

- ACTION -

**POLICY ADVISORY BOARD (PAB)** for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **June 13<sup>th</sup>, 2024 7:00 pm** via Zoom.

**POLICY ADVISORY BOARD MEETING MINUTES**

The following persons were present:

PAB REPRESENTATIVES:

Banks	Marsha Kirk
Cornelius	*Eden Lopez
Forest Grove	*Mariana Valenzuela
Hillsboro	*Gina Roletto
King City	*Jan Tysoe
North Plains	Robert Kindel
Sherwood	*Kim Young
Tigard	*Maureen Wolf
Tualatin	Cyndy Hillier
Wash Co.	*Pam Treece

OCD STAFF:

Shannon Wilson, Program Manager  
Shaena Johnson, Housing Rehabilitation Specialist  
Lauren Calo, Housing & Community Development Specialist  
Kelvin Valdovinos, Housing & Community Development Specialist  
Zach Wimer, Housing & Community Development Specialist  
Eva Pauley, Housing & Community Development Specialist

GUESTS:

Elise Laubach, Family Promise  
Icis McQueen, Community Action  
Estella Guillen, Community Action

\*Denotes Primaries

**Policy Advisory Board Meeting**

**1. Call to Order and Attendee Introductions**

Board Vice Chair Kim Young called the meeting to order at 7:01 pm. Attendees introduced themselves.

## **2. Community Connect Presentation, Community Action & Family Promise of Tualatin Valley**

Iciss McQueen provided an overview of Community Connect and how it works within Washington County. Elise Laubach from Family Promise of Tualatin Valley presented on the Emergency Solutions Grant (ESG) program and how community members can access these funds through the larger Community Connect Process.

Iciss McQueen with Community Action began with an overview and function of Community Connect.

### **What is Community Connect?**

- Community Connect is the Coordinated Entry System for Washington County.
- We serve as the main access point for individuals and families who are experiencing homelessness to get connected to housing resources and shelter
- We also manage the referrals to all of the shelters in Washington County (aside from DV) and most of the housing programs\*.
  - \*Community Connect does not manage or have involvement with Section 8, low-income housing, or sober living programs.

### **Community Connect Quick Facts**

- We cannot provide immediate assistance or shelter referrals.
- It is our goal that everyone walks away with something (resource, feeling heard).
- We can't provide information on where someone is at on the waitlist for resources.
- We cannot guarantee that everyone will be connected to a resource nor a timeline for connection.
- Our team is small (6 people) so there may be long wait times.

Community Connect does not directly enroll clients into mainstream benefits, it is designed to provide connection to resources such as Community Action programs, the nearest ODHS office, Career Boost, and Help Me Grow.

Iciss went over the Qualifying Criteria and how Clients Access Community Connect.

## Criteria To Qualify For A Phase I Assessment

- Client must be literally homeless (sleeping outside, in a car, or in a shelter), involuntarily doubled (couch surfing) due to financial hardship/loss of other housing, OR will become homeless within 30 days.
- Client must physically be in Washington County OR have strong ties to the community
  - Examples of "strong ties"
    - All medical providers are in Washington County
    - Support system/family is in Washington County
    - Formerly lived in Washington County but was displaced due to being priced out, etc.
  - Wanting to live in WashCo with no other ties to the community is not considered a "strong tie"

Clients can call the phoneline @ 503-640-3263, M-F 8am-12pm, and 1-5pm. They can request a phone appointment by emailing [Communityconnect@caowash.org](mailto:Communityconnect@caowash.org), or walking into one of the multiservice centers in Hillsboro, Beaverton and Tigard.

Following a phase one assessment, clients are asked to do a monthly check in to keep their status current. Assessments are considered inactive after 90 days of no contact and they will no longer be considered for housing resources.

