



COMMUNITY DEVELOPMENT COMMISSION

AGENDA

Monday, September 21, 2020

Noon

This meeting will be conducted remotely.

At Noon, join the meeting from your computer, tablet, or smartphone by clicking the link below:

<https://www.gotomeet.me/CommunityDevelopmentCityofAlbany/cdc>

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

Phone: 1 (669) 224-3412 (Long distance charges may apply)

Access code/Meeting Id: 145-989-837

1. CALL TO ORDER (Zimmer)
2. ROLL CALL (Shepherd)
3. INTRODUCTIONS (Zimmer)
4. APPROVAL OF MINUTES (Zimmer)
 - a. August 17, 2020
5. SCHEDULED BUSINESS
 - a. Public Hearing: 2019 Consolidated Annual Performance Evaluation Report (CAPER), Citizen Participation Plan Amendments, 2020 Action Plan Amendment #1 (Zimmer)
 - b. Agency Consultations – C.H.A.N.C.E., Linn-Benton Housing Authority (Staff)
 - c. Program Updates (verbal) (Staff)
6. BUSINESS FROM THE PUBLIC
7. BUSINESS FROM THE COMMISSION
8. NEXT MEETING DATE: **October 19, 2020**

ADJOURNMENT

Due to Governor Brown's Executive Orders limiting public gatherings during the COVID-19 pandemic, this meeting is accessible to the public via phone and video connection. Remote access information is listed at the top of this agenda.

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CITY OF ALBANY
COMMUNITY DEVELOPMENT COMMISSION

MINUTES

Monday, August 17, 2020

Remote

Approved: DRAFT

CALL TO ORDER

Chair Joann Zimmer called the meeting to order at 12:02 p.m.

ROLL CALL

12:02 p.m.

Commissioners Present: Joann Zimmer, David Abarr, Karen Cardosa, Tara Dixson, Meagan Harsen, Sharon Konopa, Melissa Murphy

Commissioners Absent: JoAnn Miller, Stephanie Newton, and Dick Olsen

Staff Present: Planner III Anne Catlin and Senior Administrative Supervisor Kindra Coggins

APPROVAL OF MINUTES

12:03 p.m.

MOTION: Commissioner Tara Dixson moved to approve the June 15, 2020, minutes as presented. Commissioner Meagan Harsen seconded the motion which passed 7-0.

SMALL BUSINESS GRANT PROGRAM

12:03 p.m.

Planner III Anne Catlin asked the commission what changes they would like to see to the small business grant program due to the COVID-19 pandemic.

- Commissioner Melissa Murphy said that she believes that grants should be quick, accessible, and go to businesses that are most likely to make it out of the pandemic.
- Commissioner Karen Cardosa said that she wants to see grant money go to businesses that would only make it through the pandemic if they receive the grant.
- Commissioner Sharon Konopa said that she wants to see grant money go to existing businesses rather than support new businesses.
- Commissioner David Abarr said that the requirements to apply should be loose so that cases can be examined on a one-by-one basis.

The commission agreed that businesses should be able to apply for a small business grant a second time with restrictions: a fixed time period between applications, demonstrated improvement since last application, and continued consulting from the SBDC (Small Business Development Center).

Catlin said that she would revise the application and bring it to the next meeting.

2021 PROGRAM PLANNING

12:37 p.m.

The commission discussed how best to handle agency presentations in a virtual environment and how to best hear from and support underserved communities.

Catlin said that Stephanie Newton is the new Human Relations Commission liaison to the Community Development Commission. She also gave updates to the commission about on CARES Act CDBG activities.

Murphy, Catlin, and Konopa spoke about how to support childcare services. Murphy expects more money will become available for businesses and has heard the primary need is childcare.

Catlin said that she would assess childcare needs and amending the 2020 Action Plan to move the \$40,000 allocated to the small businesses grant program to go toward childcare services. She will also contact Community Services Consortium to see if they anticipate using the CARES Act funds allocated for mortgage assistance and rent relief.

BUSINESS FROM THE PUBLIC

1:04 p.m.

None.

BUSINESS FROM THE COMMISSION

1:04 p.m.

None.

NEXT MEETING DATE:

Monday, September 21, 2020

ADJOURNMENT:

Hearing no further business, the meeting was adjourned at 1:05 p.m.

Respectfully submitted,

Reviewed by,

Gabriel Shepherd
Recorder

Anne Catlin
Planner III



City of Albany
2019 Consolidated Annual Performance and Evaluation Report
for the Community Development Block Grant Programs

CR-05 – Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Albany receives an annual Community Development Block Grant (CDBG) entitlement from the U.S. Department of Housing and Urban Development (HUD). As a recipient of CDBG funds, the City is required to prepare a five-year strategic plan that identifies community needs, prioritizes these needs, and establishes goals and objectives to meet these needs. This five-year plan is called the Consolidated Plan.

Each year the City is also required to provide the public and HUD with an assessment of its accomplishments toward meeting the goals and objectives identified in the 2018-2022 Consolidated Plan. This report is called the Consolidated Annual Performance Evaluation and Report (CAPER). The CAPER also evaluates Albany's progress toward meeting the one-year goals identified in the Annual Action Plan. This CAPER covers progress made in the 2019 federal program year, which corresponds to Albany's 2019-2020 fiscal year.

The 2019 Federal program year was Albany's second year of the 2018-2022 Consolidated Plan. The City received an allocation of \$380,311 in CDBG funds to address needs identified in the five-year Consolidated Plan. The City carried over about \$408,000 from prior years into the 2019 program year and spent \$368,899 by June 30, 2020, to address strategic plan goals.

Between July 1, 2019, and June 30, 2020, CDBG funds provided services to more than 2,200 low- and moderate-income Albany individuals and households with the following programs: housing rehabilitation, small business assistance, emergency shelter and case management to homeless youth and adults, healthy food boxes, beds and furniture, child abuse prevention, and senior companions for shut-in seniors and persons with disabilities.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	2019 Allocation	Indicator	Unit of Measure	Expected 2018-2022 Plan	Actual 2018-2022 Plan	2018-2022 % Complete	Expected 2019 PY	Actual – 2019 PY	Percent Complete
Prevent and respond to COVID-19	Affordable Housing Homeless Non Homeless Special Needs	CSC: \$105,000	Emergency Housing Assistance	Households Assisted	30	0	0.00%	30	0	0.00%
		Community Lending Works: \$90,000	Emergency Business Assistance	Businesses Assisted	9	0	0.00%	9	0	0.00%
	Jobs			9	0	0.00%	9	0	0.00%	
	Economic Development	\$25,804	Emergency Food and Supplies	Households /Persons	70	233	332.00%	70	233	332.00%
Preserve affordable housing	Affordable Housing	DevNW: \$120,000	Homeowner Housing Rehabilitated	Household Housing Unit	20	7	35.00%	3	4	133.33%
Create affordable housing opportunities	Affordable Housing Homeless Non-Homeless Special Needs	\$0	Homeowner Housing Added	Household Housing Unit	1	1	100.00%	0	0	---
		DevNW: \$28,200 carryover	Direct Financial Assistance to Homebuyers	Households Assisted	4	2	50.00%	2	0	0.00%
		\$0	Buildings Demolished	Buildings	1	0	0.00%	0	0	--
Create economic opportunities	Economic Development	LBCC: \$18,000	Other/Homelessness Prevention	Persons Assisted	50	26	52.00%	0	10	---
		City Grants: \$20,000	Jobs created/retained	Jobs	0	5	---	13	4	30.77%

Goal	Category	2019 Allocation	Indicator	Unit of Measure	Expected 2018-2022 Plan	Actual 2018-2022 Plan	2018-2022 % Complete	Expected 2019 PY	Actual – 2019 PY	Percent Complete
		Community Lending Works: \$89,311	Businesses assisted	Businesses Assisted	10	8	80.00%	13	3	23.08%
Improve access to opportunities	Non-Housing Community Development	Sunrise Park: \$0	Public Facility or Infrastructure Activities	Persons Assisted	1,000	1,000	100.00%	0	1,000	---
Provide needed public services	Homeless Non-Homeless Special Needs Fair housing	Furniture Share: \$9,000 CWCOG: \$2,500	Public service other than Low/Mod Income Housing Benefit	Persons Assisted	500	4,118	823.60%	500	2,179	420.00%
		Family Tree: \$9,000	Homelessness Prevention	Persons Assisted	10	37	370.00%			
Reduce and prevent homelessness	Homeless	Shelters: \$36,500	Homeless Person Overnight Shelter	Persons Assisted	500	400	80.00%	400	20	5.00%

Table 1 - Accomplishments – Program Year and Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

When the Novel Coronavirus pandemic (COVID-19) hit the City in early February of 2020 and word of CARES Act funding being allocated through the CDBG programs became likely, the City began evaluating the 2019 priorities and programs for unallocated or unspent funds that could be redirected to helping businesses and residents during the pandemic. The City adopted Substantial Amendment #1 to the 2019 Action Plan in late April 2020 that incorporated the CARES Act CDBG award and changed priorities and funding allocations in order to prepare for, prevent, and

respond to impacts and needs due to COVID-19. The 2019 plan goals were revised to the following in order of priority:

- Prevent and respond to COVID-19
- Create economic opportunities
- Reduce and prevent homelessness
- Provide needed public services
- Preserve affordable housing

Prevent and Respond to COVID-19: The City allocated CDBG-CV funding to agencies providing emergency housing assistance, small business assistance, emergency food boxes, and prevention supplies in order to prevent, prepare for, and respond to impacts of COVID-19. These programs are underway helping Albany residents and businesses.

