

# Urban County Policy Board

March 10, 2025

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Clark County Urban County Intergovernmental Agreement Members:



# March 10, 2025, Meeting Agenda

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- (info) I. Introductions
- (action) II. Approval of March 10, 2025, minutes
- (info) III. October-December 2024 Quarterly Report Review
- (action) IV. Approval of UCPB Application and Funding Guidelines Updates
- (info) V. HUD Funding Updates
- (action) VI. 2025 CDBG and HOME Funding Recommendations
- (info) VII. Program Updates
- (info) VIII. Other



# Item II. February 10 Meeting Minutes (action)

## URBAN COUNTY POLICY BOARD ATTENDANCE

Clark County	Absent
City of Battle Ground	Mark Herceg
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

Nicole Leon- Hispanic Metropolitan Chamber; Kat Fuentes- Upwards, Michelle Schuster and Marisa Ryan Smith- Clark County; Grace Dudley and Joshua Ollinger- Vancouver Housing Authority; Fred Dockweiler- Consultant; Paul Burgess- Fourth Plain Forward; Joshua Jacobs- Micro Enterprise Services of Oregon; Leanna Fabian- Evergreen Habitat for Humanity; Gina Van Dyken- Lifeline Connections; Chuck Green- City of Ridgefield; Thalia McDaid-O’Niell- Share

## STAFF

Michael Torres, Rebecca Royce, Nooreen Ebrahim

### I. Introductions

Due to the absence of the chair and vice-chair, Mayor Matt Cole of Ridgefield presided over the meeting.

### II. Approval of January 13, 2024, Meeting Minutes

The minutes were approved following a motion made by Jim Hodges and seconded by Tracy Coleman.

### III. Presentations and Q&A with 2025 CDBG and HOME applicants

Applicants from the three application categories, Public Facilities and Neighborhood Improvements, Asset and Economic Development, and Affordable Housing and Homelessness were each given the opportunity to deliver a 5-minute presentation before the board. This excluded Tenant Based Rental Assistance programs, which Clark County staff presented on behalf of the agencies. After presentations, the board was able to ask questions to all applicants.

### IV. Program Updates

- Contingency Projects  
At the next board meeting, staff will propose an update to the UCPB Application and Funding Guidelines for board approval. The change will add selecting contingency projects during the funding recommendation process that the county will fund if any of the applications that received awards fail to move forward.

### V. Other

- Scores are due in Neighborly by March 3<sup>rd</sup>
- Public Comment  
None presented.

Meeting adjourned at 11:25 a.m.



# Item III. Oct to Dec 2024 Quarterly Report (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 started.	November 2020	August 2026	N/A	No	Working through EA process.
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	Project design and environmental review underway.	June 2023	December 2025	N/A	No	Significant delays due to changes in scope based on city consultation with state. Staff working through environmental review process. EA consultant hired by city.
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	\$163	Construction underway. Pausing for weather, will complete in spring.	August 2025	August 2025	N/A	Yes	Project is 75% complete and on track to be completed by Spring 2025.
2301	2023	Battle Ground - NE 1 <sup>st</sup> 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 design and environmental assessment level review underway.	August 2024	August 2026	N/A	No	Environmental assessment level review underway. Approval to do NMFS programmatic review. Staff 1/2 done with EA.
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 design and environmental review underway.	October 2024	December 2026	N/A	No	Project will require environmental assessment. City staff working on design.
2401	2024	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	Project awarded funding. No quarterly report required.	May 2025	May 2025	N/A	No	Staff waiting to complete previously funded projects before initiating environmental review for this project.
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.

### Social Service

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
2402	2024	CFTH - Housing Solutions Center. Acquisition of an existing building for use as a single, centralized access point for the Housing Solutions Center and Administration office.	\$300,000	\$300,000	Building acquired in April. Renovation in process. Estimated completion of renovation in March 2025.	April 2024	April 2024	April 2024	Yes	Final invoice processed for acquisition.