## Where to find a Community Connect CRA

### **Tigard Multiservice Center (TMSC)**

11515 SW Durham Rd. Ste. E8  
Tigard, OR 97224

### **Hillsboro Multiservice Center (HMSC)**

1001 SW Baseline St.  
Hillsboro, OR 97124

### **Beaverton Multiservice Center (BMSC)**

5050 SW Griffith Dr., Suite 100  
Beaverton, OR 97005



Elise Laubach with Family Promise of Tualatin Valley shared information on their hotel based shelter in Tigard that includes an Eviction Prevention Program. Family Promise receives their referrals from Community Connect.

40 Staff: 14 program staff, 15 shelter support staff, 2 Eviction Prevention staff  
70 Room Shelter

Dedicated Eviction Prevention Service funded with multiple sources:

481 individuals in 2022 and 508 individuals in 2023

The ESG Eviction Prevention Service is a federal program that serves households under the 30% income. They have enrolled 28 households with 100 individuals so far in the 23-24 program year. It takes 4-6 weeks for rehousing, and 1-2 weeks when they are staying in their current housing. Approximately 40% needed rehousing. Ongoing stabilization is a huge challenge as most of the families are unlikely to be able to pick it up to meet the needs going forward. There are many reasons some are not able to self support due to child care, health, or other challenges.

Elise shared the funding available exceeds the contract length and explained how that impacts the program. There is no clear path as to how to maintain the support. They are focused on finding additional funding for the program.

Elise explained the Community connect process through the phase one assessment. That works as a pathway for the referrals and to where they may be referred to.

### **3. APPROVAL of April 11th Policy Advisory Meeting Minutes:**

Pam Treece Moved to APPROVE the April 11<sup>TH</sup>, 2024 Minutes. Maureen Wolf SECONDED. Motion CARRIED. (10 yes, 0 no, 0 abstention)

### **4. HOME Investment Partnerships Program – Out-of-Cycle Funding Request**

Shannon presented the request for out-of-cycle funding. The HOME Investment Partnerships Program (HOME) policies allow for out-of-cycle requests to come to the PAB for consideration when there are unallocated funds available. Our Office currently has \$1,375,223.21 in unobligated funds with an additional \$600,000 returning to our Office on July 1, 2024 from a previously awarded project that did not end up using their HOME funds.

Community Partners for Affordable Housing (CPAH) has submitted a request to our Office for \$535,000 in HOME funding a sewer line replacement project at their Metzger Park affordable housing project.

CPAH is currently the only Tier 1 Community Housing and Development Organization (CHDO) in Washington County. A nonprofit organization is certified as CHDO when it meets certain HUD requirements around board of directors' composition, financial health, development pipeline, and staff capacity. CPAH is considered a Tier 1 CHDO because more than 51% of their affordable housing units are in Washington County. CPAH has been developing affordable housing in the County since 1993 – more than 30 years.

Metzger Park is a 32-unit project near Tigard in unincorporated Washington County with 12 one-bedroom units, 12 two-bedroom units, and 8 three-bedroom units. Built in 1972, Metzger Park's sewer system dates back to the building's original construction and is in severe need of repair. Funded originally under HUD LIPRHA program, the financial structure of the property prevents CPAH from establishing appropriate reserves to plan for large capital projects to replace aging building systems and limits the ability for rent levels to cover increasing operating costs. HOME funds are critical to the preservation of Metzger Park and provide "first-in" funding to leverage for other resources. Under the current operating budget, Metzger Park is unable to support any additional debt and still cover all mandatory operating costs. The allocation of HOME funds will help CPAH acquire additional funding from other public agencies to finance the repair of the property's aging sewer system in an innovative way that will allow for the property to continue to provide a safe place to live for 32 vulnerable low-income families.

Our Office has awarded HOME funds twice previously to this project – first, an award of \$49,654.83 at the time CPAH acquired the project in 2000, and an additional \$615,000 was awarded in 2015 for a rehabilitation of the project. The rehabilitation scope at that time included replacement of many key building systems including plumbing, siding, and windows, as well as accessibility improvements. The 2015 rehabilitation project did not include sewer repairs or replacement.

Total project cost is \$3,287,729. A HOME funding commitment will help CPAH secure additional resources to fully fund the project. HOME funds will not be expended on the project until all additional funding is secured. Supporting this project allows CPAH to maintain Metzger Park as affordable housing for an additional 20 years and meets the HOME eligibility requirements.

