

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 June 10th, 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: 841 3121 0481 **Passcode:** 807715

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

<https://us02web.zoom.us/j/84131210481?pwd=Q0RGcVE0VkRWTHFWU3d4dIVUN25pdz09>

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

PAB MEETING

AGENDA

1. (Action) Approval of Minutes, April 8, 2021 Meeting (enclosed)
2. (Info) CDBG-CV3, Shower Trailer Application & Timeline (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, **April 8th, 2021 7:00 pm** via Zoom.

PUBLIC HEARING MINUTES

FY2021 ACTION PLAN

And

POLICY ADVISORY BOARD MEETING MINUTES

The following persons were present:

PAB REPRESENTATIVES:

Banks	*Stephanie Jones
Beaverton	Javier Mena
Cornelius	*Luis Hernandez
Forest Grove	*Mariana Valenzuela
Gaston	*David Meeker
Hillsboro	*Gina Roletto
King City	*Micah Paulsen
North Plains	*Teri Lenahan
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
KarenAlice Jones, Housing & Community Development Specialist
Lauren Thomas, Administrative Specialist II

GUESTS:

Emily Roots, City of Beaverton
Omar Martinez, City of Hillsboro
Trista Papen, City of North Plains
JC Montesi, Centro Cultural

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 7:01 pm. All PAB members, staff, and members of the public introduced themselves for the record.

Ann Hawkins began the Public Hearing by reviewing the purpose of the hearing.

The hearing is the second of two public hearings for the 2021 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 2021 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 is a highlight of these activities in the second 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 2021 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 second year of the five-year strategic planning period.

Washington County

Mari Valencia-Aguilar, Natalie Williams, and Ann Hawkins reviewed the 2021 Action Plan for Washington County.

Program Allocations:

Grant Program	Annual Award Amount
Community Development Block Grant (CDBG)	\$2,190,671
HOME Investment Partnerships (HOME)	\$1,683,547
Emergency Solutions Grant (ESG)	\$190,064

- 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

*Editor's note: As a Metro City, Tigard is also a member of the HOME Consortium but wasn't specifically mentioned in this part of the meeting.

CDBG: City of Tigard

Subrecipient	Activity	Funding
City of Tigard	Homeownership – Proud Ground	\$146,921

- The City of Tigard has entered into a joint intergovernmental agreement with Washington County to administer their CDBG grant. During FY2021, the City of Tigard has determined that allocation will be utilized to assist with homeownership in partnership with Proud Ground.

CDBG: Homelessness Activities

Subrecipient	Activity	Funding
Boys & Girls Aid	Transitional Living Services	3 Year Grant at \$30,000/year
Community Action Organization	Emergency Rent Assistance	3 Year Grant at \$30,000/year
Community Action Organization	Eviction Court Prevention and Counseling	1 Year Grant: \$30,000
Forest Grove Foundation	Coalition on Rural Housing Insecurity	1 Year Grant at \$30,000
Good Neighbor Center	Work to Housing Stabilization	1 Year Grant at \$30,000
HomePlate Youth Services	Connection for Homeless Youth	3 Year Grant at \$30,000/year

Just Compassion of East Washington County	Case Management for Unhoused Adults	1 Year Grant at \$9,567
St. Vincent de Paul, Tigard Conference	Rent and Utility Assistance	1 Year Grant at \$30,000
Washington County DAVS	Housing Stability Fund	3 Year Grant at \$30,000/year

CDBG: Neighborhood and Community Development Activities

Infrastructure		
Subrecipient	Activity	Funding
City of Banks	Wilkes Street Water Line and Accessibility Improvements	1 Year Grant: \$655,000 + \$10,000 Davis Bacon
City of Cornelius	North 19 th / Davis Mini-Roundabout Project	1 Year Grant: \$250,000 + \$10,000 Davis Bacon
City of Cornelius	North Davis Street Pedestrian Improvements	1 Year Grant: \$140,000 + \$10,000 Davis Bacon

CDBG: Public Services Activities

Subrecipient	Activity	Funding
Bienestar	Resident Services	1 Year Grant: \$22,907
CPAH	Resident Services	1 Year Grant: \$22,907

Fair Housing Council of Oregon	Fair Housing Services	1 Year Grant: \$7,048
WorkSystems	Washington County Economic Opportunity Program	1 Year Grant: \$50,000

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: \$153,238
Community Action Organization	Self-Help Weatherization	1 Year Grant: \$25,000
Community Action Organization	Comprehensive Weatherization	1 Year Grant: \$20,000
Rebuilding Together	Safe & Healthy Housing	1 Year Grant: \$10,000

HOME: Housing Activities

- 2021 Application Cycle
 - Two HOME projects awarded to support Metro Bond construction
- Building Resources within the Community
 - CHDO – Community Housing Development Organization

