

HOUSING AND COMMUNITY DEVELOPMENT ADVISORY BOARD

AGENDA

4:00 p.m.
Thursday, October 13, 2016
MADISON AVENUE MEETING ROOM
500 SW Madison Avenue

- I. Election of Chair and Vice Chair
- II. Visitor Comments
- III. Consideration & Approval: [HCDAB draft minutes of 9/21/2016](#)
- IV. Status Report: [Loan funds and recent rehab loans](#)
- V. Staff Introduction: Todd Easton, Code Compliance Supervisor
- VI. Other Business
- VII. [Supplemental FY 16-17 CDBG Proposal Presentations](#)
 - [4:45 – Community Outreach Inc. \(2 proposals\)](#)
 - [5:05 – Corvallis Housing First \(1 proposal\)](#)
 - [5:35 – Willamette Neighborhood Housing Services \(2 proposals\)](#)
- VIII. Deliberations and Recommendations
- IX. Adjourn

Commission Members

Ed Fortmiller, Chair
Kara Brausen, Vice Chair
Lauana Beaty
Gary Hamilton
Dave Henderer
Kenny Lowe
David McCarthy
Donna Rinaldi

Planning Commission Liaison

Carl Price

City Council Liaison

Bill Glassmire

DRAFT
CITY OF CORVALLIS
HOUSING AND COMMUNITY DEVELOPMENT ADVISORY BOARD
MINUTES
September 21, 2016

Present

Ed Fortmiller, *Chair*
David McCarthy
Gary Hamilton
Donna Rinaldi
Kenny Lowe
Lauana Beaty
Bill Glassmire, *City Council Liaison*
Carl Price, *Planning Comm. Liaison*

Staff

Kent Weiss, *Housing and Neighborhood Services
Division Manager*
Joe DeMarzo, *Housing Program Specialist*
Becky Berglund, *Housing Program Assistant*
Claire Pate, *Recorder*

Absent

Kara Brausen, *Vice Chair*
Dave Henderer

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Actions/Recommendations
I. Public Hearing: FY 15-16 Consolidated Annual Performance Evaluation Report		Approved for submittal to HUD
II. Visitor Comments		
III. Review minutes of 8/17/2016		Approved
IV. Status Report: Loan funds and recent rehab loans	X	
V. Consideration and Approval of Draft HCDAB Annual Report to City Council		Approved
VI. Discussion: Imagine Corvallis 2040 Vision and Action Plan	X	
VII. Other business		
VIII. Adjourn		Adjourned at 12:30pm

CONTENT OF DISCUSSION:

Chair Fortmiller called the meeting to order at 11:35am. Introductions were made, and new Board member Lauana Beaty was welcomed.

I. PUBLIC HEARING: FY 15-16 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

Chair Fortmiller opened the public hearing, and asked staff to give an overview. Weiss referred to the report in the packet, and said that this was an annual review process of how funds received through the Community Development Block Grant (CDBG) and HOME Investment Partnership's program were spent during FY 15-16, relative to the goals that were set for the 3rd year of the Five-year Consolidated Plan cycle. The key pieces to review are what was spent; how many people were helped, and what outcomes were achieved. He referred to the chart on page 3 of the report and reviewed the progress to date on meeting goals:

- The City is on track with creating new homeowner units and rehabilitating rental units.
- Fewer rental units were constructed than targeted, since Seavey 3 will be completed this FY instead of last. Another project is in the works, and there is a good chance that by the end of the five years the target will be exceeded.
- The City is also below target on homeowner housing rehabs, as they are short of staff and have not had enough capacity to work solely on this program. They likely will not be able to staff up in time to make the five-year target.
- For public service activities other than low/moderate income housing – i.e. support for services such as Benton Furniture Share, Work Unlimited, etc. – the City has already exceeded the five-year target number for people served.
- All but one human service target in support of the Ten Year Homelessness Plan (TYP) were met or exceeded. Funds were expended to assist the Center Against Rape and Domestic Violence (CARDV), and for homeless sheltering programs and daytime drop-in center.
- The City is below target for capital investment in housing specifically for homeless individuals or families, because no projects have come forward. However, a project is forthcoming and will be considered as part of the upcoming supplemental CDBG allocations review. It is a project for 17 units of permanent, supported housing for which staff has yet to formulate a recommendation.
- Referring to page 8 of the report, the amount of funding received from HUD for the CDBG program each year is typically about \$500,000. For the HOME program it is about \$220,000. For FY 15-16, the City was on target for the CDBG expenditures, but a bit low on HOME expenditures, because of a later start for the Seavey 3 project. They will catch up on this by the end of the current FY16-17. However, there is a balance in the CDBG federal funds that could exceed the amount HUD would allow the City to carry over past next May 1, 2017. Therefore, staff will be coming to HCDAB with a supplemental CDBG allocations review, with a goal of identifying approximately \$500,000 worth of projects for which to allocate funds. Staff have been in communication with HUD about how the City intends to lower the balance in that fund.

- Referring to page 9, staff is proud of the amount of other public and private funds that have been leveraged with the CDBG/HOME funding. In FY 15-16, approximately \$720,000 in federal funds were invested which leveraged \$1.8 million in other funding.
- There is a requirement for the HOME funds that they leverage, over all years of the program, a minimum of 25% in matching funds. There is a sizeable excess match that will be carried over to the next Federal fiscal year and which will meet this minimum requirement for several years to come.

Weiss said that the balance of the document gives specifics about various activities carried out under the funded programs and how all the federal requirements have been met. In response to questions from Councilor Glassmire, Weiss said that the headings used in the first table are dictated by the HUD template and unfortunately staff could not change them to make them more distinctive and easier to decipher. The report – once it is given approval by HCDAB – will go to HUD and will be posted on the City's web page.

Chair Fortmiller opened the hearing up to anyone who might wish to testify. Seeing that no one came forward, he closed the public hearing and said he would entertain deliberations and a motion.

MOTION: Board Members McCarthy and Lowe, respectively, moved and seconded approval of the report as drafted, with one correction to Table 4 outlined by staff. The motion passed unanimously.

II. VISITOR COMMENTS. - none

III. REVIEW MINUTES OF 8/17/2016 HCDAB MEETING.

MOTION: Board Members Price and McCarthy, respectively, moved and seconded approval of the August 17, 2016, meeting minutes as drafted. The motion passed unanimously.

IV. STATUS REPORT – LOAN FUNDS AND RECENT REHAB LOANS.

Housing Program Specialist DeMarzo reviewed the two spreadsheets contained in the packet, one of which pertained to FY 16-17 Loans and Disbursements for homeowner rehabilitation loans. At the time the meeting packet went out, there was one more loan going through an approval process and it was approved last week. There is an additional one for which he will seek approval at this meeting, later on the agenda. In terms of first time homebuyer loans, Bob Loewen has been coming back to the office to address those that have developed and he has one that is on the verge of closing, with another relatively close to closing. Weiss added that things have picked up since the beginning of July. One of the reasons is that the City recently increased the limit on the loans to \$20,000; but it also seems there are more people who are willing to take on the risk of buying their first home. There was a brief discussion about the market still being high making it difficult to find affordable homes. Staff said that people are visiting the web site more and learning about the various programs, but staff are not doing anything different in terms of outreach.

V. CONSIDERATION AND APPROVAL: DRAFT HCDAB ANNUAL REPORT TO CITY COUNCIL.

Weiss gave a brief history and overview relating to this report, a draft of which is included as part of the packet. He prepared the draft as per direction of the Board at its last meeting. City Council changed the process for hearing from its advisory boards and instead of depending on the liaisons to report on board activities they have asked for an annual written report submitted by each board. This reporting mechanism gives the advisory boards a stronger voice. He reviewed the components of the report, stating that some items from the prior year's report are included. In terms of the work plan for next year, he moved forward items from the last fiscal year, and added some special activities that will be coming up including assignments that might be coming out of the Housing Development Task Force's (HDTF) recommendations. In terms of the resources piece, the report states what was needed to support the Board last year and asks for what resources will be needed next year. The report includes a reference to some new funding that is anticipated through the potential adoption of a Construction Excise Tax.

Council has requested feedback from the boards about using this as a reporting mechanism, so any comments that members might have will be added to the report. Weiss will take those comments and any other suggested revisions and add them to the draft. Vice Chair Brausen has offered to present the report at the October 4, 2016, Council worksession. Board Member Lowe asked if there would be an opportunity for the Board to weigh into and brainstorm more ideas relating to new City housing assistance programs. Weiss said that the HDTF was making a recommendation to Council to dissolve the TF and have this Board take on implementation of the recommendations. Certainly, there will be other ideas that will come up, especially as they relate to the vision statements associated with Imagine Corvallis 2040. Hopefully, this will create an environment where there is some flexibility.

MOTION: Board Members McCarthy and Beaty, respectively, moved and seconded to approve the draft. The motion passed unanimously.

VI. DISCUSSION: IMAGINE CORVALLIS 2040 VISION AND ACTION PLAN

Weiss referred to his memo dated September 14, 2016, related to Imagine Corvallis 2040 Vision and Action Item identification. He said that Planner Sarah Johnson was unable to attend the meeting due to other responsibilities associated with the Vision project, so he gave some background on progress made to date and where they were in the process. A copy of the Draft Big Vision was included in the packet for review. What is different about the 2040 visioning process relative to prior visioning processes is that actions will be identified for how the City is going to make progress towards its vision; partners will be identified who will share responsibility for those actions; and metrics will be developed so that achievement can be measured. The focus right now is on creating the action steps, and the main focus area for the HCDAB will be Plan and Change, though housing issues played a big role in most of the focus areas.

He then made reference to the draft action plan template which was included in the packet, and asked the group to review the examples of actions that could be taken and consider what other actions should also be included. How should the City and its partners go about –

for example - encouraging mixed-use development or creating diverse and affordable housing, etc. The second piece of the question is, of those actions what would the Advisory Board or groups that you work with like to take on as a partner with the City. Weiss then passed out copies of the draft final set of recommendations from the HDTF which he thought would be a good place to start, as they need validation by inclusion within the City's action plan. Beyond this, what ideas does this group have for actions that have not been included, such as those related to homelessness and support of those agencies that provide those services.

Board Member McCarthy mentioned the need for an action to create new models to meet homeless needs that enhances and protects quality of life. He spoke of a campground he had experienced in Denmark that had a centralized complex to provide basics such as toilets, showering, sheltering and cooking. He had the additional suggestion of looking at "tiny houses" as part of meeting the needs of the homeless. Weiss noted that the Housing Opportunity Action Council would be working on this one.

Board Member Price referred to SB 1533 relating to the Construction Excise Tax (CET) and asked if it might be appropriate to exempt developments that are actually benefitting from CETs from having to pay them. Weiss said that this would be discussed by Council when an ordinance is brought forward. Staff will be bringing a draft ordinance to the Council which will specify exemptions.

Board Member Lowe said that the TF had not spent much time dealing with transitional housing, and housing for senior and disabled folks. There is a large problem in the community with folks who are on a fixed income and cannot afford housing. Weiss said he would check to see if there are any actions targeting these two needs and if not they can be included. If there are existing actions already drafted, it would be important for the Board to give their stamp of approval. Additionally, it will be important to go through the actions and identify partners who will take on responsibility.

Councilor Glassmire suggested the need to work on changing General Industrial-zoned land to High-Density Residential. Council would be working towards this goal.

VII. OTHER BUSINESS.

Housing Program Specialist DeMarzo referred to a memo he had passed out asking for a Loan Policy Exception to exceed the \$30,000 limit for an Essential Repair Program rehabilitation loan as per Administrative Policy 94-8.03.051.c.1. The project in question is for improvements to a two-person elderly household living on a fixed income of 32% of area median income. The need is for \$44,430 in funding to address deferred maintenance, replace or repair items that are worn or no longer functioning, as well as to make improvements that will enhance the functionality and safety of the house. After some discussion about the contractor bids and the fact that the higher bid actually includes additional elements that the lower bid does not - and that there were adequate funds in the loan program - the Board made a motion to recommend that the City Manager approve the loan application.

MOTION: Board Members McCarthy and Lowe, respectively, moved and seconded to recommend approval the loan policy exception and to exceeding the \$30,000 threshold as per Administrative Policy 94-8.03.051.c.1. The motion passed unanimously.

VIII. ADJOURNMENT.

The meeting was adjourned at 12:50 p.m.

Revision Date: 7-Oct-16

FY 16-17 HOUSING REHABILITATION LOAN PROGRAMS FUNDING

ALL FUNDS TOTAL: \$260,000

CDBG PROGRAM LOAN BUDGET: \$260,000 (\$100,000 BUDGETED TO NIP; \$160,000 BUDGETED TO ER)

250 REVOLVING FUND LOAN BUDGET: No funds budgeted from revolving loan fund for FY 16-17

Funding Source	Loan Number	Property Address Street	Loan Type	Approval Request Date	Loan Amount Requested	Date Approved By CM	Loan Amount Approved	Loan Closing Date	Escrow Deposits	Loan Funds Disbursed	Escrow Balance	Date Project Complete	Excess Funds Returned to City	Rehab Project Balance	FY 16-17 Funds Available
NIP/ER LOAN FUNDS															\$ 260,000.00
NIP PROGRAM															\$ 100,000.00
NIP CDBG LOANS															\$ 100,000.00
C	1617NIP001	NW Spurry	NIP	9/16/16	\$ 32,947.00	9/16/16	\$ 32,947.00	9/27/16	\$ 10,000.00	\$ -	\$ 10,000.00			\$ 32,947.00	
NIP CDBG SUBTOTAL					\$ 32,947.00		\$ 32,947.00			\$ -			\$ -	\$ 32,947.00	\$ 67,053.00
NIP 250 RLF LOANS															\$ -
R															
NIP 250 RLF SUBTOTAL					\$ -		\$ -			\$ -			\$ -	\$ -	\$ -
NIP PROGRAM TOTAL BALANCE							\$ 32,947.00			\$ -			\$ -	\$ 32,947.00	\$ 67,053.00
ER PROGRAM															\$ 160,000.00
ER CDBG LOANS															\$ 160,000.00
C			ER												
ER CDBG SUBTOTAL					\$ -		\$ -		\$ -	\$ -			\$ -	\$ -	\$ 160,000.00
ER 250 RLF LOANS															\$ -
R			ER												
ER 250 RLF SUBTOTAL					\$ -		\$ -		\$ -	\$ -			\$ -	\$ -	\$ -
ER PROGRAM TOTAL BALANCE							\$ -		\$ -	\$ -			\$ -	\$ -	\$ 160,000.00
NIP/ER CDBG LOAN FUND TOTAL BALANCE							\$ 32,947.00		\$ -	\$ -			\$ -	32,947.00	\$ 227,053.00
NIP/ER CDBG + 250 RLF LOAN FUND TOTAL BALANCE							\$ 32,947.00		\$ -	\$ -			\$ -	32,947.00	\$ 227,053.00

Loan Source: C if CDBG
R if RLF

MEMORANDUM

October 7, 2016

TO: Housing & Community Development Advisory Board

FROM: Kent Weiss, Housing and Neighborhood Services Division Manager

RE: Supplemental FY 16-17 CDBG Program Capital Project Proposal Presentations

This memo provides background information intended to help you as you prepare for your October 13 evening meeting, during which you will hear proposal presentations for capital funding from three agencies – Community Outreach (2 proposals), Corvallis Housing First (1), and Willamette Neighborhood Housing Services (2), each of which is seeking CDBG funding support. Attached to this memo are copies of the five project proposals submitted for your consideration. HNS staff have reviewed and analyzed them, and have developed the following information to assist you in your review.

Available CDBG Program Funds

As explained in previous meetings, the City's CDBG-based U.S. Treasury account has been allowed to grow in recent years as funds allocated to programs such as the First Time Home Buyer and housing rehabilitation loan programs were under expended, or as not all of the budgeted program administration or rehab project delivery funds were needed. The intent of letting that balance grow has been to allow flexibility to increase program expenditures during years in which there is a higher level of demand for our home owner/buyer loans; we have also contemplated using funds to support one or two larger-than-typical capital projects.

Staff have also explained in the past that we have a CDBG timeliness measure we must meet on May 1 each year. On that date we may not have an unexpended balance of more than 1.5 times our CDBG award for the current year. In recent years we have stayed just below that 1.5 threshold, but on May 1, 2016 we were just over it, at 1.7. In order to bring the City's CDBG unexpended fund balance back below the 1.5 threshold by May 1, 2017, and fund one or more capital projects, we are conducting the current supplemental capital project funding allocation process.

CDBG Program Goals

The FY 13-14 through FY 17-18 CDBG/HOME Program Consolidated Plan for Corvallis established a variety of eligible activity types:

CDBG funds may be used for one or a combination of the following types of projects:

- Acquisition of real property (improved or unimproved) that will:
 - Result in the provision of housing for low income households.
 - Result in the creation of public facilities that will serve the homeless, non-homeless priority special needs populations, or a documented low income clientele.
- Acquisition and/or rehabilitation of residential property for:
 - Use as supportive permanent or transitional housing for families or individuals who are homeless.
 - Use as supportive permanent or transitional housing for non-homeless families or individuals with priority special needs.
 - Use as rental housing that is affordable to low, very low and extremely low income tenants.

- Construction of public infrastructure needed to support affordable housing.
- Construction or rehabilitation of a building that will function as a public facility providing services to the homeless, non-homeless priority special needs populations, or a documented low income clientele.

For the current supplemental allocation round, in addition to ensuring that proposed activities are CDBG-eligible, we have requested that applicants bring us projects that are or will very soon be ready to proceed so that we can expend funds prior to May 1, 2017.

Staff Approach to Proposal Reviews

In the overviews that follow we provide a detailed review matrix for each project proposal. Our intent in giving you this level of detail is 1) to give you a sense of how closely proposed projects appear to comply with program requirements; 2) to give a sense of each project’s readiness to proceed; 3) to provide thoughts to consider during your own review; and 4) to give you ideas for some potential questions to ask during presentations. In the right hand column of each project review matrix you will see a “Yes,” a “No,” or a “???” noted, which references our evaluation of whether the proposal meets requirements and goals in each review area. Questions you might consider asking can be drawn from those areas that have either a “No” or a “???” listed. In some cases the proposers will be aware of probable questions or the areas in their proposals that are lacking clarity, but this may not be true in all cases.

Project Overviews

With the foregoing information as background, the following summaries will provide you with overviews of the five capital project proposals you will consider during your October 13 session, in the order they will be presented. You will see in the overviews that questions remain regarding the Corvallis Housing First and Willamette Neighborhood Housing Services proposals. We are working to have answers for you on October 13.

COMMUNITY OUTREACH INC.

Request: \$6,900 to underwrite the cost of installing upgraded hardware to make the front doorway to the COI shelter facility handicap accessible.

As COI notes in their project proposal, the main entrance into their facility is not handicap accessible; the first of their two proposals is seeking funding to remedy that.

<i>Program Review Element</i>	<i>Description/Explanation</i>	<i>OK?</i>
Target population:	People who are homeless and/or extremely low income, including those who are disabled or elderly, or who have young children.	Yes
Total number of clients to be assisted:	This project would be considered a community facility rehabilitation activity. COI projects that 225 clients would benefit from the project.	Yes
Incomes for assisted clients:	Required: Clients with incomes at or below 80% of median Proposed: People who are homeless and have incomes at or below 30% of median.	Yes
Proposed rent limits:		N/A

Eligibility of proposed costs:	CDBG funding may be used to rehabilitate buildings that qualify as an eligible community facility.	Yes
Reasonableness of financing plan:	The requested CDBG funding is the only source of funds for the project, but the amount requested is small.	Yes
Reasonableness of service plan:	COI has been operating in its current location since 2002 and has a successful track record of running a financially sound and operationally effective organization.	Yes
Period of affordability:	CDBG investments of this type require an indefinite commitment of the project to meeting its intended, or a City-approved alternate, purpose.	Yes
Agency capacity to carry out project:	This would be a relatively simple project; COI now has an on-site maintenance project manager with the capacity to manage the project.	Yes
Demonstration of need:	The project proposal provides examples of ongoing issues that demonstrate the need for this project.	Yes
Environmental issues:	Environmental clearance has not yet been completed, but clearance has been achieved for prior CDBG-funded projects on the site so no issues are anticipated.	Yes
HNS staff capacity issues:	This project would be covered by Davis-Bacon prevailing wage laws, requiring staff time to conduct a pre-bid conference, oversee the contracting process, review payroll reports each week, and interview contractor employees on the job site.	
Readiness to proceed:	COI would be prepared to move forward with the project as soon as funds are available.	Yes

Request: \$33,650 to underwrite the cost of replacing the boiler, which is the shelter facility's primary source of heat.

As COI notes in their project proposal, the boiler that heats their facility has been problematic for several years. This project would replace the boiler and install new control equipment.

<i>Program Review Element</i>	<i>Description/Explanation</i>	<i>OK?</i>
Target population:	People who are homeless and/or extremely low income, including those who are disabled or elderly, or who have young children.	Yes
Total number of clients to be assisted:	This project would be considered a community facility rehabilitation activity. COI projects that 225 clients would benefit from the project.	Yes
Incomes for assisted clients:	Required: Clients with incomes at or below 80% of median Proposed: People who are homeless and have incomes at or below 30% of median.	Yes
Proposed rent limits:		N/A
Eligibility of proposed costs:	CDBG funding may be used to rehabilitate buildings that qualify as an eligible community facility.	Yes

Reasonableness of financing plan:	The requested CDBG funding is the only source of funds for the project.	Yes
Reasonableness of service plan:	COI has been operating in its current location since 2002 and has a successful track record of running a financially sound and operationally effective organization.	Yes
Period of affordability:	CDBG investments of this type require an indefinite commitment of the project to meeting its intended, or a City-approved alternate, purpose.	Yes
Agency capacity to carry out project:	This would be a relatively simple project; COI now has an on-site maintenance project manager with the capacity to manage the project.	Yes
Demonstration of need:	The project proposal provides examples of ongoing issues that demonstrate the need for this project.	Yes
Environmental issues:	Environmental clearance has not yet been completed, but clearance has been achieved for prior CDBG-funded projects on the site so no issues are anticipated.	Yes
HNS staff capacity issues:	This project would be covered by Davis-Bacon prevailing wage laws, requiring staff time to conduct a pre-bid conference, oversee the contracting process, review payroll reports each week, and interview contractor employees on the job site.	
Readiness to proceed:	COI would be prepared to move forward with the project as soon as funds are available.	Yes

CORVALLIS HOUSING FIRST

Request: \$400,000 to underwrite a portion of the cost to acquire an 18-unit residential rental property that would be used as permanent supportive housing for people who are moving from homelessness.

<i>Program Review Element</i>	<i>Description/Explanation</i>	<i>OK?</i>
Target population:	People who are homeless and/or extremely low income.	Yes
Total number of clients to be assisted:	Units would house one or two individuals, with a potential to serve up to about 35 people at a time.	Yes
Incomes for assisted clients:	Required: Clients with incomes at or below 80% of median Proposed: People who are homeless and have incomes at or below 30% of median.	Yes
Proposed rent limits:	The project would be covered by CDBG affordable rent limitations. The current CDBG rent for a 1-bedroom is \$718 a month, and the current 0-bedroom rent is \$670. It appears the 1-bedroom units are currently above the limit, so they would need to adjust down.	Yes
Eligibility of proposed costs:	CDBG funding may be used to acquire existing residential structures for occupancy primarily by low income residents.	Yes

Reasonableness of financing plan:	CDBG would be the only funds invested up front; the current owner would carry a contract on the balance owing. Terms on that contract would be 3.75% on a 25 year note with a balloon due at year 15. The amount owing at year 15 would be approximately \$290,000 if payments are made as scheduled. The application does not provide a source for the \$290,000 balloon amount.	???
Reasonableness of service plan:	Corvallis Housing First has operated Partner's Place under a similar operating plan for several years, with good success. CHF would rely on other public and private service providers, and would coordinate with them to address each tenant's needs.	Yes
Period of affordability:	CDBG investments of this type require an indefinite commitment of the project to meeting its intended, or a City-approved alternate, purpose. CHF has stated that they will meet the requirements indefinitely.	Yes
Agency capacity to carry out project:	The acquisition aspect of this project is relatively simple and straightforward, and the agency should have the capacity to carry it out. It is more difficult to assess whether the agency will have the capacity to operate a larger facility than it has in the past while maintaining its existing facility as well.	???
Demonstration of need:	The agency has documented need for the facility through the operation of its men's winter homeless shelter in downtown Corvallis, tracking clients there that are good candidates for permanent supportive housing. In the event there are not enough homeless applicants to fill units the agency could also rent units to non-homeless tenants that qualify based on income.	Yes
Environmental issues:	Environmental clearance has not yet been completed, but no conditions that would cause the site to fail are anticipated.	Yes
HNS staff capacity issues:	This project would be subject to the provisions of the Uniform Relocation Act, which applies both to the purchase/sale transaction and more critically, to the rights of tenants occupying the property at the time of sale. URA rules are quite technical and in projects for which the likelihood of displacement may be high, the rules are difficult to navigate. Significant staff time would be required to guide the agency through URA requirements. Additionally, funding to subsidize alternative housing for tenants who feel they have been displaced by the new owners has not been identified, and is not currently included in the project budget.	
Readiness to proceed:	This project has a willing seller and a purchase agreement is in place. Because the transaction would occur under a Land Sale Contract a City legal review of that document and other sale/purchase-related documents would need to occur prior to the release of City funds.	Likely

WILLAMETTE NEIGHBORHOOD HOUSING SERVICES (WNHS)

Request: \$266,000 to underwrite the cost to acquire an existing single family residential rental property at 2610 SW Third Street that would in the future become the site of a new affordable housing development project.

Through this project WNHS would acquire a .5-acre property with a single family home, which is adjacent to another WNHS-owned parcel of the same size. The proposed activity is for acquisition only, and does not contain any proposed development activity.

<i>Program Review Element</i>	<i>Description/Explanation</i>	<i>OK?</i>
Target population:	TBD.	Yes
Total number of clients to be assisted:	TBD.	Yes
Incomes for assisted clients:	Required: Must ultimately serve predominantly low income residents. Proposed: TBD. Funding agreement would stipulate that activity must serve predominantly low income residents.	Yes
Proposed rent limits:	TBD.	Yes
Eligibility of proposed costs:	CDBG funding may be used to acquire land for future development of affordable housing.	Yes
Reasonableness of financing plan:	CDBG funding would be the primary funding source in this activity, with WNHS investing a small amount as well.	Yes
Reasonableness of service plan:	TBD.	Yes
Period of affordability:	TBD.	Yes
Agency capacity to carry out project:	The acquisition aspect of this project is relatively simple and straightforward, and based on previous development experience, WNHS has the capacity to carry out a future residential development project.	Yes
Demonstration of need:	The agency has provided information from a recent market study that supports a need for additional affordable rental housing.	Yes
Environmental issues:	Environmental clearance has not yet been completed, but no conditions that would cause the site to fail are anticipated.	Yes
HNS staff capacity issues:	This project would be subject to the provisions of the Uniform Relocation Act, which applies both to the purchase/sale transaction and more critically, to the rights of tenants occupying the property at the time of sale. URA rules are quite technical and in projects for which the likelihood of displacement may be high, the rules are difficult to navigate. WNHS has stated that they will allow the current tenant to continue to occupy the property. If there is a need for displacement in the future staff would coordinate with the agency as a future development project is contemplated.	
Readiness to proceed:	This project has no purchase agreement in place.	No

Request: \$500,000 to underwrite a portion of the cost to acquire two commercial properties at 520 and 530 SW Fourth Street that would in the future become the site of a new affordable housing development project.

Through this project WNHS would acquire two downtown properties, both of which currently contain commercial structures. One structure has been the home to the Corvallis Housing First men’s winter shelter, and the other contains a car wash. If funded the acquisition would not take place until the FY 16-17 men’s winter shelter closes for the season at the end of March 2017. The proposed activity is for acquisition only, and does not contain any proposed development activity.

<i>Program Review Element</i>	<i>Description/Explanation</i>	<i>OK?</i>
Target population:	TBD.	Yes
Total number of clients to be assisted:	TBD.	Yes
Incomes for assisted clients:	Required: Must ultimately serve predominantly low income residents. Proposed: TBD. Funding agreement would stipulate that activity must serve predominantly low income residents.	Yes
Proposed rent limits:	TBD.	Yes
Eligibility of proposed costs:	CDBG funding may be used to acquire land for a future residential development project.	Yes
Reasonableness of financing plan:	CDBG funding would be the primary funding source in this activity, with WNHS investing as well.	Yes
Reasonableness of service plan:	TBD.	Yes
Period of affordability:	TBD.	Yes
Agency capacity to carry out project:	The acquisition aspect of this project is relatively simple and straightforward, and based on previous development experience, WNHS has the capacity to carry out a future residential development project.	Yes
Demonstration of need:	The agency has provided information from a recent market study that supports a need for additional affordable rental housing.	Yes
Environmental issues:	Environmental clearance has not yet been completed, but no conditions that would cause the site to fail are anticipated.	Yes
HNS staff capacity issues:	This project would be subject to the provisions of the Uniform Relocation Act which apply to the purchase/sale transaction. There are and will be no tenants so the tenant protection aspects of the Act will not apply.	
Readiness to proceed:	This project has no purchase agreement in place.	No

Conclusion

This completes staff’s review of the FY 16-17 supplemental CDBG funding proposals. To recap, the amounts requested by agencies from our CDBG program for capital projects include:.

<i>Agency</i>	<i>Project</i>	<i>Amount Requested</i>
Community Outreach Inc.	Upgrade the shelter’s entry doors to make them accessible.	\$ 6,900
COI	Replace the shelter’s boiler and controller equipment.	33,650
Corvallis Housing First	Acquire an 18-unit residential building at 2231 NW Van Buren Avenue.	400,000
Willamette Neighborhood Housing Services	Acquire a single family property at 2610 SW Third Street for a future housing development.	266,000
WNHS	Acquire two commercial properties at 520 and 530 SW Fourth Street for a future housing development.	500,000

We hope the foregoing summaries and analyses will be helpful as you evaluate each proposal, and as you think about the questions you will want to have answered in order to come up with allocation recommendations on October 13 for consideration by the City Council in November. As noted in the discussions at the beginning of this memo, timeliness is a big challenge for this round of CDBG allocations, which means that project readiness to proceed will be a critical factor for consideration as you develop your funding recommendations.

The pages that follow provide an overview of the scoring system currently used by the Advisory Board to assess and determine allocation recommendations for capital projects. We will discuss the system and its application in more detail following your October 13 session. Thanks in advance for your time and hard work preparing for this process!

Attachments: Copies of CDBG capital project proposals

Capital Project Rating and Ranking

The information that follows outlines the rating and ranking criteria the Advisory Board uses to determine which projects should be recommended to the City Council for funding. Please review the following guidelines prior to our October 13 session, and begin thinking about the merits of each proposal along the lines of the criteria you will use to evaluate them.

City of Corvallis CDBG Project Proposal Rating and Ranking Criteria

1. Project Feasibility and Cost Reasonableness

- Readiness to Proceed (site control; appropriate zoning/zoning issues addressed; site and environmental reviews complete; fundraising timeline and likelihood of success; relocation issues addressed).
- Financial Feasibility (reasonableness of funding assumptions, basis of project financial estimates, reasonableness of development, construction and operating cost estimates).
- Financial Need (demonstrated need for CDBG funds due to lack of other adequate funding).
- Leverage (amount of funding requested in comparison to funding being provided from other sources).
- Demand for the project as demonstrated through a market analysis or other supportive evidence.

2. Developer/Sponsor Capacity

- Capability (staff expertise, or ability to secure expertise needed to carry out proposed project/activity).
- Experience (past success in carrying out activities/project of a same or similar size and nature; experience in receiving CDBG funding; and capacity to carry out activities in compliance with the regulations that apply to the CDBG program).
- Post-project Service Capacity (plan for managing a property, if acquiring/rehabilitating rental housing, and plan for providing resident services needed by the population being served in such rental housing; plan for operating a community/public facility and ability to effectively serve its clients).

The following scoring system is used to rate and rank capital projects. Non-capital requests will be evaluated independently, and funding consideration will be weighed in conjunction with funding recommendations for capital requests.

Alignment with goals/strategies/actions outlined in the Corvallis Consolidated Plan.

Threshold criteria - all applications must align with at least one Consolidated Plan goal, and must intend to carry out an eligible activity in order to be considered for funding.

Project Feasibility and Cost Reasonableness

Up to 30 points

Developer/Sponsor Capacity

Up to 20 points

Additional Points may be awarded to an application based on the proposed project's effectiveness and breadth in serving those with the lowest incomes.

Up to 15 points

**APPLICATION FOR FY 16-17 CITY OF CORVALLIS
SUPPLEMENTAL CDBG PROGRAM CAPITAL PROJECT FUNDING**

Project/Activity Title: Install Handicap Accessible Door

Address: 865 NW Reiman Avenue, Corvallis, Oregon 97330
(Please attach a map showing the project location)

Name of Applicant: Community Outreach Inc. *(attach verification of 501(c)(3) status)*

Applicant's Address: 865 NW Reiman Avenue, Corvallis, OR 97330

Contact Name: Kari Whitacre Contact e-mail: kwhitacre@communityoutreachinc.org
Contact Phone: 541-758-3000 Contact Fax: 541-758-3481

Project Overview:

The project includes: *(Mark all that apply)*

<input type="checkbox"/> Rental Housing	<input type="checkbox"/> Owner Occupied Housing	<input type="checkbox"/> Public Facility	<input checked="" type="checkbox"/> Other <i>(describe):</i>
<input type="checkbox"/> Acquisition of land only	<input type="checkbox"/> Acquisition of Land & Improvements	<input type="checkbox"/> Rehabilitation or Conversion	<input checked="" type="checkbox"/> Public Improvements

Control of the property is Deed Contract Option Other *(describe):*

maintained by: *(Document)* N/A Expires: N/A Expires: N/A

How long will your project be committed to providing affordable housing or a public facility as described in this proposal? During the duration of COI's ownership of this property.

Funding Overview:

Total project budget	<u>\$6,900.00/yr</u>	Amount of this request:	<u>\$6,900.00/yr</u>
Funds committed* to date:	<u>\$0.00/yr</u>	Other outstanding requests:	<u>\$0.00/yr</u>
Surplus/Deficit	<u>(\$6,900.00)</u>	Total outstanding requests:	<u>\$6,900.00/yr</u>

* Do any of the committed funds utilize federal funding, either directly or indirectly? Yes No N/A

Signatures of responsible/authorized representatives

Director/Owner/Other Authorized Signer:

Board President/Chair if non-profit:

Kari Whitacre 9/19/16
Name Date

Gail Cobb 9/19/16
Name Date

Executive Director
Title

Board President
Title

Capital Project Questionnaire

	Yes	No	N/A
Has any of the information provided in the Letter of Intent Checklist changed? <i>If so, please complete a revised Checklist and capture the changes within the narrative section of this application.</i>		X	
Site:	Yes	No	N/A
1. If you do not own the property and your project includes property acquisition, have you issued the required Uniform Relocation Act notices to the property owner?			X
2. If there are any existing structures 45 years or older on the site that will be demolished during the course of development, has SHPO reviewed your site and demolition plans?			X
3. Are there any known environmental hazards or issues on or adjacent to your project site?		X	
4. Are there any known wetlands on or adjacent to your project site?	X		
5. Are there any known underground storage tanks on or adjacent to your project site?		X	
6. Are there any known aboveground storage tanks on or adjacent to your project site?		X	
Project:	Yes	No	N/A
7. Has an appraisal been completed for the project?		X	
8. Have adequate funds been budgeted within the proposed budget to cover the costs of relocation, either temporary or permanent, if the project involves occupied units?			X
9. If you have been advised that the project will be subject to Prevailing Wage Rates, have adequate funds been budgeted within the proposed budget to cover those additional costs?			X
10. If applicable, do your project plans and specifications meet Section 504 and other applicable building code and fair housing requirements for accessibility?			X

Project Schedule: In the table below, please list the major elements of your project, along with the dates that you anticipate each element will begin and end.

Project Element	Begin Date	End Date
Conduct RFP Process (Advertisement/Review/Selection)	9/26/16	10/13/16
Bid Due Date		5:00 p.m. on 10/14/16
Order Parts For Door Upgrades	11/1	11/2
Upgrade Existing Entryway Doors	11/14	11/18
Initial Phase of Door Startup and Testing	11/21	11/25

For the questions that follow you may either answer the question in the space provided or you may attach one single sided page (no more) for each question. The attached page must include a restatement of the question at the top of the page. If you choose to answer a question on an additional page, please indicate so following that question in the application form.

1. Describe your project. Include a notation of which eligibility category applies to the project, who and how many households/families/individuals the project will be targeted to serve, their incomes and whether they are part of any priority special needs group. Attach a site plan for your project, and include preliminary or final floor plans if available.

Our entryway doors were installed in 2002 when COI's current facility was built. Today these two doors, which serve as the main entrance for our facility, create many issues for our clients, community partners and volunteers. We shelter 60-75 people every night and the majority of clients we serve have small children in strollers. As they enter and exit the building, strollers are regularly pinned in doorways as families navigate our heavy, awkward doors with their kids, belongings, and often no one around to help. Our entryway also impedes access to our building by injured, sick, and frail people who are served by our medical clinics. People in wheel chairs, with crutches, and with walkers, who come here seeking shelter and treatment are often forced to wait for staff or others entering and leaving the building to gain entrance. Lastly, the doors are also an issue for donors who drop off large amounts of food, clothing, or other items that help our clients. People regularly make multiple trips, get caught in the doors, and drop or damage items they are donating or receiving from the shelter due to the awkwardness of the doors.

COI is a private non-profit organization that will use this funding to rehabilitate a building that functions as a public facility providing services to the homeless, non-homeless priority special needs populations, and documented low income clientele. We estimate that we will serve 225 individuals in our shelter for families w/children, young adults, and individual men and women in FY 16-17. Roughly 80% (180 individuals) are extremely low income, 15% (34 individuals) are very low income, and 5% (11 individuals) are low income. All of those people served in our shelter are people who are homeless including individuals, families with children, survivors of domestic violence, and youths. Many of those we serve (an estimated 80%) are families and individuals with one or more of the following special needs: mental, and/or physical disabilities, alcohol or drug addictions, the elderly and the frail elderly.

2. How have you determined that there is a need for the project you are proposing? Please describe in detail the severity of the need(s) you will be targeting, how you have determined this severity, and the extent to which your project will address it. If your project would include the development of housing, what tools have you used to measure the need or demand for your project?

Every time staff enters the building and sees a struggling parent with a stroller, or person with a disability waiting for help to enter the building, we are reminded of our need to replace the doors. By installing handicap push plates and door hardware to make the doors self-opening, the doors will allow easy entry to our building.

3. Describe the ways in which your project meets the goals of the Corvallis CDBG program, as outlined in the Request for Proposals package and in the City's FY 13-14 through FY 17-18 Consolidated Plan.

If awarded, CDBG funding will directly impact the lives of the individuals and families experiencing homelessness in our community. This project will provide the safe and healthy facilities necessary for our clients to live in while they access services in our community designed to help them stabilize in homelessness, create opportunities for employment, and eventually move up and out of homelessness and poverty. This project will help COI provide services to individuals experiencing homelessness and keep our facility livable for those vulnerable populations identified by our local Ten Year Plan to Address Homelessness, which is cross referenced in the FY 13-14 through FY 17-18 Consolidated Plan.

“that one of the goals identified by the ten year plan identified a goal of assisting in the maintenance of the existing system of emergency shelters for families and individuals in Corvallis, create transitional housing opportunities for homeless youth and persons with a mental illness,” “all four of this Consolidated Plan’s goals, and particularly the goal to “Address goals of the Ten Year Plan,” may be aimed at projects and activities intended to address the emergency shelter and transitional housing needs of homeless persons in Corvallis.” *FY 13-14 through FY 17-18 Consolidated Plan, City of Corvallis, 153.*

4. Describe the means you used to estimate or determine project costs. Have you reviewed estimates and the overall project to determine whether there are lower-cost alternatives to the proposed activities? Have you anticipated cost increases during the term of construction? ***Please provide the current scope of work for the project and inspection reports utilized in the creation of the scope of work and cost estimates.***

We researched the equipment necessary to upgrade our specific doors. We worked with local and regional contractors who would install these units. Companies were not considered if they were unable to meet and abide by the reporting requirements of the Davis-Bacon Act. We used preliminary quotes, researched other options in the area, and allocated extra costs above and beyond the received quotes to make up for any issues that may arise during the final bidding and implementation of this project. If awarded CDBG funding for this project a RFP for contractors would be created so agencies could apply for this work.

5. **If you are proposing a housing rehabilitation project:** what is the basis for your assessment of the repairs needed? Will the after-rehab condition of your project meet the HUD Housing Quality Standards found at 24 CFR 982.401?

N/A

6. Describe the steps you will take to maintain the structural integrity of the housing or facility you plan to acquire/create or rehabilitate. How will you assure that the value of the asset (structures) will be maintained?

N/A

7. Please list below the sources of funding you anticipate using to complete development of your project. List the amount of funding you are seeking first in this application, followed by other sources. Include the amounts secured/sought, whether they are a loan, grant, or other type of funding (e.g., in-kind, donated materials/labor, owner equity, etc.), the terms if a loan, and the status of your request or application.