Maureen Wolf Moved to APPROVE the HOME Investment Partnerships Program – Out-of-Cycle Funding Request of \$535,000. Marianna Valenzuela SECONDED. Motion CARRIED. (10 yes, 0 no, 0 abstention)

## **5. HOME Investment Partnerships Program – Proposed Application Cycle Pause**

Shannon presented the proposed application cycle pause. The HOME Investment Partnerships Program (HOME) policies, procedures, application, and scoring criteria are in need of significant updates. The policies were last updated in 2015 and reflect the market conditions and affordable housing industry at that time. Significant changes in local funding availability, the funding process at the state level, as well as acquisition, development and construction cost increases have occurred since then. With the ongoing work on the 2025-2029 Consolidated Plan, this is also an opportunity to shift our local policy and application to respond to these changes.

To have sufficient time and staff capacity to develop proposed changes and bring them to Your Board for review we are proposing to pause the HOME program application cycle for FY 25/26. With the out-of-cycle request before Your Board for consideration there are three projects likely to be funded in FY 24/25. Staff have been reaching out to project sponsors to get a sense of the project pipeline in the County. Currently, the state department that funds affordable housing projects – Oregon Housing and Community Services – has been overhauling their application process.

This is in part to address a large backlog of projects that already have local funding (e.g. HOME) but need state resources (primarily Low-Income Housing Tax Credits (LIHTC)). This situation has resulted in a slowdown in the project pipeline due to uncertainty of timing of funding and funding requirements. We don't anticipate many sponsors considering a HOME application for FY 25/26

Due to our allocation size from HUD and local restrictions on the limit of funding per project, HOME funds typically account for 2-5% of a project's total development cost. The added value of HOME funds in a project is how and when the HOME funds are awarded to best position each project for success in funding cycles at the state level. The more strategically we can invest HOME dollars, the more state and other resources are invested in Washington County increasing the number of affordable housing units built and households served.

Staff are working to bring a consultant on board to help with this update of policies, procedures, application and scoring criteria. HOME is administered throughout the country; working with an experienced consultant helps us glean successful program components from various jurisdictions. Funds that are unspent in FY25/26 can be carried forward to FY26/27.

Shannon addressed some questions regarding the pause that clarified what it would look like. The pause would only be for the allocation cycle for the FY 25-26, and does not apply to any out of cycle funding requests for prior year unallocated funds.

Maureen Wolf Moved to APPROVE the HOME Investment Partnerships Program – Out-of-Cycle Funding Request of \$535,000. Pam Treece SECONDED. Motion CARRIED. (10 yes, 0 no, 0 abstention)

## 6. Final FY 2024-25 Funding Lists

Shannon presented the final FY 2024-25 funding lists. The annual allocations for Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) for fiscal year 2024-25 were received from HUD in early May 2024. These allocations differed from our projections with a 3.5% reduction in CDBG funds, 18% reduction in HOME funds and a similar allocation as projected for ESG. This resulted in the following changes to the CDBG funding list approved by the PAB in February 2024 and our Annual Action Plan, which was submitted to HUD on May 30, 2024.

<b>Funding Type</b>	<b>Grantee</b>	<b>\$ amount change</b>	<b>% change</b>	<b>Final award amount</b>
Community Development Block Grant (CDBG)	WorkSystems Inc.	-\$1,412.46	-2.8%	\$48,587.24
	Community Partners for Affordable Housing Resident Services	-\$705.68	-3.5%	\$19,774.32
	Bienestar Resident Services	-\$705.68	-3.5%	\$19,744.32
	Fair Housing Council of Oregon (FHCO)	-216.59	-3.5%	\$6,084.41
	City of Tigard	-\$5,093.32	-3.5%	\$136,387.68

No changes were needed to the remaining CDBG projects due to the application cycle for public infrastructure and public facilities being undersubscribed. The reduced allocation is still sufficient to fully fund the two infrastructure projects as well as our Housing Rehabilitation program.

