

URBAN COUNTY POLICY BOARD

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Clark County Intergovernmental Agreement Members:



November 10, 2025 Agenda

- | | | |
|----------|-------|-----------------------------------|
| (info) | I. | Introductions |
| (info) | II. | Public Comment |
| (action) | III. | Approval of Minutes: October 2025 |
| (action) | IV. | County-owned Building Discussion |
| (info) | V. | Program Updates |
| (info) | VI. | July-Sept 2025 Quarterly Reports |
| (info) | VII. | 2026 Trainings and Presentations |
| (info) | VIII. | 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. Oct 13 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 Yakolt

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

GUESTS

Mark Herceg (City of Battle Ground), DeAnn Cordes and Marissa Smith (Clark County Internal Services), Nick Ramirez (Sea Mar Community Health), Ian Alger (City of Vancouver), Max Booth, Darry Spargan, Amelia Meade and Alyssa Grant (unaffiliated)

STAFF

Michael Torres, Rebecca Royce, Nooreen Ebrahim

I. Introductions

II. Public Comments

Max Booth from Pladdox Industrial Transformer commented on the county-owned building discussion on the agenda.

III. Approval of June and September meeting minutes

The June minutes were approved following a motion made by Tracy Coleman and seconded by Mayor Cole.

September minutes were approved following a motion made by Tracy Coleman and seconded by Mayor Cole.

IV. Timeliness Update and Spending

Staff have completed an informal consultation with HUD regarding the fourth year of untimeliness, and HUD accepted the county's reasons for being untimely. The county must be timely by May 2, 2026, or it will be untimely for the fifth time and risk losing future CDBG funding.

Recommendations were presented for board consideration to be timely by May 2026:

- Move \$300,000 of PY2024 CDBG funds currently allocated to Battle Ground's N Parkway Sidewalk Project to the county's Housing Preservation Program and allocate PY2026 funds to the Battle Ground project. There will be no impact to the Battle Ground project with this change.
 - Mayor Cole motioned to accept this recommendation, seconded by Tracy Coleman. Motion passed.
 - Staff will amend the current NOFA to remove the request for PFNI applications based on board direction.
- One-time additional allocation of CDBG funds, estimated to be about \$55,000, to all PY2024 Tenant-based Rental Assistance (TBRA) programs to be spent by December 31, 2025. Due to the restrictive eligible uses of HOME funds that pay for rent and utilities,

and the increase in fees charged by landlords, housing providers are having to use more CDBG funds and private dollars to support households.

- A motion to accept this recommendation was made by Tracy Coleman and seconded by Mayor Cole. Motion approved unanimously.
- Change the Bertha's Place Remodel scope of work from roof, windows, and siding to solar panels and roof. This change will help avoid delays caused by weather, increasing the speed at which funds are spent.
 - A motion to accept this recommendation was made by Mayor Cole and seconded by Tracy Coleman. Motion approved unanimously.

V. County-owned Building Discussion

An overview of the 701 E Main Street building currently leased to Sea Mar, was provided. This building was originally purchased with CDBG funds in 1993. Any revenue generated from rent or the sale of the building will be program income. With the current condition of the building, updates will need to be made to continue current operations. A 2019 Meng study indicated approximately \$1.7 million dollars of repairs is needed. The County applied for CDBG funds during the PY2025 application process and was awarded \$200,000. County staff are also working with Senator Patty Murray's office for a Congressionally Directed Spending award of \$1.7 million, however this will not be finalized until the FY2026 federal appropriations process has been completed. County Internal Services staff provided three options for consideration and are asking the board for a recommendation to provide to the County Council.

