

URBAN COUNTY POLICY BOARD

Welcome!

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Clark County Intergovernmental Agreement Members:



October 13, 2025 Agenda

- | | | |
|----------|-------|----------------------------------|
| (info) | I. | Introductions |
| (info) | II. | Public Comment |
| (action) | III. | Approval of Minutes: June & Sept |
| (action) | IV. | Timeliness Update & Spending |
| (action) | V. | County-owned Building Discussion |
| (action) | VI. | LLC TBRA Funding Request |
| (action) | VII. | HPP Funding Increase Request |
| (action) | VIII. | UCPB Guidelines Updates |
| (info) | IX. | Program Updates |
| (info) | X. | Other |

Item II. Public Comment (info)

- Up to 3 minutes per person
- Comments must be specific to the work of the Urban County Policy Board
 - Community Development Block Grant (CDBG) funding
 - HOME Investment Partnerships funding
 - CDBG/HOME Request for application process
 - Five-Year Consolidated Plan and Annual Action Plans
 - Local projects and programs funded with county CDBG and HOME funds
 - Reports (local and federal)



Item III. June 9 Meeting Minutes (action)

URBAN COUNTY POLICY BOARD ATTENDANCE

Clark County
City of Battle Ground
City of Camas
City of La Center
City of Ridgefield
City of Washougal
City of Woodland
Town of Yacolt

Councilor Glen Yung
Councilor Victoria Ferrer
Jim Hodges
Tracy Coleman
Mayor Matt Cole
Joe Walsh
Absent
Absent

GUESTS

Chuck Green (City of Ridgefield); Ian Alger and Tasha Slater (City of Vancouver); Gina Van Dyken (Lifeline Connections); Councilor Jeanie Kuypers (City of Battle Ground)

STAFF

Michael Torres, Rebecca Royce, Nooreen Ebrahim

I. Introductions

II. Public Comments

None presented.

III. Vice-chair Election

A brief overview of the vice-chair position was given prior to nominations. Mayor Cole nomi himself to serve as vice-chair with no discussion from the board. Mayor Cole was elected vice chair following a motion made by Councilor Yung which was seconded by Tracy Coleman.

IV. Approval of April 14, 2025, meeting minutes

The minutes were approved following a motion made by Councilor Ferrer and seconded by I Cole.

V. Program Updates

The 2025-2029 Consolidated Plan and 2025 Action Plan will be submitted within the next sev weeks to HUD. The HOME grant agreement is expected shortly after plan approval, and the CDBG grant agreement will be delayed due to timeliness issues.

Clark County is untimely for a 4th year and therefore a formal consultation will need to be dc with HUD headquarters. This was expected, and current feedback has been positive as the cc is taking the proper steps to be timely. Staff does not expect CDBG funding to be affected.

Tenant Based Rental Assistance (TBRA) programs that were funded in the 2023 program yea currently being monitored by staff. Several issues and findings have been identified which will addressed at the next quarterly TBRA training hosted by the county in collaboration with the of Vancouver.

Second Step's 2023 program year allocation has been rescinded as the project will not be moving forward within the 18-month HOME program requirement. Staff will follow the UCPB contingency policy to redistribute the funds. A substantial amendment to the 2023 Annual Action Plan will need to be completed to reflect this funding change, which will be done at the same time as the CAPER in September.

The county was under allocated HOME-ARP funding by \$3,033, and staff intends to allocate these funds to Weaver Creek, a project already funded with HOME-ARP.

VI. Tenant Based Rental Assistance vs Multi-Family Housing Development

The board currently funds three types of housing assistance which are rental assistance, multi-family housing, and homeownership programs. Rental assistance assists the largest number of households in a time efficient manner, but it does not increase the number of housing units available or remove barriers to long-term housing. Multi-family housing increases the housing stock for a prolonged period of time, but these projects are costly and take a long time to complete. Homeownership programs help create long term affordable housing through a land-trust model, but these programs are meant for households who can access market-rate mortgages and can only be done on a small scale.

The board discussed the three program types and emphasized a need for long term solutions to the housing crisis. Staff were asked to provide housing data reflective of Clark County and not the entire Portland Metro Area.

Staff provided TBRA data from the 2023 contract year, sharing that all households in the program were under 50% of the area median income at the time of program entry.

