

PUBLIC

involvement

GUIDE



for federal housing and community development funds

King

Sources, Use & Administration of Funding

2-4

County

How Funds are Shared within King County

5

Housing and

How the Programs are Administered

6-7

Community

Calendar of Activities

8-9

Development

Contact Names & Numbers

10-12

Program

Other Programs & Resources

11-12

you can make a difference

Who We Are

- *King County runs a variety of housing and community development programs aimed at improving the lives of low- and moderate-income people. Whether it's repairing a leaking roof on a senior citizen's home or renovating a community center in a low-income community, these projects change people's lives and make King County a better place to live.*
- *Most of the money for these programs comes from the federal government. Since these funds are limited, we have to identify the most critical issues in each community. That's where you come in. You can help us identify the needs in your community, decide how those needs should be prioritized, and assess whether proposed projects will meet those needs. Most of the money we administer is for use in King County outside the city limits of Seattle.*
- *This guide gives you information about the programs and services offered by King County through its Housing and Community Development Program. Use it to find out how our funds are allocated and how you can be involved in the process.*

You can get involved, and this guide will help show you how.

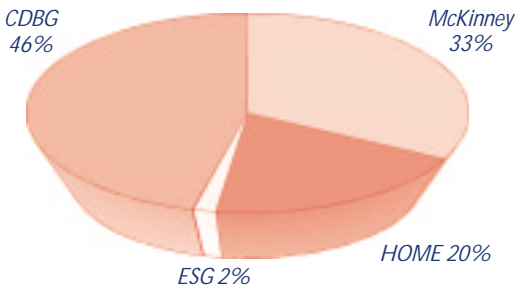
FEDERAL HOUSING AND COMMUNITY DEVELOPMENT FUNDS

Sources, Use & Administration of Funding

■ Funding Sources

The County receives about \$16 million annually from four federal programs administered by the U.S. Department of Housing and Urban Development (HUD):

- Community Development Block Grant (CDBG),
 - HOME Investment Partnerships (HOME),
 - Emergency Shelter Grants (ESG), and
- McKinney Homeless Assistance Programs (McKinney).



Breakdown of Federal Funds 1998

King County also uses local County revenues to address housing needs. The local Housing Opportunity Funds are allocated through the Housing Finance Program (a section within the Housing and Community Development Program).

■ How the Federal Funds Can be Used

Certain conditions must be met before we can use the available funds. For example, the federal government requires that the County use its federal funds to meet one or more of the following goals:

- Provide decent, affordable housing;
- Establish and maintain livable communities; and
- Expand economic opportunities for low- and moderate-income people.

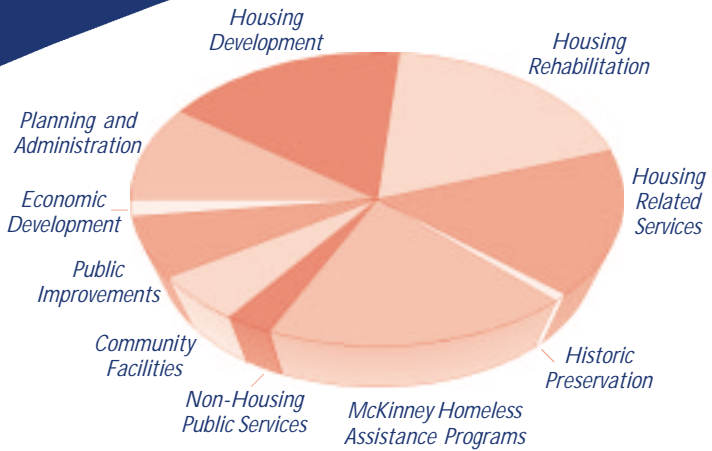
In addition, both the federal government and the County have program requirements that must be met. Each of the fund sources is designed to serve specific groups of people and to fund certain eligible activities.

