## Urban Consortium Joint Recommendations Committee

**Meeting Materials for Thursday, September 27th, 2018**

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Please note: some of the documents within this packet may vary in paper dimensions and orientation. Please contact your IT staff for assistance with printing.

**Available in Alternative Formats. WA Relay 711**
I. Welcome and Introductions

II. May 24, 2018 Meeting Minutes
   Attachment A – Action

III. Housing and Community Development Needs – Public Hearing
   Attachment B – Info Item All
   Citizen Participation – opportunity to comment on development of proposed activities.

IV. JRC State of Legislative Priorities for 2018
   Attachment C, C.1 – Info Item All
   Al D’Alessandro, HCD, Housing Finance Planner

V. Consolidated Housing and Community Development Plan Update
   Attachment D, D.1, D.2 – Info Item – All
   Valerie Kendall, HCD, Affordable Housing Planner

VI. White Center Square Update
   Attachment E - Information Item
   Kathy Tremper, HCD, Community Development Program

VII. 2019-2020 Emergency and Time-Limited Funding Round Briefing
   Attachment F, F.1 – Info Item
   Kate Speltz, HCD, Homeless Housing Program

CONSORTIUM CDBG MATTERS Sub-Agenda
* Consortium JRC Representatives Only

VIII. Program/Project Updates and Funding Request
   Kathy Tremper, HCD, Community Development Program
   1. HCD Meeting with Snoqualmie Valley Governments Association – Info Item
   2. Snoqualmie Koinonia Park Extension Request
      Attachment G – Action Item * Consortium JRC Representatives Only
   3. Valley View Special Assessment Funding Request
      Attachment H – Action Item * Consortium JRC Representatives Only

IX. CDBG 2018 Non-Housing Capital Fund Recommendations and Decisions
   Attachment I – Action Item - * Consortium JRC Representatives Only
   Kathy Tremper, HCD, Community Development Program

X. Round Table Discussion – Other Items

ADJOURN

Next Meeting: October 25, 2018
Boeing Field-King County International Airport, Conference Room 110
7277 Perimeter Rd S, Seattle, WA 98108
I. Welcome and Introductions – Mark Ellerbrook, Regional Housing and Community Development Manager, King County Department of Community and Human Services (DCHS) filled in as Chair. He opened the meeting at 9:34 a.m., welcomed guests and asked for introductions.

II. March 22, 2018 Meeting Minutes
Review March 22nd, 2018 Meeting Minutes
JRC member, City of SeaTac Councilmember Clyde Hill asked for the following changes to the minutes:
- Update the page footers to reflect March 22, 2018
- Update the current sentence to reflect the reading and consented changes (Section X, last sentence of the last paragraph on page 5).

“Members and the HRP Coordinator would like to see the assumption policy be kept as broad as possible to assist family members and to consider opportunities to assist other low to moderate income individuals who were residing in the home and become the new homeowner.”

**MOTION:** Jeff Watson, Community Services Manager, City of Federal Way, made a motion to accept the March 22, 2018 meeting minutes with proposed changes by Clyde Hill. Alaric Bien, City of Redmond Human Services Manager seconded the motion. The motion was approved unanimously.

### III. Review prior year CDBG and/or HOME Projects

**Review recommendations to extend or cancel projects**

Community Development Coordinator Kathy explained attachment B.1 – *CDBG Project Timeliness Status Report May 15, 2018* project titles and budget amounts and asked that some extensions be approved based on the justification of the request.

**MOTION:** Rob Beem moved that the extensions noted for the CDBG activities be approved; TJ Cosgrove seconded the motion. The motion was approved unanimously.

Housing and Community Development Coordinator Quinnie Tan reviewed attachment B.2 – *HOME Timeliness Report*. She called attention to two projects that have been delayed which were originally awarded 2016 HOME funds, the HomeSight Greenbridge project and the Homestead CLT Riverton Park project. Staff will be swapping out the 2016 HOME funds from those two projects and replaced with 2018 HOME funds. The 2016 HOME funds will be utilized on the Catholic Housing Services Kent Supportive Housing project so the funds can be utilized in a timely manner. There is no net change to the awards to any of those projects. Member asked staff to clarify that the GreenBridge project is swapping with the Kent Supportive Housing housing.

**MOTION:** Jeff Watson moved to approve. Clyde Hill seconded the Motion. The motion was approved unanimously.

### IV. White Center Square Section 108 Loan Update

Kathy Tremper reviewed Attachment C – White Center Square Section 108 Loan. She noted that the project is experiencing operational issues associated with delays in re-renting vacant spaces, inconsistent/timely rent payments, and changes in project oversight. The project is struggling to make the required principal and interest payments. The JRC was asked to approve one of the options presented in Attachment C.

Staff Recommendation was for Option 2, which is a proactive approach and least disruptive to the overall Consortium’s funding priorities.

The following questions were raised:
Q: What are the amounts due this year? A: Approximately $224,000 which includes principal & interest.
Q: How does this effect the waterfall? A: The waterfall presents entitlement funds. This request will only impact the amount of Consortium City program income available to contribute to the identified capital contingency projects.

Q: Does this count against program administration? A: No.

Staff noted it is hoping this is a one-time thing for this year only, and efforts are being made to assure payments are sufficient next year. Staff noted that any funds provided to cover the payment to HUD will be payable back to the County. The main objective is to help make sure the Project it is still serving the community. The difficulty is related to the payment structure. The 2008 market crash contributed as a major impact.

**MOTION:** Alaric Bien, City of Redmond Senior Planner, made a motion to approve option 2 – Proactive: Set aside CDBG Program Income (PI) sufficient to cover the projected payment delinquency on the August payment, if needed. If the PI is not needed, it would be released to be allocated to a contingency project. WCIF LLC would still owe the County the funds as they would not be forgiven. Seconded by Clyde Hill, City of Tukwila Councilmember. Approved unanimously.

**V. Housing Repair Program Quarterly Update**
Clark Fulmer, HCD, Housing Repair Program Coordinator, went over Attachment D1, Area Summary of HRP Activity D2 Area Summary HRP Activity – Amt.
Twenty one transactions have been approved or completed in the first quarter. They funded 12 projects within the Vets Program. Clark noted that lead based paint considerations are indicative of the expense on the front end of a project. Joy Scott, City of Auburn noted that the City is grateful on the speed that the program is moving.

**VI. Strategic Plan portion of Consolidated Plan and Sound Cities Briefing**
HCD, Affordable Housing Program staff, Valerie Kendall, gave a report on Attachments E, E.1, E.2, and E.3.

Valerie went over Attachment E1: King County Consortium Consolidated Plan 2020-2024 Strategic Plan (SP) Section. She said it will be incorporating some recommendations from All Home. The plan has three goals: Increasing Affordability, Making Homelessness Rare, Brief and One Time and Promoting Economic and Community Development. It is desired to have a plan that is publically accessible and does not sound overly bureaucratic. Sometimes people may reference the plan and pull out high level information. The language in the Plan is broad so it can include all jurisdictions as well as unincorporated areas.

Valerie talked through Attachment E2, which gives a high level overview of the big picture federal grant process. She touched on the Consolidated Plan and explained that there is a 30 day public comment period due to the increase in funds. The CAPER reporting document was approved by HUD with no comments and no questions. The Consortium does need to do an update to its Fair Housing Analysis of Impediments to meet compliance requirements.

Valerie also walked through Attachment E3 which outlines all of the components of the Strategic Plan portion of the larger Consolidated Plan. She highlighted to components which are expected to be of most interest to the Cities and their constituents.

**VII. King Housing Finance Program Updates and Pre-applications & HOME Budget**
Quinnie Tan, HCD, Housing Finance Program reviewed Attachment F.
Quinnie noted that the County just completed a short intent-to-apply process. Fifteen of the twenty-four applicants are for projects in the City of Seattle. They are looking at what funds are available and if there are issues on zoning, the way transit is being laid out. Member asked, are there discussions we can be part of? Staff said we’re publishing our RFP in July. Quinnie went over details of the RFP. The Request for Proposals (RFP) is also being developed as funding budgets and policy objectives are finalized. Typical of past years, the RFP will likely be published by mid-July, with a due date of mid-September. (A shorter review and decision period is proposed to accommodate the RFP for the Eastside Shelter).

Quinnie also updated the JRC regarding the 2017 project awards which due to increased HOME funding and State Housing Trust Fund awards having been announced this past spring, there were some positive award adjustments. The increase instead of expected decrease in HOME funding allowed for additional HOME funds to be awarded to the Esterra Park 9% project and the Kent Supportive Housing project. Additionally, due to the State Housing Trust Fund providing an award to another King County project for households with chronic mental illness local MIDD funding was able to be reallocated to increase the award to the Kent Supportive Housing project, thus also allowing for the County to back out RAHP funds and a small amount of the 2331 funds that were originally awarded to the project. All backed out funds will be made available in the next funding round.

VIII. King Housing 2019-2020 Emergency and Time-Limited Funding Round

HCD, Homeless Housing Program – Jackie Moynahan provided an update on timing with a reminder that Kate Speltz will be back to present recommendations for funding awards in a few months. She noted that when that happens, the funds the JRC oversees will be a mixed with other resources the County awards as well.

IX. 2019 Program Planning: CDBG Budget review

Attachment G - Info Item, Kathy Tremper, HCD, Community Development Program

Kathy reviewed the 2019 projected CDBG estimates to be available for funding and responded to questions asked by the JRC. The Greenbridge Section 108 loan will be completed by August, 2024; it was a 20 year loan. Rob Beem noted that the Consortium Cities are funded by one stream as is entitlement communities and the proportionate share of the entitlement funds are passed on through to the Joint Agreement Cities.

X. JRC Consortium City Only

List of Community Development Capital Non-Housing Pre-applications

Attachment H – Info Item, Kathy Tremper, HCD, Community Development Program.

Kathy reviewed the list of pre-applications for the CDBG capital round.

Additional JRC Item:
Jackie Moynahan, Capital Program Manager received a letter from the Snoqualmie Valley Governments Association regarding the 2018 CDBG Waterfall estimates provided to the JRC. The letter was written on behalf of the Valley cities regarding capital distributions to those cities in the Northeast sub regions. It was noted by a Member that at the last meeting there was a representative from the Association of Regional Coalition for Housing (ARCH) representative, Klaas Nijhuis, regarding the CDBG funding for a new shelter. At that meeting a motion was made to approve the ARCH Executive Board’s recommendation of an award of the 2017-18 N/E Sub-regional Housing CDBG allocation of $222,147 to Catholic Community Services of Western Washington Kirkland Shelter project for the acquisition of the property for the Shelter.
HCD Staff wanted to make the JRC aware that the County has received the letter and noted the concerns that were raised. The County plans to come back to the JRC at its September meeting, after it has been able to meet with the concerned Cities and determine next steps to address their concerns.

**Other Business:** Kathy reminded the JRC of the CDBG Capital Public Hearing being held July 13th for the 2019 applicants to present their proposals to the Sub-region Representatives participating on the recommendation panels. All are welcome to attend to hear about the proposals seeking CDBG funding.

**ADJOURNED:** at 11:15am

**Next Meeting:** September 27th, 2018 9:30-11:30 AM  
**Location:** King County Department of Elections, 2nd Floor Multipurpose Conference Room
Housing and Community Development Needs
Public Hearing

**Issue:** Federal regulations require that the public be provided an opportunity to comment on any community development or housing needs associated with the Consortium’s Housing and Community Development Five-year Plan.

**Background:** These meetings are required to be held twice during the program year. The purpose of this hearing is to seek comment and feedback regarding funded activities or any proposed changes to the Consortium’s processes. There is no action required outside of responding to any comments that are expressed during the course of the public hearing. Said testimony is to be recorded in the annual CAPER - 2018.

**JRC Options:** Provide opportunity for comment on development of proposed activities or any other matters associated with the King County Housing and Community Development Plan.

**Staff Recommendation:** Provide a portion of the JRC Meeting to receive public comment on matters related to the King County Consortium Housing and Community Development Five Year Plan.

Staff Contact: Kathy Tremper, Community Development Block Grant Coordinator
E-mail: Kathy.tremper@kingcounty.gov Phone: (206) 263-9097
NOTICE OF PUBLIC HEARING
Community Development Block Grant Program (CDBG)
September 13, 2017
King County Department of Community and Human Services, Housing and Community Development
401 Fifth Avenue, Suite 510
Seattle, WA 98104
Telephone Number (206) 263-9097

The Joint Recommendations Committee (JRC) will be taking public comment on community development and housing needs within the King County Community Development Block Grant Consortium at its September 27, 2018 annual meeting at 9:40 a.m. Public comments on any community development or housing need will be received. Comments may also be submitted in writing to Housing and Community Development, King County DCHS, 401 Fifth Avenue, Suite 510, Seattle, WA 98104, Attn: Kathy Tremper, Community Development Coordinator, or via email Kathy.tremper@kingcounty.gov

The location of the JRC Meeting is Department of Elections, 2nd Floor Multipurpose Room, 919 Grady Way, Renton WA 98057. The meeting will be conducted in accordance with the Open Meetings Act.

Meetings sponsored by King County are accessible to persons with disabilities. To arrange accommodation please contact Kathy Tremper at 206-263-9097.

Posted:

AVAILABLE IN ALTERNATE FORMATS UPON REQUEST CONTACT the HCD Office at 206-263-9105; TTY: 711 (Relay Service)
Joint Recommendations Committee
2019 State Legislative Priorities

1. ENHANCE REVENUE OPTIONS FOR AFFORDABLE HOUSING

The McKinsey & Co analysis determined that the King County region needs an additional $164-$214 million per year to house everyone currently experiencing homelessness. This does not include additional funds that would be required to prevent homelessness for people who are unstably housed. **Additional accessible and progressive revenue options are critically needed to ensure the King County region has a diverse stock of affordable homes and serves people experiencing homelessness and at-risk of homelessness.**

- Enact HB 2437, to provide a .03% state tax credit against local housing/homelessness investments.
- Authorize local bonding against future revenue, for at least $200 million, and allow expenditures for affordable housing for people exiting behavioral health treatment.
- Provide councilmanic authority for enacting a .1% sales tax option for behavioral health and affordable housing.

2. INCREASE THE HOUSING TRUST FUND

In 2008 the legislature provided $200 million for the Housing Trust Fund (HTF) but has provided half that amount since. The HTF is funded by the state’s Capital Budget. The HTF is a primary state source of equity for developing affordable housing across Washington State and an important source of leverage for housing programs in King County. When the HTF is increased, the result is additional permanent supportive homeless housing and affordable housing units built in King County.

3. INCREASE THE CASH GRANT FOR ABD/HEN PARTICIPANTS

The Housing & Essential Needs and Aged, Blind, and Disabled programs help provide housing stability for people with disabilities and those experiencing homelessness. However, the current cash grant is far below what’s needed to afford rents in King County. Increasing the cash grant will better promote housing stability and prevent homelessness for participants.

4. IMPROVE STATEWIDE EVICTION PROTECTIONS

Currently, landlords in Washington State (outside of Seattle) are able to terminate a renter’s tenancy for “no cause” as long as they follow the terms of the lease and provide 20 days’ notice. This creates uncertainty for renters who, especially in a tight rental market, are at risk of homelessness when they are unable to find a suitable, affordable home they can afford within 20 days. Improving statewide eviction protections would require that landlords show cause (from an enumerated list) in order to terminate tenancy before the end of a lease. Additionally, the three-day notice to vacate or pay rent would be extended to 14 days’ notice to allow households greater access to homelessness prevention resources thereby improving household’s ability to maintain their housing.
Joint Recommendations Committee
2019 Federal Legislative Priorities

1. **Maintain or Increase Community Development Block Grant (CDBG) (Currently funded at 3.3 billion)**

   The Consortium uses CDBG, for housing stability/homeless prevention, emergency shelters and other emergency services, housing repair, affordable housing development, public improvements, nonprofit human services facilities, and economic development. CDBG is the Consortium's largest single source of federal formula funds, as well as its most flexible source of funds. CDBG funds leverage a number of other fund sources for projects that create jobs, revitalize the highest need communities and serve the most vulnerable residents.

