

Urban County Policy Board

June 10, 2024



June 10, 2024, Meeting Agenda

- (info) I. Introductions
- (action) II. Approval of March 11, 2024, minutes
- (info) III. HUD Action Plan Update
- (info) IV. Program Updates
- (info) V. January through March 2024 Quarterly Reports Review
- (info) VI. Training: Conducting an income survey
- (info) VII. Other



Item II. March 11 Meeting Minutes (action)

Attendance: UCPB Members: Councilor Glen Yung (Clark County); Mayor Troy McCoy (Battle Ground); Jim Hodges (Camas); Byran Kast (La Center); Chuck Green (Ridgefield); David Scott (Washougal); Councilor Marina Viray (Yacolt) **Guests:** Amy Reynolds, Brondalyn Coleman; Thalia McDaid-O'Neill (Share); Mark Herceg (City of Battle Ground); Scott Conger (Janus); Tasha Slater (City of Vancouver); Beth Landry (YWCA) **Staff:** Michael Torres, Rebecca Royce, Janet Snook

I. Introductions

II. February 12, 2024, Meeting Minutes

The minutes were approved following a motion made by Jim Hodges and seconded by David Scott.

III. HUD Funding Updates

Congress recently passed the Transportation-HUD budget; HUD has not had time to release allocations yet. Approved budget keeps CDBG funding level with PY2023 amounts and reduces HOME by \$250M. Amounts provided for award allocation are estimates. Minor adjustments will be needed once final allocation amounts are received. Total available 2024 CDBG funds is estimated to be \$2,081,226. Total available 2024 HOME funds is estimated to be \$756,326. HOME ARP will have \$45,000 of reprogrammed funds.

IV. Scoring and Recommendations

Scoring was tallied and the results were presented.

Applicant	Project	Total Score	Total Request	CDBG Award	HOME Award	HOMEARP Award
Affordable Housing and Homelessness				\$730,922		\$45,000
YWCA Clark County	Domestic Violence Survivors TBRA	97.00	\$273,000	\$63,000	\$210,000	
Janus Youth Programs	The Next TBRA	95.25	\$195,000	\$45,000	\$150,000	
LifeLine Connections	Recovery TBRA	91.88	\$109,122	\$25,182	\$83,940	
Share	Affordable Housing & Stability Program	90.75	\$300,000	\$25,000	\$275,000	
Vancouver Housing Authority	Weaver Creek Commons***	83.50	\$300,000	\$0	\$11,982	\$45,000
Salvation Army, The	TBRA	74.75	\$122,850	\$0	\$0	
	Total	\$1,299,972		\$158,182	\$730,922	\$45,000
	Balance					

For the Affordable Housing and Homelessness category, staff reminded the board that the Weaver Creek Commons project received an allocation of funds in 2021. Any funds available will be put towards the overall funding of the project. Staff also requested approval from the board to provide any additional reprogrammed HOME-ARP funds to the Weaver Creek Commons project. A motion was made by Mayor McCoy to accept the recommendations as presented and the ability to reallocate reprogrammed HOME-ARP funds. The motion was seconded by Bryan Kast and carried.

Applicant	Project	Total Score	CDBG Request	CDBG Award
Public Facilities and Neighborhood Improvements			Amount Available:	\$1,200,000
Battle Ground, City of	N Parkway Avenue Sidewalks	88.86	\$300,000	\$300,000
Ridgefield, City of	Sargent Street Improvements	88.71	\$200,000	\$200,000
4D Recovery	Community center acquisition & rehab	76.13	\$204,545	\$0
Council for the Homeless	HSC Building Acquisition	68.13	\$300,000	\$300,000
	Total		\$1,004,545	\$800,000
	Balance			\$400,000

Staff informed the board that the 4D Recovery project did not receive funding from the city of Vancouver, therefore their proposed property is not eligible for county funding. Staff also mentioned that the project does not have other funding committed for the project and recommended the project not be awarded this year, but to re-apply for PY2025. A motion was made by Mayor McCoy to accept the Public Facilities and Neighborhood Improvements recommendation. The motion was seconded by Jim Hodges and carried.

