

February 17, 2022

Board of County Commissioner
Clackamas County

Members of the Board:

Approval of Grant Agreement #M21-UP410201 with the
Department of Housing and Urban Development (HUD), acting by and through its Health, Housing and
Humans Services Department for access to \$182,475 (5%) of the total
2021 HOME – American Rescue Plan (HOME-ARP 2021) grant (\$3,649,508).
No County General Funds are involved.

Purpose/Outcomes	Acceptance of the 2021 HOME-American Rescue Plan (HOME-ARP 2021) grant agreement from HUD to access 5% of total grant for eligible program administration and planning activities to begin work on the HUD required Allocation Plan - to engage in consultation and public participation processes and to identify how Clackamas County intends to distribute and use the funds to address the needs of HOME-ARP qualifying populations (QP).
Dollar Amount and Fiscal Impact	access to \$182,475 (5% of total 15% eligible administrative cap); \$3,649,508 total HOME-ARP 2021 grant amount
Funding Source	Funding provided by the Department of Housing and Urban Development (HUD). No County General Funds are involved.
Duration	Effective September 20, 2021 and terminates on September 30, 2030 (10 years).
Previous Board Action	This item was presented at issues on 2/15/22
Counsel Review	n/a; Lifecycle form (attached) and signed by H3S Director and Clackamas County Finance Director November 2021.
Procurement Review	No – acceptance of a HUD grant, no goods or services procured.
Strategic Plan Alignment	HOME-ARP 2021 funding will be used, as determined by the Allocation Plan; and align with the MFR goal of ensuring a safe, healthy and secure community.
Contact Person	Pamela Anderson, Community Development Manager (971) 804-3464
Contract No.	10559

BACKGROUND:

Clackamas County Community Development Division (CCD) of the Health, Housing & Human Services Department received from HUD a transmittal letter and grant agreement (attached) on September 21, 2021 for the HOME American Rescue Plan Act. The Lifecycle form was prepared, discussed and signed in November 2021 (attached).

This funding is to assist qualified individuals or households who are houseless, at risk of houselessness, and other vulnerable populations; by providing housing, rental assistance, supportive services and non-congregate shelter, to reduce houselessness and increasing housing stability across Clackamas County.

Process:

1. Prepare BCC Staff Report for sharing an overview of the HOME-ARP funding (including a HUD required Allocation Plan to identify priorities and recommending priorities) for CC approval to accept the funds.
 - a. Completion of this step allows CC/H3S/CDD to utilize 5%/\$182,475.40 of eligible Administrative cap to begin work on the Allocation Plan.
 - b. If the BCC decides not to accept and proceed as outlined in the Allocation plan to expend the remaining HOME-ARP funds, the 5% of Administration funds authorized by the acceptance/approval of the grant agreement will be paid back to HUD, with non-Federal funds.
 - c. Returning 1 copy of grant agreement to HUD to release 5% of funding to Clackamas County.
2. Work begins to complete the HUD required Allocation Plan, as per regulations, that include:
 - a. Extensive consultation and public participation, needs assessment and gaps analysis, proposed activities, housing goals and identification of preferences (optional);
 - b. in addition, other Federal requirements to be met: other Federal Requirements and non-discrimination, affirmative marketing and minority outreach, NEPA environmental, labor standards, lead hazard control, uniform relocation, section 3 and conflicts of interest.
3. Prepare and present 2nd BCC Staff Report -
 - a. the completed Allocation Plan and recommendation of approval of Plan and HUD Certifications for BCC signature;
 - b. Return BCC approved Plan/Certifications to HUD for their approval.
 - c. Completion of this step will permit CC/H3S/CDD access to remaining 10% of Admin funding cap and funding for programming.
4. Initiate process for approved programming.

Healthy Families. Strong Communities.

