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**King County Consortium  
2011 Action Plan**

**One Year Use of Federal Housing and  
Community Development Funds**



**King County**

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**Submitted  
November 15, 2010**

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Duvall	Des Moines
Hunts Point	Enumclaw
Issaquah	Maple Valley
Kenmore	Pacific
Kirkland	SeaTac
Lake Forest Park	Tukwila
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Woodinville	
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Bellevue  
Kent

### **Community Development Block Grant Joint Agreement Cities**

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Renton  
Shoreline

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Algona	Federal Way	Pacific	Downtown Seattle, Government
Bellevue Regional	Regional	Shoreline	Documents Section
Black Diamond	Kent Regional	Skykomish	
Bothell Regional	Maple Valley	Snoqualmie	
Carnation	North Bend	White Center	

You may also receive a copy by writing to:

Community Services Division  
King County Housing and Community Development Program  
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*The Plan is also available on the world-wide-web at <http://www.kingcounty.gov/housing>*

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## **Executive Summary**

The 2010 to 2012 Consolidated Housing and Community Development Plan (consolidated plan) guides the investment of approximately \$12 million per year in federal housing and community development funds, and an additional \$9 million per year in other federal or related state and local funds, to address housing, homelessness, and community development needs throughout the King County Consortium (consortium), from 2010 to 2012.

The consortium includes most of the suburban cities in the county, as well as the unincorporated areas of the county. It does not include the City of Seattle, which prepares its own consolidated plan, although Seattle participates when certain non-federal housing dollars are being allocated.

The consolidated plan is a requirement of the U.S. Department of Housing and Urban Development (HUD), through which King County receives the federal dollars. These HUD funded housing and community development programs have a broad national goal to “develop viable urban communities, by providing decent affordable housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons” (the Housing and Community Development Act of 1974, as amended).

Within that broad national goal, HUD requires the consortium to consider its own needs and set its own goals, objectives, and strategies, as well as performance measures. The following are the goals and objectives set forth in this consolidated plan.

### **Goal 1: Ensure Decent, Affordable Housing**

#### Objective 1. Rental Housing

Preserve and expand the supply of affordable rental housing available to low- and moderate-income households, including households with special needs.

#### Objective 2. Homeownership

Preserve the housing of low- and moderate-income homeowners, and provide homeownership assistance programs for low- and moderate-income households that are prepared to become homeowners.

#### Objective 3. Fair Housing

Plan for and support fair housing strategies and initiatives designed to affirmatively further fair housing choice and to increase access to housing and housing programs and services.

### **Goal 2: End Homelessness**

This goal, and its associated objectives and strategies, is intended to be consistent with the Ten Year Plan to End Homelessness prepared by the regional Committee to End Homelessness (CEH) in King County.

King County and the consortium have developed outcome(s) for our goal to end homelessness in coordination with the outcomes developed through our region-wide Continuum of Care planning body, the CEH. Long-term outcomes will relate to the prevention and reduction of homelessness, particularly the reduction of chronic homelessness in King County.

#### Objective 1. Prevention

Support programs that prevent homelessness.

#### Objective 2. Permanent Housing

Support the creation of a range of permanent affordable housing options for homeless people.

#### Objective 3. Homeless Housing Programs

Provide programs and services to address the temporary housing needs and other needs of households when homelessness occurs.

#### Objective 4. Regional Planning and Coordination

Approach homeless planning and coordination as a regional issue. The consortium will work on various coordination efforts with the CEH, cities, mainstream systems, the Safe Harbors initiative, public and private funders of homeless housing and supportive services, community agencies, the private sector including businesses, and homeless/formerly homeless people.

### **Goal 3: Establish and Maintain a Suitable Living Environment and Economic Opportunities for Low- and Moderate-Income Persons**

#### Objective 1. Human Service Agencies

Improve the ability of health and human service agencies to serve our low- and moderate-income residents effectively and efficiently.

#### Objective 2. Low- and Moderate-Income Communities

Improve the living environment in low- and moderate-income neighborhoods/communities in accordance with jurisdictions' adopted comprehensive plans and the countywide planning policies.

#### Objective 3. Economic Opportunities

Expand economic opportunities for low- and moderate-income persons.

Every year the consortium submits an annual action plan that details the specific activities that will be undertaken to further these goals and activities in that year. The following 2011 Action Plan presents activities planned for 2011, which is the second year of the three-year consolidated plan period.

**2011 Action Plan**  
**One Year Use of Federal Fund Housing and Community Development Funds**

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**King County's One Year Action Plan describes housing and community development activities King County plans to implement to address the objectives identified in the King County Consortium Consolidated Housing and Community Development Plan for 2010-2012. The Action Plan also describes monitoring activities and fiscal controls.**

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**Goal 1: Ensure Decent, Affordable Housing**

The King County Consortium has developed its one year use of HOME Investment Partnership (HOME), Emergency Shelter Grant (ESG), and Community Development Block Grant (CDBG) funds to address the priority housing needs which further the objectives identified in the consolidated plan. Under each objective below, the housing projects are listed by project number. Detailed information on each project is listed numerically at the end of this document.

**Service Delivery and Management**

As described in the consolidated plan, the institutional structure in the consortium is relatively strong and diverse. In 2011, a variety of agencies and organizations will play key roles in delivering and managing the housing assistance programs identified below. In general, this includes the King County and Renton Housing Authorities, individual non-profit and for-profit housing developers and service providers, the King County Housing and Community Development Program, individual consortium jurisdictions, and private, state and federal funding sources. Specific entities are identified below where appropriate.

**Leveraging Other Housing Resources Expected to be Available**

In addition to the federal HOME, CDBG, and ESG entitlements made available to the consortium in 2011, many other resources—federal, state, local, and private—will be available to help the consortium address its five housing strategies. Federal CDBG, HOME, and ESG funds are actively used to leverage these other public and private resources. The staff works cooperatively to ensure that, to the extent possible, the use of these limited resources is carefully coordinated. The following is a summary of the resources and anticipated 2011 funding levels:

<b>Resource*</b>	<b>2011 Funding Levels</b>
<b>Federal</b>	
Public Housing Authorities	
King County Housing Authority (KCHA) public housing and Section 8 programs	Approximately \$12.5 million for public housing and \$83.6 million for Section 8 vouchers
KCHA Bond and Tax Credit Revenue	KCHA does not intend to issue bonds in 2011.
Washington State Housing Finance Commission Programs	
Low Income Housing Tax Credit Program	Approximately \$15.0 million in tax credit authority for 2011
Tax-exempt Bond Financing Program	Approximately \$45 million statewide in bond cap, plus unexpended residuals from the other bond cap set-asides. 2011 funds will be allocated in 2010 on a competitive basis. The Washington State Housing Financing Commission distributes the funds between multi- and single-family housing based on demand.
McKinney Homeless Assistance Continuum of Care Competition	
McKinney Homeless Assistance – Continuum of Care Competition (includes Supportive Housing Program, Shelter Plus Care, and Section 8 Single Room Occupancy (SRO) Moderate Rehab Program)	About \$21.4 million will flow to King County programs in 2011 – \$5.8 million for Shelter Plus Care and approximately \$15.6 million for HUD Supportive Housing Program.
Health Care for the Homeless Network	
Seattle-King County Department of Public Health	Federal 330 grant of \$1.97 million in 2011 (Seattle-King County region), \$457,000 in Medicaid Administrative Match, \$1.7 million in local funds
Federal Emergency Management Administration	
(For emergency shelter and food)	Approximately \$1.17 million to King County (half for shelters, half for food)

<b>Resource*</b>	<b>2011 Funding Levels</b>
<b>State</b>	
Emergency Shelter Assistance Program *Note – this fund source may be combined with other fund sources into a Consolidated Homeless Block Grant from the State of Washington to King County.	Approximately \$1,140,000 to support shelters in King County
Transitional Housing, Operating and Rent Assistance *Note – this fund source may be combined with other fund sources into a Consolidated Homeless Block Grant from the State of Washington to King County.	Approximately \$1.7 million to support transitional housing for homeless families and individuals
<b>Local</b>	
Document Recording Fee Surcharge	
Substitute House Bill (SHB) 2060 Regional Affordable Housing Program for King County	Estimated revenue of \$2.4 million for countywide capital and operating funds in 2011
SHB 2163, 1359 and 2331 for implementation of King County’s Ten Year Plan to End Homelessness	Estimated revenue of \$7.9 million in county-wide funds to address priorities of the Ten Year Plan
Veterans and Human Services Levy Funds	Estimated 2011 allocation of \$2 million for housing capital and services/operating funds
Mental Illness and Drug Dependency Sales Tax Funds (MIDD)	Estimated 2011 allocation of \$2 million for supportive services in housing serving MIDD eligible clients
King County and suburban city general fund allocations for housing and housing-related services	Suburban city amounts are unknown at this time. Many cities will allocate funds to support emergency shelters and related services.
<b>Private</b>	
United Way of King County	Approximately \$9.2 million per year allocated to shelter, food, housing, and emergency services
Building Changes Systems Innovation Grants	Approximately \$1.8 million
Gates Foundation Infrastructure Grant	Approximately \$750,000

*\*These are approximate amounts and sources of funds, based on information available at publication.*

King County will take a variety of actions to coordinate with other funders, and to encourage other agencies and organizations to apply for all available funds to implement the housing strategies. Staff will share Notices of Funding Availability (NOFAs) with other agencies, social-service providers, non-profit developers and advocacy groups. A King County housing developer will work with project sponsors to help them package development proposals for all available federal, state and local funds. King County will also submit certifications of consistency for project applications that support the goals and strategies found in the consolidated plan.

