all labor costs that are associated with the proposed grant program, including those costs that will be paid for with in-kind or matching funds. Do not show fringe or other indirect costs in this section. Please use the hourly labor cost for salaried employees (use 2080 hours per year or the value your organization uses to perform this calculation). An employee working less than full time on the grant should show the numbers of hours they will work on the grant.
2 - Fringe Benefits	Use the standard fringe rates used by your organization. You may use a single fringe rate (a percentage of the total direct labor) or list each of the individual fringe charges. The spreadsheet is set up to use the Total Direct Labor Cost as the base for the fringe calculation. If your organization calculates fringe benefits differently, please use a different base and discuss how you calculate fringe as a comment.
3 - Travel	
3a - Transportation - Local Private Vehicle	If you plan on reimbursing staff for the use of privately owned vehicles or if you are required to reimburse your organization for mileage charges, show your mileage and cost estimates in this section.
3b - Transportation - Airfare	Show the estimated cost of airfare required to support the grant program effort. Show the destination and the purpose of the travel as well as the estimated cost of the tickets. Each program notice of funding opportunity (NOFO) discusses the travel requirements that should be listed here.
3c - Transportation - Other	If you or are charged monthly by your organization for a vehicle for use by the grant program, indicate those costs in this section. Provide estimates for other transportation costs that may be incurred (taxi, etc.).
3d - Per Diem or Subsistence	For travel which will require the payment of subsistence or per diem in accordance with your organization's policies. Indicate the location of the travel. Each program NOFO discusses the travel requirements that should be listed here.
4 – Equipment	"Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. Each program NOFO describes what equipment may be purchased using grant funding.
5 - Supplies and Materials	"Supplies" means all tangible personal property other than those described in the definition of equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. List the proposed supplies and materials as either Consumable Supplies or as Non-Consumable Materials.
5a - Consumable Supplies	List the consumable supplies you propose to purchase. General office or other common supplies may be estimated using an anticipated consumption rate.
5b - Non-consumable materials	List furniture, computers, printers, and other items that will not be consumed in use. Please list the quantity and unit cost.
6 – Consultants	Indicate the consultants you will use. Indicate the type of consultant (skills), the number of days you expect to use them, and their daily rate.
7 - Contracts and Subgrantees 7a - Contracts 7b - Subgrantees	List the contractors and sub-grantees that will help accomplish the grant effort. Examples of contracts that should be shown here include contracts with Community Based Organizations; liability insurance; and training and certification for contractors and workers. If any contractor, sub-contractor, or sub-grantee is expected to receive over 10% of the total Federal amount requested, a separate Grant Application Detailed Budget (Worksheet) should be developed for that contractor or sub-grantee and the total amount of their proposed effort should be shown as a single entry in this section. Unless your proposed program will perform the primary grant effort with in-house employees (which should be listed in section 1), the costs of performing the primary grant activities should be shown in this section. Types of activities which should be shown in this section: · Contracts for all services · Training for individuals not on staff · Contracts with Community Based Organizations or Other Governmental Organizations (note the 10% requirement discussed above)

	· Insurance if your program will procure it separately Please provide a short description of the activity the contractor or subgrantee will perform, if not evident.