2. **Maintain or Increase the HOME Program (Currently funded at 1.36 billion)**

   HOME funds provide a vital source of funding for homeless and affordable housing production in King County. For each HOME dollar invested an additional five dollars in other funds are leveraged. Each HOME project funded creates good jobs and generates income for businesses and tax revenues associated with housing development.

3. **Maintain or Increase McKinney-Vento Homeless Assistance Grants (Currently funded at $2.5 Billion)**

   The McKinney-Vento Homeless Assistance programs were established more than twenty years ago to help provide shelter and services to homeless families and individuals. $2.6 billion is needed for Homeless Housing Assistance grants.

4. **Support Full Funding for Section 8 Vouchers**

   Support full funding, with no reductions, for Section 8 Tenant-Based and Project-Based Housing Choice Vouchers, which are vital resources for of our region’s All Home Strategic Plan.

5. **Support funding for VA Supportive Housing Vouchers (VASH)**

   Tenant-Based and Project-Based VASH vouchers have been well-utilized in our community, as a complement to our Veterans and Human Services Levy affordable housing capital and services funds, and in private market housing. These subsidies are a vital source of homelessness prevention for extremely low-income veterans, and should be maintained or increased.

6. **Support Efforts to improve and increase the Low Income Housing Tax Credit (LIHTC) Program**

   Support, the bipartisan Affordable Housing Credit Improvement Act (H.R. 1661/S. 548) as a critical solution to address the nationwide shortage of affordable housing. S. 548—sponsored by Senators Cantwell (D-WA), Hatch (R-UT) would Increase the annual Housing Credit allocation authority by 50 percent, phased in over five years and would provide more predictability and flexibility in Housing Credit financing by establishing a minimum 4 percent rate for Credits used to finance acquisitions and Housing Bond financed developments. H.R. 1661 would also provide more predictability and flexibility with a minimum 4 percent rate but does not include the much needed 50 percent increase in authority.
King County Consortium
Federal Formula Grants
Plans and Reports

$ Community Development Block Grant, Emergency Solutions Grant, Home Investment Partnerships $

Consolidated Plan
5 year planning cycle
November 15, 2019

Annual Action Plan

CAPER
Consolidated Annual Performance and Evaluation Report Submitted in March of each year.

Fair Housing
Analysis of Impediments (AI)
5 year planning cycle
(Assessment of Fair Housing requirements deferred.)

King County Consortium
Member jurisdictions & Unincorporated King County

AI impacts subsequent planning work
Introduction to the King County Consortium Consolidated Plan 2020-2025

The King County Consortium Consolidated Housing and Community Development Plan (Consolidated Plan) guides the investment of federal housing and community development funds, and other federal, state and local funds. The Consolidated Plan is a requirement of the U.S. Department of Housing and Urban Development (HUD), through which King County Consortium receives an annual entitlement, or formula grant, from each of these funds: 1. Community Development Block Grant (CDBG), 2. HOME Investment Partnerships (HOME) Program and 3. Emergency Solutions Grant (ESG). The King County Consortium (Consortium) includes nearly all of the suburban cities in the county, as well as the unincorporated areas of the county.

Quick Guide to the Consolidated Plan

This will be the second cycle using HUD’s web-based format for the Consolidated Plan. HUD provides this template to ensure Consolidated Plans include all the required elements per 24 CFR Part 91. The core plan requirements remains the same, with a structured approach to specific questions addressed, the order of topics, includes some built in redundancies between the sections, and imposes text limits for responses.

Components of the Consolidated Plan

HUD organized the Consolidated Plan template into six components. Each of the components contains sections with numbered subtopics. The six components follow in sort order, but not importance.

1. Administration of the Consolidated Plan (AD)

   This section collects basic information about the plan and the grantees.

2. Executive Summary (ES)

   The ES serves as an introduction and summarizes the key points of the plan.

3. The Process (PR)

   The PR collects information regarding the grantee’s consultation and citizen participation efforts.

4. Needs Assessment (NA)

   The NA provides a picture of a jurisdiction’s needs related to affordable housing, homelessness, housing, community development, and s. From this, the grantee will identify those needs with the highest priority, which forms the basis for the Strategic Plan and the programs and projects to be administered. Most of the data is from the HUD CHAS based upon American Community Survey.

5. Market Assessment (MA)

   The MA provides a picture of the environment in which the Consortium administers programs.

6. Strategic Plan (SP)

   The SP identifies the priority needs of the jurisdiction and describes strategies that the jurisdiction will undertake to serve the priority needs. The SP sets goals, both broad and specific, and identifies sources of funds anticipated to be available to reach those goals during the same period.
### King County Consortium Members for Consolidated Plan

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Introduction to the King County Consortium Consolidated Plan 2020-2024
Strategic Plan (SP) Section

SP-05 Overview
The SP identifies the priority needs of the jurisdiction and describes strategies that the jurisdiction will undertake to serve the priority needs. The SP sets goals, both broad and specific, and identifies sources of funds anticipated to be available to reach those goals during the same period.

SP-10 Geographic Priorities
This section identifies the consortium members and the North/East and South regions. This map will be updated to reflect the City of Burien as a Joint Agreement City.

SP-30 Influence of Market Conditions
This table provides short responses to the effect of local market conditions on different strategies to provide affordable housing: tenant based rental assistance for special needs, new unit production, rehabilitation of existing affordable housing (already in the publicly funded portfolio), and acquisition and preservation of existing market rate units.

SP-35 Anticipated Resources
This section estimates the amount of CDBG, ESG and HOME funds to be received over the five year period of the Consolidated Plan and asks for listing of other funds for activities that provide match. Also this section includes a discussion of publically owned land.

SP-40 Institutional Delivery System
This table lists the jurisdictions and governing structure for the implementation of the Consolidated Plan.

SP-45 Goals
This is the key section and lists the overarching goals and activities associated with them.

Goal One: Affordable Housing: Ensure that there is decent, safe, and healthy affordable housing available to income-eligible households throughout the Consortium.

Goal Two: Make Homelessness Rare, Brief and One-Time (formerly Ending Homelessness): Collaborate with the Continuum of Care in King County to plan and Align Consortium funds with initiatives and objectives, to ensure that in the future homelessness is rare, short in duration, and a one-time occurrence.

Goal Three: Community and Economic Development: Provide assistance to jurisdictions, community agencies, and communities to establish and maintain a suitable living environment with economic opportunities for low-income members of the community, including communities with disparities in health, income, and quality of life where efforts can be targeted to improve the well-being of residents and the vibrancy of the community.
SP-50 Public Housing Accessibility and Involvement
This section describes the work of the Renton and King County Housing Authorities.

SP-55 Barriers to Affordable Housing
This section provides an explanation of ongoing work to remove barriers to providing more affordable housing.
SP-60 Homelessness Strategy
This section responds to specific questions around homelessness strategies: outreach to unsheltered, emergency and transitional housing needs of people experiencing homelessness, work to help people move into permanent housing, and prevention of homelessness.

SP-65 Lead Based Paint
This section lists actions to address lead–based paint hazards, the extent of lead poisoning, and how the actions are integrated into housing policies.

SP-70 Anti-Poverty Strategy
This section lists strategies to address poverty and how those strategies align with the Consolidated Plan. The past plan discussed the Familiar Faces Design Team, Best Starts for Kids, Communities of Opportunity and Accountable Communities of Health.

SP-80 Monitoring
This section discusses the monitoring procedures in place for the CDBG, HOME and ESG programs.

**King County Consortium Members for Consolidated Plan**

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This is the link to the existing Consolidated Plan

[https://www.kingcounty.gov/hcdreports](https://www.kingcounty.gov/hcdreports)
White Center Square Section 108 Loan Update

**Background:** Last meeting we briefed the JRC regarding the White Center Square Section 108 loan. It is a commercial multi-tenant retail/office plaza with surface parking in White Center. In 2009 HUD and King County executed two Section 108 loan agreements in conjunction with promissory notes totaling $6.25M to the White Center Investment Fund (WCIF) LLC for the acquisition and development of the property. The project was developed and is operated by the Vong’s LLC. The project was financed under a New Markets Tax Credit (NMTC) with the National Development Council (NDC). Tax credit equity was paired with the County’s Section 108 loans to complete the $10M economic development project. Presently, due to project structuring, the County does not have direct security in the property.

**Issue:** The White Center Square project has been in operation for many years and is experiencing operational issues associated with delays in re-renting vacant spaces, inconsistent/timely rent payments, and changes in project oversight. Consequently, the project is struggling to make the principal and interest payments required to make the next semi-annual payment to HUD, due in August. Section 108 loans are guaranteed by CDBG entitlement funds. If a loan payment is not made in full by the underlying project, then HUD will automatically take CDBG entitlement equal to the amount due from the County’s U.S. Treasury account without any notification or formal process. It is expected that the project will only be able to make interest payments at this time.

The JRC accepted the County Staff recommendation to set aside CDBG Program Income (PI) sufficient to cover the projected payment delinquency on the 2018 August payment. If the PI is not needed, it would be released back to the CDBG pot to be allocated to a contingency project. WCIF LLC would still owe the County the funds as they would not be forgiven.

**Update:** As anticipated WCIF LLC was not able to make the full payment, therefore $121,448.40 of 2017 PI funds were used to make up the difference. Fifty-four percent of the PI funds set aside were needed to supplement WCIF LLC’s Semi-annual payment. The balance of the 2017 program income funds are available to be allocated to contingency projects in the 2017 and 2018 Action Plans.

HCD Staff continues to meet with the owner to monitor the status of the property and determine strategies to bring the project back into good standing. NDC continues to coordinate with the County to complete the exit of the New Market Tax Credit structure. HCD has been working with the County’s Prosecuting Attorney’s office to assure appropriate documentation is prepared to adequately secure and protect the interest in the property as NDC exits the transaction. The exit is targeted to be completed by December 2018.

Staff Contact: Kathy Tremper, Community Development Program Manager  
E-mail: kathy.tremper@kingcounty.gov  Phone: (206) 263-9097
**King County Consortium Funds**

**2018 Request for Proposals for Emergency Shelter, Transitional Housing, and Rapid Re-Housing**

The King County Housing and Community Development Program (HCD) will be presenting a slate of funding recommendations at the October 25th meeting for the JRC to approve for the following consortium funds:

- Community Development Block Funds (CDBG) for emergency shelter projects;
- Emergency Solutions Grant (ESG) funds for emergency shelter projects; and
- Regional Affordable Housing Program Operating and Maintenance funds (RAHP O&M) for emergency shelter and transitional housing programs.

Project recommendations will be provided in advance of the October 25th meeting.

These funds were part of HCD’s broader 2018 Request for Proposals (RFP) that included Emergency Shelter, Transitional Housing, and Rapid Re-Housing, as well as other project types with designated funds. Community representatives are serving on the RFP review panel to identify the proposals which most clearly met the established priorities as outlined in the RFP Guidelines. Funding awards will be for the two-year period of January 1, 2019 through December 31, 2020.

In response to the RFP, local non-profits submitted 69 applications for emergency shelter, transitional housing and rapid re-housing for a total request of approximately $11.8 million.

Approximately $5.56 million is available annually in funds for these project types through the RFP. This leaves us oversubscribed by over $6.2 million per year (i.e. requests at 212% of the amount available).

Below is the breakdown of applications received for the relevant program types:

- 38 emergency shelter applications totaling $5.1 million
- 12 rapid re-housing applications totaling $5.4 million
- 19 transitional housing applications totaling $1.2 million

**Sub Regional Funds – ESG, CDBG, RAHP O&M**

Sub regional allocation targets, based upon formulas established in the interlocal cooperation agreements, are being used to achieve geographic equity in the distribution of CDBG, ESG, and RAHP O&M funds. The sub-regional areas and actual calculated percentages of the funds are based as follows:

<table>
<thead>
<tr>
<th>Sub Region</th>
<th>Priority Use</th>
<th>2019 CDBG</th>
<th>2019 ESG</th>
</tr>
</thead>
<tbody>
<tr>
<td>South King County</td>
<td>Emergency Shelter</td>
<td>$122,940</td>
<td>$128,297</td>
</tr>
<tr>
<td>North/ East County</td>
<td>Emergency Shelter</td>
<td>$57,060</td>
<td>$59,547</td>
</tr>
<tr>
<td>City of Seattle</td>
<td>Emergency Shelter / Transitional Housing</td>
<td>$265,300</td>
<td>$282,800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Region</th>
<th>Priority Use</th>
<th>2019 CDBG</th>
</tr>
</thead>
<tbody>
<tr>
<td>South King County</td>
<td>Emergency Shelter / Transitional Housing</td>
<td>$228,900</td>
</tr>
<tr>
<td>North/ East County</td>
<td>Emergency Shelter / Transitional Housing</td>
<td>$205,800</td>
</tr>
<tr>
<td>City of Seattle</td>
<td>Emergency Shelter / Transitional Housing</td>
<td>$265,300</td>
</tr>
</tbody>
</table>
Contingency Plan

If less funding is received in any fund source, the deducted amount will be split evenly amongst the affected projects. Any CDBG increase will go to the Housing Stability Project. Any additional ESG funds above the allotted amount for Emergency Shelter will go to Rapid Re-Housing.
REQUEST FOR PROPOSALS: APPLICATION GUIDELINES

Request for Proposal Title: King County and United Way of King County: 2019-20 Funding for Emergency Shelter, Facility-Based Transitional Housing, Rapid Re-Housing, Housing Navigation, Outreach to People Living in Vehicles, and Master Leasing

Requesting Department/Division: King County Department of Community and Human Services / Housing and Community Development (Homeless and Housing Program)

RFP Number: DCHS-HCD-HHP-090618

Access via HCD Link: www.kingcounty.gov/HCDFunding Housing and Community Development (Funding and RFP) Web Page

Application Due Date: On or Before Midnight, September 6, 2018

Questions: Submit questions by email to homeless.housing@kingcounty.gov

Funding for 2019 and 2020 is available for outreach and housing navigation, emergency shelter, facility-based transitional housing, rapid re-housing for households experiencing homelessness in King County. Funding for 30 months of master leasing for a variety of project types is also available.

Application Guidelines

OVERVIEW

For the purposes of this competitive Request for Proposals (RFP), King County, United Way of King County (UWKC) are combining into one application process a number of fund sources to support outreach and navigation, emergency shelter, rapid re-housing, and facility-based transitional housing programs serving households experiencing homelessness.¹ This RFP includes a number of special initiatives², including funding for 30 months of master leasing for a variety of project types.

There are multiple fund sources featured in this RFP with varying target populations, eligible activities, and allowable uses associated with each fund source. During the review process and before final awards are made, staff from King County and United Way of King County will determine final award amounts and which source(s) will be assigned to each project.

¹ Definition of Homelessness and other terms are found in the Definitions of Key Terms beginning on page 12.

² See page 5, Special Funding Initiatives
ELIGIBLE APPLICANTS
Eligible applicants for these funds include nonprofit housing and/or supportive services organizations, public housing authorities, federally recognized Indian tribes in King County, or other public agencies.