Subrecipient	Activity	Funding
Community Partners for Affordable Housing (CPAH)	Basalt Creek	\$1,200,000
Northwest Housing Alternatives	Tigard Senior Housing	\$1,200,000

Community Partners for Affordable Housing (CPAH)	Community Housing Development Organization (CHDO)	\$42,088
Bienestar	Community Housing Development Organization (CHDO)	\$42,088

HOME: Other Activities

- Administration
 - Ten percent of the HOME allocation is committed to administrative expense
- Undefined Activities
 - OCD has indicated that any unobligated HOME funds may be used toward eligible HOME activities
 - New construction of rental housing
 - Increasing inventory of single-family housing
 - Preservation of single-family housing

ESG: Homelessness Activities

Subrecipient	Activity	Funding
Community Action Organization (CAO)	Rapid Rehousing/Rent Assistance	\$175,810

City of Beaverton

Emily Roots reviewed the 2021 Action Plan for the City of Beaverton.

2020-2024 Public Services Priority Goals:

- **Shelters and housing** for adults and youth experiencing homelessness
- **Case management** and permanent housing referrals
- **Emergency rent/utility assistance**
- **Resident services** in affordable housing developments
- **Advocates** for neglected and abused children

Proposed Funding FY 21-22 (public services)	Persons Assisted Goal (5 year)
\$92,500	1700

PY21 Public Services Funding Recommendations:

Subrecipients:

- **Ending Homeless** - \$40,000
 - 40 individuals to serve
- **Supportive Services** - \$42,500
 - 200 individuals to be served

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

Proposed Funding FY 21-22	Persons Assisted Goal (5 year)
\$127,543	180

Housing Priority Goals:

- Adaption for Accessibility
- Small and critical Repair
- Emergency Home Repair
- Code Violation Repair
- Roof Replacement and Repair
- Home Acquisition/Ownership

Proposed Funding (FY 21-22)	Persons Assisted Goal (5 year)
\$465,000	199

PY21 Housing Funding Recommendations:

Subrecipients:

- Community Action: rehab \$100,000
- Proud Ground \$220,000
- Rebuilding Together Washington County \$20,000
- Unlimited Choices Adapt a Home \$50,000
- Unlimited Choices Mend a Home \$31,000
- Willamette West Habitat for Humanity \$44,000

Program Year 2021 Projected Outcomes:

- **13 local nonprofits** to be awarded to carry out activities under housing, public services, and economic development.
- **240 persons** to receive public services.
- **71 households** to benefit from housing rehabilitation including handicap accessibility features
- **2 household** to receive homeownership acquisition assistance
- **75 persons** and micro businesses to receive assistance

City of Hillsboro

Omar Martinez reviewed the 2021 Action Plan for the City of Hillsboro.

- Hillsboro has been a member of the Washington County Consortium for CDBG since 1979.
- Since 2000 Hillsboro has been a joint entitlement with Washington County
- In 2015 our City Council decided to become a standalone Entitlement starting 2018
- Hillsboro is starting its fourth year as a standalone Entitlement Community

Fourth Year Goals and Funding Priorities:

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.

Fourth Year Project and Funding Priorities:

Funding Allocation			
FY 2021-2022 Entitlement			\$733,713
Administration	.6%	\$5,000	
Public Services	0%	\$0	
Public Facilities/Improvement Projects	99.4%	\$728,713	
Total			\$733,713

- 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 from \$100,000 to \$200,000

CDBG Highlights:

City of Hillsboro will have an \$733,713 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: \$415,000
- Office of Community Development – Housing Rehabilitation: \$226,461
- Boys & Girls Aid – Safe Place Youth Shelter: \$87,252
- City of Hillsboro – Fair Housing: \$5,000

Ann Hawkins reviewed next steps for the Action Plan. We will be submitting the Action Plan to HUD on May 14, 2021.

PUBLIC TESTIMONY

Teri opened the public hearing to the public for testimony. Teri asked if we received any comments during the first public hearing. Ann stated that there was a question about homeownership.

Javier asked how these programs are incorporating equity and inclusion. Mari, Omar, and Emily informed the PAB that questions have been added to the RFP's and there is scoring criteria related to equity and inclusion.

With there being no further comments, Chair Teri Lenahan closed the Public Hearing at approximately 7:38 pm.

Policy Advisory Board Meeting

Chair Teri Lenahan called the meeting to order at 7:20 pm.

