

Completing the Project Description Form

Planning, Infrastructure, Economic Revitalization (PIER)



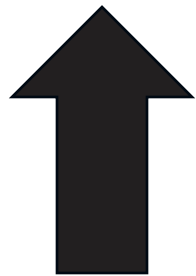
Module Objectives



After this module, you should:

- Know the critical fields in the Project Description Form
- Be able to identify the documents required to be submitted with the Project Description Form
- Know how to research the submission process by County

PIER Life Cycle



You are Here

Overview

- Each of the PIER programs has its own Project Description Form.
- The Form, or an approved alternative document adopted by a Selection Committee, must be completed and submitted to a Selection Committee for review.
- If the project is selected by the Committee, the OHCS Project Description Form must be completed and submitted to OHCS For review.
- All attachments specified for the OHCS Project Description Form **MUST** be submitted.



Meeting with OHCS

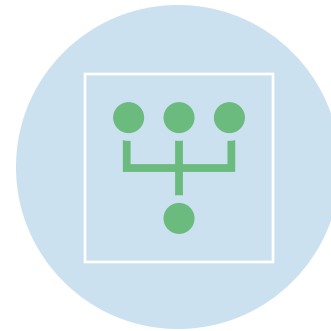
The Project Lead will meet with OHCS to review their project prior to submitting the official Project Description Form to OHCS.

- Verify project scope
- Discuss meeting national objective criteria
- Review budget materials
- Thoroughly review application expectations
- Provide time for Q&A

Form Instructions



Form will be submitted by email to the appropriate Selection Committee or other manner as determined by the Selection Committee's established process.



Form will be submitted to OHCS by the appropriate Selection Committee or Project Lead after being selected by the Committee.

The Project Description Form



The Form consists of:

- Project Lead Information
- Project Description
- National Objective
- Project Selection & Citizen Participation
- Implementation Plan
- Budget
- Non-Supplanting Funds Certification
- FEMA PA/USACE Funding
- Compliance
- Signature Certification
- Required Attachments

Project Lead Information

Project Lead Information	
Project Title:	
Project Lead Organization Name:	
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.	

- Title of the project
- Project Lead organization name: who will implement the project. This may or may not be the eventual subrecipient of OHCS.
- Primary contact: name and title, phone number, email, and mailing address
- FEIN number: Federal Employer Identification Number
- UEI number: Unique Entity ID. Optional, but it will be required before a grant agreement is signed.

Project Description: Location and Summary



- Identify the location of your project
- Project summary must include:
 - the project purpose
 - area of benefit
 - description of the activity
 - Delivery summary (how the work will be done and who is responsible for the anticipated outcomes)
 - Anticipated outcomes and performance measures
 - Number and nature of the beneficiaries

Project Description: Unmet Needs, State/Local Priorities, Protected Classes

Each project must address the following questions:

- What is the unmet need that the project will address? It is best if this ties back to the fire disaster, but it can also be a project that will make the project beneficiaries more resilient to future disasters.
- How does the activity align with other planned efforts? This is to show how the project will complement and build on the recovery of the area.
- How does the project effect Members of Protected Classes, HUD-identified Vulnerable Populations, and Historically Underserved Communities? The project should benefit these populations.

Project Description: Cost Reasonableness and Justification



Describe the cost evaluation process—how did you determine if the cost was reasonable and justified?

- [2 CFR Part 200, Subpart E—Cost Principles](#) lists the standards for determining whether your project costs are reasonable, allowable, and allocable. You should also include additional reviews as appropriate, such as a cost/benefit or cost per beneficiary analysis.

Project Description: Cost Reasonableness and Justification

Describe the method used to determine funding requirements and the qualifications of who created that.

For example, an infrastructure project should refer to an independent cost estimate created by a properly procured and licensed engineer.



Project Description: Resilience and Long-Term Recovery

Each project must demonstrate either tie back to the disaster or mitigate future disasters.

Tie-back to the Disaster: Any recovery activity must clearly relate to the recovery needs resulting from the 2020 Labor Day fires and directly or indirectly support new housing and/or replacement of damaged housing. OHCS intends this language to be read broadly to include economic revitalization activities and creation of public facilities, such as parks, to the extent the local partners determine that these actions are important to supporting demand for housing in the impacted area.

Project Description: Resilience and Long-Term Recovery

Each project must demonstrate either tie back to the disaster or mitigate future disasters.

