



COMMUNITY DEVELOPMENT COMMISSION

AGENDA

Monday, December 16, 2024
12:00 p.m.

This meeting includes in-person and virtual participation.
Santiam Room

333 Broadalbin Street SW

Or join the meeting here:

<https://council.albanyoregon.gov/groups/cdc/zoom>

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

Meeting ID: 894 5923 3401; Passcode: 498781

Please help us get Albany's work done.

Be respectful and refer to the rules of conduct posted by the main door to the Chambers and on the website.

1. Call to Order (Chair)
2. Roll Call (Staff)
3. Approval of November 18, 2024, minutes [Pages 2-3] (Chair)
4. Scheduled Business (Staff)
 - Scoring Matrix Overview [Pages 4-6]
 - Conflict of Interest forms [Pages 7-8]
 - Housing Implementation Plan Update
5. Business from the Public (Chair)

Persons wanting to provide comments may:

 1. *Email written comments to cdaa@albanyoregon.gov, including your name, before **noon on the day of the meeting.***
 2. *To comment virtually during the meeting, register by emailing cdaa@albanyoregon.gov, 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)
 - Letter from Commissioner Davis [Pages 9-10]
7. Next Meeting Date: Monday, January 27, 2025, at 12:00 p.m. in Santiam Room
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 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





COMMUNITY DEVELOPMENT COMMISSION

MINUTES

November 18, 2024

12:00 p.m.

Hybrid – Santiam Room

DRAFT

Call to Order

Chair Courtney Stubbs called the meeting to order at 12:00 p.m.

Roll Call

Members present: Jim Cole, Larry Timm, Bessie Johnson (left at 12:44 pm), Ron Green, Courtney Stubbs, Robyn Davis, Emma Deane, John Robledo

Members absent: Alex Johnson II, Skylar Bailey

Approval of Minutes

12:01 p.m.

Motion: Commissioner Johnson moved to approve the October 21, 2024; minutes as presented. Commissioner Timm noted an error with who had made a comment in the minutes. Staff corrected that it was Commissioner Green who made the comment, not commissioner Timm. The motion was changed to 'as amended'. Commissioner Cole seconded the motion, which passed 8-0.

Scheduled Business:

12:02 p.m.

- Housing Implementation Plan Policy Proposals Review

Beth Frelander provided an update on the Housing Implementation Plan policies. She reported that they took the public input they received on the current plan to the council. Staff then took back the council's input and direction to make changes in the proposed municipal code amendments. She wanted to ensure that the Commission was kept aware of the policy proposals and was able to offer their endorsement to the council. She went on to describe the proposals: a Construction Excise Tax (CET); adoption of a Low-Income Rental Housing Tax Abatement; and a policy to screen City-owned surplus land for affordable housing suitability.

Commissioner Johnson asked what determines whether housing is 'affordable'. Frelander explained that the statute defines affordability to be determined by median income levels for a given area 80 percent or below median income and household size. Catlin explained that rental housing has a similar definition being 30 percent of income. But Fair Market Rent may not necessarily be affordable.

She added there would be a lot of flexibility on the use of the funds. For example, transitional housing projects, or upgrading current structures to improve accessibility for disabled. Catlin shared that she foresees this commission eventually providing guidance to the city council on all housing related programs.

Frelander continued with the proposal for a Low-Income Rental Housing Tax Abatement proposal for developments meeting the affordability requirements. The state stipulates a 20-year exemption period with annual reporting requirements demonstrating compliance with affordability requirements.

The last proposal was to enact a screening program for city-owned surplus land to evaluate suitability for housing projects prior to any sale, lease or reuse. If suitable, the city could request proposals for housing projects and work with developers to submit projects for affordable housing making use of those lands. Commissioners asked for a map of available city properties that could be considered.

Frelander asked how the Commissioners wanted to weigh in on these proposals as they will go before the council in December.

Chair Stubbs expressed her view that the additional cost to developers of the proposed Construction Excise Tax will most likely be passed on to renters/homeowners. But the positive impact of those potential funds on the creation of affordable housing overshadowed the downside of an increased permit cost to developers. Catlin noted that this is one fundraising tool in the housing implementation plan with the potential to do a lot of good and other options to raise money were just not seen as palatable. These proposals will go before the Council on December 11, 2024. The commissioners agreed with the draft proposals.

Business from the Public

None

Business from the Commission

12:55 p.m.

- Letter from Commissioner Davis

Commissioner Davis provided a draft letter to the city council on creating a homeless task force as motioned at the last meeting. Commissioners reviewed the draft and that led to a discussion on other local efforts. The proposal calls for the establishment of a task force to be composed of people from the city council (or appropriate city commissions), service providers, non-profit leaders, business representatives and representation by those who have experienced homelessness. The group would construct a needs analysis, strategic plan, identify funding, advocate for policy change and facilitate collaboration to address homelessness in the community.

Commissioner Deane shared another effort underway. A weekly meeting in Albany with service providers and emergency responders to review specific elevated risk individuals or families that have been referred to the group for emergency assistance. The group then determines the necessary support, who the service providers would be and then implements an action plan. Commissioner Davis recognized that a more tactical rather than systematic response like the task force work would focus on was appropriate. Commissioner Green emphasized the importance of having good representation from the homeless on the taskforce.