The options for the building are as follows

1. The building can be sold to Sea Mar for \$1. This option has been approved by HUD with a requirement for a restricted use covenant for at least five years. This option would not affect the county's timeliness requirement.
2. The building can be sold at Fair Market Value. This option will generate program income that will affect the county's timeliness requirement. If completed before May 1, the county will be untimely for a 5th year which will lead to a repayment of funds to HUD. If completed after May 1, the county will likely be untimely again on May 1, 2027.
3. Maintain the current lease with Sea Mar, spending CDBG and congressional funds to complete the necessary rehab of the building.

Nick Ramirez, Senior Vice President of Sea Mar, shared the importance of the WIC services they provide and their ability to fund building rehabilitation if Option 1 is selected.

Battle Ground Councilor Ferrer shared that the Battle Ground city council is working on a redevelopment plan for the area where the Sea Mar building is located and supports option 2, selling the building at Fair Market Value and helping Sea Mar purchase a new building.

The board discussed all recommendations, noting option 3 was the least appealing. The impact of not meeting timeliness and the consequences of being untimely in May 2026 was stressed. The board elected to discuss this topic again at the November meeting, and requested the following take place prior:

- Sea Mar to research options to relocate services in Battle Ground.
- Battle Ground council to discuss options to help Sea Mar relocate.
- Sea Mar to confirm current costs to renovate the building and that they have the ability to make the improvements.
- Discussion between Clark County Community Services and Internal Services to determine if the county can require a nonprofit to maintain the building if a new building were purchased using CDBG funds.

- Community Services staff to research conducting a targeted RFA to help a nonprofit acquire a space with CDBG funds for WIC services serving a specific area in Battle Ground.
- Community Services staff to research how the \$200,000 from the 2025 RFA awarded for the 701 E Main Street Rehabilitation will be reallocated.

VI. Lifeline Connections Tenant Based Rental Assistance Additional Funds Request

Lifeline Connections requested an increase of \$90,000 in HOME funds for their 2024 TBRA contract. They have spent their current funding allocation due to transitioning households from another source of funding that ended, resulting in serving more households than initially anticipated. This additional funding will provide time to work with the households on an exit plan through the end of 2025. The requested funding is available, and 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 Tracy Coleman and seconded by Councilor Ferrer. Motion approved unanimously.

VII. Housing Preservation Program Funding Increase Request

The Clark County Housing Preservation Program is a homeowner rehab program serving very low- to low-income homeowners. The program provides grants to help households with ADA improvements and repairs to keep them in their housing. The program currently receives an annual allocation of \$250,000. At this level, there is only enough funding to serve up to six clients per year, with a waitlist of two years. County staff recommended increasing the budget for this program to \$400,000 starting with PY2026 allocations to assist a greater number of households and decrease the length of time households are on the waitlist.

A motion to approve an increase of the Housing Preservation Program budget from \$250,000 to \$400,000 was made by Tracy Coleman and seconded by Jim Hodges. Motion approved unanimously.

VIII. UCPB Guideline Updates

Staff provided a brief overview of UCPB Application and Funding Guideline updates, most of which were done to include Public Services as an allowable activity. Other notable changes are the funding increase to \$400,000 for the Housing Preservation Program and allowing CHDO funds to be converted from designated to undesignated after two years as approved by HUD.

A motion to accept the UCPB funding guideline changes was made by Chair Yung and seconded by Jim Hodges. Motion passes.

IX. Program Updates

- The 2025-2029 Consolidated Plan and 2025 Annual Action Plan have been approved by HUD, and the county has received its grant agreements.
- The 2024 CAPER has been submitted and approved by HUD.
- Five programs within Community Services were audited by the SAO, including the CDBG program, and there were no recommendations or findings.
- Currently, CDBG and HOME funded programs and projects are unaffected by the government shutdown. Staff will notify the board if this changes.
- The PY2026 request for applications are now open and accepting applications. Pre-submittal workshops were conducted on October 9. Recordings are now available on the application website.

X. Other

- Next Meeting: Monday, November 10, 2025, 9:30 – 11:00 a.m.

Meeting adjourned at 10:59 A.M.



