



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
(CDBG) AND GENERAL FUND**

2010-2011 Application

City of Salem
Urban Development Department
350 Commercial Street NE
Salem, OR 97301

Attn: Toni Payseno



GENERAL INSTRUCTIONS:

Applications must be typed. Original documents must be submitted. Handwritten applications will not be processed and will be returned. Electronic copies will not be accepted. Failure to submit a complete application and all required information by the submission date will result in the application being disqualified.

Please read the general instructions section thoroughly before completing this application.

The completed application and all supporting documentation must be submitted to the address on the cover page no later than December 15, 2009 at 5:00 pm. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. All information requested must be submitted for each application. Postmarks will not be accepted. Applications cannot be faxed or sent electronically.

You must use this form for your application. Narrative responses to the questions should not exceed two (2) pages per question.

An application should be submitted for each separate project or program ("Project"). If there is more than one Project, a separate application must be submitted for each. Please indicate priority for funding when submitting more than one (1) Project application. When applying for either CDBG or General Fund assistance for the same Project, only one application may be submitted.

The 2010 program year runs from July 1, 2010 to June 30, 2011. Projects are expected to begin sometime after July 1, 2010 and be completed by June 30, 2011. Preference will be given to those Projects with anticipated completion in the program year. Program year funds may be canceled if the Project has not made substantial progress toward completion.

Funding will be allocated to CDBG applications addressing the following 2009-2013 Consolidated Plan priorities:

- Homeless and Decent Housing
- Promote/Create Economic Development
- Provide Affordable Housing
- Revitalize Low-Income Neighborhoods

The City of Salem reserves the right to allocate funding for proposed Projects in CDBG, HOME or General funds based on need and availability.

Performance Measurement System – HUD requires recipients of federal funding to assess the outcomes of the proposed Project in question. Performance Measurement System has been designed to establish and track measurable goals and objectives for the CDBG, HOME and General fund Projects. All approved applicants will be required to comply with the Performance Measurement System.

TECHNICAL ASSISTANCE:

If additional technical assistance is required, please contact:

Rena Peck – 503.588.6178 ext 7546
rpeck@cityofsalem.net

Toni Payseno – 503.588.6178 ext 7539
tpayseno@cityofsalem.net

Public Records and Confidentiality of Application. By submitting an Application, the Applicant acknowledges that information submitted to the City of Salem is open to public inspection under the Oregon Public Records Law, ORS 192.410 through 192.505. One (1) copy of each original Application shall be kept for the City of Salem Urban Development Department for a minimum period of one (1) year. The Applicant is responsible for becoming familiar with and understanding the provisions of the Public Records Law.

The Applicant may identify information submitted to the City as confidential. Prior to submitting such information to the City, the Applicant shall prominently mark in conspicuous letter any information with the words "Confidential Information" and state in writing that the Applicant wishes the material to be held in confidence and the reasons therefore. The City may treat any information so marked as confidential and not subject to public disclosure, to the extent permitted by law. If the City receives any public records request for disclosure of such information, within ten (10) City working days of receiving any such request, the City shall provide the Applicant with written notice of the request, including a copy of the request. The Applicant shall have ten (10) City working days within which to provide a written response to the City, before the City may disclose any of the requested confidential information. Whether the Applicant submits any written response to the City, the City shall retain the final discretion to determine whether to release the receipt of any response from the Applicant prior to releasing such information. The Applicant does not waive any rights to seek a protective order from a court of competent jurisdiction restraining the City from disclosing such information.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility

Applicant organizations must be either: (1) a public agency (e.g., a city department) (2) a non-profit entity with current 501(c)(3) exempt status or (3) a for-profit agency who shares the same goals and vision outlined in the Housing and Community Development Consolidated Plan.

Application submittal must be approved by the applicant/agency's board of directors (if applicable) and signed by an authorized representative.

Any expenses incurred prior to application approval are ineligible expenses.

Project Eligibility

Community Development Block Grant (CDBG) applications must meet the following eligibility guidelines:

1. Proposed Projects must address priorities identified in the 2009-2013 Consolidated Plan. Community development needs may include economic development, public services, public facilities improvements, etc. Each Project's beneficiaries must be low to moderate income (defined by HUD as not exceeding 80% of the area median family income), see attached Income Limits.
2. CDBG Projects must meet one of the federal national objectives:
 - a. Benefit low to moderate-income persons.
 - b. Aid in the prevention or elimination of slum and blight.
 - c. Address an urgent community development need (natural disaster).

Applications that meet the identified emergency needs listed below will be considered for General Fund support.

- Food
- Shelter/Housing
- Access to emergency social services (i.e.: crisis hotline, crisis center, transportation to services, etc.)
- Crisis Response (i.e.: mental health treatment, critical medical prescriptions, financial assistance, etc.)

In addition, special consideration may be given to programs or services that are proven to move individuals and families from crisis toward self-sufficiency.

CDBG and General Fund Projects must be located within the city limits of Salem.

APPLICATION GUIDELINES AND PROCESS

Proposed Projects could be eligible for 2010-2011 Program Year funding which begins on July 1, 2010 and ends on June 30, 2011.

Goals should be attainable within a defined period of time (typically one year) and should achieve measurable results under the performance measurement system.

Funds will not be used for ineligible items defined under the CDBG federal regulatory and social service guidelines. Examples include but are not limited to, reducing existing budget deficits, educational scholarships, entertainment, lobbying expenses, indirect or general agency administrative costs, etc.

Successful applicants will be required to execute an agreement with the City and provide insurance coverage prior to receiving funding.

Review Process

It is the responsibility of the City of Salem to ensure funds are disbursed wisely and managed effectively in the delivery of services most beneficial to the community. To fulfill this responsibility, the City of Salem will conduct a review of all applications to evaluate the operation, services, and budgets of the proposed Projects. To be eligible, they must be able to show financial feasibility, management capacity, consistency with the goals and objectives of the 2009-2013 Consolidated Plan and be in compliance with the Department of Housing and Urban Development (HUD) regulations. The Housing and Urban Development Advisory Committee in conjunction with the Social Services Advisory Board will review the applications and make funding recommendations to the City Council through the Annual Action Plan and City Budget process.

