



Work Session Summary Minutes

O R E G O N

2025-26 CDBG / HOME Project Funding Direction

April 1, 2025. 1:30 PM

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Commissioners Board Room

ATTENDANCE:

Commissioners: Colm Willis, and Danielle Bethell.

Board's Office: Matt Lawyer, Trevor Lane, Heather Inyama, Alvin Klausen, and Jan Fritz

Legal Counsel: Steve Elzinga.

Community Services: Steve Dickey, Kelli Weese, and Sheila Roberts.

Commissioner Danielle Bethell called the meeting to order at 1:34 p.m.

Summary

There were 9 applications received, totaling \$2.5 million. Key projects included Catholic Community Services' \$250,000 for space renovation, Marion County Housing Authority \$500,000 for the demolition and construction of permanent farm worker housing, Marion & Polk Food Share \$500,00 for the purchase of a new facility and Santiam Memorial Hospital's \$500,000 for renovation to create a regional women's health clinic. City of Silverton \$262,000 street extension to support low-income housing and the consideration of funding for the Marion Homeowner Residential Rehabilitation Program. Discussed the need of clear communication on funding policies and the potential for amendments to applications. Specific concerns were raised about the financial stability of Church of the Park and the need for detailed plans from applicants like Family Building Blocks and Liberty House. The board aims to finalize funding recommendations by the next work session.

Funding; Application Overview

- Total CDBG funding:
 - Estimated CDBG public service funding is \$198,930.
 - Estimated CDBG non-public service funding is \$862,030.
- There is a 20% administrative cost allocation:
 - Concerns raised about high administrative percentage.
 - Staffing includes personnel from CDBG and HOME programs.
 - Half-time contract specialist shared across multiple departments.
- Nine total applications received for 2025-2026 funding cycle:
 - Non-Public Service Applications:
 - Catholic Community Services:
 - \$250,000 for space renovation and kitchen equipment.
 - Marion County Housing Authority:
 - \$500,000 for farm worker housing infrastructure.

- Marion Polk Food Share:
 - \$500,000 for new facility purchase.
- Santiam Memorial Hospital:
 - \$500,000 for women's health space renovation.
- City of Silverton:
 - \$262,000 for street extension supporting low-income housing.
- Marion County Homeowner Residential Rehabilitation Program.
- Public Service Applications:
 - Valor Mentoring:
 - \$250,000 for coffee shop/cafe opening.
 - Boys and Girls Club:
 - \$200,000 for operating funds (potentially withdrawn).
 - Family Building Blocks:
 - \$100,000 for Doris House service expansion
 - Liberty House:
 - Operating expenses for North Marion County expansion.

25-26 CDBG/HOME Applications Direction

- Amendment Policy Discussion:
 - No formal written policy on funding amendments.
 - Consensus to allow amendments for this funding cycle.
 - Recommendation to create clear guidelines for future applications.
- Project Prioritization Considerations:
 - Preference for one-time project funding over ongoing operational costs.
 - Emphasis on detailed project plans and financial transparency.
 - Specific concerns about:
 - City of Silverton's SDC forgiveness.
 - Hospital funding requests.
 - Operational sustainability of proposed projects.
- Preliminary Funding Priorities:
 - Catholic Community Services kitchen project.
 - Marion Public Food Share (suggested \$100,000).
 - Santiam Hospital emergency services/ambulance bay.
 - Potential support for Valor Mentoring and Liberty House.

Next Steps

- Request comprehensive budget details from:
 - Valor Mentoring (project scale, minimum funding needs).
 - Family Building Blocks (operational costs, expansion details).
 - Liberty House (one-time funding application).
 - Santiam Hospital (project priorities).
- Administrative Process:
 - Schedule follow-up meeting.
 - Prepare for annual action plan drafting.
 - Await official United States Department of Housing and Urban Development (HUD) funding allocation.
 - Conduct 30-day public comment period.
 - Schedule final public hearing for funding decisions.
- Additional Recommendations:
 - Develop clear communication about funding preferences.

- Create written guidelines for future grant applications.
 - Improve transparency in project evaluation process.
 - Establish more rigorous project planning requirements.
- Potential Future Improvements:
 - Review 20% administrative cost allocation.
 - Develop more structured amendment process.
 - Create more detailed application requirements.
 - Establish clearer funding priority guidelines.

Adjourned – time: 2:30 p.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White