

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **February 9th, 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
 Forest Grove *Mariana Valenzuela
 Hillsboro Gina Roletto
 King City *Micah Paulsen
 North Plains *Trista Papen
 Sherwood Daniel Standke
 Tigard Schuyler Warren
 Tualatin *Bridget Brooks
 *Denotes Primaries

OCD STAFF:
 Shannon Wilson, Program Manager
 Shaena Johnson, Administrative Specialist II
 Lauren Thomas, Housing & Community Development Specialist
 Madeline Bonkoske, Housing & Community Development Specialist

GUESTS:
 Maureen Wolf, City of Tigard

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

1. Call to Order and Attendee Introductions

2. APPROVAL OF January 12th, 2023 MINUTES

Bridget Brooks MOVED TO APPROVE the January 12th, 2023 MINUTES. Micah Paulsen SECONDED. Motion CARRIED. (8 yes, 0 no, 1 abstention).

3. Proposal Rating Results: CDBG and HOME Proposed 2023 Funding Lists

Application Type	Applicant	PAB Rating	Staff Rating	Total Rating
3-year Public Services	CASA for Children, Inc.	100.4	16	116.4
	Just Compassion	96.8	13	109.8
	Project Homeless Connect	92.8	16	108.8
	Boys & Girls Aid – Safe Place	95.8	11	106.8
	HomePlate Youth Services	94.7	11	105.7
	Ecumenical Ministries of Oregon	90.9	14	104.9
	Boys & Girls Aid – Transitional Living	92.9	10	102.9
1-year Public Services	Family Promise of Tualatin Valley	98.33	9	107.33
	Micro Enterprise Services of Oregon	86.89	4	90.89
Public Infrastructure	City of Cornelius	45.78	36	81.78
Public Facilities	City of Sherwood – Senior Center	71.3	60	131.3

Total points available in each funding category:

- Public Services: 108 PAB-rated points; 16 Staff-rated points = 124 total.
- Public Infrastructure: 49 PAB-rated points; 68 Staff-rated points = 117 total.
- Public Facilities: 81 PAB-rated points; 83 Staff-rated points = 164 total.

CDBG Funding Allocation Detail

Public Services		
		<u>Allocation Total:</u> \$ 321,178.07
Project Type	Organization/Project	Amount
Set-Aside projects	CPAH Resident Services	\$ 20,876.57
	Bienestar Resident Services	\$ 20,876.57
	FHCO Fair Housing Services	\$ 6,423.56
	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
One-Year projects	Boys and Girls Aid - Safe Place	\$ 30,000.00
	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*	\$ 13,001.36
<u>Awards subtotal</u>		<u>\$ 321,178.07</u>
Remaining Allocation		\$ (0.00)

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

Public Facilities		
		<u>Allocation Total:</u> \$ 389,508.15
	Organization/Project	Amount
	Sherwood Senior Center Siding and Window Replacement	\$ 208,635.00
<u>Awards subtotal</u>		<u>\$ 208,635.00</u>
Remaining Allocation		\$ 180,873.15

Infrastructure		
		<u>Allocation Total:</u> \$ 389,508.15
	Organization/Project	Amount
	Cornelius Sidewalk Improvements Davis & 14th St.	\$ 411,000.00
<u>Awards subtotal</u>		<u>\$ 411,000.00</u>
Remaining Allocation		\$ (21,491.85)

Affordable Housing (Housing Rehab)	
<u>Allocation Total:</u> \$ 519,344.20	
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>	\$ 588,347.00
Remaining Allocation	\$ (69,002.80)

City of Tigard		
<u>Allocation Total:</u> \$ 148,565.00		
Project No.	Organization/Project	Amount
	Homeownership	\$ 148,565.00
	<u>Awards subtotal</u>	\$ 148,565.00
	Remaining Allocation	\$ -

