



City of Medford
2013 Community Development Block Grant (CDBG)
Capital Improvement Project Application
INSTRUCTIONS

The City of Medford is a HUD Entitlement Community and as a result, receives Community Development Block Grant (CDBG) funds each year from HUD. Block Grants are designated by HUD to fund community development projects listed in the City's Consolidated Plan. Each project must meet one of three National Objectives. Most activities meet the National Objective of benefiting low and moderate-income persons.

The City has two types of CDBG grants. There is a separate application for each grant.

1. **Capital Improvement Projects** are eligible activities as listed in 24 CFR Part 570.201 thru Part 570.206. Some of the eligible activities include acquisition of real property, public facilities and improvements, rehabilitation, and homeownership assistance.
2. **Public Service Projects** are eligible activities as listed in 24 CFR Part 570.201 (e). Some of the eligible activities include health care, services for senior and disabled citizens, services for homeless persons, and programs to reduce dependency on drugs and alcohol. The Public Service must be **1.** A new service or **2.** Funded at the same level as the previous year or **3.** An increase in the previous year's funding, with a corresponding increase in the level of service.

Attendance is **required** at one of the following orientation meetings to be eligible to submit an application:

Wednesday, December 12, 2012, 2:00 pm – Medford Room 330, City Hall
Tuesday, December 18, 2012, 2:00 pm – Medford Room 330, City Hall
Wednesday, December 19, 2012, 4:00 pm – Medford Room 330, City Hall

Application Deadline: Wednesday, January 23, 2013, 5:00 p.m. City Manager's Office Room 310
411 West 8th Street, Medford, OR 97501

In order for any application to be considered, it must meet the following requirements:

1. The program must be located in the City of Medford and benefit City residents.
2. The application must be date/time stamped as received by the deadline advertised with number of copies and arranged as listed in the application.
3. The project must be a CDBG **eligible activity** and address a **National Objective**.
4. The project must address a specific goal and strategy in the 2010-2014 Consolidated Plan.
5. The budget and cost estimate must be reasonable and appropriate.
6. The project must be capable of being started and completed within a realistic time frame. (Normally 12 months).
7. The proposed project must not cause the demolition or loss of low and moderate income housing without appropriate and legally required mitigation measures.
8. The Applicant **must** have a representative attend the required orientation, or make contact with the City to make other arrangements prior to the orientation meeting. The City will reject the application unless this step has been accomplished.

Scoring Criteria

The Housing and Community Development Commission will score based on the following criteria:

1. Program Need (35 points possible): The CDBG proposal describes and demonstrates the organization's ability to address an Unmet Need and more than one Five Year Strategy as listed in the 2010-2014 Consolidated Plan. The proposal also improves the ability of low/moderate-income (LMI) households to become self-sustaining, supports job creation/retention, and addresses a low income housing need.
2. Program Effectiveness (20 points possible): The CDBG proposal clearly describes the programs ability to attain the 2010-2014 Consolidated Plan Goals and Objectives, addresses long term solutions to a need and serves a minimum of 51% LMI population.
3. Cost Effectiveness (30 points possible): CDBG proposal demonstrates that the project has cost saving measures incorporated and is cost effective in relation to cost per person and the number of people or households served. To what degree are requested funds being leveraged with other resources for the project? What percentage of the program budget is dedicated to administrative costs? To what extent has the project included collaboration with other private and not-for-profit agencies? Does the overall budget demonstrate fiscal responsibility?
4. Agency Effectiveness (20 points possible): Applicant has demonstrated the ability to effectively achieve stated goals and outcomes, staff is qualified to effectively provide the service, and the proposal describes the organization's long range plan. New Applicants will be evaluated based on their presentation, responses, and the Commission's perception of the agency's ability to be effective. Previous Grantees will be evaluated based on their ability to effectively administer and produce results in a timely manner and in conformance with HUD and City regulations.
5. Capital Improvement Projects (10 points possible): CDBG proposals for Capital Improvement Projects will, in addition to the above, be scored based on whether the program generates program income and the degree to which they expand or improve housing units to LMI residents.

Applicants may receive deductions for negative audit findings, exceeding the page limit, blank fields, and required items not included with application. A total of 35 points may be deducted for these items.

