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**King County Consortium**

**2007 Action Plan:**

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

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*May 17, 2007*  
*Approved*

King County Executive

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**In Partnership with:**

**North and East Sub-region**

Beaux Arts  
Carnation  
Clyde Hill  
Duvall  
Hunts Point  
Issaquah  
Kenmore  
Kirkland  
Lake Forest Park  
Medina  
Mercer Island  
Newcastle  
North Bend  
Redmond  
Sammamish  
Snoqualmie  
Woodinville  
Yarrow Point

**HOME-only Cities**

Auburn  
Bellevue  
Kent

**South Sub-region**

Algona  
Black Diamond  
Burien  
Covington  
Des Moines  
Enumclaw  
Maple Valley  
Pacific  
SeaTac  
Tukwila

**CDBG Joint Agreement**

**Cities**  
Federal Way  
Renton  
Shoreline

**Joint Recommendations Committee**

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David Baker, Deputy Mayor, City of Kenmore  
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Copies of this plan are available for review at the following King County libraries:

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

You may also receive a copy by writing to:

King County Housing and Community Development Program  
Community Services Division  
821 Second Avenue, Suite 500  
Seattle, WA 98104

*The Plan is also available on the world wide web at [www.metrokc.gov/dchs/csd/Housing](http://www.metrokc.gov/dchs/csd/Housing)*

**Alternate formats provided for people with disabilities upon request.  
Please call TTY: 711 (Relay Service).**

**King County Consortium  
Consolidated Housing and Community Development Plan  
2005 – 2009 Executive Summary**

The “Consolidated Housing and Community Development Plan” (Consolidated Plan) guides the investment of approximately \$12 million per year in federal housing and community development funds, and an additional \$9 million per year in other federal or related state and local funds, to address housing, homeless, and community development needs throughout the King County Consortium over the next five years, from 2005 through 2009.

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

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

Within that broad national goal, HUD requires the King County Consortium to consider its own needs and set its own goals, objectives, and strategies, as well as performance measures. The goals and objectives set forth in this Consolidated Plan for 2005 through 2009 are:

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

Objective 1: Rental Housing. Preserve and expand the supply of affordable rental housing available to low- and moderate-income households, including households with special needs.

Objective 2: Home Ownership. Preserve the housing of low- and moderate-income home owners, and provide home ownership assistance programs for low- and moderate-income households that are prepared to become first time home owners.

Objective 3: Fair Housing. Plan for and support fair housing strategies and initiatives designed to affirmatively further fair housing choice and to increase access to housing and housing programs and services.

**Goal 2: End Homelessness (this goal, and its associated objectives and strategies, is intended to be consistent with the Plan to End Homelessness being prepared by the regional Committee to End Homelessness in King County)**

Objective 1: Prevention. Support programs that prevent homelessness.

Objective 2: Permanent Housing. Support the creation of a range of permanent affordable housing options for homeless people.

Objective 3: Homeless Housing Programs. Provide programs and services to address the temporary housing needs and other needs of households when homelessness occurs.

Objective 4: Regional Planning and Coordination. Approach homeless planning and coordination as a regional issue. The Consortium will work with the Committee to End Homelessness, cities, mainstream systems, the Safe Harbors initiative, housing funders, community agencies, United Way, the private sector including business, and homeless people on various coordination efforts.

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

Objective 1: Human Service Agencies. Improve the ability of health and human service agencies to serve our low- and moderate-income residents effectively and efficiently.

Objective 2: Low- and Moderate-Income Communities. Improve the living environment in low- and moderate-income neighborhoods/communities in accordance with jurisdictions' adopted Comprehensive Plans and the Countywide Planning policies.

Objective 3: Economic Opportunities. Expand economic opportunities for low- and moderate-income persons.

Every year the Consortium submits an annual Action Plan that details the specific activities that will be undertaken to further these goals and activities in that year. The following 2007 Action Plan presents activities planned for 2007 which is the 3rd year of the 5 year plan.

**King County Consortium**  
**2007 Action Plan:**  
**One Year Use of Federal Funds**

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## 2007 Action Plan:

### One Year Use of Federal Funds

**King County's One Year Action Plan describes housing and community development activities King County plans to implement to address the objectives identified in the King County Consortium Consolidated Housing and Community Development Plan for 2005-2009. The Action Plan also describes monitoring activities and fiscal controls.**

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#### **Goal One: Increase the Supply and Availability of Decent, Affordable Housing**

The King County Consortium has developed its one-year use of HOME Investment Partnership (HOME), Emergency Shelter Grant (ESG), and Community Development Block Grant (CDBG) funds to address the priority housing needs which further the objectives identified in the *King County Consortium Consolidated Housing and Community Development Plan for 2005-2009* (H&CD Plan). Under each Objective below, the housing projects are listed by project number. Detailed information on each project is listed numerically at the end of this document.

#### **Service Delivery and Management**

As described in the H&CD Plan, the institutional structure in the King County Consortium is relatively strong and diverse. In 2007, a variety of agencies and organizations will play key roles in delivering and managing the housing assistance programs identified below. In general, this includes the King County and Renton Housing Authorities, individual non-profit and for-profit housing developers and service providers, the King County Housing and Community Development Program, individual Consortium jurisdictions, and private, state and federal funding sources. Specific entities are identified below where appropriate.

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

In addition to the federal HOME, CDBG, and ESG entitlements made available to the King County Consortium in 2007, many other resources—federal, state, local, and private—will be available to help the Consortium address its five housing strategies. Federal CDBG, HOME, and ESG funds are actively used to leverage these other public and private resources. Staff works cooperatively to ensure

that, to the extent possible; the use of these limited resources is carefully coordinated. The following is a summary of the resources and anticipated 2007 funding levels follows:

**Resource**

**Estimated 2007 Funding Levels**

*Federal. Public Housing Authorities*

King County Housing Authority (KCHA) Public Housing & Section 8 Programs

Approximately \$15.1 million for operating public housing and \$62.2 million for Section 8 vouchers.

KCHA Bond and Tax Credit Revenue

Approximately \$24.63 million in 2007

*Federal. WA State Housing Finance Commission Programs*

- Low Income Housing Tax Credit Program
- Tax-exempt Bond Financing Program

Approximately \$11.5 million in tax credit authority for 2007\*.

Approximately \$293.7 million in bond cap for housing in 2007\*; \$253.7 million for multi-family and \$40 million for single family

*Federal. McKinney Homeless Assistance – Continuum of Care Competition (includes Supportive Housing Program, Shelter Plus Care, and Section 8 SRO Moderate Rehab Program)*

About \$18.3 million will flow to King County programs in 2007 - approximately \$5 million for Shelter Plus Care and \$13.3 million for HUD Supportive Housing Program.

*Federal. Health Care for the Homeless Network (Seattle-King County Department of Public Health)*

Federal 330 grant of \$1.9 in 2007 (Seattle-King County region); \$300,000 in Medicaid Administrative Match; \$1.1 million in local funds.

*Federal. Housing Opportunities for People With AIDS (HOPWA).*

2007 entitlement of \$1,561,000 million for our Entitlement Metropolitan Area (King, Snohomish, and Island counties). Continues to decrease.

*Federal. Federal Emergency Management Administration (for emergency shelter and food)*

Approximately \$1 million to King County (half for shelters, half for food).

*State. Housing Trust Fund*

Approximately \$100 million for the July 1, 2005 - 2007 biennium, statewide. Up to \$40 million of this is available for King County projects for the biennium.

*State. Emergency Shelter Assistance Program*

Approximately \$1,150,000 to support shelters in King County

*State. Transitional Housing, Operating and Rental Assistance*

Approximately \$1 million to support transitional housing for homeless families.

