

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **February 11th, 2020 7:00 pm** via Zoom.

MINUTES

The following persons were present:

PAB REPRESENTATIVES:

| | |
|----------------|---------------------|
| Banks | *Stephanie Jones |
| Beaverton | Javier Mena |
| Forest Grove | *Mariana Valenzuela |
| Gaston | *David Meeker |
| Hillsboro | *Gina Roletto |
| King City | *Micah Paulsen |
| Sherwood | *Kim Young |
| Tigard. | *Liz Newton |
| Tualatin | *Bridget Brooks |
| Washington Co. | *Pam Treece |

*Denotes Primaries

OCD STAFF:

Jennie Proctor, Program Manager
Ann Hawkins, Housing & Community Development Specialist
Natalie Williams, Housing & Community Development Specialist
Mari Valencia-Aguilar, Housing & Community Development Specialist

GUESTS:

Chris Hartye, City of Hillsboro
Kyle Allen, City of Hillsboro
Cadence Petros, City of Beaverton

VICE-CHAIR ELECTIONS

With Val Valfre no longer on the PAB, elections were held to fill the vacant position for Vice-Chair. Bridget Brooks was elected Vice-Chair to complete the remainder of Val's term which ends in June. We will hold elections for both Chair and Vice-Chair in July.

RECOGNITION OF KYLE ALLEN AND CADENCE PETROS FOR THEIR SERVICE ON THE POLICY ADVISORY BOARD

The PAB and OCD staff recognized Kyle Allen and Cadence Petros for their service on the PAB. Kyle served 4 years on the PAB as the primary representative for the City of Hillsboro. Cadence served 6 years on the PAB as the alternate for the City of Beaverton. Kyle introduced Gina Roletto who is taking his place on the PAB. Cadence introduced Javier Mena to the PAB who is the new alternate representative for the City of Beaverton.

Vice-Chair Bridget Brooks called the meeting to order at 7:20 pm.

1. APPROVAL OF January 14, 2021 MINUTES

Kim Young MOVED TO APPROVE the January 14th, 2021 MINUTES.
Stephanie Jones SECONDED. Motion CARRIED. (10 yes, 0 no)

2. PROPOSED RATING RESULTS: CDBG AND HOME PROPOSED 2021 FUNDING LISTS

Jennie Proctor reviewed the proposed 2021 funding lists for CDBG and HOME. Attachment A-1 through A-5 is the composite ranking of all CDBG/HOME projects that were rated by your Board through January 31, 2021. Highlighted in yellow are the projects we anticipate funding on July 1, 2021 based on our **estimated** allocation from HUD. Projects highlighted in orange denote where only partial funding is available.

[illegible]

| 2021-2022 CDBG Funding Cycle | | | | | | | | |
|---|--------------------------------|-------------------------------|-----------------|-------------|-------------|------------------|----------------|------------------|
| Public Services Set-aside Commitments (3 Year Grants, Fair Housing, CHDO Resident Services and Worksystems) | | | | | | | | |
| These projects were NOT rated - they are carryforward or set-asides | | | | | | | | |
| Proposal # | Organization Name | Application Title | Committee Score | Admin Score | Total Score | Requested Amount | Awarded Amount | Amount Available |
| | | | | | | | | \$ 223,718.00 |
| | Community Action Organization | Emergency Rent Assistance | | | n/a | | \$ 30,000.00 | \$ 193,718.00 |
| | Boys & Girls Aid | Transitional Living Services | | | n/a | | \$ 30,000.00 | \$ 163,718.00 |
| | HomePlate Youth Services | Connection for Homeless Youth | | | n/a | | \$ 30,000.00 | \$ 133,718.00 |
| | Washington County | Housing Stability Fund | | | n/a | | \$ 30,000.00 | \$ 103,718.00 |
| | Fair Housing Council of Oregon | Fair Housing Services | | | n/a | | \$ 7,162.00 | \$ 96,556.00 |
| | CPAH | Resident Services | | | n/a | | \$ 23,278.00 | \$ 73,278.00 |
| | Bienestar | Resident Services | | | n/a | | \$ 23,278.00 | \$ 50,000.00 |
| | Worksystems | Economic Opportunity Program | | | n/a | | \$ 50,000.00 | \$ - |