CDBG funds will be available after July 1 of each year, upon receipt from HUD by the City. The City will issue new contracts to be executed after July 1 of each year. **CDBG funds cannot be used to reimburse expenses incurred prior to the signing of a contract.**

Successful applicants must comply with all applicable Federal, State and City statutes, rules, regulations and record keeping requirements governing the use of CDBG funds. The Certifying Officer of the City must certify as complete the part 58 environmental review for the project and an agreement must be signed and executed prior to dispersal of any funds.

If real property acquisition is proposed, the applicant cannot have financial or legal commitment to purchase prior to release of City CDBG funds. The applicant may hold an option on the property, but if the seller allows the option money to go toward the purchase price, it cannot be reimbursed by CDBG funds.

For any construction project over \$2,000, workers must be paid federal Davis-Bacon wage rates (except housing rehab or construction, in which case 8 or more units must be involved). **Generally, these wages are higher than accepted local rates and will increase the cost of the project since they must be paid on the entire project and not just the portion being funded by CDBG.** Please consider these wage rates when putting together your cost estimate. There is additional record keeping required of the contractor and City staff must conduct site interviews with employees while the work is underway.

The City reserves the right to reject incomplete proposals or to fund projects at a level that is less than the amount requested.

Submit one (1) original and eleven (11) copies (12 total) of the completed application packet in the following format and order. Submit by deadline and at location listed on front page.

Format of Application Packet:

- a. White Paper – 8 ½ x 11 inch
- b. Three-hole punched
- c. Unbound – separate by colored paper or clip

Order of Application Packet:

1. A cover letter signed by the Chief Executive Officer and the President of the Board of Directors stating approval by the Board of Directors to submit this application.
2. 2013 Capital Improvement Project Application (Pages 1 to 17)
3. List of Agency Board of Directors and Officers. Include their affiliations, terms of service, phone numbers, mailing address and email address.
4. Copy of the latest Board Meeting Minutes
5. Copy of IRS 501(c)(3) determination letter
6. Copy of System of Award Management (SAM) Registration (formerly CCR)
7. Three (3) letters of support for your project
8. Latest annual budget for agency
9. Latest letter (if audit is conducted)
10. Environmental Review Checklist on form provided (Pages 18 to 27)
11. **1 copy** of latest Agency Audit or Financial Review. If no audit is conducted, include IRS form 990



City of Medford
2013 Community Development Block Grant (CDBG)
Capital Improvement Project Application

Application Deadline: Wednesday, January 23, 2013, 5:00 pm, City Manager's Office Rm 310
Application must be completed by using only the space provided. If you use a computerized version of this application it must match as presented.

I. APPLICANT INFORMATION

Applicant Organization Name: _____

Executive Director's Name: _____

Applicant Mailing Address: _____

Applicant Street Address: _____

City/State/Zip: _____

IRS Classification: _____

Federal Tax ID#: _____

DUNS#: _____

Mission Statement: _____

Total Employees: _____ Total Volunteers: _____

II. CONTACT PERSON (designate a contact person who is familiar with the project)

Name: _____

Title: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

III. PROJECT INFORMATION

Project Name or Title: _____

Total Project Cost: \$ _____ Completion Date: _____

Requested CDBG Funds: \$ _____

Project Period: July 1, 2013 to June 30, 2014 (2013 Program Year)

1. Project Location: Give the location of the project site and a brief description of the area. Attach a map and photos of the project location, indicating the project site on the map. Include the project site address, Township, Range and Section.

2. Project Impact: Describe the target market area for the project. Include demographics of the target market (age, gender, income levels, housing statistics, other relevant socioeconomic indicators, etc.) If your target market is broader than the City of Medford, discuss how the broader market is different from the City and how the City CDBG funding for your project will be targeted to the City market area.

3. Project Description: Describe the project, including specific activities you expect to undertake such as land acquisition, building renovation, weatherization, ramps for the disabled, etc. Specify what is to be done in **quantitative terms**, such as square feet of floor space to be built, number of housing units to be rehabilitated, etc.

3. Project Description (continued)

4. Agency Effectiveness: Describe your organization's experience in carrying out a project of this type. Include a description of agency experience in administering CDBG funded projects, including Davis-Bacon Wage requirements, Environmental Reviews, Income eligibility, Acquisition and Relocation Policies (URA), and other HUD regulatory requirements. List the personnel assigned these responsibilities and their qualifications.