*Local. King County Housing Opportunity Fund*

Estimated 2007 allocation of \$761,500 for housing capital targeting special needs populations

**Resource**

**Estimated 2007 Funding Levels**

*Local* Substitute House Bill 2060 Regional Affordable Housing Program – King County – revenue from a document recording fee surcharge

Estimated revenue of \$3 million for use County-wide (capital and operating funds) in 2007.

*Local* 2163 Homeless Housing & Services Fund

Estimated 2007 allocation of \$3.4 million for homeless services, operating or one-time capital County-wide.

*Local.* King County and suburban city general fund allocations for housing and housing-related services.

Suburban cities amounts unknown at this time. Many cities will allocate funds to support emergency shelters and related services.

*Private.* United Way of King County

Approximately \$6.5 million per year allocated to shelter, food, housing, and emergency services.

*\*Source of funds could not be confirmed as of date of publication – this is a rough estimate and may change.*

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

Many fund sources have matching requirements that necessitate a mix of funds for the projects. The King County Housing Opportunity Fund (HOF) requires that local jurisdictions contribute to projects that will be located in their city. King County awards cannot represent more than 50 percent of the total project funding in any housing development project. This requires that projects leverage other funding including state and private sources.

The HOME program has extensive match requirements that must be met with non-federal sources. Match sources may include local Housing Opportunity funds, a suburban jurisdiction's general funds, or, in some cases, cash from owners of property being rehabilitated, or project sponsor contributions. Project sponsors will be encouraged to leverage additional funds from the private sector when projects can support debt service.

**Consortium-wide Housing: 2007 Actions**

The following section describes, for each of the Consortium’s three Affordable Housing Objectives, some of the actions that will be taken in 2007 to accomplish Goal I of the H&CD Plan: Increase the Supply and Availability of Decent, Affordable Housing. This includes a discussion of general actions planned to foster affordable housing and remove barriers. Please refer to the listing of adopted 2007 projects for details on specific projects and their proposed accomplishments.

***Affordable Housing Objective #1***

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

***Strategy A:***

Make capital funds available for the new construction of good quality, permanent affordable rental housing for low- and moderate-income households; for the acquisition of existing rental housing and the rehabilitation of that housing into good quality, permanent affordable rental housing for low- and moderate-income households; and for the acquisition of land on which to build affordable and/or mixed-income rental housing; and for the long term preservation of existing affordable rental housing units.

***Short-term Outputs and Outcomes for Affordable Housing Objective***

**1) AH 1A. Short-term Annual Output**

Average number of rental units to be funded for new construction, acquisition and rehabilitation, and preservation of affordable housing annually:

300 units of rental housing; at least 50 of the 300 units of rental housing shall be targeted to persons/households with special needs. (Special needs includes the elderly, frail elderly, homeless households and persons with disabilities.)

2007 Projects funded to support this strategy include:

*Project HH7000 HOME Subrecipient Housing Development*  
*Project C07167 North and East Sub-region Housing Development Set-aside*  
*Project C07166 ARCH Housing Development Set-aside*

**2) AH 1A. Short-term Annual Outcomes**

- 300 units of rental housing will be constructed, and/or acquired and rehabilitated and/or preserved annually.
- 500 new renter households will be served annually by rental units completed during the year

***Strategy B:***

Make capital funds available to rehabilitate existing rental units for low- and moderate-income households. This strategy is different from acquisition and rehabilitation in Strategy A. This Strategy addresses rehabilitation needs of existing affordable non-profit housing, or existing for-profit housing where the owner is willing to restrict the affordability of the rents for a specified period of time. It includes making modifications to the rental unit(s) of low- to moderate-income residents with a disability in order that the units will be accessible.

**1) AH 1B. Short-term Annual Output**

5-100 units will be rehabilitated and/or modified annually.

2007 Projects funded to support this strategy include:

*Project HH5108 HOME Rental Rehab Loan Program*  
*Project C07524 City of Carnation Rental Rehabilitation - Side Sewer Connection*

## 2) AH 1B. Short-term Annual Outcomes

The tenant(s) have an improved quality of life due to the improvements/rehabilitation and/or modification(s).

### *Strategy C:*

King County staff will work in partnership and/or coordination with Consortium City staff and community stakeholder organizations on housing-related activities.

2007 Projects funded to support this strategy include:

*Project C07639 King County HCD Affordable Housing*  
*Project C07204 King County CDBG Administration*  
*Project HH7204 HOME Investment Partnerships Fund*  
*Project C07515 KCHA Paramount House*  
*Project C07516 Vision House: Jacob's Well - Public Improvements*

- The Consortium will support the creation of affordable rental housing in the private market through zoning and incentive programs in all Consortium jurisdictions, such as impact fee waivers, density bonuses, inclusionary zoning and allocation of surplus County or City property for affordable housing; County staff will provide technical assistance, as needed, to help Consortium cities meet Countywide Planning Policy goals for affordable housing.
- King County will provide a credit enhancement program that promotes the development of housing for low- to moderate-income households, and explore other innovative methods of assisting with the financing of affordable housing.
- King County will collaborate with the King County Housing Authority to support the planning process and development of the Greenbridge Hope VI mixed-income housing and community development project at the Park lake Homes site in White Center. This work may be done in conjunction with a neighborhood revitalization strategy to be developed with the White Center community (see Goal #3, Objective #2 of the Consolidated Plan).
- King County will support legislation and other initiatives designed to increase funding and other support for affordable housing; and will coordinate with statewide and community-based housing agencies to provide housing education for the public and policy makers in order to build support to increase the housing funding base and to enhance acceptance of affordable housing.
- King County will work with local housing authorities to provide mutual support and coordination on affordable housing planning issues; on applications for various programs, such as rental assistance and vouchers targeted to persons with disabilities; on planning issues such as the allocation of project-based vouchers that complement the Consortium's priorities; on efforts to educate and inform landlords about the benefits of participating in the Section 8 program; and on the development of other programs that may benefit our region.
- King County will work with housing funders, mainstream service systems (such as the developmental disabilities system, the drug/alcohol system, and the mental health system), and housing referral, information and advocacy organizations to plan for community-based

housing options for persons with special needs; to develop supportive housing plans and partnerships for populations that need enhanced housing support in order to be successful in permanent housing; to advocate for funding for the operations and maintenance of housing for very low-income households and households with special needs, and for the services needed for supportive housing.

- King County will partner with the King County Developmental Disabilities Division (KCDDD) to provide housing program(s) that expand community-based housing options for persons with DD and will explore similar opportunities with systems that serve other special needs populations.
- King County will coordinate, to the extent feasible, with housing funders, and housing information and advocacy organizations to streamline funding applications, contracting and monitoring processes.
- King County may work on the development of a program to fund affordable housing projects that:
  - ✓ Are environmentally sound (“green” housing); and
  - ✓ Are sustainable; and
  - ✓ Are projected to save on long-term costs for the owner and the residents; and
  - ✓ Are designed to accommodate all persons, regardless of their level of mobility; and
  - ✓ Allow residents to age in their home.
  - ✓ This program may adopt LEED environmental standards or a similar system of environmental standards, as well as “universal design”<sup>1</sup> standards for affordable housing project applicants that volunteer to participate. The Consortium will coordinate efforts to implement this program such that participating projects do not encounter barriers from local codes that may conflict with the adopted standards, or delays in contracting.
- King County may work with housing and community stakeholders to find and implement ways to reduce the move-in cost burden barrier to securing permanent housing for low- to moderate-income households, such as a security deposit bond program.
- King County may encourage and support housing developers’ in applying for HUD Section 202 and 811 programs to provide housing for seniors and persons with disabilities.
- King County may explore land banking for the construction of affordable rental housing, especially in areas targeted for future transit and/or slated for higher density development.