1. APPROVAL OF February 11, 2021 MINUTES

Bridget Brooks MOVED TO APPROVE the February 11th, 2021 MINUTES. Kim Young SECONDED. Motion CARRIED. (10 yes, 0 no, 2 abstain)

2. APPROVAL OF THE DRAFT 2021 ACTION PLAN

Micah Paulsen MOVED TO ENDORSE the 2021 Action Plan. Bridget Brooks SECONDED. Motion CARRIED. (12 yes, 0 no)

3. APPROVAL OF THE APPLICATION AND RATING TOOLS FOR THE SHOWER TRUCK

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. 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. In January, your Board approved the allocation plan for that third tranche of CDBG-CV funds which included a \$200,000 set-aside for a shower trailer. The intention is to provide funds for the acquisition and provision of one year of shower trailer services throughout Washington County.

As described in other communications regarding the COVID funding, the Office of Community Development, in conjunction with Hillsboro and Beaverton staff, held several consultations in the spring and summer of 2020 with organizations involved in housing, homelessness, business and human services relative to

COVID impact/needs. Some consultations were conducted with focus groups, some with one-on-one surveys, and some with the Housing and Supportive Services Network (HSSN). Consultation group leaders explored service providers' concerns, needs, current policies, and other funding sources that serve their clientele. One of the needs consistently voiced by our services providers that work with people who are homeless was the need for a shower trailer in Washington County.

KarenAlice Jones reviewed the application questions for this application cycle.

Stephanie Jones asked about the nonduplication of counts. KarenAlice stated that we ask for nonduplicated counts due to a HUD requirement, and we also ask what their anticipated schedule would be to provide regular service to individuals.

Bridget asked if this program would continue after the COVID pandemic and if this could be used for public health communication and outreach to the community. KarenAlice stated that we are currently focusing on identifying an organization to provide this service and said that the goal is for the shower truck to continue operating after the pandemic. Bridget also asked if this shower truck would be mobile or if it stays in one place. KarenAlice informed Bridget that these are questions asked in the application. We ask applicants how they plan to continue this program after the first year of funding provided by OCD and how they intend to move the trailer around the County.

Teri asked about boundaries when it comes to serving the homeless population. KarenAlice said that we will not look at boundaries within the County in terms of Beaverton, Hillsboro, and the rest of the County.

Luis Hernandez asked if this shower trailer needs to be manufactured or if they can purchase one already completed. KarenAlice said this is also asked in the application. They can have one manufactured or find one already completed but must meet certain requirements.

Bridget asked if people would have to show identification to use the showers since the organization is expected to have a nonduplicated count. KarenAlice said that individuals do not have to show any documentation. Anyone who shows up will be served. Jennie Proctor stated that the provider agencies who work with people who are homeless have systems in place to track individuals. This system, Homeless Management Information System (HMIS), is sufficient for CDBG. Bridget asked if the shower has a water hookup. KarenAlice stated that there are trailers with a utility room where the water supply and water heater are.

Question 12 asks how organizations will ensure accessibility. Bridget stated that she would like to see behavioral health mentioned. She would like to see people

who have experience in behavioral health and substance use operating the shower trailer and would like this added in the application.

KarenAlice reviewed the rating criteria for the application cycle.

Teri asked if there is a question or rating criteria for having a security/safety plan in place to address personal safety. KarenAlice said that this is something we list in the requirement sheet. We ask for the staffing plan to see how the organization will have the shower trailer supervised. Bridget added to this question and asked if there will be diversity in staff to include young adults, older adults, and women to ensure all individuals feel comfortable using the showers.

KarenAlice and Jennie stated that only 1 person will be allowed in the stalls at a time and they will have full bathroom capabilities – a shower, a toilet, and a sink – and will have doors that lock. Mariana Valenzuela stated that she has seen the shower trailers before and that they are very safe and secure.

Luis asked if these agencies are limited in generating revenue such as taking the trailer to an event or out to fire incident management teams. KarenAlice stated that they will have enough funding for the first year to get up and running. Jennie added that there will be a use period where they must continue to serve people who are low- and moderate- income since the original use was to serve individuals who are homeless. Jennie stated there are federal rules about generating revenue from a CDBG funded project. Staff will review this in light of Luis' comments

KarenAlice reviewed the application timeline.

- Application Opens: April 23rd
- Application Closes: May 21st
- PAB Rating Period: June 10th – June 25th
- PAB Votes on Awarded Project: July 8th

Motion to APPROVE the Shower Truck Application and Rating Cycle CARRIED.
(10 yes, 0 no)

4. PROPOSED CHANGE IN MEETING SCHEDULE IN FY21/22

Jennie informed the PAB that there are two Policy Advisory Board meetings that will need to occur outside of our regular schedule.

- September PAB meeting move from Thursday, September 9th to September 17th. This is needed to allow for adequate time for the public comment period for the Consolidated Annual Performance and Evaluation Report (CAPER) public comment/public hearing requirements.
- This is standard practice each year but is called out specifically for the benefit of our new Policy Advisory Board members.