VII. RFA Planning

The 2026 request for application (RFA) will begin on October 1, which will take into consideration the goals of both the new 2025-2029 Consolidated Plan (ConPlan) and the board. Staff lead a discussion on funding distributions from previous RFAs between each of the ConPlan goals and asked for feedback for the next RFA. The board indicated they would like to adjust the Public Facilities & Neighborhood Improvements and Asset & Economic Development allocation split from 60/40 to 50/50 of the overall available CDBG funds. In addition, the board would like to separate Public Facilities applications from Neighborhood Improvements during scoring, splitting these allocations 50/50 as well. The funding distribution for the Affordable Housing and Homelessness RFA will remain unchanged.

The ConPlan allows for the opportunity to fund Public Services through CDBG funds. The amount available is capped at 15% of the county's entitlement funding, approximately \$225,000 per year. Staff presented the top three needs identified through both the Consolidated Plan survey: housing counselling, food banks and health services, and the 2024 Community Needs Assessment Survey: transportation services, mental health services, and health services. The board decided to fund Public Services and discussed which categories to focus on. The final consensus was to focus on activities identified in the community surveys as well as any eligible activities presented by board members.

Staff will incorporate the guidance received into the program year 2026 RFA. A Pre-Submittal workshop will be held on October 9 in the Public Service Center Training Room, with attendance or viewing of the workshop recording being an application requirement.

VIII. Other

- The board would like to discuss the county-owned SeaMar building located in Battle Ground at the September meeting and submit a formal recommendation for the building to County Council [note: this has been rescheduled to a special meeting on October 13].
- Next Meeting: Monday, September 8, 2025, 9:30 – 11:00 a.m.

Meeting adjourned at 11:55 A.M.



Item III. Sept 8 Meeting Minutes (action)

URBAN COUNTY POLICY BOARD ATTENDANCE

Clark County
City of Battle Ground
City of Camas
City of La Center
City of Ridgefield
City of Washougal
City of Woodland
Town of Yacolt

Absent
Councilor Victoria Ferrer
Jim Hodges
Absent
Mayor Matt Cole
Joe Walsh
Absent
Absent

GUESTS

Mark Hecceg (City of Battle Ground)

STAFF

Michael Torres, Rebecca Royce, Nooreen Ebrahim

I. Introductions

II. Public Comments

None presented.

III. Approval of June 9, 2025, meeting minutes

The minutes were approved following a motion made by Mayor Matt Cole and seconded by Jim Hodges. [This item will come back to the board for approval due to not having quorum.]

IV. Lifeline Connections Tenant Based Rental Assistance Additional Funds Request

Lifeline Connections has requested an increase of \$90,000 in HOME funds for their 2024 Tenant Based Rental Assistance (TBRA) contract. They have spent their current funding allocation due to transitioning several households from another source of funding that ended, resulting in serving more households than initially anticipated. Without these funds, households will be abruptly exited from the program with a high likelihood of returning to homelessness. This additional funding will provide time to work with the households on an exit plan through the end of 2025. Staff has verified the requested funding is available. Lifeline Connections has indicated that they can pay for any costs not covered by the additional funding.

A motion to approve the Lifeline Connections funding request of \$90,000 was made by Jim Hodges and seconded by Councilor Victoria Ferrer. Motion approved unanimously. [This item will come back to the board for approval due to not having quorum.]

V. Consolidated Annual Performance Evaluation Report (CAPER) Outcome Review

Staff have completed the draft CAPER, and it has been posted to the county's website for public comment. Comments will be accepted until September 22. The CAPER will be presented to County Council on September 23 and submitted to HUD by September 27.

In 2024, 2.4 million in federal funds were spent from HOME, HOME-ARP, CDBG, and CDBG-CV funding sources. The majority of funding (\$1.1 million) went towards Asset and Economic Development, which helps microenterprises, homebuyers, and homeowner rehabilitation.

An overview of the 12 different agencies Clark County partnered with and the services they provided was given.

VI. April-June 2025 Quarterly Report Review

The second quarter reports for 2025 were presented to the board. Environmental Reviews are complete for Ridgefield Gee Creek, Battle Ground NE 1st Sidewalks, and Weaver Creek. The Environmental Review for Battle Ground NE Clark Avenue is currently underway. The next assessments will be Ridgefield Hall and Elm, Battle Ground N Parkway Avenue, and Ridgefield Sargent Street Improvements. Other notable items from this quarter include:

- Council for the Homeless finished reporting as of this quarter.
- Proud Ground has spent out their 2022 funding and is currently working on executing their 2023 contract.
- Evergreen Habitat for Humanity is currently behind schedule, but missing documents have been acquired and will be reviewed by staff this week.
- Affordable Housing and Homelessness programs are all on schedule.