GEOGRAPHIC DISTRIBUTION
The geographic area covered by most funding sources in this RFP is all of King County, including Seattle. A subset of the funds operate under inter local agreements, and are restricted to specific eligibility criteria based on geographic area and have sub-regional allocation targets in order to achieve geographic equity in the distribution of these funds.

ELIGIBLE PROJECT/APPLICATION TYPES
The following project / application types are eligible for funding:

- Shelter
- Facility-based transitional housing
- Rapid re-housing
- Master leasing
- Outreach and/or safe parking sites for people living in vehicles
- Youth/young adult housing navigation
- Keeping Families Together (KFT) enhanced housing model for young adult parents

OPEN TO NEW, EXPANDING AND EXISTING PROJECTS
This RFP is open to eligible, existing projects and new (not currently operational) emergency shelter, master leasing, and outreach and navigation projects. Aside from master leasing and Keeping Families Together as outlined below, this RFP will not fund new transitional housing projects that were not operational in 2018. Nor will it fund not currently operational rapid re-housing

Master Leasing may be for new projects or currently operational projects that are expanding. Funds for master leasing are designed to support 30 months of leasing. Applications for master leasing may be used for transitional or permanent housing. Applicants will need to describe the project plan, including a timeline that demonstrates intent and ability to initiate leases no later than June 1 2019.

Keeping Families Together (KFT) is a national initiative to house and foster housing stability for homeless households involved in the child welfare system. The funds and vouchers available through this RFP are for a new facility based housing model serving homeless young adult parents with involvement in the child welfare system.

All applicants must demonstrate sufficient readiness. All projects, except master leasing and Keeping Families Together, must be operational by January 1, 2019. If the project is a recent start up, elaborate on that in the proposal narrative.

ELIGIBILITY TO APPLY FOR FUNDING
The Seattle/King County Continuum of Care has adopted System Wide Performance Targets and Minimum Standards for the homeless crisis response system. Accountability is ensured through the requirement to meet

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3 As defined in the Definitions of Key Terms.
certain performance measures in order to apply for continued or new funding, with subsequent requirements in
the contracting phase.

To be eligible under this 2018 Request for Proposals, a given project must:

1) Meet at least one of the five Seattle-King County Continuum of Care system-wide minimum standards as
   applicable (DV programs are assumed eligible in that clients are de-identified, and thus it is not possible
to assess “returns to homelessness”).

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Core Outcomes</th>
<th>Return Rate to Homelessness</th>
<th>Entries from Homelessness</th>
<th>Utilization Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Exit Rate to PH</td>
<td>Length of Stay (days)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Shelter</td>
<td>40%(S) 65%(F) 35%(YYA)</td>
<td>90 (S/F) 30 (YYA)</td>
<td>10% (S/F) 20% (YYA)</td>
<td>90% 85% (S/F) 90% (YYA)</td>
</tr>
<tr>
<td>Transitional Housing</td>
<td>80%</td>
<td>150 (S/F) 270 (YYA)</td>
<td>10% (S/F) 20% (YYA)</td>
<td>90% 85%</td>
</tr>
<tr>
<td>Rapid Rehousing</td>
<td>80%</td>
<td>180</td>
<td>5% (S/F) 20% (YYA)</td>
<td>90% NA</td>
</tr>
<tr>
<td>PSH</td>
<td>90%*</td>
<td>NA</td>
<td>5% (S/F) 20% (YYA)</td>
<td>90% 85%</td>
</tr>
</tbody>
</table>

AND

2) Demonstrate progress towards at least two of the Seattle-King County Continuum of Care system-wide
targets.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Core Outcomes</th>
<th>Return Rate to Homelessness</th>
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</tr>
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<tbody>
<tr>
<td></td>
<td>Exit Rate to PH</td>
<td>Length of Stay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Shelter</td>
<td>50% (S &amp; YYA) 80% (F)</td>
<td>30 days (S &amp; F) 20 days (YYA)</td>
<td>8% (S/F) 5% (YYA)</td>
<td>90% 95%</td>
</tr>
<tr>
<td>Transitional Housing</td>
<td>85%</td>
<td>90 days (S &amp; F) 180 (YYA)</td>
<td>8% (S/F) 5% (YYA)</td>
<td>95% 95%</td>
</tr>
<tr>
<td>Rapid Rehousing</td>
<td>85%</td>
<td>120 days</td>
<td>3% (S/F) 5% (YYA)</td>
<td>95% NA</td>
</tr>
<tr>
<td>PSH</td>
<td>90*</td>
<td>N/A</td>
<td>3% (S/F) 5% (YYA)</td>
<td>95% 95%</td>
</tr>
</tbody>
</table>

See Performance Measures on page 10
To confirm your eligibility:

1. Minimum Standards
   - Go to System Performance Dashboard Q1 2018 (4/1/2017 – 3/31/2018)
   - Select View – Minimum Standards
   - Project Type – choose your project type
   - Click on the House that represents your project
   - If one of the performance boxes is green, you have passed the first threshold.
     **Note your performance on each of the metrics**
   - If none of the boxes is green then you are not eligible to apply

2. Progress towards at least two system-wide targets
   - Go to System Performance Dashboard Q1 2017 (4/1/2016 – 3/31/2017)
   - Select View – Targets
   - Project Type – choose your project type
   - Click on the House that represents your project
   - Compare your Q1 2018 performance on each of the metrics to your Q1 2017 performance.

   You are eligible to apply if
   - Q1 2018 performance improved over Q1 2017 performance towards at least two system wide targets, or
   - The project met the minimum standard threshold, but does not have HMIS performance for Q1 2017 because the project is new.

MINIMUM REQUIREMENTS

To be considered for funding through this RFP, projects must currently meet or, if new, be prepared to meet the following requirements by January 1, 2019. These are threshold requirements. Projects that do not meet all of the requirements cited below are not eligible to apply for funds through this RFP:

- Be located or provide services in King County, including Seattle, and serve people who are homeless;
- Participate in the Homeless Management Information System (HMIS);
- Participate in and accept all new program participants through the Coordinated Entry for All referral process as required.
- Align with screening for program eligibility requirements;
- Adhere to a Housing First practice in serving households experiencing homelessness, and have a recovery-based approach when serving persons with history of substance use;
- Meet the requirements of the King County Community and Human Services Contract boilerplate;

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5 As defined in Definitions of Key Terms
6 Coordinated Entry for All described in Definitions of Key Terms and Contract Requirements
7 As described in King County Contracting Requirements
8 As defined in Definitions of Key Terms
• Be in good standing with all government and funding contracts and not debarred from receiving federal funds; and
• Adhere to state and federal anti-discrimination laws, including:
  ✓ All projects ensure equal access for people experiencing homelessness regardless of race, national origin, gender identity, sexual orientation, marital status, age, veteran or military status, disability, or the use of an assistance animal.
  ✓ Projects designed to serve families with children experiencing homelessness ensure equal access regardless of family composition and regardless of the age of a minor child.
  ✓ Projects that operate gender segregated facilities allow the use of facilities consistent with the person’s gender expression or identity.

2019 FUNDING PRIORITIES
These resources are intended to further strengthen alignment with broader countywide efforts and initiatives to make homelessness rare, brief and one-time. To that end, the following are prioritized:

• Demonstrated success on the System Wide Performance Targets and Minimum Standards.\(^9\)
• Willingness to serve high needs households\(^{10}\) using a recovery-based approach when serving persons with history of substance use;
• Demonstrated fair and just practices;\(^{11}\)
• Rapid re-housing programs that demonstrate an understanding of and commitment to following national best practices in delivering rapid re-housing services. Programs that demonstrate an adherence to the local model and active participation in rapid re-housing learning opportunities will be strongly considered for funding; and
• Overnight-only emergency shelters serving single adults of all ages that provide the greatest inclusivity and accommodation to households served. Programs that are responsive to the following will be strongly considered for funding: accommodate men and women, and/or couples; and/or those that have the capacity to include basic storage for shelter clients; and/or those that allow pets.

SPECIAL FUNDING INITIATIVES
• Projects that can provide targeted outreach and housing navigation services to people living unsheltered in vehicles, in King County, outside the City of Seattle, and work towards making meaningful connections to shelter, permanent housing, community resources, and mainstream services. In addition, programs that currently provide space for safe parking may apply for basic operational support. Currently operational safe parking sites may partner with non-profits who have experience serving people experiencing homelessness in order to provide housing navigation services. Under this initiative, applicants may also apply for client assistance funds specifically for housing related expenses (i.e. screening fees, deposits, first / last month rent, etc.).
• Housing navigation services for single adult only overnight emergency shelters. The County is interested in increasing housing navigation services to assist shelter residents living in single adult over-night shelters to increase opportunities for accessing housing and other resources. The ideal applicants would be able to add daytime hours to provide navigation services, facilitate access to Coordinated Entry for All, assist in gathering pertinent documentation, and support housing search. Under this initiative, applicants may apply for housing navigator staff and for client assistance funds specifically for housing related expenses (i.e. screening fees, deposits, first / last month rent, etc.). Client assistance funds will only be made available to

\(^9\)See Performance Measure Section on page 10.
\(^{10}\)High Needs Household as defined in Definitions of Key Terms.
\(^{11}\)As defined in Definitions of Key Terms.
those emergency shelters that do not currently receive UWKC Street to Home funds. Young adult emergency shelters would not be eligible for this funding. Pending award of mainstream vouchers, navigators funded through this RFP operating out of shelters with Long Term Shelter Stayers may be required to work with households to utilize vouchers.

- **Youth and Young Adult (YYA) outreach and navigation services** connected to Coordinated Entry for All outside of the City of Seattle. Funds allocated to this program shall fund a contracted community-based organization or organizations to provide housing navigation, resource connection, and related stabilization services to persons experiencing homelessness in order to support them to obtain housing

- **Master Leasing** projects that provide access to additional units for households not currently being prioritized for homeless housing that have barriers to accessing housing and/or voucher shoppers. The landlord or building owner receives the advantage of full occupancy over an extended period of time without incurring costs associated with tenant turnover. This program would have access to a centralized risk pool in case there was any damage to a master leased unit. The risk pool provides additional incentive for landlords to provide housing for tenants who might not otherwise be competitive to rent in a tight rental market.

- **Keeping Families Together (KFT):** DCHS in partnership with KCHA is seeking applicants to implement the KFT facility based housing model serving very low-income young adult parents with involvement in the child welfare system. DCHS will award funds for program operations and supportive services that are paired with Family Unification Program Vouchers (FUP) made available by KCHA to implement the KFT model. Agencies applying must have experience working with the public child welfare agency and with young adult parents ages 18-24 years old. Priority will be given to applicants that have pre-identified existing housing units for use under this initiative that are located in high opportunity communities in the North and/or East region of King County outside of the cities of Seattle and Renton. Additional information about the KFT model can be found at Keeping Families Together: Corporation for Supportive Housing.

Projects that are conditionally awarded housing authority funding will also be required to provide additional documentation prior to contracting. This documentation may include, but is not limited to insurance verification, a management plan, fair housing statements, lead paint testing, and owner certifications. Projects awarded FUP Project-based Vouchers may also be required to undergo further federal reviews as applicable including but not limited to: environmental, subsidy layering, relocation, Housing Quality Standards, poverty and/or minority concentration, and rent reasonableness as noted in the Project-based regulations at 24 CFR 983.

**AVAILABLE FUNDING**

Approximately $7.4 million in funding and King County Housing Authority (KCHA) Family Unification Program vouchers are available annually for the following activities. The final amounts are determined by the local, state and federal funding sources.

- **$3.3 million** for rapid re-housing rental assistance and program costs;

- **$2.26 million** for operating support and program costs for emergency shelters or facility-based transitional housing including:
  - $830,000 annually for programs serving all populations specifically in King County Consortium Cities and unincorporated King County.
  - $800,000 annually in United Way of King County funds for emergency shelter programs only.
  - $134,500 annually in Veterans Seniors and Human Services Levy (VSHSL) funds for emergency shelter or transitional housing programs targeted to veterans
  - $250,000 annually reserved for housing navigation services for single adult overnight-only emergency shelters.
- $250,000 annually for outreach and/or safe parking sites for people living in vehicles
- $1.5 million annually for master leasing for all project types
- $200,000 annually in program operations and supportive services that are paired with Family Unification Program Vouchers (FUP) made available for a facility based housing project serving homeless young adult parents.
- $130,000 annually for YYA Navigation connected to Coordinated Entry for All outside of the City of Seattle

King County, United Way, and KCHA staff will match the appropriate funding sources with each project that is recommended for funding. Funds will be assigned to a project based on the specific population targets, project types, activities, and geographic sub-regions. If your project serves multiple eligible populations, be certain this is clear in your application narrative. One project could receive a combination of funds from more than one funding source.

MINIMUM AWARD AMOUNT
The minimum annual funding award is $30,000.

PERIOD OF PERFORMANCE
For programs awarded funds, contract agreements will be negotiated and entered into between the agency and the specific funding entity (King County and/or United Way of King County). Initial contracts for these funds will be for one year from January 1, 2019 through December 31, 2019. Contract continuation for January 1, 2020 through December 31, 2020 is contingent upon availability of funds and a program’s success in meeting contract requirements, including performance measures, in calendar year 2019. Funding amounts for 2020 are dependent upon meeting contract requirements, program performance, spending and funds available.

ELIGIBLE COSTS

1. Program Costs

   **Eligible Program Costs**
   - Costs specifically attributed to intake and assessment, housing search and placement, housing stability, outreach, and data collection and entry including scan card equipment;
   - Salaries/benefits for program staff, including staff costs to issue rent assistance;
   - Office space, utilities, supplies, and insurance; and
   - Other costs as approved in writing by King County and if allowable for that fund source.

2. Rental Assistance Costs

   **Eligible Rental Assistance Costs**
   - Security deposits and utility deposits for households moving into a unit;
   - Rent and utility payments, including first and last month’s rent;
   - Rental or utility arrears if the payment enables the household to remain in the housing unit for which the arrears are being paid or to move to another unit;
   - Hotel/motel expenses while engaged in housing search and no other shelter option is available;
   - Reasonable costs for application fees, credit checks, and landlord incentives.
Ineligible Rental Assistance Costs
- Rent and utility assistance in combination with facility support;
- Monthly rent assistance cannot be combined with subsidized housing (except for move-in costs);
- Phone, cable, satellite or internet deposits or service;
- Mortgage assistance;
- Financial assistance to a program participant who is receiving the same type (as listed in eligible rental assistance costs above) of assistance through other public sources (either full or partial subsidy).

3. Facility Costs

Eligible Facility Operating Costs
- Lease or rent payment on a building used to provide temporary housing;
- Utilities (gas/propane, phone, electric, internet, water and sewer, garbage removal);
- Facility maintenance, repairs, janitorial and security costs;
- Facility specific insurance;
- Essential equipment and supplies (e.g. toiletries, food served in shelters, bedding, towels, etc.);
- Transportation of eligible households (bus tokens for clients / fuel for a shelter van);
- Hotel/motel expenses for less than 90 days when no suitable shelter bed is available;
- On-site and off-site management costs related to the building;
- Move-in costs, fees, deposits, and first month’s rent for households moving to permanent housing.

Ineligible Facility Operating Costs
- Replacement or operating reserves;
- Debt service or mortgage payment;
- Cable television service;
- Construction, rehabilitation, capital improvements, or replacement of fixtures or systems such as HVAC, electrical or mechanical systems, sanitation, fire suppression, and plumbing. Fixtures also include but are not limited to kitchen cabinets, built in shelves, toilets, light fixtures, staircases, crown molding, sinks and bathtubs.

