



**Project Summary and Lottery Application Packet**  
**Prineville YouthBuild Project**  
263 SE Laurel Lane, Prineville, Oregon 97754

Dated: June 18, 2019



Heart of Oregon Corps, Inc. • PO Box 279 • Bend, Oregon 97709 • P: (541) 633-7834/TTY 711 • F: (541) 306-3703

**Heart of Oregon Corps, Inc.  
Prineville YouthBuild Project Summary and Lottery Information**

**I. Heart of Oregon Corps, Inc. and Project Background**

Heart of Oregon Corps, Inc. (“HOC”) is an Oregon nonprofit corporation based in Central Oregon. HOC provides job skills, education, and leadership training to over 300 local youth (ages 16-24) per year. At HOC, youth join crews and complete certain “community” projects, including wildfire fuel reduction, affordable housing construction, recycling and litter collection, and trail-building.

YouthBuild is one of HOC’s six youth development and workforce training programs. The YouthBuild program offers local young people the opportunity to learn valuable job skills and pursue their GED, high school diploma, and/or college credits, while serving their community by building affordable housing. YouthBuild members are primarily from Prineville, Redmond, Sisters, Madras, and Warm Springs. YouthBuild unleashes the intelligence and positive energy of low-income youth to rebuild their communities and their lives.



*Local YouthBuild participants proudly host an open house for a home they constructed in Madras in 2016.*

On or about February 2020, HOC intends to complete the construction and sell an energy efficient, 1,170 square foot three-bedroom, two-bathroom, single-family affordable home in the community of Prineville, Oregon (the “Home”). The Home will be built by Central Oregon youth as part of the YouthBuild program. Youth will work under the training and direction of HOC’s qualified construction staff. Operating as a licensed, bonded, and insured contractor since 2009 (CCB No.: 188805), HOC has built or rehabbed 26 single-family homes through its YouthBuild program. The Home has been preliminarily appraised at \$220,000.00 as of May 2019. As of June 18, 2019, HOC intends to sell the Home for \$165,000.00 to a qualified homeowner under the terms and conditions set forth below.

The real property upon which the Home will be constructed is located at 263 SE Laurel Lane, Prineville, Oregon 97754. The property was donated to HOC by the former Crook County “chapter” of Bend-Redmond Habitat for Humanity. HOC’s YouthBuild construction training program had previously partnered with this chapter on another home. The chapter made the donation with the understanding that HOC would develop affordable housing on the property through its YouthBuild construction training program.

## II. Estimated Project Schedule

As of June 18, 2019, HOC estimates that the project will be completed in accordance with the following schedule:

<u>Timeline</u>	<u>Project Phase, Events</u>
July – December 2018	Plan and Design Project
March 2019	Break Ground; Site Preparation
April 2019 – January 2020	Home Construction
June 2019 – January 2020	Application, Selection, and Purchase Process
June 18, 2019	Informational Session
July 2, 2019	Wall Raising Ceremony
July 31, 2019	Informational Session
September 4, 2019	Informational Session
October 2019	Lottery Ceremony
February 2020	Final Inspection and Certificate of Occupancy
February 2020	Home Completion Ceremony

Please note that the project schedule and dates identified above are subject to change. HOC further reserves the right to schedule and host additional informational sessions as HOC deems necessary or appropriate. Applicants are responsible for frequently checking HOC's website for updates.



## III. Regulations and Eligibility Restrictions

HOC receives funding for its YouthBuild program from the United States Department of Labor (“DOL”) Employment and Training Administration. YouthBuild programs are subject to certain federal and state laws, including, without limitation, the Fair Housing Act (“FHA”) and Workforce Innovation and Opportunity Act of 2014 (“WIOA”). As discussed below, in selling a YouthBuild constructed home, HOC must comply with certain federal and state obligations arising out of these laws, including, without limitation, ensuring that the YouthBuild program is compliant with all nondiscrimination policies and that purchaser(s) of the Home meets certain low-income affordability requirements.