■ **CDBG funds** can be used in a variety of ways that benefit low- and moderate-income people and communities. Funds are available primarily for capital improvements. Some recent projects include: renovating a healthcare center; making sidewalks accessible for wheelchairs; providing safe drinking water to a small rural community; and replacing a broken furnace in an elderly woman's home. A small amount of CDBG funds can be used for human services. One project provides emergency grants and loans to individuals and families at risk of losing their housing.

continued next page

PUBLIC
involvement
 GUIDE

Funds
 Allocated
 by
 Activity
 1998



continued from previous page

- **HOME funds** are used to increase the supply of affordable housing for families and individuals. Project sponsors use the money to build new single family homes or apartments, or to renovate older buildings. HOME funds are distributed through the County’s Housing Finance Program and Housing Repair Programs.
- **ESG funds** are dedicated to supporting emergency shelters which serve homeless families and individuals. The funds can be used for basic operating support, including utility bills or insurance premiums, as well as small improvement projects at the shelter facilities.
- **McKinney funds** support numerous housing and supportive service programs which help homeless people to become more self-sufficient. King County and the City of Seattle apply jointly to the federal government annually for these funds in the national continuum of care competition, on behalf of eligible non-profit agencies and governments. The majority of the available funds support existing homeless programs.



Sign language and communication material in alternate formats can be arranged given sufficient notice. Please call (206) 296-8672, or TDD/TTY (206) 296-5242.



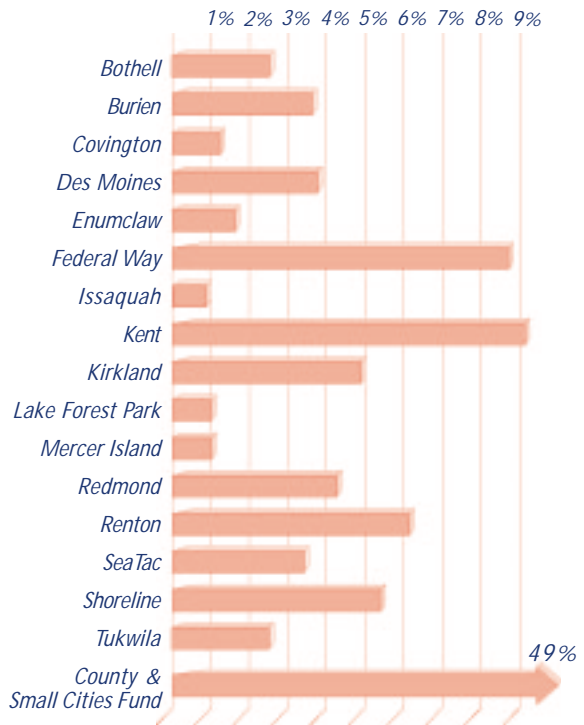


How Funds are Shared within King County

King County has entered into two partnerships with suburban cities for the use of CDBG and HOME funds. Each partnership is known as a consortium. The City of Seattle receives its own federal funding and is not a member of either consortium.

■ The **CDBG Consortium** includes King County and 33 cities and towns. CDBG program funds are divided so that each of the 16 larger suburban cities decides how its portion of the funds is to be spent. If you live in one of these 16 “pass-through” cities (see the contact list on the back cover), you may wish to participate as that city decides how to use its share of the program funds. The County decides how to spend the funds for the unincorporated areas as well as for the smaller cities and towns that belong to the consortium. A portion of all funds is allocated each year for consortium administration and regional eviction prevention activities.

Distribution of CDBG Funds within the Consortium 1999



■ In the **HOME Consortium**, King County works collaboratively with 35 cities and towns to fund projects that increase the availability of decent, affordable housing. The program funds are not divided up among the members of this consortium. Instead, there is a single application process, which is managed by the County’s Housing Finance Program. Representatives of the consortium cities help select the projects to receive HOME funds. The Consortium includes all the cities in the CDBG Consortium plus Auburn and Bellevue.

HOW THE PROGRAMS

There are **five basic steps** involved in administering these funds. You can get involved at each of these steps.

1 - Planning King County develops written plans that detail our housing and community development needs, and describe how we intend to use federal funds to address those needs. The plans are updated periodically, and the community is invited to participate in their development. To request a free copy of the current plan or to find out when it will be updated, please fill out and send in the form on the back cover of this guide.

Consolidated Housing and Community Development Plan: This plan provides an overall framework for the use of federal and local funds in the County outside Seattle. It includes a description of current needs, as well as a set of priorities and objectives for 2000-2003.

Homeless Continuum of Care Plan: This special plan addresses the needs of homeless individuals and families in King County. It identifies the services currently available, describes gaps in the system, and outlines the priorities to guide the use of federal and local funds.

2 - Public Meetings The County and each pass-through city hold a yearly series of public meetings in early spring to discuss local housing and community development needs. The amount of money expected to be available for CDBG projects is announced at the meeting, as are the funding priorities. Please see the list of each jurisdiction's CDBG contacts at the end of this guide.

