King County Consortium

Citizen Participation Plan

Consolidated Housing and Community Development Plan 2015-2019

How to Participate

There are several ways you can provide input:

Around the Room
➡ There are three stations with information and opportunities to ask questions.
➡ Please look over the tables and station descriptions.
➡ Ask the station host or a community member to answer your questions about their station in the plan.
➡ If you have a priority or concern that does not appear on a station, please share your thoughts with a County representative.

Laptop
➡ You can use the laptop to fill out an online survey that asks for your comments on the issue or the benefits around the area.

Online at Home or at the Library
➡ Visit https://example.com/consolidated-plan to fill out an online survey that asks for your comments on the issue or the benefits around the area.

Tell your friends, family, and colleagues to submit their thoughts as well!
Table of Contents

I. Consolidated Housing and Community Development Plan .......................................................... 1

II. Public Review of the Consolidated Plan ...................................................................................... 1

III. Proposed Use of Funds Each Year: The Annual Action Plan ..................................................... 1

IV. Joint Recommendations Committee .......................................................................................... 2

V. Metropolitan King County Council .............................................................................................. 2

VI. Amendments to the Five-Year Consolidated Plan and Annual Action Plans ............................ 2

VII. Availability of the Consolidated Plan ....................................................................................... 5

VIII. Distribution of federal CDBG, HOME and ESG funds from HUD ......................................... 5

IX. Availability of Annual Funds to Meet Objectives of the Consolidated Plan ............................. 6

X. Pre-applications and Technical Assistance to Applicants for Capital Funds ............................... 7

XI. Annual Program Performance: Consolidated Annual Performance and Evaluation Report .... 8

XII. Citizen Involvement Guide ....................................................................................................... 8

XIII. King County Housing & Community Development Contacts ............................................... 9
I. Consolidated Housing and Community Development Plan (Consolidated Plan)

Every five years the King County Consortium (Consortium) produces an updated Consolidated Plan that guides the use of federal Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investments Partnerships Program (HOME), other federal and some state and local funds for affordable housing, ending homelessness and community/economic development. The Consortium provides many opportunities for public and stakeholder input during the development process and uses the input in the production of the plan. Public input forums are held at various locations in the County, especially in places that facilitate input from low to moderate-income members of the community. The locations of the public input forums are announced in the local newspaper, on the County website, and through flyers distributed to community-based agencies. Stakeholders are invited to participate in forums to provide input to the development of the consolidated plan. For the 2015-2019 Consolidated Plan update, three public meetings were held in September 2014 to receive input from stakeholders and citizens on the updated needs assessment and on proposed changes to the strategic plan.

II. Public Review of the Consolidated Plan

A. The public is invited to comment on the final proposed Consolidated Plan for a period of 30 days prior to its adoption by the King County Council. A notice of availability of the proposed Consolidated Plan is published in the legal section of the Seattle Times and other selected local newspapers and on the King County HCD website and through community-based agencies. Copies of the Draft Consolidated Plan are available during the period of public review by mail, at the King County HCD office and via the King County web site, which can be accessed at any public library.

B. The public is also invited to comment at the King County Council hearings where the Consolidated Plan is discussed and adopted. All comments that are submitted in writing or provided orally during the public comment period or at public hearings or meetings shall be considered in preparing the final plan. A summary of comments received and how they were incorporated or addressed, including the reasoning behind the rejection of any comments that are not accepted for inclusion in the Consolidated Plan will be included in the Public Comment Section.

III. Proposed Use of Funds Each Year: The Annual Action Plan

The five-year Consolidated Plan establishes the template for the King County Consortium’s required annual Action Plan. Each year after the Consortium has announced the availability of funds, generally through a competitive process, it determines the specific projects it will fund in the coming year and the amounts of funds that will be dedicated or awarded to those specific projects. Those specific goals and activities to be funding are reported in the Consortium’s annual Action Plan. Action Plan projects and activities must be consistent with the goals, objectives and strategies outlined in the Consolidated Plan. The Action Plan must be submitted to HUD every year after the Consortium receives final HUD grant amounts for CDBG, HOME and ESG.
IV. Joint Recommendations Committee (JRC)

The CDBG/ESG/HOME Consortium is guided by an interjurisdictional JRC. The JRC recommends the allocation of CDBG, ESG, HOME funds and some local funds to specific projects, and advises on specific guidelines and procedures for King County and the Consortium partners. The JRC consists of eight cities representatives\(^1\) (elected officials or high-level staff) and three County representatives (Executive staff and/or department directors). For purposes of the RAHP Consortium the JRC will include a representative for Seattle (elected official, department director or comparable level staff).