Source	Amount	Type (Grant, Loan, other)	Terms	Status (Applied, Committed, In Hand, or Unknown)
City of Corvallis (this application)	\$6,900.00	TB	TB	Applied

8. Uses of Funding (*You are encouraged to substitute a comparable document in your own format.*)

Activity	Cost	Funding Source
Acquisition Costs		
Purchase price - land		
Purchase price - improvements		
Liens and other taxes		
Closing/recording costs		
Off-site costs/improvements		
Other:		
SUBTOTAL ACQUISITION	N/A	N/A

8. Uses of Funding (continued)

Activity	Cost	Funding Source
Development Costs		
Land use approvals		
Building permits/fees	\$150.00	City of Corvallis CDBG
System Development Charges		
Market Study		
Environmental reviews		
Soils report (geotech)		
Property survey		
Marketing	\$750.00	City of Corvallis CDBG
Insurance		
Fees		
Architectural		
Engineering		
Legal/accounting		
Cost certification		
Appraisals		
Lender inspections		
Lender title insurance		
Construction loan		
Permanent loan		
Tax credit fees		
Closing fees		
Consultant fee		
Other:		
Interest		
Construction period		
Bridge loan		
Other:		
Reserves/Contingency		
Lease up/operating		
Development		
Tenant relocation		
Other:		
SUBTOTAL DEVELOPMENT	\$900.00	City of Corvallis CDBG

8. Uses of Funding (continued)

Activity	Cost	Funding Source
Construction Costs		
On-site infrastructure/utilities		
Hazardous materials abatement		
Residential construction/rehabilitation		
Commercial construction/rehabilitation	\$5,500.00	City of Corvallis CDBG
Common-use facilities construction/rehabilitation		
Laundry facilities		
Storage/garages		
Landscaping		
Contractor overhead		
Contractor profit		
Construction Contingency	\$500	City of Corvallis CDBG
Other:		
Other:		
SUBTOTAL CONSTRUCTION	\$6,000.00	City of Corvallis CDBG
TOTAL PROJECT COSTS	\$6,900.00	City of Corvallis CDBG

9. Operating Information.

- A. If your proposed project is a public/community facility, please attach a detailed facility operating budget that includes income and expenses for the facility's first year of operation, fifth year of operation, and tenth year of operation.
- B. If your project will provide rental housing, please complete the operating budget on the next page that includes income and expenses for the project's first year of operation, fifth year of operation, and tenth year of operation. *(You are encouraged to substitute a comparable document in your own format.)*

10. Describe the assumptions you are using to estimate current and future operating income and costs, including inflation factors.

Over the next 5 fiscal years one of the best known drivers of cost to our agency is the annual increase in the state minimum wage rate. We have also accounted for annual increases in operational costs based off an average of 15 years of historical data linked to the local rate for the CPI-W (2.11%). Lastly, we held the rate of depreciation steady past year one for budgeting purposes. This is a difficult number to project and we believe it will fluctuate as our building ages and we make future repairs and improvements to our facility.

9B. Rental Housing Project Operating Budget

Operating Income	Month	Year 1	Year 5	Year 10
Rent for __ bedroom units less \$ _____ utilities				
Rent for __ bedroom units less \$ _____ utilities				
Rent for ___ bedroom units less \$ _____ utilities				
Rent for ___ bedroom units less \$ _____ utilities				
Less _ % vacancy year one & % a year thereafter				
Other Project Income (laundry, parking, etc.)				
Service Income (Medicaid/private resident svcs, etc.)				
Other: Commercial Income				
TOTAL OPERATING INCOME				
Operating Expenses	N/A	N/A	N/A	N/A
Taxes				
Insurance				
Advertising/marketing				
Utilities (non-tenant paid)				
Property management fees/administrative expenses				
Accounting/legal/other professional				
Ground repair/maintenance				
Building repair/maintenance				
Cleaning/decorating/supplies				
Maintenance Reserve				
Replacement Reserve				
TOTAL OPERATING EXPENSES				
TOTAL NET PROJECT INCOME				
Debt Service	N/A	N/A	N/A	N/A
_ % on \$ _ for years				
___% on \$ _____ for _____ years				
___% on \$ _____ for _____ years				
TOTAL DEBT SERVICE				
CASH FLOW PER YEAR				
DEBT COVERAGE RATIO (Calculated as Total Net Project Income/Total Debt Service)				

Applicant Information

11. Applicant Capacity: Please list the members of your development team, along with phone numbers and e-mail addresses. *Please include résumés for all agency/owner staff and contracted professionals who will have project responsibilities.*

Role	Name	Phone	E-mail
Owner/Agency Director	Kari Whitacre	541-758-3000	kwhitacre@communityoutreachinc.org
Owner/Agency Development Staff	Chris Quaka	541-758-3000	cquaka@communityoutreachinc.org
Owner/Agency Development Staff			
Owner/Agency Development Staff			
Architect			
Engineer			
Consultant			
Contractor			
Property Manager			
Other: COI Facilities Manager	Jay Magers	541-758-3000	jmagers@communityoutreachinc.org
Other:			
Other:			

12. Describe similar projects you have carried out, as a developer or sponsor, in the last five years.

We most recently carried out a CDBG funded air conditioner installation in the summer of 2014. This project helped cool our agency in the warm summer months including the second floor (shelter living space). Before the installation of the unit, clients, staff, and volunteers would regularly become ill and were unable to cool themselves as they used our facility. This summer we opened our shelter regularly to offer a cool environment for families with children who were experiencing homelessness in our community. The project improved our facility greatly and enables us to provide a comfortable environment so we can serve vulnerable populations in our community.

13. Financial Information: Please provide a copy of your most recent audited financial statement or, if your agency is not required to perform audits, an up-to-date balance sheet and income statement.

Attached

14. Describe your service/support plan for the housing or facility for which you are seeking funding. Include descriptions of the services it will provide upon project completion, who will provide these services, and the resident types/clients they will serve.

With the hiring of Jay Magers, COI now has the ability to properly maintain our facility and foresee maintenance issues that would go unaddressed without a dedicated staff member to complete them. Jay is supported by agency staff who regularly clean our facility and report maintenance issues, while reporting directly to our Executive Director, Kari Whitacre. COI serves more than 5,500 people every year focusing the majority of our resources on those who are homeless or at risk of homelessness through our mission of helping people to help themselves lead healthy and productive lives. We provide a full continuum of services including shelter, affordable childcare, medical and dental care, substance abuse and mental health counseling, food and kitchen facilities, crisis intervention, and information and referral services. Agency staff and a cadre of more than 500 volunteers assist clients in alleviating the underlying causes of homelessness by providing comprehensive wrap around services that support homeless men, women, veterans, and families with children, and limited services to chronically homeless men and women.

15. Please attach at least two letters expressing support for your project which describe the need for the project and how it will meet that need. Letters should be from representatives of agencies or community members who have knowledge of the need your project will meet and the clients/population it will serve.

Documentation Checklist: <i>(Unless otherwise indicated please attach a copy with each copy of this application.)</i>	Included	N/A
A. Letter of Intent Checklist submitted with the Letter of Intent (or a revised version if needed)	X	
B. Documentation of site control and the legal description of the property.	X	
C. Copy of the appraisal for the project (if acquisition). <i>(One copy with the original)</i>		X
D. The current scope of work for the project.	X	
E. Market study/analysis establishing project need (if acquisition). <i>(One copy with the original)</i>		X
F. Inspection report(s) used to create the scope of work or cost estimates. <i>(One copy with the original)</i>		X
G. If applicable, SHPO determination letter for the project.		X
H. Résumés for all staff and contracted professionals who will have project responsibilities.	X	
I. If the project is currently occupied, include a tenant income survey for each occupied unit.		X
J. If the project is currently occupied, include the general information notice for each tenant.		X

DISCLAIMER/DECISIONS NOT TO FUND: The City of Corvallis has developed this Request for Proposals and funding application with the intention of gathering information that is adequate to serve as a sound basis for decisions about funding allocations. As applications are reviewed it may become apparent that additional information is needed from one or all project applicants. In the event that something pertinent to all applications has been omitted from the application form, all who receive this RFP/application will be asked to provide supplemental information. The City may also follow up with individual applicants to clarify information contained in their application/proposal, or to gather additional information.

The City of Corvallis reserves the right to allocate funds to any, all, or none of the proposals/applications for funding received under this Request for Proposals. The City also reserves the right to provide funds with different financing terms to any or all projects funded, based on its determination of the severity of need among the populations that will be served, and on a project's financial need.

.....

**City of Corvallis FY 16-17
Supplemental CDBG Program Letter of Intent Checklist**

Agency Details:

Project Title: Install Handicap accessible door
 Name of Developer/Agency: Community Outreach, Inc.
 Agency's Address: 865 Reiman Avenue
 Primary Contact: Kari Whitacre
 Contact Phone: 541-758-3000 Fax: 541-758-3481
 Contact E-mail: kwhitacre@communityoutreachinc.org

Project Description:

In the space below please provide a brief narrative describing the project and the low income beneficiaries impacted.

Community Outreach provides for the basic human needs of those who are at risk of or are currently experiencing homelessness through our mission of helping people help themselves lead healthy and productive lives. We provide a full continuum of services including shelter, affordable childcare, medical and dental care, substance abuse and mental health counseling, domestic abuse intervention, food and kitchen facilities, crisis intervention, and information and referral services. Our clients range in age from newborns to people in the mid-eighties and have low, very low, and no income, and the majority of our clients fall below 30% area median income.

With funding from CDBG we will install handicap accessible doors including an access panel. For those clients who are elderly or disabled this will make accessing services significantly easier. Additionally, for the families who live in COI's shelter or access other supportive services, a handicap accessible door will make entry with strollers much easier.

City Use Only

Date Letter of Intent was received: _____ By: _____ Initial: _____
 Date of pre-application meeting: _____ With: _____ Initial: _____
 Staff recommends applicant submits a funding application? Yes Future RFP Other: _____ Initial: _____
 Date results letter sent: _____ By: _____ Initial: _____

Site Details:

Site address(es) 865 Reiman Avenue

Please indicate the ownership of the property: Own Under Contract Made an Offer Other:

Is the property currently occupied? Yes No N/A

If there is a structure on the project site, was it built before 1978? Yes No N/A

Does the project include any activities that will disturb the ground? (e.g.: Construction/Landscaping/Hardscape) Yes No N/A

Does the site currently maintain flood hazard insurance and/or is located in a floodplain? Yes No N/A

Has the site ever been tested for any of the following potential hazards? (Please select all that apply) Lead Paint Asbestos Radon

If so, please select those hazards it tested positive for: Lead Paint Asbestos Radon

Project Details:

Project Team:

The manager of this project will be: Jay Magers

The project manager is a(n): Employee Consultant Contractor Other:

Has the manager completed similar projects before? Yes No No. Many

The designer for the project is: _____ N/A

The contractor for the project is: Bob's Mirror and Glass N/A

Scope of Work:

Has a detailed scope of work and cost estimate been developed for the project? Yes No N/A

Was the City's Planning Division contacted to ensure the project is permissible on the site selected? Yes No N/A

Was the City's Development Services Division consulted to address any life or safety concerns? Yes No N/A

Does the project involve the demolition/removal of any dwelling units? Yes No N/A

Have construction documents been completed for the project? Yes No N/A

Have the construction documents been reviewed by Development Services? Yes No N/A

When do you plan on beginning construction? ASAP

When do you plan to complete construction? ASAP

Project Beneficiaries: Please enter the number of individuals within a household that will benefit from the project.

	Below 30% AMI	30%-50% AMI	50%-80% AMI	Over 80% AMI
Homeowner beneficiaries:				
Renter beneficiaries:	213	12		

Project Funding:

Total project budget \$6,000 Amount of this request: \$6,000

Funds committed* to date: 0 Other outstanding requests: 0

Surplus/Deficit \$6,000 Total outstanding requests: 0

* Do any of the committed funds utilize federal funding, either directly or indirectly? Yes No N/A

M-215200-96

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, That MICHAEL G. ELLS

Grantor
in consideration of \$150,000.00 Dollars,
to him paid by the Grantee herein, does hereby grant, bargain, sell and convey unto
COMMUNITY OUTREACH, INC., an Oregon not-for-profit Corporation

(V)

(V)

Grantee the following described real property, situated in the County of BENTON and
State of Oregon, to wit:
See attached Exhibit "A"

Parcel # 117501 11-5-35-BD#100 117550 11-5-35-BD#107 350314 11-5-35-BD#111

To Have and to Hold the granted premises unto the said Grantee its Heirs and Assigns forever.
And the Grantor does covenant that he is lawfully seized in fee simple of the above granted
premises free from all encumbrances. See attached Exhibit "B"

and that he will and his heirs, executors and administrators, shall warrant and forever defend the granted
premises, against the lawful claims and demands of all persons, except as above stated.

Witness my hand and seal this 19th day of June, 1996.

Michael A. Ells (SEAL)
MICHAEL G. ELLS

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST ANY FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930. (SEAL)

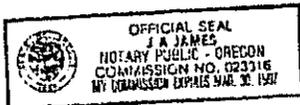
FATW #103263-B/JJ

STATE OF OREGON
County of Benton) ss.

BE IT REMEMBERED, That on this 19th day of June, 1996, before me, the
undersigned, a Notary Public in and for said County and State, personally appeared the within named
MICHAEL G. ELLS

known to me to be the identical individual described in and who executed the within instrument and acknowledged to me that he executed the same freely and voluntarily.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.



J. A. James
Notary Public for Oregon.
My Commission expires March 30, 1997

STATE OF OREGON
County of _____) ss.

UNTIL A CHANGE IS REQUESTED, ALL TAX STATEMENTS SHALL BE SENT TO THE FOLLOWING ADDRESS:

COMMUNITY OUTREACH, INC.
128 SW NINTH STREET
CORVALLIS, OR 97333

Return to:

COMMUNITY OUTREACH, INC.
128 SW NINTH STREET
CORVALLIS, OR 97333

I certify that the within instrument was received for record on _____ at _____ o'clock _____, and was recorded in Book _____ Page _____ Record of Deeds of said county.

Recorder of Conveyances

By _____ Deputy

312

Exhibit "A"

Parcel I:

Legal Description: Tract "B", area South of Dixon Creek.

Beginning at a 5/8 inch iron rod on the Easterly right-of-way of N.W. Eighth Street at a point which is of record as being South 26°57'30" West 2,728.55 feet from the Southeast corner of the S.M. Stout's Donation Land Claim No. 48 in Township 11 South, Range 5 West of the Willamette Meridian, Benton County, Oregon; thence Northeasterly along said Easterly right-of-way on a 80.00 foot radius curve left (the chord of which bears North 17°15'40" East 7.00 feet) 7.00 feet to a 5/8 inch iron rod set in Benton County Survey No. 7628 to mark the Northwest corner of the tract of land conveyed to Willamette Poultry Company by deed recorded on Microfilm No. M-31841-81, Deed Records of Benton County, Oregon, said Northwest corner also being the true point of beginning of the tract herein described; thence along said Easterly right-of-way of N.W. Eighth Street on the arc of a 80.00 foot radius curve left (the chord of which bears North 06°26'59" East 23.10 feet) 23.18 feet to the center of Dixon Creek; thence Easterly, downstream, along the center of said Dixon Creek, the following approximate courses and distances: South 68°53' East 33.0 feet and North 83°44' East 89.0 feet and North 68°03' East 19.0 feet and South 67°05' East 26.0 feet and North 49°08' East 32.0 feet and North 73°27' East 107.0 feet and North 61°59' East 66.58 feet and along the arc of a 45.00 foot radius curve right (the long chord of which bears South 88°32' East 44.3 feet) 44.31 feet and South 59°03' East 139.06 feet, more or less, to the Westerly right-of-way line of the Southern Pacific Railroad; thence South 17°53'16" West, along said Westerly Railroad right-of-way, 147.41 feet; thence along the arc of a 11,429.20 foot radius curve right (the long chord of which bears South 18°06'49" West 89.77 feet) 89.77 feet to a point of compound curvature; thence along the arc of a 5,699.65 foot radius curve right (the long chord of which bears South 19°06'19" West 150.67 feet) 150.67 feet to a point of compound curvature; thence along the arc of a 11,429.20 foot radius curve right (the chord of which bears South 19°56'42" West 41.21 feet) 41.21 feet to the centerline of N.W. Fillmore Avenue, a 50 foot wide right-of-way vacated by Ordinance 84-56 recorded on Microfilm No. M-61334-84, Microfilm Records for Benton County, Oregon; thence North 70°13'49" West, along the centerline of said vacated N.W. Fillmore Avenue, 170.45 feet to a point which bears South 19°46'11" West 25.00 feet from a 5/8 inch iron rod marking the Southeast corner of the tract of land conveyed to Mutual Produce Co. by deed recorded in Book 202, Page 20, said deed records; thence North 19°46'11" East 205.00 feet to a 5/8 inch iron rod marking the Northeast corner of said Mutual Produce Tract; thence North 70°13'49" West 121.00 feet to a 5/8 inch iron rod marking the Northwest corner of said Mutual Produce Tract, also being the most Easterly corner of said Willamette Poultry Company Tract; thence North 36°24'12" West, on the Northerly line of said Willamette Poultry Company Tract, 36.19 feet and North 70°13'49" West 95.00 feet and North 80°09'00" West 76.38 feet to the true point of beginning, all in Benton County, Oregon.

The above described tract includes a portion of N.W. Sixth Street vacated by Ordinance 82-65, recorded July 22, 1982 as M-39824-82, Microfilm Records for Benton County, Oregon.

Parcel II:

A certain nonexclusive easement for access and utility purposes set forth in instrument recorded February 14, 1989 as M-108983-89, Microfilm Records for Benton County, Oregon, per the terms and provisions thereof.

TOGETHER WITH a perpetual non-exclusive easement more particularly set forth in instrument recorded June 24, 1996, as Microfilm Number 218 198-712, subject to the terms and provisions set forth therein.

EXHIBIT "B"

EXCEPTIONS:

1. Any adverse claim based upon the assertion that some portion of said land have been removed from or brought within the boundaries thereof an avulsive movement of Dixon Creek or has been formed by the process of accretion or reliction or has been created by artificial means or has accreted to such portion so created.
2. The rights of the public in and to that portion of the above property lying within the limits of roads and highways.
3. Easement for electric transmission and distribution lines, including the terms and provisions thereof, in favor of Pacific Power & Light Company, as set forth in instrument recorded May 25, 1959 in Book 168 page 653, Benton County Deed Records.
4. Easement for sewer pipelines, including the terms and provisions thereof, in favor of the City of Corvallis, as set forth in instrument recorded May 2, 1961 in Book 177, page 250, Benton County Deed Records.
5. Easement for road and utilities, non-exclusive, including the terms and provisions thereof, in favor of Foamat Foods, Corp., as set forth in instrument recorded May 2, 1967 as M-2531, Microfilm Records for Benton County, Oregon.
6. Easement for water pipeline or pipelines, over, under and across a portion of said land, including the terms and provisions thereof, in favor of the City of Corvallis, as set forth in instrument recorded May 9, 1980 as M-16743-80, Microfilm Records for Benton County, Oregon.
7. Easements, including the terms and provisions thereof, over and across the premises formerly included within the boundaries of Northwest 6th Street North of Fillmore Avenue, now vacated, as reserved by vacating order 83-65, recorded July 22, 1982 as M-39824, Microfilm Records for Benton County, Oregon.
8. Easement for roadway and utility purposes, including the terms and provisions thereof, in favor of Hal Titus and Estate Builders, Inc., as set forth in instrument recorded June 29, 1984 as M-59128-84, Microfilm Records for Benton County, Oregon.
9. Deed Restrictions, including the terms and provisions thereof, as set forth in instrument recorded August 2, 1984 as M-60066-84, Microfilm Records for Benton County, Oregon.
10. Maintenance Agreement, including the terms and provisions thereof, as set forth in that certain appurtenant easement recorded February 14, 1989, as M-108983-89, Microfilm Records for Benton County, Oregon.

STATE OF OREGON } ss. 206412
County of Benton }

I hereby certify that the within instrument
was received for record.

'96 JUN 24 AM 11.35

AND
ASSIGNED No 215200 1996

In the microfilm records of said county
Witness My Hand and Seal of County Affixed
DANIEL G. BURK
Director of Records & Elections

By _____ Deputy
45
15 GTS

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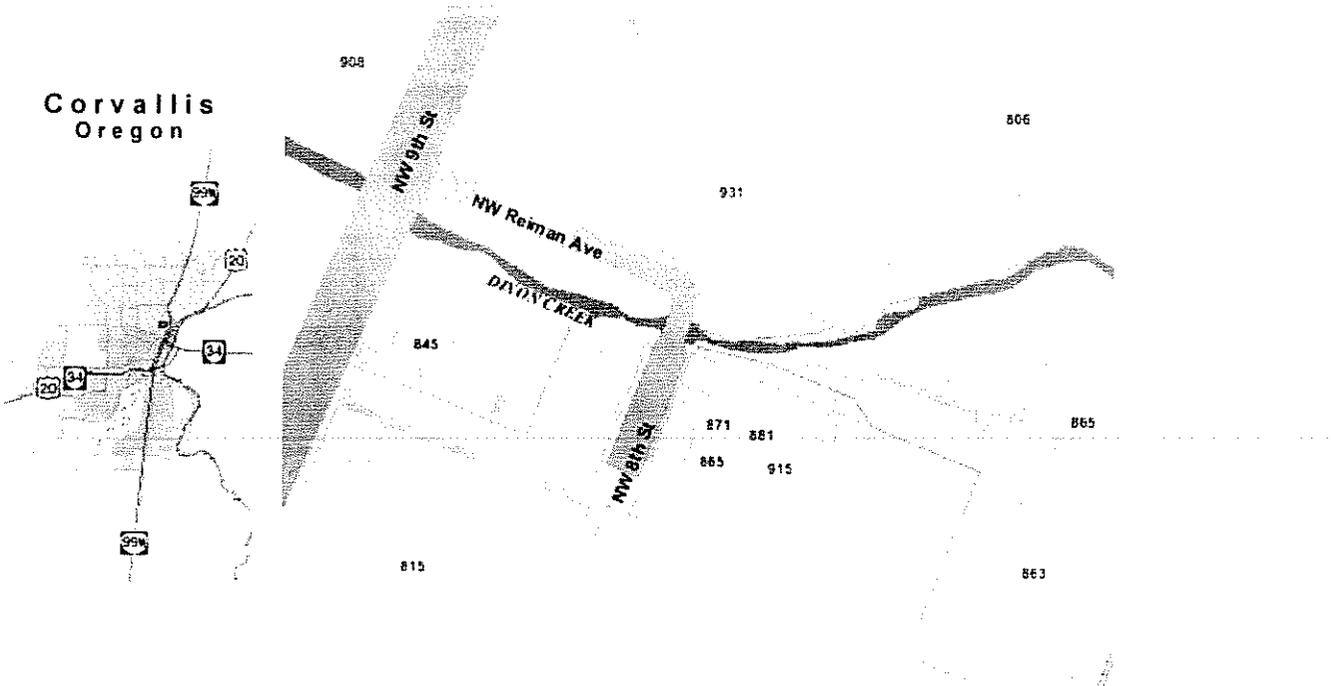
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865 NW REIMAN AVE

Property Report

Assessment Report: 350314
 Map and Tax Lot Number: 11535BD00111
 Tax Map: 11535BD



Political & Districts

Wards:

WARD	COUNCILOR
6	Joel Hirsch

Corvallis Police District:

Central

Sweepers:

AREA	DAY
CBD	Mon/Friday

High School:

Corvallis

Middle School:

Linus Pauling

Elementary School:

Garfield

Land Use

City Limits:

Corvallis

Annexations:

NAME	ANNEXATION DATE	ORDINANCE
OSU Campus, NW Corvallis	1909	289

Urban Growth Boundary:

YES

Comprehensive Plan:

Mixed Use Commercial

Solar:

NO

Historic District:

NO

Willamette Greenway:

NO

Permit and Land Use Cases since 1991: 11535BD00111
Archive Documents: 11535BD00111

Environment & Utilities

FEMA 100 year Floodplain: YES
FEMA 500 year Floodplain: YES
Water Level: 1st Level
Storm Basin: Dixon Creek
Sanitary Basin: Fillmore

DISCLAIMER:

THE GIS [APPLICATIONS](#) ACCESSED THROUGH THIS WEB SITE PROVIDE A VISUAL DISPLAY OF DATA FOR YOUR CONVENIENCE. EVERY REASONABLE EFFORT HAS BEEN MADE TO ASSURE THE ACCURACY OF THE MAPS AND ASSOCIATED DATA. THE CITY OF CORVALLIS MAKES NO WARRANTY, REPRESENTATION OR GUARANTY AS TO THE CONTENT, SEQUENCE, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE DATA PROVIDED HEREIN. THE USER OF THESE APPLICATIONS SHOULD NOT RELY ON THE DATA PROVIDED HEREIN FOR ANY REASON. THE CITY OF CORVALLIS EXPLICITLY DISCLAIMS ANY REPRESENTATIONS AND WARRANTIES, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE CITY OF CORVALLIS SHALL ASSUME NO LIABILITY FOR ANY ERRORS, OMISSIONS, OR INACCURACIES IN THE INFORMATION PROVIDED REGARDLESS OF HOW CAUSED. THE CITY OF CORVALLIS SHALL ASSUME NO LIABILITY FOR ANY DECISIONS MADE OR ACTIONS TAKEN OR NOT TAKEN BY THE USER OF THE APPLICATIONS IN RELIANCE UPON ANY INFORMATION OR DATA FURNISHED HEREUNDER

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GIS: 1245 NE 3rd St, Corvallis, Oregon 97330 ph: 541-766-6916 Fax: 541-766-6920

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Item	#	Price	Shipping	Total
Norton 5630-689 door opener	2	\$ 799.00	\$ 14.50	\$1,627.00
Norton 501 Door Button	4	\$ 141.00	\$ 5.50	\$ 293.00
				\$1,920.00

Door opener Hardware

Agency Purchased \$ 2,500

Hardware Installation

Bobs minimum a Class

- 1: Remove existing Door Closures
- 2: Install agency purchased openers \$ 2,500

Electrician

TBD

- 1: Wire and Hook up openers after

Installation

\$ 1,000

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Industrial & Scientific * norton 501

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Lab

Test & Measurement

Safety

Janitorial & Facilities

Food Service

Education

Material Handling

Materials

Metalworking

Back to search results for "norton 501"



Click to open expanded view

by Norton Door Controls

Norton 501

Be the first to review this item

Price: \$141.00 + \$5.49 shipping

Estimated Delivery: Oct. 3 - 24 if you choose Standard Shipping at checkout.

Ships from and sold by Access Hardware Integrator.

Specifications for this item

Brand Name	Norton Door Controls
Part Number	501
Number of Items	1
Item Weight	2 pounds
UNSPSC Code	30171514

[See more product details](#)

Share

Qty: 1 v

\$141.00 + \$5.49 shipping

Sold by **Access Hardware Integrator**

Add to Cart

Turn on 1-Click ordering for this browser

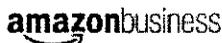
Ship to:

EUGENE, OR 97401

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Customers Viewing This Page May Be Interested In These Sponsored Links (What's this?)

- 1. **Norton 501** - Since 1917, BBB A+ Rated Free Same Day Shipping www.qualifiedhardware.com/
- 2. **Norton 360 Sale** - Find Top Offers on **Norton 360!** Make Huge Savings Today www.shoppermart.net/Norton-360
- 3. **Norton 360** - Save On **Norton 360.** Flash Sale! Hurry Ends Soon. www.exploreshops.net/Norton+360

[Ad feedback](#)

Special Offers and Product Promotions

- Your cost could be **\$91.00 instead of \$141.00!** Get a **\$50.00 gift card instantly** upon approval for the **Amazon.com Rewards Visa Card.** Apply now.

Product Description

Door Switch - 4-1/2" sq., Stainless/black letters

Product Details

Item Weight: 2 pounds

Shipping Weight: 2 pounds (View shipping rates and policies)

ASIN: B01BU6PHSM

Item model number: Norton 501

Average Customer Review: Be the first to review this item

Product Warranty: For warranty information about this product, please click here

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Safety

Janitorial & Facilities

Food Service

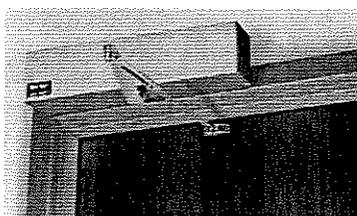
Education

Material Handling

Materials

Metalworking

Tools & Home Improvement > Hardware > Door Hardware & Locks > Door Closers



by Norton Door Controls

Norton 5630 689

Be the first to review this item

Price: \$799.00 + \$14.49 shipping

In Stock.

Estimated Delivery Date: Sept. 26 - Oct. 11 when you choose Standard Shipping at checkout.

Ships from and sold by Access Hardware Integrator.

Specifications for this item

Brand Name Norton Door Controls

Part Number 5630689

Number of Items 1

Item Weight 20 pounds

UNSPSC Code 30171514

Click to open expanded view

[See more product details](#)

Share

Qty: 1

\$799.00 + \$14.49 shipping

In Stock. Sold by Access

Hardware Integrator

Add to Cart

Turn on 1-Click ordering for this browser

Ship to:

EUGENE, OR 97401

Add to List

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- 1. **Norton - Buy or Renew** - Buy, Upgrade or Renew **Norton** Products. Save with our Coupons! www.symantec-norton.com/
- 2. **5630** - All colors. Mini and King spools. Buy 10+ spools Save \$0.50 a spool www.thethreadexchange.com/

Ad feedback

Special Offers and Product Promotions

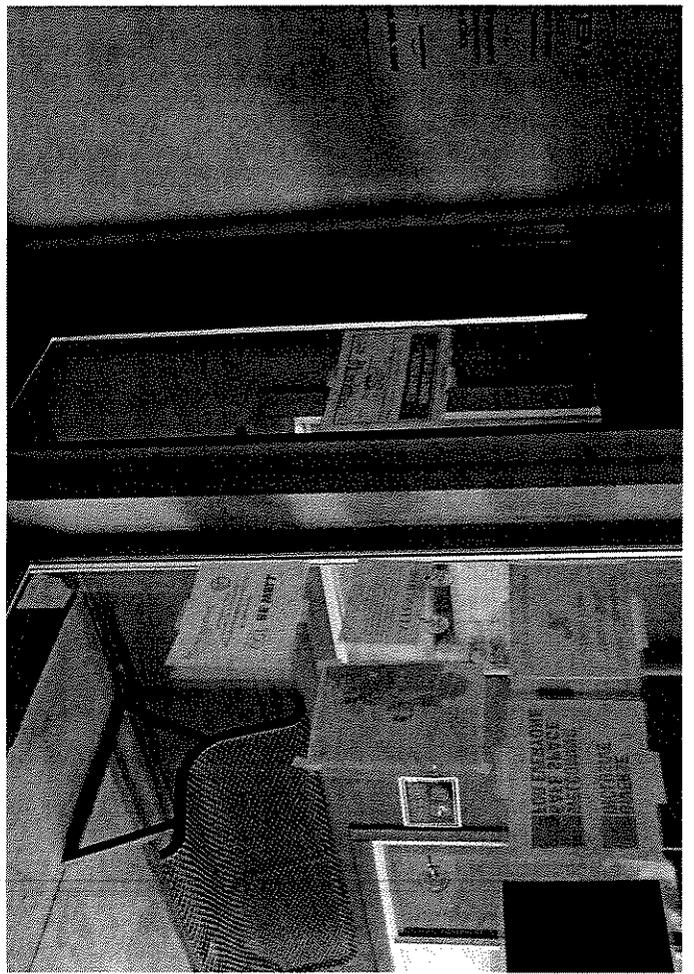
- Your cost could be **\$749.00 instead of \$799.00!** Get the **Amazon.com Rewards Visa** card and you'll **automatically get \$50.00** off instantly as a gift card. Apply now.

Product Features

- 689 Aluminum Finish
- Push Side; Double Lever Arm
- Non-handed
- Hold open options: 0-30 seconds (5 seconds minimum required for ADA and ANSI/BHMA A156.19)
- Door closer mode for manual usage

Product Description

The 5600 Series, a member of the POWERMATIC Family of Operators, offers functionality and control at an affordable price. Ideal for retrofit applications, the 5600 Series converts interior, non-fire rated doors for ADA compliance easily and affordably and provides a simple way to achieve touchless environments in public restrooms. Available for push or pull mounting, this unit can be operated manually or activated by wall switches, or radio frequency devices. Easy to install, set-up and adjust, the 5600 Series is perfect for ADA-compliant offices, classrooms and dorm rooms, and touch free applications like public restrooms, labs and examination rooms.



INTRODUCTION

A. Scope of Work, Roles & Responsibilities

The purpose of this document is to define the roles and responsibilities of the contractor and Community Outreach Inc. as they relate to the installation of until to make two existing doors handicap accessible at COI's location 865 NW Reiman Avenue, Corvallis, OR 97330. This work is funded through a CDBG grant from the City of Corvallis and therefore will fall under the federal reporting guidelines associated with the Davis-Bacon Act (see section C).

This project requires coordination with the Contractor, Project Manager (Jay Magers, COI), and the City of Corvallis Staff; General responsibilities of each representative are as follows:

1. The Contractor shall be responsible for the following:

- a. Furnish all labor, materials, equipment, tools, incidentals and transportation which are necessary for the completion of the work, as specified in this packet.
- b. Submit employee timesheets to the City of Corvallis regularly (weekly) to demonstrate adherence to the Davis-Bacon and "Related Acts" guidelines.
- c. Be responsive to and supportive of requests from Project Manager and City of Corvallis Staff when completing work.

2. The Project Manager shall be responsible for the following:

- a. Maintaining overall responsibility for project and construction management; contract administration; permit acquisition and compliance.
- b. Retaining the services of a licensed professional engineer in the State of Oregon (if necessary) to conduct regular on-site inspections, to ensure Contractor's work conforms with plans and specifications.
- c. Hiring a licensed and insured Contractor.
- d. Ensuring that construction does not begin until permits are issued.
- e. Ensuring that any and all final and warranty inspection punch-list repairs are completed and accepted.

3. The City shall be responsible for the following items:

- a. Issuing permits as necessary and requested.
- b. Reviewing submitted timesheets and verification forms to ensure Davis-Bacon and "Related Acts" rules are followed by contractor.
- c. Completing intermediate inspections of work (as necessary) and approving final project when complete.

B. Minimum Qualification Requirements

In order to be eligible to respond to this Bid, all businesses must demonstrate and submit all of the minimum qualification requirements stated below.

Your business's non-compliance to the outline below could cause your business to be determined non-responsive and disqualified from this evaluation process. Ensure the qualifications below are easily found and clearly addressed within your response.

1. Evidence that the business is currently registered to do business in Oregon.
2. Businesses must be licensed, bonded, insured, and certified by all appropriate State and Local agencies.
3. NO PROPOSALS WILL BE ACCEPTED AFTER THE BID DUE TIME (see calendar below).
4. All proposals must be submitted to Jay Magers via email at jmagers@communityoutreachinc.org, by fax at 541-758-3481, or by mail at 865 NW Reiman Avenue, Corvallis, OR 97330.

Project Element	Begin Date	End Date
Conduct RFP Process (Advertisement/Review/Selection)	9/26/16	10/13/16
Bid Due Date		5:00 p.m. on 10/14/16
Order Parts For Door Upgrades	11/1	11/2
Upgrade Existing Entryway Doors	11/14	11/18
Initial Phase of Door Startup and Testing	11/21	11/25

C. Davis Bacon-Act Community Development Block Grant (CDBG) Funds

This is a federally funded project under Community Development Block Grant (CDBG) funding through the Department of Housing and Urban Development (HUD). All HUD Federal rules and regulations pertaining to this project are applicable. Federal Davis-Bacon Wage Rates for work classifications are specified and must be complied with. Fringe benefits must be added to the prevailing hourly rates where applicable.

The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.

D. Project Specifications

COI is searching for a contractor to make two existing hand operated doors handicap accessible which are used as the primary entrance to our 20,000 square foot facility, located at 865 NW Reiman Avenue in Corvallis, OR.

Included in the quote should be the following items:

1. Installation of handicap accessible door assist hardware and wiring capable of withstanding 350-400 uses per day.
2. Installation of two handicap accessible push paddles.
3. Electrical wiring and control panel integration with existing agency systems.
4. Unit start-up, testing, and employee training.
5. Ability to work with other Contractors, Project Manager, and City Staff as applicable to project.
6. Employee wages set at or above Davis-Bacon and "Related Acts" prevailing wage rates.

Kari Whitacre

541.740.3839 ~ kariwhitacre@live.com

Experience

Executive Director, Community Outreach, Inc.

Corvallis, Oregon March 2011– present

- ∂ Direct and lead all Community Outreach programs through implementation of organization goals, program plans, policies, and practices
- ∂ Manage a team of 7 program Directors and a total of 35 staff
- ∂ Oversee preparation of budgets and grant proposals and assure compliance with contracts, grants and financial commitments to outside agencies and the Board
- ∂ Represent Community Outreach and the Board before governmental agencies and other interested groups. Responsible for joint planning, collaboration, and building and maintaining a close working relationship with local law enforcement, hospital system, area non-profits, elected officials and faith based organizations

Development Director, Community Outreach, Inc.

Corvallis, Oregon October 2008– March 2011

- ∂ Oversaw the development team that generates financial resources and community involvement to support programming and Community Outreach's mission
- ∂ Provided leadership in developing and maintaining close relationships with the philanthropic community, individual and corporate donors, sponsors and Board Members
- ∂ Oversaw development of written communications, public relations material, and a web presence
- ∂ Worked closely with the Board of Directors in the area of Major Gifts, Finance, and Special Events

Marketing Director, Baker County Development Corp.

Baker City, Oregon April 2007– October 2008

- ∂ Developed and implemented a three year strategic plan to increase tourism in Baker County
- ∂ Created a branding strategy using collateral material, marketing material, web presence, and press releases
- ∂ Developed a cooperative marketing program to partner with local businesses and effectively advertise events and attractions in Baker County
- ∂ Collaborated with the Board of Directors, Marketing Committee, and Eastern Oregon Marketing Association to create a unified marketing image for the area

Education

Southern Oregon University ~ *BS Communications*– 1993

Ford Foundation Leadership Training– 2008

Leadership Corvallis– 2010

CHRISTOPHER T. QUAKA

2314 NW Garfield Avenue
Corvallis, Oregon 97330

(541) 745-8111
ctquaka@gmail.com

SUMMARY

- Natural leader with vision and experience
- Skilled in collaboration and team building
- Excellent presentation and communication skills
- Extensive fundraising experience

PROFESSIONAL EXPERIENCE

Development Director

Mar. 2014 - Current

Community Outreach Inc., Corvallis, OR

- Direct agency fundraising efforts by cultivating relationships between donors and Community Outreach, writing grants, leading annual donor solicitation efforts, coordinating events, editing agency website and publications.
- Craft individual strategies to improve relationships with 200 major donors including regular conversations, drafting written correspondence, providing agency tours, and engaging donors during events.
- Secured nearly \$800,000 in agency funding for Fiscal Year 2015, of which \$350,000 was from major gifts.
- Direct development office activities including strategic planning, budget development, and staff supervision.
- Collaborate with agency leadership to present current and specific program information to community stakeholders.

Communication Manager

Feb. 2011 – Mar. 2014

NeighborImpact, Redmond, OR

- Manage external agency communications and fundraise by directing agency communications strategies, collaborating with media outlets, writing grants, directing fundraising events, and representing the agency in local communities.
- Collaborated with staff in researching, submitting, and securing more than \$475,000 of grant funding over two years.
- Develop written communications and public relations materials including press releases, annual reports, newsletters, mailings, brochures, social media information, and commercials.
- Agency representative on multiagency committees collaborating on communitywide needs and volunteer initiatives.
- Coordinate agency wide volunteer efforts in support of special events that raise more than \$95,000 annually.

Unit Leader

Oct. 2005 – Oct. 2010

Corporation for National and Community Service, Perry Point, MD

- Provided leadership to 80 18-24 year olds in a national service program yielding over 140,000 service hours annually.
- Collaborated with city, county, non-profit organizations and government agencies to achieve agency goals.
- Served as field disaster director to non-profit, city, county, state, and federal officials during disaster deployments.
- Mitigated conflicts involving members, volunteers, agency stakeholders and community organizations.
- Developed and implemented policy and procedures for training and deployment of wildland firefighters.

Account Manager

Nov. 2004 – Sep. 2005

TruGreen LandCare, Mundelein, IL

- Managed commercial landscape accounts totaling over \$1 million dollars in annual sales revenue.
- Communicated with field personnel, clients and managers daily to ensure job quality and customer satisfaction.
- Mentored 5 person sales team in areas of technical knowledge, interpersonal skills and client negotiating techniques.
- Supervised and trained 16 employees in pesticide usage, horticultural techniques, and safety skills.
- Performed human resource activities including employee recruitment, interviews, promotion, and termination.

EDUCATION

B.S. Plant and Social Science, 2001
Southern Illinois University

A.A. Landscape Design, 1999
Kishwaukee College

SKILLS AND CERTIFICATIONS

- Neighborhood Partnerships Advocacy College Graduate 2012
- Experienced in technical writing and grant writing
- MVDP Board of Directors Member
- Proficient in Microsoft Office/Wordpress
- Completing CFRE Certification

Jay Magers

Education:

1977-1984, Oregon State University

Scene Design and Stage Lighting

B.S. Speech Communications 1984

2002-2003, Linn Benton Community College

Mechanical, Civil, and Architectural Computer Assisted Drafting

Experience:

9/82-6/84, O.S.U. Dept. of Theatre Arts, Corvallis, Oregon, Studio Theatre Technical Director, ½ time

Supervision of all technical aspects of Studio Theatre operations.