Item IV. County-owned Building Discussion (action)

- Continuation from October meeting
- County-owned building purchased with CDBG funds in 1993
- Leased to Sea Mar since 2009 for WIC services
- In need of significant renovations; approximately \$1.7m
 - Per Meng report in 2019
 - Approved for \$200,000 of PY2025 CDBG funds
 - Recommended by Senator Murray for \$1.7m Congressionally Directed Spending*



Item IV. County-owned Building Discussion (action)

- Discussed three options:
 1. Sell building to Sea Mar for \$1 with minimum 5-year restricted use covenant
 - No effect to county's timeliness issues
 - No additional investments needed by county
 - Sea Mar would make renovations needed to building
 2. Sell building at fair market value
 - Will impact county's timeliness ratio; high likelihood of losing CDBG funds to HUD
 - No additional investments needed by county
 - Sea Mar will need to find new location to provide WIC services
 3. No change
 - Board indicated option 3 was not the direction they would like to go



Item IV. County-owned Building Discussion (action)

Requests for additional information by board

1. Sea Mar to confirm current costs to renovate building/confirm ability to do
2. Sea Mar to research options to relocate services in Battle Ground
3. Battle Ground council to discuss options to help Sea Mar relocate
4. Determine if county can require a nonprofit to maintain a building if a new building was purchased and leased
5. Determine if the sale of the building can be held/contingent upon purchase and relocation of Sea Mar
6. Determine if county can do a targeted RFA to help a nonprofit acquire a space using CDBG funds as a grant
7. Reallocation of \$200,000 PY2025 funds



Item V. Program Updates (info)

- PY2025 grant agreements signed and submitted to HUD
 - Fully executed once government re-opens
- Substantial Amendment to move CDBG funds to Housing Preservation Program in progress
 - Public comment period through November 24
- VHA Bertha's Place Shelter Update
- PY2026 Pre-applications Received
 - 23 applications received
 - 20 approved for full application process



Item V. Program Updates (info)

Applicant	Activity	Activity Description	Estimated Request	
Public Services				
Battle Ground Health Care	Dental Services	Dental program staff and equipment costs	\$	100,000
Family Solutions	REACH Program	Mental health services for families and youth	\$	75,000
Lutheran Community Services NW	Childcare Services	Tutoring for students and parent skills classes	\$	70,000
Lutheran Community Services NW	Health Services	Health Case Managers navigation program	\$	70,000
The Foundation WA	Childcare Services	Childcare services	\$	130,000
Total Estimated Requests			\$	445,000
Asset and Economic Development				
Evergreen Habitat for Humanity	Homebuyer Assistance	Land Trust Affordable homeownership	\$	300,000
Fourth Plain Forward	Microenterprise Services	Microenterprise buisness assistance	\$	280,955
Greater Vancouver Chamber	Microenterprise Services	Microenterprise buisness assistance	\$	71,000
Hispanic Metro Chamber	Microenterprise Services	Microenterprise buisness assistance	\$	130,000
Micro Enterprise Services of Oregon (MESO)	Microenterprise Services	Microenterprise buisness assistance	\$	53,000
Native American Youth and Family Center	Housing Counseling Services	HUD certified housing counseling services	\$	175,000
Proud Ground	Homebuyer Assistance	Land Trust Affordable homeownership	\$	250,000
Support for Early Learning and Families (SELF)	Microenterprise Services	Microenterprise buisness assistance	\$	75,000
Upwards Care	Microenterprise Services	Microenterprise buisness assistance	\$	104,000
Total Estimated Requests			\$	1,438,955
Affordable Housing and Homelessness - Construction Projects				
Columbia Non-Profit Housing	River & Main	Construction of affordable senior housing	\$	400,000
Foundation For the Challenged	FFC Homes XV	Purchase and remodel of affordable ADA accessible housing	\$	200,000
Total Estimated Requests			\$	600,000
Affordable Housing and Homelessness - Tenant-Based Rental Assistance				
Janus Youth Programs	TBRA	Rental assistance for youth 18-25	\$	260,000
Lutheran Community Services NW	TBRA	Rental assistance for immigrants and refugees	\$	300,000
Share	TBRA	Rental assistance for adults and families	\$	300,000
The Salvation Army	TBRA	Rental assistance for adults and families	\$	200,000
Total Estimated Requests			\$	1,060,000
Total Application Requests			\$	3,543,955



