



## COMMUNITY DEVELOPMENT COMMISSION

# AGENDA

**Monday, March 4, 2024**

**Noon-1:00 p.m.**

This meeting includes in-person and virtual participation.

Santiam Room

333 Broadalbin Street SW

Or join the meeting here:

<https://council.cityofalbany.net/groups/cdc/zoom>

You can use your microphone or dial in using your phone.

Phone: 1 (253) 215-8782 (Long distance charges may apply)

Meeting ID: 894 5923 3401; Passcode: 498781

1. Call to Order (Chair)
2. Roll Call (Staff)
3. Approval of Minutes (Chair)
  - February 19, 2024 [Pages 2-4]
4. Scheduled Business (Staff)
  - Application Evaluation [Pages 4-11]
  - Fair Housing Goals and Actions [Pages 12-13]
5. Business from the Public (Chair)

*Persons wanting to provide comments may:*

  1. *Email written comments to [cdaa@cityofalbany.net](mailto:cdaa@cityofalbany.net), including your name, before **noon on the day of the meeting.***
  2. *To comment virtually during the meeting, register by emailing [cdaa@cityofalbany.net](mailto:cdaa@cityofalbany.net) before **noon on the day of the meeting**, with your name. The chair will call upon those who have registered to speak.*
  3. *Appear in person at the meeting and register to speak.*
6. Business from the Commission (Chair)
7. Next Meeting Date: March 18, 2024
8. Adjournment

*This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48-hours in advance of the meeting at: [cdaa@albanyoregon.gov](mailto:cdaa@albanyoregon.gov) or call 541-917-7550.*

*Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the City's website.*

[albanyoregon.gov/cd](https://albanyoregon.gov/cd)





**MINUTES**

February 19, 2024

12:00 p.m.

Hybrid – Council Chambers

**DRAFT**

Call to Order

Chair Robyn Davis called the meeting to order at 12:00 p.m.

Roll Call

Members present: Alex Johnson II, Jim Cole, Robyn Davis, Larry Timm, Bessie Johnson, Emma Deane, Courtney Stubbs, Ron Green

Members absent: John Robledo, Skylar Bailey (excused)

Chair Davis called for informal introductions for the benefit of the new member, Ron Green.

Election of 2024 Chair and Vice Chair positions

**12:06 p.m.**

Commissioner Alex Johnson II nominated Commissioner Courtney Stubbs as Chair. Commissioner Larry Timm seconded the nomination. Commissioner Stubbs accepted the nomination. There were no further nominations. The Chair called for a vote. The vote was 8-0, electing Commissioner Stubbs Chair.

Commissioner Alex Johnson II then nominated Commissioner Robyn Davis for Vice-Chair. Commissioner Bessie Johnson seconded the nomination. Commissioner Davis accepted the nomination. The new Chair Stubbs called for a vote. The vote was 8-0, electing Commissioner Davis as Vice-Chair.

Approval of Minutes:

**12:09 p.m.**

**Motion:** Commissioner Bessie Johnson moved to approve the February 5, 2024, minutes as presented. Commissioner Jim Cole seconded the motion, which passed 8-0.

Scheduled Business:

**12:10 p.m.**

- Community Development Block Grant (CDBG) Application Evaluation

Planner II Beth Frelander began by announcing that C.H.A.N.C.E had withdrawn their application for CDBG funds. She added that the actual CDBG fund totals aren't available yet so the total funds available are just an estimate. She then referred to the Commissioners scoring of applications and averages creating a base ranking. She pointed out that the Non-Public Service total expected funding was higher than the total ask from applicants.

Comprehensive Planning Manager, Anne Catlin advised members that some organizations are very conservative in their ask while others may ask for their full needs exceeding the available funds. She and Frelander reviewed the funding concepts provided in the agenda packet.

Catlin reminded members that ultimately their decisions must be based on the scoring of the applications using the evaluation criteria.

The Commissioners inquired about the funds the Governor had recently directed towards the homeless crisis, what organizations received funds and what funds would be coming to Albany specifically. Frelander agreed to provide that information.

Commissioner Stubbs noted that while the bigger organizations would have access and be eligible for other funding opportunities, they serve a larger portion of the community and are worthy of support. She expressed concern that some applications weren't addressing priority needs.

Commissioner Timm expressed that he would be more inclined to fully fund as many applications as possible instead of cutting back on each one. Another consideration was what programs directly served people in need.

Commissioner Cole added that if a program couldn't provide their services without the funding, it would be an important consideration versus a program that could continue whether full funding was received or not. Frelander reminded members that there aren't enough funds to fully fund every applicant and some applicants had indicated that they are able to continue services without CBDG funds.