Many fund sources have matching requirements that necessitate a mix of funds for the projects. King County awards cannot represent more than 50 percent of the total project funding in any housing development project. This requires that projects leverage other funding including state and private sources.

The HOME program has match requirements that must be met with non-federal sources. Match sources may include Regional Affordable Housing Program funds, Veterans and Human Services Levy capital funds, a state-authorized document recording fee for homeless housing, and a suburban jurisdiction's general funds. In some cases, cash from owners of properties being rehabilitated, or project sponsor contributions is counted as match. Project sponsors will be encouraged to leverage additional funds from the private sector when projects can support debt service.

## **2011 Consortium-wide Housing Actions**

The following section describes, for each of the consortium's three Affordable Housing Objectives, some of the actions that will be taken in 2011 to accomplish Goal 1 of the consolidated plan. This includes a discussion of general actions planned to foster affordable housing and remove barriers. Please refer to the listing of adopted 2011 projects for details on specific projects and their proposed accomplishments.

### **Affordable Housing Objective 1: Rental Housing**

Preserve and expand the supply of affordable rental housing available to low- and moderate-income households, including households with special needs.

#### Affordable Housing Objective 1, Strategy 1A

Make capital funds available for the new construction of sustainably designed, permanently affordable rental housing for low- and moderate-income households, for the acquisition of existing rental housing and the rehabilitation of that housing into safe, decent, healthy and permanently affordable rental housing for low- and moderate-income households, for the acquisition of land on which to build affordable and/or mixed-income rental housing, and for the long term preservation (through acquisition and rehabilitation) of existing affordable rental housing units.

Year 2011 projects funded to support this strategy include:

<b>Project Number</b>	<b>Project Name</b>
HQ1000	HOME Subrecipient Housing Development
C11166	ARCH Housing Set-Aside
C11167	North and East Sub-Region Housing Finance Set-Aside
C10204	King County CDBG Administration
C10375	Federal Way CDBG Program Administration
C10507	Renton CDBG Program Administration
C10555	Shoreline CDBG Program Administration
HQ1204	HOME Administration

#### Annual Output Measures

1. An average of 250 units of rental housing will be constructed, or acquired and rehabilitated. At least 30 of the 250 units of rental housing shall be targeted to persons/households with special needs.
2. An average of 280 new renter households will be served by rental units completed during each year.

#### HUD Community Planning and Development Performance Measures

- Objective: Decent Housing
- Outcome: Affordability

#### Affordable Housing Objective 1, Strategy 1B

Make capital funds available to rehabilitate existing rental units for low- to moderate-income households. This strategy is different from the acquisition and rehabilitation mentioned in Strategy 1A, as Strategy 1B addresses rehabilitation only; there is no acquisition involved. It either addresses the rehabilitation needs of existing affordable non-profit housing, or existing for-profit housing where the owner is willing to restrict the affordability of the rents for a specified period of time. It includes making modifications to the rental unit(s) of low- to moderate-income tenants with a disability in order for the units to be accessible.

#### Annual Output Measure

From five to 40 units are rehabilitated and/or modified.

Short-term Outcome

The tenant(s) have improved satisfaction with their housing due to the improvements or rehabilitation and/or modification.

Outcome Indicator

A tenant-based survey is to be conducted by the agency or landlord that is awarded funds.

HUD Community Planning and Development Performance Measures

- Objective: Decent Housing
- Outcome: Affordability/Accessibility (designation depends on the goals of a particular project)

Affordable Housing Objective 1, Strategy 1C

King County staff will work in partnership and/or coordination with consortium cities' staff and community stakeholder organizations on the following and other housing related activities. These activities do not have annual output or outcome goals and will be reported on as progress occurs in narrative fashion.

The 2011 projects funded to support this strategy include:

<b>Project Number</b>	<b>Project Name</b>
C11204	King County CDBG Administration
C11375	Federal Way CDBG Program Administration
C11507	Renton CDBG Program Administration
C11555	Shoreline CDBG Program Administration
HQ1204	HOME Program Administration

The consortium will support the creation of affordable rental housing in the private market through zoning and incentive programs in all consortium jurisdictions, such as impact fee waivers, density bonuses, inclusionary zoning and allocation of surplus county or city property for affordable housing. County staff will provide technical assistance, as feasible, to help consortium cities meet Countywide Planning Policy (CPP) goals for affordable housing.

King County will assist non-profit affordable housing development organizations in assessing their need for technical assistance with development, and will consider providing funds for such assistance through the funding cycle for affordable housing capital depending on the documented need of an organization.

King County will provide a credit enhancement program that promotes the development of housing for low- to moderate-income households through loan guarantees on long-term permanent project financing and will explore other innovative methods of assisting with the financing of affordable housing.

King County will collaborate with KCHA to support the planning process and development of Phase 1 (Greenbridge) and Phase 2 of the Hope VI mixed-income housing and community development project at the Park Lake Homes site in White Center. This work will be done in conjunction with a neighborhood revitalization strategy that has been developed with the White Center community (see Goal 3, Objective 4 of the consolidated plan).

King County will support legislation and other initiatives designed to increase funding and other support for affordable housing. The County will coordinate with statewide and community-based housing agencies to provide housing education for the public and policy makers in order to build support to increase the housing funding base and to enhance acceptance of affordable housing.

King County will work with local housing authorities to provide mutual support and coordination for affordable housing planning issues on applications for various programs, such as rental assistance and vouchers targeted at persons with disabilities; on planning issues such as the allocation of project-based vouchers that complement the consortium's priorities; on efforts to educate and inform landlords about the benefits of participating in the Section 8 program; and on the development of other programs that may benefit our region.

King County will work with housing funders, mainstream service systems (such as the developmental disabilities system, the drug/alcohol system, and the mental health system), and housing referral, information and advocacy organizations to plan for community-based housing options for persons with special needs to develop supportive housing plans and partnerships for populations that need enhanced housing support in order to be successful in permanent housing, to advocate for funding for the operations and maintenance of housing for very low-income households and households with special needs, and for the services needed for supportive housing.

King County will partner with the King County Developmental Disabilities Division (KCDDD) to provide housing program(s) that expand community-based housing options for persons with developmental disabilities and will explore similar opportunities with systems that serve other special needs populations.

King County will coordinate, to the extent feasible, with housing funders and housing information and advocacy organizations to streamline funding applications, contracting and monitoring processes. King County will prioritize the development of a program to fund affordable housing projects that have the following qualities:

- Environmentally sound (“green” housing)
- Sustainable

- Projected to save on long-term costs for the owner and the residents
- Designed to accommodate all persons, regardless of their level of mobility
- Allow residents to age in their home.

This program will adopt the standards of the Washington State Evergreen Program, which is required for all projects seeking Washington State Housing Trust Fund support and may draw on Leadership in Energy and Environmental Design (LEED) environmental standards, or a similar system of environmental standards, to encourage a high level of environmental sustainability and durability. The HCD will also encourage the utilization of “universal design” standards for affordable housing project applicants that volunteer to participate. The consortium will coordinate efforts to implement this program so that participating projects do not encounter barriers from local codes that may conflict with the adopted standards, or delays in contracting.

- King County will work with housing and community stakeholders to implement the Landlord Liaison Project throughout King County in order to reduce barriers to securing permanent housing for low- to moderate-income households.
- King County may encourage and support housing developers’ in applying for HUD Section 202 and 811 programs to provide housing for older adults and persons with disabilities.
- King County may explore the feasibility of land banking for the construction of affordable rental housing, especially in areas targeted for future transit and/or slated for higher density development.

#### HUD Community Planning and Development Performance Measures

- Objective: Decent Housing
- Outcome: Availability/Affordability/Accessibility (designation depends on goal of particular project)

### **Affordable Housing Objective 2: Homeownership**

Preserve the housing of low- to moderate-income homeowners, and provide homeownership assistance programs for low- and moderate-income households that are prepared to become homeowners.

#### Affordable Housing Objective 2, Strategy 2A

Make capital funds available to repair and/or improve, including accessibility improvements, the existing stock of homes owned by low- to moderate-income households (also includes individual condominiums, town homes, and mobile/manufactured homes that are part of the permanent housing stock). Programs funded under this strategy include, but are not limited to, major home repair and emergency home repair.