Applicant	Project	Score	CDBG Request	CDBG Award	HOME Award
Asset and Economic Development			Amount Available:	\$1,123,044	
Evergreen Habitat for Humanity	Affordable Homeownership Program	89.38	\$300,000	\$300,000	
Greater Vancouver Chamber	Pathways to Opportunity & Dev.	87.25	\$78,000	\$78,000	
Hispanic Metropolitan Chamber	Latinx Business assistance	83.88	\$130,000	\$130,000	
Proud Ground	Homeownership assistance	83.25	\$300,000	\$300,000	
Fourth Plain Forward	BIPOC Business assistance	82.00	\$299,371	\$299,371	
Micro Enterprise Services of Oregon	Micro-Enterprise assistance	79.13	\$101,100		
Livelihood NW	Business Support Services	78.63	\$116,000		
Vancouver Farmers Market Assoc	Small Business Development	78.63	\$75,000		
	Total		\$1,399,471	\$1,107,371	
	Balance			\$15,673	

Staff informed the board that the unused funds from the Public Facilities and Neighborhood Improvements category was added to the Asset and Economic Development category. All but \$15,673 was allocated; not enough for the next application to move forward. Staff provided options for the board to consider including keeping the funds for contingency, allocating to an existing application or adding to the Homeowner Rehabilitation Program which is seeing significant requests for assistance. A motion was made by Dave Scott to accept the Asset and Economic Development recommendation, to include moving the balance to homeowner rehabilitation. The motion was seconded by Mayor McCoy and carried.

V. October – December 2023 Quarterly Report Review

Staff provided an overview of all active projects. Most projects are on schedule and progressing as expected. TBRA and business assistance programs are operated on a calendar year. Board requested more information to understand project timeliness and asked reports to be shared before funding awards.

VI. Program Updates

- Updated quarterly report template. Staff presented updates to the quarterly report. Changes will ensure all accomplishment data is collected. Report updates include improved instructions, additional narrative question and direct benefit reporting will be due quarterly and now has sections based on program/project type.
- CDBG proposed rule. HUD is accepting comments on proposed rule changes to the CDBG program. It updates timeliness, economic development activities, and Section 108.
- Central Park Place water damage. A frozen pipe burst flooding 37 units in January. All tenants were relocated. Units have been stripped to the studs to ensure no water damage. Estimated at least six months for repairs. Some costs are not covered by insurance. Request to find out if tenants are required to have rental insurance.

VII. Build America, Buy America Overview

Staff provided an overview of a new federal requirement. Products purchased in connection with construction projects that are funded with federal funds must be purchased in the US. Applies to all projects with total costs over \$250,000 regardless of funding source. HUD incorporating a staggered implementation process. Some waivers available. HUD requesting public feedback, due April 15.

VIII. Other

- Public Comment: none
- The 50th anniversary of Community Development Block Grant in April. National Community Development week is April 1-5, 2024. County will be celebrating with a proclamation and social media postings. All cities are encouraged to participate.
- Next meeting, June 11, 2024, 9:30am.



Item III. HUD Action Plan Update (info)

- Staff drafted the PY2024 Action Plan and submitted for public comment on March 12, 2024
 - Public comment accepted through April 12, 2024
 - No additional comments received
- Public hearing was held April 4, 2024
 - Public comments received during hearing incorporated into final AP
 - County council approved Action Plan and projects recommended by the UCPB
- Final Action Plan submitted to HUD on May 13
- Updates Requested to Action Plan by HUD
 - Minor updates suggested through informal meeting with HUD
 - Formal request for additional comment period - advertised through June 28



Item IV. Program Updates (info)