V. Metropolitan King County Council

The Metropolitan King County Council appropriates an overall budget for the Consortium’s CDBG, HOME and ESG funds to broad categories in November as part of its annual budget process. The Council is also the body that approves the Consortium’s Interlocal Agreements for signature by the King County Executive, and approves a new or updated Consolidated Housing and Community Development Plan.

VI. Amendments to the Five-Year Consolidated Plan and Annual Action Plans

The process for making minor changes or amendments to the Consolidated Plan and Annual Action Plans are provided below:

A. Consolidated Plan

1. Minor Changes to the Consolidated Plan

Minor changes are edits, updates and/or corrections that do not alter the activities, purpose or intended beneficiaries of any of the strategies adopted in the Strategic Plan section. These changes do not require King County Council action, public notice or a public comment period, but will require review by the Consortium’s JRC at the next available JRC meeting before the minor change is made final.

2. Substantial Amendments to the Consolidated Plan

a) Substantial amendments to the Consolidated Plan are those which: 1) alter the activities, purpose or intended beneficiaries of a strategy identified in the Strategic Plan section of the Consolidated Plan; 2) add or delete a strategy in the strategic plan section; 3) alter the annual accomplishment goals and/or the long-term goals of the major strategies in the strategic plan; 4) add or amend a neighborhood revitalization strategy for a specific neighborhood located in a geographic area of the King County CDBG Consortium.

\(^1\) Four (4) city representatives from the Regular CDBG Consortium, two (2) city representatives from the Joint Agreement cities and two (2) city representatives from the HOME-only cities.
b) Substantial amendments will not require King County Council action, but will require public notice and an opportunity for the public to comment for 30 days prior to the date set for a Consortium JRC meeting to take action on the substantial change(s) to the Consolidated Plan. Public notice will be placed in a major local paper, on the King County web site, and through email to local community agencies.

c) All comments that are submitted, either orally or in writing, during the comment period shall be considered in any substantial amendment to the Consolidated Plan. A summary of public comments made and how they influenced the amendment, as well as the reasoning for comments that were rejected and did not influence the amendment, will be attached to the substantial amendment. The County will submit the amended Consolidated Plan to HUD.

B. Annual Action Plan

After the Action Plan is submitted to HUD each year, changes to the Action Plan must follow the processes described below. The County and Joint Agreement Cities are responsible for providing citizens with reasonable notice in their local newspaper and an opportunity to comment whenever certain amendments to the plan, as specified below, are being proposed for CDBG, HOME or ESG funds.

1) Minor Changes to the Annual Action Plan
   a) A change in the amount of any single source of federal funds awarded to a project by 50 percent or less is a minor change.
   b) A change in the location of a project as long as it does not impact project eligibility, or a change in the scope of a project that impacts the estimated number of intended beneficiaries by less than 50 percent.
   c) A Minor change does not include changes in the eligibility of an activity, a change in the purpose of an activity, or a change in the scope of an activity that impacts the estimated number of intended beneficiaries of a project by 50 percent or more or a change in the intended beneficiaries of an activity.
   d) Minor changes do not require public notice. A contractor or sub-recipient requesting a minor change(s) will inform King County HCD in writing of the change request. King County HCD will evaluate the change to determine if the change is minor. A minor change will be reviewed by the JRC before it is made final and implemented. Minor changes that do not require review by the JRC include changes due to under expenditure from cost savings resulting in projects not spending the full amount, and projects moving forward under contingency plans.

2. Amendments to the Annual Action Plan
King County Consortium Citizen Participation Plan

a) A change in the amount of any single source of federal funds awarded to a project of more than 50 percent.

b) A change in an eligible activity, a change in the purpose of an activity, or scope of an activity such that the estimated number of intended beneficiaries are impacted by 50 percent or more, or a change in the intended beneficiaries of an activity.

c) A cancellation of a project/activity or addition of a new project(s)/activity funded with federal funds, including new housing projects selected by the JRC after the Action Plan is submitted to HUD.

d) All amendments to adopted projects must be approved by the JRC or Joint Agreement City, whichever body initially awarded the funds, and submitted for public comment for 14 days before the amended Action Plan is submitted to HUD. Amendments that have been approved by the JRC or the city will be published in a local newspaper at least 14 days before they are implemented and the public will be invited to comment during the 14 day period. All public comments will be considered before implementation, and before the amended Action Plan is submitted to HUD.

e) Amendments to the Joint Agreement Cities’ CDBG projects can be adopted by their City Councils through a consent agenda or regular Council meeting. The Joint Agreement Cities will work with King County HCD staff to have the amendment(s) included in the Action Plan for submittal to HUD by HCD.

f) Amendments to add new housing development projects selected can be adopted by the JRC at a regular meeting, and are also subject to the 14 day public comment period before the amended Action Plan is submitted to HUD.

g) All comments that are submitted, either orally or in writing, during the comment period shall be considered in any amendment to the Action Plan. A summary of public comments made and how they influenced the amendment, as well as the reasoning for comments that were rejected and did not influence the amendment, will be attached to the substantial amendment. The County will submit the amended Action Plan to HUD.

