



Staff Report

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Version: 1

Date: 10/14/2024
Item #: 4.a.

TO: Mayor and City Council
THROUGH: Keith Stahley, City Manager
FROM: Kristin Retherford, Community and Urban Development Director

SUBJECT:

Substantial Amendment #1 to the 2024 Annual Action Plan (AAP) for CDBG Funds and 2023 Consolidated Annual Performance and Evaluation Report (CAPER)

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Safe and Healthy Community; Welcoming and Livable Community; Good Governance.

SUMMARY:

The City of Salem annually receives HOME Investment Partnership Program (HOME) and Community Development Block Grant (CDBG) program funds from the Department of Housing and Urban Development (HUD). The Annual Action Plan (AAP) is the annual implementation of a five-year Consolidated Plan that specifically describes how Salem will spend these federal resources for activities serving low-and moderate-income households, the houseless, and persons with special needs. The Consolidated Plan <https://www.cityofsalem.net/citydocuments/federal-programs-consolidated-plan-2020-2024.pdf> was adopted June 2020 and spans the years 2020-2024. The CAPER is the annual report that describes how grant funds were expended from July 1, 2023 to June 30, 2024 to meet the objectives of the ConPlan.

ISSUE:

Shall City Council adopt Substantial Amendment #1 to the 2024 Annual Action Plan (AAP) and 2023 Consolidated Annual Performance and Evaluation Report (CAPER) and direct staff to submit the required forms to the U.S. Department of Housing and Urban Development?

RECOMMENDATION:

Adopt the Substantial Amendment #1 to the 2024 Action Plan (AAP) and 2023 Consolidated Annual

Performance and Evaluation Report (CAPER) and direct staff to submit the required forms to the U.S. Department of Housing and Urban Development.

FACTS AND FINDINGS:

Opportunity for Citizen Involvement

HUD requires a public comment period prior to a public hearing and City Council adoption of the AAP and CAPER. The City published a notice of the hearing in the Salem reporter on September 12, 2024. The comment period ends on October 14, 2024. Any comments received will be acknowledged at the hearing. The Annual Action Plan and Consolidated Annual Performance Evaluation Report were available on the City of Salem website and distributed via email to community stakeholders. Printed copies were available at the Salem Public Library, 50 + Center and at the Community Planning and Development - Urban Development office.

This amendment to add \$121,000 to the budget will assist Garten Services in replacing four doors at their warehouse. These four doors need to be replaced to meet safety requirements for their program.

The mission of Garten Services is to support people with disabilities in their effort to contribute to the community through employment, career, and retirement opportunities.

There is sufficient savings and unexpended CDBG funds to increase the award to Garten Services, Inc. without impact to any other project authorized by Council.

2024 Annual Action Plan (AAP) Funding

Goal 3: Promote Economic Development:

Building rehabilitation and safety upgrades

- Garten Services, Inc. \$121,000
 - Fire door and hydrant upgrade

New Total

\$155,392

2023 CAPER Report Highlights

The 2023 Program Year CAPER shows results of completed activities during the period of July 1,

2023 - June 30, 2024. These activities addressed priorities identified in the 2020-2024 Consolidated Plan.

This CAPER is the fourth year of the 2020-2024 Housing and Community Development Consolidated Plan; the City is on schedule to meet anticipated goals in some areas. The building supply chain disruption, material cost increases, and ongoing shortage of trade workers affected many of the construction projects. Some programs are ongoing and are not counted in this CAPER assessment.

The City tracks the performance of all projects and programs that received an allocation of funding throughout the Program Year. In addition to tracking the outcomes of these projects and programs, HUD requires the City to monitor all expenditures.

The 2023 HOME and CDBG combined funding supported \$601,086 in expenditures to address homelessness, expand affordable housing, and administration activities identified in the 2022 Annual Action Plan.

Goal 1: Address Homelessness

Programs designed to prevent and/or end homelessness were implemented. The programs included case management and TBRA. Completed projects include Meals on Meals on Wheels (warm nutritious meals delivered to senior citizens) for Marion Polk Food Share, case management services for St. Francis Shelter, Women at the Well Grace House. On-going TBRA vouchers for Mid-Willamette Valley Community Action Agency ARCHES-TBRA and St. Francis Shelter-TBRA. The total clients served under this goal for the reporting period was 14,615.

Goal 2: Expand Affordable Housing

Permanent housing projects currently in process to be completed include Yaquina Hall, Sequoia, Evergreen (Cottage Street) Apartments, Mahonia, Fisher/Sizemore Apartments, and continued MacLeay Road homeownership subdivision. When complete, the projects will result in over 200 new units. Transitional housing projects completed include Seed of Faith Ministries facility upgrade.

Goal 3: Neighborhood Revitalization

No projects were funded for this component during the grant reporting period.

Goal 4: Promote Economic Development

No projects were funded for this component during the grant reporting period.

Project Administration, which includes monitoring, management, and mandatory Fair Housing activities are City obligations that do not fall within the identified goals for reporting purposes and thus are included as a separate line item within the expenditures.

BACKGROUND:

A public notice ran for 30 days, per HUD requirement. The City published notice of the hearing and

the comment period on September 12, 2024. The comment period ending on October 14, 2024. One comment was received before tonight's public hearing. A public notice, making the report available, appeared in the Salem Reporter on October 14, 2024. The report was available on the City of Salem website and distributed via email to community stakeholders. Public copies were available at the Salem Public Library, 50 + Center and at the Community and Urban Development Agency.

Tiffany Ottis
Federal Programs Manager

Attachments:

1. Draft Sub Amend 2024 Annual Action Plan (AAP)
2. Draft 2023 Consolidated Annual Performance and Evaluation Report (CAPER)