4. Master Leasing Costs

Eligible Master Leasing Costs
- Lease costs
- Program costs associated with leasing

Ineligible Master Leasing Costs
- Risk mitigation funding (awardees will have access to a centralized pool of funding)

5. Administration

Awarded funds may be used for administration (indirect) costs up to an approved indirect rate. King County DCHS policy around administration costs and rates can be found on the CSD Contract Requirements website:  

www.kingcounty.gov/CSDcontracts
APPLICATION REVIEW AND EVALUATION

Threshold Review
All applications will undergo threshold review. King County and UWKC staff will review proposal packages for eligibility and completeness (that all items on the complete proposal checklist were submitted), and that each project has met the eligibility and minimum requirements as set forth in this RFP. Incomplete and/or ineligible proposal packages will not receive further review. Project applications that pass the threshold review will be reviewed by an ad hoc application review panel.

Application Review Panels
King County and UWKC Staff will convene review panels to evaluate and score the proposals based on the rating criteria listed below and to review funding recommendations. The review panel will be comprised of King County and UWKC staff, funding partners, and community partners knowledgeable about homeless housing, the All Home Strategic Plan, and consistent with standard conflict of interest rules. The review panel will evaluate the proposals based on the funding priorities, rating criteria and System Wide Performance Targets and Minimum Standards.

Funding recommendations will be made based upon the results of these review panel scores, funding availability, and the overall intent of the RFP to serve households throughout King County. The review panel reserves the right to recommend awards to lower scoring applications in order to ensure distribution of funds, geographic and population diversity, and to align funding sources. The award amount for individual programs may differ from the amount requested in the application. King County also reserves the right not to award all county funds included in this RFP.

The Director of the King County Department of Community and Human Services (DCHS) will make final county award decisions for state and designated local funds. The King County federal and designated local funding recommendations will be reviewed and approved by the Joint Recommendations Committee. UWKC award decisions are validated by select members of the UWKC senior leadership team.

RATING CRITERIA
Proposals will be rated according to criteria in several categories (see table below).

<table>
<thead>
<tr>
<th>Criteria Category</th>
<th>Possible Points (with HMIS data)</th>
<th>Possible Points (with no agency HMIS data)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency Application</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency capacity and stability</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Fair and just practices and cultural competency</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td><strong>Project Application</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Population and program design</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Program capacity and experience</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Budget and narrative</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Program performance measures *</td>
<td>50</td>
<td>0</td>
</tr>
<tr>
<td><strong>Maximum points for each project</strong></td>
<td><strong>120</strong></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>

* For existing projects with HMIS data, projects will be scored based on HMIS data from the period 4/1/2017 – 3/31/2018, as pulled from HMIS in early June 2018. Agencies with more than one Rapid Re-Housing program will be scored based on a weighted average of all RRH programs at that agency. For projects without HMIS data,
projects will be scored based on data for projects at your agency of similar program type, or if none available, by the rating criteria for “with no agency HMIS data” as listed above.

**PERFORMANCE MEASURES**

Contracts awarded under this RFP will be part of the King County Continuum of Care’s efforts to make homelessness rare, brief, and one-time. To this end, program performance will be a key part of this RFP’s rating criteria, and an integral part of contracting for funds awarded under this RFP. Performance measures will include those identified below, as well as other performance measures that may be identified by the All Home System Performance Committee.

Current performance measures for our homeless system include the following U.S. Department of Housing and Urban Development (HUD) HEARTH Performance Measures as implemented by the All Home System Performance Committee and approved by the Funder Alignment Group:

- Movement to permanent housing as measured by exit destinations;
- Length of time homeless as measured by length of time in emergency shelter and/or transitional housing;
- Returns to homelessness as measured by returns to emergency shelter or transitional housing after an exit to permanent housing.

In addition the following program performance measures will be considered:

- Program occupancy;
- Program eligibility (i.e., serving those who are literally homeless);
- Program length of stay.

Programs awarded funds under this RFP are expected to contribute positively to these performance outcomes as measured in HMIS. Accountability on System Wide Performance Targets and Minimum Standards is implemented through contracting and monitoring processes, which may result in reduced or withheld payments, and/or ineligibility for continuation funding.

**KING COUNTY CONTRACT REQUIREMENTS**

**KING COUNTY BOILERPLATE REQUIREMENTS:**

Agencies that are awarded funds through this process will contract with King County DCHS. Contracts will commence on January 1, 2019. Please note that costs incurred prior to the contract start date will not be reimbursed. Contracts include conditions relating to a number of Federal and State regulations and County ordinances which should be considered when planning your project. A sample contract boilerplate can be found on the CSD Contract Requirements webpage at: [www.kingcounty.gov/CSDcontracts](http://www.kingcounty.gov/CSDcontracts)

**Equal Benefits Compliance**

Agencies must submit the King County Equal Benefits Compliance worksheet as part of the application packet, and must also certify on the Agency Application Form that they have reviewed the current King County Community and Human Services Contract boilerplate; and that they understand and are able to meet the requirements set forth therein. The 2018 King County Community and Human Services Contract boilerplate is included as Attachment F to this RFP. The King County Equal Benefits Compliance Worksheet is included as Attachment E to this RFP.
REQUIREMENTS IN CONTRACT EXHIBIT (SCOPE OF WORK):

In addition to the contract boilerplate, each program funded will have a contract Exhibit detailing the scope of work and other requirements.

Regardless of fund source, all contract exhibits awarded through this RFP will include the King County CHG Guidelines as a requirement of the contract.

Other fund sources may have requirements in addition to King County’s and those in the King County CHG Guidelines, which will also be included in your contracts (i.e. depending on which fund source is awarded to you).

Standard Exhibit requirements, definitions, guidelines and other requirements can be found on the CSD Contract Requirements webpage at: www.kingcounty.gov/CSDcontracts

As our community continues to refine its approach to ending homelessness, program definitions and performance requirements may change over time resulting in changed requirements between the first and second year of awards under this RFP:

Coordinated Entry for All
Agencies receiving King County funding must commit to utilizing Coordinated Entry for ALL (CEA), when filling vacancies in the program receiving funding under this RFP unless an exception for participation is granted in accordance with the CEA Policies and Procedures.

Homeless Management Information System
Agencies receiving King County funding must participate in the Homeless Management Information System. King County will use the invoice process to ensure timely, accurate, and quality data is being entered into HMIS. Reimbursements will not be paid until data is accurate, timely and of high quality.

Invoicing and Monitoring Requirements
Agencies will be required to submit regular and timely program invoices.

Agencies will be expected to provide additional information, as needed, for project monitoring, management, and evaluation. DCHS will visit sites and maintain active contact with all agencies to provide technical support and assistance as needed.

Performance Measures
King County expectations around program performance measures will be reflected in Contract Exhibit language.

Screening for Program Eligibility
Homeless housing programs funded by DCHS will be required to align to the program eligibility standards for the appropriate type of housing intervention as described on our website at www.kingcounty.gov/CSDcontracts.

Participation in All Home Strategic Plan Activities
Homeless housing programs will be required to participate in All Home strategic plan activities as described on our website at www.kingcounty.gov/CSDcontracts.

Fair Housing
King County DCHS affirmatively furthers fair housing and passes this duty on to our grantees. Subsequently
funded housing projects/units must further federal, state, and local fair housing laws in design, operation or services.

King County strongly advises agencies to consult the publication “A Guide to Fair Housing for Nonprofit Housing and Shelter Providers” and other resources available on the King County Office of Civil Rights web page. In addition, agencies may contact the Office of Civil Rights for specific questions.

http://www.kingcounty.gov/exec/CivilRights/FH/FHresources.aspx

DEFINITIONS OF KEY TERMS

1. **Assessment and Re-Assessment** of each household’s housing needs are used to facilitate planning with the goal of obtaining or maintaining housing stability. Assessments and re-assessments are also used to establish continued eligibility and amount of continued service and subsidy based on the program model.

2. **Case Management – Housing Focused**: Housing focused case management focuses on immediate efforts to address housing attainment, utilizing the minimum assistance needed to address each household’s immediate housing crisis. Staff works with each household to identify and refer households to other resources in the community (mainstream services, benefit services, food assistance programs, childcare resources, etc.) to support ongoing housing stability. Services are generally light-touch, housing-focused and person-centered; but can be increased through progressive engagement if more services are necessary to help households stabilize in housing.

3. **Coordinated Entry for All: (CEA)**. The purpose of Coordinated Entry for All (CEA) is to ensure that prioritized households experiencing homelessness have fair and equal access to housing. The system aims to work with households to understand their strengths and needs, provide a common assessment, and connect them with housing and homeless assistance. Through the use of standardized tools and practices, CEA aims to incorporate the principles of a system-wide housing first approach and prioritize those with the highest service needs. King County is in the process of shifting CEA to have a dynamic prioritization process that uses prioritization criteria (i.e., assessment result, unsheltered status, length of time homeless) to identify the most vulnerable (through a case conferencing process) based on the number of anticipated housing placements across all resources that will occur in the next 60 days. As a result of these upcoming changes we anticipate several changes to come over the next year.

4. **Culturally Competent Services**: Cultural competency within an organization and the services that it provides includes a defined set of values and principles, and demonstrated behaviors, attitudes, policies and structures that enable the organization to work effectively in cross-cultural situations. The three following components must exist:

   - **Accessibility**: the agency evaluates and modifies the way in which its services are accessible (language, location, delivery style) to populations whose modes of engagement are different from the majority population.
   - **Relevance**: the agency identifies specific culturally-based needs of populations and modifies the services delivered in order to meet those needs, including acquiring and institutionalizing cultural knowledge.
   - **Commitment**: the agency periodically conducts a self-assessment and reviews its cultural competency, including obtaining input from client and non-client culturally diverse populations and key stakeholders and uses this feedback in policy making, agency administration, and service delivery.

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12 Refer to CSD Contracting website at: www.kingcounty.gov/CSDcontracts
5. **Emergency Shelter** is defined as temporary shelter from the elements and unsafe streets for homeless households. Shelter programs are either fixed capacity (facility-based) or flexible capacity (for example, hotel/motel vouchers). Emergency shelters typically address the basic health, food, clothing and personal hygiene needs of the households that they serve and provide information and referrals about supportive services and housing. Emergency Shelters are indoors, and range from mats on the floor in a common space to beds in individual units. Some shelters are overnight only, while others operate 24/7. Where shelters are 24/7 and have navigation and/or case management services (often called “enhanced shelter”) services emphasize housing attainment through housing-focused assessment and housing stability planning, which includes working with households to identify and refer to other resources in the community to support ongoing household and housing stability.

6. **Fair and Just Practices**: Agency policies, practices, services and systems that promote fairness and opportunity for all people, particularly marginalized communities including people of color, low-income communities, people with limited English proficiency, immigrants and refugees, individuals with disabilities and LGBTQ youth and adults. This includes programs and practices that engage all communities in a manner that fosters trust among people across geographic, race, class and gender lines and supports efforts to develop solutions on individual, organizational and community levels.

7. **High Needs Household**: Households are considered high needs if they have a high need for intensive therapeutic support and access to behavioral health supports in order to obtain and remain in housing. High needs households are prioritized by Coordinated Entry for All triage tool as CEA Band: High (3).

8. **Homeless**: from HUD Continuum of Care Definition [24 CFR 578.3]: A homeless person or household is someone who is literally homeless, or fleeing or attempting to flee a domestic violence situation. These categories are further defined below.

   1. **Category 1, Literally Homeless**: Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

      a. Has a primary nighttime residence that is a public or private place not meant for human habitation;

      b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or

      c. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

   2. **Category 4, Fleeing or Attempting to Flee a Domestic Violence Situation**: Any individual or family who:

      a. Is fleeing, or is attempting to flee, domestic violence;

      b. Has no other residence; and

      c. Lacks the resources or support networks to obtain other permanent housing.
9. **Housing First** is a homeless system practice that centers on connecting people experiencing homelessness to permanent housing as quickly as possible with few to no treatment preconditions, behavioral contingencies, or other barriers. Programs in a housing first homeless system do everything possible not to reject a household on the basis of poor credit or financial history, poor rental history, minor criminal convictions or behaviors that are interpreted as indicating a lack of "housing readiness". Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions. Programs empower homeless people to overcome barriers to obtaining permanent housing. Support services are voluntary, but can and should be used to persistently engage households to ensure housing stability. Homeless housing units in the system must reduce screening barriers and screen in homeless households, many of whom have barriers that traditionally make it more difficult for them to rent in the private market.

10. **Housing Location** is activities related to engaging with and recruiting landlords, property management companies and housing developers to increase access to permanent housing for homeless and other vulnerable individuals and families. A variety of incentives and supports are available to participating landlords and property managers who agree to reduce screening criteria for households with barriers to permanent housing.

11. **Housing Navigation** is assistance during the process of securing housing from housing referral to “lease up”. Activities include assisting in documentation gathering, meeting transportation needs and addressing any challenges that may arise in the housing process at the time of referral.

12. **Housing Stability Plan**: An individualized housing and service plan that is housing-focused and client-driven. Housing stability plans are individualized based on housing needs as identified by each household, and are used to facilitate housing-focused case management with the goal of obtaining or maintaining housing stability. Services should be voluntary and build on the strengths and resources of each household, respecting their autonomy.

13. **Keeping Families Together (KFT)**: is a national initiative to designed to bring together housing authority (Family Unification Program (FUP) vouchers), child welfare systems, and housing service providers to house and foster housing stability for homeless households involved in the child welfare system.

14. **Long Term Shelter Stayers**: individuals who stay extended durations of time and/or frequency in emergency shelter – account for a large portion of available shelter capacity. Through the LTSS Initiative, it has been discovered that many of these long-term stayers were not high utilizers of other systems, and did not score high in vulnerability assessments, therefore are not eligible for permanent supportive housing and prioritization for housing through the King County Coordinated Entry system.

15. **Master Leasing**: is a model of affordable housing provision in which a nonprofit entity would contract with King County to fully lease (“master lease”) from a landlord or housing provider a block of affordable housing units for an extended period of time. The nonprofit would then manage the block of units, making the units available to tenants who may be otherwise ineligible or unable to compete for rental housing.

16. **Outreach Services**. Engagement with people who are not currently connected to community resources. Outreach services specifically target populations and/or geographic areas in order to identify and connect people to services and/or housing.

17. **Permanent Housing with Supports (i.e. other permanent housing)**. Non-time limited affordable housing for households experiencing homelessness with a high to medium level of service needs. The tenant holds a rental agreement, with individualized services offered in order for the homeless household to maintain
housing stability. Programs and services are available on or off-site and may be through community-based partnerships and services are voluntary.

18. **Permanent Supportive Housing**: Non-time limited affordable housing for a household that is homeless on entry, and has a condition or disability, such as mental illness, substance abuse, chronic health issues, or other conditions that create multiple and serious ongoing barriers to housing stability. Households need a long-term high level of services in order to meet the obligations of tenancy and maintain their housing. Tenant holds a rental agreement or lease and may continue tenancy as long as rent is paid and the tenant complies with the rental agreement or lease. Tenants have access to a flexible array of comprehensive services, mostly on site, such as medical and wellness, mental health, substance abuse, vocational/employment, and life skills. Services are available and encouraged but are not to be required as a condition of tenancy. There is ongoing communication and coordination between supportive service providers, property owners or managers, and/or housing subsidy programs. Permanent Supportive Housing may be facility-based or with scattered-site.

