



COMMUNITY DEVELOPMENT COMMISSION

AGENDA

Monday, February 17, 2020

10:00 a.m.

Santiam Room, City Hall

333 Broadalbin Street SW

1. CALL TO ORDER (Zimmer)
2. APPROVAL OF MINUTES (Zimmer)
 - a. January 27, 2020
3. SCHEDULED BUSINESS
 - a. 2020 and Carryover Funds Grant Proposals Evaluation (Staff)
 - b. Program Updates (verbal) (Staff)
4. BUSINESS FROM THE COMMISSION
5. NEXT MEETING DATE: March 16, 2020 in the **Willamette Room**
6. ADJOURNMENT

The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Manager's Office in advance of the meeting: CMadmin@cityofalbany.net | 541-704-2307 or 541-917-7519.

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CITY OF ALBANY
COMMUNITY DEVELOPMENT COMMISSION

MINUTES

Monday, January 27, 2020, Noon
Willamette Room, 333 Broadalbin Street
Approved: DRAFT

CALL TO ORDER

12:05 p.m.

Joann Zimmer called the meeting to order at 12:05 p.m.

Commissioners Present

Karen Cardosa; Chris Equinoa; Joann Zimmer; Tara Dixson; Meagan Harsen; JoAnn Miller; Sharon Konopa; Melissa Murphy; David Abarr.

Commissioners Absent

Dick Olsen (unexcused).

Staff Present

Anne Catlin, planner III; Jennifer Sullivan, administrative assistant.

Guests

Liza Newcomb, DevNW; Keith Kolkow, Family Tree Relief Nursery; Michelle Robinson, Furniture Share; Kendra Phillips, Jackson Street Youth Shelter; Gail Meehan and George Matland, Signs of Victory; Regional Director for the Legal Aid office was in the audience.

APPROVAL OF MINUTES

12:07 p.m.

Commissioner Equinoa moved to approve the December 16, 2019, minutes. Commissioner Harsen seconded the motion and it passed 8-0.

SCHEDULED BUSINESS

12:09 p.m.

2020 Grant Proposals and Evaluation

12:09 p.m.

Housing Proposals:

DevNW - Liza Newcomb from DevNW distributed a brochure (see handout 1), talked about DevNW's grant request for the Albany housing repair program, and explained the positive impact the program has on low- and moderate-income residents and accomplishments to date. She explained that DevNW is requesting \$240,000 as there are currently 10 Albany applicants on the waitlist. Dialogue ensued about the average loan amount, how applicants are prioritized, how loans are repaid, and the goal to build a revolving fund for Albany homeowners.

Public Service Agency Presentations:

12:26 p.m.

Family Tree Relief Nursery - Keith Kolkow from Family Tree Relief Nursery explained that their primary goal is to reduce instances of child abuse and neglect. They mainly work with children who have experienced early childhood adverse experiences and families with a history of addiction, abuse, and neglect. Keith explained that many families self-refer to Family Tree. A classroom setting is offered for children twice a week, as well as respite care where children can be dropped off. Over 750 families have been served and there is currently a waiting list for the classroom. The grant would go toward continuing their current staff positions. Keith also talked about Family Tree Relief Nursery's success rate, recent growth, outreach services, peer mentorship, foster care prevention and reunification efforts, and where additional funding comes from.

Furniture Share - Michelle Robinson, director, provided a handout (see handout 2) and explained that they are asking for \$15,000 in grant funds. They expect to assist 1,800 families this year and are currently work with 200 referring

agencies. Michelle discussed the positive impacts Furniture Share makes on local children, their services promote belonging, help to restore hope for the future, and increases self-esteem, self-confidence, and family stability. The program helps with landfill diversion, diverting 600 tons of furniture annually from landfills. She also talked about the items they accept, that they must be in good, working condition, and that they do not accept clothes or toys.

