

- ACTION -

**POLICY ADVISORY BOARD (PAB)** for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **March 09<sup>th</sup>, 2023 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      |
| Gaston         | *David Meeker    |
| Hillsboro      | *Gina Roletto    |
| King City      | *Micah Paulsen   |
| North Plains   | *Trista Papen    |
| Tigard         | Schuyler Warren  |
| Washington Co. | *Pam Treece      |

\*Denotes Primaries

OCD STAFF:

Shannon Wilson, Program Manager  
Shaena Johnson, Administrative Specialist II  
Lauren Thomas, Housing & Community Development Specialist

GUESTS:

Maureen Wolf, City of Tigard

1. Call to Order and Attendee Introductions

Board Chair Stephanie Jones called the meeting to order at 7:03 pm.

2. APPROVAL OF February 09, 2023 MINUTES

Pam Treece MOVED TO APPROVE the February 09, 2023 MINUTES.  
Javier Mena SECONDED. Motion CARRIED. (7 yes, 0 no, 0 abstention).

### 3. ESG PROPOSAL RATING RESULTS and APPROVAL OF ESG FUNDING LIST

Lauren presented the ESG Rating results

Applications for the Emergency Solutions Grant for funding in fiscal year 2022-2023 and 2023-2024 were thoroughly reviewed and rated by staff and your Board. This evaluation process was completed on March 9, 2023. Based on that process the ranking of projects for ESG funding is below.

| Application Type | Applicant                         | PAB Rating | Staff Rating | Total Rating |
|------------------|-----------------------------------|------------|--------------|--------------|
| ESG              | Community Action Organization     | 46.90      | 27           | 73.90        |
|                  | Family Promise of Tualatin Valley | 47.73      | 27           | 74.73        |

As a reminder, the results of the rating are not to be made public until after your Board's meeting on March 9<sup>th</sup>, 2023. At that time, we will release the results to the applicants.

Final FY23/24 HUD allocations were released last week. Family Promise of Tualatin Valley will be awarded \$300,120.97 from FY23/24 along with the \$311,461 from FY22/23 in ESG and SHS match funds.

**RECOMMENDATION:** Following staff presentation, your Board endorse the 2022 and 2023 Proposed ESG Funding List for inclusion in the draft 2023 Action Plan.

The board had some brief discussion. They asked questions and clarified how programs can allocate their funds and how they have the front-line ability to connect community members to other sources. Sometimes when our partners are running programs with complimentary resources with separate grants, they are able to get community members connected in a number of areas quickly.

When discussions ended, Lauren called for a motion.

Javier Mena MOVED TO APPROVE the ESG FUNDING LIST. Schuyler Warren SECONDED. Motion CARRIED. (9 yes, 0 no, 0 abstention).

### 4. CDBG FINAL ALLOCATION UPDATE

Shannon presented the final allocations for the CDBG Funding.

Public Services Funding Detail 2023-2024

| <b>Public Services</b> |  |  |
|------------------------|--|--|
|                        |  | <u>Allocation Total:</u> \$ 319,247.27 |
| Project Type           | Organization/Project                         | Amount                                 |
| Set-Aside projects     | CPAH Resident Services                       | \$ 20,751.07                           |
|                        | Bienestar Resident Services                  | \$ 20,751.07                           |
|                        | FHCO Fair Housing Services                   | \$ 6,384.95                            |
|                        | Worksystems Inc Economic Opportunity Program | \$ 50,000.00                           |
| Three-Year projects    | CASA for Children, Inc.                      | \$ 30,000.00                           |
|                        | Just Compassion of East Washington County    | \$ 30,000.00                           |
|                        | Project Homeless Connect                     | \$ 30,000.00                           |
|                        | Boys and Girls Aid - Safe Place              | \$ 30,000.00                           |
| One-Year projects      | Family Promise of Tualatin Valley            | \$ 30,000.00                           |
|                        | Micro Enterprise Services of Oregon (MESO)   | \$ 30,000.00                           |
|                        | HomePlate Youth Services*                    | \$ 30,000.00                           |
|                        | Ecumenical Ministries - partial award*       | \$ 11,360.18                           |
| <u>Awards subtotal</u> |  | <u>\$ 319,247.27</u>                   |
| Remaining Allocation   |  | \$ (0.00)                              |

\* additional one-year awards made to next highest scoring three-year projects

Public Facilities Funding Detail 2023-2024

| <b>Public Facilities</b> |  |  |
|--------------------------|--|--|
|                          |  | <u>Allocation Total:</u> \$ 389,123.31 |
|                          | Organization/Project                                 | Amount                                 |
|                          | Sherwood Senior Center Siding and Window Replacement | \$ 208,635.00                          |
| <u>Awards subtotal</u>   |  | <u>\$ 208,635.00</u>                   |
| Remaining Allocation     |  | \$ 180,488.31                          |

Infrastructure Funding Detail 2023-2024

| <b>Infrastructure</b>  |  |  |
|------------------------|--|--|
|                        |  | <u>Allocation Total:</u> \$ 389,123.31 |
|                        | Organization/Project                             | Amount                                 |
|                        | Cornelius Sidewalk Improvements Davis & 14th St. | \$ 411,000.00                          |
| <u>Awards subtotal</u> |  | <u>\$ 411,000.00</u>                   |
| Remaining Allocation   |  | \$ (21,876.69)                         |