5. Project Need: Why is this project needed and what are the objectives? Discuss the nature and seriousness of the problem, past and ongoing efforts by your agency to remedy the problem, and how this project will address goals and strategies which are **listed in the 2010-2014 Consolidated Plan.**

6. Project Collaboration and Leveraging: Describe how your organization has collaborated with other private and public organizations to address this need. To what degree are requested funds being leveraged with other resources for the project? Also describe how **this project** will include interagency coordination to address this need and avoid duplication. Name all project partners, funding and describe their role.

Average Cost per person/household served: \$_____

Number of people/households served: _____

7. Project Accomplishments: Describe the target population for your project? What percentage of the target population for your project are City of Medford residents? Include **who and how many income eligible people (Include number of households if housing units)** will benefit from the project within the City and in total.

8. Project Budget. Complete the project budget below. Total Revenue must match Total Expenditures.

CDBG CAPITAL IMPROVEMENT PROJECT BUDGET

	CITY OF MEDFORD CDBG GRANT	PROJECTED PROGRAM INCOME (CDBG Only)	OTHER STATE OR FEDERAL FUNDS Complete detail on next page	OTHER FUNDS Complete detail on next page	TOTAL
REVENUE					
					\$
EXPENDITURES					
A. TOTAL PERSONAL SERVICES					\$
TOTAL Salaries					\$
TOTAL Benefits					\$
B. TOTAL MATERIALS & SERVICES					\$
					\$
					\$
					\$
					\$
					\$
					\$
C. TOTAL CAPITAL OUTLAY					\$
Land Acquisition					\$
Building Acquisition					\$
					\$
					\$
Other (Identify)_____					\$
Other (Identify)_____					\$
TOTAL EXPENDITURES					\$

9. Will this project cause low and moderate income housing to be demolished or converted to another use and why?
10. If you answered yes to question 9, explain how many units will be lost, whether or not they are occupied housing units, and your plan to mitigate this loss. Specifically include an explanation of your agency and personnel experience in complying with **federal relocation and replacement regulations**.
11. Environmental Review: Did the environmental review indicate any concerns? Will the project have any new asphalt? Will there be impacts on historic properties? Is the project located within a 100 year flood plain? Will any other agency providing funds be completing an Environmental Review for this project? List any other concerns noted for the project.

12 a. Provide an estimated project schedule on the table below. Schedules should cover the period of time required to obtain funding as well as construction and project close out. On the timeline show which City of Medford CDBG-funded project activities you *project* will be **completed** in each quarter during the project period (July 1st to June 30th) by year. Do not complete the *actual* column.

MILESTONES	COMPLETION DATE (Month/Day/Year)									
	QTR 1		QTR 2		QTR 3		QTR 4		YTD	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual
All Project Funding Committed (Attach list if needed) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____										
Design Begun										
Design Complete										
Bid Specs Approved										
Bid Opening										
Notice To Proceed										
Construction 50% Complete (for projects over \$50,000)										
Construction Complete (all projects)										
Housing Units Rehabilitated										
Housing Units Occupied by Qualified Low-Income Persons										
Housing Units Sold To Qualified Buyers										
Other Milestone (Identify below)										

12 b. On the table below show the *projected* CDBG expenditure rate for the project. Do not complete the *actual* column. Indicate this information by year.

QUARTER	CITY CDBG FUNDS VOUCHERED (\$ Amount)	
	Projected	Actual
1 st Quarter (July 1-Sept. 30)		
2 nd Quarter (October 1-Dec. 31)		
3 rd Quarter (Jan. 1- March 31)		
4 th Quarter (April 1-June 30)		

13. Starting Point: Describe your readiness to proceed with the project such as the extent to which other funds have been secured and land use issues have been resolved. List an estimated starting date. **Note: the applicant cannot be reimbursed for any financial expenses prior to approval of the environmental review, release of City CDBG funds and a notice to proceed.**

CDBG Eligibility Form

Applicant Organization _____

Program or Project Name _____

Program or Project Period: July 1, 2013 to June 30, 2014 (2013 Program Year)

Project Completion Date _____

1. Check the **National Objective** met with your program.

1. Benefit low and moderate income persons.

2. Aid in the prevention or elimination of slums or blight.

3. Meet a need having a particular urgency.

2. List the HUD **eligible activity** to be funded with this program. (For Example- Public Services – 24 CFR 570.201(e))

3. Identify the **goals and strategies** your program addresses from the 2010-2014 City of Medford Consolidated Plan.

4. Identify the **objectives** your program addresses from the 2010-2014 City of Medford Consolidated Plan.

5. Will this program primarily benefit low/moderate income persons or households (more than 51% of your clients)?

YES

NO

6. If your program primarily benefits low/moderate income persons or households, what evidence will you maintain to verify this?

