

# MEETING NOTICE

The Policy Advisory Board (PAB) for the Washington County Community Development Block Grant (CDBG) and HOME Investments Partnerships Program will meet at **7:00 pm** on **Thursday February 11th, 2021**. The meeting will occur through Zoom.

**Call in option:** If the first number is full, dial the next number:

1-346-248-7799

1-669-900-6833

**Meeting ID:** 820 9643 5854 **Passcode:** 378528

**Video option:** If you'd like to connect to Zoom to view the presentation, click the link:

<https://us02web.zoom.us/j/82096435854?pwd=eTZlY0V1V0xNRlNqL0RVVS2xleW81dz09>

For further information, contact the Office of Community Development at 503-846-8615.

## PAB MEETING AGENDA

Recognition of Kyle Allen and Cadence Petros for their Service on the Policy  
Advisory Board

### VICE-CHAIR ELECTIONS

1. (Action)            Approval of Minutes, January 14, 2021 Meeting (enclosed)
2. (Action)            Proposal Rating Results: CDBG and HOME Proposed 2021 Funding Lists  
                              (enclosed)
3. (Info)              Update on County Counsel Opinion on Public Meeting Law Relative to  
                              CDBG/HOME Presentation Day (oral)
4. (Info)              Letter to Cities re: National Community Development Week (enclosed)
5. (Info)              Miscellaneous and Announcements
  - a) Next Month's Location

- ACTION -

**POLICY ADVISORY BOARD (PAB)** for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **January 14, 2021 6:00 pm.**

## **PUBLIC HEARING MINUTES**

### **AMENDED FY2019 ACTION PLAN TO INCORPORATE THE CARES ACT CDBG-CV3 FUNDING**

**And**

## **POLICY ADVISORY BOARD MEETING MINUTES**

The following persons were present:

#### **PAB REPRESENTATIVES:**

Banks	*Stephanie Jones
Beaverton	Cadence Petros
Cornelius	*Luis Hernandez
Forest Grove	*Val Valfre
Gaston	*David Meeker
Hillsboro	Chris Hartye
King City	*Micah Paulsen
North Plains	*Teri Lenahan
Sherwood	*Kim Young
Tigard	*Liz Newton
Tualatin	*Bridget Brooks
Wash Co.	*Pam Treece

\*Denotes Primaries

#### **OCD STAFF:**

Jennie Proctor, Program Manager  
Ann Hawkins, Housing & Community Development Specialist  
Mari Valencia Aguilar, Housing & Community Development Specialist  
Natalie Williams, Housing & Community Development Specialist  
KarenAlice Jones, Housing & Community Development Specialist  
Lauren Thomas, Administrative Specialist

#### **GUESTS:**

Emily Van Vleet, City of Beaverton  
Omar Martinez, City of Hillsboro  
Karen Perl Fox, City of Tualatin  
Barbara Rhodes, Hillsboro Resident  
Carol Greenough, Washington County Local Implemental Planning Committee (LIP) & Behavioral Health Council

## Public Hearing

Lauren Thomas informed all meeting participants that this public meeting will be recorded.

Teri Lenahan, Chair of the Policy Advisory Board, opened the public hearing at approximately 6:00 pm. All PAB members, staff, and members of the public introduced themselves for the record.

Jennie Proctor began the Public Hearing by reviewing the requirements from HUD. Each year we undertake two (2) public hearings – one for the Annual Performance Report and one for our Action Plan. When we have additional funds that come through, we undertake a public comment process as well as a public hearing. For the CARES Act funding the Department of Housing and Urban Development (HUD) has provided a waiver with respect to the public comment period. A comment period is typically 30 day but under the CARES Act guidance, the comment period is five (5) days.

### **Washington County CDBG-CV3 Allocation Plan**

KarenAlice Jones discussed the purpose of the public hearing. On March 27, 2020, the federal government approved the CARES Act which initially provided a first “tranche”\* to Washington County of \$1,311,034 for the Community Development Block Grant-CV (CDBG-CV1).

(The second “tranche” went directly to the State of Oregon).

A third “tranche” of CDBG-CV3 at **\$1,713,078** is now available; this is the allocation that is currently under consideration.

