



## COMMUNITY DEVELOPMENT COMMISSION

# AGENDA

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**Monday, April 18, 2022**

**Noon**

This meeting includes in-person and virtual participation.

Albany City Council Chambers

333 Broadalbin Street SW

Or join the meeting here:

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

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

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

Meeting ID: 894 5923 3401; Passcode: 498781

1. Call to Order (Ruckert)
2. Roll Call (Staff)
3. Approval of the Minutes (Ruckert)
  - a. March 21, 2022
4. Scheduled Business (Staff)
  - a. Agency Consultations
  - b. Senate Bill 5561 Funding (Staff)
5. Business from the Public (Ruckert)
6. Business from the Commission (Ruckert)
7. Next Meeting Date: May 16, 2022
8. Adjournment

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

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

**cityofalbany.net**





## MINUTES

March 21, 2022

12:00 p.m.

Virtual

Approved: DRAFT

### Call to Order

Vice-Chair Robyn Davis called the meeting to order at 12:02 p.m.

### Roll Call and Introductions

Members present: JoAnn Miller, Alex Johnson II, Josiah Blaisdell, Roosevelt Gray, Robyn Davis, Courtney Stubbs, and Steph Nappa

Members absent: Melissa Murphy (excused), Blanca Ruckert,, Kenny Larson

### Minutes

**12:03 p.m.**

**Motion:** Commissioner Josiah Blaisdell moved to approve the January 24, 2022, February 7, 2022, and February 28, 2022, minutes as presented. Commissioner Roosevelt Gray seconded the motion, which passed 7-0.

### 2022 CDBG Draft Allocations

**12:04 p.m.**

Planner II Beth Frelander introduced the agenda item while presenting the CDC funding options excel spreadsheet that was included in the agenda packet. Frelander explained the options were based on anticipated funding from HUD and indicated HUD has not provided a definitive amount.

Vice-Chair Davis suggested choosing the Tiered Option 1 for the Community Development Block Grant (CDBG) funding. Planner III Anne Catlin asked Frelander how much CARES Act funds are available to reallocate. Frelander answered saying the funds that are still available for allocation are included in the spreadsheet and do not represent a large source of funds at this time. Frelander also indicated there may be additional CARES Act funds if those still spending CARES Act funds cannot use all the funds they have been allocated.

Commissioners JoAnn Miller, Alex Johnson II, Josiah Blaisdell, Roosevelt Gray, and Steph Nappa all agreed with choosing the Tiered Option 1.

**Motion:** Commissioner Alex Johnson II moved to approve allocating funding as presented in Option 1; Commissioner Steph Nappa seconded the motion, which passed 7-0.

Catlin noted these figures were tentative until the City receives its allocation. She asked if the commission wanted to meet again and discuss the allocations if the actual HUD allocation exceeds a certain amount. Commissioner Blaisdell agreed with meeting again to discuss the allocations if there is a 10 percent increase for the public services amount. Commissioners Johnson II, Gray, and Davis supported that suggestion.

**Motion Amended:** After discussion and approval by both Johnson II and Nappa, the motion was amended to include a contingency if the HUD allocation is 10 percent or more than what is anticipated the CDC will meet to revisit the subrecipient grant allocations. Nappa agreed to the amendment. The commission passed the motion with the amendment 7-0.

Frelander spoke of the second part of the allocations, which is funding the non-public service applications – with a request from DevNW for the housing rehab program and City Parks and Recreation Department for the sport court. Frelander also spoke about the carryover funds that could be used for small business grants.

Vice-Chair Davis recused herself from voting on the allocation of non-public service funding.

**March 21, 2022**

Nappa said if the commission receives the anticipated amount listed in the spreadsheet, she supports using the funds for both DevNW and City Parks and Recreation projects in full. Nappa expressed hesitancy to allocate remaining funds to a small business grant program when no one submitted a proposal and was curious about other opportunities for the funds.

Catlin explained the existing carryover funds are already designated to a small business grant program, but there hasn't been activity. Catlin noted any remaining (2022) funds could be added to this small business program. Catlin recommended trying the grant program through Oregon Cascades West Council of Governments (OCWCOG).

Commissioner Blaisdell agreed there was an interest for the small business grant program at February's meeting, but there was a question of the amount of control the commission has or if the control would be with OCWCOG to choose the applicants. Davis agreed with Blaisdell's comment.

Commissioner Gray spoke of being in favor of a small business grant program especially if the funds cannot be used elsewhere.

