



Oregon

John A. Kitzhaber, MD, Governor

Housing and Community Services

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Manufactured Communities Resource Center

Landlord Trainer Application For Manufactured Dwelling Park Landlord Continuing Education

To be eligible for consideration the applicant must:

Be a legal entity and authorized to submit an Application;

Be an Oregon based statewide nonprofit trade association registered to do business in Oregon representing manufactured housing interests;

Possess nonprofit status: Provide association's current articles of incorporation as a Non-profit trade association;

Represent Manufactured Housing interests: Provide evidence the statewide non-profit has demonstrated viability of no less than two years

Have a Statewide presence: Provide evidence of significant statewide presence via membership by and/or programs provided to landlords of manufactured home parks.

Have Expertise: Illustrate/document knowledge of Residential Landlord and Tenant statutes, ORS Chapter 90, ORS 105.105 to 105.168, ORS 446, ORS 456.579, fair housing law and other laws relating to landlords and tenants of manufactured home park communities.

Have Instructional skill: Provide evidence of experience providing training

Be in Compliance: If the trade association, or a trainer of the association, owns/manages or is responsible for the compliance of a manufactured dwelling park the owner/landlord of the park must be in compliance with the registration and training requirements under Oregon law, ORS 90.730 Sec2 and Sec 3.

*****Please provide appropriate documentation to support the above criteria**

APPLICATION INSTRUCTIONS

Along with the documentation required to prove eligibility, an Applicant must submit the following:

1. The completed trainer application;
2. The association's training curriculum;
3. A list of the association's trainer/facilitators;
4. A list of any manufactured home parks the association or its trainers/facilitators own/manage or have the responsibility to ensure compliance under ORS 90.730 Sec2 and Sec 3;
5. The association's schedule of training dates for the calendar year;
6. A description of the association's training evaluation plan;
7. The association's plan for publicizing its services to the Manufactured Home Park landlord population at large; and
8. The association's plan for providing a record of certificates of completion to Oregon Housing and Community Services.

LANDLORD TRAINER APPLICATION

Manufactured Dwelling Park Landlord Continuing Education

DATE: _____ (m/d/yyyy)

Association: _____

Address: _____

Phone No: _____ Fax No: _____

Contact Name: _____

E-mail: _____ Phone No: _____

I, _____ have authority to represent the Association and
(authorized representative)
answer questions or provide clarification concerning the Application.

I _____ certify to the best of my knowledge and belief that
(authorized representative)

Neither _____ nor any of its principals,
(name of association)
officers, directors or employees:

- Has been debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded in any way from operating or performing the duties as required under this application, by any federal department or agency;
- Has been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract related to a public transaction; violation of federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and
- Has had one or more public transactions (federal, State or local) terminated for cause or default.

By signing this document, I certify that all information submitted above is true and correct.

(Signature of authorized representative) Date: _____
(m/d/yyyy)

Submit all application materials

By Mail to:

Manufactured Communities Resource Center
Continuing Education Trainer Application
Oregon Housing and Community Services
725 Summer Street NE, Ste. B
Salem, OR 97301

By Fax to: 503-986-2006

By E-mail: Theresa.wingard@hcs.state.or.us

Questions contact: Program Coordinator, Theresa Wingard at 503-986-0999

***You will be notified of your application results within 30 business days from the date your application materials are received by the Department.**