

Snohomish County  
Urban County Consortium

2014 Annual Action Plan  
FINAL

May 5, 2014

2014 Program Year  
(July 1, 2014 through June 30, 2015)

U.S. Department of Housing and Urban  
Development (HUD)  
Housing and Community Development  
Programs

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## **Snohomish County Urban County Consortium Participating Governments**

City of Arlington, Barb Tolbert, Mayor  
City of Brier, Bob Colinas, Mayor  
Town of Darrington, Dan Rankin, Mayor  
City of Edmonds, Dave Earling, Mayor  
City of Everett, Ray Stephanson, Mayor  
City of Gold Bar, Linda Loen, Mayor  
City of Granite Falls, Joshua Golston, Mayor  
Town of Index, Bruce Albert, Mayor  
City of Lake Stevens, Vern Little, Mayor  
City of Lynnwood, Nicola Smith, Mayor

City of Marysville, Jon Nehring, Mayor  
City of Mill Creek, Mark Harmsworth, Mayor  
Pro Tem  
City of Monroe, Geoffrey Thomas, Mayor  
City of Mountlake Terrace, Jerry Smith, Mayor  
City of Mukilteo, Jennifer Gregerson, Mayor  
City of Snohomish, Karen Guzak, Mayor  
City of Stanwood, Leonard Kelly, Mayor  
City of Sultan, Carolyn Eslick, Mayor  
Town of Woodway, Carla Nichols, Mayor

## **Snohomish County Government**

### **Snohomish County Executive**

John Lovick

### **Snohomish County Council**

Ken Klein, District 1  
Brian Sullivan, District 2  
Stephanie Wright, District 3  
Terry Ryan, District 4  
Dave Somers, District 5

## **Snohomish County Department of Human Services**

Kenneth Stark, Director

Mary Jane Brell Vujovic, Division Manager, Housing & Community Services

*Office of Housing & Community Development*    *Office of Community & Homeless Services*

Ken Katahira, Supervisor  
Andrew Fox, Human Services Specialist II  
Tina Ilvonen, Human Services Specialist II  
Debra May, Human Services Specialist II  
Sue Tracy, Human Services Specialist II  
Dee White, Human Services Specialist II

Jackie Anderson, Supervisor  
Lisa Brand, Community Services Counselor  
Leila Copeland, Human Services Specialist II  
Marion Dal Pozzo, Human Services Specialist I  
Kay Hollenbeck, PSS Counselor  
Robin Hood, Community Services Counselor  
Jess Jorstad, Human Services Specialist II  
Lindsey Legaspi, Human Services Specialist II  
Nathan Marti, Human Services Specialist II  
Bo Tunestam, Human Services Specialist II  
Stephanie Wong, Human Services Specialist II

Mike Fulcher, Division Manager, Administrative Services

Linda Daley, Grant Accountant

Mike Liddicoat, Financial Compliance Officer

## Policy Advisory Board

### Name and Representation

Pete Grodt, Chairman (Citizen)  
Elizabeth Mitchell, Woodway City Council Member (Cities of less than 3,000 population)  
Marianne Naslund, Sultan City Council Member (Cities of 3,000 to 10,000 population)  
Donna Wright, Marysville City Council Member (Cities of 10,000 or more population)  
Bryan Wahl, Mountlake Terrace City Council Member (Cities at large position)  
Brian Sullivan, Snohomish County Council Member District 2  
Stephanie Wright, Snohomish County Council Member District 3  
Terry Ryan, Snohomish County Council District 4  
Clay White, Director Planning & Development Services, Snohomish County Executive Representative

## Technical Advisory Committee

### Name and Representation

|                                    |   |
|------------------------------------|---|
| Jim Raymond, Citizens/Senior       | Kim Peterson, Town of Index               |
| Francis Barden, Citizens/Senior    | Rebecca Ableman, City of Lake Stevens     |
| Prithy Korathu, Citizens/Minority  | Jeff Elekes, City of Lynnwood             |
| Carol Story, Citizens/Low Income   | Rob Toyer, City of Marysville             |
| Anne Beauchamp, Citizens/Disabled  | Camille Chriest, City of Mill Creek       |
| Susanna Martini, Citizens/Disabled | Jakeh Roberts, City of Monroe             |
| Marc Hayes, City of Arlington      | Paula Schwartz, City of Mountlake Terrace |
| Dan Rankin, Town of Darrington     | Glen Pickus, City of Mukilteo             |
| Kernen Lien, City of Edmonds       | Duane Dvorak, City of Snohomish           |
| Brent Kirk, City of Granite Falls  | Dianne White, City of Stanwood            |
|                                    | Bob Martin, City of Sultan                |

Upon request, reasonable accommodations will be made to provide the information in this document available in an alternate format for persons with disabilities. Please contact Sue Tracy at:

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**Snohomish County Urban County Consortium  
2014 Program Year Annual Action Plan**

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# Snohomish County Urban County Consortium 2014 Program Year Annual Action Plan

## EXECUTIVE SUMMARY

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### 2014 Annual Action Plan Introduction

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The 2014 Annual Action Plan (*2014 Action Plan*) is the annual application by the Snohomish County Urban County Consortium (Consortium) for federal affordable housing and community development grant funds. Snohomish County (County) is the lead agency for the Consortium. The sources of grant funds include the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs.

The 2014 Action Plan is also the fifth annual update to the Consortium's five-year *Housing and Community Development 2010-2014 Consolidated Plan (2010-2014 Consolidated Plan)*. It indicates the amount of CDBG, HOME, and ESG grant funds projected to be available in the 2014 program year and describes how these funds will be used to help meet the strategies and objectives established in the *2010-2014 Consolidated Plan*. It also includes additional information regarding the grant funds and housing and community development activities. The plan covers the 2014 program year which runs from July 1, 2014, through June 30, 2015.

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### Grants Funds Available

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The County anticipates a total of \$6,213,871 in housing and community development funding will be available to the Consortium for allocation for the 2014 program year. This includes the following funding:

|                 |                               |
|-----------------|-------------------------------|
| \$2,465,162     | 2014 CDBG                     |
| \$1,498,767     | 2014 HOME                     |
| \$195,654       | 2014 ESG                      |
| \$1,756,845     | Re-Programmed Funds           |
| \$200,000       | Estimated CDBG Program Income |
| <u>\$97,443</u> | Estimated HOME Program Income |
| \$6,213,871     | TOTAL                         |

The County anticipates that these funds will help leverage an estimated \$28 million dollars in funding from other public and private resources.

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### Use of Grant Funds

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All of the activities selected to receive funds in 2014 will help address strategies and objectives set forth in the Consortium's *2010-2014 Consolidated Plan*. The \$6,213,871 in available grant funds will be allocated as follows:

|                  |   |
|------------------|---|
| \$3,794,718      | Affordable Housing Projects and Programs                    |
| \$1,148,873      | Public Facility and Infrastructure Projects and Contingency |
| \$553,340        | Youth, Senior, and Public Service Programs                  |
| \$21,664         | ESG Homeless Data Collection and Management                 |
| <u>\$693,276</u> | Grant Planning and Administration                           |
| \$6,213,871      | TOTAL   |

The affordable housing projects will help make decent and safe housing affordable, available, and accessible to low- and moderate-income households.

The community development projects will help create more suitable living environments and will make services, public facilities, and infrastructure more available, accessible, and affordable to low- and moderate-income persons and neighborhoods.

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### Housing and Community Development Activities

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The County, as lead agency of the Consortium, is responsible for the overall administration of the CDBG, HOME, and ESG grant programs. The County will also undertake additional activities during the 2014 program year in support of its housing and non-housing community development goals. These activities include, but are not limited to:

- continue to administer a local housing trust fund;
- continue to administer a local fund for ending homelessness;



- continue to manage the application process for the Continuum of Care homeless assistance federal grant programs and to manage project contracts under these programs;
- continue to administer state homeless assistance grant funds;
- continue to administer state funds to assist with housing and essential needs for persons with disabilities, if funding for the program is continued;
- continue to administer a local fund to develop additional housing for persons with mental health and chemical dependency challenges;
- continue to administer a local rental assistance voucher program for low-income persons with mental health and chemical dependency challenges;
- continue to work in cooperation with the local Continuum of Care task force to support implementation of our local 10-year plan to end homelessness;
- continue to collaborate on the Investing in Futures Initiative sponsored by the Gates Foundation;
- continue implementation of a fair housing action plan developed as part of an updated Analysis of Impediments to Fair Housing Choice in 2012;
- continue to participate in local and regional meetings related to affordable housing and community development, such as the Homeless Policy Task Force, the Housing Consortium of Everett and Snohomish County, the Housing Trust Fund Policy Advisory Team, and the Monitoring Coordination Task Force; and
- lead the development of the *Housing and Community Development 2015-2019 Consolidated Plan (2015-2019 Consolidated Plan)*.

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### **Prior Year Performance**

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Each year, Snohomish County prepares a *Consolidated Annual Performance and Evaluation Report (CAPER)*. The *CAPER* provides annual performance information on the Consortium's progress towards achieving the five-year *2010-2014 Consolidated Plan* goals. The most recent *CAPER* reports on performance during the 2012 program

year for the July 1, 2012, through June 30, 2013, time period. This was the third year of the *2010-2014 Consolidated Plan*.

The Consortium successfully completed the 2012 program year. Program year highlights are listed below.

Under the affordable housing priority:

- An existing 10-unit apartment complex in the City of Snohomish was acquired and converted to affordable rental housing for low-income households;
- Ten units of affordable rental housing in Everett and Lake Stevens for persons with disabilities were completed;
- Rehabilitation of an existing 24-unit apartment complex in Monroe which provides affordable housing was completed;
- Three hundred eighty-five low- and moderate-income homeowners were assisted with minor home repairs, home weatherization, and major home rehabilitation. Most of the homeowners assisted were extremely low-income and were elderly persons or persons with disabilities; and
- Six low- and moderate-income households were provided purchase assistance to help them buy their first home.

Under the public facility priority:

- Improvements for ADA accessibility were made to a facility in the City of Arlington that serves severely disabled adults; and
- Roof and floor replacements were made to a shelter in the City of Everett that serves homeless men from throughout the county.

Under the infrastructure priority:

- Sidewalk improvements were made in Lynnwood along 40<sup>th</sup> Avenue W.;
- Sidewalk and street improvements were made in Sultan along 2<sup>nd</sup> Street, including ADA accessible sidewalk ramps; and

- Waterline improvements were made in Darrington along Cascade and Seeman Streets.

Under the three service priorities:

- Over 3,000 persons were provided improved access to public service programs including youth, elderly persons, homeless persons, persons with special needs, and other low-income persons. Most of the persons served were extremely low-income.

Overall, the Consortium continued to make measurable progress in the third year towards most of its five-year goals for affordable housing, public facility, infrastructure, and service projects. The Consortium is on target to meet a majority of the goals, with a few goals already exceeded. Despite these successes, accomplishments in some areas were lower than originally anticipated when the goals were developed. This was due, in part, to reduced funding available for the past two program years under the CDBG and HOME programs as well as reduced funding available from other federal, state, and local resources. Discontinuation of two programs in the community, lack of applications in some project categories, and other reasons were also noted as contributing factors.

Over the past few years, the County has implemented a new local funding resource and has also sought additional funding from other resources, where opportunities were made available, to help meet the five-year goals. While these efforts have assisted the Consortium in making additional progress toward some of its goals, they did not completely offset the impact of the funding reductions.

In response, to help maximize accomplishments, the County identified that bonus points would be made available to projects applying for 2014 program year funding for affordable housing, public facility, and infrastructure projects in categories which were not projected to have met the five-year goal by the end of the 2013 program year. The County also noted that analysis of the accomplishments achieved under the *2010-2014 Consolidated Plan* and revised future funding projections would also help inform the development of goals for the *2015-2019 Consolidated Plan*.

More detailed information regarding the Consortium's performance may be found in the *CAPER* covering the 2012 program year. A *CAPER* that evaluates progress made in the 2013 program year from July 1, 2013, through June 30, 2014, will be available in September 2014.

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## Citizen Participation and Consultation

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Snohomish County provided several opportunities for input during the development of the *2014 Action Plan* by the public, various organizations and agencies, local governments, and other interested persons.

Two public hearings were held in December 2013 at the Snohomish County campus. The hearings were held to seek input on community needs, to report and receive input on 2012 program year performance, and to answer questions and respond to any proposals. Three public comments were received.

- The first commenter requested that some of the grant funds be used to provide rental housing vouchers which would benefit the community by increasing access to housing and providing immediate housing and which would also benefit landlords by helping them to fill unit vacancies. The County is currently exploring this and other options to expand affordable housing opportunities as part of its planning processes, including the process to develop the *2015-2019 Consolidated Plan* which will guide the use of the grant funds.
- The second and third commenters requested that the current no-smoking policy, which encourages applicants for affordable housing capital projects to implement smoke free policies for the proposed project site by providing application bonus points, be amended to require that the applicants have a no-smoking policy in place and enforced across the applicant's entire housing inventory before funding for the proposed project site is awarded. The County considered this request, but has decided not to amend the current policy and notes that it has been successful in encouraging applicants to have no-smoking policies.

In January 2014, the County also sought input from the Housing Authority of Snohomish County's (HASCO's) Resident Advisory Board for its *2014 Public Housing Authority Agency Plan*. Two comments were received.

- The first commenter requested that funds be made available to renters to make accessibility improvements to their apartments. The County is continuing to consider and assess this need and the feasibility of implementing such a program during development of the *2015-2019 Consolidated Plan*.

- The second commenter requested that HASCO post notices of the County's public hearings at the various housing sites and stated it would be helpful to give participants who attend the public hearings feedback on whether their input was incorporated into the Action Plan. HASCO has indicated that it would post this information in the future and implemented the posting for the Draft *2014 Action Plan* public review and comment period. The County will continue to follow its current processes to notify participants of the County's response to their input for the Action Plans and followed this process for the *2014 Action Plan*.

Representatives of Consortium-member governments, the local housing authority, and citizens were provided with an opportunity to participate on the Technical Advisory Committee and the Policy Advisory Board, which provided funding recommendations for the 2014 CDBG, HOME, and ESG projects. The County also consulted with the local Continuum of Care and HASCO during development of the *2014 Action Plan*.

The Draft *2014 Action Plan* was made available on-line and in paper copy format in various locations throughout the Consortium for a 30-day public review and comment period from March 28, 2014, through April 28, 2014, including two public hearings which were held on April 21, 2014, and April 24, 2014. There was a final opportunity to comment on the plan at a public meeting of the County Council before adoption of the final plan in May 2014. No additional comments were received.

**Snohomish County Urban County Consortium  
2014 Annual Action Plan**

**I. INTRODUCTION**

**A. The 2014 Action Plan**

The *2014 Action Plan* is the required annual application to the U.S. Department of Housing and Urban Development (HUD) for CDBG, HOME, and ESG federal grant funds. It is also an annual update to the *2010-2014 Consolidated Plan*.

Prior to the start of each program year, the Consortium develops an Annual Action Plan. The Annual Action Plan identifies the amount of federal funds expected to be available for the upcoming program year under the CDBG, HOME, and ESG programs. It also describes how these grant funds will be used to help meet the Consortium's five-year strategies and objectives in the *2010-2014 Consolidated Plan* for affordable housing and community development. The Annual Action Plan includes a description of the specific activities to be funded and the amount awarded to each activity. It also includes other information regarding the grant funds and affordable housing and community development activities.

The *2014 Action Plan* is the fifth Annual Action Plan developed under the *2010-2014 Consolidated Plan*. It covers the 2014 program year for the period of July 1, 2014, through June 30, 2015. The *2014 Action Plan* adds a new section to the *2010-2014 Consolidated Plan* and is intended to be used in reference to that plan.

The *2014 Action Plan* includes an executive summary, an introduction, a summary of the citizen participation process, several required program and policy narratives, a summary of the estimated grant funds available and how the funds are allocated, and contingent funding allocations should additional funding becoming available. It also includes an appendix with descriptions of the funded activities and award amounts.

To view an on-line copy of the 2014 Action Plan, the *2010-2014 Consolidated Plan*, and prior recent Annual Action Plans and annual reports, visit: <http://www.snohomishcountywa.gov/829>.

To request a paper copy of these plans or reports, or a reasonable accommodation for these plans or reports in an alternate format, contact Sue Tracy by e-mail at [sue.tracy@snoco.org](mailto:sue.tracy@snoco.org), by phone at 425-388-3269, or by TTY at 711.