Affordable Housing / Housing Rehabilitation Funding Detail 2023-2024

| <i>Affordable Housing (Housing Rehab)</i>             |                      |
|---|----------------------|
| <u>Allocation Total: \$ 518,831.08</u>                |                      |
| Organization/Project                                  | Amount               |
| Administration - staff costs to implement program     | \$ 355,000.00        |
| Home Access & Repair for Disabled and Elderly (HARDE) | \$ 150,000.00        |
| Deferred Interest-Bearing Loans (DIBL)                | \$ 83,347.00         |
| <u>Awards subtotal</u>                                | <u>\$ 588,347.00</u> |
| Remaining Allocation                                  | \$ (69,515.92)       |

City of Tigard Funding Detail 2023-2024

| <i>City of Tigard</i>                  |                      |                      |
|--|----------------------|----------------------|
| <u>Allocation Total: \$ 141,481.00</u> |                      |                      |
| Project No.                            | Organization/Project | Amount               |
|  | Homeownership        | \$ 141,481.00        |
| <u>Awards subtotal</u>                 |                      | <u>\$ 141,481.00</u> |
| Remaining Allocation                   |                      | \$ -                 |

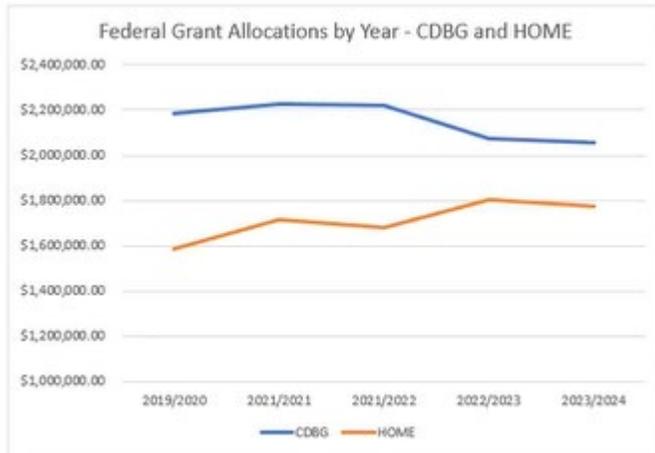
Administrative Costs Funding Detail 2023-2024

| <i>Administrative Costs</i>            |                        |                      |
|--|------------------------|----------------------|
| <u>Allocation Total: \$ 411,632.20</u> |                        |                      |
| Project No.                            | Organization/Project   | Amount               |
|  | Program Administration | \$ 411,632.20        |
| <u>Awards subtotal</u>                 |                        | <u>\$ 411,632.20</u> |
| Remaining Allocation                   |                        | \$ -                 |

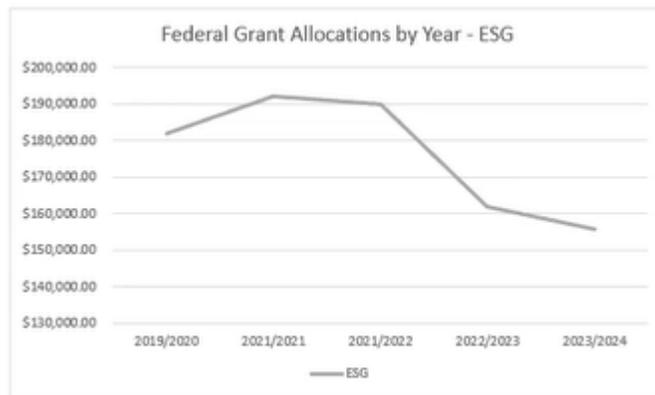
Overall Funding Detail 2023-2024

| Overall Funding Detail             | Allocations            | Proposed Awards        | Remaining Funds     |
|------------------------------------|------------------------|------------------------|---------------------|
| Public Services                    | \$ 319,247.27          | \$ 319,247.27          | \$ (0.00)           |
| Public Facilities                  | \$ 389,123.31          | \$ 208,635.00          | \$ 180,488.31       |
| Infrastructure                     | \$ 389,123.31          | \$ 411,000.00          | \$ (21,876.69)      |
| Affordable Housing (Housing Rehab) | \$ 518,831.08          | \$ 588,347.00          | \$ (69,515.92)      |
| City of Tigard                     | \$ 141,481.00          | \$ 141,481.00          | \$ -                |
| Administrative                     | \$ 411,632.20          | \$ 411,632.20          | \$ -                |
| <b>TOTAL Allocations</b>           | <b>\$ 2,169,438.16</b> | <b>\$ 2,080,342.47</b> | <b>\$ 89,095.69</b> |

### Federal Grant Allocations by Year (5 Year Chart) – CDBG and HOME



### Federal Grant Allocations by Year (5 Year Chart) – ESG



Shannon shared the 5-year graphs to summarize the funding curve. She discussed the increased costs of services, and how the funding grants are not increasing. With that the funds do not go as far with the increase in the cost of providing services. We are not able to do as much with the funding as was possible in past years. The PAB also noted that some of the increases were possible due to the pandemic.

## 5. MISCELLANEOUS AND ANNOUNCEMENTS

Lauren reminded everyone about the Public Hearing at the April 13<sup>th</sup> meeting.

Shannon took some time to share photos that highlight some of what the work the PAB does accomplishes.

The first was **Project Homeless Connect** with photos from an event they had at the end of January. At this event, they gathered resources to offer numerous needed services from housing to medical all in one easily accessible location. This was the first time they have been able to do this since before the pandemic.

The next program shared was from the **Housing Rehabilitation Program**, she shared some before and after photos. This project was from one of the mobile home parks in the City of Hillsboro Rehabilitation program. This program focusses on accessibility and safety and can often be the difference needed for our low-income senior's ability to stay in their own home.

The next PAB meeting will be on April 13<sup>th</sup>, 2023 @ 7pm.

Chair Stephanie Jones adjourned the meeting at 7:25 pm.