



PIER Program - Infrastructure Project Description Form

Version 1.3

Guidance documents and templates:

- [PIER Policy Manual](#)
- Project Schedule Template
- Budget Form
- All Recovery Assistance Received Table

Instructions for project leads completing the form for Selection Committee review:

- Please complete all **fields** except for the Project Selection questions. (If any other field is not applicable or cannot be completed, please explain why).
- The Selection Committee may request or require responses to additional questions or additional documentation.
- In several areas, **attachments** are requested. The editable Project Schedule Template and Budget Form are intended to help gather critical pieces of information. For the sake of clarity, you may wish to provide information in a different format, edit the templates, and/or provide supplemental information.
- In some cases, OHCS or the Selection Committee may need to follow up with questions.
- Application must be signed by an executive of the proposed project lead (e.g., city/county administrator or agency executive director).
- Forms should be submitted by email to the appropriate Selection Committee.
- Selection Committee's primary contact will forward any approved projects to OHCS for review.

Instructions for Selection Committees:

- Once a project has been selected by the Selection Committee, the Selection Committee's designated primary contact submits the completed Project Description Form. **Note: The selection committee must provide the answers to the Project Selection questions and attach relevant documentation.**
- Ensure that appropriate documentation of the required public hearing is attached. **Either:**
 - Record of a Public Hearing conducted by the project lead or
 - Record of a Public Hearing if that requirement was fulfilled by the Selection Committee.
- Please submit all documents via email to pier@hcs.oregon.gov; julie.lovrien@hcs.oregon.gov; and alex.j.campbell@hcs.oregon.gov.

Project Lead Information	
Project Title:	Downtown Gates Streets Improvement Project
Project Lead Organization Name:	To be determined
Primary Contact Name and Title:	
Phone Number:	
Email address:	
Mailing Address:	
FEIN#:	
UEI* #:	
<p>*The Unique Entity ID (UEI) is not required on this form. However, prior to execution of a grant agreement, a UEI is required. If you don't yet have a UEI, please begin the process to have one assigned ASAP, as it can take some time to receive one. On April 4, 2022, the UEI used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).</p> <ul style="list-style-type: none"> • The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov. • Entity registration, searching, and data entry in SAM.gov now require use of the new UEI. • Existing registered entities can find their UEI by following instructions on the Federal Service Desk website. • New entities can get their UEI at SAM.gov and, if required, complete an entity registration. 	
Project Description	
<p>Select each county that your project benefits. Only counties eligible for CDBG-DR funds are listed below (check all that apply).</p>	
<div> <input type="checkbox"/> Clackamas <input type="checkbox"/> Douglas <input type="checkbox"/> Jackson <input type="checkbox"/> Klamath <input type="checkbox"/> Lane <input type="checkbox"/> Lincoln <input type="checkbox"/> Linn <input checked="" type="checkbox"/> Marion </div>	

Project Summary (answer the questions below)

1. Project purpose, area of benefit, and a description of the proposed activity:

The project would provide street improvements for East Central Street in Gates from the intersection of East Central Street and Horeb Street, east approximately 204-meters through the intersection of East Central Street and Oak Street. Additionally, from the intersection of Horeb Street and North Santiam Highway East. for approximately 143-Meters across the profile of Horeb St., south, through the corner where Horeb Street turns into East Sorbin Street and turns southeast. For a visual overview of the proposed project area, please refer to the attached project map.

The project will include mill and overlay of 3" pf the asphalt layer across the profile of the street sections, the installation of pedestrian amenities including sidewalks, street furniture, and decorative light poles, as well as striping and angled parking matching those on East Central Street west of the intersection of East Central Street and Horeb Street. Additionally, the project will include sidewalks on both sides of Horeb Street and East Sorbin Street for the length of the project. Curbs and gutters will be installed along those streets identified in the project.

This project will bring driving, stormwater, and pedestrian amenities in downtown Gates up to spec with curb/gutter, striping, pedestrian crossings, and ADA curb ramps to meet current urban construction standards. The improvements described above will promote walking, biking, and tourism by constructing improvements that will support the rebuilding of a future downtown area in Gates that supports community needs and the visiting public. This area has gone through a community visioning project that identifies these types of amenities as important to the recovery of the economy in Gates ("Gates Community Vision and Strategic Plan").