## **B. Use of Grant Funds**

Federal regulations require that these grant funds be used principally to benefit low- and moderate-income persons and neighborhoods. This includes, but is not limited to, persons with special needs such as elderly persons, persons with disabilities, persons living with HIV/AIDS, and victims of domestic violence.

Depending on the type of grant program, the funds may be used for affordable housing, public facilities, infrastructure improvements, public services, economic development, and neighborhood revitalization. The *2010-2014 Consolidated Plan* establishes the specific local priorities for how these funds will be used during this five-year period.

## **C. Snohomish County Urban County Consortium**

The Consortium is a partnership between the County and most of the cities and towns within the County. This partnership allows the Consortium, as an Urban County, to receive funds each year under the CDBG, HOME, and ESG programs as formula grants and to use these funds to address local needs and priorities.

The County is the lead agency of the Consortium. In this capacity, the County is responsible for the overall administration, planning, monitoring, and reporting requirements for these programs on behalf of the Consortium. This includes the preparation of the Consolidated Plan and the Annual Action Plans and engaging in citizen participation and consultation.

For CDBG and ESG funds, the Consortium includes the County and 17 of the 20 cities and towns within the County. As such, the Consortium area includes the areas within these cities and towns and the unincorporated areas of the County. The three cities not included are the City of Bothell, the City of Everett, and the City of Marysville. The City of Bothell is split by the County

line to the south and partners with King County. The City of Everett and the City of Marysville receive CDBG funds directly from HUD as entitlement cities. The share of ESG funds attributed to the City of Everett and the City of Marysville are included in the balance of state ESG funds administered by the Washington State Department of Commerce.

For HOME funds, the Consortium includes the County and 19 of the 20 cities and towns within the County. This includes the same 17 cities and towns as for CDBG and ESG and also includes the City of Everett and the City of Marysville.

## **II. Citizen Participation and Consultation Process**

The County followed the Consortium's Citizen Participation Plan contained in the *2010-2014 Consolidated Plan* in developing the *2014 Action Plan* and also conducted additional outreach. The County provided several opportunities for input by the public, various organizations and agencies, local governments, and other interested persons.

Two public hearings were held in December 2013 at the County campus. The hearings were held to seek input on community needs, to report and receive input on 2012 program year performance, and to answer questions and respond to any proposals. Notice of the hearings was published in the *Everett Herald*, the newspaper of general circulation in Snohomish County. The County issued a press release inviting the public to participate in the hearings. Notice of the hearings and flyers advertising the hearings in English and Spanish were sent to: 1) the mailing list of interested agencies and persons maintained by the County's Human Services Department – Office of Housing and Community Development, 2) the Continuum of Care distribution list (formerly the Everett/Snohomish County Homeless Policy Task Force distribution list) maintained by the County's Human Services Department – Office of Community and Homeless Services, 3) the Housing Consortium of Everett and Snohomish County, 4) Consortium members, and 5) the Snohomish County Community Services Advisory Council. Flyers were also sent to libraries in Snohomish County. The County requested assistance from the groups listed above in posting and/or distributing the flyers. Flyers were also made available in the County's Human Services Department reception area for direct service programs. In addition, the County posted notice of the hearings on the County's Human Services Department website. Three comments were received.



The County consulted with staff at HASCO during development of the *2014 Action Plan*. In addition, in January 2014, the County sought input on community needs and priorities from the participants on HASCO's Resident Advisory Board for its 2014 Public Housing Authority Agency Plan. Two comments were received.

The County consulted with the local Continuum of Care when preparing the portions of the *2014 Action Plan* related to homelessness. The County is designated as the Continuum of Care's Collaborative Applicant and leads many of the Continuum of Care activities. A notable part of this responsibility is coordinating and consulting with the Continuum of Care members and other entities throughout the year in various areas including needs and service gap identification, strategy and goal development, resources and funding priorities, and planning efforts. Consultation with Continuum of Care members and other entities occurs through meetings, e-mail, and other similar means. The consultation and coordination includes public and private agencies that address housing, health, social services, victim services, employment, and educational needs of low-income individuals and families and input from homeless individuals and families. The consultation and coordination includes publicly funded institutions of care that may discharge persons into homelessness. The Continuum of Care has a restructured governance body and committees, with which the County will consult, along with the Housing Consortium of Everett and Snohomish County to reach various business and civic leaders. In addition, a number of agency board members are business leaders, and may provide input through their agency's participation in the Continuum of Care. The 2014 CDBG public service, ESG, and affordable housing applications for projects serving homeless persons were also reviewed for consistency with the local Continuum of Care/10-Year Plan to End Homelessness as part of the application review process.

Representatives of Consortium-member cities and towns, the local housing authority, and citizens were provided an opportunity to participate on the Technical Advisory Committee and Policy Advisory Board. These two entities provided funding recommendations for 2014 CDBG, HOME, and ESG projects. The Policy Advisory Board also provides other input related to the planning and administration of the CDBG, HOME, and ESG programs.

The Draft *2014 Action Plan* was made available for a 30-day public review and comment period from March 28, 2014, through April 28, 2014. Two public hearings were held at the Snohomish County campus – one on April 21, 2014,

and one on April 24, 2014. All interested persons were encouraged to review and comment on the plan, and to attend one of the public hearings. No comments were received.

Notice of the comment period and the hearings on the Draft *2014 Action Plan* was published in the *Everett Herald*, the newspaper of general circulation in Snohomish County. The County also issued a press release inviting the public to review and comment on the draft plan and to participate in the public hearings. In addition, electronic notice of the hearings and flyers advertising the hearing in English and Spanish were sent to: 1) the mailing list of interested agencies and persons maintained by the Snohomish County Human Services Department – Office of Housing and Community Development, 2) the Continuum of Care distribution list (formerly the Everett/Snohomish County Homeless Policy Task Force distribution list) maintained by the Snohomish County Human Services Department – Office of Community and Homeless Services, 3) the Housing Consortium of Everett and Snohomish County, 4) Consortium members, and 5) the Snohomish County Community Services Advisory Council. Flyers were also sent to Snohomish County libraries. The County requested assistance from the groups listed above in posting and/or distributing the flyers. In addition, HASCO posted an announcement on its website and posted flyers at its housing properties and main office. The County posted notice of the hearings and the flyers on the County's Human Services Department website and also made flyers available in the County's Human Service Department reception area for direct service programs.

Paper copies of the Draft *2014 Action Plan* were made available at the County's Human Services Department – Housing and Community Services Division, at the Everett main public library, at the Snohomish County branches of the Sno-Isle Library System, at local city and town halls of Consortium-member cities, and upon request. The Draft *2014 Action Plan* was also made available on-line on the County's Human Services Department website.

The public had a final opportunity to comment on the Draft *2014 Action Plan* at a public meeting of the County Council before adoption of the Final *2014 Action Plan*. No comments were received. The final plan was adopted in May 2014 and submitted to HUD by the required May 2014 deadline.

A summary of the comments received and responses to the comments, including the rationale for any comments not accepted, is located in Section XX. of this document.

### III. OTHER RESOURCES AVAILABLE

In addition to CDBG, HOME, and ESG funds, the County anticipates a significant amount of other federal, state, local, and private resources will be available to help meet the local housing and community development strategies and objectives in the *2010-2014 Consolidated Plan*. Many of these resources will help leverage these HUD funds; it is estimated that the 2014 CDBG, HOME, and ESG projects will leverage \$28 million in funding from other sources.

The following is a list of the other resources anticipated to be available during all or portions of the 2014 program year. The list includes some committed funds, but primarily represents funding the project sponsors have applied for or will apply for as well as actual or estimated funding from other resources serving Snohomish County that will assist in meeting the *2010-2014 Consolidated Plan* strategies and objectives.

|  |              |
|--|--------------|
| FEMA Emergency Food and Shelter Program                        | \$18,906     |
| HHS Administration for Children and Families                   | \$200,000    |
| Housing Opportunities for Persons With AIDS                    | \$266,027    |
| HUD Continuum of Care  | \$4,001,740  |
| HUD Section 8 Housing Administrative Funds (HASCO)             | \$2,375,000  |
| HUD Section 8 Housing Assistance Funds (HASCO)                 | \$28,000,000 |
| USDA Rural Development Section 515 Loan Assumption             | \$1,987,201  |
| Washington Families Fund                                       | \$143,157    |
| WA State Combined Homeless Grant                               | \$1,565,351  |
| WA State DSHS  | \$715,424    |
| WA State Housing Finance Commission                            |              |
| Low-Income Housing Tax Credits                                 | \$10,232,107 |
| WA State Housing Trust Fund                                    | \$7,896,134  |
| Edmonds Public Facilities District                             | \$7,000      |
| City of Mountlake Terrace                                      | \$162,683    |
| Private Lender Mortgages for Homeowners                        | \$1,543,626  |
| Snohomish County Affordable Housing Trust Fund                 | \$806,000    |
| Snohomish County Ending Homelessness Program                   | \$2,700,000  |
| Snohomish County General Funds                                 | \$117,600    |
| Snohomish County Sales Tax Affordable Housing Development Fund | \$900,000    |
| Snohomish County Sales Tax Rental Voucher Program              | \$635,000    |
| Enterprise Community Loan Fund                                 | \$1,236,986  |
| United Way of Snohomish County                                 | \$137,099    |
| Miscellaneous Private & Foundation Grants and Donations        | \$1,782,857  |

For any projects assisted with HUD formula funds which require matching funds, evidence of eligible matching resources will be required of project sponsors as part of the contracting process. Part of the subsequent monitoring activities will focus on documenting that the required match was, in fact, expended by the project sponsors.

#### IV. ANNUAL OBJECTIVES

The County plans to use CDBG, HOME, and ESG funds available for 2014 to assist 36 activities. The activities are listed below under the *2010-2014 Consolidated Plan* priority areas. The HUD objective/outcome that each activity will help accomplish is indicated, where applicable.

##### A. Consolidated Plan Priority -- Affordable Housing

**Table 1 - Affordable Housing Annual Objectives**

| Activity  | Funding Source | Consolidated Plan Strategy & Objective | HUD Objective/ Outcome                           | Goal                |
|---|----------------|--|--|---------------------|
| City of Everett<br>Community Housing Improvement Program                            | HOME           | H-4 HO-11                              | Decent Housing/<br>Availability<br>Accessibility | 2 units             |
| City of Everett<br>HomeSight Puget Sound<br>First-Time Homebuyer<br>Loan Assistance | HOME           | H-5 HO-15                              | Decent Housing/<br>Affordability                 | 3<br>homebuyers     |
| City of Everett<br>Washington Home of Your<br>Own Apartment Acquisition             | HOME           | H-1 HO-1 &<br>H-3 HO-8                 | Decent Housing/<br>Affordability                 | 6 units             |
| Foundation for the<br>Challenged<br>FFC Homes VIII                                  | CDBG           | H-1 HO-1 &<br>H-3 HO-8                 | Decent Housing/<br>Availability<br>Accessibility | 2 units /<br>6 beds |
| Habitat for Humanity<br>CHDO Operating Support<br>Grant                             | HOME           | H-8 HO-27<br>& HO-30                   | N/A  | 1 agency            |

| Activity   | Funding Source | Consolidated Plan Strategy & Objective | HUD Objective/ Outcome   | Goal   |
|--|----------------|--|--|--|
| Housing Authority of Snohomish County<br>Woodlake Manor III                  | HOME           | H-1 HO-1                               | Decent Housing/<br>Affordability                                 | 24 units   |
| HomeSight<br>Puget Sound<br>Homeownership                                    | CDBG<br>HOME   | H-5 HO-15                              | Decent Housing/<br>Affordability                                 | 4 units  |
| Housing Hope Properties<br>CHDO Operating Support<br>Grant                   | HOME           | H-8 HO-27<br>& HO-30                   | N/A  | 1 agency   |
| Housing Hope Properties<br>Monroe Family Village                             | HOME           | H-1 HO-1 &<br>H-2 HO-5                 | Decent Housing/<br>Affordability                                 | 46 units   |
| Parkview Services<br>Parkview Homes XI                                       | CDBG           | H-1 HO-1 &<br>H-3 HO-8                 | Decent Housing/<br>Affordability                                 | 1 unit /<br>3 beds   |
| Mercy Housing Northwest<br>Woodlake Mercy<br>Redevelopment                   | CDBG<br>HOME   | H-1 HO-1                               | Decent Housing/<br>Affordability                                 | 88 units   |
| Senior Services<br>Minor Home Repair<br>Program                              | CDBG           | H-4 HO-13                              | Decent Housing/<br>Availability<br>Accessibility                 | 340 units  |
| Snohomish County Human<br>Services Department &<br>ESG Subrecipients<br>HMIS | ESG            | H-2 HO-8                               | Suitable Living<br>Environment/<br>Availability<br>Accessibility | 97-99%<br>unit/bed<br>coverage in<br>HMIS &<br>Data<br>Quality<br>Measures |

Two additional 2014 affordable housing projects were funded through the Snohomish County Affordable Housing Trust Fund (AHTF) and Snohomish County Sales Tax Affordable Housing Development Fund programs. In addition, housing projects funded in previous years are also anticipated to be underway during the program year.

**B. Consolidated Plan Priorities – Public Facilities & Infrastructure**

**Table 2 - Public Facility & Infrastructure Annual Objectives**

| Activity  | Funding Source | Consolidated Plan Strategy & Objective | HUD Objective/ Outcome   | Goal             |
|---|----------------|--|--|------------------|
| Edmonds Public Facilities District Restroom Barrier Removal                 | CDBG           | CD-1 PFO-1                             | Suitable Living Environment/ Availability Accessibility                      | 1 facility       |
| Monroe, City of 179 <sup>th</sup> Avenue Sidewalk & Stormwater Improvements | CDBG           | CD-2 IO-1                              | Suitable Living Environment/ Availability Accessibility                      | 1,292 persons    |
| Mountlake Terrace, City of 227 <sup>th</sup> Street SW Sidewalks            | CDBG           | CD-2 IO-1                              | Suitable Living Environment/ Availability Accessibility                      | 775 persons      |
| Snohomish County Fire District 24 Fire Rescue Engine                        | CDBG           | CD-1 PFO-4                             | Suitable Living Environment/ Availability Accessibility                      | 1 facility       |
| Snohomish County CDBG Contingency Fund – PF&I                               | CDBG           | CD-1 & CD-2                            | Suitable Living Environment and Sustainability or Availability Accessibility | To Be Determined |
| Volunteers of America Sultan ECEAP Preschool                                | CDBG           | CD-1 PFO-3                             | Suitable Living Environment/ Availability Accessibility                      | 1 facility       |

Additional public facility and infrastructure projects funded in previous years are also anticipated to be underway during the program year.