- Consolidated Planning process to begin soon for PY2025-2029
 - Due to HUD by May 15, 2025
 - Looking at bringing in a consultant to help with process
 - Opportunities for public participation including surveys, community meetings and a final public hearing
- Build America, Buy America (BABA) Follow-up
 - Overview of requirements at March meeting
 - Workgroup
- HUD Environmental Review Monitoring scheduled in late June



Item V. Quarterly Report Updates (info)

- Summary report updated based on feedback from board members
- CDBG CV and HOME ARP projects no longer separated out
- All projects/programs include description, funding and agency narrative
- Additional information provided
 - Projects focus on timeliness
 - Programs focus on outcomes and timeliness
 - New Staff Comments section



Item V. Jan-March 2024 Quarterly Report (info)

Public Facilities and Neighborhood Improvements											
Infrastructure											
Contract Number	Year Awarded	IDIS	Project	Funded Amount	Expended Amount	Narrative	Proposed Completion Date	Estimated Completion Date	Actual Completion Date	On Schedule	Staff Comments
2001	2020		Battle Ground – SE Clark Avenue Improvements. Construct 150' section to create through road.	\$129,200	\$0	Project on hold to be combined with VHA Weaver Creek project.	November 2020	April 2025	N/A	No	The environmental review for the Weaver Creek project must include the entire project scope, including this infrastructure work.
2201	2022	1514	Camas – NW 14th improvements. Roadway, sidewalk, curb ramps, and water service improvements between NW Ash and NW Couch St.	\$212,000	\$189,608	Construction complete. Waiting on final reports and invoice.	December 2023	June 2024	N/A	No	Prime contractor had staff turnover delaying completion of the project. Staff have made several attempts to collect final reports.
2203	2022		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/SRS01 and Gee Creek Loop.	\$195,000	\$0	Project awarded funding. Project design nearing final stages.	June 2023	June 2025	N/A	No	Significant delays due to changes in scope based on city consultation with state. Staff waiting for final design to conduct ERR.
2301	2023		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.	August 2024	March 2025	N/A	Yes	Environmental review underway. NMFS consultation required, floodplain management 8-step review required.
2303	2023		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.	October 2024	June 2025	N/A	No	Staff waiting to complete previously funded projects before initiating environmental review for this project.
2204/ 2304	2022/ 2023		Washougal – Hamlik Park Improvements. Combined with 2021 award, project expands to install full basketball court, improve ADA access, and other park improvements.	\$179,000	\$0	Project awarded funding.	August 2025	August 2025	N/A	Yes	Environmental review underway. Waiting for NMFS concurrence.
Social Service											
Contract Number	Year Awarded	IDIS	Project	Funded Amount	Expended Amount	Narrative	Proposed Completion Date	Estimated Completion Date	Actual Completion Date	On Schedule	Staff Comments
2004	2020	1467	Washougal – Social Service Building Repairs. Building exterior and window repairs at 1702 C Street.	\$227,000	\$205,228	Construction complete. Waiting on close-out documents.	September 2020	May 2024	N/A	No	Significant delays getting final reports and invoice for the project.
2103/ 2305	2021/ 2023	1543	Lifeline Connections – Mothers Recovery House. Acquisition of single-family home for sober living for 6 women and children.	\$244,989	\$244,989	Project complete. Property purchased and units are occupied.	March 2022	May 2023	February 2024	No	Final invoice processed.



Item V. Jan-March 2024 Quarterly Report (cont'd)

