



COMMUNITY DEVELOPMENT COMMISSION AGENDA

Monday, February 23, 2026

12:00 p.m.

This meeting includes in-person and virtual participation.

Council Chambers

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

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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 9, 2026, minutes [Pages 2-4] (Chair)
4. Public Comment (Chair)
Persons wanting to provide comments may: email written comments or register to speak by emailing cdaa@albanyoregon.gov, or appear in person to speak at the meeting.
5. Scheduled Business: (Staff)
 - Conflict of Interest Disclosures
 - Program Year 2026-Application Evaluation [Pages 5-7]
6. Business from the Commission (Chair)
7. Business from Staff (Staff)
8. Next Meeting Date: March 16, 2026
9. 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 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





COMMUNITY DEVELOPMENT COMMISSION

MINUTES

February 9, 2026

12:00 p.m.

Hybrid – Council Room

Approved: **DRAFT**

Call to Order

Chair Bessie Johnson called the meeting to order at 12:01 p.m.

Roll Call

Members present: Jim Cole, Larry Timm, Bessie Johnson, Ron Green, Courtney Stubbs, John Robledo

Members absent: Alex Johnson II (excused), Robyn Davis, Tracy Liles (excused)

Approval of Minutes for January 26, 2026

12:03 p.m.

Motion: Commissioner Green motioned to approve the minutes as presented. Commissioner Stubbs seconded the motion, which passed 6-0.

Public Comment

None.

Scheduled Business- Program Year 2026 Public Service Applicant Presentations

12:02 p.m.

Jackson Street Youth Services – Lauren Winchester, Grants Manager

Jackson Street Youth Services is applying for funding for their Next Steps Transitional Living Program. Winchester estimated that there are about 200 youth/young adults 18 to 24 experiencing homelessness in Linn County. About a third are from Albany. She emphasized that youth respond best to developmentally appropriate services and Jackson Street's mission is to provide those services. Each young person is paired with a case manager that provides individualized skills training. Gaining employment, education/GED and supportive housing expand the youth's opportunities and stability.

Jackson Street is increasing their services in Albany by opening 17 more housing units. They expect to serve 27 young adults from Albany for 9 month stays.

Winchester shared their organizational concerns over funding, and noted their program is a natural fit for CBDG funds as they are in line with the fund's priorities.

Commissioner Green asked if a template is used in working with clients to identify skill sets or do they leave it to the individual to determine their needs? Winchester answered it's a bit of both based around four core outcomes recommended by federal funders which include goals of having safe and stable housing, completing high school/GED, or further education, positive well-being (physical, mental, dental) and having at least one positive permanent adult outside of the program for continuing support or advice, which has proven to be a huge predictive factor in their success after the program. They include skills targeted to meet employment goals, and skills related to their personal interests, strengths and goals.

Boys and Girls Club of Albany – Samantha Jordan, Program Development Director

Boys and Girls Club is applying for funding of their summer program to provide scholarships for attendees. She noted that they are not directly housing-related but the child care they provide enables parents to maintain their employment and housing. Eighty percent of their students are low income. Their goal is to provide scholarships for at least 100 students. Last year they awarded 70 scholarships out of the 400 served. Jordan reported that they provide care from 8:00 am to 5:30 p.m., two meals per day plus snacks, as well as numerous activities and field trips. She echoed other applicants in agreeing that funding has been very difficult.

Commissioner Stubbs asked what the organizational impact of YMCA's program has been on the Boys and Girls Club as they are seemingly serving the same people and both organizations are competing for funds. Jordan reported that their numbers had increased to over 3100 members in 2025 across their programs. She emphasized they have a strong partnership with the YMCA and meet monthly to collaborate as the need is only growing.

Commissioner Cole asked if the scholarships are per individual and what about cases where there is more than one child in a household? Jordan responded that they serve families with one child and those that have multiple children and they try and support all the families they can but prioritize where there is the most need. Commissioner Cole continued asking if the funds would be used for direct support to scholarships or indirect support through salaries and administration. Jordan shared that they prioritize funding scholarships, but they did include some salaries in the funding request.

Commissioner Timm asked about the gap time between programs. Jordan explained that there is a two week break to provide mandatory training and hiring and program set-up prior to the Summer Program and before Back to School.

Young Roots Oregon – Andrea Bartell, Executive Director

Bartell noted this was their first time applying for this grant as a newer grassroots organization (2019). They provide culturally specific support to youth to 24 who are pregnant and parenting. They strive to address housing barriers for young families through education and navigation services to increase housing access and long-term stability through their Rent Well Tenancy Program and financial coaching courses that teach young parents their rights and responsibilities as a tenant. Graduates qualify for the landlord guaranty program that provides funding to landlords to protect their financial risk if they agree to give young families an opportunity to establish credit and rental history. A high percentage of their clients are 30 percent or below area median income and as most have no credit history or are on HUD vouchers, they generally wind up homeless or staying with relatives. They serve clients in Linn and Benton Counties but are based in Albany. In 2024-25 they were able to help nearly 20 families gain Rent Well certification and 80 percent gained permanent independent housing. They will use CBDG funds to support Spanish-speaking families by recruiting a Spanish-speaking Housing Navigator who will gain certification as a Rent Well instructor. CBDG would cover 44 percent of the project cost with the remaining balance funded through the System of Care and other funds.