No changes were needed to the two HOME funding awards of \$1.2 million each to REACH CDC's Elmonica Station project and Community Partners for Affordable Housing (CPAH)'s Beaverton Senior Housing on 5<sup>th</sup> program. While the allocation for FY 24/25 was cut significantly, our Office has unobligated funds from prior years sufficient to make full awards to both projects.

As the Emergency Solutions Grant (ESG) allocation was not significantly different that our projections there is just a slight change in the award amount to Community Action.

All allocation reductions also reduce the administrative funding our Office receives.

## Washington County Community Development Block Grant (CDBG) Program Funding List 2024-2025 FINAL

<b>Public Services</b>		
		<u>Allocation Total:</u> \$ 304,220.28
Project Type	Organization/Project	Amount
Set-Aside projects	CPAH Resident Services	\$ 19,774.32
	Bienestar Resident Services	\$ 19,774.32
	FHCO Fair Housing Services	\$ 6,084.41
	Worksystems Inc Economic Opportunity Program	\$ 48,587.24
Three-Year projects (awarded in FY 23/24)	CASA for Children, Inc.	\$ 30,000.00
	Just Compassion of East Washington County	\$ 30,000.00
	Project Homeless Connect	\$ 30,000.00
	Boys and Girls Aid - Safe Place	\$ 30,000.00
One-Year projects	HomePlate Youth Services	\$ 30,000.00
	Community Alliance of Tenants	\$ 30,000.00
	Family Promise of Tualatin Valley	\$ 30,000.00
<u>Awards subtotal</u>		\$ 304,220.28
Remaining Allocation		\$ (0.00)

<b>Public Facilities</b>		
		<u>Allocation Total:</u> \$ 362,178.65
	Organization/Project	Amount
no applications received		
<u>Awards subtotal</u>		\$ -
Remaining Allocation		\$ 362,178.65



<b>Infrastructure</b>	
<u>Allocation Total:</u> \$ 362,178.65	
Organization/Project	Amount
Tualatin Sagert Street and Stoneridge Neighborhood	\$ 220,000.00
Cornelius Sidewalk Improvements Davis & 14th St.	\$ 358,000.00
<u>Awards subtotal</u>	\$ 578,000.00
Remaining Allocation	\$ (215,821.35)

<b>Affordable Housing (Housing Rehab)</b>	
<u>Allocation Total:</u> \$ 482,904.87	
Organization/Project	Amount
Administration - staff costs to implement program	\$ 355,000.00
Home Access & Repair for Disabled and Elderly (HARDE)	\$ 100,000.00
Deferred Interest-Bearing Loans (DIBL)	\$ 100,000.00
<u>Awards subtotal</u>	\$ 555,000.00
Remaining Allocation	\$ (72,095.13)

<b>City of Tigard</b>		
<u>Allocation Total:</u> \$ 136,387.68		
Project No.	Organization/Project	Amount
	Homeownership	\$ 136,387.68
	<u>Awards subtotal</u>	\$ 136,387.68
	Remaining Allocation	\$ 0.00

<b>Administrative Costs</b>		
<u>Allocation Total:</u> \$ 397,522.80		
Project No.	Organization/Project	Amount
	Program Administration	\$ 397,522.80
	<u>Awards subtotal</u>	\$ 397,522.80
	Remaining Allocation	\$ -

<b>Overall Funding Detail</b>	<b>Allocations</b>	<b>Proposed Awards</b>	<b>Remaining Funds</b>
Public Services	\$ 304,220.28	\$ 304,220.28	\$ (0.00)
Public Facilities	\$ 362,178.65	\$ -	\$ 362,178.65
Infrastructure	\$ 362,178.65	\$ 578,000.00	\$ (215,821.35)
Affordable Housing (Housing Rehab)	\$ 482,904.87	\$ 555,000.00	\$ (72,095.13)
City of Tigard	\$ 136,387.68	\$ 136,387.68	\$ 0.00
Administrative	\$ 397,522.80	\$ 397,522.80	\$ -
<b>TOTAL Allocations</b>	<b>\$ 2,045,392.94</b>	<b>\$ 1,971,130.76</b>	<b>\$ 74,262.17</b>