2051 Kaen Road, Oregon City, OR 97045 • Phone (503) 650-5697 • Fax (503) 655-8677

www.clackamas.us

Amount: \$3,649,508 total Clackamas County HOME-ARP allocation

\$ 647,426.20 total 15% Administration cap

\$182,475.40 (5% of total Admin cap) will be available upon signing/returning grant agreement to HUD for efforts in developing the HUD required Allocation Plan.

\$3,102,081.80 available for HOME-ARP programing

Period of Performance: Federal award date September 20, 2021 to September 30, 2030 (10 years).

RECOMMENDATION:

Staff recommends the Board approve this grant agreement and authorizes Rodney A. Cook, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,

Rodney Cook

Rodney A. Cook, Director
Health, Housing, and Human Services

Attachments: HUD Transmittal letter
HOME-ARP 2021 Grant Agreement
Lifecycle form
HOME-ARP Allocation Plan HUD Program Fact Sheet

HOME-ARP Program Fact Sheet: HOME-ARP Allocation Plan

Overview:

As described in the Getting Your HOME-ARP Grant Fact Sheet, HUD began obligating HOME-ARP grants upon publication of the *CPD Notice: Requirements for the Use of Funds in the HOME-American Rescue Plan Program* (“the Notice”) to provide PJs with access to 5 percent of the grant for eligible program administration and planning activities. However, to be provided access to the balance of its HOME-ARP funds, a PJ must engage in consultation and public participation processes and develop a HOME-ARP allocation plan. The plan must describe how the PJ intends to distribute HOME-ARP funds, including how it will use these funds to address the needs of HOME-ARP qualifying populations. PJs will submit the HOME-ARP allocation plan to HUD as a substantial amendment to the Fiscal Year 2021 annual action plan for HUD review and acceptance.

Consultation and Public Participation:

- **Consultation**: A PJ must consult with agencies and service providers whose clientele include the HOME-ARP qualifying populations to identify unmet needs and gaps in housing or service delivery systems. In its plan, a PJ must describe its consultation process, list the organizations consulted, and summarize the feedback received from these entities. At a minimum, a PJ must consult with:
 - CoC(s) serving the jurisdiction’s geographic area (Note: State PJs are not required to consult with every CoC);
 - Homeless and domestic violence service providers;
 - Veterans’ groups;
 - Public housing agencies (PHAs) (Note: State PJs are not required to consult with every PHA);
 - Public agencies that address the needs of the qualifying populations; and,
 - Public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities.
- **Public Participation**: PJs must provide for and encourage citizen participation in the development of the HOME-ARP allocation plan. At a minimum a PJ must:
 - Provide residents with reasonable notice and an opportunity to comment on the proposed HOME-ARP allocation plan of no less than 15 calendar days.
 - Follow its adopted requirements for “reasonable notice and an opportunity to comment” for plan amendments in its current citizen participation plan.
 - Hold at least one public hearing during the development of the HOME-ARP allocation plan prior to submitting the plan to HUD.

- Follow applicable fair housing and civil rights requirements and procedures for effective communication, accessibility, and reasonable accommodation for persons with disabilities and providing meaningful access to participation by limited English proficient (LEP) residents that are in its current citizen participation plan.
- Describe in the plan the public participation process, efforts made to broaden public participation, and a summary of public comments and recommendations accepted or not accepted and the reasons why.

HOME-ARP Allocation Plan Requirements:

