

# 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 July 8th, 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:** 834 6111 7698 **Passcode:** 914623

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

<https://us02web.zoom.us/j/83461117698?pwd=QXhXaDJ6K0xKZmhMVjlsczhMRUILLZz09>

For further information, contact the Office of Community Development at 503-846-8814.

Recognition of Teri Lenahan for her Service on the Policy Advisory Board

## ELECTIONS

## PAB MEETING

### AGENDA

1. (Action) Approval of Minutes, June 10<sup>th</sup>, 2021 Meeting (enclosed)
2. (Action) CDBG-CV3 Shower Trailer Rating Results (enclosed)
3. (Info) Miscellaneous and Announcements

**POLICY ADVISORY BOARD (PAB)** for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **June 10<sup>th</sup>, 2021 7:00 pm** via Zoom.

## **POLICY ADVISORY BOARD MEETING MINUTES**

The following persons were present:

### PAB REPRESENTATIVES:

Banks	*Stephanie Jones
Beaverton	Javier Mena
Cornelius	Brad Coffey
Forest Grove	*Mariana Valenzuela
Gaston	*David Meeker
Hillsboro	*Gina Roletto
King City	*Micah Paulsen
North Plains	*Trista Papen
Sherwood	*Kim Young
Tualatin	*Bridget Brooks
Washington Co.	*Pam Treece

\*Denotes Primaries

### OCD STAFF:

Ann Hawkins, Housing & Community Development Specialist  
KarenAlice Jones, Housing & Community Development Specialist

Vice-Chair Bridget Brooks called the meeting to order at 7:00 pm.

### 1. APPROVAL OF April 8, 2021 MINUTES

Stephanie Jones MOVED TO APPROVE the April 8<sup>th</sup>, 2021 MINUTES. Kim Young SECONDED. Motion CARRIED. (11 yes, 0 no)

### 2. CDBG-CV SHOWER TRAILER APPLICATION & TIMELINE

A single application was received by the deadline of May 21 for the Shower Trailer application by Open Door Counseling Center. This application is in ZoomGrants.

Staff has reviewed the application and budget to determine if all the application questions have been satisfactorily addressed and the budget examined for reasonableness. KarenAlice Jones gave an overview of the application from Open Door Counseling. Open Door proposes to acquire two, 2-bay shower trailers (both ADA accessible) for a total of \$126,390. They are focusing on

models that should stand up to heavy use. The warranty is for 2 years and is the standard in the industry.

The agency is currently administering a mobile shower trailer program in Hillsboro/Cornelius. Their experience includes over three decades of service to vulnerable populations. They propose to continue coordinating with agencies serving the homeless population. One shower trailer would focus on Western Washington County surrounding their office in the areas of Hillsboro, Cornelius, and Forest Grove. The second trailer would focus on the areas outside that geographic area and in the more remote areas.

KarenAlice reviewed their staffing plan, estimated unduplicated count, budget, safety, security, and sanitation.

The application addresses the COVID pandemic of “to prevent, prepare for, respond to” by providing access to the mobile shower units, access to laundry services, provision of PPE, and partnering with health organizations and other resource-providing agencies. Open Door states that they utilize a procedures manual that outlines every step of operation including sanitizing, waiting cue, and general operating procedures. They will have PPE, resource materials about community services including vaccination opportunities and public health resources. They have bi-lingual staff, mental health counselors and case management staff.

The staff review finds that the Open Door application responds satisfactorily to the application questions, the budget is reasonable, and the application is ready for funding consideration.

The PAB asked clarifying questions around service area, use of volunteers, and Open Door’s current shower trailer. Their current trailer is old and will potentially be replaced by one of the new trailers.

The PAB will review the application, consider the staff analysis below, and then rate the application according to the rating tool that was previously approved. The rating should be completed between June 10 and June 25.

Ann Hawkins reviewed the timeline for the Shower Trailer CDBG-CV project.

ACTION	DATE
PAB Application/Rating Tool review and approval	April 8 <sup>th</sup>
Application entered/tested in ZoomGrants	April 12 <sup>th</sup> – 22 <sup>nd</sup>
Application is released	April 23 <sup>rd</sup>
Application is due in ZoomGrants	May 21 <sup>st</sup>
Staff application review	May 24 <sup>th</sup> – June 3 <sup>rd</sup>
Open ZoomGrants for PAB rating process (PAB Meeting)	June 10 <sup>th</sup>
PAB rating and finalization of results due	June 25 <sup>th</sup>
PAB agenda packet mailout With memo on results of the rating process	July 1
PAB meeting and award of project	July 8 <sup>th</sup>
Notification to successful applicant	July 9 <sup>th</sup>
Begin contracting process	July 9 <sup>th</sup>
Shower Trailer project begins	August 1 <sup>st</sup>

### 3. MISCELLANEOUS AND ANNOUNCEMENTS

The next meeting will be July 8<sup>th</sup>. We will be holding elections for Chair and Vice-Chair. PAB members should contact staff to submit their name for consideration prior to the meeting.

Vice-Chair Bridget Brooks adjourned the meeting at 7:40 pm.

## ACTION

## Agenda Item #2

Date: July 1, 2021  
To: Policy Advisory Board  
From: Staff, Office of Community Development  
Subject: CDBG-CV3, Shower Trailer Rating Results

The rating for the Shower Trailer project, budgeted at \$200,000, has been completed by the PAB and tallied. Since there was a single application for shower trailer acquisition and one-year service provision, the application from Open Door Counseling Center was analyzed based on responses to application questions only (i.e., not on a staff report). The following are the rating results:

Rater 1: 92	Rater 6: 88
Rater 2: 82	Rater 7: 87
Rater 3: 93	Rater 8: 71
Rater 4: 78	Rater 9: 81
Rater 5: 94	

Nine PAB members scored the application. The nine-score average score is **85**; this indicates that Open Door's application can move forward. The original timeline is still on-track for a project start date of August 1. After acquisition of the trailers, actual shower service could begin as soon as October 1, 2021.

Staff is available for any questions that you may have at the July 8 regular PAB meeting.

**STAFF RECOMMENDATION: Your Board approve the Shower Trailer project application as submitted by Open Door Counseling Center in the amount of \$200,000 of CDBG-CV3 funding.**