

Affordable Housing Development (AHD) Program Project Description Form

Instructions

The Affordable Housing Development (AHD) Project Description Form (PDF) is a short form intended for subrecipients to provide OHCS with preliminary details and information on their proposed and/or planned AHD projects. The PDF will serve as an update for OHCS on the status of subrecipient projects and for reporting purposes by OHCS. The PDF does not replace or relieve subrecipients of the requirement to submit the Project Approval Form (PAF), which is due to OHCS no later than October 31, 2025. **Subrecipients should complete and submit a separate PDF for each proposed AHD project to OHCS no later than August 29, 2025.**

Subrecipient Information

Subrecipient Name: Clackamas County Housing and Community Development Department
County: Clackamas **Point of Contact (Name, Title):** Mark Sirois, Community Development Manager
Telephone: 503-351-7240 **Ext.:** **Email Address:** marksir@clackamas.us

Project Information

Project Name: Keys to Clackamas Affordable Homeownership Program

Project Type (select all that apply):

☐ Acquisition	☐ Rehabilitation	☐ New Construction
☐ Rental	☐ ADU	☐ Homeownership
☒ Homeownership Assistance	☐ Infrastructure Development	

Estimated number of housing units to be developed? 75

Estimated number of homebuyers to be provided with a direct subsidy? (if applicable) 75

Estimated AHD Allocation for the AHD Project: \$7,747,747

Provide a brief narrative describing your proposed project. Include details such as scope, development activities (e.g. acquisition, rehabilitation, new construction), and development plan, including who will carry out the development (subrecipient, developer, other partner), and how the development and/or partners will be selected (NOFA, RFP/Q, etc.).

Clackamas County plans to use this funding to provide 2020 wildfire impacted households and low-income households with Down Payment Assistance (DPA) for affordable homeownership opportunities through the repositioning of the Housing Authority of Clackamas County (HACC's) scattered site portfolio into Community-Land Trusts (CLT). HACC has begun disposing its 145-unit scattered site public housing portfolio through HUD's Section 18 Disposition Program. Prior to disposing properties on the open market, HACC made the portfolio available through a November 2024 Request for Expressions of Interest (RFEI) for community-based partners to purchase the properties and provide affordable homeownership opportunities for wildfire impacted households and low-income households. HACC is currently relocating existing scattered site residents, who have received a Tenant Protection Voucher from HUD, and are holding 75 properties identified by partner organizations for affordable homeownership. Properties not identified for affordable homeownership are being sold on the open market.

Clackamas County will work with selected partner organizations to sell the 75 scattered site properties into a CLT, in tranches of approximately 4-5 homes, and a no less than 30-year regulatory agreement will be recorded on the property. CDBG-DR funding will be used for downpayment assistance and program administration for fire impacted and low-income households to purchase homes in the CLT, with DPA funds of up to \$150,000 assisting qualified homebuyers to provide the additional subsidy needed after the homebuyer's affordable mortgage is calculated.

Provide a brief narrative describing your anticipated project development timeline. Please be sure to include information about project milestones (i.e. site selection, acquisition, planning, procurement, construction, etc.), as well as details about how you will ensure the developed housing units will be occupied by eligible households no later than August 31, 2028.

In November 2024, HACC issued a Request for Expression of Interest (RFEI) for community-based developers to provide proposals on affordable homeownership opportunities for HACC's scattered site public housing properties. HACC is in the process of finalizing Exclusive Negotiating Agreements with four community-based developers with experience developing and administering CLTs. As part of the ENA agreements, each organization identified specific properties for acquisition and will begin property due diligence and condition assessment upon ENA execution.

In August 2025 HACC will issue a NOFO for CDBG-DR Funding for organizations selected as a partner organization in response to HACC's RFEI. Beginning in October 2025, HACC will finalize Development and Disposition Agreements (DDA) with the partner organizations, which will include acquisition valuation and HACC providing seller financing for the CLTs to acquire the homes in tranches of approximately 4-5 properties. The partner organizations will administer the CLT, perform rehab work on the properties, and then will market to and qualify existing HACC residents, other low-income households, and wildfire impacted households.

Once a qualified homebuyer is identified, Clackamas County will conduct a CENST Environmental Review of the property, and upon completion the CLT will request DPA funds from Clackamas County. Once the CLT's DPA request is approved by Clackamas County, the CLT will request DPA funds of up to \$150,000 to provide additional subsidy needed after the homebuyer's affordable mortgage is calculated. Once the DPA request is approved by Clackamas County and the home goes under contract, the County will submit a request for CDBG-DR funds to

OHCS, and once received will transfer the DPA to escrow at closing to assist the homebuyer with acquiring the home. Upon homebuyer purchase, the CLT will repay the HACC seller financing on the property. All of the 75 homes in HACC's portfolio will be sold to the CLT, rehabilitated, and purchased by qualified buyers prior to August 31, 2028.

Submission

Completed by (Name, Title): _____

Date: Click or tap to enter a date.