

May 8, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of a Grant Application to Oregon Housing and Community Services for redevelopment of Housing Authority properties in disposition. Application Value is \$1,093,892 for 3 years. Funding is through Oregon Housing and Community Services. No County General Funds are involved.

Previous Board Action/Review	Issues 4/29/25		
Performance Clackamas	1. Which indicator of success does this item affect? Safe and Secure Communities		
Counsel Review	Yes, Jane Vetto	Procurement Review	NA
Contact Person	Mark Sirois	Contact Phone	503-351-7240

EXECUTIVE SUMMARY: On behalf of the Housing and Community Development Division (HCDD), Health, Housing & Human Services requests approval to apply for funding from the Oregon Housing and Community Services (OHCS) Department for Neighborhood Stabilization Program (NSP) funds.

On January 10, 2025, OHCS contacted several jurisdictions regarding available NSP-1 funds. Staff identified the possible use of these funds to assist a non-profit housing developer redevelop one or two of the Housing Authority public housing disposition properties. HCDD staff have discussed eligible NSP grant activities with OHCS program staff and have been asked to provide a Funding Reservation Request.

Enclosed are the internal lifecycle form and the Funding Reservation materials for applications that require signature. If OHCS approves the funding request, a grant agreement will be brought back to the board for approval at a future business meeting as a consent agenda item.

RECOMMENDATION: Staff respectfully request that the Board of County Commissioners approve the OHCS NSP Grant funds application and fund reservation and authorize Chair Roberts to sign on behalf of Clackamas County.

Respectfully submitted,

Mary Rumbaugh

Mary Rumbaugh
Director of Health Housing and Human Services

For Filing Use Only

Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

If renewal or direct appropriation, complete sections I, II, IV & V only. Section III is not required.

If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

****CONCEPTION****

Section I: Funding Opportunity Information - To Be Completed by Requester

Direct Appropriation (no application)

Award type:

Subrecipient Award

☒ Direct Award

Award Renewal?

Yes

☒ No

Lead Fund # and Department:	240-H3S-HCDD
Name of Funding Opportunity:	Neighborhood Stabilization Program

Funding Source: Federal – Direct ☒ Federal – Pass through State Local

Requestor Information: (Name of staff initiating form)	Mark Sirois
Requestor Contact Information:	marksir@clackamas.us 503-351-7240
Department Fiscal Representative:	Darren Chilton
Program Name & Prior Project #: (please specify)	OHCS Neighborhood Stabilization Program

Brief Description of Project:

NSP funding was created in 2008 during the financial housing crisis and mirrored the Community Development Block Grant (CDBG) program requirements. OHCS administered three rounds of NSP through which it allocated the funding to local jurisdictions that could award the funds to eligible projects. In 2025 Oregon Housing and Community Services has remaining funding available from the Neighborhood Stabilization Program (NSP) that Clackamas County may request for eligible housing re-development projects situated in NSP Map areas within Clackamas County. Clackamas County Housing and Community Development Division (HCDD) was awarded these funds in the past, for down payment assistance, and rehabilitation projects. HCDD will request these funds to re-develop eligible properties that are part of the Housing Authority of Clackamas County Disposition Project.

Name of Funding Agency: State Of Oregon - Housing and Community Services Department

Notification of Funding Opportunity Web Address: https://www.hud.gov/program_offices/comm_planning/nsp

OR

Application Packet Attached: ☒ Yes No

Completed By: Mark Sirois Date: 3/25/2025

**** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE ****

Section II: Funding Opportunity Information - To Be Completed by Department Fiscal Rep

Competitive Application ☒ Non-Competing Application Other

Assistance Listing Number (ALN), if applicable:	14.218	Funding Agency Award Notification Date:	email on January 10, 2025
Announcement Date:	NA	Announcement/Opportunity #:	NA
Grant Category/Title	Neighborhood Stabilization Program	Funding Amount Requested:	\$1,093,892
Allows Indirect/Rate:	NA	Match Requirement:	NA
Application Deadline:	NA	Total Project Cost:	\$1,093,892
Award Start Date:	When grant award is signed	Other Deadlines and Description:	NA
Award End Date	When funds are expended		
Completed By:	NA	Program Income Requirements:	Program Income returned to fund other eligible activities
Pre-Application Meeting Schedule:	NA		

Additional funding sources available to fund this program? Please describe:

These NSP funds will be part of the overall budget to redevelop HACC disposition housing units

How much General Fund will be used to cover costs in this program, including indirect expenses?

None

How much Fund Balance will be used to cover costs in this program, including indirect expenses?

None

In the next section, limit answers to space available.

Section III: Funding Opportunity Information - To Be Completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Fiscal

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

None

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, local grant, etc.)?