VII. 2026 Request for Applications Overview

The 2026 applications and funding guides are almost complete and will be ready for release on October 1. Updates made this year include a new requirement to attend or view the recording of the Pre-Submittal Workshop which will be held on October 9 from 9-2 p.m. Changes to the right-of-way acquisition question in the application will be made as this has not been properly answered in the past. This change will assist with timeliness.

The new Public Services Application and Funding Guide reflects the priority service areas that were selected through the Consolidated Plan, Community Needs Assessment and areas highlighted by the UCPB.

Currently, the Clark County Housing Preservation Program has a \$250,000 budget, which includes funding for staff time and the cost of the rehab projects themselves. With rising construction costs, there is only funding to serve six clients per year, with a two-year waitlist to receive services. Increasing the budget for this program to \$400,000 would help to assist a greater number of households and decrease the length of time households are on the waitlist.

Staff clarified that the Housing Preservation Program is currently funded through CDBG, funding for which has stayed steady in the county for the past three years. The board acknowledged that this proposal would decrease the total CDBG available funding, but found this increase necessary.

A motion to approve an increase of the Housing Preservation Program budget from \$250,000 to \$400,000 was made by Councilor Victoria Ferrer and seconded by Jim Hodges. Motion approved unanimously. [This item will come back to the board for approval due to not having quorum.]

VIII. Program Updates

- The 2025-2029 Consolidated Plan has been submitted and will be reviewed by HUD over a 45-day period. County staff will meet with their regional HUD representative to review the plan.
- The county's CDBG grant will be delayed due to untimeliness. Staff have submitted a response to HUD headquarters explaining the reasons for being untimely and is waiting for a response. Once more information is received, staff will keep the board informed.
- An update on late and very late projects was presented. Very late projects include five public improvement and infrastructure projects from program years 2022 and 2023, and Proud Ground's 2023 program which is on track to being caught up on spending. Two neighborhood infrastructure projects and two homeownership programs are late, all from program year 2024.
- Staff provided a brief update on federal funding for fiscal year 2026. The House of Representatives is proposing CDBG funding stay consistent with FY2025 and has removed HOME funding from their proposal. The Senate has proposed a slight decrease to CDBG funding but level funding for HOME. Currently staff is anticipating funding for both programs to be present in the budget.
- The board has been notified of a new bill, the ROAD to Housing Act, which has pros and cons. This bill would permanently authorize CDBG-DR and moves some environmental reviews to a lower-level review. It also ties CDBG allocation to housing production, penalizing jurisdictions that are allocating dollars away from housing production by rescinding CDBG funding. Staff are working with our national associations to provide a response to the Senate's Banking Committee regarding concerns of the bill.

IX. Other

- Next Meeting: Monday, October 13, 2025, 9:30 – 11:00 a.m.

Meeting adjourned at 10:29 A.M.



Item IV. Timeliness Update (info)

- HUD Headquarters response received September 16
 - Accepted all reasons identified for failure to meet timeliness
 - Granted an exception for the timeliness standard for 2025
 - Requires regular reporting on spending and project milestones
 - Must be timely by May 2, 2026 or risk losing CDBG funds
- HUD accepted new timeliness plan September 29
 - Includes actions to reach expenditure ratio
 - Updated report on project milestones and predictions for spending



Item IV. Timeliness Spending Recommendations (action) (cont)

1. Re-allocate \$300,000 of PY2024 CDBG funds from Battle Ground's N Parkway Sidewalk Project to Housing Preservation Program
 - Reduce amount available in PY2026 RFA for PFNI activities and give to N Parkway Sidewalk Project
 - If approved, board direction on receiving applications needed
2. One-time additional allocation of CDBG funds to PY2024 TBRA programs
 - Up to 30% of current award, estimated \$55,000 total
 - To be spent by 12/31/2025 (current contract period)
 - Have funding available through program income generated during year
3. Adjust Bertha's Shelter CDBG funding from roof, windows and siding construction
 - Focus on roof and solar
 - Estimated \$350,000 spent before May 2026



701 E Main Street Building Improvements

Michelle Schuster, Clark County Director of Internal Services



History of 701 E Main Street Building

The Clark County Dept. of Community Services purchased the property from First Independent Bank on August 18, 1993 with a Community Development Block Grant (CDBG).