**C. Consolidated Plan Priority: Public Services -- Youth Service Programs**

**Table 3 - Youth Service Programs Annual Objectives**

| Activity                                       | Funding Source | Consolidated Plan Strategy & Objective | HUD Objective/ Outcome  | Goal           |
|--|----------------|--|---|----------------|
| Cocoon House<br>Central and East Shelters      | CDBG           | CD-3 YPO-4<br>H-2 HO-4 &<br>HO-6       | Suitable<br>Living<br>Environment/<br>Availability<br>Accessibility | 250<br>persons |
| Housing Hope<br>Teen & Young Parent<br>Program | CDBG           | CD-3 YPO-3<br>H-2 HO-4 &<br>HO-6       | Suitable<br>Living<br>Environment/<br>Availability<br>Accessibility | 58 persons     |

**D. Consolidated Plan Priority: Public Services – Senior Service Programs**

**Table 4 - Senior Service Programs Annual Objectives**

| Activity  | Funding Source | Consolidated Plan Strategy & Objective | HUD Objective/ Outcome                              | Goal          |
|---|----------------|--|---|---------------|
| Catholic Community<br>Services<br>Volunteer Chore Services    | CDBG           | CD-4 SPO-1<br>H-3 HO-10                | Suitable<br>Living<br>Environment/<br>Affordability | 62<br>persons |
| Mercy Housing Northwest<br>Senior Housing Support<br>Services | CDBG           | CD-4 SPO-1<br>H-3 HO-10                | Suitable<br>Living<br>Environment/<br>Affordability | 36<br>persons |

**E. Consolidated Plan Priority: Public Services**

**Table 5 - Public Service Programs Annual Objectives**

| Activity   | Funding Source | Consolidated Plan Strategy & Objective | HUD Objective/ Outcome  | Goal             |
|--|----------------|--|---|------------------|
| Catholic Community Services<br>Pregnant & Parenting Housing Program          | CDBG           | CD-5 PSO-1<br>H-2 HO-4 &<br>HO-6       | Suitable Living Environment/<br>Availability<br>Accessibility | 42 persons       |
| Catholic Community Services<br>Rapid Re-Housing                              | ESG            | CD-5 PSO-1                             | Suitable Living Environment/<br>Availability<br>Accessibility | 40 households    |
| Domestic Violence Services of Snohomish County<br>Domestic Violence Services | CDBG           | CD-5 PSO-2<br>H-3 HO-10                | Suitable Living Environment/<br>Availability<br>Accessibility | 285 persons      |
| Domestic Violence Services of Snohomish County<br>Emergency Shelter Advocacy | ESG            | CD-5 PSO-2<br>H3 HO-10                 | Suitable Living Environment/<br>Availability<br>Accessibility | 250 persons      |
| Full Life Care<br>Adult Day Services   | CDBG           | CD-4 SPO-1                             | Suitable Living Environment/<br>Availability<br>Accessibility | 50 persons       |
| Housing Hope<br>Homeless Services  | CDBG           | CD-5 PSO-1<br>H-2 HO-4 &<br>HO-6       | Suitable Living Environment/<br>Availability<br>Accessibility | 275 persons      |
| Housing Hope<br>Transitions  | ESG            | CD-5 PSO-1<br>H-2 HO-4 &<br>HO-6       | Suitable Living Environment/<br>Availability<br>Accessibility | 95 persons       |
| Snohomish County<br>Fair Housing Services                                    | CDBG           | CD-5 PSO-4<br>H-2 HO-3                 | Decent Housing/<br>Availability<br>Accessibility              | To Be Determined |



| Activity   | Funding Source | Consolidated Plan Strategy & Objective | HUD Objective/ Outcome  | Goal       |
|--|----------------|--|---|------------|
| Village Community Services<br>Aging Adults with Disabilities | CDBG           | CD-5 PSO-3<br>H-3 HO-10                | Suitable Living Environment/<br>Availability<br>Accessibility | 28 persons |
| YWCA<br>Families in Transition                               | CDBG           | CD-5 PSO-1<br>H-2 HO-4 &<br>HO-6       | Suitable Living Environment/<br>Availability<br>Accessibility | 35 persons |

**F. Consolidated Plan Priority: Planning and Administration**

A portion of CDBG, HOME, and ESG funds will be used for planning and administration of these grant programs by the County. These costs are capped under each grant.

**Table 6 - Planning & Administration Annual Objectives**

| Activity   | Funding Source | Consolidated Plan Strategy & Objective |
|--|----------------|--|
| Snohomish County<br>CDBG Planning & Administration | CDBG           | CD-6 PAO-1                             |
| Snohomish County<br>ESG Administration             | ESG            | CD-6 PAO-1                             |
| Snohomish County<br>HOME Planning & Administration | HOME           | CD-6 PAO-1                             |

**V. ACTIVITY DESCRIPTIONS AND PROJECT SELECTION PROCESS**

**A. Activity Descriptions.**

Descriptions of activities to be undertaken by the Consortium with CDBG, HOME, and ESG funds for the 2014 program year are located in the Appendix. They are presented using the required HUD Table 3C format.

Each Table 3C form provides a description of the activity, the activity location or target area, the corresponding *2010-2014 Consolidated Plan* strategy and objective the activity will help meet, the estimated accomplishments (e.g., the number of persons or households that will benefit from the activity, the number of public facilities assisted, or the number of housing units produced), the estimated start and completion date, and the specific HUD objective and outcome to be achieved.

## **B. Project Selection Process.**

The County conducted a competitive application process for CDBG, HOME, and ESG projects, with some projects being on a two-year application cycle. The process is described below in V.B.1. A supplemental competitive application process for additional CDBG public service funds available is described below in V.B.2. In addition, the project selection process for HOME affordable housing projects located in the City of Everett is described below in V.B.3.

1. The County notified the community of estimated CDBG, HOME, and ESG funds through a competitive Notice of Funding Availability published on September 9, 2013. The Notice of Funding Availability was issued for 2014 affordable housing projects, 2014 and 2015 homeowner housing rehabilitation projects, 2014 public facility and infrastructure projects, and 2014 and 2015 CDBG public service and ESG projects. Applications were due October 14, 2013.

The Notice of Funding Availability was published in the *Everett Herald* and the County also issued a press release. Electronic and paper copies of the notice were sent to individuals on the mailing list maintained by the Snohomish County Human Services Department – Office of Housing and Community Development. Electronic copies were also sent to the Continuum of Care e-mail distribution list (formerly the Everett/Snohomish County Homeless Policy Task Force distribution list). In addition, the notice was posted on the County’s Human Services Department website.

Eligible applicants for the HOME funds include public agencies, non-profit organizations, and Community Housing Development Organizations. A copy of the 2014 housing application may currently be found on-line at [www.snohomishcountywa.gov/754/HousingProjects](http://www.snohomishcountywa.gov/754/HousingProjects) or by contacting the

County's Human Services Department – contact information is located in Section XXI. The application is revised for each funding round.

The County's Human Services Department held three application workshops for interested applicants. Two workshops for public facility and infrastructure and housing applications were held on September 16, 2013. The workshop for CDBG public service and ESG applications was held on September 13, 2013. County Human Services Department staff was also available to provide technical assistance on an individual basis to applicants via phone, e-mail, or in-person meetings during the open application period.

The County received funding requests in excess of the amount of funding available in all project categories except CDBG public services. Applications submitted were reviewed by Human Services Department staff for completeness, for eligibility, and for Consistency with the 2010-2014 Consolidated Plan. Applications for ESG, CDBG public services, and affordable housing were reviewed for consistency with local homelessness plans, where applicable. Public facility, infrastructure, and housing project applications were also reviewed for bonus point eligibility.

The Technical Advisory Committee then met to review the proposals and to make funding recommendations to the Policy Advisory Board. The Technical Advisory Committee met on January 8, 14, and 22, 2014 and made recommendations for 2014 funding awards, and where applicable, for 2015 funding awards. The Technical Advisory Committee includes representatives from the units of local government in the Consortium as well as citizen representatives. Evaluation criteria included elements such as community need and benefit, project soundness, financial feasibility, organizational capacity, and readiness to proceed. The evaluation criteria were included in the applications.

The Policy Advisory Board met on February 26, 2014 to review the Technical Advisory Committee funding recommendations for 2014 funding awards and to make funding recommendations for 2014 funding awards to the County Council. For project categories that are on a two-year application cycle, the Technical Advisory Committee funding recommendations made this year for 2015 funding will be considered next year. The Policy Advisory Board includes representatives from the Consortium member cities, the County Council, and the County Executive

as well as a citizen representative. The Policy Advisory Board's funding recommendations were included in the Draft 2014 Action Plan, which was made available for a 30-day public review and comment period. The County Council has final approval authority for the project awards and adopted these awards as part of the Final *2014 Action Plan* in May 2014. Public comments received were reviewed and considered prior to adoption the Final *2014 Action Plan*.

After County Council approval, the 2014 *Final Action Plan* was subsequently submitted to HUD by the required May 2014 deadline. The 2014 program year starts July 1, 2014.

2. As indicated above, the County made estimated 2014 and 2015 CDBG public service funds available in the application round. The total amount of funding requests received for this category of projects was less than the amount available and the Technical Advisory Committee will not meet again to review CDBG public service project applications until the 2016 application round. In addition, returned funds from a 2013 CDBG public service project must be re-allocated and under contract by June 2014. Due to these reasons and the need to allocate funding to accomplish goals in the County's and Consortium's 2012-2016 Fair Housing Action Plan, the Policy Advisory Board approved use of these funds for fair housing education and counseling services which are consistent with the 2010-2014 Consolidated Plan goals and approved a supplemental application process for these funds. These funds will be allocated through a competitive Request for Proposal process, with review and recommendations made by County Human Services Department staff. Award of the 2013 and 2014 funds to a specific project sponsor or sponsors will be via the non-substantial amendment process consistent with the Citizen Participation Plan and the 2015 recommendations will be brought forward to the Policy Advisory Board as part of the regular 2015 application round process. A Table 3C project description for 2014 funds designated for this project is located in the Appendix.
3. The City of Everett is a member of the Consortium for HOME funds. As described in the *2010-2014 Consolidated Plan* and pursuant to an interlocal agreement, twenty-one percent of the Consortium's HOME funds are set-aside each year for affordable housing projects selected by the City of Everett. Typically, these projects benefit the residents of the City of Everett, with some more recent projects also benefiting residents of

the City of Everett's Urban Growth Area. The project selection process for these funds is conducted by the City of Everett which follows its Citizen Participation Plan. The City of Everett also coordinates with the County to ensure that the county-wide citizen participation requirements are met. The County Council has final approval authority for these awards.

Eligible applicants for the HOME funds include public agencies, non-profit organizations, Community Housing Development Organizations and the City of Everett when it administers a specific HOME activity. For additional details and a copy of the application for these funds, contact Ross Johnson, City of Everett, at (425) 257-7185 or at rjohnson@ci.everett.wa.us.

The City of Everett's 2014 HOME set-aside amount is \$314,742. The City of Everett has notified the County that the HomeSight Puget Sound 1<sup>st</sup> Time Homebuyer Loan Assistance project and the Washington Home of Your Own Apartment Acquisition project were recommended for this funding through its project selection process and that it undertook its citizen participation process for this award. The Everett City Council approved the selection of these projects on April 23, 2014. Activity descriptions for these projects are included in the Appendix.

## **VI. OUTCOME MEASURES**

Required project objectives and outcomes are included in the activity descriptions in the Appendix. A summary list of the objectives and outcomes may also be found in Section IV.

## **VII. GEOGRAPHIC DISTRIBUTION**

Because the needs addressed by the Consortium are found in all parts of the Consortium area, 2014 project locations are likewise spread throughout the Consortium area. Some projects benefit specific areas of the Consortium, while others provide Consortium-wide benefits. One of the public facility projects and both of the infrastructure projects are area benefit projects that serve areas of the Consortium that are principally low- and moderate-income. The following is summary of the geographic distribution of 2014 projects.

- 2014 affordable housing capital projects are located in Lake Stevens, Monroe, and Snohomish. Sites for three other 2014 capital projects are to be determined and are anticipated to be located in Edmonds, Everett, Lynnwood, and/or Marysville.
- 2014 homeowner housing rehabilitation programs combined will serve households Consortium-wide.
- 2014 first-time homebuyer purchase assistance programs combined will serve households Consortium-wide.
- 2014 public facility projects are located in Arlington, Edmonds, and Sultan.
- 2014 infrastructure projects are located in Monroe and Mountlake Terrace.
- One 2014 service project serves persons in East Snohomish County and the remaining 2014 service projects serve persons Consortium-wide.

Locations for the 2014 projects may be found in the activity descriptions in the Appendix.

## **VIII. ONE-YEAR AFFORDABLE HOUSING GOALS**

The affordable housing projects and programs allocated CDBG, HOME, and ESG funds for the 2014 program year are consistent with the strategies and objectives under the affordable housing priority need contained in the *2010-2014 Consolidated Plan*. The following is a summary of goals for these activities which include rapid re-housing rental assistance, development of transitional and rental housing units, homeowner home repair/rehabilitation, and homebuyer purchase assistance.

**Table 7 CDBG, HOME, and ESG PY 2014 Affordable Housing Goals**

| Number of Households To Be Supported<br>By Population Type |     |
|--|-----|
| Homeless   | 48  |
| Non-Homeless   | 48  |
| Non-Homeless Special Needs                                 | 461 |
| Total Households   | 557 |
| Number of Households To Be Supported<br>By Program Type    |     |
| Rental Assistance  | 40  |
| Production of New Units                                    | 47  |
| Acquisition of Existing Units                              | 16  |
| Rehabilitation of Existing Units                           | 454 |
| Total Households   | 557 |

Additional affordable housing goals are anticipated to be accomplished through 2014 housing projects funded through the County's AHTF and Sales Tax Affordable Housing Development programs and through housing projects that were funded in previous years that will be underway during the 2014 program year.

## **IX. PUBLIC HOUSING**

### **A. Introduction**

This section describes the actions planned to be taken in the upcoming program year by the Housing Authority of Snohomish County (HASCO) to address the needs of public housing and other assisted housing and to encourage residents to become more involved in management and participate in homeownership.

HASCO is a Public Housing Agency that was established in 1971 to provide affordable housing, enhance quality of life, and build safer and stronger communities.

HASCO administers a rental assistance program for very low-income and extremely low-income households through the HUD Section 8 Housing Choice Voucher program. The program assists approximately 3,300

households annually. HUD has designated 580 of these vouchers to provide housing assistance to specific special needs populations. These special needs populations include non-elderly persons with disabilities, veterans, families involved in the child welfare system who lack adequate housing, and youth aging out of foster-care who lack adequate housing.

In addition to these vouchers, HASCO currently operates and maintains 210 Public Housing rental units, 232 USDA Rural Development units, and 1,730 other affordable rental units throughout Snohomish County.

## **B. Actions Planned During the Next Year to Address the Needs of Public Housing and Assisted Housing Residents**

Actions HASCO plans to take in the upcoming program year to address the needs of public housing and assisted housing in our community are listed below.

- Continue to administer the HUD Section 8 Housing Choice Voucher program for very low-income and extremely low-income households. Manage decreasing resources to serve existing families on the program. The funds appropriated for calendar year 2014 are sufficient to allow HASCO not to terminate anyone from the program. However, the future funding outlook for the program is uncertain.
- HASCO received an award of an additional 15 Veterans Affairs Supportive Housing Section 8 vouchers, bringing the program size up to 175. The additional vouchers will be leased up as the Department of Veterans Affairs refers veterans to HASCO.
- Continue to work with the Department of Health and Social Services (DSHS) to ensure smooth operation and quick use of any turnover vouchers for the 100 Section 8 vouchers issued under the Family Unification Program and the Non-Elderly Disabled voucher programs.
- Continue to support existing commitments to the Sound Families program for homeless families and other service-enriched housing programs with project-based housing vouchers. HASCO has continued to execute one-year renewals of expiring contracts and has developed a new process for renewals of expiring contracts starting with contracts expiring in 2014.



- Continue to phase out vouchers through attrition for special program set-aside vouchers not renewed by HASCO in 2010.
- Continue to operate and maintain affordable rental units for very low-income and extremely low-income households.
- Maintain the structural integrity and appearance of HASCO's Public Housing properties. In 2014, HASCO plans to spend the entire Capital Fund award, along with some grant funds left over from a prior award, completing a roof replacement, siding replacement, and painting at the Stevens Circle development in Lake Stevens.
- Continue to seek disposition of its 210 Public Housing units and replacement of the subsidy with Section 8 housing vouchers.
- Seek to acquire existing multi-family rental apartment buildings, including buildings with project-based Section 8 HAP contracts and USDA rental assistance.
- Maintain or decrease the currently low level of criminal activity at Public Housing developments through the continued use of the Roving Property Manager and relationships with local law enforcement agencies.
- Implement a smoke-free policy at all of its Public Housing properties beginning July 1, 2014.
- Continue to make ten program referrals per month and provide at least eight supportive services programs per year for both Public Housing and Section 8 clients.
- Enroll new clients in the Individual Development Account program when funds are available.
- Continue to make the Housing Social Services Program available in assisted housing to senior residents and residents with disabilities through the use of both an On-site Coordinator at some sites and a Roving Coordinator at smaller properties.

- Consider applying to HUD for the Moving to Work designation, should HUD make any slots available for which HASCO is eligible.
- Continue a third year of literacy events with Page Ahead grant funding.
- Continue to support local housing policy efforts and initiatives and assist in their analysis and interpretation.
- Seek to preserve existing manufactured housing communities when approached by the owner, tenants, or local government.
- Work with financial institutions to bring in private financing for affordable housing. This includes obtaining financing to help fund the acquisition and rehabilitation of affordable housing units. This also includes working with financial institutions to provide conventional mortgage financing to low-income homebuyers in HASCO's manufactured housing communities.
- Ensure equal opportunity in housing by continuing to comply with the Violence Against Women Act, continuing the Limited English Proficiency Program, continuing to use a formal process to review reasonable accommodations requests, and ensuring that all HASCO employees have the knowledge, skills, and resources they need to be effective in their work.