Jackson Street Youth Shelter (JSYS) - Kendra Phillips, program director for JSYS explained that they serve homeless youth in Linn, Benton, and Lincoln counties by providing outreach, shelter, and transitional housing. She explained that the Albany House of JSYS is an emergency and transitional shelter serving 10 to 17-year-olds who are runaways, homeless, or unaccompanied youth, and families attempting to prevent homelessness. Kendra said the number one goal is to reunite youth with families or prepare them for independent living. She shared the agency's success rates, noted 60-70 youth are served at the Albany House annually. Services they offer include access to education, in-house mental health services, life skills training, permanent connections, and employment readiness. She also explained that there is an alumni group that meets monthly and offers mentorship and support. Commissioner Zimmer advised she is on the JSYS board and will not be scoring this applicant.

Oregon Cascades West Council of Governments (OCWCOG) - Alicia Lucke with Senior Companion Services explained that they offer a senior companion program that partners low-income volunteer seniors with home-bound seniors. The focus is on seniors helping seniors. One hundred percent of the seniors being served are low-income. Alicia explained that funds would be used to reimburse their senior volunteers' gas costs. She also explained that 36 seniors in Albany are currently being served; their intention to grow their volunteer group. She touched on some of the benefits the program. The mayor advised that she is on the OCWOG board so she will not be scoring them.

Signs of Victory - George Matlin and Gail Meehan with Signs of Victory are requesting funds to continue the Signs of Victory shelter. They were recently asked by the hospital to build a respite care area that can hold 10 beds that would be staffed and funded by the hospital. They explained that the hospital contract and one with Linn County Mental Health add to their revenue. There are currently between 135 to 140 people staying at Signs of Victory. The grant funds would be used to help cover utilities, food, and additional beds. George and Gail spoke about the current services and supports offered by Signs of Victory and discussed new programs, assistance, and mentorships they are implementing. Commissioner Murphy recommended that Gail and George consider putting a succession plan in place and requested that they continue to collect data to help with their grant applications. George provided a handout (see handout 3).

Program Updates

1:42 p.m.

Anne told the Commission that she is unsure how much money the City will be allotted so for now estimates from last year will be used. She will send out scoring sheets and a revised budget from Creating Housing Coalition for the next meeting. She asked commissioners to send questions or requests for information from applicants to her prior to the next meeting. Commissioner Miller asked for lease terms for Signs of Victory.

NEXT MEETING DATE

1:45 p.m.

The next Community Development Commission meeting will be Monday, February 17, 2020.

ADJOURNMENT

1:45 p.m.

Hearing no further business, the meeting was adjourned at 1:45 p.m.

Respectfully submitted,

Reviewed by,

Jennifer Sullivan
Administrative Assistant

Anne Catlin
Planner III



MEMO

TO: Community Development Commission

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

DATE: February 7, 2020

SUBJECT: February 17, 2020, Community Development Commission Meeting

Action Requested:

It is requested that the Community Development Commission (CDC) evaluate grant applications for activities to include in the 2020 Action Plan and for carryover funds allocated to creating housing.

Discussion:

Each year the City prepares an action plan that identifies Consolidated Plan goals to be addressed, programs it will implement, and how federal CDBG funds will be spent in the next program year. This month, the CDC will evaluate grant applications to determine what activities to award 2020 program year funds as well as how to disperse carryover funding from prior years. While the City's 2020 CDBG award has not yet been issued, staff estimates around \$57,000 will be available for public services and approximately \$250,000 will be available for other eligible activities. In addition, approximately \$144,300 allocated in prior years to increase the supply of affordable housing is available.

Prior to the meeting, the commission is encouraged to evaluate, score, and rank the applications using the attached scoring sheets and the 2020 evaluation criteria. Please refer any remaining questions or requests for information to me so I can provide answers at the meeting. In addition, please review the revised budget and narrative submitted by Creating Housing Coalition and Albany Area Habitat for Humanity (Attachment A).

The commission's recommendations will be included in the draft 2020 Action Plan that will be presented to the City Council for their review and approval before submitting to HUD prior to May 15, 2020.

CONFLICT OF INTEREST DISCLOSURE. Please review the Conflict of Interest Disclosure form prior to the meeting. A copy will be available for each of you to sign at the meeting. If you serve on the board or work for the applicant, please describe this on the form, disclose this at the meeting, and do not score the applicable application(s) or participate in the discussion about the application(s).