6/84-6/85, O.S.U. Dept. of Theatre Arts, Corvallis, Oregon, Technical Director/ Instructor

Supervision of all technical operations of University Theatre Dept. including @75 students per term.

6/85-6/86, Abby's Furniture Factory, Corvallis Oregon, Shop Foreman

Furniture construction, machinery set up and maintenance, supervision and work flow for 5 employees.

6/86-7/89, Wiebes Custom Millwork, Albany Oregon, Night Foreman

Machinery set up and maintenance, prototype construction, custom projects, supervision of 3-8 employees.

7/89-3/91, Woodcastle Furniture, Albany, Oregon, Furniture Maker

Machinery set up and maintenance, production of furniture parts, swing shift Foreman when needed, custom projects, 5-10 employees supervised.

5/91-12/91, The Real Oregon Gift, North Bend, Oregon, Woodworker

Set up and maintenance of machinery, myrtle wood product production.

2/92-12/95, Woodcastle Furniture, Albany, Oregon, Custom Shop Operator/Production Information Controller

Construction of all custom furniture and prototypes for production shop, computer recording of labor and material costs for 25 person furniture factory, conversion of paper bill of material and shop drawing files to electronic, CAD drafting and furniture design, monthly cost reporting and inventory control for factory.

1/96-6/97 R3 Engraving and Sign, Corvallis, Oregon, Special Projects

Part time design and installation of sign projects as personal assistant to owner.

1/96-6/97, Contractor, Self Employed, CCB#118796

Cabinetry, finish carpentry, flooring, glass work, light remodeling.

6/97-5/04, Bob's Mirror and Glass, Corvallis, Oregon, Glazier

Installation and repair of residential and commercial windows, mirrors, bath and shower glass, aluminum and wood store front, and commercial doors.

5/04-6/15 Stay Home Parent

Many unpaid remodel and construction projects, home, relatives, Eugene Yacht Club, Willamette Valley Twisters Gymnastic Academy.

6/15-Present, Community Outreach Inc., Corvallis, Oregon, Facilities Manager

Supervision of all building, grounds, and security operations of Community Outreach property.

The Rev. Elizabeth Oettinger
3323 SW Chintimini Ave
Corvallis, OR 97333

September 19, 2016

Kent Weiss
Housing and Neighborhood Services Division
City of Corvallis

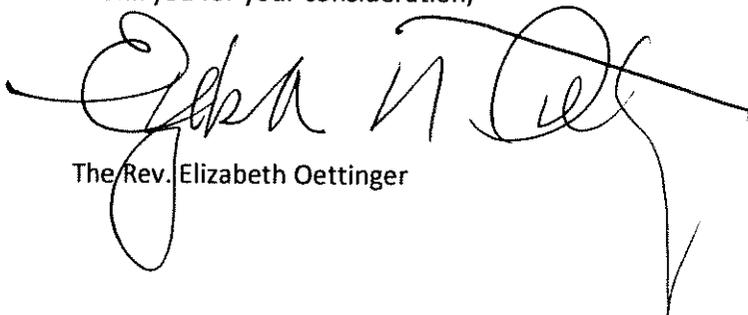
Dear Kent,

This letter is being written in support of a BDBG grant to Community Outreach Inc (COI) for the installation of handicap-accessible doors at the front (primary) entrance to the building. I have been a board member of COI for over a decade and for the past six months I have been a four-day-a-week volunteer. I always noticed that the front entrance doors were heavy and difficult to open. Both those making deliveries of one kind or another and families with children and/or strollers and/or carrying household goods often struggle at the entrance, having to wait until someone notices their problem before being able to enter the building. Then, this past April, I broke my foot and was on crutches for four months. It was so difficult to work with those doors! Even after "practicing" almost every day, my crutch tip would get caught under the door or I would lose my balance trying throw the door open, get my hand back on the crutch, and move inside before the door came back and hit me.

As well as being inconvenient and frustrating, the doors create safety hazards for clients, staff, and those making deliveries. Even with my broken foot, I was relatively able-bodied. An older or frailer person trying to navigate the doors would be at serious risk of falling. Parents trying to manoeuver children, gear, and the doors are often distracted and don't have enough hands to keep hold of small child who might just run off into the drop-off area and either fall or get hit by a car.

The clients, staff, volunteers, and others who make up the COI "family" really need these now doors. It is not just a matter of convenience; it is a serious matter of safety and, I would argue, basic respect. Our clients face so many obstacles in their lives, large and small. Just getting in the door shouldn't be one of them!

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Elizabeth Oettinger', with a long, sweeping horizontal line extending to the right.

The Rev. Elizabeth Oettinger

September 14, 2016

Kent Weiss
Housing and Neighborhoods Services Division
City of Corvallis

Dear Kent,

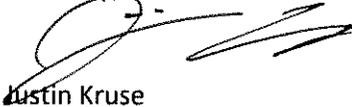
This letter is intended to serve as my recommendation for approval of Community Outreach Inc's supplemental CDBG request for funding to install the components necessary to make COI's entryway doors electronically handicapped accessible.

I visit COI's offices regularly. During many of my visits I am slowed by my entry into the building because I take the time to open doors and help people in and out of our facility. I, like many of our visitors, struggle getting in and out of the building and navigating the two entry way doors which are large enough to be handicapped accessible, but without push paddles or electric arms operating them are bulky and challenging to navigate.

It is even more interesting when kids are using the doors. I see parents, who are already struggling with the challenges life has thrown at them, also being tested by trying to navigate through two heavy steel doors, with bags of groceries, one or two strollers filled with their kids, and school bags in tow. I see the elderly and frail struggle to get their walkers in and out of the building. I am also told that when the medical clinic is in operation, or we are serving Good Samaritan patients using our facility to respite care, that the doors are extremely challenging to those with wheel chairs and physical disabilities.

We hope that you look favorably on our request and thank you again for considering the important work COI does to help not only the people we shelter every night, but the 5,500 people we serve throughout our tri-county region every year.

Sincerely,



Justin Kruse
COI Board of Directors
Resource Development Committee
555 NW Harrison Boulevard
Corvallis, OR 97330-3916

CINCINNATI OH 45999-0038

In reply refer to: 0248132325
Nov. 27, 2007 LTR 4168C E0
93-0602094 000000 00 000
00025106
BODC: TE

COMMUNITY OUTREACH INC
865 NW REIMAN ST
CORVALLIS OR 97330-6177656

Employer Identification Number: 93-0602094
Person to Contact: Paul M Perry
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Nov. 15, 2007, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in June 1974, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(03) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

**APPLICATION FOR FY 16-17 CITY OF CORVALLIS
SUPPLEMENTAL CDBG PROGRAM CAPITAL PROJECT FUNDING**

Project/Activity Title: Replace Boiler

Address: 865 NW Reiman Avenue, Corvallis, Oregon 97330
(Please attach a map showing the project location)

Name of Applicant: Community Outreach Inc. (attach verification of 501(c)(3) status)

Applicant's Address: 865 NW Reiman Avenue, Corvallis, OR 97330

Contact Name: Kari Whitacre Contact e-mail: kwhitacre@communityoutreachinc.org
Contact Phone: 541-758-3000 Contact Fax: 541-758-3481

Project Overview:

The project includes: (Mark all that apply)

<input type="checkbox"/> Rental Housing	<input type="checkbox"/> Owner Occupied Housing	<input type="checkbox"/> Public Facility	<input checked="" type="checkbox"/> Other (describe):
<input type="checkbox"/> Acquisition of land only	<input type="checkbox"/> Acquisition of Land & Improvements	<input type="checkbox"/> Rehabilitation or Conversion	<input checked="" type="checkbox"/> Public Improvements

Control of the property is maintained by: (Document)

<input checked="" type="checkbox"/> Deed	<input type="checkbox"/> Contract	<input type="checkbox"/> Option	<input type="checkbox"/> Other (describe):
------------------------------------------	-----------------------------------	---------------------------------	--------------------------------------------

Expires: N/A Expires: N/A
N/A

How long will your project be committed to providing affordable housing or a public facility as described in this proposal? During the duration of COI's ownership of this property.

Funding Overview:

Total project budget	<u>\$33,650.00/yr</u>	Amount of this request:	<u>33,650.00</u>
Funds committed* to date:	<u>\$0.00</u>	Other outstanding requests:	<u>\$0.00/yr</u>
Surplus/Deficit	<u>(\$33,650.00/yr)</u>	Total outstanding requests:	<u>\$33,650.00/yr</u>

* Do any of the committed funds utilize federal funding, either directly or indirectly?
 Yes No N/A

Signatures of responsible/authorized representatives

Director/Owner/Other Authorized Signer:

Board President/Chair if non-profit:

Kari Whitacre 9/19/16
Name Date

Gerrit Scott 9/19/16
Name Date

Executive Director
Title

Board President
Title

Capital Project Questionnaire

Yes No N/A

Has any of the information provided in the Letter of Intent Checklist changed?
 If so, please complete a revised Checklist and capture the changes within the narrative section of this application.

X

Site:

Yes No N/A

1. If you do not own the property and your project includes property acquisition, have you issued the required Uniform Relocation Act notices to the property owner?
2. If there are any existing structures 45 years or older on the site that will be demolished during the course of development, has SHPO reviewed your site and demolition plans?
3. Are there any known environmental hazards or issues on or adjacent to your project site?
4. Are there any known wetlands on or adjacent to your project site?
5. Are there any known underground storage tanks on or adjacent to your project site?
6. Are there any known aboveground storage tanks on or adjacent to your project site?

X

X

X

X

X

X

Project:

Yes No N/A

7. Has an appraisal been completed for the project?
8. Have adequate funds been budgeted within the proposed budget to cover the costs of relocation, either temporary or permanent, if the project involves occupied units?
9. If you have been advised that the project will be subject to Prevailing Wage Rates, have adequate funds been budgeted within the proposed budget to cover those additional costs?
10. If applicable, do your project plans and specifications meet Section 504 and other applicable building code and fair housing requirements for accessibility?

X

X

X

X

Project Schedule: In the table below, please list the major elements of your project, along with the dates that you anticipate each element will begin and end.

Project Element	Begin Date	End Date
Conduct RFP Process (Advertisement/Review/Selection)	9/26/16	10/13/16
Bid Due Date		5:00 p.m. on 10/14/16
Order Replacement Boiler and Necessary Materials	10/17	10/24
Remove Existing Boiler	11/1	11/2
Replace Existing Boiler	11/3	11/4
Initial Phase of Boiler Startup and Testing	11/4	11/11

For the questions that follow you may either answer the question in the space provided or you may attach one single sided page (no more) for each question. The attached page must include a restatement of the question at the top of the page. If you choose to answer a question on an additional page, please indicate so following that question in the application form.

1. Describe your project. Include a notation of which eligibility category applies to the project, who and how many households/families/individuals the project will be targeted to serve, their incomes and whether they are part of any priority special needs group. Attach a site plan for your project, and include preliminary or final floor plans if available.

Our boiler was installed in 2002 when COI's current facility was built. The boiler is essential as it provides heat to our facility in winter. Since it's installation, we have replaced three control panels, including one in the past year. We sent that control panel to Chicago, IL to be rebuilt (1-2 weeks), because it is no longer manufactured, or serviced in our region. A fully functional and repairable boiler is a critical need for our agency as we shelter an average of 60-75 individuals daily, serve additional people from our community regularly in the winter months, and support the efforts of staff and regular volunteers who are on site assisting the people we serve.

COI is a private non-profit organization that will use this funding to rehabilitate a building that functions as a public facility providing services to the homeless, non-homeless priority special needs populations, and documented low income clientele. We estimate that we will serve 225 individuals in our shelter for families w/children, young adults, and individual men and women in FY 16-17. Roughly 80% (180 individuals) are extremely low income, 15% (34 individuals) are very low income, and 5% (11 individuals) are low income. All of those served in our shelter are people who are homeless, including individuals, families with children, survivors of domestic violence, and youths. Many of those we serve (an estimated 80%) are families and individuals with one or more of the following special needs: mental, and/or physical disabilities, persons with alcohol or drug addictions, the elderly and the frail elderly.

2. How have you determined that there is a need for the project you are proposing? Please describe in detail the severity of the need(s) you will be targeting, how you have determined this severity, and the extent to which your project will address it. If your project would include the development of housing, what tools have you used to measure the need or demand for your project?

Last year's efforts to replace the panel on the boiler was arduous. Staff and volunteers spent dozens of hours researching control panel fixes and boiler replacements. After hiring Jay Magers in the summer of 2015, and reviewing his and multiple subcontractor's efforts to fix the panel, agency leadership started looking for additional funds to replace the boiler in an attempt to solve this issue. By replacing and updating our boiler we will focus on installing a boiler that works well for our climate, facility, and is easier to repair and update.

3. Describe the ways in which your project meets the goals of the Corvallis CDBG program, as outlined in the Request for Proposals package and in the City's FY 13-14 through FY 17-18 Consolidated Plan.

If awarded, CDBG funding will directly impact the lives of the individuals and families experiencing homelessness in our community. This project will provide the safe and healthy facilities necessary for our clients to live in while they access services in our community designed to help them stabilize in homelessness, create opportunities for employment, and eventually move up and out of homelessness and poverty. This project will help COI provide services to individuals experiencing homelessness and keep our facility livable for those vulnerable populations identified by our local Ten Year Plan to Address Homelessness, which is cross referenced in the FY 13-14 through FY 17-18 Consolidated Plan.

“that one of the goals identified by the ten year plan identified a goal of assisting in the maintenance of the existing system of emergency shelters for families and individuals in Corvallis, create transitional housing opportunities for homeless youth and persons with a mental illness,” “all four of this Consolidated Plan’s goals, and particularly the goal to “Address goals of the Ten Year Plan,” may be aimed at projects and activities intended to address the emergency shelter and transitional housing needs of homeless persons in Corvallis.” *FY 13-14 through FY 17-18 Consolidated Plan, City of Corvallis, 153.*

4. Describe the means you used to estimate or determine project costs. Have you reviewed estimates and the overall project to determine whether there are lower-cost alternatives to the proposed activities? Have you anticipated cost increases during the term of construction? ***Please provide the current scope of work for the project and inspection reports utilized in the creation of the scope of work and cost estimates.***

We researched the size and style of boilers necessary to fit the needs of our facility with local and regional contractors that would provide installation and service to the system once the work is completed. We are searching for a modulating unit that has the ability to ramp up and down accordingly with the moderate temperatures we experience regularly in the winter months. Companies were not considered if they were unable to meet and abide by the reporting requirements of the Davis-Bacon Act. We used preliminary quotes, researched other options in the area, and allocated extra costs above and beyond the received quotes to make up for any issues that may arise during the final bidding and implementation of this project. If awarded CDBG funding for this project a RFP for contractors would be created so agencies could apply for this work.

5. **If you are proposing a housing rehabilitation project:** what is the basis for your assessment of the repairs needed? Will the after-rehab condition of your project meet the HUD Housing Quality Standards found at 24 CFR 982.401?

N/A

6. Describe the steps you will take to maintain the structural integrity of the housing or facility you plan to acquire/create or rehabilitate. How will you assure that the value of the asset (structures) will be maintained?

N/A

7. Please list below the sources of funding you anticipate using to complete development of your project. List the amount of funding you are seeking first in this application, followed by other sources. Include the amounts secured/sought, whether they are a loan, grant, or other type of funding (e.g., in-kind, donated materials/labor, owner equity, etc.), the terms if a loan, and the status of your request or application.

Source	Amount	Type (Grant, Loan, other)	Terms	Status (Applied, Committed, In Hand, or Unknown)
City of Corvallis (this application)	\$33,650.00	TBD	TBD	Applied

8. Uses of Funding (*You are encouraged to substitute a comparable document in your own format.*)

Activity	Cost	Funding Source
Acquisition Costs		
Purchase price - land		
Purchase price - improvements		
Liens and other taxes		
Closing/recording costs		
Off-site costs/improvements		
Other:		
SUBTOTAL ACQUISITION	N/A	N/A

8. Uses of Funding (continued)

Activity	Cost	Funding Source
Development Costs		
Land use approvals		
Building permits/fees	\$1,400.00	City of Corvallis CDBG
System Development Charges		
Market Study		
Environmental reviews		
Soils report (geotech)		
Property survey		
Marketing		
Insurance	\$750.00	City of Corvallis CDBG
Fees		
Architectural		
Engineering		
Legal/accounting		
Cost certification		
Appraisals		
Lender inspections		
Lender title insurance		
Construction loan		
Permanent loan		
Tax credit fees		
Closing fees		
Consultant fee		
Other:		
Interest		
Construction period		
Bridge loan		
Other:		
Reserves/Contingency		
Lease up/operating		
Development		
Tenant relocation		
Other:		
SUBTOTAL DEVELOPMENT	\$2,150.00	City of Corvallis CDBG

8. Uses of Funding (continued)

Activity	Cost	Funding Source
Construction Costs		
On-site infrastructure/utilities		
Hazardous materials abatement		
Residential construction/rehabilitation		
Commercial construction/rehabilitation	\$28,500.00	City of Corvallis CDBG
Common-use facilities construction/rehabilitation		
Laundry facilities		
Storage/garages		
Landscaping		
Contractor overhead		
Contractor profit		
Construction Contingency	\$3,000	City of Corvallis CDBG
Other:		
Other:		
SUBTOTAL CONSTRUCTION	\$31,500.00	City of Corvallis CDBG
TOTAL PROJECT COSTS	\$33,650.00	City of Corvallis CDBG

9. Operating Information.

- A. If your proposed project is a public/community facility, please attach a detailed facility operating budget that includes income and expenses for the facility's first year of operation, fifth year of operation, and tenth year of operation.
- B. If your project will provide rental housing, please complete the operating budget on the next page that includes income and expenses for the project's first year of operation, fifth year of operation, and tenth year of operation. *(You are encouraged to substitute a comparable document in your own format.)*

10. Describe the assumptions you are using to estimate current and future operating income and costs, including inflation factors.

Over the next 5 fiscal years one of the best known drivers of cost to our agency is the annual increase in the state minimum wage rate. We have also accounted for annual increases in operational costs based off an average of 15 years of historical data linked to the local rate for the CPI-W (2.11%). Lastly, we held the rate of depreciation steady past year one for budgeting purposes. This is a difficult number to project and we believe it will fluctuate as our building ages and we make future repairs and improvements to our facility.

9B. Rental Housing Project Operating Budget

Operating Income	Month	Year 1	Year 5	Year 10
Rent for ___ bedroom units less \$_____ utilities				
Rent for ___ bedroom units less \$_____ utilities				
Rent for ___ bedroom units less \$_____ utilities				
Rent for ___ bedroom units less \$_____ utilities				
Less _ % vacancy year one & % a year thereafter				
Other Project Income (laundry, parking, etc.)				
Service Income (Medicaid/private resident svcs, etc.)				
Other: Commercial Income				
TOTAL OPERATING INCOME				
Operating Expenses	N/A	N/A	N/A	N/A
Taxes				
Insurance				
Advertising/marketing				
Utilities (non-tenant paid)				
Property management fees/administrative expenses				
Accounting/legal/other professional				
Ground repair/maintenance				
Building repair/maintenance				
Cleaning/decorating/supplies				
Maintenance Reserve				
Replacement Reserve				
TOTAL OPERATING EXPENSES				
TOTAL NET PROJECT INCOME				
Debt Service	N/A	N/A	N/A	N/A
_ % on \$ _ for _ years				
___% on \$ _____ for _____ years				
___% on \$ _____ for _____ years				
TOTAL DEBT SERVICE				
CASH FLOW PER YEAR				
DEBT COVERAGE RATIO (Calculated as Total Net Project Income/Total Debt Service)				

Applicant Information

11. Applicant Capacity: Please list the members of your development team, along with phone numbers and e-mail addresses. ***Please include résumés for all agency/owner staff and contracted professionals who will have project responsibilities.***

Role	Name	Phone	E-mail
Owner/Agency Director	Kari Whitacre	541-758-3000	kwhitacre@communityoutreachinc.org
Owner/Agency Development Staff	Chris Quaka	541-758-3000	cquaka@communityoutreachinc.org
Owner/Agency Development Staff			
Owner/Agency Development Staff			
Architect			
Engineer			
Consultant			
Contractor			
Property Manager			
Other: COI Facilities Manager	Jay Magers	541-758-3000	jmagers@communityoutreachinc.org
Other:			
Other:			

12. Describe similar projects you have carried out, as a developer or sponsor, in the last five years.

We most recently carried out a CDBG funded air conditioner installation in the summer of 2014. This project helped cool our agency in the warm summer months including the second floor (shelter living space). Before the installation of the unit, clients, staff, and volunteers would regularly become ill and were unable to cool themselves as they used our facility. This summer we opened our shelter regularly to offer a cool environment for families with children who were experiencing homelessness in our community. The project improved our facility greatly and enables us to provide a comfortable environment so we can serve vulnerable populations in our community.

13. Financial Information: Please provide a copy of your most recent audited financial statement or, if your agency is not required to perform audits, an up-to-date balance sheet and income statement.

Attached

14. Describe your service/support plan for the housing or facility for which you are seeking funding. Include descriptions of the services it will provide upon project completion, who will provide these services, and the resident types/clients they will serve.

With the hiring of Jay Magers, COI now has the ability to properly maintain our facility and foresee maintenance issues that would go unaddressed without a dedicated staff member to complete them. Jay is supported by agency staff who regularly clean our facility and report maintenance issues, while reporting directly to our Executive Director, Kari Whitacre. COI serves more than 5,500 people every year focusing the majority of our resources on those who are homeless or at risk of homelessness through our mission of helping people to help themselves lead healthy and productive lives. We provide a full continuum of services including shelter, affordable childcare, medical and dental care, substance abuse and mental health counseling, food and kitchen facilities, crisis intervention, and information and referral services. Agency staff and a cadre of more than 500 volunteers assist clients in alleviating the underlying causes of homelessness by providing comprehensive wrap around services that support homeless men, women, veterans, and families with children, and limited services to chronically homeless men and women.

15. Please attach at least two letters expressing support for your project which describe the need for the project and how it will meet that need. Letters should be from representatives of agencies or community members who have knowledge of the need your project will meet and the clients/population it will serve.

Documentation Checklist: <i>(Unless otherwise indicated please attach a copy with each copy of this application.)</i>	Included	N/A
A. Letter of Intent Checklist submitted with the Letter of Intent (or a revised version if needed)	X	
B. Documentation of site control and the legal description of the property.	X	
C. Copy of the appraisal for the project (if acquisition). <i>(One copy with the original)</i>		X
D. The current scope of work for the project.	X	
E. Market study/analysis establishing project need (if acquisition). <i>(One copy with the original)</i>		X
F. Inspection report(s) used to create the scope of work or cost estimates. <i>(One copy with the original)</i>		X
G. If applicable, SHPO determination letter for the project.		X
H. Résumés for all staff and contracted professionals who will have project responsibilities.	X	
I. If the project is currently occupied, include a tenant income survey for each occupied unit.		X
J. If the project is currently occupied, include the general information notice for each tenant.		X

DISCLAIMER/DECISIONS NOT TO FUND: The City of Corvallis has developed this Request for Proposals and funding application with the intention of gathering information that is adequate to serve as a sound basis for decisions about funding allocations. As applications are reviewed it may become apparent that additional information is needed from one or all project applicants. In the event that something pertinent to all applications has been omitted from the application form, all who receive this RFP/application will be asked to provide supplemental information. The City may also follow up with individual applicants to clarify information contained in their application/proposal, or to gather additional information.

The City of Corvallis reserves the right to allocate funds to any, all, or none of the proposals/applications for funding received under this Request for Proposals. The City also reserves the right to provide funds with different financing terms to any or all projects funded, based on its determination of the severity of need among the populations that will be served, and on a project's financial need.

**City of Corvallis FY 16-17
Supplemental CDBG Program Letter of Intent Checklist**

Agency Details:

Project Title: Replace Boiler

Name of Developer/Agency: Community Outreach, Inc.

Agency's Address: 865 Reiman Avenue

Primary Contact: Kari Whitacre

Contact Phone: 541-758-3000 Fax: 541-758-3481

Contact E-mail: kwhitacre@communityoutreachinc.org

Project Description:

In the space below please provide a brief narrative describing the project and the low income beneficiaries impacted.

Community Outreach provides for the basic human needs of those who are at risk of or are currently experiencing homelessness through our mission of helping people help themselves lead healthy and productive lives. We provide a full continuum of services including shelter, affordable childcare, medical and dental care, substance abuse and mental health counseling, domestic abuse intervention, food and kitchen facilities, crisis intervention, and information and referral services. Our clients range in age from newborns to people in the mid-eighties and have low, very low, and no income, and the majority of our clients fall below 30% area median income.

Our boiler was installed in 2002 when COI's current facility was built. This boiler is essential as it provides heat for our facility in winter and the agency's hot water needs year round. Since its installation we have replaced three control panels, including one in the past year. We sent that control panel to Chicago to be rebuilt, (1-2 weeks), because it is no longer manufactured, or serviced in our region. A fully functional and repairable boiler is a critical need for our agency as we shelter an average of 60-70 individuals daily, serve additional people from our community with no access to shelter, or showers, not to mention supporting the staff and volunteers who are on site every day assisting the people we serve.

City Use Only

Date Letter of Intent was received: _____ By: _____ Initial: _____

Date of pre-application meeting: _____ With: _____ Initial: _____

Staff recommends applicant submits a funding application? Yes Future RFP Other: _____ Initial: _____

Date results letter sent: _____ By: _____ Initial: _____

Site Details:

Site address(es) 865 Reiman Avenue

Please indicate the ownership of the property: Own Under Contract Made an Offer Other:

Is the property currently occupied? Yes No N/A

If there is a structure on the project site, was it built before 1978? Yes No N/A

Does the project include any activities that will disturb the ground? (e.g.: Construction/Landscaping/Hardscape) Yes No N/A

Does the site currently maintain flood hazard insurance and/or is located in a floodplain? Yes No N/A

Has the site ever been tested for any of the following potential hazards? (Please select all that apply) Lead Paint Asbestos Radon

If so, please select those hazards it tested positive for: Lead Paint Asbestos Radon

Project Details:

Project Team:

The manager of this project will be: Jay Magers

The project manager is a(n): Employee Consultant Contractor Other:

Has the manager completed similar projects before? Yes No No. Many

The designer for the project is: _____ N/A

The contractor for the project is: Pace Heating and Air N/A

Scope of Work:

Has a detailed scope of work and cost estimate been developed for the project? Yes No N/A

Was the City's Planning Division contacted to ensure the project is permissible on the site selected? Yes No N/A

Was the City's Development Services Division consulted to address any life or safety concerns? Yes No N/A

Does the project involve the demolition/removal of any dwelling units? Yes No N/A

Have construction documents been completed for the project? Yes No N/A

Have the construction documents been reviewed by Development Services? Yes No N/A

When do you plan on beginning construction? Fall 2016

When do you plan to complete construction? Fall 2016

Project Beneficiaries: Please enter the number of individuals within a household that will benefit from the project.

	Below 30% AMI	30%-50% AMI	50%-80% AMI	Over 80% AMI
Homeowner beneficiaries:				
Renter beneficiaries:	213	12		

Project Funding:

Total project budget \$25,000 Amount of this request: \$25,000

Funds committed* to date: 0 Other outstanding requests: 0

Surplus/Deficit \$25,000 Total outstanding requests: 0

* Do any of the committed funds utilize federal funding, either directly or indirectly? Yes No N/A

M-215200-96

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, That MICHAEL G. ELLS

In consideration of \$150,000.00 Dollars, to him paid by the Grantee herein, does hereby grant, bargain, sell and convey unto COMMUNITY OUTREACH, INC., an Oregon not-for-profit Corporation

Grantee the following described real property, situated in the County of BENTON and State of Oregon, to wit:

See attached Exhibit "A"

Parcel # 117501 11-5-35-BD#100 117550 11-5-35-BD#107 350314 11-5-35-BD#111

To Have and to Hold the granted premises unto the said Grantee its Heirs and Assigns forever. And the Grantor does covenant that he is lawfully seized in fee simple of the above granted premises free from all encumbrances. See attached Exhibit "B"

and that he will and his heirs, executors and administrators, shall warrant and forever defend the granted premises, against the lawful claims and demands of all persons, except as above stated.

Witness my hand and seal this 19th day of June, 1996

Michael G. Ells (SEAL) MICHAEL G. ELLS (SEAL)

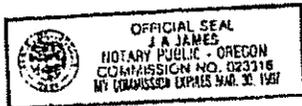
THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST ANY FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930. (SEAL)

STATE OF OREGON County of Benton } ss.

BE IT REMEMBERED, That on this 19th day of June, 1996, before me, the undersigned, a Notary Public in and for said County and State, personally appeared the within named MICHAEL G. ELLS

known to me to be the identical individual described in and who executed the within instrument and acknowledged to me that he executed the same freely and voluntarily.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.



J. D. Jones Notary Public for Oregon. My Commission expires March 30, 1997

STATE OF OREGON County of } ss.

UNTIL A CHANGE IS REQUESTED, ALL TAX STATEMENTS SHALL BE SENT TO THE FOLLOWING ADDRESS:

COMMUNITY OUTREACH, INC. 120 SW NINTH STREET CORVALLIS, OR 97333

Return to: COMMUNITY OUTREACH, INC. 120 SW NINTH STREET CORVALLIS, OR 97333

I certify that the within instrument was received for record on at o'clock and was recorded in Book Page Record of Deeds of said county.

Recorder of Conveyances

By Deputy

FATW #101263-B/JJ

38

Exhibit "A"

Parcel I:

Legal Description: Tract "B", area South of Dixon Creek.

Beginning at a 5/8 inch iron rod on the Easterly right-of-way of N.W. Eighth Street at a point which is of record as being South 26°57'30" West 2,728.55 feet from the Southeast corner of the S.M. Stout's Donation Land Claim No. 48 in Township 11 South, Range 5 West of the Willamette Meridian, Benton County, Oregon; thence Northeasterly along said Easterly right-of-way on a 80.00 foot radius curve left (the chord of which bears North 17°15'40" East 7.00 feet) 7.00 feet to a 5/8 inch iron rod set in Benton County Survey No. 7628 to mark the Northwest corner of the tract of land conveyed to Willamette Poultry Company by deed recorded on Microfilm No. M-31841-81, Deed Records of Benton County, Oregon, said Northwest corner also being the true point of beginning of the tract herein described; thence along said Easterly right-of-way of N.W. Eighth Street on the arc of a 80.00 foot radius curve left (the chord of which bears North 06°26'59" East 23.10 feet) 23.18 feet to the center of Dixon Creek; thence Easterly, downstream, along the center of said Dixon Creek, the following approximate courses and distances: South 68°53' East 33.0 feet and North 83°44' East 89.0 feet and North 68°03' East 19.0 feet and South 67°05' East 26.0 feet and North 49°08' East 52.0 feet and North 73°27' East 107.0 feet and North 61°59' East 66.58 feet and along the arc of a 45.00 foot radius curve right (the long chord of which bears South 88°32' East 44.3 feet) 44.31 feet and South 59°03' East 139.06 feet, more or less, to the Westerly right-of-way line of the Southern Pacific Railroad; thence South 17°53'16" West, along said Westerly Railroad right-of-way, 147.41 feet; thence along the arc of a 11,429.20 foot radius curve right (the long chord of which bears South 18°06'49" West 89.77 feet) 89.77 feet to a point of compound curvature; thence along the arc of a 5,699.65 foot radius curve right (the long chord of which bears South 19°06'19" West 150.67 feet) 150.67 feet to a point of compound curvature; thence along the arc of a 11,429.20 foot radius curve right (the chord of which bears South 19°56'42" West 41.21 feet) 41.21 feet to the centerline of N.W. Fillmore Avenue, a 50 foot wide right-of-way vacated by Ordinance 84-56 recorded on Microfilm No. M-61134-84, Microfilm Records for Benton County, Oregon; thence North 70°13'49" West, along the centerline of said vacated N.W. Fillmore Avenue, 170.45 feet to a point which bears South 19°46'11" West 25.00 feet from a 5/8 inch iron rod marking the Southeast corner of the tract of land conveyed to Mutual Produce Co. by deed recorded in Book 202, Page 20, said deed records; thence North 19°46'11" East 205.00 feet to a 5/8 inch iron rod marking the Northeast corner of said Mutual Produce Tract; thence North 70°13'49" West 121.00 feet to a 5/8 inch iron rod marking the Northwest corner of said Mutual Produce Tract, also being the most Easterly corner of said Willamette Poultry Company Tract; thence North 36°24'12" West, on the Northerly line of said Willamette Poultry Company Tract, 36.19 feet and North 70°13'49" West 95.00 feet and North 80°09'00" West 76.38 feet to the true point of beginning, all in Benton County, Oregon.

The above described tract includes a portion of N.W. Sixth Street vacated by Ordinance 82-65, recorded July 22, 1982 as M-39824-82, Microfilm Records for Benton County, Oregon.

Parcel II:

A certain nonexclusive easement for access and utility purposes set forth in instrument recorded February 14, 1989 as M-108983-89, Microfilm Records for Benton County, Oregon, per the terms and provisions thereof.

TOGETHER WITH a perpetual non-exclusive easement more particularly set forth in instrument recorded June 24, 1996, as Microfilm Number 218 198-96, subject to the terms and provisions set forth therein.

EXHIBIT "B"

EXCEPTIONS:

1. Any adverse claim based upon the assertion that some portion of said land have been removed from or brought within the boundaries thereof an avulsive movement of Dixon Creek or has been formed by the process of accretion or reliction or has been created by artificial means or has accreted to such portion so created.
2. The rights of the public in and to that portion of the above property lying within the limits of roads and highways.
3. Easement for electric transmission and distribution lines, including the terms and provisions thereof, in favor of Pacific Power & Light Company, as set forth in instrument recorded May 25, 1959 in Book 168 page 653, Benton County Deed Records.
4. Easement for sewer pipelines, including the terms and provisions thereof, in favor of the City of Corvallis, as set forth in instrument recorded May 2, 1961 in Book 177, page 250, Benton County Deed Records.
5. Easement for road and utilities, non-exclusive, including the terms and provisions thereof, in favor of Foamat Foods, Corp., as set forth in instrument recorded May 2, 1967 as M-2531, Microfilm Records for Benton County, Oregon.
6. Easement for water pipeline or pipelines, over, under and across a portion of said land, including the terms and provisions thereof, in favor of the City of Corvallis, as set forth in instrument recorded May 9, 1980 as M-16743-80, Microfilm Records for Benton County, Oregon.
7. Easements, including the terms and provisions thereof, over and across the premises formerly included within the boundaries of Northwest 6th Street North of Fillmore Avenue, now vacated, as reserved by vacating order 83-65, recorded July 22, 1982 as M-39824, Microfilm Records for Benton County, Oregon.
8. Easement for roadway and utility purposes, including the terms and provisions thereof, in favor of Hal Titus and Estate Builders, Inc., as set forth in instrument recorded June 29, 1984 as M-59128-84, Microfilm Records for Benton County, Oregon.
9. Deed Restrictions, including the terms and provisions thereof, as set forth in instrument recorded August 2, 1984 as M-60066-84, Microfilm Records for Benton County, Oregon.
10. Maintenance Agreement, including the terms and provisions thereof, as set forth in that certain appurtenant easement recorded February 14, 1989, as M-108963-89, Microfilm Records for Benton County, Oregon.

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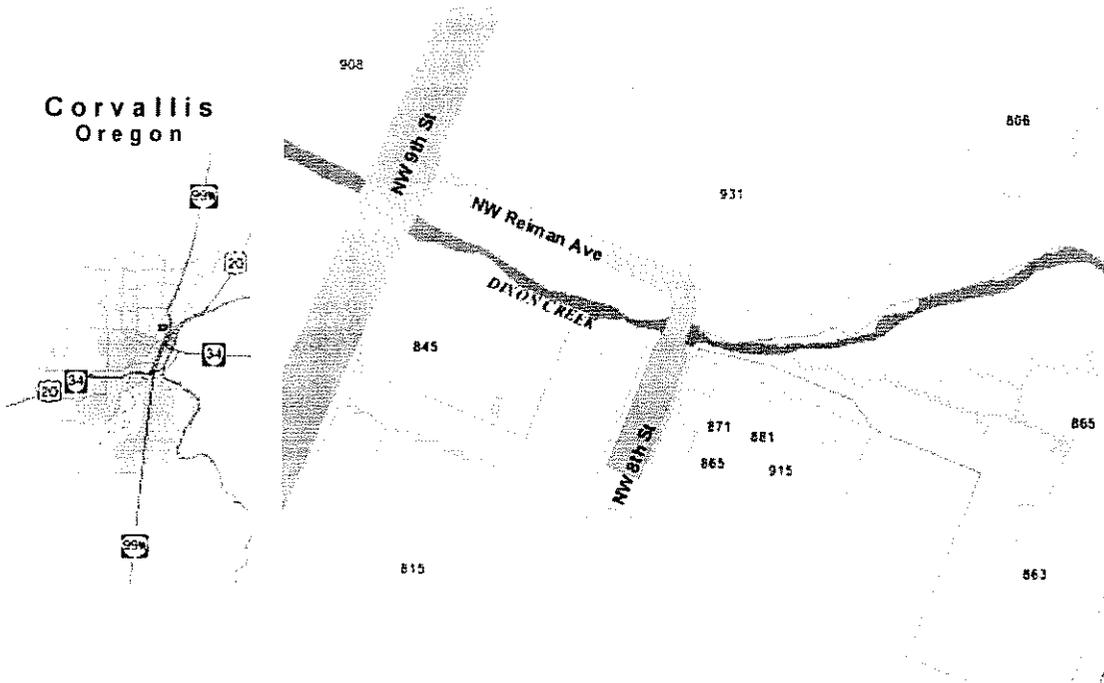
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865 NW REIMAN AVE

Property Report

Assessment Report: 350314
 Map and Tax Lot Number: 11535BD00111
 Tax Map: 11535BD



Political & Districts

Wards:

WARD
6

COUNCILOR

Joel Hirsch

Corvallis Police District:

Central

Sweepers:

AREA
CBD

DAY
Mon/Friday

High School:

Corvallis

Middle School:

Linus Pauling

Elementary School:

Garfield

Land Use

City Limits:

Corvallis

Annexations:

NAME	ANNEXATION DATE	ORDINANCE
OSU Campus, NW Corvallis	1909	289

Urban Growth Boundary:

YES

Comprehensive Plan:

Mixed Use Commercial

Solar:

NO

Historic District:

NO

Willamette Greenway:

NO

Permit and Land Use Cases since 1991: 11535BD00111
Archive Documents: 11535BD00111

Environment & Utilities

FEMA 100 year Floodplain: YES
FEMA 500 year Floodplain: YES
Water Level: 1st Level
Storm Basin: Dixon Creek
Sanitary Basin: Fillmore

DISCLAIMER:

THE GIS APPLICATIONS ACCESSED THROUGH THIS WEB SITE PROVIDE A VISUAL DISPLAY OF DATA FOR YOUR CONVENIENCE. EVERY REASONABLE EFFORT HAS BEEN MADE TO ASSURE THE ACCURACY OF THE MAPS AND ASSOCIATED DATA. THE CITY OF CORVALLIS MAKES NO WARRANTY, REPRESENTATION OR GUARANTY AS TO THE CONTENT, SEQUENCE, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE DATA PROVIDED HEREIN. THE USER OF THESE APPLICATIONS SHOULD NOT RELY ON THE DATA PROVIDED HEREIN FOR ANY REASON. THE CITY OF CORVALLIS EXPLICITLY DISCLAIMS ANY REPRESENTATIONS AND WARRANTIES, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE CITY OF CORVALLIS SHALL ASSUME NO LIABILITY FOR ANY ERRORS, OMISSIONS, OR INACCURACIES IN THE INFORMATION PROVIDED REGARDLESS OF HOW CAUSED. THE CITY OF CORVALLIS SHALL ASSUME NO LIABILITY FOR ANY DECISIONS MADE OR ACTIONS TAKEN OR NOT TAKEN BY THE USER OF THE APPLICATIONS IN RELIANCE UPON ANY INFORMATION OR DATA FURNISHED HEREUNDER

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GIS: 1245 NE 3rd St, Corvallis, Oregon 97330 ph: 541-766-6916 Fax: 541-766-6920

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PACE Heating & Air
 P.O. Box 2529
 Corvallis, OR 97339
 (541) 753-4328 Bus
 (541) 248-3076 Fax
 CCB: 195939

Project: Community Outreach 865 NW Reiman St Corvallis Date: 4/2/2013

PACE Heating & Air is offering this proposal for you consideration on the Boiler work for the above referenced project. This proposal is subject to the following scope narrative, inclusions, and exclusions.

Base Bid Install 1 KBN 399 Lochinvar Boilers 96 % too the existing System
 Alt 1 Factory Installed Ionworks on the Boiler .