Year 2011 projects funded to support this strategy include:

<b>Project Number</b>	<b>Project Name</b>
Major Housing Repair Programs	
C11238	Housing Repair Program
HQ1107	Housing Repair Owner Occupied Loan Program
Minor Home Repair Programs	
Project C10039	Shoreline Minor Home Repair Program
Project C11342	Tukwila/SeaTac/Des Moines/Covington Minor Home Repair
Project C11751	Renton Minor Home Repair Program

#### Annual Output Measures

1. An average of 468 low- to moderate-income homes will have their existing homes repaired and or improved annually.
2. Of these, 293 are minor home repairs.

#### Short-term Outcome

The owners will have an improved quality of life, with little or no cost. Through improvements to their housing, some homeowners will be able to continue to live independently in their home.

#### HUD Community Planning and Development Performance Measures

- Objective: Decent Housing
- Outcome: Affordability/Accessibility

#### Affordable Housing Objective 2, Strategy 2A.1

Continue to implement the following housing repair Community Development Block Grant – Recovery (CDBG-R) project funded with American Recovery Act funds to promote energy conservation and provide full- and part-time jobs, including permanent, construction, and temporary jobs.

The CDBG-R project supporting this strategy is as follows:

<b>Project Number</b>	<b>Project Name</b>
CR9305	Housing Repair Program Energy Efficiency

## Affordable Housing Objective 2, Strategy 2B

Make funds available for income-eligible home buyer opportunities, primarily for first-time home buyers, including education, housing counseling and down payment assistance to low- to moderate-income households who are prepared to purchase a home; especially households who are under-served in the ownership housing market, including households with special needs. Note that in most cases, this will involve increasing access to the existing stock of ownership housing, but in some cases, this may involve creating new ownership housing.

Use Neighborhood Stabilization Program (NSP-3) funds to acquire and rehabilitate foreclosed properties and to provide income-eligible homebuyer opportunities to purchase the properties. Based on the success of the implementation of Neighborhood Stabilization Program 1 funds, work with Washington State to implement the NSP-3 program, including the activities cited in this strategy, plus additional planning objectives included in this plan.

2011 projects funded to support this strategy include:

<b>Project Number</b>	<b>Project Name</b>
HQ1000	HOME Sub-recipient Housing Development
C11167	North and East Sub-Region Housing Finance Set-Aside

### Annual Output Measure

1. Homebuyer services and assistance provided to 10-35 households.
2. Through the NSP-3 Program, if funds are available in 2011, acquire, rehabilitate, provide energy efficiency upgrades to approximately 12 foreclosed properties, and provide homebuyer or affordable rental opportunities for approximately 6-12 income-eligible households.

### Outcomes

1. The household will succeed as a homeowner and be satisfied with homeownership over time.
2. The homeowner will build equity in their home.

### HUD Community Planning and Development Performance Measures

- Objective: Decent Housing
- Outcome: Affordability

## Affordable Housing Objective 2, Strategy 2C

King County staff will work in partnership and/or coordination with consortium city staff and community stakeholder organizations on the following activities. These activities do not have annual output or outcome goals and they will be reported as progress occurs, in narrative fashion.

1. King County will support the creation of a range affordable homeownership opportunities through zoning and incentive programs in all consortium jurisdictions such as impact fee waivers, density bonuses, inclusionary zoning and the allocation of surplus county or city property; county staff will assist in providing technical assistance, as feasible, to help consortium cities meet CPP goals for affordable housing. (See the introduction section of the plan for more information about the CPP.)
2. King County will work with certified housing counseling agencies and the countywide Asset Building Coalition to support efforts to assist income-eligible homeowner households at risk of foreclosure.
3. King County will support the acquisition and preservation of mobile home parks, when feasible, to protect low- and moderate-income mobile homeowners who might otherwise be displaced due to re-development. King County will explore a comprehensive strategy to further extend the long-term affordability of mobile home parks that currently have an agreement with the county, including strategies to have parks owned by park residents.
4. King County will support the work of the KCHA to ensure that there are affordable ownership opportunities for low- and moderate-income households (especially Park Lake Homes' tenants who are prepared for homeownership) in the Greenbridge HOPE VI project in White Center.
5. King County will work with housing authorities and community agencies to provide targeted outreach to federally subsidized tenants and other low- to moderate-income tenants who are prepared to work towards the goal of achieving homeownership.
6. King County may work with community stakeholders to plan for and support programs that reduce the cost of homeownership for low- to moderate-income households, such as land trusts, limited-equity co-ops, and sweat equity programs.
7. King County may work with special needs populations and stakeholders to develop homeownership opportunities for special needs households for whom homeownership is appropriate.
8. King County may advocate for a waiver or regulatory change to enable the consortium to assist low- to moderate-income condo owners with the payment of common area repair assessments that exceed regular homeowner dues and are unaffordable to the low- to moderate-income condo owner.
9. King County may explore land banking for the acquisition of land on which to construct affordable ownership housing, especially land that is in an area targeted for future transit and/or slated for higher density development.
10. King County may work with local housing authorities, other funders and financial institutions to explore the development of Section 8 homeownership program(s) in our region. A Section

8 homeownership program would work with households that are prepared to become homeowners to use a Section 8 voucher to help subsidize the purchase of a home rather than ongoing rent.

HUD Community Planning and Development Performance Measures

- Objective: Decent Housing
- Outcome: Availability/Affordability/Accessibility (designation depends on goal of particular project)

**Affordable Housing Objective 3: Fair Housing**

Plan for and support a fair housing strategy to affirmatively further fair housing and increase access to housing, as well as access to housing programs and services for low- to moderate-income households. King County staff may work with consortium city staff and community stakeholder agencies to carry out its Fair Housing Action Plan. These strategies do not have annual output or outcome goals, and will be reported on, as progress occurs, in narrative fashion.

Affordable Housing Objective 3, Strategy 3A

Year 2011 projects funded to support this strategy include:

<b>Project Number</b>	<b>Project Name</b>
C11204	King County CDBG Administration
HQ1204	HOME Program Administration
C11375	Federal Way CDBG Program Administration
C11507	Renton CDBG Program Administration
C11555	Shoreline CDBG Program Administration

King County and the consortium will carry out the initiatives and activities identified in the adopted Fair Housing Action Plan 2007-2011 in order to further fair housing in the region.

*Action Area 1*

Coordinate fair housing workshops, trainings and outreach with local partners covering rental housing issues as well as zoning/land use issues. Trainings will be crafted to meet the needs of housing funders, housing providers, service providers, private attorneys, commissioners, judges and planners.

### *Action Area 2*

Coordinate fair housing lending and predatory lending workshops and trainings on ownership housing issues with local partners. Trainings will be crafted to meet the needs of lenders, realtors and real estate agents, community-based housing counselors, senior services agencies and homebuyers.

### *Action Area 3*

Provide written informational materials about fair housing, basic landlord-tenant issues and fair lending/predatory lending. Materials will be created for housing consumers, landlords, community agencies and others. Look for funding opportunities for a fair housing advertising campaign.

### *Action Area 4*

Provide technical assistance to contract housing providers and others to affirmatively promote fair housing choice. Consider a menu of enhanced fair housing requirements for contracted agencies, as well as agencies entering agreements with King County to include affordable housing in a for-profit development; monitor new requirements.

### *Action Area 5*

Work with the community to advance programs and initiatives that promote positive change for persons impacted by impediments to fair housing choice, including providing civil rights enforcement services, and working to fill supportive services and housing needs, including success in housing strategies for homeless households.

### HUD Community Planning and Development Performance Measures

- Objective: Decent Housing
- Outcome: Accessibility

## **Goal 2: End Homelessness**

There are four objectives under the goal of ending homelessness:

1. Homeless prevention
2. Permanent supportive housing
3. Homeless housing programs that provide temporary housing such as emergency and transitional housing operating support
4. Regional planning and coordination.

## Homelessness Objective 1: Prevention

Support programs that prevent homelessness.

### Homelessness Objective 1, Strategy 1A

Support the consortium-wide Housing Stability Program, a program that provides rental and mortgage assistance to households at risk of homelessness, and to households trying to secure the funds to move into permanent rental housing.

Year 2011 projects funded to support this strategy include:

Project Number	Project Name
C11101	Solid Ground of Washington Housing Stability Program

#### Annual Output Measure

1. A total of 575 households will be served.
2. Of these, 135 will be served with CDBG funds. The balance will be served by Veterans Levy, Human Services Levy and Homelessness Prevention and Rapid Re-housing Program (HPRP) funds.

#### Short-term Outcome

At least 75 percent of the households served remain stable in permanent housing.

#### HUD Community Planning and Development Performance Measures

- Objective: Decent Housing
- Outcome: Affordability

### Homelessness Objective 1, Strategy 1B

Support other initiatives and programs designed to prevent homelessness. There are no performance measures; progress will be reported on in narrative fashion as it occurs.

### Homelessness Objective 1, Strategy 1C

Ensure that consortium homelessness prevention initiatives and programs are consistent with the Ten Year Plan to End Homelessness. There are no performance measures; progress will be reported on in narrative fashion as it occurs.