19. **Progressive Engagement** is a service delivery approach and homeless system orientation that includes the following elements:
   - Individualized services that are responsive to the needs of each household.
   - Initial assessment and services address the immediate housing crisis with the minimal services needed.
   - Frequent re-assessment determines the need for additional services.
   - Services are voluntary and build on the strengths and resources of each household, respecting their autonomy.
   - Households must be exited to permanent housing as soon as possible.
   - The ability to access assistance if a household faces homelessness again.

20. **Rapid Re-Housing (RRH)** is a low-barrier, time-limited intervention connecting households experiencing homelessness to permanent housing through a tailored package of assistance. RRH includes three core components: 1) Housing Identification. 2) Move-in and Rental Assistance, and 3) Housing-Focused Case Management Services and Supports. Housing-focused case management is provided, with an emphasis on immediate efforts to obtain housing, utilizing the minimum assistance needed to resolve each household’s immediate housing crisis. Once a household moves into permanent housing (tenant holds the lease), rental assistance may be provided, utilizing a progressive engagement approach to provide the appropriate level of assistance, starting with the least amount necessary to stabilize housing. Frequent re-assessment will be used to establish continued eligibility and amount of continued rental subsidy. The services are time-limited and the household does not have to leave the housing when services end. RRH staff work with each household to identify and access supports including family and friend networks, and refer households to other resources in the community (mainstream services, benefit services, food assistance programs, childcare resources, etc.) to support on-going household and housing stability.

21. **Recovery-Based Housing** is a housing model that uses substance use-specific services, peer support, and physical design features to support individuals and families on a particular path to recovery from addiction, typically emphasizing abstinence. Recovery-Based Housing is not to be in conflict with Housing First, a system-wide approach that removes barriers whenever possible and that addresses the housing needs of people at all stages of recovery, so long as entry into the program is based on the choice of the program participant.
22. **Transitional Housing** is a time-limited intervention intended to provide assistance to households who need more intensive or deeper levels of support services to attain permanent housing. Emphasis is still placed on rapid exit to permanent housing, but lengths of stay are flexible and tailored to the unique needs of each household. Services continue to emphasize housing attainment through a housing-focused assessment and housing stability planning, which includes working with each household to identify and refer households to other resources in the community to support on-going household and housing stability. All services are person-centered and tailored to the individual needs of each household. Transitional housing comes in a variety of facility-types, from congregate-style living to scattered site apartments.

23. **Trauma Informed Care** is an approach to working with people that understands, recognizes and responds to the impacts of trauma. No one is immune to the impact of trauma, but it is certainly experienced by people facing homelessness. Often, trauma survivors can be re-traumatized by well-meaning providers. Becoming ‘trauma-informed’ recognizes that people experience many different types of trauma in their lives and their responses vary. By orienting our organizations, environments, services, and day-to-day interactions around the impacts of trauma, we create a safe and healing space for everyone.

24. **Voluntary Services.** Flexible services designed primarily to help tenants maintain housing. Voluntary services are those that are available to but not demanded of tenants (one’s housing is not dependent on participation in services). While services are not a condition of tenancy, providers may employ motivational interviewing and other techniques to engage clients in services.

### COMPLETE PROPOSAL PACKAGE

**COMPLETE PROPOSAL PACKAGE**

A proposer may apply for funding for one or more projects. **EACH** project that is applying for funding must submit a separate application in ZoomGrants; **each** consisting of:

- Complete “Summary” page directly in ZoomGrants;
- Complete “Project Application” page directly in ZoomGrants; and
- These Required Budgets (uploaded in ZoomGrants):
  - “Project Application Budget for calendar year 2019”, (Use the Excel template provided and upload the Excel version); and
  - Complete project budget for your current (2018) fiscal year (in your own format)

In addition, **ONE** project application for each proposer (agency) shall include (upload) these Required Documents:

- “Agency Application Form” (Using Word template provided. Upload signed copy as pdf);
- Most recent agency audit. (OR, a statement explaining why an agency audit is not available);
- Management findings and any corrective action plans for any audits or monitoring visits with past three years. OR, a letter stating that there are no findings or corrective action plans; and
- For non-profit organizations: copy of 501(c) (3) letter from the Internal Revenue Service.
### APPLICATION AND AWARD TIMELINE

<table>
<thead>
<tr>
<th>2018 RFP Timeline</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 1</strong></td>
<td>Application materials available on the King County website. Public announcement of RFP.</td>
</tr>
<tr>
<td><strong>August 9</strong></td>
<td>Applicant workshop 10:00 - 11:30 a.m. Mercer Island Community and Event Center, 8236 SE 24th St., Mercer Island.</td>
</tr>
<tr>
<td><strong>August 28</strong></td>
<td>Technical Assistance Deadline,</td>
</tr>
<tr>
<td><strong>September 6</strong></td>
<td>Complete proposal package due to King County no later than Midnight.</td>
</tr>
<tr>
<td><strong>September – Mid October</strong></td>
<td>Application review process (applicants may be contacted during this time for additional information)</td>
</tr>
<tr>
<td><strong>Early November</strong></td>
<td>Applicants will be notified of conditional funding awards and sources*</td>
</tr>
<tr>
<td><strong>January 1, 2019</strong></td>
<td>Contracts begin</td>
</tr>
</tbody>
</table>

*Federal and state awards are conditional until King County has contracts and the authority to spend the funds; and any concerns raised during the application review process have been resolved to King County’s satisfaction.

### TECHNICAL ASSISTANCE

**TECHNICAL ASSISTANCE**

King County DCHS will sponsor an **Application Workshop** at which technical assistance will be offered to applicants in understanding and completing the Application. The workshop is scheduled for **August 9th 2018 from 10:00 11:30 AM**. Applicants are encouraged but not required to attend.

Additional technical assistance may be requested through your application portal in ZoomGrants until **August 28th, 2018 by 12:00 Midnight**.

### CONTACT INFORMATION

All questions must be directed through your application portal in ZoomGrants.

Sign language and communication material in alternate formats can be arranged given sufficient notice by calling: 206-263-9021 or TTY: 711 (Relay service)
Snoqualmie Koinonia Park Extension Request

Issue: City of Snoqualmie requests a one-year extension for the Koinonia Park project.

Background: The City has pursued this CDBG project for 4 years, following a 2014 application and initial award, project delay, 2016 re-application, and design throughout 2017. The City has secured and will continue to hold $222,000 of City funds towards this project. Given the $300,000 estimated park improvement costs for retaining walls, improved field drainage, and new play facilities, CDBG provides the crucial “gap” funding necessary to fully fund the project and allow the City to restore the park to its full functionality.

The project experienced a setback this summer after the City advertised, provided a pre-bid meeting, and conducted a bid opening on August 16, 2018. There were no bid submittals. There is not enough time remaining to repeat the bid advertisement process, secure a contractor and complete proposed improvements by the 17 month term.

JRC Options:

Option 1: Deny the request, cancel the project and recapture the 2017 funds due to failure to meet the 17 month expenditure requirement.

Option 2: Approve the request, extend the project timeline as proposed.

Considerations:

1. This project is now ready to go and should have no delay in implementing the construction (outside of weather considerations).

2. If Option 1: The County has expended funds for the Snoqualmie environmental review process and staffing costs related to the design and bidding phases of the project. If Option 1 moved forward, the County would have to repay any expenditures on the project with non-CDBG funds since the project did not provide a benefit to the public, therefore it would not meet a National Objective.

Staff Recommendation:
Staff recommends Option 2, with conditions that the City of Snoqualmie be held to the timeline presented in its extension letter. The project would need to be constructed no later than late June or early July with project closeout completed by September, 2019.

JRC Action Requested: The JRC is requested to review, discuss and approve or deny the extension request presented by the City of Snoqualmie regarding project C17513 Snoqualmie Koinonia Park.

Staff Contact: Kathy Tremper, Community Development Coordinator
E-mail: Kathy.Tremper@kingcounty.gov Phone: (206) 263-9097
September 10, 2018

Urban Consortium Joint Recommendation Committee

In Care of
Kathy Tremper
Kathy.Tremper@kingcounty.gov
Community Development Coordinator
King County Housing & Community Development Program

Project Name: Snoqualmie Parks Improvements
Contract#: 5919343
Koinonia Park

Dear Joint Recommendation Committee members,

This letter is to formally request a one-year extension for the above grant contract, which provides $75,000 Community Development Block Grant (CDBG) funds towards Koinonia Park improvements.

The Koinonia Park project improves a park and play facilities in a Habitat for Humanity affordable housing development with 50 low-income condos. The project incurred a setback after the City advertised, provided a pre-bid meeting, and conducted a bid opening on August 16, 2018 – and had no bid submittals. There is not enough time remaining to repeat the bid advertisement process, secure a contractor and complete proposed improvements by the contract end date of 9/30/18.

The City has pursued this project for 4 years, following a 2014 application and initial award, project delay, 2016 re-application, and design throughout 2017. The City has secured and will continue to hold $222,000 of City funds towards this project. Given the $300,000 estimated park improvement costs for retaining walls, improved field drainage, and new play facilities, CDBG provides the crucial capstone funds necessary to restore the park to its full functionality.

The City believes the project can be completed one year from now, using the following timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Bid advertisement</td>
<td>Dec 2018</td>
</tr>
<tr>
<td>Bid opening</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>Construction start</td>
<td>March 2019</td>
</tr>
<tr>
<td>Closeout/release retainage</td>
<td>June 2019</td>
</tr>
<tr>
<td>Contract end</td>
<td>Sept 30, 2019</td>
</tr>
</tbody>
</table>

Although we are deeply disappointed by the project delay, we are confident that a one year extension will bring this project to fruition, an improvement the Habitat for Humanity neighborhood has long deserved.

Sincerely,

Matthew R. Larson
Mayor

Sent via email
Valley View Sewer System Additional Fund Request

**Issue:** Valley View Sewer District request additional funds to assist the unanticipated low to moderate-income need presented in the completion of connecting low moderate-income homes to a new mainline sewer system.

**Background:** In 2016 Valley View Sewer District applied and received Community Development Block Grant (CDBG) assistance to help low income property owners pay for new sewer connections in two project areas: The Military Road South/Hilltop (MRS/Hilltop), and The Loop. The program was awarded the funds with the condition the assistance would be deferred payment loans that will be repaid by the homeowners upon transfer of property ownership.

At the time of the grant application it was unknown how many participants would be eligible to apply and how many would desire to take advantage of the program. The award was based on pre-application income surveys of the project areas, 20 low income eligible recipients were expected to apply, and be eligible for, CDBG assistance. The MRS/Hilltop project was completed in 2017, and all eligible applicants who applied did receive assistance. The Loop project, however, has many more eligible applicants than anticipated based on the Pre-Block Grant Application income surveys. Instead of 10 eligible applicants, the District and County Staff have now reviewed 19 eligible applications for assistance. Providing assistance for all 19 of the eligible low income applicants will require an additional $97,000 in CDBG funding.

**JRC Options:**

Option 1: Deny the request. The eligible low income property owners will need to find other financial means to connect to the sewer.

Option 2: Approve the request. This would assist in additional CDBG eligible homeowners in connecting to the sewer mainline than was initially anticipated.

**Considerations:**

1. This project was identified as the 2017 contingency project for up to the initial ask of $301,080 ($297,080 plus $4,000 for environmental review cost).

2. If Option 1: This approach is contrary to the goals set forth in the Consolidated Plan and local adopted policies of assisting low income homeowners retain their affordable housing.

3. If Option 2: Fund the additional $97,000 to assist the additional number of households.

**Staff Recommendation:**

Staff recommends Option 2: Funds are available from 2017 program income set aside that was not used for the White Center Square Section 108 Loan payment. Using this option allows the older funds to be expended immediately and reduces the administrative burden of recycling the funds in the next allocation process. These funds will be repaid to the program in the future as Program Income.

**JRC Action Requested:** The JRC is requested to review, discuss and approve or deny awarding an additional $97,000 to the Valley View Sewer District for CDBG project C16311 Valley View Sewer District Special Assessment Program. Total award for the project would be $398,080.

**Staff Contact:** Kathy Tremper, Community Development Coordinator  
E-mail: kathy.tremper@kingcounty.gov  Phone: (206) 263-9097
Joint Recommendation Committee

Attn: Kathy Tremper
Community Development Coordinator
Housing and Community Development
401 Fifth Avenue, Suite 510

RE : Request for additional funds.

Dear JRC Members:

In 2016 Valley View Sewer District applied for Block Grant assistance to help low income property owners pay for new sewer connection costs in two project areas: The Military Road South/Hilltop (MRS/Hilltop) new sewer construction project area, and The Loop new sewer construction project area. MRS/Hilltop is located within the cities of SeaTac and Burien, The Loop is located within the city of Tukwila.

Funds were awarded ($297,080.00), and based on pre-application income surveys of the project areas, 20 low income eligible recipients were expected to apply for, and be eligible for, block Grant assistance. As it turned out there were fewer than expected eligible applicants in the MRS/Hilltop project area. The MRS/Hilltop project was completed in 2017, and all eligible applicants did receive assistance. The Loop project, however, has many more eligible applicants than anticipated based on the Pre-Block Grant Application income surveys. Instead of 10 eligible applicants, the District and County Staff have now reviewed 19 eligible applications for Block Grant assistance. Providing assistance for all 19 of the eligible low income applicants will require an additional $97,000.00 in Block Grant funding.

Valley View, on behalf of low income eligible project area residents, would request that the JRC consider a supplemental award of funds for this project.

Thank you for your consideration of this request.

Dana Dick
Valley View Sewer District
Project Manager
King County
CDBG Consortium
2018 CDBG Capital Applications for 2019 Funds

HCD CD Staff and
Sub-Region
Proposal Evaluations

September 27, 2018
King County Regular CDBG Consortium

2019 CDBG Non-Housing Capital Allocation Recommendations
For
North/East and South Sub-regions

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North/East List of Proposals Received  Page 3
North/East Sub-region Proposal Summaries  Page 5-10

South List of Proposals Received  Pages 11-12
South Sub-region Proposal Summaries  Pages 13-32

Attachment A – 2019 CDBG Standard Capital FUNDING CONDITIONS  Page 33
| Project Title                  | Category    | Full Fund Request | Minimum Request | Proposed Use of CDBG Funds/Reference Page                                                                                                                                                                                                 |
|-------------------------------|-------------|-------------------|-----------------|                                                                                                                                                                                                                                                                         |
| ARCH Housing Set-aside        | Housing     |                   | $113,302        | At the Consortium-Wide Meeting held February 16, 2018, members of the N/E Sub-Region discussed the 40% N/E Funds set aside as priority funding for housing project(s) to be distributed through ARCH RFP Process in Fall 2018.                               |
| Encompass Parking Lot         | Public      | 391,224           | 150,000         | CDBG funds would be used to modify the Early Learning Center parking lot to fix safety and traffic flow issues while improving handicapped access. Project scope consists of the renovation of existing parking lot, pedestrian paving and landscape. Increase parking from 12 to 20 spots. Sidewalks and new benches for preschoolers to sit on while they wait to be picked up by parents, boardwalk over conveyance ditch for staff and visitors crossing from parking on the other side of Boalch Ave, and relocated trash enclosure. |
| Mt Si Senior Center           | Community   | $310,000          | $65,000         | CDBG funds will be used to resolve removal of architectural barrier issues in two bathrooms, improve disability access, replaces the roof and provides fall-resistant durable flooring in the dining an multipurpose rooms. This is one phase of a larger plan to rehabilitate and improve the center.             |
| North Bend Downtown           | Public      | $265,000          | $75,000         | CDBG funds will be used to connect a low-income neighborhood to downtown utilizing two existing parks for the corridor. Project will improve the ped crossing at Park St to a more visible and safe location at the apex of the curve. A pair of push activated, rapid flashing mid-block pedestrian lighting will be installed. |
| **Total Request**             |             | **$1,079,526**    | **$403,302**    |                                                                                                                                                                                                                                                                         |
Mt Si Senior Center

Request: $310,000 / Min: $65,000

Project Summary: CDBG funds will be used to resolve removal of architectural barrier issues in two bathrooms, improve disability access to facility entries, replaces the roof and provides fall-resistant durable flooring in the dining and multipurpose rooms. This is one phase of a larger plan to rehabilitate and improve the center.

