

# MEETING NOTICE

The Policy Advisory Board (PAB) for the Washington County Community Development Block Grant (CDBG) and HOME Investments Partnerships Program will meet at **7:00 pm** on **Thursday September 15, 2022**. The meeting will occur through Zoom.

**Call in option:** If the first number is full, dial the next number:

1-346-248-7799

1-669-900-6833

**Meeting ID:** 824 6565 7463

**Passcode:** 028377

**Video option:** If you'd like to connect to Zoom to view the presentation, click the link:

<https://us02web.zoom.us/j/82465657463?pwd=VRRZ0VnaXhrV2czaXNyRWwhPRHpxQT09>

For further information, contact the Office of Community Development at 503-846-8814.

## PUBLIC HEARING on the Draft FY 2021 CAPER

Followed by the:

### PAB MEETING AGENDA

1. (Action) Approval of Minutes, August 11, 2022 Meeting (enclosed)
2. (Action) Approval of Draft 2021 Consolidated Annual Performance and Evaluation Report (CAPER) (enclosed)
3. (Info) Miscellaneous and Announcements

- ACTION -

**POLICY ADVISORY BOARD (PAB)** for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **August 11<sup>th</sup>, 2022 7:00 pm** via Zoom.

**POLICY ADVISORY BOARD MEETING MINUTES**

The following persons were present:

PAB REPRESENTATIVES:

- Banks Marsha Kirk
  - Beaverton Javier Mena
  - Cornelius Brad Coffey
  - Forest Grove \*Mariana Valenzuela
  - Hillsboro \*Gina Roletto
  - King City \*Micah Paulsen
  - Sherwood \*Kim Young
  - Tigard \*Liz Newton
  - Tualatin \*Bridget Brooks
  - Washington Co.\*Pam Treece
- \*Denotes Primaries

OCD STAFF:

- Jennie Proctor, Program Manager
- Shaena Johnson, Administrative Specialist II
- Ann Hawkins, Housing & Community Development Specialist
- Lauren Thomas, Housing & Community Development Specialist
- Sarah Branson, Housing Rehabilitation Coordinator

Vice Chair Bridget Brooks called the meeting to order at 7:00 pm.

1. APPROVAL OF July 14, 2022 MINUTES

Micah Paulsen MOVED TO APPROVE the July 14<sup>th</sup>, 2022 MINUTES. Liz Newton SECONDED. Motion CARRIED. (10 yes, 0 no)

2. TEMPORARY PROGRAM POLICY CHANGE TO INCREASE THE HOME ACCESS AND REPAIR FOR DISABLED AND ELDERLY (HARDE) GRANT LIMIT TO \$15,000 FOR ROOF REPLACEMENTS

Over the past two years, the COVID pandemic has severely impacted the County’s Housing Rehabilitation programs. During this time, vendors have been impacted by employee retention and recruitment issues. In addition, well documented supply chain issues resulting in delays and price increases have hampered getting projects done in a timely manner and within the program funding limits. Housing Rehab staff have noted that roof project estimates have gone up substantially as compared to bids from two years ago.

Prior to the pandemic, a roof on a manufactured home could be done for less than \$10,000; now, the estimates are coming in at around \$12,000 to \$14,000. The current grant limit is set at \$10,000. The applicant households served in this program can have incomes no greater than 50% MFI (or \$48,350 for a family of four) which means they do not have the funds available to offset any gap between funds available and the project cost.

An increase in the HARDE grant limit for roof replacements will allow the program to assist clients with leaking roofs. A leaking roof is considered one of the most important health and safety repairs in a housing rehab program due to the quick deterioration of the structure's envelope and the potential for mold if not corrected in a timely manner. When possible, staff does partner with other organizations to make up the difference, but the growing gap has made that less feasible in the current environment.

Micah Paulsen MOVED TO APPROVE TEMPORARY PROGRAM POLICY CHANGE TO INCREASE THE HOME ACCESS AND REPAIR FOR DISABLED AND ELDERLY (HARDE) GRANT LIMIT TO \$15,000 FOR ROOF REPLACEMENTS. Mariana Valenzuela SECONDED. Motion CARRIED. (8 yes, 0 no)

### 3. REALLOCATE 2019 LOAN PROGRAM FUNDS TO HARDE GRANT PROGRAM

Over the past two years, COVID has impacted the housing rehab programs, and spending rates have not been at the capacity that the staff has seen in past years. The program was suspended in March of 2020. The program was able to resume in limited capacity by doing external work and then resume regular operations in 2022. However, during this time, the program was also significantly impacted due to workforce issues for the contractors themselves as well as supply chain issues that have caused projects to increase in price and be delayed. These combined variables over the last two plus years have caused program funds to build up especially on the loan side of the program.