## **Homelessness Objective 2: Permanent Housing**

Support the creation of a range of permanent affordable housing options for homeless households.

### Homelessness Objective 2, Strategy 2A

1. Provide permanent supportive housing through the Shelter Plus Care program per federal program requirements for persons with disabilities.
2. Provide permanent supportive housing opportunities and service-enriched housing opportunities for the broad population of homeless households with Homeless Housing and Services Funds.
3. Support additional programs as opportunities arise.

#### Annual Output Measure

1. Provide 520 units of permanent supportive housing through the Shelter Plus Care rental assistance and associated supportive services.
2. Provide 250 units of permanent housing with support services and/or service-enriched housing through the local Supportive Housing Program.

#### Short-term Outcome

A majority of households served will remain housed and increase their housing stability.

### Homelessness Objective 2, Strategy 2B

Implement Rapid Re-housing Program with HPRP recovery funds to serve homeless households with low to moderate barriers to housing, placing them in permanent housing and providing short to medium term rental assistance and case management.

#### Annual Output Measure

1. Fifty families with children are to be housed with an appropriate level of temporary rental assistance and housing case management.
2. Forty households without children (singles or couples) are to be housed with an appropriate level of temporary rental assistance and housing case management.

### Homelessness Objective 2, Strategy 2C

Coordinate with public housing funders, community-based organizations, housing organizations and other stakeholders to plan for a range of additional permanent housing units and options that serve very low-income households at 30 percent of area median income and below, and that are targeted to serve homeless households, including bunkhouses, SROs and units that allow households to transition in place.

There are no performance measures; progress will be reported on in narrative fashion as it occurs. Please note, however, Goal 1 has unit goals related to this strategy.

Homelessness Objective 2, Strategy 2D

Ensure that all initiatives and programs related to permanent supportive housing for the formerly homeless and other forms of permanent housing targeted to homeless households are consistent with the Ten Year Plan to End Homelessness in King County. There are no performance measures; progress will be reported on in narrative fashion as it occurs.

**Homelessness Objective 3: Homeless Housing Programs**

Provide programs and services to address the temporary housing needs and other needs of households when homelessness occurs.

Homelessness Objective 3, Strategy 3A

Allocate funds for emergency shelter and transitional housing programs for operations and maintenance, supportive services and rental assistance.

Year 2011 projects proposed for funding to support this strategy include:

<b>Project Number (ESG)</b>	<b>Project Name</b>
C11067	Solid Ground Family Emergency Shelter Operations
C11070	ESG Administration
C11077	YWCA Emergency Shelter
C11080	Multi-Service Center Family Shelter Operating Cost
C11081	Avondale Park Emergency Shelter
C11082	Avondale Park Emergency Shelter Services
C11083	Hopelink Kenmore Family Shelter
C11084	DAWN Emergency Shelter
<b>Project Number (CDBG) North/East/South County Regions</b>	<b>Project Name</b>
C11175	YWCA Emergency Shelter Operations
C11177	Congregations for the Homeless Operating Cost

<b>Project Number (CDBG) North/East/South County Regions</b>	<b>Project Name</b>
C11178	Hospitality House Emergency Shelter Support
C11179	My Sister's Home EDVP Emergency Shelter Operations
C11186	Redmond Hopelink Center Emergency Assistance
C11187	Sno-Valley Hopelink Center Emergency Assistance
C11192	Kenmore Hopelink Family Shelter Operating Cost
C10193	Kirkland Hopelink Center Emergency Assistance
C11194	Sky Valley Community Resource Center Emergency Assistance
C11282	FOY Youth Haven Emergency Shelter
C11296	HOME /ARISE Men's Shelter
C11074	Renton Multi-Service Center Family Shelter
C11153	YWCA Emergency Shelter Operations
C11155	Youth Care Adolescent Youth Shelter
C11162	Northshore Hopelink Center Emergency Assistance
C11174	Renton Multi Service Center Emergency Assistance
C11224	DAWN Emergency Shelter Operating Cost

#### Annual Output Measures

1. Provide 213,225 unit nights of emergency shelter annually.
2. Provide 130,267 unit nights of transitional housing annually.

#### Short-term Outcome

Homeless persons/households are safe and sheltered from the elements for the night.

#### Long-term Outcome (for some shelters and all transitional housing)

Increase the housing stability of homeless households by helping them move along the housing continuum into more stable housing.

#### HUD Community Planning and Development Performance Measures

- Objective: Suitable Living

- Outcome: Affordability/Accessibility (for the purpose of creating suitable living environments)

Homelessness Objective 3, Strategy 3B

Ensure that all initiatives and programs related to the provision of emergency shelter and transitional housing are consistent with the Ten Year Plan to End Homelessness in King County.

**Homelessness Objective #4: Regional Planning and Coordination**

The consortium will approach homeless planning and coordination as a regional issue. King County will work with the CEH, cities, mainstream systems, the Safe Harbors initiative, housing funders, community agencies, United Way, the private sector including business, and homeless people. The strategies below do not have annual output or outcome goals, and will be reported on, as progress occurs, in narrative fashion.

Homelessness Objective 4, Strategy 4A

Ensure that all homeless projects and initiatives supported with local, state and federal funds are consistent with the vision, principles and recommendations of the Ten Year Plan to End Homelessness in King County.

Homelessness Objective 4, Strategy 4B

The consortium will continue to provide leadership and participation in the countywide HUD Homeless Assistance (McKinney) Continuum of Care annual competitive funding round, or its successor.

Homelessness Objective 4, Strategy 4C

The consortium will participate in efforts to improve the efficiency and accountability of the regional homeless service system, particularly through the Homeless Management Information System (Safe Harbors).

Homelessness Objective 4, Strategy 4D

The consortium will work with other systems providing support services for persons at risk of homelessness (for example, the mental health system) to ensure state or federal legislative support for coordination of housing and support services.

Year 2011 projects funded to support this strategy include:

Project Number	Project Name
C11204	King County CDBG Administration

<b>Project Number</b>	<b>Project Name</b>
C11375	Federal Way CDBG Program Administration
C11507	Renton CDBG Program Administration
C11555	Shoreline CDBG Program Administration
C11070	Emergency Shelter Grant Administration

**Goal 3: Establish and Maintain a Suitable Living Environment and Expand Economic Opportunities for Low- and Moderate-Income Persons**

The following three objectives relate to (1) improving the ability of human services agencies to serve our residents, (2) improving living conditions in low- and moderate-income neighborhoods and communities, and (3) expanding economic opportunities for low- and moderate-income persons.

There is no one overarching outcome for this community and economic development (CED) goal. Rather, there are separate outcome measures related to individual strategies within each of the three objectives.

**Community/Economic Development Objective 1: Human Services Agencies**

Improve the ability of health and human service agencies to serve our low- to moderate-income residents effectively and efficiently.

Community/Economic Development Objective 1, Strategy 1A

Make capital funds available for community facilities in order to improve the capacity of health and human service agencies to provide priority human services to our low- to moderate-income residents effectively and efficiently.

Year 2011 projects funded to support this strategy include:

<b>Project Number</b>	<b>Project Name</b>
North/East Sub-region	
C11430	Sno-Valley Senior Center Rehabilitation, Phase II *
South Sub-region	
C11311	Des Moines Senior Center Rehabilitation - Lighting

\* N/E Capital Contingency 1 - If funds available are higher than projected, this project will receive additional funding.

### Annual Output Measure

An average of three community facility capital-projects will be completed.

### Long-term Outcomes

Human service facility providers will be able to do at least one of the following:

1. Increase the amount or type of services they provide.
2. Increase the number of people they serve.
3. Increase the quality and/or accessibility (of the building as well as the geographic location) of service provision.

### HUD Community Planning and Development Performance Measures

Objective: Suitable Living Environment

Outcome: Accessibility (for the purpose of creating suitable living environments)

### Community/Economic Development Objective 1, Strategy 1A.1

Continue to implement the following community facility CDBG-R project funded with American Recovery Act funds to promote energy conservation, smart growth, green building technologies or reduced pollution emissions and provide full- and part-time jobs, including permanent, construction and temporary jobs.

The CDBG-R project supporting this strategy is as follows:

<b>Project Number</b>	<b>Project Name</b>
CR9307	KWA Community Facility Tenant Improvements

### Community/Economic Development Objective 1, Strategy 1B

The consortium will allocate funds for priority human services for emergency shelter and related services and emergency needs, such as food, funds to avoid utility shutoff, transportation, eviction prevention and other emergency needs; as well as other priority service needs identified by the Joint Agreement Cities.