2. Project delivery summary (i.e., how the work will be done and those responsible for or involved in completing the project):

The City of Gates will oversee design of the project in working with their City Engineer of Record and supported by Marion County as needed and appropriate. The Gates City Engineer will design, bid, and oversee a contractor that will be selected through a competitive bidding process to complete the construction of the project.

<p>3. State the project's anticipated outcomes and proposed performance measures. Describe the number and nature of the expected beneficiaries:</p>
<p>The improvements described above will promote walking, biking, and tourism which will support the rebuilding of a future downtown area in Gates that supports community needs and the visiting public. Success will be measured by an increase in the number of daily visits to Gates, and in the increased economic prosperity of the city as well, through such measures as more businesses opening and thriving, more residents moving to the city, and increased tax revenues for the city, among other metrics of economic prosperity.</p> <p>The primary beneficiaries are the residents of Gates, which according to the 2022 ACS 5-year estimates, has a population of 451 people.</p>
<p>Unmet needs and alignment with state and local priorities:</p>
<p>1. State the unmet need(s) that will be addressed by the completion of this project:</p>
<p>The proposed project will aid in the revitalization of Gate's downtown business core, which is a critical component necessary for the city to economically recover from the losses of the 2020 wildfires. Safe multi-modal travel options (biking, walking, driving) encourage community members and visitors to support local businesses, because they are easy and safe to access. Furthermore, the urbanization of roads is a critical first step for new developments. This in turn makes the downtown area more attractive for prospective businesses, which further boosts the local economy.</p>

2. Describe how the activity will align with other planned federal, state, or local capital improvements and infrastructure development efforts, and/or other investments.

This project is directly adjacent to and will connect with a current project funded through ARPA funds to re-pave Central Street west of this proposed project area and to add in pedestrian amenities such as sidewalks. Combined, the two projects would improve most of the streets in Gates' downtown core.

Other projects that directly support the revitalization of downtown Gates include Marion County's Wildfire Recovery Commercial Septic Grant program, building the North Santiam Sewer System which will provide sewer service to Gates, allowing commercial lots too small for septic systems to have wastewater services, and Marion County's downtown Gates planning efforts.

3. Analyze the project's effects on Members of Protected Classes, HUD-identified Vulnerable Populations, and Historically Underserved Communities:

According to the most recent HUD data (2020), Gates has a high percentage of LMI households, with 62.30% of the population qualifying as LMI. Therefore, this project has a high proportional benefit to LMI individuals.

Furthermore, Gates has a disproportionately high percentage of the population that identify as American Indian or Alaska Native. According to the 2022 ACS data, 9.3% of Gates identify as American Indian or Alaska Native, which is nearly twice as high of a percentage as Marion County (5%) as a whole. Therefore, this project disproportionately benefits this historically marginalized population.

Gates also has a higher median age (57.2) than Marion County as a whole (37), with 29% of the population aged 65 or older, compared to only 16% of Marion County's population aged 65 or older. Therefore, this project has a disproportionate benefit to the older generation, a group that is often underserved.

These improvements will also improve ADA access to downtown Gates, which allows a wider range of the population to access local businesses.

Cost Reasonableness and Justification:

1. Describe the cost evaluation process and describe how, if applicable, your project will employ adaptable and reliable technologies to prevent premature obsolescence of infrastructure:

Marion County Public Works has produced a cost estimate for the project based on a similar project being carried out on an adjacent section of roadway within Gates' business district. The estimate was created by Professional Engineering staff, using best practices for roadway construction. Materials will be specified to be long-lasting and will be reviewed during construction for conformance with Plans and Specifications. This project will be designed for minimal maintenance within the first 20 years of its life cycle.

2. Explain the method used to determine project funding requirements. (Include qualifications of whoever completed the cost estimate.):

Marion County Public Works has produced a concept level design and cost estimate for the project. This estimate was created by a Professional Engineer and is based on estimated quantities of work, current bid prices received by Marion County, and previous bid histories in the area.