**C. Actions Planned to Encourage Public Housing Residents to Become More Involved in Management and Participate in Homeownership**

HASCO plans to take the following actions in the upcoming program year to encourage residents to become more involved in management and homeownership.

- HASCO will continue to have a resident Commissioner on its six-member Board of Commissioners. The resident Commissioner is an important voice on the Board and represents the interests of residents.
- HASCO will continue to have a Resident Advisory Board to assist in the development of the annual Public Housing Agency plan.

- HASCO will continue to print and distribute a newsletter for Public Housing residents as well as a holiday newsletter for Section 8 program participants and Public Housing residents. The newsletters are designed to inform residents of activities at HASCO and to provide information on ways residents can become involved in HASCO activities, such as the resident Commissioner position or serving on the Resident Advisory Board.
- Continue to provide homeownership opportunities through its Section 8 homeownership program in partnership with HomeSight. The program allows eligible families to receive a second mortgage that is paid with their Section 8 housing voucher after completing a homeownership education and counseling program with HomeSight.
- Continue to provide homeownership opportunities at three manufactured housing communities in Snohomish County. Continue to partner with Boeing Employees Credit Union to provide financing and with HomeSight to provide purchase assistance and homeownership education and counseling.
- In partnership with HomeSight, continue to implement the Manufactured Home Replacement Program at two manufactured housing communities. The program replaces outdated pre-HUD code homes with HUD-code, energy efficient manufactured homes.
- A HASCO staff person will continue to participate in the United Way Individual Development Account collaborative and will continue to ensure that HASCO residents are made aware of opportunities to participate in this program, which allows participants to save for homeownership, higher education, or starting a small business, when funds are available.
- HASCO's Resident Resources Manager will also continue to make referrals to classes on homeownership offered by HomeSight, Housing Hope, or other agencies.

**D. Assistance to Be Provided If Public Housing Agency Designated as Troubled**

Not Applicable. HASCO has most recently been designated by HUD as a high performer for Section 8 and a standard performer for Public Housing.

## **X. HOMELESS NEEDS**

Snohomish County, in partnership with the local Homeless Policy Task Force has led the planning and development of the Everett/Snohomish County Continuum of Care to address homelessness in our community for over 20 years. In 2013, the Homeless Policy Task Force and Investing In Futures (initiative to end family homelessness) governance committees came together to form one Continuum of Care governance structure to end homelessness in Snohomish County. As a result, an Interim Board developed a new Governance Charter. The permanent Continuum of Care Board, the Partnership to End Homelessness was seated in January 2014. In the upcoming year, the County will work collectively with the Partnership to End Homelessness to provide joint leadership to implement the local ten-year plan to end homelessness, *Everyone At Home NOW*, as revised.

### **A. Investment of Available Resources and One-Year Goals**

In the upcoming program year, Snohomish County will continue to administer federal, state, and local homeless assistance funding that is available to help reduce and end homelessness in our community. These resources include:

- HUD Continuum of Care Program (formerly Supportive Housing Program and Shelter Plus Care Program)
- Snohomish County Ending Homelessness Program
- Washington State Consolidated Homeless Grant Program
- Washington State Emergency Solutions Grant Program
- Washington State Housing and Essential Needs Program
- HUD ESG Program
- HUD CDBG Program – funding for homeless public service programs
- HHS Community Services Block Grant Program – funding for homeless service programs
- Snohomish County AHTF Operating and Maintenance Projects – funding for operation of emergency shelters, transitional housing, and permanent supportive housing projects
- HUD HOME, Snohomish County AHTF, and Snohomish County Sales Tax Capital Projects – funding for development of rental units serving homeless persons

The one-year goals listed below to help reduce and end homelessness in our community are in addition to, and consistent with, Section II. C. of the *2010-2014 Consolidated Plan*. Section II. C. identifies local homeless needs and

discussed the planning efforts, initiatives, and strategies of the local Continuum of Care to prevent, reduce, and end homelessness in our community.

- Continue operation and management of the Homeless Management Information System. Revise the Homeless Management Information System (HMIS) administrative plan to improve data quality, evaluation and reporting. The County is waiting for new HMIS Data Standards to be published and will begin implementation once this occurs, which may happen in the 2014.
- Evaluate the current Continuum of Care status on HEARTH Act performance measures and local benchmark measures for improved planning. The Continuum of Care Interim Rule was published and the County and the Continuum of Care will continue implementing the changes in 2014.
- Continue the Bill and Melinda Gates Foundation initiative, Investing in Families, which is locally known as Investing in Futures. The purpose of the initiative is to end family homelessness through system changes. The initiative started as a pilot effort to test different processes and methods for addressing family homelessness. In 2013, Investing in Futures started a rolling integration with the broader Continuum of Care, and lessons learned were a catalyst for continuing changes to prevent and end homelessness for individuals and families. In 2014, integration will continue as various activities are implemented: coordinated entry and assessment; enhanced data and evaluation; expanded rapid rehousing; targeted prevention; and tailored housing and services.
- Implement additional efforts aimed at discharge planning to prevent persons who are exiting foster care and institutions such as hospitals, jails, and mental health and substance abuse treatment facilities, from being discharged to homelessness.
- Continue refining the coordinated assessment that meets HUD's new Continuum of Care requirements.
- Continue successful efforts that move persons to permanent housing and stabilize persons in permanent housing.

- Continue a new rapid re-housing program with state and local funds for families receiving Temporary Assistance for Needy Families benefits from the WA State Department of Social and Health Services.
- Continue to manage the preparation and submittal of the annual application for competitive funds for homeless housing and supportive services available under the Continuum of Care Grant Program (formerly the Supportive Housing Program and Shelter Plus Care grant programs). The County was designated as the Collaborative Applicant per the Continuum of Care Interim Rule and will complete the Fiscal Year 2014 individual project application process and the Fiscal Year 2015 Continuum of Care Collaborative Application and process.
- Continue to coordinate the annual Point-in-Time count of individuals and families who are experiencing homelessness in Snohomish County and the preparation of an annual report of the count.

## **B. Specific Action Steps for Reducing and Ending Homelessness**

### **1. Outreach to Homeless Persons and Assessment of Needs**

The County's Office of Community and Homeless Services coordinated planning in 2013 to implement a new outreach system to implement in 2014. The outreach system consists of North Sound 211, Catholic Community Services, Volunteers of America, Compass Health Project for Assistance in Transition from Homelessness program, and utilization of the HMIS. The outreach team will focus on adults, cover all areas of the county, and serve as part of the coordinated entry system for chronically homeless persons. Youth outreach is primarily accomplished through outreach activities by Cocoon House, and through contact with staff from agencies that work with homeless persons.

The annual one-day Project Homeless Connect event provides another avenue for outreach and connection to services and housing. The event serves over 1,000 persons. A number of people who attend this event are literally homeless, come from various areas around the county, and are not connected or not adequately connected to the homeless services or mainstream services.

The County provides an e-mail distribution list for the Continuum of Care, which allows information to be shared broadly to providers or others in contact with persons experiencing homelessness. To the extent possible, outreach workers and agency staff attempt to engage persons in services and to assist them with access to housing.

Assessment of needs is done through outreach workers, as they have contact with homeless persons and coordinated entry and assessment processes to determine possible eligibility for housing or services. If persons are determined to be eligible and a housing unit is available, then persons are placed and services are tailored to the needs identified from assessment to assist participants with housing stability and optimizing self-sufficiency. If housing is not yet available, then persons are offered supportive services and continued housing search assistance.

## 2. Emergency Shelter and Transitional Housing Needs

Requests for people seeking assistance exceed the emergency shelter and transitional housing available in our community. The County is working with the Partnership to End Homelessness and providers to develop efficiencies and identify effective methods for addressing these needs. In addition, the County is continuing the work being done under the Investing in Futures initiative to effect systems change in the provision of housing and services and to prioritize and tailor assistance to better meet the needs within our Continuum of Care.

Some of the actions taking place include:

- Prioritize and focus resources to maximize rental assistance/housing options.
- Engage landlords in finding solutions and bringing more market-rate landlords on-board to provide housing options. Utilize the HousingSearchNW website as a housing locator system.
- Implement rapid re-housing programs which will prioritize moving people out of emergency shelters to permanent housing who are not in need of transitional housing or permanent supportive housing. Divert people from emergency shelters by prioritizing

rapid re-housing and prevention assistance to those who are homeless or are at imminent risk of homelessness.

- The Continuum of Care will implement a new outreach and engagement initiative to respond to persons living in encampments (under bridges, in woods, in bushes, etc.). These persons are often chronically homeless, high utilizers of public response systems (first responders, emergency departments, etc.) and difficult to reach and engage in housing services.

### 3. Transition to Permanent Housing and Independent Living

Action steps that help homeless persons make the transition to permanent housing and independent living include:

- Utilize a Housing First model to quickly house chronically homeless persons and other homeless persons;
- Implement new permanent supportive housing units that recently received funding;
- Utilize the HousingSearchNW website as a housing locator tool as a housing search tool. The site was expanded to include the Snohomish county region and became operational in 2013; and
- Evaluate HMIS data and other data to identify those most likely to become homeless again in order to focus prevention efforts or modify rapid re-housing models to provide additional assistance targeted to these persons. Implementation of any changes may take multiple years to evaluate thoroughly and understand which risk factors or combination of factors lead households to destabilize again.

### 4. Homeless Prevention

The County and Continuum of Care planning activities have resulted in the following homeless prevention action steps, especially for extremely low-income persons:



- Utilize Washington State Consolidated Homeless Grant funds or Snohomish County Ending Homelessness Program funds to implement a targeted homeless prevention program that prioritizes extremely low-income individuals and households. Provide short-term rent subsidies and housing stability services through the program, modeled from lessons learned through the Homeless Prevention and Rapid Re-Housing Program.
- Utilize Washington State Consolidated Homeless Grant funds or Snohomish County Ending Homelessness Program funds to assist persons discharging from institutional care who would be homeless without the assistance. Continue efforts to coordinate mainstream resources, such as mental health, housing, and services, to prevent persons from discharging to homelessness.

## **XI. NON-HOMELESS SPECIAL NEEDS**

This narrative describes planned actions to be undertaken with 2014 CDBG and HOME funds to help address the housing and supportive services needs of persons who are not homeless, but have other special needs. These activities include:

- Catholic Community Services – Volunteer Chore Services

The project will provide chore level services by volunteers to low-income elderly and disabled adults in their own homes to help maintain their independence and safety.

- City of Everett: Washington Home of Your Own – Apartment Acquisition

The project will acquire an apartment house that will provide affordable supportive housing and services for working adults and small families with disabilities.

- Foundation for the Challenged – FFC Homes VIII

The project will acquire and rehabilitate two three-bedroom single family homes in order to create new affordable rental housing for persons with developmental disabilities. In-home support services for the residents will be provided.

- Full Life Care – Adult Day Services

The project will provide an array of supportive services for frail elderly persons and adults with disabilities at an adult day center to provide respite for caregivers and to permit individuals to remain living independently in the community or with family for as long as possible.

- HASCO – Woodlake Manor III

The project will rehabilitate a 24-unit apartment complex in Snohomish in order to preserve and maintain existing affordable rental housing for elderly persons and persons with disabilities.

- Mercy Housing Northwest – Senior Housing Support Services

The project will provide on-site service coordination and group programming for elderly persons and disabled adults residing in the agency's senior housing properties to enable continued independent living and to enhance quality of life.

- Mercy Housing Northwest – Woodlake Mercy Redevelopment

The project will acquire and rehabilitate three apartment complexes in Snohomish and Lake Stevens with a total of 88 units in order to preserve and maintain existing affordable rental housing for elderly persons and persons with disabilities.

- Parkview Services – Parkview Homes XI

The project will acquire and rehabilitate a three-bedroom single family home in order to create new affordable rental housing for persons with developmental disabilities. In-home support services for the residents will be provided.

- Senior Services of Snohomish County – Minor Home Repair Program

The program will provide health and safety repairs to homes owned and occupied by low-income elderly persons and persons with disabilities.

- Village Community Services – Aging Adults with Disabilities

The project will provide enhancement of residential support services for aging adults with disabilities to help preserve their health, safety, and personal well-being while living as independently as possible in their own homes and communities.

## **XII. REDUCING BARRIERS TO AFFORDABLE HOUSING**

This narrative section describes planned actions to reduce public policy barriers to affordable housing in the Consortium. Barriers may exist when the cost of housing or the incentives to develop, maintain, or improve affordable housing are negatively affected by public policies of the jurisdiction. Public policies include tax policies affecting land and other policies, land use controls, zoning ordinances, building codes, fees and charges, and policies that affect return on residential investment.

### **A. Funding in Support of Affordable Housing**

For 2014, the County and Consortium members are continuing their commitment to overcoming cost barriers to developing and maintaining affordable housing for low- and moderate-income persons in our community through the administration and allocation of available federal, state, and local resources for this purpose. This includes housing for homeless persons, rental housing, homeowner home repair and rehabilitation, and homeownership assistance for first-time homebuyers.

While the County and Consortium members are continuing this commitment, there have been significant cuts to the CDBG and HOME program in recent years, reductions in revenue for the local Snohomish County AHTF program due to the housing market, and requests by applicants for deeper local subsidies needed to enable affordable housing projects to move forward. The County anticipates that these factors will continue to result in the overall production of fewer units annually.

In recent years, the County has passed a sales tax which, in part, provides additional funding resources for affordable housing for persons with mental health and substance abuse challenges. Annual funding from this program supports both rental assistance and development of affordable housing units

and is anticipated to continue in the upcoming program year. In the past two years, the County has also implemented a new program with state funds to provide rental assistance and essential needs for persons with disabilities. The County will continue this program in the upcoming year, if state funding for the program is continued.

## **B. Contingent Loan Guarantee Policy**

The County continues to have a policy in place whereby it can provide up to \$40 million in contingent loan guarantees to non-profit organizations and public housing authorities to support affordable housing projects. This credit enhancement can assist agencies to secure loans for these types of projects and to reduce interest rates.

## **C. Property Tax Exemptions**

The County's Assessor's Office administers a number of programs that help reduce property taxes for property owners with limited income. This includes a property tax exemption program for senior citizens and disabled persons with limited incomes and tax deferral programs for senior citizens, disabled persons, and other homeowners with limited income. Property tax exemptions are also available through the Washington State Department of Revenue for some types of affordable housing projects.

## **D. Comprehensive Plans and Countywide Planning Policies**

The County and local jurisdictions have included affordable housing in their planning processes. Countywide planning policies (CPPs) provide a framework for regional consistency. All comprehensive plans of the County and its cities must be consistent with the CPPs. The County develops the CPPs in coordination with the cities.

Both the Washington State Growth Management Act and the CPPs require jurisdictions to plan for a broad range of housing types and residential densities and to make adequate provisions for existing and projected housing needs of all economic segments of the population.

The County Council adopted amendments to the housing chapter of the CPP's on June 4, 2011, via Amended Ordinance No. 11-015. In part, the revised CPPs:

- Clarify what jurisdictions must include in their comprehensive plans to ensure adequate provisions for existing and projected housing needs,
- Promote inter-jurisdictional cooperation by encouraging the County and cities to participate in a multi-jurisdictional affordable housing program, or other cooperative effort to promote an adequate and diversified supply of housing,
- Provide that the housing characteristics and needs analysis and monitoring information be combined into a single report that is easy to understand and use for planning and evaluation,
- Replace the former Fair Share Housing Allocation with a broader set of parameters for the distribution of affordable housing among jurisdictions, in accordance with GMA, and
- Modify existing policy to emphasize the interaction between land use and transportation and to support new housing near existing employment as well as new employment near existing housing.

The County Council subsequently adopted Amended Ordinance 11-051 on September 28, 2011, that updates the *General Policy Plan* including several housing policies to ensure consistency with the CPPs and to provide a consistent policy basis for future programs and development regulations. Many cities in the county are in the process of amending, or have completed similar amendments to, their own comprehensive plans in response to the 2011 CPP amendments.