- Needs Assessment and Gap Analysis: A PJ must evaluate the size and demographic composition of its qualifying populations and assess their unmet needs. In addition, a PJ must identify any gaps within its current shelter and housing inventory as well as the service delivery system. In addition, the plan must:
 - Identify the characteristics of housing associated with instability and an increased risk of homelessness if the PJ will include such conditions under HUD’s definition of “other populations.”
 - Identify priority needs for qualifying populations; and,
 - Explain how level of need and gaps in its shelter and housing inventory and service delivery systems was determined.
- HOME-ARP Activities: The plan must:
 - Describe how a PJ will distribute HOME-ARP funds in accordance with its priority needs including the method for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors and whether the PJ will administer eligible activities directly.
 - Indicate the amount of HOME-ARP planned for each eligible activity type.
 - Demonstrate that planned funding for nonprofit organization operating assistance, nonprofit capacity building, and administrative costs is within HOME-ARP limits.
 - Include a narrative about how the characteristics of its shelter and housing inventory, service delivery system, and the needs identified in the PJ’s gap analysis provided a rationale for the plan to fund eligible activities.
- HOME-ARP Production Goals: The plan must estimate the number of affordable rental housing units for qualifying populations that the PJ will produce and describe a specific affordable rental housing production goal and how it will address the PJ’s priority needs.
- Preferences: The plan must identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project.
- HOME-ARP Refinancing Guidelines: If a PJ intends to use HOME-ARP funds to refinance existing debt secured by multifamily rental housing that is being rehabilitated with HOME-ARP funds, it must state its refinancing guidelines in accordance with [24 CFR 92.206\(b\)](#).

- *Certifications and SF-424:* A PJ must submit the SF-424, SF-424B, and SF-424D and the required certifications with the HOME-ARP allocation plan, including the following:
 - Affirmatively Further Fair Housing;
 - Uniform Relocation Assistance and Real Property Acquisition Policies Act and Anti-displacement and Relocation Assistance Plan;
 - Anti-Lobbying;
 - Authority of Jurisdiction;
 - Section 3; and,
 - HOME-ARP specific certification that a PJ will only use HOME-ARP funds consistent with ARP and the HOME-ARP Notice for eligible activities and eligible costs.

Submission Process:

To submit the plan, a PJ must upload a Microsoft Word or PDF version of the plan as a Grantee Unique Appendix on either the AD-26 screen (for PJs whose Fiscal Year (FY) 2021 annual action plan is a Year 2-5 annual action Plan) or the AD-25 screen (for PJs whose FY 2021 annual action plan is a Year 1 annual action plan that is part of the 2021 consolidated plan), unless instructed by HUD to follow a different submission procedure.

HUD Review of the HOME-ARP Allocation Plan:

- HUD will review a PJ's HOME-ARP allocation plan to determine that it is substantially complete and consistent with the purposes of ARP. If a plan is not disapproved, then the plan is deemed approved 45 days after HUD receives the plan.
- HUD may disapprove a plan in accordance with [24 CFR 91.500\(b\)](#), or if HUD determines that the plan is inconsistent with the purposes of ARP or substantially incomplete.
 - A PJ's plan is inconsistent with ARP if it allocates HOME-ARP funds for uses other than a HOME-ARP eligible activity, as described in the Notice.
 - A PJ's HOME-ARP allocation plan is substantially incomplete if:
 - The PJ does not complete the required public participation or consultation or fails to describe those efforts in the plan;
 - The PJ fails to include the required elements outlined in the Notice, including the amount of HOME-ARP funds for each eligible HOME-ARP activity type;
 - The PJ fails to identify and describe the responsibilities of the subrecipient or contractor administering all of a its HOME-ARP award, if applicable; and/or,
 - HUD rejects the PJ's HOME-ARP certification as inaccurate
- HUD will notify a PJ in writing with the reasons for disapproval and the PJ may revise and resubmit the plan within 45 days after the first notification of disapproval. HUD will respond to accept or disapprove the resubmitted plan within 30 days of receipt.
- The PJ must make the final accepted HOME-ARP allocation plan available to the public in accordance with the same requirements in the PJ's current citizen participation plan.