1. PRICE: PACE Heating & Air will perform the work described herein:
 (price firm for 30 days from bid date)

98 % boiler Could save up to \$ 2,200 in gas a year! possible \$1,100 dollars of incentives

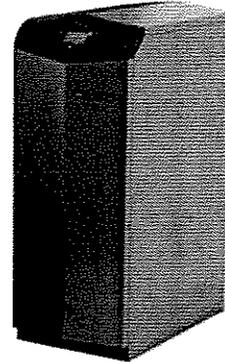
Base Bid: \$ 26,930.00
 Alternate 1: \$ ~~28,748.00~~
 Alternate 2: \$ ~~29,000~~
 Alternate 3: \$

2. INCLUSIONS:

City Permits up to \$7500

- Vent boiler
- Gas piping, domestic plumbing, condensate, hydronic piping
- Submittals and O&Ms
- Pipe Insulation
- Coordination with other trades
- Start-up, testing, and training
- Electrical
- Payment due on completion of job

Control System Integration
KNIGHT
 COMMERCIAL BOILER
2,500
Total 31,500



3. EXCLUSIONS:

- Seismic engineering and drawings
- Cutting, patching, framing, roofing, painting, access doors
- All painting, prime coating, and cleaning of materials and equipment
- Structural reinforcement and framing for mechanical
- Concrete work, including curbs, block outs, and housekeeping pads
- Temporary construction utilities and services (water, sewer, heating, cooling, lights, electrical, site security, and dust control)
- Smoke and fire protection, fire safety wiring, and
- Identification, removal, or disposal of hazardous materials/asbestos found during this project
- Any Other Item Not Specifically Included
- permits, and fees Over \$ 750 permit Fees

Sincerely,

Customer Acceptance

 John C Maine
 Commercial Estimator

 Name: _____
 Title: _____

INTRODUCTION

A. Scope of Work, Roles & Responsibilities

The purpose of this document is to define the roles and responsibilities of the contractor and Community Outreach Inc. as they relate to the Boiler Replacement at COI's location 865 NW Reiman Avenue, Corvallis, OR 97330. This work is funded through a CDBG grant from the City of Corvallis and therefore will fall under the federal reporting guidelines associated with the Davis-Bacon Act (see section C).

This project requires coordination with the Contractor, Project Manager (Jay Magers, COI), and the City of Corvallis Staff; General responsibilities of each representative are as follows:

1. The Contractor shall be responsible for the following:

- a. Furnish all labor, materials, equipment, tools, incidentals and transportation which are necessary for the completion of the work, as specified in this packet.
- b. Submit employee timesheets to the City of Corvallis regularly (weekly) to demonstrate adherence to the Davis-Bacon and "Related Acts" guidelines.
- c. Be responsive to and supportive of requests from Project Manager and City of Corvallis Staff when completing work.

2. The Project Manager shall be responsible for the following:

- a. Maintaining overall responsibility for project and construction management; contract administration; permit acquisition and compliance.
- b. Retaining the services of a licensed professional engineer in the State of Oregon (if necessary) to conduct regular on-site inspections, to ensure Contractor's work conforms with plans and specifications.
- c. Hiring a licensed and insured Contractor.
- d. Ensuring that construction does not begin until permits are issued.
- e. Ensuring that any and all final and warranty inspection punch-list repairs are completed and accepted.

3. The City shall be responsible for the following items:

- a. Issuing permits as necessary and requested.
- b. Reviewing submitted timesheets and verification forms to ensure Davis-Bacon and "Related Acts" rules are followed by contractor.
- c. Completing intermediate inspections of work (as necessary) and approving final project when complete.

B. Minimum Qualification Requirements

In order to be eligible to respond to this Bid, all businesses must demonstrate and submit all of the minimum qualification requirements stated below.

Your business's non-compliance to the outline below could cause your business to be determined non-responsive and disqualified from this evaluation process. Ensure the qualifications below are easily found and clearly addressed within your response.

1. Evidence that the business is currently registered to do business in Oregon.
2. Businesses must be licensed, bonded, insured, and certified by all appropriate State and Local agencies.
3. **NO PROPOSALS WILL BE ACCEPTED AFTER THE BID DUE TIME** (see calendar below).
4. All proposals must be submitted to Jay Magers via email at jmagers@communityoutreachinc.org, by fax at 541-758-3481, or by mail at 865 NW Reiman Avenue, Corvallis, OR 97330.

Project Element	Begin Date	End Date
Conduct RFP Process (Advertisement/Review/Selection)	9/26/16	10/13/16
Bid Due Date		5:00 p.m. on 10/14/16
Order Replacement Boiler and Necessary Materials	10/17	10/24
Remove Existing Boiler	11/1	11/2
Replace Existing Boiler	11/3	11/4
Initial Phase of Boiler Startup and Testing	11/4	11/11

C. Davis Bacon-Act Community Development Block Grant (CDBG) Funds

This is a federally funded project under Community Development Block Grant (CDBG) funding through the Department of Housing and Urban Development (HUD). All HUD Federal rules and regulations pertaining to this project are applicable. Federal Davis-Bacon Wage Rates for work classifications are specified and must be complied with. Fringe benefits must be added to the prevailing hourly rates where applicable.

The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.

D. Project Specifications

COI is searching for a contractor to remove, replace, and make operational a vented gas boiler which is used as the primary heat source for our 20,000 square foot facility, located at 865 NW Reiman Avenue in Corvallis, OR.

Included in the quote should be the following items:

1. Cost for removal of existing unit.
2. Installation of a vented gas boiler capable of withstanding temperate Oregon winters and the associated pressures it creates on a heating system and its control panel.
3. Ability to integrate boiler with existing agency heating and A/C control system.
4. Gas piping and related fittings.
5. Plumbing piping and related fittings.
6. Electrical wiring and control panel integration.
7. Unit start-up, testing, and employee training.
8. Ability to work with other Contractors, Project Manager, and City Staff as applicable to project.
9. Employee Wages set at or above Davis-Bacon and "Related Acts" prevailing wage rates.

Kari Whitacre

541.740.3839 ~ kariwhitacre@live.com

Experience

Executive Director, Community Outreach, Inc.

Corvallis, Oregon March 2011– present

- ∂ Direct and lead all Community Outreach programs through implementation of organization goals, program plans, policies, and practices
- ∂ Manage a team of 7 program Directors and a total of 35 staff
- ∂ Oversee preparation of budgets and grant proposals and assure compliance with contracts, grants and financial commitments to outside agencies and the Board
- ∂ Represent Community Outreach and the Board before governmental agencies and other interested groups. Responsible for joint planning, collaboration, and building and maintaining a close working relationship with local law enforcement, hospital system, area non-profits, elected officials and faith based organizations

Development Director, Community Outreach, Inc.

Corvallis, Oregon October 2008– March 2011

- ∂ Oversaw the development team that generates financial resources and community involvement to support programming and Community Outreach's mission
- ∂ Provided leadership in developing and maintaining close relationships with the philanthropic community, individual and corporate donors, sponsors and Board Members
- ∂ Oversaw development of written communications, public relations material, and a web presence
- ∂ Worked closely with the Board of Directors in the area of Major Gifts, Finance, and Special Events

Marketing Director, Baker County Development Corp.

Baker City, Oregon April 2007– October 2008

- ∂ Developed and implemented a three year strategic plan to increase tourism in Baker County
- ∂ Created a branding strategy using collateral material, marketing material, web presence, and press releases
- ∂ Developed a cooperative marketing program to partner with local businesses and effectively advertise events and attractions in Baker County
- ∂ Collaborated with the Board of Directors, Marketing Committee, and Eastern Oregon Marketing Association to create a unified marketing image for the area

Education

Southern Oregon University ~ *BS Communications*– 1993

Ford Foundation Leadership Training– 2008

Leadership Corvallis– 2010

CHRISTOPHER T. QUAKA

2314 NW Garfield Avenue
Corvallis, Oregon 97330

(541) 745-8111
ctquaka@gmail.com

SUMMARY

- Natural leader with vision and experience
- Skilled in collaboration and team building
- Excellent presentation and communication skills
- Extensive fundraising experience

PROFESSIONAL EXPERIENCE

Development Director

Mar. 2014 - Current

Community Outreach Inc., Corvallis, OR

- Direct agency fundraising efforts by cultivating relationships between donors and Community Outreach, writing grants, leading annual donor solicitation efforts, coordinating events, editing agency website and publications.
- Craft individual strategies to improve relationships with 200 major donors including regular conversations, drafting written correspondence, providing agency tours, and engaging donors during events.
- Secured nearly \$800,000 in agency funding for Fiscal Year 2015, of which \$350,000 was from major gifts.
- Direct development office activities including strategic planning, budget development, and staff supervision.
- Collaborate with agency leadership to present current and specific program information to community stakeholders.

Communication Manager

Feb. 2011 – Mar. 2014

NeighborImpact, Redmond, OR

- Manage external agency communications and fundraise by directing agency communications strategies, collaborating with media outlets, writing grants, directing fundraising events, and representing the agency in local communities.
- Collaborated with staff in researching, submitting, and securing more than \$475,000 of grant funding over two years.
- Develop written communications and public relations materials including press releases, annual reports, newsletters, mailings, brochures, social media information, and commercials.
- Agency representative on multiagency committees collaborating on communitywide needs and volunteer initiatives.
- Coordinate agency wide volunteer efforts in support of special events that raise more than \$95,000 annually.

Unit Leader

Oct. 2005 – Oct. 2010

Corporation for National and Community Service, Perry Point, MD

- Provided leadership to 80 18-24 year olds in a national service program yielding over 140,000 service hours annually.
- Collaborated with city, county, non-profit organizations and government agencies to achieve agency goals.
- Served as field disaster director to non-profit, city, county, state, and federal officials during disaster deployments.
- Mitigated conflicts involving members, volunteers, agency stakeholders and community organizations.
- Developed and implemented policy and procedures for training and deployment of wildland firefighters.

Account Manager

Nov. 2004 – Sep. 2005

TruGreen LandCare, Mundelein, IL

- Managed commercial landscape accounts totaling over \$1 million dollars in annual sales revenue.
- Communicated with field personnel, clients and managers daily to ensure job quality and customer satisfaction.
- Mentored 5 person sales team in areas of technical knowledge, interpersonal skills and client negotiating techniques.
- Supervised and trained 16 employees in pesticide usage, horticultural techniques, and safety skills.
- Performed human resource activities including employee recruitment, interviews, promotion, and termination.

EDUCATION

B.S. Plant and Social Science, 2001
Southern Illinois University

A.A. Landscape Design, 1999
Kishwaukee College

SKILLS AND CERTIFICATIONS

- Neighborhood Partnerships Advocacy College Graduate 2012
- Experienced in technical writing and grant writing
- MVDP Board of Directors Member
- Proficient in Microsoft Office/Wordpress
- Completing CFRE Certification

Jay Magers

Education:

1977-1984, Oregon State University

Scene Design and Stage Lighting

B.S. Speech Communications 1984

2002-2003, Linn Benton Community College

Mechanical, Civil, and Architectural Computer Assisted Drafting

Experience:

9/82-6/84, O.S.U. Dept. of Theatre Arts, Corvallis, Oregon, Studio Theatre Technical Director, ½ time

Supervision of all technical aspects of Studio Theatre operations.

6/84-6/85, O.S.U. Dept. of Theatre Arts, Corvallis, Oregon, Technical Director/ Instructor

Supervision of all technical operations of University Theatre Dept. including @75 students per term.

6/85-6/86, Abby's Furniture Factory, Corvallis Oregon, Shop Foreman

Furniture construction, machinery set up and maintenance, supervision and work flow for 5 employees.

6/86-7/89, Wiebes Custom Millwork, Albany Oregon, Night Foreman

Machinery set up and maintenance, prototype construction, custom projects, supervision of 3-8 employees.

7/89-3/91, Woodcastle Furniture, Albany, Oregon, Furniture Maker

Machinery set up and maintenance, production of furniture parts, swing shift Foreman when needed, custom projects, 5-10 employees supervised.

5/91-12/91, The Real Oregon Gift, North Bend, Oregon, Woodworker

Set up and maintenance of machinery, myrtle wood product production.

2/92-12/95, Woodcastle Furniture, Albany, Oregon, Custom Shop Operator/Production Information Controller

Construction of all custom furniture and prototypes for production shop, computer recording of labor and material costs for 25 person furniture factory, conversion of paper bill of material and shop drawing files to electronic, CAD drafting and furniture design, monthly cost reporting and inventory control for factory.

1/96-6/97 R3 Engraving and Sign, Corvallis, Oregon, Special Projects

Part time design and installation of sign projects as personal assistant to owner.

1/96-6/97, Contractor, Self Employed, CCB#118796

Cabinetry, finish carpentry, flooring, glass work, light remodeling.

6/97-5/04, Bob's Mirror and Glass, Corvallis, Oregon, Glazier

Installation and repair of residential and commercial windows, mirrors, bath and shower glass, aluminum and wood store front, and commercial doors.

5/04-6/15 Stay Home Parent

Many unpaid remodel and construction projects, home, relatives, Eugene Yacht Club, Willamette Valley Twisters Gymnastic Academy.

6/15-Present, Community Outreach Inc., Corvallis, Oregon, Facilities Manager

Supervision of all building, grounds, and security operations of Community Outreach property.

The Rev. Elizabeth Oettinger
3323 SW Chintimini Ave
Corvallis, OR 97333

September 19, 2016

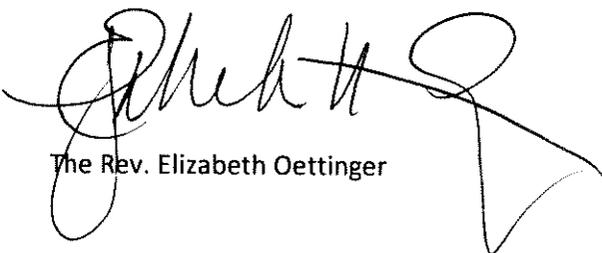
Kent Weiss
Housing and Neighborhood Services Division,
City of Corvallis

Dear Kent,

This letter is being written in support of a BDBG grant to Community Outreach Inc (COI) for the installation of a new boiler for the heating system for our building. I have been a board member of COI for over a decade and for the past six months I have been a four-day-a-week volunteer. I know how important this building is for the good work it does for the community as a whole; I have come to know how important this transitional home is for those who live and work here. At one level, it seems ridiculous to "make a case" for why a building that provides a whole network of services for some of the most vulnerable populations in the city needs a reliable heating system, one that can be easily managed and repaired, if necessary, moving into the future. Though Corvallis's climate is not extreme, we all rely on having heat in the winter in both our homes and offices. It keeps us happier and it keeps us healthier, more able to focus whatever we should doing. For any of us, if our heating system is not reliable and it goes out, it is a constant distraction until we get it fixed. It makes us uncomfortable, and, in doing that, raises the degree of difficulty accomplishing anything else. That's true for everyone.

I would like to make the argument that it is even more important for the clients of Community Outreach. The people who live in our shelter are people who, for a variety of reasons, have found themselves homeless. They come to us because they want to make a transition away from homelessness and into a more stable life. Many of them come with one or more disabilities that raise the degree of difficulty to becoming independent. Many of them are fragile, emotionally or physically, and all of them have some level of trauma in the story of what brought them to the place of being homeless. In coming to COI, they have made an important commitment to turn their lives around. Our return commitment to them is help remove the obstacles to their success. Our clients depend on COI being a place where you can take things like food and heat for granted. That consistency of environment is, I would argue, crucial to our clients' success. I would argue that it's even more important for them than it would be for you and me. It is one of the underlying assumptions in the contract between the Corvallis community, COI, and our clients. The clients work on achieving their goals. COI, with the support of the community, provides the basics of food, shelter, respect, personal support, and, yes, heat. It's that simple and that important.

Thank you for your consideration,



The Rev. Elizabeth Oettinger

September 14, 2016

Kent Weiss
Housing and Neighborhoods Services Division
City of Corvallis

Dear Kent,

This letter is intended to serve as my recommendation for approval of Community Outreach Inc's supplemental CDBG request for funding to replace the agency's ailing boiler.

In the fall of 2015, this issue was addressed with COI the Board of Directors, of which I am a member. During the meeting it was relayed to us that the boiler, although relatively young in age was in need of replacement because we were regularly ruining control panels that were not only expensive to fix, but nearly impossible to replace. Imagine our concern when we heard about this issue, as well as the news that we were extremely busy in our shelter, and heading into what we now know was one of the busiest shelter seasons since the dedication of COI's building in 2002.

As we head into another winter season, we are encouraged by the City's availability of CDBG funding which could solve this issue for us quickly and with little impact on our current operational costs. We are currently housing between 60-75 homeless individuals a night, one out of three of them children under the age of 18. Now entering our 15th winter in this facility, we are finding that we are regularly running into building maintenance and upkeep issues associated with an aging structure. As a member of our Board's Fundraising Committee, I know the extensive efforts our agency goes through to raise funds to support our current operating efforts. While the cost of a new boiler was not budgeted in this year's fundraising efforts, your support would be extremely helpful as our agency runs on an extremely tight operating budget, and \$35,000 makes a huge difference in our ability to serve clients with safe and livable shelter in our community.

We hope that you look favorably on our request and thank you again for considering the important work COI does to help not only the people we shelter every night, but the 5,500 people we serve throughout our tri-county region every year.

Sincerely,



Justin Kruse
COI Board of Directors
Resource Development Committee
555 NW Harrison Boulevard
Corvallis, OR 97330-3916

CINCINNATI OH 45999-0038

In reply refer to: 0248132325
Nov. 27, 2007 LTR 4168C E0
93-0602094 000000 00 000
00025106
BODC: TE

COMMUNITY OUTREACH INC
865 NW REIMAN ST
CORVALLIS OR 97330-6177656

Employer Identification Number: 93-0602094
Person to Contact: Paul M Perry
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Nov. 15, 2007, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in June 1974, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(03) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

**APPLICATION FOR FY 16-17 CITY OF CORVALLIS
SUPPLEMENTAL CDBG PROGRAM CAPITAL PROJECT FUNDING**

Project/Activity Title: Van Buren House: 17 New Units for Very Low to Extremely Low Income Individuals & Families

Address: 2231 NW Van Buren, Corvallis, OR (Please attach a map showing the project location) (See Attachment #1)

Name of Applicant: Corvallis Housing First (attach verification of 501(c)(3) status) (See Attachment #2)

Applicant's Address: 425 SW Madison, Suite Q1, Corvallis, OR 97330

Contact Name: Brad Smith, President Contact e-mail: brad@bixbynw.com

Contact Phone: (541) 760-1020; 541-207-8699 Contact Fax: (541) 758-6486

**RECEIVED
COMMUNITY DEVELOPMENT**

SEP 19 2016

Project Overview:

The project includes: (Mark all that apply)

<input checked="" type="checkbox"/> Rental Housing	<input type="checkbox"/> Owner Occupied Housing	<input type="checkbox"/> Public Facility
----------------------------------------------------	-------------------------------------------------	------------------------------------------

The project includes: (Mark all that apply)

<input type="checkbox"/> Acquisition of land only	<input checked="" type="checkbox"/> Acquisition of Land & Improvements	<input type="checkbox"/> Rehabilitation or Conversion	<input type="checkbox"/> Public Improvements
---------------------------------------------------	------------------------------------------------------------------------	-------------------------------------------------------	----------------------------------------------

Control of the property is maintained by

<input type="checkbox"/> Deed	<input checked="" type="checkbox"/> Contract Expires <u>10/15/16</u> : (See Attachment #3)	<input type="checkbox"/> Option Expires: _____	<input type="checkbox"/> Other (describe): _____
-------------------------------	--------------------------------------------------------------------------------------------------	---------------------------------------------------	--------------------------------------------------

**HOUSING & NEIGHBORHOOD
SERVICES DIVISION**

How long will your project be committed to providing affordable housing or a public facility as described in this proposal? indefinitely

Funding Overview:

Total project budget	<u>1,010,800</u>	Amount of this request:	<u>400,000</u>
Funds committed* to date:	<u>0</u>	Other outstanding requests:	_____
Surplus/Deficit		Total outstanding requests:	

* Do any of the committed funds utilize federal funding, either directly or indirectly? Yes No N/A

Signatures of responsible/authorized representatives

Director/Owner/Other Authorized Signer:

Board President/Chair if non-profit:

Name Date

BP Smith _____
Name Date 9-19-16

Name Date

President _____
Title Date

Capital Project Questionnaire

Yes	No	N/A
-----	----	-----

Has any of the information provided in the Letter of Intent Checklist changed?
If so, please complete a revised Checklist and capture the changes within the narrative section of this application.
(See Attachment #4)

X

Site:

Yes	No	N/A
-----	----	-----

1. If you do not own the property and your project includes property acquisition, have you issued the required Uniform Relocation Act notices to the property owner? X
2. If there are any existing structures 45 years or older on the site that will be demolished during the course of development, has SHPO reviewed your site and demolition plans? X
3. Are there any known environmental hazards or issues on or adjacent to your project site? X
4. Are there any known wetlands on or adjacent to your project site? X
5. Are there any known underground storage tanks on or adjacent to your project site? X
6. Are there any known aboveground storage tanks on or adjacent to your project site? X

Project:

Yes	No	N/A
-----	----	-----

7. Has an appraisal been completed for the project? X
8. Have adequate funds been budgeted within the proposed budget to cover the costs of relocation, either temporary or permanent, if the project involves occupied units? X
9. If you have been advised that the project will be subject to Prevailing Wage Rates, have adequate funds been budgeted within the proposed budget to cover those additional costs? X
10. If applicable, do your project plans and specifications meet Section 504 and other applicable building code and fair housing requirements for accessibility?
(One or two units with accessible routes will be adapted as funding becomes available) X

Project Schedule: In the table below, please list the major elements of your project, along with the dates that you anticipate each element will begin and end.

Project Element	Begin Date	End Date
Completion of escrow – dependent upon release of CDBG funds, escrow closes 30 days following funds release; occupancy begins immediately thereafter		

For the questions that follow you may either answer the question in the space provided or you may attach one single sided page (no more) for each question. The attached page must include a restatement of the question at the top of the page. If you choose to answer a question on an additional page, please indicate so following that question in the application form.

1. Describe your project. Include a notation of which eligibility category applies to the project, who and how many households/families/individuals the project will be targeted to serve, their incomes and whether they are part of any priority special needs group. Attach a site plan for your project, and include preliminary or final floor plans if available.

The Van Buren House project will be focused on providing permanent supported housing for 17 individuals or couples who are chronically homeless (individuals with a disability who were homeless more than a year or more frequently than 4 times in the last 3 years [24 C.F.R. 91.5]). All of these individuals are extremely low to low income, and as people who are homeless, disabled, with chronic illness and mental health issues, they are a priority special needs group.

In opening up these new rooms, we will be able to move some residents from Partners' Place, our current permanent supported housing site, to Van Buren House. This will open up 4 or 5 apartments (2 bedroom, 2 bath) that are suitable for extremely low to very low income families who have not been able to obtain secure housing and are currently homeless. Thus, special needs families who are homeless will also find new housing opportunities.

This project will help us to increase the inventory of housing for extremely low income individuals from the current 14 at Partners' Place to 22-23 with the combined rooms at the new Van Buren location. In addition, 4-5 apartments for extremely low to low income families (working with the Adult Services Team) will become available (an additional 8-15 individuals). Thus, the stock of permanent supported housing would increase from serving 14 individuals to 30 to 38 individuals.

We hope to have both Partners' Place and Van Buren House set up as sited-based HUD housing. If this is not possible, this housing would be inexpensive enough to qualify for the section 8 voucher program, if approved.

2. How have you determined that there is a need for the project you are proposing? Please describe in detail the severity of the need(s) you will be targeting, how you have determined this severity, and the extent to which your project will address it. If your project would include the development of housing, what tools have you used to measure the need or demand for your project?

The need for the project is evidenced by the fact that the current 4th Street Men's Cold Weather Shelter serves between 20 and 40 chronically homeless men each night during the winter season. We have rarely been able to find permanent housing for these individuals, and the waiting list at Partners' Place is usually full.

As for low income families, Jim Moorefield of Willamette Neighborhood Housing Services reports the current availability of low income housing at one percent. Moreover, less than 30 percent of the HUD vouchers granted in Corvallis/Benton County are actually used – mainly because there is simply no affordable housing with which to use them.

Most people who are homeless require at least temporary support services. The wrap-around case management services, which will be available through Partners' Place and Van Buren House, will help newly housed residents adjust to their new situations and help them be successful in stabilizing or improving their lives.

The "Benton County Ten Year Plan to Address Homelessness" (p. 7) underscores the need for addressing homelessness in Benton County by building on the principles of housing first. Housing first is the philosophy that individuals experiencing homelessness can be most successful and receptive to interventions after they are housed. In other words, housing is the prerequisite to all other progress.

Research in multiple U.S. cities, Canada, and Europe has demonstrated the utility and cost effectiveness of the housing first approach. Among the most successful recent examples is the experience of Salt Lake City, Utah, which has virtually ended chronic homelessness by applying housing first principles.

3. Describe the ways in which your project meets the goals of the Corvallis CDBG program, as outlined in the Request for Proposals package and in the City's FY 13-14 through FY 17-18 Consolidated Plan.

This project meets three goals. It will:

- **“Create and retain affordable housing opportunities” by bringing more housing opportunities to extremely low to very low income individuals and families.**
- **“Support the goals of the Benton County Ten Year Plan to Address Homelessness” by bringing some individuals and families that are homeless into permanent housing. The Benton County plan cites housing first principles as its core strategy.**
- **Integrate support services through “support agencies that provide direct services to target populations.” Corvallis Housing First works with many other agencies to provide “direct services to target populations.” As a point of initial contact, we work with many agencies to get appropriate services for the men and women at cold weather shelters and the families we work with through the Adult Services Team. The large “living room” of Van Buren House could be partly partitioned off to provide some private consultation rooms for residents to meet with other service providers (e.g., VA, BCHD & BCMHD) and to meet with their CHF case manager. The Corvallis Housing First office will likely move into the Van Buren site, which also will provide a 24-hour presence of support for those who live in the house (daytime with case manager/ED or office manager; at night through the resident manager).**

Describe the means you used to estimate or determine project costs. Have you reviewed estimates and the overall project to determine whether there are lower-cost alternatives to the proposed activities? Have you anticipated cost increases during the term of construction? *Please provide the current scope of work for the project and inspection reports utilized in the creation of the scope of work and cost estimates.*

No substantive projects are anticipated during the first year of ownership. Minor repairs will be handled on a case by case basis as issues arise. A full inspection of the property will be conducted prior to completion of the property purchase. If more substantive projects are identified at a later time they will be supervised by Benton Habitat for Humanity.

5. **If you are proposing a housing rehabilitation project:** what is the basis for your assessment of the repairs needed? Will the after-rehab condition of your project meet the HUD Housing Quality Standards found at 24 CFR 982.401?

Not applicable

6. Describe the steps you will take to maintain the structural integrity of the housing or facility you plan to acquire/create or rehabilitate. How will you assure that the value of the asset (structures) will be maintained?

A detailed capital needs assessment will be conducted during the due diligence period. Repair/replacement schedules will be developed based upon the anticipated life expectancy of the major components. Large items that will have separate repair/replacement schedules will include the roof, exterior walls & windows, central boiler, plumbing, and electrical systems. A preliminary evaluation of the major systems suggests that there is at least a 5 year remaining life span on all systems with most systems having a significantly longer life expectancy. A place holder estimate of \$750/month as a repair/replacement budget item has been included in our attached budget. This number will be adjusted as we get a better understanding of the systems' conditions.

On-going repair and maintenance issues will be handled by IPMG, Inc. of Corvallis. IPMG currently provides maintenance and management services for our facilities at the men's winter shelter (4th St) and Partners' Place – our existing permanent supported housing facility on Harrison Blvd.

7. Please list below the sources of funding you anticipate using to complete development of your project. List the amount of funding you are seeking first in this application, followed by other sources. Include the amounts secured/sought, whether they are a loan, grant, or other type of funding (e.g., in-kind, donated materials/labor, owner equity, etc.), the terms if a loan, and the status of your request or application.

Source	Amount	Type (Grant, Loan, other)	Terms	Status (Applied, Committed, In Hand, or Unknown)
City of Corvallis (this application)	400,000	TBD	TBD	
Spirit Mountain – kitchen remodel	75,000	Grant	TBD	Unknown
Seller Loan	600,000	Loan	4.5%, 25 yr amortization, 15 yr balloon	Terms have been agreed upon with seller

8. Uses of Funding (*You are encouraged to substitute a comparable document in your own format.*)

Activity	Cost	Funding Source
Acquisition Costs		
Purchase price – land	\$478,500	CDBG and seller loan; land value based upon current tax valuation of land as 47.8% of \$1,218,046 estimate FMV
Purchase price - improvements	\$521,500	Improvements set at 52.2% of current FMV
Liens and other taxes	\$1,766	Pro-rated property tax
Closing/recording costs	\$1,335	Ticor estimate for escrow, recording, and title fees
Off-site costs/improvements		
Other:		
SUBTOTAL ACQUISITION	\$1,003,101	

8. Uses of Funding (continued)

Activity	Cost	Funding Source
Development Costs		
Land use approvals		
Building permits/fees		
System Development Charges		
Market Study		
Environmental reviews		
Soils report (geotech)		
Property survey		
Marketing		
Insurance		
Fees		
Architectural		
Engineering		
Legal/accounting	\$1,500	
Cost certification		
Appraisals	\$3,700	Estimate
Lender inspections		
Lender title insurance		
Construction loan		
Permanent loan		
Tax credit fees		
Closing fees		
Consultant fee		
Other:		
Interest		
Construction period		
Bridge loan		
Other:		
Reserves/Contingency		
Lease up/operating		
Development		
Tenant relocation		
Other:	\$2,500	Other acquisition expenses
SUBTOTAL DEVELOPMENT	\$7,700	

8. Uses of Funding (continued)

Activity	Cost	Funding Source
Construction Costs		
On-site infrastructure/utilities		
Hazardous materials abatement		
Residential construction/rehabilitation		
Commercial construction/rehabilitation		
Common-use facilities construction/rehabilitation		
Laundry facilities		
Storage/garages		
Landscaping		
Contractor overhead		
Contractor profit		
Construction Contingency		
Other:		
Other:		
SUBTOTAL CONSTRUCTION		
TOTAL PROJECT COSTS	1,010,801	

9. Operating Information.

- A. If your proposed project is a public/community facility, please attach a detailed facility operating budget that includes income and expenses for the facility's first year of operation, fifth year of operation, and tenth year of operation. **(See Attachment #5)**
- B. If your project will provide rental housing, please complete the operating budget on the next page that includes income and expenses for the project's first year of operation, fifth year of operation, and tenth year of operation. ***(You are encouraged to substitute a comparable document in your own format.)*** (See Attachment #5)

10. Describe the assumptions you are using to estimate current and future operating income and costs, including inflation factors.

The beginning operational budget is based upon the most recent 12-month history of income and expenses. CHF will receive a more detailed income and expense report from the owner in the next 2-3 weeks which will be used to develop a tighter set of cash flow projections. Key pieces of information that are not currently available include a detailed rental history by room, which will be used to evaluate the solidity of the projected income flow. Likewise, a building repair history is not currently available. For budgeting purposes, we are assuming that expenses increase by 3% per year and that income approximately mirrors the changes in local income. For modeling purposes, we assume a 2.5% annual increase in rental income.

Year 1 Debt Service Ratio (DSR) is computed as \$8,503 adjusted gross income/month less expenses of \$3,242 for a net income of \$5,261/month. With a monthly P/I of \$3,335, the DSR is 1.58.

9B. Rental Housing Project Operating Budget

(See Attachment #5)

Operating Income	Month	Year 1	Year 5	Year 10
Rent for ___ bedroom units less \$_____ utilities				
Rent for ___ bedroom units less \$_____ utilities				
Rent for ___ bedroom units less \$_____ utilities				
Rent for ___ bedroom units less \$_____ utilities				
Less _ % vacancy year one & % a year thereafter				
Other Project Income (laundry, parking, etc.)				
Service Income (Medicaid/private resident svcs, etc.)				
Other: Commercial Income				
TOTAL OPERATING INCOME				
Operating Expenses				
Taxes				
Insurance				
Advertising/marketing				
Utilities (non-tenant paid)				
Property management fees/administrative expenses				
Accounting/legal/other professional				
Ground repair/maintenance				
Building repair/maintenance				
Cleaning/decorating/supplies				
Maintenance Reserve				
Replacement Reserve				
TOTAL OPERATING EXPENSES				
TOTAL NET PROJECT INCOME				
Debt Service				
_ % on \$ _ for years				
____% on \$ _____ for _____ years				
____% on \$ _____ for _____ years				
TOTAL DEBT SERVICE				
CASH FLOW PER YEAR				
DEBT COVERAGE RATIO (Calculated as Total Net Project Income/Total Debt Service)				

Applicant Information

11. Applicant Capacity: Please list the members of your development team, along with phone numbers and e-mail addresses. *Please include résumés for all agency/owner staff and contracted professionals who will have project responsibilities.* (See Attachment #6)

Role	Name	Phone	E-mail
Owner/Agency Director	Brad Smith	541-760-1020	brad@bixbynw.com
Owner/Agency Development Staff			
Owner/Agency Development Staff			
Owner/Agency Development Staff			
Architect	Lori Stephens	(541) 753-2900	info@broadleafarchitectu re.com
Case Manager	Jennifer Chen	(541) 224-1170	partnersplacecm@gmail. com
BOD – Women’s Shelter	Sara Power	(541) 231-6772	sarapower@gmail.com
Case supervision	Gregg Olsen	(541) 207-7136	golsonmft@comcast.ne
Property Manager	Dolf DeVos	(541) 758-4200	
Nursing Supervision	Virginia Brittsan	(541) 224-2717	v.brittsan@comcast.net
Other:			
Other:			

12. Describe similar projects you have carried out, as a developer or sponsor, in the last five years.

In the past 5 years, CHF has completed 3 major projects/acquisitions, specifically:

- **Partners’ Place:** Approximately 5 years ago, CHF developed Partners’ Place, a 14-bed (7 double occupancy units) permanent supported housing facility. The project has been successful in moving extremely low income individuals off the street and into permanent supported housing.
- **Men’s Winter Shelter:** After 3 plus years of looking, CHF identified and purchased the 530 SW 4th Street property that currently houses the men’s cold weather shelter. The primary issues in identifying and securing the property were finding a location that (1) was correctly zoned and (2) had reasonable access to transportation. The facility has been modified to accommodate up to 40 individuals overnight at a time.
- **Car Wash:** Approximately 18 months ago, CHF acquired the car wash facility at 520 SW 4th Street, adjacent to the 4th Street shelter property.

Other projects:

- For the past 3 years, CHF has been actively looking for an alternative site for a cold weather shelter. One location identified last year developed to the point of extended discussions with the city planning department to confirm zoning, options on building changes, site limitations, variance discussions, etc. Inability to secure funding eventually terminated the project.

13. Financial Information: Please provide a copy of your most recent audited financial statement or, if your agency is not required to perform audits, an up-to-date balance sheet and income statement. (See Attachment #7)

14. Describe your service/support plan for the housing or facility for which you are seeking funding. Include descriptions of the services it will provide upon project completion, who will provide these services, and the resident types/clients they will serve.

Van Buren House will provide permanent supported housing for the most vulnerable homeless of Corvallis. Supported housing links decent, safe, affordable, community-based housing with flexible support services designed to help an individual or family stabilize and live a more productive life in the community. Residents in supported housing have a private and secure place to make their home with the same rights and responsibilities as other renters. The principle difference is that supported housing residents can access, at their option, services designed to build independent living and tenancy skills, assistance with integrating into the community, and connections to community-based health care, treatment, and employment services.

With permanent supported housing, tenants may live in their homes as long as they meet the basic obligations of tenancy. While participation in services is encouraged, it is not a condition of living in the housing. Housing affordability is ensured either through rent subsidies or by setting rents at affordable levels.

Building trust with residents and clients is essential for effective case management with this population. Many people who were formerly homeless have difficulty adjusting to permanent housing. Patience with this process is essential to helping achieve stable housing. Substance abuse, physical illness, disabilities, and mental illness can complicate achievement and maintenance of stability.

Case management services provided by Corvallis Housing First are designed to help support the stability of people with serious mental illnesses or other disabilities so that they may live stably in their communities. These case management services can include assisting in making connections to other needed social services (e.g., through DHF for SNAP and jobs skills classes, BCHD or Samaritan Services for OHP and medical services, VA for veterans services, Vocational Rehabilitation for new job opportunities or training, CSC for rental assistance, and BCMHD for mental health counseling and referrals to substance abuse treatment. Case managers also work with those residents who need community service hours, to find them safe places to complete their community service hours. In addition, case managers may themselves find volunteers to accompany individuals to appointments, if needed.

We expect to have some private consultation/small group space in Van Buren House. This space may be used for case management services, as well as for other agencies to bring services directly to clients. This space could also host 12-Step and/or therapy groups or provide a work space for volunteer teachers to help residents acquire their GEDs. The large kitchen could provide space for teaching cooking and nutrition classes. The exterior yard space can be used to provide a place to grow food and to allow some therapeutic gardening with the help of local gardening groups (e.g., Master Gardeners). As residents are more involved in the upkeep of house and garden, they will take greater "pride of ownership" in their new home.

Ample research on Housing First programs elsewhere has shown that as individuals start to feel safe in their housing, their mental health symptoms and substance abuse goes down. For each resident, support means something different, but successful case management is always built on trust. At Van Buren House, we plan to provide a variety of friendly supports in a safe environment to build that trust.

15. Please attach at least two letters expressing support for your project which describe the need for the project and how it will meet that need. Letters should be from representatives of agencies or community members who have knowledge of the need your project will meet and the clients/population it will serve. **(See Attachment #8)**

Documentation Checklist: <i>(Unless otherwise indicated please attach a copy with each copy of this application.)</i>	Included	N/A
A. Letter of Intent Checklist submitted with the Letter of Intent (or a revised version if needed)	x	

B. Documentation of site control and the legal description of the property.	x	
C. Copy of the appraisal for the project (if acquisition). <i>(One copy with the original)</i> (Contingency of sale)		x
D. The current scope of work for the project.		x
E. Market study/analysis establishing project need (if acquisition). <i>(One copy with the original)</i>		x
F. Inspection report(s) used to create the scope of work or cost estimates. <i>(One copy with the original)</i>		x
G. If applicable, SHPO determination letter for the project.		x
H. Résumés for all staff and contracted professionals who will have project responsibilities. (See Attachment #6)	x	
I. If the project is currently occupied, include a tenant income survey for each occupied unit. (See Attachment #9)	x	
J. If the project is currently occupied, include the general information notice for each tenant. (See Attachment #10)	x	

DISCLAIMER/DECISIONS NOT TO FUND: The City of Corvallis has developed this Request for Proposals and funding application with the intention of gathering information that is adequate to serve as a sound basis for decisions about funding allocations. As applications are reviewed it may become apparent that additional information is needed from one or all project applicants. In the event that something pertinent to all applications has been omitted from the application form, all who receive this RFP/application will be asked to provide supplemental information. The City may also follow up with individual applicants to clarify information contained in their application/proposal, or to gather additional information.

The City of Corvallis reserves the right to allocate funds to any, all, or none of the proposals/applications for funding received under this Request for Proposals. The City also reserves the right to provide funds with different financing terms to any or all projects funded, based on its determination of the severity of need among the populations that will be served, and on a project's financial need.

Attachments:

1. Site Map
2. 501(c)3 Certification
3. Purchase and Sales Agreement
4. Revised LOI and Checklist
5. Projected Operating Budget: Years 1, 5, and 10
6. CVs of Primary Participants
7. Financial Statement
8. Letters of Support
9. Income Survey
10. General Information Notices

Attachment #1: Site Map:



Figure 1: 2311 NW Van Buren is located about 2 blocks North of the OSU campus in an area of predominantly student housing





TICOR TITLE™

Property Profile Report

Client Name:

Dolf Peterson - Keller Williams

Today's Date:

8/5/2016

Owner Name:

Bernhard Margaret & Robert

Property Address:

**2311 NW Van Buren Ave Corvallis 97330
Benton (OR)**

Reference Number:

11534AC06200

Account Number:

095442

Eight Ticor Title Mid-Valley locations to serve you:

220 SW 6th Ave Albany, OR 97321 541.926.2111	400 SW 4th St Ste 100 Corvallis, OR 97330 541.757.1466	289 E Ellendale Ave, Ste 504 Dallas, OR 97338 503.917.6005	52 E Airport Rd Lebanon, OR 97355 541.258.2813	105 NE 4th St McMinnville, OR 97128 503.472.6101	1505 Portland Rd, Ste. 210 Newberg, OR 97132 503.542.1400	315 Commercial St SE, Ste 150 Salem, OR 97301 503.585.1881	206 N 1st St Silverton, OR 97381 503.873.5305
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This title information has been furnished, without charge, in conformance with guidelines approved by the State of Oregon Insurance Commissioner. The Insurance Division cautions that indiscriminate use only benefiting intermediaries will not be permitted. No liability is assumed for any errors in this record.

The information compiled in this report(s) was imported from a vendor-provided database source. Although the information is deemed reliable and every effort has been taken to correct data imperfections, Ticor Title cannot be held responsible for any inaccuracies.