Blaisdell questioned whether the funds could be used as a competitive pot and if the commission would be able to choose the applicants. Freelander explained the commission will need to have a discussion on how they would like to move that program forward, but they have seen businesses have more success with a rolling application instead of a single, competitive application.

Commissioner Johnson II spoke of the long-standing relationship with OCWCOG, and he would not have a problem if they managed the program.

The commission, except for Vice-Chair Davis, unanimously agreed to funding both DevNW and the City Parks and Recreation projects and the small business program with the contingency that the commission will have a discussion about the rollout and approval process.

#### Senate Bill 5561 Funding

**12:29 p.m.**

Anne Catlin introduced the agenda item and gave background information about Senate Bill 5561. Catlin ask the CDC if they would help the council determine how to allocate the funding to address affordable housing needs, housing insecurity, and homelessness. The commission supported taking on the role. Catlin shared a suggested process and gave an overview of each step.

Davis stated it was a good process but questioned how it would fit with other housing programs in the City. Blaisdell questioned whether this process would affect the commission's goals for the next five years since they are set to redo those this year. Catlin clarified the money is from the state and not HUD and does not affect the next CDBG five-year plan. Johnson II thinks the proposed process is the fairest way to determine funding.

Commissioner Blaisdell asked if the housing authority helps individuals purchase a home. Catlin replied that the Linn-Benton Housing Authority and DevNW both have programs that help individuals save money to buy homes and could apply for these funds, and Habitat for Humanity might request money to help with their programs. Catlin noted funds would not go to individuals directly but could be with an agency.

Commissioner Miller questioned how the Senate Bill 5561 funding and the American Rescue Plan Act (ARPA) funds work together to which Catlin replied saying the city council already decided how to spend the ARPA funds. Senate Bill 5561 funding is specifically for housing insecurity, lack of affordable housing, and homelessness. Catlin explained the ARPA funds were geared towards recovering from the impacts of the pandemic and were not housing specific.

Catlin asked the commission what information staff should bring to the next meeting. Miller requested a timeline of how to spend the funding as well as different entities Catlin spoke about and existing shelter services.

**March 21, 2022**

Blaisdell questioned the percentage of people needing housing currently and how many organizations are serving registered sex offenders.

Johnson II asked if (constructing) accessory dwelling units (ADUs) would qualify for funding. Catlin answered saying it's about the affordability of the dwelling unit and ensuring that the ADU is being rented to lower income occupants.

Vice-Chair Davis added it would be good to see and discuss the broad categories of affordable housing.

**Business from the Public****1:02 p.m.**

None.

**Business from the Commission****1:02 p.m.**

Staff asked the commission if they would like to switch the meetings to a hybrid format or stay virtual. The commission supported switching to the hybrid option and meeting in the council chambers.

Commissioner Blaisdell questioned whether the commission would meet if the anticipated CDC funds from HUD were less than 10 percent. Davis responded saying that if the funds were less than 10 percent, the commission would proceed with Tiered Option 1, which Catlin confirmed.

**Next Meeting Date**

The next regularly scheduled meeting is Monday, April 18, 2022.

**Adjournment**

Hearing no further business, Vice-Chair Davis adjourned the meeting at 1:06 p.m.