Snohomish County Tomorrow provides a forum for city/county collaboration on common growth management issues. A steering committee of the Snohomish County Tomorrow may authorize studies and recommend policies that apply to the cities and the unincorporated areas of the county. Through Snohomish County Tomorrow, the cities and the County are currently working on an updated housing characteristics and needs report. Consistent with the revised CPP HO-5, the report will describe measures the jurisdictions have taken, individually or collectively, to implement or support CPPs on housing, especially measures taken to support housing affordability. The report will include information on the existing supply of housing units and the availability and distribution of affordable housing and rental assistance vouchers. In

addition to projecting the total number of housing units needed to accommodate the 2035 population targets for each jurisdiction, the report will also estimate the percentage of affordable housing units necessary to meet the needs of the projected population, by income ranges, and special needs populations. The goal is to have the SCT Steering Committee approve the report after the release of population forecast and buildable lands analysis to inform policy choice in preparation for city and County comprehensive plan updates in 2015.

#### **E. County Development Regulations and Processes**

Continuing refinement of the Unified Development Code is an ongoing effort for the County's Department of Planning and Development Services. This effort includes revisions intended to improve the Unified Development Code's clarity, consistency, simplicity, and flexibility, in part to reduce the costs of compliance for developers and builders and to implement the *General Policy Plan* policies.

#### **F. Intergovernmental Affordable Housing Program**

In October 2013, the County and many of the municipalities throughout the County executed an Interlocal Agreement to establish a semi-autonomous entity that would provide education, technical support, and advocacy towards addressing the need for affordable housing throughout the County. The entity is anticipated to be supported via contributions from the participating jurisdictions. HASCO is currently providing administrative support.

#### **G. The Housing Consortium of Everett and Snohomish County**

The Housing Consortium of Everett and Snohomish County meets regularly and consists of over 40 members including affordable housing providers, service providers, banks, realtors, builder associations, local government, organizations that provide funding for affordable housing development, and other interested persons. It is anticipated that during the upcoming year, this organization will continue its activities to meet both short-term and long-term goals to address housing stability needs in the community.

## **H. The Continuum of Care**

The Continuum of Care is a county-wide, community planning group which engages in various planning and implementation activities to ensure integration of housing and supportive services to benefit homeless and special needs populations. The overall goal of the Continuum of Care is to prevent, reduce, and end homelessness in Snohomish County. The Continuum of Care meets regularly and will continue activities in the upcoming program year.

## **I. Puget Sound Regional Council**

The County is a member of the Puget Sound Regional Council which is a four-county council that engages in planning for regional transportation, growth management, and economic development. The Puget Sound Regional Council was awarded a \$5 million, three-year Sustainable Communities Regional Planning Grant from HUD. The planning grant provided support for a new program -- Growing Transit Communities: A Corridor Action Strategy for Puget Sound. The program supported neighborhood planning for more sustainable communities around existing and projected future transit stations that are expected in the region in the next 20 years. The purpose of the program is to make jobs and opportunity accessible to where people live through transit-oriented development, while sustaining a healthy environment and healthy economy. The new program included:

- development of corridor action strategies and tools to support equitable, sustainable communities in the region's high capacity light rail corridors;
- a new approach to participation to involve more residents and community groups in local planning and decision making;
- an affordable housing action strategy that will test, recommend, and implement local policies and financial tools to encourage and facilitate a wide variety of housing choices along light rail corridors; and
- development of innovative tools and demonstration projects to assist local communities in planning, decision-making, and building local support for sustainable development.

The Puget Sound Regional Council began planning this program in 2011 and continued work in the 2012 and 2013 program years. The reports and recommendations for affordable housing and fair housing and equity and strategies were finalized this past December and January. To date, twenty-six entities across the region, including Snohomish County and other local governments, public agencies and institutions, and non-profit organizations and coalitions have signed the Growing Transit Communities Regional Compact to support the goals developed.

### **XIII. OTHER ACTIONS**

In addition to activities already discussed and to activities listed in the Appendix, the County will undertake the following actions during the 2014 program year in support of the Consortium's housing and non-housing community development needs.

#### **A. Affordable Housing Trust Fund**

The County will continue to administer the local Snohomish County AHTF program. The fund is capitalized by a recording fee on real estate transactions in the County and generates approximately \$875,000 annually. The funds are used for affordable housing capital projects and for operating and maintenance costs for emergency shelters and low-income rental units.

#### **B. Sales Tax Programs**

The County will continue to administer programs funded through a local sales tax to meet critical needs for persons with mental health and chemical dependency disorders. The tax, in part, provides housing vouchers and funds to facilitate the development of affordable housing units for these populations.

#### **C. CDBG Float Loan Program**

The County will continue to administer its CDBG float loan program. Through the program, the County may make short-term loans from its CDBG fund balance for credit-worthy CDBG-eligible projects that will assist in meeting *2010-2014 Consolidated Plan* goals.



#### **D. Economic Development**

In the upcoming year, the County's Human Services Department anticipates that it will continue to explore the potential use of its CDBG funds for economic development opportunities. If implemented, CDBG-funded economic development tools have the potential to result in enhanced opportunities for low-income wage earners.

#### **E. Minority and Women's Business Enterprise**

Snohomish County will continue its policy of ensuring that business enterprises owned by minorities and by women are given an equal opportunity to compete for projects funded in part with County HUD funds. Because the list of qualified Minority and Women's Business Enterprises changes on a daily basis, and because the County does not have the resources to maintain its own current list, County Human Services Department staff in the Office of Housing and Community Development refer sub-grantees to the Internet web site maintained by the State of Washington. The County's policy on Minority and Women's Business Enterprise opportunity is also included in the standard language of each contract executed for projects. Finally, Minority and Women's Business Enterprise requirements are discussed at pre-bid and pre-construction meetings with sub-grantees and their contractors.

#### **F. Fair Housing**

In the upcoming program year, the County will continue its efforts to implement the County's and Consortium's 2012-2016 Fair Housing Action Plan that was developed as part of an updated Analysis of Impediments to Fair Housing Choice which was completed during the 2012 program year.

#### **G. Citizen Participation Process and Interagency Consultation**

The County will continue to use its citizen participation process to solicit public comment on local priorities and objectives for housing and community development federal grant funds and to receive feedback on its progress made towards meeting the local strategies and objectives for use of these funds.

The County will maintain its formal and informal relationships with public and private agencies, local governments, planning groups, Continuum of Care,

consortia, interest groups, and other stakeholders to provide as many avenues of input as possible.

## **H. Program Monitoring**

Monitoring of activities assisted in whole or in part with CDBG, HOME, and ESG funds administered by the County and the City of Everett pursuant to this plan will be carried out by staff of the County's Human Services Department and the City of Everett Department of Community Development, respectively. Monitoring is conducted in accordance with the specific compliance requirements prescribed by regulation for each of these programs. All program compliance requirements and reports required of subrecipients and project sponsors will be specified in the County's and City's funding award contracts. Monitoring procedures and practices will assure that reports are submitted, reviewed, and assessed, and that any noncompliance reflected in reports is investigated and resolved. County and City staff will also conduct a risk assessment of all agencies being funded to assist in determining which projects must be monitored at more frequent intervals. On-site monitoring will be done to examine subrecipients' and project sponsors' operations and records, as required by HUD regulations, to validate reports and verify compliance. This includes County monitoring of the City of Everett, which is considered a subrecipient under the HOME regulations. These monitoring operations will be conducted in accord with written operating procedures and schedules. The substantive results of funded activities will be monitored in relation to the *2010-2014 Consolidated Plan* objectives.

Activities incorporated in the 2014 Action Plan, which are assisted with other funds administered by another County or City department, by one of the housing authorities, or by another independent public agency, will be monitored for regulatory compliance in accordance with their funding source regulatory terms by the administering department or agency. County and City planning and community development staff will obtain annual reports of the substantive results of these activities from the administering agencies to monitor for progress against the plan objectives.

HOME eligible projects are reviewed and inspected (if applicable) for program targeting/income verification of clients, HOME investment per unit, property standards, and administrative requirements. An exhaustive list of these items is reviewed and verified within each application. Ongoing monitoring includes these items in a detailed check list format and report completed by staff as

part of a schedule of monitoring activities the County Human Services Department conducts annually.

Projects are monitored for timeliness of expenditures as part of the program compliance monitoring referenced above. In addition, on-site monitoring of housing projects includes reviewing activities for compliance with housing codes using a simplified version of the Uniform Physical Conditions Standards form.

To the extent feasible, the County will coordinate monitoring of jointly-funded projects with the Washington State Department of Commerce (DOC) and the Washington State Housing Finance Commission (WSHFC).

#### **I. Lead-Based Paint**

County Human Services Department staff in the Office of Housing and Community Development staff are assigned to address and monitor issues regarding lead-based paint where applicable in the various housing and community development federal formula grant programs. Assigned staff are responsible for coordinating the County's compliance with all applicable lead-based paint requirements.

Individual projects are reviewed for lead-based paint hazards. When lead-based paint is found to be a hazard, project sponsors are required to comply with applicable lead-based paint regulations regarding reduction of the hazard. County Human Services Department staff in the Office of Housing and Community Development monitor these projects to ensure compliance with regulations, such as notification, work performed by certified workers following acceptable procedures, and clearance by certified inspector in accordance with standards delineated in HUD regulations.

#### **J. Fostering and Maintaining Affordable Housing**

This narrative describes planned efforts for the upcoming year to preserve existing affordable housing units. This includes efforts to maintain the existing affordable housing stock in decent and safe condition and to prevent the loss of affordable housing units.

CDBG and/or HOME funds will be used by the 2014 activities below to help preserve or maintain existing affordable housing units.

- HASCO – Woodlake Manor III

The HASCO Woodlake Manor III project will rehabilitate a 24-unit apartment complex in Snohomish in order to preserve and maintain existing affordable rental housing for elderly persons and persons with disabilities.

- Mercy Housing Northwest – Woodlake Mercy Redevelopment

The project will acquire and rehabilitate three apartment complexes in Snohomish and Lake Stevens with a total of 88 units in order to preserve and maintain existing affordable rental housing for elderly persons and persons with disabilities.

- Senior Services of Snohomish County – Minor Home Repair Program and City of Everett - Community Housing Improvement Program

The Senior Services Minor Home Repair Program will provide minor home repairs for low-income seniors and persons with disabilities. The City of Everett Community Housing Improvement program will provide home rehabilitation for low- and moderate-income households. These programs assist homeowners to remain in their homes and also help to maintain the current housing stock.

In addition, 2014 Snohomish County AHTF funds have been awarded to help support the first two projects listed above and to support the Senior Services of Snohomish County – Tall Firs project which will preserve and maintain 40 units of affordable rental housing in Mountlake Terrace for elderly persons and persons with disabilities. 2014 Snohomish County AHTF funds have also been awarded to seven emergency shelter projects and seven rental housing projects serving extremely low-income persons to assist with building operating and maintenance costs.

## **K. Reducing the Number of Persons Living Below the Poverty Level**

This narrative describes planned efforts for the upcoming program year to help reduce the number of poverty-level families.

Poverty results from multiple factors, many of which are beyond a local government's direct influence. The County will continue efforts in the

upcoming program year in relevant areas where it can have an influence on reducing the number of persons below the poverty level. Briefly summarized, the County's strategies with respect to these areas are as follows:

#### 1. County Human Services Department

The County, through its Human Services Department, administers several programs aimed at reducing the number of persons living below the poverty level. While continued federal, state, and local budget cuts in recent years have reduced funding for some of these programs, the County continues to provide services, to the extent feasible, with the funding available.

The County's Human Services Department is the designated Community Action Agency for Snohomish County. As such, it supports various programs that help to mitigate the effects of poverty and to support individuals and families to improve their economic situation and works toward self-sufficiency. The following is a list of these programs:

- The Community Services Block Grant provides federal grants funds for services to assist very low-income persons to achieve stability and move toward self-sufficiency.
- The Early Childhood Education and Assistance Program supports low-income preschool children in Snohomish County to succeed in the public education system by addressing the educational, health, and social needs of the children, while placing special emphasis on participation and support to the family.
- North Snohomish County Early Head Start helps families with children from birth to three years old and pregnant women who have limited incomes. The program partners with families to promote the growth and development of infants and toddlers.
- Veterans Assistance conducts outreach, provides emergency financial assistance to veterans, helps veterans apply for VA benefits, and arranges for alcohol/drug assessment and treatment at the VA Medical Center.

- Energy Assistance gives grants to low-income households to help them pay their heating bills and also repairs heating systems.
- Weatherization performs home weatherization improvements, completes safety checks for home ventilation and heating systems, and provides energy conservation education to low-income homeowners and renters.

The County's Human Services Department also administers funding under the CDBG, HOME, and ESG programs, as well as under other federal, state, and local homeless and housing programs. These programs help address poverty in our community. Many of the service projects funded under these grants provide case management, employment and training support, rapid re-housing, and other supportive services. These services assist low-income and homeless persons to obtain the necessary skills, income, and other resources paramount to moving toward self-sufficiency. Housing projects funded under these grants help maintain and increase the availability and affordability of decent and safe housing in our community. These projects help provide a stable housing environment for low-income households. Many of the affordable housing projects funded incorporate supportive services to promote the self-sufficiency of the residents.

The Community Services Advisory Council is the County's Community Action tripartite council. It is comprised of at least 12 members, but no more than 24. The Community Services Advisory Council is required to have a tripartite makeup of public elected officials or their representatives, community/private sector representatives, and low-income representatives, with at least one-third of the members being low-income representatives. The Community Services Advisory Council advises the County on matters related to local poverty, reviews grant proposals and makes funding recommendations for Community Services Block Grant funds, works with the County to address specific poverty-related issues within the community, and participates in education and advocacy on behalf of low-income residents.

Furthermore, as a designated Community Action Agency, the Human Services Department is required to conduct a Community Needs Assessment every five years, by assessing the local poverty conditions as well as available resources to eliminate poverty. The Division of Housing

and Community Services within the Human Services Department is responsible for conducting the assessment and is currently gathering data for the 2015 assessment.

## 2. Workforce Snohomish

The County participates on the Board of Directors of the local workforce investment board, Workforce Snohomish. Workforce Snohomish has statutory oversight responsibility for the public workforce investment system in Snohomish County and manages federal funds received under the Workforce Investment Act for various employment and training programs. These programs assist employees to make career transitions and to help create a sustainable workforce for employers. The strategic plan of Workforce Snohomish includes the following goals:

- a workforce development system that is globally competitive;
- meeting industry needs by filling jobs with qualified candidates;
- assisting job candidates to obtain and retain employment; and
- assisting businesses and job candidates to continuously enhance their productivity and prosperity.

Workforce Snohomish operates Work Source Centers in Everett, Monroe, and Mountlake Terrace; a Youth Center in Everett; and the Serve Center for veterans in Everett as well as numerous connection sites. In addition, Workforce Snohomish and the County, in partnership with the Bill and Melinda Gates Foundation, are providing coordinated leadership and management of an initiative project that is testing and launching ways to transform systems that provide housing and supportive services to people who are homeless or at risk of homelessness. The overall goal is to find ways to make these systems more efficient and effective at moving low-income people towards self-sufficiency.

## 3. Financial Asset Development Coalition

The County, in partnership with other organizations, has implemented a financial asset-development project through the Snohomish County Financial Asset Development Coalition. The County's partners include the United Way of Snohomish County, the Workforce Development Council,

Lutheran Community Services Northwest, Volunteers of America Western Washington, the YWCA, and many other community partners. The Coalition's goal is to create self-sufficiency in our community through capacity building, financial education, public policy, and asset ownership awareness. The Coalition and its partners work with low-income individuals and families by providing the following activities:

- asset-development;
- assistance to low-income persons by providing assistance in completing tax forms and collecting the Earned Income Tax Credit; and
- assistance in increasing asset ownership among low-income families through Individual Development Accounts.

Bank On North Sound, the Coalition's latest initiative, is designed to enhance financial opportunities for the "unbanked" or "underbanked" to rejoin the mainstream banking system and minimize predatory lending, focusing on formalized asset development.

#### 4. Section 3 Opportunities

The HUD Section 3 program requires that grant recipients of CDBG and HOME funds, to the greatest extent possible, provide job training, employment, and contracting opportunities for low-income residents in connection with construction projects and activities in their neighborhoods. The County continues to have a Section 3 plan in place for CDBG and HOME funds to ensure that these opportunities for low-income residents are made available to the greatest extent possible.

#### 5. Economic Development Opportunities

In the upcoming year, the County's Human Services Department anticipates that it will continue to explore the potential use of its CDBG funds for economic development opportunities. If implemented, CDBG-funded economic development tools have the potential to result in enhanced opportunities for low-income wage earners.