Resiliency and Long-Term Recovery:	
1. Does the project mitigate loss of life or property in the face of current and future natural hazards? If so, how?	<p>Mitigation is not the primary purpose of this project. However, this project makes travel safer on two key roads that connect to Highway 22, the major east-west road in the region. In the event of an evacuation, having these roads in excellent condition for those travelling on foot, by bike, or by car would make the process safer and easier.</p>
2. Describe any consultations or risk assessment that led to the selection of the project (for projects that are primarily mitigation-focused):	<p>Although this project has an element of mitigation to it, mitigation is not the primary purpose of this project.</p>
3. Explain how the project will support restoration of infrastructure and related long-term recovery needs within historically underserved communities who have lacked adequate investments in housing, transportation, water, and wastewater infrastructure prior to the disaster:	<p>This project represents an investment in transportation infrastructure, especially in safer multi-modal transportation, which is lacking in the city of Gates. Gates is a small town with fewer than 500 residents, which historically has made it difficult to find funding for roads within the city. Furthermore, this investment in roads directly encourages the (re)building of housing and businesses, since the necessary work to urbanize would already been completed.</p>

4. How will the project be designed and constructed to withstand chronic stresses and extreme disruptive events?
<p>The design documents will be created by Professional Engineering staff, using best practices for roadway construction. Materials will be specified to be long-lasting and will be reviewed during construction for conformance with Plans and Specifications. This project will be designed for minimal maintenance within the first 20 years of its life cycle, despite regular use. Improvements will bring the road sections stormwater management up to current code, which will mitigate the chance of flooding during heavy rainfall.</p>
5. Please list any and all procurement necessary for the project (professional services, technical design/engineering services, construction, etc.) Note that procurement follows 2 CFR 200. Refer to Buying Right CDBG-DR and Procurement: A Guide to Recovery (hudexchange.info) .
<p>The City of Gates will oversee design of the project in working with their City Engineer of Record and supported by Marion County as needed and appropriate. The Gates City Engineer will design, bid, and oversee a contractor that will be selected through a competitive bidding process to complete the construction of the project.</p>
Maintenance and Operations:
Describe the future budget structures (including dedicated income streams) to fund maintenance and operation of the new asset. Include target operating reserves, anticipated insurance costs, and any other steps necessary to preserve useful function of the asset in case of future disaster:
<p>The City of Gates has a maintenance budget which is utilized to maintain the transportation network (which includes this portion of roadway) when revenue is available. After construction, adjacent property owners will be responsible for maintenance of any constructed sidewalk within the project limits.</p>

National Objective
<p>All projects funded with CDBG-DR must meet the Low and Moderate Income (LMI) National Objective or the Urgent Need National Objective. OHCS will work with project leads to qualify projects for LMI, as feasible.</p>
<p>Low and Moderate Income (LMI) National Objective: Project or program has a limited clientele or a defined service area that is primarily residential, and at least 51% of the households within that service area are LMI.¹</p> <p>Please describe whether you believe the project is likely to be able to qualify under the LMI National Objective. Define the project or program service area, confirm the service area is primarily residential, and then determine if the service area is at least 51% LMI. LMI area benefit can be demonstrated through multiple methods, including use of map data/CSV spreadsheet described below or via survey. If planning to use a survey methodology, project leads should consult with OHCS first to ensure the process is methodologically sound.</p>
<p>Urgent Need: Project or program meets unmet needs that have a particular urgency, including addressing existing conditions that pose a serious and immediate threat to the health or welfare of the community. Project leads must also describe how the project responds to the disaster-related impact as described in the CDBG-DR impact and unmet needs assessment.</p> <p>Please describe, if an LMI national objective cannot be demonstrated, how the project will address an urgent need:</p>
<p>According to the most recent HUD data (2020), the primary service area, Gates, qualifies under the LMI National Objective since 62.30% of the population is LMI, which is above the 51% threshold.</p> <p>Furthermore, the proposed project will aid in the revitalization of Gate's downtown business core, which is a critical component necessary for the city to economically recover from the losses of the 2020 wildfires. Safe multi-modal travel options (biking,</p>

¹ Demonstrating LMI benefit

Demonstrate area benefit to low-and moderate-income persons by providing a CSV spreadsheet from HUDs LMISD website. Applicants are required to define the area that will benefit from the proposed project. The area must be located on HUD's LMI mapping application and the LMI income data must be submitted with this project description form.

