

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **April 11th, 2024 7:00 pm** via Zoom.

PUBLIC HEARING MINUTES

FY2024 ACTION PLAN

And

POLICY ADVISORY BOARD MEETING MINUTES

The following persons were present:

PAB REPRESENTATIVES:

Banks	*Stephanie Jones
Cornelius	*Eden Lopez
Forest Grove	*Mariana Valenzuela
North Plains	*Trista Papen
Sherwood	*Kim Young
Tigard	*Maureen Wolf
Tualatin	*Bridget Brooks
Beaverton	Javier Mena
Hillsboro	Chris Hartye
Washington Co	*Pam Treece

*Denotes Primaries

OCD STAFF:

Shannon Wilson, Program Manager
Shaena Johnson, Administrative Specialist II
Kelvin Valdovinos, Housing & Community Development Specialist
Madeline Bonkoske, Housing & Community Development Specialist
Eva Pauley, Housing & Community Development Specialist
Sarah Zach Wimer, Housing & Community Development Specialist

GUESTS:

Kathy Peoples, City of Beaverton
Omar Martinez, City of Hillsboro

Public Hearing

Stephanie Jones, Chair of the Policy Advisory Board opened the public hearing at approximately 7:01am. All PAB members, staff and members of the community introduced themselves for the record. Stephanie informed all participants that this public meeting will be recorded.

Stephanie began the public hearing by reviewing the purpose of the hearing.

The hearing is the second of two public hearings for the 2024 Annual Action Plan for the jurisdictions including Washington County and the Cities of Beaverton and Hillsboro. The purpose of today's public hearing is both to outline for the public the funded activities for the 2024 program year for the Community Development Block Grant Program, the HOME Investment Partnerships Program and the Emergency Solutions Grant Program, as well as provide the public with an opportunity to comment on the activities and programs proposed for the upcoming program year. These comments will be included with the final version of the Action Plan document provided to the U.S. Department of Housing and Urban Development when it is submitted this May.

The Action Plan document highlights the activities in the fifth year of the 2020-2024 Consolidated Plan, the strategic planning document that provides a framework for the County in targeting critical but limited federal resources to the highest priority needs. The 2024 Action Plan not only highlights these activities for this program year but also helps to shape how Washington County and the Cities of Beaverton and Hillsboro are progressing in meeting the five-year goals in this fifth year of the five-year strategic planning period.

Washington County

Shannon Wilson reviewed the 2024 Action Plan for Washington County.

Program Allocations (estimated):

Grant Program	Annual Award Amount
Community Development Block Grant (CDBG)	\$2,058,181
HOME Investment Partnerships (HOME)	\$1,775,000
Emergency Solutions Grant (ESG)	\$155,907

- County CDBG dollars are available on a competitive basis in “non-entitlement” cities (excluding Beaverton and Hillsboro because they receive CDBG directly)
- HOME dollars are distributed throughout the county including Beaverton and Hillsboro which are members of the Consortium
- ESG dollars are distributed throughout the county including Beaverton and Hillsboro

CDBG: Homelessness Activities

Subrecipient	Activity	Funding
Boys & Girls Aid	Safe Place for Youth (Year 2)	3 Year Grant at \$30,000/year
CASA for Children	Crucial Advocacy for Washington County (Year 2)	3 Year Grant at \$30,000/year
Just Compassion of East Washington County	Safe Parking (Year 2)	3 Year Grant: \$30,000/year
Project Homeless Connect	PHC Day Center (Year 2)	3 Year Grant: \$30,000/year
HomePlate Youth Services	Connection for Homeless Youth	1 Year Grant at \$30,000
Family Promise of Tualatin Valley	Housing Case Management	1 Year Grant at \$30,000
Community Alliance of Tenants	Tenant Education and Eviction Services	1 Year Grant at \$30,000

CDBG: Neighborhood and Community Development Activities

Infrastructure		
Subrecipient	Activity	Funding
City of Cornelius	North Davis Street Pedestrian Improvements Phase 3	1 Year Grant: \$358,000
City of Tualatin	Sagert Street and Stoneridge Neighborhood Pedestrian Safety Enhancement Project	1 Year Grant: \$200,000

Single Family Homeownership		
Subrecipient	Activity	Funding
City of Tigard	Homeownership	\$141,481