= Fully Funded

Attachment A-2

| 2021-2022 CDBG Funding Cycle | | | | | | | | |
|------------------------------|----------------------------------|-------------------|-----------------|-------------|-------------|------------------|----------------|------------------|
| Public Facilities | | | | | | | | |
| Proposal # | Organization Name | Application Title | Committee Score | Admin Score | Total Score | Requested Amount | Awarded Amount | Amount Available |
| | No projects funded in this round | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Attachment A-3

| 2021-2022 CDBG Funding Cycle | | | | | | | | |
|------------------------------|-------------------|---|-----------------|-------------|-------------|------------------|----------------|------------------|
| Infrastructure | | | | | | | | |
| Proposal # | Organization Name | Application Title | Committee Score | Admin Score | Total Score | Requested Amount | Awarded Amount | Amount Available |
| | | | | | | | | \$ 1,065,000.00 |
| | | DAVIS-BACON PROJECT COSTS | | | | | \$ 20,000.00 | \$ 1,045,000.00 |
| | City of Cornelius | 9th and Davis Mini Roundabout | 42.4 | 45 | 87.4 | \$ 250,000.00 | \$ 250,000.00 | \$ 795,000.00 |
| | City of Cornelius | N. Davis Street Pedestrian Improvements | 41.7 | 41 | 82.7 | \$ 140,000.00 | \$ 140,000.00 | \$ 655,000.00 |
| | City of Banks | Wilkes Street Waterline and Accessibility | 46 | 36 | 82 | \$ 655,000.00 | \$ 655,000.00 | \$ 0 |

= Fully Funded

Attachment A-4

Staff proposed using approximately \$83,000 in unused Housing Rehab funding from prior years to support fully funding the third infrastructure project. Funding all three projects will assist us in our timeliness spending.

Attachment B, CDBG Proposed Funding List, should be reviewed in conjunction with Attachment A-1 through A-4. By doing so, you will note the rationale used by staff to position the projects. We are fortunate to be able to go farther on the funding list due to additional program income received this year. You will note on Attachment A-1, there is \$14,405 (partial funding) available for the next project on the list. The next applicant, Just Compassion, will be asked if they can carry out the project with the funds available.

Washington County CDBG Program

FUNDING 2021/22

Resources

| | | |
|---|--------------|--------------|
| 2021/22 Entitlement | \$ 2,228,635 | |
| Reprogramming Unused Housing Rehab Funds from prior year | \$ 83,617 | |
| Program Income | \$ 395,853 | \$ 2,763,751 |
| NSP Program Income (for .75 Hq Rehab Position (approved by PAB 2/8/18)) | \$ 55,646 | |
| Minus Program Admin Costs (20%) | \$ 445,727 | |

| | |
|-------------------|------------|
| PI prior year | \$236,997 |
| PI (current year) | \$ 158,856 |
| Total PI | \$ 395,853 |

Base figure for formula allocations \$ 2,178,761

PUBLIC SERVICES (15%)

| | | |
|--|-------------------|--|
| 2332 CPAH Resident Services | \$ 23,278 | |
| 2333 Bienenstar Resident Services | \$ 23,278 | |
| FHCO Fair Housing Services | \$ 7,162 | |
| Community Action Emergency Rent Assistance (2nd of 3 years) | \$ 30,000 | |
| HomePlate Youth Services (2nd of 3 years) | \$ 30,000 | |
| Washington County Housing Stability Fund (2nd of 3 years) | \$ 30,000 | |
| Boys and Girls Aid Transitional Living Services (2nd of 3 years) | \$ 30,000 | |
| Community Action Eviction Court | \$ 30,000 | |
| Forest Grove Foundation Coalition for Rural Housing | \$ 30,000 | |
| Good Neighbor Center Work to Housing | \$ 30,000 | |
| St. Val/St. Anthony's Rent and Utility Assistance | \$ 30,000 | |
| TBD | \$ 14,405 | |
| 2305 Worksystems Inc Economic Opportunity Program | \$ 50,000 | |
| Subtotal Public Services | \$ 358,123 | |

PUBLIC FACILITIES (30%) \$ -

CITY OF TIGARD ALLOCATION
Homeownership \$ 185,000

| | | |
|--|---------------------|--|
| INFRASTRUCTURE (30%) | | |
| Cornelius Roundabout | \$ 250,000 | |
| Cornelius Davis Street Pedestrian Improvements | \$ 140,000 | |
| Banks Wilkas Street Improvements | \$ 655,000 | |
| Davis-Bacon Compliance | \$ 20,000 | |
| Subtotal Infrastructure | \$ 1,065,000 | |

AFFORDABLE HOUSING (40%)

| | | |
|---|-------------------|-------------------------|
| Administration | \$ 296,017 | (+\$55,646 = \$351,663) |
| 2506 HARDE | \$ 150,000 | |
| 2504 Housing Rehab Program | \$ 153,238 | |
| 2578 Rebuilding Together | \$ 10,000 | |
| 2502 CAO Self-help Weatherization | \$ 25,000 | |
| 2501 CAO Comprehensive Weatherization | \$ 20,000 | |
| Add in the NSP support for Housing Rehab Admin | \$ 55,646 | |
| Total Affordable Housing (Housing Rehab) | \$ 654,255 | |
| Contingency | \$ - | |

GRAND TOTAL \$ 2,763,751

ATTACHMENT B

Under the Housing Rehabilitation category, per a February 2018 decision by the PAB, staff was authorized to use prior NSP program income to support an additional staff person to assist in carrying out additional funding from the City of Hillsboro. This has been very successful over the last three years. The City of Hillsboro intends to continue that allocation in FY 21/22.