Visit the HUD FY 2020 ACS 5-year 2011-2015 Low and Moderate-Income summary data page at <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>. Follow the instructions detailed in the program guidelines to complete a CSV spreadsheet file (usually named "features.csv" when downloaded from the HUD website) that lists the census tracts and block groups located in the area of benefit. **If a .CSV file is not submitted, your form will be deemed incomplete. Please do not edit or alter the spreadsheet in anyway.** Attach the CSV file to the project description form.

walking, driving) encourage community members and visitors to support local businesses, because they are easy and safe to access. Furthermore, the urbanization of roads is a critical first step for new developments. This in turn makes the downtown area more attractive for prospective businesses, which further boosts the local economy. It is difficult for a city to thrive long-term without economic recovery.

Project Selection & Citizen Participation

Public Hearing: Project leads are required to post or publish public notice and receive public input on the project. This can be done in coordination with the Selection Committee (prior to, subsequent to, or concurrent with) the Selection Committee's decision. It must be completed prior to OHCS review/approval of the Project Description Form.

At the public hearing, the following information should be covered. Each point must be reflected in the published public hearing minutes:

- The nature of the proposed activities.
- How the need for the proposed activities was identified.
- How the proposed activities will be funded and sources of funds.
- Requested amount of federal funds.
- Estimated portion of federal funds that will benefit persons of low- to moderate-income families (if applicable).
- Where the proposed activities will be conducted.
- Plans to minimize displacement of persons and businesses as a result of the funded activity.
- Plans to assist persons actually displaced (if applicable).
- Date the project form will be submitted to the selection committees.

Project description forms will not be complete and ready for OHCS review until these requirements are fulfilled.

Submit an attachment(s) verifying that public notice was provided and that the public hearing included all the above required elements and any public comments received.

To be added after the Public Hearing is held.

Project Selection:	
1. Describe the process by which the Selection Committee came to the decision to select this project. Include any solicitation of projects, review or scoring of projects, or other activities that informed the decision. (May include processes that took place prior to establishment of the PIER program.)	
To be added after Selection Committee reviews project.	
2. Attach record of the Selection Committee decision (e.g., meeting notes). Include which members supported the project and how (in person voting or via written communication; attach any written approvals).	
To be added after Selection Committee reviews project.	
Implementation Plan	
The state is required to expend all CDBG-DR assistance by Q1 2029. To ensure all projects are complete and meet the national objective by that expenditure deadline, all project leads must complete construction or activities and close out their projects in 2028 at the latest.	
1. Provide a schedule for the entire grant period that organizes work into milestones and tasks. Please allow time for environmental reviews and permitting. You may use the provided Project Schedule Template, or you may attach your own schedule document.	
See the attached project schedule document.	

2. **Provide an overview of the project management approach.** Include staff members and/or contractors to be selected that will be responsible for project management and any other relevant project delivery work. Include position descriptions for any additional staff that will be hired.

The City of Gates will oversee design of the project in working with their City Engineer of Record and supported by Marion County as needed and appropriate. The Gates City Engineer will design, bid, and oversee a contractor that will be selected through a competitive bidding process to complete the construction of the project.

3. **Describe the parties responsible for the ongoing maintenance and operations of the infrastructure.**

The City of Gates has a maintenance budget which is utilized to maintain the transportation network (which includes this portion of roadway) when revenue is available. After construction, adjacent property owners will be responsible for maintenance of any constructed sidewalk within the project limits.

Budget

CDBG-DR Infrastructure Program Project Budget Instructions

This template is customizable to fit the budget proposal for your project. Feel free to edit left-hand segments and add comments when needed. This is intended to be a high-level overview of uses and sources for the project. A detailed cost estimate is also required to be attached with this application.

If a section does not have enough cells for the category that you are working on, you can add cells by highlighting a complete row and right-clicking. A dialogue box will appear that permits you to add a row of cells. Click "Insert" and then select either "Insert Above" or "Insert Below," depending on where you would like the new row to be placed. The new row will appear above or below the row you highlighted. For example, if an activity has multiple non-CDBG sources, please add an additional row.