Commissioner Davis will finalize the letter and bring it back for review prior to making the proposal to the City Council.

Upcoming Meeting Dates:

1:07 p.m.

- o December 16, 2024, at 12:00 p.m. in the Santiam Room.
- o January 27, 2025
- o February 10, 2025, and February 24, 2025

Adjournment

Chair Stubbs adjourned the meeting at 1:09 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@albanyoregon.gov.*

CDBG Scoring Matrix			
App. Question	Relevant Application Questions	Criteria	Possible points
Activity need, consolidated plan and CDBG award policies and priorities			
Q1	Explain which goals in Albany's 2023-2027 Consolidated Plan will be addressed by the proposed activity.	The proposed activity clearly addresses one or more priorities in the 2023-2027 Consolidated Plan.	5
Q2	Describe the community need that will be addressed by the proposed activity.	The applicant describes a clear need in the community that they will address.	5
Q3	Explain how the activity is an effective strategy to address the identified gap in needs. Provide statistics or evidence to document the activity need.	The proposed activity is an effective strategy to address the identified gap in needs.	5
Q4	Specify which CDBG National Objective(s) will be satisfied by the proposed activity.	The proposed activity satisfies one of the CDBG National Objectives. (Yes/No)	5
Q5-6	Explain how the project will promote inclusiveness and diversity.	The project and agency promotes inclusivity and diversity.	5
	Total for section		25
Benefit to low-income Albany residents, performance objective (# served)			
Q7	Describe the number and type of residents/clients that will be served. Who and how many will benefit from activity (estimate # of people, describe clients)?	The activity will primarily serve low/moderate income or presumed benefit Albany residents.	10
		The number of people who will benefit from this activity (higher score for those serving more people)	10
Q8	Please describe the general accomplishments you intend to achieve with this activity.	The applicant provided clear and compelling accomplishments for this project and the accomplishments described are achievable.	5
	Total for section		25

Readiness to proceed, ability to complete in 12 months			
Q9	Please complete the schedule that follows or provide one that is applicable to the activity/project that outlines when major activities will be executed and when the project will be completed.	The applicant provided a complete and realistic schedule which illustrates that the activity will be completed within the program year.	5
Q10-11	Please describe your readiness to proceed, whether land use or other issues are resolved and whether your organization has the administrative capacity to complete the proposed project. Describe the current organizational capacity to complete and manage the activity within the program year.	The applicant demonstrates readiness to implement the activity and any issues that would impede implementation have been resolved.	5
Total for section			10
Agency capacity, experience w/ activity and/or federal funding, agency inclusivity			
Q12	Describe experience and success conducting the same or similar projects, use of federal or CDBG funds.	The agency has experience and demonstrated success implementing the proposed activity or project and using CDBG or other federal funds.	5
Q14	If any issues were raised during a federal program monitoring evaluation, please explain the findings and how issues were resolved.	The agency has demonstrated success meeting federal requirements or has otherwise illustrated their ability to meet federal requirements.	5
Q13	Explain agency experience managing construction projects subject to Davis-Bacon and/or BOLI wage requirements and/or soliciting bids for construction projects.		
Q15	Identify any other agencies or partners for this activity/project and define the roles and responsibilities of these partners.	If partnerships are necessary for the proposed activity, the agency has already developed those partnerships and there are clear roles for any partnering organizations.	5
Resume, Sect. 5	Staff capacity and experience	Staff have the experience and qualifications to ensure the activity is successful.	5
Total for section			20

Financial: project expenses are reasonable			
Budget	Activity budget	The applicant provided a complete and realistic budget for the activity or project.	5
		Activity expenses are reasonable and necessary.	5
Q17	Why are CDBG funds the best fit/source? Are there other sources of funding for this activity?	CDBG funds are appropriate for this activity and will address a gap in funding.	5
		The agency maximizes other funding sources to support this activity or project when possible.	5
Total for section			20
Total overall			100



City of Albany

CONFLICT OF INTEREST DISCLOSURE

2025 CDBG Application Evaluations

Conflict of Interest Regulations: U.S. HUD'S conflict of interest provisions are set forth at *24 CFR 570.611*.

(a) Applicability. (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in **2 CFR Part 200**, shall apply.

(b) Conflicts prohibited. The HUD conflict of interest rule prohibits any "covered person" associated with the City (as defined below) from obtaining a financial interest or benefit from a CDBG assisted activity or contract, or the proceeds under any such contract, during that covered person's tenure with the City and for one year thereafter. A "covered person" is defined by HUD as any employee, agent, consultant, officer, or elected or appointed official of the City who, with respect to CDBG funded activities under the contract: (a) exercises or has exercised any functions or responsibilities; or, (b) is in a position to participate in a decision-making process; or, (c) is in a position to gain inside information.