7. For Public Service projects check the appropriate box.

- This is a new Service.
- Maintain the same level of service as previously funded, or an increase in level of service with increase in funding request. Please explain increase request.

8. Has your agency administered CDBG monies or projects:

- YES
- NO

9. Is your agency able to provide all required reports and accountability to the City as required by HUD and City contract?

- YES
- NO

10. How many persons (unduplicated) does your proposed program expect to serve during the program year for which you are requesting funding? Please report City of Medford estimated numbers **per year** of funding.

Year 2013 Persons _____

Name of Contact Person

Title

Signature

Phone

CDBG Client Demographic Profile Form

Agency Name: _____

Program Name: _____

I.	Gender				IV. Residence*	
	Female	_____			Ashland	_____
	Male	_____			Central Point	_____
II.	Age*				Eagle Point	_____
	Infants 0 to 4 years	_____			Gold Hill and	_____
	Youth 5 to 17 years	_____			Rogue River	_____
	Adult 18 to 39 years	_____			Jacksonville, Ruch,	_____
	Adult 40 to 64 years	_____			Applegate	_____
	Adult 65 and over	_____			Medford	_____
	Unknown	_____			Phoenix/Talent	_____
	TOTAL	_____			Shady Cove, Butte	_____
					Falls, Trail, Prospect,	_____
III.	Race/Ethnicity				Other Upper Rogue	_____
	Caucasian	_____			White City	_____
	African American	_____			Other	_____
	Asian/Pacific Islander	_____			Unknown	_____
	Native American/Aleutian	_____			TOTAL	_____
	Hispanic	_____				
	Other	_____				
	Unknown	_____				
	TOTAL	_____				

*at point of entry for service

CDBG Agency Board Profile Form

Agency Name: _____

Program Name: _____

1. Number of board members required in bylaws? Minimum _____ Maximum _____
2. Number of board members? Voting _____ Vacancies _____
3. List various board, advisory and ad hoc committees and the number of members on each:

Committee	Number of Members
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Characteristics of Board of Directors at time of application:

Ethnicity	Male	Female
African American	_____	_____
Asian	_____	_____
Caucasian	_____	_____
Hispanic	_____	_____
Native American	_____	_____
Other	_____	_____
TOTAL	_____	_____
Residence	Male	Female
Ashland	_____	_____
Central Point	_____	_____
Eagle Point	_____	_____
Gold Hill/Rogue River	_____	_____
Jacksonville, Ruch, Applegate	_____	_____
Medford	_____	_____
Phoenix/Talent	_____	_____
Shady Cove, Butte Falls, Trail, Prospect, Other Upper Rogue	_____	_____
White City	_____	_____
Other	_____	_____
TOTAL	_____	_____

NOTES: 1. Please attach a separate list of Agency Board Members and officers as required by the application. Include their affiliations, term of service, phone numbers, mailing address and email address.

2. Also attach a copy of the latest Board Meeting minutes as required by the application.

**CITY OF MEDFORD
NOTIFICATION OF SINGLE ANNUAL AUDIT**

Recipients of a CDBG grant from the City of Medford must provide the following information:

Agency Name: _____

1. List the amount of federal expenditures from all sources for the fiscal year ended _____, 20____.

<u>Source/Grant #</u>	<u>Dollar Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total \$ _____

3. ____ Single Audit Not Required (Total Federal Expenditures less than \$500,000)

____ Single Audit Required (Total Federal Expenditures at least \$500,000)

If a single audit is required, the Agency must have it conducted in accordance with the Single Audit Act, OMB Circular A-133, which can be found at http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf and Generally Accepted Government Auditing Standards for the fiscal year noted above. The Single Audit must be submitted to the Federal Audit Clearinghouse (<http://harvester.census.gov/sac/>) within the earlier of 30 days after receipt of the auditor's report, or nine months after the end of the audit period.