The 2011 projects funded to support this strategy include:

<b>Project Number</b>	<b>Project Name</b>
C11145	Shoreline/Lake Forest Park Senior Center Services
C11147	Catholic Community Services (CCS) Emergency Assistance

<b>Project Number</b>	<b>Project Name</b>
C11449	Neighborhood House Helpline Eviction Prevention Program
C11453	South King County Food Coalition Emergency Services
C11487	Federal Way Emergency Services (HSS1)
C11489	Federal Way Special Needs (HSS2)
C11495	Federal Way Low Income Family with Children Services (HSS3)
C11113	Renton Parents and Children Together PACT Services
C11162	Northshore Hopelink Center Emergency Assistance
C11169	ReWA Emergency Assistance for Refugees and Immigrants
C11186	Redmond Hopelink Center Emergency Assistance
C11187	Sno-Valley Hopelink Center Emergency Assistance
C11193	Kirkland Hopelink Center Emergency Assistance
C11194	Sky Valley Community Resource Center VOA Emergency Assistance

Annual Output Measure

An average of 50,000 unduplicated persons will be served.

HUD Community Planning and Development Performance Measures

- Objective: Suitable Living Environment
- Outcome: Affordability/Accessibility (for the purpose of creating suitable living environments)

**Community/Economic Development Objective 2: Low- and Moderate-Income Communities**

Improve the living environment in low- and moderate-income neighborhoods/communities in accordance with jurisdictions' adopted Comprehensive Plans and the Countywide Planning Policies.

Outcome

The community is a healthier and/or safer place to live, and/or has more amenities, including increased geographic accessibility for low- and moderate-income communities and increased physical accessibility for persons with disabilities.

Outcome Indicator

Project-specific accomplishment reports will be used to gather data after the project has been completed and there has been an adequate amount of time to assess the impacts of the project on health, safety and/or increased amenities for the community.

Community/Economic Development Objective 2, Strategy 2A

Make CDBG capital funds available for high priority public improvement needs such as public infrastructure, water, sewer, sidewalks, etc., park facility needs and accessibility improvements, in a range of low- to moderate-income areas of the consortium.

Year 2011 projects funded to support this strategy include:

<b>Project Number</b>	<b>Project Name</b>
North/East Sub-region	
C11356	Snoqualmie SE Gove Street Lighting
C11564	Duvall NE Stella Street Water Main*
South Sub-region	
C11444	Valley View Sewer District 10th Avenue Extension
C11329	King County DOT Renton Avenue South Sidewalks
C11340	SeaTac Skate Park**
C11217	Burien Puget Sound Park Improvements

\*N/E Contingency – If available funds are lower than projected, this project will be reduced.

\*\*South Contingency – If available funds are higher than projected, this project will receive additional funding. Contingency projects are identified per Joint Recommendations Committee (JRC) Policy.

Community/Economic Development Objective 2, Strategy 2A.1

Continue to implement the following community facility CDBG-R project funded with American Recovery Act funds to promote energy conservation, smart growth, green building technologies or reduced pollution emissions and provide full- and part-time jobs, including permanent, construction and temporary jobs.

The CDBG-R project supporting this strategy is as follows:

<b>Project Number</b>	<b>Project Name</b>
CR9313	Skykomish Wastewater Facilities Project

## Annual Outputs

An average of three public improvement projects will be completed annually.

### HUD Community Planning and Development Performance Measures

- Objective: Suitable Living Environment
- Outcome: Affordability (for the purpose of creating suitable living environments)

### Community/Economic Development Objective 2, Strategy 2B

Revitalize deteriorated areas with high rates of poverty in the consortium.

King County has developed a Neighborhood Revitalization Strategy Area (NRSA) for the White Center neighborhood in unincorporated King County, which has the highest poverty rate in the county. The White Center NRSA is appended to the Consolidated Plan at Appendix L.

The consortium may explore whether there are other high poverty areas that may benefit from a NRSA and whether there are human services needs that are specific to NRSA neighborhoods.

Consortium cities will lead the process of exploring whether there are any areas within their jurisdiction that may benefit from a NRSA.

### Outputs and Outcomes

This will be determined independently for each NRSA developed. Outcomes may include increases in property values, safer streets, less crime, etc.

### HUD Community Planning and Development Performance Measures

- Objective: Economic Opportunity
- Outcome: Sustainability

### **Community/Economic Development Objective 3: Economic Opportunities**

Expand economic opportunities for low-and moderate-income persons.

This objective will be carried out pursuant to the following principles. The strategies of this objective will be carried out in a manner that is consistent with the economic development vision contained in the updated Countywide Planning Policies.

Assistance to for-profit businesses will be provided in a manner that maximizes public benefits, minimizes public costs, minimizes direct financial assistance to the business and provides fair opportunities for all eligible businesses to participate.

## Definitions

- Micro-enterprise means a business having five or fewer employees, one or more of whom owns the business.
- Person developing a micro-enterprise means any person who has expressed an interest and who, after an initial screening, including income eligibility, is expected to be actively working towards developing a business that is expected to be a micro-enterprise business at the time it is formed.

### Community/Economic Development Objective 3, Strategy 3A

Provide CDBG loans and loan guarantees to assist small and/or economically disadvantaged businesses that are located in predominantly low- to moderate-income communities and are providing services predominantly to those communities, or that are creating or retaining jobs for low- to moderate-income persons, or that are combating blight.

Year 2011 projects funded to support this strategy include:

<b>Project Number</b>	<b>Project Name</b>
C11685	King County Small Business Loan Program

### Outputs and Outcomes

This strategy does not have annual goals and will be reported by narrative in the Consolidated Annual Performance and Evaluation Report (CAPER) as opportunities arise.

### HUD Community Planning and Development Performance Measures

- Objective: Economic Opportunity
- Outcome: Sustainability

### Community/Economic Development Objective 3, Strategy 3B

Assist with the development of micro-enterprise business by providing assistance for comprehensive economic development activities designed to address the economic needs of low- to moderate-income persons or households seeking to start or expand their own small businesses.

2011 projects funded to support this strategy include:

<b>Project Number</b>	<b>Project Name</b>
C11121	Washington CASH - Micro-Enterprise*
C11542	Highline Community College StartZone Micro-Enterprise

Project Number	Project Name
C11283	Federal Way Highline Community College - Small Business Development Center

\*South Contingency – If available funds are lower than projected, this project will be reduced. Contingency projects are identified per JRC Policy.

### Outputs

Assist an average of 50 individuals with training, technical assistance and/or access to business support-group meetings and activities.

### Outcomes

Help small businesses gain critical start-up business knowledge; improve both personal and business financial position and credit; increase business viability, profitability and stability; and use access to small loans to increase inventory, lower costs and increase profits.

## **Section 106 National Historic Preservation**

In its role as a recipient of funds, the Department of Community and Human Services (DCHS) and Housing and Community Development Program (HCD) assumes HUD’s responsibilities for compliance with Section 106 of the National Historic Preservation Act of 1966, as amended. Through an agreement between the State Department of Archaeology and Historic Preservation, the King County Historic Preservation Program (HPP) is assisting HCD in meeting its Section 106 obligations.

Section 106 requires that activities with federal funding be analyzed for potentially adverse effects to historic properties and that adverse effects are mitigated. It also requires that the public have opportunities for involvement in the process. Historic properties are those buildings, sites, structures, districts or objects that are eligible for or listed in the National Register of Historic Places. The HCD and HPP welcome public input and involvement in the review process. For additional information on Section 106 review, projects under review, or to comment on a project that may affect historic resources, contact the King County HCD Environmental Review Specialist at 206-263-9099.

The HCD, in conjunction with the King County Roads Division archaeologist, developed a guidance document known as the Unanticipated Discovery Plan (UDP). This document serves as the primary guidance tool for the treatment of cultural resources, should they be discovered during construction of the project activity. This tool will assist the county in complying with any applicable Federal and State laws and regulations, particularly 36 Code of Federal Regulations 800 (as amended August 5, 2004) that implements Section 106 of the National Historic Preservation Act of 1966, and seek guidance from Title 27 Revised Codes of Washington Chapter 27.44 Indian Graves and Records, and Chapter 27.53 Archaeological Sites and Resources. The tool is provided to newly hired construction contractors and their sub-

contractors at the pre-construction conference held prior to the implementation of every project awarded CDBG funds.

**American Reinvestment and Recovery Act Funds**

Continue to implement unfinished CDBG-R project activities funded with American Reinvestment and Recovery Act funds to promote energy conservation, smart growth, green building technologies and/ or reduced pollution emissions and retain/create full- and part-time jobs, including permanent and temporary construction jobs.

The status of CDBG-R project activities is as follows:

<b>Project Number</b>	<b>Project Name</b>	<b>Status</b>
CR9301	Andrew's Glen	Acquisition completed
CR9302	Des Moines 216th Street Sidewalks	Completion by 12/31/2010
CR9303	Federal Way CDBG-R Administration	Complete
CR9304	Federal Way Street Lights	Complete
CR9305	Housing Repair Energy Efficiency	16 percent completion
CR9306	Housing Stability Program	Completion by 12/31/2010
CR9307	KWA Community Facility TI Improvements	Underway
CR9308	Northshore Senior Center	Complete
CR9309	Renton CDBG-R Administration	Underway
CR9310	Renton Traffic/Pedestrian Signals	Underway
CR9311	Shoreline Curb Ramp and Sidewalk Program	Complete
CR9312	Shoreline CDBG-R Administration	Complete
CR9313	Skykomish Wastewater Treatment	Contracted 2011 completion anticipated

**Monitoring Plan**

HCD conducts competitive processes every year for the award of funds to sub-recipients and sub-contractors (primarily non-profit organizations and/or cities), and has developed extensive monitoring procedures, both in terms of the overall Consolidated Housing and Community Development Plan (“Consolidated Plan”) goals and individual sub-recipient or sub-contractor performance. Processes and procedures have been developed in each program area to specifically address federal, state and county statutory and regulatory requirements, in addition to providing county staff with a system of ensuring project compliance and accomplishments.