Item VI. July-Sept 2025 Qrtly Report Review (info)

Public Facilities and Neighborhood Improvements Infrastructure										
Contract Number	Year Awarded	Project	Funded Amount	Expended Amount	Agency Report Narrative	Proposed Completion Date	Estimated Completion Date	Actual Completion Date	On Schedule	County Staff Comments
2001	2020	Battle Ground - SE Clark Avenue Improvements. Construct 150' section to create through road.	\$129,200	\$0	Project in design phase. Layout developed. EA complete.	November 2020	September 2027	N/A	No	Project requires property acquisition not disclosed in application. EA complete, waiting for AUGF. Staff concerned about ongoing delays of project.
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/SR501 and Gee Creek Loop.	\$195,000	\$0	Design nearly complete. Will go out to bid in January with May/June construction start.	June 2023	September 2026	N/A	No	Significant delays due to changes in scope based on city consultation with state. EA complete. Staff drafting contract.
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	\$162,204	Construction complete. Waiting for DOR release to submit final retainage invoice.	August 2025	August 2025	Pending	Yes	Construction complete. Need final invoice.
2301	2023	Battle Ground - NE 1 st 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.	\$197,817	\$0	Design nearly complete. Working through easement acquisition.	August 2024	August 2026	N/A	No	Project amount reduced to remove funds that would have triggered BABA. EA complete. Staff drafting contract.
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	Design is 50% complete. EA in progress.	October 2024	December 2026	N/A	No	Port of Ridgefield finished dioxin cleanup. Staff can now work through EA.
Updated to 2601	Updated to 2026	Battle Ground - N Parkway Avenue Sidewalks. Installation of sidewalks along the east side of N Parkway Ave between N 25th St and N Onsdorff Blvd.	\$300,000	\$0	Design in progress. May require temporary easements.	May 2025	August 2027	N/A	No	Project moving to PY2026 funding to re-allocate and spend funds to help with timeliness issues. EA will start soon.
2403	2024	Ridgefield - Sargent Street improvements. Construction of ADA-compliant infill sidewalks, replace a fire hydrant, upgrade the main waterline and stormwater improvements on Sargent Street from S Third Ave east and wrapping around to S Main Ave approximately halfway to Pioneer Street.	\$200,000	\$0	Project awarded funding. No quarterly report required.	December 2025	June 2025	N/A	No	Staff waiting to complete previously funded projects before initiating environmental review for this project.
Public Facilities										
Contract Number	Year Awarded	Project	Funded Amount	Expended Amount	Agency Report Narrative	Proposed Completion Date	Estimated Completion Date	Actual Completion Date	On Schedule	County Staff Comments
2503	2025	Clark County - 701 E Main St Building Improvements. Interior and exterior upgrades including parking lot repaving, new exterior siding, new roof, and more.	\$200,000	\$0	Project awarded funding. No quarterly report required.	December 2025	Unknown	N/A	Yes	Project on hold due to discussions about ownership of building and Congressionally Directed Spending funds.
2505	2025	VHA Bertha's Place Shelter Remodel. Exterior upgrades to the shelter, including a roof replacement, new windows, and new siding.	\$400,000	\$0	Design in progress.	October 2026	Spring 2026	N/A	Yes	VHA moving up timeline to help with timeliness issue. ERR underway.