- November PAB Meeting move from Thursday, November 11th (Veterans Day) to November 18th (3rd Thursday). In that we have the time to plan, we are interested in hearing from members whether this works for you or if another date works better.

Stephanie Jones MOVED TO APPROVE the meeting schedule for September and November 2021. Micah Paulsen SECONDED. Motion CARRIED. (12 yes, 0 no)

5. FINAL FY 2021/22 CDBG AND HOME FUNDING LISTS

The HUD allocations were released on February 25th, 2021. Staff made minor changes to the funding list to reflect the allocation amounts.

6. MISCELLANEOUS AND ANNOUNCEMENTS

The next PAB meeting will be on May 13th.

Chair Teri Lenahan adjourned the meeting at 9:02 pm.

INFO

Agenda Order #2

Date: June 3, 2021

To: Policy Advisory Board

From: Staff, Office of Community Development

Subject: CDBG-CV3, Shower Trailer Application & Timeline

In January, your Board approved the allocation plan for the third tranche of CDBG-CV funds which included a \$200,000 set-aside for a shower trailer(s). The intention was to provide funds for the acquisition and provision of one year of shower trailer services throughout Washington County. This was one of the needs consistently voiced by our services providers that work with people who are homeless/houseless. In April, your Board was presented a review of the Shower Trailer application and rating sheet in preparation of application submission from interested community agencies.

A single application was received by the deadline of May 21 from Open Door Counseling Center. This application is located in ZoomGrants. You will be asked to review the application, consider the staff analysis below, and then rate the application according to the rating tool that was previously approved. At your meeting on June 10th, OCD staff will provide a brief overview of the application and go over accessing ZoomGrants. Your rating should be completed between June 10 to June 25. Since there is a single application only, you will not be comparing this application to any others but rather determine how well the sponsor addressed each application question and presented a reasonable budget.

Attachment: Timeline document

Shower Trailer – Staff Analysis / Review

The agency submitted the application by the due date and has submitted all the required documents. Staff has reviewed the application and budget to determine if all the application questions have been satisfactorily addressed and the budget examined for reasonableness. The following are staff's comments:

Acquisition: Open Door proposes to acquire two, 2-bay shower trailers (both ADA accessible) for a total of \$126,390. They have located proven manufacturers as described in attachments to the application. They are focusing on models that should stand up to heavy use. The warranty is for 2 years and is a standard in the industry.

Coordination: The agency is currently administering a mobile shower trailer program in Hillsboro/Cornelius. They have provided shower service since late 2019 and have partnered with a local foundation and local churches. Their experience includes over three decades of service to vulnerable populations. They propose to continue coordinating with agencies serving the homeless population.

Operation of Shower Trailer: The agency has worked through the challenges of transporting a shower trailer and has come to the realization that one well-trained staff person always supervising the trailer was the best and most reliable approach. Staffing may include a backup volunteer trailer supervisor on anticipated busy days. They will also utilize volunteers and in some cases utilize users of the services. They have developed a reasonable schedule to serve much of Washington County

Staffing: Two part-time Shower Attendants (30 hours per week) each responsible for one of the shower units, and utilizing volunteers to assist the shower attendants when possible. They estimate \$93,600 in-kind contribution of staff volunteers (4 volunteers x 6 hours per day x 5 days per week x 52 weeks per year x \$15 per hour = \$93,600 volunteer value).

Shower provision: Open Door expects to serve 850-900 showers quarterly or 292 unduplicated, unsheltered persons living in the county over the 12-month contract. Trailer 1 would focus on the surrounding area of their office location to include western Washington County, areas of west Hillsboro, Cornelius, and Forest Grove. Trailer 2 would focus on the areas outside that geographic area and in the more remote areas.

Safety, security, and sanitation at site(s): If the trailer is taken to a remote camp, it is mandatory that two people always be onsite to ensure safety. Upon setup, the trailer wheels are locked in position, and the hitch locked as well. Staff will be well-trained in sanitizing the trailers

Budget: The CDBG-CV budget of \$200,000 will be matched by agency funds of \$121,600 for a total of \$321,600; this reflects volunteer hours and other local funding. CDBG-CV funds of \$59,109 will be used to cover personnel services for three Open Door staff that are directly implementing shower trailer services. The acquisition of the two trailers will cost a total of \$126,390 including shipping. The remaining \$73,610 will be used for staffing \$59,109;

PPE/cleaning products \$1,890; towels \$1,460; insurance \$1,171; mileage \$6,960 professional services of payroll processing and bookkeeping \$700; and utilities \$2,320. Staff analysis indicates that the budget appears reasonable.

Covid pandemic: 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.

Application Timeline Estimate for Shower Trailer CDBG-CV Project

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