U.S. Department of Housing and Urban Development

Region X, Portland Field Office
Office of Community Planning and Development

1220 Southwest Third Avenue
Suite 400
Portland, OR 97204-2830
(971) 222-2600
FAX (971) 222-0357

Mark Sirois, Manager
Clackamas County Health, Housing, and Human Services
2051 Kaen Road, #245
Oregon City, OR 97045-1284

Dear Mr. Sirois:

The American Rescue Plan Act of 2021 appropriated \$5 billion to provide housing, services, and shelter to individuals experiencing homeless and other vulnerable populations, to be allocated by formula to jurisdictions that qualified for HOME Investment Partnerships Program allocations in Fiscal Year 2021. On September 13, 2021, the Department published a notice, titled: *Requirements for the Use of Funds in the HOME-American Rescue Plan Program* (the Notice), which you are encouraged to review to assist in developing your program. Enclosed is the Grant Agreement for the HOME Investment Partnerships – America Rescue Plan (HOME-ARP) program:

In accordance with the Notice, and the HOME ARP Grant Agreement, a Participating Jurisdiction (PJ), as of the Federal Award Date, may use up to five percent of its total award for administrative and planning costs. Once your HOME-ARP Allocation Plan is approved by HUD, the remaining award will be made available.

**HOME Investment Partnerships - American Rescue Plan
(HOME-ARP)**

\$ 3,649,508

Transmittal of this Grant Agreement does not constitute approval of the activities described in your HOME-ARP Allocation Plan. You are reminded that you, as the PJ, are responsible for ensuring that all grant funds are used in accordance with all program requirements. An executed Grant Agreement is a legally binding agreement between the Department of Housing and Urban Development and Clackamas County.

To establish a Line of Credit for the HOME-ARP award, it will be necessary for your agency to sign, execute and return one (1) copy of the Grant Agreement. If there is a need to add or remove individuals authorized to access the Integrated Disbursement Information System (IDIS), please submit an IDIS Online Access Request Form (HUD 27055). Also, please ensure the IDIS Online Access Request Form is notarized and returned to this office with your Grant Agreement. Additionally, if there is a need to establish or change the depository account where these funds are to be wired, a Direct Deposit Sign-Up form (SF-1199A) must be completed by your financial institution and returned to this office with a copy of a voided check.

You are reminded that certain activities are subject to the provisions of 24 CFR Part 58 (**Environmental Review Procedures**). Funds for such activities may not be obligated or expended until HUD has approved the release of funds in writing. A request for release of funds

(RROF) must be accompanied by an environmental certification, and until the RROF is approved and notification is received, no HUD funds should be committed. If the project or activity is exempt per 24 CFR 58.34 or categorically excluded (except in extraordinary circumstances), no RROF is required.

Please execute two (2) copies of the HOME-ARP Grant Agreement with electronic signatures. In response to COVID-19, HUD authorizes you to electronically execute the grant agreement with your electronic signature. Return one (1) of the agreements to this office to the attention of CPD General Correspondence Mailbox, at CPD_GeneralCorr-POR@hud.gov. Maintain a copy of the agreement with your original signature on site in your program files.

HUD congratulates Clackamas County on its grant award, and we look forward to assisting you in accomplishing your programs goals. If you have any questions or need further information of assistance, please contact Toni Strutz, Senior CPD Representative, at 971-222-2618 or toni.n.strutz@hud.gov.

Sincerely,

Bryan Guiney, Director,
Office of Community Planning and Development

Enclosures

HOME ARP Grant Agreement

Title II of the Cranston-Gonzalez National Affordable Housing Act

Assistance Listings #14.239 – HOME Investment Partnerships Program

1. Grantee Name and Address Clackamas County 2051 Kaen Road Oregon City, OR 97045-4035	2. Grant Number (Federal Award Identification Number (FAIN)) M21-UP410201	
	3a. Tax Identification Number 936002286	3b. Unique Entity Identifier (formerly DUNS) 096992656
	4. Appropriation Number 861/50205	5. Budget Period Start and End Date FY 2021 – 09/30/2030

6. Previous Obligation (Enter "0" for initial FY allocation)	\$0
a. Formula Funds	\$

7. Current Transaction (+ or -)	\$3,649,508.00
a. Administrative and Planning Funds Available on Federal Award Date	\$182,475.40
b. Balance of Administrative and Planning Funds	\$364,950.80
c. Balance of Formula Funds	\$3,102,081.80

