



## COMMUNITY DEVELOPMENT COMMISSION

# AGENDA

**Monday, February 24, 2025**

**12:00 p.m.**

This meeting includes in-person and virtual participation.

Santiam Room

333 Broadalbin Street SW

Or join the meeting here:

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

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

Meeting ID: 894 5923 3401; Passcode: 498781

Please help us get Albany's work done.

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

1. Call to Order (Chair)
2. Roll Call (Staff)
3. Approval of February 10, 2025, minutes [Pages 2-4] (Chair)
4. Scheduled Business (Staff)
  - 2025 Application Evaluation [Pages 5-7]
5. Business from the Public (Chair)
6. Business from the Commission (Chair)
7. Next Meeting Date: Monday, March 17, 2025, at 12:00 p.m. in Santiam Room
8. Adjournment

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

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

[albanyoregon.gov/cd](https://albanyoregon.gov/cd)





## MINUTES

February 10, 2025

12:00 p.m.

Hybrid – Council Chambers

Approved: DRAFT

### Call to Order

Chair Bessie Johnson called the meeting to order at 12:00 p.m.

### Roll Call

Members present: Jim Cole, Larry Timm, Ron Green, Courtney Stubbs, Robyn Davis, Alex Johnson II, Bessie Johnson, Emma Deane

Members absent: John Robledo, Skylar Bailey (both excused)

### Approval of Minutes for January 27, 2025

12:01 p.m.

**Motion:** Commissioner Timm moved to approve the January 27, 2025, minutes as presented. Commissioner Cole seconded the motion, which passed 8-0.

### Scheduled Business:

12:03 p.m.

- 2025 CDBG Applicant Presentations

Oregon Cascades West Council of Governments (OCWCOG), Community Services Program Manager, Alicia Lucke, presented their application for the Senior Companion Program to increase the availability of services to Albany and also increase supports for low-income persons. This program recruits' volunteers 55 and over meeting low-income guidelines to provide one on one support to Albany homebound or disabled seniors assigning them as a driver or companion needing extra support. They intend to serve a total of 18 residents. This proposal is to support necessary staff and mileage reimbursement for the volunteers.

Jackson Street Youth Services, Grants Manager, Lauren Winchester, presented their application. Jackson Street provides outreach and emergency shelter for youth 10-24 years. They are asking for funds to support the Next Steps Transitional Living Program for case management support. The program population is 18-24 years old with some homeless and all generally with little to no income. The caseworkers assist youth in completing their education, job search support, interviewing skills, networking in the community. They have 10 beds in Albany and average length of stay is trending up to 9 months. The program is aligned with CBDG funding in reducing homelessness increasing economic opportunity and increased services for low-income population. Winchester answered that they would accept a smaller award but would have to make adjustments to the effort.

Creating Housing Coalition: Community Outreach Assistance Team (COAT) Carol Davies, Outreach Program Director provided a summary of their request to support COAT efforts and services to the unhoused and housing unstable people with basic supplies, food, hygiene, offering intensive case management until they find permanent housing involving getting identification, filing for SSI, addressing housing barriers, filling out applications. Once housed staff continue to help them be successful in the placement. They served over 1000 people last year. Funding would supplement staff for case management and outreach. If not fully funded they would have to reduce the number of people served.

C.H.A.N.C.E Development Manager, Jennifer Thelander, described their proposal for a database coordinator for the (2<sup>nd</sup> CHANCE) shelter. C.H.A.N.C.E. provides services for people with substance use disorders, houselessness

and/or mental health challenges. They have multiple offices, one in Albany with shelter. Their funding generally covers programs but not necessary maintenance, or other support. The main goals of providing a database coordinator are to improve quality, accuracy and frequency of data to support programs and provide data for new revenue streams. Most funding requests require an immense amount of demographic data. They have seen a big increase in clients with mental health needs and they want to be ready to impact those issues at a legislative level with available data. They served 487 last year at the shelter and anticipate 600 this year as they have increased the number of beds. If only partially funded they may have to reduce the position to part time.

Commissioner Stubbs asked for a description of the process of 'hiring' clients as staff to provide some of the shelter services. Thelander explained their process helping interested clients to get appropriately certified.

Commissioner Johnson II asked whether there is an increase in senior clients? Yes, they have seen an increase in those with medical needs needing respite care dropped off at the shelter after medical release.

Commissioner Green asked if a job description has been prepared for the database coordinator and training plan and whether data will be shared by other locations. Thelander noted it will be just for the shelter at this time, and they are working on a job description.

Commissioner Cole asked about the training. Thelander answered most training will be for onboarding new shelter staff.

