

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **December 9th, 2021 7:00 pm** via Zoom.

POLICY ADVISORY BOARD MEETING MINUTES

The following persons were present:

PAB REPRESENTATIVES:

Banks	*Stephanie Jones
Cornelius	*Luis Hernandez
Gaston	*David Meeker
Hillsboro	Chris Hartye
King City	*Micah Paulsen
North Plains	*Trista Papen
Sherwood	Julia Hajduk
Tigard	*Liz Newton
Tualatin	*Bridget Brooks
Washington Co	*Pam Treece

*Denotes Primaries

OCD STAFF:

Jennie Proctor, Program Manager
Lauren Thomas, Housing & Community Development Specialist
Ann Hawkins, Housing & Community Development Specialist
Mari Valencia-Aguilar, Housing & Community Development Specialist
Andree Tremoulet, Housing & Community Development Specialist
Sarah Branson, Housing Rehabilitation Coordinator

Chair Stephanie Jones called the meeting to order at 7:01 pm.

1. **APPROVAL OF November 18, 2021 MINUTES**

Bridget Brooks MOVED TO APPROVE the November 18th, 2021 MINUTES.
Micah Paulsen SECONDED. Motion CARRIED. (7 yes, 0 no, 3 arrived after vote)

2. **MANUFACTURED HOUSING COMMUNITIES, PRESENTATION 2: STRATEGIES**

Andree Tremoulet presented part 2 of the Manufactured Housing Communities presentation. This presentation focused on the strategies that can be taken to enhance and preserve manufactured housing communities and respond to displacement and potential closures.

These strategies were developed in collaboration with staff from other County departments and key nonprofits. Category A strategies are ones that can be undertaken without additional resources or formal authorization by the Board of Commissioners, while Category B strategies cannot. Most of the strategies can

be implemented by County staff on a countywide basis, but ones related to land use/zoning would require crafting and adoption by individual jurisdictions.

Strategies for Manufactured Housing Communities in Washington County

Discussion Draft December 2021

Strategy	Category	Leads
Strategy Area I: Enhance existing communities		
A. Community Engagement and Service Provision	A & B	Office of Equity, Inclusion, & Engagement (OEIE)
• Support community engagement and organizing involving manufactured housing communities. (Short, medium, and long-term approaches)	A	Multiple departments, including Health & Human Services; and Disability, Aging & Veteran Services
• Incorporate outreach and service provision to residents in manufactured housing communities in agency programs.		
B. Home Improvement Strategies	B	Office of Community Development (OCD)
• Expand Home Access and Repair for the Disabled and Elderly (HARDE) program managed by the Office of Community Development.		
C. Tax Cancellation Strategy for MHC Homeowners	B	Board of County Commissioners (BCC), Assessment & Taxation (A&T)
• Analyze alternative county property tax cancellation scenarios for MHC residents.		
Strategy Area II: Preserve existing communities		
A. Land Use/Community Development Code	B	Long Range Planning Section, LUT
• Consider land use and development code strategies.		
B. Preserved Affordable Housing Communities and Opportunity to Purchase	A	OCD
• Provide funding for preservation through cooperative and nonprofit ownership.	B	BCC, A&T
• Research and adopt a property tax strategy for supporting purchase and preservation of MHCs as affordable housing.		
Strategy Area III: Respond in the event of displacement		
A. Manufactured Housing Community Closures and Individual Displacement	A	OCD and others
• Form a local Displacement Response Team.	B	OCD and others
• Expand capacity of local response team when closure occurs.		
B. Displacement Prevention Strategy	A	Housing Authority of Washington County (HAWC)
• Explore allowing MHC residents who own their homes to apply for housing vouchers through HAWC		
Strategy Area IV: Encourage affordable homeownership opportunities		
• Consider integrating factory-built housing as a more affordable/less costly middle housing option.	B	Long Range Planning Section, LUT.

Categories: A = Implementation can begin now. B = Strategy requires authorization or resources before proceeding.

The full draft report is now available on the Washington County Community Development website.

BCC Work Sessions January 4th and 18th, BCC Regular Meeting February 1.
(Editor's Note: The plan for presentations to the BCC have been delayed).

Julia Hajduk passed along suggestions from Kim Young and Tim Rosener about the need to expand on the land use strategies to be more clear and the need for legislation to protect people who own the manufacture home and not the property. Chris Hartye asked to what extent long-term rent assistance and emergency rent assistance through Community Action reaches people in need in manufactured home parks. Jennie Proctor will ask Katherine from Community Action if they are assisting manufactured homeowners with their space rent and will follow up with the PAB. The PAB and staff discussed potential future opportunities to partner with these investors of manufactured home parks to stabilize rents. Liz Newton stated that we need to work on getting this housing type integrated into subdivisions as an affordable housing option rather than being segregated to manufactured home parks. The PAB and staff discussed future workshops for officials and staff to move this work forward.