**Washington County Emergency Solutions Grant (ESG) Program Funding  
 List 2024-2025 FINAL**

<b>ESG Projects</b>		
Project No.	Organization/Project	Amount
	<u>Allocation Total:</u>	\$ 156,014.0
		<u>0</u>
	Community Action	\$ 144,312.95
	<u>Awards subtotal</u>	<u>\$ 144,312.95</u>
	Remaining Allocation	\$ 11,701.05

<b>Administrative Costs</b>		
Project No.	Organization/Project	Amount
	<u>Allocation Total:</u>	\$ 11,701.05
	Program Administration	\$ 11,701.05
	<u>Awards subtotal</u>	<u>\$ 11,701.05</u>
	Remaining Allocation	\$ -

**Washington County HOME Investment Partnerships Program Funding List  
 2024-2025 FINAL**

<b>Housing Development Projects</b>		<u>Allocation Total:</u> <b>\$3,775,223.21</b>	
Project No.	Organization/Project	Amount	
	Elmonica	\$	1,200,000.00
	Beaverton Senior Housing on 5th	\$	1,200,000.00
	<u>Awards subtotal</u>	\$	<u>2,400,000.00</u>
	Remaining Allocation	\$	1,375,223.21

<b>CHDO Operating Funds</b>		<u>Allocation Total:</u> <b>\$ 72,970.30</b>	
Project No.	Organization/Project	Amount	
4801	Community Partners for Affordable Housing (CPAH)	\$	50,000.00
	<u>Awards subtotal</u>	\$	<u>50,000.00</u>
	Remaining Allocation	\$	22,970.30

<b>Administrative Costs</b>		<u>Allocation Total:</u> <b>\$ 814,537.2</b>	
Project No.	Organization/Project	Amount	
	Program Administration	\$	243,800.00
	<u>Awards subtotal</u>	\$	<u>243,800.00</u>
	Remaining Allocation	\$	570,737.29

<b>Overall Allocations</b>	<b>Amount</b>	<b>Proposed Awards</b>	<b>Remaining Funds</b>
Housing Development Projects	\$ 3,775,223.21	\$ 2,400,000.00	\$ 1,375,223.21
CHDO Operating Funds	\$ 72,970.30	\$ 50,000.00	\$ 22,970.30
Administrative (including carryforward)	\$ 814,537.29	\$ 243,800.00	\$ 570,737.29
<b>TOTAL Allocations</b>	<b>\$ 4,662,730.80</b>	<b>\$ 2,693,800.00</b>	<b>\$ 1,968,930.80</b>

Pam Treece shared comments and appreciation from Board of County Commissioners Chair, Kathryn Harrington, to the Policy Advisory Board for the work they do and bringing in the resources to our community.

## **7. MISCELLANEOUS AND ANNOUNCEMENTS:**

Eva gave a brief update on the Consolidated Plan progress and reported the close of the community survey. We received 1845 responses. This data has been shared with our consultant. We are in process of meeting with numerous community groups, many of which are required by HUD. We will be bringing the results of these meeting back to the PAB in the next couple months.

Lauren shared some of the CDBG 50<sup>th</sup> Anniversary celebration plans. We started regular social media posts and have highlighted different programs each month. For May we highlighted housing activities that included projects from HARDE, DIBL, Hillsboro, Beaverton and home ownership. In June we are highlighting Public Services.

In July, we will focus on Infrastructure and August will be for Facilities. Official anniversary is August 22<sup>nd</sup>. This is the day of our bus tour, we will tour projects throughout the county and end with a lunch in one of our parks. Lauren shared the new logo and that we are having tote bags made along with a video sharing a lot of our projects.



The next PAB meeting will be on July 11<sup>th</sup>, 2024 at 7pm via Zoom.

Vice Chair Kim Young adjourned the meeting at 8:07pm.