The tools to be developed will be guided by the County's adopted General Plan includes an Economic Development element which recognizes the



need for living wage jobs and income to afford to live in our community as well as other community amenities and features that can make our community a place where people want to live and work. The element outlines six policy goals to support and facilitate a diverse, sustainable, and resilient economy. These goals include:

- Promote the maintenance and enhancement of a healthy economy,
- Provide a planning and regulatory environment which facilitates growth of the local economy,
- Encourage retention and expansion of existing businesses and jobs and attract new businesses and jobs,
- Support economic development by providing adequate levels of infrastructure and promoting technological advancements consistent with this plan,
- Support economic development by promoting education and training opportunities for the work force and aligning human service delivery with employment opportunities, and
- Encourage sustainable use of resource areas for economic development.

#### **L. Institutional Structure**

This section describes actions planned to maintain and improve the institutional structure through which the Consortium will carry out the objectives outlined in the Strategic Plan of the 2010-2014 Consolidated Plan.

The institutional structure through which the Consortium carries out the Strategic Plan is broad-based and includes County government and staff, local governments, public agencies, private non-profit agencies (including faith-based organizations), and the Everett/Snohomish County Continuum of Care.

The County Council retains overall responsibility for decisions involving housing and community development activities. The Office of Housing and Community Development and the Office of Community and Homeless Services within the Snohomish County Human Services Department provide

staff support to the Policy Advisory Board and Technical Advisory Committee and manage the competitive application process for HUD formula funds. The Technical Advisory Committee helps assess funding applications received and makes funding recommendations to the Policy Advisory Board. The Technical Advisory Committee has seats for local government representatives, citizen representatives, and the local housing authority. The Policy Advisory Board makes recommendations on funding and other matters relating to HUD formula funds to the County Executive and the County Council. The Policy Advisory Board is comprised of elected officials of the Snohomish County Council and the city/town councils of participating Consortium members, the County Executive or his/her designee, and a citizen member. Project sponsors include units of local government within the Consortium (may also include County Departments), public agencies, and private non-profit agencies (including faith-based organizations).

County Human Services Department staff in the Office of Housing and Community Development and the Office of Community and Homeless Services attend various local and regional meetings in order to maintain and increase the coordination of activities between the County and other entities working to create suitable living environments, provide decent affordable housing, and create economic opportunities for low-income persons in the community. This staff and other Human Services Department staff are responsible for contracting, monitoring, and compliance procedures for CDBG, HOME, and ESG funds. The staff hold application workshops and provides technical assistance regarding project eligibility, application requirements, and program regulations to potential applicants and to project sponsors.

A portion of 2014 HOME funds has been allocated to provide operating support for two Community Housing Development Organizations. This funding helps to build and maintain the local capacity of organizations to efficiently produce and maintain affordable housing. Impact Capital, a Community Development Financial Institution based in Seattle, also continues to operate a revolving loan fund, originally funded with Snohomish County AHTF funds, to provide pre-development loans to develop affordable housing in Snohomish County.

In the upcoming program year, the County's Human Services Department plans to continue to discuss with community partners ways to increase the

development of affordable housing for non-homeless persons with special needs, in order to increase accomplishments in this area.

In regard to the local Continuum of Care, the most significant gap in the Continuum of Care delivery system is the lack of capacity and resources in relation to the growing needs in the community. In the upcoming year, the County and the Continuum of Care will continue to engage in systems change and coordination efforts. This includes increased coordination between systems, especially with mainstream systems, targeted funding strategies, and continued implementation of the Coordinated Entry/Assessment process. These efforts are intended to provide a consistent and streamlined process for persons experiencing homelessness or at risk of homelessness to access housing and services or to be diverted and to use the limited resources more effectively by targeting resources more effectively. Included in these efforts are strategies for increased coordination between various systems, such as education, employment, public benefits systems, and housing and service providers. In addition, the Continuum of Care implemented a restructured governance body and committee system in January 2014 which is anticipated to strengthen its efforts to implement various initiatives.

#### **M. Enhance Coordination Between Public and Private Housing and Social Service Agencies**

This section describes actions planned to enhance coordination between public and private housing and social services agencies.

Community partnerships, which link housing providers and service agencies, continue to be a strength in Snohomish County, particularly in regards to projects serving homeless persons and other persons with special needs. The Housing Consortium of Everett and Snohomish County and the Homeless Policy Task Force are organizations in Snohomish County that meet regularly to discuss affordable housing and homeless needs. They provide ongoing opportunities for public and private non-profit housing and service providers to coordinate existing and future efforts to meet these needs in our community.

The Gates Foundation-sponsored Investing in Families Initiative is a current collaborative project that became operational in 2011 and will continue in 2014. In 2013, the Investing in Families Initiative was renamed to Investing in Futures to convey the broader initiative in addressing homelessness for all people in Snohomish County. The initiative is a community-wide effort to

strengthen and realign Snohomish County's efforts to end homelessness and enhance system coordination among service providers. In late 2013 the Investing in Futures and Continuum of Care governance bodies came together to create a collective effort under the Partnership to End Homelessness. The Partnership to End Homelessness brings together the Continuum of Care, the Housing Consortium of Everett and Snohomish County, the Homeless Policy Task Force, the Workforce Development Council, public housing authorities, social service agencies, secondary education providers, private landlords, and state and local government, to create new systems for preventing and eliminating homelessness.

Many service providers in Snohomish County work closely with private landlords through the implementation of various housing and service programs. Staff providers often assist clients in obtaining a rental unit, in resolving issues with their landlord, and in working with the landlord to help the client remain in the unit. The County will also be implementing new state requirements to enhance landlord outreach in Snohomish County. This effort will be coordinated with existing landlord and service provider partnerships.

Washington State decided to implement a state-wide housing locator system. The Housing Consortium of Everett and Snohomish County and the County took the lead in helping to implement this system in Snohomish County in Spring 2013. The County's Office of Community and Homeless Services has been involved in seeing how the system is working in Snohomish County and will work with partners, as needed, to make it as effective as possible for our community.

Planning efforts are also occurring through Investing in Futures, as referenced above, which includes a Housing Resource Specialist and Navigators who have been trained to perform many of the activities done by the Housing Resource Specialist.

The Volunteers of America Dispute Resolution Center continues to provide a Renter Certification program, partially funded with federal and local funds. The program provides education and assistance to people with problematic rental histories that can create a barrier for being able to rent. The program also conducts outreach with social service programs and landlord associations, working to establish partnerships with private property managers willing to give people a second chance at housing.

The County participates in Continuum of Care/Homeless School Liaison collaboration meetings, which will continue in 2014. The collaborative meetings include local non-profit staff and staff from school districts. The purpose is to ensure that families, children and youth are informed of their education rights and improve access to housing and/or services.

As part of the affordable housing application process, the County continues to include, as part of the evaluation criteria, a review of whether the appropriate type and level of support services will be available where this is relevant to the population served. This helps encourage coordination between public and private housing and service providers to ensure that persons with special needs will have the appropriate support services needed to maintain stable housing.

#### **N. Coordination of Housing and Transportation Strategies**

Applicants for affordable rental housing projects are asked to address the transportation options and neighborhood services and amenities near the proposed housing location as part of their application for funding. In addition, recent changes to the countywide planning policies emphasize the interaction between land use and transportation and the support of new housing near existing employment as well as new employment near existing housing. Also, the Puget Sound Regional Council Sustainable Communities Regional Planning Grant referenced in Section XII. I. above support neighborhood planning for more sustainable communities around new transit centers expected in the region in the next 20 years, including a wide variety of housing choices along light rail corridors.

#### **O. Addressing Obstacles to Meeting Underserved Needs**

This narrative describes actions planned to address obstacles to meeting underserved needs.

The main obstacle to meeting underserved needs is the limited funding available to meet all of the needs in the community. This has become an even greater obstacle in the past few years due to reductions in several federal, state, and local sources of funding.

Actions planned to address underserved needs are addressed in various narratives throughout this plan. A few of the actions planned to be taken include, but are not limited to:

- Continued utilization of a portion of a local sales tax to provide housing assistance to persons with mental health and chemical dependency challenges;
- Continuation of a state-funded program to provide assistance for housing and essential needs to person with disabilities if funding for the program continues;
- Continued work in partnership with the Continuum of Care to engage in systems change and coordination efforts to assist homeless persons;
- Participation in an intergovernmental affordable housing association recently established to create a venue to undertake planning, cooperation, and education in support of the goal to increase the supply of affordable housing in Snohomish County; and
- Continued implementation of a fair housing action plan developed during the 2012 program year.

#### **XIV. FUNDING AVAILABLE AND ALLOCATION SUMMARY**

The information below provides a summary of the CDBG, HOME, and ESG funds anticipated to be available for the 2014 program year. A summary of how these funds have been allocated for use is also included.

Re-programmed funds include contingency funds and returned funds from prior year projects due to project cost under runs and project cancellations. In addition, 2014 program income amounts are estimated at this time.

## A. Community Development Block Grant (CDBG)

### 1. CDBG Funding Available for 2014

|                          |                  |
|--------------------------|------------------|
| CDBG Grant               | \$2,465,162      |
| Re-Programmed Funds      | \$429,355        |
| Estimated Program Income | <u>\$200,000</u> |
| Total CDBG Funds         | \$3,094,517      |

### 2. Summary of CDBG Allocations for 2014

**Table 8 - Summary 2014 CDBG Allocations**

| Sponsor  | Activity   | Amount    |
|--|--|-----------|
| Catholic Community Services                    | Pregnant & Parenting Housing Program                         | \$45,845  |
| Catholic Community Services                    | Volunteer Chore Services                                     | \$9,288   |
| Cocoon House                                   | Central and East Shelters                                    | \$38,519  |
| Domestic Violence Services of Snohomish County | Domestic Violence Services                                   | \$44,200  |
| Edmonds Public Facilities District             | Restroom Barrier Removal                                     | \$115,940 |
| Foundation for the Challenged                  | FCC Homes IX   | \$115,236 |
| Full Life Care                                 | Adult Day Services   | \$40,000  |
| HomeSight                                      | Puget Sound Homeownership                                    | \$96,244  |
| Housing Hope                                   | Homeless Services  | \$55,738  |
| Housing Hope                                   | Teen and Young Parent Program                                | \$28,877  |
| Mercy Housing Northwest                        | Woodlake Mercy Redevelopment                                 | \$101,560 |
| Mercy Housing Northwest                        | Senior Housing Support Services                              | \$7,860   |
| Monroe, City of                                | 179 <sup>th</sup> Avenue Sidewalks & Stormwater Improvements | \$193,547 |
| Mountlake Terrace, City of                     | 227 <sup>th</sup> Street SW Sidewalks                        | \$184,407 |

| Sponsor                                      | Activity                         | Amount             |
|--|----------------------------------|--------------------|
| Parkview Services                            | Parkview Homes XI                | \$59,736           |
| Senior Services of Snohomish County          | Minor Home Repair Program        | \$648,812          |
| Snohomish County                             | CDBG Planning and Administration | \$528,032          |
| Snohomish County                             | CDBG Contingency Fund – PF&I     | \$73,744           |
| Snohomish County                             | Fair Housing Services            | \$39,211           |
| Snohomish County Fire District 24            | Fire Rescue Engine               | \$367,121          |
| Village Community Services                   | Aging Adults with Disabilities   | \$45,575           |
| Volunteers of America Western Washington     | Sultan ECEAP Preschool           | \$214,114          |
| YWCA of Seattle-King County-Snohomish County | Families in Transition           | \$40,911           |
| <b>Total</b>                                 |                                  | <b>\$3,094,517</b> |

## B. HOME Investments Partnership (HOME)

### 1. HOME Funding Available for 2014

|                          |                 |
|--------------------------|-----------------|
| 2014 HOME Grant          | \$1,498,767     |
| Re-Programmed Funds      | \$1,327,490     |
| Estimated Program Income | <u>\$97,443</u> |
| Total HOME funds         | \$2,923,700     |



2. Summary of HOME Allocations for 2014

**Table 9 - Summary 2014 HOME Allocations**

| Sponsor                               | Activity   | Amount             |
|---------------------------------------|--|--------------------|
| Everett, City of                      | Community Housing Improvement Program                                  | \$50,000           |
| Everett, City of                      | HomeSight – Puget Sound 1 <sup>st</sup> Time Homebuyer Loan Assistance | \$128,513          |
| Everett City of                       | Washington Home of Your Own – Apartment Acquisition                    | \$186,229          |
| Habitat for Humanity                  | CHDO Operating Support Grant   | \$27,961           |
| HomeSight                             | Puget Sound Homeownership  | \$40,000           |
| Housing Authority of Snohomish County | Woodlake Manor III   | \$720,478          |
| Housing Hope Properties               | CHDO Operating Support Grant   | \$46,976           |
| Housing Hope Properties               | Monroe Family Village  | \$895,000          |
| Mercy Housing Northwest               | Woodlake Mercy Redevelopment   | \$677,973          |
| Snohomish County                      | HOME Planning and Administration                                       | \$150,570          |
| <b>Total</b>                          |  | <b>\$2,923,700</b> |

**C. Emergency Solutions Grant (ESG)**

1. ESG Funds Available for 2014

|                 |                  |
|-----------------|------------------|
| 2014 ESG Grant  | <u>\$195,654</u> |
| Total ESG Funds | \$195,654        |

2. Summary of ESG Allocations for 2014

**Table 10 - Summary 2014 ESG Allocations**

| Sponsor  | Activity   | Amount           |
|--|--|------------------|
| Catholic Community Services                                      | Rapid Re-Housing – Housing Re-Location & Stabilization Services and Tenant-Based Rental Assistance | \$123,356        |
| Domestic Violence Services of Snohomish County                   | Emergency Shelter Advocacy   | \$20,960         |
| Housing Hope   | Transitions  | \$15,000         |
| Snohomish County   | ESG Administration   | \$14,674.05      |
| Snohomish County Human Services Department and ESG Subrecipients | HMIS   | \$21,663.95      |
| <b>Total</b>   |  | <b>\$195,654</b> |

**XV. CONTINGENT FUNDING ALLOCATIONS**

This section provides information on contingent funding allocations to activities should additional CDBG and HOME funds become available during the 2014 program year.

Sometimes additional CDBG and HOME funding becomes available for re-programming during the program year due to project cost under runs or project cancellations. In addition, the portion of the program income that is generated during the program year and directly remitted to the County occasionally exceeds the estimated amounts.

The following additional CDBG and HOME funding allocations are made to existing 2014 activities identified in the 2014 Action Plan, contingent upon additional funding becoming available for re-programming under the applicable activity categories during the program year. The contingent allocations may include partial allocations up to the amounts listed below, depending on the amount of funding available. Table 3C Activity Descriptions for these existing activities are located in the Appendix.

**Table 11 – 2014 Contingent Funding Allocations**

| <b>Sponsor/<br/>Activity</b>  | <b>Funding<br/>Source</b> | <b>Contingent<br/>Funding<br/>Amount</b>   | <b>Expanded Table 3C<br/>Activity Description</b>  |
|---|---------------------------|--|--|
| <u>HomeSight</u><br>Puget Sound<br>Homeownership  | CDBG/<br>HOME             | \$252,528  | <u>Performance Indicator:</u><br>Estimated Housing Units<br>increased by 8 to 12.  |
| <u>Monroe, City of</u><br>179 <sup>th</sup> Avenue<br>Sidewalks &<br>Stormwater<br>Improvements | CDBG                      | \$192,251  | <u>Project Description:</u><br>Construction of<br>approximately 320 to 950<br>lineal feet of curb, gutter,<br>planter strip, 5' sidewalk,<br>ADA ramps along with<br>stormwater improvements<br>and pavement patching.<br><u>Location:</u> 179 <sup>th</sup> Ave<br>between Main Street and<br>up to 157 <sup>th</sup> Place, as far as<br>funding allows. |
| <u>Snohomish County</u><br>CDBG Planning and<br>Administration                                  | CDBG                      | 20% of PY 2014<br>program income<br>remitted to County<br>in excess of<br>estimated amount | N/A  |
| <u>Snohomish County</u><br>HOME Planning and<br>Administration                                  | HOME                      | 10% of PY 2014<br>program income<br>remitted to County<br>in excess of<br>estimated amount | N/A  |

**XVI. PROGRAM SPECIFIC REQUIREMENTS -- CDBG**

**A. Activity Descriptions**

Descriptions of activities to be funded with CDBG funds expected to be available for 2014 are located in the Appendix. A summary of these funds and the 2014 allocations are listed in Section XIV. above.

