

- ACTION -

**POLICY ADVISORY BOARD (PAB)** for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **January 12<sup>th</sup>, 2023 7:00 pm** via Zoom.

**POLICY ADVISORY BOARD MEETING MINUTES**

The following persons were present:

PAB REPRESENTATIVES:

Banks	*Stephanie Jones
Beaverton	*Nadia Hasan
Cornelius	Brad Coffey
Forest Grove	*Mariana Valenzuela
Gaston	*David Meeker
King City	*Micah Paulsen
North Plains	*Trista Papen
Sherwood	*Kim Young
Tigard	Schuyler Warren
Tualatin	*Bridget Brooks
Washington Co.	*Pam Treece

\*Denotes Primaries

OCD STAFF:

Shannon Wilson, Program Manager  
Shaena Johnson, Administrative Specialist II  
Lauren Thomas, Housing & Community Development Specialist  
Madeline Bonkoske, Housing & Community Development Specialist  
Zach Wimer, Housing & Community Development Specialist

GUESTS:

Luis Hernandez, City of Cornelius  
Javier Mena, City of Beaverton

1. Call to Order and Attendee Introductions

Board Chair Stephanie Jones called the meeting to order at 7:03 pm.

2. Recognition of Luis Hernandez for his 3 years of service

The Board Recognized Luis Hernandez, many shared their appreciation for him and his years of dedicated service.

3. APPROVAL OF December 08, 2022 MINUTES

Kim Young MOVED TO APPROVE the December 08, 2022 MINUTES. Micah Paulsen SECONDED. Motion CARRIED. (10 yes, 0 no, 1 abstention).

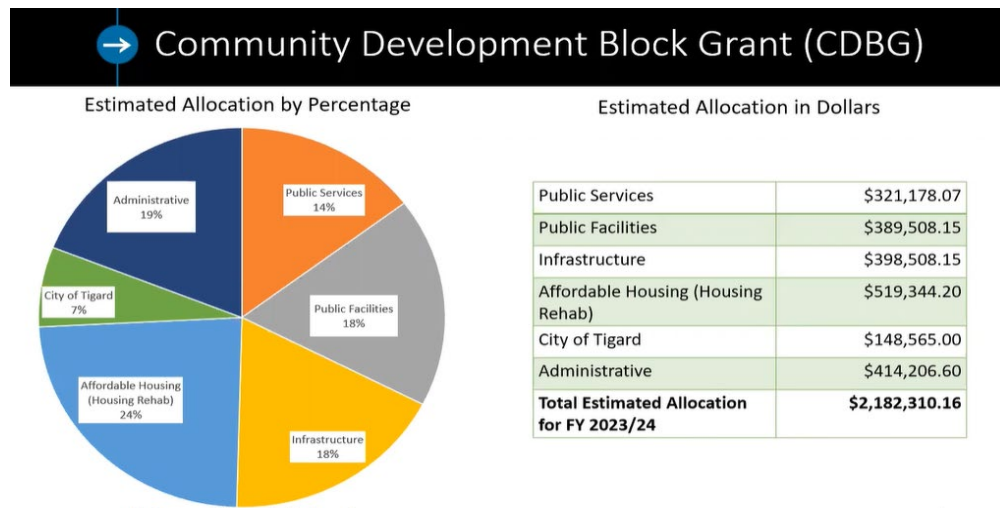
4. CDBG & HOME Project Proposals

a) Funding Timelines & Estimates:

Timelines:

- January 12<sup>th</sup>: Proposals and staff reports available to PAB
- January 26<sup>th</sup>: In Person Presentations (Schedule Enclosed)
  - HOME Development
  - Infrastructure
  - Public Facilities
  - Public Service
- January 29<sup>th</sup>: PAB completes rating by midnight.
- February 9<sup>th</sup>: PAB considers endorsement of projects for 2023 Action Plan
- April 13<sup>th</sup>: Public Hearing on the FY 2023 Action Plan
- May 2<sup>nd</sup>: Washington County BOC consider approval of the 2023 Action Plan
- July 1<sup>st</sup>: FY 2023 Funding Available

Estimated Funding:

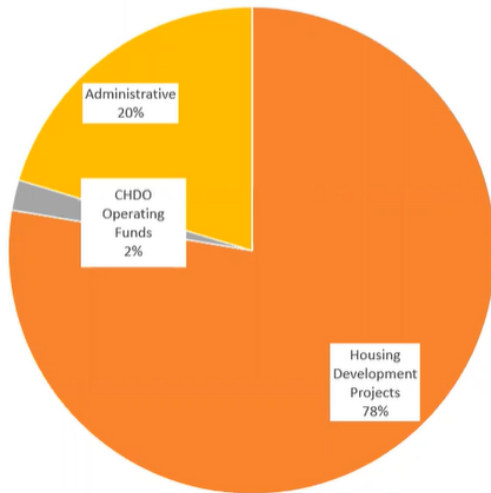


→ CDBG Tentative Program Funding 2023/2024

	Total Available	Total Requests	Remaining
Public Services	\$321,178.07		
<i>CHDO Resident Services</i>	\$41,753.14		
<i>Fair Housing Set-aside</i>	\$6,423.56		
<i>Employment Initiative</i>	\$50,000.00		
<i>Available for Competitive Projects (1 Year)</i>	\$103,001.36	\$60,000.00	\$43,001.36
<i>Available for Competitive Projects (3 Year)</i>	\$120,000.00	\$210,000.00	(\$90,000.00)
Public Facilities	\$389,508.15	\$208,635.00	\$180,873.15
Infrastructure	\$398,508.15	\$411,000.00	(\$21,491.85)

