

Urban County Policy Board

January 8, 2024



January 8, 2024, Meeting Agenda

- (info) I. Introductions
- (action) II. Approval of September 11, 2023 minutes
- (action) III. Vice-Chair Election
- (action) VI. Draft 2024 Annual Work Plan
- (info) IV. 2024 CDBG and HOME Application Updates
 - Overview of 2024 submitting agencies
 - Application review and scoring refresher
- (info) V. Program updates
 - CDBG Timeliness
 - Clark County CNA Community Forums
- (info) VII. July to September 2023 Quarterly Report Review
- (info) VIII. Other
 - Alternate Representation Updates
 - Public Comment



Item II. September 11 Meeting Minutes (action)

- **Attendance:** UCPB Members: Councilor Glen Yung (Clark County); Deputy Mayor Cherish DesRochers (Battle Ground); Jim Hodges (Camas); Councilor Ron Onslow (Ridgefield); David Scott (Washougal) Guests: Chuck Green (City of Ridgefield); Janet Kenefsky, Heather Rowley (Greater Vancouver Chamber); Nicole D. Leon (Hispanic Metro Chamber); Samantha Whitley (City of Vancouver); Katie Ulrich (Proud Ground) Staff: Michael Torres, Emily Langston, Rebecca Royce, Janet Snook

I. Introductions

II. April 10, 2023, Meeting Minutes

Minutes were approved following a motion by Councilor Onslow that was seconded by Jim Hodges.

III. CDBG and HOME Program Performance Evaluation (CAPER) preview

The July 1, 2022, to June 30, 2023, Consolidated Annual Performance Evaluation Report will be released for public comment on September 14, and presented to County Council on September 26. The five-year Consolidated Plan establishes the annual Action Plan, which guides RFA funding. The CAPER reports to HUD how the Action Plan was followed.

IV. 2024 Requests for Applications (RFA)

Current five-year Consolidated Plan ends in 2024. It sets goals for soliciting in RFA. This year's RFA will be final round of funding under the current Consolidated Plan. Current goals are Public Facilities and Neighborhood Improvements; Affordable Housing and Homelessness; and Asset and Economic Development. New Plan goals may differ. Citizen participation is a large part of creating the new Consolidated Plan.

RFA will open October 2. Pre-application meetings will be held in the second week of October. Pre-applications are due October 31, and complete application due December 1. Applicants must be local jurisdictions outside of the City of Vancouver and non-profit organizations, with the target population being low-income individuals.

Board members requested changes to scoring, including weighting in equity, addressing community needs and past performance, and that the rubric matches the question more closely. Additional questions will be added to the RFA to cover these requests. Draft RFA questions will be forwarded to the Board through email for comment before the RFA opens.

V. Q2 quarterly reports (April-June 2023)

Most projects are on target. Battle Ground SE Clark environmental and Ridgefield Gee Creek are on hold. New Heights Clinic will reapply for funds later due to delays in engineering and construction.

VI. Program updates

Urban County three-year requalification amendment has been sent to cities for signatures. Will be sent to HUD September 26.

VII. Other

- Public Comment: none
- Next meeting, October 9, 9:30-11am, if needed

Meeting adjourned.



Item III. Vice-chair Election (action)

- Vice-chair elected each year at January meeting
- Primary responsibility is to preside over the meeting if the Chair is unable.
- 2023 Vice-chair: Deputy Mayor Cherish DesRoshers



Item IV. 2024 Annual Work Plan (action)

- A living document that guides the work of the board for the year
- Sets the meeting schedule for the year
 - Does the current date and time work for the board?
- Subject to change as needs of the board are identified throughout the year
- 2024 to include more training and program updates

