



COMMUNITY DEVELOPMENT COMMISSION

AGENDA

Monday, November 03, 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 October 20, 2025, minutes [Pages 2-5] (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)
 - PY 2026 Priorities and Application Narrative/Scoring Criteria [Pages 6-8]
6. Business from the Commission (Chair)
7. Next Meeting Date: November 17, 2025 (if needed) and December 15, 2025
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 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.



COMMUNITY DEVELOPMENT COMMISSION

MINUTES

October 20, 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, Robyn Davis, Bessie Johnson, Ron Green, Courtney Stubbs, Tracy Liles and Alex Johnson II present at 12:02 p.m.

Members absent: Emma Deane, John Robledo (excused)

Approval of Minutes for September 15, 2025

12:00 p.m.

Motion: Commissioner Timm motioned to approve the minutes. Commissioner Cole seconded the motion. All voted in favor of accepting the minutes 6-0. (Commissioners Liles and Johnson II came in after the vote.)

Public Comment

12:01 p.m.

None.

Scheduled Business

12:01 p.m.

- Agency Consultation - Community Services Consortium

Comprehensive Planning Manager, Anne Catlin introduced Dina Eldridge, Housing Operations Manager for Community Services Consortium (CSC).

Eldridge explained that CSC is the designated community action agency representing Linn, Benton and Lincoln Counties addressing local causes and conditions affecting people who are low income or trying to escape poverty. They help with job seekers, skill building, youth programs, food share programs, wrap around services, and housing and utility services. Their mission is to provide those vital services by collaborating with community partners to positively transform lives. She sees the most urgent need and challenge is to provide stable housing.

She also noted the concern over federal funding cuts and budget priorities and how the overall federal cuts in services affect Oregon and the State's ability to backfill programs. She emphasized it will take partnership and community effort to meet needs. She noted the HEART (Homeless Engagement and Resource Team) meetings as a place for providers to network and coordinate efforts and with the HEAL group of emergency responders and providers.

Commissioner Davis asked how CSC prioritized paused services. Eldridge replied that they have short term assistance programs to prevent eviction or those needing help with moving costs to get into housing. They have had to pause that assistance. Housing-related special needs benefits through Samaritan are continuing. CSC is the only agency processing rent payments, deposits which is continuing but normal short term housing programs are paused. Longer term assistance with federal programs for housing assistance is still active but with no openings.

Commissioner Cole asked about what prevention programs are experiencing cuts and what is covered. Eldridge described the Oregon Eviction and Prevention Program, as an approach originated during COVID to prevent homelessness. The effort grew out of that response. It helps pay back rent and help homeless and unhoused as well providing deposits and first/last months rent to get into housing. Not meant to be long term, but it is a huge percentage of what they do but is endangered for lack of funds.

Commissioner Stubbs shared that she's witnessed a lot of success stories of people staying out of homelessness by preventing evictions and benefiting from that program. She opined that even creating affordable housing efforts are vital but many can't afford even the lowest rents.

Commissioner Green praised Eldridge's efforts during the uncertainty around funding. CSC is in place to deliver the help.

Chair Johnson asked, with the federal cuts do you have enough to cover to the end of the year? Eldridge shared her department and gets three main sources of federal money. One as a passthrough from Oregon Housing and Community Services and that money is not in danger this fiscal year. Continuum of Care is another source that has been proposed to rolling into another program called the Emergency Solutions Grant. CSC has a renewal already approved from the last cycle so good to October 2026. One program received awards but then it was suspended until they certified that they are following recent federal restrictions and the whole state of Oregon cannot comply with those restrictions. The Emergency Solutions Grant (ESG) is still in effect although it may be subject to cuts or changes in language that would be a concern.

Commissioner Davis inquired about the effect or use of litigation on some of the political demands for the agency. Eldridge replied CSC hasn't done anything directly in that capacity and are making the programs proceed as best they can in accordance with the law.