Increase Economic Opportunities: Unallocated 2019 funds were reallocated to increase economic opportunities during the COVID-19 pandemic. These funds were combined with some CARES Act CDBG-CV funds to create an emergency grant program for businesses with 25 or fewer employees impacted by COVID-19, with the purpose to create or retain jobs. The 2019 CDBG-funded programs also provided microenterprise training and technical assistance to low- and moderate-income residents, one-on-one advising to businesses and two small grants were awarded to businesses to create jobs for low- and moderate-income residents.

Reduce and Prevent Homelessness: Public services grants were prioritized to shelters to help reduce homelessness and provide services to Albany residents experiencing homelessness, or those at risk of homelessness. Due to compliance issues and concerns, only one of three agreements was executed by the end of the program year. Homelessness remains a priority and the City is ready to allocate these funds once management changes. CDBG-CV funds were used to purchase coronavirus prevention supplies (masks, sanitizer, soap, cleaners, etc.) for all shelters.

Provide Needed Public Services to Low- and Moderate-Income and Special Needs Residents:

- Cascades West Council of Governments provided senior companion services to low-mod home-bound seniors.
- Furniture Share delivered dining room tables, beds, and food boxes to Albany residents below the poverty line.
- Family Tree Relief Nursery provided 23 families with in-home services and their children with therapeutic childcare and other wrap around services.

Preserve Affordable Housing: The owner-occupied housing rehabilitation no-interest deferred loan program managed by DevNW received funding to improve livability of Albany's aging housing stock. Four rehabilitations were completed in 2019 and five are underway. There is a awaiting list for the program.

CR-10 – Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	2,052
Black or African American	94
Asian	9
American Indian or American Native	57
Native Hawaiian or Other Pacific Islander	11
Total	2,223
Hispanic	99
Not Hispanic	2,124

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Between July 1, 2019, and June 30, 2020, CDBG programs served more than 2,200 residents with CDBG programming through public services, housing rehabilitation, and economic development opportunities. Of these, 92 percent of the residents assisted were white, four percent were African American, and five percent were of Latino/Hispanic origin.

Most of the residents and families supported with CDBG-funded programs were extremely low-income, earning 30 percent or below of the median family income. Several residents served were children, including unaccompanied youth, children in families identified as at risk of child abuse, or children of families receiving housing rehabilitation.

CR-15 – Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public – federal	\$380,311	\$368,899
CDBG-CV	public – federal	\$220,804	\$0

Table 3 - Resources Made Available

Narrative

Due to COVID-19, the City amended the 2019 Action Plan to add the 2020 CDBG-CV funds to the plan and to reallocate almost \$90,000 to help address the needs created by the pandemic and to prevent the spread of the pandemic. The COVID-19 activities are underway, representing roughly \$340,000; however, expenditures started after the PY close of June 30, 2020.

The CDBG-CV funds and reallocated 2019 and 2018 funds are allocated to the following activities:

- Emergency Housing Assistance:** Community Services Consortium (CSC) was allocated \$105,000 to manage the emergency housing program. The program is up and running. CSC received other CARES Act funds to provide rent relief, so the City’s CDBG funds are being used to provide low-mod homeowners impacted by COVID-19 with up to three months of mortgage assistance. The program got started in late July.
- Emergency Business Assistance:** The City awarded a total of \$208,311 (\$90,000 in CARES Act CDBG-CV and the rest in 2019 and 2018 funds) to Community Lending Works to provide emergency business grants to businesses with fewer than 25 employees impacted by COVID-19. These funds were used to leverage additional emergency funds from the state to enable the City to offer a total of \$365,000 to help businesses impacted by COVID-19.
- Emergency Food Boxes and Supplies:** The Salvation Army received \$20,000 to distribute two weeks worth of food to Albany households impacted by COVID-19. To date, the City has purchased and distributed 5,000 masks, eight touch-free thermometers, many gallons of hand sanitizer, soap and cleaning supplies to the local shelters to prevent the spread of COVID within these facilities.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Census Tract 204	20	20%	Housing rehab, youth shelter services, microenterprise development
Census Tract 205		9%	housing rehabilitation
Census Tract 208.01	8	2%	Emergency shelter services; Child abuse prevention services and daycare
Census Tract 208.02	5	35%	Remove blighting influences, increase accessibility, housing rehabilitation, senior companion services

Table 4 – Identify the geographic distribution and location of investments

Narrative

About two-thirds of the City’s CDBG expenditures by June 30, 2020, were in local target area Census Tracts 204, 205, 208.01, and 208.02. The City hopes incremental investments in these areas will gradually remove blighted conditions and improve safety and livability which may encourage more private investment in these areas. CDBG activities and expenditures in Albany’s low- and moderate-income Census Tracts are listed below.

Census Tract 204 activities

- Two microenterprises in this Census Tract received reimbursements and created low-mod jobs
- One owner-occupied housing rehabilitation was completed in this tract and another is underway
- Jackson Street emergency youth shelter services and case management to youth ages 10 to 18
- Fair housing training for shelter providers, city staff, and elected and appointed officials was conducted at Albany City Hall located in this tract

Census Tract 205 activities

- One owner-occupied housing rehabilitation was completed in this tract and another is underway.

Census Tract 208.01 activities

- Family Tree Relief Nursery, located here, provides family supports, in home visits, and therapeutic childcare to prevent child abuse
- Two emergency shelters located in this target area were awarded 2019 PY funds; however, contracts were not executed due to monitoring and compliance concerns at one shelter, and staff turnover at the other

Census Tract 208.02 activities

- Reimbursement for Sunrise Park improvements was processed in 2019, accounting for the high expenditure rate in this target area

- One owner occupied housing rehabilitation is in progress in this tract
- The senior companion program is based in this Census Tract

Leveraging

Explain how federal funds leveraged additional resources (private, state, and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

CDBG-CV: The City's CARES Act allocation was used to leverage \$165,000 in grants from the state to provide emergency business grants to Albany businesses.

CDBG:

Several nonprofit service providers use the federal 2019 CDBG awards to leverage funding from private foundations, state and local funding, as well as donated goods and volunteers. The following 2019 CDBG-funded activities and leveraged funds are provided below:

- Family Tree Relief Nursery uses CDBG funds to leverage private donations of \$6,000 and local contracts with health providers amounting to \$25,000.
- Jackson Street Youth Services used the City's CDBG support to leverage more than \$234,000 in total consisting of private donations of \$44,000, a federal basic center grant of \$78,000, state grant of \$37,500, and other grants and contracts totaling \$73,500.
- Furniture Share distributed 1,247 furniture items valued at \$93,525 and 2,071 boxes of food valued at \$51,775. Volunteers put in 620 hours. Other local funds totaling \$47,088 helped to pay for staff costs and overhead.
- The senior companion program managed by Cascades West Council of Governments utilized eleven low-income seniors to provide companionship to homebound Albany seniors. The volunteer companions put in more than 3,591 hours in the 2019 PY.
- Microenterprises supported through the CDBG program leverage their own private funds and capital. In 2019, the CDBG funds leveraged approximately \$5,000 in private funds.

CR-20 – Affordable Housing 91.520(b)

Evaluation of the jurisdiction’s progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0*
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	20	0*
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	4	4
Number of households supported through Acquisition of Existing Units	2	0
Total	26	4

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

HOMELESS HOUSEHOLDS PROVIDED HOUSING ASSISTANCE: City CDBG funds were not used directly to provide affordable housing to residents experiencing homelessness. Funds are used to provide services and support to help residents move into permanent housing.

****In FY 2019, Community Services Consortium (CSC) provided rapid rehousing assistance to 51 homeless persons representing 24 households.***

NON-HOMELESS HOUSEHOLDS PROVIDED HOUSING ASSISTANCE:

- a. Number of Households Supported through Rental Assistance (CDBG-CV): ****CSC served 94 Albany households with emergency rent assistance in FY 2019.*** When the 2019 Action Plan was amended to add the CARES Act award, the City anticipated providing emergency rent relief to Albany

residents. Since the plan was adopted CSC received \$3.5 million in CARES Act funds to provide rent relief in Linn, Benton, and Lincoln counties. The City CDBG-CV funds are being used to provide emergency housing assistance for homeowners. The program got underway in July 2020.

- b. Number of Households Supported through Rehab of Existing Units with CDBG: DevNW received funding to continue the housing rehabilitation no-interest loan program in 2019. Four owner-occupied housing rehabs were completed in the 2019 program year.
 - **Extremely low-income** owner households assisted – 0
 - **Low-income** owner households assisted – 1
 - **Moderate-income** owner households assisted – 3
 - **Middle-income** owner households assisted – 0
- c. Acquisition of Existing Units with CDBG: Carryover funds remain to provide down payment assistance to Albany residents to help them become homeowners. Due to the high cost of housing and the economic impact of COVID-19, no applications were successfully processed for this activity.