#### **CDBG-CV3, COVID-19 Funding Matrix**

**CDBG-CV3: \$1,713,078      Projects: \$1,573,078      Administration: \$140,000**

Subrecipient	Eligible Activity	Funding Amount	Activities	Performance Indicator (# and Types of People to be served)
Washington County Housing Services	Respite Shelter	\$ 350,000	Funding to support the Respite Shelter in order to provide safe shelter for people impacted by the covid pandemic: covid positive persons, persons awaiting test results and persons exposed to the virus who must isolate.	The number of homeless/houseless persons to be assisted at the Respite Center is estimated to be 180 persons over a 6-month period.
Microenterprise Services of Oregon  Adelante Mujeres	Microenterprise technical assistance support	\$ 40,000	Technical assistance to agencies to support small businesses (1-5 employees) whose activity has been impacted by the covid pandemic. \$40,000 fills the funding gap from the initial CDBG-CV1 award.	Low/moderate microenterprise businesses will be served over a 12-month period by MESO.  Low/moderate microenterprise businesses will be served over a 12-month period by Adelante Mujeres.  Accomplishment numbers (160 businesses in total) were reported under CDBG-CV1.

Community Action Organization	Rent Assistance	\$ 583,078	Rental, utility, and lease fees assistance will be provided through Community Action to households impacted by covid-19.	135 households at eligible incomes will be assisted.
TBD through an application process	Shower Truck(s)	\$ 200,000	Shower truck(s) will be acquired by an agency selected through a competitive bidding process.	An estimated 1,500-3,000 homeless/houseless persons will be served at mobile locations county-wide. Mobile locations and frequency to be determined.
Family Promise	Homeless support	\$ 400,000	The three (3) affiliates of Family Promise will provide non-congregate shelter. The County is working with the 3 affiliates to determine how best to contract the funds.	From Jan – June 2021: <i>130 households will be served over the course of this project.</i>
Washington County Office of Community Development	Administration	\$ 140,000	Administrative costs at 8.17%	

Teri asked for clarification about the microenterprise technical assistance. KarenAlice stated that these funds would provide technical assistance staffing to small businesses.

The PAB discussed the reorganization of Family Promise and how it may not happen for a few months. We will likely have to contract with them before they have reorganized.

### City of Hillsboro CDBG-CV3 Allocation Plan

Omar Martinez reviewed Hillsboro's CDBG-CV3 allocation plan.

## Funding Allocation Formula

<b>Entitlement</b>			<b>\$615,794</b>
Rental Assistance		\$500,000	
Utility Assistance		\$50,000	
TBD – CDVG-CV Eligible Activity		\$65,794	
<b>Total</b>			<b>\$615,794</b>

## City of Beaverton CDBG-CV3 Allocation Plan

Emily Van Vleet reviewed Beaverton's CDBG-CV3 allocation plan.

COVID-19 Funding Recommendations				
Type of program	Program Name	Direct Service	Admin	Total funding
Rent & utility assistance	Community Action	\$437,374	\$25,000	\$462,374
Rent & utility assistance	Muslim Educational Trust	\$85,000	\$15,000	\$100,000
Hotel vouchers for homeless families	Beaverton Family Promise	\$100,000		\$100,000
Administration				\$10,000
<b>Total available:</b>				<b>\$672,374</b>

Bridget Brooks asked about the hotel voucher model with Family Promise. In Tualatin, they were able to change the service model so they could also serve individuals as well as families. Bridget asked if Beaverton also expanded services to individuals. Emily stated that they also switched so that they could serve individuals.

Liz Newton stated that Family Promise has a great model for providing services. Liz asked how the funds will get sorted out between Family Promise Tualatin Valley, Family Promise of Beaverton, and Family Promise of Washington County/Hillsboro. Emily stated that the city of Beaverton is specifically funding Family Promise of Beaverton. KarenAlice stated that Washington County is looking at all three affiliates to determine allocations.

Stephanie Jones asked about the Community Action administrative fees for city of Beaverton and if Washington County is also providing funds to administrative fees for Community Action. Jennie said that approximately 5% of the funds given to Community Action will be used for administrative costs.

## PUBLIC TESTIMONY

Teri opened the public hearing to the public for testimony. With there being no public comment, Chair Teri Lenahan closed the Public Hearing at approximately 6:53 pm.

## Policy Advisory Board Meeting

The regular meeting of the PAB was called to order by Chair Teri Lenahan at approximately 6:57 pm.

### 1. APPROVAL OF DECEMBER 10, 2020 MINUTES:

Stephanie Jones MOVED TO APPROVE THE December 10<sup>th</sup>, 2020 MINUTES. Val Valfre SECONDED. Motion CARRIED. (12 yes, 0 no)

### 2. APPROVAL OF THE CDBG-CV3 ALLOCATION PLAN

On March 27, 2020, the federal government approved the CARES Act which provided \$5 billion for the Community Development Block Grant (CDBG) program and \$4 billion for the Emergency Solutions Grant (ESG) program. HUD has abbreviated the program names as CDBG-CV and ESG-CV. The dollar amounts were allocated in tranches. For CDBG, the first \$2 billion was allocated based on the regular formula resulting in \$1,311,034 for Washington County. The second tranche was allocated directly to the State of Oregon. The third tranche (CDBG-CV3) resulted in \$1,713,078 for Washington County and is the subject of the enclosed allocation plan.