Chair Johnson expressed the Commission's appreciation for Eldridge's information and extended an invitation to return.

- Allocating Prior Year Funds

12:30 p.m.

Catlin requested input from the Commission regarding roughly \$5,175 dollars from prior funds unspent. They need to allocate those funds to an agency or program excluding public services due to the cap. She suggested the Commissioners consider allocating those unspent funds to this program year recipients - the Albany Partnership for Housing and Community Development for rehabilitation to existing units and Albany Area Habitat for Humanity to establish their Home Repair Program. She explained the original asks and details of the awards, then asked for the commission's decision.

Commissioners deliberated and Commissioner Johnson II suggested giving \$3000 to Albany Partnership and the balance to Habitat.

Motion: Commissioner Johnson II motioned to allocate remaining prior year funds in the following amounts- \$3,000 to Albany Partnership for Housing and Community Development and the remaining amount to Habitat for Humanity. Commissioner Green seconded which passed 8-0.

- Agency Consultation Survey Results

Catlin expressed staff's desire for input on how the commission wants to prioritize the needs that they are hearing from agency surveys they received. Formerly, she recognized the concern of the commission to use the funds to address homelessness. She sees affordable housing, transportation costs, food insecurity as needs noted in the survey.

Chair Johnson asked about some newer organizations listed that responded to the Agency Consultation Summary. Young Roots, Crossroads Community, Cumberland Church. Catlin said there are many on the

interested parties list that don't necessarily apply for funds but did respond, or provided consultation. She described the efforts of those organizations.

Catlin asked if the commissioners felt they have the information they need to set priorities for next year.

Commissioner Timm agreed that reducing homelessness should be a plan priority perhaps the top priority as a basic element of need. Agreeing Commissioner Cole reiterated that increasing affordable housing is what can reduce homelessness.

Commissioner Davis suggested with a caveat of considering that the funding revenue shortfall with the state and federal chaos has caused concerns amongst these providers so perhaps some funding could be targeted to organizations seeking grants from private foundations. Commissioner Cole repeated his thought about scoring those with leverage higher to extend the use of the limited (CDBG) funds.

Commissioner Stubbs recollected that each year they seem to re-prioritize a similar set of issues. But is affordable housing the heart of the issue? She concluded there are layers of importance, no single issue. But no matter how affordable housing is, it is still difficult for many to get and stay housed. There is this gap, which seems to be the social issues that we may not be able to solve.

Commissioner Timm, acknowledged that a lot of factors issue may be making people homeless; we can only react to what people apply for.

Commissioner Johnson II spoke for the necessary services to help those in need get into housing, mental health services, addiction services, abusive environments, shelters, no one solution is going to address any one person's need.

Commissioner Cole poised that housing people is a beginning requirement but not a complete solution. Housing first to rely on.

Commissioner Johnson went back to the affordability and long waiting lists even if ready to get housed.

- PY 2026 Priorities and Application Narrative/Scoring Criteria

12:57 p.m.

Catlin summarized that there are myriads of factors affecting the ability to secure housing. But there is a lack of affordable housing and concerns for the homeless. She suggested some changes in the matrix/point system to add more points to prioritize needs and whether the commission wanted to limit the amount of grant requests.

Commissioner Cole asked about the ranking process and perhaps changing the point process and priorities between public service and non-public services as they seem to be different buckets.

Commissioner Liles offered her perspective supporting people already housed from losing housing or employment. Whether that is loss due to transportation, childcare, as well as affordability.

Catlin reiterated that many public services do ultimately affect housing and could still be considered within the priority. It is not just the physical housing but the services to support getting into housing. She added that starting in January the city will begin to raise some funding over time with the new Housing CET (construction excise tax) that will become available to support construction of housing.

Commissioner Johnson appreciated the effort on the survey and summary as a great help in prioritizing issues.

