

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **February 10th, 2022 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
Gaston	*David Meeker
Hillsboro	*Gina Roletto
King City	*Micah Paulsen
North Plains	Robert Kindel Jr
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
Mari Valencia-Aguilar, Housing &
Community Development Specialist

Chair Stephanie Jones called the meeting to order at 7:00 pm.

1. APPROVAL OF January 13, 2022 and January 27, 2022 MINUTES

Kim Young MOVED TO APPROVE the January 13th, 2022 and January 27th, 2022 MINUTES. Pam Treece SECONDED. Motion CARRIED. (12 yes, 0 no)

2. PROPOSAL RATING RESULTS: CDBG AND HOME PROPOSED 2022 FUNDING LISTS

Jennie Proctor reviewed the proposed funding list for FY 2022/2023 based on the estimated allocation from HUD. The tables below include competitive projects as well as set-asides.

2022-2023 CDBG Funding Cycle Public Services Competitive								
Proposal #	Organization Name	Application Title	Committee Score	Admin Score	Total Score	Requested Amount	Awarded Amount	Amount Available
								\$ 123,473.00
5	Ecumenical Ministries of Oregon	Second Home	96.11	15	111.11	\$ 30,000.00	\$ 30,000.00	\$ 93,473.00
4	CASA For Children, Inc	Crucial Advocacy for Washington County Children in Foster Care	98.33	11	109.33	\$ 30,000.00	\$ 30,000.00	\$ 63,473.00
9	St. Vincent de Paul, Tigard Conference	Rent and Utility Assistance	95.67	11	106.67	\$ 30,000.00	\$ 30,000.00	\$ 33,473.00
6	Family Promise of Tualatin Valley	Housing Case Management Services	96.56	9	105.56	\$ 30,000.00	\$ 30,000.00	\$ 3,473.00
8	Project Homeless Connect	Project Homeless Connect Day Center	94.33	11	105.33	\$ 30,000.00	\$ 3,473.00	\$ -

 = Fully Funded
 = Partially Funded

Attachment A-1

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
								\$ 221,789.00
	Community Action Organization	Emergency Rent Assistance			n/a		\$ 30,000.00	\$ 191,789.00
	Boys & Girls Aid	Transitional Living Services			n/a		\$ 30,000.00	\$ 161,789.00
	HomePlate Youth Services	Connection for Homeless Youth			n/a		\$ 30,000.00	\$ 131,789.00
	Washington County	Housing Stability Fund			n/a		\$ 30,000.00	\$ 101,789.00
	Fair Housing Council of Oregon	Fair Housing Services			n/a		\$ 6,905.00	\$ 94,884.00
	CPAH	Resident Services			n/a		\$ 22,442.00	\$ 72,442.00
	Bienestar	Resident Services			n/a		\$ 22,442.00	\$ 50,000.00
	Worksystems	Economic Opportunity Program			n/a		\$ 50,000.00	\$ -

 = Fully Funded

Attachment A-2

2022-2023 CDBG Funding Cycle Infrastructure								
Proposal #	Organization Name	Application Title	Committee Score	Admin Score	Total Score	Requested Amount	Awarded Amount	Amount Available
								\$ 441,260.00
10	City of Cornelius	South 12th Ave Pedestrian Corridor	43.67	38	81.67	\$ 425,000.00	\$ 425,000.00	\$ 16,260.00

 = Fully Funded


Attachment A-4

2022-2023 CDBG Funding Cycle Public Facilities								
Proposal #	Organization Name	Application Title	Committee Score	Admin Score	Total Score	Requested Amount	Awarded Amount	Amount Available
								\$ 441,260.00
11	Just Compassion	Campus Development	72.67	54	126.67	\$ 596,042.00	\$ 441,260.00	\$ -
						Note the surplus under Infrastructure which can be added to this project.		

 = Fully Funded


Attachment A-3

2022-2023 HOME Funding Cycle HOME Development								
Proposal #	Organization Name	Application Title	Committee Score	Admin Score	Total Score	Requested Amount	Awarded Amount	Amount Available
								\$ 3,000,000.00
3	REACH CDC	Dartmouth Crossing	61.45	16	77.45	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,800,000.00
1	Bridge Housing	Belleau Woodes	60.64	16	76.64	\$ 600,000.00	\$ 600,000.00	\$ 1,200,000.00
2	CPAH	Woodland Hearth	63.27	13	76.27	\$ 1,200,000.00	\$ 1,200,000.00	0

 = Fully Funded

Attachment A-5

2022-2023 HOME Funding Cycle CHDO Operating Set-aside								
Proposal #	Organization Name	Application Title	Committee Score	Admin Score	Total Score	Requested Amount	Awarded Amount	Amount Available
								\$ 84,176.00
	CPAH	CHDO Operating	n/a	n/a	n/a	n/a	\$ 42,088.00	\$ 42,088.00
	Bienestar	CHDO Operating	n/a	n/a	n/a	n/a	\$ 42,088.00	\$ -

 = Fully Funded

Attachment A-6

Robert Kindel Jr asked where Just Compassion’s project is located. Jennie informed him that this will be a new facility in Tigard. Bridget Brooks asked for clarification about administrative costs and program income. Jennie stated that we can refill our administrative costs with program income.

Bridget Brooks MOVED TO APPROVE the Estimated Funding Lists. Pam Treece SECONDED. Motion CARRIED. (12 yes, 0 no)

3. DEBRIEF OF THE FUNDING CYCLE

Ann Hawkins asked for feedback on the application cycle from the PAB, specifically on the new HOME application.

Pam stated that the HOME application was greatly improved. Stephanie stated that the applications were very comprehensive, and the staff reports were very helpful in the rating process. Liz Newton stated that it flowed very well and everything in the application was useful in completing the ratings. Stephanie stated that she prefers that we don’t have weighted questions such as the question in the equity section. The PAB felt like they had enough time to rate the applications. The PAB thanked the work the staff put into the process leading up to the rating and through the rating cycle.

4. LETTERS TO CITIES RE: NATIONAL COMMUNITY DEVELOPMENT WEEK

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. CD Week is April 18-22nd this year. Cities are encouraged to also proclaim Fair Housing Month for the month of April. Jennie will be sending a letter and a copy of the proclamation to each city council asking they put it on their agenda for approval prior to April 1.

Washington County's Board of Commissioners will be asked to proclaim National CD Week and Fair Housing Month at its meeting on April 5th.

5. MISCELLANEOUS AND ANNOUNCEMENTS

Jennie Proctor announced her retirement with an anticipated retirement date of August 31, 2022. Marni Kuyl, assistant County Administrator, will be heading the recruitment for the new Program Manager. She will be holding focus groups with the PAB to determine what they are looking for in the next Program Manager during the next PAB meeting on March 10th.

Chair Stephanie Jones adjourned the meeting at 7:46 pm.