



Housing and Community Development Committee Agenda

Teleconference – Access Information Below

Wednesday, April 29, 2020 (4:00pm – 6:00pm)

**HCD
MEMBERS**

TIME ITEM

**Geoff
Wall
Chair,**

Please join meeting from your computer, tablet or smartphone:
<https://global.gotomeeting.com/join/393458669>

**Whitney
Swander,
Vice-Chair**

You can also dial in using your phone:
United States: [+1 \(571\) 317-3122](tel:+15713173122); Access Code: 393-458-669

4:00 PM

CALL TO ORDER/INTRODUCTIONS

**Diana
Barker**

4:05 PM

CITIZEN COMMENTS

**Heather
DeWolf**

4:10 PM

APPROVAL OF MINUTES

a. February 19, 2020

**Michelina
Huffman**

4:15 PM

DISCUSSION /ACTION ITEMS

I. Review CDBG Applications and Allocations

II. Discuss new CDBG-CV (COVID) funds and program activities

III. Neighborhood Stabilization Program (NSP) Funds

**Rebecca
Parker**

**Clair
Sagiv**

5:45 PM

COMMITTEE COMMENTS

5:50 PM

STAFF COMMENTS

Explain status of City Hall; committee work moving forward

**Theresa
Thorson**

6:00 PM

ADJOURN

**Marion
Tripp**

**Vacant
Ex-Officio**

Next HCDC Meeting: Wednesday, May 20th (4:00 – 6:00 pm)

The City of Redmond encourages all citizens to participate in its programs and activities. This meeting location is accessible to people with disabilities. Requests for accommodation may include sign language interpreter service, assistive listening devices, materials in an alternate format or any other accommodation. If any accommodations are needed, please contact the ADA Coordinator at 541-504-3036 or access@ci.redmond.or.us. Requests should be made as soon as possible, but at least 3 business days prior to the scheduled meeting.



DRAFT

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HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
MINUTES

February 19, 2020

Redmond City Hall, 411 SW 9th Street – Room 210, Redmond, Oregon

Members Present: Chair Geoff Wall, Diana Barker, Michelina Huffman, Rebecca Parker, Clair Sagiv, Theresa Thorson, Marion Tripp (*absent: Vice-Chair Whitney Swander, Heather DeWolf*)

Youth Ex Officio: **Vacant**

City Staff: Elizabeth McNannay, *Interim CDBG (Community Development Block Grant) Coordinator*; John Roberts, *Deputy City Manager*; Keith Leitz, *Human Resources/Risk Management*; Meghan Gassner, *Urban Renewal Program Analyst*; Cameron Prow, *TYPE-Write II*

Visitors: None

Media: None

(Agenda items appear in discussion order. The 3 digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)

CALL TO ORDER – INTRODUCTIONS

Chair Wall called the regular meeting of the Housing and Community Development Committee (HCDC) to order at 4:03 p.m., Wednesday, February 19, 2020, with a quorum present (7 of 9 members).

CITIZEN COMMENTS

None.

APPROVAL OF MINUTES

1. November 20, 2019

Motion 1 (7/0/0): Ms. Barker moved to approve the November 20, 2019, minutes as presented. Ms. Parker seconded the motion which passed unanimously.

DISCUSSION/ACTION ITEMS

1. CDBG Interim Strategy, Timeline & Staff

2. Status of Housing Coordinator/Policy Position

Mr. Roberts outlined the background of Redmond's Community Development Block Grant (CDBG) program. Due to concerns about affordable housing, homelessness, and statewide housing legislation, City Council decided to continue the CDBG program. Ms. McNannay has been hired on an interim basis until a full-time Housing Coordinator is on board and up to speed.

3. 2020 CDBG Allocation

Ms. McNannay reported Redmond's allocation for fiscal year (FY) 2020-2021 would be \$256,709: 20% administration/planning/training, up to 15% public services, and 65% other eligible projects. She suggested the public service target be at 13% to assure the City won't exceed the 15% cap.

Mr. Roberts compared Redmond's allocation to those for other Oregon cities (Ashland, Bend).

4. Review of 2019 Project Approval Process
5. Format for 2020 Application Review and Approval

Chair Wall discussed the City's approval process in prior years including FY 2019-2020. Following discussion,

Ms. McNannay suggested staff do a threshold review – prior to HCDC review and scoring – to assure applicants are qualified, specifically, that applications are complete and applicants can comply with HUD (U.S. Housing and Urban Development) requirements. She emphasized the need for transparent scoring criteria. Approval process timeline: application deadline (February 21), applicant interviews (mid-March), and annual action plan deadline (mid-May 2020). She and Mr. Roberts discussed potential impacts of adding NSP (Neighborhood Stabilization Program) funds to next year's allocation.