January	Vice-chair election Approval of minutes Review Annual Work Plan Overview of 2024 CDBG and HOME applications Training: Neighborly Program Updates <ul style="list-style-type: none"> • Timeliness Discussion • Clark County CNA Community Forums July to September 2023 Quarterly Reports Public comment
February (extended meeting: 8:30-11:30am)	Approval of minutes CDBG & HOME 2024 application presentations and Q&A Public comment <i>Board members get access to score applications in Neighborly; scores due by March 4</i>
March	Approval of minutes HUD funding updates Review 2024 application scores and make funding awards Program Updates (if needed) Training: BABAs – effective PY2023 funds October – December 2023 Quarterly Reports Public comment <i>April 1 – 5 is National Community Development Week</i>
June	Approval of minutes Update on HUD Action Plan submission Program Updates <ul style="list-style-type: none"> • 2025-2029 Consolidated Plan January – March 2024 Quarterly Reports Training: Conducting an Income Survey Public comment
September	Approval of minutes Consolidated Annual Performance Evaluation Report – outcome review April – July 2024 Quarterly Reports 2024 Request for Applications open October 1 Program Updates <ul style="list-style-type: none"> • Application and Funding Guidelines Updates Review Point in Time Count and Homeless Connect data Public comment
November (falls on Veteran's Day) Move to October, or 3rd Monday of November?	Approval of minutes Program Updates (if needed) Training: Section 3 Homeowner Rehab Program Presentation What trainings/presentations would the board like to see in 2025? Public comment



Item V. 2024 CDBG and HOME Application Updates (info)

Applicant	Project	Description	CDBG Request	Joint Request
Public Facilities and Neighborhood Improvements				
4D Recovery	Community center acquisition & rehab	Purchase and renovation of community center	\$204,545	\$250,000
Battle Ground, City of	N Parkway Avenue Sidewalks	Installation of sidewalks	\$300,000	\$0
Council for the Homeless	HSC Building Acquisition	Purchase of building	\$300,000	\$300,000
Ridgefield, City of	Sargent Street Improvements	Sidewalk, water & stormwater improvements	\$200,000	\$0
Total Request			\$1,004,545	

- 18 total applications
- Estimated Available
 - CDBG \$1,850,000
 - HOME \$750,000


Applicant	Project	Description	CDBG Request	Joint Request
Asset and Economic Development				
Evergreen Habitat for Humanity	Affordable Homeownership Program	Homebuyer down payment assistance	\$300,000	
Fourth Plain Forward	BIPOC Business assistance	Small business technical assistance	\$299,371	
Greater Vancouver Chamber	Pathways to Opportunity & Dev.	Small business technical assistance	\$78,000	
Hispanic Metropolitan Chamber	Latinx Business assistance	Small business IDA program	\$130,000	
Livelihood NW	Business Support Services	Small business technical assistance	\$116,000	
Micro Enterprise Services of Oregon	Micro-Enterprise assistance	Micro-enterprise technical assistance	\$101,100	
Proud Ground	Homeownership assistance	Land trust affordable homeownership	\$300,000	
Vancouver Farmers Market Assoc	Small Business Development	Small business technical assistance	\$75,000	
Total Request			\$1,399,471	

Applicant	Project	Description	CDBG Request	HOME Request
Affordable Housing and Homelessness				
Janus Youth Programs	The Nest TBRA	Rental assistance for youth 18-25	\$45,000	\$150,000
Lifeline Connections	Recovery TBRA	Rental assistance for those with BH disorders	\$25,182	\$83,940
Salvation Army, The	TBRA	Rental assistance for adults and families	\$28,350	\$94,500
Share	Affordable Housing & Stability Program	Rental assistance for adults and families	\$25,000	\$275,000
Vancouver Housing Authority	Weaver Creek Commons	Construction of 80 affordable housing units	\$0	\$300,000
YWCA Clark County	Domestic Violence Survivors TBRA	Rental assistance for DV survivors	\$63,000	\$210,000
Total Request			\$186,532	\$1,113,440



Item V. Neighborly scoring refresher (info)

