

Meeting Minutes: CDBG Application Review

The PSTF met on August 12, 2026 from 8 am - 10 am via Zoom.

Attendees

- Kristen Dunphey (Co-Chair)
- Teale Smith
- Colleen Cooper
- Stephanie Miller
- Jill Johanning
- Barbara Ginley
- Kyla Wigant
- Christina Bowman

City Staff

- Mary Davis (HCD Division Director)
- Laken Chapin (CDBG Program Manager)
- Cameron George (DHCD)

Major Discussion Points

- **Application Alignment:** The committee reviewed proposed CDBG application questions to ensure they align with previously agreed-upon scoring categories and HUD metrics.
- **Measurable Community Impact:** The committee debated the fairness of expecting one-year grant recipients to demonstrate outcomes that endure beyond the grant period.
- **Diversity and Inclusiveness:** Members discussed the need to frame questions positively around community assets rather than deficits, and flagged specific city language to be reviewed by Corporation Council to avoid conflicts with federal/state human rights laws.
- **Financial Need & Supplanting:** The Director emphasized that CDBG funds cannot be used to "supplant" or replace existing funding sources. Returning applicants must demonstrate an increase in demand or loss of other funding.
- **Application Portal (Neighborly):** Discussed utilizing the application portal to auto-calculate percentages and provide drop-down tables for standardizing leveraged funding statuses.

Actions Taken (Votes & Approvals)

- **Previous Minutes:** Motion to approve the previous meeting minutes passed (4 yays, 3 abstentions).
- **Priority Impact:** Approved instructions requiring applicants to select the one goal that best aligns with their project.
- **Community Need:** Approved adding a prompt asking applicants to identify their target audience and explain how they involve that community in program design and leadership.

- **Diversity and Inclusiveness:** Voted to consolidate two redundant questions into one 10-point question focusing on how the project addresses barriers and responds to community needs, subject to Corporation Council review.
- **Priority to Lower Incomes:** Agreed to maintain prompts asking for the percentage of LMI individuals served and a description of how those income levels (or presumed benefit status) are verified.
- **Sustainability (Services):** Approved updating language to ask how the project will "maintain or increase service delivery" and aid sustainability beyond the grant period.
- **Location (Construction):** Voted to split the prompt to ask applicants to identify their census tract on the eligible map, and then describe how the project positively impacts the LMI area.
- **Sustainability (Construction):** Approved asking how the project meets or exceeds Portland's development standards and building codes, deferring questions about past construction experience to the "Capacity to Deliver" section.
- **Financial Need:** Voted to merge two questions into one, explicitly stating CDBG cannot replace existing funds, and asking applicants to justify their financial gap.
- **Leveraged Funding:** Approved categorizing the status of other funding sources into three distinct options: Applied, Pending/Pledged, or Committed.
- The PSTF will use Meeting 10 to finalize the application.