

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **April 13th, 2023 7:00 pm** via Zoom.

PUBLIC HEARING MINUTES

FY2023 ACTION PLAN

And

POLICY ADVISORY BOARD MEETING MINUTES

The following persons were present:

PAB REPRESENTATIVES:

Banks	*Stephanie Jones
Cornelius	*Eden Lopez
Forest Grove	*Mariana Valenzuela
King City	*Micah Paulson
North Plains	*Trista Papen
Sherwood	*Kim Young
Tigard.	*Maureen Wolf
Tualatin	*Bridget Brooks
Beaverton	Javier Mena
Hillsboro	*Gina Roletto

*Denotes Primaries

OCD STAFF:

Shannon Wilson, Program Manager
Shaena Johnson, Administrative Specialist II
Lauren Thomas, Housing & Community Development Specialist
Madeline Bonkoske, Housing & Community Development Specialist
Sarah Branson, Housing Rehabilitation Coordinator

GUESTS:

Kathy Peoples, City of Beaverton
Omar Martinez, City of Hillsboro
Jose Fornos, Community Member/HARDE Grant Recipient
Jolynn Becker, City of Banks
Jose Cuevas, City of Banks

Public Hearing

Stephanie Jones, Chair of the Policy Advisory Board opened the public hearing at approximately 7:01am. All PAB members, staff and members of the community introduced themselves for the record. Stephanie informed all participants that this public meeting will be recorded.

Stephanie began the public hearing by reviewing the purpose of the hearing.

The hearing is the second of two public hearings for the 2023 Annual Action Plan for the jurisdictions including Washington County and the Cities of Beaverton and Hillsboro. The purpose of today's public hearing is both to outline for the public the funded activities for the 2023 program year for the Community Development Block Grant Program, the HOME Investment Partnerships Program and the Emergency Solutions Grant Program, as well as provide the public with an opportunity to comment on the activities and programs proposed for the upcoming program year. These comments will be included with the final version of the Action Plan document provided to the U.S. Department of Housing and Urban Development when it is submitted this May.

The Action Plan document highlights the activities in the fourth year of the 2020-2024 Consolidated Plan, the strategic planning document that provides a framework for the County in targeting critical but limited federal resources to the highest priority needs. The 2023 Action Plan not only highlights these activities for this program year but also helps to shape how Washington County and the Cities of Beaverton and Hillsboro are progressing in meeting the five-year goals in this third year of the five-year strategic planning period.

Washington County

Shannon reviewed the 2023 Action Plan for Washington County.

Program Allocations:

Grant Program	Annual Award Amount
Community Development Block Grant (CDBG)	\$2,058,161
HOME Investment Partnerships (HOME)	\$1,775,064
Emergency Solutions Grant (ESG)	\$155,907

- County CDBG dollars are available on a competitive basis in “non-entitlement” cities (excluding Beaverton and Hillsboro because they receive CDBG directly)
- HOME dollars are distributed throughout the county including Beaverton and Hillsboro which are members of the Consortium
- ESG dollars are distributed throughout the county including Beaverton and Hillsboro

CDBG: Homelessness Activities

Subrecipient	Activity	Funding
Boys & Girls Aid	Safe Place for Youth	3 Year Grant at \$30,000/year
CASA for Children	Crucial Advocacy for Washington County	3 Year Grant at \$30,000/year
Just Compassion of East Washington County	Safe Parking	3 Year Grant: \$30,000/year
Project Homeless Connect	PHC Day Center	3 Year Grant: \$30,000/year
HomePlate Youth Services	Connection for Homeless Youth	1 Year Grant at \$30,000
Family Promise of Tualatin Valley	Housing Case Management	1 Year Grant at \$30,000
Ecumenical Ministries of Oregon	Second Home	1 Year Grant at \$11,360

CDBG: Neighborhood and Community Development Activities

Infrastructure		
Subrecipient	Activity	Funding
City of Cornelius	North Davis Street Pedestrian Improvements Phase 2	1 Year Grant: \$411,000

Public Facilities		
Subrecipient	Activity	Funding
City of Sherwood Marjorie Stewart Senior Center	Windows and Siding Replacement	1 Year Grant: \$208,635

Single Family Homeownership		
Subrecipient	Activity	Funding
City of Tigard	Homeownership	\$141,481

CDBG: Public Services Activities

Subrecipient	Activity	Funding
Bienestar	Resident Services	1 Year Grant: \$20,751.07
CPAH	Resident Services	1 Year Grant: \$20,751.07
WorkSystems	Washington County Economic Opportunity Program	1 Year Grant: \$50,000