***Affordable Housing Objective #2***

**Preserve the housing of low- to moderate-income home owners, and provide programs for low- and moderate-income households that are prepared to become first-time home owners.**

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<sup>1</sup> For more information about Universal Design see Affordable Housing Objective #3, Strategy 3.B.

**Strategy A:**

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

**Short-term Outputs and Outcomes for Affordable Housing Objective**

**1) AH 2A. Short-term Annual Output**

300 homes improved/repared annually.

300 low- to moderate-income home owners have their existing home repaired and/or improved.

2007 Projects funded to support this strategy include:

|                |               |   |
|----------------|---------------|---|
| <i>Project</i> | <i>HH6107</i> | <i>HOME Owner Occupied Rehab Loan Program</i>               |
| <i>Project</i> | <i>HH5108</i> | <i>HOME Rental Rehab Loan Program</i>                       |
| <i>Project</i> | <i>C07238</i> | <i>Housing Repair Program</i>                               |
| <i>Project</i> | <i>C07243</i> | <i>Housing Repair Program Delivery</i>                      |
| <i>Project</i> | <i>C07751</i> | <i>Renton Minor Housing Repair</i>                          |
| <i>Project</i> | <i>C07039</i> | <i>Shoreline Senior Services Home Repair</i>                |
| <i>Project</i> | <i>C07342</i> | <i>Tukwila/SeaTac/Des Moines Minor Home Repair</i>          |
| <i>Project</i> | <i>C07595</i> | <i>Val Vue Sewer District Side Sewer Connection Program</i> |

**2) AH 2A. Short-term Annual Outcomes**

300 low- to moderate-income home owners per year have an improved quality of life, with little or not cost. Through improvements to their housing, some home owners will be able to continue to live independently in their home.

**Strategy B:**

Make funds available for first-time home buyer opportunities, including education, housing counseling and down payment assistance for low- to moderate-income households who are prepared to purchase their first home; especially households who are under-served in the ownership housing market, including households with special needs.

**Short-term Outputs and Outcomes for Affordable Housing Objective**

**1) AH 2B. Short-term Annual Output**

Homebuyer services and assistance provided to 10-35 households per year.

**2) AH 2B. Short-term Annual Outcomes**

a) Success as a homeowner and satisfaction with homeownership over time.

b) The homeowner has built some equity in their home, and in some cases has increased their equity because the home has increased in value over time.

2007 Projects funded to support this strategy include:

|                |               |  |
|----------------|---------------|--|
| <i>Project</i> | <i>C07167</i> | <i>North and East Sub-region Housing Development Set-aside</i> |
| <i>Project</i> | <i>HH7000</i> | <i>HOME Subrecipient Housing Development</i>                   |
| <i>Project</i> | <i>HH7700</i> | <i>HOME ADDI Funds</i>   |

**Strategy C:**

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

- King County will support the creation of a range of affordable home ownership opportunities through zoning and incentive programs in all Consortium jurisdictions, such as impact fee waivers, density bonuses, inclusionary zoning and the allocation of surplus County or City property; County staff will provide technical assistance, as needed, to help Consortium cities meet Countywide Planning Policy (CPP) goals for affordable
- King County will support the Seattle-King County Coalition for Responsible Lending (“SKCCRL”) in combating the devastating effects of predatory lending in the King County region and in working with other organizations to coordinate efforts, such as the King County IDA Collaborative. King County will work with the Coalition to provide funds for predatory lending counseling and/or gap financing for eligible clients seeking a “rescue” loan who have been a victim of predatory lending and are at risk to lose their home.
- King County will support the acquisition and preservation of mobile home parks, when feasible, to protect low- and moderate-income mobile home owners who might otherwise be displaced due to redevelopment. King County will explore a comprehensive strategy to further extend the long-term affordability of mobile home parks that currently have an agreement with the County, including strategies to have parks owned by park residents.
- King County will work with special needs populations and stakeholders to develop homeownership opportunities for special needs households for whom home ownership is appropriate.
- King County will support the work of the King County Housing Authority to ensure that there are affordable ownership opportunities for low- and moderate-income households, especially Park Lake Homes tenants who are prepared for home ownership, in the Greenbridge HOPE VI project in White Center.
- King County will work with housing authorities and community agencies to provide targeted outreach to federally subsidized tenants and other low- to moderate-income tenants who are prepared to work towards the goal of achieving home ownership.
- King County may work with community stakeholders to plan for and support programs that reduce the cost of homeownership for low- to moderate-income households, such as land trusts, limited-equity co-ops, and sweat equity programs.
- King County may advocate for a waiver or regulatory change to enable the Consortium to assist low- to moderate-income condo owners with the payment of common area repair assessments that exceed regular homeowner dues and are unaffordable to the low- to moderate-income condo owner.
- King County may explore land banking for the acquisition of land on which to construct affordable ownership housing, especially land that is in an area targeted for future transit and/or slated for higher density development.



- King County may work with local housing authorities, other funders and financial institutions to explore the development of Section 8 homeownership program(s) in our region. A Section 8 homeownership program would work with households that are prepared to become homeowners to use a Section 8 voucher to help subsidize the purchase of a home rather than ongoing rent.

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***Affordable Housing Objective #3***

**King County will plan for and support fair housing strategies and initiatives designed to affirmatively further fair housing and increase access to housing, and to housing programs and services for low- to moderate-income households. King County staff may work with Consortium city staff and community stakeholder agencies on these fair housing strategies. These strategies do not have annual output or outcome goals, and will be reported on, as progress occurs, in narrative fashion.**

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***Strategy A:***

The King County Consortium will begin implementation of its new Fair Housing Action Plan in 2007.

2007 Projects funded to support this strategy include:

*Project C07204 King County CDBG Program Administration*

*Project HH7204 HOME Program Administration*

***Strategy B:***

King County and the Consortium will carry out initiatives and activities of the new Fair Housing Action Plan to be adopted by December 31, 2006.

## **Goal Two: Ending Homelessness**

King County and the Consortium will develop a long-term outcome(s) for our goal to end homeless in coordination with the outcomes that are being developed through our region-wide Continuum of Care planning body, the Committee to End Homelessness. Long-term outcomes will relate to the reduction of homelessness, and particularly the reduction of chronic homelessness in King County.

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***Homeless Objective #1***

**Support Programs that Prevent Homelessness**

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***Strategy A:***

Continue to allocate funds for the Consortium-wide Housing Stability Program, a program that provides grants, loans and counseling to households facing an eviction or foreclosure, or to households trying to secure the funds to move in to permanent rental housing. The Consortium will explore an amendment to the Consortium's Interlocal Cooperation Agreement in order to expand this program in 2007 and beyond.

***Short-term Outputs and Outcomes for Homeless Objective #1***

**1) H 1A. Short-term Annual Output**

200 households are served annually, with a proportionate increase in number of households to be served in 2007 and beyond (if funding is expanded).

2007 Projects funded to support this strategy include:

*Project C07101 Fremont Public Association Housing Stability Project*  
*Project C07441 Legal Action Center Emergency Assistance*

**2) H 1A. Short-term Annual Outcome**

Households served remain stable in permanent housing.

**Strategy B\*:**

Support other initiatives and programs designed to prevent homelessness.

**Strategy C\*:**

Ensure that Consortium homelessness prevention initiatives and programs are consistent with the Ten Year Plan to End Homelessness to be adopted by the Committee to End Homelessness in 2004.