5 -

4 - Hearing

3 - The Applic

2- Public Meetin

1 - Planning



ESG ARE ADMINISTERED

Review of Performance & Proposed Changes

Hearings on Proposed Projects

Application Process

Projects

3 - The Application Process

Workshops are held in late spring for non-profit organizations and local governments interested in proposing CDBG projects, while a notice of fund availability is issued each fall for those interested in proposing housing development projects under the Housing Finance Program (HFP)¹. CDBG applications are made to the County or one of

the pass-through cities; the HFP and ESG applications are submitted to the County. City or County staff can provide technical assistance to help complete the application.

Organizations seeking McKinney homeless assistance funds need to get involved in the consolidated Seattle-King County planning and application process. Typically, this planning occurs in the winter and spring, with applications due to the federal government sometime during the summer.

4 - Hearings on Proposed Projects

Selected CDBG project proposals are recommended for funding by the King County Executive and the elected officials of the pass-through cities. Public hearings are then held in the fall. The city councils approve locally funded projects, and the Metropolitan King County Council then approves all projects for the consortium as a part of the County's annual budget.

5 - Review of Performance & Proposed Changes

Each spring, the County publishes a report that details the status of all active projects funded with CDBG, HOME, and ESG, along with overall progress toward meeting our goals. The public is invited to review and comment on this report. In addition, there is an opportunity for public comment whenever an approved project seeks to make significant changes.

¹ - HFP allocates HOME, and a portion of the County and Small Cities CDBG funds set aside for housing, as well as the County's local Housing Opportunity Fund dollars.

CALENDAR OF



Activities Covering All Programs

mid-march

Public review of Consolidated Annual Performance and Evaluation Report (status of active projects funded with CDBG, HOME, and ESG dollars)

mid-october

Public review of Consolidated Annual Action Plan for the next year (proposed activities to be funded with CDBG, HOME, and ESG funds)

Housing Finance Program

february

Request for proposals for next year's funds mailed

march

HFP applications due

june

HFP projects selected

late june

Applicants notified if they have been awarded funds

ACTIVITIES



CDBG and ESG Programs

- Pass-through cities and County notify public about available CDBG funds and priorities guiding their use
- Cities and County hold CDBG application workshops in east and south King County
 - Cities and County applications due
 - County ESG applications available
 - County ESG applications due
- Cities hold public hearing on proposed CDBG projects
- King County Executive transmits County's proposed projects to County Council
- Metropolitan King County Council holds public meetings on budget that includes proposed projects
 - County Council adopts budget including projects
 - Applicants notified if they have been awarded funds

- march - april
- march - may
- april - july
- august
- september
- september
- mid-october
- october-november
- late november
- early december

McKinney Homeless Assistance Funds

- Community planning for countywide application to federal government
- Application prepared by King County, the City of Seattle, and non-profit service providers
 - Awards announced

- october-december
- february-june
- november-december

King County Housing and

Linda Peterson, Program Manager, (206) 296-8672



PHONE
(206) 296-8672

TOLL FREE
(800) 325-6165

FAX
(206) 296-0229

TTY/TDD
(206) 296-5242



OFFICE HOURS
*8:30 AM to 4:30 PM
Monday to Friday*

ADDRESS
*Exchange Building
821 Second
Avenue
Fifth Floor
Seattle, WA
98104-1598*

Housing Finance Program (HFP)

Includes funds from the federal HOME program and the County and Small Cities portion of the CDBG entitlement, as well as the local Housing Opportunity Fund (HOF).

■ *Maureen Kostyack, (206) 296-8669*

Housing Development Assistance

King County is sometimes able to provide development assistance to nonprofit social service agencies wishing to develop housing.

■ *Mary Burki, (206) 296-8697*

Homelessness Assistance

King County annually participates in the national Continuum of Care competition for federal McKinney homelessness funding through the U.S. Department of Housing and Urban Development, the State of Washington's transitional housing funding and other programs. There are several application cycles.

■ *Jane Voget, (206) 296-8647*

Housing Repair and Rehabilitation

Aids in certain repairs of owner-occupied homes and rehabilitation of rental properties. Call to find out about services and eligibility.

■ *Housing Repair Hotline, (206) 296-7640*

Community Development

Application issued each year for capital projects (public infrastructure as well as human service facilities) and human service projects serving residents of unincorporated King County and the smaller suburban cities. The larger suburban cities also receive a share of the funds to allocate to projects serving their residents.

