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CITY OF ALBANY
COMMUNITY DEVELOPMENT COMMISSION

MINUTES

Monday, March 18, 2019, Noon
Santiam Room, 333 Broadalbin Street
Approved: DRAFT

CALL TO ORDER

12:03 pm

Chair Zimmer called the meeting to order at 12:03 pm.

Commissioners Present

Paula Matano; Chris Equinoa; Meagan Harsen; Joann Zimmer; Karen Cardosa; Sharon Konopa; Tara Dixon; Daniel Sullivan

Commissioners Absent

Melissa Murphy (excused); Dick Olsen (absent)

Staff Present

Anne Catlin, Planner III; David Martineau, Planning Manager; Shelley Shultz, Administrative Assistant I

APPROVAL OF MINUTES

12:03 pm

Commissioner Sullivan moved to approve the February 11, 2019 and the February 25, 2019 minutes as presented. Commissioner Dixon seconded the motion and it passed 8 - 0.

SCHEDULED BUSINESS

12:04 pm

Economic Opportunity Grants

12:04 pm

Brenda Rodriguez with Spring Cleaning Services, LLC gave a brief overview of her business. She and Patricia Torres started Spring Cleaning Services, LLC a year ago. Brenda has been taking business classes at Linn Benton Community College (LBCC) in order to gain knowledge on how to grow their company. They would like to expand to carpet cleaning and increase marketing in the form of advertising, social media platform, uniforms, car wraps with business name/logo, etc. She enjoys helping people, building relationships with her customers, and has focused on customers with disabilities. She gave an example of a customer who had suffered from asthma and explained how their use of proper cleaning techniques has contributed to better breathing. Currently they have 25-30 customers. While she and Patricia can handle up to 50 customers on their own, their goal is to expand to 100 customers. This would require hiring additional employees. They would like to add two to three clients per month. Currently, they are only taking residential customers, but hope to expand to commercial when they obtain the proper licensing. She feels their rates are fair and their work is exceptional.

Konopa was concerned with the amount of the grant request and lack of a more detailed business plan. Dixon liked Brenda's comments about helping disabled people age in their own homes. Catlin suggested asking the applicants to revise their application to include financial projections and to exclude the vehicle. Matano asked about putting a stipulation in the award to continue business classes. Equinoa commended her for her courage and said he sensed a great work ethic. He suggested she restructure her request for the full \$8,000.

Catlin will contact the applicants and ask them to revise their application per today's discussion. She will also reach out to commissioner Melissa Murphy for her input since she is not here today. Catlin will ask LBCC about resources for the applicants to help with language and financial reporting issues.

CDBG 2019 Activities-Evaluation

12:27 pm

Catlin shared that the Community Services Consortium (CSC) weatherization program has had no applicants this year. Willamette Neighborhood Housing Services (WNHS), on the other hand, is very busy with the same work but is running out of funds. CSC is amenable to transferring money to WNHS. Catlin recommended transferring funds; the group expressed support.

Linn Benton Housing Authority (LBHA) has been struggling with the down payment assistance project primarily due to high housing prices. They asked to change the performance criteria from two \$5,000 grants to one \$10,000 grant. They have one applicant who was accepted for a Habitat house, but it won't be complete until the end of the year. Catlin explained that WNHS also has an unspent balance for the same reasons and doesn't think the funds would be spent any faster by moving money to another agency or program. The CDC agreed and supported extending the grant with LBHA. Catlin will create a new contract with new performance measures.

Program Updates

12:36 pm

Catlin talked about carryover funds and projects for this year. Decisions need to be made on how to spend unallocated funds and if they should be reallocated to other programs. Discussion followed on sidewalk repairs in low income areas and Washington Street improvements. Equinoa is in support of working on sidewalks near Sunrise Elementary and Calapooia Middle schools; Konopa agreed, and also mentioned the need for wheelchair access in sidewalks at Burkhart Park. Catlin will get cost estimates.

Konopa said there is a big demand for mental health housing. Catlin shared that there is surplus property that the City owns near Burkhart Park that could be allocated to affordable housing. The existing water tower needs to be removed from the property. CDBG funds could help with this demolition and site clean-up if the City provided the property for affordable housing. Konopa said Public Works should contribute to the site clean-up effort. Staff indicated the clean-up was costly and there is public interest in the property. Konopa said it is a safety issue and should get this resolved as soon as possible. Catlin expressed some concern about the property's proximity to railroad tracks and is looking for other surplus properties. She hopes CDBG funds can be used to increase the supply of affordable housing.