Fair Housing Council of Oregon	Fair Housing Services	1 Year Grant: \$6,384.95
MicroEnterprise Services of Oregon	Technical Assistance for Microenterprises	1 Year Grant: \$30,000

CDBG: Housing Activities

Subrecipient	Activity	Funding
OCD	Home Access & Repair and Elderly (HARDE)	1 Year Grant: \$150,000
OCD	Housing Rehab Program	1 Year Grant: \$83,347

HOME: Housing Activities

- 2023 Application Cycle
 - One HOME Applications
 - New Construction
- Building Resources within the Community
 - CHDO – Community Housing Development Organization

Subrecipient	Activity	Funding
Housing Authority of Washington County	PCC Rock Creek	\$1,200,000
Community Partners for Affordable Housing (CPAH)	Community Housing Development Organization (CHDO)	\$44,376.60

ESG: Homelessness Activities

Subrecipient	Activity	Funding
Family Promise of Tualatin Valley	Homeless Prevention	\$155,907

City of Beaverton

Kathy Peoples presented the 2023 Action Plan for the City of Beaverton.

2020-2024 Public Services Priority Goals:

- **Supportive Services – Homeless Prevention** assisting adults and youth experiencing homelessness
- **Case management** and permanent housing referrals
- **Resident services** in affordable housing developments
- **Advocates** for neglected and abused children

Proposed Funding FY 23-24 (public services)	Persons Assisted Goal (5 year)
\$98,500	1700

PY23 Public Services Funding Recommendations:

Subrecipients:

- **CASA for Kids - \$10,000**
 - Serving **48** Children
- **Boys & Girls Aid - \$30,000**
 - Serving **25** Children
- **Community Partners for Affordable Housing - \$30,000**
 - Serving **150** residents
- **Project Homeless Connect - \$20,000**
 - Serving **66** clients
- **Korean Society of Oregon - \$8,500**
 - Serving **51** Seniors

Economic Development Priority Goals:

Microenterprise technical assistance

- Pre-business support - rough business plan concepts
- Formalize, prove, and test business concepts
- Post-business support

- Business registration
- Loan submission
- IDA qualifications and set up
- Hands on business development classes

PY23 Economic Development Funding Recommendations:

- **Micro Enterprise Services of Oregon - \$50,000**
 - Serving **45** Individuals
- **Professional Business Development Group - \$50,000**
 - Serving **20** Individuals

Proposed Funding FY 22-23	Persons Assisted Goal (5 year)
\$100,000	180

Housing Priority Goals:

- Adaption for Accessibility
- Small and critical Repair
- Emergency Home Repair
- Code Violation Repair
- Roof Replacement and Repair
- Homeownership assistance

Proposed Funding (FY 22-23)	Persons Assisted Goal (5 year)
\$5325,000	199

PY23 Housing Funding Recommendations:

Subrecipients:

- **Community Action: rehab - \$110,000**
 - Serving **85** Households
- **Proud Ground - \$125,000**
 - Serving **1** Homebuyer
- **Unlimited Choices - \$90,000**
 - Serving **120** Households

Program Year 2023 Projected Outcomes:

- **10 local nonprofits** to be awarded to carry out activities under housing, public services, and economic development.
- **340 persons** to receive public services.
- **105 households** to benefit from housing rehabilitation including handicap accessibility features
- **1 household** to receive homeownership acquisition assistance
- **65 persons** and micro businesses to receive assistance

City of Hillsboro

Omar Martinez reviewed the 2023 Action Plan for the City of Hillsboro.

Goal 1 – Decent Affordable Housing: Provide decent, safe and affordable housing to improve the quality of lives, households, neighborhoods and community stability.

- Objective 1.1: Preserve, improve, and expand the supply of affordable housing for low- and moderate-income homeowners and renters.
- Objective 1.2: Increase homeownership opportunities for low- and moderate-income community members

Goal 2 – Suitable Living Environments: Create environments that promote neighborhood improvement and access to fair housing.

- Objective 2.1: Provide support to improve neighborhood safety and livability by expanding or improving public facilities and infrastructure.
- Objective 2.2: Provide programs and activities that support access to fair housing.

Funding Priorities:

- Prioritize Public Facility/Improvement Projects
- Administrative cost funded through City's general funds
- Public Service activities funded through general funds by increasing Community Services Grants Program, \$200,000

City of Hillsboro will have an estimated \$695,024 in CDBG funds:

- (2) Housing Acquisition & Rehabilitation Programs
- (1) Public Facility Project
- (1) City of Hillsboro Administrative Activities (Fair Housing).