Discuss how these outcomes will impact future annual action plans.

Due to the increased costs of housing, qualified applicants for home buyer assistance have not found housing that is affordable to purchase. Consequently, home buyer assistance programs were not funded in 2019 or 2020 because prior year funds remain to continue the program. The City amended the 2019 Plan to reallocate funds originally intended to increase the supply of affordable housing through acquisition and/or rehab to emergency support for local businesses.

COVID-19 will likely result in further amendments to existing Plans to ensure unspent or unallocated funds are used to mitigate the impacts of COVID-19 on businesses and residents.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Household income is used to determine eligibility for most of Albany’s activities; however, the outcome is typically the number of persons served, rather than the number of households served. Household income data is provided for the housing rehabilitation activities and a second table is provided indicating the income of persons served by other programs.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	3	0
Moderate-income	1	0
Total	4	0

Table 7 – Number of Households Served

Number of PERSONS Served	CDBG Actual
Extremely Low-income	2,096
Low-income	95
Moderate-income	30
Total	2,221

Narrative Information

In 2019 CDBG funds provided low-mod residents and households with public services (child abuse prevention, shelter services, shelter and food box distribution, senior companions), small business grants, microenterprise development and housing rehabilitation. Most of the residents supported through CDBG programs had extremely low incomes, earning 30 percent or less of the median family income (MFI), representing 95 percent of those served.

ACTIONS TAKEN TO ADDRESS WORST CASE HOUSING NEEDS in 2019:

- Community Services Consortium (CSC) provided rapid rehousing to 51 Albany homeless persons representing 24 households. Albany’s homeless persons and households are extremely low-income.
- CSC also provides homeless prevention assistance in the form of rent relief and utility assistance to prevent eviction from rentals or doubled-up situations to 94 Albany households, representing 238 people. Most of those served are severely rent-burdened households and are extremely low-income, low-income and moderate-income households.
- City CDBG funds will be used to provide emergency mortgage assistance to extremely low-income, low-income and moderate-income homeowner households.
- Albany Helping Hands Shelter operates six transitional houses for men and one for women and women with children to move homeless residents into stable housing.
- Linn County Health Services and C.H.A.N.C.E. provide housing vouchers for residents in recovery from addiction and those with mental disabilities and individuals discharged from correctional facilities and institutions. The emergency shelters also provide housing, food, and clothing to individuals discharged from correctional facilities and institutions.

OTHER ACTIONS TAKEN TO FOSTER AND MAINTAIN AFFORDABLE HOUSING:

2019 CDBG funds continued to support the rehabilitation of Albany’s affordable housing stock. The City consults with area housing and service providers to assess opportunities and projects that may be ready to proceed and apply for CDBG assistance – including partners for property acquisition, housing rehabilitation, and new construction and is exploring how to establish a land bank or land trust.

Due to the COVID-19 pandemic, CARES Act and CDBG funds are being used to prevent evictions of extremely low-, low-, and moderate-income renters and homeowners through emergency rent and mortgage assistance and utility assistance.

CR-25 – Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City made the following progress in the 2019 program year to reduce and end homelessness within the community:

1. The City Solutions Team responded to over 200 calls to help residents in crisis or need with services directly at time of contact/need.
2. The Linn County Outreach team visits homeless camps throughout the county to engage residents, build trust, provide supplies, assess needs, and encourage these individuals to seek supportive services.
3. City staff attended monthly meetings of the Homeless Engagement and Resource Team (HEART). Meetings occurred every two weeks between April and July due to COVID-19 pandemic to determine needs to prevent the spread of the virus and ensure safe shelter for residents and needs of unsheltered homeless residents.
4. The annual homeless resource fair was cancelled due to COVID-19.

Addressing the emergency shelter and transitional housing needs of homeless persons

The provision of shelter and transitional and permanent supportive housing for homeless Albany residents is provided by several area non-profits, Oxford Houses, and houses owned by faith-based organizations.

The City provided public service grants to the local shelters and has purchased supplies to prevent the spread of COVID-19 in the shelters, and set up hand washing stations at one shelter. Due to the pandemic, numbers are down at two emergency shelters. The City and Linn County have been on stand-by to provide tents and cots to ensure safe distancing within the shelter spaces.

Linn County Health Services and C.H.A.N.C.E. provide housing vouchers for residents in recovery from addiction and those with mental disabilities and individuals discharged from correctional facilities and institutions. The emergency shelters also provide housing, food, and clothing to individuals discharged from correctional facilities and institutions.

Transitional and Supportive Housing

- Albany Helping Hands currently operates seven transitional supportive houses with a capacity of approximately 34 people/beds including one for women, and women with children. Albany Helping Hands staff provides ongoing support to residents.
- Oxford House Chapter 19 – operates ten “clean and sober” houses in Albany: one for women

only, three for women with children, and six for men.

- God Gear operates eight recovery houses in Albany.
- Albany Partnership for Housing (APH) provided five units of supportive housing serving formerly homeless people and residents with mental health and other special needs. APH provides ongoing support services to residents in their affordable rental units.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

CDBG funds have helped to fill the gap in needs provided by other public and private agencies to prevent and reduce homelessness through a variety of programs. Homeless or at risk residents and families come through the local Coordinated Entry process established by the community action agency, Community Services Consortium (CSC).

a) Homeless Prevention: Albany has a network of social services and government agencies that work together to help Albany's low- and extremely-low income families avoid becoming homeless.

- The Family Tree Relief Nursery provided social services, counseling, education, and support to high-risk families with young children, to reduce child abuse and homelessness. The program helps parents gain skills to reduce their risk of becoming homeless and losing their children to foster care. Children also spend time in a therapeutic classroom. All of the children served in 2019 stayed living safely with their families.
- Jackson Street Youth Services provided shelter and case management to 20 homeless and unaccompanied Albany youth in 2019. Youth are either reconnected with their families or move into transitional living. These services prevent a number of youths going into correctional institutions and are available to help those leaving these institutions.
- CSC helped to prevent homelessness through education, job search, food and nutrition, and housing programs. In 2019, CSC helped households with various supportive housing and rental assistance programs.
- Greater Albany Public School District operates FACT (Families and Community Together), which is a team of family service consultants that link schools, students, and families with available community services in Albany. FACT's goals are to enhance student education by supporting and empowering students and families to access educational, health, and community services.

b) Helping residents discharged from publicly funded institutions and systems of care: Albany's ten Oxford Houses provide affordable housing for residents being discharged from correctional facilities that have addictions. Linn County Parole and Probation, C.H.A.N.C.E., and Samaritan Albany General

Hospital work closely with the Albany Police Department, Linn County Health Services, local shelters, and other agencies to secure housing placements prior to residents being discharged, or are brought to shelters when permanent housing is not secured. The network of Albany area agencies coordinate support for discharged residents through the “coordinated entry/re-entry” process. Young women at Oak Creek Correctional Facility are not discharged until a permanent plan for housing or care facilities are in place.

- c) Linn County Health serves residents with mental and physical disabilities and/or addictions get into housing and receive the services and support they need to prevent homelessness. C.H.A.N.C.E. provides housing services to residents in recovery and with mental disabilities.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Due to the COVID-19 pandemic, efforts to assist chronically homeless continues, but the pandemic has created additional challenges in addressing housing needs for these residents. Resources are being directed to prevent homelessness during the pandemic.

That said, Albany’s local emergency shelters provide individual assessments to unsheltered residents to assess their needs in addition to providing shelter, mainstream services, meals, and supplies. Clients are supposed to develop plans to transition out of homelessness.

Programs not supported with CDBG funds but that provide critical services to Albany residents included:

- Albany Helping Hands shelter provided shelter and transitional housing to chronically homeless residents and women with children experiencing homelessness until they can get into safe and supportive housing.
- Community Services Consortium (CSC) provides Albany households with rapid rehousing programs. CSC uses a housing first model and coordinated entry system to work through the waiting list. Referrals come from community service agencies.
- CSC also provided supportive services to Veterans and Veteran families including reaching out to homeless or near homeless veterans through services and the homeless resource fair for veterans and providing case management services focused on obtaining permanent housing solutions.
- Albany has ten Oxford Houses and eight other recovery houses. Houses are democratically run, self-supporting, drug-free homes for those in recovery from drug and alcohol addiction.
- Substance Abuse: Community Helping Addicts Negotiate Change Effectively (C.H.A.N.C.E.) provides recovery support services to help residents through recovery and works directly with many residents coming out of jail. The agency helps residents obtain housing, skills, resources,

support, recreational activities, and guidance needed for long-term recovery so they become healthy productive members of their families and community.

- The Homeless Engagement and Resources Team (HEART): Includes representatives from numerous service and government agencies that work together to prevent and reduce homelessness, including the City of Albany and Samaritan Health Services. HEART puts on an annual homeless resource fair the third Thursday in May. Intake forms are collected to assess homeless needs. The event draws both sheltered and unsheltered homeless residents and connects them to numerous services and agencies.

