



**CITY OF REDMOND**  
**Community Development Department**

716 SW Evergreen Ave  
 Redmond OR 97756  
 541-923-7721  
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[www.ci.redmond.or.us](http://www.ci.redmond.or.us)

**Housing and Community Development Committee Agenda**  
**716 SW Evergreen Ave Conference Room A**  
**Friday, October 21, 2016**  
**3:00 PM**  
**Agenda**

**HCD MEMBERS**

MEETING OBJECTIVE

- 2014/2015 and 2015/2016 Annual Action Plans Amendments
- Affordable Housing and Homelessness

Whitney Swander  
 Chair

**TIME ITEM**  
 3:00 PM **CALL TO ORDER/INTRODUCTIONS**

Steve Curley  
 Vice-Chair

3:05 PM **CITIZEN COMMENTS**

3:15 PM **SWEARING IN OF NEW MEMBERS**

Diana Barker

3:20 PM **ACTION ITEMS**

Charlene Hunter

1. Recommendation of Funding to City Council – AAP 2014/2015 and 2015/2016 Substantial Amendments

Suzanne Michaels

3:35 PM **DISCUSSION ITEMS**

1. Affordable Housing Gap Financing Presentation
  - Geoff Wall, Finance Director, Housing Works
2. City Council Homelessness Work Session II Preparation
  - University of Oregon Sustainable Cities Initiatives Affordable Housing Report

Joni Powell

3. ADA Transition Plan Update

Lori Scharton

Alexandra Sweet

4:20 PM **COMMITTEE COMMENTS**

Geoff Wall

4:25 PM **STAFF COMMENTS**

4:30 PM **ADJOURN**

PROPOSED AGENDA

Anyone needing accommodation to participate in the meeting must notify the City's ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3036 or at [access@ci.redmond.or.us](mailto:access@ci.redmond.or.us), or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.



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## STAFF REPORT

**DATE:** October 21, 2016  
**TO:** Housing and Community Development Committee Members  
**THROUGH:** Deborah McMahon, Principal Planner  
**FROM:** Chelsea Dickens, Grant Program Coordinator  
**SUBJECT:** Community Development Block Grant Substantial Amendments to the 2014/2015 and 2015/2016 Annual Action Plans

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### Addresses Council Goal:

4. Community Enhancement – Create an image and identity that generates a sense of community pride, ensuring the high quality of life and safety of our citizens, attracting new residents and businesses and facilitating their success and safety as well.

### Report in Brief:

This report outlines 2014/2015 and 2015/2016 Substantial Amendments to the Annual Action Plans of the Community Development Block Grant (CDBG). The Housing and Community Development Committee made a funding recommendation of proposed amendments on September 16, 2016.

The Housing and Community Development Committee will need to take a vote to recommend the 2014/2015 and 2015/2016 Substantial Annual Action Plan Amendments to Redmond City Council.

### Background:

On September 27, 2013, the City of Redmond accepted entitlement status in the federal Housing and Urban Development (HUD) CDBG program. The objective of the CDBG program is “to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income”, often described as a three-legged stool of housing, neighborhood revitalization and economic development.

Recipient communities receive an annual financial allocation to undertake a wide range of community-based activities directed toward neighborhood revitalization, economic development, and community services, facilities, and improvements. Entitlement communities develop their own programs and set their own funding priorities in conformance with the statutory standards, program regulations and other federal regulations. The City of Redmond’s allocation for PY 14/15 was \$190,027 and PY 15/16 was \$208,791. Each Program Year extends from July 1 to June 30 of the fiscal year. Each Annual Action Plan needs to outline how the City would like to spend these funds to achieve the goals of the CDBG Consolidated Plan, 2014-2018.

The Consolidated Plan identified four primary goals with the following objectives and strategies:

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**Goal 1: Provide decent affordable housing and work towards prevention of homelessness.**

Objectives and Strategies: The Strategic Plan proposes to allocate funding to increase the supply of rental housing, especially those units occupied by the lowest income residents (less than 50% of AMI) and reduce housing cost burden.

**Goal 2: Increase economic opportunities.**

Objectives and Strategies: CDBG funds will support programs to increase the economic opportunities of LMI persons through creation of jobs, education and job training and microenterprise assistance.

**Goal 3: Support agencies/organizations that serve low- and moderate- income persons and special needs populations by helping them to expand services.**

Objectives and Strategies: Dedicate 15% of CDBG funds each year to agencies/organizations that provide food to the hungry, affordable childcare to working LMI parents, or services to seniors and the homeless.