Over the course of May through August, OCD, in conjunction with Hillsboro and Beaverton staff, held several consultations with organizations involved in housing, homelessness, business and human services relative to COVID impact/needs. In summary, common themes were rent and utility assistance, homeless assistance, access to resources, and small business support. The allocation plans have been based on information collected from the consultations with the service provider agencies, communication from the Racial Equity Collaborative, daily news reports about the number of unemployment filings, and news reports generally about loss of businesses.

The CDBG-CV3 allocation plan was discussed during the public hearing.

Kim Young MOVED TO ENDORSE THE CDBG-CV3 ALLOCATION PLAN AND AMENDED 2019 ACTION PLAN FOR APPROVAL BY THE WASHINGTON COUNTY BOARD OF COMMISSIONERS. Stephanie Jones SECONDED. MOTION CARRIED (10 yes, 0 no)

### 3. PROJECT PROPOSALS

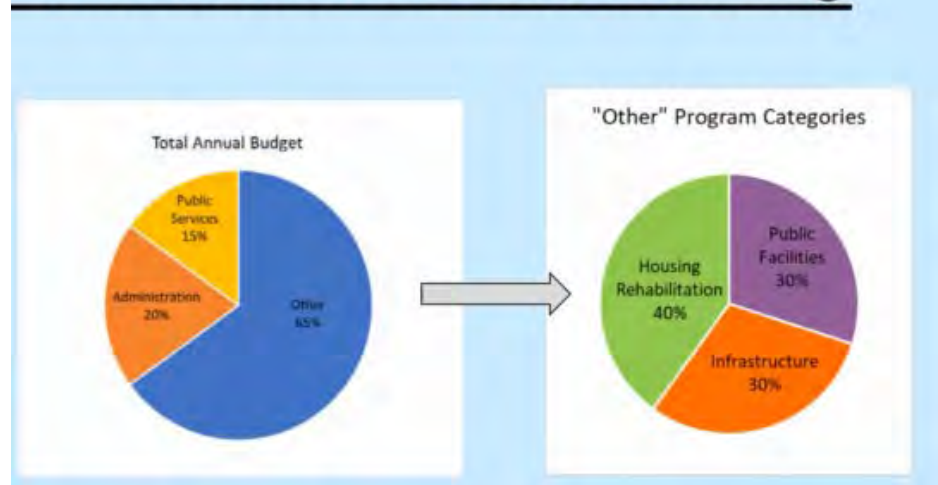
#### a. Funding Estimates

- i. Jennie Proctor reviewed the timeline 21/22 application cycle. The presentations will be held on January 28<sup>th</sup> and the final scores must be put into ZoomGrants by January 31<sup>st</sup> at midnight. The PAB will endorse the list of projects at the February 11<sup>th</sup> meeting for the 2021 Action Plan. The Public Hearing on the 2021 Action Plan will be on April 8<sup>th</sup>.

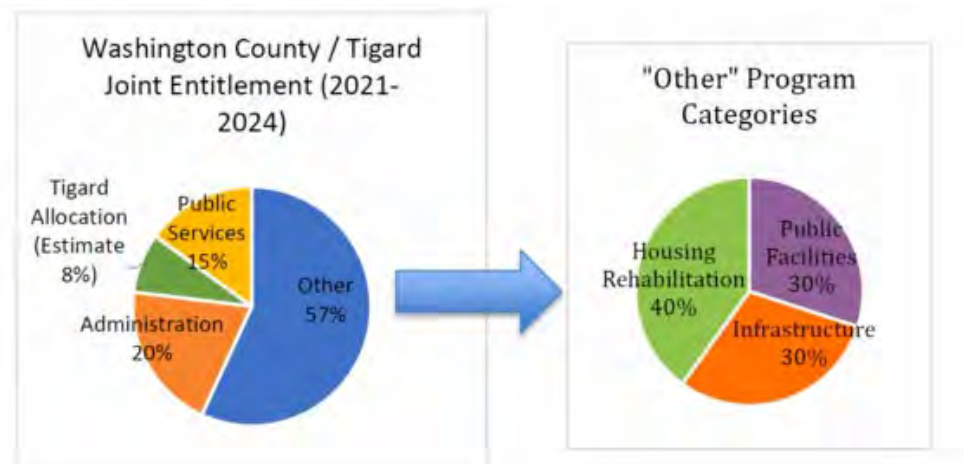
Staff will take the 2021 Action Plan to the BCC on May 4<sup>th</sup> for approval.