(c) Covered Persons. For purposes of the CDBG program, a "covered person" specifically includes any staff member or consultants who exercise the above roles or function with respect to the CDBG activity and also includes any member of the Albany City Council, Community Development Commissioner, or other person who reviews and makes recommendations on the funding of CDBG contracts, whether or not that covered person actually participated in the review or recommendation. "Covered person" may also include members of other City boards and commissions if that board or commission has exercised functions or decision-making with respect to the CDBG activity.

(d) Financial Interests or Benefits. The HUD rule prohibits any "covered person" associated with the subrecipient/applicant from obtaining a financial interest or benefit (with the exception of the use of CDBG funds to pay salaries and other related administrative and personnel costs) from a CDBG assisted activity or contract, or the proceeds under any such contract, during that covered person's tenure with the contractor and for one year thereafter. "Financial interests or benefits" include, but are not limited to, salaries, consultant fees, commissions, gifts, sales income, rental payments, investment income, or other business income. Program services that may have monetary value to the recipient are also considered a "financial benefit." Thus, for example, a City employee who prepares a CDBG contract or a City official who sits on a City board that reviews a CDBG funding proposal may not receive rent payments or other income from the contractor while that person remains with the City and for one year after that person leaves the City. The HUD rule further prohibits anyone with "family or business ties" to the covered person from receiving a financial interest or benefit.

OMB Circular No. A-102. 7. Code of Conduct and City of Albany Conflict of Interest Policy. No employee, officer, or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: (a) the employee, officer, or agent; (b) any member of his immediate family; (c) his or her partner; or, (d) an organization which employs, or is about to employ, any of the above has a financial or other interest in the firm selected for award. The grantee's officers, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Additional City Policy: Such a conflict of interest would arise when the public official, or any member of his or her immediate family, or an organization which employs or is about to employ any of the parties indicated herein, receives a financial or other personal benefit from an organization considered for a contract supported by a federal award. All contracts must include and comply with federal law, policy, or regulation citations for federal requirements. Violations of such standards by a public official will be subject to disciplinary action in accordance with City policies. (Finance Policy No. F-15-16)

City of Albany
Community Development Block Grant Applicant Evaluation Disclosure

I, _____, as a member of the City of Albany Community Development Commission selecting CDBG subrecipients (grantees), hereby certify that I have read the conflict of interest regulations included in this form and the Statement defined below, and understand that a conflict of interest is a violation of State policy, ORS Chapter 244, overseen by the Oregon Government Ethics Commission. I understand the statement; that no conflict of interest exists, actual or potential, which precludes an impartial evaluation of grant proposals or other requests for CDBG assistance to be considered by me, and that if such a conflict should arise, I will immediately disqualify myself from the evaluation and selection process where the conflict of interest exists. I agree to comply with any conditions or restrictions imposed by the federal regulations under the Community Development Block Grant program to reduce or eliminate actual and/or potential conflicts of interest. I will update this disclosure form promptly, if relevant circumstances change. I understand that this disclosure is not a confidential document.

A conflict of interest is any action or decision or recommendation by a person acting in a capacity as a Public Official (Current City Employee, agent of the City, consultant, advisor, Council, Commission, or Committee member, volunteer, temporary City employee), whereby the effect could be to the benefit or detriment, whether financial or non-financial, of the person, their relatives, or a person the person's relative is associated with, by current or past association or relationship.

Do you have a Potential or Perceived Conflict of Interest with any application? Yes No

If "Yes" describe the nature and extent of such interest below or on a separate page describing the situation.

Signature

Date

Name (print)

Dear City Council,

We, the Community Development Commission of Albany, Oregon, are writing to formally request the establishment of a dedicated task force to address the pressing issue of houselessness within our city.

As you know, the closure of the city-sanctioned camping space has led to a dispersal of individuals experiencing houselessness into our parks and surrounding woodlands. This situation presents several challenges:

- **Strain on City Services:** Increased calls for service related to sanitation, public safety, and park maintenance are stretching our resources.
- **Impact on Outside Agencies:** Non-profit organizations and social service providers are facing difficulties in locating and providing essential services to this dispersed population.
- **Environmental Concerns:** The presence of encampments in natural areas raises concerns about sanitation, waste disposal, and potential environmental damage.
- **Quality of Life:** The existence of unhoused people living in public spaces impacts the quality of life for the unhoused and all residents.

Research supports the effectiveness of task forces in addressing complex social issues like houselessness. For example, a study by the National Alliance to End Homelessness found that communities with dedicated task forces were significantly more likely to implement comprehensive strategies and secure funding for housing and support services.

We propose that this task force be composed of:

- Representatives from the City Council and Appropriate City Commissions
- Law enforcement and public safety officials
- Social service providers and non-profit leaders
- Business community representatives
- Individuals with lived experience of houselessness

The task force should be charged with:

- Conducting a comprehensive needs assessment of the houseless population in Albany.
- Developing a strategic plan with measurable goals to address houselessness.
- Identifying funding sources and advocating for policy changes at the local, state, and federal levels.
- Fostering collaboration among city departments, non-profit organizations, and community stakeholders.

We believe that a dedicated task force will provide the focused attention and coordinated effort needed to effectively address houselessness in our community. We urge the City Council to approve this request and take prompt action to establish this important body.

Sincerely,

The Community Development Commission of Albany, Oregon

DRAFT