Nondiscrimination

HOC adheres to a strict nondiscrimination policy in its YouthBuild program. Broadly, the WIOA prohibits discrimination in the participation, benefits, and/or employment of programs and activities funded or otherwise financially assisted under the WIOA (e.g., YouthBuild programs). The FHA prohibits discrimination in housing on the basis of race, color, religion, sex, handicap, familial status, and/or national origin. Oregon law further prohibits discrimination related to the sale of real property on the basis of marital status, source of income, sexual orientation (including, without limitation, gender identity), and status as a victim of domestic violence.

Applicant Eligibility

Pursuant to DOL requirements, HOC must verify that the Home purchaser meets the definition of “low-income” and/or “homeless” as those terms are defined under applicable federal regulations. In making this determination, HOC will collect documentation from applicants chosen through the lottery system to verify that each such applicant complies with the income verification requirement set forth below. As a condition to the applicant’s eligibility to purchase the Home, the applicant must comply with all HOC’s requests for such documentation, which may include documentation relating to family, household, and/or self-employment income (e.g., tax returns, financial statements, bank statements, pay stubs, ledgers, expenses, etc.) and/or a written statement from an individual substantiating temporary residence or shelter as proof of low-income or homeless status.

A “low-income” family or individual means a family or individual whose income does not exceed 80% of the median income for the area, as determined by the Secretary of Housing and Urban Development. The low-income thresholds for Crook County for FY2019 are contained in the following chart:

Crook County, OR								
Income Limit	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
FY2019 Low-Income Limits	\$32,240	\$36,800	\$41,440	\$46,000	\$49,680	\$53,360	\$57,040	\$60,720

*\*The limits contained in the chart above were last updated in April 2019.*

No applicant may be a member of more than one low-income family submitting an application. Thus, HOC will accept only one application from any one low-income family. In addition, HOC board members, employees, and staff are not eligible to apply.

Affordability Covenant

Homes built using YouthBuild program funds, including this Home, must remain affordable for a minimum of five years from certificate of occupancy issuance. The affordability covenant will contain certain federally required definitions and will be recorded to ensure compliance during the affordability period.

**IV. Application Process**

HOC will adhere to the following application process:

1. The application period will commence on June 18, 2019 and end on September 13, 2019 (the “Application Period”). During the Application Period, HOC will accept applications from eligible persons interested in participating in the lottery for the Home purchase. Applications may be submitted via hand delivery, email, or mail. The application for this Home is set forth on Page 7.
2. The Application Period will be “kicked off” with an informational session on June 18, 2019, which will be one of at least three informational sessions. Each informational session will be designed to educate interested purchasers and the community about the project, Home, eligibility requirements, and the application, selection, and purchase process. HOC anticipates that project “preferred” lender(s), legal counsel, and certain HOC representatives will provide brief presentations during the informational sessions and will be available to answer questions. Community partners and local government representatives will be invited and encouraged to attend. The informational sessions provide HOC an opportunity to generate positive public relations and general interest in

the project and home ownership opportunity. An otherwise eligible applicant must attend at least one informational session to be eligible for lottery participation.

3. During the Application Period, a project subcommittee will be responsible for reviewing each submitted application to, among other things, (a) determine whether the application is complete, and (b) confirm that the applicant is eligible to participate in the lottery and Home purchase. Only an applicant determined eligible by the subcommittee may participate in the lottery and selection process described below.

4. One subcommittee member will be responsible for communicating with prospective applicants and applicants (the “Administrator”). The Administrator will be responsible for notifying an applicant if the applicant’s application is incomplete. The Administrator will also send written notice to each applicant containing the following information, as applicable: (a) notice that the applicant is eligible to participate in the lottery (which notice will include the date/time of the selection lottery) and a brief description of the Home purchase process (i.e., the eligibility letter); or (b) notice that the applicant is ineligible to participate in the lottery and a timeframe for the applicant to dispute the ineligibility determination (i.e., an ineligibility letter).



## V. Lottery and Selection Process

1. After reviewing the applications and determining each applicant’s eligibility to participate in the lottery for the Home purchase, HOC will “select” the Home purchaser through random selection. The term “random selection” describes the process through which HOC will select the purchaser (and priority of order) without regard to applicant specific information, circumstances, and/or hardships.

