

Orientation to Selection Committee Roles and Responsibilities

Planning, Infrastructure, Economic Revitalization (PIER)



PIER Life Cycle



You are Here



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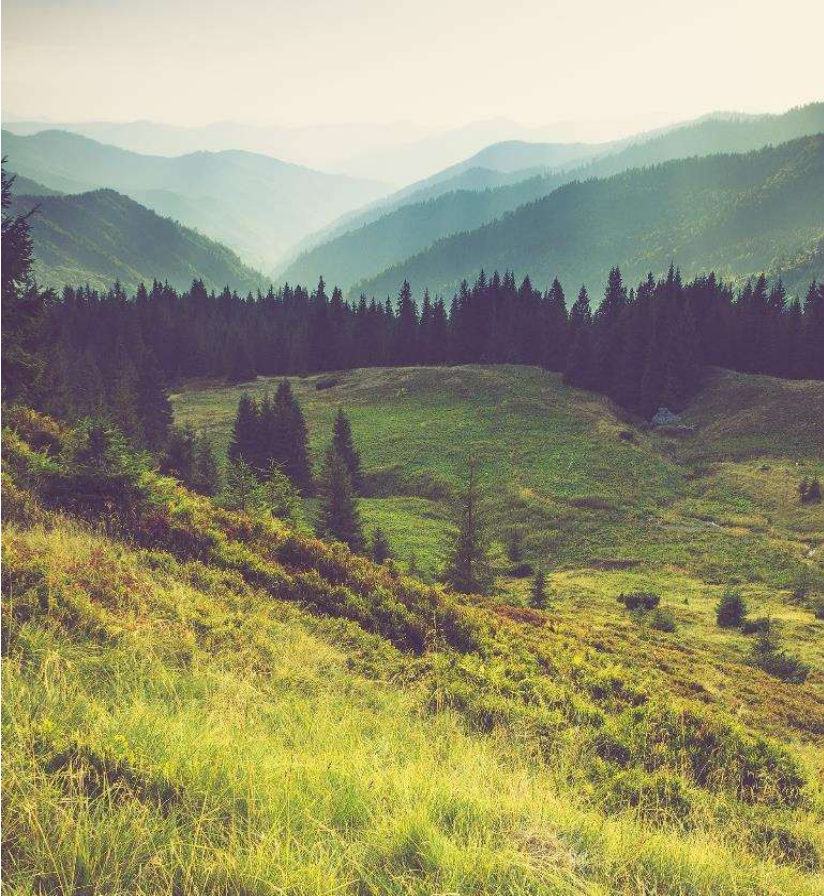


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Module Objectives



After this module, you should understand:

- The basic PIER allocation framework
- The components of a Selection Committee
- The responsibilities of the Selection Committee
- OHCS' expectations of Selection Committees

Allocation to Each County



MID County	Percent of Total PIER Program Allocation	PIER Allocation
Clackamas	5.7%	\$ 2,415,826
Douglas	5.7%	\$ 2,399,446
Jackson	32.9%	\$ 13,849,117
Klamath	4.0%	\$ 1,703,097
Lane	18.8%	\$ 7,926,980
Lincoln	6.4%	\$ 2,684,967
Linn	7.4%	\$ 3,110,691
Marion	19.1%	\$ 8,027,045
Total of MIDs	100.0%	\$ 42,117,170

Each eligible county received an allocation.



Selection Committees



For each county, a regional body (Selection Committee) will be established with voting representatives, at a minimum, of the municipal and county governments, the economic development district (or identified substitute), and the long-term recovery group to select projects for OHCS approval.