Administrative Costs		
<u>Allocation Total:</u> \$ 414,206.60		
Project No.	Organization/Project	Amount
	Program Administration	\$ 414,206.60
	<u>Awards subtotal</u>	\$ 414,206.60
	Remaining Allocation	\$ -

Overall Funding Detail	Allocations	Proposed Awards	Remaining Funds
Public Services	\$ 321,178.07	\$ 321,178.07	\$ (0.00)
Public Facilities	\$ 389,508.15	\$ 208,635.00	\$ 180,873.15
Infrastructure	\$ 389,508.15	\$ 411,000.00	\$ (21,491.85)
Affordable Housing (Housing Rehab)	\$ 519,344.20	\$ 588,347.00	\$ (69,002.80)
City of Tigard	\$ 148,565.00	\$ 148,565.00	\$ -
Administrative	\$ 414,206.60	\$ 414,206.60	\$ -
TOTAL Allocations	\$ 2,182,310.16	\$ 2,091,931.67	\$ 90,378.49

This remaining \$90378.49 will be going into the contingency fund, bringing the balance to roughly \$ 400,000.00.

HOME Investment Partnership Program Funding Detail

Housing Development Projects		
		<u>Allocation Total:</u> \$ 3,476,808.24
Project No.	Organization/Project	Amount
	Housing Authority of Wash Co (HAWC) - PCC Rock Creek	\$ 1,200,000.00
<u>Awards subtotal</u>		<u>\$ 1,200,000.00</u>
Remaining Allocation		\$ 2,276,808.24

CHDO Operating Funds		
		<u>Allocation Total:</u> \$ 90,144.55
Project No.	Organization/Project	Amount
4801	Community Partners for Affordable Housing (CPAH)	\$ 45,072.28
4804	Bienestar (contingent on HOME application in 2023 round)	\$ 45,072.28
<u>Awards subtotal</u>		<u>\$ 90,144.55</u>
Remaining Allocation		\$ -

Administrative Costs		
		<u>Allocation Total:</u> \$ 909,805.36
Project No.	Organization/Project	Amount
	Program Administration	\$ 243,800.00
<u>Awards subtotal</u>		<u>\$ 243,800.00</u>
Remaining Allocation		\$ 666,005.36

Overall Allocations	Amount	Proposed Awards	Remaining Funds
Housing Development Projects	\$ 3,476,808.24	\$ 1,200,000.00	\$ 2,276,808.24
CHDO Operating Funds	\$ 90,144.55	\$ 90,144.55	\$ -
Administrative (including carryforward)	\$ 909,805.36	\$ 243,800.00	\$ 666,005.36
TOTAL Allocations	\$ 4,476,758.15	\$ 1,533,944.55	\$ 2,942,813.60

Bridget Brooks MOVED TO APPROVE the Proposal Rating Results: CDBG and HOME Proposed 2023 Funding Lists. Trista Papen SECONDED. Motion CARRIED. (10 yes, 0 No).

4. DEBRIEF OF THE FUNDING CYCLE

- Micah suggested we include a timer facing the PAB during presentations. PAB said they would like it to help them keep track on the time.
- PAB ALL agreed having the presentations in person was preferred.

5. ESG Application Review and Timelines

Lauren presented the ESG Applications, staff report summaries were sent to the PAB on Wednesday 3/08/2023.

Community Action

STAFF REPORT **Emergency Solutions Grant (ESG) PY2022-2023 and PY2023-2024**

PROPOSAL NUMBER: 1
SPONSOR: Community Action Organization
TITLE: ESG

PROJECT SUMMARY: *Community Action Organization (CAO) is requesting \$161,798 in FY 2022/20223 ESG funding and an estimated \$161,798 in FY2023/2024 ESG funding and the provided SHS match for a two-year grant to provide short- and medium- term rental and utility assistance as well as housing stability case management services for low-income, ESG eligible participants. The project will serve 70 households over the two-year period.*

ESG funds will be used for short-term and medium-term rental and/or utility support. ESG funds will be used directly on financial assistance. 12% of the Supportive Housing Services (SHS) match will be used for Admin expenses, with the remaining to be used on financial assistance to those within the urban growth boundary and housing stability case management services throughout the entire county. Rental and utility assistance will be required to be made directly to the landlord or vendor.