*\*Strategies B and C do not have annual output or outcome goals, and will be reported on, as progress occurs, in narrative fashion.*

**Homeless Objective #2**

**Support A range of permanent affordable housing options for homeless households.**

**Strategy A:**

Fund permanent supportive housing through the Shelter Plus Care Program.

**1) H 2A. Short-term Annual Output**

464 units of permanent supportive housing funded

**2) H 2A. Short-term Annual Outcome**

Households served remain housed and increase their housing stability.

**Strategy B\*:**

Coordinate with public housing funders, community-based organizations, housing organizations and other stakeholders to plan for a range of permanent housing units that serve very low-income households at 30% of AMI and below, and that are targeted to serve homeless households, including bunkhouses, SRO's and unit that allow households to "transition in place". Some of our Housing projects will address this as well in Goal 1 Objective 1 Strategy A.

**Strategy C\*:**

Ensure that all initiatives and programs related to permanent supportive housing for the formerly homeless, and other forms of permanent housing targeted to homeless households are consistent with the Ten Year Plan to End Homelessness in King County.

*\*Strategies B and C do not have annual output or outcome goals, and will be reported on, as progress occurs, in narrative fashion.*

**Homeless Objective #3**

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

**Strategy A:**

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

**1) H 3A. Short-term Annual Output**

172,000 bednights of emergency shelter, of which 85,000 are funded through ESG and CDBG  
140,000 unit nights of transitional housing  
2007 Projects proposed for funding to support this strategy include:

*North/East Sub-region*

- Project C07056 Avondale Park Emergency Shelter Operating Cost*
  - Project C07175 YWCA Emergency Shelter Operations*
  - Project C07177 Congregations for the Homeless Operating Cost*
  - Project C07179 Fremont Public Assoc. Family Shelter Operating Cost*
  - Project C07186 Hopelink Redmond Center Emergency Assistance*
  - Project C07187 Hopelink Sno-Valley Center Emergency Assistance*
  - Project C07192 Kenmore Family Shelter Operating Cost*
  - Project C07194 Sky Valley Community Resource Center Emergency Assistance*
- South Sub-region*
- Project C07198 Black Diamond Community Center Emergency Assistance*
  - Project C07280 Catholic Community Services Emergency Assistance*
  - Project C07281 DAWN Emergency Shelter Operating Cost*
  - Project C07296 HOME / ARISE Operating Cost*
  - Project C07178 Hospitality House Emergency Shelter Support*
  - Project C07441 Legal Action Center Emergency Assistance*
  - Project C07445 Multi-Service Center Family Shelter Operating Cost*
  - Project C07449 Neighborhood House Helpline-Eviction Prevention Program*
  - Project C07865 Renton Emergency Feeding Program Support*
  - Project C07453 South King County Food Coalition Emergency Assistance*
  - Project C07455 South King County Youth Shelter Operating Cost*
  - Project C07472 Vashon-Maury Island Community Safety Net Emergency Assistance*

### **ESG Funding**

*Project C07070 ESG Administration*  
*Project C07081 Avondale Park Emergency Shelter Operating Cost*  
*Project C07082 Avondale Park Emergency Shelter Services*  
*Project C07084 DAWN Emergency Shelter Operating Cost*  
*Project C07067 FPA Emergency Shelter Operations*  
*Project C07083 Kenmore Family Support Services*  
*Project C07080 Multi-Service Center Family Shelter Operations*  
*Project C07077 YWCA Emergency Support Services*

## **2) H 3A. Short-term Annual Outcome**

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

### ***Strategy B:***

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

### ***Homeless Objective #4***

**King County will approach homelessness planning and coordination as a regional issue, and work with the Committee to End Homelessness, cities, housing funders, community agencies and homeless people to achieve such coordinated efforts. These strategies do not have annual output or outcome goals, and will be reported on as progress occurs, in narrative fashion.**

### ***Strategy A:***

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

### ***Strategy B:***

Continue to provide leadership and participation in the countywide McKinney Continuum of Care annual competitive funding round, or its successor.

### ***Strategy C:***

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

2007 Projects funded to support this strategy include:

*Project C07204 King County CDBG Administration*  
*Project C07070 Emergency Shelter Grant Administration*  
*Project C07639 King County Affordable Housing and Planning*

## Goal Three: Establish and Maintain a Suitable Living Environment and Expand Economic Opportunities

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

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### *Community/Economic Development Objective #1*

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

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#### **Strategy A:**

Make CDBG capital funds available to improve the capacity of health and human service agencies to provide priority human services to our low- to moderate-income residents effectively and efficiently. The Consortium will explore methods of more efficiently coordinating the allocation of funds for regional and/or sub-regional community facility projects.

#### **1) CD/ED 1A. Short-term Annual Output**

3 community facility projects completed

2007 Projects funded to support this strategy include:

*Project C07499 ElderHealth Northwest Renovation of Adult Day Health Care Center*

*Project C07579 Duvall Community Service Center Construction*

*Project C07586 Algona City Hall Handicapped Accessibility*

*Project C07589 New Futures at Windsor Heights Facility Rehabilitation*

Identified as a back-up projects in Joint Agreement Cities:

*Federal Way - Boys & Girls Club of King County Federal Way Roof Replacement*

*Renton - Recovery Centers of King County*

#### **2) CD/ED 1A. Short-term Annual Outcome**

Human service facility providers will be able to:

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

#### **Strategy B:**

The Consortium will allocate funds for priority human services as identified in the needs analysis portion of the plan and as identified by Consortium jurisdictions. The Consortium will evaluate the Housing Stability Program and homelessness services for increase, in relation to other human services, for the 2007 funding cycle (See Goal II, End Homelessness, Objective #1).

**1) CD/ED 1B. Short-term Annual Output**

50,000 unduplicated persons served

2007 Projects funded to support this strategy include:

- Project C07487 Federal Way Emergency Services (HSS1)*
- Project C07495 Federal Way Low-income Family with Children Services (HSS3)*
- Project C07489 Federal Way Special Needs (HSS2)*
- Project C07497 Renton Children's Home Society of WA Strengthening Families*
- Project C07871 Renton Communities in Schools*
- Project C07498 Renton Institute for Family Development-Parents and Children Together*
- Project C07145 Shoreline/Lake Forest Park Senior Center*

**2) CD/ED 1B. Short-term Annual Outcome**

Outcomes and outcome indicators for the various service areas will be consistent with the King County Regional Outcomes Alignment Planning Process.

***Community/Economic Development Objective #2***

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

Outcome: The community is a healthier and/or safer place to live, and/or has more amenities, including increased accessibility for persons with disabilities. Indicator: Project-specific accomplishment reports will be used to gather data after the project has been completed and there has been an adequate amount of time to assess the impacts of the project on health, safety and/or increased amenities for the community.

***Strategy A:***

Make CDBG capital funds available to for high priority public infrastructure improvements and/or park facility needs, including accessibility improvements, in a range of low- to moderate-income areas of the Consortium.

**1) CD/ED 2A. Short-term Annual Output**

3 public infrastructure/park facilities projects completed

2007 Projects funded to support this strategy include:

- Project C04876 Burien Jacob (North) Ambaum Park Development - Phase 2*
- Project C07564 Duvall Anderson Street Water Main Replacement*
- Project C07587 Des Moines South 216th Street Sidewalk Design Project*
- Project C07591 SW Sewer District Evergreen Heights Project*

***Strategy B:***

Revitalize deteriorated areas with high rates of poverty in the Consortium. In particular, King County will work with the White Center community to develop a Neighborhood Revitalization Strategy

("NRS") for this area, which has the highest poverty rate in the County. The Consortium will explore whether there are other high poverty areas that may benefit from an NRS.