# Item III. Oct to Dec 2024 Quarterly Report(cont'd)

## 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
CV08	2023	Greater Vancouver Chamber - Business Technical Assistance. Provide technical assistance and grants to small businesses.	\$71,000	\$54,582	Program underway with workshops, 1:1 coaching, and networking cohorts. 30 new businesses and 28 existing businesses assisted to date.	100 Businesses	58	Jan-Dec 2024	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	\$36,956 \$36,000	Program underway with outreach, workshops, client meetings, and business plan development. 31 new businesses and 23 existing businesses assisted to date.	50 Businesses	50	Jan-Dec 2024	Yes	Program started in June after completing previous allocation of funding.
2405	2024	Fourth Plain Forward - Business Technical Assistance. Provide technical assistance and IDA match to BIPOC small businesses.	\$298,871	\$0	Project awarded funding. Will start January 2025.	26 Businesses	N/A	Jan-Dec 2025	Yes	N/A
2406	2024	Greater Vancouver Chamber - Business Technical Assistance. Provide technical assistance and grants to small businesses.	\$78,000	\$0	Project awarded funding. Will start January 2025.	100 Businesses	N/A	Jan-Dec 2025	Yes	N/A
2407	2024	Hispanic Metropolitan Chamber - Business Technical Assistance. Bilingual assistance and IDA match to support small businesses in Clark County.	\$130,000	\$0	Project awarded funding. Will start January 2025.	35 Businesses	N/A	Jan-Dec 2025	Yes	N/A

## 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
2207 22H1	2022	Proud Ground - Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AMI.	\$126,778 \$173,222	\$79,582 \$0	Two properties acquired, one closing in January 2025 and the final property will close by March 2025.	4 Households	2	Jan-Dec 2023	No	Agency created plan to get spent out by end of March for this allocation.
2250	2022	Clark County - Homeowner Rehabilitation Program. Provides essential housing repairs to allow homeowners to maintain their existing housing safely and affordably.	\$265,000	\$258,046	Program underway. Delays with 2021 funded projects due to construction issues. 6 households complete, 1 household in process.	10 Households	6	Jan-Dec 2023	No	Costs of construction and ability to find contractors is delaying projects. Increased amount available to households as grants.
2307	2023	Proud Ground - Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AMI.	\$450,000	\$0	Project awarded funding.	4 Households	N/A	Jan-Dec 2024	No	Will start in April 2025. Plan in place to spend out by end of year.
2350	2023	Clark County - Homeowner Rehabilitation Program. Provides essential housing repairs to allow homeowners to maintain their existing housing safely and affordably.	\$250,000	\$1,110	Program underway. 3 households under construction, 2 households out for bid.	10 Households	0	Jan-Dec 2024	No	Working to get program caught up.
2404	2024	Evergreen Habitat - Homeownership Assistance. Home buying opportunities using a land trust model, buyers under 80% AMI.	\$300,000	\$0	Contract under development.	10 Households	N/A	Jan-Dec 2025	Yes	Waiting for updated policies and insurance certificates from agency.
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	\$0	Project awarded funding.	10 Households	N/A	Jan-Dec 2025	No	N/A



# Item III. Oct to Dec 2024 Quarterly Report(cont'd)

## 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
22H2/ 23H3	<del>2022/</del> 2023	Second Step Housing - Market-rate unit acquisition. Combined with 2023 award. Purchase existing market-rate rentals for affordable housing units .	<del>\$400,000</del> \$417,458	\$0	Project awarded funding. Continues to work towards securing funding for the project.	September 2024	June 2025	N/A	N/A	County staff rescinded 2022 award due to project not securing funding within 18 months of award.
ARP5/ 24H5	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.	\$965,319 \$39,502	\$0	Project awarded funding. Financing nearly complete. In pre-development and environmental review underway.	February 2025	Spring 2026	N/A	Yes	Environmental Assessment underway.