Respectfully submitted,

Reviewed by,

Jessica Valentino  
Administrative Assistant I

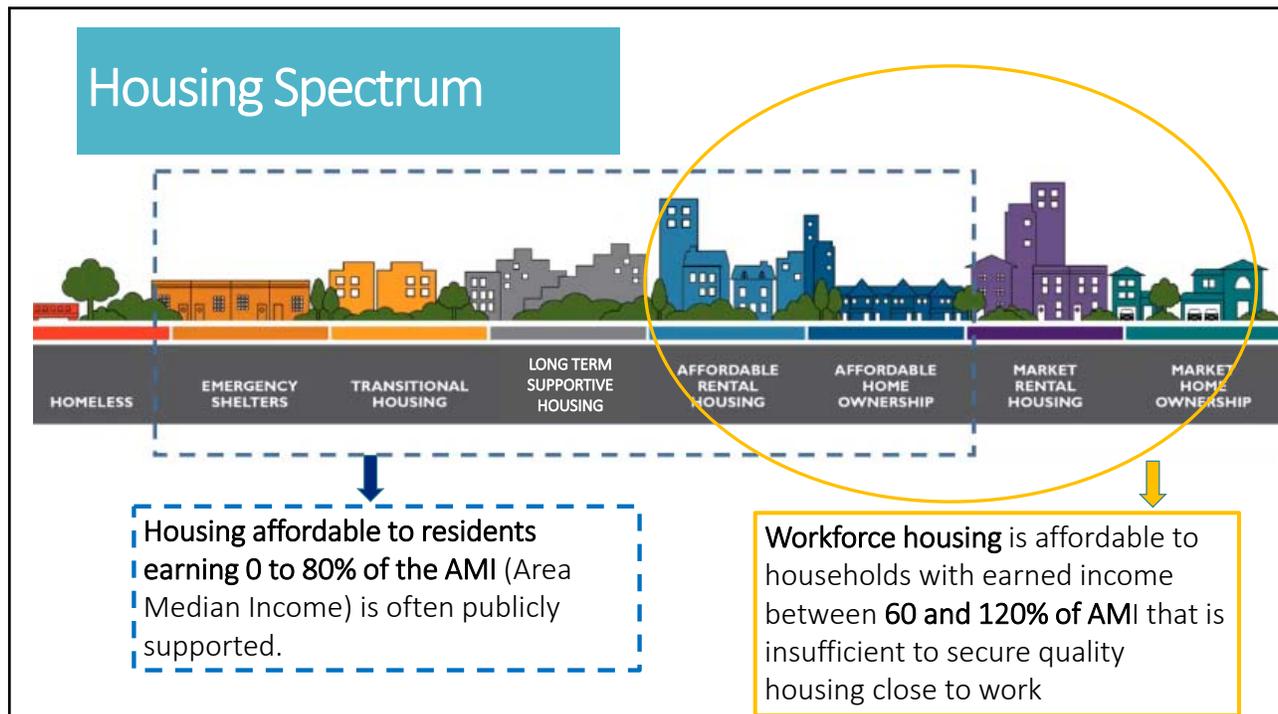
Beth Frelander  
Planner II

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

# Albany Housing Needs

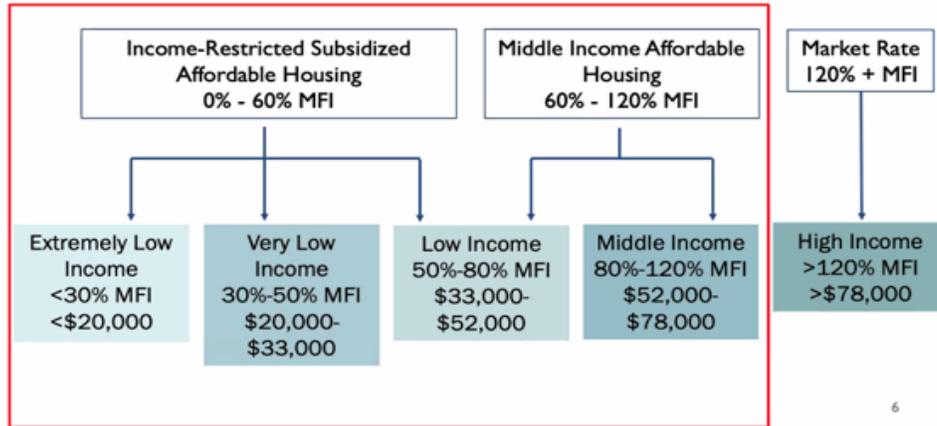
Creating a Shared Understanding

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The housing market cannot produce income-restricted, subsidized affordable housing and often does not produce middle income affordable housing without subsidy.