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

**Strategy C:**

Assist small and/or economically disadvantaged businesses that are located in predominately low- to moderate-income communities, or that are combating blight, to rehabilitate and/or improve their commercial property. These projects may or may not be connected with a NRS.

**1) CD/ED 2C. Short-term Annual Output**

4 commercial property improvements annually.

2007 Projects funded to support this strategy include:

*Project C07684 King County Economic Development Program*

**2) CD/ED 2C. Short-term Annual Outcome**

The surrounding low- to moderate-income neighborhood is improved by having better commercial services and shopping opportunities available to it, or by having blight removed.

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**Community/Economic Development Objective #3**

**Expand economic opportunities for low- to moderate-income persons.**

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This objective will be carried out pursuant to the following principles:

- 1) The strategies of this objective will be carried out in a manner that is consistent with the economic development vision contained in the updated Countywide Planning Policies.
- 2) Assistance to for-profit businesses will be provided in a manner that maximizes public benefits, minimizes public costs, minimizes direct financial assistance to the business and provides fair opportunities for all eligible businesses to participate.

**Strategy A:**

Assist businesses to create or retain jobs for low- and moderate-income persons by providing 1) technical assistance, and/or 2) CDBG loans and loan guarantees.

**1) CD/ED 3A. Short-term Annual Output**

20 businesses assisted annually, at least 15 of which are small and/or economically disadvantaged.

2007 Projects funded to support this strategy include:

*Project C07684 King County Small Business Loan Program*

*Project C07685 King County Economic Development Program*

**2) CD/ED 3A. Long-term Outcome**

Employment opportunities for low- to moderate-income persons are retained and/or increased.

**Strategy B:**

Assist low- to moderate-income persons in obtaining living wage jobs, through the provision of job training and placement and other employment services (i.e., peer support programs, counseling, childcare, transportation, etc.)

This strategy does not have annual output goals. Outcomes and outcome indicators will be consistent with the King County Regional Outcomes Alignment Planning Process.

2007 Projects funded to support this strategy include:

- Project C07578 Federal Way MSC Employee Development Services by CBDO*
- Project C07231\* Hopelink Employment and Child Care Program*
- Project C07235\* Multi-Service Center Employment Services*
- Project C07140 Renton MSC Employee Development Services by CBDO*

\*Identified as a back-up projects to receive additional funds per adopted JRC Policy.

**Section 106 National Historic Preservation**

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

Section 106 requires that activities with federal funding be analyzed for potentially adverse effects to historic properties and that adverse effects be mitigated. It also requires that the public have opportunities for involvement in the process. Historic properties are those buildings, sites, structures, districts or objects that are eligible for or listed in the National Register of Historic Places. HCD and HPP welcome public input and involvement in the review process. For additional information on Section 106 review, projects under review, or to comment on a project that may affect historic resources, contact the King County Housing and Community Development Environmental Review Specialist at (206) 205-6443.

**Monitoring Plan**

HCD contracts most of the funds to subrecipients (primarily non-profit and /or cities), and has developed extensive monitoring procedures, both in terms of the overall HCD Plan goals as well as individual subrecipient performance. Processes and procedures have been developed in each program area to specifically address federal, State and County statutory and regulatory requirements, in addition to providing County staff with a system of ensuring project compliance and accomplishments. This section will discuss how HCD currently monitors its activities in each of its programs to meet H&CD Plan goals. Efforts are underway by HCD to update the current Monitoring Plan to provide a general framework that the following HCD sections can use: Housing Finance Program for HOME, CDBG and local funds; Community Development for CDBG funds; Housing Repair Program for CDBG and HOME funds; Homeless Assistance Fund for CDBG and ESG funds; McKinney Homeless Assistance for Supportive Housing Program and Shelter Plus Care Program funds. One of the outcomes will be a Monitoring Tool



Desk Guide that enables coordination and consistency of review of HCD's programs and monitoring efforts. The Desk Guide will provide:

- a synopsis of each HCD section;
- examples of tool(s) used in monitoring;
- frequency standards for monitoring and
- definitions of terms used in monitoring processes.

### **Monitoring to Meet Overall Consolidated H&CD Plan Goals**

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

### **Ensuring Subrecipient Compliance with Statutory and Regulatory Requirements**

King County has four major steps of review to ensure compliance with requirements: These are (a) allocation policies and RFP processes, (b) contracting requirements (c) implementation and program management, and (d) fiscal controls. Each of these will be discussed in turn below.

#### **A. Allocation Policies and RFP Processes**

King County adopted the H&CD Plan which guides the application and allocation process for CDBG funded projects. The H&CD Plan also guides the two King County Housing Finance Programs that allocate County and Small Cities CDBG and HOME funds, as well as the allocation of ESG funds through a competitive process.

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

- consistency with local codes and policies
- restrictions on change of use of property/buildings assisted with federal funds
- establishment of a legally binding public interest
- minimization of displacement and provision of relocation assistance
- adherence to federal wage rates
- compliance with federal audit requirements
- adherence to lead-based paint abatement regulations
- establishment of affordable rents
- provision of verification documents of client eligibility.

Housing projects are also asked to respond to the following housing activity policies in the National Affordable Housing Act, and are identified in the housing section of the H&CD Plan:

- address needs/gaps identified in the H&CD Plan
- utilize other funds effectively
- affirmatively further fair housing practices
- develop an affirmative marketing plan
- complete an environmental review checklist.

All projects requesting CDBG, HOME or ESG funds are evaluated to determine if they are (1) program eligible and priority based on program policies, (2) consistent with local, state and federal regulations, and (3) viable as submitted.

## **B. Contracting**

Projects funded through HOME, CDBG or ESG will be required to enter into a contract with King County. In addition to the scope of work, duration, and projected accomplishments or performance, each contract contains federal, state and local program requirements by which each agency must abide or they will not be reimbursed. These include, but are not limited to, requirements related to:

- audits
- subcontracting
- insurance coverage
- conflict of interest issues
- grounds for suspension or termination
- corrective action
- prohibition of political activities
- nonsubstitution of local funds
- constitutional prohibition against funding of religious activities
- environmental review
- nondiscrimination practices
- procurement standards
- labor standards
- restrictions on change of use
- acquisition and relocation
- housing quality standards
- public information
- certification regarding lobbying
- evaluation and recordkeeping
- bid procedures
- acquisition procedures
- relocation and one for one replacement housing
- Section 504/handicapped accessibility
- Construction
- Lead based paint abatement
- Section 3 compliance

King County Prosecuting Attorney annually reviews and approves boilerplate contract language that incorporates all federal, state and county rules and regulations into HCD program contracts. This coordinates contracting in program areas – documenting a unified and consistent procedure.

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

## **C. Implementation and Program Management**

Each HCD Program area has specific priorities of accomplishments in implementing its respective programs. The following depicts the monitoring goals of each program.

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

Projects supported by HFP funds create or preserve housing that is affordable to income-eligible households. These projects include permanent housing such as multi-family rental, single-family group homes, and homeownership, as well as transitional housing. Local county funds are specifically prioritized for developing housing for individuals and families with special housing needs. Eligible uses for capital expenditure in general are:

- New construction
- Acquisition and rehab
- Preservation of existing affordable housing units

- Other development costs associated with project completion

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

- if applicable, agency procurement and wage standards
- population being served and number of regulated units
- income eligibility of housing occupants
- housing affordability
- equal opportunity and affirmative marketing, adherence to applicable fair housing standards
- adherence to applicable property standards
- fiscal responsibility and general admin recordkeeping
- safe and sanitary housing maintained in good physical repair

## 2. Community Development Section (CDBG Funds)

Community Development projects are used for a variety of activities but are restricted to those that meet a preset national objective and serve low to moderate-income areas that qualify by census data or clients who fit within limited clientele qualifications. Funded projects include, but are not limited to: acquisition, rehabilitation, public services, relocation, public facilities, economic development, Special Activities by CBDOs, and planning and capacity building.