AC:js
Attachments

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HOUSING & ECONOMIC DEVELOPMENT APPLICATIONS SUMMARY

CARRYOVER \$ - approx. \$144,000; 2020 FUNDING - approx. \$250,000		Applicant	Proposed Activity	\$ Request	Activity Need	Low Mod Benefit/# Served, Performance Outcome	Agency Capacity, Diversity, Ready to Proceed	Financial Capacity, Budget, Match	TOTAL SCORE:
1.		Creating Housing Coalition and Albany Area Habitat for Humanity	Acquire property to create new housing (30-40 houses)	\$375,000		30-40 new houses (Tiny and Habitat)	Board & client diversity		
2.		DevNW	Owner-occupied housing rehab	\$240,000	10 Albany hh's on waitlist	Rehab 6-7 houses	Bilingual employees		
3.		LBCC Small Business Development Center	Small business advising and courses for low-mod residents	\$15,000		75-110 LMI residents	Latino advisor		
4.		City of Albany Economic Opportunity Grant Program	Microenterprise small grant program	?					
				Total excluding #4.	\$630,000				

Estimate Total Funding Available: \$394,000

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2020 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 Albany's extremely low- and low -income residents (30 percent of area median income (AMI), and 50 percent 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 timeline 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.

2020 CDBG PROPOSAL EVALUATION CRITERIA

Applications will be scored using the following criteria:

1. Activity Need – 30 Possible Points:

- Is the need for the activity documented?
- Does the proposal respond to critical needs identified in the Consolidated Plan?
- Is the proposed activity a new service/project or expansion of an existing service/project?
- Is the proposed activity adequately described?

30 Points

2. Low -Mod Benefit/Performance Outcomes – 20 Possible Points:

- How many Albany residents/households will benefit from the activity?
- What percentage of anticipated beneficiaries are expected to be extremely low-income residents (<30 percent of AMI)?
- What percent are expected to be “presumed” benefit clientele?

20 Points

3. Agency Capacity and Readiness to Proceed – 30 Possible Points:

- Organizational capacity in general.
- Prior experience with activity and federal funding - including timely reporting, expenditure of funds, and meeting performance objectives.

30 Points

- The agency demonstrates diversity within the organization and ability to serve diverse populations.
 - Is the agency ready to start the project on July 1, 2020?
 - Will the activity be completed/funds spent within 12 months?
4. Financial Capacity – Reasonable Budget/Expenses - 20 Possible Points:
- Are activity expenses necessary and reasonable?
 - What other funding sources and amounts are included in the activity budget?
 - Does it appear that the activity is depending on CDBG funds for continuation? Can the activity proceed without CDBG funding?
 - Amount and source of other funds/match.

20 Points

2018-2022 CONSOLIDATED PLAN GOALS

The proposed activity must address one or more of the following goals in the City’s 2018-2022 Consolidated Plan:

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.

PY 2020 PUBLIC SERVICES GRANT APPLICATIONS SUMMARY

2020 PUBLIC SERVICES APPLICANTS		Activity Need	Low Mod Benefit/# Served, Performance Outcome	Agency Capacity, Diversity, Ready to Proceed	Financial Capacity, Budget, Match	TOTAL SCORE:
Applicant	Proposed Service	\$ Request	30 pts	20 pts	30 pts	100 pts Max
Family Tree Relief Nursery	Family support program	\$15,000		15 families/45 people; 67% <=30% AMI		
Furniture Share	Furniture and food boxes	\$15,000		1,800 residents, most are <=30%		
Jackson Street Albany House	Youth shelter services	\$25,000		30 Albany youth; presumed LMI		
Oregon Cascades West Council of Govt	Senior companion program	\$5,000		9 seniors will serve 27 home-bound; presumed and all are LMI		
Signs of Victory Mission	Shelter services	\$40,000		36,000 shelter nights @105 ppl/night; all <=30% AMI		
TOTAL		\$100,000				

Estimate \$ Available: \$57,000

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City of Albany

CONFLICT OF INTEREST DISCLOSURE

2020 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? 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)