**Goal 4: Further Fair Housing in Redmond.**

Objectives and Strategies: Conduct an analysis of impediments to fair housing choice to assess Redmond’s fair housing needs and develop a plan to address any impediments. The City will work with an advisory committee and residents on the analysis and plan. The City will also contract with the Fair Housing Council of Oregon to provide training and counseling for Redmond property owners, residents and developers.

Expenditure of CDBG funds is highly regulated and formulaic. 70% of all funds needs to be spent to benefit low and moderate income residents in the community. A maximum of 15% of funds can be spent on public services. And a maximum of 20% of funds can be spent on administration and planning efforts. In addition, funding for Consolidated Plan goals states that over the five-year plan 50% of the allocation will be dedicated to provide decent affordable housing and work towards homeless prevention and 15% of the allocation will be dedicated to increase economic opportunities.

The Consolidated Plan recommends the following allocations to achieve these standards:

Provide decent affordable housing and work towards homeless prevention	50% of allocation over the next five years.
Increase economic opportunities	15% of allocation over the next five years.
Support agencies that provide public services serving low and moderate income residents.	15% of allocation over the next five years.
Administration and Planning	20% of allocation over the next five years.

Each CDBG activity must meet one of three national objectives: benefit low- and moderate- income persons (LMI Area Benefit, LMI Limited Clientele, and LMI Jobs), aid in the prevention or elimination of slums or blight (urban renewal areas qualify); or meet other community development needs having a particular urgency that the grantee is unable to finance on its own.

**Discussion:**

In June of 2016 the City received a decline of the first two year awards for affordable housing projects therefore the City has a combined total of \$207,760 available to reallocate to the strategic goal of affordable housing and to work towards homeless prevention.

To select projects and programs that will further the goals of the Consolidated Plan, the City conducted a competitive proposal process. Proposals were solicited with a submittal deadline of September 2, 2016. One proposal was received. City staff reviewed the proposal to determine that the proposed project met CDBG eligibility, National Objectives and the Goal 1 priority in the Consolidated Plan. The project satisfied regulatory requirements and was forwarded to the Sub-Committee for review along with project score sheets and instructions. Those proposal was:

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<b>Applicant</b>	<b>Project</b>	<b>Description</b>	<b>Consolidated Plan Needs Addressed</b>	<b>Funding Request</b>
J Bar J Youth Services	Cascade Youth and Family Center Transitional Housing	To address the overwhelming need for more affordable housing J Bar J Youth Services will acquire 2 to 4 units of transitional rental housing (property to be identified) for youth ages 17-24 for its Cascade Youth & Family Center (CYFC) program. Comprehensive prevention and intervention services will also be provided to residents. Services include counseling and support services targeting education completion, employment and independence.	Affordable Housing, homelessness prevention	\$207,760

RECOMMENDED FUNDING FOR PY 14/15 and PY 15/16 Substantial Amendments:

<b>AFFORDABLE HOUSING/HOMELESS PREVENTION</b>						
<b>Applicant</b>	<b>Average Score</b>	<b>Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>	<b>Applicant Performance</b>	<b>Funding Recommendation</b>
J Bar J Youth Services	90.33	Goal #1	\$207,760	\$207,760	4 Housing Units	\$207,760

SUMMARY OF PUBLIC COMMENTS

<b>Mode of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>
Public Meeting – Subrecipient Workshop	Eleven potential applicants were represented and attended public workshops through this process, the highest attended workshops the City has hosted to date.	All of the applicants utilized these public meetings to advocate the needs and services that they would address with funding.	Not applicable
Public Meeting	All Housing and Community Development Committee meetings are public meetings.	No comments were received to date.	Not applicable
Other-Media releases	Legal notices of solicitation for public comments appeared in in The Redmond Spokesman and The Bend Bulletin.	No comments were received to date.	Not applicable
Public Meeting	Public hearing before Redmond City Council on November 1, 2016.		Not applicable

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Mode of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Internet Outreach	Information on CDBG and public meetings were posted on the City's webpage.	No comments were received to date.	Not applicable

**Fiscal Impact:**

This is a grant-funded and restricted program and was be budgeted in the FY 2014/15 and FY 2015/16 budget.

**Course of Action:**

A final public hearing is scheduled for November 1, 2016, following a mandatory 30-day public comment period, to consider adoption of the Substantial Amendments to the 2014/2015 and 2015/2016 Annual Action Plans, at which time the City Council will listen to public testimony, deliberate and decide on whether or not to take approving an adopting Ordinance.