Commissioner Green asked how landlords have responded to this certification? Jordan admitted that they haven't tracked that data. If landlords aren't interested, young families are directed to partners that do accept those guarantees.

Commissioner Cole asked what percentage of their clients are in Albany. Jordan estimated that 60 percent are in Albany.

Commissioner Cole asked about the scalability of the funds. Jordan reiterated as state and local funding has become more and more competitive, if they scale down it may limit the opportunities for Spanish-speaking families as they couldn't afford to retain a Spanish-language staff member for that mentoring.

Oregon Cascade West Council of Governments – Brittany Kosydar, Eligibility Specialist

OCWCG are asking for funding for their Senior Companion Program serving low-income seniors at or below 200 percent of the federal poverty level. Volunteers are 55 or older local residents who provide a little bit of assistance with seniors aging in place providing transportation to appointments, grocery, bank, and some socializing. They hope to help 18 seniors in Albany. Sometimes the volunteers are the only social contact some seniors have. The funding will primarily be used to support staff for recruiting, training and assessment of needs as well as the mileage reimbursement to volunteers.

Commissioner Green asked if they rely on the volunteer's liability insurance or indemnify their participation. Kosydar explained that supplemental liability insurance is provided as part of the program.

Business from the Commission

None.

Business from Staff

12:51 p.m.

Development Programs Analyst, Kaitlin Martin, asked commissioners to turn in their application scores by Friday, February 13 to be included in the next agenda packet. Staff will also send out the conflict-of-interest forms as required. Comprehensive Planning Manager, Anne Catlin added that the City Council is supportive of changes to the Commission composition that would go into effect in July 2026.

Next Meeting Date

The next meeting is scheduled for February 23, 2026.

Adjournment

The Chair adjourned the meeting at 12:55 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.*

CDBG Scoring Matrix

Relevant Application Questions	Response Evaluation	Max points
Activity need, consolidated plan and CDBG award priorities		
1.a. Describe the community need or problem that will be addressed by the proposed activity. Provide statistics or evidence to document the activity need.	The applicant documents a clear need in the community that they will address.	5
2. How will the activity support efforts to reduce or prevent homelessness, support activities that improve housing stability, and/or increase the supply of affordable or supportive housing.	The proposed activity will address one or more high priorities (reduce homelessness, improve housing stability, support affordable or supportive housing activities).	15
3. Explain how the activity will address the need or problem and how your approach is an effective strategy to address the identified gap in needs and how your project will add to or improve upon existing services.	The proposed activity is an effective strategy to address the identified gap in needs and will improve upon existing services.	10
4. Describe the ways in which your activity will have a long-term impact on the need or problem being addressed. For housing projects, indicate the time period the project will remain affordable and how your organization plans to ensure the project remains affordable for the specified time period.	The proposed activity will have a long-term impact on community needs/problems.	5
5. Explain how the activity will promote inclusiveness and diversity. For faith-based organizations, explain how your agency will ensure CDBG funded activities are separate from explicitly religious activities	The project or activity promotes inclusivity and diversity.	5
Total for section		40
Benefit to low-income Albany residents, performance objective (# served and incomes)		
6. Describe the number and type of residents/clients that will be served considering the scope of the activity. Total number of beneficiaries.	Award more points for the number of beneficiaries or effect of the outcomes; consider the scope, complexity and cost to provide the activity.	10
7. Estimate the household income ranges of beneficiaries.	Award more points for activities that expect to serve more extremely low and low-income (<50%) residents.	10
Total for section		20

Financial Feasibility: expenses are reasonable and budget is feasible		
8. Explain the activity budget and assumptions used to determine the total project cost.	The applicant provided a complete and realistic budget for the activity.	5
9. Provide a description of the organization's financial stability as it pertains to the capacity to successfully complete the activity.	Assess the agency's financial stability and whether there is adequate funding for the activity.	5
10. Demonstrate why CDBG funds the best fit/source? What other sources of funding will support this activity?	CDBG funds are good fit/gap funding, etc for the activity.	5
11. How will CDBG funds be used to leverage more funding, resources, donations, volunteers, and/or partnerships?	The activity will leverage other resources.	10
Total for section		25
Readiness to Proceed and Agency Capacity		
14. Provide draft scope of work and schedule that outlines activities and schedule. Identify other agencies or partners and their roles.	The applicant provided a complete scope of work and realistic schedule which illustrates that the activity will be completed within the program year.	10
15. Describe your readiness to proceed with the activity. (Property, funding, land use approvals secured, staff in place, etc.)	The applicant demonstrates readiness to implement the activity and any issues that would impede implementation have been resolved.	5
16. Describe the current organizational capacity to complete and manage the activity within twelve months, including staff experience and success implementing similar activities.	The organization demonstrates capacity to complete the project within one year.	5
17. Identify the names of staff or contractors that will participate in the proposed activity, their experience, their role, etc.	Personnel have necessary experience to manage and complete the activity.	5
Total for section		25
Total Overall		110