- ii. 2021 is the first year that Tigard will be a joint entitlement with Washington County. We have an operating agreement with the city of Tigard to administer their funds. HUD lists Washington County's allocation and Tigard's allocations separately but then they are combined into Washington County's spending account. 50% of their funds will be for projects of Tigard's choosing. The remaining 50% of their funds will go to support our administrative costs, public services, and to support the other categories in our funding list. We're estimating 50% of their grant to be about \$185,000.

### This was how we were allocating:



The allocation will now look like this:




Bridget asked what Tigard's allocation is based on. Jennie stated that this allocation is determined by HUD. The estimate we have now was given to us when Tigard was

considering going out on their own or becoming a joint entitlement.

- iii. For CDBG, we are estimating \$2,228,635 for FY 21/22.

<b>CDBG Tentative Program Funding 2021/2022</b>			
	<b>Total Available</b>	<b>Requests</b>	<b>(Shortfall)</b>
❖ <b>Public Services 15%</b>	\$324,295		
✓ <i>CHDO Res. Services</i>	\$43,458		
✓ <i>Fair Housing Set-aside</i>	\$ 6,685		
✓ <i>Employment Initiative</i>	\$50,000		
✓ <i>3 Yr Commitments</i>	\$120,000		
✓ <i>Available for Competitive Projects</i>	\$114,152	\$240,000	(\$125,848)
✓ <i>1 Year</i>			
❖ <b>Public Facilities 30%</b>	\$379,084	\$0	\$379,084
❖ <b>Infrastructure 30%</b>	\$349,084 \$30,000 Davis Bacon		
	\$728,168	\$1,045,000	(316,832)

- iv. For HOME, we are expecting to have \$1,706,040 to award Housing Development Projects. The following is our tentative funding for FY 21/22.

<b>HOME Allocation</b>		
❑ <b>Total HOME Allocation (estimate)</b>		<b>\$ 1,587,946</b>
❑ <b>Plus Program Income</b>		<b>\$ 457,840</b>
❑		
❑ <b>Equals Total Resources</b>		<b>\$ 2,045,786</b>
<b>less</b>		
❑ <b>Administration:</b>		<b>\$ 260,349</b>
❑		
❑ <b>CHDO Operating Grants (5% of HOME allocation):</b>		<b>\$ 79,397</b>
<b>equals</b>		
❑ <b>Base Figure for Housing Development Projects:</b>		<b>\$1,706,040</b>
<b>Portion of FY 2020 Unobligated HOME Award</b>		<b>\$693,960</b>
<b>PROJECT FUNDS REQUESTED</b>		<b>\$2,400,000</b>

- b. Project Proposals Review

- i. Ann Hawkins reviewed the two (2) HOME applications we received for FY 21/22: Basalt Creek and Tigard Senior Housing.



- ii. Mari Valencia Aguilar and Natalie Williams reviewed the three (3) Infrastructure applications we received for FY 21/22: City of Banks Wilkes Street Water Line and Accessibility, City of Cornelius N 19<sup>th</sup> and Davis Mini-Roundabout, and City of Cornelius N. Davis Pedestrian Improvements.
- iii. Mari and Natalie reviewed the eight (8) Public Services applications we received for FY 21/22: Community Action Organization, Ecumenical Ministries of Oregon, Good Neighbor Center, Just Compassion of East Washington County, Forest Grove Foundation, Microenterprise Services of Oregon, Project Homeless Connect, and St. Vincent de Paul Tigard Conference.
- c. Presentation Schedule
  - i. Jennie reviewed the presentation schedule for January 28<sup>th</sup>. Presentations will begin at 9am and will end at 12:35pm. There will be time for a short debrief to answer any questions at the end.
- d. ZoomGrants Refresher
  - i. Ann reviewed ZoomGrants with the PAB and showed them where to find the applications, staff reports, and rating section. Natalie reviewed how to access ZoomGrants University with additional tips for rating applications.

#### 4. RECOGNITION OF VAL VALFRE'S SERVICE ON THE POLICY ADVISORY BOARD

Teri and the PAB along with OCD staff recognized Val Valfre's three (3) years of service on the Board. Val joined the PAB in February 2018 and was elected the Vice-Chair in 2019. Val is a champion for low-income families and other vulnerable communities and the PAB has greatly benefited from his knowledge and experience.