# → HOME Investment Partnerships Program

Estimated Allocation by Percentage



Estimated Allocation in Dollars Overall

Housing Development Projects	\$3,476,808.24
CHDO Operating Funds	\$90,144.55
Administrative (including carryforward)	\$909,805.36
<b>Total Estimated Allocation</b>	<b>\$4,476,758.15</b>

Estimated Use of Funds in FY 2023-24

Housing Development Projects	\$1,200,000.00
CHDO Operating Funds	\$90,144.55
Administrative	\$243,800.00
<b>Total Estimated Allocation</b>	<b>\$1,533,944.55</b>

## b) Project Proposal Discussion

Shannon gave an overview of the HOME application:

- Housing Authority of Washington County: PCC Rock Creek

Zach Wimer presented an overview of the CDBG Infrastructure application:

- City of Cornelius: North Davis Pedestrian Improvement

Lauren Thomas presented the application for the CDBG Facilities grant:

- City of Sherwood: Marjorie Stewart Senior Center Windows & siding

Lauren and Zach shared an overview of the 1-year Public Service applications:

- Family Promise: Housing Case Management Services
- Micro Enterprises of OR: Providing Technical Assistance to LMI and minority entrepreneurs and small business

Lauren and Zach shared an overview of the 3-year Public Service applications:

- Boys & Girls Aid: (2 Applications) SafePlace Youth Shelter and Transitional Living Services
- CASA for Children: Crucial Advocacy for Washington County children in foster care
- Ecumenical Ministries: Second Home
- Home Plate Youth Service: HomePlate Outreach and Drop-in Support

- Just Compassion: Safe Parking East Washington County
- Project Homeless Connect: PHC Day center

c) Rating Criteria

Shannon Wilson reviewed the rating criteria.

## → PAB Rating Criteria – Public Services

1. Service need and urgency – 0-15 points
2. Service effectively addresses need – 0-15 points
3. Service overlaps with existing services – 0-5 points
4. Service promotes coordination – 0-10 points
5. Service is accessible – 0-5 points
6. Sponsor capacity to fund service in the future – 0-15 points
7. Service cost effectiveness – 0-10 points
8. Service supports deinstitutionalization or self-sufficiency – 0-5 points
9. Service addresses objective in 2020-2024 Consolidated Plan – 0-10 points
10. Sponsor's past performance – 0-5 points
11. Sponsor uses an equity lens – 0-8 points
12. Discretionary points – 0-5 points

*PAB rating points: 108 total*

*Administrative rating points: 16 total*

## → PAB Rating Criteria - Infrastructure

1. Project addresses critical need, but sponsor lacks resources for project – 0-10 points
2. Project resolves specific documented health concern – 0-7 points
3. Health and safety need is urgent – 0-7 points
4. Effectiveness of project is addressing an objective in 2020-2024 Consolidated Plan – 0-10 points
5. Past project performance – 0-5 points
6. Discretionary points – 0-10 points

*PAB rating points: 49 total*

*Administrative rating points: 68 total*

## → PAB Rating Criteria – Public Facilities

1. Project is effective in meeting identified need – 0-10 points
2. Project addresses specific health and safety need – 0-5 points
3. Health and safety need is urgent – 0-5 points
4. Facility is accessible – 0-5 points
5. Sponsor capacity for ongoing operations and maintenance – 0-15 points
6. Project promotes service coordination – 0-5 points
7. Project doesn't overlap other facilities serving same population – 0-5 points
8. Project addresses objective in 2020-2024 Consolidated Plan – 0-6 points
9. Past project performance – 0-5 points
10. Sponsor uses an equity lens – 0-10 points
11. Discretionary points – 0-10 points

*PAB rating points: 81 points*

*Administrative rating points: 83 points*

### 5. MISCELLANEOUS AND ANNOUNCEMENTS

Lauren announced the receipt of two ESG Applications and reminded the PAB of the presentation meeting scheduled for Wednesday March 1<sup>st</sup>, 2023. Rating for ESG will be due March 8<sup>th</sup>, 2023. This change will make it so we can bring the recommendation to the March 9<sup>th</sup>, 2023 PAB meeting.

Action	Date
Application Proposal Workshop	November 16, 2022
Letter of Intent	November 30, 2022
Application Proposals Due	January 6, 2023
Staff Evaluations Completed & Distributed	February 9, 2023
Sponsor Presentations	March 2, 2023
Policy Advisory Board (PAB) Rates Applications	March 8, 2023
PAB Approves List of Projects	April 13, 2023
PAB Approves Draft Action Plan	April 13, 2023
Board of Commissioners Approves Amended Action Plan	May 2, 2023
Projects Funded – Program year Begins	July 1, 2023

Shaena reminded everyone about the January 26<sup>th</sup> CDBG Presentations in the Public Services building auditorium and took roll of who was planning to attend.

The next PAB meeting will be on February 9th, 2023 @ 7pm.

Chair Stephanie Jones adjourned the meeting at 7:56 pm.