

- ACTION -

**POLICY ADVISORY BOARD (PAB)** for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **September 14, 2023 7:00 pm** via Zoom.

## **PUBLIC HEARING MINUTES**

### **DRAFT FY 2022 CAPER**

**And**

## **POLICY ADVISORY BOARD MEETING MINUTES**

The following persons were present:

#### **PAB REPRESENTATIVES:**

Banks	*Stephanie Jones
Cornelius	*Eden Lopez
Hillsboro	Chris Hartye
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  
Zach Wimer, Housing & Community Development Specialist  
Maddie Bonkoske, Housing & Community Development Specialist  
Kelvin Valdovinos, Housing & Community Development Specialist

#### **GUESTS:**

Kathy Peoples, City of Beaverton  
Omar Martinez, City of Hillsboro  
Kemp Shuey, CAO

## **Public Hearing**

Stephanie Jones, Chair of the Policy Advisory Board, opened the public hearing at approximately 7:02 pm.

Shaena Johnson informed all meeting participants that this public meeting will be recorded.

Stephanie Jones called for all PAB members, staff, and members of the public to introduce themselves for the record.

Shannon Wilson began the Public Hearing by reviewing the purpose of the FY2022 Consolidated Annual Performance and Evaluation Report (CAPER) and the public hearing. The CAPER highlights the annual accomplishments and shows the progress made in reaching the 5-year goals. The 2022 CAPER highlights the accomplishments made during the third year of the 2020-2024 Consolidated Plan. The purpose of the public hearing is to provide the public with an opportunity to comment on emerging housing and community development needs in Washington County.

### **City of Beaverton CAPER**

Kathy Peoples presented the City of Beaverton's portion of the CAPER.

#### PY22 Performance Highlights

- Spent \$631,493.53 meeting goals and objectives, part of which came from program income from city-held Section 108 rental producing property and repayments from a previous CDBG home repair loan program.
- Exceeded high-priority Consolidated Plan objectives in the areas of Economic Development and Public Services.
- Did not meet critical home repair goals due to supply chain delays, remaining COVID concerns, contractor shortages.
- Exceeded Homeownership goals due to partnerships between Proud Ground and Habitat for Humanity.
- Awarded 13 local nonprofits that carried out the following activities:
  - Housing (homeowner rehab and homeownership)
  - Public Services (shelter services for families and youth, emergency rental and utility assistance, and children's court advocate services)
  - Economic Development (micro-enterprise technical assistance for those wishing to start, retain their own micro-business)

#### PY22 Housing Highlights

- Provided housing rehabilitation and adaptation services to 40 households.
- Assisted two (3) low-income families to become home buyers.  
Subrecipients:
- Community Action (critical home repair)
- Proud Ground
- Rebuilding Together Washington County
- Unlimited Choices (adapt/mend-a-home)
- Habitat for Humanity

### PY22 Public Services Highlights

- Served 448 persons under public service strategies including implementing a Road Home.
  - Shelter Program or Children
  - Childrens Court Advocates
  - Affordable Housing Resident Services
  - Homes for Teens Finishing High School
  - Emergency Rental/Utility Assistance

#### Subrecipients:

- Boys & Girls Aid
- Muslim Educational Trust
- Community Partners for Affordable Housing
- Home Plate
- Ecumenical Ministries of Oregon

### PY22 Economic Development Highlights

- Served 146 businesses/persons with
  - Technical assistance questions related to micro-enterprise.
  - Business retention
  - Financial Literacy
  - Loan Assistance
  - Relationship/Connections

#### Subrecipients

- PBDG
- Micro Enterprise Services of Oregon
- Latino Built

### **City of Hillsboro CAPER**

Omar Martinez presented the City of Hillsboro's portion of the CAPER.

### Performance highlights

- Spent \$713,632 in PY2022
- Met and exceeded goals set in annual Action Plan
- Partnered with nonprofit organization to accomplish:
  - Expansion of Affordable housing
  - Invest in Improving Public Facilities
  - Affirmatively Furthering Fair Housing

### Accomplishments

- 100% of households served under 80% AMI
- Affordable home ownership program
  - 1 First-time Homebuyer / Land Trust model
- Housing Rehabilitation Program
  - 21 households
- Public Facility Improvements
  - Project Homeless Connect
- Raise Fair Housing awareness in Hillsboro

## **Washington County CAPER**

Shannon Wilson presented the CAPER for Washington County.

### CDBG Highlights

#### CDBG- Public Facilities

- No Projects Completed in 2022

#### CDBG- Public Infrastructure

- Projects underway in 2022 – Not completed (Banks Wiles Street Improvement)

#### Affordable Housing Preservation Programs

- Housing Rehabilitation and Weatherization Services
  - 194 households assisted
    - 20 OCD Housing Rehabilitation Program
    - 19 Rebuilding Together
    - 155 Community Action Organization’s Self-Help and Weatherization Programs

#### CDBG- Public Services

- 3,307 people assisted
  - 1431 people were assisted through programs that met a strategy in “A Road Home: Community Plan to Prevent and End Homelessness.”
  - 1403 people were assisted through supportive services
  - 9 people were assisted through Workforce Training

### ESG Highlights

The Emergency Solutions Grant (ESG) program shifted to a competitive process in PY2022.

Funds awarded in Spring of 2023 with contract state date of July 1, 2023. Funding will be used for homeless prevention.

### HOME Highlights

The Washington County Consortium had one HOME project completed in 2021 but closed out in the federal system in 2022 so is included in this report.

- The Mary Ann Apartments – 54 affordable housing units

Shannon shared the combined program demographics.

