

RESOLUTION NO. 6084

A RESOLUTION AUTHORIZING THE CITY OF ALBANY TO ENTER INTO A MEMORANDUM OF UNDERSTANDING FOR THE LINN-BENTON REGIONAL HOUSING REHABILITATION PROGRAM.

WHEREAS, the Linn-Benton Regional Housing Rehabilitation Program benefits low- and moderate-income persons in Albany, Adair Village, Lyons, and Benton County outside Corvallis; and

WHEREAS, the Community Housing Services division of the Community Services Consortium serves as Albany's "regional housing center" and has been administering the Linn-Benton Regional Housing Rehabilitation Program since its inception; and

WHEREAS, the City of Albany, Benton County, the City of Lyons, and the City of Adair Village are the municipal entities participating in the Linn-Benton Regional Housing Rehabilitation Program and have entered into subgrant agreements with Community Housing Services; and

WHEREAS, the State of Oregon Infrastructure Finance Authority requires that a regional collaboration agreement between participating jurisdictions and Community Housing Services be executed and included with Community Development Block Grant (CDBG) Housing Rehabilitation grant applications; and

WHEREAS, the Memorandum of Understanding sets the terms and conditions of managing and administering the program funds and that the City of Albany will be the lead applicant for CDBG Housing Rehabilitation funds in 2012.

NOW, THEREFORE, BE IT RESOLVED that the City of Albany agrees to enter into a Memorandum of Understanding between Community Housing Services, Benton County, the City of Adair Village, and the City of Lyons for the Linn-Benton Regional Housing Rehabilitation Program.

DATED AND EFFECTIVE THIS 22ND DAY OF FEBRUARY 2012.



Mayor

ATTEST:





Deputy City Clerk

MEMORANDUM OF UNDERSTANDING

FOR THE

LINN- BENTON REGIONAL REHABILITATION PROGRAM

This Memorandum of Understanding is for the Linn - Benton Regional Rehabilitation Program and is made and entered into by and among Benton County, the City of Adair Village, the City of Albany, the City of Lyons and Community Housing Services (CHS), a 501(c)(3) non-profit.

The purpose of this Memorandum of Understanding among the parties is to set forth the terms and conditions whereby the municipal entities and CHS agree to plan, operate, manage, administer, and take the lead in submitting a Community Development Block Grant (CDBG) application for Housing Rehabilitation in 2012. A CDBG application would be submitted to serve all of the Linn - Benton Regional area.

RECITALS:

WHEREAS, Benton County and the Cities of Adair Village, Albany and Lyons have previously received Community Development Block Grants (CDBG) for housing rehabilitation and related activities; and

WHEREAS, all of the pre-1999 CDBG Grants are closed administratively but subject to a Grant "Closeout Agreement" with State of Oregon for Housing Rehabilitation Programs and have been transferred to Community Housing Services to be "defederalized" enabling them to become a part of the Linn - Benton Regional Revolving Loan Fund; and

WHEREAS, all of the 1999 and later CDBG Grants are closed administratively and were subgranted to Community Housing Services, an eligible 501(c)(3) organization that supports ongoing regional housing activities in accordance with the requirements of 105(a)(15) of the Housing and Community Development Act; and

WHEREAS, each of the entities have entered into a Subgrant Agreement with Community Housing Services to carry out eligible activities under the grant closeout agreement and/or as the agency responsible to reuse income generated by loan repayments; and

WHEREAS, each of the named entities have agreed to form a Regional Collaboration and participate in an intergovernmental partnership "The Linn - Benton Regional Rehabilitation Program"; and

WHEREAS, repayment of funds to Community Housing Services are placed in the Linn - Benton Regional Revolving Loan Fund and used according to approved program policies; and

WHEREAS, each of the municipal entities is responsible for designating a representative to the Policy Committee of the Linn - Benton Regional Revolving Loan Fund and may designate a representative to the Linn - Benton Housing Rehabilitation loan committee.

THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

AGREEMENT

1. The AGREEMENT is for a period beginning January 1, 2012 and ending December 31, 2013, or until closeout of a successful 2012 CDBG application.
2. It is the intent for Community Housing Services to be the non-profit agency designated to administer and receive loan repayments from a new 2012 Housing Rehabilitation CDBG for the Linn - Benton regional area.
3. It is the intent of Benton County, Adair Village, Albany and Lyons to designate a specific entity to take the lead for the 2012 Housing Rehabilitation CDBG application. For the 2012 time period, the entity to take the lead to submit a CDBG grant application on behalf of the collaborative is the City of Albany.
4. All of the Linn-Benton Regional Revolving Loan Fund program services shall be available to all eligible residents within the participating municipalities.
5. Loan repayments from an awarded 2012 CDBG grant will name Community Housing Services as the beneficiary and proceeds will be earmarked for the Linn - Benton Regional Revolving Loan Fund and used to support ongoing housing rehabilitation projects and other activities as outlined in the Program Policies of the Linn - Benton Regional Revolving Loan Fund.
6. Community Housing Services has established a Policy Committee to provide policy decisions on the operation of the Linn - Benton Regional Revolving Loan Fund. The Policy Committee shall review and amend the program policies and procedures on how the fund will operate. Policies include, but are not limited to, operation of Housing Rehabilitation program, how and where loan funds are to be spent, and determining housing priorities for reuse of funds and amendment of program policies.
7. Community Housing Services has established a Housing Rehabilitation Loan Committee. The purpose of the Loan Committee is to review and either approve or not approve of applicant loan applications that have exceptions to the rehabilitation loan program policies. They are also the body that reviews applicant files and make recommendations on applicant complaints, appeals and grievances.
8. All municipalities participating in this Agreement will provide collaborative support for the Linn - Benton Housing Rehabilitation program activities. Participation will be

expressed by each member designating a representative to be on the Policy Committee of the Linn - Benton Regional Revolving Loan Fund. Meetings of the Loan Fund will be held as needed and at least once per year. Participation by each municipality may also be expressed by designating a representative to be on the Linn - Benton Housing Rehabilitation loan committee.

9. Additional municipalities within Linn and Benton County are encouraged to join this collaborative partnership, particularly those with housing rehabilitation loan portfolios.

OTHER TERMS AND CONDITIONS

1. CHANGES

The municipalities or Community Housing Services may request changes in the scope of this AGREEMENT. Such changes must be mutually agreed upon by and among all parties and must be incorporated in written amendments to this AGREEMENT.

2. RECORDS AND REPORTS

For the housing rehabilitation activities related to the Regional Revolving Loan Fund, Community Housing Services will provide the municipalities with a status report on the activities and accomplishments to date and for each fiscal year. These shall include total funds committed and expended, revenues received from loan payoffs, reuse of loan funds, and current amount of the loan portfolio. In addition, demographic information about the clients served will be kept by CHS and will be available upon request.

3. NOTICES

Communications and details concerning this AGREEMENT shall be directed to the following representatives.

Mary Otley
Benton County Finance
PO Box 964
Corvallis, OR 97339
Phone: 541-766-6767
Fax: 541-766-6005

Drew Foster
City of Adair Village
6030 NE Carr Avenue
Adair Village, OR 97330
Phone: 541-745-5507
Fax: 541-745-5508

Anne Catlin
City of Albany
PO Box 490
Albany, OR 97321
Phone: 541-917-7560
Fax: 541-791-0150

Mary Mitchell
City of Lyons
449 5th St.
Lyons, OR 97358
Phone: 503-859-2167
Fax: 503-859-5167

Dibble, Mary

From: Dibble, Mary
Sent: Friday, March 16, 2012 9:19 AM
To: Catlin, Anne
Subject: RE: 02.22.2012 Summary.doc

Ok, thanks for letting me know. I will make note that this document is no longer valid and the grant application will not be made after all.

From: Catlin, Anne
Sent: Friday, March 16, 2012 8:42 AM
To: Dibble, Mary
Subject: RE: 02.22.2012 Summary.doc

Hi Mary, I left a voice message about this, but here is the write up incase it didn't make much sense.

The MOA/MOU came from Community Services Consortium and it was routed for signatures starting with them. We signed and sent it on its way. Meanwhile CSC found out from the state that there is yet another issue that has to be resolved (that could take several months – as they need to overhaul their board of directors), which means we will miss applying for the grant by the grant deadline. So everything is “dead” unless you hear from me.

Thanks for keeping track of everything.

Anne Catlin, AICP
(541) 917-7560; fax- (541) 791-0150
anne.catlin@cityofalbany.net

From: Dibble, Mary
Sent: Thursday, March 15, 2012 5:51 PM
To: Catlin, Anne
Subject: 02.22.2012 Summary.doc

Hi Anne,

Following the Feb 22 Council meeting I sent you the MOU document for Linn Benton Regional Housing, with a request for you to get signatures and then send back to me. Just checking on the status of that?

Thanks!

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