

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **November 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	*Eden Lopez
Forest Grove	*Mariana Valenzuela
Hillsboro	*Gina Roletto
King City	*Micah Paulsen
North Plains	Robert Kindel
Sherwood	*Kim Young
Tigard	*Maureen Wolf
Tualatin	*Bridget Brooks

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

*Denotes Primaries

GUESTS:
N/A

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. APPROVAL OF OCTOBER 12TH PAB MEETING MINUTES:

Kim Young MOVED TO APPROVE THE OCTOBER 12TH, 2023 MINUTES.
Micah Paulsen SECONDED. Motion CARRIED. (10 yes, 0 no, 0 abstention)

3. HOME-ARP SUPPORTIVE SERVICES FUNDING APPROVAL:

Applications for HOME- ARP Supportive Services for funding were thoroughly reviewed and rated by staff and your Board. HOME-ARP Supportive Services applications were submitted on August 07, 2023, applicants presented to the PAB on October 12, 2023, and the PAB evaluation process was completed on October 20, 2023. Based on that process the ranking of projects for HOME-ARP Supportive Services funding is outlined in the chart below.

Application Type	Applicant	Funding Request	Proposed Funding Award	PAB Rating (max 64 pts)	Staff Rating (max 23 pts)	Total Rating (87 pts)
HOME-ARP Supportive Services	Family Promise of Tualatin Valley (FPTV)	\$500,000	\$490,000	56	21	77
	Family Promise of Greater Washington County (FPGWC)	\$280,000	\$150,000	54.27	21	75.27

The Office of Community Development (OCD) allocated \$500,000 of the HOME-ARP funds towards Supportive Services, approved by the HOME-ARP allocation plan. OCD also has roughly \$140,000 in unallocated CDBG-CV funds available, which can be used for similar services. Family Promise of Greater Washington County, if interested, would be awarded the CDBG-CV funds if compliance factors (CDBG-CV) allow for same the supportive services. In addition, \$10,000 in HOME-ARP Supportive Services funds would be awarded with CDBG-CV funds. CDBG-CV funding would provide half of FPGWC HOME-ARP Supportive Service request.

The FPTV project will provide utility payments and rental arrear payments for HOME-ARP Supportive Services eligible participants. The FPGWC project will provide utility payments, rental arrear payments, and short-term rental financial assistance for HOME-ARP Supportive Services eligible participants.

Staff are recommending the proposed funding awards to maximize allocation of funds the Office of Community Development has available. In addition to HOME ARP funds for supportive services, HOME-ARP also provides capacity building and operating expense funds to non-profit organizations funded with HOME-ARP Project funds (Supportive Services and Non-Congregate Shelter). By providing both organizations with some HOME ARP Supportive Services funds, both organizations become eligible for capacity building/operating expense funds.

The results of the rating are not to be made public until after your Board's meeting on November 9th, 2023. At that time, we will release the results to the applicants. Your Board's recommendation will then be presented to the Washington County Board of Commissioners to consideration of approval on December 5, 2023.

RECOMMENDATION: Your Board endorse the Proposed HOME-ARP Supportive Services Funding awards - \$490,000 awarded to Family Promise of Tualatin Valley and \$150,000 awarded to Family Promise of Greater Washington County in CDBG-CV/HOME-ARP Supportive Services funds.

Kim Young MOVED TO APPROVE THE HOME-ARP SUPPORTIVE SERVICES FUNDING RECOMMENDATION AS PRESENTED. Bridget Brooks SECONDED. Motion CARRIED. (10 yes, 0 no, 0 abstention)

4. JUST COMPASSION CDBG CONTINGENCY FUND REQUEST:

Zach presented the contingency request for Just Compassion. In the FY2022 CDBG funding cycle, Just Compassion of East Washington County applied for \$596,042 of CDBG Public Facility funding to fully acquire two sites in Tigard for the purpose of constructing a Resource Center and shelter facility. The new two-story (9,000 SF) facility will include an overnight shelter with space for sleeping and dining for 30 guests, a commercial kitchen, laundry, and other shelter support spaces, four rooms for counseling, medical triage, and services, two meeting rooms, and up to 16 transitional housing units for unhoused adults. In May of 2023, discovery of previously unmapped wetlands on the northern development site which directly impinged on the anticipated footprint of the Resource Center halted the project until the site could be evaluated, and mitigation measures put in place in compliance with HUD regulation. These mitigation requirements resulted in a significant increase in the cost of the project, due to the need for a third-party professional survey of the wetland, consultation with a wetlands expert to create a mitigation plan, and evaluation of potential alternate sites and adjustments to the building design. Estimated costs of full compliance with the recommendations of the Environmental Review increased the project cost by \$60,350 from an initial cost of \$596,042 to a total of \$656,392.

Due to the cost of the Environmental Review, the Program Manager approved a \$10,000 increase to the contract budget, bringing the contracted amount to its current \$606,042. This represents the maximum allowable use of Contingency funds without PAB approval. To allow Just Compassion to fully cover the Environmental Review costs incurred by the project OCD requests Board approval to allocate up to \$50,350 of additional Contingency funds to cover the budget shortfall.

The following chart provides a summary of the current and requested funding:

FY2022 CDBG Award	\$596,042.00
Initial Contingency Allocation	\$10,000.00
Requested Contingency Allocation	\$50,350.00
Requested Total Combined Funds	\$656,392.00

As your Board knows, OCD maintains a Contingency Fund should public facility and infrastructure projects encounter unforeseen costs in their project. We have utilized these funds many times over the years to assist projects in addressing unforeseen needs when they arise. It is important to manage that level of funding carefully – ensuring that there are funds to assist active projects but also not allowing it to grow too large that the funds are not utilized for good purpose. In addition, we are held to HUD timeliness thresholds which dictate OCD be under a certain balance in our US Treasury account by May of each year. The current balance of the Contingency Fund is \$107,920.12.

Approval of the requested funds will permit the project to move ahead swiftly in full compliance without requiring Just Compassion to incur additional debt and will support OCD's ability to meet the expenditure timeliness requirements of HUD.

Recommendation:

The Policy Advisory Board approve moving awarding CDBG Contingency Funds in the amount of \$50,350 for the Just Compassion Resource Center, resulting in a total contract budget of \$656,392.

Kim Young MOVED TO APPROVE THE JUST COMPASSION CDBG CONTINGENCY FUND REQUEST AS PRESENTED. Maureen Wolf SECONDED. Motion CARRIED. (9 yes, 0 no, 1 abstention)

5. MISCELLANEOUS AND ANNOUNCEMENTS:

Shannon introduced new staff person starting on Monday, Eva Pauley. She will be assisting with emergency rental assistance, and the home ownership fund. She will also be working on the consolidated plan for our office.

Shannon highlighted the housing rehabilitation program for the DIBL program. This is a great program for low-income homeowners, and we will be working on getting information out into the community.

The next PAB meeting will be on December 14th, 2023 at 7pm.

Chair Stephanie Jones adjourned the meeting at 7:28pm.