■ *Joshua Goldfinger, (206) 296-8611*

Economic Development

Technical assistance, loans, and other financing assistance for small and large businesses.

■ *Pablo Lambincio, (206) 205-0713*



Community Development Program

Consolidated Housing and Community Development Plan

Call for information about this plan, the annual action plan, or the annual performance report.

■ Jackie Toma, (206) 296-8670

Relocation Services

Referrals, payment of moving expenses, and replacement housing to assist households and businesses displaced due to activities using federal housing and community development funds.

■ Pam Blanton, (206) 296-8633

Analysis of Impediments to Fair Housing

A study which identifies the major discriminatory barriers faced by people seeking housing in King County and recommended actions to promote fair housing choice.

■ Jane Voget, (206) 296-8647



WEB SITE

www.metrokc.gov/dchs/csd/housing

E-MAIL ADDRESSES

for King County staff use the following syntax:

jane.doe@metrokc.gov

Other Programs & Resources Offered by King County

There are a number of other ways in which the County directly assists low- and moderate-income residents. These programs provide assistance throughout the year. You can get additional information about these services by calling the contacts listed on previous pages.

Larger suburban cities receive a direct share, or "pass-through" of CDBG funds from King County. For information on these cities' priorities and how to get involved, please contact the individual city's staff person. The list of contacts is on the HCD Program's home web page under "Staff Contacts".

If you have suggestions about how we could improve this Public Involvement Guide, please contact Jackie Toma at (206) 296-8670.

PUBLIC
INVOLVEMENT
GUIDE

Managing Editor
Casey O'Connor

Production
and Design
Jamie Wilson

Chief Writer
Melora Battisti

DECEMBER 1998

UPDATED JUNE 2000

Other Contacts

Down Payment Loans

Information on Open Door Loan Program and other programs for first-time homebuyers.

- *Washington State Housing Finance Commission, (206) 464-7139*

Community Development and Housing Funds from Other Cities

Seattle, Bellevue, and Auburn receive CDBG funds directly from HUD.

- *Auburn, Shirley Aird, (253) 804-5040*
- *Bellevue, Toni Pratt, (425) 452-5374*
- *Seattle, Hazel Bhang, (206) 684-0288*

Larger suburban cities receive a pass-through share of CDBG funds from King County, a portion of which is typically used for affordable housing.

- *ARCH (east King County cities), Art Sullivan, (425) 861-3677*

- *REACH (south King County cities), Terry Smith, (425) 443-1223*

■ *Or contact a Pass-through Cities Coordinator:*

- Bothell, Bruce Blackburn..... (425) 486-3256*
- Burien, Lori Fleming..... (206) 248-5518*
- Covington, Donna Abeles..... (253) 638-1110*
- Des Moines, Judith Kilgore..... (206) 870-6554*
- Enumclaw, Les Johnson (360) 825-3593*
- Federal Way, Camron Parker. (253) 661-4153*
- Issaquah, Steve Gierke (425) 837-3022*
- Kent, Carolyn Sundvall (253) 856-5473*
- Kirkland, Sharon Anderson..... (425) 803-2833*
- Lake Forest Park, Tema Nesoff .. (206) 368-5440*
- Mercer Island, Sue Israel..... (206) 236-7238*
- Redmond, Carolyn Maxim (425) 635-1008*
- Renton, Dianne Utecht (425) 430-6655*
- SeaTac, Lydia Assefa-Dawson. (206) 248-6101*
- Shoreline, Bethany Wolbrecht (206) 546-8297*
- Tukwila, Evelyn Boykan (206) 438-7180*

Please send me the following plan or report:

- Consolidated Housing and Community Development Plan
- Annual Action Plan (list of funded activities)
- Annual Performance Report (for HCD Plan)
- Analysis of Impediments to Fair Housing
- Homeless Continuum of Care Plan

Please send me applications for:

- King County's Community Development Block Grant (CDBG), County and Small Cities
- Housing Finance Program
- Emergency Shelter Grants
- McKinney Homeless Assistance Programs

For Pass-through Cities' CDBG applications, please contact the city coordinator listed above.

Please add me to the mailing list for information regarding:

- Community Development Block Grant
- Housing Finance Program
- Homeless Continuum of Care

Name _____ E-mail Address _____

Street Address _____

City, State _____ Zip _____

Phone (____) _____ Fax (____) _____
AREA CODE AREA CODE