You will also note \$20,000 has been allocated to the construction projects to cover the OCD staff costs of Davis-Bacon compliance.

Attachment C is the HOME Proposed Funding List. You will remember we received no applications for FY 20/21 HOME assistance. We are using some of that unobligated funding to meet the \$2.4 million requested this year.

| 2020-2021 HOME Funding Cycle HOME Development | | | | | | | | |
|--|-------------------------|-----------------------|-----------------|-------------|-------------|------------------|-----------------|------------------|
| Proposal # | Organization Name | Application Title | Committee Score | Admin Score | Total Score | Requested Amount | Awarded Amount | Amount Available |
| | | | | | | | | \$ 2,400,000.00 |
| | NW Housing Alternatives | Tigard Senior Housing | 29.67 | 48 | 77.57 | \$ 1,200,000.00 | \$ 1,200,000.00 | \$ 1,200,000.00 |
| | CPAH | Basalt Creek | 31.58 | 44 | 75.58 | \$ 1,200,000.00 | \$ 1,200,000.00 | \$ 1,200,000.00 |

= Fully Funded

Attachment A-5

WASHINGTON COUNTY HOME PROGRAM
FUNDING LIST 2021/22

| | |
|------------|---------------|
| PI prior | 127023 |
| PI current | 343380 |
| | 470403 |

| | | | | |
|-----------|---|----|-----------|--------------|
| Resources | 2021 HOME ENTITLEMENT | \$ | 1,719,171 | |
| | HOME Program Income | \$ | 470,403 | |
| | Carryforward Admin - use only for admin | \$ | 442,535 | |
| | Prior Year Unobligated | \$ | 521,513 | |
| | Total Resources for all Projects | | | \$ 3,153,622 |

| | | | |
|--|----|---------|------------|
| FY 2021 HOME Administration | \$ | 225,129 | |
| Carryforward Admin not to be used for projects | \$ | 442,535 | \$ 667,664 |

| | | | |
|--------------------------|----|--------|-----------|
| CHDO Operating Grant | | | |
| CPAH CHDO Operating | \$ | 42,979 | |
| Bienestar CHDO Operating | \$ | 42,979 | |
| | | | \$ 85,958 |

Housing Development Projects
\$ 2,400,000 base figure for project development

| | | |
|---------------------------|----|-----------|
| NHA Tigard Senior Housing | \$ | 1,200,000 |
| CPAH Basalt Creek | \$ | 1,200,000 |

GRAND TOTAL FOR HOME: \$ 3,153,622

ATTACHMENT C

Kim Young MOVED TO ENDORSE the 2021 Proposed CDBG and HOME funding lists for inclusion in the draft 2021 Action Plan. Liz Newton SECONDED. Motion CARRIED. (10 yes, 0 no)

3. UPDATE ON COUNTY COUNSEL OPINION ON PUBLIC MEETING LAW RELATIVE TO CDBG/HOME PRESENTATION DAY

Jennie updated the PAB about the CDBG/HOME presentation day was a public meeting in accordance with the Oregon revised statutes (ORS). Upon review of the ORS, and in consultation with County Counsel, the January presentation day

does constitute a public meeting. Moving forward, the presentation day will have an agenda and meeting notice that will be published, and minutes will be taken for the presentations. The debrief session will also be considered a public meeting and would also be open to the public.

4. LETTER TO CITIES RE: NATIONAL COMMUNITY DEVELOPMENT WEEK

We will be celebrating National Community Development Week during the week of April 5th – April 9th. 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. The PAB received a copy of a letter that will be mailed to all City Mayors (exclusive of Beaverton and Hillsboro) regarding National Community Development Week.

5. MISCELLANEOUS AND ANNOUNCEMENTS

The next PAB meeting will be on March 11th.

The HUD allocations are expected to be out by the end of February.

The PAB orientation for new members is February 23rd from 4-6pm. Existing members are encouraged to attend as a refresher and to allow for more in-depth discussion.

Stephanie Jones motioned to close the meeting. Kim Young seconded.

Vice-Chair Bridget Brooks adjourned the meeting at 8:20 pm.