The purchase price was \$350,000 of which \$200,000 was cash for the building and \$150,000 was in-kind donation for the land.

On December 15, 2009, County Clark General Services entered into a lease with Sea Mar for the property. Since this property was purchased with CDBG funds the County could not collect rent. The county has extended the lease multiple times and are now on a month by month with Sea Mar. If Clark County can do repairs to the facility, we would like to enter another long-term lease with Sea Mar.





Services Provided by Sea Mar Battle Ground Location

Sea Mar Community Health Centers is a community-based organization committed to providing quality, comprehensive health, human, housing, educational and cultural services to diverse communities, specializing in service to Latinos.

Sea Mar Women, Infants, and Children (WIC) Nutrition Program: WIC is based on income guidelines, which is defined by less than 185% of the Federal Poverty Level. The Sea Mar Women, Infants, and Children (WIC) Nutrition Program is a place where families get healthy food and a lot more. WIC is for pregnant people, new and breast and chest feeding parents, infants, and children under age 5. WIC helps improve the health of parents and children through nutrition education, breast and chest feeding support, healthy foods, health screenings and referrals.

Sea Mar Maternity Support Services (MSS): MSS is covered under Washington Apple Health (Medicaid). All clients who are eligible for Medicaid and have a Provider One Service Card qualify for MSS services.



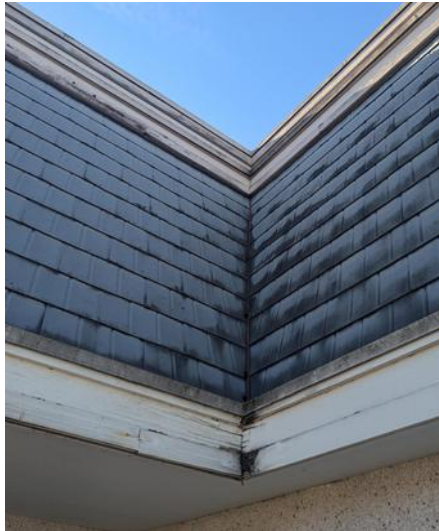
Outstanding Repairs and Major Maintenance

Repair/Maintenance items

- Replacement /construction of parking areas or Parking lot asphalt and curbs repairs
- Applying new exterior siding
- Complete replacement of roof
- Replacement of windows
- Replacement of exterior doors
- Installation of new wood floor
- Installation of new drywall
- Installation of new ceiling
- Roof/Siding/Trim/Soffiting- repairs and replacement
- Exterior lighting replacement
- Exterior ground level siding replacement
- Interior walls repair and paint
- Interior carpet and vinyl flooring replacement
- Interior ceiling tiles replacements Restroom toilets replacement



Roof/Siding/Trim/Soffit/Exterior:



Roof/Siding/Trim/Soffit/Exterior:



Parking Lot Damages and Interior Ceilings



Funding

The UCPB recommended \$200,000 for building repairs with PY2025 applications.

The county is working with Senator Patty Murray's office to get \$1.7m of Congressionally Directed Spending funds to pay for most (to all) of the renovations needed for the building.

- Funding has not been secured
 - Senate Appropriations has to approve
 - Full 2026 federal budget must be passed by Congress

The rehabilitation and repair activities if completed will provide a continuation of the work location for many years to come and allow Sea Mar to continue to serve Battle Ground and North County clients. By doing this project, it could extend building usage for another approximately 20 to 25 years to continue to supporting this community and their needs. There are an average of 1200-1300 clients per month served at this location.



Option 1: Sell Building to Sea Mar

Sell the building to Sea Mar for \$1. This option is not typically available, but HUD has authorized that we can do this for this location and tenant. The \$1 would go to the county's Community Development Block Grant (CDBG) program. Sea Mar would need to keep using the building as a CDBG eligible use serving low-income households for a minimum of 5 years. Sea Mar has expressed their interest in this option.

Benefits:

- a. The County would not have to put money into the building (current Meng estimates as of 2019 was \$1.7M** needed to be invested to bring the building up to a functional site)
- b. We would not have to go out to a fair market sale
- c. General Fund would have reduced costs for ongoing M&O for the building
- d. Community Services would not collect more revenue in their CDBG fund, supporting compliance with HUD Timeliness requirements.