CR-30 – Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

Albany has no public housing, as defined by the Department of Housing and Urban development. Linn-Benton Housing Authority (LBHA) provides affordable housing units and manages the Section 8 Housing Choice Voucher program for the two county region.

The City consulted with LBHA and the Albany Partnership for Housing regarding needs that could be addressed with CDBG funds. LBHA, Linn County Health Services, and Albany Partnership for Housing recently entered into a new partnership that will provide eleven beds of supportive housing in a group home for residents with mental or developmental disabilities.

Albany Partnership also partners with Linn County Health Services to provide one permanent supportive house for up to five residents with mental disabilities.

Discussions on future collaborations to address needs is ongoing.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

LBHA works with residents participating in their Family Self Sufficiency program and in the individual development account savings programs to help them save enough money to become homeowners. CDBG grant funds are available to provide home buyer down payment assistance grants to these clients to help them become homeowners.

Actions taken to provide assistance to troubled PHAs

The local public housing authority is not classified as a troubled PHA. Therefore, no actions have been taken to assist LBHA.

CR-35 – Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Albany prepared a package of amendments to the Albany Development Code to streamline the process for needed housing and ensure clear and objective standards for needed housing. These amendments are anticipated to be adopted by the City Council in September 2020.

The City completed a Housing Needs Analysis in PY 2019 that identifies the City’s housing needs to 2040. The analysis is proposed for adoption in October 2020. The City recently hired a consultant to help the City modify the Development Code to allow more “middle” housing types that may provide more affordable housing choices and diversify the City’s housing stock. The City also identified affordable housing strategies that will be evaluated with this next round of Development Code and Comprehensive Plan amendments.

The City and its sub-recipients have tried to concentrate housing rehabilitation funds and public improvements into the City’s lowest income areas – Census Tracts 204, 205, 208.1, and 208.2 to improve the livability and sustainability of these lower-income neighborhoods.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City continues to evaluate the highest priority needs for the City’s limited CDBG funds to address the needs of Albany’s low- and moderate-income residents and to help residents and businesses impacted by COVID-19 and to prevent the spread of COVID-19. As noted earlier in this report, the City initiated amendments to the 2018 and 2019 Action Plans to reallocate funds to address priority needs, including those of underserved residents. The City is targeting resources to minority and underserved residents.



City staff and Community Development commissioners held agency consultations with all area agencies to identify obstacles to meeting the needs of underserved populations. Addressing and preventing homelessness was determined to be the highest priority to meet underserved needs.

In 2019, CDBG funds supported three non-profit agencies that worked to reduce homelessness and support individuals and households at risk of becoming homeless. Funds provided emergency shelter to unaccompanied youth with the goal of providing them with safe, permanent housing. Family Tree Relief Nursery used CDBG funds to provide staff to work with at-risk families to strengthen families, improve parenting skills, overcome other stresses to keep families together, and prevent homelessness. CDBG funds provided an employment coordinator position at Albany Helping Hands shelter to work with chronically homeless residents to help them become employed and more self-sufficient so they can transition into permanent housing. Signs of Victory shelter received funds to provide food boxes to poverty-level households and to serve residents at the emergency shelter.

Many other programs are in place locally to provide services to special needs residents, including services for the elderly and disabled, residents with addiction and mental disabilities, and victims of domestic violence.

The City will continue to work with public and governmental agencies to identify ways to collaborate resources and programming to address underserved needs in the next five-year plan.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The 2019 Action Plan identified the following actions to be taken to address lead-based paint hazards.

- Housing Rehabilitation Program Delivery: DevNW uses lead-safe housing checklists and City procedures for the housing rehabilitation programs. Lead hazard information is distributed to all applicants applying for the housing rehabilitation assistance and for any projects involving painted structures built before 1978. Rehab recipients must sign a lead disclosure form and documentation of receipt of the Lead Safety brochure. When rehabilitation projects involve homes constructed before 1978, a lead paint inspection is conducted on surfaces that are proposed to be disturbed. A notice of lead testing results is mailed to the resident. If lead is present, the Lead Paint Evaluation notice is mailed to residents. DevNW staff check lead certifications required by contractors. The subrecipients work with the contractors to assess the amount of disturbance, if any, and compliance with the EPA Renovate, Repair, and Painting laws in addition to HUD's federal regulations. Projects over \$5,000 require a Risk Assessment report when lead is present or presumed. It is mandatory that all contractors use lead-safe work practices and interim controls or standard treatments on all applicable painted surfaces and presumed lead-based paint hazards by a qualified contractor.
- General Public Awareness: The City distributes lead hazard information pamphlets to residents seeking information about housing repairs to historic homes. The City provides links to lead safety information and brochures produced by the EPA and HUD from the City's website.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

As the local action agency, Community Services Consortium utilizes state, federal, and other funding sources to provide a variety of anti-poverty programs to prevent homelessness including outreach and assessment of the needs of the homeless and veterans, short-term rental and utility assistance, rapid rehousing assistance and housing navigation, housing education, employment and budgeting services, and food and nutrition programs and resources.

During the 2019 program year, the City took the following actions to reduce the number of poverty-level families in Albany:

- Emergency Business Grants: The City reallocated money to provide emergency business grants to Albany's small businesses impacted by COVID-19 in order to help these businesses retain or rehire employees.
- Increased economic/job opportunities: The City awarded two microenterprises a small grant to offset costs to hire additional employees and two prior year grants were completed. The four businesses created a total of ten low-mod jobs. Free one-on-one advising and courses at the Linn-Benton Community College served three businesses and 10 residents in PY 2019.
- Provide public services: In 2019, the City allocated 15 percent of its entitlement award to public service grants. Five agencies and programs were selected for funding to serve Albany's lowest income residents, elderly residents, homeless residents, and at-risk children.
- Housing rehabilitation loans: Helped to rehabilitate and weatherize four low- and moderate-income households in 2019 and five rehabilitation projects are in progress.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The backbone of the institutional delivery system is the City of Albany Community Development department, which administers the CDBG programs. The City continued to partner with many agencies through the City's CDBG grant programs and started new programs with new partner agencies, which helped to strengthen the institutional structure.

Conversation and coordination are ongoing with other primary institutional service providers to ensure CDBG funds are used for gaps in services and to leverage success of other programs. The CDC consulted with Linn County Health Services, Department of Human Services, Oregon Cascades West Council of Governments, Community Services Consortium, and all agencies that provide services to Albany's homeless and special needs populations. Many of these agencies also participate in the Homeless Engagement and Resource Team (HEART) monthly meetings. City staff corresponds with these agencies and service providers periodically to assess existing programs, performance, and help identify gaps in needs that could be supported with CDBG-funded activities and programs.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City took the following actions to enhance coordination between public and private housing and social service agencies in 2019:

- The Community Development Commission (CDC) consulted with affordable housing providers and health, mental health, and service agencies in group settings to learn more about community needs and to foster collaboration among providers. The CDC meetings provided an opportunity for enhancing the existing coordination and delivery structure of the area's housing, homeless, health, and social service providers.
- Staff consulted with Linn-Benton Housing Authority, Albany Partnership, and Linn County Mental Health to discuss the needs of Albany's residents with mental disabilities. An existing residence was rehabilitated with outside funding and eleven residents will be provided housing with supportive services once complete.
- City representatives participated in the Homeless Engagement and Resource Team (HEART) meetings. HEART is comprised of various social service agencies; health, housing, and homeless advocates; and governmental agencies that work collaboratively to identify the needs of Albany's homeless and at-risk residents.
- Staff attends regional meetings intended to foster coordination and collaboration between housing and social service agencies. Several local agencies serve a multi-county region including Linn-Benton Health Equity Alliance, the Linn-Benton Housing Authority, and the Community Services Consortium.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City took the following action in 2019 to overcome the effects of impediments identified in the *2018 Update Albany's Analysis of Impediments to Fair Housing Choice and Plan*.

- Embracing Diversity: City staff encouraged the appointment of persons of color to the Community Development Commission and continues to reach out to agencies that work with persons of color to assess needs and identify impediments to fair housing.
- Lack of Understanding of Fair Housing Laws: The City planned fair housing trainings in Spanish for the spring of 2020; however, due to COVID-19 and lack of funding from the Fair Housing Council of Oregon these trainings were cancelled.
- Linguistic and Cultural Barriers: The City of Albany and Community Services Consortium local offices have worked to hire employees fluent in Spanish so they can respond to complaints and potential fair housing violations.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City follows these monitoring steps annually:

A: Pre-Assessment: During the application process for Albany CDBG funding, subrecipients were evaluated on the capacity of the organization and the organization's ability to meet national objectives, federal regulations, and complete the project. The City provided a Subrecipient Handbook to all potential applicants to review prior to submitting requests for funding and these documents are available on the City website.

B: Subrecipient Orientation: City staff met with each subrecipient agency prior to signing the contract to discuss the scope of work, federal regulations, performance measures, and to review the Subrecipient Handbook. Staff reviewed all contractual obligations and applicable federal requirements and explained how to document national objectives compliance and overall administrative and financial management record keeping.

