

MEMORANDUM

**AGENDA DATE:** February 16, 2011

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**DATE:** February 2, 2011

**TO:** HACSA Board of Commissioners

**PRESENTED BY:** James R. McCoy Development Director  
Housing and Community Services Agency of Lane County (HACSA)

**AGENDA ITEM TITLE:** In the Matter of Authorizing the Executive Director to Apply for Assistance from the Oregon Housing and Community Services Consolidated Funding Cycle (CFC) to rehabilitate the Norsemen Village Apartments.

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**I. PROPOSED MOTION:**

IT IS ORDERED:

THAT THE HOUSING AND COMMUNITY SERVICES AGENCY (HACSA) RESOLVES TO DEVELOP THE NORSEMEN VILLAGE APARTMENTS AS REPRESENTED IN THE SPRING 2011 CONSOLIDATED FUNDING CYCLE (CFC) APPLICATION TO OREGON HOUSING AND COMMUNITY SERVICES;

THAT THE EXECUTIVE DIRECTOR OR DEPUTY DIRECTOR IS AUTHORIZED TO APPLY TO OREGON HOUSING AND COMMUNITY SERVICES FOR FUNDING FOR THE NORSEMEN VILLAGE APARTMENTS;

THAT HACSA WILL ACCEPT THE RESPONSIBILITIES AND REQUIREMENTS OF THE GRANT FUNDS THAT ARE REQUESTED IN THE NORSEMEN VILLAGE CFC APPLICATION;

THAT THE EXECUTIVE DIRECTOR OR DEPUTY DIRECTOR IS AUTHORIZED TO

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for the Norsemen Village Apartments.

EXECUTE THE PROGRAM AND LEGAL DOCUMENTS ASSOCIATED WITH ACCEPTING GRANTS FROM THE OREGON HOUSING AND COMMUNITY SERVICES DEPARTMENT;

THAT THE EXECUTIVE DIRECTOR OR DEPUTY DIRECTOR IS AUTHORIZED TO RELEASE PROJECT INFORMATION TO OREGON HOUSING AND COMMUNITY SERVICES AND AUTHORIZES OHCS TO VERIFY ANY APPLICATION INFORMATION AS REQUIRED TO COMPLETE ITS DUE DILIGENCE; AND

THAT THE EXECUTIVE DIRECTOR OR THE DEPUTY DIRECTOR IS AUTHORIZED TO SIGN ALL DRAW REQUESTS, MONTHLY PROGRESS REPORTS AND MISCELLANEOUS FORMS ASSOCIATED WITH ANY GRANTS AWARDED TO THE PROJECT.

**II. AGENDA ITEM SUMMARY:**

HACSA is seeking grant funds to rehabilitate the Norsemen Village Apartments, a 44-unit elderly and disabled development in Junction City. Application for these funds occurs by means of the State's Consolidated Funding Cycle (CFC) and is due April 15, 2011.

One requirement of the CFC application is a board resolution authorizing the sponsor to apply for specific program funds, accepting program regulations and responsibilities, and indicating the authorized signers. This memorandum requests such board authorization.

**III. BACKGROUND**

**A. Background:**

In 2006, the HACSA Board of Commissioners authorized the acquisition of the Norsemen Village Apartments in Junction City, a 44-unit low-income housing development that serves seniors and people with disabilities. This complex — together with several other RD-financed projects in the Northwest owned and managed by a common owner — had become eligible for mortgage prepayment with subsequent loss of affordability restrictions.

As part of the acquisition package, RD provided approximately \$740,000 in rehabilitation funds, which subsequently proved to be inadequate for a rehabilitation program. The Oregon Housing and Community Services Department has tentatively indicated a willingness to provide additional funding and HACSA can apply for these funds in the current CFC application cycle.

**B. Project Description**

The Norseman Village Apartments is located at 920 West First Avenue in Junction City and contains 44 units in 10 buildings, as follows:

<u>1BR</u>	<u>2BR</u>	<u>Total</u>
40	4	44

Norsemen Village serves senior and disabled households. Rural Development provides "Rental Assistance" (a program similar to HUD Project-based Section 8) to all units in the project (not including the Resident Manager unit); this rental subsidy enables households receiving it to pay no more than 30% of their adjusted income for rent and utilities.

The proposed rehabilitation program includes:

- \* Surface overlay on parking area and driveway surfaces;
- \* Replacing walkway lighting with better quality, energy-efficient fixtures;
- \* Make concrete walkways improvements as necessary;
- \* New signage;
- \* Remove existing concrete patios and replacing with enlarged slabs;
- \* Improve refuse/recycling area enclosures;
- \* Remove existing catch basins and replace them with sediment and pollutant trap type basins;
- \* Install new siding and paint;
- \* Replace existing aluminum windows and sliding glass doors with vinyl sliding windows and doors;
- \* Re-roof all buildings;
- \* Replace deteriorating wood-framed balconies with new balcony and railing system;
- \* Replace existing stair units;
- \* Replace emergency call system;
- \* Upgrading 3 units and community building to current accessibility standards.

**C. Recommendation**

Approval of the proposed Motion.

**D. Timing**

The Consolidated Funding Application is due to the Oregon Housing and Community Services Department on April 15, 2011.

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for the Norsemen Village Apartments.

**IV. IMPLEMENTATION/FOLLOW-UP:**

Same as Item III. E. above.

**V. ATTACHMENTS:**

None.

## HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY (HACSA)

### RESOLUTION AND ORDER

)In the Matter of Authorizing the Executive Director to Apply  
)for Assistance from the Oregon Housing and Community  
)Services Consolidated Funding Cycle (CFC) for the Norsemen  
)Village Apartments.

WHEREAS, HACSA recognizes the need to address the community issue of providing decent and affordable housing for elderly and disabled housing households in Lane County;

WHEREAS, HACSA has undertaken the development of Norsemen Village Apartments in order to preserve it as an affordable housing resource for Lane County citizens and households;

WHEREAS, HACSA wishes to obtain assistance from the State of Oregon Housing and Community Services Department to refurbish the development and maintain affordability;

NOW, THEREFORE, it is hereby resolved and ordered:

That the Housing and Community Services Agency (HACSA) resolves to develop the Norsemen Village Apartments as represented in the Spring 2011 Consolidated Funding Cycle (CFC) application to Oregon Housing and Community Services;

That the Executive Director or Deputy Director is authorized to apply to Oregon Housing and Community Services for funding for the Norsemen Village;

That HACSA will accept the responsibilities and requirements of grant programs that are requested in the Norsemen Village CFC Application;

That the Executive Director or Deputy Director is authorized to execute the program and legal documents associated with accepting the grants from the Oregon Housing and Community Services Department;

That the Executive Director or Deputy Director is authorized to release project information to Oregon Housing and Community Services from the entities listed in the application and authorizes OHCS to verify any application information as required to complete its due diligence; and

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for the Norsemen Village Apartments

That the Executive Director or the Deputy Director is authorized to sign all draw requests, monthly progress reports and miscellaneous forms associated with any grants awarded to the project.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2011

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Chair, HACSA Board of Commissioners

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