3. Substantial Change to the Annual Action Plan

a) A substantial change involves a modification in the amount of CDBG, HOME, or ESG funds awarded to a project(s) by more than 35 percent of the annual entitlement for that fund source.

b) A substantial change must be approved by the JRC or Joint Agreement City of its pass through portion of the entitlement, whichever body initially awarded the funds, and must be submitted for public comment for a period of 30 days before the county submits the amended Action Plan to HUD.

c) A substantial change that is approved by the JRC or a Joint Agreement City will be published in the regional and/or local newspaper at least 30 days
before they are implemented and the public will be invited to comment during the 30-day period. All public comments will be considered before implementation, and before the amended Action Plan containing the substantial change is submitted to HUD.

d) All comments that are submitted, either orally or in writing, during the comment period shall be considered in any substantial change to the Action Plan. A summary of public comments made and how they influenced the change, as well as the reasoning for comments that were rejected and did not influence the amendment, will be attached to the substantial change. The County will submit the amended Action Plan to HUD.

VII. Availability of the Consolidated Plan

The adopted Consolidated Plan will be available on the Housing and Community Development web site:

http://www.kingcounty.gov/socialservices/Housing/PlansAndReports/HCD_Plans

The Consolidated Plan is also available to view in hard copy at the King County HCD offices and at each library in the King County Public Library system.

VIII. Distribution of federal CDBG, HOME and ESG funds from HUD

King County is the official grantee which receives and administers funds on behalf of the King County Consortia. King County prepares the Consolidated Plan for both the King County CDBG/ESG Consortium and the HOME Consortium.

A. CDBG/ESG Consortium

1) The CDBG/ESG Consortium was organized in 1975 as a HUD-designated “urban county” to receive Community Development Block Grant (CDBG) funds, and comprises 32 cities and towns, plus the unincorporated areas of the County. The cities of Seattle, Bellevue, Kent, Federal Way and Auburn do not participate in the CDBG Consortium because they receive their own CDBG funds directly from HUD. The cities of Milton and Normandy Park have opted out of both the King County HOME and CDBG Consortia (the City of Milton participates with Pierce County).

2) Four cities, Kirkland, Renton, Redmond and Shoreline, are eligible for their own CDBG funds from HUD but have entered into a three-year CDBG/ESG Joint Interlocal Cooperation Agreements with King County. Under the joint agreements, the King County Housing and Community Development Program (HCD) and the cities share administrative duties with respect to the city’s portion of funds. These cities contribute a portion of funds to consortium-wide activities and make decisions about how to spend a portion of the funds, with King County taking the lead project contracting role for capital projects.
3) King County has negotiated a three year Regular CDBG/ESG Consortium Interlocal Cooperation Agreement with the remaining 28 cities. The CDBG Regular Consortium Agreements and CDBG/ESG Joint Agreements will expire at the end of 2017 and will be renegotiated for the 2018 to 2020 period.

4) The Regular CDBG/ESG Interlocal Cooperation Agreement specifies Consortium-wide activities, and divides the remainder of the CDBG/ESG funds between the North/East sub-region and the South sub-region. These funds are allocated competitively to projects serving the residents of these sub-regions, based on the Consortium-wide objectives in the Consolidated Plan.

B. HOME Consortium

1) The City of Seattle receives and administers its own CDBG, HOME and ESG funds and does not participate in the King County Consortia with respect to HOME or any federal formula funds. Seattle does participate with respect to other locally funded Consortium programs and with respect to Continuum of Care funds.

a) The cities of Bellevue, Auburn, Federal Way and Kent, which receive their own CDBG funds, participate only in the King County HOME Consortium (HOME-only cities), as well as other locally funded Consortium programs. These cities also participate in the ESG Consortium.

b) All but two of the remaining King County jurisdictions participate in the HOME Consortium, which was organized in 1992 for the purpose of sharing federal HOME funds for affordable housing. The HOME Consortium is larger than the CDBG Consortium, comprising 36 cities, plus the unincorporated areas of the County.

c) HOME funds are allocated as a single Consortium-wide source of funds, with administration by the King County HCD Program through an annual HCD Housing Finance Program Request for Proposals (RFP) process.

d) Federal direct and Washington State pass-through Emergency Solutions Grant (ESG) funds are also administered by King County HCD as a Consortium-wide source of ESG funds, and are coordinated through both the Consortium’s JRC and the Committee to End Homelessness in King County. HCD announces the availability of these funds through a periodic RFP process.