C: Quarterly Monitoring: The City requires subrecipients to submit quarterly reports in order to monitor progress and identify issues on an ongoing basis and to be able to offer technical assistance to subrecipients as needed. Quarterly reimbursement requests are encouraged so financial records can be monitored quarterly.

D: Risk Assessment for In-Depth On-Site Monitoring: The City developed risk assessment criteria to determine which subrecipients to monitor in depth each year.

1. Quarterly Desk Review Findings: More than two consecutive errors, incomplete reports, or resubmittals trigger a technical assistance site visit and may be grounds for monitoring.
2. New Subrecipients or Organizational Change: First-time CDBG subrecipients, or subrecipients experiencing organizational change or key program staff turnover, will be considered higher risk subrecipients.
3. Performance and Administrative History: Subrecipients with previous findings or concerns are considered higher risk and will be monitored to ensure corrective actions have been fully implemented.
4. Complexity of the Activity: Housing rehabilitation programs and economic development programs have complex federal regulations, and by their nature are the highest risk programs. When housing rehabilitation projects include houses constructed before 1978, at least one project is monitored for lead-based paint compliance.

While certain activities or programs are more complex and may present more risk than others, the City tries to monitor every organization on-site at least once in a three-year cycle.

Due to site visits and monitoring of one emergency shelter subrecipient (compliance with health issues and City Codes) the City withheld funds from the grantee.

The City is scheduling phone and virtual monitoring meetings for September 2020 for two public services subrecipients and is monitoring one housing rehabilitation activity to ensure compliance with federal lead-based paint requirements.

E. Lead Paint Monitoring: To ensure compliance with lead based paint standards, the City developed a step-by-step instruction guide and process checklists regarding lead based paint requirements for housing rehabilitation projects.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City followed its Citizen Participation Plan regarding the CAPER and a public hearing on the annual report. The plan requires a 15-day comment period and notice of public hearing.

A notice of the 15-day comment period and public hearings on Albany's 2019 CAPER was published in the Albany Democrat-Herald and on the City's web site on September 8, 2020. The City distributed it to the media and created a social media release about opportunities to comment on the CAPER and community needs.

The Community Development Commission (CDC) will hear public comment on the CAPER on September 21, 2020, and the Albany City Council hearing is September 23, 2020. Comments will be received through September 23, 2020.

The CAPER was available on the City's web site on September 8, 2020. The City's press release and website content were viewable in Spanish, the most common language of minorities. The CAPER press release was distributed to all area agencies that work with low- and moderate-income residents, residents of Hispanic origin and residents with a disability including Linn County Health Services, Department of Human Services, Cascades West Council of Governments Senior and Disability Services, Linn-Benton Housing Authority, and CHANCE (Community Helping Addicts Negotiate Change Effectively).

All CDC meetings were open to the public and the agendas and agenda packets were made available on the City's website.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

In order to respond to economic impacts of the COVID-19 pandemic and prevent the spread of COVID, the City adopted substantial amendments to the following plans to add the CARES Act funds, and change priorities and allocations of 2018 and 2019 funds:

- 2018 Annual Action Plan;
- 2019 Annual Action Plan;
- 2018-2022 Consolidatd Plan; and
- 2019 Citizen Participation Plan.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.



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PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	408,153.12
02 ENTITLEMENT GRANT	380,311.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	788,464.12

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	305,202.92
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	305,202.92
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	63,696.30
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	368,899.22
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	419,564.90

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	305,202.92
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	305,202.92
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2017 PY: 2018 PY: 2019
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	23,166.94
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	23,166.94
32 ENTITLEMENT GRANT	380,311.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	380,311.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	6.09%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	63,696.30
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	63,696.30
42 ENTITLEMENT GRANT	380,311.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	380,311.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	16.75%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	8	97	6331865	2018 Sunrise Park Phase 2 Accessibility Improvements	03F	LMA	\$98,000.00
					03F	Matrix Code	\$98,000.00
2018	1	81	6302634	2018 Youth Shelter Services	03T	LMC	\$4,318.75
					03T	Matrix Code	\$4,318.75
2018	3	77	6284535	2018 Senior Companion Program	05A	LMC	\$776.40
2019	13	98	6343947	2019 Senior Companion Program	05A	LMC	\$835.52
2019	13	98	6374684	2019 Senior Companion Program	05A	LMC	\$1,664.48
					05A	Matrix Code	\$3,276.40
2019	8	102	6343947	2019 Youth Shelter Services	05D	LMC	\$4,047.94
2019	8	102	6374684	2019 Youth Shelter Services	05D	LMC	\$5,380.85
					05D	Matrix Code	\$9,428.79
2019	6	99	6383987	2019 Family Support & Abuse Prevention	05L	LMC	\$6,143.00
					05L	Matrix Code	\$6,143.00
2017	1	82	6302634	2017-18 Housing Rehab- 1130 Front Ave	14A	LMH	\$16,787.04
2018	7	87	6302634	2018 Housing Rehab - 627 Baker St	14A	LMH	\$11,022.00
2018	7	87	6374684	2018 Housing Rehab - 627 Baker St	14A	LMH	\$14,715.74
2018	7	89	6302634	2018 Housing Rehab - 2840 Salem Ave SE	14A	LMH	\$7,425.00
2018	7	89	6331865	2018 Housing Rehab - 2840 Salem Ave SE	14A	LMH	\$25,605.00
2018	7	89	6345095	2018 Housing Rehab - 2840 Salem Ave SE	14A	LMH	\$400.00
2018	7	92	6302634	2018 Housing Rehab - 525 29th SE, Zecha	14A	LMH	\$11,843.20
2018	7	92	6331865	2018 Housing Rehab - 525 29th SE, Zecha	14A	LMH	\$15,083.70
2019	4	90	6343947	2019 Housing Rehab - 409 24th Ave SE	14A	LMH	\$27,184.87
2019	4	93	6343947	2019 Housing Rehab - 629 Fulton St SE	14A	LMH	\$385.00
					14A	Matrix Code	\$130,451.55
2018	7	94	6302634	2018 Housing Rehabilitation Program Administration	14H	LMH	\$5,600.00
2018	7	94	6331867	2018 Housing Rehabilitation Program Administration	14H	LMH	\$6,297.60
2019	4	103	6343947	2019 Housing Rehab Program Administration	14H	LMH	\$5,888.40
2019	4	103	6374684	2019 Housing Rehab Program Administration	14H	LMH	\$5,436.97
					14H	Matrix Code	\$23,222.97
2015	27	85	6286227	Vaughan Construction-MicroE Grant	18A	LMJ	\$3,471.93
2015	27	85	6302634	Vaughan Construction-MicroE Grant	18A	LMJ	\$4,528.07
2017	8	95	6302634	Micro Grant - Spring Cleaning Services	18A	LMJ	\$836.50
2017	8	95	6331865	Micro Grant - Spring Cleaning Services	18A	LMJ	\$2,460.05
2017	8	95	6374684	Micro Grant - Spring Cleaning Services	18A	LMJ	\$3,812.85
					18A	Matrix Code	\$15,109.40
2018	6	83	6302634	2018 Microenterprise Development	18C	LMCMC	\$1,975.00
2018	6	83	6331865	2018 Microenterprise Development	18C	LMCMC	\$3,287.50
2018	6	83	6356759	2018 Microenterprise Development	18C	LMCMC	\$912.50
2019	14	104	6365360	2019 Micro Enterprise Grant - Moto Racks	18C	LMJ	\$9,077.06
					18C	Matrix Code	\$15,252.06
Total							\$305,202.92

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	1	81	6302634	2018 Youth Shelter Services	03T	LMC	\$4,318.75
					03T	Matrix Code	\$4,318.75
2018	3	77	6284535	2018 Senior Companion Program	05A	LMC	\$776.40
2019	13	98	6343947	2019 Senior Companion Program	05A	LMC	\$835.52
2019	13	98	6374684	2019 Senior Companion Program	05A	LMC	\$1,664.48
					05A	Matrix Code	\$3,276.40
2019	8	102	6343947	2019 Youth Shelter Services	05D	LMC	\$4,047.94
2019	8	102	6374684	2019 Youth Shelter Services	05D	LMC	\$5,380.85
					05D	Matrix Code	\$9,428.79
2019	6	99	6383987	2019 Family Support & Abuse Prevention	05L	LMC	\$6,143.00
					05L	Matrix Code	\$6,143.00
Total							\$23,166.94

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	4	76	6284535	2018 Planning and Administration	20		\$360.00
2018	4	76	6287093	2018 Planning and Administration	20		\$7,652.43
2018	4	76	6305972	2018 Planning and Administration	20		\$3,871.00
2018	4	76	6385780	2018 Planning and Administration	20		\$918.80
2018	4	76	6385871	2018 Planning and Administration	20		\$344.00
					20	Matrix Code	\$13,146.23
2019	16	96	6305972	2019 Program Administration	21A		\$8,331.27
2019	16	96	6331867	2019 Program Administration	21A		\$18,499.99
2019	16	96	6374672	2019 Program Administration	21A		\$23,118.81
					21A	Matrix Code	\$49,950.07
2016	8	91	6284535	Fair Housing Education/Outreach	21D		\$600.00
					21D	Matrix Code	\$600.00
Total							\$63,696.30



City of Albany, Oregon Community Development Block Grant Program Citizen Participation Plan

Adopted April 22, 2020 by Resolution 6879

Proposed additional COVID-19/Disaster Related Amendments

In April of this year, the City amended the Citizen Participation Plan to incorporate waivers and flexibilities authorized by the Department of Housing and Urban Development to allow reduced public notice and comment period in order to quickly respond to the novel-coronavirus. The flexibilities also include allowing virtual hearings. The City proposes a few additional amendments to clarify these allowances in order to efficiently respond to COVID-19 needs or other national emergencies or disasters.