CDBG: Public Services Activities

Subrecipient	Activity	Funding
Bienestar	Resident Services	1 Year Grant: \$20,480.08
Community Partners for Affordable Housing (CPAH)	Resident Services	1 Year Grant: \$20,480.08
WorkSystems	Washington County Economic Opportunity Program	1 Year Grant: \$50,000
Fair Housing Council of Oregon (FHCO)	Fair Housing Services	1 Year Grant: \$6,301.56

CDBG: Housing Activities

Subrecipient	Activity	Funding
OCD	Home Access & Repair and Elderly (HARDE)	1 Year Grant: \$100,000
OCD	Housing Rehab Program	1 Year Grant: \$100,000

HOME: Housing Activities

- 2024 Application Cycle
 - Two HOME Applications
 - New Construction
- Building Resources within the Community
 - CHDO – Community Housing Development Organization

Subrecipient	Activity	Funding
REACH CDC	Elmonica Station	\$1,200,000
Community Partners for Affordable Housing (CPAH)	Beaverton Senior Housing on 5th	\$1,200,000
Community Partners for Affordable Housing (CPAH)	Community Housing Development Organization (CHDO)	\$50,000.00

ESG: Homelessness Activities

Subrecipient	Activity	Funding
Community Action Organization	Homeless Prevention	\$144,214

City of Beaverton

Kathy Peoples presented the 2024 Action Plan for the City of Beaverton.

2020-2024 Public Services Priority Goals:

- **Supportive Services – Homeless Prevention** assisting adults and youth experiencing homelessness
- **Case management** and permanent housing referrals
- **Advocates** for neglected and abused children

Proposed Funding FY 24-25 (public services)	Persons Assisted Goal (5 year)
\$98,005	1700

Subrecipients:

- **CASA for Kids - \$24,005**
 - Serving 73 Children
- **Boys & Girls Aid - \$37,000**
 - Serving 22 Children, 666 Nights
- **Ecumenical Ministries of Oregon - \$37,000**
 - Serving 8 persons, 1480 nights

2024 Economic Development Priority Goals:

Proposed Funding FY 24-25 (Economic Development)	Persons Assisted Goal (5 year)
\$100,000	180

Microenterprise technical assistance

- Pre-business support - rough business plan concepts
- Formalize, prove, and test business concepts
- Post-business support

- Business registration
- Loan submission
- IDA qualifications and set up
- Hands on business development classes

PY24 Economic Development Funding Recommendations:

- **Micro Enterprise Services of Oregon - \$50,000**
 - Serving **30** Individuals
- **Professional Business Development Group - \$50,000**
 - Serving **15** Individuals

PY24 Housing Priority Goals:

- Adaption for Accessibility
- Small and critical Repair
- Emergency Home Repair
- Code Violation Repair
- Roof Replacement and Repair
- Homeownership assistance

Proposed Funding (PY24)	Persons Assisted Goal (5 year)
\$325,000	199

PY24 Housing Funding Recommendations:

Subrecipients:

- **Community Action: rehab - \$50,000**
 - Serving **5** Households
- **Rebuilding Together- \$50,000**
 - Serving **12** Households
- **Unlimited Choices - \$100,000**
 - Serving **20** Households
- **Proud Ground - \$125,000**
 - Serving **1** Homebuyer

Longhorn Building Improvements – Day Care Center

The Longhorn Building is owned by the City of Beaverton and houses one of Community Action’s HeadStart Programs. It is in need of capital improvement repairs and meets the Consolidated Plan objective of Public Facilities – Day Care Centers.

Subrecipients:

- **Longhorn Building: rehab - \$78,677 (PY20, PY22, PY23)**
 - Serving **100** Children

Program Year 2024 Projected Outcomes:

- **9 local nonprofits** to be awarded to carry out activities under housing, public services, and economic development.
- **103 persons/2146 nights** to receive public services.
- **38 households** to benefit from housing rehabilitation including handicap accessibility features
- **1 household** to receive homeownership acquisition assistance
- **45 persons** and micro businesses to receive assistance
- **100 Children** to benefit from improvements to daycare facility

City of Hillsboro

Omar Martinez reviewed the 2024 Action Plan for the City of Hillsboro.