Note: *It has been verified with the applicant that the number of people to be served represents an UNDUPLICATED count. The project sponsor will be required to obtain income and race and ethnicity data from each beneficiary to ensure ESG program eligibility.*

ELIGIBILITY

Federal: Yes No Local Program Requirements: Yes No

Family Promise

STAFF REPORT
Emergency Solutions Grant (ESG) PY2022-2023 and PY2023-2024

PROPOSAL NUMBER: 2
SPONSOR: Family Promise of Tualatin Valley
TITLE: Homeless Prevention

PROJECT SUMMARY: *Family Promise of Tualatin Valley (FPTV) is requesting \$161,798 in FY 2022/2023 ESG funding and an estimated \$161,798 in FY2023/2024 ESG funding and the provided SHS match for a two-year grant to provide short- and medium- term rental and utility assistance as well as housing stability case management services for low-income, ESG eligible participants. The project will serve 86 households over the two-year period.*

ESG funds will be used to fund a 1.0 FTE Case Manager and .2 FTE Program Manager for housing stability case management. The remainder of the funds will be used for rental and utility arrears (one time payment for up to 6 months of arrears) and rental assistance. If allowed, \$50,000 will be used for rapid rehousing in year two. Rental and utility assistance will be required to be made directly to the landlord or vendor.

Note: It has been verified with the applicant that the number of people to be served represents an UNDUPLICATED count. The project sponsor will be required to obtain income and race and ethnicity data from each beneficiary to ensure ESG program eligibility.

ELIGIBILITY

Federal: Yes No Local Program Requirements: Yes No

Applications are in ZoomGrants and are ready for the PAB to begin rating. Ratings are due March 8th, 2023. We have money to fund one of the two programs, this is a competitive process.

ESG Timeline

- February 9th: PAB considers endorsement of projects for 2023 Action Plan
- April 13th: Public Hearing on the FY 2023 Action Plan
- May 2nd: Washington County BOC consider approval of the amended 2023 Action Plan
- July 1st: FY 2023 Funding Available

6. National Community Development Week and Fair Housing Month

Shannon reviewed the upcoming plans for National Community Development week. April 10-14th is National Community Development Week and April is Fair Housing Month.

The Office of Community Development will be asking for jurisdictions to adopt a proclamation celebrating both Community Development and all the projects funded through the Community Development Block Grant (CDBG) and HOME programs, as well as Fair Housing Month. The Washington County Board of Commissioners will be asked to make both proclamations at their April 4th, 2023 meeting.

In addition, OCD staff will be preparing small displays highlighting CDBG and HOME projects in each city. Staff will work with local libraries and/or city halls (in addition to Washington County's Public Services Building) to ensure the displays are in visible areas for community members to view during that week.

7. MISCELLANEOUS AND ANNOUNCEMENTS

Shannon shared the Office of Community Development has partnered with Clean Water Services to apply for ARPA Funds from DEQ. We were awarded a 1-million-dollar grant to replace aging septic systems and or connect to existing sewer lines for low- and moderate-income households. One staff member will be adding hours to his part time schedule to facilitate this program.

Shannon highlighted a HOME Project with some progress photos from the City of Tigard Senior Housing project. This is a 57-unit project next to the Tigard Senior Center.

The Project Homeless Connect had their one-day event at the end of January. It was very successful, this event made it possible for many to access several services all at once. This was one of the first events post covid.

The next PAB meeting will be on March 9th, 2023 @ 7pm.

Chair Stephanie Jones adjourned the meeting at 7:43 pm.