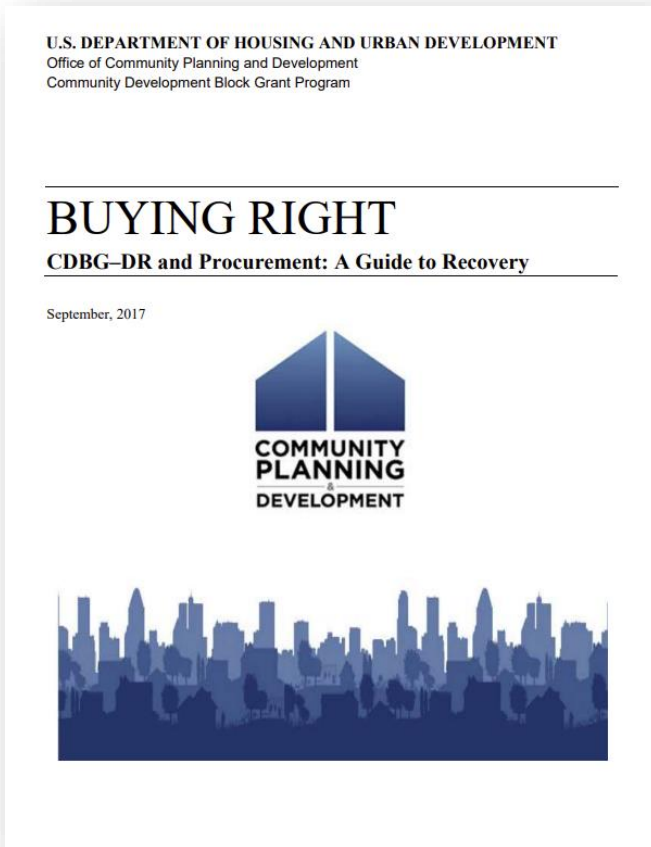
Mitigate future disasters: Any mitigation activity must reduce the expected loss of life or property in the face of identified natural hazards. Sample mitigation activities include community resilience plans, applying ignition-resistant materials to public facilities, and other infrastructure projects that clearly result in increased resilience to future disasters.

Project Description: Resilience and Long-Term Recovery

Additional Resilience and Long-Term Recovery questions include:

- ***How will the project support restoration and long-term recovery needs for historically underserved communities?*** Demonstrate that the project is in an underserved minority or low-income community, or how the project will increase opportunities for those communities, or both.
- ***How the project will be designed and constructed to withstand chronic stresses and extreme disruptive events?*** If the project will mitigate future loss, please describe how. In the description, please include any risk assessments used to determine the hazard as well as how the hazard will be mitigated. The [OHCS Action Plan](#) includes an example of the type of risk assessment that could be helpful here.