4. Contact person responsible for audit arrangement _____

5. Certification:

I certify that the amounts shown on this report accurately reflect the federal funds expended by us for the fiscal year indicated above.

Signature _____

Date _____

Title _____

INFORMATION SOURCE CODING

The source of all information used must be identified. Using the source codes shown below, record the source here and indicate the appropriate code in the space provided throughout the checklist.

FO - Field Observation. (On-site observation or personal knowledge of the preparer)

Preparer: _____ Date of field observation: _____
Address: _____ Phone: _____

AO- Applicant Organization.

PL - Planning Department. (Information supplied by local planning department or local official named on page one)

R1 - Report. (Information from consultant reports, databases, licenses, other authorities. Number such sources consecutively and list below)

R1 Title of Report: _____
Preparer: _____ Date: _____
R2 Title of Report: _____
Preparer: _____ Date: _____

LAND DEVELOPMENT

COMPATIBILITY AND URBAN IMPACT

source _____
AO, FO, PL

What are the immediately surrounding land uses? (example: single family to the north, multifamily east, etc)

What is the zoning?

Does the site have legal access to a dedicated public street?

Are there any barriers to emergency vehicle access? If so, describe.

EXISTING STRUCTURES ON SITE

source _____
FO

Are there existing structures on the site? (yes/no) _____
If so, do you plan to demolish any or all of them? (Describe all existing structures whether commercial, residential, storage, etc. and your plans for them.)

SOIL SUITABILITY

source _____
AO, FO

Is the site level or sloped? _____ If sloped, give the range of degrees of the slope. _____

Are there any signs of unstable soils in the vicinity? (cracked foundations, sinkholes) Are area soils highly erodible? Submit soil reports if available.

Describe soil type and bearing. Information from local county jurisdiction.

HAZARDS

source _____
FO

Are any natural hazards apparent? (dangerous trees, sinkholes, ravines, avalanche-prone slopes, etc.)

Are any of the following present: overgrown adjacent property, abandoned adjacent buildings, unfenced commercial/industrial adjacent property, high pressure petroleum or natural gas pipelines, irrigation canals, drainage ditches, old wells, improperly screened street drains, deteriorated streets or sidewalks, adjacent power substations, high voltage power transmission lines through or adjacent, excessive vibration, odors, dust, field crops, livestock? Give details.

source _____

CONTAMINATION SCREENING

AO, FO, PL

If this is a rehabilitation project or the demolition of an existing structure is contemplated, is there evidence of the presence of asbestos or lead-based paint? (generally, lead-based paint can be found in most buildings constructed prior to 1978). Describe the

inspections made to identify these two hazards and results of inspections. If no inspections have been made, are they planned?

Has there been an 'environmental due diligence' investigation of the site performed (TSQ, Phase I or II, site characterization, etc.)? _____ Is it available? _____ If so, submit the executive summary, main body of the report and any recommendations.

If no 'environmental due diligence' investigation is available, answer the following questions:

Is there evidence of contamination or potential contamination on immediately adjacent properties? (landfills, chemical storage facilities, service stations, chemical processors, plating plants, dry cleaners, vehicle storage, wrecking or repair businesses, underground storage tanks, drums, distressed soil or vegetation, fill, contaminated wells, transformers). **Provide details.**

Is there evidence of contamination or potential contamination on site? (drums, chemical containers, distressed soil or vegetation, odors, accumulation of trash or debris, contaminated wells, transformers, potential USTs [look for old foundations, slabs, pipes in the ground]). **Provide details.**

Is there evidence of fill on site? If there is, does documentation exist to demonstrate that the fill was engineered and is appropriate for the intended use? Submit evidence.

SITE SAFETY

source _____
FO, PL

Runway Clear Zones are areas immediately beyond the end of runways at civil airports. NO SITE IN A RUNWAY CLEAR ZONE OR ACCIDENT POTENTIAL ZONE WILL BE APPROVED.

