

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 April 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: 870 8998 2576

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

<https://us02web.zoom.us/j/87089982576?pwd=QzFidkdkT3dJT003UWljT05OMVFGdz09>

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

PUBLIC HEARING on the Draft FY 2021 Action Plan

Followed by the:

PAB MEETING AGENDA

1. (Action) Approval of Minutes, February 11, 2021 Meeting (enclosed)
2. (Action) Approval of the Draft 2021 Action Plan (enclosed)
3. (Action) Approval of the Application and Rating Tools for the Shower Truck (will be emailed out tomorrow)
4. (Action) Proposed Change in Meeting Schedule in FY21/22 (enclosed)
5. (Info) Final FY 2021/22 CDBG and HOME Funding Lists (enclosed)
6. (Info) Miscellaneous and Announcements

- 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.

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							

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 tall 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			PI prior year	\$236,997
			PI (current year)	\$ 158,856
			Total PI	\$ 395,853
2021/22 Entitlement	\$ 2,228,635			
Regprogramming Unused Housing Rehab Funds from prior year	\$ 83,617			
Program Income	\$ 395,853	\$ 2,763,751		
NSP Program Income (for .75 Hsq Rehab Position (approved by PAB 2/8/18))	\$ 55,646			
Minus Program Admin Costs (20%)	\$ 445,727			
Base figure for formula allocations		\$ 2,178,761		
PUBLIC SERVICES (15%)				
2332 CPAH Resident Services	\$ 23,278			
2333 Bienestar 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	29.57	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	\$ -

= 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	\$ 667,654

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.

- ACTION -

DATE: March 31, 2021
To: Policy Advisory Board
FROM: Staff, Office of Community Development
SUBJECT: Approval of Draft 2021 Action Plan

On March 10, 2021 the 30-day public comment period began on the draft 2021 Action Plan. At that time our office provided you with a hyperlink to the document on the OCD webpage, we also offered to provide a hard copy upon request. We encourage you to bring either format with you to the April 8th meeting.

This Action Plan is the first of two reports that are required annually by the Department of Housing and Urban Development (HUD). The Plan outlines the goals and activities that are to be carried out during the second year of the Washington County 2020-2024 Consolidated Plan.

This plan has been completed in partnership between Washington County Consortium members, the cities of Beaverton and Hillsboro as well as Washington County.

On Wednesday, April 7th, at 10:00 a.m., a public hearing on the draft Action Plan will be conducted via Zoom in a virtual environment. The purpose of the hearing is to outline the funded activities for the 2021 program year and give the public the opportunity to comment. A second public hearing will be held on Thursday, April 8th at your meeting.

After the public hearing and as part of your regular PAB meeting, staff will take comments or questions from your Board. Following your endorsement, this document will be sent to the County Board of Commissioners for its approval on May 4th. The document will then be sent to the Department of Housing and Urban Development as the County's application for the federal funds.

STAFF RECOMMENDATION: Your Board endorse the Draft 2021 Action Plan for approval by the Washington County Board of Commissioners.

- ACTION -

DATE: April 1, 2021
TO: Policy Advisory Board
FROM: Staff, Office of Community Development
SUBJECT: Proposed Change in Meeting Schedule in FY 21/22

In FY 21/22, there are two Policy Advisory Board meetings that will need to occur outside of our regular schedule. Per the PAB By-Laws, under Article VII, Item 1:

The BOARD shall meet regularly on the second Thursday of each month. Changes in the established meeting date may be made by motion approved by a majority of a quorum at a BOARD meeting; by the Chairperson or Vice-Chairperson in conformance with provisions of Article VI of these By-laws; or by Washington County Office of Community Development (with the Chairperson's or Vice-Chairperson's concurrence).

In that we have the time to plan, and in that we wish to get these dates on your schedules sooner rather than later, staff is seeking PAB approval to move the following meeting dates:

- 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.