NA

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Administration funds can cover indirect costs

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

These funds will be part of the overall redevelopment of the HACC Disposition and redevelopment of housing units

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

YES. HCDD administers NSP and CDBG funds.

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

N/A - funding passed through to the Community Development Agency which is under the Housing and Community Development Division of the Health Housing and Human Services Department. HACC will provide these funds to a non-profit housing developer to complete the redevelopment work.

3. If this is a pilot project, what is the plan for sun setting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

Not a pilot project

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

No new program

Collaboration

1. List County departments that will collaborate on this award, if any.

Health, Housing and Human Services and community non-profit housing developers

Reporting Requirements

1. What are the program reporting requirements for this grant/funding opportunity?

Oregon State Housing Services (OHCS) will report accomplishments to HUD. Clackamas County HCDD will provide expenditure reports to OHCS. Reporting requirements will be detailed in the grant agreement

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

Reporting requirements will be detailed in the grant agreement

3. What are the fiscal reporting requirements for this funding?

Reporting requirements will be detailed in the grant agreement

Mission/Purpose:

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

This NSP grant funding will assist in completing H3S and Housing Authority goals to redevelop housing

2. Who, if any, are the community partners who might be better suited to perform this work?

NA

3. What are the objectives of this funding opportunity? How will we meet these objectives?

Affordable housing construction and redevelopment

Other information necessary to understand this award, if any.

NA

Program Approval:

Mark Sirois

4-8-2025

Mark Sirois

Name (Typed/Printed)

Date

Signature

**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR ****

****ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN****

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)

Shannon Callahan

Apr 16, 2025

Shannon Callahan

Shannon Callahan (Apr 16, 2025 15:23 PDT)

Name (Typed/Printed)

Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Denise Swanson

Apr 16, 2025

Denise Swanson

Denise Swanson (Apr 16, 2025 17:45 PDT)

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Elizabeth Comfort

Apr 16, 2025

Elizabeth Comfort

Name (Typed/Printed)

Date

Signature

EOC COMMAND APPROVAL (WHEN NEEDED FOR DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)

Name (Typed/Printed)

Date

Signature

Section V: Board of County Commissioners/County Administration

(Required for all grant applications. If your grant is awarded, all grant awards must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)

For applications \$150,000 and below:

COUNTY ADMINISTRATOR	Approved:	Denied:
Name (Typed/Printed)	Date	Signature

For applications up to and including \$150,000 email form to BCC staff at CA-Financialteam@clackamas.us for Gary Schmidt's approval.

For applications \$150,000.01 and above, email form with Staff Report to the Clerk to the Board at ClerktotheBoard@clackamas.us to be brought to the consent agenda.

BCC Agenda item #:

Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department at
and
Grants Manager at financegrants@clackamas.us
when fully approved.

Department: keep original with your grant file.

**STATE OF OREGON
OREGON HOUSING AND COMMUNITY SERVICES**

**Funding Reservation Request
for
Neighborhood Stabilization Program (circle one)**

NSP-1 NSP-2 **NSP-3**

1. This Request, when fully executed, establishes a funding reservation between the State of Oregon, acting by and through its Oregon Housing and Community Services Department, together with its successors and assigns hereinafter referred to collectively as "OHCS", and Clackamas County, a governmental entity, together with its successors and assigns hereinafter referred to collectively as "Subgrantee".

This Funding Reservation Request expires sixty days from the date this Request has been signed by all parties and was approved by OHCS, or on funding obligation date, whichever date occurs first.

2. Project/Activity. (Complete all applicable criteria.)

Activity Type (circle one): A B C D **E**

Project Address including City & Zip Code: Scattered Site Properties located in Clackamas County.

Estimated Costs:

Acquisition \$ 2,000,000

Rehabilitation \$ TBD

Other \$ _____

Total Program Funds Requested \$ 1,093,892 Admin Funds Requested: \$ 0

Total NSP Funds Requested \$ 1,093,892

Other Funds Leveraged \$ _____

Purchase Agreement Date: _____

Proposed Closing Date: _____

Expected Start Date: Q3 2025

Expected Completion Date: Q4 2026

Number of Housing Units: 6

LH or LMMI: LMMH

Brief Project Narrative: The Housing Authority of Clackamas County (HACC), a division of Clackamas County, owns 145 scattered-site properties located throughout the county. With approval from HUD, HACC is implementing a plan to sell these properties as part of a broader effort to transition away from public housing. The initiative focuses on converting as many of these homes as possible into affordable homeownership opportunities by collaborating directly with current tenants and Community Land Trusts (CLTs). HACC plans to use the NSP funds as acquisition/redevelopment funding for developers to purchase 3 duplexes located in Oregon City and redevelop these properties as permanently affordable homes. We are pursuing Activity E – Redevelopment.

