

- ACTION -

**POLICY ADVISORY BOARD (PAB)** for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **October 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	Javier Mena
Forest Grove	*Mariana Valenzuela
Hillsboro	*Gina Roletto
King City	*Micah Paulsen
North Plains	*Trista Papen
Sherwood	*Kim Young
Tigard	*Maureen Wolf
Tualatin	*Bridget Brooks
Washington Ct	*Pam Treece

\*Denotes Primaries

OCD STAFF:

Shannon Wilson, Program Manager  
Shaena Johnson, Administrative Specialist  
Sarah Branson, Housing Rehabilitation Coordinator  
Zach Wimer, Housing & Community Development Specialist  
Maddie Bonkoske, Housing & Community Development Specialist  
Kelvin Valdovinos, Housing & Community Development Specialist

GUESTS:

Lauren Silver, ZoomGrants  
Elise Laubach, Family Promise TV  
Lanndhese Talice, Family Promise GWC

**Policy Advisory Board Meeting**

1. Call to Order and Attendee Introductions

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

## **2. HOME-ARP APPLICATION PRESENTATIONS:**

### **Family Promise of Tualatin Valley, Presented by Elise Laubach**

Family Promise of Tualatin Valley (FPTV) mission to equip vulnerable families and individuals to end the cycle of homelessness through a community-based response. FPTV was formed as a grassroots effort in October of 2016 and opened its doors to serving families experiencing homelessness or housing insecurity in 2018. Currently own a building that was formerly a hotel and offers 40 rooms of shelter. FPTV serves families experiencing homelessness or housing insecurity. All clients have low or no income and live in Washington County. 13% of households in our shelter program are survivors of domestic violence. FPTV plans to offer utility and rental arrear assistance and ongoing utility support to qualifying households from the target populations. We will provide assessments as needed and take referrals through Community Connect. We estimate serving around 300 households with this funding. FPTV currently has a rental assistance program funded through ESG.

<b>Funding Uses/Expenses</b>	<b>HOME ARP Funds</b>
Utility Payments	\$100,000
Rental Arrear Payments	\$400,000
Short-term Rental Financial Assistance	\$0

### **Family Promise of Greater Washington County, Presented by Lanndhese Talice**

Family Promise helps local communities coordinate their compassion to address the root causes of family homelessness. We address the issue holistically, providing prevention services before families reach crisis, shelter, and case management when they become homeless, and stabilization programs once they have secured housing to ensure they remain independent. We tap existing local resources to empower families towards economic stability. When families come to us in crisis, we help them rebuild their lives with new skills and ongoing support. Funding received from this grant will be instrumental in supporting a diverse set of program goals aimed at facilitating the transition from shelter programs to stable housing. These goals include initiatives such as tenancy preparation, micro-entrepreneurship support, and virtual career pathway training. By offering these resources, Family Promise creates a solid foundation of security and stability, breaking the cycle of poverty and empowering families and their children to envision and pursue a brighter future.

<b>Funding Uses/Expenses</b>	<b>HOME ARP Funds</b>
Utility Payments	\$10,000
Rental Arrear Payments	\$54,000
Short-term Rental Financial Assistance	\$216,000

PAB Members can begin rating in ZoomGrants following today's presentations & training. Ratings are due on October 20<sup>th</sup>, 2023.

#### HOME-ARP Supportive Services Funding Timeline

Action	Due Date
Sponsor Presentations (at the PAB meeting)	October 12, 2023
Policy Advisory Board (PAB) Rates Applications	October 20, 2023
PAB Approves Supportive Services Awards	November 9, 2023
Board of Commissioners Approves Supportive Services Awards	December 5, 2023

### **3. ZOOMGRANTS TRAINING, Presented by Lauren Silver**

Lauren provided a step by step-by-step tutorial on rating the HOME-ARP applications. She shared her screen and when through the highlights for how to rate the HOME-ARP program. She went over multiple different buttons that will all get raters to the appropriate areas. She reviewed the points for each question and took notice of the accessibility question that has two parts. She also went over the Racial Equity question which has four parts for a total of 12 points.

She assisted new raters in how to locate the Staff Reports within the program. Lauren also shared a resource for ZoomGrants University that can assist raters with information in using the program.

Kelvin reminded the PAB of the Due date for this rating as October 20<sup>th</sup>, 2023.

### **4. APPROVAL OF SEPTEMBER 14<sup>TH</sup> PAB MEETING MINUTES:**

Kim Young MOVED TO APPROVE THE JULY 7<sup>TH</sup>, 2023 MINUTES. Bridget Brooks SECONDED. Motion CARRIED. (9 yes, 0 no, 1 abstention)

### **5. APPROVAL OF HOUSING REHABILITATION PROGRAM POLICIES:**

OCD Staff worked with County Counsel to draft the Resolution and Order for the removal of the Loan Review Board, it was presented and approved by the Board of Commissioners on September 05, 2023, RO 23-56.