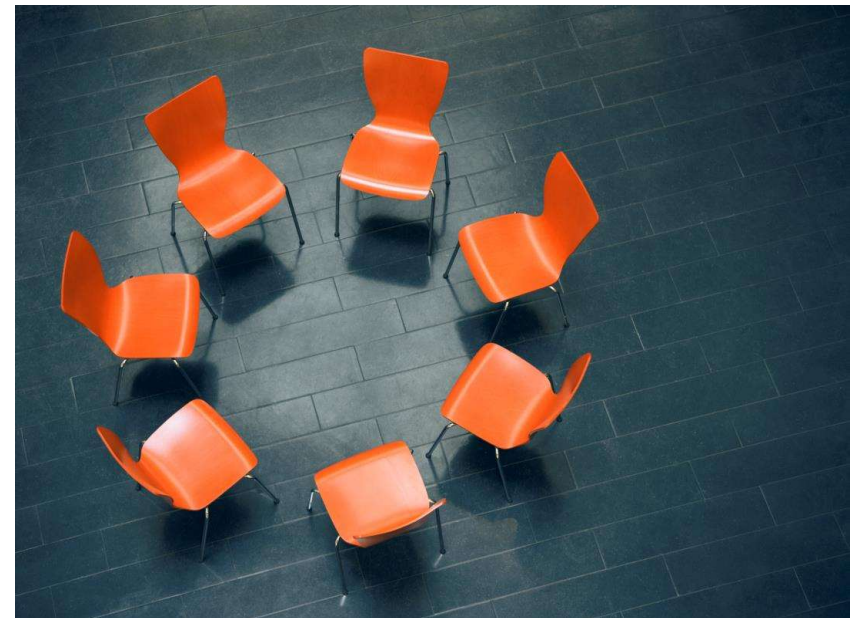
Some committees are required to include a voting member from the Cow Creek Band of the Umpqua Tribe of Indians (Douglas County), the Klamath Tribes of Oregon (Klamath County), the Confederated Tribes of the Siletz Indians (Lincoln County), and the Confederated Tribes of the Warm Springs Indian Reservation of Oregon (Marion/Linn County).



Selection Committees (SC) must be formed and members must have completed the OHCS Selection Committee Orientation by December 31, 2024.

Committee Members

- Members may vote to add more voting members from:
 - Government
 - Special Districts
 - Other Organizations
- Ex-officio non-voting members
- No entity may have more than one voting member on the Selection Committee
- Selection Committees must have an odd number of voting members



Selection Committee Duties

Select a point of contact for communications with OHCS

Maintain a list of Selection Committee Members and their affiliations

Engage in robust equitable outreach and engagement about the PIER program

Establish procedures and evaluation criteria for selecting projects

Adopt the state Citizen Participation Plan (CPP) or create one

Adopt the state or local government's Language Access Plan (LAP) or create one

Selection Committees have a wide variety of responsibilities to ensure the success of the PIER program.

Outreach and Engagement to all Possible Applicants and the Public



All selection committees are expected to conduct a robust outreach and engagement process

- To advertise the availability of the CDBG-DR funds
- To inform the public and possible applicants of their project selection methodology
- Selection committees document their efforts before and after CDBG-DR funds were allocated to the County