Asset and Economic Development											
Business Assistance											
Contract Number	Year Awarded	IDIS	Program	Funded Amount	Expended Amount	Narrative	Proposed Outcomes	Outcomes to Date	Program Year	On Schedule	Staff Comments
2205	2022	1535	Hispanic Metropolitan Chamber – Business Technical Assistance. Bilingual assistance to support small businesses in Clark County.	\$78,600	\$41,263	Program underway. Held 94 client meetings, registered 3 new businesses, and several businesses getting financial assistance regarding taxes.	50 Businesses	33	Jan-Dec 2023	No	Program delays due to staff turnover. Program extended to June 2024.
CV08	2023	1545	Greater Vancouver Chamber – Business Technical Assistance. Provide technical assistance and grants to small businesses.	\$71,000	\$0	Program underway with workshops, 1:1 coaching, and networking cohorts.	100 Businesses	16	Jan-Dec 2023	Yes	Delayed contract due to increased insurance requirements from Clark County Risk Management.
2306/ CV09	2023		Hispanic Metropolitan Chamber – Business Technical Assistance. Bilingual assistance to support small businesses in Clark County. Combined with CDBG-CV funds.	\$43,000 \$36,000	\$0	Project awarded funding. Program to start once 2022 funds expended.	50 Businesses	N/A	Jan-Dec 2024	Yes	Program will start once 2023 award completed.
Homeowner Assistance											
Contract Number	Year Awarded	IDIS	Program	Funded Amount	Expended Amount	Narrative	Proposed Outcomes	Outcomes to Date	Program Year	On Schedule	Staff Comments
2108 21H5	2021	1484/ 1485	Proud Ground – Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AML.	\$261,689 \$38,311	\$262,111 \$38,311	Program complete. Delays due to getting private mortgages with high interest rates and high housing costs.	3 Households	3	Jan-Dec 2022	No	Staff worked with provider to create plan to spend funds quickly.
2207 22H1	2022	1546/ 1547	Proud Ground – Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AML.	\$126,778 \$173,222	\$0 \$0	Program starting now that 2021 program complete. Have several households in process.	4 Households	0	Jan-Dec 2023	No	Staff working with provider to spend out by end of 2024.
2250	2022	Various	Clark County – Homeowner Rehabilitation Program. Provides essential housing repairs to allow homeowners to maintain their existing housing safely and affordably.	\$250,000	\$8,731	Program underway. Delays with 2021 funded projects due to construction issues. 2 households out to bid.	10 Households	0	Jan-Dec 2023	No	Costs of construction and ability to find contractors is delaying projects.
2307	2023		Proud Ground – Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AML.	\$450,000	\$0	Project awarded funding.	4 Households	N/A	Jan-Dec 2024	No	Will start as soon as 2022 program completed.
2350	2023	Various	Clark County – Homeowner Rehabilitation Program. Provides essential housing repairs to allow homeowners to maintain their existing housing safely and affordably.	\$250,000	\$0	Project awarded funding.	10 Households	N/A	Jan-Dec 2024	No	Will start as soon as 2022 program completed.



Item V. Jan-March 2024 Quarterly Report (cont'd)

Affordable Housing and Homelessness											
Affordable Housing											
Contract Number	Year Awarded	IDIS	Project	Funded Amount	Expended Amount	Narrative	Proposed Completion Date	Estimated Completion Date	Actual Completion Date	On Schedule	Staff Comments
20H7	2020	1489	VHA – Central Park Place Rehab. Replace building exterior and systems; increase accessibility and parking; reconfigure to add units.	\$180,000	\$180,385	Construction complete. Working on project closeout.	December 2021	October 2022	March 2024	No	Delays with funding and construction.
22H2/ 23H3	2022/ 2023		Second Step Housing – Market-rate unit acquisition. Combined with 2023 award. Purchase existing market-rate rentals for affordable housing units.	\$817,458	\$0	Project awarded funding. Working on full financing package.	September 2024	June 2025		N/A	Agency applied to Commerce for funding. Announcements made in September with allocations by end of year.
ARP5	2022/ 2024		VHA – Weaver Creek Commons. Construction of 80 affordable housing units in Battle Ground. Includes a mix of studio, 1, and 2 bedroom units.	\$1,004,821	\$0	Project awarded funding. Awarded Housing Trust Funds. Financing nearly complete.	February 2025	June 2025		Yes	Applying for additional state funding.