Goal 1 – Decent Affordable Housing: Provide decent, safe and affordable housing to improve the quality of lives, households, neighborhoods and community stability.

- Objective 1.1: Preserve, improve, and expand the supply of affordable housing for low- and moderate-income homeowners and renters.
- Objective 1.2: Increase homeownership opportunities for low- and moderate-income community members

Goal 2 – Suitable Living Environments: Create environments that promote neighborhood improvement and access to fair housing.

- Objective 2.1: Provide support to improve neighborhood safety and livability by expanding or improving public facilities and infrastructure.
- Objective 2.2: Provide programs and activities that support access to fair housing.

Funding Priorities:

- Prioritize Public Facility/Improvement Projects
- Administrative cost funded through City's general funds
- Public Service activities funded through general funds by increasing Community Services Grants Program: \$200,000 annually

City of Hillsboro will have an estimated \$705,000 in CDBG funds:

- (2) Housing Acquisition & Rehabilitation Programs
- (1) Public Facility Project
- (1) City of Hillsboro Administrative Activities (Fair Housing).

City of Hillsboro CDBG Projects:

- Proud Ground – Home Acquisition: \$335,000
 - 4 Home Acquisitions
- Office of Community Development – Housing Rehabilitation: \$225,000
 - 16 Housing Rehabilitations
- Project Homeless Connect– Day Center Renovation: \$140,000
- City of Hillsboro – Fair Housing: \$5,000

Shannon summarized the next steps as follows:

- Public Comment Period:
March 13 through April 11th, 2024
- Public Hearings:
April 3rd, 2024 @ 10am
April 11th, 2024 @ 7pm
- Approval of Plans:
Washington County Board of Commissioners
Beaverton City Council
Hillsboro City Council
- Submission to HUD
May 15th, 2024 (Pending the allocations)

PUBLIC TESTIMONY

Following the presentations and outline of the next steps, the board opened for public comment and questions.

There were no public comments regarding the Washington County, Hillsboro or Beaverton PY 2024 proposed funding recommendations.

There were no comments regarding the City of Beaverton's Longhorn Building Project.

With there being no additional comments, Stephanie Jones closed the Public Hearing at approximately 7:27pm.

Policy Advisory Board Meeting

1. Chair Stephanie Jones called the meeting to order at 7:33 pm. Stephanie asked the attendees to introduce themselves for our meeting record.

2. APPROVAL OF the Draft FY 2024 Action Plan

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 be sent to the County Board of Commissioners for its approval on April 23rd. The document will then be sent to the Department of Housing and Urban Development as the County's application for the federal funds.

STAFF RECOMMENDATION: Your Board endorse the Draft 2024 Action Plan for approval by the Washington County Board of Commissioners.

Kim Young MOVED TO APPROVE the Draft FY 2024 Action Plan. Bridget Brooks SECONDED. Motion CARRIED. (10 yes, 0 no)

3. APPROVAL OF Substantial Amendment to FY 2019 Action Plan

Kelvin Valdovinos reviewed the process the PAB went through to allocate these funds. 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 (FPGWC), 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.

In November 2023, the Policy Advisory Board approved \$140,000 in CDBG-CV funds to be awarded to FPGWC to be used for supportive services.

This new CDBG-CV project has been added to the FY2019 Action Plan. As a result of this addition, the Washington County Office of Community Development (OCD) is required to provide a substantial amendment to the 2019 Action Plan.

The following sections of the PY2019 Action Plan have been recommended for Amendment:

- AP05 – Executive Summary
- AP12 – Participation
- AP38 – Project Summary

The Substantial Amendment was available for public comment from March 13, 2024 through April 11, 2024 and was posted to Oregonian and on our website: Annual Action Plan | Washington County, OR (washingtoncountyor.gov)

STAFF RECOMMENDATION: Your Board endorse the 2019 Action Plan Substantial Amendment for CDBG-CV 3 funds to be reallocated to CDBG-CV 3 Family Promise of Greater Washington County to support Homeless Supportive Services.