8. Revised Obligation	\$
a. Formula Funds	\$

9. Special Conditions (check applicable box) <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Attached	10. Federal Award Date (HUD Official's Signature Date) 09/20/2021
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11. Indirect Cost Rate*	12. Period of Performance Date in Box #10 - 09/30/2030															
<table border="1"> <thead> <tr> <th>Administering Agency/Dept.</th> <th>Indirect Cost Rate</th> <th>Direct Cost Base</th> </tr> </thead> <tbody> <tr><td>—</td><td>—%</td><td></td></tr> <tr><td>—</td><td>—%</td><td></td></tr> <tr><td>—</td><td>—%</td><td></td></tr> <tr><td>—</td><td>—%</td><td></td></tr> </tbody> </table>	Administering Agency/Dept.	Indirect Cost Rate	Direct Cost Base	—	—%		—	—%		—	—%		—	—%		* If funding assistance will be used for payment of indirect costs pursuant to 2 CFR 200, Subpart E-Cost Principles, provide the name of the department/agency, its indirect cost rate (including if the de minimis rate is charged per 2 § CFR 200.414), and the direct cost base to which the rate will be applied. Do not include cost rates for subrecipients.
Administering Agency/Dept.	Indirect Cost Rate	Direct Cost Base														
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—	—%															
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The HOME-ARP Grant Agreement (the "Agreement") between the Department of Housing and Urban Development (HUD) and the Grantee is made pursuant to the authority of the HOME Investment Partnerships Act (42 U.S.C. 12701 et seq.) and Section 3205 of the American Rescue Plan (P.L. 117-2) (ARP). HUD regulations at 24 CFR part 92 (as may be amended from time to time), the CPD Notice entitled "Requirements for the Use of Funds in the HOME-American Rescue Plan Program" (HOME-ARP Implementation Notice), the Grantee's HOME-ARP allocation plan (as of the date of HUD's approval), and this HOME-ARP Grant Agreement, form HUD-40093a, including any special conditions (in accordance with 2 CFR 200.208), constitute part of this Agreement. HUD's payment of funds under this Agreement is subject to the Grantee's compliance with HUD's electronic funds transfer and information reporting procedures issued pursuant to 24 CFR 92.502 and the HOME-ARP Implementation Notice. To the extent authorized by HUD regulations at 24 CFR part 92, HUD may, by its execution of an amendment, deobligate funds previously awarded to the Grantee without the Grantee's execution of the amendment or other consent. The Grantee agrees that funds invested in HOME-ARP activities under the HOME-ARP Implementation Notice are repayable in accordance with the requirements of the HOME-ARP Implementation Notice. The Grantee agrees to assume all of the responsibility for environmental review, decision making, and actions, as specified and required in regulation at 24 CFR 92.352 and 24 CFR Part 58, as well as the HOME-ARP Implementation Notice.

The Grantee must comply with the applicable requirements at 2 CFR part 200, as amended, that are incorporated by the program regulations and the HOME-ARP Implementation Notice, as may be amended from time to time. Where any previous or future amendments to 2 CFR part 200 replace or renumber sections of part 200 that are cited specifically in the program regulations or HOME-ARP Implementation Notice, activities carried out under the grant after the effective date of the 2 CFR part 200 amendments will be governed by the 2 CFR part 200 requirements, as replaced or renumbered by the part 200 amendments.

The Grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Universal Numbering System and System for Award Management (SAM) requirements in Appendix I to 2 CFR part 200, and the Federal Funding Accountability and Transparency Act (FFATA) in Appendix A to 2 CFR part 170.

Funds remaining in the grantee's Treasury account after the end of the budget period will be cancelled and thereafter not available for obligation or expenditure for any purpose. Per 31 U.S.C. 1552, the Grantee shall not incur any obligations to be paid with such assistance after the end of the Budget Period.