**Recommendation/Suggested Motion:**

I move to recommend the acceptance of the City Staff Report and attached draft Substantial Amendments to the City of Redmond's Community Development Block Grant Annual Action Plans for Program Years 2014/2015 and 2015/2016.

Chelsea Dickens  
Grant Program Coordinator

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## **Substantial Amendments to the City of Redmond's Community Development Block Grant Annual Action Plans for Program Years 2014/2015 and 2015/2016**

### **Contact:**

Chelsea Dickens, Grant Program Coordinator  
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Email: [chelsea.dickens@ci.redmond.or.us](mailto:chelsea.dickens@ci.redmond.or.us)

### **Overview**

The City of Redmond (City) Community Development Department administers Community Development Block Grant (CDBG) funds received on an annual basis from the US Department of Housing and Urban Development (HUD). The funds are made available to carry out a variety of housing, community, and economic development activities based on an Annual Action Plan approved by the City Council.

This document, consisting of a narrative as well as required attachments, constitutes the formal Substantial Amendment to HUD.

### **Process**

The Consolidated Plan includes an assessment and prioritization of housing and community needs, a list of local, state, and federal resources available to meet identified needs, and the City's focused strategies intended to address priority needs over the five-year period.

The Annual Action Plan is submitted on an annual basis throughout the 5-year period of the Consolidated Plan, serving as the annual application to HUD. The Action Plan identifies specific activities to be funded during the year based on priorities laid out in the five-year Consolidated Plan.

Citizen participation is governed by the Citizen Participation Plan adopted by City Council. According to the City's adopted Citizen Participation Plan, changes to the Annual Action Plan are considered "Substantial Amendments" when any of the following occurs:

- A proposed project site is relocated a distance greater than ½ mile radius from the site identified in the Annual Action Plan;
- There is a change in approved federal funding sources;

- A proposal that changes a land use to one that requires a special or conditional use permit or is likely to result in a 50% change in capacity or amount of service provided;
- There is a change in the priority needs served by the original proposal;
- The cost of completing the project or conducting a program exceeds the original approved budget by 50% or more; or
- A project is added.

Substantial amendments require a public hearing and City Council approval by resolution. The Redmond Housing and Community Development Committee and City staff shall review substantial amendments. Either the Committee or City staff may provide recommendations to the City Council. Written notices of City Council consideration of substantial amendment shall be provided following the process outlined in the Citizen Participation Plan for initial adoption of the applicable Plan.

**Proposed PY 2014/2015 and 2015/2016 Action Plans Amendments**

The City of Redmond is proposing Substantial Amendments to its Annual Actions Plans for Program Years (PY) 2014/2015 and 2015/2016. These Amendments are necessary due to the decline of awards from the original awardees. The City has \$207,760 available to reallocate to the strategic goal of affordable housing and to work towards homeless prevention and the Housing and Community Development Committee elected to combine the two Program Years resources to one project.

The change in project scope is a result of several factors, including the timeline of funding and programmatic requirements.

The proposed Substantial Amendments will:

- Modify the PY 2014/2015 and PY 2015/2016 Annual Action Plans to combine funding to a new affordable housing project.

<b>Project Name</b>	CYFC Transitional Housing
<b>Target Area</b>	N/A
<b>Goals Supported</b>	Affordable housing, homelessness prevention
<b>Needs Addressed</b>	Additional units of affordable housing
<b>Funding</b>	\$207,760

<b>Description</b>	To address the overwhelming need for more affordable housing J Bar J Youth Services will acquire 2 to 4 units of transitional rental housing (property to be identified) for youth ages 17-24 for its Cascade Youth & Family Center (CYFC) program. Comprehensive prevention and intervention services will also be provided to residents. Services include counseling and support services targeting education completion, employment and independence.
<b>Target Date</b>	3/1/2017
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The proposed development will benefit 4-8 unaccompanied or homeless youth at or below 50% AMI.
<b>Location Description</b>	J Bar J Youth Services will locate the shelter facility within Redmond City limits and will seek property located near transportation and other needed services.
<b>Planned Activities</b>	The affordability commitment will include transitional rental units at 50% AMI for homeless or unaccompanied youth. The facility will consist of a duplex or four-plex, depending on market availability. The land use covenant will ensure affordability for at least 20 years.

### **Citizen Participation Process**

Substantial Amendments require a thirty (30) day public review and comment period with a formal notice published in a newspaper of general circulation. The public review ends with the conclusion of the public hearing before the City Council at the regularly scheduled meeting designated in the public notice.