Review Criteria

- Applicants must demonstrate each Project is consistent with the 2009-2013 Consolidated Plan.
- Applications must be complete and include all applicable supporting materials.
- Funding requests must be for specific Projects which serve income-eligible persons, fill a current unmet need, and compliment existing local Projects.
- Each applicant must demonstrate adequate management and fiscal controls within its current organization to undertake the proposed Project.
- Applicants must report all funds, including funds from other sources, which are being requested or are proposed.
- Applicants who previously received CDBG or General funds must report the status of that Project, including actual accomplishments.
- Applicants must demonstrate the successful implementation of any previously funded Project.
- Applicants must be current on all loans with the City and have no outstanding monitoring issues.

CHECKLIST OF DOCUMENTATION NEEDED FOR SUBMISSION OF APPLICATION

Copies of the following documents must be provided for all applications:

Applicant Information

Project Description

Project Budget (if multiple funding sources list entire budget with costs allocated to specific source)

Request and commitment letters from other funding sources as applicable

Project Timeline (Attachment B)

Status of Previous Projects (Attachment C)

Non-Discrimination Certification (Attachment E)

Disclosure of Potential Conflicts of Interest Policy (include a copy of internal policy for dealing with potential issues)

Concurring Resolution by Board to submit application (Attachment A)

Service area map, if applicable (**area benefit criteria only**)

Current Organizational Chart

IRS Tax determination letter: 501 (c) (3):

Current Bylaws and Articles of Incorporation

Most recent independent audit (if less than \$500,000 received in federal funds) OR;

Most recent audited financial audit (if more than \$500,000 received in federal funds)

Auditor's Management Letter

Current list of Board of Directors – including Board terms.

Record Retention Policy addressing methods and time lines for securing files

Housing Acquisition, Construction or Rehabilitation Projects:

Project Budget (if multiple funding sources list entire budget with costs allocated to specific source) (Attachment K)

Proforma, Summary Debt Service Analysis, Ten-Year Operating, Ten-Year Operating Debt Service (Attachments G-J)

Sources and Uses of Financing (Attachment F)

Documentation indicating notification to local neighborhood

Architect certification that units meet Section 504 requirements (Attachment L)

Uniform Relocation Act notices (acquisition, demolition, and rehabilitation projects)

Copies of drawing/plans and specs for construction and substantial rehabilitation projects).

Housing Projects Only:

Transitional Housing, plan for moving tenants to self-sufficiency, if applicable

Affirmative Fair Housing Marketing Plan for 5 or more housing units (Attachment M)

Property Management Agreement, if applicable

Tenant Selection Policy

APPLICATION REQUEST INSTRUCTIONS

General instructions for completion of the application.

1. TITLE AND SPONSOR

- Briefly describe the proposed Project, for example, Evergreen Street Apartments.
- Enter the name of the agency applying for funds, mailing address, contact person and phone number etc. The contact should be the person who prepared the application or who can answer questions regarding the application.
- The authorized representative signature should be the person who is authorized by the sponsor's governing body to submit the application on behalf of the sponsor (e.g. Chief Administrative Officer, Executive Director, Chairperson of Board of Directors, etc.)
Submit a copy of the board-approved resolution authorizing submittal of the application; the attachment section contains a sample resolution.

2. ORGANIZATION TYPE AND IDENTIFICATION NUMBERS

- Select the organization type you most closely identify with; include tax identification and DUN'S numbers.

3. TOTAL FUNDING REQUEST AND SOURCE

- Indicate amount of funding you are requesting. If requesting funds from either CDBG or General Fund sources the amount from each source.

4. FUNDING PRIORITIES

- If you are submitting more than one Project application, please indicate the priority you place on each (i.e. 1, 2, 3...).

5. TYPE OF PROJECT

- Select the type best describing your application. Select only one (1) of A through G and one subgroup, if applicable.

6. SITE LOCATION

- Provide as much detailed information as possible.

7. DETAILED DESCRIPTION OF PROJECT

- Clearly and concisely describe the Project. Attach itemized budget.

8. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

- Summarize goals and outcomes this Project expects to achieve.

9. NATURE OF PROBLEM/REMEDY

- Describe challenges and solutions requiring the need for funds requested.

10. PROJECT SCHEDULE

- Indicate start and completion dates

11. PROJECT FINANCIAL SUMMARY

- Identify all pending and committed funding sources for your proposed Project. Attach a separate sheet if additional space is needed.

12. CONSTRUCTION EXPERIENCE

- If the Project includes rehabilitation or construction, describe in detail staff experience.

13. PROJECT INFORMATION

- Complete for all Projects.

14. RENTAL HOUSING

- Complete for rental housing rehabilitation or construction Projects only.

15. CALCULATING MATCHING FUNDS

- Complete matching funds or funds leveraged that are applied to this project. Please include in-kind donations received.

16. NATIONAL OBJECTIVE

- Indicate which national objective applies to this Project.

17. CERTIFICATION

- Each application must certify, if funded, the sponsor will comply with the federal requirements detailed in this certification.

18. NARRATIVE

- Complete each section of narrative as it relates to the proposed Project. Limit responses to no more than two (2) pages per question.

19. ATTACHMENTS

All Projects must complete the following attachments

- Concurring Resolution (an example)
- Project Timeline
- Status of Previous Projects
- Non-Discrimination Certification

All acquisition, rehabilitation or construction projects must also complete the following:

- Sources and Uses of financing
- Proforma
- Rental Summary/Debt Service Analysis
- Ten year Proforma
- Debt Service Analysis
- Detailed Budget
- Section 504 Compliance Form
- Affirmative Fair Housing Marketing Plan

City of Salem
CDBG and General Fund
Application for Funding
2009-2010

1. Title and Sponsor:

Name:

Address:

Contact:

Title:

Phone:

Fax:

Email:

Authorized Signature:

Application Contact Name/Email:

FOR STAFF ONLY

Project # _____

Date R'vd _____

Eligible _____

Qualifying CDBG
Regulation:

24 CFR 570

Primary Objective

____ Serves Low/Mod

____ Slum/Blight

2. Organization Type: (check one)

501(c) (3) non-profit

for profit, public

Other

Organization's Tax ID #

Organization's DUNS #

3. Total Funding Request:

Source: CDBG

General Fund

4. Funding Priority: If submitting multiple applications, please indicate your priority:

Funding Priority

5. Type of Project: (Select only one from A through G and one subgroup, if applicable)

A. Acquisition of real property

B. Public facilities or improvements of:

Handicapped Centers	Senior Centers
Homeless Center	Neighborhood Facilities
Youth Center	Parks/Recreational Facilities

C. Provide Public Services

Abused and Neglected Children	Homeless services
Battered and Abused Spouses	Public Safety
Child Care	Substance Abuse Services
Crime Awareness	Handicapped Services
Youth Services	Transportation Services
Health Services	

D. Removal of architectural barriers at the following locations:

Non-Profit Facilities	Recreational Facilities
Human Service Centers	Curbs/Sidewalks/Ramps
Municipal Buildings	Audible Signals

E. Rehabilitation

Acquisition – Housing	Critical repairs
Lead Base Paint/Hazard	Multi-Family Housing
Single-Family Residential	Public Owned Residential Buildings

F. Economic Development

Microenterprise	Job Creation
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G. Other – Please describe:

Attach an additional sheet if additional space is needed:

6. Site Location:

Provide a street address, including zip codes or other locational information indicating specifically where the activity is physically being carried out. For activities not located at a specific street address, provide beginning and ending points, e.g. James Street from 5th to 10th Street.