## → Demographics of CDBG and HOME

Race / Ethnicity	People served by CDBG in Washington County	People served by HOME in Washington County
American Indian or American Native	60	0
Asian	44	0
Black or African American	171	1
Native Hawaiian or Other Pacific Islander	220	0
White	2,868	14
Total	3,363	15
Hispanic	1,731	1
Non-Hispanic	1,632	14

66.2% of people served by CDBG-funded public services were people of color.

HOME-funded units served 13.3% people of color.

### Timelines

Shannon reviewed the timeline for the CAPER.

The public comment period ends today, September 14, 2023. OCD will submit the CAPER to HUD by September 28<sup>th</sup>, 2023.

## PUBLIC TESTIMONY

Stephanie opened the public hearing to the public for testimony. Chris Hartye asked about the City of Beaverton's housing rehabilitation program.

With there being no additional comments, Chair Stephanie Jones closed the Public Hearing at approximately 7:39 pm.

## Policy Advisory Board Meeting

The regular meeting of the PAB was called to order by Chair Stephanie Jones at approximately 7:39 pm.

### 1. APPROVAL OF DRAFT 2022 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

On August 31<sup>st</sup>, 2023, the 15-day public comment period began on the draft 2022 CAPER. The Consolidated Plan is carried out through Annual Action plans, which provide a concise summary of the action, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

Annually, the Office of Community Development then reports on accomplishments and progress toward Consolidated Plan goals in the CAPER.

Kim Young MOVED TO ENDORSE THE 2022 CAPER FOR SUBMISSION TO HUD. Micah Paulsen SECONDED. MOTION CARRIED (12 yes, 0 no)

2. RECOGNITION OF DAVID MEEKER:

Thank you, David for your 5 years of PAB service.

3. APPROVAL OF JULY 7<sup>TH</sup>, 2023 MINUTES:

Kim Young MOVED TO APPROVE THE JULY 7<sup>TH</sup>, 2023 MINUTES. Eden Lopez SECONDED. Motion CARRIED. (7 yes, 0 no, 1 abstention)

4. UPDATE ON HOME-ARP APPLICATIONS

Kelvin shared, on August 7, 2023, applications were due via ZoomGrants for HOME-ARP assistance. Staff received two HOME-ARP Supportive Services (SS) applications and one HOME-ARP Non-Congregate Shelter (NCS) application. The chart below provides a breakdown by category of the number of requests received and the total amount of funds requested.

Funding Source	Program Category	Applications submitted	Total HOME-ARP funds requested	Total HOME-ARP funds available
HOME-ARP	Non-Congregate Shelter	1*	\$2,000,000	\$4,076,296
HOME-ARP	Supportive Services	2	\$780,000	\$500,000

\* Does not include additional applications with deadline extension of NCS application.

HOME-ARP funds are one-time funds related to the pandemic and our goal is to award the full amounts in each category. Towards that end, we are reopening the Non-Congregate Shelter application to allow for other applicants. Applicants will be limited to organizations that attended the mandatory HOME-ARP application workshop on June 26, 2023. The one application we did receive in Non-Congregate Shelter category was not complete. To successfully award all funds in that category for viable projects we want to allow additional time for that applicant to fully complete their application as well as allow others to apply.

Updated timelines for the HOME-ARP application review and project selection process are below. We have separated the Supportive Services and Non-Congregate Shelter applications to allow the Supportive Services applications to not be delayed by the reopening of the Non-Congregate Shelter application. If possible, please designate one representative from your jurisdiction to be in attendance for all the planned PAB meetings or activities.

### HOME-ARP Supportive Services Funding Timeline

<b>Action</b>	<b>Due Date</b>
HOME-ARP Application Proposal Workshop	June 26, 2023
Application Proposals Due	August 7, 2023
Staff Evaluations Completed & Distributed to the PAB	September 14, 2023
Sponsor Presentations (at the PAB meeting)	October 12, 2023
Policy Advisory Board (PAB) Rates Applications	October 20, 2023
PAB Approves Supportive Services Awards	November 9, 2023
Board of Commissioners Approves Supportive Services Awards	December 5, 2023

### HOME-ARP Non-Congregate Shelter Funding Timeline

Action (HOME-ARP Non-congregate shelter)	Due Date
HOME-ARP Application Proposal Workshop	June 26, 2023
Application Proposals Due	October 31, 2023
Staff Evaluations Completed & Distributed to the PAB	December 1, 2023
Applicant Presentations (at the PAB meeting)	December 14, 2023
Policy Advisory Board (PAB) Rates Applications	December 22, 2023
PAB Approves Non-Congregate Shelter Awards	January 11, 2024
Board of Commissioners Approves Non-Congregate Shelter Awards	January 23, 2024

#### 5. MISCELLANEOUS AND ANNOUNCEMENTS

Shannon shared some OCD highlights.

We had the 2023-2024 Application Workshops on August 21 & 23, 2023, she thanked the staff who were primarily all new to putting on the event. There was excellent attendance, about 20 for each program.

For CDBG we require letter of intent. We received 8 letters for Public Services, 3 are for set asides, and 5 for competitive applications.

We received 4 letters for Facilities, and 3 letters for Infrastructure.

We do not require letters of intent for the HOME program, based on the inquiries we should see 2 applications for HOME funds.

The applications for both CDBG & Home are due October 6<sup>th</sup>, 2023.

The next PAB meeting will be on October 12<sup>th</sup>, 2023 at 7pm. The November meeting will be on the 9<sup>th</sup> of the month.

Chair Stephanie Jones adjourned the meeting at 7:53pm.