Tenant-Based Rental Assistance											
Contract Number	Year Awarded	IDIS	Program	Funded Amount	Expended Amount	Narrative	Proposed Outcomes	Outcomes to Date	Program Year	On Schedule	Staff Comments
22H3/ ARP3	2022	1515/ 1516	Salvation Army – Pathway of Hope. Provide TBRA and case management for 15 individuals and families experiencing homelessness.	\$75,000 \$15,000	\$5,040 \$19,983	Program under way. 4 households assisted to date. New program had a slow start. Contract will be extended in 2024.	15 Households	4	Jan-Dec 2023	No	New program for agency. Significant delays getting program started. Contract extended through September 2024. Invoices submitted timely.
ARP6	2022	1521	YWCA – Domestic Violence TBRA. Provide TBRA and case management for 24 individuals and families experiencing homelessness.	\$180,000	\$13,341	Program under way. 3 households assisted to date. New program had a slow start. Contract will be extended in 2024.	12 Households	4	Jan-Dec 2023	No	New program for agency. Significant delays getting program started. Contract extended through September 2024. Invoices submitted timely.
2308 23H1	2023	1536/ 1537	Janus Youth – The Nest. Provide TBRA and case management for approximately 20 youth households (ages 18-24) households.	\$45,000 \$150,000	\$312 \$15,392	Program under way. Agency working with households on stability plans.	20 Households	8	Jan-Dec 2024	Yes	Agency lost primary case manager for program, other staff supporting program until new person hired. Invoices submitted timely.
2309 23H2	2023	1539/ 1538	Lifeline – Recovery Rental Assistance. Provide TBRA and case management for 20 households engaged in recovery supports.	\$30,000 \$100,000	\$0 \$90	Program under way. Agency is transitioning households from another program into this program due to loss of funding.	5 Households	1	Jan-Dec 2024	Yes	Agency continues to need technical assistance to operate program according to federal requirements. Invoices sometimes delayed.
2310 23H4	2023	1541/ 1540	Share – TBRA. Provide TBRA and case management for 20 individuals and families experiencing homelessness.	\$75,000 \$250,000	\$6,883 \$35,247	Program under way. Agency working with households on stability plans.	15 Households	16	Jan-Dec 2024	Yes	Invoices submitted timely.



Item VI. Conducting an Income Survey



Background

- Three HUD CPD notices provide guidance on conducting income surveys
 - CPD-05-06 provides a comprehensive overview
 - CPD-14-013 provides updated guidance including the change from using Census data to American Community Survey data
 - CPD-19-02 provides updated guidance including discussion on acceptable margin of error (MOE) for local income surveys
- Clark County has 184 Block Groups
 - Current eligible Block Groups: 46
 - Block Groups over 51%: 36
 - Block Groups in exception area: 10
- Completed surveys are due at time of pre-application (October 31)



Process Overview

Step 1: Discuss project with County staff

- Verify project eligibility
- Determine Service Area

Step 2: Get template documents from staff

- Survey Notification Letter (updated)
- Survey
- Survey Results Spreadsheet
- Service Area Map

Step 3: Submit documents to County for review/submittal to HUD

Step 4: Wait for approval from HUD

Step 5: Conduct surveys once approval received



Notice of Survey

- **Why** the survey is being conducted
 - Determine priorities
 - Support an application for funding
- **When** the survey will be conducted
- **Who** will be conducting the survey
 - Staff, volunteers, elected officials
- **What** information is being asked
 - Neighborhood needs
 - Income
 - Change from previous template: remove “approximate”
- **How** the survey will be conducted
 - Door-to-door (most effective), by mail, telephone interviews
- Confidentiality of survey responses



Survey

- Start with question to set priority services
- Understand the difference between families and households
 - Can have multiple families in a household
- End with the income question
 - Make sure to update the income amounts based on current data
- Income based on family adjusted gross income as reported under IRS Form 1040
- Indicate control number for each survey
 - Link household info to location on map
 - If more than one family in HH, indicate using control number
 - Example: 2, 3A, 3B, 4, 5A, 5B
- Copy of each completed survey must be sent to county staff