8 – Construction Costs	
8a – Administrative and legal expenses	Enter estimated amounts needed to cover administrative expenses. Do not include costs that are related to the normal functions of government.
8b – Land, structures, rights-of way, appraisal, etc.	Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).
8c – Relocation expenses and payments	Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.
8d – Architectural and engineering fees	Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).
8e – Other architectural and engineering fees	Enter estimated engineering costs, such as surveys, tests, soil borings, etc.
8f – Project inspection fees	Enter estimated engineering inspection costs.
8g – Site work	Enter the estimated site preparation and restoration costs that are not included in the basic construction contract.
8h – Demolition and removal	Enter the estimated costs related to demolition activities.
8i – Construction	Enter estimated costs of the construction contract.
8j - Equipment	Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.
8k – Contingencies	Enter any estimated contingency costs.
8l – Miscellaneous	Enter estimated miscellaneous costs.
9 - Other Direct Costs	Other Direct Costs include a number of items that are not appropriate for other sections. Other Direct Costs may include: · Staff training · Telecommunications · Printing and postage Relocation, if costs are paid directly by your organization (if relocation costs are paid by a subgrantee, it should be reflected in Section 7)
10 - Indirect Costs	Indirect costs (including Facilities and Administration costs) are those costs that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. Indicate your approved Indirect Cost Rate (if any) and calculate the indirect costs in accordance with the terms of your approved indirect cost rate and enter the resulting amount. Also show the applicable cost base amount and identify the proposed cost base type.
Total Estimated Costs $15,393,674.00	Enter the grand total of all the applicable columns.
The eight rightmost columns allow you to identify how the costs will be spread between the HUD Share and other contributors (including Match funds and Program Income). This information will help the reviewers better understand your program and priorities.	

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. Totals		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	$1,463,994				
g. Construction	$11,713,738				
h. Other					
i. Total Direct Charges (sum of 6a-6h)					$
j. Indirect Charges	$2,215,000				$
k. TOTALS (sum of 6i and 6j)	$ $15,392,732	$	$	$	$
7. Program Income	$ 15,393,674	$	$	$	$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. City of Salem Bond - Capital Funding	$	$	$ $2,500,000	$ $2,500,000
9. In Kind Donation - NWHS			$1,000,000	$1,000,000
10. Sponsor Equity	$984,000			$984,000
11. Deferred Fee	$392,000			$392,000
12. TOTAL (sum of lines 8-11)	$	$	$	$ 4,876,000

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ $5,587,506	$ $0	$ $1,586,298	$ $2,311,329	$ $1,689,879
14. Non-Federal	$ $3,463,575	$3,152,844	$310,731		
15. TOTAL (sum of lines 13 and 14)	$ $9,051,081	$ $3,152,844	$ $1,897,029	$ $2,311,329	$ $1,689,879

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS) (b)First	(c) Second	(d) Third	(e) Fourth
16. CoC Builds	$ $4,412,495	$	$	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$ $4,412,495	$	$	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: $13,177,732

22. Indirect Charges: $2,215,000

23. Remarks: Indirect costs encompass an operating reserve deposit of $2M to be used over 20 years to support operations

View Burden Statement

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Completed on submission to Grants.gov	
APPLICANT ORGANIZATION	DATE SUBMITTED
	Completed on submission to Grants.gov

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action:

- [ ] a. contract
- [x] b. grant
- [ ] c. cooperative agreement
- [ ] d. loan
- [ ] e. loan guarantee
- [ ] f. loan insurance

2. * Status of Federal Action:

- [ ] a. bid/offer/application
- [x] b. initial award
- [ ] c. post-award

3. * Report Type:

- [x] a. initial filing
- [ ] b. material change

4. Name and Address of Reporting Entity:

- [x] Prime
- [ ] SubAwardee

** Name*

** Street 1* *Street 2*

** City* *State* *Zip*

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency:

7. * Federal Program Name/Description:

CFDA Number, *if applicable:*

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*

$

10. a. Name and Address of Lobbying Registrant:

Prefix ** First Name* *Middle Name*

** Last Name* *Suffix*

** Street 1* *Street 2*

** City* *State* *Zip*

b. Individual Performing Services (including address if different from No. 10a)

Prefix ** First Name* *Middle Name*

** Last Name* *Suffix*

** Street 1* *Street 2*

** City* *State* *Zip*

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*** Signature:** Completed on submission to Grants.gov

***Name:** *Prefix* ** First Name* *Middle Name*

** Last Name* *Suffix*

Title: **Telephone No.:** **Date:** Completed on submission to Grants.gov

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