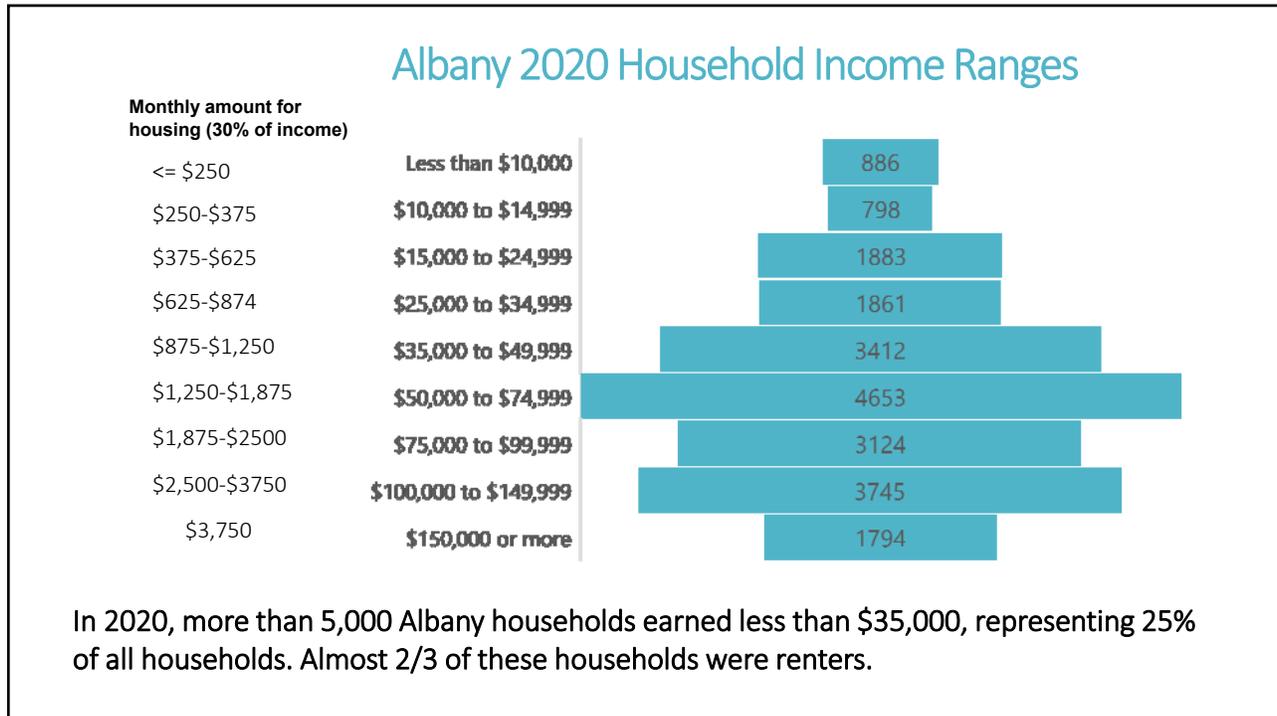


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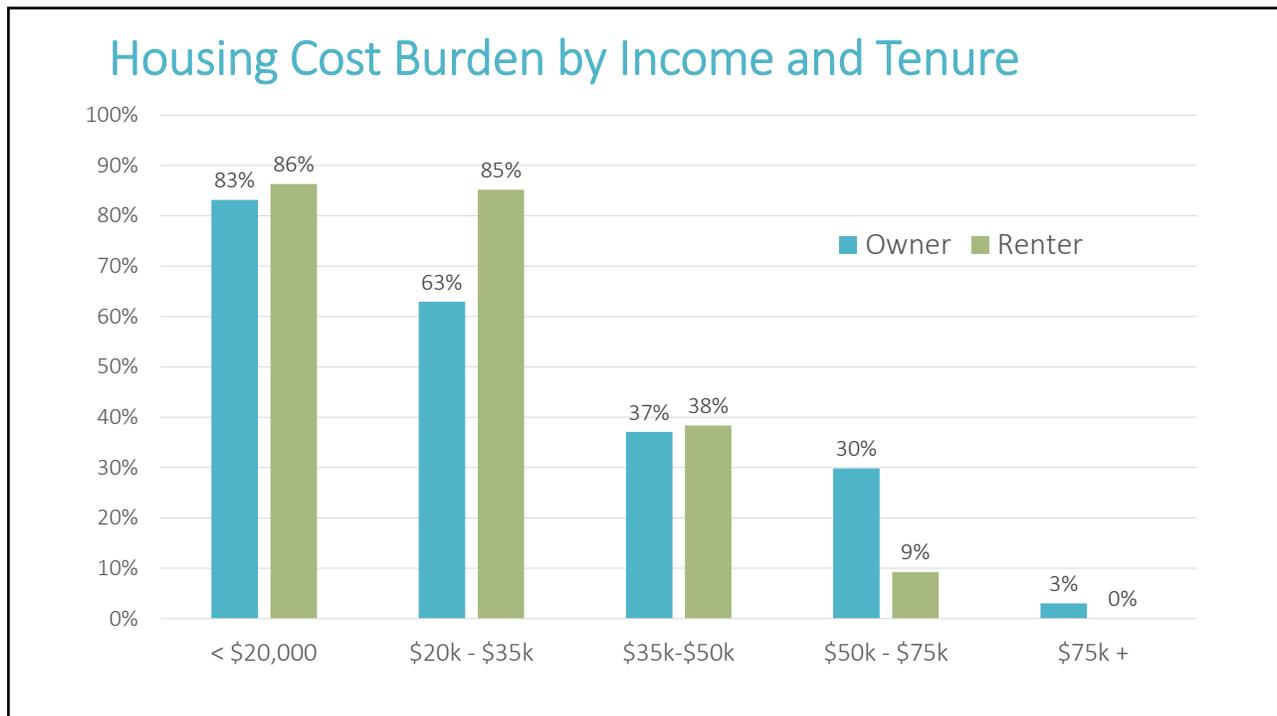
2021 Albany		Household size						
Area Median Income (AMI)	1	2	3	4	5	6	7	8
30% of AMI – extremely low	\$14,150	\$16,150	\$18,150	\$20,150	\$21,800	\$23,400	\$25,000	\$26,500
50% of AMI –very low	\$23,550	\$26,900	\$30,250	\$33,600	\$36,300	\$39,000	\$41,700	\$44,400
60% of AMI – low	\$28,260	\$32,280	\$36,300	\$40,320	\$43,560	\$46,800	\$50,040	\$53,280
80% of AMI - moderate	\$37,650	\$43,000	\$48,400	\$53,570	\$58,050	\$62,350	\$66,650	\$70,950
100% of AMI - middle	\$47,100	\$53,800	\$60,500	\$67,200	\$72,600	\$78,000	\$83,400	\$88,800
120% of AMI - middle	\$56,520	\$64,560	\$72,600	\$80,640	\$87,120	\$93,600	\$100,080	\$106,560