2. HOC’s random selection will be completed through a lottery system. HOC will conduct the lottery by pulling names from a bin, one by one, giving each eligible applicant a numerical rank based on the results of the lottery pull. The Home will then be offered for sale based on rank number. The first applicant pulled will receive the highest rank (1); the second applicant pulled will receive the second highest rank (2); the third applicant pulled will receive the third highest rank (3), and so on until all applicant names have been pulled or twenty applicant names have been pulled, whichever is less. **Applicants selected in the lottery are not guaranteed the opportunity to purchase the Home.**

3. HOC's board of directors will conduct the lottery. The lottery will be conducted as part of a public selection ceremony. Applicants, community partners, press, and all other interested persons may attend. Executive Director Laura Handy will send written notice to each applicant that has been selected through the lottery, which notice will include, among other things, the applicant's priority of purchase. In addition, the top three ranked applicants will be required to submit sufficient income documentation to HOC within 10 days after selection.

4. The random selection process is intended to ensure that all eligible applicants have an equal opportunity to purchase the Home. To attain this objective, HOC will not deviate from the selection process and/or interject subjectivity into a process that depends on objective criteria. Therefore, HOC will not consider any applicant's specific information, circumstances, and/or hardships.



*View of the living room from the kitchen.*

## **VI. Home Purchase Procedures**

1. As mentioned above, within approximately 10 days after selection, the top three ranked applicants must submit documentation and evidence sufficient for HOC to verify each applicant's eligibility to purchase the Home.

2. Within 30 days after selection and provided the No. 1 ranked applicant meets all eligibility requirements, HOC and the No. 1 ranked applicant will enter into all then-applicable sale documents for the purchase of the Home, including, without limitation, a purchase and sale agreement. Subject to extenuating circumstances, as determined by HOC, if the No. 1 ranked applicant and HOC fail to timely enter into all then-applicable sale documents, the No. 1 ranked applicant's opportunity to purchase the Home will terminate and the No. 2 ranked applicant and HOC will enter into all then-applicable sale documents. This process will continue until HOC enters into the then-applicable sale documents with the then-highest ranked applicant.

3. As a condition to HOC's obligation to sell the Home to the applicant, the applicant must attend and complete a home ownership educational training program through Housing Works, NeighborImpact, or other HOC-selected home ownership training program.

4. If for any reason the No. 1 ranked applicant fails to timely (as determined by HOC) purchase the Home, the No. 1 ranked applicant's opportunity to purchase the Home will terminate and the No. 2 ranked applicant will

be offered the opportunity to purchase the Home. This process will continue until the Home is purchased by the then-highest ranked applicant.

5. At the closing, the applicant-purchaser will enter into all necessary closing documents, including, without limitation, the affordability covenant, shared appreciation agreement, and trust deed to secure the homeowner's compliance with the affordability covenant and shared appreciation agreement.

*Home depictions (renderings) contained herein are for illustrative purposes only. This "Project Summary and Lottery Information" section is not a substitute for legal advice and is not an exhaustive discussion of the HOC YouthBuild program and/or the Home purchase selection process. **Prospective applicants are responsible for confirming eligibility and any YouthBuild, HOC, and/or other program requirements prior to submitting an application.** Applicants are responsible for all costs and expenses incurred to apply for the lottery; HOC is not responsible for any costs and/or expenses associated with the preparation and/or submission of an application.*

**Heart of Oregon Corps, Inc.**  
**Prineville YouthBuild Project Lottery Application**

**APPLICATION INSTRUCTIONS**

1. You must complete this application and submit it to HOC to be considered for the opportunity to participate in the lottery for the Home purchase. Applications must be received by HOC on or before **5:00 p.m., Pacific Time, on Friday, September 13, 2019.**
2. Your application materials (including any supplemental materials) must be received by Laura Handy, Executive Director, on or before the deadline identified above via email at [laura.handy@heartoforegon.org](mailto:laura.handy@heartoforegon.org) or by mail or hand delivery to Heart of Oregon Corps, Inc., Attn: Laura Handy, PO Box 279, 1291 NE 5<sup>th</sup> Street Bldg A, Bend, Oregon 97709.
3. Please note that you are not required to attach income verification documentation to this application. However, you may be required to submit documentation and evidence sufficient for HOC to verify your eligibility to purchase the Home.