## 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
ARP6	2022	YWCA - Domestic Violence TBRA. Provide TBRA and case management for 24 individuals and families experiencing homelessness.	\$180,000	\$116,379	Program underway. Agency working with households on stability plans.	12 Households	8	Jan-Dec 2023	No	New program for agency. Significant delays getting program started. Contract extended through December 2024. Invoices submitted timely.
2308 23H1	2023	Janus Youth - The Nest. Provide TBRA and case management for approximately 20 youth households (ages 18-24) households.	\$45,000 \$150,000	\$39,632 \$99,345	Program underway. Agency working with households on stability plans.	20 Households	24	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	Lifeline - Recovery Rental Assistance. Provide TBRA and case management for 5 households engaged in recovery supports.	\$30,000 \$100,000	\$18,054 \$73,256	Program underway. Agency working with households on stability plans.	5 Households	9	Jan-Dec 2024	Yes	Agency working to increase program capacity to meet outcomes. Fewer issues with invoices and better understanding of federal regulations.
2310 23H4	2023	Share - TBRA. Provide TBRA and case management for 15 individuals and families experiencing homelessness.	\$75,000 \$250,000	\$60,615 \$208,059	Program underway. Agency working with households on stability plans.	15 Households	20	Jan-Dec 2024	Yes	Invoices submitted timely.
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	\$0	Project awarded funding. Contract under development.	25 Households	N/A	Jan-Dec 2025	Yes	N/A
2410 24H2	2024	Lifeline - Recovery Rental Assistance. Provide TBRA and case management for 5 households engaged in recovery supports.	\$25,182 \$83,940	\$0	Project awarded funding. Contract under development.	4 Households	N/A	Jan-Dec 2025	Yes	N/A
2411 24H3	2024	Share - TBRA. Provide TBRA and case management for 15 individuals and families experiencing homelessness.	\$50,512 \$275,000	\$0	Project awarded funding. Contract under development.	15 Households	N/A	Jan-Dec 2025	Yes	N/A
2412 24H4	2024	YWCA - Domestic Violence TBRA. Provide TBRA and case management for 24 individuals and families experiencing homelessness.	\$63,000 \$210,000	\$0	Project awarded funding. Contract under development.	10 Households	N/A	Jan-Dec 2025	Yes	N/A



# Item IV. UCPB Application-Funding Guidelines (action)

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- Policy update: Contingency Fund Guidelines
  - To help with timeliness issues
  - By including in the award process, reduces administrative requirements to move forward with that project quickly if needed
- Recommended addition
  - I. During the funding selection process the application from each category scored the highest by the UCPB that did not receive funding will be considered a contingency application and included in the Annual Action Plan submitted to HUD. If funding becomes available during the program year, the highest ranked contingency application that meets the funding criteria and can move forward with the funds will be provided funding.
    - If a funded activity is rescinded by the applicant or deemed ineligible to move forward by September 30 of the funding year, staff will move to the eligible contingency application.
    - Funds from funded activities that are rescinded or deemed ineligible to move forward after the September 30 deadline will be included in the next RFA allocation.



# Item V. HUD Funding (info)

The following shows Clark County’s estimated U.S. Department of Housing and Urban Development grant allocations for program year 2025. Congress has yet to pass a 2025 budget; federal programs are working under a continuing resolution based on 2024 funding through March 14, 2025. The entitlement amounts below are our best estimate based on information available and 2024 awards.

## HOME FUNDING

2025 <i>estimated</i> HOME entitlement	\$527,824
Reprogrammed/Program Income	702,257
Administration	(52,783)
CHDO Set aside (15%)*	(79,174)
Project Activity Delivery Costs	(8,000)
<b>TOTAL HOME FUNDS AVAILABLE TO AWARD TO ACTIVITIES</b>	<b>\$1,090,124</b>
<b>Application Category Breakdown</b>	
<i>Construction Projects (60%)</i>	<i>\$654,074</i>
<i>Tenant-Based Rental Assistance (40%)</i>	<i>\$436,050</i>

*\*No CHDO eligible activities applied for funding. Funds to be held for 2026 allocations.*





# Item V. HUD Funding (cont'd)

## CDBG FUNDING

2025 <i>estimated</i> CDBG entitlement	\$1,567,719
Housing Rehabilitation Program Income	43,766
Infrastructure Reprogrammed/Program Income	60,688
Social Service Reprogrammed/Program Income	60,688
<b>Subtotal Funding</b>	<b>\$1,732,862</b>
Administration	(313,544)
Contingency	(30,000)
Project Implementation	(10,500)
TBRA Case Management Set-aside (estimate)*	(120,000)
Housing Preservation Program Set aside	(250,000)
<b>Subtotal Deductions</b>	<b>(724,044)</b>
<b>TOTAL CDBG FUNDS AVAILABLE TO AWARD TO ACTIVITIES</b>	<b>\$1,008,818</b>
<b>Application Category Breakdown</b>	
<i>Public Facility and Neighborhood Improvements (60%)</i>	\$605,000
<i>Asset and Economic Development (40%)</i>	\$403,818

\*30% of rent assistance awarded for Tenant-Based Rental Assistance programs under the HOME program is set-aside for case management services. The actual amount is based on which TBRA applications receive funding.