Albany Area Habitat for Humanity, Executive Director, Gamael Nassar, presented their proposal for the Albany Habitat Home Repair Program. The Program is a critical initiative to address the urgent housing need in Albany for safe, stable and affordable housing for low- to medium-income homeowners unable to address critical repairs such as partial roof repairs, energy efficiency improvements, accessibility modifications. Making necessary repairs reduces housing insecurity and strengthens low-income communities. Habitat serves a minimum of 12 low- to moderate income households. They give priority to elderly, veterans, disabled and other populations that are disproportionately affected by unsafe conditions and financial hardships. CBDG funding is needed because it directly supports preservation of affordable housing, prevents displacement and ensures low- to moderate- income households can live in a safe and healthy environment. Many households do not qualify for traditional or government backed loans leaving them no other options for repairs. The CBDG funds allow them to do complete more substantial high impact projects that directly address safety hazards and long-term stability. They welcome any level of funding but would need to reduce numbers of projects completed if not fully funded.

Catlin suggested meeting with the Community Services Consortium to partner with their free weatherization program and help link to other organizations that may cover or provide certain services free of charge.

#### Staff Update

Commissioner Davis asked staff about the federal funding situation. Catlin said a lot of other HUD programs have been affected but the city can still drawdown funds from HUD and has asked award recipients to spend and submit reimbursements as fast as possible. The city has not received word on future 2025 CBDG funds. Given the HUD programs are popular across the country, she hopes the CDBG program won't be impacted. The city should know more in March and staff are proceeding as if the city will get funds to ensure the application timeline isn't interrupted.

Catlin requested that Commissioners score the applications before the end of the week so staff can record the scores before they meet again to evaluate the projects at the February 24, 2025, meeting.

#### Business from the Public

1:08 p.m.

None.

Business from the Commission

**1:09 p.m.**

Commissioner Johnson asked what they can do. Catlin suggested calling the Congressional switchboard. Commissioner Davis also suggested contacting the governor.

Commissioner Johnson II wanted to note his concerns around the uncertainty of federal funds, especially Medicaid and other social programs and the direct effects to the elderly; many are frightened. He strongly suggested that staff and commissioners provide a measured positive response supporting those in need and be prepared to share any resources that can provide assistance.

Next Meeting Date

Next meeting is scheduled for February 24, 2025, at noon in the Santiam Room.

Adjournment

Chair Johnson adjourned the meeting at 1:14 p.m.

Respectfully submitted,

Reviewed by,

Susan Muniz  
Recorder

Anne Catlin  
Comprehensive Planning Manager

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

CDBG activities must comply with CDBG program objectives to develop viable urban communities by providing the following, principally for the benefit of low- and moderate-income (LMI) residents:

- Decent housing,
- A suitable living environment,
- Eliminate slums and blight, and
- Expanded economic opportunity.

CDBG activities must support one or more of the following Albany 2023-2027 Consolidated Plan goals.

2023-2027 CONSOLIDATED PLAN PRIORITIES: The following goals and objectives were identified and developed through agency consultations and citizen participation.

**PRIORITY 1:** Support affordable housing in Albany.

**PRIORITY 2:** Reduce homelessness.

**PRIORITY 3:** Increase availability of needed services for low- and moderate-income residents.

**PRIORITY 4:** Expand economic opportunities for low- and moderate-income residents.

**PRIORITY 5:** Strengthen and revitalize low- and moderate-income neighborhoods.

## Funding Decision Method Options

Historically, the CDC has used the evaluation criteria to determine how to award funds. Sometimes this has resulted in lower scoring applicants not receiving any funding or a lower percentage of their funding request.

PUBLIC SERVICE APPLICATIONS: Due to the high demand for these limited funds, this year we requested public service applicants to limit their request to \$30,000. However, this amount is still high given the city is likely to receive around \$50,000 to \$55,000 total.

### **Concept: Percentage of Request**

This method favors applicants that apply for larger sums. For example, if the top scoring applicant requested \$10,000 and receives 80% of their funding request they would receive \$8,000. Meanwhile, a lower scoring applicant who is awarded only 50% of their funding request but requested \$30,000 will receive \$15,000 just by virtue of applying for more funding. The amount of the funding request should be weighed as a part of the evaluation and funding decision making process, but not more so than the quality of the application and fulfillment of evaluation criteria. As such, the CDC may want to consider other methods for determining how funding is awarded. Below are a variety of options to consider.

### **Concept: All applicants are awarded funding in about the same amount or their full request if below the average.**

Example: (If total award is \$52,500 and there are 7 applicants)

1. All applicants receive \$7,500
2. Applicants applying for less than \$7,500 receive their full amount and the remaining applicants split the rest evenly.

### **Concept: Top applications receive more than bottom applications.**

Example: Top applicants receive \$10,000 each and other applicants receive \$5,000 each.

### **Concept: Applications are ranked, and the top gets most with each subsequent getting less.**

Example: The strongest applicant receives \$18,000, and subsequent applicants receive \$14,000, \$10,000, \$6,000, and so on.

### **Concept: Top applicant(s) is fully funded up to a cap and rest is split among remaining applicants.**

Example: A cap is set at \$20,000 and the top applicant receives \$20,000. The remaining applicants receive the difference (ex. \$5,500 each).

\*\*These are potential options. The CDC may decide to use any method it sees fit so long as decisions are made based on the applications and evaluation criteria.