Item VI. July-Sept 2025 Qrtly Report Review (cont)

Asset and Economic Development Business Assistance

Contract Number	Year Awarded	Program	Funded Amount	Expended Amount	Agency Report Narrative	Proposed Outcomes	Outcomes to Date	Program Year	On Schedule	County Staff Comments
2405	2024	Fourth Plain Forward - Business Technical Assistance. Provide technical assistance and IDA match to BIPOC small businesses .	\$298,871	\$146,212	Program underway with 1:1 technical assistance, GED classes and targeted workshops. 20 new businesses and 13 existing businesses assisted, 6 enrolled in IDA program.	26 Businesses	33	Jan-Dec 2025	Yes	Some TA needed as expected for new program. Reports and invoices submitted timely.
2406	2024	Greater Vancouver Chamber - Business Technical Assistance. Provide technical assistance and grants to small businesses .	\$78,000	\$38,393	Program underway with workshops, 1:1 coaching, and networking cohorts. 13 new businesses and 26 existing businesses assisted to date.	100 Businesses	39	Jan-Dec 2025	Yes	Continuing services from previous contract. Reports and invoices submitted timely.
2407	2024	Hispanic Metropolitan Chamber - Business Technical Assistance. Bilingual assistance and IDA match to support small businesses in Clark County.	\$130,000	\$63,585	Program underway with outreach, workshops, client meetings, and business plan development. 17 new businesses and 22 existing businesses assisted to date.	35 Businesses	39	Jan-Dec 2025	Yes	Continuing services from previous contract. Reports and invoices submitted timely.
2508	2025	Fourth Plain Forward - Business Technical Assistance. Provide technical assistance and IDA match to BIPOC small businesses .	\$285,016	\$0	Program awarded funding. No quarterly report required.	90 households	N/A	Jan-Dec 2026	N/A	Program will start in January 2025.

Homeowner Assistance

Contract Number	Year Awarded	Program	Funded Amount	Expended Amount	Agency Report Narrative	Proposed Outcomes	Outcomes to Date	Program Year	On Schedule	County Staff Comments
2307	2023	Proud Ground - Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AMI.	\$450,000	\$0	Program underway. 9 new construction homes identified that will be completed in the next 6 months.	4 Households	0	Jan-Dec 2024	No	Contract nearly executed. To be completed by March 2026.
2404	2024	Evergreen Habitat - Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AMI.	\$300,000	\$0	Contract under development. Project ready to move forward once the contract is executed.	10 Households	N/A	Jan-Dec 2025	No	Contract drafted. P&Ps under review.
2408	2024	Proud Ground - Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AMI.	\$300,000	\$0	Project awarded funding.	3 Households	N/A	Jan-Dec 2025	No	Will start as soon as 2023 funds spent. Plan in place to spend out by end of 2026.
2450	2024	Clark County - Homeowner Rehabilitation Program. Provides essential housing repairs to allow homeowners to maintain their existing housing safely and affordably.	\$346,110	\$147,110	Program underway. 4 projects completed, 3 houses under construction, 1 new project under review.	10 Households	4	Jan-Dec 2025	Yes	Program underway.
2507	2025	Evergreen Habitat - Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AMI.	\$129,228	\$0	Program awarded funding. No quarterly report required.	10 Households	N/A	Jan-Dec 2026	N/A	Program will start in January 2025.
2550	2025	Clark County - Homeowner Rehabilitation Program. Provides essential housing repairs to allow homeowners to maintain their existing housing safely and affordably.	\$165,000	\$0	Program awarded funding. No quarterly report required.	10 Households	N/A	Jan-Dec 2026	N/A	Once PY2024 funds are expended.