The proposed amendments are shown using red underline and ~~strikeout~~ formatting. Text in red underline font indicates new text.

I. Introduction

The City of Albany receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). These funds are used to administer housing and community development programs within the City through the Community Development Department. The Citizen Participation Plan has been developed to comply with the regulations and requirements of the CDBG program as specified by both HUD's Consolidated Plan rule and by the rules that direct HUD's Community Development Block Grant Program.

The Citizen Participation Plan outlines the steps that will be taken by the City of Albany to provide residents and other community members opportunities to contribute ideas and information on housing, community, and economic development needs to the City's Consolidated Planning process. The Citizen Participation Plan encourages citizens to participate in the planning, development, implementation, and evaluation of the City's CDBG annual plans and programs. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the City of Albany.

The goals of the Citizen Participation process are to:

1. Encourage citizen participation by all of the following in the process of developing and implementing the consolidated plan and annual plans: local and regional institutions, the Continuum of Care, the local housing authority, other organizations (including nonprofit organizations, philanthropic organizations, community-based organizations, faith-based organizations, businesses and developers), and Albany residents, emphasizing the involvement of low- and moderate-income residents, people living in CDBG target neighborhoods, people with disabilities, minorities, and residents of publicly assisted housing;
2. Inform citizens and the public housing authority of the Albany Consolidated Plan, Annual Action Plans and eligible activities under these programs, and development of the Assessment of Fair Housing;

3. Give all citizens an opportunity to identify and respond to priority needs, proposed projects, and the use of funds; and
4. Give all citizens an opportunity to review and comment on program performance.

II. Community Engagement

The City of Albany will keep interested citizens, community members, and service, housing and economic development organizations informed about opportunities for involvement in each phase of the consolidated planning development process and development of fair housing assessments.

A. Albany Community Development Commission (CDC) Meetings.

The City and CDC will seek input primarily through direct interaction with the public in the form of community-based meetings and may also seek input and direction through other means including surveys, interviews, and/or an interactive website. CDC monthly meetings are open to the public. The CDC meeting agenda and materials are posted approximately one week prior to the meeting on the City's website and are provided at the two Albany public libraries. Minutes of CDC meetings are posted on the City's website once approved.

Albany Community Development Department staff will provide direction and support to the CDC during the process of drafting the Consolidated Plan and in receiving public input and citizen participation on plan needs and activities.

B. Community Engagement.

The City will provide the public with reasonable opportunities for involvement in the development of annual action plans, consolidated plans and assessments of fair housing plans. The City will employ a variety of communication means and formats designed to reach the broadest audiences, such as press releases, social media, City web site postings, email distribution lists. The City will engage directly with area agencies, organizations and governments that provide social services, health services, affordable housing services, and fair housing assistance that represent low- and moderate-income residents, protected classes, the homeless and vulnerable populations. The City will work through existing networks and community leaders to gather input and build relationships.

C. Technical Assistance.

City of Albany staff will provide technical assistance to individual citizens, citizen groups, and agencies in order to further meaningful citizen participation in the community development decision making process and to foster public understanding of CDBG program requirements. Technical assistance will also be provided to groups and agencies representing low- and moderate-income persons requesting assistance in developing project/funding proposals. City staff will pay particular attention to those groups' representative of persons of low- or moderate-income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG programs.

Technical assistance may be obtained by contacting the Community Development Department at 541-917-7550, or through the City of Albany website at www.cityofalbany.net/cdbg.

III. Public Hearings and Comment Periods

Each year citizens and interested agencies will be notified of the funding level of assistance expected in the upcoming year when that information is received from HUD. Initial information may be based on local estimates. Citizens and interested entities will also be informed of the amount of funding expected to benefit low- and moderate-income persons in each Consolidated Plan and Annual Action Plan.

A. Public Comment Periods.

Each year, the public will be notified of opportunities to review and comment on the draft Consolidated Plan, Annual Action Plan, and substantial amendments to these plans. The City will also provide the opportunity to review and comment on the City's performance in administering the CDBG programs through a comment period and public hearing.

- *Draft Consolidated Plan, Annual Action Plans and Substantial Amendments.* The City will provide a copy of the draft Consolidated Plan and/or Action Plans at least 30 days prior to submitting the plan to HUD so that interested citizens, community members, public agencies, and other groups have an opportunity to review and provide public comments and suggestions for improvement; except that the 2020 Action Plan and substantial amendments to adopted plans related to responding to the novel coronavirus (COVID-19) emergency or any other national or state emergency or disaster shall have a public notice and comment period of at least 5 days. A summary of all comments received either in writing, or orally through a public hearing, will be included in the plan submitted to HUD.
- *Consolidated Annual Performance and Evaluation Report (CAPER).* The City will provide a copy of the CAPER at least 15 days prior to submitting the report to HUD for citizens and other community members and other interested parties to review and comment on the annual performance report. A summary of comments received either in writing, or orally through a public hearing, will be included with the City's annual performance report submission.
- *Draft Analysis of Impediments to Fair Housing Choice or Assessment of Fair Housing.* The City will provide a copy of draft assessments of fair housing at least 30 days prior to submitting the plan to HUD so that interested citizens, community members, public agencies, and other groups have an opportunity to review and provide public comments and suggestions for improvement. A summary of comments received either in writing, or orally through a public hearing, will be included in the plan submitted to HUD.

B. Public Hearings

At least two public hearings will be held every year to obtain citizen and community views and input on housing, economic, and community development needs to respond to the different stages of the CDBG planning process and programs administered by the Community Development Department. Specifically, the hearings will solicit input on the following:

1. Assessment and identification of housing and community development needs (two hearings a year);
2. The draft five-year Consolidated Plan or Annual Action Plans and any substantial amendments (one hearing);

3. The City's performance in meeting annual plan objectives as provided in the Consolidated Annual Performance and Evaluation Report (one hearing); and
4. Assessment of impediments to fair housing choice (one hearing as needed).

Following the 30-day review and comment period on a proposed Consolidated Plan, Action Plan, Substantial Amendment, or fair housing assessment - or a 5-day comment period for the 2020 Action Plan and Substantial Amendments to Plans to respond to COVID-19 or any other national or state emergency or disaster, the City Council shall hold at least one public hearing to consider any comments or views of citizens received in writing or orally at the public hearing and the Council will take action on the proposed Plan or Substantial Amendment. A summary of comments received either in writing, or orally through a public hearing and a summary of any comments or views not accepted, will be incorporated into the applicable Plan.

All public hearings shall be held at times and locations convenient to potential and actual beneficiaries and with accommodation for persons with disabilities; except that when national, state or local health authorities recommend social distancing and limit public gatherings for public health reasons, in-person public hearings will be replaced with virtual hearings. Local officials will undertake all reasonable actions necessary to allow persons with limited English proficiency to participate in public hearings when notified in advance of such needs.

A sign language interpreter will be provided whenever the City is notified in advance that one or more deaf persons will be in attendance, according to the instructions provided in the public hearing notice. The City shall provide a qualified reader whenever the City is notified in advance that one or more visually impaired persons will be in attendance. Additionally, the City shall provide reasonable accommodations whenever the City is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

C. Public Notices

Public notice of the 30-day comment period and any public hearing regarding the Consolidated Plan, Annual Action Plans, and Assessment of Fair Housing will be published in one or more newspapers of general circulation at least 30 days prior to the plan being submitted to HUD and will include a summary of the plan. In the event of a national or state emergency or disaster that closes city facilities to the public; plans and reports will be made available online only.

Public notice of the 15-day comment period, and any public hearing regarding the CAPER will be published in one or more newspapers of general circulation at least 15 days prior to the plan being submitted to HUD and will include a summary of the report.

Notice of public hearings will include publishing in the local newspaper of general circulation, notice on the City's web site to advise citizens of the plans, comment periods, hearings, and deliberations scheduled. Information of the date, time, and place of these hearing will be made available through these advertisements and publications. Efforts will be made to provide notice in media that serves non-English speaking households in the City. The notices will provide information about the locations where complete copies of the plan may be reviewed. (See IV - Access to Documents and Records)

Public meetings or hearing notices will be posted according to City of Albany policy for public meeting procedures.

Staff Comments: The following language is proposed to allow deviation from the specified notices and practices related to citizen participation, notice and comment periods when permitted through

HUD waivers. In addition, the proposed amendments would allow reallocation of disaster funds up to specified threshold as a minor Plan amendment.