Citizen Participation Plan Requirements



Hold meetings that are open to the public when project selections are made



Post or publish notices about any public meeting times and locations



Accept, record and answer public comments



Public Meetings must be accessible



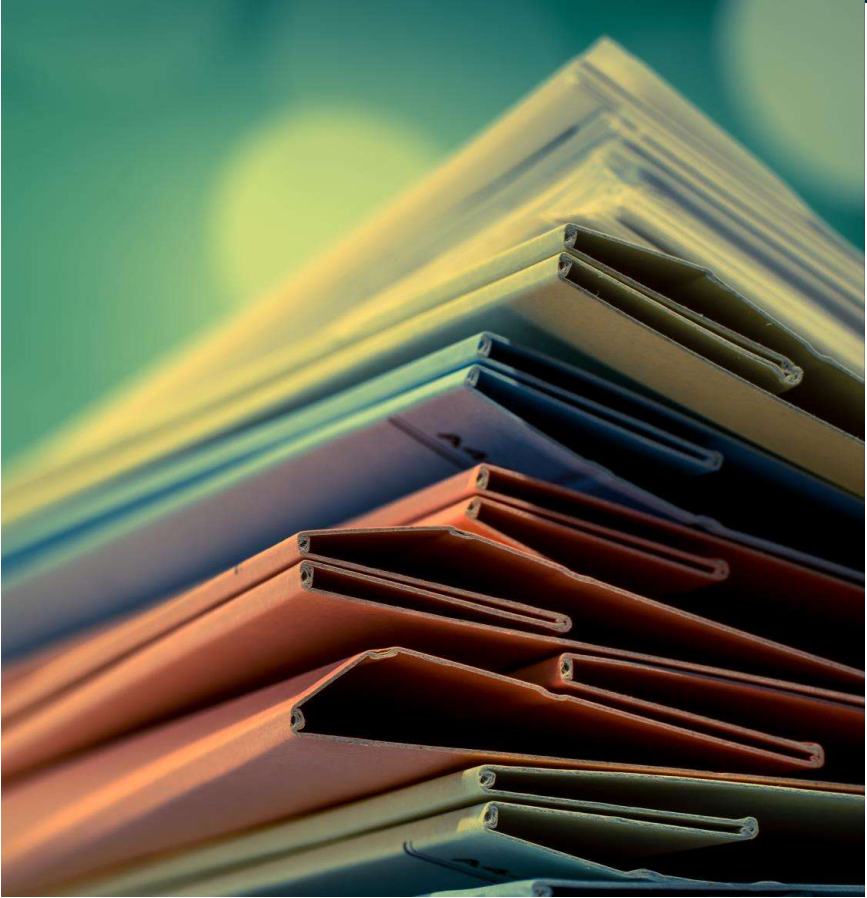
Minutes of official meetings, including essential decisions, must be provided to OHCS:

- Adding voting members
- Establishing the selection process
- Making project selections

Please refer to the [ReOregon Citizen Participation Plan](#) for the full requirements.



Language Access Plan Requirements



- Selection Committees must use their adopted Language Access Plan (LAP) to determine which language materials need to be translated.
- Selection Committees can adopt the local government's CDBG-DR LAP or the [OHCS ReOregon LAP](#).
- All required public documents must follow the LAP.

Project Selection Process



- Rounds or Rolling applications
- Competitive or first come first served
- Score sheets should be either pass/fail or cumulative scoring
- Create project proposal due, review, and public meeting timelines
- Document and share project selection process with OHCS

Final Project Selection Requirements

Each project should be evaluated to:

Determine

Determine the effectiveness of the proposal within the project location in protecting the public from the risks identified in the mitigation needs assessment.

Consider

Consider members of protected classes, vulnerable populations, and historically underserved communities in the determination.

Understand

Understand how the project or program supports historically underserved communities.

Verify

Verify that the project either has a tie-back to the disaster or mitigates the impact of future disasters.

Final Project Selection Requirements

- OHCS must be present when proposed projects are selected
- Meeting must be public with public noticed by general local government entities participating
- Quorum of more than 50% of voting members required
- Voting may be written or by proxy if a voting member cannot be present
- 2/3 of voting members must approve a project to move forward
- If there is a conflict of interest, the voting member must recuse themselves from both deliberation on the project application as well as the voting on that project application



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Conflict of Interest

The conflict-of-interest procedures are applicable to any person who is an:

- Employee, agent, consultant, officer, elected/appointed official, of OHCS, a Selection Committee, or of a subrecipient/subgrantee applying for or receiving CDBG-DR funds - if any of the following conditions apply to that person's role or duties:
 - Exercise functions or responsibilities regarding CDBG-DR funded/assisted activities;
 - Are able to participate in decision-making or gain inside information on activities.



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Conflict of Interest



A conflict of interest occurs when a covered person:

- May obtain financial interest/benefit from a CDBG-DR funded activity contract/subcontract/agreements; or
- May receive proceeds for themselves or those with whom they have family/business ties, during their tenure or for one year thereafter.

Conflict of Interest

If there is a conflict of interest, the selection committee member must recuse themselves from both deliberation on the project application as well as the voting on that project application.



