

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **February 8th, 2024 7:00 pm** via Zoom.

POLICY ADVISORY BOARD MEETING MINUTES

The following persons were present:

PAB REPRESENTATIVES:

Banks	*Stephanie Jones
Beaverton	*Nadia Hasan
Cornelius	*Eden Lopez
Forest Grove	*Mariana Valenzuela
Hillsboro	*Gina Roletto
North Plains	*Trista Papen
Sherwood	*Kim Young
Tigard	*Maureen Wolf
Tualatin	*Bridget Brooks

OCD STAFF:

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

*Denotes Primaries

GUESTS:

N/A

Policy Advisory Board Meeting

1. Call to Order and Attendee Introductions

Board Chair Stephanie Jones called the meeting to order at 7:02 pm.

2. APPROVAL OF JANUARY 11TH PAB MEETING MINUTES:

Kim Young MOVED TO APPROVE THE JANUARY 11TH, 2024 MINUTES.
Maureen Wolf SECONDED. Motion CARRIED. (9 yes, 0 no, 0 abstention)

3. PROPOSAL RATING RESULTS: CDBG, HOME, ESG, 2024-2025 PROPOSED FUNDING LISTS

Applications for Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) funding in fiscal year 2024-25 were thoroughly reviewed and rated by staff and your Board. This evaluation process was completed on January 29, 2024. Based on that process the ranking of projects for **CDBG** funding is outlined in the chart below.

Application Type	Applicant	PAB Rating	Staff Rating	Total Rating
1-year Public Services	HomePlate Youth Services	98.25	16	114.25
	Community Alliance of Tenants	92.50	10	102.50
	Family Promise of Tualatin Valley	92.88	9	101.88
	Virginia Garcia Memorial Health Center	95.75	0	95.75
	Growing Gardens	86.25	9	95.25
Public Infrastructure	City of Tualatin	43.63	57	100.63
	City of Cornelius	41.25	30	71.25

Total points available in each funding category:

- Public Services: 108 PAB-rated points; 16 Staff-rated points = 124 total.
- Public Infrastructure: 49 PAB-rated points; 68 Staff-rated points = 117 total.
- Public Facilities: 81 PAB-rated points; 83 Staff-rated points = 164 total.

Ranking of projects for **HOME** funding is outlined in the chart below.

Applicant	PAB Rating	Staff Rating	Total Rating
Beaverton Senior Housing on 5 th	64	24	88
Elmonica Station	61.89	21	82.89

Ranking of projects for **ESG** funding is outlined in the chart below.

Applicant	PAB Rating	Staff Rating	Total Rating
Community Action	48.78	27	75.78
Family Promise of Tualatin Valley	46	27	73

These rankings were used to develop the attached proposed Funding Lists. The amount of funding available is currently an estimate based on a combination of last year’s allocation amounts from the Department of Housing and Urban Development (HUD) and actual program income received in the past year. These estimates will be updated when the allocation amounts from HUD are received. Once Congress approves a budget for FY 2024-25, HUD has 60 days to calculate the jurisdictional allocations. A final version of the Funding Lists will be provided to your Board when available. These lists include projects rated by your Board as well as projects that receive set-aside funding, joint entitlement funding, funding for the Housing Rehabilitation Program our office operates directly, and our office’s administrative funding.

Funding Recommendations for CDBG projects outlined in the charts below based on the ratings.

Public Services:

<i>Public Services</i>		
		<u>Allocation Total:</u> \$ <u>315,078.18</u>
Project Type	Organization/Project	Amount
Set-Aside projects	CPAH Resident Services	\$ 20,480.08
	Bienestar Resident Services	\$ 20,480.08
	FHCO Fair Housing Services	\$ 6,301.56
	Worksystems Inc Economic Opportunity Program	\$ 50,000.00
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>		<u>\$ 307,261.73</u>
Remaining Allocation		\$ 7,816.45

Public Facilities:

<i>Public Facilities</i>	
<u>Allocation Total:</u> \$ <u>374,765.93</u>	
Organization/Project	Amount
no applications received	
<u>Awards subtotal</u>	<u>\$ -</u>
Remaining Allocation	\$ 374,765.93

Public Infrastructure:

<i>Infrastructure</i>	
<u>Allocation Total:</u> \$ 374,765.93	
Organization/Project	Amount
Tualatin Sagert Street and Stoneridge Neighborhood	\$ 200,000.00
Cornelius Sidewalk Improvements Davis & 14th St.	\$ 358,000.00
<u>Awards subtotal</u>	\$ 558,000.00
Remaining Allocation	\$ (183,234.07)

Other CDBG Funding Allocations:

Affordable Housing (Housing Rehabilitation):

<i>Affordable Housing (Housing Rehab)</i>	
<u>Allocation Total:</u> \$ 499,687.90	
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	\$ (55,312.10)

City of Tigard:

<i>City of Tigard</i>		
<u>Allocation Total:</u> \$ 141,481.00		
Project No.	Organization/Project	Amount
	Homeownership	\$ 141,481.00
<u>Awards subtotal</u>		\$ 141,481.00
Remaining Allocation		\$ -

Administrative Costs:

<i>Administrative Costs</i>		
<u>Allocation Total:</u> \$ 412,000.00		
Project No.	Organization/Project	Amount
	Program Administration	\$ 412,000.00
<u>Awards subtotal</u>		\$ 412,000.00
Remaining Allocation		\$ -

Overall CDBG Funding Detail

Overall Funding Detail	Allocations	Proposed Awards	Remaining Funds
Public Services	\$ 315,078.18	\$ 307,261.73	\$ 7,816.45
Public Facilities	\$ 374,765.93	\$ -	\$ 374,765.93
Infrastructure	\$ 374,765.93	\$ 558,000.00	\$ (183,234.07)
Affordable Housing (Housing Rehab)	\$ 499,687.90	\$ 555,000.00	\$ (55,312.10)
City of Tigard	\$ 141,481.00	\$ 141,481.00	\$ -
Administrative	\$ 412,000.00	\$ 412,000.00	\$ -
TOTAL Allocations	\$ 2,117,778.94	\$ 1,973,742.73	\$ 144,036.21

Funding Recommendations for HOME Investment Partnership Program is outlined in the charts below based on the ratings.

Housing Development Projects:

<i>Housing Development Projects</i>		
		<u>Allocation Total: \$ 4,059,257.81</u>
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		\$ 1,659,257.81

CHDO Operating Funds:

<i>CHDO Operating Funds</i>		
		<u>Allocation Total: \$ 88,750.00</u>
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		\$ 38,750.00

Administrative Costs:

<i>Administrative Costs</i>		
		<u>Allocation Total: \$ 846,096.69</u>
Project No.	Organization/Project	Amount
	Program Administration	\$ 243,800.00
<u>Awards subtotal</u>		<u>\$ 243,800.00</u>
Remaining Allocation		\$ 602,296.69

Overall HOME Program Funding Detail

Overall Allocations	Amount	Proposed Awards	Remaining Funds
Housing Development Projects	\$ 4,059,257.81	\$ 2,400,000.00	\$ 1,659,257.81
CHDO Operating Funds	\$ 88,750.00	\$ 50,000.00	\$ 38,750.00
Administrative (including carryforward)	\$ 846,096.69	\$ 243,800.00	\$ 602,296.69
TOTAL Allocations	\$ 4,994,104.50	\$ 2,693,800.00	\$ 2,300,304.50

Funding Recommendations for ESG Emergency Solutions Grant is outlined in the charts below based on the ratings.

ESG Projects:

<i>ESG Projects</i>		
		<u>Allocation Total:</u> \$ 144,213.97
Project No.	Organization/Project	Amount
	Community Action	\$ 144,213.97
<u>Awards subtotal</u>		<u>\$ 144,213.97</u>
Remaining Allocation		\$ -

Administrative Costs:

<i>Administrative Costs</i>		
		<u>Allocation Total:</u> \$ 11,693.03
Project No.	Organization/Project	Amount
	Program Administration	\$ 11,693.03
<u>Awards subtotal</u>		<u>\$ 11,693.03</u>
Remaining Allocation		\$ -

RECOMMENDATION: Following staff presentations at the February 8, 2024 PAB meeting, your Board endorse the 2024-25 Proposed CDBG, HOME, and ESG Funding Lists for inclusion in the draft 2024 Action Plan.