CENSUS TRACTS MUST BE INCLUDED FOR SITE LOCATION IF BOX 1 on Item #16 IS CHECKED
(Meet needs of low and moderate income persons).

7. DETAILED DESCRIPTION OF PROJECT:

In concise, measurable, and quantifiable terms, describe the work to be accomplished with the funds requested, including specific physical description if applicable, along with a detailed line item budget. **Administrative costs must include an itemized budget breakdown.**

8. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Create an outcome statement that summarizes the Project goals, objectives, and outcomes (i.e. **describe number of clients served, the number of full and/or part time jobs expected to be created, client income limits and what services you will provide, etc.**).

9. Nature of Problem/Remedy: If the Project is proposed to remedy a problem, provide a detailed description of the nature of the problem, and indicate how the proposed work will correct the situation.

10. PROJECT SCHEDULE

Estimated date Project will begin

Estimated completion date

11. Project Financial Summary

Identify all funding sources, including federal, state, county, local, tax credits, and private grants or loans, committed or applied. **If funds are pending or committed by other funding sources, a verification letter must be submitted. For multi-family construction or rehabilitation projects, complete Attachment F only.**

SOURCES OF FUNDS	
CDBG Funds requested	
General Funds requested	
*Total Sources of Funds	

USES OF FUNDS	
*Total Uses of Funds	

*These totals must be the same

Amount of Funds Leveraged

Source	Amount	% of Total Project Cost	Grant/Loan	Status Pending/Committed
CDBG				
General Funds				
Local funds (Specify):				
State funds (Specify):				
Other federal funds (Specify):				
Private Financing (Specify):				
Other (Specify):				
Totals			N/A	N/A

12. Construction Experience (if applicable)

a. Describe your experience with Davis-Bacon prevailing wage requirements (Labor Standards Provisions) for construction projects.

b. Describe your familiarity with oversight of construction projects.

c. If you currently do not have the construction capacity or experience or have identified a weakness in capacity, how will this be remedied?

13. Project Information: Please complete the following information as applicable:

Will this proposed Project: YES NO

Help prevent homelessness?

Help the homeless?

Help those with HIV or AIDS?

Primarily help persons with disabilities?

Who will this Project serve?

Target Population Income Level (number of people)

At or below 80% of median

At or below 60% of median

At or below 50% of median

At or below 30% of median

No income

Total Number of People expected to be assisted

Total Number of households expected to be assisted

Race/Ethnic Populations

Please indicate total number Project is expected to serve.

White

African American

Asian

American Indian or Alaska Native

Native Hawaiian

Hispanic/Latino

Other (describe):

Russian

Special Needs Beneficiaries (if applicable):

Elderly (over 62)

Frail Elderly

Disabled

Homeless

Project Cost

Total CDBG dollars requested

General Fund dollars requested

Total value of other resources

Total Project cost

14. Rental Housing Projects Only:

Age of Property

If any structures are over 50 years old, the project must be reviewed by the State. The City will contact SHPO for you

Yes No NA

Is property currently occupied?

Is property located in a flood zone?

Are there existing structures on the Project site?

Will any structures be retained or demolished?

If retained, do the plans or specs include any work that might interfere with the historic integrity of the structure(s)?

Has Project architect certified that units meet Section 504 requirements?

Are 5% of total units (not just CDBG units) accessible?

Are an additional 2% of total units accessible for the blind and deaf?

What is the total number of accessible units in the Project?

If Project involves occupied units:

Does a tenant currently occupy the property?

Are proposed rents greater than 30% of tenant's income?
(If yes, then tenants are economically displaced.)

Was a General Information Notice sent to each tenant?
(Provide a copy of the letter sent with application)

Will any tenants be temporarily displaced?

If yes, how many?

Will any tenants be permanently displaced?

If yes, how many?

Have funds been budgeted for relocation and are they reflected
in the "Uses proforma page?"

If Project includes acquisition of land or improvements:

Has all Uniform Relocation Act (URA) notices been sent to seller?

If the land purchase has closed, was the URA notice sent to seller?
(All notices signed by seller must be submitted with this application)

Lead Paint Issues for Rehabilitation Projects

Was the Project built prior to 1978?

Has it been tested for a presence of lead paint?
If yes, by whom?

Date tested:

If not, what are the plans to do so and when?

How much was budgeted for lead paint assessment, stabilization and final clearance?

What method was employed to arrive at the budget figure?

How much has been budgeted for temporary relocation of tenants during lead paint work?

What method was employed to arrive at the budget figure?

Is a lead paint plan included in your Rehabilitation Assessment?

Attach lead paint test results to your Rehabilitation Assessment (if testing has been performed).

15. Calculating match

CDBG/General funds request

x.25

Match Requirement

The following is a list of funding sources eligible to calculate match:

- Cash or cash equivalent from a non-federal source.
 - Foundation donations
 - Present value of interest subsidy for loans made at rates below market
 - Housing Trust funds
- Value of waived taxes, fees or charges associated with this Project.
- Value of donated land or real property.
- Cost of infrastructure improvements associated with this Project.
- % of the proceeds of single-or multi family housing bonds issued by state, state instrumentality or local government.
- Value of donated materials, equipment, labor and professional services:
 - Volunteer hours calculate at \$10 an hour
 - Labor hours calculate at prevailing wage
- Sweat Equity
 - Unskilled labor calculate at \$10 an hour

Indicate each source and amount of match to the funds requested. Include additional sheet if needed.

Source of Match	Amount

Total CDBG/General Fund match

16. National Objectives

All CDBG Projects must meet one of the following national objectives. Please select which one your Project will meet and complete the corresponding section.