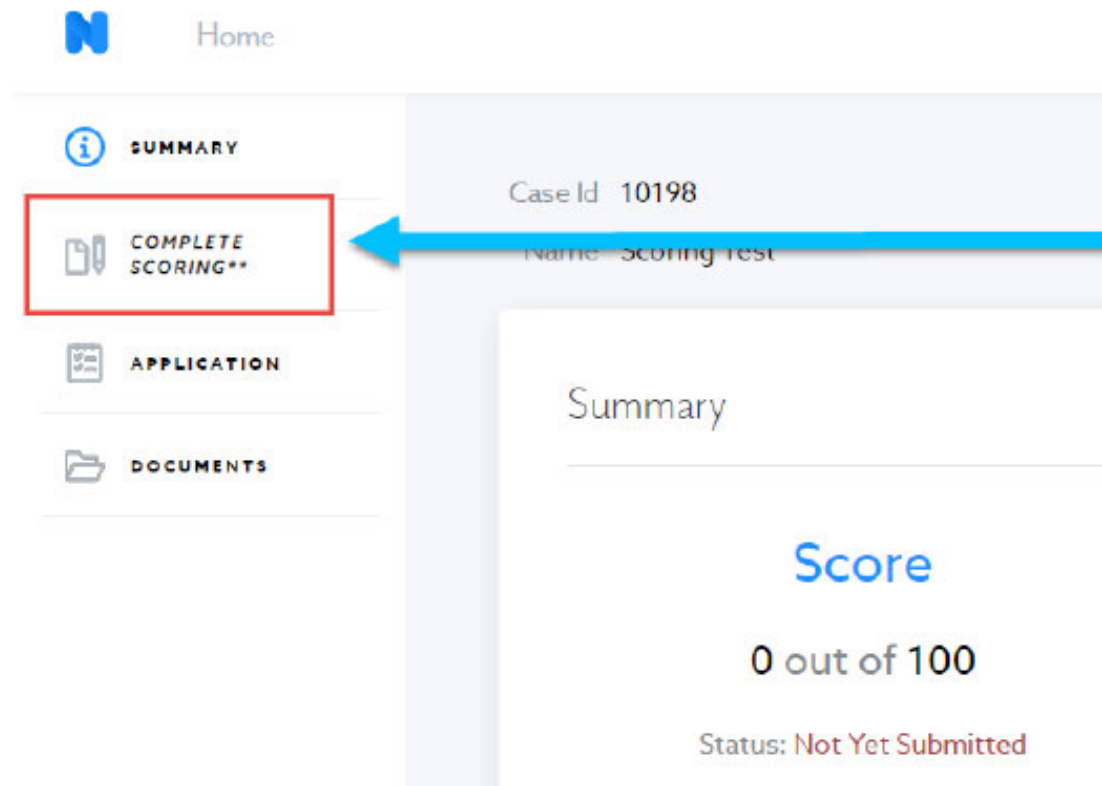
- Neighborly scoring step-by-step instructional guide available on the UCPB website: <https://clark.wa.gov/community-services/urban-county-policy-board>
- Funding Guides available for each application type provide criteria and scoring matrix for each question: <https://clark.wa.gov/community-services/cdbg-and-home-applications>
- When you are given access to an application, you will get an email notification with a link: <https://portal.neighborlysoftware.com/clarkcountywa/Reviewer>

Applications Awaiting Score (1)						**Action Required
CASE ID	NAME	PROGRAM	YEAR	SCORE	LAST UPDATED	
10198	Scoring Test	Public Facilities & Infrastructure	2018	0 out of 100	2/7/2020 10:42:54 AM	
Completed Scorings (0)						
CASE ID	NAME	PROGRAM	YEAR	SCORE	LAST UPDATED	
You have no completed scorings						



Item V. Neighborly scoring refresher (cont'd)

- The “Complete Scoring” tab on the left-hand side allows you to start the scoring process.