Zimmer discussed Emergency Housing Assistance money that is allocated through CSC for homeless issues. Because of the housing crisis, criteria have been relaxed to accommodate needs. It may be possible to access some of these funds for the issues discussed above. CSC says they have people who qualify but there is not enough housing available for them to use the assistance.

Catlin will continue to consult with agencies regarding potential projects so decisions can be made about 2019 projects next month.

BUSINESS FROM THE COMMISSION

12:58 pm

NEXT MEETING DATE

12:58 pm

April 15, 2019 at noon, Albany City Hall (room to be determined).

ADJOURNMENT

1:00 pm

Hearing no further business, the meeting was adjourned at 1:00 pm.

Respectfully submitted,

Reviewed by,

Shelley Shultz
Administration Assistant I

Anne Catlin
Planner III

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MEMO

TO: Community Development Commission

FROM: Anne Catlin, Planner III *alc*
David Martineau, Planning Manager *DM*

DATE: April 5, 2019

SUBJECT: April 15, 2019, Community Development Commission Meeting

Action Requested:

The Community Development Commission (CDC) is requested to make recommendations regarding activities to include in the Community Development Block Grant (CDBG) 2019 Action Plan.

Discussion:

2019 Activities Evaluation. Each year the City must prepare an annual action plan that identifies Consolidated Plan goals to be addressed, programs it will implement, and how federal CDBG funds will be spent. The CDC will continue to evaluate housing, economic development, and other activities to be included in the draft 2019 Action Plan. While the City's 2019 CDBG award has not been issued, staff estimates around \$260,000 will be available after allocating \$60,000 for public services, plus \$58,000 from 2018 allocated to improving accessibility (Attachment B).

Please review the following attachments for the meeting:

- Program Evaluation Criteria and 2018-2022 Consolidated Plan Goals (Attachment A);
- Draft 2019 Program Budget (Attachment B) – 2019 requests received are in red font; the Projected 5-year budget from the 2018-2022 Consolidated Plan is included;
- Draft 2019 Public Services Awards (Attachment C) –please review tentative decisions; and
- CDBG Eligible Activities List (Attachment D).

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2019 CDBG ACTIVITY PROPOSAL EVALUATION CRITERIA

CDBG funds are awarded based on demonstrated need in the community, CDBG program priorities, readiness to proceed, and the capacity of the organization. The Community Development Commission will use the following rating system to evaluate applications:

- Activity need, Consolidated Plan and CDBG award policies and priorities 30 Points
- Benefit to low-income Albany residents, performance objective (#served) 20 Points
- Agency capacity, experience w/activity and/or Federal funding, agency inclusivity 20 Points
- Readiness to proceed; ability to complete in 12 months 10 Points
- Financial: project expenses are reasonable 10 Points
- Amount and source of other/matching funds 10 Points

CDBG AWARD POLICIES AND PRIORITIES:

CDBG funds may be competitive as there are often more applications than funds available. To ensure fair and equitable access to all eligible applicants, the City has developed the following policies and priorities to guide the use of these funds.

1. The project provides benefit to a demographic group that has a need documented in the City of Albany CDBG 2018-2022 Consolidated Plan. Higher ranking will be given to projects that serve the Albany's extremely low- and low -income residents (30% of area median income (AMI), and 50% of AMI, etc.)
2. The project addressed an identified gap in community needs and is a proven effective strategy to improve conditions or solve an identified problem.
3. The agency submitting the proposal embraces and demonstrates diversity within its organization and the project promotes inclusiveness and diversity.
4. The project utilizes already existing resources in effective and innovative ways and does not duplicate services provided by another organization.
5. The agency has the capacity to carry out the project and meet performance objectives within a 12-month period.
6. The budget and time line are well thought out and realistic and the proposal demonstrates CDBG funds are the most appropriate funding source for the project.
7. The project maximizes the use of outside funds and services.
8. Affordable housing only: the project creates affordable housing or retains and improves the sustainability and livability of existing units of affordable housing. The longer the period of time the units remain affordable, the higher the project ranking.
9. Relocation only: Relocation of residents will be minimized, and when necessary the applicant has included accurate relocation assistance costs as part of the project pro-forma.

2018-2022 CONSOLIDATED PLAN GOALS

The following goals and objectives were identified and developed through agency consultations, citizen participation, community partnerships and capacity, and area resources.

GOAL 1: Create affordable housing opportunities through property acquisition and redevelopment and homebuyer down-payment assistance programs.

GOAL 2: Preserve and improve Albany’s affordable housing through housing rehabilitation and weatherization programs.