Survey Spreadsheet

- Use Excel
 - Please do not convert to PDF
- Include:
 - Control Number
 - Service Address
 - Household Size
 - If Above or Below Income Limit
 - Priority Services
- Number of people in HH very important



Review Process

- Once surveys are completed, submit to County staff
 - Copies of each survey
 - Completed Survey Results spreadsheet (Excel)
- Eligibility is based on the number of people in each family of each household
- Threshold is based on exception criteria (update)
- HUD specific form to calculate eligibility

Table D - Low- and Moderate-Income Worksheet

1. Enter the Estimated total number of families in the service area	1.	
2. Enter the total number of families interviewed	2.	
3. Enter the total number of persons in the families interviewed	3.	
4. Enter the total number of persons in the families interviewed who are low- and moderate-income persons	4.	
5. Divide Line 4 by Line 3	5.	
6. Multiply Line 5 by 100. This is the percentage of LMI persons in the service area	6.	



Important!

- The smaller the service area, the more completed surveys will be needed to be statistically valid
 - Must meet 95% statistical validity to qualify
- The larger the service area, the more cost to conduct the survey
- Train your survey takers



Survey Taker Training

- The reason/importance for the survey
 - Determine priority facilities and services
 - Support an application for funding



- Confidentiality of the survey responses
 - Information for internal use only



Survey Taker Training (cont)

- Question 3, number of families in the household
 - This question is not asking for the number of people in the family
 - If more than one family, each family needs to complete a separate survey
 - Not sure if more than one family? Ask “Are they a dependent when you file your taxes?”
 - Yes – same family
 - No – separate families

3. How many families currently reside at this address? If more than one, a survey must be completed for each family. 1 2 3 4



Survey Taker Training (cont)

- Question 4, family size/income
 - This question asks how many people are in the family
 - Must mark the box next to the corresponding number of people in the family.

Family Size	Income	Above	Below
1	\$38,000		
2	\$44,400		
3	\$49,950		X
4	\$55,500		
5	\$59,950		
6	\$64,400		
7	\$68,850		
8	\$73,300		

Family Size	Income	Above	Below
1	\$38,000		
2	\$44,400		
3	\$49,950		
4	\$55,500		X
5	\$59,950		
6	\$64,400		
7	\$68,850		
8	\$73,300		

Family Size	Income	Above	Below
1	\$38,000		
2	\$44,400		
3	\$49,950		X
4	\$55,500	X	
5	\$59,950		
6	\$64,400		
7	\$68,850		
8	\$73,300		



Survey Taker Training (cont)

- Cross-referencing the map/address sheet with the control number for each survey



THANK YOU FOR YOUR TIME AND COOPERATION

Control No. 5 Interviewer Rebecca Royce Date 08/01/2016



Income Survey Resources

- HUD's Survey Toolkit: <https://www.hudexchange.info/programs/cdbg/cdbg-income-survey-toolkit/>
 - Guidebook: <https://files.hudexchange.info/resources/documents/CDBG-Guidebook-for-Conducting-Local-Income-Surveys.pdf>
- CPD-05-06: <https://www.hudexchange.info/resource/2195/notice-cpd-05-06-survey-methodology-lmi-cdbg-funded-activity/>
- CPD-14-013: <https://www.hudexchange.info/resource/4103/notice-cpd-14-013-guidelines-income-surveys-lmi-persons-cdbg-activity/>
- CPD-19-02: <https://www.hudexchange.info/resource/5794/notice-cpd1902-low-and-moderate-income-summary-data-updates/>



Wrap Up

VII. Other

- *Clark County Close Up* featuring 50th Anniversary of CDBG
- Public Comment
- Good of the Order

***Save the Date - next UCPB meeting:
September 9, 2024, 9:30am – 11:00am***