3. APPROVAL OF HOUSING REHABILITATION PROGRAM POLICY CHANGES

Sarah Branson reviewed the proposed policy changes to the County's Housing Rehabilitation Program.

The housing rehabilitation program offers two components: 1) A loan program (DIBL: Deferred Interest-Bearing Loan) offering up to \$25,000 to make improvements to a single-family home and 2) the Home Access and Repair for the Disabled and Elderly (HARDE) program providing grants of up to \$8,000 for urgent repairs and accessibility improvements to homeowners living in single family units and manufactured homes.

Funding housing rehabilitation programs is a high priority affordability strategy in most communities because the purpose of these programs is to keep people safe and healthy in their already affordable home. Most of the improvements address serious livability issues that impact the health of the residents and threaten the viability of the affordable housing stock in the community.

The program policies were last updated in 2018, raising the limit of the HARDE Grant amount from \$3,500 to \$8,000 to reflect the increases in labor and materials costs. The last time any substantial updates were made to the program policies was March 1, 2005.

Housing Rehabilitation staff have been working to update and create a more comprehensive policy document creating a framework for how to address unusual situations; deal evenly with client and contractor disputes; and become more in line with updated HUD guidance on the issues of lead-based paint, participant eligibility, and floodplain considerations.

Other than making a more consistent and comprehensive policy document, the following substantive changes or additions have been made to the policy document:

- Incorporating a clear statement on Equal Access and Limited English Proficient Assistance Plan (LEAP)
- Increasing the amount of HARDE grants from \$8,000 to \$10,000
- Increasing household asset limits, currently at \$15,000 for HARDE and \$30,000 for DIBL, to \$100,000 for HARDE and \$200,000 for DIBL for liquidable assets, and for homeowners that own additional property, be in-line with the HOME Ownership Value Limits, updated each year by HUD. HUD has long calculated assets as a portion of income for

Housing Rehabilitation Programs through the Part 5 Technical Guide for Determining Income and allowances. HUD places no asset restrictions on Housing Rehabilitation programs other than the income generated from such assets. The current asset cap of \$15,000 for HARDE and \$30,000 for DIBL Loans excludes individuals who receive income from an investment property and who may otherwise qualify based upon income. This year to-date, 6 potential applicants that went through the prescreening process were deemed to have more than the allowable level of assets but seemed to otherwise qualify for assistance. Staff have noted that the most common issues surrounding asset denials are interest or ownership of investment properties, money market type retirement accounts designed to allow for a stream of income over the remainder of the client's life but that are fully accessible, and other more modern financial offerings that are not traditional retirement types of income but meet the HUD and local definition for assets. Staff will continue to calculate the income value of assets and disqualify applicants that are over income as normal, but staff feels that by not updating the asset limitations or eliminating them altogether we fail to help those who have planned for their retirement by purchasing an income property to supplement their income and would otherwise qualify for our services.

- Providing a better way to approach emergency repairs by shortening the bid period and the number of contractors to which a bid will be sent
- Adding language about marijuana. Marijuana, including medical marijuana, must not be present on any property that receives Community Development Block Grant funding. HUD has declared that marijuana is a federally illegal substance, regardless of state law.
- Adding the Programmatic Agreement with the State Historic Preservation allowing an expedited review process for certain types of repairs on Historic Properties
- Clarifying our processes regarding lead-based paint repairs and not counting lead paint hazard reduction costs as part of the grant or loan for applicants
- Adding language about Manufactured/Mobile Home assistance regarding how a unit is positioned and secured on a property and manufactured/mobile home used as a rental property
- Adding language about homeowner contribution to the rehabilitation project once it is under contract
- Clarifying the requirements of fire and flood insurance
- Adding language for the Loan Review Board process

- Adding language about continued occupancy, a requirement for owner-occupied rehabilitation
- More comprehensive explanation of the DIBL Loan Payment process
- Adding language about DIBL Loan Payoff request
- Adding language about Loan Default or Foreclosure
- Outlining a clearer expectation for participating contractors
- Providing guidance on how to handle homeowner-contractor disputes

Bridget Brooks MOVED TO APPROVE the Housing Rehabilitation Program Policy Changes. Micah Paulsen SECONDED. Motion CARRIED. (9 yes, 0 no)

4. MISCELLANEOUS AND ANNOUNCEMENTS

The next PAB meeting will be on January 13th.

Chair Stephanie Jones adjourned the meeting at 8:27 pm.