On the left-hand side of the template, there is a list of major project items. You may edit each of these areas to fit your proposed budget plan.

List project funding sources in the "Sources of Other Funds" category. Disclose the amount you requested or expect to receive. List the status of funding for all sources. Feel free to elaborate on other funds or funding plans in an attached narrative.

You can use the right-side comments column to elaborate on budgeted items as needed.

Ensure your budget is reasonable, appropriate, and accurate. Ensure all budgeted items are consistent with the project description and tasks. Ensure there is no Duplication of Benefits (DOB). All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and that DOB does not occur.

CDBG-DR PIER Infrastructure Program Project Budget						
Activity	CDBG-DR	Other non-CDBG-DR Funds	Source of Other Funds*	Total Funds (CDBG-DR and Other)	Status of Funding (secured, requested, committed)	Comments
Engineering & Permitting	\$165,000	\$0	NA			
Construction	\$795,000	\$0	NA			Includes 20% contingency.
Program Activity Delivery (Ex: file management, reimbursement requests)	\$40,000	\$0	NA			Legal and admin costs.
Totals:	\$1,000,000	\$0		\$1,000,000		

* All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no ^{DOB}. Show the sources and amounts of other funds needed to complete the project below, including local funds and grants from other agencies. Any anticipated or committed funds must also be included.

Complete the table below by listing all the funding assistance received to date for the system or systems included in the funding request. This is funding received in response to the 2020 Labor Day fires. (There is not a DOB if other funding sources are paying for an aspect or portion of the project that is not requested for CDBG-DR funding.)

All Recovery Assistance Received			
Source of Funding [Who is providing the assistance]	Amount of Assistance	Purpose of the Assistance [What costs are covered?]	Is there any duplication of benefits (DOB)?
FEMA Public Assistance	\$0		<input type="checkbox"/> Yes <input type="checkbox"/> No
US Army Corp of Engineers*	\$0		<input type="checkbox"/> Yes <input type="checkbox"/> No
FEMA Hazard Mitigation Grant Program	\$0		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Insurance Proceeds	\$0		<input type="checkbox"/> Yes <input type="checkbox"/> No
American Rescue Plan Act	\$0		<input type="checkbox"/> Yes <input type="checkbox"/> No
State Funding	\$0	[Please describe specific state funding source here]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other [fill in]			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other [fill in]			<input type="checkbox"/> Yes <input type="checkbox"/> No

Non-Supplanting of Funds Certification

Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose.

Supplanting shall be the subject of application review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

We acknowledge and certify that any CDBG-DR funds awarded shall be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purposes and goals of the grant.

We acknowledge and understand that supplanting violations may result in a range of penalties, including but not limited to suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under CDBG-DR, and civil and/or criminal penalties.

- ☐ Yes
☐ No

FEMA PA or U.S. Army Corps of Engineers Funding

Per the FR Notice (87 FR 31636): "To comply with the statutory requirement in the Appropriations Act, grantees shall not use CDBG-DR funds for activities reimbursable by or for which funds are made available by the Federal Emergency Management Agency (FEMA) or the U.S. Army Corps of Engineers (USACE). Grantees must verify whether FEMA or USACE funds are available prior to awarding CDBG-DR funds to specific activities or beneficiaries. Grantees may use CDBG-DR funds as the non-Federal match."

Please describe why the project was not eligible for FEMA PA or US. Army funding or why the project sponsor did not apply for such funding.

Explanation Statement:

Compliance

According to 87 FR 6364, February 3, 2022, the state shall make reviews and audits, including on-site reviews of any project leads, as may be necessary or appropriate to meet the requirements of Section 104(e)(2) of the HCDA, as amended, and as modified by the Consolidated Notice. In the case of noncompliance with these requirements, the state shall take such actions as may be appropriate to prevent a continuance of the deficiency, mitigate any adverse effects or consequences, and prevent a recurrence. The state shall establish remedies for noncompliance by any project leads, designated public agencies, or local governments.

Can you certify to comply with state and federal register regulations as outlined in 87 FR 6364?

