

Urban County Policy Board Meeting Minutes

Recording at: <https://clark.wa.gov/community-services/urban-county-policy-board>

March 10, 2025

URBAN COUNTY POLICY BOARD ATTENDANCE

Clark County	Councilor Glen Yung
City of Battle Ground	Mayor Troy McCoy
City of Camas	Jim Hodges
City of La Center	Tracy Coleman
City of Ridgefield	Mayor Matt Cole
City of Washougal	Joe Walsh
City of Woodland	Absent
Town of Yacolt	Councilor Marina Viray

GUESTS

Michelle Schuster and DeAnn Cordes- Clark County; Chuck Green- City of Ridgefield; Melanie Faure and Felipe Gamboa- Upwards; Nicole Davis Leon- Hispanic Metropolitan Chamber; Samantha Whitley- City of Vancouver; Thalia McDaid-O'Neill- Share; Janice Phelan- Unaffiliated

STAFF

Michael Torres, Rebecca Royce

I. Introductions

II. Approval of February 10, 2025, meeting minutes

The minutes were approved following a motion made by Mayor McCoy and seconded by Mayor Cole.

III. October-December 2024 Quarterly Report Review

Staff provided an overview of the 2024 4th quarter report.

Public Infrastructure and Neighborhood Improvements

- Three infrastructure projects beginning the environmental assessment phase.
- Washougal Hamlik Park is on schedule to be completed by Spring.

Asset and Economic Development

- The Hispanic Metropolitan Chamber (HMC) and Greater Vancouver Chamber (GVC) business assistance programs spent their allotted 2023 funds, with HMC meeting its proposed outcome of 50 businesses served, and GVC serving 58 of the 100 businesses proposed in their application.
- HMC, GVC, and Fourth Plain Forward are all spending 2024 funds as of January 2025.
- Proud Ground is not on schedule with their 2022 allocation, but are making progress with the closing of the fourth and final sale at the end of March.
- Staff are working with Evergreen Habitat for Humanity to finalize their contract for 2024 funding.
- Homeowner rehabilitation program served 6 households of the 10 proposed

Affordable Housing and Homelessness

- Second Step Housing has been stalled due to lack of State funding.
- VHA Weaver Creek's environmental assessment is underway.
- All TBRA programs on schedule excluding YWCA, as this was a new program and experienced delays at initial startup. All programs will be spending 2024 funds by April

Urban County Policy Board Meeting Minutes

Recording at: <https://clark.wa.gov/community-services/urban-county-policy-board>

March 10, 2025

The board inquired how funds for HOME construction projects are handled if funding is not acquired in a timely manner. Staff clarified that all HOME projects have a minimum of 18 months to secure funding, and while extensions can be granted, projects can and have lost funding due to this issue. HOME funds are often the first source of funding for agencies to secure, and used to show local commitment to projects as agencies apply for other funding. HOME funded projects have 2 years to secure all funding, and 5 years from initial award to project completion.

IV. Approval of UCPB Application and Funding Guidelines Update

Staff proposed a change to current contingency fund guidelines that aims to assist with the county's timeliness issues. A contingency project from each of the three funding categories would be chosen based on the highest ranked UCPB applications that did not receive funding. These projects will receive funding if one of the applications awarded funding rescinds its application or is deemed ineligible to move forward. The deadline for contingency projects to receive funds would be September 30th of the funding year, after which funds will roll into the next RFA allocation.

The policy update to the UCPB Application and Funding Guidelines was approved as presented following a motion made by Mayor Cole and seconded by Tracy Coleman.

V. HUD Funding Update

Estimates for 2025 funds were presented. Staff used 2024 allocations for the entitlement funding amount as the best guess. Exact funding will not be available until a full year continuing resolution, or a budget is passed by Congress. Staff proposed action that will be taken if funding is significantly different than presented. The board agreed on having an emergency meeting in this scenario, and if a quorum cannot be made, staff will propose reallocation of funds based on the score of the application.