Attachments. Submit and return all applicable attachments including but not limited to:

- Purchase Agreement – fully executed
- Proof of Foreclosure
- Proof of Property in Eligible NSP Target Area

OHCS reserves the right to request additional information as deemed necessary prior to approving this Request.

3. Except as expressly amended above, all other terms and conditions of Agreement #1088 are still in full force and effect. The parties expressly affirm and ratify the Agreement as herein amended. Subgrantee certifies that the representations, warranties and certifications contained in the original Grant Agreement are true and correct as of the effective date of this Funding Reservation Request and with the same effect as though made at the time of this Funding Reservation Request.

4. Grant Funds

Subgrantee shall assume sole liability for breach of the conditions of the grant by Subgrantee or any of its subrecipients, and shall, upon breach of grant conditions that requires the State to return funds to the grantor, whether such breach is by Subgrantee or by its subrecipient(s), hold harmless and indemnify the State for an amount equal to the grant funds received under this Agreement; or if there are legal limitations on the indemnification ability of the Subgrantee, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount of grant funds received under this Agreement.

Funding Request Approved:

SUBGRANTEE

Authorized by: _____	Chair, Board of County Commissioners _____
Signature	Title
_____	_____
Craig Roberts	Date
Printed Name	

OREGON HOUSING AND COMMUNITY SERVICES

Approved by: _____
Alycia Howell, NSP Program Administrator Date

Approved by: _____
Talía Kahn-Kravis, Assistant Director Homeownership Programs Date

Funding Reservation Request – Clackamas County

Property Address	NSP-1 Amount	NSP-3 Amount	Total
1052 Birchwood Drive Oregon City, OR 97045	\$165,648.67	\$16,666.67	\$182,315.33
1056 Birchwood Drive Oregon City, OR 97045	\$165,648.67	\$16,666.67	\$182,315.33
1054 Birchwood Drive Oregon City OR 97045	\$165,648.67	\$16,666.67	\$182,315.33
1058 Birchwood Drive Oregon City, OR 97045	\$165,648.67	\$16,666.67	\$182,315.33
1060 Birchwood Drive Oregon City, OR 97045	\$165,648.67	\$16,666.67	\$182,315.33
1062 Birchwood Drive Oregon City, OR 97045	\$165,648.67	\$16,666.67	\$182,315.33
	\$993,892.00	\$100,000.00	\$1,093,892.00











H3S-HCD_Lifecycle_Fund 240_Neighborhood Stabilization Program 4.8.25

Final Audit Report

2025-04-17

Created:	2025-04-16
By:	Qudsia Sediq (QSediq@clackamas.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8eKSstthKd6_NxmKSM7U21XETiKjtNZL

"H3S-HCD_Lifecycle_Fund 240_Neighborhood Stabilization Program 4.8.25" History

-  Document created by Qudsia Sediq (QSediq@clackamas.us)
2025-04-16 - 0:37:36 AM GMT- IP address: 198.245.132.3
-  Document emailed to scallahan@clackamas.us for signature
2025-04-16 - 0:42:07 AM GMT
-  Email viewed by scallahan@clackamas.us
2025-04-16 - 0:49:22 AM GMT- IP address: 52.3.199.226
-  Signer scallahan@clackamas.us entered name at signing as Shannon Callahan
2025-04-16 - 10:23:48 PM GMT- IP address: 198.245.132.3
-  Document e-signed by Shannon Callahan (scallahan@clackamas.us)
Signature Date: 2025-04-16 - 10:23:50 PM GMT - Time Source: server- IP address: 198.245.132.3
-  Document emailed to dswanson@clackamas.us for signature
2025-04-16 - 10:23:53 PM GMT
-  Email viewed by dswanson@clackamas.us
2025-04-17 - 0:45:13 AM GMT- IP address: 168.151.121.42
-  Signer dswanson@clackamas.us entered name at signing as Denise Swanson
2025-04-17 - 0:45:45 AM GMT- IP address: 198.245.132.3
-  Document e-signed by Denise Swanson (dswanson@clackamas.us)
Signature Date: 2025-04-17 - 0:45:47 AM GMT - Time Source: server- IP address: 198.245.132.3
-  Document emailed to Elizabeth Comfort (ecomfort@clackamas.us) for signature
2025-04-17 - 0:45:49 AM GMT

 Email viewed by Elizabeth Comfort (ecomfort@clackamas.us)

2025-04-17 - 0:45:53 AM GMT- IP address: 52.3.199.226

 Document e-signed by Elizabeth Comfort (ecomfort@clackamas.us)

Signature Date: 2025-04-17 - 0:54:48 AM GMT - Time Source: server- IP address: 198.245.132.3

 Agreement completed.

2025-04-17 - 0:54:48 AM GMT