# What if scenarios? (action)

## Minor Reduction

- Reduce the lowest scoring applications
- Verify projects/programs can still move forward with reduced award

Standing operating procedure

## Major Reduction

- Voting cannot be conducted via email
  - Violation of OPMA
- Will reconvene UCPB if deadline for submitting AAP is extended
  - Not enough time for public comment if delay to April meeting
- Option 1: Fund according to scores (standing operating procedure)
- Option 2: Reduce all awarded applications proportional to funding reductions
- Option 3: Schedule emergency UCPB meeting



# Item VI. Funding Recommendations (action)

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- Starting with Affordable Housing & Homelessness because:
  1. TBRA programs effect the amount of CDBG funds available, and
  2. Not enough funding for all applications
- Can approve each funding category independently or all in one motion, whichever the board agrees on
- CDBG and HOME funds have specific allowable activities and cannot be easily moved between categories
- Staff recommendations are used to start conversation and not intended to sway the board



# Item VI. Funding Recommendations (action)

Applicant	Project	Total Score	Total Request	CDBG Award	HOME Award
<b>Affordable Housing and Homelessness - Construction Projects</b>					\$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
			<b>\$700,000</b>		<b>\$654,074</b>

Applicant	Project	Total Score	Total Request	CDBG Award	HOME Award
<b>Affordable Housing and Homelessness - Tenant-Based Rental Assistance</b>					\$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	\$75,000	\$266,700
YWCA Clark County	Domestic Violence Survivors TBRA	78.86	\$348,000		
			<b>\$924,850</b>	<b>\$120,000</b>	<b>\$436,050</b>



# Item VI. Funding Recommendations (cont'd)

Applicant	Project	Total Score	CDBG Request	CDBG Award	HOME Award
<b>Public Facilities and Neighborhood Improvements</b>				\$605,000	
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	\$205,000	
Battle Ground, City of	Remy Park Improvements	73.67	\$400,000		
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		
			<b>\$2,150,000</b>	<b>\$605,000</b>	<b>\$0</b>

- Recommend moving \$5,000 to Asset & Economic Development so Section 3 is not enacted



# Item VI. Funding Recommendations (cont'd)

Applicant	Project	Total Score	CDBG Request	CDBG Award	HOME Award
<b>Asset and Economic Development</b>				\$403,818	
Fourth Plain Forward	Microenterprise Services	87.00	\$285,016	\$285,016	
Evergreen Habitat for Humanity	Land Acquisition	83.71	\$300,000	\$118,802	
Hispanic Metropolitan Chamber	Bilingual Technical Assistance	76.29	\$134,700		
Micro Enterprise Services of Oregon	TA to LMI Microenterprise Businesses	68.43	\$118,000		
Upwards	TA to LMI Microenterprise Businesses	67.57	\$240,000		
			<b>\$1,077,716</b>	<b>\$403,818</b>	<b>\$0</b>



# Item VI. Funding Recommendations (cont'd)

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- Next steps
  - Award notifications to applicants
  - Substantial Amendment to the 2022 Action Plan due to cancelation of a project
    - Combined with 2025 Action Plan process
  - Draft Action Plan for 2025 program year
    - Submitted to County Council for approval May 6 with the Consolidated Plan
    - Submitted to HUD for approval
  - Conduct environmental reviews and draft contracts



# Item VII. Program Updates (info)

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- Consolidated Plan survey is now available through May 10
  - Open to everyone who lives in Clark County
- Drop-in Community Meetings
  - Tuesday, March 11 from 3-7 p.m. at Vancouver Library
  - Saturday, March 29 from 3-6 p.m. at Battle Ground Library
- Virtual Community Meeting
  - Tuesday, March 25 starting at 6:30pm
  - [Virtual Link](#)
- City Council Meetings
  - Working to get on each of your city council meetings



Survey Link





# Wrap Up

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## V. Other

- National Community Development Week April 21-25
- Public Comment (up to 3 minutes)
- Good of the Order

***Save the Date - next UCPB meeting:  
Consolidated Plan Draft Overview April 14, 2025, 9:30 – 11:00am***