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

- documenting King County's compliance with requirement for conducting subrecipient monitoring (set for in CDBG Program Regulations). Assure that subrecipient program administration and funded projects are completed in compliance with established regulations and that project activities continue to serve the target population identified in the initial application
- ensure that CDBG subrecipients are complying with applicable federal regulations, OMB Circulars and King County ordinances (regulatory requirements) relating to financial management systems, procurement and contracting, property management and disposition, labor standards, record keeping and reporting requirements;
- ensure that CDBG subrecipients are meeting performance requirements specified in the subrecipient agreement and target populations are being served;
- technical assistance is provided in a timely fashion to ensure regulatory compliance is understood.

## 3. Housing Repair Program(s) (CDBG and HOME Funds)

The Housing Repair Program administers CDBG and HOME funded housing repair projects. Most projects are administered directly. The only subrecipients that need monitoring are several cities which have minor repair programs using CDBG dollars.

Monitoring Goals: Insure program is following all regulatory processes and procedures including but not limited to:

- Income verification
- Lead-based paint regulations
- Environmental review
- Section 504//disabilities /act (ADA)

Review structure of program to determine:

- Performance and Eligibility/Program Benefit
- File management/record keeping
- Grievance procedures
- Adequate and proper insurance

4. Homeless Assistance Fund (CDBG and ESG Funds)

The Homeless Assistance Funds (HAF) comprise a combination of Consortium-wide Emergency Shelter Grant (ESG) dollars and Community Development Block Grant County and Small Cities (CDBG-CSC) dollars.

The HAF grants are awarded through a competitive application process on a bi-annual basis.

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

Monitoring Goals:

- document King County’s compliance with requirement for conducting sub-recipient monitoring (set forth in CDBG and ESG Program regulations);
- ensure that CDBG and ESG sub-recipients are complying with applicable federal regulations, OMB Circulars and King County ordinances (regulatory requirements);
- ensure that CDBG and ESG sub-recipients are meeting performance requirements specified in the sub-recipient agreement;
- ensure adherence to fair housing standards; and
- implement DCHS policies regarding contract monitoring.

5. McKinney Homeless Assistance (Supportive Housing Program & Shelter Plus Care Program)

Projects supported by McKinney funds include:

- Capital (to build transitional housing units)
  - Operations (utility, maintenance, etc. of transitional housing)
  - Lease (of space for transitional housing and necessary support services)
  - Services (case management and other costs associated with the provision of transitional housing and supportive services)
  - Rental Assistance (to clients who reside in permanent supportive housing)
- Monitoring Goal: The goals of the McKinney monitoring process are to verify:
- that the programs/projects are serving eligible clients;
  - proper rent calculation;
  - that the projects are operating at capacity or the appropriate utilization (i.e. clients are receiving the applicable services/housing at the levels indicated in the McKinney contract);
  - that the project/program goals are achieved; and
  - that projects/programs are complying with federal administrative requirements.

**D. Fiscal Controls**

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

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

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

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

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

In 2007 the Monitoring Plan Team will continue to fine tune the Monitoring Plan Desk Guide that depicts the overall goals, definitions, monitoring requirements, tools and timelines of each program area. The effort will assist in providing a coordinated and streamlined approach to monitoring for regulatory requirements and compliance with each of the funding sources, while meeting the minimum thresholds set forth by the Community Services Division.

#### **E. Outcome Measures**

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

#### **F. Discharge Policy**

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

## 2007 Funds Available

The King County CDBG and HOME Consortia will receive approximately \$10,624,676 in Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and other federal funds in 2007. An additional \$1,120,246 in program income will be available as well as \$732,011 in recaptured funds, providing a total available for 2007 allocations of \$12,175,794.

### CDBG Funds:

|                                    |            |                   |                    |
|------------------------------------|------------|-------------------|--------------------|
| 2007 Entitlement                   |            | \$ 6,200,622      |                    |
| Projected Program Income           |            | \$ <u>900,000</u> |                    |
|                                    | Sub-total  | \$ 7,100,622      |                    |
| Recaptured Grant Funds             | \$ 706,108 |                   |                    |
| Additional Recapture - Federal Way | \$ 25,903  |                   |                    |
|                                    | Sub-total  | \$732,011         |                    |
| <b>Total CDBG Funds</b>            |            |                   | <b>\$7,832,633</b> |

### HOME Funds:

|  |  |                   |  |
|--|--|-------------------|--|
| 2007 Entitlement and<br>Program Income |  | 4,126,619         |  |
|  |  | \$ <u>220,246</u> |  |

### American Dream Downpayment Initiative Funds (ADDI)

\$ 96,781

**Total HOME Funds** **\$4,443,646**

### Emergency Shelter Grant Funds:

Emergency Shelter Grant \$ 200,654

**Total ESG Funds** **\$200,654**

**Total Federal Funds** **\$12,476,933**

## Float Loan Activities

UPDATE - Greenbridge Float Loan (Project C04050) - In 2005 \$1.75 million was loaned to the King County Housing Authority (KCHA) to assist with infrastructure costs in the redevelopment of the Park Lake Homes community (now called Greenbridge) in the White Center area of unincorporated King County. The loan is for a maximum 30 months at zero interest. King County agreed to forgive KCHA's loan and repay the CDBG fund on behalf of the KCHA through a transfer of general local government funds (a combination of King County Current Expense funds, Road funds, Real Estate Excise Tax funds, and Surface Water Management funds) once KCHA fulfilled the terms of the loan. \$710,000 was repaid on February 3, 2006. The remaining balance of the loan, \$1,040,000 is anticipated to be fully repaid in April 2007.

UPDATE - Mine Hill/280 Clark Apartments (Project C05052) - an Amendment to the 2005 Action Plan reflected a new Float loan activity for King County CDBG Consortium in the amount of \$5,810,598. The funds were used to acquire two existing apartment complexes for St. Andrews Housing Group. The loan is secured with a letter of credit from Key Bank. The term of the loan is a maximum of 30 months from closing. An interest rate of 1.9% per annum is being charged from October 15, 2005 to maturity on April 15, 2008. The loan fee is one percent. This will produce an estimated interest income of \$250,000 at the maximum. Two principal repayments totaling \$2,732,647 have been made in 2006. The remaining balance of \$3,077,951 is anticipated to be repaid in 2007. Interest income will be less than the maximum.

## Program Income

The following sources of program income are expected to be received and are allocated for 2007 activities.

|                                   |                  |
|-----------------------------------|------------------|
| Housing Repair Loan Paybacks      | \$ 894,103       |
| Housing Stability Loan Repayments | \$ 5,897         |
| <b>TOTAL CDBG Program Income</b>  | <b>\$900,000</b> |

The above CDBG Program Income repayments were used in estimating funds available for 2007 project activities. (In addition, there is float loan principal being repaid totaling \$3,442,647 (see updates on previous page). ( $\$ 6,799,483 + \$900,000 + \$3,442,647 = \$11,142,130$ ). While this principal is not available for re-allocation, it is considered program income and will increase King County's CDBG Program Administration and Public Service Caps to \$2,228,426 (20% Admin) and \$1,671,319.5 (15% Public Service) respectively.

|                                  |                  |
|----------------------------------|------------------|
| <b>TOTAL HOME Program Income</b> | <b>\$300,000</b> |
|----------------------------------|------------------|

## CDBG Recaptured Funds

The following funds are available from earlier projects which have been completed with an under run or which have been canceled during 2006. These funds have been recaptured and reallocated to the 2007 CDBG Program.