D. HUD Waivers and Disaster Recovery

All of the requirements outlined the Citizen Participation Plan are subject to change when guidance or waivers are issued by HUD in order to respond to a national disaster, emergency or pandemic. If HUD issues guidance or waivers that affect citizen participation in the planning process, the City will attempt to provide as much notice as possible while still complying with the allowed waivers and flexibilities permitted by HUD.

On June 1 2017, HUD issued CPD Notice 17-06, title Using CPD funds for Disaster Response and Recovery. This notice directs entitlement communities to be prepared to respond quickly to a disaster by ensuring any funds allocated to address the disaster are quickly incorporated into the Consolidated Plan and the Annual Action Plan.

In the event of a presidentially declared disaster, any CDBG funds reallocated to address the disaster will be considered non-substantial amendments up to the threshold of \$100,000.

IV. Access to Documents and Records

Citizens and other community members will have reasonable and timely access to all documents related to the Consolidated Plan, annual plans, and annual performance reports. Copies of any proposed plan, Substantial Plan Amendment, or CAPER will be provided during the applicable comment period at the Albany Main Library located at 2450 14th Avenue SE, the Albany Carnegie Library located at 302 Ferry Street SW, and the Community Development Department in Albany City Hall located at 333 Broadalbin Street SW, Albany, Oregon; unless these facilities are closed due for public health reasons.

In addition, copies of the Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports (CAPER), and the Assessment of Fair Housing will be available for download in an electronic format, at no cost, from the City's CDBG web site, www.cityofalbany.net/cdbg.

All other records regarding the Consolidated Plan process will be maintained, as required by statute, at the City of Albany Community Development Department for at least five years. Advance notice of access to such records is required by contacting Anne Catlin (541-917-7560, anne.catlin@cityofalbany.net).

V. Amendments to a Consolidated Plan or Annual Action Plan

A. Substantial Amendment

The City shall amend its approved Consolidated plan or Annual Action Plan through a substantial amendment process whenever the following occurs:

1. To make a change in Plan allocation priorities or activities, which includes the removal of an activity or project not previously described in a consolidated plan or annual action plan; a change in the use of CDBG funds from one eligible activity to another; and/or a change in the approved CDBG budget of 25 percent or more for an activity.
2. A new activity is funded for the first time from any program covered by the consolidated or annual plan (including program income), not previously described or funded in the action plan.

3. To change the purpose, scope, location, or beneficiaries of an activity.

Substantial amendments require a public hearing and city council approval. The CDC and City staff shall first review substantial amendments and provide recommendations to the city council. Written notices of city council consideration of substantial amendment shall follow the process outlined above for initial adoption of the applicable Plan.

B. Minor Amendments

The following types of amendments to an adopted Consolidated Plan or Annual Action Plan are minor amendments:

1. Amendments that change the text of the Consolidated Plan or Annual Action Plan to correct errors, or changes to text, which will not modify the intent of the plan by changing adopted priority needs, implementation strategies, or location policies; or
2. Any amendment that does not qualify as a substantial amendment as defined above.

The Community Development Department Director or designee is granted authority to decide minor amendments to the Consolidated Plan and Action Plan as described in B.1. above. The CDC will decide all other minor amendments unless acted upon by the Albany City Council. Minor Amendments shall be incorporated into the applicable plan or report through publishing in the next Action Plan and/or CAPER

C. Submission to HUD

Upon completion of a plan amendment, the jurisdiction must make the amendment public and must notify HUD that an amendment has been made. The jurisdiction may submit a copy of each amendment to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments must be signed by the official representative of the jurisdiction authorized to take such action.

VI. Procedure for Comments, Objections, and Complaints

The scheduled public hearings described in this Citizen Participation Plan are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views on all aspects of programs during review and comment periods and public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the City.

Citizens or citizen's groups desiring to comment or object to any phase of the planning, development, approval, or implementation of CDBG activities should submit such comments or objections in writing to the City through a progressive level of review. Comments, objections, complaints, and grievances should be sent to the Community Development Department, 333 Broadalbin St. SW, Albany, Oregon 97321 or by email to anne.catlin@cityofalbany.net.

Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable. If, after a reasonable period, a party believes the comment or complaint has not been properly addressed or considered, then the aggrieved may appeal his/her case to the city manager, and finally, after a reasonable period, to the city council.

Should the city council be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to HUD.

Citizens may, at any time, contact HUD directly to register comments, objections, or complaints concerning the City's CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting HUD.

All comments or complaints submitted to HUD should be addressed in writing to:

HUD Office of Community Planning and Development
U.S. Department of Housing and Urban Development
1220 SW 3rd Avenue, Suite 400
Portland, OR 97204-2825

VII. Policy to Minimize Displacement

The City will make every reasonable effort to avoid displacement or, where that is not possible, to minimize the number of persons displaced by activities funded through the federal resources described in its Consolidated Plan and Action Plans. If a person is displaced in undertaking an activity, assistance will be offered in accordance with the *City of Albany, Oregon Residential Anti-Displacement and Relocation Assistance Plan*.



CITY OF ALBANY

2020 ACTION PLAN SUBSTANTIAL AMENDMENT #1

SUMMARY OF PROPOSED AMENDMENTS:

Reallocate \$40,000 in the 2020 Action Plan from microenterprise development to continue to help residents and businesses impacted by COVID-19 with needed services and programs such as childcare.

PURPOSE OF PROPOSED AMENDMENTS:

Due to the Novel Coronavirus (COVID-19) pandemic, the City continues to identify needs that could be supported with CDBG funds to help existing businesses retain and create jobs, and to help residents impacted by COVID-19 with needed services such as childcare.

The City determined that the \$40,000 set aside to provide small grants to new businesses get established should be reallocated to prevent and respond to COVID-19.

There is demand to help residents with childcare expenses, especially as schools will be virtual for much of the fall and it is anticipated the \$40,000 will be allocated for this priority.

Helping existing small businesses remains a priority. However, the City was able to leverage the Community Development Block Grant (CDBG) funds and CARES Act (CDBG-CV) funds to secure additional funds from the state to provide emergency grants to small businesses impacted by the COVID-19 pandemic. A total of \$365,000 is currently available to help businesses. More funding is anticipated to be available to help businesses survive and recover.

2020 ACTION PLAN AMENDMENTS

*Staff Comments: Proposed amendments are shown using red underline and ~~strikeout~~ formatting. Text in red underline font indicates new text. Text with ~~strike-out~~ formatting indicates text to be deleted. **Only applicable 2020 Action Plan sections are shown.***

AP-20 Annual Goals and Objectives

Staff Comments: The proposed amendments would create a new goal "Prevent and Respond to COVID-19" and reorder the goals.

#	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
<u>1</u>	<u>Prevent and Respond to COVID-19</u>	<u>2020</u>	<u>2021</u>	<u>Non-Homeless Economic Development</u>	<u>Citywide</u>	<u>Mitigate impacts of COVID-19</u> <u>Prevent the spread of COVID-19</u>	<u>\$40,000</u>	<u>Public services activity other than low-mod housing benefit: 40 residents</u>
<u>4</u> <u>2</u>	Create economic opportunities	2018	2022	Economic Development	Census Tract 204 Census Tract 208.1 Census Tract 205	Create economic opportunities Prevent and respond to impacts of COVID-19	CDBG: \$58,000 <u>\$18,000</u>	Jobs created/retained: 4 jobs Businesses assisted: 14 <u>10</u> businesses
<u>2</u> <u>3</u>	Reduce and prevent homelessness	2018	2022	Homeless	Census Tract 204 Census Tract 208.1	Reduce Homelessness	CDBG: \$60,000	Public service activities other than Low-Moderate-Income Housing Benefit: 120 Persons Assisted
<u>3</u> <u>4</u>	Provide needed public services	2018	2022	Homeless Non-Homeless Special Needs Fair housing	Census Tract 208.1	Reduce Homelessness Help non-homeless residents with special needs Improve access to opportunities	CDBG: \$21,300	Public service activities other than Low-Moderate-Income Housing Benefit: 1040 Persons Assisted
<u>4</u> <u>5</u>	Preserve affordable housing	2018	2022	Affordable Housing	Census Tract 204 Census Tract 208.1 Census Tract 205 Census Tract 208.2	Improve Existing Affordable Housing	CDBG: \$204,000	Homeowner Housing Rehabilitated: 5 Household Housing Unit
<u>5</u> <u>6</u>	Create affordable housing opportunities	2018	2022	Affordable Housing Homeless Non-Homeless Special Needs		Increase affordable housing opportunities	CDBG: \$28,200	Direct Financial Assistance to Homebuyers: 2 Households Assisted

Goal Descriptions

Staff Comments: The new goal "Prevent and Respond to COVID-19" is added to the list of goal descriptions and the goals are being reordered per the previous section.

1	Goal Name	<u>Prevent and Respond to COVID-19</u>
	Goal Description	<u>Prevent, prepare for, and respond to the impacts of the coronavirus on individuals, families, and businesses.</u>

AP-35 Projects – 91.220(d)

Introduction

This section lists and describes the projects that will be carried out under the City of Albany Community Development Block Grant program during federal PY 2020. The projects reflect priorities identified in the development of the 2018-2022 Consolidated Plan and needs identified during the development of the 2020 Plan and during the COVID-19 pandemic. Project details are provided in Section AP-38 Project Summary.