Item V. Neighborly scoring refresher (cont'd)

- Score Report will show points awarded and points available.
- Note that not all questions are scored for each application
 - Public Facilities and Neighborhood Improvements have 2 application types: Infrastructure and Social Service
 - Affordable Housing and Homelessness have 2 application types: Construction and Tenant Based Rental Assistance

Case Id 10198 Program Public Facilities & Infrastructure
Name Scoring Test Scoring Status Not Yet Submitted

Score Report

	POINTS AWARDED	AVAILABLE POINTS
A. SITE CONTROL <ul style="list-style-type: none">• Property is owned by applicant and is zoned for the proposed improvement work (5 pts).• Option Secured or rezoning required (3 pts).• Property has not been identified (0 pts).	0	10
B. TIMELINESS OF COMPLETION <ul style="list-style-type: none">• Demonstrate Ability to Complete in 1 Year (10 pts)• Architecture Plans and Timeline Reasonable & Complete (5 pts)• Itemized Budget Reasonable & Complete (5 pts)	0	20
C. ENVIRONMENTAL IMPACT Proof of no identified environmental issues or concerns	0	20
D. COMMUNITY IMPACT The number of low/moderate income residents benefiting from the project:	0	20



Item VI. Program Updates (info)

- **CDBG Timeliness**

- HUD performs a timeliness test in May each year to ensure jurisdictions are spending their CDBG funds
- Goal is to have less than 1.5 times the annual entitlement amount available
- Most jurisdictions have been out of compliance since the pandemic
 - Timeliness requirement was waived for fiscal years 2020 and 2021
- Clark County remains out of compliance due to several factors:
 - Delays to construction projects due to the pandemic
 - Unusually high loan repayments due to record low interest rates
 - Projects not moving forward/funds recaptured
- Clark County under “informal consultation” due to timeliness issues for 2 years
 - Requires regular reporting to HUD
- Do not anticipate meeting Timeliness requirement in May 2024



Item VI. Program Updates (cont'd)

- Clark County conducts a needs assessment of people who are low-income every 3 years
- Survey of Needs completed in early 2023
 - 893 responses received
- Forums to collect community feedback
 - Open to everyone
 - 4 events scheduled, 3 in-person and 1 virtual
- Each in-person event includes an open house before the formal forum
- Registration is encouraged; interpretation services available upon request
- Community Needs Assessment used to determine spending decisions for Community Service Block Grant funds and shared with funders throughout Clark County



A Portrait of Clark County Needs of a Community

FEEDBACK FORUM

Join us and share your thoughts about the findings of the county's *2023 Low-Income Needs Survey*. Your feedback will be included in the Community Needs Assessment, which will help determine spending decisions countywide. **Registration encouraged.**

Community Forum in Vancouver

- When: Tuesday, January 9, 2024
Open house / data walk: 12–5 pm
Forum: 5:30–7:30 pm
- Where: Vancouver Community Library
901 C Street, Vancouver, WA 98660
Columbia Room

Community Forum in Ridgefield

- When: Wednesday, January 17, 2024
Open house/ data walk: 1–5 pm
Forum: 5:30–7:30 pm
- Where: Ridgefield Community Library
210 N Main Ave, Ridgefield, WA 98642
Allene Wodaage Community Room

Virtual Community Forum

- When: Tuesday, January 23, 2024
10am-12 noon
- Where: Zoom, link:
<https://us06web.zoom.us/j/87386007799>
Meeting ID: 873 8600 7799

Community Forum in Camas

- When: Thursday, January 25, 2024
 - Open house / data walk: 1–3 pm
 - Forum: 3:30–5:30 pm
- Where: Camas Public Library
625 NE 4th Ave, Camas, WA 98607
Dual Meeting Rooms A & B

light refreshments available during in-person forums

Scan this QR code
with the camera
on your phone
and register today!



Buildings are wheelchair accessible. ASL, Spanish, Russian, and Chuukese interpretation services will be provided upon request. Please contact Abby Molloy, 564.397.7832, if you have questions or would like to request additional support.