According to policies stated in the 2006-2008 CDBG Interlocal Cooperation Agreement with the King County Consortium cities, which was adopted by all the Consortium members, recaptured administration dollars and other Consortium-wide funds are shared and reallocated among the Consortium partners.

|                         | Project | Project Title   | LTD<br>Balance | Total<br>RECAP   |
|-------------------------|---------|---|----------------|------------------|
| <b>Bothell</b>          | C05950  | Bothell CDBG Program Administration                     | \$15,000       |                  |
|                         | C99930  | FOY/Habitat Transitional & Ownership Housing            | \$104,324      | <u>\$119,324</u> |
| <b>Burien</b>           | C01636  | Burien Housing Rehab Loan Funds                         | \$2,656        | <u>\$2,656</u>   |
| <b>Des Moines</b>       | C03240  | Des Moines Pacific Ridge and Economic Development Plan  | \$4,276        |                  |
|                         | C05245  | Des Moines CDBG Program Administration                  | \$8,901        |                  |
|                         | C98246  | Des Moines Field House Renovation                       | \$108          |                  |
|                         | C98255  | Des Moines Senior Center Land Acquisition               | \$29,325       |                  |
|                         | C99767  | SKC Habitat for Humanity Acquisition                    | \$50,000       | <u>\$92,610</u>  |
| <b>Federal Way</b>      | C03045  | Federal Way Armstrong Neighborhood Park Dev.            | \$345          |                  |
|                         | C99767  | SKC Habitat for Humanity Acquisition                    | \$30,000       |                  |
|                         | C06582  | Federal Way Contingency - Capital                       | 25,903         | <u>\$56,248</u>  |
| <b>Issaquah</b>         | C04297  | Issaquah Valley Senior Center Van Driver Support        | \$1,242        | <u>\$1,242</u>   |
| <b>Kent</b>             | C99767  | SKC Habitat for Humanity Acquisition                    | \$15,000       | <u>\$15,000</u>  |
| <b>Kirkland</b>         | C03278  | Casa Juanita  | \$60           |                  |
|                         | C03940  | Plum Court Apartments                                   | \$2            |                  |
|                         | C04144  | Kirkland Wheelchair Ramps Project                       | \$4,920        | <u>\$4,982</u>   |
| <b>Lake Forest Park</b> | C05432  | Lake Forest Park CDBG Program Administration            | \$145          | <u>\$145</u>     |
| <b>Renton</b>           | C02603  | Renton Unallocated Funds                                | \$5,000        |                  |
|                         | C03104  | Hearing Speech & Deafness Center – Rehab                | \$1,003        |                  |
|                         | C04140  | Renton Multi-Service Center Employment Services<br>CBDO | \$2,032        |                  |
|                         | C05140  | Renton Multi-Service Center Employment Services<br>CBDO | \$296          |                  |
|                         | C05751  | Renton Minor Housing Repair                             | \$79,324       | <u>\$87,655</u>  |
| <b>SeaTac</b>           | C03105  | SeaTac Senior Center Design Study – Phase I             | \$89           |                  |
|                         | C05705  | SeaTac CDBG Program Administration                      | \$14,047       | <u>\$14,136</u>  |



|                                  | Project | Project Title  | LTD<br>Balance | Total<br>RECAP   |
|----------------------------------|---------|--|----------------|------------------|
| <b>Shoreline</b>                 | C00640  | Shoreline Housing Rehabilitation Loan Funds                | \$43           |                  |
|                                  | C03572  | Alpha Spring Meadows Homes                                 | \$5,000        | <u>\$5,043</u>   |
| <b>Tukwila</b>                   | C02676  | Tukwila Foster Park Playground Structure                   | \$12           |                  |
|                                  | C04151  | Tukwila Crystal Park Playground Structure Replacement      | \$723          | <u>\$735</u>     |
| <b>County &amp; Small Cities</b> | C01519  | King County Housing Repair Program Delivery                | \$2            |                  |
|                                  | C02135  | Island Domestic Violence Outreach Services                 | \$2,112        |                  |
|                                  | C02519  | King County Housing Repair Program Delivery                | \$2            |                  |
|                                  | C03795  | Hopelink Sno-Valley Rehabilitation                         | \$302          |                  |
|                                  | C03899  | Friends of Youth – McEachern Youth Facility Rehabilitation | \$2,011        |                  |
|                                  | C04639  | KC HCD Affordable Housing                                  | \$92,161       |                  |
|                                  | C05059  | KCHCD Assistance to Small Communities                      | \$14,075       |                  |
|                                  | C05745  | Worksource Rural Connection – Hopelink                     | \$546          |                  |
|                                  | C97621  | King County Nonprofit Facilities Urgent Repair Program     | \$15,814       | <u>\$127,025</u> |
| <b>Consortium Wide</b>           | C00684  | King County Economic Development Program                   | \$12,250       |                  |
|                                  | C01204  | King County CDBG Program Administration                    | \$29,770       |                  |
|                                  | C01241  | King County Administration – Capital                       | \$9,900        |                  |
|                                  | C02204  | King County CDBG Program Administration                    | \$99,821       |                  |
|                                  | C03204  | King County CDBG Program Administration                    | \$13,851       |                  |
|                                  | C04204  | King County CDBG Program Administration                    | \$2,914        |                  |
|                                  | C04207  | King County Admin-Capital RE Minor Home Repair             | \$1,421        |                  |
|                                  | C04208  | King County Admin-Capital RE Housing                       | \$1            |                  |
|                                  | C04684  | King County Economic Development Program                   | \$10,524       |                  |
|                                  | C05204  | King County CDBG Program Administration                    | \$24,758       | <u>\$205,210</u> |
| <b>Total Recapture</b>           |         |  |                | <b>\$732,011</b> |

Please note that any of the above projects which were involved in a substantial change, (defined as the amount to be expended was changed by 25 percent unless the decrease was the result of an under run; the purpose, scope, location or beneficiaries of the project was changed; a project was canceled; or a new project was funded) were published and citizens were allowed to comment.

# Specific CDBG Submission Requirements

## Allocation Priorities

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

- 1) Regional
  - a. Housing Repair Set-aside (25% of funds available – entitlement + program income)
  - b. Housing Stability Set-aside (25% of 15% public service funds available – entitlement + program income)
  - c. Economic Development
  
- 2) North/East Sub-region (43% of remaining funds available after Consortium Set-asides)
  - a. Emergency Assistance (50% of N/E share of public service funds) and Emergency Shelters (50% of N/E share of public service funds)
  - b. Housing (targets 30% of N/E capital entitlement funds)
  - c. Public Infrastructure/Community Facilities
  - d. Special Economic Activities through a CBDO
  
- 3) South Sub-region (57% of remaining funds available after Consortium Set-asides)
  - a. Emergency Assistance (50% of South share of public service funds) and Emergency Shelters (50% of South share of public service funds)
  - b. Minor Home Repair
  - c. Public Infrastructure/Community Facilities
  - d. Special Economic Activities through a CBDO

## Low/Mod Benefit

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

## **Specific HOME Submission Requirements**

### **Recapture/Resale Provisions:**

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

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

The Consortium does not engage in this activity.

### **Other Forms of Investment:**

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

### **Affirmative Marketing:**

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

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

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

### **Requirements and Procedures for Owners:**

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

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

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

- periodic visits by County staff to completed projects;
- an annual review of records for a random sample of projects rehabilitated with HOME funds;
- periodic checks for advertisements including the Equal Housing Opportunity logo, notices to minority and outreach agencies; and
- verification of rents charged, and a record of approved and rejected tenant applications for housing.