Need: The door threshold at entries exceeds the maximum of 1/4". In the bathrooms, some areas allow a wheelchair turnaround while other areas in the bathroom don't. Additional grab bars are needed in the accessible toilet stalls as well as toilet seats that are a minimum of 17". The sinks are small and exposed pipes are not insulated. Soap and towel dispensers are more than 40" from the floor. Tile flooring has cracks and holes through to the underflooring; carpet is peeling up along the seams.

Benefit/Accessibility: By completing the improvements the agency will be able to continue to provide seniors with affordable nutrition, fitness, and social opportunities in a setting that is pleasant, safe, secure and accessible. Each year Mt. Si Senior Center serves nearly 950 adults in North Bend, Snoqualmie, and the surrounding unincorporated areas. The project will result in an increase in quality of service, as well as help meet the Health & Safety of the senior community. Beneficiaries: 1,032.

Readiness/Timeliness:

1) Scope: CDBG funds would be used for removal of architectural barriers presented 1) in the entryways to building, replace the front doors with be an accessible telescoping door system. The doors at the North entry will be replaced and fitted with an access switch. The 3/4" inch threshold will also be addressed. The concrete step outside the Southwest emergency exit will be replaced; 2) The two bathrooms in the original building will have toilets, sinks and a urinal replaced; 3) roof will be replaced with high-wind 50-year roofing along with the installation of high-volume gutters and downspouts, and 4) installation of 4000sf of new carpet and 2000sf of vinyl flooring in the dining and multipurpose room.

2) Budget: The Agency has not sought other funding for the 4 sub-projects submitted in the CDBG proposal. Mt. Si Senior Center is prepared to cover expenses relating to architectural design, additional project management, and MSSC staff.

<table>
<thead>
<tr>
<th>Sources</th>
<th>Uses</th>
<th>Amounts</th>
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</thead>
<tbody>
<tr>
<td>2019 CDBG Funds</td>
<td>Prof Services (Eng. &amp; Design), Permit</td>
<td>$ 7,114</td>
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<tr>
<td>Other Prior CDBG Funds</td>
<td>Construction (2019 CDBG – all)</td>
<td>$ 312,174</td>
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<tr>
<td>Other Funds Identified</td>
<td>Environmental Cost (2019 CDBG)</td>
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<tr>
<td>Total:</td>
<td>Total:</td>
<td>$ 322,288</td>
</tr>
</tbody>
</table>

Project List - 2019 CDBG Capital Applications
Service Delivery - Public Health and/or Safety Need
The project addresses ADA accessibility. Removing architectural barriers means that people with mobility issues can more readily access the programs designed specifically to positively contribute to their health, nutrition, and wellness. In addition, emergency services can more easily attend to the medical needs of the clients requiring urgent care.

Service Delivery Area Map:

The primary service area includes North Bend, Snoqualmie and the surrounding Unincorporated areas of King County.

Equity and Social Justice Initiative
Response: By rehabilitating the Center, seniors will continue to be provided with affordable nutrition, fitness, and social opportunities in a setting that is pleasant, safe, secure and accessible. Low-income seniors can come in out of the rain, get warm and share a meal with a friend or join an activity or fitness class.

The current population of Valley seniors is 89.8% White; 4.1% Asian, 2.2% Hispanic/Latino, and other groups combined are less than 4%. Communities of color report poorer health than whites and more disabilities. Seniors with limited English are at higher risk for social isolation. There is increasing diversity in the population the Agency serves. Using King County 2018 VSHSL funding it will address the cultural competency of their organization - with a focus on culturally appropriate programming, outreach and the translation of marketing materials. This will make the Center's affordable programs more accessible to an increasingly diverse community.
City of North Bend, WA                  North Bend Pedestrian Connection
Request: $265,000 / Min: $72,000        Category:  Infrastructure Improvements

**Project Summary:** In two phases, this project connects a low income neighborhood to downtown utilizing two existing parks for the corridor. It will also improve pedestrian safety where the trail crosses Park Street by adding appropriate pedestrian infrastructure. CDBG funds will be used to connect a low-income neighborhood to downtown utilizing two existing parks for the corridor. Project will improve the pedestrian crossing by removing architectural barriers at Park Street to a more visible and safe location at the apex of the curve. A pair of push activated, rapid flashing mid-block pedestrian lighting will be installed. The project is connecting two parks: William Henry Taylor Park at 205 E McClellan St, North Bend, WA 98045 to Si View Park at 400 SE Orchard Drive, via 215 E Park Street.

**Need:** The existing crosswalk is located around a corner and visibility is poor. Vehicles often use Park Street as an alternative, quicker route than the downtown route, therefore cars are often traveling at faster speeds. The corridor does not meet ADA requirements as the ramps either do not exist or are old and outdated. In addition, there is gravel with potholes that make it difficult to navigate wheels across those areas.

**Benefit/Accessibility:** This project will encourage multi-modal transportation in a safe and equitable manner providing transportation opportunities for all residents, reducing the number of vehicular trips causing congestion, and reducing greenhouse gas emissions.

**Readiness/Timeliness:**

1) **Scope:** CDBG funds would be used to relocate the crosswalk to the apex of the curve, and install pedestrian activated flashing beacons to improve the safety of the crosswalk. The project will also separate the pedestrian corridor from the existing driveways which will improve safety by removing cars and pedestrians from the same corridor while also signifying the corridor is open for public access.

2) **Budget:** The City has pledged $24,138 towards the CDBG phase of this project. There are no other grants being requested and no other federal resources.

<table>
<thead>
<tr>
<th>Sources</th>
<th>Uses</th>
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<tr>
<td>2019 CDBG Funds</td>
<td>Prof Services (A&amp;E), Project Management</td>
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<td>$24,138</td>
<td>$4,000</td>
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<tr>
<td>$286,502</td>
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</table>

This project can be funded at a reduced level with a minimum request in the amount of $67,732: If the project is funded at a reduced level only the Park Street Pedestrian Safety Improvements would be funded.
Service Delivery - Public Health and/or Safety Need:

The project is improving a pedestrian route that connects a low-income neighborhood to North Bend's downtown via two community parks. It provides a multi-modal transportation options and improved infrastructure for users other than vehicles. In addition, it provides an alternative route for users who do not have a vehicle. The route will be open to all users and provide equal access to all residents within the service area. It will enable individuals who may have been isolated due to their lack of automobile to safely access downtown in a safe and enjoyable experience.

Service Delivery Area Map:

Equity and Social Justice Initiative

Response: North Bend has been a predominately Caucasian community in recent history. The 2010 census indicated approximately 91.5% of the population identified as white. However we are now seeing many ethnicities move into the region. While the City doesn’t have the specific numbers for North Bend, what they do know is between the years 2000 and 2017 more than 2 million people moved to King County, half of this growth was foreign born population. A majority of this immigration is arriving from Asia, Latin America, Eastern Europe and Africa. With the rapid growth, North Bend is welcoming its share of foreign born, or ethnicities identifying as other than Caucasian into its community. It is the City’s goal to connect all residents, old and new alike, to North Bend’s downtown, parks, and neighborhoods. With projects such as these they can continue to see the goal become a reality.
Encompass
Request: $395,000 / Min: $150,000

Project Summary: Funds would be used to modify Early Learning Center parking lot to fix safety and traffic flow issues while improving handicapped access. The facility is located at 1407 Boalch Avenue NW North Bend, WA 98045.

Need: The parking lot is used for parking as well as for a drive through drop-off and pick-up for our preschool classes. Because the preschool classes have half-day morning, half-day afternoon or all-day options this drive through scenario happens four times per day with staff and visitors navigating an unsafe ingress and egress to the building. The agency is acutely aware of the situation and have avoided accidents by positioning all early learning staff at stations in the parking lot to direct traffic and bring children to and from their parents' cars.

Benefit/Accessibility: The parking lot remodel will allow better and safer access to the building for all families and staff. The project would benefit 160 persons.

Readiness/Timeliness:
1) Scope: The project scope consists of the renovation of existing parking lot, pedestrian paving, and landscape. New paving and redesign to increase parking from 12 to 20 spots including 2 handicapped parking spots; sidewalks for children to walk safely from school bus and for staff and visitors to safely navigate from parking areas along the street and parking lot to the front of the building; and landscaping are to be provided within the construction area. New benches for preschoolers to sit on while they wait to be picked up by parents, boardwalk over conveyance ditch for staff and visitors crossing from parking on the other side of Boalch Avenue NW, and relocated trash enclosure are included within the scope of work.

2) Budget: There are currently no other funds committed for this project though if partially funded, Encompass will seek in-kind and other grants and donations to raise the additional required funding.

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<thead>
<tr>
<th>Sources</th>
<th>Uses</th>
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<td>Total:</td>
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</table>

This project cannot be funded at a reduced level below $150,000 at this time. If partially funded, Encompass will seek in-kind and other grants and donations to raise the additional required funding.
Service Delivery - Public Health and/or Safety Need:

The primary use for this location is to provide preschool and toddler classes for children as well as to house the staff that support these programs. Approximately 65% of the children served fall within the LMA parameters required. This is determined through the use of a screening tool.

Service Delivery Area Map:

The parking lot remodel will allow better and safer access to our building for all families. Low-income families who participate in ECEAP receive family support services that help parents access needed resources including crisis intervention, Supplemental Security Income (SSI), health care and basic needs services, and coordination of services with other community agencies.

Equity and Social Justice Initiative

Response: In order to serve our Latino population, Encompass incorporates Latino culture and language into everyday classroom activities. Pictures and sight words are posted around the classrooms in both English and Spanish. Spanish language children’s books are present and often read at circle time. Five of the 20 early learning staff at Encompass are bilingual in Spanish and are bicultural with staff representing the countries of Chile, Columbia, El Salvador and Mexico. This allows Encompass to naturally incorporate Latino language and culture into our classrooms. Parent materials are also offered in Spanish.
<table>
<thead>
<tr>
<th>Project Title</th>
<th>Category</th>
<th>Fund Request</th>
<th>Minimum Request</th>
<th>Proposed Use of CDBG Funds</th>
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<tbody>
<tr>
<td>Pacific Community Center Update</td>
<td>Community Facility</td>
<td>$215,000</td>
<td>$150,000</td>
<td>CDBG funds will be used to install electrical outlets in the gym; acoustical panels and sound system; raise the NW corner of the building; update bathrooms re ADA accessibility; refinish gym floor. East Room: upgrade kitchen; replace floors, add signage at the corner of 3rd and Milwaukee.</td>
</tr>
<tr>
<td>Somali Youth and Family Gathering Café'</td>
<td>Community Facility/Economic Development</td>
<td>$99,000</td>
<td>$95,000</td>
<td>CDBG funds will be used to provide tenant improvements to a community facility. Location is in Angle Lake P&amp;R. This will be a place where families, youth and elders can benefit from basic needs service. Project will generate 3 l/m jobs.</td>
</tr>
<tr>
<td>White Center Food Bank</td>
<td>Community Facility</td>
<td>$69,000</td>
<td>$60,000</td>
<td>CDBG funds will be used to address the warehouse floor which has rotted out under freezer and cooler. Project includes relocation of freezer/cooler outside to be mounted on concrete slab. A door will be installed to allow access to refrigeration units from warehouse. Damaged floor to be repair.</td>
</tr>
<tr>
<td>Des Moines Field House Park Playground</td>
<td>Parks</td>
<td>$112,000</td>
<td>$112,000</td>
<td>CDBG funds will be used to replace the very aged play structure at the neighborhood park with a new structure that meets current Play Equipment Safety Standards.</td>
</tr>
<tr>
<td>SeaTac Riverton Heights Park – Phase II</td>
<td>Parks</td>
<td>$338,400</td>
<td>$250,000</td>
<td>CDBG funds will be used to continue the development of phase II for the design and construction of Riverton Heights Neighborhood Park. City will bring more recreational structures and amenities to the site.</td>
</tr>
<tr>
<td>New Roots Microenterprise</td>
<td>Economic Development</td>
<td>$60,000</td>
<td>$90,000</td>
<td>CDBG funds would be used to benefit low-income entrepreneurs from South Sub-region cities of Des Moines, SeaTac, Tukwila, Pacific, Normandy Park, Covington and White Center / Boulevard Park / Skyway. Activities will include intake and assessment, business classes and individualized training.</td>
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<tr>
<td>Highline College StartZone Microenterprise</td>
<td>Economic Development</td>
<td>$92,000</td>
<td>$110,000</td>
<td>CDBG funds will provide economic development and training to disadvantaged, low to moderate residents in the south King County sub-region Program offers free workshops and one to one business advising with feasibility, business plan writing, financials marketing, management and taxes.</td>
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<tr>
<td>Mercy Corp Matched Savings Business Grant Program</td>
<td>Economic Development</td>
<td>$130,000</td>
<td>$98,000</td>
<td>MCNW will provide financial capital through matched-savings grants to microenterprises in King County - prioritizing White Center. Program combines savings, education, technical assistance and a 8:1 matching grant to purchase business assets.</td>
</tr>
<tr>
<td>Project Title</td>
<td>Category</td>
<td>Fund Request</td>
<td>Minimum Request</td>
<td>Proposed Use of CDBG Funds</td>
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<tr>
<td>Habitat for Humanity Minor Home Repair – White Center</td>
<td>Minor Home Repair in White Center</td>
<td>$100,000</td>
<td>$80,000</td>
<td>CDBG funds for the White Center CDA and Habitat SKC to provide minor home repair and preservation work in White Center. Consortium CDBG funds will be used to conduct these minor home repairs.</td>
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<tr>
<td>Tukwila Minor Home Repair Program</td>
<td>Minor Home Repair</td>
<td>$110,000</td>
<td>$90,000</td>
<td>CDBG funds will be used to rehabilitate owner occupied housing that focus on health and safety repairs for low-moderate income residents. Helping to preserve affordable housing. Funds will pay for repair and rehab of plumbing, electrical and other small jobs. Collaboration with Tukwila, SeaTac, Covington and Des Moines.</td>
</tr>
</tbody>
</table>

**Total Request South**  
$1,245,399  
$961,500
City of Pacific
Request: $215,000 / Min: $150,000
Category: Community Facility

Project Summary: Install electrical outlets to the gym; acoustical panels and sound system; raise the NW corner of building; update bathrooms; refinish gym floor. East Room: upgrade kitchen; replace floors, add signage at the corner of 3rd and Milwaukee. The facility is located at 305 Milwaukee Blvd. S. Pacific, WA 98047

Need: The impact of this project on the City of Pacific will be a lasting one as we move forward towards improving the lives of those who reside within and nearby Pacific. The Community Building is used 7 days a week, and open to the public for use (by the city) 5 of those days. Making improvements to the building will bring about a strong sense of value, of importance, and of respect in a community that is 52.7% of low to moderate income.