Commission/Department/Agency

5.4
Jan-20

**Hub City Village and Habitat Housing
Proposed Phased Project Budget**

Phase 1: Property Acquisition, 2020		Total	CHC	AAHFH
Revenue	Fundraising/Donations	\$ 98,541.00	\$ 60,000.00	\$ 38,541.00
	Revenue (Restore/Loan Payments)	\$ 255,591.00	\$ 1,200.00	\$ 254,391.00
	CDBG	\$ 290,000.00	\$ 250,000.00	\$ 40,000.00
	Other Grants	\$ 415,000.00	\$ 405,000.00	\$ 10,000.00
	Sub Total	\$ 1,059,132.00	\$ 716,200.00	\$ 342,932.00
Expenses	Land 3 acres	\$ 375,000.00	\$ 250,000.00	\$ 125,000.00
	Closing Costs	\$ 1,000.00	\$ 650.00	\$ 350.00
	Land Use Approvals	\$ 3,000.00	\$ 2,000.00	\$ 1,000.00
	Appraisal	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00
	Environmental review	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
	Survey and land partition	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
	Document preparation, recording	\$ 1,000.00	\$ 500.00	\$ 500.00
	Sub Total	\$ 399,000.00	\$ 262,650.00	\$ 136,350.00
Phase 2: Site Development, 2021		Total	CHC	AAHFH
Revenue	Fundraising/Donations	\$ 178,541.00	\$ 100,000.00	\$ 78,541.00
	Revenue (Restore/Loan Payments)	\$ 519,966.00	\$ 265,575.00	\$ 254,391.00
	CDBG	\$ 140,000.00	\$ 100,000.00	\$ 40,000.00
	Other Grants	\$ 410,000.00	\$ 400,000.00	\$ 10,000.00
	Sub Total	\$ 1,248,507.00	\$ 865,575.00	\$ 382,932.00
Expenses	Charges for site development	\$ 10,000.00	\$ 10,000.00	\$ -
	Soils Report	\$ 60,000.00	\$ 40,000.00	\$ 20,000.00
	Survey	\$ 10,000.00	\$ 10,000.00	\$ -
	Insurance	\$ 5,000.00	\$ 5,000.00	\$ -
	Other: Wetland mitigation	\$ 180,000.00	\$ 120,000.00	\$ 60,000.00
	Architectural/Engineering/Legal/Accounti	\$ 20,000.00	\$ 20,000.00	\$ -
	Other: Site preparation (utilities, grading	\$ 400,000.00	\$ 370,000.00	\$ 30,000.00
	Sub Total	\$ 685,000.00	\$ 575,000.00	\$ 110,000.00
Phase 3: Building Construction, 2021-2026		Total	CHC	AAHFH
Revenue	Fundraising/Donations	\$ 198,541.00	\$ 100,000.00	\$ 98,541.00
	Volunteer Labor	\$ 787,500.00	\$ 437,500.00	\$ 350,000.00
	Revenue (Restore/Loan Payments)	\$ 1,260,320.00	\$ 178,375.00	\$ 1,081,945.00
	Other Grants	\$ 400,000.00	\$ 300,000.00	\$ 100,000.00
	Sub Total	\$ 2,646,361.00	\$ 1,015,875.00	\$ 1,630,486.00
Expenses	Other: Building constuction	\$ 3,250,000.00	\$ 1,500,000.00	\$ 1,750,000.00
	System Development Charges & Other Ci	\$ 620,000.00	\$ 260,000.00	\$ 360,000.00
	Sub Total	\$ 3,870,000.00	\$ 1,760,000.00	\$ 2,110,000.00
	Grand Total Expenses	\$ 4,954,000.00	\$ 2,597,650.00	\$ 2,356,350.00
	Grand Total Revenue	\$ 4,954,000.00	\$ 2,597,650.00	\$ 2,356,350.00

Creating Housing Coalition Budget Notes:

ATTACHMENT A

Here are our ideas on how we can reach the revenue estimates in the proposed budget.