Please legibly print or type the required information. Please answer every applicable question. Write "N/A" if a particular question or matter is not applicable to you. If additional space is needed, please attach a separate sheet. Because this application may be used for investigative purposes, DO NOT misstate or omit any material facts or information. Statements made herein are subject to verification to determine your qualification for the lottery for the Home purchase.

**GENERAL INFORMATION**

Last Name	First Name	Middle
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Current Address/PO Box	City	State	Zip
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Telephone No:		
	Home	Cellular

Email Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

May we contact you at the address, phone number, and email identified above?  Yes; or  No.  
*If no, please provide alternative contact information below.*

Address/PO Box	City	State	Zip
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Telephone No:		
	Home	Cellular

Email Address: \_\_\_\_\_



**INCOME AND ELIGIBILITY INFORMATION**

1. Household Information. In the table below, please identify all persons who will live in the Home, starting with the applicant(s). *Attach additional pages if necessary.*

First Name, Middle Initial, Last Name & Suffix	Relationship to Applicant	Birth Date (MM/DD/YYYY)	Occupation/Student

2. Employment Income. In the table below, please list all income from full-time, part-time, and/or temporary employment of all household members (including yourself) who will be living with you in the Home. This includes income from self-employment. *If you and/or any household member has more than one job, you must disclose each job and list all jobs for each person separately. Attach additional pages if necessary.*

Household Member Name	Employer Name & Address	Gross Earnings Per Pay Period	Pay Period (e.g., weekly, twice/month, monthly)	Annual Gross Income

3. Income from Other Sources. In the table below, list all other income sources for yourself and each household member who will be living with you, including, without limitation, public assistance (e.g., SNAP benefits and/or housing allowance), Supplemental Social Security Income, pension, workers’ compensation, interest income, babysitting, caretaking, alimony, child support, annuities, dividends, income from rental property, Armed Forces Reserves, and/or gift income. *If you and/or any household member has more than one source of other income, you must disclose each such source and list all sources for each person separately. Attach additional pages if necessary.*

Household Member Name	Type of Income	Dollar Amount Per Period	Pay Period (e.g., weekly, twice/month, monthly)	Annual Gross Income

4. Assets. In the table below, list all other assets for yourself and each household member who will be living with you, including, without limitation, checking accounts, savings accounts, investment assets (stocks, bonds, retirement accounts), real estate (land), and/or cash. *If you and/or any household member owns any such asset(s), you must disclose each asset and list each asset for each person separately. Attach additional pages if necessary.*

Household Member Name	Type of Asset/Account	Value

**MORTGAGE PRE-APPROVAL LETTER**

Please attach to this application a pre-approval or commitment letter from a lender or mortgage broker. The letter must be current (i.e., dated no more than 60 days prior to the date of your application) and evidence pre-approval to complete the purchase of the Home. Your application will be deemed incomplete unless and until you submit to HOC a pre-approval or commitment letter.

**ADDITIONAL INFORMATION**

HOC requests the following information pursuant to applicable law. Your individual answers will be treated as confidential to the extent permitted by applicable law and are used solely for statistical purposes.

1. Disability (Optional). *If you have a disability you desire to disclose to HOC, please complete the attached “Heart of Oregon Corps, Inc. Lottery Application Packet Disability Form” and submit it with this application. All such information gathered will be kept separately from this application and treated as confidential. You are not required to disclose any disability and your disclosure will not affect your eligibility for housing and/or participation in the lottery for the Home purchase.*

2. Language. Do you have any type of limited English proficiency?  Yes; or  No.

Primary Language: \_\_\_\_\_

3. Demographic Data. Please select that apply.

<b>Gender</b>	<b>Ethnicity</b>	<b>Race</b>
<input type="checkbox"/> Female	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Asian
<input type="checkbox"/> Male	<input type="checkbox"/> Non-Hispanic/Latino	<input type="checkbox"/> African
<input type="checkbox"/> Non-Binary		<input type="checkbox"/> African American
<input type="checkbox"/> Transgender Female		<input type="checkbox"/> Alaskan Native
<input type="checkbox"/> Transgender Male		<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Not Listed		<input type="checkbox"/> Native American
		<input type="checkbox"/> Pacific Islander
		<input type="checkbox"/> White
		<input type="checkbox"/> Other/Multiracial

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## APPLICANT CERTIFICATION AND ACKNOWLEDGMENT

Please initial next to each paragraph and sign where indicated below.