GOAL 3: Reduce and prevent homelessness by providing housing and public services.

GOAL 4: Provide Albany’s special needs and low and moderate-income residents with needed public services by supporting service agencies that serve highly vulnerable and underserved populations such as unaccompanied youth, persons with disabilities, homeless, elderly, and agencies that further fair housing.

GOAL 5: Enhance economic opportunities by investing in job readiness services, microenterprise development, and economic development programs that create jobs principally for low- or moderate-income residents.

GOAL 6: Improve access to opportunities including services, employment, schools, and amenities by investing in safety and accessibility improvements.

GOAL 7: Remove blighting influences to revitalize and strengthen neighborhoods by investing in the City’s critical public infrastructure and housing needs.

DRAFT 2019 CDBG Activities Budget

CDBG Activities	CARRYOVERS						2019 + carryover	NOTES
	2019-20	18-19	17-18	16-17				
Housing Rehabilitation	\$120,000	\$0	\$20,200	\$0	\$140,200			
Home Buyer Assistance programs		\$20,000	\$28,200	\$0	\$48,200	WNHS-\$38,100; LBHA \$10,100		
Residential Property Acquisition		\$45,000	\$0	\$0	\$45,000			
Public Service Agency Grants	\$60,000	\$0	\$0	\$0	\$60,000			
FAIR HOUSING: Education and outreach	\$1,000	\$0	\$0	\$600	\$1,600	Planning for training underway		
Accessibility Improvements: Sidewalks and curb ramps		\$58,000	\$0	\$0	\$58,000			
Community Development Improvements		\$0	\$0	\$0	\$0			
Economic Opportunities: MicroEnterprise Assistance (LBCC)	\$20,000	\$5,000	\$0	\$0	\$25,000			
Economic Opportunities: Small Business Grants (City)		\$0	\$12,000	\$0	\$12,000	Balance after Homegrown and Vaughan		
TOTALS	\$201,000	\$128,000	\$60,400	\$600	\$390,000			

REMAINING BALANCE TO ALLOCATE TO ACTIVITIES \$119,000

2018-2022 Consolidated Plan PROJECTED Annual Allocations

CDBG Activities	2018	2019	2020	2021	2022	2018-2022 TOTAL	NOTES
	Housing Rehabilitation (loans)	\$90,000	\$90,000	\$90,000	\$65,000	\$65,000	\$400,000
Down Payment Assistance (loans/grants)	\$20,000	\$20,000	\$30,700	\$30,000	\$30,000	\$130,700	Buid up revolving loan pool
Residential Property Acquisition, Clearance	\$45,000	\$50,000				\$95,000	Increase affordable housing supply
Housing Construction	\$0	\$0	\$0	\$125,000	\$125,000	\$250,000	
Public Services: Agency grants	\$57,900	\$60,000	\$55,000	\$50,000	\$50,000	\$272,900	
Public Services: Fair Housing education, counseling	\$0	\$0	\$300	\$200	\$200	\$700	
Community Development - Public Facilities	\$40,000					\$40,000	Sunrise park
Remove Barriers to Accessibility: Curb ramps, sidewalks	\$58,000	\$80,000	\$90,000			\$228,000	Albany Regional Museum elevator request
Economic Opportunities: microe/small business and workforce development	\$18,000	\$20,000	\$24,000	\$14,800	\$14,800	\$91,600	Add Albany jobs
TOTALS	\$328,900	\$320,000	\$290,000	\$285,000	\$285,000	\$1,508,900	

PY 2019 PUBLIC SERVICES GRANT APPLICATIONS SUMMARY

ATTACHMENT C

Applicant	Proposed Service	Activity Budget	Grant Request	Performance Objectives	CDC Ranking Scores	DRAFT AWARD (if \$60,000)	% of Request
Family Tree Relief Nursery	Family Support Program	\$91,238	\$15,000	15 families/45 people (67% <=30% AMI)	2.8	\$ 10,000.00	67%
Furniture Share	Furniture and food boxes	\$90,000	\$15,000	1800 Albany residents, <=30%AMI	2.8	\$ 10,000.00	67%
Jackson Street Albany House	Youth shelter services	\$418,200	\$25,000	30 Albany youth	3.0	\$ 12,500.00	50%
Cascades West Council of Govt	Senior Companion Program	\$59,369	\$4,500	32 elderly	4.0	\$ 2,500.00	55%
Signs of Victory Mission	Shelter Services	\$127,000	\$40,000	36,000 people	4.0	\$ 18,000.00	45%
Albany Helping Hands	Employment Coaching	\$20,000	\$15,000	40 people	5.2	\$ 7,000.00	46%
Community Outreach Inc.	Transformational Housing Program	\$324,839	\$10,000	67 Linn County	6.0	\$ -	

TOTAL

\$114,500

\$60,000

EVALUATION CRITERIA/POINTS

Performance Outcomes	Agency Capacity/Diversity	Activity Need	Activity Budget
40	20	25	15

CDBG ELIGIBLE ACTIVITIES

CDBG Activities by Category

Matrix codes are listed here by category so you can quickly review the available choices.