Commissioner Deane, in her experience as a shelter provider, noted there are people stuck in shelters needing a lot of support and there are very few supportive housing choices. She added it sometimes takes multiple agencies to get one person out of shelter and into housing.

Staff answered questions regarding specific applications. Commissioners also expressed concern that funded services were specific to Albany residents.

Catlin noted that applicants should be prioritized based on how they address the Consolidated Plan Goals and their application ranking. Discussions continued on the attributes of each applicant, their rankings, and the various funding options. Catlin suggested an additional meeting to make a final decision based on the final member scoring.

Business from the Public

**1:18 p.m.**

Daniel Koenig had a question regarding why the non-public service total was so much higher than the public service funding. Frelander responded that the way the CBDG federal funds were allocated only allowed 15 percent for public service, 20 percent for administration and non-public service grants receive the balance of the funds.

Business from the Commission

**1:19 p.m.**

Anne Catlin reviewed the Commission requests for further information. Commissioner Johnson II asked staff to include the award totals from last year.

Next Meeting Date

An additional meeting was added to continue the funding evaluations on March 4, 2024, at noon.

Adjournment

Chair Stubbs adjourned the meeting at 1:20 p.m.

Respectfully submitted,

Reviewed by,

Susan Muniz  
Recorder

Beth Frelander  
Planner II

*\*Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing [cdaa@cityofalbany.net](mailto:cdaa@cityofalbany.net).*

	Albany Helping Hands*	Boys and Girls Club	Creating Housing- COAT	Jackson Street Youth Services	OCWCOG Senior Companions	YMCA - Bilingual Preschool	CARDV	DevNW	Family Connections
Anticipated # to be served	120-150	135	850	100	18	10	35 hholds	3 hholds	10 businesses
Larry Timm	106	100	106	105	100	100	96	94	95
Jim Cole	98	100	107	104	105	94	102	101	107
Alex Johnson II									
Robyn Davis	101	107	103	105	104	109	103	100	103
Emma Deane	x	104	95	105	97	95	98	97	101
Bessie Johnson	86	85	74	103	105	79	94	103	102
Skylar Bailey	54	92	78	95	96	69	87	83	91
John Robledo	98	99	96	108	105	93	100	100	104
Courtney Stubbs									
Ron Green	105	78	99	100	103	80	105	100	101
<b>Average</b>	<b>90.5</b>	<b>98.1</b>	<b>94.1</b>	<b>103.6</b>	<b>101.7</b>	<b>91.28571429</b>	<b>97.1</b>	<b>96.9</b>	<b>100.4</b>
Avg w/o high and low score	98	96.7	96.2	103.7	102.3	90.2	98.83333	98.7	101.0
2024 Grant Request	\$18,800	\$51,591	\$20,000	\$30,000	\$4,000	\$50,200	\$22,250	\$42,254	\$125,000
<b>Accept Lower Amount?</b>	Yes, would solicit donations to supplement	Yes, would offer fewer scholarships	Yes, would scale services and spend staff time finding additional funding	Yes, would limit the number of youth they could serve	Yes, would adjust mileage cap and reduce staff management to fill gap	Uncertain, would not be able to offer as many subsidized spots to LMI households			
2023 Grant award	0*	\$10,000	\$10,000	\$17,500	\$2,700	\$10,000	n/a	\$112,900	\$55,000
2023 Grant Request	\$33,800	\$51,591	\$21,700	\$30,000	\$4,800	\$48,600	n/a	\$125,000	\$50,000

\* Albany Helping Hands applied for a communications manager rather than a case worker last year.

**CARDV Revised Request**

Attached is an updated budget with some additional expenses that would help facilitate the opening of our new shelter. In addition to necessary security costs, we also included a budget for a new water heater. The water heater currently in the building has been there since 1995. For safety, we will be installing a new one prior to the shelter opening for operation.

*Revised budget on next page*

16. Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?

CARDV chose to pursue CDBG funds for this activity as we felt that it appropriately served the priorities outlined by HUD and the City of Albany for this cycle of funding. Since the shelter will be located in Albany, and serve Albany residents along with survivors from Linn and potentially Benton County, we decided that the fence construction project would be a worthy cause for CDBG funds.