We have identified nine Oregon based foundations that are reasonable sources of funding. They include Meyer Memorial Trust, Oregon Community Foundation, Pacific Corp Foundation, Collins Foundation, Spirit Mountain Community Fund, PGE Foundation, Reser Foundation, Ford Foundation, and the Bill and Doris Scharpf Foundation. We resolve to remain optimistic until proven otherwise. There are also other state and federal dollars that are available that we have not yet discovered. Michael Couch, a local experienced grant writer, has volunteered to help identify federal dollars.

In my research I have discovered that most foundations like a track record. The more success shown toward completion of the goal, the more likely they will supply another grant. That was our reasoning for the grant totals in Phase 2 and 3. It does seem from reading newspaper and other periodicals that there is a focus on the lack of money to deal with homelessness. We know that Oregon is making more dollars available (LIFT for affordable housing construction and LAP, Land Acquisition Revolving Loan Program) to address the problem and we are hopeful that the federal government will also provide more grants.

Our funding sources include direct solicitation of a handful of very wealthy Albany residents, other individuals, corporations, faith based groups, service organizations and business owners. The five big box stores in Albany have national grant programs and we will be asking them for donations.

We will have yearly fundraisers. Our first was very successful. Since we are less than a year old, we had aimed to attract at least 100 guests but were pleasantly surprised to have 165. Our total donations were greater than \$20,000. The fundraiser also attracted new volunteers with talents and energy to work for Creating Housing Coalition. We anticipate that future fundraisers will be more and more successful. We can only dream that we would be as successful as SafeHaven animal shelter who made \$200,000 at their last fundraiser.

We have identified six businesses in Albany to be third-party fundraisers. They are Carino's, Panera, Sybaris, First Burger, Sniffany's, and Pizza Hut. First Christian Church has agreed to be a third-party fundraiser at their spring craft sale.

Presentations to service organizations bring in dollars. We have presented to the Optimists and other similar groups and were rewarded with interest and money gifts. Other presentations are planned and we are optimistic that rewards will follow.

We plan to present Creating Housing Coalition's story to faith-based organizations and hope they will to become involved by contributing dollars, time and talent.

We are optimistic that the modest income from Bottle Drop, Amazon Smile, and Fred Meyer will grow. Most people are eager to help the cause if they can do so with little inconvenience to themselves.

A Portland friend of one of the CHC members want to donate two tiny houses to CHC. While we would not use these houses for Hub City Village, there is an opportunity to auction them off. We have not the seen the houses so they may just be suitable for a hunting shack or an elaborate chicken coop. But, again, we remain optimistic.

We have plans for a garage sale in the spring.

As architectural plans are developed for the tiny houses, there is a possibility that we could sell the plans to those interested in building their own ADU.

When Hub City Village is near completion, we could hold a "Street of Dreams" type event as a fundraiser.

We are very encouraged with the positive response to Hub City Village from the community. Our Facebook followers have increased and our email list has increased. We are receiving invitations to speak to groups of interested people. We have had three articles in the Democrat Herald about CHC/Hub City Village and two other mentions. We have had an hour long radio interview on KGAL. We move forward knowing that the topic of homelessness resonates with the community and they are interested in the Hub City Village model.

Addendum to the City of Albany CDBG Grant Application

Submitted by Creating Housing Coalition and Albany Area Habitat for Humanity

January 14, 2020

Note: This Addendum revises and replaces the Goals and Activities, Community Outreach and Fundraising narrative provided under 5.2 Proposal Summary (pages 20-22).

Goals and Activities

In 2019, the framework of Creating Housing Coalition has started with a strong foundation through good leadership and a board who is passionate about the mission of CHC. That Mission Statement is: “Building safe, community-supported, self-governing housing that honors dignity and growth.” We developed a strong partnership with Albany Area Habitat for Humanity (AAHFH) whose Vision Statement is: “A world where everyone has a decent place to live” and whose Mission Statement is “Albany Area Habitat for Humanity brings people together to build homes, communities and hope.”