Is the site located in a Runway Clear Zone? _____

Explosive and flammable hazards are aboveground tanks which contain explosive or flammable materials. Common examples are: commercial propane tanks, fuel oil depots, gasoline storage, industrial solvent storage, refineries. Residential

fuel oil tanks of 100 gallons or less are excepted. Tanks which are currently empty but have not been decommissioned and can legally be refilled will be considered 'live.'

Are there any explosive or flammable tanks within line of sight of any part of the proposed site? (above ground)

Are there any explosive or flammable tanks within 500 feet of any part of the proposed site shielded from line of sight by buildings but not topography? (buildings may or may not be an effective barrier, topography is an effective barrier). If so, describe.

Are there any explosive or flammable tanks of more than 5000 gallons capacity more than 500 feet and less than 1 mile from the site that are shielded from line of sight by buildings but not topography? If so, describe.

NOISE

EFFECTS OF NOISE **source** _____
FO, AO, PL

Is any part of the site within 5 miles of an airport with scheduled service (passenger, cargo or military)? _____

Is any part of the site within 3000 feet of a railroad? _____

Is any part of the site within 1000 feet of a highway of 4 or more lanes? _____

Are any other noise generators located nearby (such as heavy industrial facilities, rail yards, shipyards, fire stations)? Identify them and give their distance from the site. Comment: Sites immediately adjacent to freeways and heavily traveled rail lines may not be acceptable. Most other sites will either be acceptable or acceptable with design mitigation to achieve the required interior standard.

AIR QUALITY

AIR QUALITY SCREENING **source** _____
FO, PL

Is the site subject to air quality impacts not generally shared with the entire community? (example: close proximity to freeway, gravel pit, pulp mill or other source generator or air pollution). If so, describe.

HISTORIC AND PRESERVATION VALUES

HISTORIC PRESERVATION SCREENING

PL, R1 appropriate sources for first 4 questions.

source _____

County assessor, current owner appropriate for question 5.

Every site, whether **bare land**, or scheduled for rehabilitation and/or demolition of existing buildings, must answer the questions below. Identify the source of your information. Possible sources include State Historic Preservation Office (SHPO), local historical societies, city and county planners. The City of Medford is required to verify with SHPO that any bare land passes their archeological and historical screening.

Is any part of the site in an established or proposed historic or conservation district? (yes/no) _____

Is the site or any structure on the site listed in a local historic or cultural resources inventory or the National Register of Historic Places (NRHP)? If so, describe.

Are any immediately adjacent sites or structures listed in a local historic or cultural resource inventory or the NRHP? If so, describe.

Are there any known or suspected archaeological resources on the site, adjacent sites or in the vicinity? If so, describe.

List name, address and phone number of persons or entities contacted for answers to above:

Name/title: _____ Date: _____ Phone: _____
Address: _____

List the year(s) built of any structure(s) on the site: _____

If over 50 years old, include the items below with this Grant Application (required by Section 106 of the National Historic Preservation Act of 1966). Each building over 50 years of age requires submission of these items separately:

- Photographs, laser-copies photos, or color-printed digital images (no photocopies, no polaroids) of the targeted building(s) or of the proposed site, showing architectural context of the project. The photos must clearly show the entire building as well as the immediate surrounding area.
- A physical description, including date of construction, of any building affected by the project completion. If alterations to the structures have been made, they need to be dated also.

List name, address and phone number of persons or entities contacted:

Name/Title: _____ Date: _____ Phone: _____
Address: _____

If a City of Medford CDBG grant is approved, the City will take these Historic and Preservation answers and photos, as well as your description of the project, the address of the property and the site/locality maps you have included with the Preliminary Environmental Checklist and forward them to the State Historical Preservation Office for approval on your behalf. Please do not forward these items to SHPO on your own.

COMMUNITY FACILITIES AND SERVICES

SCHOOLS

Provide the following information on the schools which serve the project (not required for projects for the elderly or special needs populations where children will not reside):

School type	Distance from project
Elementary school	_____
Middle/Jr. High school	_____
High school	_____

COMMERCIAL FACILITIES

source _____
FO, AO

Provide the location and distance to the nearest full service grocery store. Provide information on the other commercial facilities located in the neighborhood. If a grocery is not within walking distance, is it accessible by local or mass transit?

SOCIAL SERVICES

source _____
FO, AO

Will social services be provided on-site as part of this project? If so, describe.