**5.3 Proposed Activity Budget**

Activity/Project Budget Summary (See 24 CFR 570 Subpart J)			
Estimated Total Cost of Activity:	\$40,904		
CDBG Funding Requested for Activity:	\$40,904		
Total Number of People/Households Served: (Please indicate people or households)	Approximately 35 households served in the first year of shelter operation (may not coincide with 12 month grant period). Households range in size, as they can be singular survivors or survivors with their dependents.		
Total Cost per Person/Household:	\$1,168 in the first year - \$233 per family for 5 year committed CDBG period		
Total CDBG Cost per Person/Unit	Same as above		
Describe Source of Other Funds:	Amount	Amount Secured	Amount Tentative
Federal:			
State:			
Local:			
Donations/Private:			
Grants:			
Loans:			

Activity Budget Detail (Non-Development Activities)			
Specific Cost Item/Description	CDBG Amount Requested	Other Funds Amount	Total Amount CDBG + Other Sources
Fence Construction Estimate	\$17,250	\$0	\$17,250
Davis-Bacon wages + contingencies for fence	\$5,000	\$0	\$5,000
Security System (alarms, motion sensors, etc.)	\$9,654	\$0	\$9,654
Cameras	\$5,500	\$0	\$5,500
Individual Touchscreen Keypads for resident rooms	\$1,300	\$0	\$1,300
Water Heater	\$2,200	\$0	\$2,200
Total	\$40,904	\$0	\$40,904

**5.4 Staff Experience and Qualifications**

Employee	Experience and Qualifications
<p>Name: Mary Zelinka</p> <p>Title: Facilities Manager</p> <p>FTE on This Project: 0.2FTE</p>	<p>Mary Zelinka has worked at CARDV since 1990 and has extensive experience in overseeing construction, renovation, and repair projects. She has been instrumental in the coordination and completion of the main construction project on the new shelter and will continue to oversee further construction on the shelter, including the construction of the fence around the perimeter.</p>

## **Family Connections Revised Request**

Plan for funds:

1. Use \$3,000 in CDBG funding, or 4% of the total award, to cover indirect administrative costs incurred by Linn-Benton Community College in the execution of the grant.
2. Use \$12,000 in CDBG funding, or 16% of the total award, to cover the salary and benefits of the Growing Care project manager, Bryan Steinhauser, allowing for more attention dedicated to the recruitment of new child care providers in Albany through efforts that include marketing, grant writing and reporting, coordinating with various public-private organizations to expand child care, communication with community partners about child care issues and expansion strategies, and any other duties involved in Early Learning Hub duties or the Growing Care program.
3. Use \$60,000 in CDBG funding, or 80% of the total award, to assist 4-10 newly recruited and licensed Registered Family providers who qualify as City of Albany residents who are LMI, retired, or disabled, offering them critical start-up subgrants that will range from \$6,000-15,000, depending on individual circumstances and other financially related factors decided on by the experts at Family Connections.

*Revised budget on next page*





Community Development Block Grant Activities  
**2024 Applications Due by 5:00 p.m. Tuesday, January 9, 2024 (PST)**  
 333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Planning 541-917-7550

**5.4 Proposed Activity Budget**

Provide the activity budget describing total cost, cost per task, existing (secured) project funds and unfunded costs. (DO NOT PROVIDE THE FULL AGENCY BUDGET HERE JUST THE ACTIVITY BUDGET.) Provide any and all source(s) of funding. This would include other Federal and State grants and loans, monetary donations, in-kind contributions, volunteer labor, donations of materials and supplies, etc. **Use the template provided below or your own as long as the same information is provided.**

Activity/Project Budget Summary (See 24 CFR 570 Subpart J)			
Estimated Total Cost of Activity:	\$		
CDBG Funding Requested for Activity:	\$75,000		
Total Number of People/Households Served: (Please indicate people or households)	10		
Total Cost per Person/Household:	\$7,500		
Total CDBG Cost per Person/Unit	\$6,000		
<b>Describe Source of Other Funds:</b>	<b>Amount</b>	<b>Amount Secured</b>	<b>Amount Tentative</b>
Federal:	130,000	55,000	\$75,000
State:	124,807	124,807	0
Local:	100,000	100,000	0
Donations/Private:	45,000	45,000	0
Grants:	60,000	60,000	0
Loans:	0	0	0
Activity Budget Detail (Non-Development Activities)			
Specific Cost <i>Item/Description</i>	CDBG Amount Requested	Other Funds Amount	Total Amount CDBG + <i>Other Sources</i>
Office of Child Care Licensing Fees	\$1,000	\$0	\$1,000
Shared Services Subscription-enrollment	\$2,500	\$0	\$2,500
Start-Up Materials – Safety & Business	\$0	\$2,000	\$2,000
Pre-service training (1st Aid/CPR/Food Handler)	\$0	\$650	\$650
Furnishings (tables/chairs, bookshelves, etc)	\$26,500	\$0	\$26,500
Curriculum Materials & Supplies	\$30,000	\$0	\$30,000
Administration Fees	\$3,000	\$0	\$3,000
Salary and Benefits for FTE	\$12,000	\$115,494	\$127,494



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<b>Total</b>	\$75,000	\$118,144	\$193,144
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### 5.5 Staff Experience and Qualifications

Identify the names of staff or contractors participating in the proposed program or activity, their role, experience they have in this role, their title, and the expected FTE on the project. **Include in an attachment resumes for key personnel anticipated to work on the proposed program, project, or activity.** Please make sure to identify the person responsible for collecting program performance data and preparing the quarterly reports for the City.