\_\_\_\_\_ I certify that I meet all eligibility requirements to participate in the lottery for the Home purchase, including, without limitation, that my total household income from all sources and from all family members living with me does not exceed 80% of the median income for Crook County, as determined by the Secretary of Housing and Urban Development. I understand that HOC will verify that I meet the definition of “low-income” and/or “homeless” as those terms are defined under applicable federal regulations. I further certify that I am not a member of more than one low-income family submitting an application to participate in the lottery for the Home purchase.

\_\_\_\_\_ I understand that if this application is accepted, I will be required to submit proof of my income and eligibility to purchase the Home. As a condition to my eligibility to purchase the Home, I will comply with all HOC’s requests for such documentation. Such documentation may include documentation relating to family, household, and/or self-employment income (e.g., tax returns, financial statements, bank statements, pay stubs, ledgers, expenses, etc.) and/or a written statement substantiating temporary residence or shelter as proof of low-income or homeless status. I authorize the investigation of all matters which HOC deems relevant to my eligibility for the lottery and/or purchase of the Home. I release HOC from all claims and/or liabilities arising out of or in any way connected with HOC’s eligibility investigation.

\_\_\_\_\_ I certify that all statements made in connection with this application (whether contained herein (and/or in any supplements) or made by me or others at my request during the course of the application and lottery process) are true and complete in all respects. I acknowledge and agree that any incorrect, incomplete, false, fraudulent, and/or misleading statements made by me, either verbally or in writing, and/or any omission, concealment, and/or failure to answer any question fully, completely, and accurately, whether made by me or others at my request, will result in rejection of this application, disqualification from the opportunity to participate in the lottery, and/or disqualification from consideration to purchase the Home if discovered after the lottery.

\_\_\_\_\_ I certify that I have read all materials contained in the application packet and agree to comply with all requirements contained herein, including, without limitation, attending at least one information session. I understand that if this application is accepted, my participation in the lottery for the Home purchase will be subject to all applicable requirements, including, without limitation, all HOC program conditions and procedures. I further acknowledge and agree that any offer to purchase the Home will be contingent on my execution of all then-applicable sale documents, including, without limitation, the affordability covenant.

\_\_\_\_\_ I understand that by submitting this application I am not entitled to and/or otherwise guaranteed the opportunity to participate in the lottery for the Home purchase. I further understand that if I am selected in the lottery I am not guaranteed the opportunity to purchase the Home. I acknowledge and agree that nothing contained in this application, or provided in connection herewith, will be construed as an offer or promise to participate in the lottery and/or purchase the Home, nor does this application create a guarantee to participate in the lottery for the Home purchase. I further understand that I am responsible for all costs and expenses associated with the preparation and submission of this application.

\_\_\_\_\_ I understand that any offer to sell the Home may be contingent on me successfully passing a criminal background check/investigation. The conviction of a crime does not necessarily disqualify an applicant from eligibility to purchase the Home. HOC will evaluate any convictions individually and will consider, among other things, the nature and severity of the crime and the time elapsed since the conviction. I authorize HOC to complete an investigation into my criminal history, including obtaining any necessary or appropriate criminal investigative reports. I certify that I have been made aware that a criminal investigative report may be used in determining my eligibility to purchase the Home, subject to applicable law. I release HOC from all claims and/or liabilities resulting from or related to the criminal background check/investigation.

By signing below, I hereby affirm the foregoing and all other contents of this application. My signature below certifies that I have read and understand this application and agree to the terms and conditions contained on the foregoing page and all other parts of this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Additional Household Member

\_\_\_\_\_  
Date

FOR HOC USE ONLY	
Date Application Received: _____	Is the application complete? Yes ___ No ___
Does the applicant meet the eligibility requirements to participate in the lottery for the Home purchase? Yes ___ No ___	
<i>If the application is incomplete and/or the applicant does not meet the eligibility requirements, please describe any deficiencies:</i>	
_____	
_____	
_____	
By: _____	_____
Name and Title	Date

## Required Notices

As a recipient of certain federal funds, HOC is required to provide the following notices:

Equal Housing Opportunity Statement. HOC is an equal opportunity employer/program.