After deductions, HOME funding is anticipated to be \$1,090,124, and CDBG funding is estimated at \$1,008,818. Staff recommends the board allocate 60% of HOME funds to construction projects and 40% to tenant-based rental assistance based on board trends in previous years and the need for construction and rehabilitation projects. For CDBG funds, staff recommended the board allocate 60% of funds to Public Facility and Neighborhood Improvement projects and 40% to Asset and Economic Development programs

VI. 2025 CDBG and HOME Funding Recommendations

Applicant	Project	Total Score	Total Request	CDBG Award	HOME Award
Affordable Housing and Homelessness - Construction Projects					\$654,074
Vancouver Housing Authority	Weaver Creek Commons	85.57	\$400,000		\$400,000
Columbia Non-Profit Housing	River and Main	81.29	\$300,000		\$254,074
			\$700,000		\$654,074

Applicant	Project	Total Score	Total Request	CDBG Award	HOME Award
Affordable Housing and Homelessness - Tenant-Based Rental Assistance					\$436,050
Janus Youth Programs	The Nest TBRA	86.71	\$214,350	\$45,000	\$169,350
Share	Affordable Housing & Stability Program TBRA	80.43	\$362,500	\$69,574	\$266,700
YWCA Clark County	Domestic Violence Survivors TBRA	78.86	\$348,000		Contingency
			\$924,850	\$114,574	\$436,050

For the Affordable Housing and Homelessness category, staff reminded the board that CDBG funds will be allocated according to the TBRA programs that are funded. The CDBG award for

Urban County Policy Board Meeting Minutes

Recording at: <https://clark.wa.gov/community-services/urban-county-policy-board>

March 10, 2025

Share's TBRA program is slightly reduced from the amount presented to the board to adjust for the reduction in HOME rent assistance funding.

Applicant	Project	Total Score	CDBG Request	CDBG Award	HOME Award
Public Facilities and Neighborhood Improvements				\$600,000	
Vancouver Housing Authority	Bertha's Place Shelter Remodel	84.14	\$400,000	\$400,000	
Clark County	701 E Main Street Building Improvements	74.67	\$400,000	\$200,000	
Battle Ground, City of	Remy Park Improvements	73.67	\$400,000	Contingency	
Washougal, City of	Sidewalk & Stormwater Improvements Phase I	73.17	\$400,000		
Ridgefield, City of	Maple Street Improvements	72.00	\$400,000		
Battle Ground, City of	NE Grace Avenue Pathway	68.17	\$150,000		
			\$2,150,000	\$600,000	\$0

Staff discussed the highest scoring applications for Public Facility and Neighborhood Infrastructure projects and recommended that \$5,000 be moved to Asset and Economic Development to avoid triggering section 3 for the 701 E Main Street project. The above table reflects this adjustment.

Applicant	Project	Total Score	CDBG Request	CDBG Award	HOME Award
Asset and Economic Development				\$414,244	
Fourth Plain Forward	Microenterprise Services	87.00	\$285,016	\$285,016	
Evergreen Habitat for Humanity	Land Acquisition	83.71	\$300,000	\$129,228	
Hispanic Metropolitan Chamber	Bilingual Technical Assistance	76.29	\$134,700	Contingency	
Micro Enterprise Services of Oregon	TA to LMI Microenterprise Businesses	68.43	\$118,000		
Upwards	TA to LMI Microenterprise Businesses	67.57	\$240,000		
			\$1,077,716	\$414,244	\$0

The Asset and Economic Development applications were discussed, with \$5,000 to be allocated from 701 E Main Street Improvements in Public Facility and Neighborhood Infrastructure to Evergreen Habitat for Humanity with a board vote in favor. The Evergreen Habitat application also received \$5426 from the adjustment to the Share TBRA CDBG award, bringing the total to \$129,228.

A motion to approve funding as staff had proposed, including reallocation of \$5,000 from Public Facility and Neighborhood Improvements to Asset and Economic Development, which will be distributed to Evergreen Habitat for Humanity, was made by Mayor McCoy and seconded by Mayor Cole. Motion passed unanimously.

VII. Program Updates

- Consolidated Plan
A survey is available until May 10th to gather information for the Consolidated Plan, all Clark County residents are encouraged to participate. Drop-in meetings will be at the Vancouver and Battle Ground libraries, a virtual meeting will be held on Zoom, and staff will be presenting with the Resource Consultants team at city and county council meetings.

VIII. Other

- National Community Development Week April 21-25
Staff will look into opportunities for the cities to engage and keep the board informed.
- Public Comment
None presented.
- Good of the Order

Urban County Policy Board Meeting Minutes

Recording at: <https://clark.wa.gov/community-services/urban-county-policy-board>

March 10, 2025

Mayor McCoy noted that it may be beneficial for public comments to be heard prior to discussion of action items. Staff will add this to next month's agenda.

- Next meeting: April 14, 2025

Meeting adjourned