IX. Availability of Annual Funds to Meet Objectives of the Consolidated Plan

A. CDBG capital funds available through the Consortium are announced every spring with pre-applications due in early spring and full applications generally due in May or June. Notifications regarding CDBG funds available are made via newspaper, notices to stakeholders, and the HCD and King County Procurement website.

B. Joint Agreement Cities conduct separate application processes to award their cities capital and human services funds, with those processes generally starting in the spring. Awards of Joint City CDBG funds are approved through their city councils.
Once awarded, Joint City capital fund projects are contracted for and lead by King County HCD staff, whereas human services contracts are administered directly by Joint City staff.

C. King County HCD administers the HOME funds. Allocation decisions are made in collaboration with the cities in the HOME Consortium, with final funding recommendations approved through the JRC. Funds available for affordable housing projects are announced through the HCD and King County Procurement websites, with applications generally due in August or September. King County HCD coordinates the annual affordable housing capital funding cycle with other local and state funders of affordable housing, and collaborates with them to fully fund projects cooperatively. The public funders of affordable housing work together to have good communication with the Seattle-King County Housing Development Consortium.

D. ESG and CDBG funds for homeless housing programs and services are announced through a Request for Proposals process by King County HCD approximately every two years, generally in the spring, and are usually awarded in annual and multi-year awards. Final funding recommendations for these funds are approved through the JRC. Consultation and coordination concerning ESG funds occurs through the regional Continuum of Care, the Committee to End Homeless, prior to approval of awards by the JRC.

X. Pre-applications and Technical Assistance to Applicants for Capital Funds

A. Every spring HCD organizes application workshops in collaboration with Consortium city partners at various locations in each sub-region of the county to provide technical assistance to potential applicants for funds. The workshops provide information about federal requirements, local priorities, and application instructions. Technical assistance may be provided to individual applicants upon request prior to an RFP being posted.

B. The Housing Finance Program conducts preapplication meetings every spring/summer. A notification is sent out to a broad distribution list and agencies are invited to meet with the Housing Finance Program to discuss potential projects prior to an RFP being posted.

C. The Housing Repair Program conducts an open loan intake process all year. Potential applicants are informed about the program requirements through an initial intake protocol during a telephone information session. The Housing Repair Program managers participate in numerous public outreach efforts year round.
XI. Annual Program Performance: Consolidated Annual Performance and Evaluation Report

A. Every year in mid-March, a notice of availability of the Consortium’s Consolidated Annual Performance and Evaluation Report (CAPER) is published in the legal section of the Seattle Times newspaper. Copies of the CAPER are available on the HCD web site and at the HCD office. The CAPER evaluates program performance, pursuant to the goals and objectives articulated in the Consolidated Plan, for the prior year’s activities.

http://www.kingcounty.gov/socialservices/Housing/PlansAndReports/HCD_Reports/CAPER.aspx

B. The public is invited to a meeting to review and comment on the CAPER report at least 15 days before it is submitted to HUD.

XII. Citizen Involvement Guide

A. The King County CDBG/ESG/HOME Consortium (Consortium) invites its citizens to participate in the planning processes for the allocation of federal, state and local funds for housing and community development programs, including the planning process for the Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and the Emergency Solutions Grant.

B. The Consortium publishes a Citizen Involvement Guide that is available on the King County web site at the following address.

http://www.kingcounty.gov/socialservices/Housing/PlansAndReports.aspx

The guide can also be obtained in the mail by contacting staff listed at the end of this section of the plan.

C. The guide contains the following information:

1) An overview of the sources and uses of Consortium funds administered by the King County Housing and Community Development (HCD) Program
2) An overview of the King County Consortium
3) Overview of how decisions are made in the Consortium
4) An annual calendar of activities that includes fund application cycles and meetings of the Consortium Joint Recommendations Committee (JRC)
5) HCD Program contact names and phone numbers.
XIII. King County Housing & Community Development Office Staff Contacts

For information about the Consolidated Plan or the CAPER:

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