Projects

Staff Comments: Projects #5 and #6 are being revised to address COVID-19 needs and priorities.

#	Project Name
1	2020 Affordable Housing <u>Rehabilitation</u> (14A, 14H)
2	17-18-Homebuyer Assistance Programs (13)
3	2020 Shelter Services (03T)
4	2020 Needed Public Services (05A, 05L, 05N, 05Z)
5	2020 <u>Microenterprise-COVID-19</u> Assistance (<u>05L</u> , 18C)
6	2019 Small Business <u>DevelopmentSupport</u> (18B, 18C)
7	2019 Emergency Shelter Operations (03T)
8	2020 Planning and Administration

Table 1 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The Community Development Commission (CDC) evaluated performance of existing programs, assessed community needs through agency consultations and public surveys, and reviewed applications for all programs to determine allocation priorities for program year 2020. Since the 2020 Plan priorities were first identified, the COVID-19 pandemic has caused changes to priority needs. The City has been involved in various work groups to identify activities and programs that could address underserved needs of residents and businesses impacted by COVID-19.

The CDC evaluated 2020 proposals against priority needs, existing resources and programs, gaps in service delivery, financial resources, and organizational capacity. Another criterion is the ability to complete the activity within the program year. An overall goal is to fund programs that have the greatest impacts on the homeless, low- and extremely-low-income residents, while providing achievable outcomes.

While a goal of the Consolidated plan is to create affordable housing opportunities through increasing the supply of affordable housing units and increasing homeownership by low-mod residents, prior year funds remain for down payment assistance loans. Two local affordable housing agencies partnered on a request for funding for a new housing development; but the agencies are still fundraising and searching for a property to secure, and the proposal was not funded due to the inability to move forward within a reasonable period of time, and the need for public input and support.

4	Project Name	2020 Microenterprise-COVID-19 Assistance
	Target Area	
	Goals Supported	Create economic opportunities <u>Prevent and Respond to COVID-19</u>
	Needs Addressed	Create economic opportunities <u>Mitigate impacts of COVID-19</u>
	Funding	CDBG: \$40,000
	Description	Support microenterprises (businesses with 5 or fewer employees) with small grants to help <u>Help residents impacted by COVID-19 with childcare needs and</u> businesses retain and add jobs and recover from impacts of COVID-19.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 4 Albany small business <u>40 Albany residents/households</u> owners will benefit from this project. It is also estimated that most of these business owners <u>households</u> will be low- or moderate-income residents.
5	Project Name	2019 Small Business Development <u>Support</u>
	Target Area	
	Goals Supported	Create economic opportunities
	Needs Addressed	Create economic opportunities
	Funding	CDBG: \$18,000
	Description	2019 carryover program year funds will enable low-mod residents to access microenterprises and small business development courses at Linn-Benton Community College.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	2019 – Two grants will be awarded to Albany businesses to create job-mod jobs. It is anticipated that the business owners will be low or moderate income. 2020 – Linn-Benton Community College Small Business Development Center services will benefit 10 low- or moderate-income residents or business owners.
Location Description	Small Business Development Center (SBDC) located at Linn-Benton Community College, 6500 Pacific Boulevard SW in Albany, OR 97321	

Planned Activities	SBDC will provide one-on-one advising to small business owners and entrepreneurs <u>to help them revise business plans and rebuild after COVID-19</u> . Low- and moderate-income business <u>owners</u> and residents will receive reduced or free tuition to enroll in microenterprise and small business development courses at Linn-Benton Community College.
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Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Other CDBG Requirements

Staff Comments: No less than 70 percent of CDBG funds must be used to benefit low-and moderate-income residents. Albany strives for 95 percent each year; however, if funds are allocated to childcare agencies or small businesses, it is possible some beneficiaries (children and employees) may come from households with incomes above 80 percent of the median income and may benefit from CDBG resources. The City proposes to reduce the anticipated percent of funds allocated to low-mod residents to 80 percent.

1. The amount of urgent need activities

0

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low- and moderate-income. Overall Benefit – A consecutive period of one, two, or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low- and moderate-income. Specify the years covered that include this Annual Action Plan.

~~90~~80.00%

The City anticipates ~~95~~80 percent of CDBG funds, excluding program administration, will be used to benefit persons of low-and moderate-income in the 2020 program year and for prior year carryover funds from 2017, 2018, and 2019.

From: Nicolyn Bilyeu <nicolynbilyeu@gmail.com>
Sent: Sunday, September 13, 2020 1:47 PM
To: Mayers Michelle <MICHELLE.MAYERS@dhsosha.state.or.us>
Subject:

Think twice before clicking on links or opening attachments. This email came from outside our organization and might not be safe. If you are not expecting an attachment, contact the sender before opening it.

Ms. Mayers,

As a foster family with three small children placed in our care during the covid-19 epidemic, we have found the childcare funds to be vital to our ability to balance our lives with the needs of our foster children.

At this time, we have 4 older children who are engaged in distance learning and three little children who need to be cared for, making for hectic and exhausting days at home. The ability to get assistance with the younger children, freeing myself up to help the older kids with school, do cleaning, and cooking, and shopping has been extremely useful in maintaining balance and avoiding burnout.

Another important aspect of avoiding burnout has been engaging in counseling, spending time alone with my spouse, and time alone with the older children who sometimes feel a little neglected due to the constant needs of the younger children. In addition to all of this, we have used our childcare time to continue our education in order to renew our foster parent certification, and I have personally used it (and hope to continue using it) in order to find time to complete my professional development units toward renewing my teaching license.

The assistance of the childcare funds available to us has served a vital purpose in maintaining our families emotional/mental health and aiding in avoiding burnout.

Thank you,

Nicolyn Bilyeu

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From: Laura Petroff <lauradpetroff@gmail.com>
Sent: Wednesday, September 16, 2020 12:22 PM
To: Mayers Michelle <MICHELLE.MAYERS@dhsoha.state.or.us>
Cc: Dunayevich Jessica <JESSICA.DUNAYEVICH@dhsoha.state.or.us>
Subject: Childcare Grant

Think twice before clicking on links or opening attachments. This email came from outside our organization and might not be safe. If you are not expecting an attachment, contact the sender before opening it.

Good Afternoon~

I am writing to express how important the childcare grant funds have been for my family. I am a Foster Relative for my 2 1/2 year old grandson, Noah. We have chosen to keep Noah in the same daycare that he was accustomed to. We are currently paying \$1300 a month, which is worth it for us, to keep that piece of Noah's life consistent.

The extra funds from the Childcare Grant have been a tremendous help to us during these odd times, with COVID and now the wildfires. My husband is a contractor, unfortunately, his work has not been consistent this summer.

I hope the decision will be made to extend the Childcare Grant funds.

Thank you,
Laura Petroff

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**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

September 17, 2020

Attention: Anne Catlin, Planner III
Community Development
City of Albany, Oregon

Dear Ms. Catlin,

I am writing to you on behalf of the Mid-Willamette Family YMCA to express our interest as a potential applicant for funding for our program to offer child/youth care for our community's households impacted by COVID-19. As the pandemic erupted the YMCA immediately stepped forward as a leader in time of need, offering emergency child care and providing grocery and prescription assistance to those in need. Through our emergency childcare program we have recognized the financial situation of many of the families we are serving, and their desperate need for support. Many are single-income families that were barely surviving paycheck to paycheck before COVID hit. As many emerge from sheltering in place, we are working hard to develop programs that are relevant, offering safe and healthy activities for our children who have endured isolation and are now learning to live in this "new normal."

As a trusted community resource for youth of all ages the YMCA knows the tremendous impact a positive early learning experience can have. It is our goal, through this project, to make enriching programs for childcare and supervised distance learning accessible to our community's vulnerable youth in need. In a time when many families desperately need to return to work, children need to be cared for in an environment that helps foster social, emotional, physical, and cognitive growth. Young children who are enduring the pandemic need the benefits of small group activities to learn social skills in a safe and socially-distanced setting. School-aged children need an opportunity to learn in a supported environment while they are not attending in-person school due to COVID-19. We have space to house children in cohorts of no more than ten, practice rigorous sanitizing procedures, and implement social distancing measures to ensure safety of the children in our care at our new Growing Leaders Early Learning Center.

We are currently seeking support for this program in order to accommodate families who find themselves experiencing financial hardship due to COVID-19. We recognize that many parents were or continue to be out of work due to the pandemic, and are faced with the difficult choice of reducing work hours or quitting altogether to support their children during distance learning. Our community is reeling from the financial impact of COVID-19. We stand ready to do all that we can to offer families a safe and reliable option for childcare. If a decision is made to reallocate dollars to support families in low to moderate income levels, the Mid-Willamette Family YMCA would appreciate the opportunity to be considered for funding of our childcare programs.

Thank you for your time and consideration. Please feel free to contact me if you have any questions.

Sincerely,

Tami M. Speten, MOT OTR/L
Outreach Coordinator
Mid-Willamette Family YMCA