## **B. Estimated 2014 CDBG Program Income**

CDBG program income for 2014, estimated to be \$200,000, is expected from the following sources:

- HomeSight Homebuyers Assistance \$25,000
- HASCO Single Family Rehab Loan Program \$175,000  
Loan Servicing

The estimated program income for the first source listed will be used to provide additional assistance under that program. The estimated program income from the second source listed will be used for additional eligible CDBG activities. These funds are included in the 2014 allocations. CDBG program income increases the allowable cap for CDBG planning and administrative costs (20% of 2014 formula funds plus 20% of 2014 program income) and public service activities (15% of 2014 formula funds plus 15% of prior year CDBG program income). Snohomish County allocates the total allowable funding for these two capped costs based on projected figures.

## **C. Section 108 Proceeds**

Snohomish County does not currently have an open Section 108 project; therefore, it does not currently anticipate any proceeds from Section 108 loan guarantees in the upcoming year. However, the County is continuing to explore this option and should a Section 108 loan guarantee be implemented, it is anticipated that any activities funded under such a guarantee would generate proceeds at some time in the future.

## **D. Urban Renewal Settlement Surplus**

Snohomish County does not anticipate any surplus funds from urban renewal settlements.

## **E. Float Loan Activities**

No float loan activities are open at this time. Snohomish County will continue to make float loans available during the 2014 program year. Any new float loans approved could generate program income during the 2014 program year. Snohomish County will follow the Consortium's Citizen Participation Plan with regard to any new float loans proposed during the 2014 program

year. Any interest payments generated in the 2014 program year from new float loans will be used for County administrative costs, subject to the statutory cap for these types of costs.

#### **F. Urgent Need Activities**

No CDBG funds are currently planned for urgent need activities. However, needs are continuing to be assessed related to the recent SR 530 Mudslide and Flooding Incident. The County is considering options to re-program CDBG funds from current planned activities to other activities to help meet urgent needs related to this incident.

#### **G. Low- and Moderate-Income Benefit**

It is estimated that at least 70% of the CDBG funds will be used for activities that primarily benefit low- and moderate- income persons.

#### **H. Overall Benefit Period**

CDBG regulations require that at least 70% of funds be used to benefit persons of low- and moderate-income over a consecutive period of 1, 2, or 3 years. The County has chosen a three-year period as the overall benefit period for the 2014, 2015, and 2016 program years.

#### **I. Low- and Moderate Income Exception Criteria**

Typically, at least 51% of the beneficiaries of a CDBG activity must be low- and moderate-income. The CDBG law authorizes an exception criterion to this requirement for projects that serve persons on an area-wide basis, such as street, sidewalk, water/sewer, and park improvements. The Snohomish County Consortium is granted an exception to this criterion for area benefit activities only. Based on data posted on the HUD website, the Consortium's low- and moderate-income criterion for area benefit activities for FY 2013 is 46.29%. As of the date of this plan, HUD has not yet posted information on the FY 2014 exception criteria.

#### **J. Pre-Award Costs**

In certain circumstances, the CDBG regulations allow the County, or allow the County to authorize a subrecipient, to incur costs for activities included in an

Annual Action Plan prior to the program year start date of July 1 that are to be funded out of the upcoming program year allocation. The activities must meet the environmental and regulatory requirements. The costs may later be reimbursed with CDBG funds after the effective date of the grant agreement between HUD and the County for the program year. Pre-award costs are limited to no more than 25 percent of the program year grant amount.

The County may decide to incur pre-award costs for 2014 CDBG projects for County staff activity delivery costs associated with the projects. The County may also decide to authorize subrecipients to incur costs for 2014 CDBG projects on a case-by-case basis. It is not anticipated that any authorized pre-award costs would affect future grants. HUD has already published the County's actual 2014 CDBG award amount, and based on past experience, the County anticipates that it will enter into a grant agreement with HUD for 2014 CDBG funds in July or August 2014. The County is considering authorizing some pre-award costs in order to facilitate efficiency in project timelines and the timely use of grant funds.

## **XVII. PROGRAM SPECIFIC REQUIREMENTS -- HOME**

### **A. Activity Descriptions**

Descriptions of activities to be funded with HOME funds expected to be available for 2014 are located in the Appendix. A summary of these funds and the 2014 allocations are listed in Section XIV. above.

### **B. Estimated 2014 HOME Program Income**

Estimated 2014 HOME program income is \$97,443 from the following sources:

- |  |          |
|--|----------|
| • HomeSight Homebuyers Assistance        | \$40,000 |
| • City of Everett CHIP Program           | \$50,000 |
| • HASCO Single Family Rehab Loan Program | \$6,943  |
| • Marysville Studio Apartments           | \$500    |

The estimated program income from the first two sources listed will be used to provide additional assistance under those programs. The estimated

program income from the last two sources listed will be used for additional eligible HOME activities. These funds are included in the 2014 allocations.

### **C. Other Forms of Investment Description**

Not applicable. Snohomish County does not intend to use HOME funds for forms of investment other than those described in 24 CFR 92.205(b) in the 2014 program year.

### **D. HOME Homebuyer Program Guidelines for Resale and Recapture**

#### **1. Resale/Recapture Provisions.**

Resale and recapture provisions apply to the use of HOME funds for homebuyer assistance programs. Snohomish County will allow for the use of either resale or recapture provisions, as appropriate.

Resale or recapture provisions are triggered when, during the period of affordability, the housing ceases to be the principal residence of the buyer who was assisted with HOME funds. These provisions are imposed for the duration of the period of affordability on all HOME-assisted homebuyer projects through a written agreement with the homebuyer, and are enforced via lien, deed restrictions, or covenants running with the land. The resale or recapture provisions are triggered by any transfer of title, either voluntary or involuntary, during the established HOME period of affordability.

Applicants for HOME funding will need to propose resale or recapture provisions at the time of application for funding and demonstrate how the provisions are consistent with the resale or recapture guidelines.

#### **2. Resale guidelines as referenced in 24 CFR 92.254(5)(ii).**

Resale provisions must be used in situations where HOME funding will be provided as development subsidies (as opposed to direct assistance to the low-income buyer) and where assistance is provided to homebuyers in the form of grants. When resale provisions are proposed, they must ensure that:

- the property will be sold to a low-income buyer who will use the property as a principal residence;
- the price at resale will provide the original HOME-assisted buyer with a fair return on investment;
- the housing will continue to be affordable throughout the period of affordability to a reasonable range of low-income buyers; and
- The agency will have the right of first refusal to purchase the property.

A fair return on investment will be based on the repayment of the owner's initial investment, any improvements to the property, and a percent of the appreciation of median home prices in the area based on the number of years the property was owned.

Affordable to a reasonable range of low-income buyers is defined as a price affordable to a family at 75% of the area median income or below that will not pay more than 30% of their income for PI (principal and interest).

Additional HOME funds can be used, if available, if gap financing is needed for a subsequent low-income homebuyer to purchase the home.

3. Recapture Guidelines as referenced in 24 CFR 92.254 (5)(ii).

Recapture provisions will be used when the home, purchased using HOME funds as financial assistance that reduces the purchase price for the homebuyer or as gap financing, is no longer the homebuyer's principal residence during the period of affordability. The County has selected the following option for recapture of funds under the HOME program:

Recapture Entire Direct HOME Subsidy Method as follows:

Amount to be recaptured. In the event of recapture Snohomish County or subrecipient shall collect from Net Proceeds all HOME Funds, including outstanding principal, plus interest, plus shared appreciation as outlined in the Loan Documents.



In the event that net proceeds are insufficient to repay the HOME Funds, the amount to be recaptured shall be any funds remaining after payment of all superior non-HOME debt and closing costs that are subtracted from the sale price of the home. In no event shall the borrower be required to use funds other than net proceeds to repay the HOME Funds.

4. The special provisions of the HOME Program related to single-family properties with more than one unit (i.e. duplex, triplex, four-plex) [24 CFR Part 92.254(a)(5)(ii)(A)(6)] and lease-purchase programs [24 CFR Part 92.254(a)(5)(ii)(A)(7)] will also apply as appropriate.
5. The County will be responsible for the enforcement of the recapture provisions and will require the subrecipient to obtain the recaptured funds from the homeowner. Recaptured funds must be used by the subrecipient for other eligible HOME activities or returned to the County. The subrecipient is responsible to monitor that the homeowners continue to use the home as their primary residence.
6. The County must be notified of any possible foreclosures or transfers in lieu of foreclosure during the period of affordability to ensure that resale and recapture provisions are followed. The County will recoup any net proceeds from available funds due to foreclosure.

**E. Guidelines for HOME Funds Used to Refinance Existing Debt Secured by Multi-family Housing or Single Family Housing Being Rehabilitated with HOME Funds**

Not applicable. Snohomish County does not intend to use HOME funds for this purpose in the 2014 program year.

**F. Home Tenant Based Rental Assistance Description**

Not applicable. Snohomish County does not intend to use HOME funds for this purpose during the 2014 program year.

**G. HOME Affirmative Marketing**

Snohomish County requires all agencies receiving HOME funds for projects with five or more HOME-assisted units to have plans to affirmatively market

housing to eligible populations. This requirement is included in the contracts between Snohomish County and the agencies receiving the HOME funds.

The affirmative marketing plan must include information on: 1) how the sponsor will inform the public and potential residents about fair housing laws, 2) how the sponsor will affirmatively market the units and inform persons who might not normally apply for housing through special outreach, and 3) how the sponsor will document affirmative marketing efforts and evaluate their success.

The marketing plans are reviewed by County Human Services Department staff in the Office of Housing and Community Development when the projects are monitored. Housing projects must display the Equal Housing Opportunity information and logo in an area that is accessible to eligible households.

#### **H. Minority and Women's Business Outreach Description**

This requirement is addressed in Section XIII.

### **XVIII. PROGRAM SPECIFIC REQUIREMENTS – ESG**

#### **A. Written Standards for the Provision of ESG Assistance**

Snohomish County will require subrecipients of ESG funding to follow and consistently apply the written standards listed below for providing assistance with ESG funds.

The County developed Local Standards for the ESG and Continuum of Care programs. This was published on July 18, 2013. These guidelines will be updated as necessary throughout the grant period and will continue to expand and include a variety of project components. The County will revise the guidelines as necessary, and will consult with the Everett/Snohomish County Continuum of Care, ESG subrecipients, Continuum of Care recipients/subrecipients, homeless or formerly homeless or other interested parties.

1. Evaluation of individuals' and families' eligibility for assistance under ESG.

- a. To be eligible for ESG assistance, all households must meet the homeless definitions that apply to the type of ESG activity, such as rapid re-housing (24 CFR 576.2 Definitions).
  - i. In order to be consistent with the homeless definitions used by other Continuum of Care funded projects, at this time the County will not serve individuals and families qualifying under Homeless Category 3. Should the County and the Continuum of Care move forward with completing the activities under Homeless Category 3 per HUD CPD Notice 12-01 and be approved for Continuum of Care funded projects, then ESG projects will be notified of whether they may qualify ESG participants under Homeless Category 3 for any eligible ESG activities.
  - ii. The County is not proposing the use of ESG funds for homeless prevention activities at this time. Therefore, the at risk of homelessness definitions will not apply to ESG-funded projects. Should the County choose to fund homeless prevention activities in the future, any ESG projects will qualify participants per the homeless prevention definitions.
  - iii. Emergency shelter participants qualified under Category 2 must lack other resources or social networks to obtain other appropriate shelter or housing.
  - iv. Rapid re-housing participants must be qualified under Category 1, literally homeless individuals and families currently living in an emergency shelter, in places not meant for human habitation, or youth exiting transitional housing.
- b. Participant evaluation
  - i. All individuals or families will be initially evaluated to determine eligibility for ESG assistance, and to determine the amount and types of assistance needed to regain stability in permanent housing.
  - ii. Individuals and families receiving rapid re-housing assistance will be re-evaluated at least annually.

- iii. Annual income, if documentation is required, must be determined according to 24 CFR 5.609.
  - iv. All individuals and families must be evaluated to determine that they lack the resources and social networks to obtain or sustain housing without ESG assistance.
- c. Documentation
- i. Eligibility and evaluation must be documented in client files for each participant or family served with ESG assistance.
  - ii. Documentation must meet the ESG requirements in 24 CFR 576.
  - iii. Third party documentation is the preferred method, except for persons qualified under Category 4 to avoid placing the individual or family at risk of violence.
  - iv. Other methods consistent with 24 CFR 576 may be used, though the client file should contain documentation that there was an attempt to obtain third party documentation or the justifications that third party documentation could not be obtained or obtained in a timely manner.
2. Standards for targeting and providing essential services related to street outreach.

County ESG funding will not be used to provide essential services related to street outreach at this time.

3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG.
- a. Admission
    - i. Per eligibility standards.
    - ii. For rapid re-housing, priority will be given to individuals or families staying on the streets, in cars, etc., or to persons residing in

emergency shelters, or unaccompanied youth exiting transitional housing or youth facilities.

b. Diversion

Individuals or families seeking shelter should be referred to other prevention or rapid re-housing programs to avoid homelessness or to re-house those who are experiencing homelessness.

c. Referral

Participants and families will be assessed to make appropriate referrals to mainstream services, including public benefit programs, housing programs, and services.

d. Discharge

To the degree possible, persons discharging from emergency shelter will be assisted in accessing housing that best fits their needs, with a preference for assisting people to access permanent housing. Discharge may also include persons entering treatment facilities to address mental health, substance abuse, or medical needs. Providers will coordinate with the treatment provider to support a successful transition. When possible, housing options or other resources should be provided at discharge, so that persons have knowledge of where to go when treatment is completed.

e. Length of stay

i. The overarching goal is to reduce the time spent homeless. To the extent practicable, individuals and families will be assisted in obtaining housing within 30 days of emergency shelter entry. All ESG-funded shelters will strive to reduce the average length of stay. However, persons may stay longer to prevent them from becoming homeless on the streets or other places not meant for human habitation.

ii. Individuals or families provided rapid re-housing assistance will stay according to the model funded with ESG assistance, which will allow some flexibility to avoid persons becoming homeless again.

- f. Safeguards to meet safety and shelter needs for special populations
  - i. Projects serving individuals or families qualified under Category 4 (persons fleeing or attempting to flee violent situations) must follow all related Federal and state laws, follow confidentiality policies, and provide specific services to meet the safety and special needs of this population.
  - ii. Projects serving individuals and families with very high needs must provide shelter and services that meet the special needs for these populations.
- 4. Policies and procedures for assessing, prioritizing, and reassessing individual's and families' needs for essential services related to emergency shelter.
  - a. Each individual and family will be assessed to identify needs and barriers to obtain housing and increased self-sufficiency.
  - b. Assessments will be completed at program entry, then re-assessed at 30-days or sooner if needed to assist persons moving to housing. If person's stay in shelter is longer than 30-days, then reassessment must be done every 30-days and show that the person or household needs additional time in shelter to obtain other housing, and would be homeless unsheltered without ESG assistance.
  - c. Each person or family must have a housing stability plan in place, which is updated at least every 30-days. The plan will be derived from the assessment and include the individual or family's participation in developing their own individualized service plan to obtain housing and maintain housing stability.
  - d. Essential services should be tied directly to the needs and barriers identified in the assessment, and agencies are encouraged to build on the individual or families strengths to attain increased self-sufficiency and housing stability.
  - e. Obtaining appropriate housing, especially permanent housing, and addressing the most immediate and manageable barriers will be the

priority for emergency shelters. Given the expected short period of assistance, the focus will need to be on those barriers that can be addressed during the timeframe of assistance. In addition, each individual or household will have a housing stability plan that may include longer-term solutions to other barriers or risk-factors that might destabilize a household after assistance has ended.

5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homeless prevention providers, rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.

The County and the Continuum of Care have been engaged in planning activities to increase systems coordination among the various housing and service providers to improve access for clients and to better target funding and efforts to address the housing and service needs in our community. The County and ESG subrecipients will coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs, including those in 24 CFR 576.440(b) and (c). ESG funded projects will be expected to coordinate and integrate with County or Continuum of Care initiatives or other efforts to improve coordination with mainstream resources, which includes those noted in 24 CFR 576.440(b).

6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homeless prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.
  - a. County ESG funding will not be used to provide homeless prevention assistance at this time. The County is funding homeless prevention assistance with other financial resources.
  - b. Individuals or families staying in emergency shelters or staying in places not meant for human habitation or youth exiting transitional housing or facilities will be prioritized for rapid re-housing assistance. Persons assisted will include homeless families, veterans, and youth, though not exclusively.