Are social service agency offices located in the community? If not, where are the nearest social service agency offices?

SOLID WASTE

source _____
FO, AO, PL

Is garbage collection available? _____
Is it by commercial service or local government? _____
Will curbside residential recycling be available to the proposed project? _____
Is construction waste recycling available in the community? _____

WASTE WATER

source _____
FO, AO, PL

Is public sewer available at the site? _____

If public sewer is not available, explain waste water disposal arrangements.

STORM WATER/RUNOFF

source _____
FO, AO, PL

Is public storm sewer available at the site?
List the watershed and streams impacted.

If new impervious surface is installed, how will the storm water runoff be mitigated to prevent flow into streams?

POLICE SERVICES

source _____
FO, AO

Provide the name of the nearest police department and distance from project site.

Name	Distance from site
_____	_____

FIRE SERVICES

source _____
FO, AO

Provide the name of the nearest fire station and distance from project site.

Name	Distance from site
_____	_____

EMERGENCY MEDICAL SERVICES

source _____
FO, AO

Provide the name of the nearest hospital with emergency room and its distance from project site.

Name	Distance from site
_____	_____

PARKS AND RECREATION

source _____
FO, AO

Provide the name of the nearest neighborhood park and its distance from the site.

Name	Distance from site
_____	_____

Give examples of other parks within reasonable walking distance.

What other type of recreational/cultural facilities are located near the project area?

TRANSPORTATION

source _____
FO, AO

Is mass transit available in the community? If so, give the distance to the nearest stop and lines available.

NATURAL FEATURES

WATER RESOURCES

source _____
FO, AO, PL

Is public water available at the site? _____

Are there any water resources in the immediate vicinity of the site? (streams, ponds, wetlands, springs, etc.) If so, describe.

FLOOD PLAINS

source _____
PL

Federally supported construction activities are prohibited within the 100-year flood plain as mapped by the Federal Emergency Management Agency (FEMA), except under limited circumstances.

You must submit a copy of the applicable FEMA map panel with the proposed site sketched in. Please use black or blue ink. Colored ink or markers do not photocopy well. If the panel is not printed, the site is not in the flood plain. Local governments are required to have flood plain maps available.

FEMA Map # _____ Effective date _____

Is any part of the site located within the 100-year flood plain according to the applicable FEMA map? Will any off-site construction occur within the 100-year flood plain? If so, you must submit an additional site map showing an overlay of the flood plain on the planned building(s) on your proposed site.

WETLANDS

source _____
PL, FO

Has any part of the site (including off-site construction areas) been identified as potentially a jurisdictional wetland by one of the following sources? If jurisdictional wetlands are anywhere on the site or adjacent to the site, you must submit a site map showing an overlay of the wetland area and the planned building(s). Please use black or blue ink. Colored ink or markers do not photocopy well.

Source	Yes / No
US Army Corp of Engineers	_____
Oregon Division of State Lands	_____
US Fish and Wildlife (Nat'l Wetlands Inventory Maps)	_____
Natural Resource Conservation Service (rural areas)	_____
Local Planning Department (See City wetland maps)	_____
Wetlands Delineation consultant	_____
Other	_____

Comment: The local planning department should be cognizant of any identifications made by the above authorities. Submit any documentation available concerning the wetland status of the site.

If potential jurisdictional wetlands have not been identified, does the site exhibit any of the following characteristics?

Characteristic	Yes / No
Wetland vegetation (cattails, rushes, reeds, sedges, reed canary grass, creeping buttercup)	_____
Hydric Soils (Soil Conservation Service Maps)	_____
Seasonally saturated conditions	_____
Water table within 18 inches of surface	_____
Wetland wildlife (ducks, salamanders, frogs, nutria, etc.)	_____

If water resources are on site or adjacent, the planning department indicates potential for wetlands in the vicinity, any of the above characteristics are present or the public has raised wetlands as an issue, a more thorough examination is merited. The services of a qualified professional may be necessary.

PLANTS, FISH AND WILDLIFE

source _____
see below

Have any endangered, threatened or proposed plant or animal species been identified on the site or land surrounding the site? If so, provide details. *Contact Oregon Department of Fish and Wildlife or local BLM for a list of endangered species within the project site.*

Will this project impact any endangered, threatened or proposed fish?