TITLE AND ESCROW SERVICES

www.TicorMWV.com

For all your customer service needs: MVCS@TicorTitle.com

Benton County Parcel Information



Parcel Information

Parcel #: 095442
 Tax Lot: 11534AC06200
 Site Address: 2311 NW Van Buren Ave
 Corvallis, 97330
 Owner: Bernhard Margaret & Robert
 Owner2:
 Owner Address: 1180 NW Country Ct
 Corvallis, OR 97330
 Phone:
 Twn/ Range/ Section: T: 11S R: 05W S: 34 Q: NE
 TCA: 0901
 Parcel Size: .32 Acres (13,878 Sq Ft)
 Plat/ Subdivision: North College Hill Supp
 Lot:
 Block:
 Census Tract/ Block: 001101/3003
 Waterfront:
 Levy Code Area: 0901
 Levy Rate: 18.407
 Market Value Land: \$582,876
 Market Value Impr: \$635,170
 Market Value Total: \$1,218,046
 Assessed Value: \$177,796

Tax Information

Tax Year	Annual Tax
2015	\$3,272.69
2014	\$3,188.44
2013	\$3,016.30

Exemption Description:

Legal

NORTH COLLEGE HILL SUPP

Land

Std Land Use: RSFR - SINGLE FAMILY RESIDENCE
 Watershed: Muddy Creek-Willamette River
 Recreation: -

Zoning: Corvallis-RS-20 - High Density Residential
 School District: Corvallis School

Improvement

Year Built: 1929	# of Buildings: 1	Garage: 0
Bedrooms: 0	Fin Sq Ft: 9,824	Bsmt Fin Sq Ft: 0
Stories: 1.00	Floor 1 Sq Ft: 0	Floor 2 Sq Ft: 0
Baths, Total: 0.00	Baths, Full: 0	Baths, Half: 0
Pool: No	Heat Type:	

Transfer Information

Rec. Date: 07/15/98 Sale Price: \$435,000 Doc Num: 0000249677 Doc Type:
 Orig Loan Amt: \$326,250
 Loan Type: Finance Type: Fixed Lender: CITIZENS FEDERAL BANK FSB

Seneca Dynamics, Inc. and its customers make no representations, warranties or conditions, express or implied, as to the accuracy or completeness of information contained in this report.

07/01/2015 to 06/30/2016 BENTON COUNTY PROPERTY TAX STATEMENT
 PO BOX 964 Corvallis, OR 97339 4077 SW Research Way Corvallis, OR 97333

ACCOUNT NUMBER: 095442
 SITUS ADDRESS: 2311 NW VAN BUREN AVE CORVALLIS, OR 97330

PROP CLASS: 701
 PROP TCA: 0901
 PROP MAP: 11534AC06200 ACRES: 0.32

LAST YEARS TAX
 Corvallis SD 509J 3,188.44
 Corvallis SD 509J LO 2012 793.22
 LinnBenton CC 266.69
 LinnBentonLincoln ESD 89.24
 Education Totals 54.21
1,203.36

VALUES	LAST YEAR	THIS YEAR
Real Market Value Land	485,730	582,876
Real Market Value Structure	560,897	635,170
Real Market Value Total	1,046,627	1,218,046

Benton County 392.08
 Benton County Library 70.18
 Benton County Local Option 2013 160.02
 Benton County Soil & Water Dist 8.89
 City of Corvallis 907.94
 Corvallis Local Option 2014 145.45
General Government Totals 1,684.56

Special Assessed Value 0
 Assessed Value 172,617
 Exemptions 0
Net Taxable 172,617

Bonds City of Corvallis 46.49
 Bonds Corvallis SD 2003 306.72
 Bonds LinnBenton CC 31.56
Bonds - Other Totals 384.77

TAX COLLECTOR (541)766-6808
 ASSESSOR (541)766-6855
 WEB SITE: <https://www.co.benton.or.us/assessment/>

If a mortgage company pays your taxes,
 this statement is for your records only.

Full Payment with 3% Discount	2/3 Payment with 2% Discount	1/3 Payment with No Discount
3,174.51	2,138.15	1,090.89

2015 - 2016 TAXES 3,272.69

TOTAL TAXES OUTSTANDING 3,272.69
 TOTAL TAX (After Discount) 3,174.51

Cut Here

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Cut Here

ACCOUNT NUMBER: 095442
 INCLUDES DELINQUENT TAXES OWING, IF ANY

Full Payment.....	If paid by:	11/16/2015	3,174.51
or 2/3 Payment.....	if paid by:	11/16/2015, with final 1/3 due 05/16/2016	2,138.15
or 1/3 Payment.....	Due:	11/16/2015, 02/15/2016, 05/16/2016	1,090.89

DISCOUNT IS LOST & INTEREST APPLIES AFTER DUE DATE

This on-line tax statement reflects the information on the account as of October 1, 2015. This tax statement does not reflect any payments or value corrections made on your account after that date. If you have made a payment on your property tax account after October 1, 2015, please contact our office at (541) 766-6808 between the hours of 8:00 am and 5:00 pm, Monday through Friday for the correct amount owing. You may also contact us via the internet at <https://www.co.benton.or.us/webform/contact-us>.

Enter Payment Amount
 \$

Please make checks payable to:
Benton County Tax Collector
 PO Box 964
 Corvallis, OR 97339-0964

REAL PROPERTY

FOR ASSESSMENT AND TAX PURPOSES ONLY

Account Information

Account #: 095442
Map/Tax Lot: 11534AC06200 [BentonMaps]
Acreage: 0.3186
Property Class: 701
Tax Code Area: 0901

Situs Address: 2311 NW VAN BUREN AVE
CORVALLIS, OR 97330

LAST CERTIFIED VALUES
Market Land: \$ 582,876
Market Structure: \$ 635,170
Specially Assessed Land: \$ 0
Total Real Market Value: \$ 1,218,046
Assessed: \$ 177,796
Exemption: \$ 0
Net Taxable: \$ 177,796

Owner Information

Owner
BERNHARD MARGARET TRUST
1180 NW COUNTRY CT
CORVALLIS, OR 97330-9551
USA

Owner
BERNHARD ROBERT TRUST
1180 NW COUNTRY CT
CORVALLIS, OR 97330-9551
USA

Taxpayer
BERNHARD ROBERT TRUST
ETAL
1180 NW COUNTRY CT
CORVALLIS, OR 97330-9551
USA

Improvement Information

COMMERCIAL FEATURES

Type	FRATHSE
Year Built	1929
SQ Footage	9824

Sales Information

Sales Date	07/14/1998	06/18/1995	03/25/1993
Deed Ref #	249677-98	200528-95	161976-93
Sale Price	\$435,000	\$192,000	\$110,000

WARRANTY DEED

W-249677-98

KNOW ALL MEN BY THESE PRESENTS, That CRAIG S. TRAMPIER, as to an undivided one-half interest, ALLAN A. RACK AND PAULINE M. TANAKA, as to an undivided 1/2 interest in consideration of \$435,000.00, Grantor s to them paid by the Grantee s herein, do hereby grant, bargain, sell and convey unto THE ROBERT AND MARGARET BERNHARD LIVING TRUST DATED APRIL 23, 1997

Grantee s the following described real property, situated in the County of BENTON and State of Oregon, to wit:

FOR LEGAL DESCRIPTION SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Parcel # 095442

To Have and to Hold the granted premises unto the said Grantee s, their Heirs and Assigns forever. And the Grantor s do covenant that they are lawfully seized in fee simple of the above granted premises free from all encumbrances.

and that they will and their heirs, executors and administrators, shall warrant and forever defend the granted premises, against the lawful claims and demands of all persons, except as above stated.

Witness our hand s and seal this 14th day of July, 1998

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST ANY FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

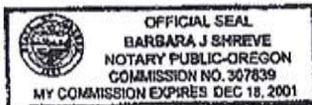
Signatures and seals of CRAIG S. TRAMPIER, ALLAN A. RACK, and PAULINE M. TANAKA.

STATE OF OREGON } ss. County of Benton

BE IT REMEMBERED, That on this 14th day of July, 1998 before me, the undersigned, a Notary Public in and for said County and State, personally appeared the within named Craig S. Trampier and Allan A. Rack and Pauline M. Tanaka

known to me to be the identical individual s described in and who executed the within instrument and acknowledged to me that they executed the same freely and voluntarily.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.



Signature of Notary Public for Oregon and My Commission expires

UNTIL A CHANGE IS REQUESTED, ALL TAX STATEMENTS SHALL BE SENT TO THE FOLLOWING ADDRESS:

ROBERT BERNHARD 1180 NW COUNTRY COURT CORVALLIS, OR 97330

Return to: ROBERT BERNHARD 1180 NW COUNTRY COURT CORVALLIS, OR 97330

STATE OF OREGON } ss. County of

I certify that the within instrument was received for record on at o'clock, and was recorded in Book Page Record of Deeds of said county.

Recorder of Conveyances By Deputy

FAI SCRON #231774-B/BS

Exhibit "A"

Lots 1 and 2, Block 11, NORTH COLLEGE HILL ADDITION TO CORVALLIS,
Benton County, Oregon. Also that portion of the vacated alley adjoining on the West that would attach
thereto by Ordinance No. 1787, recorded December 6, 1949 in Book 128, Page 384, Benton County Deed
Records.

EXCEPT a strip, 3 feet in width, of the North side of Lot 2 and the vacated alley for the whole length
thereof.

243419
STATE OF OREGON }
County of Benton } SS.

I hereby certify that the within instrument
was received for record

'98 JUL 15 AM 11:10

AND
ASSIGNED IN 249877 1998

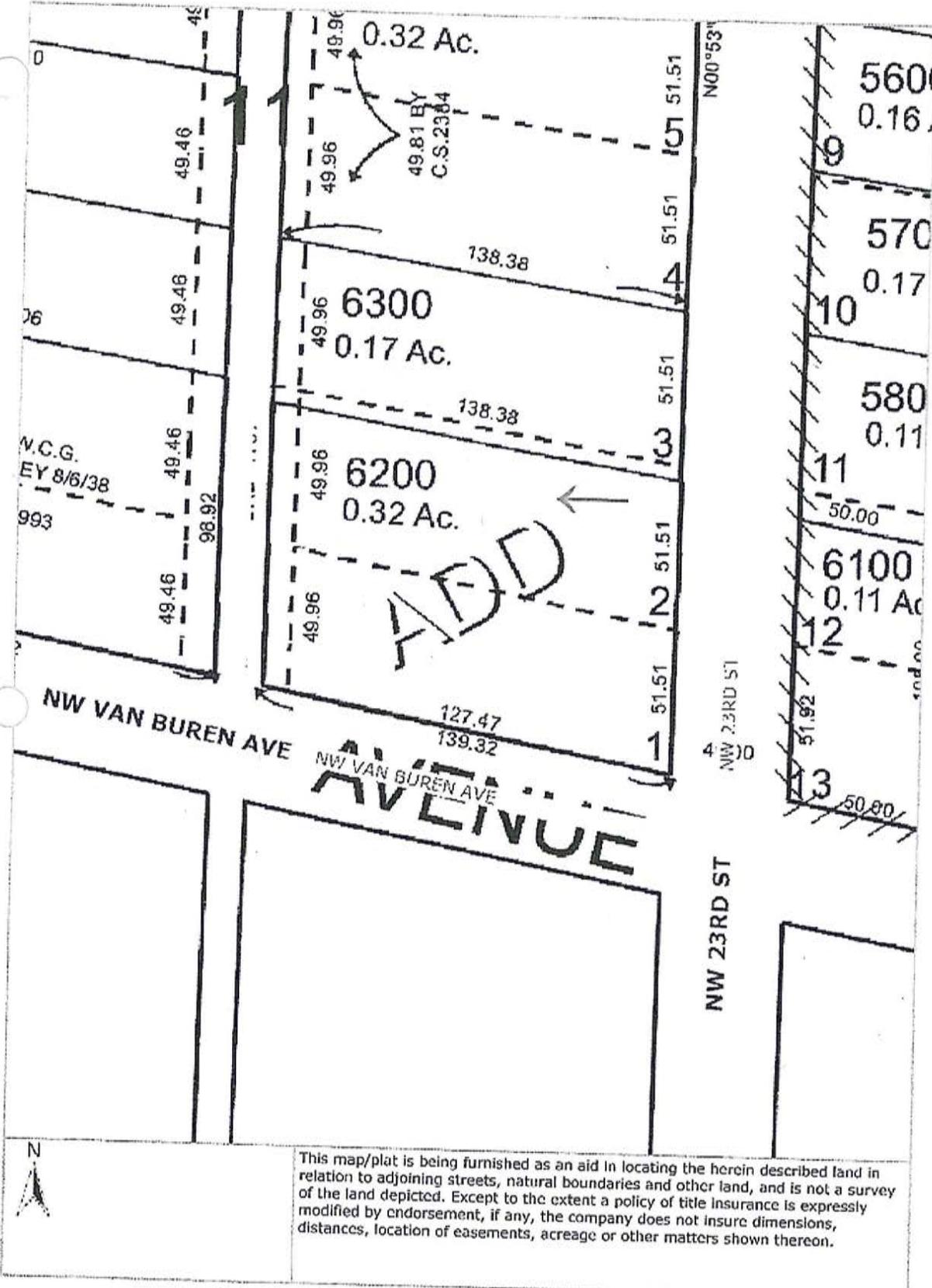
In the microfilm records of said county

Witness My Hand and Seal of County Affixed

JOHN K. ANDERSON

County Administrative Officer

BY 
15 GIS

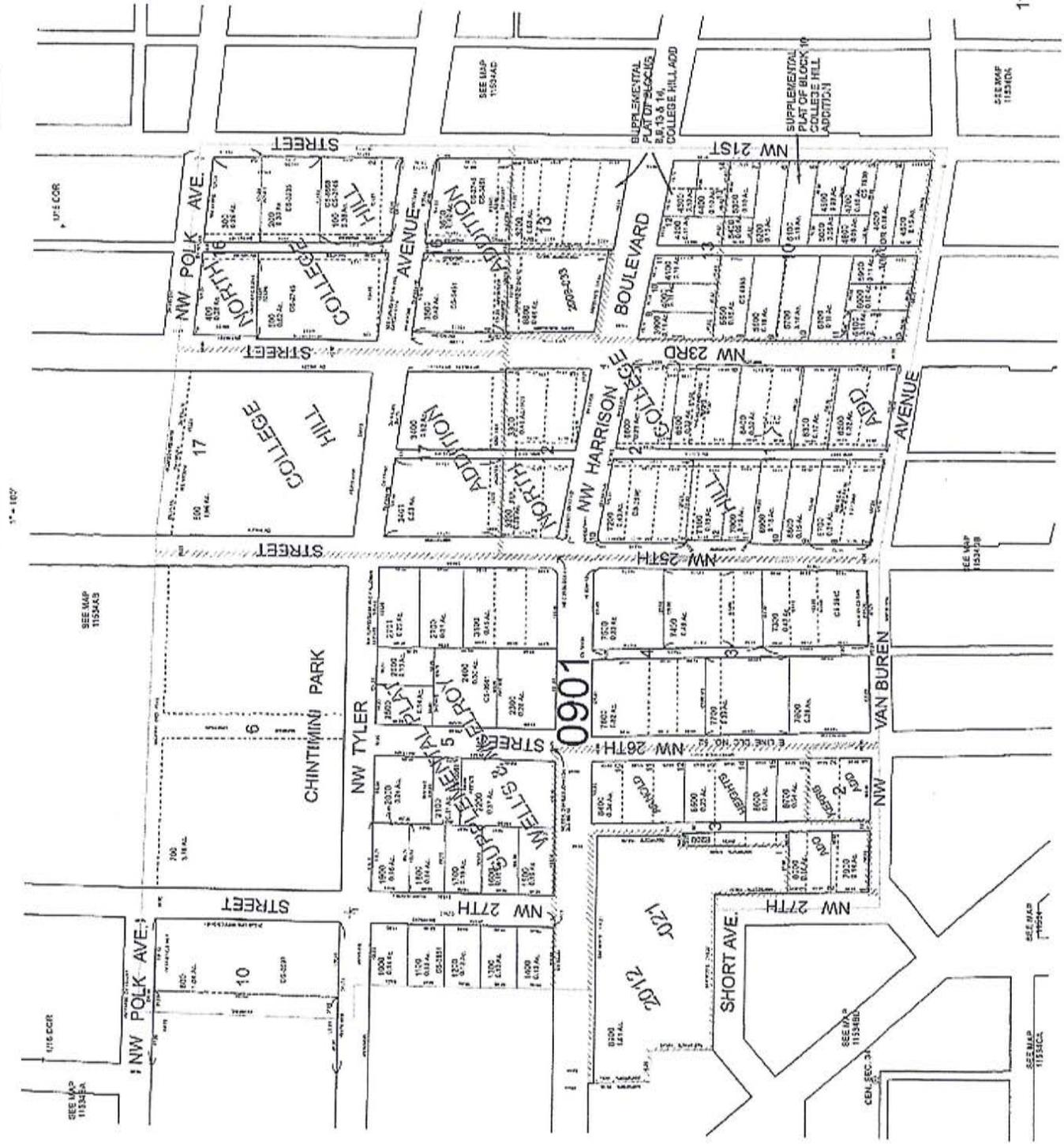


S.W. 1/4 NE, 1/4 SEC. 34 T. 11S. R. 5W. WM.
BENTON COUNTY

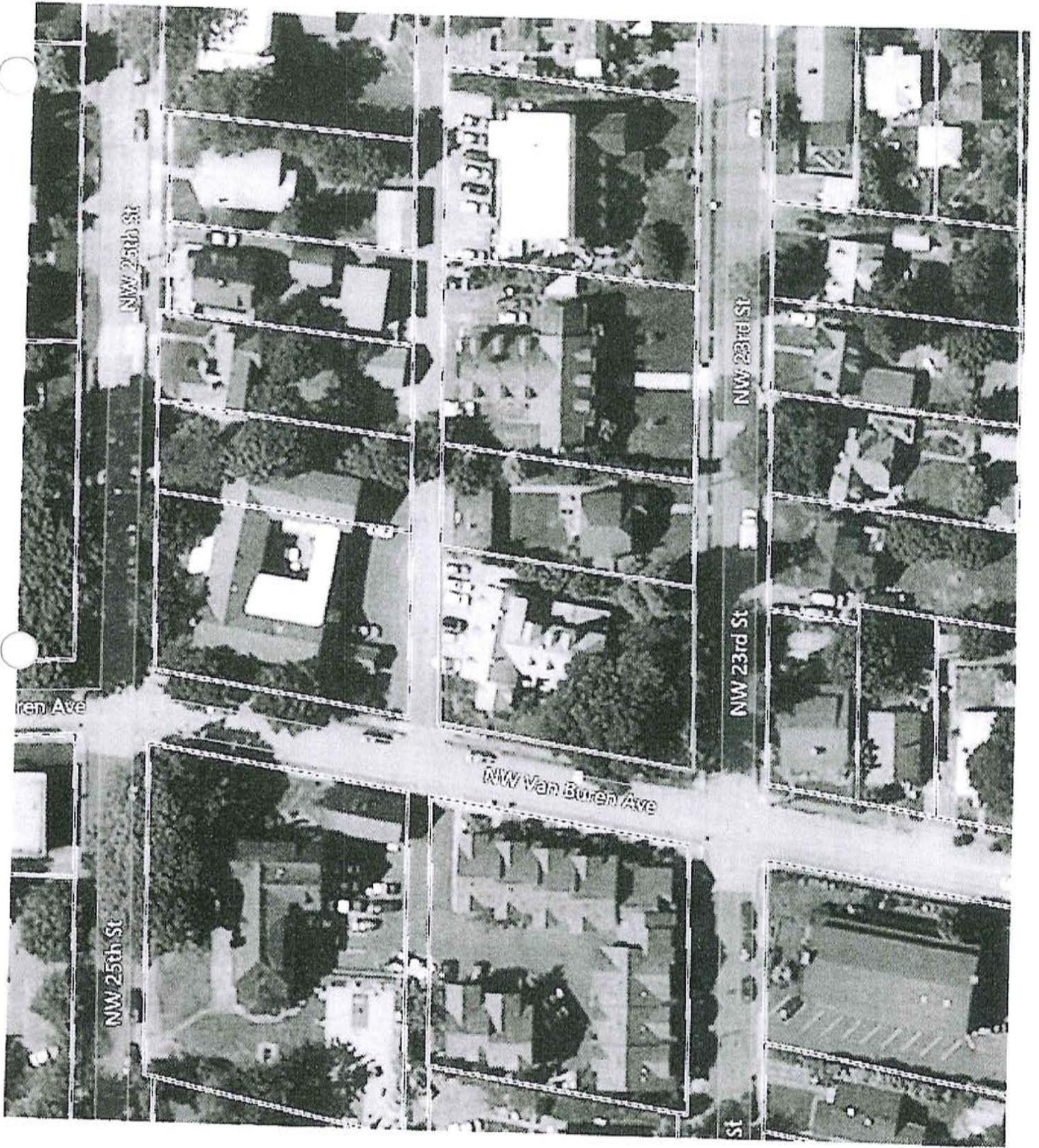
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Created by: JBL
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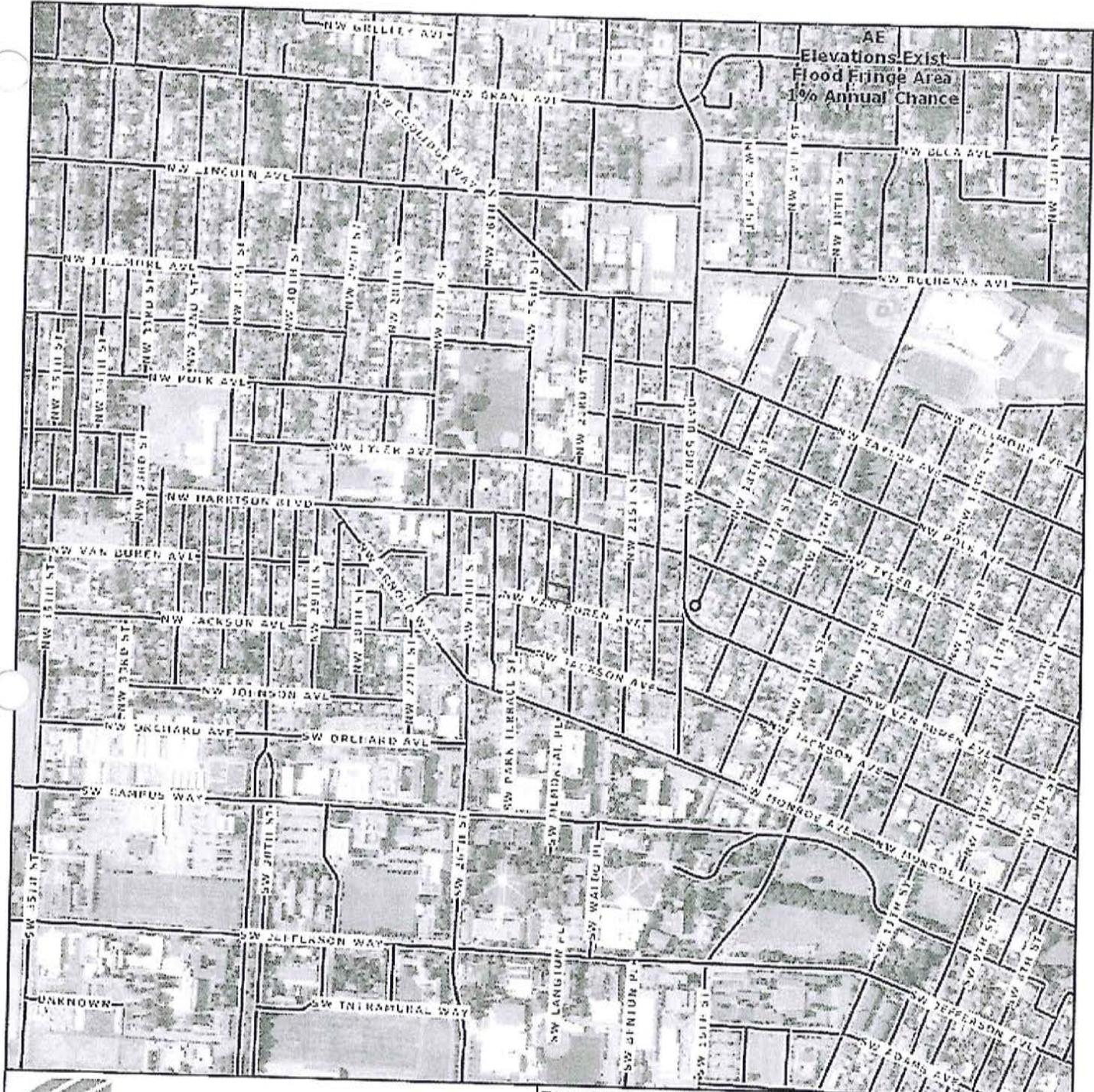
THIS MAP WAS PREPARED FOR
ASSESSMENT PURPOSE ONLY



11 05 34AC



AE
Elevations Exist
Flood Fringe Area
1% Annual Chance



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 20 2008**

CORVALLIS HOMELESS SHELTER
COALITION
2022 NW MYRTLEWOOD WAY
CORVALLIS, OR 97330

Employer Identification Number:
26-0694904
DLN:
17053030040008
Contact Person:
SHERRY Q WAN ID# 31052
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
May 10, 2007
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
June 30, 2011
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

**City of Corvallis FY 16-17
Supplemental CDBG Program Letter of Intent Checklist**

Agency Details:	
Project Title:	Van Buren House: 17 New Units for Very Low to Extremely Low Income Individuals & Families
Name of Developer/Agency:	Corvallis Housing First
Agency's Address:	425 SW Madison, Suite Q1, Corvallis, OR 97330
Primary Contact:	Brad Smith, President
Contact Phone:	(541) 760-1020; 541-207-8699 Fax: (541) 758-6486
Contact E-mail:	Executivedirector@corvallishousingfirst.org or smithb@corvallishousingfirst.org
Project Description:	
<p><i>In the space provided please provide a brief narrative describing the project and the low income beneficiaries impacted.</i></p> <p>We propose purchasing a former sorority house near OSU campus that will provide 17 SRO spaces for extremely low to low income individuals or couples. A few of these rooms have their own bathroom and will likely qualify for Section 8 housing vouchers. Two of the rooms on the ground floor can easily be made ADA compliant. Ultimately, we expect most of these units will house previously homeless individuals who will receive extensive case management services. Rents for individuals with extremely or very low income will be one-third of their monthly income. Corvallis Housing First will generate funds to provide housing for individuals who are not yet receiving disability income. In order for the project to be economically viable, some of the rooms may continue to be rented by students (currently on month to month leases), or other individuals who qualify for low income housing, but do not need the supportive case management. These room rents will stay well below the rent limits for Assisted Housing Acquisition and Rehab Projects. We do not anticipate disrupting any of the existing residents given the current vacancies and steady turnover rate in the facility.</p> <p>Our use of this property will not require any code variance from the current use of this property, nor will we need to do any extensive remodeling. The facility has a current certificate of occupancy and recently passed a fire safety test. A more extensive kitchen remodel will be undertaken at a future date as funds become available. Thus, as soon as we acquire the property, we can quickly complete minor repairs and renovations and move in our participants.</p> <p>The acquisition of this new property will allow Corvallis Housing First to convert four to five of the existing units at Partners' Place (our current very low income supported housing facility) from SROs with bathrooms and shared kitchen/living space into two bedroom family apartments, with priority given to families working with the Adult Services Team and receiving case management services from Corvallis Housing First (most will have Section 8 vouchers). While there will be minor repairs and renovation involved in this conversion, we do not anticipate significant problems having these units approved for Section 8 vouchers. We will retain six to eight of the ground floor bedrooms for use by disabled extremely low income individuals. Some of these units are currently ADA compliant. Recent repairs and replacements have been made to ADA guidelines with the aim of making the facility fully ADA compliant. Since families will be occupying the upper floor units, all disabled residents on the ground floor will be screened for any restrictions that limit their ability to live near children. These family units could be available as soon as we move the second floor residents of Partner's Place over to rooms at the new location.</p> <p>This project will help us increase the inventory of housing for extremely low income individuals from our current 14 at Partner's Place to 22-23 with the combined rooms at our new location. In addition, 4-5 apartments for extremely low to very low income families will become available (for an additional 8 to 15 individuals). Thus, we would increase available permanent supported housing from 14 individuals to 30 to 38 individuals. Project financing will be CDBG funds and owner financing. The owner has been an active volunteer with both the Men's Cold Weather Shelter and with Room at the Inn, and this owner is interested in supporting the Housing First principles and practice.</p> <p>In summary, Corvallis Housing First is asking for \$400,000 in CDBG funds for the purchase of the new property. Because no significant repairs or renovations are required, we will be able to begin moving individuals from homelessness to permanent supported housing shortly after obtaining the property. Further, we will be able to provide housing for an additional 16 to 24 individuals by converting some existing units to family housing. This project will help to fill the existing chasm in housing opportunities for individuals and a few families who have incomes that are very low to extremely low.</p>	
City Use Only	

Date Letter of Intent was received: _____ By: _____ Initial: _____
 Date of pre-application meeting: _____ With: _____ Initial: _____
 Staff recommends applicant submits a funding application? Yes Future RFP Other: _____ Initial: _____
 Date results letter sent: _____ By: _____ Initial: _____

Site Details:

Site address(es) Van Buren, Corvallis, OR 97330

Please indicate the ownership of the property: Own Under Contract Made an Offer Other: owned by occupants

Is the property currently occupied? Yes No N/A

If there is a structure on the project site, was it built before 1978? Yes No N/A

Does the project include any activities that will disturb the ground? (e.g.: Construction/Landscaping/Hardscape) Yes No N/A

Does the site currently maintain flood hazard insurance and/or is located in a floodplain? Yes No N/A

Has the site ever been tested for any of the following potential hazards? (Please select all that apply) Lead Paint Asbestos Radon

If so, please select those hazards it tested positive for: Lead Paint Asbestos Radon

Project Details:

Project Team:

The manager of this project will be: Brad Smith, Corvallis Housing First

the project manager is a(n): Employee Consultant Contractor Other: _____

Has the manager completed similar projects before? Yes No No. _____

The designer for the project is: Lori Stevens, Broadleaf Architecture N/A

The contractor for the project is: Benton Habitat for Humanity (CCB #151947) N/A

Scope of Work:

Has a detailed scope of work and cost estimate been developed for the project? Yes No N/A

Was the Planning Division contacted to ensure the project is permissible on the site selected? Yes No N/A

Was Development Services consulted to address any life or safety concerns? Yes No N/A

Does the project involve the demolition/removal of any dwelling units? Yes No N/A

Have construction documents been completed for the project? Yes No N/A

Have the construction documents been reviewed by Development Services? Yes No N/A

When do you plan on beginning construction? NA

When do you plan to complete construction? NA

Project Beneficiaries: Please enter the number of individuals within a household that will benefit from the project.

	Below 30% AMI	30%-50% AMI	50%-80% AMI	Over 80% AMI
Homeowner beneficiaries:				
Renter beneficiaries:	5-20	18-25	0-10	0

Project Funding:

Total project budget \$1,010,800
Funds committed* to date: 0
Surplus/Deficit NA

Amount of this request: \$400,000
Other outstanding requests: NA
Total outstanding requests: NA

* Do any of the committed funds utilize federal funding, either directly or indirectly? Yes No N/A

**APPLICATION FOR FY 15-16 CITY OF CORVALLIS
CDBG & HOME PROGRAM CAPITAL PROJECT FUNDING**

Corvallis Housing First - Projected Operating Budget : Years 1,5,and 10



Property: 2311 NW Van Buren, Corvallis OR

		Monthly (Year 1)	Year 1	Year 5	Year 10	Notes:
INCOME:						
Room						
B1		\$700	\$8,400	\$9,408	\$10,903	- TENANT SAYS RENT \$775
B2		\$500	\$6,000	\$6,720	\$7,788	
101		\$700	\$8,400	\$9,408	\$10,903	Currently designated manager's apartment
102		\$550	\$6,600	\$7,392	\$8,567	
202		\$550	\$6,600	\$7,392	\$8,567	
203		\$400	\$4,800	\$5,376	\$6,230	- 450
204		\$400	\$4,800	\$5,376	\$6,230	
205		\$400	\$4,800	\$5,376	\$6,230	
206		\$425	\$5,100	\$5,712	\$6,620	- 355 (or 395?)
207		\$500	\$6,000	\$6,720	\$7,788	
208		\$450	\$5,400	\$6,048	\$7,009	
209		\$475	\$5,700	\$6,384	\$7,399	
210		\$425	\$5,100	\$5,712	\$6,620	
211		\$425	\$5,100	\$5,712	\$6,620	
301		\$675	\$8,100	\$9,072	\$10,514	
302		\$575	\$6,900	\$7,728	\$8,956	
303		\$575	\$6,900	\$7,728	\$8,956	
304		\$575	\$6,900	\$7,728	\$8,956	
Total		\$9,300	\$111,600	\$124,992	\$144,857	Owner provided rent roll for Year 1.
Adjusted:		\$8,503	\$102,030	\$114,274	\$132,435	Vacancy rate set at 5%, and actual rent on manager's apartment #101 set = 50% of claimed rent
EXPENSES:						
Utilities						
Water		\$200	\$2,400	\$2,701	\$3,132	Utility estimates for year 1 based on actual costs for most recent 12 month period
Gas		\$433	\$5,200	\$5,853	\$6,786	Gas will likely be lower with insulation of 3 floor front area with CSC energy funds program
Electric		\$283	\$3,400	\$3,827	\$4,437	
Garbage		\$75	\$900	\$1,013	\$1,175	
Pest Control		\$33	\$392	\$441	\$512	
Insurance		\$433	\$5,200	\$5,853	\$6,786	estimated based on current rates
Property Management		\$300	\$3,600	\$4,052	\$4,698	rate has not been confirmed; based upon estimate for Partners Place
Accounting / Legal / Other		\$83	\$1,000	\$1,126	\$1,305	estimate is likely high
Security Alarm		\$68	\$816	\$918	\$1,065	
WiFi		\$100	\$1,200	\$1,351	\$1,566	
Preventive Maintenance/Repairs						
Interior		\$200	\$2,400	\$2,400	\$2,400	repair / maintenance costs not escalated with the expectation that expenses will decline modestly as deferred issues resolved
Exterior		\$200	\$2,400	\$2,400	\$2,400	
Property Tax		\$83	\$1,000	\$0	\$0	drop due to shifting the building to a tax exempt status
Replacement Reserves		\$750	\$9,000	\$5,714	\$6,622	reserves based on 5% of adjusted gross income for years 5 & 10
Seller Note: (P/I) on \$600K		\$3,335	\$40,020	\$40,020	\$40,020	
Total:		\$6,577	\$78,928	\$77,667	\$82,903	
INCOME LESS EXPENSES:						
ANNUAL			23,102	36,606	49,532	
MONTHLY		\$1,925	1,925	3,051	4,128	

18 UNITS

Rent Rates: The current owner raised most rents rates effective 9/1/16. CHF would not anticipate raising rates during year 1 of ownership. The rates on individual rooms will be adjusted downwards to the degree that income exceeds expenses. For example, if monthly income exceeded expenses by \$1,925 as currently projected for year 1, some or all of those funds could be used to selectively reduce the monthly rates on different rooms to help individuals with extremely low incomes. Alternatively excess funds could be channeled into additional case management.

X

Jennifer L. Chen

Education

2005 – 2009 Oregon State University Corvallis, OR
Bachelor of Science, Psychology
Primary concentration to gain a strong base in adaptive learning styles, adolescent behavior styles, and peer counseling techniques through positive reinforcement, and the incorporation of new with older ways of goal setting through understanding the diverse nature of the individual within their culture and within a learning environment and case management.

1985 – 1990 Oregon State University Corvallis, OR
Bachelor of Science, Liberal Studies
Primary concentration: Political Science focusing on State and Local Government,
Secondary concentration: Music focusing on Vocal Performance / Pedagogy
Minor: Military Science

Employment History

Case Manager/Site-Supervisor Men's Cold Weather Shelter	Corvallis Housing First	2/14/2012 - Present
Lead Caseworker/ Weekend On-Call/ Case Manager/ Safety Committee	Jackson Street Youth Shelter	12/2007-8/31/2012
PDA/Administrative Assistant	Hewlett Packard, Inc	12/1997-8/2004
Administrative Assistant	CDI West, Inc	4/1994-12/1997

Professional Experience

2/14/2012 – Present Corvallis Housing First Corvallis, OR
Case Manager/Site-Supervisor Men's Cold Weather Shelter

- Work one on one with clients and clients with families who are low barrier, dual diagnosed, chronically homeless or near homelessness in the Benton County area
- Manage the Men's Cold Weather Shelter in Corvallis Oregon. This includes but is not limited to hiring employees, coordinating volunteers, training volunteers and employees, ordering supplies, working with community partners, and giving opportunities to clients for case management and referral support.
- Manage services of Partners Place – a 16-bed supported housing project for chronically homeless. This includes but is not limited to training though an orientation class, offering case management, coordinating medical services, counseling, referral and advocacy, transportation to appointments, supporting clients with police contact and court advocacy, fulfilling the role of on-site property manager and hiring staff for night supervision, coordinating with board of directors any changes of rental agreements.
- Serve as a Corvallis Housing First representative to the Adult Services Team (AST) and attend Housing Opportunities Action Council (HOAC) and provide information if requested as well as coordinate community service opportunities for those going through the Community Service Court at Corvallis Municipal Court

- Collaboratively work with community partners to assist those in need and work to connect people to resources, work with multiple community partners on finding housing for low-income and HUD housing voucher recipients, and worked with the Benton County Public Health nurses/team to check for TB and check for STI's
- Manage the Women Rental Assistance Program. This program allows for those in the community, who are at risk of losing housing due to income loss and need to receive funds and case management for a year. This program serves many of its clients that have been identified through the AST/ community partners/ through outreach from other service groups and from making contact at local camps
- Helped train staff and volunteers to work with homeless clients and to learn new shelter software package. Implemented new documentation process of shelter clients containing "shift notes", bed assignments, incident reports, shelter statistics, and client histories.
- QMHA (Qualified Mental Health Associate)

12/2007 – 8/31/2012

Jackson Street Youth Shelter

Corvallis, OR

Lead Case Worker

- Family mediation – worked with families, in a professional manner, to come to conflict resolution between youth and adult family members
- Case management and goal setting with youth – worked with youth to help them with behavior and support outside counseling, with a focus on creating positive behaviors
- Maintained documented records of each resident's activities, shift logs, call records, and submitted progress notes on residents as needed.
- Duties included intake of residents, getting residents to activities, leading homework club, supervising residents in public outings (library, walks, park, or other activities), supervising chores assigned to residents, administering medication at assigned times, and participating in random searches checking for shelter contraband (to include drugs and/or drug paraphernalia, knives and/or sharp objects that could be used in a 'self harming' manor, etc.)
- Maintained communication between outside groups (BCJD, BCMH, LCMH, 509J, Mental Health Professionals, OMC, BCHD, CPD, BCSD) also working with youths and their families
- Trained new employees regarding above duties
- Received CEU in Applied Suicide Intervention Skills Training, McKinney-Vento NCHE webinars, Catherine Freer A&D treatment tools, and UA training at OMC

12/1997 – 8/2004

Hewlett-Packard

Corvallis, OR

Administrative Assistant/Product Development Assistant

- Worked across teams to ascertain failures to ink cartridges and work on new ways of redesigning the cartridge.
- Administratively supported an organization of over 150 people
- Supported many independent groups and Engineering teams

4/1994 – 12/1997

CDI West, Inc. on site at Hewlett-Packard

Corvallis, OR

Administrative Assistant/Production Operator

- Phone/Screen/ and Product support
- Guided and directed customers in need of warranty work

- Worked primarily in returning 'hot' customer calls to reconcile their needs with what we could provide under the company guidelines.

Profile

- Firm believer in communication and operation transparency
- Enjoys working with at-risk/homeless community members and connecting them to community resources
- Enjoys working with youth, especially regarding behaviorally challenged teens
- Strongly held value in building bridges between people to resolve challenging situations
- Leader in team based analysis, understanding, solution and implementation
- Committed to excellence while always looking for new ways to improve
- Cross-functional participation in process improvement teams
- Desire to learn, delights in development and demonstrating new skills
- Uncompromising ethics/integrity and committed to diversity

Accomplishments

- Completion of first novel to be published in late 2016 or early 2017
- Trained the trainer 'safe space' training and ambassador for diversity
- Administratively managed large teams/organizations
- Highly utilized in teambuilding situations and for trouble shooting people/process issues
- Recognized for my work in staffing
- Published poet and short story author
- Received an award from 'Action for Peace and Justice' for my work and technical support of the first national transgender and worship conference held in Corvallis in 2006
- Authored legislation regarding teaching and continuing education for educators in 1984 as a member of Girls State which went to the Oregon senate the following term and was voted on and passed state wide a few years later
- Completed a CD project titled Renaissance in the summer of 2010 a limited release of songs sung by my mother and father and me over my life
- New CD project coming in 2017 which is untitled and will be a 2 CD set of folk songs and Broadway ballads

SARA POWER, SHELTER MANAGER/"E.D."

PO Box 1373 Philomath, OR 97370 | 541-231-6772 | saragpower@gmail.com or
outreach@corvallisfumc.com

SUMMARY

I am a lifelong learner and teacher. I have been working with people in transition for most of my adult life (from high school seniors, to folks who are dying and those they leave behind). I have taken advocacy training for domestic abused women/men in 4 states! My experience as a teacher, mother, and pastor have taught me great patience, and I am passionate about walking *with* those who may need some assistance in navigating and finding the services they need. I am skilled at organizing and engaging volunteers so that they can be successful in their efforts.