Meet needs of low and moderate income persons (A)

Help eliminate slum and blight (B) (before selecting contact the City of Salem)

A. Projects Benefiting Low and Moderate-income persons

Limited Clientele Activities: (Projects where persons directly benefit, including housing Projects)

Total Number of Low and Moderate-Income Persons directly served.

Number of persons to be served:

Percentage of low & moderate-income person to be directly served: %

Cite the source(s) used to derive the figures.

OR;

Area Benefit Activity (Projects where an area benefits):

Provide a map of the service area of the proposed Project.

Indicate below the total number of low and moderate-income persons served in area:

Census Tract	Block Group	Total Population	Low/Mod Income Population	% Low/mod Income
Total				

B. Eliminate Slum and Blight

Document if Project is located in an identified slum or blight area. Cite the source(s) used to derive the figures (Attach a separate piece of paper and address the following).

- Specify the total number of structures located within the area.
- From the total number of structures within the area, state the number and percentage of unsafe structures.
- From the total number of unsafe structures (#2), state the percentage of unsafe structures that will be addressed by this Project.
- Meets the definition of slum, blighted or deteriorated area under state or local law.
- Provide pictures.
- Document the boundaries of the area and the conditions, which qualified the area at the time of its designation.
- State how the Project addresses one or more of the conditions, which contributed to the deterioration of the area.

17. Certifications

I hereby certify that for any Project, our organization will comply in the following areas:

Utilization of Minority/Women & Disadvantaged Contractors

Projects receiving funding must notify and include minority and women contractors in their bidding process. *Executive Order 11625 (Utilization of Minority Business Enterprise); Executive Order 12138 (Utilization of Female Business Enterprise).*

Labor Standards Provisions (Davis-Bacon)

Construction projects receiving \$2,000 or more in federal funds will be required to comply with prevailing wage requirements.

Section 3

Projects receiving funding involving building or public facilities improvements must, to the greatest extent feasible, notify and utilize lower income residents for employment and training opportunities. (*24 CFR, Part 135*).

Environmental Regulations

All funded projects will need to have an environmental review to ensure compliance with NEPA (National Environmental Protection Act) regulations.

Title VI of the Civil Right Act of 1964

Which provides that no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (*Public Law 99-352*)

Title VIII of the Civil Rights Act of 1969

Popularly known as the Fair Housing Act, which provides that it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States and prohibits any persons from discriminating in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including otherwise making unavailable or denying a dwelling to a person, because of race, color, religion, sex, or national origin. (*Public Law 90-294*)

ADA and 504 Compliance

Projects receiving funding involving multifamily projects, building or public facilities improvements must include accessibility and comply with the Americans with Disabilities Act Guidelines (ADAG).

To the best of my knowledge and belief all information in this application are true and current. I certify that all federal dollars to be expended on the project has been disclosed and the governing board of the applicant has duly authorized this document.

Authorized Signature: _____
Executive Director/Board Chair

Date:

18. Narratives: Please provide a maximum two-page response to the following statements:

Team Development

Describe the collaboration of team members working on the development of this Project. Include the members of the staff and board and their experience in developing a team on a similar type of project. Examples may include, but are not limited to, staff, contractors, architects, consultants, developers and designers.

Management Ability

Describe the management structure and staffing of your organization. Describe how your organization can carry out this Project and its ability to manage the project over time. Identify other organizations involved in the management of this Project.

Please provide a copy of the Agency's most recent complete financial statements and audit. Complete financial statements should include a statement of financial position, statement of activities, cash flow statement, statement of changes in net assets and notes to the financial statements, if available.

Citizen Support

Describe how citizens, neighborhoods, agencies, and others were involved in the development of this Project application and how they will be involved in the implementation of funds are awarded. Attach materials demonstrating how citizens were involved in the application such as public meeting minutes, neighborhood meetings, letters of support, fund raising materials, documented volunteer hours, etc., which demonstrates this support. Indicate when and where were public hearings held and how the public was notified about this Project and marketing outreach efforts.

Reasonable Accommodations

Describe how your organization provides reasonable accommodations to individuals with disabilities or language barriers.

Status of Previously Funded Projects

If your organization has received funding from the City before, complete this section for all projects funded including those not yet completed.

Anticipated Objective – Measurable Outcomes

Describe in measurable, objective terms the results you expect to achieve from this Project. Your answer should include economic and social results.

Associated Services

Describe in detail the associated social services; such as, case management, day treatment, or other services that will be provided or coordinated for special populations. Please attach any contractual agreements that are currently in place or proposed for the provision of services and the source of funds. Describe any licensing requirements associated with the Project. Give a timeline for obtaining licenses and/or permits. Explain how your Project partners with community organizations and assists your clients, tenants and potential customers.

Work Plan and Schedule

Provide a detailed work plan showing all the activities and sub-activities of the project (for example, financing, closing, and construction) and a completion date for each activity and sub-activity. List past, current, and future tasks necessary for timely completion and ongoing management. When preparing the work plan and schedule, please consider all the other funding source requirements and state and local permitting.

Budget Narrative

Please describe the type and status of anticipated funds committed by July 1 and list any limitations or funding restrictions.

Rental Housing and Construction or Rehabilitation Project Narratives Only

Project Management Capability

Municipalities may utilize existing staff expertise to meet management requirements if adequate experience and time available is demonstrated. Non-profit applicants who propose to utilize existing staff must clearly demonstrate staff is capable of project management, taking into consideration the complexity of the Project. The project sponsor will be required to designate a Project Manager who will coordinate and monitor all aspects of the Project.

Please provide the following information relative to management of this Project:

- a. Name and title of the designated Project Manager
- b. Past management experience related to this, or similar, project(s). Give examples of, and list experience relative to the following:
 - Ability/experience in: dealing with appointed and elected officials, contractors, engineers, architects, clients, and citizens; resolving complaints, conducting meetings.
 - Ability/experience in: government contract administration; knowledge of federal regulations governing acquisition, procurement, equal employment opportunity, and labor standards.
 - Ability/experience in: establishing timeliness; drafting requests for applications, bid documents, and contracts; reviewing plans and specifications; negotiating contracts and change orders; approving requests for payment.

Operation and Maintenance

Project sponsors are required to operate and maintain CDBG funded facilities for the useful life of the Project.