This section covers how HCD currently monitors its activities in each of its programs to meet Consolidated Plan goals. Efforts are underway by HCD to update the current monitoring plan to provide a general standard framework that all HCD sections can use: Housing Finance Program for HOME, CDBG, and local funds; Community Development for CDBG funds; Housing Repair Program for CDBG and HOME funds; Homeless Assistance Fund for CDBG and ESG funds; McKinney Homeless Assistance for Supportive Housing Program and Shelter Plus Care Program funds. One of the outcomes will be a monitoring tool desk guide that enables coordination and consistency of review of HCD's programs and monitoring efforts. The desk guide will provide:

- A synopsis of each HCD section
- Examples of tool(s) used in monitoring
- Frequency standards for monitoring
- Definitions of terms used in monitoring processes.

### **Monitoring to Meet Overall Consolidated Plan Goals**

King County will report annually on the progress made toward meeting the goals established in the Consolidated Plan for assisting persons and communities at or below 80 percent of the median income. This performance report will comply with HUD's requirements and format and be submitted by the date HUD selects.

### **Ensuring Sub-recipient Compliance with Statutory and Regulatory Requirements**

King County has four major steps of review to ensure compliance with requirements. These are (1) allocation policies and Request for Proposal (RFP) processes, (2) contracting requirements, (3) implementation and program management, and (4) fiscal controls. Each of these will be discussed in turn below.

#### **Allocation Policies and RFP Processes**

HCD adopts a Consolidated Plan which guides the application and allocation process for CDBG, HOME and ESG funded projects, as well as other funds that HCD administers to address housing, homelessness and community development goals.

Agencies requesting funds are asked to respond to general and program-specific guidelines in their application, and only those that adequately address the guidelines are moved forward for evaluation and potential recommendation for funding. The general guidelines incorporate federal, state and local requirements. These guidelines include, among others:

- Consistency with local codes
- Restrictions on change of use of property/buildings assisted with federal funds
- Establishment of a legally binding public interest

- Minimization of displacement and provision of relocation assistance
- Adherence to federal wage rates
- Compliance with federal audit requirements; provide information sufficient to ascertain if an A-133 Single Audit is required from the agency if awarded federal entitlement funds
- Adherence to lead-based paint abatement regulations
- Establishment of affordable rents
- Documentation to verify client eligibility.

Housing projects are also asked to respond to the following housing activity policies in the National Affordable Housing Act, and are identified in the housing section of the Consolidated Plan.

- Address needs/gaps identified in the consolidated plan
- Utilize other funds effectively
- Affirmatively further fair housing practices
- Develop an affirmative marketing plan
- Complete an environmental review checklist.

All projects requesting CDBG, HOME or ESG funds are evaluated to determine if they are (1) program eligible and meet the priorities of the Consolidated Plan, (2) consistent with local, state and federal regulations, and (3) viable as submitted.

## **Contracting**

Projects funded through HOME, CDBG or ESG will be required to enter into a contract with King County Department of Community and Human Services/HCD. In addition to the scope of work, duration, and projected accomplishments or performance, each contract contains federal, state and local program requirements by which each agency must abide in order to receive reimbursement under the contract. These include, but are not limited to, the following requirements:

- |   |                                    |
|---|------------------------------------|
| • Audits                                | • Restrictions on change of use    |
| • Subcontracting                        | • Acquisition and relocation       |
| • Insurance coverage                    | • Housing quality standards        |
| • Conflict of interest issues           | • Public information               |
| • Grounds for suspension or termination | • Certification regarding lobbying |
| • Corrective action                     | • Evaluation and recordkeeping     |
| • Prohibition of political activities   | • Bid procedures                   |
| • Non-substitution of local funds       | • Acquisition procedures           |

- Constitutional prohibition against funding of religious activities
- Environmental review
- Nondiscrimination practices
- Procurement standards
- Labor standards
- Relocation and one for one replacement housing
- Section 504/handicapped accessibility
- Construction
- Lead based paint abatement
- Section 3 compliance

The King County Prosecuting Attorney annually reviews and approves boilerplate contract language that incorporates all federal, state and county rules and regulations into HCD program contracts, coordinating contracting across all program areas.

Contracts are provided to the agencies for their review before being executed. Agencies clearly understand that the contract requirements are the criteria against which they will be monitored. Technical assistance is provided to the contractor/sub-grantee to ensure that all conditions that accompany the agreement are understood.

### **Implementation and Program Management**

Each HCD program area has specific priorities for accomplishments to be achieved through the contracting process. The following information reviews the monitoring goals of each program.

#### **1. HCD Housing Finance Section (CDBG, HOME and Local Funds)**

Projects supported by the Housing Finance Section of HCD create new units of housing or preserve existing units of housing that are affordable to income-eligible households. These projects include permanent housing such as multi-family rental, single-family group homes, and homeownership units. Other local funds administered are specifically prioritized for homeless households and for housing opportunities for individuals and families with developmental disabilities.

Eligible uses for housing capital expenditure are:

- New construction
- Acquisition and rehabilitation
- Preservation of existing affordable housing units
- Other development costs associated with project completion.

#### *Monitoring Goals*

Specific areas of compliance and monitoring for all funded projects that are under contract include, but are not limited to, the following:

- If applicable, agency procurement and wage standards
- Population being served and number of regulated units
- Income eligibility of housing occupants
- Housing affordability
- Equal opportunity and affirmative marketing, adherence to applicable fair housing standards, adherence to applicable property standards
- Fiscal responsibility and general administrative recordkeeping
- Safe and sanitary housing maintained in good physical repair.

## 2. HCD Community Development Section (CDBG Funds)

Community Development projects are used for a variety of activities but are restricted to those that meet an eligible national objective serving low- to moderate-income areas that qualify by census data or serving clients eligible pursuant to the limited clientele qualifications. Funded projects include, but are not limited to: acquisition, rehabilitation, public services, relocation, public facilities, economic development, microenterprise, and planning and capacity building.

### *Monitoring Goals*

Specific areas of compliance and monitoring for all funded projects that are under contract include but are not limited to the following:

- Documenting King County's compliance with requirements for conducting sub-recipient monitoring (set forth in CDBG Program Regulations). Assure that sub-recipient program administration and funded projects are completed in compliance with established regulations and that project activities continue to serve the target population identified in the initial application (this is set forth in the application documents of the HCD's annual allocation process).
- Ensuring that CDBG sub-recipients are complying with applicable federal regulations, King County Office of Management and Budget (OMB) circulars and King County ordinances (regulatory requirements) relating to financial management systems, procurement and contracting, property management and disposition, labor standards, record keeping and reporting requirements. (2011 targeted monitoring includes all completed 2009 and earlier capital projects; field site visits are proposed for capital projects completed in 2009 or years prior to verify appropriate services are still being provided; review of the Shoreline Minor Home Repair program, and the annual review of the Joint Agreement Cities, Federal Way, Renton and Shoreline.)
- Ensuring that CDBG sub-recipients are meeting performance requirements specified in the sub-recipient agreement and target populations are being served. Contract documents will be compared with voucher requests and performance reports submitted during the course of the monitoring visits.

- Technical assistance is provided in a timely fashion to ensure regulatory compliance is understood. This is a standing protocol that occurs throughout the allocation and project implementation processes.
- Monitoring activities in 2011 will be to update sub-recipient mentoring procedures and the checklist form to incorporate questions that assure A-133 audit requirements are being met by the sub-recipient.

### 3. HCD Housing Repair Section (CDBG and HOME Funds)

The Housing Repair Program administers CDBG and HOME funds for essential health and safety repairs, including energy efficiency, to the ownership housing stock of low to moderate-income homeowners. Most projects are administered directly by the section, however, the section has one construction management contract with the King County Housing Authority, and monitors that agency for compliance with contract requirements every year.

#### *Monitoring Goals*

Ensure program is following all regulatory processes and procedures including but not limited to the following:

- Project management/construction compliance
- Bid and proposal processes
- Quality control issues
- Project timeliness
- Lead-based paint regulations
- Environmental review
- Section 504 Americans with Disabilities Act (ADA).

Review the structure of the program to determine the following:

- Performance and eligibility/program benefit
- File management/record keeping
- Grievance procedures
- Adequate and proper insurance.

Minor home repair programs will be reviewed and monitored as appropriately identified in the Community Development Section as they oversee the smaller home repair programs funded by Renton, Shoreline and Tukwila.