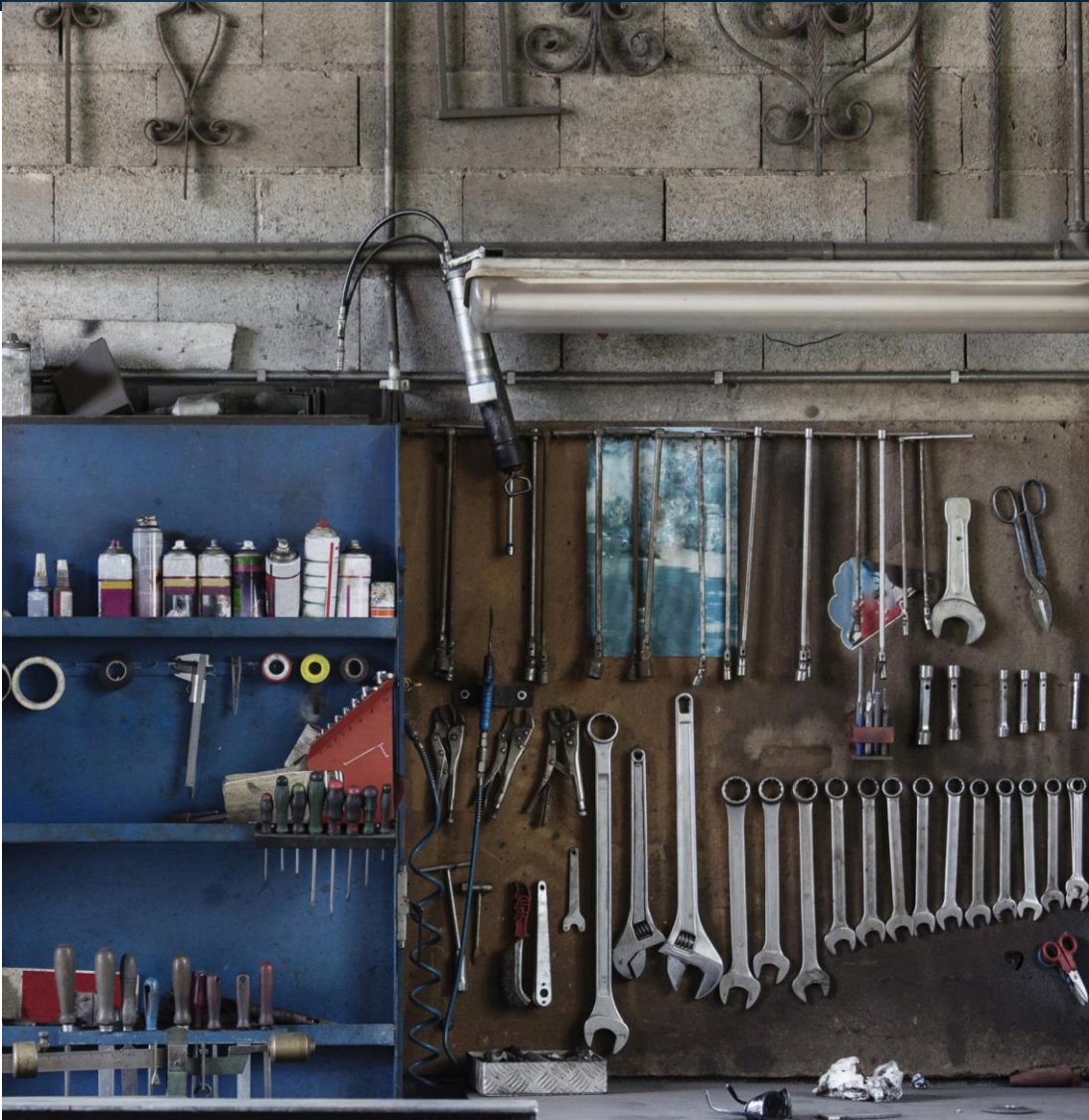
Project Description: Resilience and Long-Term Recovery



Additional Resilience and Long-Term Recovery questions include:

- *List how the project will address **procurement** for the services required to implement the project per 2 CFR 200 and the [Buying Right Guide](#).*

Project Description: Maintenance and Operations



How will the project be maintained after the initial investment?

Describe the funding streams that will be used for maintenance, as well as the entity that will maintain the project. For example, if a sewer line is installed, is the municipal utility district responsible for future maintenance? How much will annual maintenance cost?

Each infrastructure and economic revitalization* CDBG-DR project must meet a national objective:

- **Low to moderate income (LMI):** 51% of the people served or jobs created benefit people who are low to moderate income. You will need to describe the population that will benefit from the project, and how you determined that they were LMI. The policy has a full description of LMI and how it can be determined.
- **Urgent Need (UN):** If the project cannot meet the LMI national objective then it must respond to an urgent need disaster related impact as identified in the ReOregon Action Plan. You will need to describe how the project responds to an immediate threat to health and/or welfare of the community.

Citizen Participation – Public Hearing

One public hearing must be held by the Project Lead to receive input on the project from the public. Public hearings must be held in accordance with the [Oregon Citizen's Participation Plan](#) (Section 1.8 Public Hearings) or their own adopted Citizen Participation Plan in compliance with [24 CFR 570.486](#).