- a. Specify who will assume legal responsibility for operation and maintenance of the improvements or facilities if it is different than applicant; also specify who owns the facility.
- b. Describe how operations and maintenance will be provided over the useful life of the improvement (for both rehabilitation and for new construction). Include in your description:
 - A general statement of financial assets and resources at applicant's disposal.
 - A brief description of general administrative as well as budgetary performance.
 - Describe any problems the applicant has encountered over the past two years.
 - A description of past experiences in operating or administering a similar type of activity.
 - A description of staffing arrangements and source of financing for the ongoing operation and maintenance of the Project. Indicate whether the expertise is available in-house or must be acquired.

Pro-Forma (Rental Housing only)

The pro-forma should reflect the unit type, rents, utility allowance, operating expenses, and proposed debt repayment.

Affirmative Fair Housing

Affirmative Fair Housing Marketing education is required for all sponsors requesting funds for housing projects. Please attach a list of courses attended, attendee names, dates attended and topics covered.

For all Projects; Complete Attachments A-E.

For all acquisition, rehabilitation or construction projects complete Attachments A-M.

19. Attachments

All Projects:	
Attachment A	Concurring Resolution
Attachment B	Project Timeline
Attachment C	Status of Previous Projects
Attachment D	2009 Income Limits (information only)
Attachment E	Non Discrimination Certification

Multi-family construction or rehabilitation projects:	
Attachment F	Sources and Uses of Financing
Attachment G	Proforma for Rental Projects
Attachment H	Rental Summary/Debt Service Analysis
Attachment I	Ten-Year Proforma
Attachment J	Debt Service Analysis
Attachment K	Detailed Budget
Attachment L	Section 504 Compliance Form
Attachment M	Affirmative Fair Housing Marketing Plan

Attachment A
Concurring Resolution

The purpose of the Resolution form is to have on record a statement confirming that the applicant has formally requested a grant and/or loan, has designated an official to perform the required duties between the applicant and the City of Salem, Urban Development Department and has assured, where applicable, the provision of local matching funds. In addition, the applicant will comply with all other provisions of the CDBG or General fund application.

Resolution of the _____ authorizing
Name of Operating Agency/Municipality
the filing of an application for funds with the City of Salem, Urban Development Department.

WHEREAS, the _____ is
Name of Operating Agency/Municipality
desirous of obtaining funds from the City of Salem, Urban Development Department in the amount of _____ under the Federal Housing and Community Development Act as amended.

NOW, THEREFORE, BE IT RESOLVED, that the _____ does hereby formally request a funding from the City of Salem Urban Development Department.

BE IT FURTHER RESOLVED, that the _____ does hereby designate _____ as the official to sign and file
(Authorized Official)
all applications, and forms between the _____ and the City of Salem Urban Development Department.

BE IT FURTHER RESOLVED, that the _____ will assure, where applicable, the provision of the full local share of the project costs.
Name of Operating Agency/Municipality

Adopted this _____ day of _____, _____, by the _____
Name of Operating Agency/Municipality

ATTEST:

Signature (Must not be the same as Authorized Official) **Title**

**Attachment D
2009 INCOME LIMITS**

Effective: March 19, 2009 (MFI-\$58,200)

Number in H- ousehold	30% of Median (Extremely Low Income)		50% of Median (Very Low Income, CDBG)		60% of Median (HOME Maximum Income)		80% of Median (Low Income, CDBG)	
	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly
1	12,200	1016.67	20,350	1,695.83	24,420	2,035.00	32,600	2,716.67
2	13,950	1,162.50	23,300	1,941.67	27,960	2,330.00	37,250	3,104.17
3	15,700	1308.33	26,200	2,183.33	31,440	2,620.00	41,900	3,491.67
4	17,450	1,454.17	29,100	2,425.00	34,920	2,910.00	46,550	3,879.17
5	18,850	1,570.83	31,450	2,620.83	37,740	3,145.00	50,250	4,187.50
6	20,250	1,687.50	33,750	2,812.5	40,500	3,375.00	54,000	4,500.00
7	21,650	1,804.17	36,100	2,008.33	43,320	3,610.00	57,700	4,808.33
8	23,050	1,920.83	38,400	3,200.00	46,080	3,840.00	61,450	5,120.83
HOME PROGRAM RENTS								
Unit Size			Low HOME Rent (eff. 3/19/09)		High HOME Rent (eff. 3/19/09)		Fair Market Rents (FMR) (eff. 03/19/09)	
Single Room Occupancy (SRO, Studio)			508		508		508	
One Bedroom			545		564		564	
Two Bedroom			655		675		675	
Three Bedroom			756		950		981	
Four Bedroom			843		1040		1183	
Five Bedroom			931		1129		1360	
Six Bedroom			1018		1219		1538	



I, _____, have read, understand and will support the following City of Salem policies on behalf of

To ensure compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 26; and related statues and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Housing and Urban Development on the grounds of race, color, sex or national origin. Further, Salem Revised Code, Chapter 97, prohibits discrimination on the basis of race, color, religion, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation gender identity or source of income.

Environmental Justice Principles also require:

- *Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects (including social and economic effects), on minority populations and low-income populations
- *To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process
- *To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority populations and low-income populations

The management of _____ will support the above non-discriminatory policies, and in so far as we are aware, comply with all laws and specifications pertaining to non-discrimination.

Sponsor Name:

Executive Director/Manager: _____

Date: _____

**Attachment F
Sources and Uses of Financing**

SOURCES OF FINANCING		
	Total	Per Unit
Permanent Loan		
Perm Loan w/OAHTC		
City of Salem CDBG Loan		
Developer Loan		
Subtotal of loans		
Housing Trust Fund		
City of Salem CDBG grant		
Permit/Fee Waivers		
Other Grant		
Other Grant		
Subtotal of donated funds		
Total Sources		

USES OF FINANCING		
	Total	Per Unit
Acquisition		
Construction		
Const Contingency		
Developer Fee		
Soft Costs		
Total Uses		
SURPLUS/GAP		

Total City Investment		
-----------------------	--	--

PROJECT ANALYSIS SECTION		No of Units	Total Sq Ft	Total People	Total BR's
	Total	Per Unit	Per Sq Ft	Per Person	Per Bedroom
Total Project Cost					
Construction Cost (inc Cont)					
Soft Costs (inc Dev Fee)					
Land/Acquisition Cost					

**Attachment G
Proforma
Required for Single Family or Multi Family Rental Application**

Median Income Rents (GROSS Rents)