Levels of Affordability by Household Size indexed to area median income (AMI)

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## Projected Housing Needs by Income and Housing Type

Household Income Segment *	Income Level (Rounded)*	Owner Units	Renter Units	Total	Share	Common Housing Product
Extremely Low Inc. < 30% AMI	< \$18,000	237	632	869	13%	Govt-subsidized; Voucher
Very Low Income 30% - 50% AMI	\$18k - \$30k	295	539	833	12%	Aging/substandard rentals; Govt-subsidized; Voucher
Low Income 50% - 80% AMI	\$30k - \$48k	670	686	1,356	20%	Market apts; Manuf. homes; Plexes; Aging SFR
Middle Income 80% - 120% AMI	\$48k - \$72.6k	882	428	1,310	19%	Single-family detached; Townhomes; Small homes; New apts
Upper Income > 120% AMI	> \$72,600	1,993	369	2,362	35%	Single-family detached
<b>TOTAL:</b>		<b>4,077</b>	<b>2,654</b>	<b>6,730</b>	<b>100%</b>	

\*Estimated income ranges are for 3-person households using the 2021 HUD Income Limits for Albany.

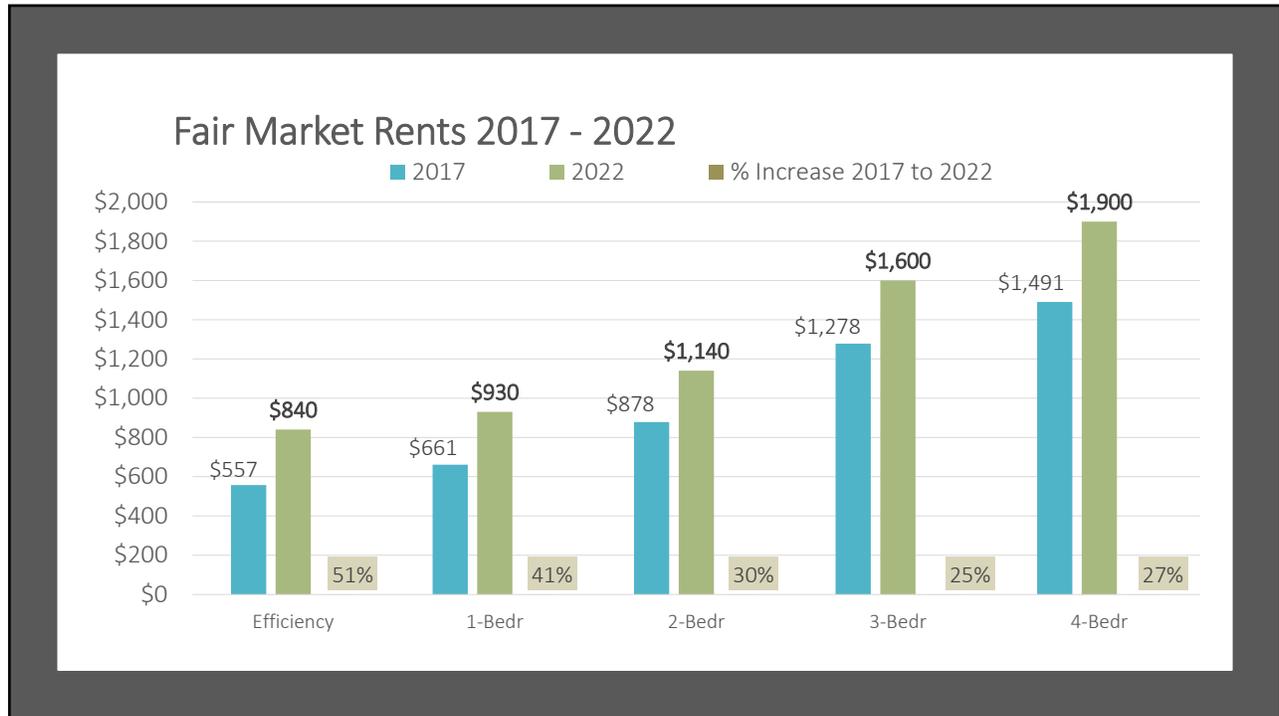
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### Fair Market Rent – Rent limit to use housing choice vouchers