Selection Committee Award Amounts



County	PIER Allocation	70%
Clackamas	\$ 2,415,826	\$ 1,691,078
Douglas	\$ 2,399,446	\$ 1,679,612
Jackson	\$ 13,849,117	\$ 9,694,382
Klamath	\$ 1,703,097	\$ 1,192,168
Lane	\$ 7,926,980	\$ 5,548,886
Lincoln	\$ 2,684,967	\$ 1,879,477
Linn	\$ 3,110,691	\$ 2,177,484
Marion	\$ 8,027,045	\$ 5,618,932

Selection committees may not be able to anticipate all activity delivery and administration costs. To ensure that funding is available for those costs, no more than 70% of County PIER Allocations may be awarded by Committee.



Committee Member Conduct

- Comply with local, state, federal laws, rules and regulations
- Consider what is in the best interests of the entire community
- Provide equitable and politically neutral consideration of ALL proposed projects
- Foster positive, respectful, courteous, professional, and productive discussions and deliberations
- Promptly disclose any conflict-of-interest



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Review of Responsibilities



Selection Committee

- ✓ Engages equitable outreach and engagement about the local PIER program
- ✓ Determines local needs and establishes priority activities
- ✓ Establishes and conducts Committee Meetings
- ✓ Evaluates, scores, and prioritizes proposed projects
- ✓ Establishes and recommends project award amounts

OHCS

- ✓ Verifies eligibility and compliance for selected projects
- ✓ Approves projects and award amounts
- ✓ Determines Project Administrator (PA) Subrecipient, Subrecipient, or Subgrantee status for project management
- ✓ Enters into agreements with PA Subrecipients or Subrecipients



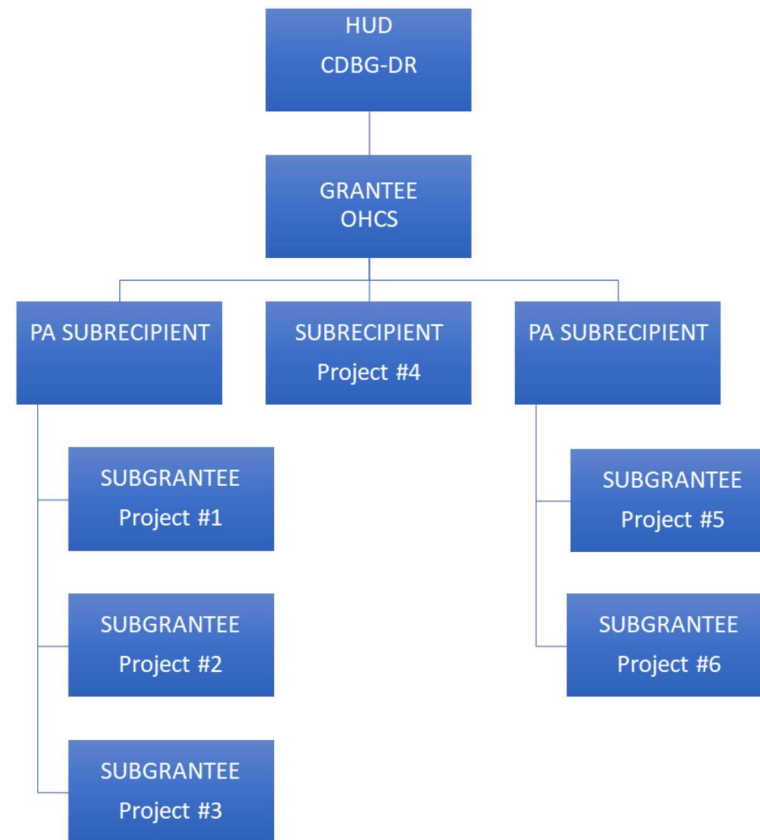
After Project Selection

Once the Selection Committee selects a project, the Project Lead will meet with OHCS to review their project prior to submitting the final 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

Project Agreements (OHCS)

EXAMPLE STRUCTURE



Question



Which one of these is a NOT responsibility of the selection committee:

- A. Determine local needs and priorities
- B. Selecting eligible projects
- C. Enter into agreements with selected projects



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Answer



Which one of these is a NOT responsibility of the selection committee:

- A. Determine local needs and priorities.
- B. Selecting eligible projects

C. Enter into agreements with selected projects



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Questions?

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



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Additional Resources



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



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