

Urban County Policy Board Meeting Minutes

1300 Franklin Street, Room 679

Vancouver, Washington

October 10, 2016

URBAN COUNTY POLICY BOARD MEMBERS PRESENT

Councilor Julie Olson
Sam Crummett
Pete Capell
Jeff Sarvis
Mayor Ron Onslow
David Scott
Mayor Jeff Carothers

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

GUESTS

Bryan Kast (City of Ridgefield); Danell Norby (City of Vancouver)

STAFF

Michael Torres, Samantha Whitley, Rebecca Royce, Janet Snook

CALL TO ORDER

The meeting was called to order by Chair Olson at 8:32 a.m.

I. Approval of July 11, 2016, Meeting Minutes

The minutes from the prior meeting were approved following a motion by Mayor Onslow that was seconded by Mayor Carothers.

II. 2016 CAPER

The 2016 Consolidated Annual Performance and Evaluation Report (CAPER) details activities funded through CDBG and HOME for the program year July 1, 2015, through June 30, 2016. A summary of the report was reviewed by the Board of County Councilors last week, and provided to the UCPB at this meeting. All projects are on-track to meet goals consistent with the Consolidated Plan. CDBG spending during this period was \$1.84 million, and HOME spending was \$784,270. Increased outreach to minority populations, specifically Hispanic and Asian, is encouraged, due to the disproportionality of services provided by population.

III. 2017 Application Update

CDBG and HOME applications were released on October 3, with a mandatory pre-application due October 31. Funding for CDBG is anticipated to be \$1.1 million. After \$250,000 is set aside for homeowner rehabilitation projects, social service programs and infrastructure projects will award \$425,000 each. HOME funding is anticipated to be \$1 million due to the additional availability of funds from repayment of prior loans. Fifteen percent of HOME funds must be awarded to a Community Housing Development Organization (CHDO).

As approved by the UCPB in July, applicants for tenant-based rental assistance will only complete a HOME application. Corresponding CDBG funding for case management should be indicated in the HOME application budget section and will be set aside until HOME selections are made.

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CDBG applications are due December 1, and HOME applications are due December 15. Presentations will occur at the February 13, 2017, UCPB meeting, and final selection will occur March 13, 2017.

IV. Income Survey Procedures

A new chapter 2 has been added to the CDBG manual. HUD now uses American Community Survey data in place of the decennial census data. If conducting an income survey, discuss the service area with County staff and obtain an approved template. The survey should start with a question to set priorities, identify families within a household, get an estimate of each family's income, and contain a control number. A minimum 51 percent of individuals within the project area must earn less than 80% of area median income. Also provide a map showing the project area and identifying lots that are residential, commercial, and vacant. As approved by UCPB consensus, beginning in 2017, surveys will need to be completed before pre-applications are due in October. The survey documents and method must be approved by HUD, so it is recommended jurisdictions submit data to staff by September 1. Survey data may be used for a five-year period, with the current period ending September 2019.

V. Adjournment

Meeting adjourned at 9:55 a.m., following a motion by Pete Capell that was seconded by Mayor Onslow.