Unit Size	Studio	1-Bedr	2-Bedr	3-Bedr	4-Bedr
2022 Fair Market Rent	\$840	\$930	\$1,140	\$1,600	\$1,900
Monthly Income Needed to Afford FMR	\$2,800	\$3,100	\$3,800	\$5,333	\$6,333
Annual Income Needed	\$33,600	\$37,200	\$45,600	\$64,000	\$76,000

Market Rents	Studio	1-Bedr	2-Bedr	3-Bedr	4-Bedr
average	\$1,215	\$1,165	\$1,165	\$1,854	\$1,995
low	\$ 800	\$ 650	\$ 999	\$1,290	\$1,995
high	\$1,380	\$1,465	\$1,640	\$2,845	\$2,850
Houses for rent		\$1,800		\$2,300	\$1800 - \$3000

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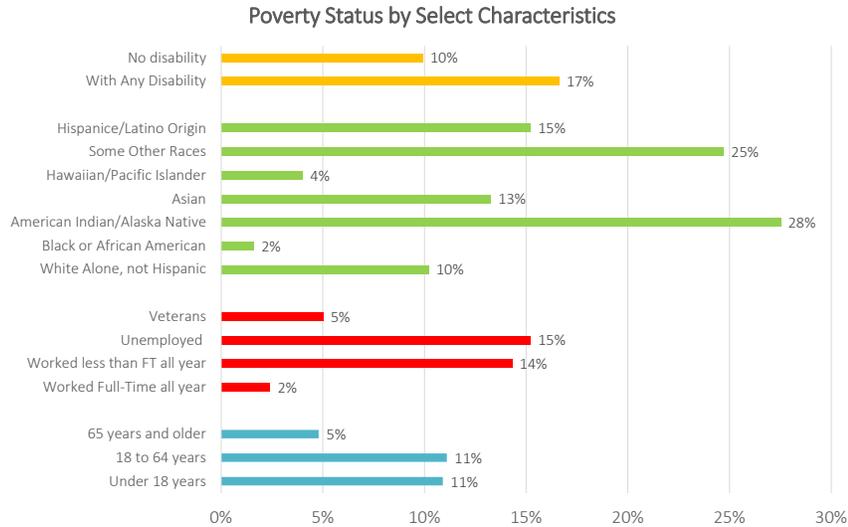
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## Albany's Affordable and Special Needs Housing

- 594 Rental Units that are/were publicly subsidized
- 928 Households utilizing housing choice vouchers
- 140 – 200 Emergency Shelter Beds
- 17 Recovery Houses (each sleep 10 or so people)
- Habitat for Humanity home ownership—43 homes built over the years, and repairs to many other existing homes

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## Poverty Status (2020 American Community Survey)