The project of developing and building Hub City Village will have three distinct budget phases that provide guidelines of specific tasks to be completed within each phase as well as a workable timeline proposal for the use of CDBG funds that will lead to the completion of Hub City Village. Phase I focuses on all the details of land acquisition. Phase II provides the opportunity to complete site development and site preparation. Phase III begins and ends with building construction. Ongoing fundraising and continued community partnership development will be aspects of continuity across all three phases. In addition, the establishment of partnerships between CHC and AAHFA in conjunction with guidance from Square One in Eugene, Oregon who has built a successful Tiny Homes Village (Emerald Village) in Lane County provide invaluable information in all three phases.

Phase I – Land Acquisition (2020)

1. CHC and AAHFH are seeking to purchase property by December 2020.
2. The goal is to purchase a larger piece of property of approximately 3 acres that would allow for a minimum of 20 – 25 Tiny Houses in Hub City Village as well as building approximately 10 AAHFH homes for families.
3. Prior to closing on the property, the following tasks that are listed in order, and at the estimated costs, would need to be completed by designated Board Members starting in January/February 2020 and paid in full no later than December 2020:
 - Environmental review - \$4,000
 - Land appraisal - \$5,000
 - Documentation preparation, recording - \$2,000
 - Land Acquisition - \$375,000

- Creating the layout with the help of the initial residents and professionals
- Obtain land use approvals – \$3,000
- Survey and land partition - \$10,000
 - **Total Phase - \$399,000**

It is anticipated that Phase I will be completed with funds from fundraising as well as from CHC and AAHFH request for 2019 CDBG funds that were not allocated in that year. In addition, the proposal is that CHC and AAHFH will obtain funds from various sources to pay up front for the land acquisition and to be reimbursed with the 2020 CDBG funds for which we are applying.

Phase II – Site Development

1. Once the land is purchased, CHC and AAHFH will work with the City of Albany and Contractors to complete all aspects of Phase II during 2021.
2. The tasks within Phase II include:
 - Soils Report - \$60,000
 - Survey - \$10,000
 - Insurance - \$5,000.00
 - Other: Wetland Mitigation - \$180,000
 - Architectural/Engineering/Legal/Accounting - \$20,000
 - Other: Site preparation (utilities/grading) - \$400,000
 - **Total for Phase II - \$675,000**

In addition to the budgetary items within Phase II, CHC will be working with other community partners in the selection process of the residents for Hub City Village; the beginning of the development of the community structure with those initial residents who will be helping build the community framework. This will be completed between July – September 30, 2021; AAHFH will lay the foundation for the first homes by December 2021.

It is anticipated that Phase II will be completed with funds from various fundraising activities (including other grant resources) as well as from proposed remaining CDBG funds.

Phase III – Building Construction 2021-2026

1. Upon Completion of Phases I – II, the building construction of Hub City Village and at least one AAHFH home will begin no later than December 2021, with anticipation to begin sooner than the deadline. With the inclusion of up to ten AAHFH homes in this proposal, the intention to complete at least 1-2 AAHFH homes per year, if possible.
2. The tasks withing Phase III include:
 - Building of the Community Center for Hub City Village
 - Building of the first Tiny Home by 2022

- Beginning the building of at least one AAHFH home, potentially two homes by 2022.
- Completion of the Tiny Homes in Hub City Village is proposed for December 2024.
- Completion of the AAHFH individual family homes is proposed for December 2026.

In addition to the construction of the homes, other tasks included in Phase III will include the completion of the development of all aspects of the community process for Hub City Village; Peer Support for the Village with a designated Peer Support Specialist who also is a resident of the Village; the support of community partners from Linn County Mental Health; CHANCE, Drug and Alcohol in provision of services onsite and in the community; Health Navigators working to enroll residents in Medicaid/Medicare and help in the access to a Primary Care Physicians.