### 4. HCD Homeless Assistance Funds (CDBG and ESG Funds)

The Homeless Assistance Funds (HAF) is a combination of consortium-wide ESG dollars and CDBG county and small cities dollars.

The HAF grants are awarded through a competitive application process. Projects supported by HAF funds can be used for a range of activities that serve homeless persons and provide homeless prevention, such as shelter operation and maintenance costs and supportive services provided by shelter programs.

#### *Monitoring Goals*

- Document King County's compliance with requirement for conducting sub-recipient monitoring (set forth in CDBG and ESG Program regulations).
  - Ensure that CDBG and ESG sub-recipients are complying with applicable federal regulations, OMB circulars and King County ordinances (regulatory requirements).
  - Ensure that CDBG and ESG sub-recipients are meeting performance requirements specified in the sub-recipient agreement.
  - Ensure adherence to fair housing standards.
  - Implement DCHS policies regarding contract monitoring.
5. McKinney Homeless Assistance (Supportive Housing Program and Shelter Plus Care Program)

Projects supported by McKinney funds include:

- Capital to build transitional housing units.
- Operations such as utility, maintenance, etc. of transitional housing.
- Lease of space for transitional housing and necessary support services.
- Services case management and other costs associated with the provision of transitional housing and supportive services.
- Rental assistance to clients who reside in permanent supportive housing.

#### *Monitoring Goals*

- Verify that the programs/projects are serving eligible clients.
- Verify proper rent calculation.
- Verify that the projects are operating at capacity or the appropriate utilization (i.e. clients are receiving the applicable services/housing at the levels indicated in the McKinney contract).
- Verify that the project/program goals are achieved.

- Verify that projects/programs are complying with federal administrative requirements.

## **Fiscal Controls**

The county has standardized procedures to ensure that fiscal information on HOME, CDBG and ESG funds submitted to the HUD cash and management information system is correct and complete. Once our HUD contract is executed and the funds are added to our letter of credit for HOME, CDBG and ESG funds, separate accounts are set up through the county's Office of Financial Management.

Each approved project is linked to each account authorized by the respective letter of credit via the county's Accounting Resource and Management System (ARMS). A continuing balance for each project is maintained on a mainframe computer and can be accessed on a daily basis. A separate account for HOME matching funds has been set up and the HOME Coordinator is responsible for monitoring allocations and expenditures to ensure the matching requirements have been met.

When the sub-grantee requests reimbursement, they are required to submit a county voucher reimbursement request and backup documentation that the costs were actually incurred, as well as a performance accomplishment report. Individual project managers and a fiscal staff person review both. The fiscal staff reviews the expenditure and related records to ascertain when CDBG funds (and local funds which were repaid with CDBG funds) were first obligated or expended and ascertain if any funds were obligated or expended prior to HUD's approval of the Request for Release of Funds (RROF). Reimbursement requests are also reviewed for appropriateness and eligibility under contracted provisions. If an inappropriate or ineligible cost is incurred, or if performance falls far below projections, the county will not reimburse the sub-grantee and will meet with them to try to rectify the situation.

The completion of a project does not necessarily end the county's involvement with the project. For example, once a construction or real property acquisition project is completed, the county will secure the public interest in the project and restrict any potential change of use via a promissory note and deed of trust instrument against the real property. The HOME, CDBG and ESG funds are subject to payback, with a share of the appreciated value, if the use of the property changes.

In addition to our internal fiscal controls, our fiscal process is audited periodically by the state to ensure we adhere to county, state and federal (e.g., HUD) requirements in the management of the HCD programs.

In 2011, the monitoring plan team will continue to fine tune the monitoring plan desk guide that depicts the overall goals, definitions, monitoring requirements, tools and timelines of each program area. The effort will assist in providing a coordinated and streamlined approach to monitoring for regulatory requirements and compliance with each of the funding sources, while meeting the minimum thresholds set forth by the Community Services Division.

### *Outcome Measures*

Outcome measures for activities supporting Federal Register Notice dated March 7, 2006 are noted on Table 3c documents submitted to HUD as a supplement to this action plan.

### *Discharge Policy*

The jurisdiction has established policies for a discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care, or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such person. (99.225(c) (10)).

## 2011 Funds Available

The King County CDBG and HOME Consortia will receive approximately \$10,900,000 in CDBG, HOME, and other federal funds in 2011. Additionally projected program income and recaptured funds provide a total available for 2011 allocations of \$11,983,913.

### CDBG Funds:

2011 Entitlement	\$6,536,349
Program Income	\$300,000
Sub-total	<u>\$6,836,349</u>
Recaptured Grant Funds	\$467,666
Total CDBG Funds	<u>\$7,304,015</u>

### HOME Funds:

2011 Entitlement	\$4,421,018
Program Income*	\$58,880
Total HOME Funds	<u>\$4,479,898</u>

### Emergency Shelter Grant Funds:

Emergency Shelter Grant	\$200,000
Total ESG Funds	<u>\$200,000</u>

### Total Federal Funds

\$11,983,913

#### A. Float Loan Activities

No Float loan activity

#### B. Program Income

The following sources of program income are expected to be received and are allocated for 2011 activities.

Housing Repair Loan Paybacks	\$300,000
Total CDBG Program Income	\$300,000

The figure of \$356,790 was provided to the King County Budget Office for the 2011 program year estimate at the onset of the County's 2011 budgeting process. This figure has been reduced to an estimate of \$300,000 for action plan purposes because it is a truer reflection of the decrease in program income realized over the course of 2010 and would be available for 2011 project activities.

Total HOME Program Income	\$58,880
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\*Program Income of \$10,000 is held locally and will be used for HOME program administration expenses.

C. CDBG Recaptured Funds

The following funds are available from earlier projects which have been completed with an under run or which have been canceled during 2010 or in prior years. These funds have been recaptured and reallocated to the 2011 CDBG program. These funds will be identified to be used for human service activities and for those capital projects that are ready to go.

According to policies stated in the 2009-2011 CDBG Interlocal Cooperation Agreement with the King County Consortium cities, which was adopted by all the consortium members, recaptured administration dollars and other consortium-wide funds are shared and reallocated among the consortium partners.

**Recaptured Funds Budget Year 2010**

<b>Area</b>	<b>Project</b>	<b>Project Title</b>	<b>Funds</b>
Consortium-Wide CDBG Fund	C08011	King County Relocation Activities	\$1,905
	C08206	KC Public Improvements - Project Management	\$66,294
	C09101	Solid Ground of Washington Housing Stability Program	\$102,953
	Total Recaptured		\$171,152
Federal Way, City of CDBG Fund	C08013	FW KCHA - Kings Court Community Building Renovation	\$4,773
	Total Recaptured		\$4,773
North/East Sub-Region	C09177	Congregations for the Homeless Operating Cost	\$337
	C09282	FOY Youth Haven Emergency Shelter	\$1,420
	C09296	CCS HOME /ARISE Men's Shelter	\$795
	Total Recaptured		\$2,552
South Sub-Region	C08591	SWSSD Evergreen Heights Sewer Project Phase II	\$17,434
	C09342	Tukwila, SeaTac, Des Moines Minor Home Repair	\$7,356
	C10270	SeaTac South 138th Street Sidewalk Improvements Design	\$159,399
Total Recaptured		\$184,189	
Tukwila, City of CDBG Fund	C05391	SKC First Homes Program	\$105,000
	Total Recaptured		\$105,000
<b>Grand Total Recaptured</b>			<b>\$467,666</b>

Please note that any of the above projects that were involved in a substantial change were published and citizens were allowed to comment. (Substantial Change is defined as the amount to be expended was changed by 50 percent unless the decrease was the result of an under run, the purpose, scope, location or beneficiaries of the project was changed, a project was canceled, or a new project was funded.)

## **Specific CDBG Submission Requirements**

### **Allocation Priorities**

CDBG funds are being distributed to activities within the following three geographic designations and are intended to further the goals and objectives of the 5-year Consolidated Plan (see Executive Summary).

1. Regional
  - a. Housing repair set-aside – 25 percent of funds available is equal to the entitlement amount plus projected 2010 program income.
  - b. Housing stability set-aside – 5 percent of entitlement funds available is equal to the entitlement amount plus projected 2011 program income.
2. North/East Sub-region – 43 percent of remaining funds available after consortium set-asides
  - a. Human service funds are split equally between activities for Emergency Assistance and Emergency Shelter Operations. This is year three of three year contracts.
  - b. Housing set-aside – In 2011, 40 percent of the N/E capital entitlement funds have been set aside.
  - c. Public infrastructure/community facilities.
3. South Sub-region – 57 percent of remaining funds available after consortium set-asides
  - a. Human service funds are split equally between activities for Emergency Assistance and Emergency Shelter Operations. This is year three of three-year contracts.
  - b. Minor home repair.
  - c. Public infrastructure/community facilities/parks.
  - d. Economic development/micro-enterprise.