2026 CDBG Scoring Matrix			Public Service Applicants				Other Applicants		
Applicants:			Young Roots	Boys and Girls Club	CWCOG	Jackson Street YS	LBCC SBDC	Albany Partnership	Habitat for Humanity
Description:			Rent Well in Spanish	Summer Programs	Senior Companio	Case Mgmt	Small Biz Devel	Prop Acquisition	Hsg Rehab
Grant Request:			\$23,376	\$20,000	\$4,300	\$25,000	\$73,696	\$200,000	\$125,000
Leveraged Funds/Resources			\$29,360	\$137,837	\$47,080	\$315,400	\$41,276	\$100-\$150k	\$150,000
# People/Households/Businesses/Housing Units			20 hhds	100 ppl	18 ppl	27 ppl	40 bus	3 ppl	10 hh
Activity need, consolidated plan and CDBG award policies and priorities									
1	The applicant demonstrates clear community need/issue that will be addressed by the proposed activity.	5	4.2	4.0	5.0	4.6	3.8	4.8	4.6
2	The activity will help to reduce/prevent homelessness, improve housing stability, or increase the supply of affordable or supportive housing.	15	9.4	6.8	8.2	11.0	4.6	11.6	11.0
3	The activity/approach is an effective strategy to address the identified gap in needs/problem; will add to or improve upon existing services.	10	7.0	7.4	7.8	8.2	7.4	7.4	8.6
4	The activity will have a long-term impact on the need or problem being addressed; length of housing affordability, if applicable.	5	4.4	2.0	4.2	4.2	4.2	4.6	4.4
5	The activity will promote inclusiveness and diversity and is separate from religious activities.	5	4.8	4.4	4.0	4.0	4.0	4.0	4.0
Total for section		40	29.8	24.6	29.2	32.0	24.0	32.4	32.6
Benefit to low-income Albany residents, performance objective (# served and incomes)									
6	Describe the # and type of residents that will be served considering the scope of the activity. (higher score for those serving more people)	10	6.6	8.8	7.2	7.6	7.8	4.8	6.8
7	Estimate the household income ranges of beneficiaries. (higher score if serve residents < 50% AMI)	10	7.0	8.8	8.4	8.4	6.6	8.2	7.4
Total for section		20	13.6	17.6	15.6	16.0	14.4	13.0	14.2
Financial Feasibility: expenses are reasonable and budget is feasible									
8	Activity budget and assumptions are complete and realistic.	5	4.2	4.8	4.6	4.8	4.4	4.6	4.6
9	Agency's financial stability and capacity to successfully complete the activity.	5	3.4	4.8	4.4	4.4	4.0	4.8	5.0
10	CDBG funds are the best or a good fit/source.	5	3.8	3.6	4.0	4.6	3.8	4.2	4.6
11	Activity will leverage more funding, resources, donations, volunteers, and/or partnerships.	10	6.2	6.6	6.8	7.6	6.2	7.2	7.4
Total for section		25	17.6	19.8	19.8	21.4	18.4	20.8	21.6
Readiness to Proceed and Agency Capacity									
12	The scope of work and schedule are realistic and indicate activity can be completed within year.	10	8.0	8.8	8.2	8.8	7.4	7.4	7.8
13	Readiness to proceed with the activity. (Property, funding, land use approvals secured, staff in place, etc.)	5	4.2	4.8	5.0	5.0	3.2	2.8	3.8
14	Organizational capacity to manage and complete the activity in 1 year and success implementing similar activities.	5	3.8	4.8	4.6	4.4	3.4	3.4	3.8
15	Staff and/or contractors (if applicable) have necessary experience to manage and complete the activity	5	4.0	4.6	4.6	4.8	3.6	3.8	4.0
Total for section		25	20.0	23.0	22.4	23.0	17.6	17.4	19.4
Total Overall		110	81.0	85.0	87.0	92.4	74.4	83.6	87.8

Estimate of 2026 Funding	ESTIMATE	REQUEST TOTALS
PUBLIC SERVICES	\$50,000	\$72,676
OTHER ACTIVITIES	\$220,000	\$398,696