No of People	No of Bedrooms	Median Rents as of January 2008			Median Income*
		30%	50%	80%	

Utility Allowances

Unit Size	Multifamily		Single Family	
	New	Existing	New	Existing

30% MFI Net Rents

No of Bedrooms	Multifamily		Single Family	
	New	Existing	New	Existing
Studio				
1 BR				
2 BR				
3 BR				
4 BR				

50% MFI Net Rents

No of Bedrooms	Multifamily		Single Family	
	New	Existing	New	Existing
Studio				
1 BR				
2 BR				
3 BR				
4 BR				

60% MFI Net Rents

No of Bedrooms	Multifamily		Single Family	
	New	Existing	New	Existing
Studio				
1 BR				
2 BR				
3 BR				
4 BR				

* Make sure to update median charts each year! New medians come out in Dec/Jan and can be found on HUD's website (www.huduser.com)

Net Rent Charts by Income (these have a utility allowance deducted)

Attachment H
Required for Single Family or Multi Family Rental Application
Rental Summary Debt Service Analysis
Proforma Continued

OPERATING EXPENSES					
Unit Size	No. of Units	Sq Footage	Mo Rent	% of MFI	Annual Rent
0 BR					
1 BR					
2 BR					
3 BR					
4 BR					
Other Income					
Total Gross Income					
Vacancy					
Adjusted Gross Income					
Operating Exp				Per unit	
NOI					
DEBT SERVICE					
Net Operating Income					
			First Mortgage Target Debt Cover		
Principle		Interest		Amortization	Debt Service
First Mortgage					
Bank Loan					
Total Permanent Loan					
				Actual Debt Cover:	
Second Mortgage					
City of Salem loan					
Totals					
Cash Flow					

Attachment I
Required for Single Family or Multi Family Rental Application
Ten-Year Operating Proforma
Proforma Cont.

									Inflation factor on Income:		
									Inflation factor on Expenses:		
	Per Unit	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
RENTAL INCOME											
Gross Rental Income											
Other Income											
Less Vacancy	%										
Net Rental Income											
EXPENSES											
Insurance											
Resident Services											
Utilities: Common Areas											
Water & Sewer											
Electricity											
Maintenance/Repair											
Property Management											
Garbage											
Advertising											
Exterior/yard care											
Property Taxes											
Security											
Replacement Reserves											
Misc											
TOTAL EXPENSES											
Net Operating Income											

Attachment J
Required for Single Family or Multi Family Rental Application
Ten-Year Operating Proforma Continued

DEBT SERVICE										
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Bank Loan										
Principal Paid										
Interest Paid										
Total										
Loan with										
Principal Paid										
Interest Paid										
Total										
City of Salem loan										
Principal Paid										
Interest Paid										
Total										
Total Loans										
Total Principal										
Total Interest										
Total Paid										
Overall Debt Cover										
Project Cash Flow										
Cash Flow Available for split										
Amount to City										
Total Cash Flow to Developer										

Detailed Budget Attachment K

	Per Unit	Total Costs	Soft Costs
Acquisition			
Purchase Price			
Construction Costs			
Demolition			
Construction			
Construction Contingency			
Soft Costs			
Development Costs			
Environmental Study			
Survey			
Market Study			
Building Permits/Fees			
SDCs			
Engineering			
Soils Report/Geotechnical			
Construction Bond			
Insurance During Construction			
Third Party Fees			
Architect Design			
Legal			
Loan Fees			
Closing costs: const loan			
Closing costs: perm loan			
Inspections			
Const/ bridge loan fees			
Pre-paid interest			
Pre-paid property tax			
Const loan interest			
Perm. Loan Origination Fees			
Other Soft Costs			
Developer Fee			
Relocation Expenses			
Property Insurance			
Lease Up			
Operating Reserve			
Property Appraisal			
Initial Deposit to rep reserves			
TOTAL			

Purpose/Instructions: In accordance with City of Salem funding criteria and as required by HUD, this form is used for each housing project funded with Community Development Block Grant (CDBG) or HOME funds to assure compliance with SECTION 504 UFAS requirements. ALL housing projects with 5 or more units must meet criteria established in 24 CFR Part 8.

This form is to be completed by the Architect of Record and the Developer upon the City of Salem design review approval of the final project design and prior to release of HUD funding and City of Salem Notice to Proceed.

Project: _____ Date: _____
 Developer: _____ Phone# _____
 Architect: _____ Phone# _____

1. Are CDBG funds designated for this Project? Yes No
2. Does this Project include 5 or more residential dwelling units? Yes No
3. Does this Project involve **new construction** and/or **renovation**?
4. Account for all units, number of adaptable and accessible units by type:

Project Unit Inventory			
Unit Type	Total Units	Adaptable Units	Accessible Units
Studio Units			
1 Bedroom Units			
2 Bedroom Units			
3+ Bedroom Units			
Other			
Total All Units			

5. If an existing building, are alterations required to meet 504/UFAS standards?
Yes No
 - A. Section 504 requires application of UFAS if substantial alterations are made on a project with 15 or more units.
 - B. Section 504 applies if cost of alterations is 75% or more of the replacement cost of the completed facility. When this level of alterations occurs, then all areas of UFAS will be applicable.
 - C. If there are fewer than 15 units or the costs of alterations is less than 75% of the replacement cost, then alterations to the units, to the maximum extent possible and feasible, are to be made. If alteration to single elements or spaces of a dwelling unit, when considered together, amount of an alteration of a dwelling unit, the entire unit shall be made accessible. This applies to the following areas of a dwelling unit:

- Renovation of whole kitchens, or at least replacement of kitchen cabinets.
 - Renovation of the bathroom.
 - If a bathtub or shower is replaced or added, or a toilet and flooring is replaced, then at least 5% or one (1) unit shall be made accessible. (Depending upon the total number of units renovated).
- D. When the entire unit is not being altered, 100% of the single elements being altered must be made accessible until 5%, or at least one (1) unit in the development is accessible.
- E. Section 504 requires 5% of the dwelling units, or at least one (1) unit, to meet UFAS. The criteria address meeting the needs for persons with mobility disabilities. An additional 2% of the dwelling units, or at least one (1) unit (whichever is greater) must be accessible (reachable and readily available) for persons with hearing or visual disabilities.
- F. Section 504 defines an accessible dwelling unit as a unit that is located on an accessible route and can be approached, entered and used by individuals with physical disabilities. This includes public and common areas of a housing site. Every effort must be made to provide all unit types on all floors and locations of the site readily adaptable and/or accessible.
- G. Alterations to existing facilities must, to the maximum extent feasible, be made accessible to ensure that such facilities are readily accessible to and useable by persons with disabilities. Units that are accessible and/or adaptable must first be provided to those individuals with disabilities who need the features of those units. The unit is to be first offered to a qualified individual(s) who currently resides in a non-accessible unit in the same project or comparable project under the same operation. If there are no such persons currently residing in the housing project, then an offer is to be made to the next available qualified individual(s) with disabilities on a waiting list. Non-disabled applicants shall be passed over until all disabled prospective tenants have been notified of the accessible unit's availability.
- H. Renovations for adaptability and/or accessibility are not required if making these alterations have little likelihood of being accomplished without removing or altering a load-bearing structural member.
6. Describe the rehabilitation work to achieve compliance. Attach documentation as needed.
7. If this is rehabilitation on an existing facility, identify physical obstacles in the project and facility that limit the accessibility of programs or activities to individuals with disabilities.
8. Describe, in detail, the methods that will be used to make the facility(s) accessible.
9. For rehabilitation of an existing facility, specify the schedule for taking the steps necessary to achieve compliance with Section 24 CFR Part 8 and the UFAS criteria. If the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period.
10. **Definitions per 24 CFR Part 8:**
- A. Accessible means that the unit is located on an accessible route and when designed, constructed, or altered or adapted can be approached, entered, and used by individuals with physical handicaps.
- B. Accessible route means a continuous, unobstructed path connecting accessible elements and spaces in a building or facility that complies with the space and reach requirements of applicable UFAS standards. An accessible route that serves only accessible units occupied by persons with hearing or vision impairments need not comply with those requirements intended to effect accessibility for persons with mobility impairments.
- C. Adaptability means the ability of certain elements of a dwelling unit such as kitchen counters, sinks, and grab bars to be added to, raised, lowered, or otherwise altered, to accommodate the needs of persons with or without handicaps, or to accommodate the

needs of persons with different types or degrees of disability. In a unit adaptable for a hearing impaired person, the wiring for visible emergency alarms may be installed but the alarms need to not be installed until such time as the unit is made ready for occupancy by a hearing impaired person.

- D. Alteration means any change in a facility or its permanent fixtures or equipment. It includes, but is not limited to:
- i. Remodeling
 - ii. Renovation
 - iii. Rehabilitation
 - iv. Reconstruction
 - v. Changes or rearrangements in structural parts and extraordinary repairs

Alteration does not include normal maintenance or repairs, reproofing, interior decoration, or changes to the mechanical systems.

- E. Facility means all or any portion of buildings, structures, equipment, roads, sidewalks, parking lots, or other real or personal property or interest in the property, which is a component of the Federal funding.
- F. Project means the whole of one or more residential structures and appurtenant structures, equipment, roads, sidewalks, parking lots and spaces such as common areas, laundry facilities, management office(s), and exercise facilities covered by a single contract for Federal financial assistance or application for assistance, or are treated as a whole for processing purposes, whether or not located on a common site.
- G. Multi-family housing project means a project/facility containing five or more dwelling units.
- H. Replacement cost of the completed facility means the current cost of construction and equipment for a newly constructed or remodeled housing facility. Construction and equipment costs do not include the cost of land, demolition, site improvements, non-dwelling facilities, and administrative or "soft" costs for project development activities.

Developer Certification			
<i>I hereby certify that the information provided on this form is based on the submitted project design plans and is true and accurate, and that I am signing this form as an authorized representative of the Developer.</i>			
_____	_____	_____	_____
Printed Name	Title	Signature	Date
_____	_____	_____	_____
Printed Name	Title	Signature	Date

For City of Salem, Urban Development Use Only	
Received By: _____	Date: _____
<input type="checkbox"/> Returned for clarifications/corrections as noted below by: _____	
Date: _____	

<input type="checkbox"/> Revisions received by: _____	
Date: _____	
I have reviewed the submitted project design drawings and verified the information herein provided by the Developer.	
_____	_____
Printed Name	Title
_____	_____
Signature	Date



Attachment M
Multi-Family Affirmative Fair Housing Marketing Plan

1 a. Applicant's Name, Address (including City, State & Zip Code) & Phone Number	1 c. Project/Application Number	1 d. Number of Units:
	1 e. Price or Rental Range From \$ _____ To \$ _____	1 f. For Multifamily Housing Only <input type="checkbox"/> Elderly <input type="checkbox"/> Non-Elderly <input type="checkbox"/> Disabled
	1 g. Approximate Starting Dates (mm/dd/yyyy) Advertising Occupancy	

1 b. Project's Name, Location (including City, State and Zip Code)	1 h. Housing Market Area:	1 i. Census Tract or area targeted
	1 j. Managing/Sales Agent's Name & Address (including City, State and Zip Code)	

2. Type of Affirmative Marketing Plan (check ALL that apply) <input type="checkbox"/> New <input type="checkbox"/> Updated <input type="checkbox"/> White Area (non-minority) <input type="checkbox"/> Minority Area <input type="checkbox"/> Mixed Area (with _____% minority residents)	3. Direction of Marketing Activity (Indicate which group(s) in the housing market area are least likely to apply for the housing because of its location and other factors without special outreach efforts) <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> Families with Children
---	--

4 a. Marketing Program: Commercial Media (Check the type of media to be used to advertise the availability of this housing)

Newspapers/Publications Radio TV Billboards Other (specify) _____

Name of Newspaper, Radio or TV Station	Group Identification of Readers/Audience	Size/Duration of Advertising

4 b. Marketing Program: Brochures, Signs, HUD's Fair Housing Poster and Applicant Notification

(1) Will brochures, letters, or handouts be used to advertise? Yes No If "Yes", attach a copy or submit when available.

(2) For project site sign, indicate sign size _____ x _____ Logotype size _____ x _____ Attach a photograph of project sign or submit when available.

(3) HUD's Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place. Fair Housing Posters will be displayed in the
 Sales/Rental Office Real Estate Office Model Unit Other (specify)

(4) Attach on a separate sheet the process or plan for applicant rejection. Include the written notification and grounds for determining ineligibility.

