

W 8 B 1

Memorandum Date: September 28, 2005  
Order Date: Same

TO: **Board of County Commissioners**

DEPARTMENT: **County Administration, Community and Economic Development Program**

PRESENTED BY: **Peter Thurston, Community and Economic Development Coordinator; Heather Edwards, intern; and Natalie Metzger, Intern**

AGENDA ITEM TITLE: **ORDER/In the Matter of Receiving Community Development Block Grant Funds for the Blue River Water System Improvement Project and the Lane County Housing Center project and Increasing Revenue and Expense Appropriations in General Fund General Expense**

I. **MOTION** It is moved that the Order be approved in the Matter of Receiving Community Development Block Grant Funds for the Blue River Water System Improvement Project and the Lane County Housing Center project and Increasing Revenue and Expense Appropriations in General Fund General Expense

II. **AGENDA ITEM SUMMARY**  
The Board is asked to approve receipt of two Community Development Block Grants (CDBG): Blue River Water System Improvement Project in the amount of \$1,000,000; and the Lane County Housing Center in the amount of \$70,000, as described in the Order. The action also provides authority to initiate the grants, retain engineering and management services, and appropriate revenues and expenses, as required by state law.

III. **BACKGROUND/IMPLICATIONS OF ACTION**

- A. **Board Action and Other History:** The Board held public hearings earlier in 2005, as required by the Community Development Block Grant process, and listed the Blue River and Housing Center projects as priorities for funding when the state agencies requested proposals.
- B. **Policy Issues:** This action is consistent with the policy of using Community Development Block Grant funds to improve infrastructure and provides services that principally benefit low- and moderate-income families.

- C. **Board Goals.** Lane County's strategic plan lists the following goals:
1. Ensuring the provision of social support: disease prevention, poverty reduction, independent living
  2. Contributing to community development in the areas of housing and land development
  3. Maintaining a healthy environment with regard to water quality and waste management
  4. Protecting the public's assets by maintaining, replacing, or upgrading the County's investments in systems and capital infrastructure
- D. **Financial and/or Resource Considerations.** Both grants come with some provision of funding for grant administration, project management, and design services. CDBG grants, however, are very restrictive in the use of grant funds by the grantee's staff. Contracting services out avoids this problem. The direct costs to county government of administering the Blue River water system design and construction process can be minimized by contracting administrative services from Lane Council of Governments (LCOG) to act as grant administrator. The housing center project award of \$70,000 has very little funds available for grant administration, therefore, it is most cost effective to complete the required request for proposal process for project/grant administration, and then turn the project over to the selected contractor. Additionally, both grants will require Lane County staff to monitor, assist, and process pay requests and grant drawdowns. Community and Economic Development Program staff will coordinate project development.
- E. **Analysis.** Both grants benefit primarily low-income Lane County residents. Receipt of these grants enables these populations to benefit from services they could not finance without external assistance. In accordance with Lane County's strategic goals and guiding principles, these grants allow us to "ensure the safety and wellbeing of the people who live, work, and visit our communities."
- F. **Alternatives/Options.** The Board's options include:
1. Receive the grants as indicated in the Order.
  2. Decline one or both grants
  3. Request more information before approving the grants.

Number 1. is recommended by the Community and Economic Development Program.

## **V. TIMING/IMPLEMENTATION**

Time is of the essence in that the grants have a set amount of time from the date the

grant documents are issued to the point they need to be completed. The Blue River Water System Improvements will likely have 24 months to complete and the Housing Center about a year to report results. Taking this action at this time allows the projects to move forward as expeditiously as possible.

## **VI. RECOMMENDATION**

It is recommended that the Order be approved to receive the grants and begin implementation. This is consistent with prior actions prioritizing these projects.

## **VII. FOLLOW-UP**

Grant contracts will be processed, first draw requirements followed, and contracts prepared to secure engineering, and project management services.

## **VII. ATTACHMENTS**

Order  
Award letter for Blue River project  
Award letter for Housing Center project

\\BCC Blue River and Housing Ctr grant receipt 9-05a.doc

IN THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

**ORDER NO.**                    ) **ORDER/In the Matter of Receiving Community Development Block**  
                                      ) **Grant Funds for the Blue River Water System Improvement Project**  
                                      ) **and the Lane County Housing Center project and Increasing Revenue**  
                                      ) **and Expense Appropriations in General Fund General Expense**

WHEREAS, on August 18, 2005 the Oregon Community & Economic Development Department awarded a \$1,000,000 grant of Community Development Block Grant funding to Lane County for the Blue River Water System Improvement project; and

WHEREAS, on August 23, 2005 Oregon Housing and Community Services announced award of \$70,000 of Community Development Block Grant funding to Lane County for the Lane County Housing Center project, and

WHEREAS, the Board of County Commissioners may appropriate dedicated grant funds as per ORS 294.326(3);

NOW, THEREFORE, IT IS HEREBY ORDERED that, subject to review of contract documents by Lane County Legal Counsel, the Blue River Water System Improvement Grant (#P05027) and the Lane County Housing Center project grant (# HC 509) are hereby received and the necessary grant start up actions will be taken; and

FURTHER ORDERED that revenues and expenses in the amount of \$70,000 is appropriated for the Housing Center project and \$1,000,000 is appropriated for the Blue River Water Improvement Project for FY2005-2006 in General Fund, General Expense; and

FURTHER ORDERED that an intergovernmental agreement will be prepared and executed with the Blue River Water District and Lane Council of Governments to complete the project administration and management, in accordance with grant requirements, and

FURTHER ORDERED that a selection process, in accordance with state law, will be initiated to select a grant administrator/manager for the Lane County Housing Center project, and

FURTHER ORDERED the County Administrator is authorized to sign all grant documents for the above grants and to act in the capacity of Certifying Officer.