- It can be done before, after, or concurrent with the Selection Committee public meetings in which a decision is made about the project, if it is done in accordance with the participation plan
- The public hearing must be completed before the Project Description Form is submitted to OHCS for review

Citizen Participation – Public Hearing

The public hearing must cover:

- The nature of the proposed activities
- How the need for the proposed activities was identified
- How the proposed activities will be funded and ALL sources of funds
- Requested amount of PIER 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 displaced persons (if applicable)
- Date the Project Description Form will be/was submitted to the Selection Committees



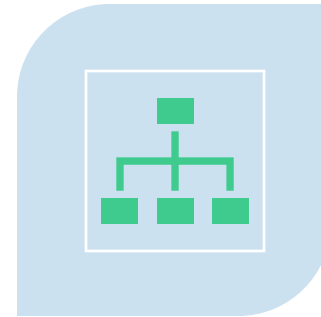
Implementation Plan – Elements



**PROVIDE A PROJECT
IMPLEMENTATION
SCHEDULE**



**SCHEDULE SHOULD INCLUDE
MILESTONES WITH DATES**



**SCHEDULE SHOULD INCLUDE
WHO WILL IMPLEMENT THE
PROJECT AND MANAGE THE
PROJECT**



**SCHEDULE SHOULD INCLUDE
A DESCRIPTION OF WHO
WILL PROVIDE ONGOING
OPERATION OF THE PROJECT**

Budget – Project Budget

CDBG-DR PIER Economic Revitalization 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
Program Funds						
Loan Funding Amount						
Grant Funding Amount						
Marketing						
Accounting/Legal						
Environmental Review						
Program Activity Delivery (ex: file management, reimbursement requests)						
Program Monitoring						
Other: Use additional rows if needed						
Totals:						

- Include all funding available and the sources for that funding, as well as the amount requested from OHCS
- Include the major project activities associated with the project
- OHCS will require a more detailed Budget Template prior to funding the project

Budget – All Recovery Assistance Received

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			<input type="checkbox"/> Yes <input type="checkbox"/> No
FEMA Hazard Mitigation Grant Program			<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Insurance Proceeds			<input type="checkbox"/> Yes <input type="checkbox"/> No
American Rescue Plan Act			<input type="checkbox"/> Yes <input type="checkbox"/> No
State Funding		[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
Other [fill in]			<input type="checkbox"/> Yes <input type="checkbox"/> No

All the funding assistance received (Federal, State, and Private) to date for project in response to the 2020 Labor Day fires.

- OHCS will use this to determine Duplication of Benefit (DOB).
- Federal requirements will not allow OHCS to use CDBG-DR funds that are duplicative to other assistance received from other sources.
- Fill in the source of funding, amount of assistance, purpose of the assistance.

Non-Supplanting of Funds Certification

Only for Infrastructure and Economic Revitalization Projects



For infrastructure and Economic Revitalization projects **ONLY**



Project Lead certifies that any CDBG-DR funds received will be used to *supplement* existing funds for program activities.



CDBG-DR funds will not replace (supplant) nonfederal funds that have been appropriated for the purposes and goals of the project.

FEMA and U.S. Army Corp of Engineers

- CDBG–DR funds shall not be used 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).
- Project Leads must explain why their project was not eligible for these funds or why they did not apply for them.





- OHCS will review and audit the project as appropriate; if noncompliance is found, appropriate action will be taken.
- The Project Lead must certify that the project will comply with all state and federal register regulations in [87 FR 6364](#). If "no" is selected, then the submission is not eligible.

By signing the Project Description Form, the Project Lead confirms that the 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 their knowledge.

Attachment Reviews

- National Objective Documentation
- Public Hearing & Notice Documentation
- Project Selection Record*
- Citizen Participation Plan and Language Access Plan (or statement adopting state or local 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

Attachment Reviews: *Project Selection Record

Attachments from Project Selection Record to include with the Project Description Form:

- Public notice (newspaper or post)
- National Objective Documentation
- Minutes of the meeting including documentation of the voting procedures
- Citizen Participation Plan and Language Access Plan (or statement adopting policy)
- Description of the project selection process
- Latest Audited Financial Statement
- Solicitations of project – method and frequency
- Review of the projects
- Method for determining the selected projects

Question



What is supplanting funds?

- A. Using CDBG-DR funds to take the place of budgeted City, County, or State funds.
- B. Using CDBG-DR funds to supplement budgeted City, County, or State funds.
- C. None of the above

Answer



What is supplanting funds?

A. Using CDBG-DR funds to take the place of budgeted City, County, or State funds.

B. Using CDBG-DR funds to supplement budgeted City, County, or State funds.

C. None of the above

Questions?

Reach out to PIER@hcs.oregon.gov OR julie.lovrien@hcs.oregon.gov.



Additional Resources



- [OHCS ReOregon CDBG-DR](#) →
General Programs
- [OHCS ReOregon PIER Program](#) →
Policy and Forms