HCDC concerns included how to fairly allocate the limited funds available, time to review applications prior to applicant interviews, impact of changing HUD requirements over the last few years, and distribution outlets for the City's RFP (Request for Proposals). Following discussion, HCDC members agreed to the approval process recommended by staff.

COMMITTEE COMMENTS

Ms. Parker requested training on CDBG and housing (terms, history, trends) during monthly meetings.

Ms. Barker asked staff to share Council and other City presentations with HCDC members.

Ms. Huffman requested a closed-captioned version of PowerPoint presentations.

Chair Wall provided an update on Housing Works' projects at Greenwood Avenue/5th Street (47 units available in summer 2021) and Reindeer Avenue/Canal Boulevard (67 units workforce housing).

STAFF COMMENTS

Mr. Leitz conducted (PowerPoint) ethics training for HCDC members. He identified resources available and encouraged members to contact him with any questions.

HCDC members clarified how to handle conflicts of interest and quorum concerns when committee members are also applicants and what kind of gifts could/could not be accepted.

ADJOURN

Next HCDC meeting: March 18, 2020, 4 p.m. (3rd Wednesday)

With no further business, Chair Wall adjourned the meeting at 5:13 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me
this _____ day of _____, 2020.

ATTEST:

Geoff Wall
Chair

John Roberts
Deputy City Manager

To: HCDC
From: Elizabeth McNanney, CDBG Consultant
Date: Prepared for April 29, 2020 Meeting
Re: CDBG Applications and Allocations

CDBG Application Summary

- Four total responses were received during the recent CDBG application period.
- Two applications are for public service activities, subject to a cap of 15% of yearly entitlement grant amount.
- Two applications are eligible under the Low/Moderate Income Housing National Objective.

Summary of Applications & Staff Recommendations

Habitat for Humanity

- Bend-Redmond Habitat for Humanity will be constructing 8-10 townhomes at 2375 North Hwy 97 and 2 single-family homes at 1270 SW 27th Street.
- CDBG funds will be used to provide homeownership assistance to eligible homebuyers when they purchase these homes.
- All homebuyers will qualify for funding, as each will earn no more than 80% of area median incomes.
- This activity will allow eligible homebuyers, often priced out of market rate homes, the opportunity to purchase a home with an affordable mortgage. These activities help stabilize families struggling within the cycle of generational poverty by delivering the benefits homeownership provides.

Amount requested:	\$170,000
Recommended funding:	\$134,540

Justification for Recommendation:

An allocation was made with 2019 dollars to acquire, survey, partition and make infrastructure improvements on the property located at 1270 SW 27th Street. There will be unspent funds that may be reallocated to homebuyer assistance, per same Low-Mod Housing National Objective, for these two single family homes. This decreases the need to fully fund proposed project by approximately \$35,000.

Families Forward/Housing Works

- Families Forward proposes to use CDBG funding to assist with the acquisition of property located at 1890 SW Salmon Avenue.
- Property is adjacent to 3.1 acres owned by Families Forward/Housing Works that is site of 22 affordable rental housing units for seniors, veterans and disabled Redmond residents.
- The acquisition of additional land will accommodate an additional 10-12 units of affordable rental housing. Funding restrictions for balance of project will ensure these units are affordable for low-moderate income Redmond residents earning less than 60% of area median income. All development residents will be income-restricted at lease signing. Affordability will be covenant assured for a minimum of 30 years.

Amount requested:	\$170,000
Recommended funding:	\$170,000

Justification for Recommendation:

Project provides much needed development of additional, affordable rental units in the City. CDBG funding of approximately \$17,000 per unit proposed is a very reasonable investment for development of this scope. These units may provide stable housing for over 120 families during the life of this project, assuming a modest 2 per year turnover rate. Recommendation is to fully fund this request.

Redmond Senior Center / Meals on Wheels Program

- The Senior Center first received funding in HUD Program Year 2019 (current year) that was utilized to support the Meals on Wheels program.
- The Senior Center requested support for the Meals on Wheels program serving Redmond senior and disabled residents for the next program year, HUD funding year 2020.
- Meals on Wheels program volunteers consistently deliver between 80-100 meals a day in Redmond. Often this is the only balanced meal a senior or disabled resident may have on a daily basis.
- In pre-pandemic times, the Senior Center also served meals on-site and hopes to be able to provide this service again soon.