EXPERIENCE

- 1971-1985 College and graduate student in Geology *Teaching assistant and sabbatical replacement instructor at Oregon State. Several summers as a field geologist in Oregon/Washington, and Colorado.*
- 1985-1990 Teacher, *West Albany High School and Linn Benton Community College*
- Taught physics and chemistry at West Albany, and team taught "life skills" in the program for single parent/displaced homemakers at LBCC
- 1990-1993 Student/Intern, *Iliff School of Theology in Denver. Internships as hospital chaplain, urban university chaplain, and assistant parish minister.*
- 1994-2002 Pastor of churches in 3 different parishes in Wyoming and Montana
- Preaching, teaching, counseling, ministry of presence, community organizing focused on children and the poverty
- Retired in January 2003 on Incapacity leave/disability
- 2003-2012 Active volunteer, *Philomath Food Bank, and in food security and homeless outreach programs*
- 2013-present Volunteer leadership
- October – April: Manager of Room at the Inn. 15 – 20 hours/week (paid staff in 15-16)
 - Year round co-coordinator of Mesa Familiar de Corvallis Family Table, 10 hours/month
 - Year round coordinator of Jammin' for the Hungry (fall 2008 to present) 3 hours/week

EDUCATION

1975 *BS, Duke University*

1978 *MS, Oregon State University*

1985 *PhD, Oregon State University*

1993 *MDiv, Iliff School of Theology, Denver, Colorado*

OTHER COMMUNITY PARTICIPATION

Board of Directors, *Corvallis Housing First*

Active Participant, *Corvallis Homeless Oversight Committee*

Active Participant, *Benton County CHIP Food Security Workgroup*

OTHER SKILLS/EXPERIENCES

2010-2020 **Serve-Safe Certified** National certification for commercial kitchen managers

 We are very concerned about food safety in the shelter and in the church!

Computer Skills & languages

· Adequate to put together documents, reports, spreadsheets, etc. and I can communicate in simple Spanish

Cross Cultural Experiences

· Mission trips to Honduras, Cuba, Chile, Espanola, New Mexico and the Blackfeet United Methodist Parish in Browning and Heart Butte, Montana

VIRGINIA ALFORD BRITTSAN, BOARD PRESIDENT
701 NW 29th St.
Corvallis, OR
(541) 224-2717
v.brittsan@comcast.net

SUMMARY

Helping others and teaching have been major aspects of my life. Caring for veterans in my early career gave me the opportunity to work with those for whom life has not always been easy. Teaching in a community college gave me the opportunity to help many who had struggled with life gain the knowledge and skills for a successful career. I have developed my abilities as a coach and supporter for those in transition.

In the work place and community settings I have refined leadership skills. Working as part of a teams to plan and implement change has used my abilities to make a difference in the lives of others, whether it was creating and managing housing for the disabled, meeting the care needs of a congregation, or developing curriculum to meet the changing healthcare environment.

EDUCATION

Bachelor of Science, Nursing
Texas Woman's University – May, 1971
Master of Science, Nursing
Oregon Health and Science University – June, 1990

EXPERIENCE

June, 1971 – September, 1992
Staff Nurse at Veteran's Affairs Medical Centers in Texas, California, and Oregon. In addition to my duties as a staff nurse in these facilities I often developed the unit schedule, taught classes, served as a preceptor for new graduates and new employees, and served as a member or chair of both nursing and multidisciplinary committees such as research, patient education, and the Nurse Professional Standards Board.

December, 1992 – September, 2005
Staff Nurse, Samaritan Health Service, Corvallis, OR: Radiation Oncology, Home Health, and Hospice

September, 1995 – June, 2014
Nursing Instructor at Linn-Benton Community College: Responsible for students in the clinical setting and classroom. Nursing faculty worked as a team to develop curriculum, coordinate student experiences, and devise processes that maintain consistency. Also member of 2 campus committees

Community experience includes:

- Chair of Douglas County committee to develop the process and program to implement state regulations for an Early Intervention Program
- Member and chair of committee to coordinate the care needs for the congregation
- Board member for a nonprofit organization that manages group and independent living services for the developmentally disabled

Gregg Olson R.N., L.M.F.T.

SUMMARY: Licensed Registered Nurse and Licensed Marriage and Family Therapist, with comprehensive knowledge of nursing and counseling psychology principles. Eleven years of direct inpatient medical care and over two years psychiatric home nursing. Ten years as a LMFT in private practice as well as institutional settings.

KEY SKILLS/QUALIFICATIONS:

- Direct patient medical care; patient charting and documentation; collaborative interventions across multiple disciplines.
- Individual, family, and group psychotherapy.
- Physical and mental health assessment and planning and follow through.
- Educating families and staff for inpatient and home care. Delivery of effective public presentations. Group facilitation.
- Crisis and mental health counseling and consulting.

PROFESSIONAL EXPERIENCE:

March 2011- 2013; **Mental Health Nurse**

Lane County Behavioral Health, Eugene, OR 97401

- Provided individual mental health assessment, crisis management, and psychotherapy
- Worked to address integration of the care of physical health and mental health needs
- Case management for housing, finances, insurance, and legal issues

December 2008-2011: **Registered Nurse**

Lebanon Community Hospital, Lebanon, Oregon

- Medical and Surgical Nursing, ACLS Certified

1997-2007: **Licensed Marriage and Family Therapist**

Private Practice, Nevada City, CA 95959

- Provided individual, couple, and family psychotherapy.

EDUCATION:

M.A. Counseling Psychology, Pacifica Graduate Institute, Carpinteria, CA. 1993

B.S.N. Nursing, California State University, Chico, CA. 1978

B.A. Sociology, Stanford University, Stanford, CA. 1970

OTHER SERVICE:

Past President and current member of the Corvallis Morning Rotary Club; Member of the Benton County Public Health Planning Committee; Professional and volunteer experience with the Hospice movement over several decades.

OTHER LICENSE:

California General Building Contractor License #515429 (Inactive)

BRAD SMITH, BOARD PRESIDENT
3525 NW Dimple Hill Rd
Corvallis, OR 97330
(541) 760-1020
brad@bixbynw.com

SUMMARY

I believe that shelter is a basic human right, and have focused my volunteer energy in helping others. Working with Habitat for Humanity, the goal was home ownership for those who work hard and yet are unable to reach this goal without community support. Working with Corvallis Housing First, our goal is moving neighbors from chronic homelessness to shelter and permanent supported housing. Working directly with our guests at the men's shelter, has opened my eyes to the very real challenges these neighbors face in obtaining and retaining permanent housing.

I have brought to both of these organizations my experience in data management and my organizational abilities. For the Cold Weather Men's Shelter, I developed (with my son) software to obtain demographic and other helpful information on the cold weather shelter for women. I have analyzed and summarized this information to share with the larger community (including the City Council and the County Commissioners) to help everyone understand the need for and the challenges of moving our homeless neighbors into permanent housing.

EDUCATION AND PROFESSIONAL EXPERIENCE

1974 BS: Pomona College: Zoology
1976 MS - San Diego State: Cell biology
1980 BS Univ. Illinois
1983 PhD Univ. Illinois
1983 DVM - Univ. Illinois: reproductive endocrinology

1983-2002: College of Veterinary Medicine, Oregon State University. 20 years.
2002 - present: Bixby NW Property Management: Active involvement in Property evaluations, acquisitions, financing, and operations in multiple states

COMMUNITY EXPERIENCE

2013-2016: Corvallis Housing First Volunteer and Board Member: Instrumental in developing software for data collection on guests at the Cold Weather Men's Shelter.
2003-present: Habitat for Humanity Board member (8 years) & volunteer. Started ReStore - secured location, funding, permits - initial staff hires and development, over site of finances, developed current site, arranged for environmental cleanup of existing site, arranged financing of new site, over site of construction



Creating affordable housing and healthy communities

August 31, 2016

Dear Mayor Traber and Members of the Corvallis City Council,

I'm writing to express support for the 2016-17 cold weather season operation of Corvallis Housing First's men's shelter at its current 4th Street location. I do so because there are too many people, right now, without a home and a safe place to sleep; and because our community has the resources to do something about it: Corvallis Housing First, the 4th Street shelter, and a coalition of partner organizations ready to do their part. My request is that the City of Corvallis agree to be one of those partners by providing needed financial support and committing the Corvallis Police Department to the tactical action plan described in Housing First's proposal.

No one, including Housing First, thinks of this shelter as the solution to the problem of homelessness. Most people agree the real solution is a permanent home and the supports necessary to remain in that home. Towards that end WNHS has set aside 20 of our existing apartments for people transitioning out of homelessness, and we will continue to work with Housing First and other organizations to place people in these homes. In time I hope our community will expand the supply of housing, rent assistance, and supportive services so that the transition from the streets, to shelter, to permanent housing becomes as short and direct as possible. It's a future WNHS is committed to pursuing in partnership with other organizations, both public and private, and I am confident we can get there.

But, that future is not yet here, and today we have a choice: do nothing or do what we can to help. I believe we live in a community that wants to do what we can to help. We also have in Housing First an organization ready to do the heavy lifting. Yes, they're a young organization with a lot of growing still to do, but they stepped up when no one else would, and I think it's time to commit ourselves to helping them succeed.

Sincerely,

A handwritten signature in blue ink that reads "Jim Moorefield".

Jim Moorefield
Executive Director

257 SW Madison Avenue, Suite 113, Corvallis, OR 97333
phone 541.752.7220 | toll free 800.403.0957 | fax 541.752.5037 | info@w-nhs.org
www.w-nhs.org



NMLS #260098, Oregon license #ML-4809



Benton County Health Department

530 NW 27th Street
P.O. Box 579
Corvallis, OR 97339-0579

Main Line: 541-766-6835 • Administration FAX: 541-766-6142 • Medical Records FAX: 541-766-6186
Developmental Disabilities: 541-766-6847 • Environmental Health: 541-766-6841
Telecommunications Relay Service: TTY 1-800-735-2900 • Website: www.co.benton.or.us/health

Person-Centered Behavioral & Physical Health Care Public Health & Prevention Regulatory and Population Health Health Management Services

August 25, 2016

To: Mayor Traber and Corvallis City Council Members

RE: Support for Corvallis Housing First's Proposal for the Men's Cold Weather Shelter

The Benton County Health Department stands ready to help provide services in support of the Men's Cold Weather Shelter for the 2016-17 winter season as we have done in past years. The Health Department is able to provide communicable disease screening, monitoring, and treatment as needed, navigation services to facilitate connecting shelter residents to health benefits and services, physical health care through our clinics, and mental health support through our established crisis system and treatment programs.

We are willing to collaborate with Corvallis Housing First and other partners in planning for the shelter in order to support the homeless in our community and assure good linkages to services and supports.

The shelter provides a window of opportunity to engage with individuals who are homeless and provide resources to improve their health and well-being. We are happy to be part of this effort and support Corvallis Housing First's proposal for operating the shelter this year.

Sincerely,

Mitch Anderson
Health Director



**Corvallis Daytime
Drop-In Center**
"where needs are met"

August 24, 2016

To the City Council and Mayor Biff Traber,

With this letter, The Corvallis Daytime Drop-in Center declares our intention to develop a memorandum of understanding with Corvallis Housing First and Room at the Inn defining those areas where we share mutual concerns and services for individuals that are homeless in Corvallis. We recognize the importance of basic shelter to the health and well-being of this particular sub population of Corvallis/Benton County. Further, we recognize that even the stability of 5 months of shelter can be a window of opportunity to help this population make changes to stabilize their lives.

Both CHF, Room at the Inn and The Corvallis Daytime Drop-in Center recognize the need to provide a wide range of services to support the needs of this population. The intersectionality of the people served by our non-profits is apparent. The Corvallis Daytime Drop-in Center is well situated to address the broad needs of this population. Services that the CDDC provides include but are not limited to: mail, phone, document storage, information and referral to local agencies, help obtaining ID, socialization, connections to Benton County Health Dept., help to obtain prescriptions, and our Homeless Employment Launching Project.

We are grateful for the opportunity to be a part of a positive community response to the need to provide shelter for this population. Please contact Aleita Hass-Holcombe, (541) 740-3235 if you have any questions.

Sincerely,

CDDC President & Volunteer Executive Director

Building healthier communities together

August 29, 2016

Dear Mayor Traber and Corvallis City Councilors:

For reference as part of your September 6 meeting and discussion concerning options for operating cold weather shelters this winter, I am pleased to provide additional information concerning how Samaritan Health Services supports local programs serving those who are experiencing homelessness.

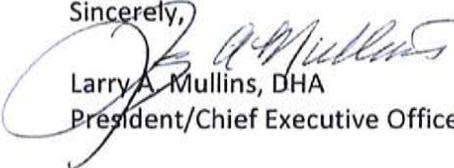
For many years, Samaritan has provided direct and in-kind support for the medical clinics operated by Community Outreach, Inc. (COI). This support includes providing prescription medications, lab tests and diagnostic imaging services for clients identified as needing those services and having neither health insurance nor the out-of-pocket funds to pay for them. On a case-by-case basis and with the support of the related physicians, we also provide necessary medical and surgical procedures as indicated.

In addition, in recent years we have contracted with COI to provide a respite bed at its 9th Street facility for individuals experiencing homelessness who are being discharged from the hospital. Although these individuals no longer require inpatient hospitalization, the respite bed at COI allows them to receive follow-up care and the staff support to assist with their long-term recovery. This has proven to be an excellent means of assisting individuals who may wish to begin drug and alcohol treatment, or who need additional support as they work to secure employment and/or permanent housing.

Recognizing that not all individuals experiencing homelessness are served by COI, we are also prepared to extend health-related services to the cold weather men's and women's shelters at the identified locations once secured. This would include placing visiting nursing/health navigator support at these locations to provide health assessments and referrals, medication management, basic health screenings including blood pressure and blood glucose monitoring, and foot care for diabetics. We are also exploring how we can assist with mental health services for those in need.

As part of this compassionate community, we recognize and take seriously our responsibility for helping to care for these vulnerable individuals – especially during the coming winter months. Once the City Council determines how it wishes to proceed, we will be ready to move forward with this support as indicated. We appreciate the many individuals and organizations who work to extend our safety net of human and social services to all those in need.

Sincerely,



Larry A. Mullins, DHA
President/Chief Executive Officer



Helping People. Changing Lives.

August 29, 2017

To Corvallis City Councilors and Mayor Traber:

Community Services Consortium (CSC) is writing in support of the Corvallis Housing First (CHF) proposal to provide a cold weather shelter program in Corvallis from November 1, 2016, through March 31, 2017. We believe that successful outcomes can be achieved this winter with help from the community and a number of collaborating agencies.

Along with the other members of the Homeless Opportunity and Action Council (HOAC), we believe that addressing homelessness requires a continuum of services that includes shelter, permanent housing, and supportive services. CSC will work more closely with CHF to make our resources and services available to CHF residents, including rent and utility subsidies; pre-employment training and job training; support services for veterans and their families; financial management, rental history rehabilitation and other life skills to assist those experiencing homelessness to secure housing, work and a more stable future.

Finally, we believe we share a community desire to ensure that all residents have safe, decent, affordable housing. Therefore, we remain committed to helping the community explore and establish options for shelter location and operations next year.

Sincerely,

Martha Lyon
Executive Director
Community Services Consortium



PO Box 285 • Corvallis, OR 97339
PO Box 1984 • Albany, OR 97321
1-800-901-2904
www.jacksonstreet.org

August 26th, 2016

To the City Council and Mayor Biff Traber;

Jackson Street Youth Services is writing to confirm our commitment to providing services and support in collaboration with the Corvallis Housing First Cold Weather Shelter for Men in the 2016-17, should it be in operation. We recognize the importance of basic shelter to the health and well-being of this particular sub-population of Corvallis/Benton County. Further, we recognize that even the stability of 5 months of shelter can be windows of opportunity to help those in this population make changes to significantly improve their lives.

We are pleased to be part of this community effort by providing programming support and resources including outreach, support (such as case management), programming (such as life skills classes), and long-term housing for homeless youth ages 18-25. We anticipate establishing a more formal Memorandum of Understanding outlining our partnership if needed. While we have provided support for individuals being served by the shelter in the past, we anticipate our partnership will involve more consistent services and presence by staff in the coming year. We also are committed to sending our executive and program staff to regular meetings with CHF and other partners to troubleshoot our collaboration.

Jackson Street Youth Services was founded in 2001 and we are here to to promote **safety, stability, and well-being** for youth. We work to prevent homelessness by showing a path to long-term success through building **positive relationships and skills for self-sufficiency**. We are grateful for the opportunity to be a part of a positive community response to the need to provide shelter for this population. Please contact me if you have any questions.

Sincerely,

Ann P. Craig
Executive Director
Jackson Street Youth Services

Jackson Street helps youth 24/7/365

Jackson Street Youth Services is a 501(c)3 nonprofit organization, Federal Tax ID # 93-1269503



C/O First United Methodist Church of Corvallis
1165 NW Monroe Ave.
Corvallis, OR 97330

August 24, 2016

To the Corvallis City Council and Mayor Biff Traber:

Corvallis Housing First (CHF) and Room at the Inn(R@N) are close collaborators in serving homeless women and men and families in Corvallis and Benton County. I am writing this letter in support of CHF's Cold Weather Men's Shelter (MCWS).

Before R@N opened in the fall of 2013, we consulted with the ED, the board chairperson, and the case manager of CHF and MCWS, to help us get off to a good start. From the beginning, we planned on merging when the "new shelter is built." Because of the planned merger, we have followed similar policies and practices in how we operate the women's shelter. Both shelters follow the criteria for best practices in shelters for homeless adults from 100,000 Homes, one of the primary groups in support of Housing First programs and principles. Three members from the R@N board are also on the CHF board, so that we can closely align our attempts to create permanent solutions to end homelessness for single (or partnered) adults in Corvallis. We collaborate in writing grants to support shelters, case management, and permanent housing possibilities.

On the most basic level, R@N and MCWS interact because we often house women and men who are partners outside of the shelter. It helps us all to have a good sense of some of the dynamics of these relationships, in order to provide the best possible services to both members of a couple.

We also collaborate in other ways. R@N has a licensed kitchen and is able to provide some cooked food (hardboiled eggs) that has been prepared under the supervision of our kitchen manager who has Serve Safe certification. Sometimes, meals prepared for another program in this kitchen (Corvallis Family Table) can be delivered to the men's shelter while they are still hot, and have been kept under tight temperature control. We also have provided some shared case management, which will increase, as a new .5 FTE case manager is hired by R@N. This case manager will be supervised by the case management supervisor from Corvallis Housing First. We expect this case manager to also be able to work with the Adult Services Team to help with the general case management for persons who experience homelessness or near homelessness. We will continue to collaborate in seeking permanent housing for the residents of both shelters. We share the understanding that the solution to "ending homelessness" is to get folks in permanent housing, with the case management support for as long as they need it.

Sincerely,

A handwritten signature in black ink, appearing to read "Sara G Power", written in a cursive style.

Sara G Power
Executive Director and Shelter Manager, Room at the Inn.

Corvallis Housing First - General Information Notice

Property: 2311 NW Van Buren, Corvallis OR

Dates: 9/13/16 & 9/15/16



Room	Resident Name	Notification Signed	Notification Posted
B1	DeLespinasse	X	
B2	Clarke		X
101	Kuo	MANAGER	
102	Gaudio	X	
202	McBride /Moome	X/X	
203	Ruby	X	
204	VACANT	na	
205	Myers		X
206	Xu	X	
207	Gaudin	X	
208	Souther		X
209	Fan		X
210	Wilson	X	
211	Goldner		X
301	Wilson		X
302	McClintock	X	
303	Stumbaugh	X	
304	VACANT	na	

only 2 VACS.

X

**APPLICATION FOR FY 16-17 CITY OF CORVALLIS
SUPPLEMENTAL CDBG PROGRAM CAPITAL PROJECT FUNDING**

Project/Activity Title: Acquisition of Land for Future Affordable Housing (Larson Commons Phase 2)

Address: 2610 SW 3rd Street Corvallis OR (Please see attached map as Exhibit 1)

Name of Developer/Sponsor: Willamette Neighborhood Housing Services (Please see attached verification of non-profit 501(c)(3) status as Exhibit 2)

Applicant's Address: 257 SW Madison Ave, STE 113 Corvallis, OR 97333

Contact Name: Garrick Harmel, Director of Housing Development Contact e-mail: garrick.harmel@w-nhs.org

Contact Phone: 541-752-7220x 306 Contact Fax: 541-752-5037

Project Overview:

The project includes: (Mark all that apply)

Rental Housing Owner Occupied Housing Public Facilities Other (describe): _____

The project includes: (Mark all that apply)

Acquisition of land only Acquisition of Land & Improvements Rehabilitation or Conversion New Construction Public Improvements

Control of the property is maintained by: (Document)

Deed Contract Expires: _____ Option Expires: _____ Other (describe): Option Agreement will be executed prior to HCDAB meeting

How long will your project be committed to providing affordable housing or a public facility as described in this proposal? 20 years

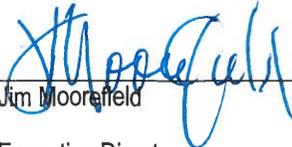
Funding Overview:

Total project budget	<u>\$280,605</u>	Amount of this request:	<u>\$266,000</u>
Funds committed* to date:	<u>\$14,605</u>	Other outstanding requests:	<u>\$0</u>
Surplus/Deficit	<u>\$266,000</u>	Total outstanding requests:	<u>\$266,000</u>

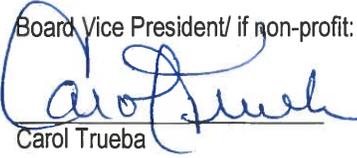
* Do any of the committed funds utilize federal funding, either directly or indirectly? Yes No N/A

Signatures of responsible/authorized representatives

Director/Owner/Other Authorized Signer:


Jim Moorefield
Executive Director

9/19/16
Date

Board Vice President/ if non-profit:

Carol Trueba
President WNHS Board

9/16/2016
Date

**City of Corvallis CDBG & HOME Program
Letter of Intent Checklist**

Agency Details:

Project Title: _____
Name of Developer/Agency: _____
Agency's Address: _____
Primary Contact: _____
Contact Phone: _____ Fax: _____
Contact E-mail: _____

Project Description:

In the space provided please provide a brief narrative describing the project and the low income beneficiaries impacted.

City Use Only

Date Letter of Intent was received: _____ By: _____ Initial: _____
Date of pre-application meeting: _____ With: _____ Initial: _____
Staff Recommends applicant submit a funding application? Yes Future RFP Other: _____ Initial: _____
Date results letter sent: _____ By: _____ Initial: _____

Capital Project Questionnaire

Yes	No	N/A
-----	----	-----

Has any of the information provided in the Letter of Intent Checklist changed?
If so, please complete a revised Checklist and capture the changes within the narrative section of this application.

X

Site:

Yes

No

N/A

1. If you do not own the property and your project includes property acquisition, have you issued the required Uniform Relocation Act notices to the property owner? *We will issue them with the purchase agreement/ Option Agreement.*
2. If there are any existing structures 45 years or older on the site that will be demolished during the course of development, has SHPO reviewed your site and demolition plans?
3. Are there any known environmental hazards or issues on or adjacent to your project site?
4. Are there any known wetlands on or adjacent to your project site?
5. Are there any known underground storage tanks on or adjacent to your project site? *One identified UST at 2580 SW 3rd Street*
6. Are there any known aboveground storage tanks on or adjacent to your project site?

X*

X

X

X

X*

X

Project:

Yes

No

N/A

7. Has an appraisal been completed for the project?
8. Have adequate funds been budgeted within the proposed budget to cover the costs of relocation, either temporary or permanent, if the project involves occupied units? *This request is for acquisition only.*
9. If you have been advised that the project will be subject to Prevailing Wage Rates, have adequate funds been budgeted within the proposed budget to cover those additional costs?
10. If applicable, do your project plans and specifications meet Section 504 and other applicable building code requirements for accessibility?

X

X*

X

X

Project Schedule: In the table below, please list the major elements of your project, along with the dates that you anticipate each element will begin and end.

Project Element	Begin Date	End Date
City review, HCDAB review, City Council Approval	September 2016	October 2016
Option Agreement submitted to owner, executed	September 2016	September 2016
WNHS Due Diligence	October 2016	December 2016
Closing/ WNHS acquires property	December 2016	December 2016

For the questions that follow you may either answer the question in the space provided or you may attach one single sided page (no more) for each question. The attached page must include a restatement of the question at the top of the page. If you choose to answer a question on an additional page, please indicate so following that question in the application form.

- 1. Describe your project. Include a notation of which eligibility category applies to the project, who and how many households/families/individuals the project will be targeted to serve, their incomes and whether they are part of any priority special needs group. Attach a site plan for your project, and include preliminary or final floor plans if available.**

Willamette Neighborhood Housing Services (WNHS) is undertaking the acquisition of land in South Corvallis in which a project concept is still being developed. The property is located adjacent to a property that WNHS just acquired 2580 SW 3rd Street, which is also next to our Larson Commons project. It is WNHS' early assumption that both properties 2580 and 2610 will be combined to provide future affordable housing. Any units that WNHS builds will provide decent, safe, affordable housing to low income families. A very preliminary concept is attached as Exhibit 3. Note this is just a very preliminary analysis and once WNHS gets further along in the development process will research further development options that best suit this site and its identified population.

These units will serve a population of at least 80% of Area Median Income. The income restrictions for the unit mix are as follows as of September 2016

Family Size	1	2	3	4	5	6
Area Median Income				76,500		
60% (Low)	32,160	36,720	41,340	45,900	49,620	53,280
50% (Very Low)	26,800	30,600	34,450	38,250	41,350	44,400

Please see **Exhibit 3** for a very preliminary concept of a site design with 2580 SW 3rd Street.

- 2. How have you determined that there is a need for the project you are proposing? Please describe in detail the severity of the need(s) you will be targeting, how you have determined this severity, and the extent to which your project will address it. If your project would include the development of housing, what tools have you used to measure the need or demand for your project?**

A market study that was prepared in May 2016 for Seavey 3 Development found that the Corvallis market vacancy rate is among the lowest in the state at 0.4% among 13,237 renter households. According to Prior and Associates' analysis for demand, they suggest "that the primary market area can absorb 703 units over the next two years" and that "the level of demand is sufficient to absorb the units in the development pipeline" and that the vacancy rate would "remain well below the 5.0% balanced threshold". When looking at the severity of need, they concluded that there are 3093 income- and size- qualified renter households that qualify for the \$39,250 AMI level for a four-person household, which accounts for 23.4 of the primary market area. Also equally important, all the survey income-restricted units used in this analysis were 0.0% vacant and most had extensive waitlists. Furthermore, occupancy levels at 13 properties remained at 97% and 100% over the last year, of which 11 properties increased rents in the last year.

The aforementioned numbers are always dependent upon the expansion of Oregon State University and its need to house students. Student enrollment at OSU grew 5% in 2011, and another 4% in 2012. OSU's President has announced plans to "slow" enrollment growth to 2% per year, but even at that rate enrollment will grow from the current 29,576 students to over 31,000 students in the next few years. OSU's expansion and its need to house students make it extremely difficult for renters of all family sizes to find rent that is affordable.

As mentioned in previous market studies, "it is important to note the disparity between proposed affordable rents and my conclusion of market rents for the subject units. This disparity reflects the impact that ever increasing enrollments at OSU is having on the rental market in Corvallis, combined with the disparity between the working poor in Corvallis and the higher wage jobs enjoyed by some of the employees of other major employers including OSU, Samaritan Regional Medical Center, HP, NuScale Power, and CH2MHill.

3. Describe the ways in which your project meets the goals of the Corvallis CDBG and/or the HOME program, as outlined in the Request for Proposals package and in the City's FY 13-14 through FY 17-18 Consolidated Plan.

The Overview of the Strategic Plan names five priority needs towards which its resources will be focused (p. 121). As described below, funding Larson Commons Phase II would meet at least two of those needs.

1. Providing affordable housing opportunities:

When this project is developed, Larson Commons Phase II will provide several units of affordable housing in South Corvallis, which will be close to local services and transit for easy access to every day needs.

5. Helping people with low incomes

When this project gets developed, the units will be restricted to incomes at or below 80% of Area Median Income (most likely lower 50-60%), of Corvallis Area Median Income.

Within the annual goals portion of the action plan, the first goal "create and retain affordable housing opportunities" (p 162) sets a goal outcome indicator of 8 households assisted. When this project gets developed, it would meet 100% of that goal in the creation of several affordable housing units within the allowed RS-12 zoning restrictions.

4. Describe the means you used to estimate or determine project costs. Have you reviewed estimates and the overall project to determine whether there are lower-cost alternatives to the proposed activities? Have you anticipated cost increases during the term of construction? Please provide the current scope of work for the project and inspection reports utilized in the creation of the scope of work and cost estimates.

The estimates that were used to determine the project costs are based off of recently acquired property with comparable acreage and site development potential and needs.

5. If you are proposing a housing rehabilitation project: what is the basis for your assessment of the repairs needed? Will the after-rehab condition of your project meet the HUD Housing Quality Standards found at 24 CFR 982.401? Will the after-rehab units meet the City of Corvallis Rehabilitation Standards, including the required energy conservation measures?

Not Applicable; Acquisition of Land

6. Describe the steps you will take to maintain the structural integrity of the housing or facility you plan to acquire/create or rehabilitate. How will you assure that the value of the asset (structures) will be maintained?

WNHS believes the first measure toward guaranteeing long term structural integrity is to build and rehabilitate our housing with its long-term upkeep foremost in mind. New Construction projects start with a replacement reserve analysis to determine that the project will have enough financial means to last through at least 30 years of operation, a practice which allows WNHS to project operating budgets to accommodate these improvements. After the project's completion a project's CNA be revisited every five years to update with the introduction of new materials and systems which will add to the useful life of the property as well as reduce costs.

When this project is developed, the work at Larson Commons Phase II will include practices such as envelope and ventilation installation to stringent protocols that prevent water intrusion as well as improving moisture management. Diligent maintenance and repairs by the management personnel and carefully overseen by WNHS asset management will avoid deterioration of properties and control costs. Regular inspections at least annually including individual units are necessary to monitor. These efforts will ensure the structural integrity and value of the asset.

7. Please list below the sources of funding you anticipate using to complete development of your project. List the amount of funding you are seeking first in this application, followed by other sources. Include the amounts secured/sought, whether they are a loan, grant, or other type of funding (e.g., in-kind, donated materials/labor, owner equity, etc.), the terms if a loan, and the status of your request or application.

Source	Amount	Type (Grant, Loan, other)	Terms	Status (Applied, Committed, In Hand, or Unknown)
City of Corvallis CDBG	\$266,000	Grant		Applied this application
WNHS Equity	\$14,605	Grant		Committed

8. *Uses of Funding* (You may substitute a comparable document in your own format.) Please see **Exhibit 4**

9. Operating Information.

A. If your proposed project is a public/community facility, please attach a detailed facility operating budget that includes income and expenses for the facility's first year of operation, fifth year of operation, and tenth year of operation. **(Not Applicable)**

B. If your project will provide rental housing, please complete the operating budget on the next page that includes income and expenses for the project's first year of operation, fifth year of operation, and tenth year of operation. (You may substitute a comparable document in your own format.) **Not Applicable Acquisition only**

10. Describe the assumptions you are using to estimate current and future operating income and costs, including inflation factors.

Not Applicable; see above

Applicant Information

11. Applicant Capacity: Please list the members of your development team, along with phone numbers and e-mail addresses. Please include résumés for all agency/owner staff and contracted professionals who will have project responsibilities.

Owner/Agency Director	Jim Moorefield, Executive Director	541-752-7220 x301	Jim.Moorefield@w-nhs.org
Owner/Agency Development Staff	Garrick Harmel, Director of Housing Development	541-752-7220 X306	Garrick.Harmel@w-nhs.org
Owner/Agency Development Staff	Jodi Erickson, Asset Manager	541-752-7220 x310	Jodi.Erickson@w-nhs.org
Owner/Agency Development Staff	Cori Riley, Chief Financial Officer	541-752-7220 x.308	cori.riley@w-nhs.org
Owner/Agency Development Staff	Jose Brambila Asset Management Asst.	541-752-7220 x307	Jose.Brambila@w-nhs.org
Owner/Agency Development Staff	Liza Newcomb Housing Rehab Manager	541-752-7220 X314	Liza.Newcomb@w-nhs.org

12. Describe similar projects you have carried out, as a developer or sponsor, in the last five years

Seavey Meadows Phase III

12 units of new construction in Northwest Corvallis

- Construction began in June 2016 and is scheduled for completion in February 2017
- Project financing from LIHTCs, HOME, and GHAP

Hotel Julian Apartments

35 units significantly rehabilitated with relocation of all tenants

- Construction began in September 2014 and was completed in May of 2015
- Project financing from OHCS, LIHTCs, HOME; CDBG, NeighborWorks America, NOAH, Wells Fargo Bank, MPower

Lancaster Bridge

50 units significantly rehabilitated with relocation of all tenants

- Project completed December 2013, fully occupied in January 2014
- Project financing from OHCS, LIHTCs, HOME; CDBG, NeighborWorks America, Community Services Consortium, Wells Fargo Bank

Seavey CLT Homes (Phase 1)

Six Single family Community Land Trust Homes

- Project will be completed in 2014
- Project financing from Corvallis HOME, NeighborWorks America, Community Frameworks, Citizens Bank

Alexander Court and Seavey Meadows Phase 2

- 49 units of new construction
- Project completed (both sites) September 2012, fully occupied in 2012
- Project financing from OHCS Trust Funds, LIHTCs, HOME; CDBG, Enterprise Green Communities; NeighborWorks America, Energy Trust of Oregon, Umpqua Bank

13. Financial Information: Please provide a copy of your most recent audited financial statement or, if your agency is not required to perform audits, an up-to-date balance sheet and income statement.

The WNHS 2015 Audit is included with packet materials (Exhibit 5).

14. Describe your service/support plan for the housing or facility for which you are seeking funding. Include descriptions of the services it will provide upon project completion, who will provide these services, and the resident types/clients they will serve.

Larson Commons Phase 2

A focus on healthy homes, neighborhoods, and communities has become a unifying theme in much of WNHS' work and is informing our approach to housing development and management, and resident and community engagement. WNHS has designed its well established resident services program offerings to achieve the following goals: (1) keep families/ individuals healthy and stable in their homes, and (2) promote self-sufficiency and educational success.

Willamette Neighborhood Housing Services' Resident Services Program offers tenants a variety of services and resources targeted to the needs of low-income individuals and families. These services are provided by WNHS directly or through referrals to other agencies and partnerships with other service providers. WNHS' direct services include information and referral to tenants; financial education through the Dollars and Sense class; health navigation; community building and engagement support that promotes resident participation and neighborhood health; and asset building services that help residents work toward a brighter financial future. The Resident Services Program is staffed by a Community Engagement Manager, Health Navigator, .5 FTE Administrative Assistant, and a part-time Education Services Coordinator with additional services provided by other WNHS programs and community organizations.

Programs include:

Information and Referral: WNHS resident services staff provide information and referral to WNHS residents who contact us or are referred to us by the property manager. Referrals include food security, social service referrals including the need for emergency rent assistance, payment plans to stabilize housing, and utility assistance. Referrals will also be made to behavioral health specialists, assisting with enrollment in health insurance, explaining health and wellness plans and selecting a primary care physician, oral health referrals, harm reduction, and tobacco cessation tools.

Residents Services works closely with WNHS Asset Management and property managers. Residents are often referred to resident services for emergency rent assistance resources or eviction prevention. The resident services coordinator works with residents, property managers and WNHS' asset manager to find solutions for residents who want to prevent an eviction. These solutions may include payment plans and rent payment extensions.

Supportive services to special needs tenants: WNHS most often refers to the following agencies including but not limited to: Senior and Disability Services, Center Against Rape and Domestic Violence, Community Services Consortium, Benton County Health Department, Linn Benton Housing Authority, Benton County Veterans Service Office Neighbor to Neighbor Mediation Services and other local agencies. Each new resident also receives a move-in packet with information on the Resident Services program, local resources and the 211 referral system.

Individualized Assistance/Coaching: As WNHS staff build relationships with tenants they will also assist with setting goals related to wellness, maternal and child health, chronic disease prevention and management, and/or financial literacy education. WNHS staff meet one-on-one with individuals/families, guiding them through the goal setting and planning process, and following-up at regular intervals to assess progress, address barriers, and make changes to their plan as necessary.

Community Engagement: WNHS offers both on- and off-site opportunities for neighborhood and community activities such as chronic disease prevention and management, community gardening, nutrition classes, healthy communities planning, parent education, children programming, neighborhood watch, and leadership development. Healthy community programming are tailored based on the health education needs and interests of the tenant population. Resident Services is also available to help support community events and projects. Resident Services often plays a support role to residents who organize community meetings, potluck dinners or social programming.

Asset Building and Financial Education. Asset Building and Financial Education programming helps participants plan for a healthier financial future by providing three related services: The Dollars and Sense curriculum helps participants learn about money-related issues such as saving, budgeting, and managing credit. The Valley Individual Development Account (VIDA) Program matches \$3 for every \$1 that participants save up to \$8,000 for the purchase of their first home or go back to school. Individual credit coaching is also available through WNHS for households who want one-on-one assistance in budgeting and accessing credit scores and reports.

Since mid-2013, WNHS has offered a one time, one per unit, \$50 rent concession to all WNHS residents who complete the Dollars and Sense workshop to increase participation of residents.

Resident Services also promotes AARP free tax assistance as well as the Earned Income Tax Credit and Childcare Tax Credit to all WNHS residents.

Homeownership Program. This WNHS program provides educational, counseling and lending services that help families purchase their first home. Since the Homeownership program began 16 years ago, we've assisted over 3,500 households and have helped 1030 households purchase their first home. The program includes home buyer education classes, one-on-one housing counseling and access to down payment assistance.

15. Please attach at least two letters expressing support for your project which describe the need for the project and how it will meet that need. Letters should be from representatives of agencies or community members who have knowledge of the need your project will meet and the clients/population it will serve.

Please see **Exhibit 6** Letters of Support

Documentation Checklist: <i>(Unless otherwise indicated please attach a copy with each copy of this application.)</i>	Included	N/A
A. Letter of Intent Checklist submitted with the Letter of Intent (or a revised version if needed)	X	
B. Documentation of site control and the legal description of the property. <i>To be submitted at a later date.</i>		X*
C. Copy of the appraisal for the project. <i>(One copy with the original)</i>		X
D. The current scope of work for the project.		X
E. Market studies/analyses utilized in determining the need for the project. <i>(One copy with the original)</i>		X
F. Inspection report(s) used to create the scope of work or cost estimates. <i>(One copy with the original)</i>		X
G. If applicable, SHPO determination letter for the project		X
H. Résumés for all staff and contracted professionals who will have project responsibilities.	X	
I. If the project is currently occupied, include a tenant income survey for each occupied unit.		X
J. If the project is currently occupied, include the general information notice for each tenant.	X	

DISCLAIMER/DECISIONS NOT TO FUND: The City of Corvallis has developed this Request for Proposals and funding application with the intention of gathering information that is adequate to serve as a sound basis for decisions about funding allocations. As applications are reviewed it may become apparent that additional information is needed from one or all project applicants. In the event that something pertinent to all applications has been omitted from the application form, all who receive this RFP/application will be asked to provide supplemental information. The City may also follow up with individual applicants to clarify information contained in their application/proposal, or to gather additional information.

The City of Corvallis reserves the right to allocate funds to any, all, or none of the proposals/applications for funding received under this Request for Proposals. The City also reserves the right to provide funds with different financing terms to any or all projects funded, based on its determination of the severity of need among the populations that will be served, and on a project's financial need.

Google Maps



2610 SW 3rd St (Left Side) and 2580 SW 3rd St (Right side)



Image capture: Aug 2015 © 2016 Google

Corvallis, Oregon

Street View - Aug 2015



Google Maps

2610 SW 3rd St

Corvallis, Oregon



Imagery ©2016 Google, Map data ©2016 Google 100 ft

Measure distance
 Total area: 18,848.34 ft² (1,751.07 m²)
 Total distance: 770.14 ft (234.74 m)

2580 & 2610 SW 3rd Street, Corvallis, OR 97333



Imagery ©2016 Google, Map data ©2016 Google 100 ft

Measure distance
 Total area: 43,390.85 ft² (4,031.14 m²)
 Total distance: 919.81 ft (280.36 m)

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: JUN 17 1996

CORVALLIS NEIGHBORHOOD HOUSING
SERVICES INC
C/O CHRISTINE PUETZ
2797 N.W. 9TH STREET
CORVALLIS, OR 97330

Employer Identification Number:
93-1057296
Case Number:
956138127
Contact Person:
TYRONE THOMAS
Contact Telephone Number:
(213) 894-2289

Our Letter Dated:
November 1991
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

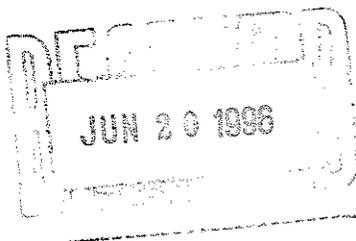
Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Richard R. Orosco
District Director



This number indicates that the letter is an "advanced ruling" and grants permanent status
per Federal IRS "1019"

Letter 1050 (DO/CG)

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: ~~Jan 11 1996~~

CORVALLIS NEIGHBORHOOD HOUSING
SERVICES INC
544 SW THIRD ST
CORVALLIS, OR 97333-4439

Employer Identification Number:
93-1075296
Case Number:
956008011
Contact Person:
TERESA SMITH
Contact Telephone Number:
(213) 725-1758
Our Letter Dated:
NOV 8 1991
Advance Ruling Period Begins:
APR 29 1991
Advance Ruling Period Ends:
DEC 31 1995
Addendum Applies:
NO

Dear Applicant:

Our letter of the above date stated that we had determined your organization is exempt under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) and that you would be treated as a publicly supported organization and not as a private foundation during your advance ruling period. This was based on our determination that you could reasonably be expected to be an organization described in sections 170(b)(1)(A)(vi) and 509(a)(1) or in section 509(a)(2).