4 c. Community Contacts. To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations listed below that are located in the housing market area. If more space is needed, attach an additional sheet. **Notify the CITY OF SALEM of any changes in this list.** Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information)

Name of Group/Organization	Group Identification	Approximate Date (mm/dd/yyyy)	Person Contacted or to be Contacted

Group/Organization Address & Phone Number	Method of Contact	Indicate the specific function the Sponsor will undertake in implementing the AFHMP

5. Future Marketing Activities (Rental Units Only) Mark the box(s) that best describe marketing activities to fill vacancies as they occur after the project has been initially occupied.

- Newspapers/Publications Radio TV
 Brochures/Leaflets/ Handouts Site Signs
 Community Contacts Other (specify)

6. Experience and Staff Instructions (See instructions)

6a. Staff has experience.
 Yes No

6b. On separate sheets, indicate training to be provided to staff on Federal, State and local fair housing laws and regulations, as well as this AFHM Plan. Attach a copy of the instructions to staff regarding fair housing.

7. Additional Considerations Attach additional sheets as needed.

8. Review and Update: By signing this form, the applicant agrees, after appropriate consultation with **CITY OF SALEM**, to change any part of the plan covering a multifamily project to ensure continued compliance with Section 200.620 of HUD's Affirmative Fair Housing Marketing Regulations

Signature of person submitting this Plan	Date of Submission (mm/dd/yyyy)
--	---------------------------------

Name (type or print)

Title & Name of Company

For OFFICIAL use Only: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	Signature & date
	Name (Print) & Title

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

The Affirmative Fair Housing Marketing (AFHM) Plan is needed to ensure that insured and subsidized developers are taking necessary steps to eliminate discriminatory practices involving federally insured and subsidized housing. No application for any housing project or subdivision insured or subsidized under the Department of Housing and Urban Development's (HUD) housing programs can be funded without an approved AFHM Plan (See the "Applicability" section in the instructions below.) The responses are required to obtain or retain a benefit under the Fair Housing Act, Section 808(e)(5) & (6) and 24 CFR Part 200, Subpart M. The form contains no questions of a confidential nature.

Applicability: This form is to be completed by all sponsors with five or more rental units and make records available to CITY OF SALEM and/or HUD upon request

Each applicant is required to carry out an affirmative program to attract prospective buyers or tenants of all minority and non-minority groups in the housing market area regardless of their race, color, religion, sex, national origin, disability, or familial status. Racial groups include White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander. Other groups in the housing market area who may be subject to housing discrimination include, but are not limited to, Hispanic or Latino, persons with disabilities, or families with children. The applicant shall describe in the AFHM Plan the proposed activities to be carried out during advance marketing, where applicable, and the initial sales and rent-up period. The Affirmative marketing program also should ensure that any group(s) of persons ordinarily **not** likely to apply for this housing without special outreach (See Part 3), know about the housing, feel welcome to apply and have the opportunity to buy or rent.

INSTRUCTIONS

**Send completed form (with applicable attachments) to:
CITY OF SALEM – 350 Commercial Street NE, Salem, OR 97301**

Part 1-Applicant and Project Identification. Blocks 1a through 1f-Self-Explanatory. Block 1g-the applicant should specify the approximate date for starting marketing activities to the groups targeted for special outreach and the anticipated date of initial occupancy (if unoccupied). Block 1h-the applicant should indicate the housing market area, in which the housing will be (is) located. Block 1i-the applicant may obtain census tract location information from local planning agencies, public libraries and other sources of census data. Block 1j-the applicant should complete only if a Managing/Sales Agent (the agent cannot be the applicant) is implementing the AFHM Plan.

Part 2-Type of Affirmative Marketing Plan. Applicants should indicate the status of the AFHM Plan, e.g. new or update.

All Plans should indicate the racial composition of the housing market area in which the housing will be (is) located by checking one of the three choices.

Part 3-Direction of Marketing Activity. Indicate which group(s) the applicant believes are least likely to apply for this housing without special outreach. Consider factors such as price or rental of housing, sponsorship of housing, racial/ethnic characteristics of housing market area in which housing will be (is) located, disability or familial status of eligible population, public transportation routes, etc.

Part 4-Marketing Program. The applicant shall describe the marketing program to be used to attract all segments of the eligible population, especially those groups designated in Part 3 of this AFHM Plan as least likely to apply. The applicant shall state: the type of media to be used, the names of newspaper/call letters of radio or TV stations; the identity of the circulation or audience of the media identified in the AFHM Plan (e.g., White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, Hispanic or Latino, persons with disabilities, and families with children) and the size or duration of newspaper advertising or length and frequency of broadcast advertising. Community contacts include individuals or organizations that are well known in the housing market area or the locality, that can influence persons within groups considered least likely to apply. Such contacts may include, but need not be limited to: neighborhood, minority and women's organizations, grass root faith-based or other community-based organizations, labor unions, employers, public and private agencies, disability advocates, schools and individuals who are connected with these organizations and/or are well known in the community. All written advertising shall display the Equal Housing Opportunity logo or the phrase "Equal Housing Opportunity." **Applicants should notify CITY OF SALEM** of any changes to the list in Part 4c of this AFHM Plan.

Part 5-Future Marketing Activities. Self-Explanatory.

Part 6-Experience and Staff Instructions.

- 6a. The applicant should indicate whether the sales/rental staffs have had previous experience in marketing housing to group(s) identified as least likely to apply for the housing.
- 6b. Describe the instructions and training provided or to be provided to sales/rental staff. This guidance to staff must include information regarding Federal, State and local fair housing laws and this AFHM Plan.

Copies of any written materials should be submitted with the AFHM Plan, if such materials are available. All records must be maintained for at least five years after a tenant has vacated.

Part 7-Additional Considerations. In this section describe other groups to which the housing may be marketed and efforts not previously mentioned which are planned to attract persons least likely to apply for the housing. Such efforts may include outreach activities to grass root faith-based or community-based organizations, and other ethnic groups with limited English proficiency (LEP).

Part 8-Review and Update. By signing, the applicant assumes full responsibility for the AFHM Plans implementation and required reviews and updates. With respect to the treatment of applicants, this company and staff will not discriminate against any individual or family because of race, color, national origin, religion, gender, disability, familial status or presence of children in a household. The attached Non Discrimination Employee certification form must be completed for each staff member and filed in an Affirmative Action folder.

Reasonable accommodations will be offered to all disabled persons who request accommodations due to disability at any time during the application, resident selection and renting process. Management will always attempt to reasonably accommodate the request of someone with a disability. **CITY OF SALEM** will monitor the implementation of this AFHM Plan at any time and request modification in its format or content, where deemed necessary.