The grant program is always more highly subscribed, and the waitlist is currently at 67 households. The funds currently on hand for the HARDE grant program (\$211,939) is not sufficient to address the need on the current waitlist. The \$211,939 equates to approximately 21 households (if you assume the current \$10,000 grant limit). Staff would like to move \$158,862 from the FY 2019 Loan Program funding year to the current year's HARDE program in order to be able to serve a greater number of households on the waitlist. This would allow the program to serve an additional 15 households.

While utilizing \$158,862 in loan program funding means seven fewer loans and the potential for repayment back to the program, staff feels that the needs associated with the 67 on the waitlist are a more immediate high priority for a more vulnerable population. We will still have approximately \$350,000 in loan program funds available which will result in 14 loans over time.

Pam Treece MOVED TO APPROVE the REALLOCATION 2019 LOAN PROGRAM FUNDS TO THE HARDE GRANT PROGRAM. Kim Young SECONDED. Motion CARRIED. (8 yes, 0 no)

4. ALLOCATE UNOBLIGATED CDBG FUNDING TO TWO FY 2022 PROJECTS

In the FY 2022 CDBG funding cycle, two applicants submitted applications for projects under the Public Facility and Infrastructure categories. Just Compassion submitted an application for \$596,042 for the purpose of acquiring the agency's two sites in Tigard. The City of Cornelius submitted an application for \$425,000 to make sidewalk improvements along 12<sup>th</sup> Avenue south of Baseline. Attachment A provides a more complete summary of the projects as proposed in their applications.

Upon receipt of the HUD FY 2022 allocation, a 7% decrease in funding resulted in reductions in what could be allocated to these two projects. Both projects resulted in reduced allocations of \$411,792. This means a reduction for Just Compassion of \$184,250 and for Cornelius of \$13,208. The matrix below provides a clearer progression of the funding impacts.

	Just Compassion	Cornelius 12 <sup>th</sup> Avenue
Application Request	\$596,042	\$425,000
February Funding List (Estimate)	\$457,521	\$425,000
Result of Final HUD FY 2022	\$411,792	\$411,792

As your Board knows, OCD maintains a Contingency/Reprogrammable Report to reflect unobligated funds available 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 these unforeseen needs when they arise.

However, 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 where we have to be under a certain balance in our US Treasury account by May of each year.

Micah Paulsen MOVED TO APPROVE the proposal to ALLOCATE UNOBLIGATED CDBG FUNDING TO TWO FY 2022 PROJECTS.  
Marsha Kirk SECONDED. Motion CARRIED. (8 yes, 0 no)

#### 5. MISCELLANEOUS AND ANNOUNCEMENTS

The PAB took some time to recognize Jennie Proctor for her 25 years of service. Each individual present was able to share a few memories from their time of service with Jennie.

The next PAB meeting will be on September 15<sup>th</sup> and will include a public hearing for the CAPER.

Kim Young made a motion to adjourn, Liz Newton seconded.

Vice Chair Bridget Brooks adjourned the meeting at 7:50 pm.

- ACTION -

DATE: August 29, 2022  
To: Policy Advisory Board  
FROM: Staff, Office of Community Development  
SUBJECT: Approval of Draft 2021 Consolidated Annual Performance and Evaluation Report (CAPER)

On September 1, 2022, the 15-day public comment period began on the draft 2021 CAPER. Previously, our office provided you with a copy of the Draft CAPER, either electronic or printed depending on preference. We encourage you to bring either format with you to the September 15<sup>th</sup> meeting.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, 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, our office then reports on accomplishments and progress toward Consolidated Plan goals in the CAPER.

On Thursday, September 15<sup>th</sup> a public hearing on the draft CAPER will be conducted via Zoom in a virtual environment at your meeting. The purpose of the hearing will be to outline the accomplishments of the PY2021, provide a review of the goals and accomplishments for the second year of the 2020 – 2024 Consolidated Plan and provide an opportunity for public comment.

After the public hearing and as part of your regular PAB meeting, staff will take comments or questions from your Board. Following your endorsement, this document will then be sent to the Department of Housing and Urban Development .

**STAFF RECOMMENDATION:** Your Board endorse the 2021 CAPER for submission to HUD.