This event is hosted by Clark County Community Services, and co-sponsored by:



Item VII. July to Sept 2023 Quarterly Report (info)

Public Facilities and Neighborhood Improvements						
Infrastructure						
Contract	IDIS	Project	Funding	Expended	Narrative	On Schedule
2001		Battle Ground - SE Clark Avenue Improvements. Construct 150' section to create through road.	\$129,200	\$0	Project environmental must be aggregated with new VHA housing project, in predevelopment.	N/A
2104	1483	Washougal - Hamlik Park Improvements. New paint, benches, playground, picnic tables and irrigation replacement.	\$85,043	\$85,043	Project complete.	Yes
2201	1514	Camas - NW 14th improvements - Roadway, sidewalk, curb ramps, and water service improvements between NW Ash and NW Couch St.	\$212,000	\$190	Contract executed. Construction to begin in summer.	Yes
2203		Ridgefield - Gee Creek Loop improvements - Construct stormwater improvements to alleviate flooding and poor drainage on Gee Creek Loop, and add a pedestrian crossing with rapid flashing beacons to the intersection of Pioneer Street/SR501 and Gee Creek Loop.	\$195,000	\$0	Project awarded funding.	No
2204		Washougal - Hamlik 1/2 basketball court - Construct 1/2 court basketball with ADA access and the necessary stormwater and permitting requirements.	\$50,000	\$0	Project awarded funding.	N/A
2303		Ridgefield Hall & Elm improvements- Upgrades water line, reconstructs severely damaged sidewalk and street, and adds ADA ramps on Hall and Elm between 1st and Railroad Avenues	\$232,470	\$0	Project awarded funding.	N/A
2301		Battle Ground NE 1st Street Sidewalks- Add sidewalks, including curb, gutter, lighting, storm drainage, and ADA improvements on NE 1st Street between NE 3rd Avenue and Central Park, leading to high school.	\$200,000	\$0	Project awarded funding.	N/A
2302		Camas NW Benton St improvements- Improvements to road, sidewalk, curb ramps, and sanitary sewer line, on Benton, NW 14th-NW 16th.	\$280,000	\$0	Project awarded funding.	N/A
2304		Washougal Hamlik Park basketball court improvements- In combination with funding awarded with 2021 CDBG funds, project expands installation of a half basketball court to a full basketball court, along with restores other items eliminated from previous awards due to cost, and includes other park improvements.	\$129,000	\$0	Project awarded funding.	N/A
Social Service						
2004	1467	Washougal - Social Service Building Repairs. Building exterior and window repairs at 1702 C Street.	\$227,000	\$19,433	Construction underway.	Yes
2103/2305		Lifeline Connections Mothers Recovery House. Acquisition of single-family home for sober living for 6 women and children.	\$245,000	\$0	Property purchased.	No
2202		New Heights Clinic - Primary care clinic construction - Construct a new clinic building to provide free primary care to low-income patients who would not otherwise be able to obtain care.	\$600,000	\$0	Provider indicated plans have changed and project timeline is pushed back. Funds may be reallocated through 2024 RFA.	No



Item VII. July to Sept 2023 Quarterly Report (cont'd)

Asset and Economic Development						
Contract	IDIS	Project	Funding	Expended	Narrative	On Schedule
2106	1503	Hispanic Metropolitan Chamber – Business Technical Assistance. Bilingual assistance to support small businesses in Clark County.	\$73,200	\$61,525	Fully onboarded new SW WA advisor in Q4. Served 50 clients in 2022.	N/A
2107	1507	Mercy Corps NW - Business IDA program. Classes, credit repair, loans and matched savings for small businesses in Clark County.	\$250,000	\$57,191	Program underway. Served 63 clients in Q4.	N/A
2108 21H5	1484 / 1485	Proud Ground - Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AMI.	\$300,000	\$200,219 \$0	One home purchased. Working with two eligible homebuyers.	N/A
2205		Hispanic Metropolitan Chamber – Business Technical Assistance. Bilingual assistance to support small businesses in Clark County.	\$78,600	\$0	Project awarded funding.	N/A
2206		Mercy Corps NW - Small Business Development. Technical assistance to support small businesses in Clark County.	\$289,100	\$0	Project awarded funding.	N/A
2207 22H1		Proud Ground - Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AMI.	\$126,778 \$173,222	\$0 \$0	Project awarded funding.	N/A
2306		Hispanic Metropolitan Chamber – Business Technical Assistance. Bilingual assistance to support small businesses in Clark County.	\$43,000	\$0	Project awarded funding.	N/A
2307		Proud Ground - Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AMI.	\$450,000	\$0	Project awarded funding.	N/A