Acquisition, Disposition, Clearance, Relocation

01	Acquisition of Real Property	04A	Cleanup of Contaminated Sites
02	Disposition of Real Property	08	Relocation
04	Clearance and Demolition		

Administration and Planning

20	Planning	21E	Submission of Applications for Federal Programs
20A	Planning (State-Administered CDBG Grantees)	21H	CDBG Funding of HOME Admin
21A	General Program Administration	21I	CDBG Funding of HOME CHDO Operating Expenses
21B	Indirect Costs	21J	State Administration
21C	Public Information	14H	Rehab: Administration
21D	Fair Housing Activities (subject to Admin cap)		

Economic Development

14E	Rehab: Publicly or Privately Owned Commercial/Industrial (CI)	17D	CI: Other Improvements
17A	CI: Acquisition/Disposition	18A	ED: Direct Financial Assistance to For-Profits
17B	CI: Infrastructure Development	18B	ED: Technical Assistance
17C	CI: Building Acquisition, Construction, Rehabilitation	18C	ED: Micro-Enterprise Assistance

Housing

12	Construction of Housing	14G	Rehab: Acquisition
13	Direct Homeownership Assistance	14H	Rehab: Administration
14A	Rehab: Single-Unit Residential	14I	Lead-Based Paint/Lead Hazards Testing/Abatement
14B	Rehab: Multi-Unit Residential	14J	Housing Services
14C	Rehab: Public Housing Modernization	16A	Residential Historic Preservation
14D	Rehab: Other Publicly Owned Residential Buildings	19E	Operation/Repair of Foreclosed Property
14F	Rehab: Energy Efficiency Improvements		

Public Facilities and Infrastructure Improvements

03A	Senior Centers	03L	Sidewalks
03B	Handicapped Centers	03M	Child Care Centers
03C	Homeless Facilities (not operating costs)	03N	Tree Planting
03D	Youth Centers	03O	Fire Stations/Equipment
03E	Neighborhood Facilities	03P	Health Facilities
03F	Parks, Recreational Facilities	03Q	Facilities for Abused and Neglected Children
03G	Parking Facilities	03R	Asbestos Removal
03H	Solid Waste Disposal Improvements	03S	Facilities for AIDS Patients (not operating costs)
03I	Flood Drainage Improvements	03	Other Public Facilities/Improvements
03J	Water/Sewer Improvements		
03K	Street Improvements		

Public Services

- | | |
|--|--|
| 05A Senior Services | 05N Services for Abused and Neglected |
| 05B Handicapped Services | 05O Mental Health Services |
| 05C Legal Services | 05P Screening for Lead Poisoning |
| 05D Youth Services | 05Q Subsistence Payments |
| 05E Transportation Services | 05R Homeownership Assistance (not direct) |
| 05F Substance Abuse Services | 05S Rental Housing Subsidies |
| 05G Services for Battered and Abused Spouses | 05T Security Deposits |
| 05H Employment Training | 05U Housing Counseling |
| 05I Crime Awareness/Prevention | 05V Neighborhood Cleanups |
| 05J Fair Housing Activities (subject to Public Services cap) | 05W Food Banks |
| 05K Tenant/Landlord Counseling | 03T Operating Costs of Homeless/AIDS Patients Programs |
| 05L Child Care Services | 05 Other Public Services |
| 05M Health Services | |

Repayment of Section 108 Loans

- | | |
|---|---|
| 19F Planned Repayments of Section 108 Loans | 19G Unplanned Repayments of Section Loans |
|---|---|

Other

- | | |
|---|---|
| 06 Interim Assistance | 19C Non-Profit Organization Capacity Building |
| 07 Urban Renewal Completion | 22 Unprogrammed Funds |
| 09 Loss of Rental Income | 23 Tornado Shelters Serving Private Mobile Home Parks |
| 11 Privately Owned Utilities | |
| 15 Code Enforcement | |
| 16B Non-Residential Historic Preservation | |

Definitions of the matrix codes are provided in the table that follows.