Bridget Brooks MOVED TO APPROVE the Substantial Amendment to the FY 2019 Action Plan. Kim Young SECONDED. Motion CARRIED. (10 yes, 0 no)

4. APPROVAL OF February 8th, 2024 Minutes

Maureen Wolf MOVED TO APPROVE February 8th, 2024, MINUTES. Bridget Brooks SECONDED. Motion CARRIED. (10 yes, 0 no)

5. Consolidated Plan Process update

On March 15, 2024, Washington County, the City of Beaverton, and the City of Hillsboro held a kickoff event for the 2025-2029 Consolidated Plan at the Hillsboro Civic Center. Sixty-five individuals representing 31 non-profit organizations and 7 local government entities were in attendance. They heard talks from the following speakers:

- Shannon Wilson, Washington County office of Community Development
- Lynn Wallis, Oregon Employment Department
- Emily Lieb, Metro Affordable Housing
- Jes Larson, Washington County Department of Housing Services
- Jilian Saurage Felton, Community Partners for Affordable Housing
- Jolynn Becker, City of Banks

After a break, the larger group divided into smaller work groups to have conversations around Public Infrastructure/Facilities, Affordable Housing/Homeownership, and Public Services. We had great conversations during this time which will be shared with the consultant for the creation of the goals and objectives for our 2025-2029 Consolidated Plan.

This event also launched both a community survey that we are seeking input from the entire community regarding housing and community development needs, and a provider survey seeking input from community providers on processes for our programs. In the coming months we will have continued community engagement throughout the Consolidated Planning process.



6. CDBG Timeliness update

This timeliness update is a follow up from the memo provided to your Board in December 2023. Washington County Office of Community Development has met HUD’s timely performance requirement for Program Year 2023-24. This has been confirmed informally by HUD staff and will be formally evaluated on May 4, 2024.

Each year HUD examines the timely performance (also known as ‘timeliness’) of entitlement jurisdictions in implementing the Community Development Block Grant (CDBG) program. In accordance with federal regulations (24 CFR 570.902), entitlement jurisdictions must have a balance no greater than one and one-half (1.5) times its annual grant. For 2020-2021, the timely performance requirement was waived due to implications from the COVID-19 pandemic. This evaluation resumed in 2022. Unfortunately, our Office did not meet timeliness requirements in 2022 or 2023 so our team has been working hard with our funded partners to meet the requirement this year. If our office does not meet this requirement, we face potential sanctions from HUD on our annual allocation of Community Development Block Grant (CDBG) funds.

Specifically, staff have been working to get large infrastructure and facility projects under contract and under construction. These awards were not able to be expended quickly due to staffing and supply chain issues during and after the COVID-19 pandemic. Key large public facilities and public infrastructure projects now completed and underway include:

Project Name	Grant Amount	Grant Amount Remaining to be Expended
Banks Wilkes Street Improvements (completed)	\$943,000	\$0
Cornelius Davis Street Roundabout	\$250,000	\$0
Cornelius Davis Street Pedestrian Improvements	\$140,000	\$140,000
Cornelius 4 th and 20 th Ave. Sidewalk Improvements	\$225,000	\$225,000
Cornelius Davis Street Pedestrian Improvements Phase 2	\$411,000	\$411,000
Cornelius 12 th Ave. Sidewalk Improvement	\$425,000	\$425,000
Just Compassion Campus Development Acquisition (completed)	\$656,392	\$0
Sherwood Senior Center Siding Replacement	\$208,635	\$208,635
Total	\$3,259,027	\$1,409,635

7. Miscellaneous and Announcements

Shannon shared about the Fair Housing Month Proclamation and Community Development Month Proclamation. She also talked about this year being CDBG's 50th anniversary. John Miller, from the Fair Housing Council of Oregon came to read the proclamation and he brought fair housing posters to share.



Here is a staff photo out in front of the “Anywhere but here” banners we share outside the auditorium. rent these from the Fair Housing Council of Oregon every year. These banners focus on the history of housing discrimination in the state of Oregon. They are there now until April 16th.



Shannon shared a progress photo from the City of Cornelius sidewalk project. This project is sidewalk improvements with accessibility and traffic slowing intent.



Maddie Bonkoske shared some updates on the roundabout project. They have been working with the local utilities and are on track to finish in June 2024.

Shannon shared the WSE hiring progress and introduced Shaena Johnson as the Housing Rehabilitation Specialist. They have begun the recruitment process to fill the Administrative Specialist position with HR.

Stephanie adjourned the meeting at 7:56pm

The next Policy Advisory Meeting is scheduled via Zoom on May 9th, 2024.