Item VI. July-Sept 2025 Qrtly Report Review (cont)

Affordable Housing and Homelessness

Affordable Housing

Contract Number	Year Awarded	Project	Funded Amount	Expended Amount	Agency Report Narrative	Proposed Completion Date	Estimated Completion Date	Actual Completion Date	On Schedule	County Staff Comments
ARP5/24H5/25H2	2022/2024/2025	VHA - Weaver Creek Commons. Construction of 80 affordable housing units in Battle Ground. Includes a mix of studio, 1, and 2 bedroom units.	\$1,110,498 \$439,502	\$0	In pre-development. Construction to begin Q1 2026.	February 2025	February 2027	N/A	Yes	Working on contracting and legal document details.
25H1	2025	Columbia River Non-Profit - River and Main Senior Housing. 40 affordable housing units for seniors age 62 and older in downtown Washougal.	\$254,074	\$0	Project awarded funding. No quarterly report required.	August 2027	N/A	N/A	Yes	Project working on applications for funding through Housing Trust Fund.

Tenant-Based Rental Assistance

Contract Number	Year Awarded	Program	Funded Amount	Expended Amount	Agency Report Narrative	Proposed Outcomes	Outcomes to Date	Program Year	On Schedule	County Staff Comments
2409 24H1	2024	Janus Youth - The Nest. Provide TBRA and case management for approximately 20 youth households (ages 18-24) households.	\$45,000 \$150,000	\$26,165 \$129,380	Program underway. Agency working with households on stability plans.	25 Households	14	Jan-Dec 2025	Yes	Invoices and all reports submitted timely. Increase to CDBG funding approved by UCPB at the September meeting.
2410 24H2	2024	Lifeline - Recovery Rental Assistance. Provide TBRA and case management for 5 households engaged in recovery supports.	\$25,182 \$83,940	\$25,182 \$87,173	Program underway. Agency working with households on stability plans.	4 Households	11	Jan-Dec 2025	No	Invoices and quarterly reports submitted timely, TBRA Tenant report often submitted late. Increase to funding approved by UCPB at the September meeting.
2411 24H3	2024	Share - TBRA. Provide TBRA and case management for 15 individuals and families experiencing homelessness.	\$50,512 \$275,000	\$32,282 \$96,461	Program underway. Agency working with households on stability plans.	15 Households	11	Jan-Dec 2025	Yes	Invoices and all reports submitted timely. Increase to CDBG funding approved by UCPB at the September meeting.
2412 24H4	2024	YWCA - Domestic Violence TBRA. Provide TBRA and case management for 24 individuals and families experiencing homelessness.	\$63,000 \$210,000	\$36,434 \$107,152	Program underway. Agency working with households on stability plans.	10 Households	11	Jan-Dec 2025	Yes	Invoices and all reports submitted timely. Will continue HOME funds into 2026 due to underspending. Increase to CDBG funding approved by UCPB at the September meeting.
2512 25H3	2025	Janus Youth - The Nest. Provide TBRA and case management for approximately 20 youth households (ages 18-24) households.	\$45,000 \$169,350	\$0	Program awarded funding. No quarterly report required.	20 Households	N/A	Jan-Dec 2026	N/A	Program will start in January 2025.
2513 25H4	2025	Share - TBRA. Provide TBRA and case management for 15 individuals and families experiencing homelessness.	\$69,574 \$266,700	\$0	Program awarded funding. No quarterly report required.	15 Households	N/A	Jan-Dec 2026	N/A	Program will start in January 2025.



Item VII. 2026 Trainings and Presentations (info)

- Are there trainings or discussions that you would like to have next year?
- Planned topics
 - January-March: RFA and regular business
 - Point-in-Time Count Presentation
 - Section 3 Training (rescheduled from this month)
 - BABA update
- Optional topics
 - Clark County Climate Project Presentation – Clark County Community Planning
- Meeting Schedule:
 - January 12, February 9, March 9, June 8, September 14, November 9
 - Additional meetings as needed



Wrap Up

VIII. Other

- Designated Alternate Update
- Good of the Order

***Save the Date - next UCPB meeting:
January 11, 2026, 9:30 – 11:00am***