City of Hillsboro CDBG Projects:

- Proud Ground – Home Acquisition: \$345,000
 - 4 Home Acquisitions
- Office of Community Development – Housing Rehabilitation: \$225,000
 - 18 Housing Rehabilitations
- Project Homeless Connect– Day Center Renovation: \$120,000
- City of Hillsboro – Fair Housing: \$5,024

PUBLIC TESTIMONY

Shannon read a written comment Washington County received from **Diane Linn** from Proud Ground in support of the FY23 Action Plan. Shannon opened the public hearing to the public for testimony. Previously during introductions, **Jose Fornos** shared his experience and appreciation for the Housing Rehabilitation Program. He is a grantee with repairs currently being done in his home.

With there being no additional comments, Stephanie Jones closed the Public Hearing at approximately 7:27pm.

Policy Advisory Board Meeting

1. Chair Stephanie Jones called the meeting to order at 7:27 pm. Stephanie asked the attendees to introduce themselves for our meeting record.

2. APPROVAL OF the Draft FY 2023 Action Plan

Kim Young MOVED TO APPROVE the Draft FY 2023 Action Plan. Marianna Valenzuela SECONDED. Motion CARRIED. (10 yes, 0 no)

3. APPROVAL OF March 9th, 2023 Minutes

Kim Young MOVED TO APPROVE March 9th, 2023, MINUTES. Maureen Wolf SECONDED. Motion CARRIED. (10 yes, 0 no)

4. APPROVAL OF the CDBG Contingency Request – Banks Wilkes Street

Shannon summarized the contingency request and the additional scope of work for the City of Banks Wilkes Street project. The Office of Community Development (OCD) maintains a contingency balance of Community Development Block Grant (CDBG) funds on behalf of the Policy Advisory Board. This balance is generally comprised of unused and unallocated prior year awards of CDBG funds available for infrastructure and public facilities projects. Currently, the contingency balance is \$362,643.52, with an additional \$89,095.69 anticipated in fiscal year 2023-24. These funds have been utilized many times over the years to assist projects in addressing unforeseen needs when they arise. It is important to manage the contingency balance carefully – ensuring that there are funds to assist active projects but also not allowing the balance to grow too large that the funds are not utilized for good purpose in the community. In addition, this contingency balance is factored into the annual timely performance evaluation conducted by HUD in May of each year.

The City of Banks is requesting \$288,000 in CDBG contingency funds to support additional costs of their Wilkes Street Improvements project (previously awarded funds in FY 2021-22). These additional costs reflect cost increases as well as an

enlarged project scope. An award of \$288,000 in contingency funds will support the additional project costs and enlarged scope. Your board may also consider a reduced request of \$185,000, which would support the cost increases of the previously approved project scope only.

Fully funding this contingency request leverages additional investment from the City of Banks and supports efficient repair of key infrastructure. City of Banks staff will be available at the meeting to present the request and address any questions at your meeting.

Jolynn Becker, City Manager and Jose Cuevas, City Engineer from the City of Banks went over how combining the current project with the future need to replace 60-year-old water lines in the same area was a more cost effective and efficient way to complete both projects. This would save money in the long term plan and eliminate additional community disruption. These were key identifying factor for many of the PAB members.

Several PAB members discussed the request and had questions regarding additional funds needed prior to the project beginning. Jose & Jolynn went over how the new road improvements would be affected in the future if they were not able to do the work at the same time. After some discussion, the idea of completing the additional scope of work within the current project was a good use of funds and the most efficient way to proceed.

Recommendation: The Policy Advisory Board approve the CDBG contingency fund request of \$288,000 for the City of Banks Wilkes Street project with expanded project scope.

Kim Young MOVED TO ENDORSE CDBG Contingency Request – Banks Wilkes Street Bridget Brooks SECONDED. Motion CARRIED. (8 yes, 0 no 2 abstentions)

5. APPROVAL OF the Proposed Policy Changes to Housing Rehabilitation Policies.

The Office of Community Development Housing Rehabilitation Program has worked over the past several months to update the Housing Rehabilitation Policy. Below is a list of the changes that have been made to the policies.