We also stated that at the end of your advance ruling period you would have to establish that you were in fact an organization described in one of the above sections.

Our records indicate that your advance ruling period begins and ends on the dates shown above. Your exempt status as an organization described in section 501(c)(3) is still in effect. However, to establish that you are a publicly supported organization described in sections 170(b)(1)(A)(vi) and 509(a)(1) or in section 509(a)(2), please complete the attached Form 8734, Support Schedule for Advance Ruling Period, for each of the tax years in your advance ruling period.

The information requested in this letter is required to support your claim to be other than a private foundation. It is needed in addition to any required Form 990 or other annual return. Please send it to us within 90 days from the end of your advance ruling period.

If we do not receive this information, we will presume you are a private foundation and you will be treated as a private foundation as of the first day of your first tax year for purposes of sections 507(d) and 4940 of the Code. In addition, if you do not provide the information by the time requested, it will be considered by the Internal Revenue Service that you have not taken all reasonable steps to secure the determination you requested. Under section 7428(b)(2) of the Code, not taking all reasonable steps, in a timely manner, to secure the determination may be considered as a failure to exhaust administrative remedies available to you within the Service, and may preclude the issu-

Letter 1046 (DO/CG)

CORVALLIS NEIGHBORHOOD HOUSING

ance of a declaratory judgment in the matter under judicial proceedings.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Thank you for your cooperation.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Richard R. Orocco", written over a horizontal line.

Richard R. Orocco
District Director

Enclosures:
Form 8734
Copy of this letter

**Internal Revenue Service
District Director**

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: August 26, 1999

Person to Contact:

Dalphone Naegele 31-04025
Customer Service Representative

Corvallis Neighborhood Housing Services, Inc.
2797 NW Ninth St.
Corvallis, OR 97330-3857

Telephone Number:

877-829-5500

Fax Number:

513-684-5936

Federal Identification Number:

93-1057296

Dear Sir or Madam:

This letter is in response to your telephone request of August 25, 1999, requesting a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in June 1996 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Corvallis Neighborhood Housing Services, Inc.
93-1057296

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in black ink that reads "C. Ashley Bullard". The signature is written in a cursive style with a small "cc" at the end.

C. Ashley Bullard
District Director

Internal Revenue Service

Department of the Treasury

District
Director

300 N. Los Angeles Street, MS 7043
Los Angeles, CA 90012

CORVALLIS NEIGHBORHOOD
HOUSING SERVICES INC.
2797 NW NINTH ST.
CORVALLIS, OR 97330-3857

Person to Contact: L. Barragan
Telephone Number: (213) 894-2336
Refer Reply to: EO (0819) 99
Date: August 31, 1999
EIN: 93-1057296

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal Income Tax in June 1996 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in June 1996 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



L. Barragan
Disclosure Assistant
Badge #95-01180

2610 SW 3rd Street Acquisition Budget

Sources:

City of Corvallis CDBG	\$	266,000
WNHS	\$	14,605
	\$	280,605

Uses:

Property Acquisition	\$	261,000
Closing Costs	\$	3,000
Appraisal	\$	2,000
Lead Paint Risk Assessment	\$	3,400
Home Inspection	\$	500
Radon Testing	\$	175
Phase 1 Testing	\$	2,200
Asbestos Testing	\$	500
Broker's fee	\$	7,830
Total	\$	280,605

GARRICK HARMEL

Willamette Neighborhood Housing Services
257 SW Madison Avenue, Corvallis, OR 97330 · (541) 752-7220 x 306
Garrick.Harmel@w-nhs.org

EMPLOYMENT

DIRECTOR OF HOUSING DEVELOPMENT 2007- present
Willamette Neighborhood Housing Services *Corvallis, Oregon*

Willamette Neighborhood Housing Services is a private nonprofit community development corporation committed to improving lives and strengthening communities through quality affordable housing, homeownership, economic opportunity and community partnerships. Neighborhood Housing Services is also a member of the NeighborWorks® Network sponsored by NeighborWorks® America.

HOUSING ASSISTANT/ PROJECT MANAGER 2005 - 2007
Worcester East Side Community Development Corporation *Worcester, Massachusetts*

East Side CDC is one of six agencies working to preserve or create affordable housing in the City of Worcester, Massachusetts. Coordinated with the Housing Director with real estate evaluation; project management and oversight; funding requests and compliance; logistical support for first time homebuyers; and asset management.

GREEN BUILDING CONSULTANT/ ASSISTANT PROJECT MANAGER 2004 - 2005
Worcester Common Ground Community Development Corporation *Worcester, Massachusetts*

WCG is a Community Land Trust that utilizes comprehensive neighborhood improvement strategies to support their development of homeownership and affordable rental units. Researched and coordinated potential green building strategies for current and future developments; identified and secured funding sources for implementation; project management and oversight with ongoing projects.

EDUCATION

SUSTAINABLE DESIGN/ BUILD INTERN 2005
Yestermorrow Design Build School *Warren, Vermont*

MA COMMUNITY DEVELOPMENT AND PLANNING 2003 - 2005
Clark University *Worcester, Massachusetts*

BA STUDIO ARTS 1999
Georgia State University *Atlanta, Georgia*

QUALIFICATIONS

HOUSING AND COMMUNITY DEVELOPMENT

- Worked on the development of 12 projects in three communities representing 158 units of homeownership and multi-family.
- Developed community needs assessments, housing market analyses, and project concepts
- Identified, evaluated, and recommended potential project sites and concepts
- Solicited, negotiated, and secured project financing from a variety of public and private sources
- Served as the Project Manager and Owner's Representative during all phases of project implementation
- Drafted request for qualifications/ proposals, negotiated, prepared, and managed contracts for a variety of development professionals

PROGRAM DEVELOPMENT & SERVICE DELIVERY

- Initiated a green building strategy for three non-profit housing agencies
- Coordinated and managed multiple project specific development partnerships
- Managed the construction of the first Community Land Trust project at WNHS
- Coordinates Sweat Equity requirements with first time homebuyers
- Managed and oversaw the Housing Rehabilitation program at WNHS for two years
- Currently oversees all aspects of Housing Development at WNHS including Multi-family and Single-Family development

FINANCIAL & FUNDRAISING

- Successfully raised capital project funds from a full range of public and private sources.
- Managed capital project budgets up to \$11 million.

COMMUNITY SERVICE AND AWARDS

- Vice-Chair, Homeownership Development, The Oregon Opportunity Network, 2009–2012
- Committee Member, Housing Action Group, Corvallis Sustainability Initiative, 2008–2012
- Member Northwest Community Land Trust Coalition, 2008–present
- Oregon ON Star Player Award, 2010
- Graduate of Oregon ON LEAD ON, Leadership Development Inaugural Class, 2011
- Housing Credit Certified Professional (HCCP), 2014
- Lead RRP Certified Renovator, 2014

JOSE BRAMBILA

Willamette Neighborhood Housing Services
257 SW Madison Avenue, Corvallis, OR 97330 · (541) 752-7220 x 307
Jose.Brambila@w-nhs.org

EMPLOYMENT

ASSET MANAGEMENT ASSISTANT <i>Willamette Neighborhood Housing Services</i>	2016- present <i>Corvallis, Oregon</i>
HOUSING DEVELOPMENT INTERN <i>Willamette Neighborhood Housing Services</i>	2015 - 2016 <i>Corvallis, Oregon</i>

Willamette Neighborhood Housing Services is a private nonprofit community development corporation committed to improving lives and strengthening communities through quality affordable housing, homeownership, economic opportunity, and community partnerships. Neighborhood Housing Services is also a member of the NeighborWorks® Network sponsored by NeighborWorks® America.

EDUCATION

HOUSING DEVELOPMENT INTERN <i>Willamette Neighborhood Housing Services</i>	2015 <i>Corvallis, Oregon</i>
BS HUMAN DEVELOPMENT AND FAMILY SCIENCES <i>Oregon State University</i>	2016 <i>Corvallis, Oregon</i>

Qualifications

ASSET MANAGEMENT/ HOUSING DEVELOPMENT

- Completed an extensive 1-year internship in affordable housing development and asset management through the California Coalition for Rural Housing.
- Implemented a utility tracking system for 17 properties across 3 cities.
- Identified and analyzed properties with excessive utility expenses.
- Produced replacement reserve models for 6 properties within portfolio.
- Completed various trainings in asset management and housing development.

COMMUNITY SERVICE AND AWARDS

- Camino Latino Co-President, Oregon State University, 2008-2009
- 4-H Extension Services Summer Camp Counselor, 2008-2010
- Member, MEChA de OSU, 2009

Jodi Erickson

Objective

I plan to continue in my position as Asset Manager for Willamette Neighborhood Housing Services (WNHS), managing their real estate housing portfolio of affordable housing projects, with an emphasis on long term preservation and sustainability of financial and physical operations.

Professional Experience

Asset Manager—*Willamette Neighborhood Housing Services, Corvallis, OR* ▪ *August 2006 to present*

Currently managing a portfolio of 369 affordable housing units (18 properties, sizes range from 5-56 units) located in Corvallis, Sweet Home and Lebanon, consisting of LIHTC, HOME and USDA RD and Section 8 Subsidized housing for Families, Seniors, Elderly, and People with Disabilities. Select properties have preferences for survivors of domestic violence or households facing homelessness.

Accomplishments as an Asset Manager include: implementing performance targets within property management contracts resulting in increased cash flow portfolio-wide, stabilizing troubled assets acquired from other owners by focusing on improved property management, better occupancy, rent increases and completion of deferred maintenance, managed several third party management agent relationships, as well as transitions between agents, provided in depth review and revisions to resident selection criteria, rental applications, leases and house rules, addendums, property management contracts, management plans, and performance standards, developed portfolio, and project-specific marketing materials and regionally specific marketing plans, handled coordination and oversight of resident relocation for four major renovation projects, and coordinating and maintaining a successful Memorandum of Understanding (MOU) contract with local Service Providers to help end homelessness as part of Benton County's 10-Year Plan to End Homelessness.

Certifications and Training

- CHAM Certification from NeighborWorks® pending final project completion ▪ Est. Oct. 2014.
- Enrolled in Capital and Asset Management Program (CAMPP) training ▪ Jan. to Dec. 2014.
- Completed Asset Management Portfolio Preservation (AMPP) training ▪ Oct. 2010 to Mar.2012.
- Continuous training annually in Tenant Landlord Law, Fair Housing Best Practices, Reasonable Accommodations, Affirmative Fair Housing Marketing Planning, Property Management Skills, and Preventative Maintenance Management, and HOME, LIHTC, HUD and USDA RD Compliance courses, workshops and conferences.

Education

- BS in Women's Studies. Northern Arizona University, Flagstaff, AZ. Received Degree in May 2005. Graduated Magna Cum Laude.

Memberships and Affiliations

- Board of Director Member, Affordable Housing Risk Pool (AHRP) ▪ Feb. 2013 to present.
- Member of Benton County Adult Services Team (AST) ▪ Jan. 2013 to present.
- Community Services Consortium Council Member for *Youth Build Linn County* ▪ Jul. 2010 to present.
- Speaker annually for Jackson Street Youth Shelter, Independent Living Skills Program ▪ Aug. 2009 to present

References furnished upon request.

JIM MOOREFIELD

Willamette Neighborhood Housing Services
257 SW Madison Avenue, Corvallis, OR 97330 · (541) 752-7220
Jim.Moorefield@w-nhs.org

EMPLOYMENT

EXECUTIVE DIRECTOR 1998- present
Willamette Neighborhood Housing Services Corvallis, Oregon

Willamette Neighborhood Housing Services is a private nonprofit community development organization committed to improving lives and strengthening communities through quality affordable housing, homeownership, economic opportunity and community partnerships. WNHS is also a member of the NeighborWorks® Network

DIRECTOR OF HOUSING & COMMUNITY DEVELOPMENT 1990 – 1998
Community Services Consortium Corvallis, Oregon

CSC is a Community Action Agency serving Linn, Benton, and Lincoln counties, Oregon. Organized CSC's Housing and Community Development Services, a new department within CSC, to provide technical assistance to developers of affordable housing and community facility projects; assist CSC with new program and resource development; plan for services to people who are homeless; and facilitate citizen involvement efforts

PROGRAM DIRECTOR/EXECUTIVE DIRECTOR 1981 - 1987
Community Outreach, Inc Corvallis, Oregon

Responsible for management of a multi-service private nonprofit agency that provided shelter, medical, and crisis intervention services; responsible for budget and fiscal management; development and monitoring of administrative, personnel, and program policies and procedures; program development; staff supervision; fundraising; interagency coordination; and public relations.

EDUCATION

ACHIEVING EXCELLENCE IN COMMUNITY DEVELOPMENT PROGRAM CERTIFICATE OF COMPLETION
Harvard University, John F. Kennedy School of Government, Executive Education
An 18 month executive education program

BANK OF AMERICA LEADERSHIP ACADEMY, CERTIFICATE OF COMPLETION
Development Training Institute
A 12 month executive education program in community development

GRADUATE PROGRAM IN URBAN AND REGIONAL PLANNING (28 credits)
University of Oregon

BA CUM LAUDE, INDEPENDENT STUDIES
Amherst College

QUALIFICATIONS AND ACCOMPLISHMENTS

LEADERSHIP & SERVICE

- Current Board Chair of the Oregon Opportunity Network, the trade association of Oregon

- nonprofit community development organizations.
- Elected to serve two terms on the Corvallis City Council, including one term as Council President, and two terms as Chair of the Corvallis Budget Commission.
- Co-chaired a successful campaign to secure voter approval of the redevelopment of the downtown Corvallis riverfront.
- Served on Boards of various nonprofits including community development, land conservation, human service, and arts-related organizations.

HOUSING AND COMMUNITY DEVELOPMENT

- Worked on the development of 24 housing projects in seven rural and urban communities, representing 563 units of affordable housing.
- Developed a new affordable housing/community development program for a three-county Community Action Agency that helped develop affordable housing and community facility projects in rural communities.
- Served on citizen advisory committees that help update the Corvallis Comprehensive Plan and Land Development Code.

PROGRAM DEVELOPMENT & SERVICE DELIVERY

- Organized the start-up of two private nonprofit community development organizations.
- Designed and organized a variety of new programs including a homeless shelter, and emergency food program, a YouthBuild Program, the Valley Individual Development Account Collaborative, and a new microenterprise assistance program.
- Provided direct services to seniors, developmentally disabled, mentally ill, homeless people, survivors of violence, and people in crisis.
- Experienced manager of volunteer programs. Designed a variety of training programs for volunteers and provided over 650 hours of training consistently rated as excellent by trainees.

FINANCIAL & FUNDRAISING

- Successfully raised both operating and capital project funds from a full range of public and private sources.
- Secured and managed annual operating budgets of up to \$1.5 million and capital project budgets of up to \$12 million.

LEADERSHIP AND COMMUNITY SERVICES POSITIONS

Steering Committee, OSU-City Corvallis Collaboration Project, 2012-present

Board of Directors, NeighborWorks Capital, 2010-present

Board of Directors, The Oregon Opportunity Network, 2008–present, Board Chair, 2010-present

Steering Committee, Benton County Ten Year Plan to End Homelessness, 2010-present

Downtown Commission, City of Corvallis, 2008–2011

Board of Directors, Community Outreach (shelter and medical services), 2006–2011

Board of Directors, Association of Oregon Community Development Organizations, 2004–2008

Board of Directors, Neighborhood Capital Corporation, 2002–2007

Board of Directors, Greenbelt Land Trust, 1998-2001

Co-Chair, Riverfront Improvement Bond Measure Committee, 1998

Chair, South Corvallis Area Refinement Plan Committee, City of Corvallis, 1996-97

daVinci Days Board of Directors, 1991-96; President, 1993-95

Special Recognition Award for Innovative Program Development, CSC, 1993

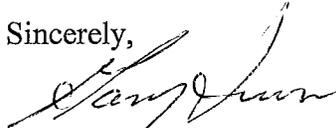
Corvallis City Council, 1989-92; Council President, 1991-92; Budget Commission Chair, 1991-92

To Kent Weiss, Housing and Neighborhood Services Division Manager

This letter is in support of Willamette Neighborhood Housing Services' property acquisition in South Corvallis for the future development of affordable housing. This acquisition will increase the supply of affordable housing within a targeted area of Corvallis that has recently experienced an increase of rental rates, which threatens an area of town that has predominantly served lower income individuals and families. This acquisition will help create safe, decent, and affordable homes for qualified low-income individuals and families.

Thank you for this opportunity to comment on this proposal. Please support WNHS in their request for funding. It is a much needed investment for the future sustainability of an area in town that has predominantly served low-income individuals and families.

Sincerely,



Gary Irwin
Remax Integrity

Gary Irwin, CRS, REALTOR®
RE/MAX Integrity
2175 NW Professional Dr., Corvallis, OR 97330
Office: 541-918-5004 Cell: 541-231-9616
Fax: 541-918-5083 gary@investmentprop.net



Each Office Independently Owned and Operated



**Center Against
Rape and
Domestic Violence**

September 15, 2016

Board of Directors

Kara McDonald
Board Chair
Mealoha McFadden
Chair-Elect
Cynthia Noble
Secretary
Dani Davis
Treasurer
Jim Luebke
Joe Scott
Fay Stetz-Waters
Toni Thomas Carroll
Andrea Thornberry

To Kent Weiss, Housing and Neighborhood Services Division Manager:

This letter is in support of Willamette Neighborhood Housing Services' (WNHS) property acquisition in South Corvallis for the future development of affordable housing. CARDV and WNHS have previously partnered on the development of affordable housing in South Corvallis. Survivors of domestic and sexual violence are continuously in need of safe, affordable housing. They are often looking to relocate from CARDV's emergency shelter to a WNHS property.

This acquisition will increase the supply of affordable housing within a targeted area of Corvallis that has recently experienced an increase of rental rates, which threatens an area of town that has predominantly served lower income individuals and families. Survivors who have recently left an abusive partner are typically in the low income category and would greatly benefit from greater access to affordable housing in Corvallis. This acquisition will fill the gap that survivors experience by creating safe, decent, and affordable homes for qualified low-income individuals and families.

CARDV is extremely invested in WNHS receiving funding for this acquisition. Thank you for the opportunity to comment on this proposal. I hope you will support safe, affordable housing in South Corvallis.

Sincerely,

Letetia Wilson
Executive Director

P.O. Box 914
Corvallis, OR 97339
Admin: (541) 758-0219
Fax: (541) 758-8458
Crisis & Support Line:
(541) 754-0110
(800) 927-0197

www.cardv.org



RENTAL MARKET STUDY

SEAVEY MEADOWS III
2285-2295 NE JASPER STREET
CORVALLIS, OREGON

PREPARED FOR:

Willamette Neighborhood Housing Services
257 SW Madison Avenue, Suite 113
Corvallis, Oregon 97333

PREPARED BY:

MOLLY GELDERMANN – PROJECT MANAGER
JETT DOUGLAS – RESEARCH ANALYST

PRIOR & ASSOCIATES
4500 CHERRY CREEK DRIVE SOUTH, SUITE 1140
DENVER, COLORADO 80246
INFO@PRIORANDASSOCIATES.COM

EFFECTIVE DATE: FEBRUARY 25, 2016

REPORT DATE: MAY 6, 2016

HOUSEHOLD SIZE, PMA 2016				
Persons In Household	Total	% Of Total	Renters	% Of Renters
1	7,908	33.8%	5,683	42.9%
2	8,388	35.8%	4,081	30.8%
3	3,341	14.3%	1,617	12.2%
4	2,359	10.1%	1,058	8.0%
5	1,054	4.5%	595	4.5%
6 Or More	378	1.6%	203	1.5%
Total	23,426	100.0%	13,237	100.0%

Source: Nielsen Claritas, Ribbon Demographics

G. Households by Tenure

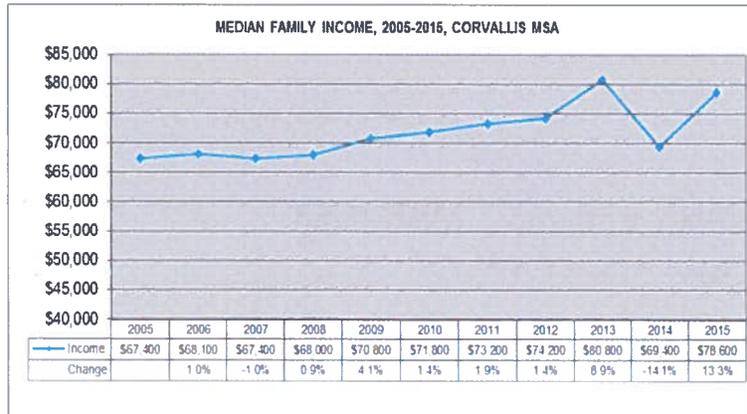
In 2016, renters comprise 56.5% of all households in the PMA and 44.0% in the Corvallis MSA. Nielsen Claritas projects that the renter rate in the PMA will remain at 56.5% through 2021 and that the PMA will gain an average of 105 renter households annually over the next five years.

HOUSEHOLD TENURE, PMA			
	2016	2021	Annual Change
Total Households	23,426	24,362	187
Owners	10,189	10,600	82
Renters	13,237	13,762	105
% Renter	56.5%	56.5%	0.00%

Source: Nielsen Claritas, Ribbon Demographics

H. Renter Households by Income

The U.S. Department of Housing and Urban Development (HUD) estimates that the Corvallis MSA 2015 median family income, which is used to set income and rent limits, is \$78,600. From 2005 to 2015, the median family income increased 1.5% per year. In 2013, the median family income increased 8.9%, followed by a decline of 14.1% in 2014 and growth of 13.3% in 2015.



The net rents for the subject's income-restricted units will start at \$514. Households with annual incomes above \$15,420 can qualify for these units without spending more than 40% of their income for rent. The subject will appeal to households with incomes between this amount and \$39,250, which is the highest eligible income for a four-person household at the 50% AMI level. These units are income targeted to 34.9% of PMA renter households. By applying the specific income range for each

renter household size, we determined that the PMA has 3,093 income- and size-qualified renter households, who account for 23.4% of PMA renters.

RENTER HOUSEHOLD INCOME BY SIZE, PRIMARY MARKET AREA, 2016							
	1 Person	2 Person	3 Person	4 Person	5 Person	6+ Person	Total
Less than \$10,000	1,837	870	310	106	23	3	3,149
\$10,000-\$20,000	1,449	699	261	255	47	17	2,729
\$20,000-\$30,000	766	754	298	99	105	44	2,067
\$30,000-\$40,000	512	404	161	247	66	22	1,413
\$40,000-\$50,000	289	536	75	84	76	35	1,095
\$50,000-\$60,000	116	193	162	93	82	27	673
\$60,000-\$75,000	258	165	29	32	48	9	540
\$75,000-\$100,000	192	112	166	84	29	9	592
\$100,000-\$125,000	116	183	79	8	77	31	492
\$125,000-\$150,000	70	62	43	14	13	0	203
\$150,000-\$200,000	42	34	16	25	17	6	140
\$200,000 or more	35	69	17	12	11	0	144
Total	5,683	4,081	1,617	1,058	595	203	13,237

Source: Nielsen Claritas, Ribbon Demographics

Although the subject's target income range is likely to change over the next two years, we will use the income range from the previous analysis to estimate the number of income-qualified renters in the PMA for its units in 2018. With the projected changes to the income stratification of renters in the PMA, the subject's units would be income targeted to 34.5% of PMA renter households. In 2017, there will be 3,118 income- and size-qualified renter households in the PMA for the subject's units, who will account for 23.2% of PMA renters.

RENTER HOUSEHOLD INCOME BY SIZE, PRIMARY MARKET AREA, 2018							
	1 Person	2 Person	3 Person	4 Person	5 Person	6+ Person	Total
Less than \$10,000	1,852	858	306	105	24	3	3,148
\$10,000-\$20,000	1,472	677	262	252	48	16	2,727
\$20,000-\$30,000	790	760	303	99	99	41	2,092
\$30,000-\$40,000	516	391	158	248	66	23	1,401
\$40,000-\$50,000	295	548	81	90	76	36	1,126
\$50,000-\$60,000	126	209	170	101	88	29	723
\$60,000-\$75,000	261	163	30	31	48	9	543
\$75,000-\$100,000	205	116	168	89	31	10	620
\$100,000-\$125,000	120	190	81	9	82	34	516
\$125,000-\$150,000	81	68	53	12	15	0	230
\$150,000-\$200,000	47	41	18	28	20	8	161
\$200,000 or more	41	77	18	14	10	1	160
Total	5,805	4,099	1,648	1,078	607	210	13,447

Source: Nielsen Claritas, Ribbon Demographics

I. Demand Analysis

The following section analyzes the demand for the proposed project in accordance with the guidelines of the report's intended user, Oregon Housing and Community Services (OHCS).

1. Marginal Demand

OHCS defines marginal demand as "demand that exists based on an inventory of current supply, or is forecast to develop based on an inventory of existing supply." The OHCS definition is similar to including both pent-up demand, as well as the impact of changes in the rental housing supply, upon market equilibrium.

As noted in Section IX, the PMA has an overall vacancy rate of 0.4% and a total of 13,237 renter households. It can add 609 rental units before reaching a vacancy rate of 5.0% which is generally considered a balanced rental market. The PMA's pent-up demand of 609 rental units and its anticipated gain of 210 renter households suggest that the PMA can absorb 703 rental units over the next two years. This level of demand is sufficient to absorb the units in the development pipeline, including the subject. Consequently, if the subject proceeds to completion, the PMA's rental vacancy rate will decrease below 0.4% and remain well below the 5.0% balanced threshold.

IMPACT ON VACANCY RATES		
Units Needed for Market Balance		
Renter Household Increase		210
Existing Renters		13,237
Vacancies in Balanced Market	5.0%	662
Current Vacancy Rate	0.4%	53
Pent-Up Demand		609
Total Demand		819
Units In Pipeline		122
Stabilized Occupancy		95%
Adjusted Units In Pipeline		116
Net Demand		703
Source: Nielsen Claritas, Analysis by Prior & Associates		

The above analysis, which indicates that there is substantial demand to absorb the subject's units, is further supported by the following factors:

- **Vacancy and Waitlists:** All surveyed income-restricted units were 0.0% vacant and most had extensive waitlists, indicating pent-up demand for the types of affordable units that the subject will offer. There were only three surveyed vacancies in February 2016, all of which were market-rate.
- **Rental Concessions:** None of the 13 surveyed rental projects were offering concessions, indicating overall strength in the rental market.
- **Absorption Data:** The subject is the only income-restricted project in the PMA's development pipeline and will only introduce 13 new affordable rental units to the market. The subject will not have any difficulty achieving its required market share.
- **Anecdotal Data:** The rental property manager interviews described in the project profile descriptions confirmed data that suggest that the PMA has a lack of supply for low-income multifamily housing. All 13 surveyed properties reported that their occupancy levels had remained between 97% and 100% over the last year, and 11 properties increased rents in the last year. These factors demonstrate strength in the rental market.

2. *Capture and Penetration Rates*

a. *Income and Size Qualification Criteria*

The subject will appeal to households who have sufficient incomes to pay the proposed rents and want one of the unit types that the subject will offer. Commercial underwriters and owners of conventional market-rate projects generally require that the monthly contract rent should not exceed

**APPLICATION FOR FY 16-17 CITY OF CORVALLIS
SUPPLEMENTAL CDBG PROGRAM CAPITAL PROJECT FUNDING**

Project/Activity Title: Acquisition of Land for Future Affordable Housing

Address: 520 + 530 SW 4th Street, Corvallis, OR 97333 (Please see attached map as **Exhibit 1**)

Name of Developer/Sponsor: Willamette Neighborhood Housing Services (Please see attached verification of non-profit 501(c)(3) status as **Exhibit 2**)

Applicant's Address: 257 SW Madison Ave, STE 113 Corvallis, OR 97333

Contact Name: Garrick Harmel, Director of Housing Development Contact e-mail: garrick.harmel@w-nhs.org

Contact Phone: 541-752-7220x 306 Contact Fax: 541-752-5037

Project Overview:

The project includes: (Mark all that apply)

Rental Housing
 Owner Occupied Housing
 Public Facilities
 Other (describe): _____

The project includes: (Mark all that apply)

Acquisition of land only
 Acquisition of Land & Improvements
 Rehabilitation or Conversion
 New Construction
 Public Improvements

Control of the property is maintained by: (Document)

Deed
 Contract Expires: _____
 Option Expires: _____
 Other (describe): Option Agreement will be executed prior to HCDAB meeting

How long will your project be committed to providing affordable housing or a public facility as described in this proposal? 20 years

Funding Overview:

Total project budget	<u>\$637,200</u>	Amount of this request:	<u>\$500,000</u>
Funds committed* to date:	<u>\$137,200</u>	Other outstanding requests:	<u>\$0</u>
Surplus/Deficit	<u>\$500,000</u>	Total outstanding requests:	<u>\$500,000</u>

* Do any of the committed funds utilize federal funding, either directly or indirectly?
 Yes
 No
 N/A

Signatures of responsible/authorized representatives

Director/Owner/Other Authorized Signer:

Jim Moorefield 9/19/16
Date

Executive Director

Board Vice President/ if non-profit:

Carol Trueba 9/16/2016
Date

President WNHS Board

**City of Corvallis CDBG & HOME Program
Letter of Intent Checklist**

Agency Details:

Project Title: _____
Name of Developer/Agency: _____
Agency's Address: _____
Primary Contact: _____
Contact Phone: _____ Fax: _____
Contact E-mail: _____

Project Description:

In the space provided please provide a brief narrative describing the project and the low income beneficiaries impacted.

City Use Only

Date Letter of Intent was received: _____ By: _____ Initial: _____
Date of pre-application meeting: _____ With: _____ Initial: _____
Staff Recommends applicant submit a funding application? Yes Future RFP Other: _____ Initial: _____
Date results letter sent: _____ By: _____ Initial: _____

Capital Project Questionnaire

	Yes	No	N/A
Has any of the information provided in the Letter of Intent Checklist changed? <i>If so, please complete a revised Checklist and capture the changes within the narrative section of this application.</i>		X	
Site:	Yes	No	N/A
1. If you do not own the property and your project includes property acquisition, have you issued the required Uniform Relocation Act notices to the property owner? <i>We will issue them with the purchase agreement/ Option Agreement.</i>		X*	
2. If there are any existing structures 45 years or older on the site that will be demolished during the course of development, has SHPO reviewed your site and demolition plans?		X	
3. Are there any known environmental hazards or issues on or adjacent to your project site?		X	
4. Are there any known wetlands on or adjacent to your project site?		X	
5. Are there any known underground storage tanks on or adjacent to your project site?		X	
6. Are there any known aboveground storage tanks on or adjacent to your project site?		X	
Project:	Yes	No	N/A
7. Has an appraisal been completed for the project?		X	
8. Have adequate funds been budgeted within the proposed budget to cover the costs of relocation, either temporary or permanent, if the project involves occupied units?			X
9. If you have been advised that the project will be subject to Prevailing Wage Rates, have adequate funds been budgeted within the proposed budget to cover those additional costs?			X
10. If applicable, do your project plans and specifications meet Section 504 and other applicable building code requirements for accessibility?			X

Project Schedule: In the table below, please list the major elements of your project, along with the dates that you anticipate each element will begin and end.

Project Element	Begin Date	End Date
City review, HCDAB review, City Council Approval	September 2016	October 2016
Option Agreement submitted to owner, executed	September 2016	September 2016
WNHS due diligence	October 2016	April 2017
Closing/ WNHS acquires property	May 2017	May 2017

For the questions that follow you may either answer the question in the space provided or you may attach one single sided page (no more) for each question. The attached page must include a restatement of the question at the top of the page. If you choose to answer a question on an additional page, please indicate so following that question in the application form.

- 1. Describe your project. Include a notation of which eligibility category applies to the project, who and how many households/families/individuals the project will be targeted to serve, their incomes and whether they are part of any priority special needs group. Attach a site plan for your project, and include preliminary or final floor plans if available.**

Willamette Neighborhood Housing Services (WNHS) is undertaking the acquisition of land in downtown Corvallis in which a project concept is still being developed. The two parcels are located at 520 and 530 SW 4th Street. It is WNHS' early assumption that both properties will be combined to provide future affordable housing. Any units that WNHS builds will provide decent, safe, affordable housing to low income families. A very preliminary concept is attached as Exhibit 3. Note this is just a very preliminary analysis and once WNHS gets further along in the development process will research further development options that best suit this site and its identified population.

These units will serve a population of at least 80% of Area Median Income. The income restrictions for the unit mix are as follows as of September 2016

Family Size	1	2	3	4	5	6
Area Median Income				76,500		
60% (Low)	32,160	36,720	41,340	45,900	49,620	53,280
50% (Very Low)	26,800	30,600	34,450	38,250	41,350	44,400

Please see **Exhibit 3** a very preliminary concept of a site design with the two parcels combined.

- 2. How have you determined that there is a need for the project you are proposing? Please describe in detail the severity of the need(s) you will be targeting, how you have determined this severity, and the extent to which your project will address it. If your project would include the development of housing, what tools have you used to measure the need or demand for your project?**

A market study that was prepared in May 2016 for Seavey 3 Development found that the Corvallis market vacancy rate is among the lowest in the state at 0.4% among 13,237 renter households. According to Prior and Associates' analysis for demand, they suggest "that the primary market area can absorb 703 units over the next two years" and that "the level of demand is sufficient to absorb the units in the development pipeline" and that the vacancy rate would "remain well below the 5.0% balanced threshold". When looking at the severity of need, they concluded that there are 3093 income- and size- qualified renter households that qualify for the \$39,250 AMI level for a four-person household, which accounts for 23.4 of the primary market area. Also equally important, all the survey income-restricted units used in this analysis were 0.0% vacant and most had extensive waitlists. Furthermore, occupancy levels at 13 properties remained at 97% and 100% over the last year, of which 11 properties increased rents in the last year.

The aforementioned numbers are always dependent upon the expansion of Oregon State University and its need to house students. Student enrollment at OSU grew 5% in 2011, and another 4% in 2012. OSU's President has announced plans to "slow" enrollment growth to 2% per year, but even at that rate enrollment will grow from the current 29,576 students to over 31,000 students in the next few years. OSU's expansion and its need to house students make it extremely difficult for renters of all family sizes to find rent that is affordable.

As mentioned in previous market studies, "it is important to note the disparity between proposed affordable rents and my conclusion of market rents for the subject units. This disparity reflects the impact that ever increasing enrollments at OSU is having on the rental market in Corvallis, combined with the disparity between the working poor in Corvallis and the higher wage jobs enjoyed by some of the employees of other major employers including OSU, Samaritan Regional Medical Center, HP, NuScale Power, and CH2MHill.

3. Describe the ways in which your project meets the goals of the Corvallis CDBG and/or the HOME program, as outlined in the Request for Proposals package and in the City's FY 13-14 through FY 17-18 Consolidated Plan.

The Overview of the Strategic Plan names five priority needs towards which its resources will be focused (p. 121). As described below, funding this project would meet at least two of those needs.

1. Providing affordable housing opportunities:

When this project is developed, it will provide several units of affordable housing in downtown Corvallis, which will be close to local services and transit for easy access to every day needs.

5. Helping people with low incomes

When this project gets developed, the units will be restricted to incomes at or below 80% of Area Median Income (most likely lower 50-60%), of Corvallis Area Median Income.

Within the annual goals portion of the action plan, the first goal "create and retain affordable housing opportunities" (p 162) sets a goal outcome indicator of 8 households assisted. When this project gets developed, it would meet 100% of that goal in the creation of several affordable housing units within the allowed CB zoning restrictions.

4. Describe the means you used to estimate or determine project costs. Have you reviewed estimates and the overall project to determine whether there are lower-cost alternatives to the proposed activities? Have you anticipated cost increases during the term of construction? Please provide the current scope of work for the project and inspection reports utilized in the creation of the scope of work and cost estimates.

The estimates that were used to determine the project costs are based off of recently acquired property.

5. If you are proposing a housing rehabilitation project: what is the basis for your assessment of the repairs needed? Will the after-rehab condition of your project meet the HUD Housing Quality Standards found at 24 CFR 982.401? Will the after-rehab units meet the City of Corvallis Rehabilitation Standards, including the required energy conservation measures?

Not Applicable; Acquisition only.

6. Describe the steps you will take to maintain the structural integrity of the housing or facility you plan to acquire/create or rehabilitate. How will you assure that the value of the asset (structures) will be maintained?

WNHS believes the first measure toward guaranteeing long term structural integrity is to build and rehabilitate our housing with its long-term upkeep foremost in mind. New Construction projects start with a replacement reserve analysis to determine that the project will have enough financial means to last through at least 30 years of operation, a practice which allows WNHS to project operating budgets to accommodate these improvements. After the project's completion a project's CNA be revisited every five years to update with the introduction of new materials and systems which will add to the useful life of the property as well as reduce costs.

When this project is developed, it will include practices such as envelope and ventilation installation to stringent protocols that prevent water intrusion as well as improving moisture management. Diligent maintenance and repairs by the management personnel and carefully overseen by WNHS asset management will avoid deterioration of properties and control costs. Regular inspections at least annually including individual units are necessary to monitor. These efforts will ensure the structural integrity and value of the asset.

7. Please list below the sources of funding you anticipate using to complete development of your project. List the amount of funding you are seeking first in this application, followed by other sources. Include the amounts secured/sought, whether they are a loan, grant, or other type of funding (e.g., in-kind, donated materials/labor, owner equity, etc.), the terms if a loan, and the status of your request or application.

Source	Amount	Type (Grant, Loan, other)	Terms	Status (Applied, Committed, In Hand, or Unknown)
City of Corvallis CDBG	\$500,000	Grant		Applied this application
WNHS Equity	\$137,200	Grant		Applied this application

8. Uses of Funding (You may substitute a comparable document in your own format.) Please see Exhibit 4

9. Operating Information.

A. If your proposed project is a public/community facility, please attach a detailed facility operating budget that includes income and expenses for the facility's first year of operation, fifth year of operation, and tenth year of operation. **(Not Applicable)**

B. If your project will provide rental housing, please complete the operating budget on the next page that includes income and expenses for the project's first year of operation, fifth year of operation, and tenth year of operation. (You may substitute a comparable document in your own format.) **Not Applicable Acquisition only**

10. Describe the assumptions you are using to estimate current and future operating income and costs, including inflation factors.

Not Applicable; see above

Applicant Information

11. Applicant Capacity: Please list the members of your development team, along with phone numbers and e-mail addresses. Please include résumés for all agency/owner staff and contracted professionals who will have project responsibilities.

Owner/Agency Director	Jim Moorefield, Executive Director	541-752-7220 x301	Jim.Moorefield@w-nhs.org
Owner/Agency Development Staff	Garrick Harmel, Director of Housing Development	541-752-7220 X306	Garrick.Harmel@w-nhs.org
Owner/Agency Development Staff	Jodi Erickson, Asset Manager	541-752-7220 x310	Jodi.Erickson@w-nhs.org
Owner/Agency Development Staff	Cori Riley, Chief Financial Officer	541-752-7220 x.308	cori.riley@w-nhs.org
Owner/Agency Development Staff	Jose Brambila Asset Management Asst.	541-752-7220 x307	Jose.Brambila@w-nhs.org
Owner/Agency Development Staff	Liza Newcomb Housing Rehab Manager	541-752-7220 X314	Liza.Newcomb@w-nhs.org

12. Describe similar projects you have carried out, as a developer or sponsor, in the last five years

Seavey Meadows Phase III

12 units of new construction in Northwest Corvallis

- Construction began in June 2016 and is scheduled for completion in February 2017
- Project financing from LIHTCs, HOME, and GHAP

Hotel Julian Apartments

35 units significantly rehabilitated with relocation of all tenants

- Construction began in September 2014 and was completed in May of 2015
- Project financing from OHCS, LIHTCs, HOME; CDBG, NeighborWorks America, NOAH, Wells Fargo Bank, MPower

Lancaster Bridge

50 units significantly rehabilitated with relocation of all tenants

- Project completed December 2013, fully occupied in January 2014
- Project financing from OHCS, LIHTCs, HOME; CDBG, NeighborWorks America, Community Services Consortium, Wells Fargo Bank

Seavey CLT Homes (Phase 1)

Six Single family Community Land Trust Homes

- Project will be completed in 2014
- Project financing from Corvallis HOME, NeighborWorks America, Community Frameworks, Citizens Bank

Alexander Court and Seavey Meadows Phase 2

49 units of new construction

- Project completed (both sites) September 2012, fully occupied in 2012
- Project financing from OHCS Trust Funds, LIHTCs, HOME; CDBG, Enterprise Green Communities; NeighborWorks America, Energy Trust of Oregon, Umpqua Bank

13. Financial Information: Please provide a copy of your most recent audited financial statement or, if your agency is not required to perform audits, an up-to-date balance sheet and income statement.