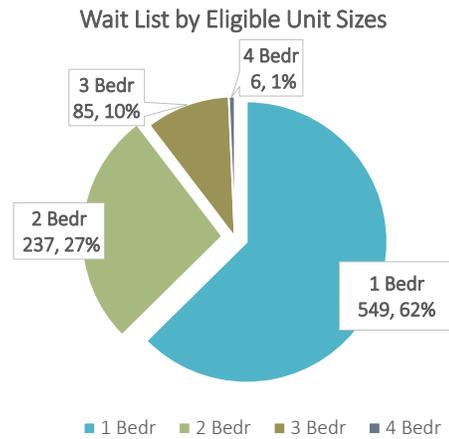
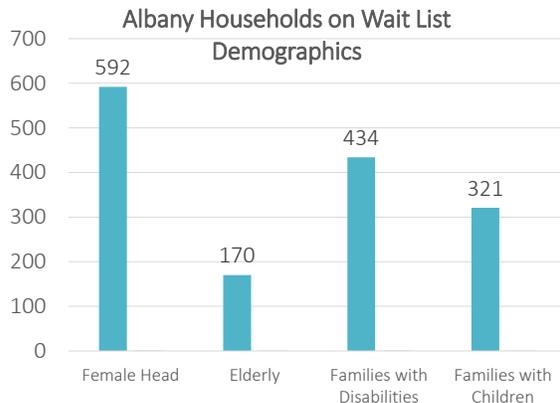
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## Rent Subsidy: Housing Choice Vouchers

~ Linn Benton Housing Authority

Albany households utilizing vouchers: 928

Albany households on voucher waiting list: 877



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## Albany Home Buyer Market Conditions



	Median Sales Price	Price/Sq. Ft.
2016	\$217,761	\$135
2022	\$440,000	\$248
% Increase	102%	84%

12/23/2021  
 4:11:18 PM  
 jennifer  
 Using Income pre-exclusions

**Applicant Statistical Reporting**  
**App Stats - Standard Detail**  
 '(#1) Section 8'  
 Income Table:

<u>Name</u>	<u>Current Address</u>	<u>Appl ID</u>	<u>Original Date</u>	<u>Status Date</u>	<u>User Status</u>	<u>B R M</u>	<u>Head # in Fam</u>	<u>Family Income</u>	<u>Median Pct</u>	<u>E T H M</u>	<u>S E E X</u>	<u>D I L S</u>	<u>E L A N</u>	<u>Day or Home Age</u>	<u>Phone</u>
HOH:	877				Average:		1.83	11,486.68						45.53	
Income:	10073816														

\* Counts/Percentages based on criteria chosen \*  
 \* HOH/members can have multiple race codes \*  
 \* HOH only - near-elderly counts \*

**Statistical Summary I**

	<u>Count</u>	<u>PCT</u>	<u>Avg Age</u>		<u>Count</u>	<u>PCT</u>
H-Head of house:	877	100.0000%				
S-Spouse:	0	0.0000%				
K-Co head:	0	0.0000%				
F-Foster child:	0	0.0000%				
Y-Youth:	0	0.0000%				
E-FT Student:	0	0.0000%				
L-Live in aide:	0	0.0000%				
A-Other Adult:	0	0.0000%				
U-Unborn child:	0	0.0000%				
(no member type):	0	0.0000%				
				<u># of Bedrooms</u>	<u>Income</u>	<u>PCT</u>
				0 -	0	0.0000%
				1 -	549	57.2118%
				2 -	237	26.6542%
				3 -	85	14.6757%
				4 -	6	1.4583%
				5 -	0	0.0000%
				6 -	0	0.0000%
				7 -	0	0.0000%
				8 -	0	0.0000%
				over 8 -	0	0.0000%
				<u>Ten Median Income:</u>		
				30% of Median(Ext. Low):		0.0000%
				50% of Median(Very Low):		0.0000%
				80% of Median(Low):		0.0000%
				Not Low:		0.0000%
				<u>Tax Median Income:</u>		
				Tier - 1:		0.0000%
				Tier - 2:		0.0000%
				Tier - 3:		0.0000%
				Tier - 4:		0.0000%
				Tier - 5:		0.0000%
				Not Low:		0.0000%
Elderly:	170	19.3843%	69.47			
Non-Elderly:	707	80.6157%	39.78			
Near-Elderly:	181	20.6385%	56.92			
Disabled:	400	45.6100%	50.19			
Non-Disabled:	477	54.3900%	41.63			
Non-Disabled/Non-Elderly:	392	44.6978%	35.32			
Race-White:	821	93.6146%				
Race-Black/African American:	25	2.8506%				
Race-Amer Ind/Alaska Native:	43	4.9031%				
Race-Asian:	10	1.1403%				
Race-Nat. Hawaiian/Pacific Is.:	10	1.1403%				
Race-Other:	0	0.0000%				
Race-Declined:	0	0.0000%				
Ethnic:	137	15.6214%	44.07			
Non-Ethnic:	740	84.3786%	45.81			
Families with Federal Preference:	1					
Families with Local Preference:	877					
PHA Employee:	0					
Families with Elderly:	178	<u># of Elderly:</u>	194			
Families with Disabilities:	434	<u># of Disabilities:</u>	470			
Families with Children:	321	<u># of Children:</u>	563			
		<u># in Family:</u>	1607			

# Affordable Housing Investment Fund Requests

In a special session in December 2021, the Oregon Legislature passed Senate Bill 5561, which allocated \$1 million to the City of Albany and 13 other federal Entitlement cities in Oregon. The purpose of the funding is to address immediate needs across the state, and specifically to help cities provide programs or services that address housing insecurity, lack of affordable housing, and homelessness.