Bridget Brooks MOVED TO ENDORSE THE 2024-2025 PROPOSED CDBG, HOME, AND ESG FUNDING LIST AS PRESENTED. Mariana Valenzuela SECONDED. Motion CARRIED. (9 yes, 0 no, 0 abstention)

4. CONSOLIDATED PLAN PRESENTATION

Office of Community Development alongside Cities of Hillsboro and Beaverton staff have been working on the 2025-2029 Consolidated Plan. The Consolidated Plan is a five-year strategic plan that builds on an intensive community engagement process to assess housing and community development needs and prioritize investment of an estimated \$35 million of federal investment over the next 5 years. The Consolidated Planning process is required for all jurisdictions that receive HUD Formula Block Grant Programs which include Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnerships Program. The main elements of the Consolidated Plan are a Needs Assessment, Housing Market Analysis, Strategic Plan, and Action Plan.

Consolidated Plan Timeline:

March 15, 2024	Community Kick Off
August 2024	Draft goals/objectives presented to PAB
January 2025	Public Hearing
February 2025	PAB Approval
May 2025	HUD Submission

Eva followed up and resent the Eventbrite invite out to the PAB.

5. RATING PROCESS AND SCORING CRITERIA DEBRIEF DISCUSSION:

There was a discussion regarding the equity question, it was unclear on how to rate with the point system having different calculation options. The equity question is the only one where the score given is doubled within the Zoomgrants software. The suggestion was made to keep the amount of points for the question the same, but remove the doubling done by the software. That keeps the weight of the question the same at 8 points, but gives more transparency in the process by PAB members awarding on the full scale of 0-8 points.

The ratings due date came up and there were a few ideas on the best day to have them due. Some members like having the weekend to work on them, while there are some who would like to have them due on a Monday or Tuesday to ensure having a staff person available for assistance. There was some mention of moving the presentations up earlier in the cycle as well.

ZoomGrants was also a topic of discussion, and it was brought up that having the fiscal year dates at the beginning of the title listings would be helpful.

Feedback was also brought up, PAB asked what feedback the applicants get. Different ways to give and provide feedback were discussed as well as the overall availability for applicants to receive feedback.

Staff will work on making some adjustments and creating opportunities to accommodate the PAB needs and requests.

6. NATIONAL COMMUNITY DEVELOPMENT WEEK AND FAIR HOUSING MONTH:

Shannon announced National Community Development Week and Fair Housing Month.

We will be sending letters out the cities and meeting with the Washington County Commissioners on April 2nd, 2024.

We are asking that each jurisdiction consider doing proclamations, and to share with us as we forward these to our congressional delegation.

7. MISCELLANEOUS AND ANNOUNCEMENTS:

DATE: February 8, 2024

TO: Policy Advisory Board (PAB)

FROM: Staff, Office of Community Development

SUBJECT: Amendment to all Office of Community Development Program Policies regarding new HUD regulations about radon

On January 11th 2024, HUD published Notice CPD-23-103: Departmental Policy for addressing radon in the Environmental Review Process. This policy requires responsible entities to consider radon gas as a part of the Environmental Review Process. This policy goes into effect on April 11th, 2024. The Office of Community Development intends to follow all requirements for each program where applicable and subject to the new HUD policy.

More information regarding the Radon requirements and what a Responsible Entity's obligations are can be found at the following link:

[CPD Notice on Departmental Policy for Addressing Radon in the Environmental Review Process \(hud.gov\)](#)

RECOMMENDATION: Approve the amendment to all Office of Community Development Program Policies regarding HUD regulations about radon that go into effect April 11th, 2024.

Bridget Brooks MOVED TO ENDORSE THE AMENDMENT TO ALL OFFICE OF COMMUNITY DEVELOPMENT PROGRAM POLICIES REGARDING NEW HUD REGULATIONS ABOUT RADON. Kim Young SECONDED. Motion CARRIED. (9 yes, 0 no, 0 abstention)

Shannon updated the PAB on the previously mentioned MESO contract that was terminated. We proposed reallocating the funds to Ecumenical Ministries Organization who was partially funded in the 2023-2024 funding year. Staff was able to reach out and contacted them. Unfortunately, they had their budget set and were not in a position to spend out the funds. These funds will go into the PAB contingency fund and will be available later to be used for infrastructure or facilities only, subject to approval from the PAB.

Staff proposed cancelling the March Policy Advisory Board Meeting; PAB members were in agreement. Immediately in advance of the April PAB meeting there will be a Public Hearing for the 2024 Action Plan.

The next PAB meeting will be on April 11th, 2024 at 7pm.

Chair Stephanie Jones adjourned the meeting at 7:57pm.