13. For the U.S. Department of HUD (Name and Title of Authorized Official) Bryan G. Guiney, CPD Director	14. Signature X	15. Date
16. For the Grantee (Name and Title of Authorized Official)	17. Signature X	18. Date

19. Check one: Initial Agreement Amendment #

20. Funding Information: HOME ARP			
<u>Source of Funds</u>	<u>Appropriation Code</u>	<u>PAS Code</u>	<u>Amount</u>
2021	861/50205	HMX	\$3,649,508.00

21. Additional Requirements: These additional requirements are attached and incorporated into this Agreement. The Grantee agrees to these additional requirements on the use of the funds in 7., as may be amended from time to time by the Secretary.

- a) As of the Federal Award Date, the Grantee may use up to the amount identified in 7.a. of this Agreement for eligible administrative and planning costs in accordance with the HOME-ARP Implementation Notice.
- b) Until the date of HUD's acceptance of the Grantee's HOME-ARP allocation plan, the Grantee agrees that it will not obligate or expend any funds for non-administrative and planning costs, in accordance with the HOME-ARP Implementation Notice.
- c) In accordance with the HOME-ARP Implementation Notice, as of the date of acceptance by HUD of the Grantee's HOME-ARP allocation plan, HUD shall make the amount identified in line 7. of this Agreement available to the Grantee.
- d) If the Grantee does not submit a HOME-ARP allocation plan or if the Grantee's HOME-ARP allocation plan is not accepted within a reasonable period of time, as determined by HUD, the Grantee agrees that all costs incurred and HOME-ARP funds expended by the Grantee will be ineligible costs and will be repaid with non-Federal funds.

22. Special Conditions

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.

**** CONCEPTION ****

Section I: Funding Opportunity Information - To be completed by Requester

Award type: Direct Appropriation (no application)
 Subrecipient Award Direct Award
Award Renewal? Yes No

Lead Department & Fund: Health, Housing and Human Services; HOME-ARP 21-22

If renewal, complete sections 1, 2, & 4 only. If Direct Appropriation, complete page 1 and Dept/Finance signatures only.

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

Name of Funding Opportunity: HOME - American Rescue Plan (HOME-ARP)

Funding Source: Federal State Local

Requestor Information (Name of staff person initiating form): Pamela Anderson

Requestor Contact Information: panderson@clackamas.us / 971/804-3464

Department Fiscal Representative: Ed Johnson

Program Name and prior project # (please specify): 21-22 HUD HOME-ARP

Brief Description of Project:

HUD Federal funding of \$3,649,508, to assist qualified individuals or households who are homeless, at risk of homelessness, and other vulnerable populations; by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across Clackamas County. These grant funds will be administered through HUD's Fiscal Year 2021 HOME Investment Partnerships Program.

Name of Funding Agency: Department of Housing & Urban Development (HUD)

Agency's Web Address for funding agency Guidelines and Contact Information:

https://www.hudexchange.info/programs/home-arp/

OR

Application Packet Attached: Yes No

Completed By: Pamela Anderson

11/15/2021

Date

**** 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

CFDA(s), if applicable:

Funding Agency Award Notification Date:

September 21, 2021

Announcement Date:

September 13, 2021

Announcement/Opportunity #:

Notice: CPD-21-10 / HOME-ARP grant #M21-UP4

Grant Category/Title:

HOME-ARP

Max Award Value:

\$3,649,508.00

Allows Indirect/Rate:

yes

Match Requirement:

\$0.00

Application Deadline:

n/a

Other Deadlines:

Award Start Date:

September 21, 2021

Other Deadline Description:

Award End Date:

September 30, 2030

Completed By:

Pamela Anderson

Program Income Requirement:

\$0.00

Pre-Application Meeting Schedule:

Additional funding sources available to fund this program? Please describe: This funding will enhance existing programing based on needs/gaps identified in Allocation Plan process.