In accordance with the City of Redmond's Citizen Participation Plan, a public notice was published in the Bend Bulletin and Redmond Spokesman newspapers on September 28, 2016 announcing the availability of the Substantial Amendment document and the opportunity to submit written comments regarding the City of Redmond SUBSTANTIAL AMENDMENT TO THE PROGRAM YEARS 2014/2015 and 2015/2016 ACTION PLANS to the Community Development Department from September 28, 2016 through November 1, 2016. The public notice included notice of a public hearing before City Council on



November 1, 2016 at 6:00pm City Council Chambers. In addition, the Community Development Department provided notice of a public meeting on October 21, 2016 at 3:00pm at City Hall to discuss the substantial amendment and take public comment.

A copy of the Public Notice is included as Attachment A. Proof of Publication of the Public Notice will be included as Attachment B to this Substantial Amendment document in the final transmittal to HUD.

The Substantial Amendment document was also posted online at <http://www.ci.redmond.or.us/government/departments/community-development/community-block-grant-program> and made available at City Hall, 716 SW Evergreen Avenue, for public review.

Comments received by the Community Development Division and any oral testimony received during the public hearing will be summarized, included as Attachment C and submitted with the City's transmittal of this Substantial Amendment document to HUD.

**List of Attachments:**

Attachment A: Public Notice

Attachment B: Proof of Publication of Public Notice (Included with HUD Submittal)

Attachment C: Summary of Public Comments Received (Included with HUD Submittal)

**City of Redmond  
Legal Notice**

**Community Development Block Grant Program (CDBG)  
Notice of Proposed Project Action to be Taken by The City Council Respecting Proposed Substantial  
Amendments to the 2014/2015 and 2015/2016 Annual Action Plans  
Notice of 30-Day Public Comment Period AND Notice of City Council Public Hearing**

Notice is hereby given that the City of Redmond proposes to present its CDBG Substantial Amendment for years 2014/2015 and 2015/2016 Annual Action Plan and solicits public participation in the development of the Annual Action Plan at a Public Hearing to be held on Tuesday, November 1, 2016 at 6:00 p.m. at City Council Chambers, 777 SW Deschutes Ave., Redmond, OR. All City CDBG documents are posted on the City's website: [www.ci.redmond.or.us](http://www.ci.redmond.or.us) under Community Development or available for review at Redmond City Hall from September 28, 2016 – November 1, 2016.

Comments or questions may be submitted in writing to: Attn: Chelsea Dickens, City of Redmond, 716 SW Evergreen Ave., Redmond, OR 97756 or email to [Chelsea.Dickens@ci.redmond.or.us](mailto:Chelsea.Dickens@ci.redmond.or.us). Accommodation for persons with disabilities and non-English speaking residents will be provided upon request. For additional information, please call (541) 923-7757.

**Ciudad de Redmond  
Legal aviso**

**desarrollo comunitario Block Grant programa (CDBG) Aviso de propuesta proyecto acción para  
adoptar el Ayuntamiento respetando propone modificaciones sustanciales para el 2014/2015 y  
2015/2016 acción planes aviso anual 30 días público comentario período y previo aviso del  
Ayuntamiento audiencia pública**

Aviso por este medio es dado que la ciudad de Redmond pretende presentar su enmienda substancial CDBG para los años 2014/2015 y 2015/Plan de acción anual de 2016 y solicita la participación del público en el desarrollo del Plan anual de acción en una audiencia pública que se celebrará en martes, 01 de noviembre de 2016 en 18:00 en el Ayuntamiento de salas, 777 SW Deschutes Ave. , Redmond, OR. Todos los documentos de CDBG de la ciudad están publicados en la Página Web de la ciudad: [www.ci.redmond.or.us](http://www.ci.redmond.or.us) desarrollo de la comunidad o para su revisión en el pasillo de ciudad de Redmond de 28 de septiembre de 2016 – 01 de noviembre de 2016.

Comentarios o preguntas pueden ser enviadas por escrito a: Attn: Chelsea Dickens, ciudad de Redmond, 716 SW Evergreen Ave., Redmond, OR 97756 o por correo electrónico a [Chelsea.Dickens@ci.redmond.or.us](mailto:Chelsea.Dickens@ci.redmond.or.us). Alojamiento para personas con discapacidad y los residentes hablantes inglés no se prestará a petición. Para obtener más información, llame al (541) 923-7757.