2025 CDBG Scoring Matrix (Average Scores)			Public Service Applications							Other Apps	
Applicants:			OCWCOG	Boys and Girls Club	YMCA	COAT (CHC)	CARDV	CHANCE	Jackson Street YS	Albany Prtnrshp	Habitat
Description:			Senior Companion	Summer Programs	B4 After Schl care	Unhoused Services	Case Mgmt	Shelter Staffing	Case Mgmt	Housing Rehab	Housing Rehab
Grant Requests:			\$4,300	\$10,800	\$18,000	\$20,000	\$30,000	\$30,000	\$30,000	\$130,000	180,000
<b>Activity need, consolidated plan and CDBG award policies and priorities</b>											
Q1	The proposed activity clearly addresses one or more priorities in the 2023-2027 Consolidated Plan.	5	4.5	4.125	3.75	3.875	3.75	4.42857	4.625	4.571429	4.625
Q2	The applicant describes a clear need in the community that they will address.	5	4.5	4.625	4.375	4.375	4.5	4.57143	5	4.857143	4.625
Q3	The proposed activity is an effective strategy to address the identified gap in needs.	5	5.2857143	4.5	4.375	4	4.375	4.57143	4.71429	4.714286	4.625
Q4	The proposed activity satisfies one of the CDBG National Objectives. (Yes/No)	5	4.7142857	4.714286	4.571429	4.428571	4.7143	4.85714	4.85714	4.833333	4.85714
Q5-6	The project and agency promotes inclusivity and diversity.	5	3.5	4.25	4.375	3.875	3.5	3.85714	4.875	3.142857	3.5
Total for section		25	22.5	22.2143	21.4464	20.5536	20.84	22.286	24.071	22.119	22.232
<b>Benefit to low-income Albany residents, performance objective (# served)</b>											
Q7	The activity will primarily serve low/moderate income or presumed benefit Albany residents	10	8.5	8.375	7.875	9.375	7.375	9	8.375	8	8
	The number of beneficiaries from this activity (higher score for those serving more people)	10	6.25	7.5	8.375	9.625	6.625	8.57143	6.375	7.28571	5.25
Q8	The applicant provided clear and compelling accomplishments for this project and they are achievable.	5	4.875	4.875	4.5	4	4.75	4.57143	4.75	4.71429	4.875
Total for section		25	19.625	20.75	20.75	23	18.75	22.143	19.5	20	18.125
<b>Readiness to proceed, ability to complete in 12 months</b>											
Q9	The applicant provided a complete and realistic schedule which illustrates that the activity will be completed within the program year.	5	4.875	4.875	4.71429	3.875	4.625	4.5714	4.625	4.42857	4.375
Q10 Q11	The applicant demonstrates readiness to implement the activity and any issues that would impede implementation have been resolved.	5	5	5	4.85714	5	5	5	5	4.83333	4.5714
Total for section		10	9.875	9.875	9.5714	8.875	9.625	9.5714	9.625	9.2619	8.9464
<b>Agency capacity, experience w/ fed \$, agency inclusivity</b>											
Q12	The agency has experience and demonstrated success implementing the proposed activity or project and using CDBG or other federal funds.	5	4.875	5	4.875	4.25	4.875	4.71429	4.875	4.57143	4.875
Q13	The agency has demonstrated success meeting federal requirements or has otherwise illustrated their ability to meet federal requirements.	5	4.75	5	4.75	4.125	4.625	4.28571	4.875	4.71429	4.75
Q15	If partnerships are necessary for the proposed activity, the agency has already developed those partnerships and there are clear roles for any partnering organizations.	5	5	4.25	4.25	3.875	4.5	4.28571	4.75	4	4.75
Sec. 5	Staff have the experience and qualifications to ensure the activity is successful.	5	4.875	5	4.875	4.5	4.875	5	4.625	4.14286	4.85714
Total for section		20	19.5	19.25	18.75	16.75	18.88	18.286	19.125	17.4286	19.232
<b>Financial: project expenses are reasonable</b>											
Budget	The applicant provided a complete and realistic budget for the activity or project.	5	4.625	4.875	4.625	4.625	4.875	4.42857	4.625	4.71429	4.57143
	Activity expenses are reasonable and necessary.	5	5	5	4.5	4.625	4.875	4.28571	4.75	4.71429	4.85714
Q17	CDBG funds are appropriate for this activity and will address a gap in funding.	5	4.625	4.25	4.375	4.375	4.375	4.42857	4.875	4.57143	4.57143
	The agency maximizes other funding sources to support this activity or project when possible.	5	4.75	4.875	4.625	4.625	4.625	4.14286	4.875	4	4.57143
Total for section		20	19	19	18.125	18.25	18.75	17.2857	19.125	18	18.5714
<b>Total Overall (Average)</b>		<b>100</b>	<b>90.5</b>	<b>91.0893</b>	<b>88.643</b>	<b>87.4286</b>	<b>86.84</b>	<b>89.571</b>	<b>91.446</b>	<b>86.81</b>	<b>87.107</b>