### **Low/Moderate Benefit**

Of the CDBG funds available, 100 percent will be used for activities that benefit persons of low- and moderate-income.

The CDBG law authorizes an exception criterion in order for grantees to be able to undertake area benefit activities at section 105(2) (A) (ii) of the HCD act of 1974 as amended. The King County Consortium uses the exception criteria to the 51 percent low- and moderate-income criteria for low- and moderate-income area benefit projects, which is 45 percent based on data posted at HUD's website.

<http://www.hud.gov/offices/cpd/systems/census/lowmod/exception.cfm>

### **Reimbursement for Pre-award Costs**

King County intends to authorize its human service sub-recipients to incur costs no greater than \$1,025,454 (cumulative) and \$608,633 to capital projects then, after the effective date of the grant agreement, reimburse for those costs using its CDBG funds per Code of Federal Regulations (CFR) 24 570.200 h. This is in compliance with requirements reflected in the regulations, (1) all human service activities are included in the activity section of the 2011 Action Plan, (2) this action shall not affect future grants, (3) the costs and activities funded are in compliance with the requirements of this part and with the Environmental Review Procedures stated in 24 CFR part 58, (4) the activity for which payment is being made complies with the statutory and regulatory provisions in effect at the time the costs are paid for with CDBG funds, (5) reimbursement of payment will be made during the 2011 program year, and (6) the total cumulative amount of pre-award costs to be paid will be no more than \$1,634,087.

### **Specific HOME Submission Requirements**

Title II of the Cranston-Gonzalez National Affordable Housing Act 24 CFR Part 92

### **Recapture/Resale Provisions**

The HOME funds used for housing rehabilitation will be subject to recapture if the property is sold, title is transferred, or the owner does not comply with affordability requirements. The HOME funds used for housing development or preservation of rental housing will be subject to recapture if affordable rental housing is not provided for low-income households, in accordance with the contract requirements. For homeownership projects, if the home does not continue to be the principal residence of the homebuyer for the duration of the period of affordability, the HOME investment is subject to recapture. The amount subject to recapture is based upon the amount of HOME assistance that enabled the homebuyer to purchase the home. This includes any HOME assistance that reduced the purchase price from fair market value to an affordable price but excludes the development subsidy. The recaptured HOME funds will be used for other HOME-eligible activities or to assist subsequent homebuyers depending upon the design of the homeownership program.

### **Tenant-Based Rental Assistance**

The consortium does not engage in this activity.

## **Other Forms of Investment**

The consortium does not use forms of investment other than those described in 24 CFR 92.206(b).

## **Affirmative Marketing**

King County has policies and procedures for affirmative marketing of vacant units in projects of five or more HOME-assisted housing units, per 24 CFR 92.351. The county will advertise the HOME Program in publications throughout the county and will notify all housing related community organizations about the availability of HOME funds and the eligible activities. The county's Office of Civil Rights Enforcement requirements for equal access to programs will be adhered to from the initial stages of program development.

King County will use the following procedures to inform the public, property owners, and potential tenants about federal and county fair housing laws that apply to the HOME Program.

1. The Equal Housing Opportunity logo will be used in all press releases, display advertising, and brochures used to market King County's rehabilitation program, as well as on the project application form.
2. Owners will be informed of fair housing requirements during the initial interview and preliminary application process.

## **Requirements and Procedures for Owners**

King County will require owners to display the fair housing poster at project sites, and to use the Equal Housing Opportunity logo on all advertising notifying the public of available rental units in projects rehabilitated through the county's HOME Program. The county will further require owners to use commercial media to advertise the availability of renovated units, especially in local newspapers serving the project area, including at least two minority newspapers.

King County will require building owners to maintain management records documenting their efforts to affirmatively market available rental units. Owners are required to have copies of advertisements for available units and copies of notices provided to outreach agencies to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach. Affirmative marketing records are available for review by the county at any time. This information is used to assess the results of the owner's affirmative marketing efforts. King County requires the owner to maintain rejected housing applications along with a statement explaining why the applicant was rejected.

King County staff will assess affirmative marketing efforts of owners receiving HOME dollars through the following:

- Periodic visits by county staff to completed projects
- An annual review of records for a random sample of projects rehabilitated with HOME funds

- Periodic checks for advertisements including the Equal Housing Opportunity logo, notices to minority and outreach agencies
- Verification of rents charged, and a record of approved and rejected tenant applications for housing.

If the review of the owner's efforts to affirmatively market units shows the owner has not complied with the county's affirmative marketing requirements, the county will inform the owner of the review findings in writing and give the owner time to correct the problems before a second record review is conducted. An owner's failure to correct problems and comply with affirmative marketing requirements may result in the county calling due the deferred-payment loan made to the owner for the property, or charging interest on the loan.

### **Assistance for First-Time Homebuyers**

HOME funds may be used to provide first-time homebuyer assistance to households whose income is at or below 80 percent of the King County AMI as defined annually by HUD and who occupy the housing as their principle residence. Participation by nonprofit, for-profit, or public entities to provide homeownership assistance is encouraged. Participants will be expected to:

- Income-qualify potential homebuyers; provide homeownership education and counseling.
- Partner with or provide affordable mortgage programs.
- Monitor the long-term affordability requirements including recapture or resale restrictions depending upon the design of the homebuyer assistance program.
- Assist in tracking the recapture of HOME funds.
- Provide demographic data on homeowners assisted with HOME funds as required by HUD.

Homeownership activities supported with HOME funds must:

- Ensure that potential homebuyers are screened for income eligibility and potential success as a homeowner.
- Preserve long-term affordability at a minimum of 15 years for existing units or 20 years for new units.
- Include resale restrictions that recapture HOME contribution when homes are sold during period of affordability for use in another HOME-eligible activity or by another eligible homebuyer.

In addition, first-time homebuyers should have a household income of at least 50 percent of median income unless the homeownership program can demonstrate that the homebuyers will be successful homeowners through the provision of intensive one-on-one training and/or counseling on the responsibilities and rights of homeowners. This will ensure that assisted buyers will be more likely to maintain their homes, keep up with monthly payments, and be prepared to budget successfully for increases in property taxes and insurance.

Recipients of HOME funds will conduct targeted outreach to residents and tenants of public and manufactured housing, and to other families assisted by public housing agencies to ensure that HOME funds are used to the greatest extent possible to assist these households.

Education and counseling activities will only be funded in conjunction with a homeownership program or project (e.g., down payment assistance, new construction). Funding for homeownership education and counseling activities will not exceed \$25,000 per program or project, and the total funds available for these activities annually will not exceed five percent of the funds available in the competitive pot.

Opportunities for homeownership can be developed or preserved through:

- Use of limited equity cooperative model or community land trust model.
- Use of a sweat equity model; nonprofit acquisition of a mobile home park in danger of conversion to another use in order to maintain its long-term affordability.
- Nonprofit organization partnering with for-profit organizations to develop a first-time homebuyer program serving a neighborhood or community.
- Revolving loan funds to be used for down payment assistance or mortgage subsidy through a second or third mortgage.

Proceeds from repayments of loans to assisted homebuyers will be used for another HOME-eligible activity (pursuant to the Multifamily Housing Property Disposition Reform Act of 1994) or to assist another eligible homebuyer. The monitoring of the recapture of HOME funds or subsequent sales and long-term affordability will be addressed by the nature of the limited equity cooperatives, community land trusts, or nonprofit organization homebuyer assistance programs.

### **HOME Matching Funds**

The sources of matching funds for rental housing projects funded with HOME are King County's local general fund, the Regional Affordable Housing Program (RAHP) funds and Veterans and Human Services Levy capital funds. The RAHP funds are a dedicated state-adopted housing resource (a document recording fee surcharge) administered by King County, and are targeted to the creation of affordable housing. Veterans and Human Services Levy capital funds are targeted to housing development projects that provide permanent supportive housing to homeless veterans and other homeless families and individuals. The sources of match for the HOME-funded owner-occupied rehabilitation program are owner contributions.

### **Home Compliance with Uniform Relocation Act**

King County certifies that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, implementing regulations at 49 CFR Part 24 and the requirements of 24 CFR part 92.353.

## **Specific ESG Requirements**

Title 24, Chapter V, Part 576 – Emergency Shelter Grants Program: Stewart B. McKinney Homeless Assistance Act

### **ESG Targets**

The King County Consortium currently targets available ESG funds for the following:

- Maintain the existing supply of emergency shelter beds for homeless families and individuals.
- Maintain operating support for the existing emergency shelter system.

The ESG funds and CDBG funds were awarded to non-profit organizations through a combined competitive RFP process. Project selection was based on a thorough and objective review process. Each application was scored numerically on several criteria, and final recommendations made by the inter-jurisdictional JRC. This is the third year of the three year award for the project activities.

### **Sources of Matching Funds**

Matching funds generated are as follows: other federal - \$165,518; other public - \$886,053; private foundations - \$187,754, fund raising - \$223,880; totaling \$1,463,205. The match sources include CDBG funds, private donations, local jurisdictions' general fund support, and state funds for shelter programs.