Signed this 28<sup>th</sup> day of September

\_\_\_\_\_  
Anna Morrison., Chair  
LANE COUNTY BOARD OF COMMISSIONERS

APPROVED AS TO FORM

Date 9/21/05  
Lane County

  
OFFICE OF LEGAL COUNSEL

## Main Office

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Salem, OR 97301-1280

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August 18, 2005

AUG 23 2005

The Honorable Anna Morrison  
Lane County Board of Commissioners  
125 E. 8th  
Eugene, Oregon 97401

RE : Blue River Water District System Improvements (#P05027)

Dear Commissioner Morrison:

Congratulations on your successful application for the above-referenced project. Enclosed please find a summary showing the award amount and the terms and conditions of the award.

A contract for the award will be sent to you shortly for your signature.

A Grant Management Handbook, explaining how to manage the project in accordance with the requirements of the Community Development Block Grant Program has been sent directly to Peter Thurston.

Your project is being administered through the Oregon Economic and Community Development Department's Capital Projects Division. As always, our staff members are available to answer questions that may arise during the implementation of your project. If you need assistance, please contact your Regional Coordinator, Jacki Yoder, at (503) 986-0067 or [jacki.k.yoder@state.or.us](mailto:jacki.k.yoder@state.or.us).

We encourage you to offer appropriate media opportunities to help build public awareness of your project's purposes and benefits. Please notify your Oregon Economic and Community Development Department Regional Coordinator of any event celebrating your project.

Sincerely,



Laird Bryan, Infrastructure Manager  
Capital Projects Division

enclosure

c: William VanVactor, Lane County  
Peter Thurston, Lane County  
Ann Robson, Blue River Water District  
Fiscal  
file

**Oregon Economic & Community Development Department  
Summary of Award**

**Project Number** P05027 **Recipient** Lane County  
**Project Name** Blue River Water District System Improvements

**Award from Oregon Economic & Community Development Department:**

	<u>Application</u>	<u>Award</u>	
<b>Department Funds</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>96.6%</b>
Community Development Block Grant		1,000,000	
<b>Non-Department Funds</b>	<b>35,000</b>	<b>35,000</b>	<b>3.4%</b>
<b>Total Project Cost</b>	<b>\$1,035,000</b>	<b>\$ 1,035,000</b>	

**Approved Project Description:**

Recipient shall complete the following for the Blue River Water District system:

1. install a well seal to current health standards on the original well;
2. install a new pump, building and controls on the original well;
3. repaint the interior of the existing reservoir;
4. install a new reservoir of approximately 138,000 gallons;
5. install approximately 450 feet of 10" pipe to connect the new reservoir;
6. install approximately 6,500 feet of 10" pipe to provide "loops" in the water distribution system; and
7. engineering for the above.

**In addition to the standard terms and conditions placed on funding from the above program(s), the following terms and conditions have been placed on the award:**

1. The obligation of the State to make any disbursements under the Grant Contract is subject to receipt by the State of the following, all in form and substance satisfactory to the State:
  - a. Documentation of such rights and interests (whether fee, easement or other property interest) in real property as are necessary for the Project;
  - b. Documentation that acquisition by Recipient of the real property rights and interests for the Project was conducted in accordance with the requirements of the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§4601-4655 (1997); and
  - c. All appropriate and necessary approvals from the Oregon State Health Division, Oregon Water Resources Department for the Project
2. No later than the date the Project is complete, Recipient shall submit documentation to the State that it has adopted a rate schedule for its water system which establishes a charge of at least \$29.75 per month for 7,500 gallons of use for each residential connection.
3. Subject to the provisions of the Grant Contract including all amendments, expenses incurred prior to the execution of the Grant Contract for eligible Project expenses may be reimbursed, provided the activities are undertaken in accordance with the requirements of the Community Development Block Grant Program, including but not limited to 24 C.F.R. 570.480 *et seq.* and the federal environmental review rules at 24 C.F.R. Part 58.



# Oregon

Theodore R. Kulongoski, Governor

AUG 31 11:21

## Housing and Community Services

Street Address: 725 Summer Street NE, Suite B

Mailing Address: PO Box 14508

Salem, OR 97309-0409

(503) 986-2000

FAX (503) 986-2020

TTY (503) 986-2100

[www.ohcs.oregon.gov](http://www.ohcs.oregon.gov)



August 23, 2005

William Van Vactor  
County Administrator  
125 East 8<sup>th</sup> Avenue  
Eugene, OR 97401

RE: Oregon Community Development Block Grant Award, Grant # HC 509,  
The Homeownership Center of Lane County in the Amount of \$70,000

Dear William Van Vactor:

We are pleased to make the official announcement that your jurisdiction has been awarded a grant of \$70,000 from the Oregon Community Development Block Grant Program. This award will assist the Neighborhood Economic Development Corporation in delivering Regional Housing Center services to your community.

Actual funding is subject to meeting any conditions of award and execution of a contract between your jurisdiction and Oregon Housing and Community Services. A letter outlining process and contract documents will be sent to you for your review and signature. If you have any questions, please contact Julie Marshall our Regional Housing Center Program Manager at phone number 503-986-2090 or by email at [julie.marshall@hcs.state.or.us](mailto:julie.marshall@hcs.state.or.us).

The Department appreciates your commitment to work in partnership with us to offer Regional Housing Center services to low income homeowners in your regional program.

Sincerely,

Bob Repine  
Director

cc: Sandy Halonen  
H. Jack Duncan

