



POLICY ADVISORY BOARD (PAB)

Overseeing administration of federal funding by the Office of Community Development

- ACTION -

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

Zoom link: [July 11th 2024 POLICY ADVISORY BOARD \(PAB\)](#)

POLICY ADVISORY BOARD MEETING MINUTES

1. CALL TO ORDER AT 7:01PM BY VICE-CHAIR YOUNG
2. ROLL CALL

Board Members

City of Banks	*Stephanie Jones	Present
City of Beaverton	*Nadia Hasan/Javier Mena	Present
City of Cornelius	*Eden Lopez	Present
City of Forest Grove	*Mariana Valenzuela	Present
City of Gaston		Absent
City of Hillsboro		Absent
City of North Plains	*Trista Papen	Present
City of Sherwood	*Kim Young	Present
City of Tigard	*Maureen Wolf	Present
City of Tualatin	*Bridget Brooks	Present
King City	*Jan Tysoe	Present
Washington County	*Pam Treece	Present

ODC Staff Members

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

Guest

Jilian Saurage Felton	Housing Director, Community Partners for Affordable Housing
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3. PUBLIC COMMENT
NONE

4. ACTION ITEM - Approval of Minutes, June 13th, 2024 Meeting
Young motion to approve. Seconded by **Treece**. **CARRIED**.
Vote: 10 yes, 0 no, 1 abstention (Brooks)

5. ACTION ITEM - HOME Program Proposed Policy Change

- **S. Wilson** provided a brief overview of the proposed changes to the HOME Program, particularly regarding the increase in the predevelopment loan limit from \$150,000 to \$300,000.
 - The policy change aims to support projects that have already received an award but have not yet started construction.
 - The change addresses rising predevelopment costs, which now often exceed \$1 million.
 - The proposed policy allows projects that already have a HOME award to access predevelopment loans without submitting an additional application.
 - Focus Tier 1 CHDO (community housing development organization) which fall within Washington County
 - The approval of such predevelopment loans could be done at the staff level for efficiency.
- **K. Young** raised a question about the objectivity of the approval process, which **S. Wilson** confirmed is guided by preapproved HOME award requirements such as underwriting standards. Substantial changes would go back to board for approval.
- **B. Brooks** inquired about board communication regarding additional funding. **S. Wilson** clarified predevelopment loan process and willingness to communicate to board.
- **B. Brooks** motion to approve policy changes recommended by staff. Seconded by **P. Treece**. **CARRIED**.
- Vote: Unanimous

6. INFORMATIONAL ITEM - FY 24/25 ESG Program update

- **S. Wilson** provided an update on the ESG funds for the current fiscal year, noting a shift from homeless prevention to rapid rehousing.
 - The change is based on feedback from organizations and the Continuum of Care groups, which indicated a greater need for rapid rehousing, which would be the focus of FY 24-25 & 25-26.
 - Challenges were noted in finding households at extremely low income levels who already have housing.
- **N. Hassan** raised concerns about accessibility issues with community action programs and future focus on efficient organization.
- Staff acknowledged system limitations, as ESG hinders on it, and suggested alternative, phase I assessment organizations and access points such as brick-and-mortar locations and email.
- **M. Wolf** asked for clarification on the impact of this transition, which staff explained is due to the specific requirements of ESG and

challenges associated with rent assistance for extremely low-income households and long-term stability.

7. INFORMATIONAL ITEM - Affordable Housing Overview with Jilian Saurage-Felton, CPAH

- **Jilian Saurage Felton** provided a detailed presentation on the funding and development of affordable housing, particularly focusing on how CPAH operates within Washington County.
 - jsaurage@cpahoregon.org
 - Overview of CPAH's mission, history, and service area, emphasizing its role as a Tier One CHDO in Washington County.
 - Explanation of funding mechanisms, including HOME funds, Low-Income Housing Tax Credits (LIHTC), and local investments.
 - CPAH's projects in Washington County and their impact on local communities.
 - The importance of local investment in leveraging state and federal funds.
- Questions were raised about specific funding streams and the challenges of assembling a comprehensive capital stack for affordable housing projects.

8. INFORMATIONAL ITEM - CDBG Project updates and highlights

- **L. Calo & M. Bonkoske** provided an overview of CDBG housing project highlights, public service highlights, and infrastructure projects.
- Staff summarized 2024 completed projects: Marjorie Stewart Sherwood Senior Center, Cornelius Roundabout, 20th Avenue, 4th Avenue, Davis St. 11th – 14th, and Dogwood & 12th.
- Staff reminded the board of the 50th CDBG anniversary event and agenda welcomed additional guest.

9. INFORMATIONAL ITEM - Consolidated Plan update

- **E. Pauley** provided updates for the consolidated plan. Highlights included:
 - Over 1800 survey respondents with results currently under analysis
 - Ending of community consultations phase of project and soon to be under analysis
 - Housing needs analysis and the housing market analysis
 - Draft 'needs' and 'goals' section set to be developed by September.
 - Participation and Access plan under revision by staff

10. INFORMATIONAL ITEM - Miscellaneous and Announcements

- **S. Wilson**
 - notified calendar change in CDBG application. Plan was to open in November and have due in January with presentations to follow in February.
 - Staff resignation in Housing and Community Specialist position focused on HOME. Department is now recruiting for the position.
 - Informed next meeting scheduled for September 12th, 2024

11. MISCELLANEOUS AND ANNOUNCEMENTS

- NONE

12. ADJOURNMENT **AT 8:13PM BY VICE-CHAIR YOUNG**

Next Policy Advisory Meeting scheduled September 12th 2024

ATTACHMENTS