Benefit/Accessibility: Updating the building and adding the Monument sign will allow the City to have a safe, sustainable Community Center in which to serve the public. Beneficiaries: 8,222 persons.

Readiness/Timeliness:
1) Scope: raise the NW corner of the building, add electrical outlets and remove architectural barriers to provide additional ADA compliant facilities in each restroom in the Community Center, not just the Family Restroom. All repair work and additions will be designed to be within code and maintain the historical integrity of the building.

2) Budget: City is providing $5,500 local match to the project.

<table>
<thead>
<tr>
<th>Sources</th>
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This project can be funded at a reduced level. The following items will not be included: acoustic ceiling tiles, double oven, counter top, refinish gym floor, and the garbage disposal.
Service Delivery - Public Health and/or Safety Need:

The project will remove architectural barriers to provide ADA accessible facilities in the restrooms, replace unsafe sinks, and provide an over-all safe place for children and their families to enjoy recreation, classes, community events, and other planned activities. Recreation centers are important to communities because they provide residents with a better quality of life, increase property values, attract tourists, and bring the community together.

Service Delivery Area Map:

Equity and Social Justice Initiative

Response: The City of Pacific residents are mostly low to moderate income. Its Community Building serves the entirety of the city of Pacific and anyone else who would like to join in. The City is not exclusive, but rather, inclusive. The staff does not focus on divisiveness, but on inclusion. People of many nationalities, income levels, genders and anything else one might use to divide or discriminate, participate in the activities and feel welcome here. The City provides information to its community members in multiple languages and wants to expand the service.
Somali Youth and Family Club  
Request: $99,000 / Min: $95,000  
Category: Community Facility

SCFC Community Gathering Cafe

Project Summary: CDBG funds will be used to provide tenant improvements to create a community facility located in the Angle Lake Park & Ride. This will be a place where families, youth and elders can benefit from basic needs service. Project will generate three low to moderate jobs.

Need: Coffee and community are a part of the East African culture - SYFC has provided safe gathering spaces for its community throughout the last 10 years and the community gathering space would allow it to continue.

Benefit/Accessibility: This project and community space will support more than just the Somali and East African communities in SeaTac and Tukwila but also the city communities at large. The space will be open to people of all ages. It is envisioned being used by elders, youth, and families as well as commuters passing through Angle Lake Station and the SeaTac community.

Readiness/Timeliness:

1) Scope: This space will be designed for multi-purpose to accommodate as many different gathering events as possible. We will create private spaces for community members to meet with a social worker to help connect them to services. We will have a basic needs corner where free basic needs items will be available for families and elders. We will also have a private small group gathering space where we can host community cafe conversations and other ongoing events for community members.

2) Budget: Through our Community and Board volunteer work, SYFC raised 50,000 dollars from the public to support this project and is currently engaged with Amazon, and World Vision. SYFC is also in conversation with agencies such as Seattle Foundation, United Way of King County and Social Venture Partners members to help with fundraising as well as connecting with private donors.

<table>
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<tr>
<th>Sources</th>
<th>Uses</th>
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<tr>
<td>2019 CDBG Funds</td>
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<td>Other Funds Identified</td>
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<td>Total:</td>
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This project can be funded at a reduced level by a total of $27,128 by eliminating the construction of a new office and conference room.
Service Delivery - Public Health and/or Safety Need:

The project services are catered to meet the needs of low income persons, people of color and people with limited English proficiency. The coffee shop is a response to a need among low income, people of color and LEP persons served by SYFC in the SeaTac area and Tukwila. This project will support their vision of an equitable space shared with the greater SeaTac community where they can both access services and relax with a familiar snack and coffee. The Agency is creating a space where it can merge the SeaTac and Tukwila Communities and its traveling community members.

Service Delivery Area Map:

Equity and Social Justice Initiative

Response: SYFC’s services are catered to meet the needs of low income persons, people of color and people with limited English proficiency. The Agency anticipates creating a space where it can merge the SeaTac and Tukwila Communities and its traveling community members can participate in promoting the project. SeaTac and Tukwila have a high number of refugee and immigrant community members, and because it is connected to the community of color, for example the Hispanic community and the other East African communities, that are connected to the Agency’s services, SYFC is going to increase its outreach effort through word of mouth and direct fliers that will get to each and every home in the Tukwila and SeaTac neighborhoods. The coffee space is a response to a need among the low income, people of color and LEP persons served by SYFC in the SeaTac area. The project will support the Agency’s vision of an equitable space shared with the greater SeaTac community where they can both access services and enjoy coffee and snacks.
White Center Food Bank
Request: $75,000 / Min: $60,000

Project Summary: CDBG funds will be used to address the warehouse floor which has rotted out under freezer and cooler at the White Center Food Bank warehouse located at 10829 8th Ave SW, Seattle, WA 98146. Project includes relocation of freezer/cooler outside to be mounted on concrete slab. A door will be installed to allow access to refrigeration units from warehouse. Damaged floor to be repaired.

Need: Warehouse floor has rotted out under freezer and cooler. Project includes relocation of freezer/cooler outside to be mounted on concrete slab. A door will be installed to allow access to refrigeration units from warehouse. Damaged floor to be repaired.

Benefit/Accessibility: The Food Bank provides the community with nutritious and culturally appropriate food and connects clients to other needed social services. Food is provided to residents of Burien, White Center and West Seattle. Emergency bags for homeless & others in need of additional support are available 5 days a week. Home delivery is available to homebound clients, and mobile food bank to the local senior homes. The White Center Food Bank serves residents in the community bordered by SW Myrtle St. (to the north, in West Seattle) to 140th St. SW (to the south, in Burien) between Puget Sound and Hwy 509; as well as our homeless population. The Agency serves about 43,729 clients.

Readiness/Timeliness:
1) **Scope:** Remove the walk-in cooler and freezer from current location. Construction of a cement slab in the back parking lot. Relocate the cooler and freezer to that location. Once cooler/freezer have been installed outside, the deteriorated floor beneath previous location will be stripped and repaired. A doorway leading to the cooler/freezer's new location will be installed.

2) **Budget:** The agency had an engineer assess the damages and provide an assessment; a company who services the cooler/freezer provided a quote to move the equipment outside. The balance was the estimate to allow the floor to be repaired and a door constructed for access from outside.

<table>
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<tr>
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<td>Prof Services (A&amp;E), Project Management</td>
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If not fully funded, the Agency would seek additional funding from other resources to make up the shortfall.
Service Delivery - Public Health and/or Safety Need:

While the current condition of the floor/cooler/freezer do not pose an immediate code or safety violation, if the rot continues, the cooler/freezer will fall through the floor, rendering the building unusable, and ceasing food bank operations in total. There is an urgent need for repair so the Agency may continue to serve our community appropriately.

Service Delivery Area Map:

Equity and Social Justice Initiative

Response: White Center is one of the most culturally diverse areas in the country. The average household income in Burien/White Center is $13,562 lower than the average King County household based on the American Community Survey (ACS). The free and reduced lunch rate at the Agency’s service area schools is 67% (per the Washington State Office of Public Instruction). This rate is reflected in WCFB’s service counts to young children. Access to healthy nutritional food can often be a challenge to low income communities which lead to health issues like obesity, diabetes, and heart disease. There are also many residents in the North Highline area who are immigrants & refugees. Many of these residents do not speak English as a first language and depend on the food bank for multiple resources.
City of Des Moines

**Request:** $112,000 / Min: $112,000

**Category:** Parks

**Project Summary:** Funds will be used to replace the very aged play structure at the neighborhood park with a new structure that meets current Play Equipment Safety Standards. The structure and play area will include ADA compliance. Project is located at 1000 South 220th Street, Des Moines, WA 98198.

**Public Health and/or Safety Need:** New play area improvements will ensure that all people have access to the new play structure will also address improved public health and safety by reducing the number of play area injuries.

**Benefit/Accessibility:** Field House Park is in a neighborhood where 52% of the population in the in census tract 289.01 is deemed low/mod income. Beneficiaries: 280 people per applicable census data.

**Readiness/Timeliness:**

1) **Scope:** Project will include play area design, advertising, bidding, and permitting, demolition and removal of the existing play structures, the purchase of a new play structures and playground surfacing, freight/shipping, installation, an environmental review, improvement of the sites ADA accessibility, sales tax, testing, inspection, and a small contingency. The new play structure will be placed on the existing footprint of the current play area which is 5,126 square feet. There is no acquisition or any land use approval needed.

2) **Budget:** In 2017 the City funded $15,000 towards the design of this project. The City will provide $25,000 in-kind labor by its Parks Maintenance crew for installation work. The Des Moines Legacy Foundation is a 501c3 charitable non-profit whose goal is to support children, seniors and cultural programs within the City of Des Moines. Legacy has committed $25,000 towards new play equipment at Field House Park. Funds would be available upon request and there is no expiration date for these funds.

<table>
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Total: $177,000

The request is for the removal of most of the outdated play structures and purchase and installation of new play structures in the 5,126 sq. ft. play area. If full funding is not available, the equipment choices will be reduced in the large 5,126 sq. ft. area.
Service Delivery - Public Health and/or Safety Need:

The equipment is over 20 years old and could create a safety hazard due to chipping paint and unsafe materials. The City's Certified Playground Safety Inspector has verified that the equipment must be removed.

Service Delivery Area Map:

Equity and Social Justice Initiative

Response: Des Moines Percentage of People of Color is 45.2% while King County is 38.9%, and the state is 30%. Des Moines Median Household Income is $59,948 while King County is $78,800 and the state is $62,108. Language other than English spoken in the home is 30.6% for Des Moines and King County 26.5%. Des Moines Percentage of People with a disability 12.67% that is slightly below the state which is 13%.
City of SeaTac  
Request: $338,400 / Min: $250,000  

SeaTac Riverton Heights Park – Phase II  
Category: Parks  

Project Summary:  
CDBG funding will allow the City to continue the development of phase 2 for the design and construction of Riverton Heights Neighborhood Park located at 3011 S. 148th St. SeaTac, 98168.

Public Health and/or Safety Need:  
The Park is in a low to moderate low income neighborhood and meet the needs of families. The park is open from dawn to dusk daily. It provides the recreational activities to address the obesity and health risks in South King County. The neighborhood is racially mix with citizens and immigrants from Ethiopia, Somalia, Asian, Latino and African American. In addition, the park is adjacent to a very active Mosque.

Benefit/Accessibility:  
The proposed project will serve residential and low to moderate low income citizens because the park is located in their neighborhood. The project will benefit approximately 14,525 people.

Readiness/Timeliness:
1) Scope:  The scope of the proposed phase 2 for the Riverton Heights Neighborhood Park project will bring more recreation equipment and amenities to the site. An additional ½ court for basketball; irrigation, picnic tables, benches, signs, and play equipment are noted in the Engineer’s Estimate of the proposal.

2) Budget:  There are no other funds identified for the project outside of the CDBG. The budget in the application only support a request of $338,400.

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</table>
Service Delivery - Public Health and/or Safety Need:

The park is in a low to moderate low income neighborhood and meet the needs of families. The park is open from dawn to dusk daily. It provides the recreational activities to address the obesity and health risks in South King County. It is anticipated that these improvements will foster quality of life, community identity and pride.

Service Delivery Area Map:

Equity and Social Justice Initiative

Response: The location of this park is a low income neighborhood and it provides the recreational activities to address the obesity and health risks in South King County. The neighborhood is racially mix with citizens and immigrants from Ethiopia, Somalia, Asian, Latino and African American. In addition, the park is adjacent to a very active Mosque.
New Roots Fund
Requested $60,000 / $50,000
“New Roots” Micro-enterprise Program
Category: Micro-enterprise

Project Summary: The CBDG funds help low-income entrepreneurs who are about to open a business or have already opened a business but need help with planning and business strategy. Participants will create business plans (through classroom instruction and tutoring) that reduces the risk of failure. Specialized subject areas include: Insurance: Describing business liability insurance. E-Marketing assistance. Helping entrepreneurs launch low-cost efforts at e-commerce. Professional graphic design: Covering topics such as logos and websites. Business legal assistance: Volunteer attorneys answer questions about leases, sub-leases, and import/export businesses.

Need/Consolidated Plan Objective and Strategies: Entrepreneurs in these cities who are starting off poor, and were often born in other countries, will struggle with understanding the basics of bookkeeping, licensing, insurance, E-commerce marketing, finance or other business matters in the US. The proposed training project will reduce their risk of failure in business for low-income persons. The project meets Goal 3 of the Consolidated Plan Objectives and Strategies.

Benefit/Accessibility: The proposed project will serve CDBG income eligible clients or residents in the listed cities of Sea Tac, Des Moines, Tukwila, Normandy Park, Covington, and Pacific and the unincorporated areas of White Center, Boulevard Park and Skyway. Transportation: The classroom site, at the Burien Community Center, 14700 6th Avenue SW, is accessible to public transportation and contains adequate parking. Waiting Lists: We have an ongoing waiting list or pipeline of clients living in the proposed service area that number from 10 to 15. Beneficiaries: 60 people.

Readiness/Timeliness:
1) Scope: Each quarter 25-40 entrepreneurs will be contacted and their participation in a class discussed. From this enrollment pool, 14-16 will complete an enrollment/intake processes and start classes and individual instruction. 12 -13 persons each quarter will complete their business training. During the year we will create or strengthen at least 12 businesses generating 20 jobs.

2) Budget: New Roots is providing a match of $2,883.

<table>
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<tr>
<th>Sources</th>
<th>Uses</th>
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<tbody>
<tr>
<td>2019 CDBG Funds</td>
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<tr>
<td>Other Funds Identified</td>
<td>Environmental (CDBG)</td>
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<tr>
<td></td>
<td>$ 2,883</td>
</tr>
<tr>
<td>Consulting, O&amp;M (CDBG $12,089)</td>
<td>Personel Services (CDBG)</td>
</tr>
<tr>
<td>Total:</td>
<td>Consulting, O&amp;M (CDBG $12,089)</td>
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</table>

If funding is reduced, the Agency would reduce the number of clients. The minimum would be 50 clients enrolled in training for $50,000.
Equity and Social Justice Initiative

Response: New Roots Fund will provide micro-enterprise training in a specialized and culturally appropriate manner. Key features of the service delivery will include: 1.) Use of bi-lingual and bi-cultural staff, volunteers and contractors. 2.) Translation services as needed during classroom instruction and one to one technical assistance sessions. 3.) Continuing education for New Roots Fund staff and volunteers in cultural sensitivity. 4.) Recruitment efforts in refugee communities, and surveys of program graduates along with focus groups of graduates who provide feedback on how to improve the program.

Persons who are not refugees or immigrants but come from low-income communities will also receive services. Currently a group of American-born volunteers with the Diocese of Olympia resettlement program who live in apartment complexes in Des Moines and Normandy Park are attending New Roots Fund business classes as qualified clients. This practice will continue in 2019.
Highline College, Des Moines WA
Request: $110,250/ Min: $90,000

Highline College StartZone Microenterprise - 2019
Category: Microenterprise

Project Summary: This microenterprise development project proposes continuation and expansion of services to StartZone economic development to disadvantaged, low-to-moderate residents in South King County. Program offers free workshops and one-to-one business advising with feasibility, business plan writing, financials, marketing, management, and taxes to low- and moderate-income individuals starting or growing a business in the South Sub-Region Cities.

Need/Consolidated Plan Objective and Strategies: The need for economic opportunity in South King County has proliferated. Poverty and economic insecurity are underlying issues that are closely linked to embedded racial inequities. People of color are disproportionately poor as a result of oppression, historical disadvantages and discriminatory practices that have been institutionalized. This creates and/or perpetuates barriers to services, resources and opportunities, and impedes the ability to meet critical needs, including but not limited to food, housing, education and employment.