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

### Assistance for First-Time Homebuyers

American Dream Downpayment Initiative (ADDI) funds may be used to provide first-time homebuyer assistance to households whose income is at or below 80% of the King County area median income as defined annually by the U.S. Department of Housing & Urban Development (HUD) and who occupy the housing as their principle residence. Participation by nonprofit, for-profit, or public entities to provide homeownership assistance is encouraged. Participants will be expected to:

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- income qualify potential homebuyers;
- provide homeownership education and counseling;
- partner with or provide affordable mortgage programs;
- monitor long-term affordability requirements including recapture or resale restrictions depending upon the design of the homebuyer assistance program;
- track the recapture of HOME funds; and
- provide demographic data on homeowners assisted with HOME funds as required by HUD.

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Homeownership activities supported with HOME funds must:

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

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

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

Education and counseling activities will only be funded in conjunction with a homeownership program or project (e.g., downpayment assistance, new construction). Funding for homeownership education and counseling activities will not exceed \$25,000 per program or project, and the total funds available for these activities annually will not exceed 5% of the funds available in the competitive pot.

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Opportunities for homeownership can be developed or preserved through:

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

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

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## HOME Matching Funds

The sources of matching funds for rental housing projects funded with HOME are King County's local general fund and the Regional Affordable Housing Program (RAHP) funds. RAHP funds are a dedicated state-adopted housing resource administered (a document recording fee surcharge) by King County, and are targeted to the creation of affordable housing. The sources of match for the HOME-funded owner-occupied rehabilitation program are owner contributions.

## **Specific ESG Requirements**

### **ESG Targets**

The King County Consortium currently targets available Emergency Shelter Grant (ESG) funds for the following:

- maintain the existing supply of emergency shelter beds for homeless families;
- maintain operating support for the existing family shelter system;
- expand the supply of emergency shelter for underserved populations; and
- maintain existing homeless prevention activities.

ESG funds and CDBG funds were awarded to non-profit organizations through a combined competitive Request for Proposals process called the Homeless Assistance Fund. Project selection was based on how well the application furthers the Continuum of Care strategies.

### **Sources of Matching Funds:**

Matching funds generated are as follows: other federal - \$21,599; other public -\$627,499; private foundations \$165,000, fund raising - \$66,338; totaling \$880,436. The match sources include Community Development Block Grant funds, private donations, local jurisdictions' general fund support, and state funds for shelter programs.

## **Listing of Adopted 2007 Projects**

The federal funds will be allocated to the activities listed in the following pages. The activities will be implemented in the 2007 program year. They are consistent with the King County Consortium Consolidated Housing and Community Development Plan for 2005-2009 and meet the applicable federal requirements for the CDBG, HOME and ESG programs. The activities predominantly benefit persons who are at or below 80 percent of the area median income.

## Citizen Participation

The County and Consortium Cities held two joint application workshops in March and April to provide technical assistance to interested applicants. Three additional technical assistance workshops were offered by County staff during May prior to the applications being due. A Public Forum was held September 6th and applicants invited to present their proposals to the Sub-Region Advisory Group members. This allowed for direct communication between the applicants and the Sub-Region Advisory Group members concerning details of each project proposed. The Sub-region Advisory Group then met as one body to consider regional project activities. The members then met as sub-regions to review and finalize recommendations they made within their respective areas to finalize recommendations to the Joint Recommendations Committee (JRC). The JRC considered the recommendations and adopted them with slight modifications to the emergency services awards.

King County Housing and Community Development (HCD) offers web site access to its federal HUD grant plans and performance reporting documents at [www.metrokc.gov/dchs/csd/housing](http://www.metrokc.gov/dchs/csd/housing). Public comments are received and responded to as well as incorporated into the Citizen Participation portion of this plan.

## Summary of Public Comments

The 2007 CDBG proposed projects are available for public review between October and November 2006. The Inter-jurisdictional Advisory Group held public meetings on the proposed projects before they were adopted by the Joint Recommendations Committee.

The following pages contain documentation reflecting comments concerning the proposed activities.

The Inter-jurisdictional Advisory Group held a Public Forum on September 6, 2006, for the purpose of hearing brief presentations from applicants of the King County Consortium-wide Funds. The Forum also invited citizens to provide comments concerning housing and community development needs within their communities.

Any comments on the Draft 2007 Action Plan were to be submitted in writing and received no later than 4:30 p.m. on November 14, 2006 at the office of the King County Housing & Community Development Program, Attn: Ken Black, Interim Community Development Planner, Exchange Building, 821 Second Avenue, Suite 500, Seattle, WA 98104-1598, or by email at [ken.black@metrokc.gov](mailto:ken.black@metrokc.gov). There were no comments received.

**Reasonable accommodation available for people with disabilities available upon request. Please call (206) 296-8672 TTY: 711 (Relay Service)**

**Checklist for New Local Action Plan Submission Provisions - 2007**



**Executive Summary** includes objectives and outcomes identified in the plan, and an evaluation of past performance. (91.220(b)) *See Exec Summary Pages i-ii* ✓

**Citizen Participation** -- a summary of the citizen participation and consultation process, a summary of citizen comments or views on the plan, a summary of comments or views not accepted, and the reasons why they were not accepted. (91.220(b)) *See attachment to Action Plan* ✓

**Resources** should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and McKinney-Vento Homeless Assistance programs. (91.220(c)(1)) *see Pages 2-3* ✓

**Summary of Specific Annual Objectives** the jurisdiction expects to achieve during the forthcoming year. (91.220(c)(3)) *See Pages 4-16* ✓

**Outcomes measures** – Identify outcome measures for activities in accordance with Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability). (91.220(e)) *See Appendix B - Table 3C Documentation* ✓

**Allocation priorities** -- Reasons for the allocation priorities, identify the geographic areas of the jurisdiction (including areas of low-income) in which it will direct assistance during the program year, and identify any obstacles to addressing underserved needs. Where appropriate, jurisdictions should also estimate the percentage of funds the jurisdiction plans to dedicate to target areas. (91.220(f)) *See Pages 4-16 and Page 26* ✓

**Affordable housing** -- One-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. (91.220(g)) *See Pages 4-9* ✓

**Public housing** -- Describe the manner in which the plan of the jurisdiction will address the needs of public housing and any troubled public housing agencies. (91.220(h)) *See Pages 4-9* ✓

**Chronic homelessness** -- action steps to end chronic homelessness (91.220(i)) *See Pages 9-12* ✓

**Other actions** – actions it plans to take during the next year to address obstacles to meeting underserved needs, foster and maintain affordable housing, evaluate and reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies described in §§ 91.215 (a), (b), (i), (j), (k), and (l). (91.220(k)) *These are listed with other strategies previously noted.*

**Low/Mod Benefit** -- Estimated amount of CDBG funds that will be used for activities that benefit persons of low- and moderate-income. (91.220(l)(1)(iv)) *See Page 26* ✓

**HIV/AIDS Housing Goals** -- Jurisdictions receiving HOPWA funds must identify annual goals for the number of households to be provided with housing through activities that provide short-term rent, mortgage and utility assistance payments to prevent homelessness, tenant-based rental assistance; and units provided in housing facilities that are being developed, leased or operated; and the method of selecting project sponsors (including providing full access to grassroots faith-based and other community organizations). (91.220(l)(3)) *Not Applicable to King County Consortium Funds*

**Discharge Policy** -- The jurisdiction certifies it established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care, or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. (91.225(c)(10)) *See Page 21 See* ✓