*Highlighted text indicates where CDC input is sought.*

## Letters of Intent

The Albany Community Development Commission (CDC) is seeking *letters of intent* from agencies and developers that intend to apply for the funds to help assess priority needs and potential projects. The CDC will evaluate letters of intent and invite prospects that the CDC feels will best meet the City's needs and funding priorities to submit a detailed application.

Submitting a letter of interest does not guarantee an invitation for applications or being awarded funding.

## Project Minimum Requirements:

**A** Projects must provide one of the following to Albany residents:

- housing that is affordable to Albany households earning less than 80 percent of the area median income,
- housing or programs that transition Albany residents out of homelessness, or
- housing or programs that reduce housing insecurity for Albany residents.

**B** Projects must also:

- Be located in the City of Albany.
- Serve residents that are at or below 120 percent of the area median income with the priority being residents under 80 percent of the area median income or residents presumed to be low-income (elderly, victims of domestic violence, etc.).
- Serve at least four households.
- All new or rehabilitated dwelling units must meet universal design standards and/or be made to be accessible to persons with disabilities.

## Initial Funding Priorities

The City's priority needs include:

- Projects that can be completed within 12 to 18 months.
- Transitional housing and supportive housing to move people out of houselessness.
- One-bedroom dwellings.
- Three- and four-bedroom rental housing.

- Home ownership opportunities for Albany’s LMI households and minority populations.
- Affordability time period – proposals that commitment to maintaining housing affordability to households with incomes below 80 percent of area median income for longer periods of time. The minimum affordability period is five years, but 20 or more years is preferred.
- OTHER

Additional priorities are for projects serving historically underserved communities, including People of Color (BIPOC) populations, and high priority special needs populations (homeless, survivors of domestic violence and abuse, elderly, etc.).

**Resources Available:** \$1,000,000 total.

**LETTER DUE DATE AND FORMAT:**

Please complete the Letter of Intent Form and submit an electronic copy via email to \_\_\_\_\_ by 12:00 p.m. on **X, 2022**. Submitting a letter of intent does not guarantee an invitation for applications or being awarded funding.

**APPLICATION AND SELECTION PROCESS**

1. Submit Letter of Intent by due date.
2. The CDC will evaluate letters of intent and then invite more detailed proposals from prospective applicants. The full application will require a more detailed scope of work including the development or program concept, financing plan, and cover other issues.
3. Project application proposals (RFP) will be **due by X** and must contain all required components in order to be evaluated.
4. This RFP is a competitive process to award the resources based upon satisfaction of the described criteria.
5. The CDC will score and rank applications and make a recommendation to the Albany City Council, who will make final decisions for the SB 5561 funding.

The selection process is expected to be completed by the dates below. This timeline does not include negotiation of the development agreement. The tentative schedule for the selection process is as follows:

, 2022	<b>Request for Letters of Intent</b>
, 2022	<b>Letter of Intent Due</b>
, 2022	<b>Proposals Due</b>
, 2022	<b>CDC Application Reviews and Public Hearing</b>
, 2022	<b>CDC Discusses Proposals and Makes Recommendation</b>
, 2022	<b>City Council Decision</b>

City Staff Contact: Anne Catlin, 541-917-7560, [anne.catlin@cityofalbany.net](mailto:anne.catlin@cityofalbany.net)

# Intent to Apply to Albany's Affordable Housing Fund

*CDC: What additional content should be included in this form to help assess projects to move forward to the application stage?*

**Agency/Developer Name and Address:** X

**Project will address (pick one):**

- Housing insecurity
- Homelessness
- Lack of affordable housing

**Project Location:** x

**Describe Population Served (income range, protected class, etc.):**

**Expected Number of Beneficiaries (households/people):**

**Project Description and Outcomes:**

**Anticipated City Request:** \$dollar amount

**Total Project Cost:** \$

**Other/Leveraged Funds:** \$

**Project Timeline (explain phases to completion as applicable):**

**Contact Name and Title:**

**Email and Phone:**

**Sign and Date:**