Benefit/Accessibility: StartZone does not have a formal waiting list but takes registration on first-come-first-serve basis. Participants are asked to register through our online process or simply email or call and provide their name, email and phone number. Applications are reviewed by staff weekly and screened on the basis of eligibility (including income and residence), fit with program services and applicant’s readiness.

StartZone Business Specialists work flexible hours primarily in the field to provide consultations at times and places convenient to clients. They are equipped with laptops and has access to our web-based member database through a secure VPN. They use their own vehicles and cell phone and are reimbursed only for mileage. Goal is to serve 75 unduplicated participants.

Readiness/Timeliness:
1) Scope: The project proposes continuation and expansion of services to low- and moderate-income individuals starting or growing a business in the South Sub-Region cities. ER is exempt activity. Completion date is noted as April 2020. Performance measures will be summarized in quarterly reports and a year-end report and will include the following measures:
   • 75 unduplicated South Sub-region, income-eligible, immigrants, refugees and people with disabilities.
   • 4 new businesses launched
   • 4 businesses expanded
   • 4 jobs created/ 3 retained

2) Budget: About 30 percent of StartZone’s funding comes from City of Federal Way. StartZone will pursue Federal Way Community Development Block Grant (CDBG)-Community Capital Development Program Year of 2019. Grant will cover personnel with project developments, workshops and technical assistance to low and moderate income individuals with starting or growing a business in the City of Federal Way. StartZone will provide no cost workshops and one-to-one technical assistance focused on feasibility assessments, business planning, loan packaging, networking, mentoring, referral services and peer support.
<table>
<thead>
<tr>
<th>Sources</th>
<th>Uses - All CDBG Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 CDBG Funds</td>
<td>Personnel Services – (CDBG - $104,510)</td>
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<td></td>
<td>$110,250</td>
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<tr>
<td>Other CDBG Funds (Fed Way)</td>
<td>Office or Operating Supplies, Travel (CDBG $5,490)</td>
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<tr>
<td></td>
<td>$ 62,000</td>
</tr>
<tr>
<td>Highline College</td>
<td>Environmental Review Record</td>
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<tr>
<td></td>
<td>$113,944</td>
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<td>Total:</td>
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<td>$286,194</td>
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</table>

Agency states the minimum amount needed to make the program viable would be $90,000.

**Service Delivery Area Map:**

![Service Delivery Area Map](image)

**Equity and Social Justice Initiative**

Response: In 2013, the SBA reported African Americans, Hispanics, and Asians were all more likely to be denied credit, compared with Whites, even after controlling for business and owners characteristics, including credit history, credit score, and wealth. They also found that Hispanics and African Americans were more likely to pay higher interest rates on the loans they obtained. As the minority population continues to rise, it is more important than ever that these prospective business owners have the resources they need to launch successful businesses.

Over 90 percent of StartZone participants are people of color and/or people with limited English. StartZone will approach this issue by providing technical assistance, credit resources, and financial literacy with topics on understanding credit, credit building, and loan packaging. The beneficial outcomes to our participants, they will be well prepared and equipped with the right tools and knowledge to gain access to capital.
Mercy Corp Matching Grant Fund Microenterprise Program - 2019

Category: Microenterprise

Project Summary: Mercy Corps Northwest (MCNW) will lead orientations and enrollment for the Individual Development Accounts for Businesses (IDAB) program at the YWCA Greenbridge Community Center at 9720 8th Ave. SW, Seattle, WA 98106. MCNW will use CDBG funds to provide financial capital through matched-savings grants to microenterprises in King County, prioritizing White Center. The program combines savings, education, technical assistance, and an 8:1 matching grant to purchase business assets.

Need/Consolidated Plan Objective and Strategies: MCNW will provide grant capital, technical assistance, and project administration, while YWCA and StartZone will provide business education. WC was chosen for this project based on community need, demographic information, and its central location in King County’s Communities of Opportunity. In King County, 23% of businesses are minority-owned, 21.6% of residents are immigrants, and median household income is $78,800. Comparatively, WC’s demographics are drastically different at 45%, 29.9%, and $47,680, respectively. MCNW has the capacity to support the small business community and underserved populations in WC, addressing the unmet need for business capital.

Benefit/Accessibility: MCNW aims to maximize the accessibility of the IDAB program by holding orientations, enrollments, and education at YWCA Greenbridge, which is centrally located in WC with ample free parking and numerous bus routes. 20 eligible entrepreneurs (clients) will have the opportunity to enroll in the WC IDAB program. Goal is to serve 10 unduplicated participants.

Readiness/Timeliness:

1) **Scope:** The program is new to the area outside of Seattle. ER is exempt activity. Completion date is noted as December 2019. Performance measures will be summarized in quarterly reports and a year-end report and will include the following measures:
   - 20 unduplicated White Center area income-eligible clients.
   - 15 new businesses launched
   - 5 businesses expanded
   - 15 jobs created/ 5 retained

2) **Budget:** To date, no other grants have been submitted to other funding sources.

<table>
<thead>
<tr>
<th>Sources</th>
<th>Uses - All CDBG Funded</th>
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<tr>
<td>2019 CDBG Funds</td>
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<tr>
<td>Other Funds Identified</td>
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<td>Indirect Cost per 2 CFR 200.414(f)</td>
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<td>Other, IDA Accounts</td>
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<td><strong>$130,250</strong></td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$130,250</strong></td>
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</table>

The cost to administer this program will be the same. However, with only $98,000, MCNW would need to reduce the number of IDAB grant recipients by 25%.
Service Delivery Area Map:

Service Delivery Area identified on King County iMap

Equity and Social Justice Initiative

Response: MCNW’s IDAB program helps entrepreneurs with under 80% AMI to build assets and eliminate financial barriers to mainstream banking through an equity lens, focusing on cultural and linguistic hurdles. MCNW has knowledge and experience working in different communities with multiple languages and cultures. 89% of our Seattle IDAB clients are minorities and 63% are women. Our team processes a high ratio of loans and grants in Spanish, dedicating the time necessary to detail key financial information. Similarly in WC, people of color, women, and those with limited English proficiency will be strongly encouraged to apply. YWCA will promote MCNW’s IDAB program to these groups. YWCA can translate IDAB materials and class lessons into Spanish, Arabic, Somali, Farsi, Tagalog, and Vietnamese. The partnership with YWCA was chosen because of the organization’s strong reputation and history of trust built with minority and low-income families, and its central location and accessibility.
Project Summary: The White Center Community Development Association (WCCDA) and Habitat SKC seek to provide minor home repair and preservation work in White Center. Consortium CDBG funds will be used to conduct these minor home repairs. Habitat SKC determines eligibility to the program based on the requirements identified in its Repair Program Underwriting Guidelines. The greater goal is helping residents age in place, prevent displacement, and stabilize the community.

Need: The dwellings of these homeowners often need paint, weatherization, or roof repair/replacement. Seniors’ homes—which make up over 90% of Habitat’s repairs—often lack accessibility options like entrance ramps, handrails, or adequate lighting.

Benefit/Accessibility: When screening home repair applicants, the Agency accommodate homeowners’ mobility issues and meet them at their homes if necessary. It evaluates projects based on need, which includes a formal Urgency of Repair Evaluation. This evaluation ranks projects and prioritizes them based on need compared with competing applications. In the outreach process, the Agency goes door to door, in order to reach all residents. It also works with other partner organizations who have connections to client populations who may otherwise be isolated. The Program will address key concerns that impact both individuals and their community. By addressing accessibility and safety issues and bolstering our effort to support the wider community, we anticipate that our repair work in White Center will bring about similar results as we have seen in Westway. As we continue our work in White Center, we anticipate a similar impact in the community as a result of consistent home repairs.

Beneficiaries: 8 households

Readiness/Timeliness:

1) Scope: CDBG funding proposed would be used for tasks such as painting, repairing porches, or replacing damaged roofs on eight homes.

2) Budget: CDBG funding would primarily cover direct repair costs for both the purchase of materials and subcontractor labor when needed, as well as direct project management costs for project planning and on-site management. Habitat has secured various funding to support its Repair Program, which operates year-round in several focus areas in King County, including White Center. In addition, ($2000) will be used to cover reimbursements to the White Center Community Development Association (WCCDA) for their efforts in outreach for each completed project ($250 each).

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<tr>
<th>Sources</th>
<th>Uses -</th>
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<tbody>
<tr>
<td>2018 CDBG Funds</td>
<td>Capital Outlay (CDBG)</td>
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<td>Other Funds - In-kind</td>
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<td>Environmental Cost (CDBG)</td>
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<td>Total:</td>
<td>$100,000</td>
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If Habitat receives reduced CDBG funding ($80,000) up to six homeowners could be served.
Service Delivery - Public Health and/or Safety Need:

Repairing porches and stairs and building ramps for those who cannot climb stairs makes it safer for residents to enter and exit their homes. Roof repairs can prevent harmful mold and bacteria from growing inside a home, reducing the risk of respiratory health issues while allowing for better temperature control.

Service Delivery Area Map:

Equity and Social Justice Initiative

Response: White Center is a minority majority community, with more than 50% of the population people of color. Our program helps foster an environment that maintains the rich cultural makeup of the community; without our program we anticipate this community will continue to see its original residents displaced. Habitat for Humanity Seattle-King County partners with the White Center Community Development Association to outreach to these vulnerable populations. From direct door-to-door flyering, to mailings, to having mobile friendly and easily translatable websites, both Habitat for Humanity and the White Center CDA make an effort to reach out to the voices of the most vulnerable communities. During the application process, we use application pools to evaluate families and determine those with the greatest need. Finally, once selected each family receives services that include home maintenance classes, referrals to other programs, and the benefit of working sweat equity on their home.
City of Tukwila, WA  Tukwila/SeaTac/Des Moines/Covington Minor Home Repair Program - 2019
Request: $110,000  Min: $50,000  Category: Minor Home Repair

Project Summary: CDBG funds will be used to rehabilitate and provide health and safety repairs for low to moderate income homeowner occupied housing to preserve affordable housing units in the cities of Covington, Des Moines, SeaTac and Tukwila.

Need: In Tukwila, Covington, Des Moines and SeaTac the housing stock is older and deteriorating. Many residents are under median income and cannot repair nor perform the maintenance required to keep their homes in good condition. 24.7% of the resident’s experience poverty and most utilize at least one DSHS service. 73% of the single-family homes in Tukwila were built prior to 1970. Almost 50% of residents are burdened by housing costs. Median value of the owner-occupied housing units is roughly 40% less than King County and the median household income is $41,810 below that of King County as a whole. For some homeowners, this may be the only repair program they qualify for.

Benefit/Accessibility: Homeowners are served first come first served, but health and safety repairs are prioritized. Transportation is a non-issue since services are provided in the home of the residents. Wait lists rarely occur; occasionally a slight delay may occur due to contractor/resident schedules. Isolated residents come to the cities attention through collaborative problem-solving efforts with all city departments (fire, police, code enforcement, finance, recreation, and public works). Beneficiaries: 57 homes; 144 repair hours.

Readiness/Timeliness: -

1) Scope: Funds will be used to rehabilitate owner occupied housing that focus on health and safety repairs for low-moderate income residents, helping to preserve affordable housing. Funds will pay for repair and rehab in plumbing, electrical and other small jobs.

2) Budget: There are no ‘Other’ funds except city staff in-kind. The estimated value of staff in-kind support is $59,415 (combined) in the cities of Tukwila (25%), Covington (20%) and SeaTac (25%) to implement this program. The city of Des Moines staff utilizes CDBG Project Management funds of $2,500.00 annually to cover staff costs to administer this program.

<table>
<thead>
<tr>
<th>Sources</th>
<th>Uses - All CDBG Funded</th>
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<tr>
<td>2019 CDBG Funds</td>
<td>Capital Outlay (CDBG)</td>
</tr>
<tr>
<td>$110,000</td>
<td>$103,500</td>
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<tr>
<td>Other Funds - In-kind</td>
<td>Project Management (CDBG $2,500)</td>
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<tr>
<td>$59,415</td>
<td>$ 61,915</td>
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<td>$  4,000</td>
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<td>$169,415</td>
<td>$169,415</td>
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</table>

The MHR program can be funded at a lower level of $50,000. With costs of repairs continually rising, fewer households and repairs would be available and less urgent jobs may need to be wait-listed if funded at a lesser amount.
Service Delivery - Public Health and/or Safety Need:
Negative impacts to health from mold, moisture issues, vermin, pests, poor indoor air quality and unsafe infrastructure challenges not only contributes to the deterioration of impacted homes but contributes to chronic, long term health conditions of residents. Keeping homes healthy and in a habitable condition, preserves their long-term affordability and viability and may prevent homelessness.

Service Delivery Area Map:

Equity and Social Justice Initiative

Response: With the rich diversity of cultures and languages in South King County, it is critical that we can connect all of our residents to our services in a meaningful, authentic way. Our focus is removing barriers and fears that might prevent residents from seeking critical services that are available to them. We do this by offering translated materials, have multi-lingual staff available for intakes and questions, our partnerships with multi-lingual/cultural contractors that we have built trusting relationships with (preventing those most vulnerable from unethical 'opportunists'). These efforts have reduced the homeowner’s financial and emotional burden, but also family members who are unable to adequately address these critical repairs. The Minor Home Repair program provides much needed (often neglected) maintenance, protecting the equity and value that has already been built, and residents are able to live in a safe, healthy and more stable environment for longer.
2018 CDBG Non-Housing Capital FUNDING CONDITIONS

1. The project shall be completed within 17 months of the start of the program year of the funds you are conditionally awarded: January 1, 2019 – May 31, 2020 unless an exception has been granted due to the timing of the receipt of the grant funds.

2. A NEPA environmental review must be completed by HCD prior to the execution of the contract.

3. An agency representative must attend a CDBG pre-project implementation meeting conducted by the Community Development Section Coordinator for a briefing on applicable policies and procedures that must be adhered to in implementing the project activities. Community Development Section staff will be available to discuss program requirements and specific conditions under which funds will be released.

4. Draft bid packages must be reviewed for comment before a final bid package is completed. In addition, the final bid package must be approved in writing by HCD staff before the bid process begins.

5. As a recipient of federal funds, your agency is required to maintain its registration in the System for Award Management (SAM) and maintain the currency of that information. Registration information can be found at https://www.sam.gov. The Data Universal Numbering System (DUNS) number registration information can be obtained at: http://fedgov.dnb.com/webform

6. Federal awards expended by sub-recipients are subject to 2 CFR 200 Uniform Administrative Rules. Please see Compliance Supplement, which states that a Schedule of Expenditures of Federal Awards (SEFA) must be completed if the agency expends over $750,000 in federal awards in a year. This includes all federal funds received from all sources, not just from King County. Your agency must have a SEFA on file for our review during monitoring of your financial records.

7. The federal government requires that all federally funded expenditures be listed in a separate row in the SEFA. The CDBG Catalog of Federal Domestic Assistance (CFDA) number to use for this award is: CFDA 14.218. For your use in updating and/or registering this award, the King County Grant Federal Assistance Identification Number (FAIN) is: B-19-UC-53-0001 unless a different FAIN number is provided due to use of prior year funds for the award.

Applicant’s Federal Taxpayer ID Number: ____________
Applicant’s Federal DUNS Number: _______________
CCR Number: _______ Expires: __________
King County Vendor Number:

Please confirm that these numbers are correct and current when you meet with HCD staff for the pre-project implementation meeting.