- ☐ Yes
- ☐ No

Please be advised that by answering "no" to this question, your submission will not be considered eligible for the PIER program.

87 FR 6364, February 3, 2022, is published online at

<https://www.federalregister.gov/documents/2022/02/03/2022-02209/allocations-for-community-development-block-grant-disaster-recovery-and-implementation-of-the>.

Signature/Certification

On behalf of the project lead organization, I certify that staff, contractors, vendors, and community partners of our proposed project:

- Will comply with all HUD and Oregon requirements in the administration of the proposed CDBG-DR-funded activities;
- Will work in cooperation with OHCS or designated subrecipient under a grant agreement that provides the pathway for successful CDBG-DR program(s) and/or project(s) and;
- Will certify that all information submitted in this Project Description Form is true and accurate to the best of my knowledge.

Name and Title: _____

Signature: _____

Date Submitted: _____

Attachment checklist

- ☐ National Objective Documentation
- ☐ Public Hearing & Notice Documentation
- ☐ Project Selection Record
- ☐ Citizen Participation Plan and Language Access Plan (or statement adopting state policy)
- ☐ Supporting documentation such as damage reports, economic studies, public documents that support or identify the project, etc.
- ☐ Latest Audited Financial Statement
- ☐ Detailed cost estimates that reflect contracted work and/or work conducted by internal staff
- ☐ Project Schedule

Project Schedule

Tasks

Start	End		Duration	Task
9/1/2025	3/1/2026		181	Design RFP
3/1/2026	4/1/2026		31	Project Kickoff
4/1/2026	10/1/2026		183	Environmental Clearance
10/1/2026	1/1/2027		92	Final Design
1/1/2027	3/31/2027		89	Bidding
4/30/2027	11/1/2027		185	Construction

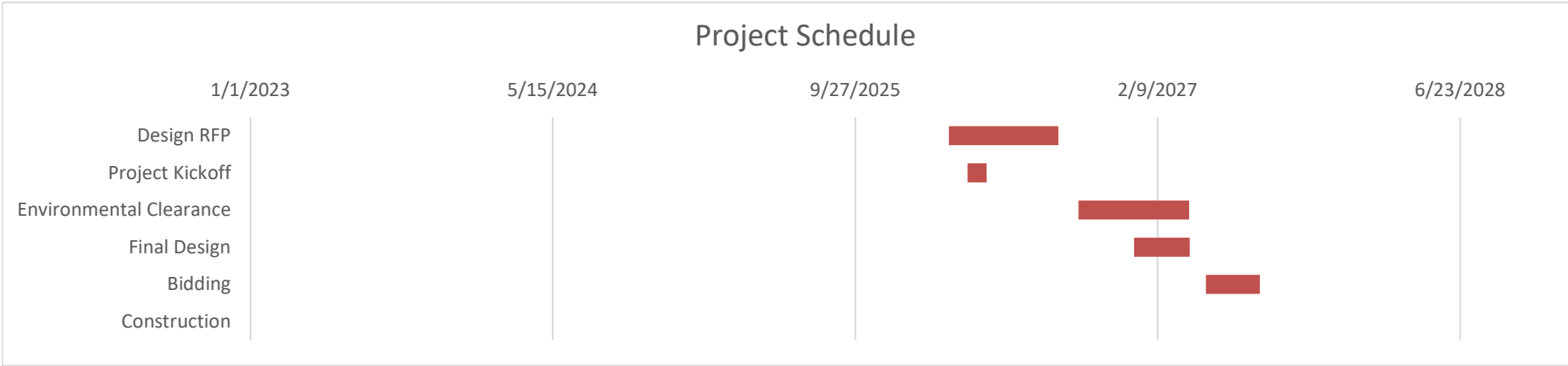
Milestones

Date	Milestone
3/1/2026	Design vendor selected
10/1/2026	Finish environmental clearance
1/1/2027	Construction bid goes out
11/1/2027	Project complete

Notes

Record project notes below

Insert timeline notes here





Cottage Way

N Santiam Hwy E

N Santiam Hwy E

22

E Central St

Project Area

Oak St

E Sorbin St

Mt. Horeb Baptist Church

E Sorbin St

Horeb St

Gates City Hall

Santiam River