Communication. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact HOC to obtain regarding such assistance. TEXT TELEPHONE (TTY) is: 711

Noticia. Esta aplicacion esta disponible en espanol si lo desea. Por favor llame a HOC al número de abajo o vaya a su oficina para recoger una copia. If any other language is desired, please contact HOC for assistance at the contact information below.

### Equal Opportunity Is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient (HOC) must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients (e.g., HOC) of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, HOC will provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### *What To Do If You Believe You Have Experienced Discrimination*

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The recipient's Equal Opportunity Officer, Laura Handy, Executive Director, Heart of Oregon Corps, PO Box 279, 1291 NE 5<sup>th</sup> St Bldg A, Bend OR 97709; or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc).

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Heart of Oregon Corps, Inc. • PO Box 279 • Bend, Oregon 97709 • P: (541) 633-7834/TTY 711 • F: (541) 306-3703

**Heart of Oregon Corps, Inc.**  
**Lottery Application Packet Disability Form**  
(Prineville YouthBuild Project)

This form is optional. If completed and submitted with your application, Heart of Oregon Corps, Inc. (“HOC”) will keep this form separate from your application and it will be treated as confidential, subject to applicable laws.

Purpose

The purpose of this form is to facilitate and ensure HOC’s compliance with the implementing regulations of the Workforce Innovation and Opportunity Act (“WIOA”). HOC is committed to ensuring that all persons are treated equally and are able to participate equally in the Prineville YouthBuild Project (the “Project”).

This form serves as means for any qualified person to communicate any medical or disability related information that the person may have that the person believes relates to the ability to participate in and/or benefit from the Project. You are NOT required to disclose any medical or disability related information regarding yourself or any other household member. However, if you elect not to disclose such information, HOC may not have the requisite information to enable it to respond and ensure that you and/or any other member of your household are able to participate in and/or benefit from the Project. As such, HOC encourages applicants to share such information so all persons can participate in or benefit from the Project.

Instructions.

Please legibly print or type the required information. Please answer every applicable question. Write “N/A” if a particular question or matter is not applicable to you. If additional space is needed, please attach a separate sheet. If more than one person has a disability in your household and more than one such person would like to provide medical or disability related information with HOC, a form must be completed for each person.

Application Information

\_\_\_\_\_  
*Applicant Name*

\_\_\_\_\_  
*Date Application Filed*

\_\_\_\_\_  
*Name of Person in Household with Disability*

\_\_\_\_\_  
*Relationship to Applicant*

**1. Please specify any medical or disability related information that you (or the individual identified above with a disability) would like to provide HOC that you (or the household member) believe affects your ability (or the household member’s ability) to participate in and/or benefit from the Project.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. How do you (or the household member) believe your answer to Question 1, above, affects your (or the household member’s) ability to participate in and/or benefit from the Project?**

\_\_\_\_\_  
\_\_\_\_\_

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**3. What, if any, accommodation do you (or the household member) believe you (or the household member) need to request in order to participate in and/or benefit from the Project?**

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**4. Is there any other related information you (or the household member) would like to share with HOC?**

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## Required Notices

As a recipient of certain federal funds, HOC is required to provide the following notices:

Equal Housing Opportunity Statement. HOC is an equal opportunity employer/program.

Communication. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact HOC to obtain regarding such assistance. TEXT TELEPHONE (TTY) is: 711

Noticia. Esta aplicacion esta disponible en espanol si lo desea. Por favor llame a HOC al número de abajo o vaya a su oficina para recoger una copia. If any other language is desired, please contact HOC for assistance at the contact information below.

### Equal Opportunity Is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient (HOC) must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients (e.g., HOC) of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, HOC will provide appropriate auxiliary aids and services to qualified individuals with disabilities.

### *What To Do If You Believe You Have Experienced Discrimination*

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The recipient's Equal Opportunity Officer, Laura Handy, Executive Director, Heart of Oregon Corps, PO Box 279, 1291 NE 5<sup>th</sup> St Bldg A, Bend OR 97709; or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc).

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

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