How much General Fund will be used to cover costs in this program, including indirect expenses? No general funds requested at this time

How much Fund Balance will be used to cover costs in this program, including indirect expenses? New funding/program, no existing fund balance.

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

Mission/Purpose:

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

HOME ARP funding will be used, as determined in Allocation Plan; and align with MFR goals of Ensuring a safe, healthy and Secure Community.

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

N/A - HOME ARP funding received as Clackamas County, as the current HUD HOME recipient.

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

Eligible Projects - Administration, For Qualifying Populations: Rental Housing, Tenant Based Rental Assistance, Supportive Services, Non-congregate Shelter and Non-profit Operation & Capacity building assistance.

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

No, this is new funding from the American Rescue Plan (2021-2022). Purpose of the funding is to provide housing, rental assistance, supportive services, non-congregate shelter to qualified populations.

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?

No. Yes, staff can be hired within 10 year grant duration.

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

Yes, consultation & public participation must be included in the Allocation Plan to identify programming needs.

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

This will be discussed while working on the HOME-ARP Allocation Plan. Yes, staff positions will be temporary/limited duration.

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.)?

Yes, and discussion will include 'sunsetting' in the development of the HOME ARP Allocation Plan.

Collaboration

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

Internal services - Finance, Human Resources, County Counsel & H3S (Social Services, SHS, HACC, CFCC & CD).

Reporting Requirements

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

See HOME ARP reporting requirements at - <https://www.hudexchange.info/resource/6479/notice-cpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>

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?

Performance evaluated by including accomplishments in annual HUD Consolidated Annual Performance Report (CAPER).

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

Clackamas County agrees to comply with requirements established by the Office of Management and Budget (OMB) concerning the unique entity identifier and System for Award Management (SAM) requirements in Appendix I to 2 CFR part 200, as amended, and the Federal Funding Accountability and Transparency Act (FFATA) in Appendix A to 2 CFR part 170.

Fiscal

1. Will we realize more benefit than this financial assistance will cost to administer?

Administration cap of 15% of total grant is \$647,426.20 for ten (10) year duration, beginning on 9/21/2021. 5% Administration available upon signing/returning grant agreement to HUD for the development of the HOME-ARP Allocation Plan. If decision is made not to proceed, any HOME-ARP funds expended will need to be paid back, with non-Federal funds.

2. Are other revenue sources required, available or will be used to fund the program? Have they already been secured? Please name other sources, including General Fund or Fund Balance and amounts.

No other funds are required, however other funds/programming are being reviewed and considered to produce a blend for programing accomplishments (SHS/ESG/CDBG/HOME).

3. 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.)?

No match requirement.

4. 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?

Yes. Need to enter indirect cost rate on the HUD HOME ARP grant agreement.

Program Approval:

Pamela Anderson
Name (Typed/Printed)

11/22/21
Date

Pamela Anderson
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)		
<i>Pamela Anderson</i> <small>Name (Typed/Printed)</small>	11/22/21 <small>Date</small>	<i>Pamela Anderson</i> <small>Signature</small>

DEPARTMENT DIRECTOR (or designee, if applicable)		
RODNEY A. COOK <small>Name (Typed/Printed)</small>	11/22/21 <small>Date</small>	<i>Rodney A. Cook</i> <small>Signature</small>

FINANCE ADMINISTRATION		
Elizabeth Comfort <small>Name (Typed/Printed)</small>	11.24.2021 <small>Date</small>	<i>Elizabeth Comfort</i> <small>Signature</small>

EOC COMMAND APPROVAL (DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)		
<small>Name (Typed/Printed)</small>	<small>Date</small>	<small>Signature</small>

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 less than \$150,000:

COUNTY ADMINISTRATOR	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
<small>Name (Typed/Printed)</small>	<small>Date</small>	<small>Signature</small>

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.
 Department: keep original with your grant file.