Page Number	Policy Change
2	Increase amount of HARDE grants from \$10,000 to \$15,000.
3	Added — Under TYPES AND TERMS OF HOUSING REHABILITATION ASSISTANCE, added last paragraph: The Program Manager upon determination of an unusual circumstance or market conditions, may approve a scope of work that is above the grant amount as stated in this policy. Housing rehabilitation staff will submit to the

- Program Manager a request in writing to justify the reason for the scope of work being over the allotted grant amount. The Management Analyst will be responsible for ensuring there are enough funds to allow for the increase. In the event of a change order the project may exceed the original approved amount by up to 10%.**
- 3 Added — Under ADDITIONAL ELIGIBILITY CONSIDERATIONS, added last paragraph:
If an applicant has had and expended previous HARDE funds they are eligible to apply and receive the full amount of a Grant after five (5) years has passed. The applicant will need to complete a new application and qualify for the program.
- 6 Added — Under PROPERTY ELIGIBILITY, added to number 1
“and the city of Hillsboro”
- 10 Added — Under HOMEOWNER CONTRIBUTION, additional language:
“In the event the estimated amount is over the grant amount, the homeowner, if able, can pay the difference as long as no additional work is added to the original scope of work or has been added by a change order.”
- 11 Deleted — Under DIBL LOAN PAYMENTS, deleted second paragraph
- 11 Deleted — Under DIBL PAYOFF REQUEST, deleted number 1. The Request for Reconveyance is no longer needed.
- 12 Reworded — Under DIBL PAYOFF REQUEST, reworded paragraph after number 5:
Once the executed documents have been received from County Counsel, the Housing Rehabilitation Coordinator will scan and save the documents to the electronic client file. Originals are sent to the homeowner unless the title company has instructed them to go to the Title Company.
- 10 Removed Temporary Roof Policy. This policy is no longer needed if grant amounts are approved at \$15,000. If grant amounts are not approved to \$15,000, we would like to make the Temporary Roof Policy permanent.

RECOMMENDATION: Staff recommends that the board approve the proposed policy changes.

Bridget Brooks MOVED TO APPROVE the Proposed Policy Changes to Housing Rehabilitation Policies. Kim Young SECONDED. Motion CARRIED. (8 yes, 0 no, 2 abstentions)

6. CDBG Timeliness Update

Shannon shared an update on timeliness.

Each year HUD examines the timely performance (also known as ‘timeliness’) of entitlement jurisdictions in implementing the Community Development Block Grant (CDBG) program. For Washington County, this evaluation occurs in early May of each year. In accordance with federal regulations (24 CFR 570.902), entitlement jurisdictions must have a balance no greater than one and one-half (1.5) times its annual grant. For 2020-2022, the timely performance requirement was waived due to implications from the COVID-19 pandemic. This evaluation has resumed in 2023. Office of Community Development (OCD) staff have been monitoring timeliness of CDBG expenditures. Unfortunately, in 2023, Washington County will not meet the requirement for timely performance. Our current fund balance is 1.928 times our annual grant versus the 1.5 ratio requirement. To meet the ratio, we would need to expend an additional \$887,207.54 in CDBG funds prior to May 2023.

There are a few reasons for us being unable to meet our timeliness expenditure requirement. The most significant one is that during the 2020-2022 period, awards made to grantees for facilities and infrastructure improvements, were not able to be expended quickly due to a combination of staffing and supply chain issues. Due to the size of these projects, it has taken longer to get the projects restarted, and in many cases, the cost for the project has increased since the time of the award. Staff are actively working with grantees of these projects and anticipate several large projects moving forward in the next 12 months, positioning the County to meet the timeliness ratio in May 2024. Local HUD staff have been notified of this situation. HUD will require additional regular reporting on timely performance throughout the next 12 months. These six projects include:

Project Name	Grant Amount
Banks Wilkes Street Improvements	\$515,000
Cornelius Davis Street Roundabout	\$250,000
Cornelius Davis Street Pedestrian Improvements	\$140,000
Cornelius 4 th and 20 th Ave. Sidewalk Improvements	\$225,000
Cornelius 12 th Ave. Sidewalk Improvement	\$425,000
Just Compassion Campus Development	\$596,042
<i>Total</i>	<i>\$2,151,042</i>

7. MISCELLANEOUS AND ANNOUNCEMENTS

Shannon discussed having an in-person meeting once per year. The PAB suggested an in-person meeting in the summer.

Shaena Johnson reminded everyone to go look in their libraries to see the CDBG boards on display for Community Development Week.

The next PAB meeting will be on May 12th, 2023.

Stephanie adjourned the meeting at 8:06pm