Amount requested:	\$37,500
Recommended funding:	\$18,500

Justification for Recommendation:

The Meals on Wheels program provides a much needed community service in the City. The Meals on Wheels program is a vital community resource for homebound Redmond residents and fills a significant need in the community. Due to HUD Public Service funding constraints, it is recommended that the funding level be set as recommended above.

Note, there may be an opportunity to provide additional funding for increased demand due to COVID-19 challenges.

Thrive Central Oregon

Thrive works to connect community members in need to the services that are available, while providing the case management services necessary to make this work for in need Redmond residents.

Thrive Central Oregon currently provides walk in services and appointments at three sites in Redmond. Assistance may include help finding housing resources, filling out applications for medical coverage and assistance, referrals to employment support options, social security and disability application assistance and help connecting to resources for basic needs (e.g., food, utility assistance).

The need is often greater than can be met. An average of two people are turned away at each staff day in Redmond. This funding will allow a small expansion of numbers served and help bridge this gap.

Amount requested:	\$37,500
Recommended funding:	\$20,000

Justification for recommendation:

Thrive Central Oregon provides services and case management to a population that is traditionally underserved, including non-English speakers. Clients served represent some of the most economically disadvantaged Redmond residents. Over 35% of those served are experiencing homelessness or in danger of becoming homeless.

Due to HUD Public Service funding constraints, it is recommended that the funding level be set as recommended above.

Note, there may be an opportunity to provide additional funding for increased demand due to COVID-19 challenges.

CDBG Application Breakdown

Total funding available = \$405,880 (256,709 CDBG + 115,000 program income + 34,171 unexpended 2018 money) \$62,840 for Program Admin = \$343,040 for Project Funding		
Applicant Public Service (y/n)	National Objective Eligible Activity Matrix Code	Amount Requested & Recommended Funding
Habitat for Humanity N	Low/Mod Housing Homebuyer Assistance 13B	\$170,000 \$134,540
Families Forward/ Housing Works N	Low/Mod Housing Acquisition of Property 01	\$170,000 \$170,000
Thrive Central Oregon Y	Low/Mod Clientele Referral and Case Management Services 05Z	\$38,500 \$20,000
Redmond Senior Center Y	Low/Mod Clientele Senior Services 05A	\$38,500 \$18,500
		Total recommended project funding \$343,040

Program Administration Calculations:

- 20% of program year funding plus 10% of program income estimate. This ensures the City does not exceed the cap for administration activities and provides a small amount of additional funding, outside standard yearly entitlement funding; due to likely pressure budget considerations and decreased General Fund revenue over the next year (i.e., impacts of COVID 19).
- Public Services maximum allocation cap, 15% of program entitlement amount, equals approximately \$38,500.

CDBG-CV Funding Recommendations

<p>Total funding available = \$151,013</p> <p>Administration of CDBG COVID response funds = \$30,013 <i>(if allowed once guidance is received)</i></p> <p>\$121,000 for funding with public service cap waived</p>

Recommended Community Partner	National Objective Eligible Activity	Recommended Funding
Thrive Central Oregon	Low/Mod Clientele Referral and Case Management Services 05Z	\$20,000 Case management and service referrals for COVID affected residents
Neighbor Impact &/OR Thrive Central Oregon	Low/Mod Clientele Rental and utility assistance – up to 90 days per household in need 05Q	\$50,000 for Homelessness Prevention Rent/utility arrears
Redmond Senior Center Meals on Wheels	Low/Mod Clientele Senior Services 05A or 05Z other – if expanded to meet additional needs	\$15,000 expansion to meet increased needs in City for those COVID affected
Add'l Food Support and other unmet COVID affected Public Service Needs	TBD	\$36,000

Justification for Funding Recommendations:

In a survey of area non-profits providing services to LMI clientele, the majority identified homelessness prevention (rental and utility arrears), food support and the need to connect people to resources.

- Meals on Wheels has seen a 50% increase in requests for meals in the last four-five weeks. Trend is likely to continue for a number of months.

- Thrive is a vital partner in helping those most in need and at risk access the services they require. Case management for those affected by COVID will be key during recovery.
- Both Thrive and Neighbor Impact have processes and programs currently in place that could meet the needs of Redmond residents in danger of becoming homeless.

//End//