Commissioner Stubbs voiced how much success that the CSC has had in helping people stay housed. And felt CSC along with CHANCE deserve support.

Commissioner Timm referencing the chart that staff supplied and the importance of leveraging funds and using that language and potentially increasing the points for that.

Catlin offered to make suggested adjustments to the scoring matrix and will get it to the commission for final review. She suggested a short meeting on November 3rd to review the scoring matrix prior to the applications being sent out in early November.

Business from the Commission

1:13 p.m.

None.

Next Meeting Date

The next scheduled meeting is November 3, 2025. Potentially, again November 17, 2025, if necessary.

Adjournment

The Chair 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.*

2026 Community Development Block Grant Funding Priorities

Each year, the Community Development Commission can choose whether certain goals or priorities from the 5-year consolidated plan are particularly important and therefore warrant extra weight when evaluating applications for funding. The CDC can select specific goals or priorities and give extra points or special consideration to applications that address those select goals or priorities. The CDC may also decide all goals or priorities bear equal weight. Below are the priorities and goals from the 2023-2027 Consolidated Plan.

2023-2027 Consolidated Plan Priorities and Goals

Priority: Increase affordable housing in Albany

Goals:

- Increase affordable housing supply and options
- Reduce homelessness
- _____

Reducing homelessness
could be a Plan priority

Priority: Maintain the existing affordable housing

Goals:

- Maintain inventory of affordable housing
- Reduce operating costs for low-mod residents
- _____

Priority: Increase the availability of needed services for low- and moderate-income residents

Goals:

- Improve the lives of LMI and marginalized residents
- Reduce homelessness
- _____

Priority: Expand economic opportunities for low- and moderate-income residents

Goals:

- Reduce poverty
- Increase incomes of LMI residents
- Create jobs for LMI residents
- _____

Priority: Strengthen and revitalize low- and moderate-income neighborhoods

Goal: Strengthen LMI neighborhoods and accessibility

CDBG Scoring Matrix

Relevant Application Questions	Criteria	Max points
Activity need, consolidated plan and CDBG award priorities		
1. a, Explain which priorities in Albany's 2023-2027 Consolidated Plan will be addressed.	The proposed activity clearly addresses one or more priorities in the 2023-2027 Consolidated Plan.	5
1.b. How will the project reduce or prevent homelessness, and/or support affordable housing and stability, if applicable.	The proposed activity will address one or more high priorities (support affordable housing or reduce homelessness).	10
2. 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
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 project 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 needs.	5
5. Explain how the project 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. Total number of beneficiaries.	The number of people who will benefit from this activity (higher score for those serving more people)	10
7. Household income of beneficiaries estimated to be extremely low or low-income (earning <50% of area median)?	The activity especially target helping extremely low-income residents.	10
Total for section		20

Financial Feasibility: expenses are reasonable and budget is feasible		
8. Explain project budget and assumptions used to determine the total project cost	The applicant provided a complete and realistic budget for the activity or project.	5
9. Provide a description of the organization's financial stability as it pertains to the capacity to successfully complete the project	Financial stability and funding for the project	5
10a. Demonstrate why CDBG funds the best fit/source? What other sources of funding will support this activity?	CDBG funds are appropriate for this activity.	5
10b. What other sources of funding will support this activity?	The activity will leverage other funding.	5
11. Describe the organization plan for funding the project after the first year.	The agency has plans to sustain the activity after the first year.	5
Total for section		25
Readiness to Proceed and Agency Capacity		
13. & 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.	5
15. Describe your readiness to proceed with project. (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.	10
16. Describe the current organizational capacity to complete and manage the activity within the program year.	The organization demonstrates a commitment to inclusivity and describes how they embrace and promote diversity internally.	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
18. Please explain how the agency embraces and demonstrates diversity within the organization.	The organization demonstrates a commitment to inclusivity and describes how they embrace and promote diversity internally.	5
Total for section		30
Total overall		115