Accomplishments

Community Outreach

- ❖ Community outreach has occurred through holding different meetings in the community:
 - February 2018: Dan Bryant from Square One Villages (Emerald Village) who made a presentation to the community at First Christian Church, Albany
 - October 2018: Andrew Heben from Square One Villages provided a workshop for those interested community members, including Executive Director of AAHFA.
 - January 2020: Helping Hands presentation by Chair of the Board; Stacey Bartholomew and individual communication with residents of Helping Hands who are homeless.
- ❖ Interviews with the media:
 - July 2019: Interview with Caitlyn May, current Democrat Herald reporter
 - August 2019: Updated information provided in the Hasso Herring Blog
 - Board reports to the HEART Board of Albany by Chair of the Board; Stacey Bartholomew provided progress updates: August, September and October 2019
 - Upcoming interviews:
 - January 17, 2020 Radio Interview with KGAL – Stacey Bartholomew, CHC and Rod Porsche, AAHFH.
 - January 28, 2020 Optimists
- ❖ Tours of Tiny Village Communities

- 2017 Tours for CHC Board Members
 - Women's Village – Portland, Oregon
 - Opportunity Village – Eugene, Oregon
 - Emerald Village – early stages of development – Eugene, Oregon
- 2018 Tours of Emerald Village
 - September 2018 - CHC members and AAHFH Executive Director and other board members
- 2019 Tours of Emerald Village
 - May 2019 – CHC members with the Albany, OR Mayor
 - August 2019 – CHC members and Albany City Councilman
 - October 2019 – CHC members with Albany Community Members

Fundraising

Fundraising has been led by the Fundraising Committee and has been successful in setting up multiple avenues of giving and receiving funds:

❖ Grant Writing

- CHC received a grant from IHN CCO for \$67,400 to begin the process of creating a tiny houses village in Albany, Oregon, to be named Hub City Village. These were start-up funds.
- CHC and AAHFH submitted a Community Based Block Grant with City of Albany December 14, 2019; currently submitted an Addendum per the request of the City.
- Other grants identified through research and recommendations made to CHC are being explored with initial priority given to those that will be authorized in 2020. These grants are primarily from grants of the 40 top donors in Oregon; 10-14 potential donors with pertinent applicant qualifications have been identified.

❖ Enrollment in percentage of sales programs

- Bottle Drop for percentage of funds from recycling
- Fred Meyer for percentage of sales
- Amazon Smile for percentage of total sales

❖ Our Gala Event in January 2020 – Our Fundraising and Outreach Kick-Off for the new year

- There will be food and drink as well as opportunities to give financial gifts

- Dan Bryant of Square One will be speaking about the process of bringing a Village to Albany, Oregon
- Speakers who have lived the unhoused life will share their stories
- Anyone interested in learning how to support Hub City Village and how to build affordable housing is welcome to attend – and can bring a friend

Our partner in this grant proposal, Albany Area Habitat for Humanity, has had successful fundraising. Fundraising for AAHFH occurs in many ways, but the heart of our fundraising effort is our ReStore. Donations to our ReStore and the customers who shop there, account for the majority of our revenue each year. AAHFH relies on the generous support of individuals, businesses and groups such as churches and other local non-profits who believe in what AAHFH does. We have been successful in acquiring some grants to help fund our programs, including CDBG funds last April to purchase a property. Within days of acquisition, we were renovating the home and within 90 days an Albany family that was previously unhoused and staying with friends, finally had a place to call home. Moreover, new events are becoming a driving force for AAHFH fundraising. As an example, for the 2nd consecutive year, Matt and Janel Bennett, owners of the amazing Sybaris Bistro in downtown Albany, have held a special fundraising dinner in October where 100% of all proceeds go directly to help build a home right here in Albany! In 2018, AAHFH raised \$33,929 and the event in 2019 AAHFH raised \$20,207 thanks to the generosity of attendees, Sybaris staff who donated their time and PARR Lumber, who provided at match up to \$10,000. With continued support from the community, AAHFH intends to add more Habitat partner families to the fold in the coming year. The need continues to grow and these future Habitat families will begin their journey to work toward a place they can call home in the near future.

Throughout the year 2020, there will be continued progress in all areas to support Phase I of the plan and prepare for Phase II. CHC has hired Salt Creative to develop our website and online interactive mechanisms to allow the community to pledge support for building this unique community of Hub City Village and larger family homes. Continued community outreach and fundraising will be foundational in meeting budget needs and bring Hub City Village into fruition. The purchase of this land will help CHC and of living life with dignity AAHFH achieve our missions to provide decent, affordable housing for individuals and families, and create a more stable Albany Community. This community is one that will provide an experience of true community and the innate empowerment of having a home.