Cons:

- a. None



Option 2: Sell Building at Fair Market Value

Sell the building at fair market value (this is the normal HUD process for disposing of a property). The City of Battle Ground and a private party have both expressed interest in purchasing the property.

Benefits:

- a. The County could dispose of the property
- b. The Country would not have to put money into the building (current Meng estimates as of 2019 was \$1.7M** needed to be invested to bring the building up to a functional site)
- c. General Fund would have reduced costs for ongoing M&O for the building

Cons:

- a. This would bring an influx of cash into the Community Development Block Grant program which would result in not meeting timeliness requirements under 24 CFR 570.902 for a 5th consecutive year. This has a high likelihood of repayment to HUD of all funds that exceed 1.5 times our entitlement funds (the proceeds from the sale of the property and any other funds that have yet been awarded to projects, but yet to be expended).
- b. Sea Mar may lose their location in Battle Ground depending on who purchases it and if they want to continue to rent it to Sea Mar.
- c. All money from the sale goes back into the CDBG program not to the county.



Option 3: No Change

Keep the building and continue to lease to Sea Mar

Benefits:

- a. Sea Mar would continue to have a location for services in the heart of Battle Ground at no cost except for utilities
- b. We have \$200,000 in Community Development Block Grant money to begin renovations

Cons:

- a. The County would need to invest significant money into the upkeep of the building. The Meng estimates as of 2019 was \$1.7M** needed to be invested in the building. We do not have a funding source identified for this work.
- b. The County would continue to cover all ongoing M&O costs on the property except for utilities which are reimbursed by Sea Mar.
- c. Sea Mar is not allowed to pay us rent under the CDBG conditions.
- d. Assessed value of the property is nowhere near the cost of repairs needed on the building. The 2024 value used for 2025 taxes is \$445,100.00. If we decide to sell the property in the future, we would never recoup the cost of what we have put into the building, and any funds from the sale of the property would be returned to the CDBG program, not the county.



Thank you!

Clark County Internal Services

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Item VI. LLC TBRA Additional Funds Request

- LLC is making a formal request to the UCPB for additional funding for their program year 2024 contract
 - Provides assistance from January through December 2025
 - Original award: \$87,816
- UCPB Funding and Application Guidelines require the UCPB to review and approve any requests for additional funds above 10% of the original award
- Request for an additional \$90,000.
 - Funds available through program income collected during the year
 - No CDBG funds available to support the case management side of the program



Item VII. Housing Preservation Program Funding Increase (action)

- Request to increase homeowner rehab to \$400k
 - Currently receives \$250,000 + program income for services and implementation costs
 - Implementation costs will not increase
 - Average assistance is over \$35,000 per household
 - Change from loans to grants results in less program income generated



Item VIII. UCPB Application-Funding Guidelines Updates (action)

- Based on previous changes to the program, updates to the guidelines were needed
- Application Guidelines Section 3
 - Adds Public Services minimum and maximum funding amounts
 - Reorganizes into a table to be easier to read
- Application Guidelines Section 5 updates when full applications are due to align with city's application process
- Application Guidelines Section 8 removes Public Services as an activity not funded
- Funding Guidelines Section 1, bullet 4 updated for the change of the homeowner rehab program to Housing Preservation Program



Item VIII. UCPB Application-Funding Guidelines Updates (action) (cont)

- Funding Guidelines Section 1, bullet 5 added to indicate Public Services funds will be a grant
- Funding Guidelines Section 5 added to discuss Public Services
- Funding Guidelines Section 6 updated to discuss the ability to convert CHDO funds from designated to undesignated funds after two years as approved by HUD
- Funding Guidelines Section 9 updated for increased funding to the Housing Preservation Program (if still approved)
 - Also adds HOME funds as a funding mechanism – staff researching
- Exhibit 1 updated to include Public Services to the funding matrix



Item IX. Program Updates (info)

- 2025-2029 Consolidated Plan and 2025 Annual Action Plan Approved
 - Grant agreements have been received and are under review
- PY2024 CAPER submitted and approved
- SAO annual audits
- Federal government shutdown
- RFAs are open, pre-submittal workshops conducted Oct 9



Wrap Up

X. Other

- Good of the Order

***Save the Date - next UCPB meeting:
November 10, 2025, 9:30 – 11:00am***