Sarah presented the following changes to our policies for approval. We have focused on ensuring clarity and answering many common questions with the current updates, including some limitations due to funding.

Page Section	Policy Change
3 Additional Eligibility Considerations	Added—Applicants who have received a DIBL loan and have not expended all the funds, up to \$25,000, may reapply and be put on the waiting list, and requalify, to utilize any remaining funds. <b>This is being added to the policy as we have had clients wanting to use additional funds for repairs that were not part of the original scope of work at the time of the initial loan.</b>
3 Additional Eligibility Considerations	Added—If an applicant has received a HARDE grant, and lives in a qualifying home, they may apply for a DIBL loan after one (1) year has passed. <b>This is being added to the policy because we have HARDE clients that may potentially qualify for a DIBL loan, qualifying property, income, and equity in the home. These clients might have used the HARDE grant for accessibility and now may need a roof or heating system.</b>
3 Additional Eligibility Considerations	Added—can reapply for emergency repairs only. <b>In previous policy a HARDE applicant would be able to use the full amount of the grant after the initial repairs or accessibility. Due to the limitation of funds, we will only accept application from previous HARDE clients if they have an emergency.</b>
3 Additional Eligibility Considerations	Deleted—Applicants who live on a property that has previously received repairs via a HARDE grant received by a different owner, may apply for the HARDE program.
3 Additional Eligibility Considerations	Added—Applicants who live on a property where a HARDE grant was received by a different owner, may apply for the HARDE program. They will be placed on the wait list. <b>This replaces the above deleted policy. There was not a change just the way it was worded and added will be placed on the wait list.</b>
3 Additional Eligibility Considerations	Added—would be placed on the waitlist to the last paragraph.
5 Household Selection and Eligibility	Deleted—DIBL in number 3 Added—HARDE in number 3 Deleted—through state or county programs. <b>Only a HARDE can be given if an applicant has deferred taxes. DIBL requires all taxes to be current. This was not correct in previous policy version.</b>
6 Income	Added—Other self-certification documents may be required, No Bank Account for, Self-Employment form, Home Business Form, etc. <b>This was added because HUD, Part 5 allows for self-certifications.</b>

<p>7 Property Eligibility</p>	<p>The property must be owner-occupied. The only exceptions to this is for rental properties for tenant accessibility improvements. This requires the owner of the property to complete and submit HARDE Rental/Owner Agreement Document. <b>The last sentence was added because this is a required document to be completed by the owner or the property. OCD has been challenged on this in the past and it should have been in the policy.</b></p>
<p>10-11 Emergency Repair</p>	<p>Emergency Repairs section on page 10-11 were rewritten for clarification. <b>This section was completely rewritten for better clarification of what constitutes an emergency.</b></p>
<p>11 Fire and Flood Insurance</p>	<p>Added—Applicant shall provide a continued Certificate of Insurance to the County annually to show continued coverage of the property. <b>This is a requirement and had never been in the policy. It helps to protect the asset that our funds have been invested in.</b></p>

Bridget Brooks MOVED TO APPROVE THE HOUSING REHABILITATION PROGRAM POLICIES. Pam Treece SECONDED. Motion CARRIED. (8 yes, 0 no, 2 abstention)

**6. MISCELLANEOUS AND ANNOUNCEMENTS:**

Shannon shared some OCD highlights.

We just passed our CDBG, HOME, and ESG Funding Application Deadline. We received 12 application total.

- CDBG Public Service - 5
- CDBG Infrastructure - 3
- CDBG Public Facility - 0
- HOME - 2
- ESG – 2

These presentations will be scheduled in January, these will be up for PAB rating after the proposals are completed.

We have a previously awarded CDBG project through Just Compassion. This project encountered several additional expenses due to a wetland being located on the project property. Shannon used her ability as the program manager to do a one-time award to them of \$10,000 to help cover those costs. This project may come back and request additional funding that would come to your board. The new balance of the contingency fund is just over \$100,000.

Staff is busy with continuing education and is attending some conferences. This is a great opportunity to meet others and network in our field.

The NACCED Conference was September 18-21, 2023, Shannon, Maddie and Lauren attended.

The NWACDM Conference is next week, Shannon, Sarah and Maddie will be attending.

Zach attended the Home Underwriting and Compliance Conference September 24-30, 2023.

We have the Fair Housing Bus Tour coming up on October 19<sup>th</sup>, 2023. Some PAB members are looking to potentially car pool for this event.

Alongside Senior housing project in Tigard. Grand Opening is on November 9<sup>th</sup>, 2023. You are welcome to come.

The next PAB meeting will be on November 9<sup>th</sup>, 2023 at 7pm.

Chair Stephanie Jones adjourned the meeting at 8:02pm.