

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **December 14th, 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	*Eden Lopez
Forest Grove	*Mariana Valenzuela
King City	*Micah Paulsen
North Plains	*Trista Papen
Sherwood	*Kim Young
Tigard	*Maureen Wolf
Tualatin	*Bridget Brooks

*Denotes Primaries

OCD STAFF:

Shannon Wilson, Program Manager
Shaena Johnson, Administrative Specialist
Lauren Calo, Housing & Community Development Specialist
Kelvin Valdovinos, Housing & Community Development Specialist
Zach Wimer, Housing & Community Development Specialist
Maddie Bonkoske, Housing & Community Development Specialist
Eva Pauley, Housing & Community Development Specialist

GUESTS:

Brian Schimmel, Centro Cultural
Jonath Colon, Centro Cultural
Elise Laubach, Family Promise of Tualatin Valley
Amber Wedin, Family Promise of Tualatin Valley

Policy Advisory Board Meeting

1. Call to Order and Attendee Introductions

Board Chair Stephanie Jones called the meeting to order at 7:00 pm.

2. HOME-ARP NCS APPLICATION PRESENTATIONS:

Centro Cultural, Presented by Brian Schimmel and Jonath Colon

Casa Amparo is a 20-unit former motel, purchased through Project Turnkey 1.0, converted to non-congregate shelter in May 2021. It is located on .45 acre at 4433 Pacific Avenue in Forest Grove, Oregon 97116. Built in 1990, the two-story building consists of 10,272 total square feet with wood frame construction with concrete lap siding exterior. The building is currently connected to all standard utilities (electricity, water, etc.). The property is surrounded by restaurants and a convenience store is nearby. Bus stops are within one block going both directions along the only major bus line. Medical services and Centro's other services are within a mile.

The property serves as a non-congregate shelter for homeless families and individuals. The program provides historically marginalized populations stability, skills building and housing stability, building trust after years of trauma.

Rehabilitation of this property is needed to transform the building from a motel into short-term housing to re-acclimate households to a permanent housing environment and better prepare residents for independent living.. This includes structural upgrades, increased electricity capacity for appliances such as kitchens, community spaces, and an outdoor space for children

The project seeks to extend the useful life of major systems and make other improvements to bring everything up to current standards and expand to 21 units. Prioritized will be long-term structural integrity – building envelope and interior conditions. The proposed project scope will include, at minimum, items revealed and/or deferred (not in scope) in the current phase, and scope from our original vision (adapted to the current design).

Centro Cultural is requesting \$ 2 million in funding.

Family Promise of Tualatin Valley, Presented by Elise Laubach

Bridge to Home is located at 11460 SW Pacific Highway in Tigard, OR. They purchased a hotel that needs updating to meet programmatic needs. Family Promise of Tualatin Valley (FPTV) is currently under contract to build a commercial kitchen; they also need a dining area to serve families. FPTV is creating community spaces to allow professionals to come in and provide counseling, tutoring and other types of services. Their current client laundry room only holds one washer and dryer, which does not support all 70 families. They are creating a new laundry room which will have space for additional washers and dryers. They are purchasing a generator to provide power in case of emergency. They have many repairs that are needed including repairing the soffits, eaves, trim, control joints, foundation and painting the building. They are also making improvements such as creating wheelchair accessible rooms and an accessibility ramp in the back parking lot. They need a reserve for five water heaters that are currently past their useful life.

The shelter is located right off of Pacific Highway and is within several hundred feet of I5. There is a bus stop right up the driveway, making it very accessible for all families. They provide free bus passes to any resident in need of public transportation. Fred Meyer is located less than half a mile away from the shelter. They also have medical facilities, grocery and other stores and restaurants within several miles of the location.

The shelter is expanding from 40 to 70 rooms, to serve approximately 60 households. 87% will be families and 13% adult only households. They provide shelter, meals and full case management and housing navigation services to all shelter clients.

Family Promise of Tualatin Valley is requesting \$3,259,216.00 in funding.

Applications are now available in ZoomGrants, they are open for rating, please complete ratings by 12/22/2023.