Item VII. July to Sept 2023 Quarterly Report (cont'd)

Affordable Housing and Homelessness						
Affordable Housing						
Contract	IDIS	Project	Funding	Expended	Narrative	On Schedule
20H7	1489	CPP - Central Park Place Rehab - Replace building exterior and systems; increase accessibility and parking; reconfigure to add units.	\$180,000	\$162,252	Construction complete. Working on project closeout.	Yes
22H2		Second Step Housing - Market-rate unit acquisition - Purchase existing market-rate rentals for affordable housing units.	\$400,000	\$0	Project awarded funding	N/A
23H3		Second Step Housing - Market-rate unit acquisition - Purchase existing market-rate rentals for affordable housing units.	\$417,458	\$0	Project awarded funding	N/A
Tenant-Based Rental Assistance						
2308 23H1		Janus Youth – The Nest. Provide TBRA and case management for approximately 20 youth households (ages 18-24) households.	\$45,000 \$150,000	\$0 \$0	Project awarded funding	N/A
2309 23H2		Lifeline – Recovery Rental Assistance. Provide TBRA and case management for 20 households engaged in recovery supports.	\$30,000 \$100,000	\$0 \$0	Project awarded funding	N/A
2310 23H4		Share – ASPIRE - Provide TBRA and case management for 20 individuals and families experiencing homelessness.	\$75,000 \$250,000	\$0 \$0	Project awarded funding	N/A



Item VII. July to Sept 2023 Quarterly Report (cont'd)

CDBG COVID Response						
Contract	IDIS	Project	Funding	Expended	Narrative	On Schedule
CV03	1446	Mercy Corps NW - Microenterprise Grants. Provide technical assistance and grants to small businesses affected by the coronavirus.	\$50,000	\$39,652	Project complete. Unspent funds reprogrammed.	Yes
CV 08		Greater Vancouver Chamber-Business Technical Assistance. Provide technical assistance and grants to small businesses .	\$71,000	\$0	Project awarded funding.	N/A
CV09	1445	Hispanic Metropolitan Chamber – Business Technical Assistance. Bilingual assistance to support small businesses in Clark County.	\$73,500	\$50,199	Project awarded funding.	N/A

HOME ARP						
Contract	IDIS	Project	Funding	Expended	Narrative	On Schedule
ARP1	1513	Janus Youth – The Nest. Provide TBRA and case management for approximately 20 youth households (ages 18-24) households.	\$120,000	\$70,073	Program underway. 7 households assisted to date.	N/A
ARP2	1517	Lifeline – Recovery Rental Assistance. Provide TBRA and case management for 10 households engaged in recovery supports.	\$150,400	\$59,789	Program underway.	N/A
ARP3	1515	Salvation Army - Pathway of Hope. Provide TBRA and case management for 15 individuals and families experiencing homelessness.	\$90,000	\$0	Program underway.	N/A
ARP4	1512	Share – ASPIRE - Provide TBRA and case management for 30 individuals and families experiencing homelessness.	\$300,000	\$195,787	Program underway. 23 households assisted to date.	N/A
ARP5		VHA - Weaver Creek Commons - Construction of 80 affordable housing units in Battle Ground. Includes a mix of studio, 1, and 2 bedroom units.	\$750,000	\$0	Project awarded funding. Preparing application for additional funding.	N/A
ARP6	1521	YWCA – Domestic Violence TBRA. Provide TBRA and case management for 24 individuals and families experiencing homelessness.	\$180,000	\$0	Program underway.	N/A



Wrap Up

VIII. Other

- Please update County of any new appointed members or designated alternates
- Public Comment

Save the Date - next UCPB meeting:

February 12, 2024, 8:30am – 11:30am

- *Presentations and Q&A with 2024 funding applicants*