<b>Employee</b>	<b>Experience and Qualifications</b>
Name: Lynette Wynkoop  Title: Director, Family Connections  FTE on This Project: .1	Director, Family Connections, Child Care Resource and Referral of Linn, Benton & Lincoln Counties
Name: Bryan Steinhauser  Title: Business Liaison, Early Learning Hub  FTE on This Project: .1	Project Manager, Growing Care Business Liaison, Early Learning Hub of Linn, Benton & Lincoln Counties

### **DevNW Revised Request and Answers to CDC questions**

1. Would you be able to use CDBG funding beyond what you requested in your application?

Yes, we can use additional funding.

2. If so, what would you use it for and how much would be potentially useful?

We would use additional funding to provide more home repair projects in Albany.

3. Do you currently have a waitlist for the home rehab program for Albany residents?

Yes, we do currently have a waitlist for the home repair program in Albany. It is active, with 5 homeowners waiting. But this will grow pretty quickly as we do outreach and share more information about the program.

As far as capacity goes. We do have the ability to effectively manage additional funds and our plan is to hire by July 2024, coinciding with the likely award of the 24-25 grant.

## **Draft impediments, Goals, and Actions**

### **Impediment 1: Lack of Affordable Housing**

- Goal: Explore options for growing the City's capacity to support the development of long-term affordable housing
  - Action: Explore potential revenue sources or other City resources for affordable housing including grants, CET, surplus property policy, and tax abatement program.
- Goal: Use existing resources to support creating or maintaining affordable housing in Albany
  - Action: Continue to support housing rehabilitation of Albany's older housing stock.
  - Action: Allocate CDBG funds to affordable housing developments, if possible.

### **Impediment 2: Lack of Housing Choice**

- Goal: Amend the Albany Development Code to allow for a greater variety of housing types and sizes across the city
  - Action: Pursue strategies outlined in the HIP to reduce barriers to the development of needed housing types including small homes, single room occupancy, middle housing (townhouses, duplexes, triplexes, quadplexes, and cottage clusters), apartments and accessible housing.
  - Action: Leverage CFEC requirements to allow more housing density and diversity in key areas of the City.
- Goal: Encourage affordable housing distribution throughout the City
  - Action: Identify areas for new development or redevelopment suitable for LMI affordable housing.

### **Impediment 3: Lack of Understanding of Fair Housing Laws and Resources**

- Goal: Reduce discriminatory practices in the housing market.
  - Action: Work with Fair Housing Council of Oregon, Legal Aid, and rental and realtor associations to provide training for "mom and pop" landlords, rental property managers, shelter providers, and agency staff.
  - Action: Schedule fair housing training for elected and appointed officials to increase awareness among policy and decision makers to avoid making decisions that may have an unintended impact on a protected class.
  - Action: Market fair housing resources and fair housing law campaigns using other media platforms, including social media.
- Goal: Improve resident awareness of housing rights and fair housing resources.
  - Action: Work with FHCO, Legal Aid and local partners to provide fair housing and training resources to residents.
  - Action: Market fair housing resources and fair housing law campaigns using other media platforms, including social media.

### **Impediment 4: Linguistic, Cultural, and other Barriers to Access**

- Goal: Reduce linguistic and/or cultural barriers to fair housing information, social services, and CDBG program information.

- Action: Continue building partnerships with agencies that serve the Hispanic/Latino community, residents with disabilities, and seniors and for guidance on how to remove barriers to housing and access to resources.
- Action: Ask future applicants how they ensure their services are accessible to non-English speakers and people with disabilities as part of the application process.
- Goal: Make services and resources more easily accessible for people with disabilities, including mobility impairments, cognitive disability or neurodivergence, and hearing or vision impairments.
  - Action: Use plain language in program information
  - Action: Use CDBG resources to support accessibility, as possible.
  - Action: Ask future applicants how they ensure their services are accessible to non-English speakers and people with disabilities as part of the application process.

**Impediment 5: Unequal distribution of housing, opportunities, and amenities**

- Goal: Invest in LMI neighborhoods
  - Action: Use CDBG funds to support neighborhood improvements in predominantly low- or moderate-income census tracts
- Goal: Encourage affordable housing distribution throughout the City
  - Action: Identify areas for new development or redevelopment suitable for LMI affordable housing.