RECOMMENDATION: Your Board approve a revision to the regular PAB meeting schedule for the months of September and November of 2021 as finalized after PAB discussion.



- INFO -

DATE: April 1, 2021
TO: Policy Advisory Board
FROM: OCD Staff *JTP*
SUBJECT: Final FY 2021/22 CDBG and HOME Funding Lists

Attached are the final CDBG and HOME funding lists based on the HUD allocations released on February 25, 2021. There were minor changes to the version presented at your February 11th meeting.

Washington County CDBG Program

FUNDING 2021/22

Resources

2021/22 Entitlement	\$ 2,190,671
Reprogramming Unused Housing Rehab Funds from prior year	\$ 75,576
Program Income	\$ 395,853
NSP Program Income (for .75 Hsg Rehab Position (approved by PAB 2/6/18))	\$ 55,646
Minus Program Admin Costs (20%)	\$ 438,134

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

\$ 2,717,746

Base figure for formula allocations

\$ 2,148,390

PUBLIC SERVICES (15%)

3332 CPAH Resident Services	\$ 22,907
3333 Bienestar Resident Services	\$ 22,907
2334 FHCO Fair Housing Services	\$ 7,048
2340 Community Action Emergency Rent Assistance (2nd of 3 years)	\$ 30,000
2342 HomePlate Youth Services (2nd of 3 years)	\$ 30,000
2343 Washington County Housing Stability Fund (2nd of 3 years)	\$ 30,000
2344 Boys and Girls Aid Transitional Living Services (2nd of 3 years)	\$ 30,000
3301 Community Action Eviction Court	\$ 30,000
3302 Forest Grove Foundation Coalition for Rural Housing	\$ 30,000
3303 Good Neighbor Center Work to Housing	\$ 30,000
3306 St.Vs/St.Anthony's Rent and Utility Assistance	\$ 30,000
3304 Just Compassion	\$ 9,567
3305 Worksystems Inc Economic Opportunity Program	\$ 50,000

Subtotal Public Services \$ 352,429

PUBLIC FACILITIES (30%)

\$ -

CITY OF TIGARD ALLOCATION

Homeownership \$ 146,921

INFRASTRUCTURE (30%)

3101 Cornelius Roundabout	\$ 250,000
3102 Cornelius Davis Street Pedestrian Improvements	\$ 140,000
3103 Banks Wilkes Street Improvements	\$ 655,000
Davis-Bacon Compliance	\$ 20,000
Subtotal Infrastructure	\$ 1,065,000

AFFORDABLE HOUSING (40%)

Administration	\$ 296,017	(+\$55,646 = \$351,663)
3506 HARDE	\$ 150,000	
3504 Housing Rehab Program	\$ 158,599	
3578 Rebuilding Together	\$ 10,000	
3502 CAO Self-help Weatherization	\$ 25,000	
3501 CAO Comprehensive Weatherization	\$ 20,000	
Add in the NSP support for Housing Rehab Admin	\$ 659,616	
Total Affordable Housing (Housing Rehab)	\$ 55,646	

Contingency

\$ -

GRAND TOTAL

\$ 2,717,746

PI prior	127023
PI current	343380
	470403

Resources	2021 HOME ENTITLEMENT		
	HOME Program Income	\$	1,683,547
	Carryforward Admin - use only for admin	\$	470,403
	Prior Year Unobligated	\$	495,747
	<u>Total Resources for all Projects</u>	\$	<u>498,580</u>

\$ 3,148,277

FY 2021 HOME Administration
 Carryforward Admin not to be used for projects

	223,085	\$
	441,016	\$

\$ 664,101

CHDO Operating Grant
 CPAH CHDO Operating
 Bienestar CHDO Operating

	42,088	\$
	42,088	\$

\$ 84,176

Housing Development Projects

	1,200,000	\$
	1,200,000	\$

NHA Tigard Senior Housing
 CPAH Basalt Creek

\$ 2,400,000 base figure for project development

GRAND TOTAL FOR HOME:

\$ 3,148,277