The WNHS 2015 Audit is included with packet materials (Exhibit 5).

14. Describe your service/support plan for the housing or facility for which you are seeking funding. Include descriptions of the services it will provide upon project completion, who will provide these services, and the resident types/clients they will serve.

Future Project 4th Street Properties:

A focus on healthy homes, neighborhoods, and communities has become a unifying theme in much of WNHS' work and is informing our approach to housing development and management, and resident and community engagement. WNHS has designed its well established resident services program offerings to achieve the following goals: (1) keep families/ individuals healthy and stable in their homes, and (2) promote self-sufficiency and educational success.

Willamette Neighborhood Housing Services' Resident Services Program offers tenants a variety of services and resources targeted to the needs of low-income individuals and families. These services are provided by WNHS directly or through referrals to other agencies and partnerships with other service providers. WNHS' direct services include information and referral to tenants; financial education through the Dollars and Sense class; health navigation; community building and engagement support that promotes resident participation and neighborhood health; and asset building services that help residents work toward a brighter financial future. The Resident Services Program is staffed by a Community Engagement Manager, Health Navigator, .5 FTE Administrative Assistant, and a part-time Education Services Coordinator with additional services provided by other WNHS programs and community organizations.

Programs include:

Information and Referral: WNHS resident services staff provide information and referral to WNHS residents who contact us or are referred to us by the property manager. Referrals include food security, social service referrals including the need for emergency rent assistance, payment plans to stabilize housing, and utility assistance. Referrals will also be made to behavioral health specialists, assisting with enrollment in health insurance, explaining health and wellness plans and selecting a primary care physician, oral health referrals, harm reduction, and tobacco cessation tools.

Residents Services works closely with WNHS Asset Management and property managers. Residents are often referred to resident services for emergency rent assistance resources or eviction prevention. The resident services coordinator works with residents, property managers and WNHS' asset manager to find solutions for residents who want to prevent an eviction. These solutions may include payment plans and rent payment extensions.

Supportive services to special needs tenants: WNHS most often refers to the following agencies including but not limited to: Senior and Disability Services, Center Against Rape and Domestic Violence, Community Services Consortium, Benton County Health Department, Linn Benton Housing Authority, Benton County Veterans Service Office Neighbor to Neighbor Mediation Services and other local agencies. Each new resident also receives a move-in packet with information on the Resident Services program, local resources and the 211 referral system.

Individualized Assistance/Coaching: As WNHS staff build relationships with tenants they will also assist with setting goals related to wellness, maternal and child health, chronic disease prevention and management, and/or financial literacy education. WNHS staff meet one-on-one with individuals/families, guiding them through the goal setting and planning process, and following-up at regular intervals to assess progress, address barriers, and make changes to their plan as necessary.

Community Engagement: WNHS offers both on- and off-site opportunities for neighborhood and community activities such as chronic disease prevention and management, community gardening, nutrition classes, healthy communities planning, parent education, children programming, neighborhood watch, and leadership development. Healthy community programming are tailored based on the health education needs and interests of the tenant population. Resident Services is also available to help support community events and projects. Resident Services often plays a support role to residents who organize community meetings, potluck dinners or social programming.

Asset Building and Financial Education. Asset Building and Financial Education programming helps participants plan for a healthier financial future by providing three related services: The Dollars and Sense curriculum helps participants learn about money-related issues such as saving, budgeting, and managing credit. The Valley Individual Development Account (VIDA) Program matches \$3 for every \$1 that participants save up to \$8,000 for the purchase of their first home or go back to school. Individual credit coaching is also available through WNHS for households who want one-on-one assistance in budgeting and accessing credit scores and reports.

Since mid-2013, WNHS has offered a one time, one per unit, \$50 rent concession to all WNHS residents who complete the Dollars and Sense workshop to increase participation of residents.

Resident Services also promotes AARP free tax assistance as well as the Earned Income Tax Credit and Childcare Tax Credit to all WNHS residents.

Homeownership Program. This WNHS program provides educational, counseling and lending services that help families purchase their first home. Since the Homeownership program began 16 years ago, we've assisted over 3,500 households and have helped 1030 households purchase their first home. The program includes home buyer education classes, one-on-one housing counseling and access to down payment assistance.

15. Please attach at least two letters expressing support for your project which describe the need for the project and how it will meet that need. Letters should be from representatives of agencies or community members who have knowledge of the need your project will meet and the clients/population it will serve.

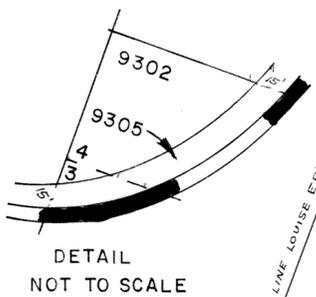
Please see **Exhibit 6** Letters of Support

Documentation Checklist: <i>(Unless otherwise indicated please attach a copy with each copy of this application.)</i>	Included	N/A
A. Letter of Intent Checklist submitted with the Letter of Intent (or a revised version if needed)	X	
B. Documentation of site control and the legal description of the property. <i>To be submitted at a later date.</i>		X*
C. Copy of the appraisal for the project. <i>(One copy with the original)</i>		X
D. The current scope of work for the project.		X
E. Market studies/analyses utilized in determining the need for the project. <i>(One copy with the original)</i>		X
F. Inspection report(s) used to create the scope of work or cost estimates. <i>(One copy with the original)</i>		X
G. If applicable, SHPO determination letter for the project		X
H. Résumés for all staff and contracted professionals who will have project responsibilities.	X	
I. If the project is currently occupied, include a tenant income survey for each occupied unit.		X
J. If the project is currently occupied, include the general information notice for each tenant.		X

DISCLAIMER/DECISIONS NOT TO FUND: The City of Corvallis has developed this Request for Proposals and funding application with the intention of gathering information that is adequate to serve as a sound basis for decisions about funding allocations. As applications are reviewed it may become apparent that additional information is needed from one or all project applicants. In the event that something pertinent to all applications has been omitted from the application form, all who receive this RFP/application will be asked to provide supplemental information. The City may also follow up with individual applicants to clarify information contained in their application/proposal, or to gather additional information.

The City of Corvallis reserves the right to allocate funds to any, all, or none of the proposals/applications for funding received under this Request for Proposals. The City also reserves the right to provide funds with different financing terms to any or all projects funded, based on its determination of the severity of need among the populations that will be served, and on a project's financial need.

SEE MAP 11 5 35CD



NOTE: ON THE RECORDED PLATS OF 'AVERY'S 2ND & 3RD ADDITIONS', LOTS WERE TO BE SAME SIZE AS LOTS IN THE ORIGINAL TOWN OF MARYSVILLE, 50' X 100'. DIST. VARYING WITH 50' X 100' ARE FROM DEEDS AND SURVEYS.

SEE MAP 12 5 2BB

Note No. 1:
Tax Lot 9400,
Dash line is by
deed measurements

Tax Lot 9700,
Dash line is by
deed measurements

- CANCELLED**
- 601
 - 1500 thru 1800
 - 2000
 - 3800
 - 3800AI
 - 3900AI
 - 5200 thru 5700
 - 5900 thru 6300
 - 9701
 - 12600
 - 12700
 - 13400AI
 - 9301
 - 4000AI
 - 4100
 - 4200
 - 1000AI
 - 9300MI
 - 9302MI
 - 9700MI

NOTE: ON THE PLAT OF THE ORIGINAL TOWN OF MARYSVILLE ALL LOTS WERE RECORDED AS 50' X 100'. DISTANCES VARYING WITH THE RECORDED PLAT ARE FROM SURVEYS & DEEDS.

SEE MAP 12 5 2AB



SEE MAP 12 5 2BB

SEE MAP 12 5 2BD



520 & 530 SW 4th St. Tax lots

27

(ET)

SW MS

SW MS

AVENUE SW

SW MS

9900

9800

15

11300

11400

11500

11600

11700

11800

11800

10800

10800

19

11000

10900

10800

11200

11201

11100

11000

10900

10800

12300

12400

12500

12100

11900

12200

12100

11900

13400

NORTH

MON.

MON.

294.25 CITY
294.18 CO.

SEE C.S. 2797

SEE C.S. 4030

C.S. 4779

SURVEYED BY
W.C.G. 3/2/46

10100
10000

9900

9800

15

11300

11400

11500

11600

11700

11800

11800

10800

10800

19

11000

10900

10800

11200

11201

11100

11000

10900

10800

12300

12400

12500

12100

11900

12200

12100

11900

13400

NORTH

MON.

MON.

294.25 CITY
294.18 CO.

SEE C.S. 2797

SEE C.S. 4030

C.S. 4779

SURVEYED BY
W.C.G. 3/2/46

520+
Google Maps 530 SW 4th St



Imagery ©2016 Google, Map data ©2016 Google 20 ft



BOTH PROPERTIES

530 SW 4th St
Corvallis, OR 97333



INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: JUN 17 1996

CORVALLIS NEIGHBORHOOD HOUSING
SERVICES INC
C/O CHRISTINE PUETZ
2797 N.W. 9TH STREET
CORVALLIS, OR 97330

Employer Identification Number:
93-1057296
Case Number:
956138127
Contact Person:
TYRONE THOMAS
Contact Telephone Number:
(213) 894-2289

Our Letter Dated:
November 1991
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

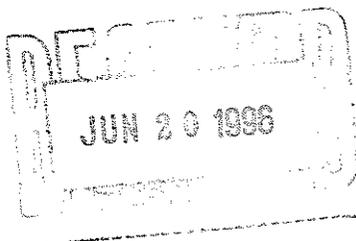
Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Richard R. Orosco
District Director



This number indicates that the letter is an "advanced ruling" and grants permanent status
per Federal IRS "rules"

Letter 1050 (DO/CG)

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: ~~Jan 11 1996~~

CORVALLIS NEIGHBORHOOD HOUSING
SERVICES INC
544 SW THIRD ST
CORVALLIS, OR 97333-4439

Employer Identification Number:
93-1075296
Case Number:
956008011
Contact Person:
TERESA SMITH
Contact Telephone Number:
(213) 725-1758
Our Letter Dated:
NOV 8 1991
Advance Ruling Period Begins:
APR 29 1991
Advance Ruling Period Ends:
DEC 31 1995
Addendum Applies:
NO

Dear Applicant:

Our letter of the above date stated that we had determined your organization is exempt under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) and that you would be treated as a publicly supported organization and not as a private foundation during your advance ruling period. This was based on our determination that you could reasonably be expected to be an organization described in sections 170(b)(1)(A)(vi) and 509(a)(1) or in section 509(a)(2).

We also stated that at the end of your advance ruling period you would have to establish that you were in fact an organization described in one of the above sections.

Our records indicate that your advance ruling period begins and ends on the dates shown above. Your exempt status as an organization described in section 501(c)(3) is still in effect. However, to establish that you are a publicly supported organization described in sections 170(b)(1)(A)(vi) and 509(a)(1) or in section 509(a)(2), please complete the attached Form 8734, Support Schedule for Advance Ruling Period, for each of the tax years in your advance ruling period.

The information requested in this letter is required to support your claim to be other than a private foundation. It is needed in addition to any required Form 990 or other annual return. Please send it to us within 90 days from the end of your advance ruling period.

If we do not receive this information, we will presume you are a private foundation and you will be treated as a private foundation as of the first day of your first tax year for purposes of sections 507(d) and 4940 of the Code. In addition, if you do not provide the information by the time requested, it will be considered by the Internal Revenue Service that you have not taken all reasonable steps to secure the determination you requested. Under section 7428(b)(2) of the Code, not taking all reasonable steps, in a timely manner, to secure the determination may be considered as a failure to exhaust administrative remedies available to you within the Service, and may preclude the issu-

Letter 1046 (DO/CG)

CORVALLIS NEIGHBORHOOD HOUSING

ance of a declaratory judgment in the matter under judicial proceedings.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Thank you for your cooperation.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Richard R. Orosco", written over a horizontal line.

Richard R. Orosco
District Director

Enclosures:
Form 8734
Copy of this letter

**Internal Revenue Service
District Director**

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: August 26, 1999

Person to Contact:

Dalphone Naegele 31-04025
Customer Service Representative

Corvallis Neighborhood Housing Services, Inc.
2797 NW Ninth St.
Corvallis, OR 97330-3857

Telephone Number:

877-829-5500

Fax Number:

513-684-5936

Federal Identification Number:

93-1057296

Dear Sir or Madam:

This letter is in response to your telephone request of August 25, 1999, requesting a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in June 1996 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Corvallis Neighborhood Housing Services, Inc.
93-1057296

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in black ink that reads "C. Ashley Bullard". The signature is written in a cursive style with a small "cc" at the end.

C. Ashley Bullard
District Director

Internal Revenue Service

Department of the Treasury

District
Director

300 N. Los Angeles Street, MS 7043
Los Angeles, CA 90012

CORVALLIS NEIGHBORHOOD
HOUSING SERVICES INC.
2797 NW NINTH ST.
CORVALLIS, OR 97330-3857

Person to Contact: L. Barragan
Telephone Number: (213) 894-2336
Refer Reply to: EO (0819) 99
Date: August 31, 1999
EIN: 93-1057296

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal Income Tax in June 1996 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in June 1996 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

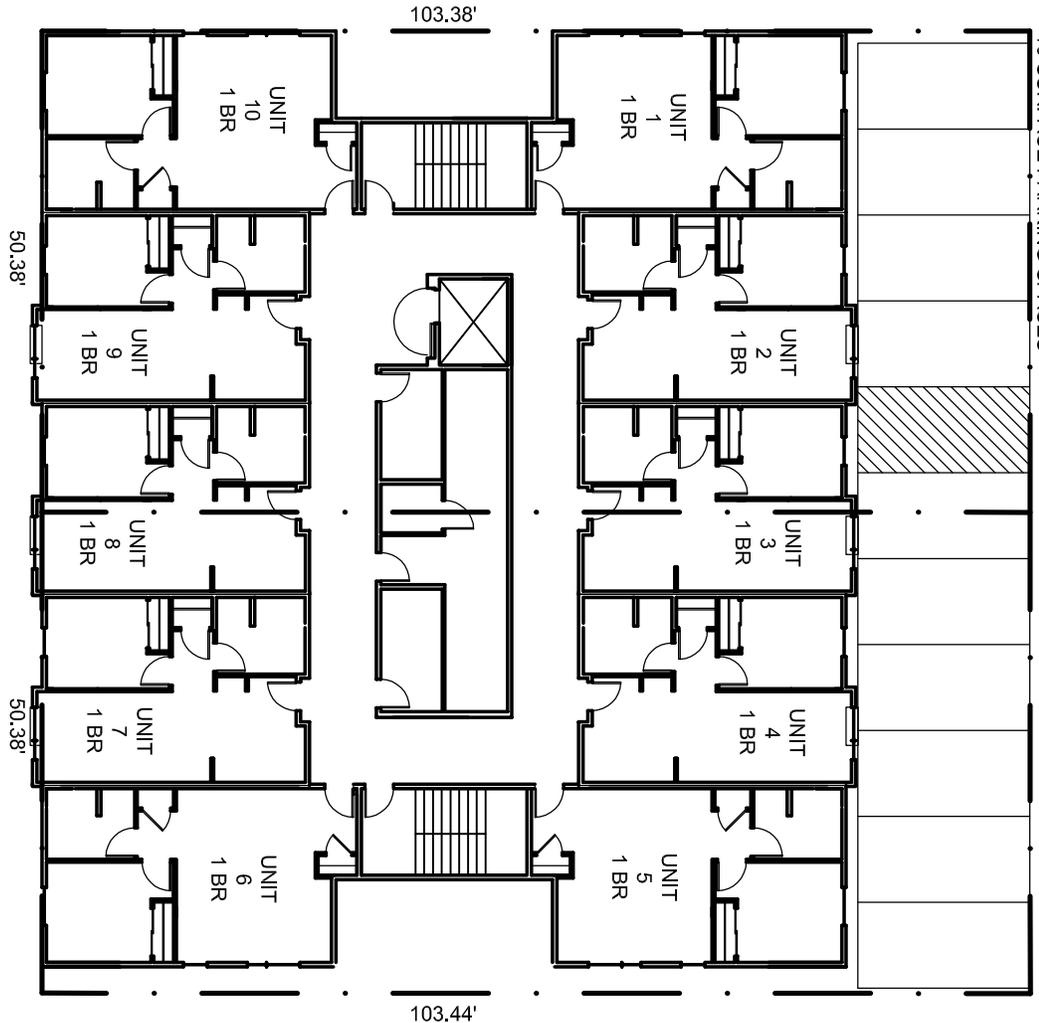
Sincerely,



L. Barragan
Disclosure Assistant
Badge #95-01180

ALLEY

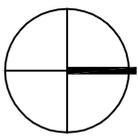
10 ONE BEDROOM UNITS ON DOWNTOWN CORVALLIS SITE WITH
10 SURFACE PARKING SPACES



SW 4TH STREET

SITE PLAN

1
A2



Scale: 1" = 20'-0"

520+530 SW 4th Street

Sources:

City of Corvallis CDBG	\$	500,000
WNHS	\$	137,200
	\$	637,200

Uses:

Property Acquisition	\$	600,000
Closing Costs	\$	3,000
Appraisal	\$	7,500
Lead Paint Risk Assessment	\$	4,000
Phase 1 Testing	\$	2,200
Asbestos Testing	\$	2,500
Broker's fee	\$	18,000
Total	\$	637,200

GARRICK HARMEL

Willamette Neighborhood Housing Services
257 SW Madison Avenue, Corvallis, OR 97330 · (541) 752-7220 x 306
Garrick.Harmel@w-nhs.org

EMPLOYMENT

DIRECTOR OF HOUSING DEVELOPMENT 2007- present
Willamette Neighborhood Housing Services *Corvallis, Oregon*

Willamette Neighborhood Housing Services is a private nonprofit community development corporation committed to improving lives and strengthening communities through quality affordable housing, homeownership, economic opportunity and community partnerships. Neighborhood Housing Services is also a member of the NeighborWorks® Network sponsored by NeighborWorks® America.

HOUSING ASSISTANT/ PROJECT MANAGER 2005 - 2007
Worcester East Side Community Development Corporation *Worcester, Massachusetts*

East Side CDC is one of six agencies working to preserve or create affordable housing in the City of Worcester, Massachusetts. Coordinated with the Housing Director with real estate evaluation; project management and oversight; funding requests and compliance; logistical support for first time homebuyers; and asset management.

GREEN BUILDING CONSULTANT/ ASSISTANT PROJECT MANAGER 2004 - 2005
Worcester Common Ground Community Development Corporation *Worcester, Massachusetts*

WCG is a Community Land Trust that utilizes comprehensive neighborhood improvement strategies to support their development of homeownership and affordable rental units. Researched and coordinated potential green building strategies for current and future developments; identified and secured funding sources for implementation; project management and oversight with ongoing projects.

EDUCATION

SUSTAINABLE DESIGN/ BUILD INTERN 2005
Yestermorrow Design Build School *Warren, Vermont*

MA COMMUNITY DEVELOPMENT AND PLANNING 2003 - 2005
Clark University *Worcester, Massachusetts*

BA STUDIO ARTS 1999
Georgia State University *Atlanta, Georgia*

QUALIFICATIONS

HOUSING AND COMMUNITY DEVELOPMENT

- Worked on the development of 12 projects in three communities representing 158 units of homeownership and multi-family.
- Developed community needs assessments, housing market analyses, and project concepts
- Identified, evaluated, and recommended potential project sites and concepts
- Solicited, negotiated, and secured project financing from a variety of public and private sources
- Served as the Project Manager and Owner's Representative during all phases of project implementation
- Drafted request for qualifications/ proposals, negotiated, prepared, and managed contracts for a variety of development professionals

PROGRAM DEVELOPMENT & SERVICE DELIVERY

- Initiated a green building strategy for three non-profit housing agencies
- Coordinated and managed multiple project specific development partnerships
- Managed the construction of the first Community Land Trust project at WNHS
- Coordinates Sweat Equity requirements with first time homebuyers
- Managed and oversaw the Housing Rehabilitation program at WNHS for two years
- Currently oversees all aspects of Housing Development at WNHS including Multi-family and Single-Family development

FINANCIAL & FUNDRAISING

- Successfully raised capital project funds from a full range of public and private sources.
- Managed capital project budgets up to \$11 million.

COMMUNITY SERVICE AND AWARDS

- Vice-Chair, Homeownership Development, The Oregon Opportunity Network, 2009–2012
- Committee Member, Housing Action Group, Corvallis Sustainability Initiative, 2008–2012
- Member Northwest Community Land Trust Coalition, 2008–present
- Oregon ON Star Player Award, 2010
- Graduate of Oregon ON LEAD ON, Leadership Development Inaugural Class, 2011
- Housing Credit Certified Professional (HCCP), 2014
- Lead RRP Certified Renovator, 2014

JOSE BRAMBILA

Willamette Neighborhood Housing Services
257 SW Madison Avenue, Corvallis, OR 97330 · (541) 752-7220 x 307
Jose.Brambila@w-nhs.org

EMPLOYMENT

ASSET MANAGEMENT ASSISTANT <i>Willamette Neighborhood Housing Services</i>	2016- present <i>Corvallis, Oregon</i>
HOUSING DEVELOPMENT INTERN <i>Willamette Neighborhood Housing Services</i>	2015 - 2016 <i>Corvallis, Oregon</i>

Willamette Neighborhood Housing Services is a private nonprofit community development corporation committed to improving lives and strengthening communities through quality affordable housing, homeownership, economic opportunity, and community partnerships. Neighborhood Housing Services is also a member of the NeighborWorks® Network sponsored by NeighborWorks® America.

EDUCATION

HOUSING DEVELOPMENT INTERN <i>Willamette Neighborhood Housing Services</i>	2015 <i>Corvallis, Oregon</i>
BS HUMAN DEVELOPMENT AND FAMILY SCIENCES <i>Oregon State University</i>	2016 <i>Corvallis, Oregon</i>

Qualifications

ASSET MANAGEMENT/ HOUSING DEVELOPMENT

- Completed an extensive 1-year internship in affordable housing development and asset management through the California Coalition for Rural Housing.
- Implemented a utility tracking system for 17 properties across 3 cities.
- Identified and analyzed properties with excessive utility expenses.
- Produced replacement reserve models for 6 properties within portfolio.
- Completed various trainings in asset management and housing development.

COMMUNITY SERVICE AND AWARDS

- Camino Latino Co-President, Oregon State University, 2008-2009
- 4-H Extension Services Summer Camp Counselor, 2008-2010
- Member, MEChA de OSU, 2009

Jodi Erickson

Objective

I plan to continue in my position as Asset Manager for Willamette Neighborhood Housing Services (WNHS), managing their real estate housing portfolio of affordable housing projects, with an emphasis on long term preservation and sustainability of financial and physical operations.

Professional Experience

Asset Manager—*Willamette Neighborhood Housing Services, Corvallis, OR* ▪ *August 2006 to present*

Currently managing a portfolio of 369 affordable housing units (18 properties, sizes range from 5-56 units) located in Corvallis, Sweet Home and Lebanon, consisting of LIHTC, HOME and USDA RD and Section 8 Subsidized housing for Families, Seniors, Elderly, and People with Disabilities. Select properties have preferences for survivors of domestic violence or households facing homelessness.

Accomplishments as an Asset Manager include: implementing performance targets within property management contracts resulting in increased cash flow portfolio-wide, stabilizing troubled assets acquired from other owners by focusing on improved property management, better occupancy, rent increases and completion of deferred maintenance, managed several third party management agent relationships, as well as transitions between agents, provided in depth review and revisions to resident selection criteria, rental applications, leases and house rules, addendums, property management contracts, management plans, and performance standards, developed portfolio, and project-specific marketing materials and regionally specific marketing plans, handled coordination and oversight of resident relocation for four major renovation projects, and coordinating and maintaining a successful Memorandum of Understanding (MOU) contract with local Service Providers to help end homelessness as part of Benton County's 10-Year Plan to End Homelessness.

Certifications and Training

- CHAM Certification from NeighborWorks® pending final project completion ▪ Est. Oct. 2014.
- Enrolled in Capital and Asset Management Program (CAMPP) training ▪ Jan. to Dec. 2014.
- Completed Asset Management Portfolio Preservation (AMPP) training ▪ Oct. 2010 to Mar.2012.
- Continuous training annually in Tenant Landlord Law, Fair Housing Best Practices, Reasonable Accommodations, Affirmative Fair Housing Marketing Planning, Property Management Skills, and Preventative Maintenance Management, and HOME, LIHTC, HUD and USDA RD Compliance courses, workshops and conferences.

Education

- BS in Women's Studies. Northern Arizona University, Flagstaff, AZ. Received Degree in May 2005. Graduated Magna Cum Laude.

Memberships and Affiliations

- Board of Director Member, Affordable Housing Risk Pool (AHRP) ▪ Feb. 2013 to present.
- Member of Benton County Adult Services Team (AST) ▪ Jan. 2013 to present.
- Community Services Consortium Council Member for *Youth Build Linn County* ▪ Jul. 2010 to present.
- Speaker annually for Jackson Street Youth Shelter, Independent Living Skills Program ▪ Aug. 2009 to present

References furnished upon request.

JIM MOOREFIELD

Willamette Neighborhood Housing Services
257 SW Madison Avenue, Corvallis, OR 97330 · (541) 752-7220
Jim.Moorefield@w-nhs.org

EMPLOYMENT

EXECUTIVE DIRECTOR 1998- present
Willamette Neighborhood Housing Services Corvallis, Oregon

Willamette Neighborhood Housing Services is a private nonprofit community development organization committed to improving lives and strengthening communities through quality affordable housing, homeownership, economic opportunity and community partnerships. WNHS is also a member of the NeighborWorks® Network

DIRECTOR OF HOUSING & COMMUNITY DEVELOPMENT 1990 – 1998
Community Services Consortium Corvallis, Oregon

CSC is a Community Action Agency serving Linn, Benton, and Lincoln counties, Oregon. Organized CSC's Housing and Community Development Services, a new department within CSC, to provide technical assistance to developers of affordable housing and community facility projects; assist CSC with new program and resource development; plan for services to people who are homeless; and facilitate citizen involvement efforts

PROGRAM DIRECTOR/EXECUTIVE DIRECTOR 1981 - 1987
Community Outreach, Inc Corvallis, Oregon

Responsible for management of a multi-service private nonprofit agency that provided shelter, medical, and crisis intervention services; responsible for budget and fiscal management; development and monitoring of administrative, personnel, and program policies and procedures; program development; staff supervision; fundraising; interagency coordination; and public relations.

EDUCATION

ACHIEVING EXCELLENCE IN COMMUNITY DEVELOPMENT PROGRAM CERTIFICATE OF COMPLETION
Harvard University, John F. Kennedy School of Government, Executive Education
An 18 month executive education program

BANK OF AMERICA LEADERSHIP ACADEMY, CERTIFICATE OF COMPLETION
Development Training Institute
A 12 month executive education program in community development

GRADUATE PROGRAM IN URBAN AND REGIONAL PLANNING (28 credits)
University of Oregon

BA CUM LAUDE, INDEPENDENT STUDIES
Amherst College

QUALIFICATIONS AND ACCOMPLISHMENTS

LEADERSHIP & SERVICE

- Current Board Chair of the Oregon Opportunity Network, the trade association of Oregon

- nonprofit community development organizations.
- Elected to serve two terms on the Corvallis City Council, including one term as Council President, and two terms as Chair of the Corvallis Budget Commission.
- Co-chaired a successful campaign to secure voter approval of the redevelopment of the downtown Corvallis riverfront.
- Served on Boards of various nonprofits including community development, land conservation, human service, and arts-related organizations.

HOUSING AND COMMUNITY DEVELOPMENT

- Worked on the development of 24 housing projects in seven rural and urban communities, representing 563 units of affordable housing.
- Developed a new affordable housing/community development program for a three-county Community Action Agency that helped develop affordable housing and community facility projects in rural communities.
- Served on citizen advisory committees that help update the Corvallis Comprehensive Plan and Land Development Code.

PROGRAM DEVELOPMENT & SERVICE DELIVERY

- Organized the start-up of two private nonprofit community development organizations.
- Designed and organized a variety of new programs including a homeless shelter, and emergency food program, a YouthBuild Program, the Valley Individual Development Account Collaborative, and a new microenterprise assistance program.
- Provided direct services to seniors, developmentally disabled, mentally ill, homeless people, survivors of violence, and people in crisis.
- Experienced manager of volunteer programs. Designed a variety of training programs for volunteers and provided over 650 hours of training consistently rated as excellent by trainees.

FINANCIAL & FUNDRAISING

- Successfully raised both operating and capital project funds from a full range of public and private sources.
- Secured and managed annual operating budgets of up to \$1.5 million and capital project budgets of up to \$12 million.

LEADERSHIP AND COMMUNITY SERVICES POSITIONS

Steering Committee, OSU-City Corvallis Collaboration Project, 2012-present

Board of Directors, NeighborWorks Capital, 2010-present

Board of Directors, The Oregon Opportunity Network, 2008–present, Board Chair, 2010-present

Steering Committee, Benton County Ten Year Plan to End Homelessness, 2010-present

Downtown Commission, City of Corvallis, 2008–2011

Board of Directors, Community Outreach (shelter and medical services), 2006–2011

Board of Directors, Association of Oregon Community Development Organizations, 2004–2008

Board of Directors, Neighborhood Capital Corporation, 2002–2007

Board of Directors, Greenbelt Land Trust, 1998-2001

Co-Chair, Riverfront Improvement Bond Measure Committee, 1998

Chair, South Corvallis Area Refinement Plan Committee, City of Corvallis, 1996-97

daVinci Days Board of Directors, 1991-96; President, 1993-95

Special Recognition Award for Innovative Program Development, CSC, 1993

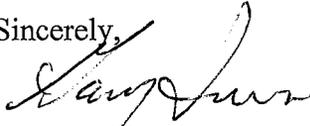
Corvallis City Council, 1989-92; Council President, 1991-92; Budget Commission Chair, 1991-92

To Kent Weiss, Housing and Neighborhood Services Division Manager

This letter is in support of Willamette Neighborhood Housing Services' property acquisition in Downtown Corvallis for the future development of affordable housing. This acquisition will increase the supply of affordable housing within a targeted area of Corvallis that has very limited access to affordable housing. WNHS projects create safe, decent, and affordable homes for qualified low-income individuals and families.

Thank you for this opportunity to comment on this proposal. Please support WNHS in their request for funding. It is a much needed investment for the future sustainability of an area in town that has very limited access to affordable housing.

Sincerely,



Gary Irwin
Remax Integrity

Gary Irwin, CRS, REALTOR®
RE/MAX Integrity
2175 NW Professional Dr., Corvallis, OR 97330
Office: 541-918-5004 Cell: 541-231-9616
Fax: 541-918-5083 gary@investmentprop.net



Each Office Independently Owned and Operated



**Center Against
Rape and
Domestic Violence**

September 16, 2016

Board of Directors

Kara McDonald
Board Chair
Mealoha McFadden
Chair-Elect
Cynthia Noble
Secretary
Dani Davis
Treasurer
Jim Luebke
Joe Scott
Fay Stetz-Waters
Toni Thomas Carroll
Andrea Thornberry

To Kent Weiss, Housing and Neighborhood Services Division Manager:

This letter is in support of Willamette Neighborhood Housing Services' (WNHS) property acquisition in Downtown Corvallis for the future development of affordable housing. CARDV and WNHS have previously partnered on the development of affordable housing in South Corvallis. Survivors of domestic and sexual violence are continuously in need of safe, affordable housing. They are often looking to relocate from CARDV's emergency shelter to a WNHS property.

This acquisition will increase the supply of affordable housing within a targeted area of Corvallis that has recently experienced an increase of rental rates. Downtown Corvallis is an excellent area for affordable housing because of the access to service providers and the support tenants would receive. Survivors who have recently left an abusive partner most often fall into the low income category and would greatly benefit from greater access to affordable housing in Downtown Corvallis. This acquisition will fill the gap that survivors experience by creating safe, decent, and affordable homes for qualified low-income individuals and families.

CARDV is extremely invested in WNHS receiving funding for this acquisition. Thank you for the opportunity to comment on this proposal. I hope you will support safe, affordable housing in Downtown Corvallis.

Sincerely,

Letetia Wilson
Executive Director

P.O. Box 914
Corvallis, OR 97339
Admin: (541) 758-0219
Fax: (541) 758-8458
Crisis & Support Line:
(541) 754-0110
(800) 927-0197

www.cardv.org



RENTAL MARKET STUDY

SEAVEY MEADOWS III
2285-2295 NE JASPER STREET
CORVALLIS, OREGON

PREPARED FOR:

Willamette Neighborhood Housing Services
257 SW Madison Avenue, Suite 113
Corvallis, Oregon 97333

PREPARED BY:

MOLLY GELDERMANN – PROJECT MANAGER
JETT DOUGLAS – RESEARCH ANALYST

PRIOR & ASSOCIATES
4500 CHERRY CREEK DRIVE SOUTH, SUITE 1140
DENVER, COLORADO 80246
INFO@PRIORANDASSOCIATES.COM

EFFECTIVE DATE: FEBRUARY 25, 2016

REPORT DATE: MAY 6, 2016

HOUSEHOLD SIZE, PMA 2016				
Persons In Household	Total	% Of Total	Renters	% Of Renters
1	7,908	33.8%	5,683	42.9%
2	8,388	35.8%	4,081	30.8%
3	3,341	14.3%	1,617	12.2%
4	2,359	10.1%	1,058	8.0%
5	1,054	4.5%	595	4.5%
6 Or More	378	1.6%	203	1.5%
Total	23,426	100.0%	13,237	100.0%

Source: Nielsen Claritas, Ribbon Demographics

G. Households by Tenure

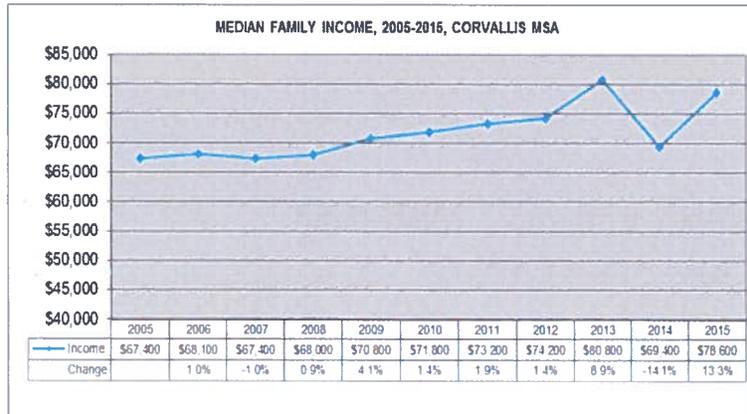
In 2016, renters comprise 56.5% of all households in the PMA and 44.0% in the Corvallis MSA. Nielsen Claritas projects that the renter rate in the PMA will remain at 56.5% through 2021 and that the PMA will gain an average of 105 renter households annually over the next five years.

HOUSEHOLD TENURE, PMA			
	2016	2021	Annual Change
Total Households	23,426	24,362	187
Owners	10,189	10,600	82
Renters	13,237	13,762	105
% Renter	56.5%	56.5%	0.00%

Source: Nielsen Claritas, Ribbon Demographics

H. Renter Households by Income

The U.S. Department of Housing and Urban Development (HUD) estimates that the Corvallis MSA 2015 median family income, which is used to set income and rent limits, is \$78,600. From 2005 to 2015, the median family income increased 1.5% per year. In 2013, the median family income increased 8.9%, followed by a decline of 14.1% in 2014 and growth of 13.3% in 2015.



The net rents for the subject's income-restricted units will start at \$514. Households with annual incomes above \$15,420 can qualify for these units without spending more than 40% of their income for rent. The subject will appeal to households with incomes between this amount and \$39,250, which is the highest eligible income for a four-person household at the 50% AMI level. These units are income targeted to 34.9% of PMA renter households. By applying the specific income range for each

renter household size, we determined that the PMA has 3,093 income- and size-qualified renter households, who account for 23.4% of PMA renters.

RENTER HOUSEHOLD INCOME BY SIZE, PRIMARY MARKET AREA, 2016							
	1 Person	2 Person	3 Person	4 Person	5 Person	6+ Person	Total
Less than \$10,000	1,837	870	310	106	23	3	3,149
\$10,000-\$20,000	1,449	699	261	255	47	17	2,729
\$20,000-\$30,000	766	754	298	99	105	44	2,067
\$30,000-\$40,000	512	404	161	247	66	22	1,413
\$40,000-\$50,000	289	536	75	84	76	35	1,095
\$50,000-\$60,000	116	193	162	93	82	27	673
\$60,000-\$75,000	258	165	29	32	48	9	540
\$75,000-\$100,000	192	112	166	84	29	9	592
\$100,000-\$125,000	116	183	79	8	77	31	492
\$125,000-\$150,000	70	62	43	14	13	0	203
\$150,000-\$200,000	42	34	16	25	17	6	140
\$200,000 or more	35	69	17	12	11	0	144
Total	5,683	4,081	1,617	1,058	595	203	13,237

Source: Nielsen Claritas, Ribbon Demographics

Although the subject's target income range is likely to change over the next two years, we will use the income range from the previous analysis to estimate the number of income-qualified renters in the PMA for its units in 2018. With the projected changes to the income stratification of renters in the PMA, the subject's units would be income targeted to 34.5% of PMA renter households. In 2017, there will be 3,118 income- and size-qualified renter households in the PMA for the subject's units, who will account for 23.2% of PMA renters.

RENTER HOUSEHOLD INCOME BY SIZE, PRIMARY MARKET AREA, 2018							
	1 Person	2 Person	3 Person	4 Person	5 Person	6+ Person	Total
Less than \$10,000	1,852	858	306	105	24	3	3,148
\$10,000-\$20,000	1,472	677	262	252	48	16	2,727
\$20,000-\$30,000	790	760	303	99	99	41	2,092
\$30,000-\$40,000	516	391	158	248	66	23	1,401
\$40,000-\$50,000	295	548	81	90	76	36	1,126
\$50,000-\$60,000	126	209	170	101	88	29	723
\$60,000-\$75,000	261	163	30	31	48	9	543
\$75,000-\$100,000	205	116	168	89	31	10	620
\$100,000-\$125,000	120	190	81	9	82	34	516
\$125,000-\$150,000	81	68	53	12	15	0	230
\$150,000-\$200,000	47	41	18	28	20	8	161
\$200,000 or more	41	77	18	14	10	1	160
Total	5,805	4,099	1,648	1,078	607	210	13,447

Source: Nielsen Claritas, Ribbon Demographics

I. Demand Analysis

The following section analyzes the demand for the proposed project in accordance with the guidelines of the report's intended user, Oregon Housing and Community Services (OHCS).

1. Marginal Demand

OHCS defines marginal demand as "demand that exists based on an inventory of current supply, or is forecast to develop based on an inventory of existing supply." The OHCS definition is similar to including both pent-up demand, as well as the impact of changes in the rental housing supply, upon market equilibrium.

As noted in Section IX, the PMA has an overall vacancy rate of 0.4% and a total of 13,237 renter households. It can add 609 rental units before reaching a vacancy rate of 5.0% which is generally considered a balanced rental market. The PMA's pent-up demand of 609 rental units and its anticipated gain of 210 renter households suggest that the PMA can absorb 703 rental units over the next two years. This level of demand is sufficient to absorb the units in the development pipeline, including the subject. Consequently, if the subject proceeds to completion, the PMA's rental vacancy rate will decrease below 0.4% and remain well below the 5.0% balanced threshold.

IMPACT ON VACANCY RATES		
Units Needed for Market Balance		
Renter Household Increase		210
Existing Renters		13,237
Vacancies in Balanced Market	5.0%	662
Current Vacancy Rate	0.4%	53
Pent-Up Demand		609
Total Demand		819
Units In Pipeline		122
Stabilized Occupancy		95%
Adjusted Units In Pipeline		116
Net Demand		703
Source: Nielsen Claritas, Analysis by Prior & Associates		

The above analysis, which indicates that there is substantial demand to absorb the subject's units, is further supported by the following factors:

- **Vacancy and Waitlists:** All surveyed income-restricted units were 0.0% vacant and most had extensive waitlists, indicating pent-up demand for the types of affordable units that the subject will offer. There were only three surveyed vacancies in February 2016, all of which were market-rate.
- **Rental Concessions:** None of the 13 surveyed rental projects were offering concessions, indicating overall strength in the rental market.
- **Absorption Data:** The subject is the only income-restricted project in the PMA's development pipeline and will only introduce 13 new affordable rental units to the market. The subject will not have any difficulty achieving its required market share.
- **Anecdotal Data:** The rental property manager interviews described in the project profile descriptions confirmed data that suggest that the PMA has a lack of supply for low-income multifamily housing. All 13 surveyed properties reported that their occupancy levels had remained between 97% and 100% over the last year, and 11 properties increased rents in the last year. These factors demonstrate strength in the rental market.

2. *Capture and Penetration Rates*

a. *Income and Size Qualification Criteria*

The subject will appeal to households who have sufficient incomes to pay the proposed rents and want one of the unit types that the subject will offer. Commercial underwriters and owners of conventional market-rate projects generally require that the monthly contract rent should not exceed