Val thanked the PAB, Jennie, and staff for their leadership and stated that he will continue his work in the community.

#### 5. MISCELLANEOUS AND ANNOUNCEMENTS

The next PAB meeting will be on February 11<sup>th</sup> at 7pm. Staff will bring the funding lists for approval and we will hold an election for the Vice-Chair.

Chair Teri Lenahan adjourned the meeting at 9:01 pm.

- INFO -

DATE: February 4, 2021

TO: Policy Advisory Board

FROM: OCD Staff

A handwritten signature in black ink, appearing to be 'JHP', is written over the 'FROM: OCD Staff' line.

SUBJECT: Letter to Cities re: National Community Development Week

Attached is a copy of a letter that will be mailed to all City Mayors (exclusive of Hillsboro and Beaverton) regarding National Community Development Week. The Office of Community Development will be asking for municipalities to adopt a proclamation celebrating Community Development and all the projects funded through the CDBG and HOME programs. A sample proclamation is also attached.

February XX, 2021

RE: National Community Development Week, April 5 – April 9, 2021

The week of April 5 – April 9, 2021 has been designated as National Community Development Week. This is the 35<sup>th</sup> year of setting aside an entire week to commemorate community development activities on the national and local levels. The continued support of municipalities and nonprofit service providers will again help to provide a focus on the Community Development Block Grant (CDBG) and HOME Investment Partnerships programs and their accomplishments over the past years.

Nationally, the CDBG program is celebrating its 47<sup>th</sup> anniversary! In Washington County, the CDBG program is currently celebrating its 42<sup>nd</sup> anniversary, and the HOME program is celebrating its 29<sup>th</sup> anniversary. The success of the programs is demonstrated throughout the County in the provision of affordable housing, vitally needed public services to economically, mentally, or physically disadvantaged residents; rehabilitation of homes; construction/renovation of community centers and sheltered workshops; completion of neighborhood improvements including major sewer, drainage and street projects; and reconstruction of city-owned infrastructure such as dams, roads, and waterways damaged in the 1996 floods.

The observance of National Community Development Week offers your city the opportunity to show support for the CDBG and HOME programs. The programs continue to face critical cuts in the federal budget and the long-term future of the programs remains uncertain. In such conditions, the most effective way to transmit your support is to comment on those programs that have been of value in upgrading the quality of life for low-income persons or special populations. By enacting proclamations and sending letters or postcards about local projects, you will be sending a strong message to our congressional delegation; a message that will help to preserve these worthwhile programs.

A sample PROCLAMATION that you might choose to adopt is attached. Please share this letter with your city council and ask them to agenda and act on such a proclamation. Please use your city letterhead. If you'd like a copy of the proclamation emailed to you, please email me at [jennie\\_proctor@co.washington.or.us](mailto:jennie_proctor@co.washington.or.us)

I would appreciate receiving your proclamation of support no later than March 26<sup>th</sup>. The Washington County Office of Community Development (OCD) will then forward proclamations to our congressional delegation no later than April 1<sup>st</sup>. Please feel free to include any personal letters from constituents in your communities to include in the mailing.

I hope you will take the time to participate in National Community Development Week and, in particular, voice your support for the programs to our congressional delegation.

Thank you for taking the opportunity to promote the CDBG and HOME programs and highlight their accomplishments here in Washington County. Please do not hesitate to contact me at [jennie\\_proctor@co.washington.or.us](mailto:jennie_proctor@co.washington.or.us) if you have any questions.

Sincerely,

Jennie H. Proctor, Program Manager  
Office of Community Development

Attachment

## **PROCLAMATION**

### **NATIONAL COMMUNITY DEVELOPMENT WEEK APRIL 5 – APRIL 9, 2021**

**WHEREAS**, the week of April 5 - April 9, 2021 has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program; and

**WHEREAS**, the CDBG Program provides annual funding and flexibility to local communities to provide decent, safe and sanitary housing, a suitable living environment and economic opportunities to low-and moderate-income people; and

**WHEREAS**, the HOME Investment Partnerships (HOME) Program provides funding to local communities to create decent, safe, affordable housing opportunities for low-income persons. Nationally, over one million units of affordable housing have been completed using HOME funds; and

**WHEREAS**, over the programs' history, our community has received a total of \$ in CDBG funds;

**NOW, THEREFORE BE IT RESOLVED**, that the City of \_\_\_\_\_ designates the week of April 5 – April 9, 2021 as National Community Development Week in support of these two valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

**BE IT FURTHER RESOLVED**, that this community urges Congress and the Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant Program and the HOME Investment Partnerships Program by supporting increased funding for both programs in FY2022.