3. APPROVAL OF NOVEMBER 9TH PAB MEETING MINUTES:

Kim Young MOVED TO APPROVE THE NOVEMBER 9TH, 2023 MINUTES.
Bridget Brooks SECONDED. Motion CARRIED. (9 yes, 0 no, 0 abstention)

4. TIMELINESS UPDATE:

Each year HUD examines the timely performance (also known as 'timeliness') of entitlement jurisdictions in implementing the Community Development Block Grant (CDBG) program. For Washington County, this evaluation occurs in early May of each year. In accordance with federal regulations (24 CFR 570.902), entitlement jurisdictions must have a balance no greater than one and one-half (1.5) times its annual grant. For 2020-2021, the timely performance requirement was waived due to implications from the COVID-19 pandemic. This evaluation resumed in 2022. Unfortunately, our Office did not meet timeliness requirements in 2022 or 2023. Our timely performance will be measured again in May 2024. Office of Community Development (OCD) staff have been closely monitoring timeliness of CDBG expenditures and want to provide Your Board a progress update.

There are a few reasons for us being unable to meet our timeliness expenditure requirement in 2022 and 2023. The most significant one is that during the 2020-2022 period, awards made to grantees for facilities and infrastructure improvements were not able to be expended quickly due to staffing and supply chain issues. Because of the size of these projects, it has taken longer to get the projects restarted, and in many cases, the cost for the project has increased since the time of the award. Staff have been actively working with grantees of these projects; this has resulted in projects getting underway and over \$1.7 million in funds expended to-date.

Key large public facilities and public infrastructure projects include:

Project Name	Grant Amount	Grant Amount Remaining to be Expended
Banks Wilkes Street Improvements	\$943,000	\$0
Cornelius Davis Street Roundabout	\$250,000	\$0
Cornelius Davis Street Pedestrian Improvements	\$140,000	\$140,000
Cornelius 4 th and 20 th Ave. Sidewalk Improvements	\$225,000	\$225,000
Cornelius Davis Street Pedestrian Improvements Phase 2	\$411,000	\$411,000
Cornelius 12 th Ave. Sidewalk Improvement	\$425,000	\$425,000
Just Compassion Campus Development	\$656,392	\$111,869
Sherwood Senior Center Siding Replacement	\$208,635	\$208,635
<i>Total</i>	\$3,259,027	\$1,521,504

The timeliness ratio is always a moving target because it includes each year's allocation of funds. Currently, we have just over \$460,000 to expend to meet the ratio. Based on regular expenditures of public services projects, set-asides, the housing rehabilitation program, and administrative funds, combined with progress and related larger expenditures made on these identified public facilities and infrastructure projects, we are well-positioned to meet our timeliness requirement in May 2024.

This update is provided to Your Board because if our office continues to not meet our timely performance ratio, we face potential sanctions from HUD on our annual allocation of Community Development Block Grant (CDBG) funds.

5. MISCELLANEOUS AND ANNOUNCEMENTS:

Lauren went over the timelines for the CDBG funding cycle.

Action	Due Date
HOME Application Proposal Workshop	August 23, 2023
CDBG Application Proposal Workshop	August 21, 2023
ESG Application Proposal Workshop	August 22, 2023
Letter of Intent Due (CDBG and ESG only)	September 12, 2023
Application Proposals Due	October 6, 2023
Staff Evaluations Completed & Distributed	January 11, 2024
Sponsor Presentations	January 25, 2024
Policy Advisory Board (PAB) Rates Applications	January 28, 2024
PAB Approves List of Projects	February 8, 2024
PAB Approves Draft Action Plan	April 11, 2024
Board of Commissioners Approves Action Plan	May 7, 2024
Projects Funded – Program Year Begins	July 1, 2024

CDBG Project Presentations are on January 25th, 2024 @ 8:45am. We have 2 Infrastructure, 2 HOME, and 5 Competitive Public Services, 2 ESG, no Public Facility Applications. This is a 1 year funding cycle. No three year this round.

Shannon updated on the Just compassion redevelopment project for the acquisition of their current day shelter, has their groundbreaking this week. We are excited to see the project moving forward.

Kelvin reviewed the HOME-ARP rating timelines and reminded the PAB he will be out on Friday December 22nd, 2023. Please let him know if you have any questions prior to Friday.

The next PAB meeting will be on January 11th, 2024 at 7pm. Chair Stephanie Jones adjourned the meeting at 8:06pm.