- c. Persons needing homeless prevention assistance will be referred to homeless prevention programs.
7. Standards for: 1) determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homeless prevention or rapid re-housing assistance, 2) determining how long a particular program participant will be provided with rental assistance and how the amount of assistance will be adjusted over time, and 3) standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant.
- a. County funds will not be used to provide homeless prevention assistance as this time.
  - b. Individuals and families will be assessed to determine if they fit into a 6-month maximum or 12-month maximum mode of rent assistance. Rent assistance will be graduated, so the participant's share of rent will increase until they pay full rent. Should a participant experience a situation that prevents them from achieving the graduated subsidy goal, then the subsidy may be extended or adjusted with a revised graduated subsidy established. Participants must be in compliance with the program and working on their housing stability plan to be considered for an extension or revised graduated subsidy plan.
  - c. Individuals and families may receive up to 24 months of housing stability services to help them obtain and sustain housing stability. Services may be provided consecutively or intermittently, as needed to maintain housing stability.
  - d. Participants may receive up to two subsequent financial assistance payments after their graduated subsidy has ended, if they were compliant with their housing stability plan and they experienced a hardship that prevented them from making their payment.
  - e. Hardships may include a job loss or reduction in pay/hours, medical expenses, or other similar situation. The participant must not have exited the program to receive assistance.
  - f. High needs participants may receive additional housing stability services for a period not to exceed three (3) years, as long as they



have not exited the program and the services support the household in maintaining their housing.

- g. Financial assistance and housing stability services must be in compliance with 24 CFR 576.104, 24 CFR 576.105, 24 CFR 576.106 and 24 CFR 576.400.

## **B. Centralized or Coordinated Assessment System**

The Continuum of Care worked on evaluating and implementing a redesigned coordinated intake system through a piloted initiative. In 2013, the County in collaboration with the Continuum of Care partners started phasing in the Coordinated Entry and Assessment system to cover all geographic areas for the Continuum of Care. The Coordinated Entry and Assessment system currently consists of common screening and assessment questions, summarizing the assessment on the Fenn-Jorstad Self-Sufficiency Matrix, referral to tailored housing and tailored services, and identification for prioritizing persons for housing. Tailored services are linked to needs identified through assessment. There are core sites that assess specific populations. For example, Veterans are referred to the Veterans Coordinated Entry and Assessment site to be assessed for Veterans Affairs Supportive Housing rental vouchers and Department of Veterans Affairs benefits.

## **C. Process for Making Awards**

Snohomish County made 2014 ESG funding available via a Notice of Funding Availability issued in September 2013 for both 2014 and 2015 ESG funding. The process for making awards for all of the 2014 ESG funding is further described in Section V. B. of this document. Activity descriptions for 2014 ESG activities are located in the Appendix.

## **D. Matching Funds**

ESG carries a dollar-for-dollar matching fund requirement. Snohomish County will provide matching funds for administrative costs and any funds used for County Homeless Management Information System costs. ESG providers will be required to provide matching funds for the amount of their project award for activity costs and for Homeless Management Information System costs. Matching funds totaling \$195,654 will be provided from eligible federal, state, local, and/or private fund sources.

## **E. Homeless Participation Requirement**

The County has an established process for obtaining input from homeless and formerly homeless persons. Beginning in 2012, the County developed and implemented an enhanced plan for outreach to, and consultation with, homeless or formerly homeless individuals. The additional consultation focuses on considering and making policies and decisions regarding any facilities or services that receive funding under ESG.

The County and the Continuum of Care work in partnership to conduct the annual Point in Time Count of homeless persons, which includes a survey that provides input for planning. In addition, the County and the Continuum of Care partner to conduct an annual Project Homeless Connect event. At this event, homeless and formerly homeless persons complete a survey which provides input that can be used for planning. During Project Homeless Connect, surveys are completed with homeless participants who provide specific input on ESG activities. Several questions have been added to the surveys regarding rapid re-housing and/or emergency shelter activities and how these programs are meeting or not meeting the needs of persons assisted. This survey method was used at the 2012 and 2013 Project Homeless Connect events, and it is anticipated that this method will also be used at the next Project Homeless Connect event in the upcoming year.

A focus group of single homeless men at an emergency shelter was also conducted as part of the Consortium's updated *Analysis of Impediment to Fair Housing Choice* in September 2012 and provided input on housing and service needs for these individuals, many of whom have experienced long-term homelessness and have a difficult time obtaining housing. The Office of Community and Homeless Services within the County's Human Services Department is currently in the process of conducting a Low-Income Needs Assessment. The assessment will include input from homeless persons and is anticipated to be completed in 2015. In addition, the Continuum of Care has a restructured governance body which was seated in January 2014 and includes a seat for a homeless or formerly homeless person. This governance body, the Partnership to End Homelessness, is the planning- and policy-making entity for the Continuum of Care and provides input and guidance on the use of various funds for homeless programs, including ESG funds. The County will continue to explore, and possibly implement, other options in the upcoming year that may include additional focus groups

consisting of persons who are currently or were previously assisted with ESG funds. In addition, the County anticipates that other opportunities to enhance outreach and input will be provided as the County and the Continuum of Care work to implement the upcoming Continuum of Care regulations.

## **F. Performance Standards for Evaluating ESG Activities**

The performance standards listed below will apply to ESG-funded projects and will be incorporated into ESG contracts. Standards include HEARTH Act requirements and individual project requirements. Benchmarks, outputs, and outcomes will be set as initial standards. The County and Continuum of Care continue to develop and implement standards that are in alignment with the new Continuum of Care regulations published. The ESG performance standards may be revised or further defined as part of this coordinated process.

1. General Continuum of Care system performance measures will include:
  - a. Reduce the time spent in shelters, transitional housing, and residing in public or private places not ordinarily used as regular sleeping accommodations for human beings, including a car, park, abandoned building, bus or train station, or camping ground. The HEARTH measure is to reduce the mean length of episodes of homelessness to <20 days or  $\geq 10\%$  less than the prior year. The County and Continuum of Care measure will focus on reducing the mean length of homelessness 10% in the next program year.
  - b. Reduce recidivism by homeless persons who were housed in permanent housing but became homeless again. The HEARTH measure is <5% within the next 2 years or a decrease of  $\geq 20\%$  over the prior year. The County and Continuum of Care will continue to evaluate returns to homelessness and will develop a family and individual benchmark this program year.
  - c. System occupancy/utilization is at or above a specified percentage.

2. ESG performance measures will include:

a. Emergency shelter output and outcome measures.

Numbers served, reduce average length of stay by 10% per project, percentage of unit or bed utilization will be evaluated, and increase percentage exiting to permanent housing by 5% over the next program year.

b. Rapid re-housing performance measures will include:

Numbers served, benchmark to re-house persons in permanent housing within 30 days, housing stability benchmarks (6 months, 12 months, etc.), access to mainstream resources, recidivism per benchmark, and cost per households/person served.

c. HMIS performance measures will include:

Unit and bed coverage in the HMIS, increasing data quality including timeliness, accuracy, and completeness per the data quality plan, successful Annual Homeless Assessment Report data submission in all categories, quality ESG CAPER reporting, and training and technical assistance for agencies and users.

## **G. Continuum of Care Consultation**

The County's Office of Community and Homeless Services within the Human Services Department consulted with the local Continuum of Care regarding how to allocate ESG funds for eligible activities, developing performance standards for ESG-assisted projects, evaluating the outcomes of ESG-assisted projects, and developing funding, policies, and procedures for the administration and operation of the HMIS.

The Office of Community and Homeless Services held an initial consultation meeting in February 2012 with members of the Continuum of Care Coordinating Committee and other key Continuum of Care stakeholders, including current ESG project sponsors. Office of Community and Homeless Services staff provided information on the new ESG regulations and the new ESG funding available and facilitated a discussion on several related items. As ESG is on a two-year application cycle, the discussion provided input for additional funds for

2012 and 2013, as well as the 2011 supplemental funding. Additional ESG consultation took place in June 2013 to review ESG funding priorities going forward into the 2014-2015 funding cycle and ESG standards. A summary of the main items discussed is included below.

ESG agencies were present at the consultation. The group discussed the continued priority for use of 2014 and 2015 ESG funds will be to support emergency shelter operations and services and for a set-aside for rapid re-housing activities. Since other funds are used for prevention, there are no plans to use ESG for prevention activities. The 2013 ESG funding allocation was significantly reduced and resulted in three projects being de-funded with ESG funds. Other temporary funds were made available for these three projects to allow them to temporarily continue services and to have time to make changes or apply for funding in the future without an abrupt disruption in service. Projects that did not receive 2013 funding because they were not aligned with the priorities would have the opportunity to apply for future funding for a project that is compliant with the ESG Interim Rule and the local priorities and local standards.

The priorities identified for the 2014 and 2015 program years are consistent with prior consultation with the Continuum of Care: continue to make funding available for emergency shelter activities from the total ESG allocation, how to strategically and efficiently target the ESG resources given the limited amount of ESG funding available, HUD regulations and the guidance for use of these funds, reasons for not using ESG funds for homeless prevention assistance, a proposed budget for using the funds for grant administration, HMIS, and rapid re-housing, the effectiveness of various models that may be utilized to provide rapid re-housing and rent assistance, and how to geographically distribute funds to the extent feasible given the limited resources. The prior meetings discussed additional areas where consultation with the Continuum of Care was needed including performance standards for ESG projects and designing a collaborative process for evaluating the outcomes of ESG projects. The ESG performance measures were subsequently drafted and made available to the Continuum of Care and ESG subrecipients via County website, e-mail, and through an in-person meeting.

The re-organized Continuum of Care Board, the Partnership to End Homelessness, includes a committee that will review data and evaluate projects, along with a Project Review Committee that also reviews data. While the ESG funding process takes place outside the Continuum of Care process, there are

multiple ways that the Continuum of Care has and will continue to have input into ESG performance.

The ESG Standards have been updated and made available for consultation with the Continuum of Care and ESG subrecipients. The Standards will continue to be revised as necessary and will be made available on the County website, via e-mail or in-person training/meetings. The County will continue to consult with the Continuum of Care via the Continuum of Care Board, Data and Evaluation committee, and with ESG agencies.

Applications for 2014 and 2015 ESG funds were reviewed by the Office of Community and Homeless Services staff for consistency with local Continuum of Care homeless plans. The review included ESG benchmark performance and County staff review of ESG agencies for compliance with the local ESG Standards.

In addition, the County regularly consults with the Continuum of Care regarding the local HMIS. The Snohomish County HMIS is a partnership between the Continuum of Care and County government. The procurement of the local HMIS system and the ongoing development of the local HMIS policies and procedures has been done in consultation with the HMIS Partners Group. The HMIS groups under the CoC governance structure include the users Partnership group and HMIS governance group. The groups meet quarterly and members include CoC Board representatives, HMIS user and CoC agency managers. Updates to HMIS policies and procedures will be vetted through the HMIS Partnership Group and Governance group prior to implementation. The County seeks input from the HMIS Partnership Group on an ongoing basis in order to improve the system and operation of HMIS. The County also provides updates and seeks input on HMIS from the larger CoC Board which scheduled to meet at least quarterly. The County will continue to consult with the Continuum of Care regarding HMIS through these processes.

## **XIX. PROGRAM SPECIFIC REQUIREMENTS – HOPWA.**

The City of Seattle Human Services Department is the regional grantee and coordinator of the Housing Opportunities for Persons with AIDS (HOPWA) program for King, Snohomish, and Island Counties. This federally-funded program provides housing assistance to low-income persons disabled by AIDS and their families. An estimated \$266,027 in HOPWA funds will be provided to Catholic Community Services in the upcoming program year to serve

approximately 80 to 90 households in Snohomish County. As Snohomish County does not directly administer this program, it does not have program specific reporting requirements under this section.

## **XX. PUBLIC COMMENTS RECEIVED**

This section summarizes public comments received and considered in development of the *2014 Action Plan*. A total of five comments were received. The County is appreciative of all the input received and has provided responses below, along with the rationale for any comments not accepted.

### **A. December 2013 Public Hearing Comments**

The County held two public hearings in December 2013 and received three comments. The comments are summarized below along with the County's response.

#### **1. Comment of Sean Martin, Rental Housing Association of Washington**

Mr. Martin commented that the Rental Housing Association of Washington would like to see some of the grant funds used to provide rental vouchers to get people housed. He stated that this would open up access to people for housing and would provide immediate housing. He further stated that this would also help benefit their members, who are landlords. He commented that additional vouchers would help their members fill vacancies and would benefit the community as well.

County Response: The County appreciates the proposal suggested by Mr. Martin. Some of the grant funds may be used to provide rental assistance and the County is currently exploring this option as well as other options to expand affordable housing opportunities as part of its planning processes, including the process to develop the *2015-2019 Consolidated Plan* which will guide the use of the grant funds for the upcoming five-year period. The need for affordable housing is much greater than the supply and the County is continuing to work actively within our community to help meet this need as well as balancing the need for new housing units and rental vouchers with the need to maintain existing affordable housing units and vouchers. The County and community partners have been successful in increasing rental vouchers

and subsidies over the past few years and values the partnerships with, and the contributions of, private landlords in implementing affordable housing and service programs. The County also encourages additional participation by Mr. Martin as the planning process for the *2015-2019 Consolidated Plan* continues.

2. Comment of Dr. Gary Goldbaum, Health Officer and Director of the Snohomish Health District.

Dr. Goldbaum urged the County to adopt a policy requiring that all agencies requesting funding for affordable housing capital projects in 2015 and beyond to have internal agency no-smoking policies in place and enforced across all existing housing inventory before funding is awarded. He referenced the current policy which encourages applicants to implement no-smoking policies by providing bonus points to agencies that provide written verification of such policies at the time of application, but noted that the agency could either have a policy in place or in draft form at the time of application and that it only needed to apply to the capital project for which funding was requested and not to the agency's entire housing inventory. In support of his request, Dr. Goldbaum cited several reasons from a HUD directive that strongly encouraged Public Housing Authorities to implement smoke-free policies in their housing units including the negative health effects of inhaling or being exposed to second-hand smoke, fire safety, improved air quality without retrofit costs, and savings in repair and maintenance. He further commented that smoke-free policies are a judicious use of taxpayer money. Dr. Goldbaum provided both an oral and written comment.

County response: The County appreciates the input provided by Dr. Goldbaum, has considered the comment, and has decided not to amend the current policy. The County, in support of health benefits and reduced fire hazard and repair benefits, currently has a policy in place which encourages applicants for affordable and homeless housing capital projects that are funded through the County with local, state, and/or federal funding to have a smoke-free policy for the site for which funding is requested. Applicants that meet the policy criteria are awarded bonus points in the application review process. Funding is based on a competitive point scoring basis, with bonus points designed to encourage County-supported policies. The smoke-free policy was implemented beginning with the 2012 funding round and has been successful in



encouraging applicants to have such policies.

3. Comment of Ms. Annie Petersen, Healthy Communities Specialist in the Tobacco Prevention Program, Snohomish Health District

Ms. Peterson commented that she fully concurs with Dr. Goldbaum's comment and provided a written copy of the HUD directive to which he referred.

County response: The County appreciates the input provided by Ms. Petersen. See response above in XIX. A. 2.

**B. January 2014 HASCO Agency Plan Resident Advisory Board Comments**

HASCO held the second meeting of its Resident Advisory Board for its 2014 Public Housing Authority Agency Plan in January 2014. Three residents attended the meeting as well as two HASCO staff members. The County asked questions regarding affordable housing and community development needs and received two comments. The comments are summarized below along with the County's response.

1. HASCO Resident Comment 1: A HASCO resident asked the County to again consider making some funding available to help renters with accessibility issues. She explained that she is disabled and residing in an accessible unit at a senior/disabled housing site. She stated she is pretty independent and the unit has accessible features that are beneficial. For example, the bathroom is larger and the hallway is wider so she can maneuver her wheelchair better in those areas. However, she indicated her kitchen is not wheelchair accessible, specifically regarding appliances in her unit. She explained that the oven and stove are at regular height, which limits her ability to cook, an activity she enjoys. She explain the height of the stove is too high and poses a safety issue and the risk of being burned while cooking. Ideally, she would like the height of the stove lowered. She and another resident also discussed other residents in the building that have accessibility issues, but who are not residing in accessible units. If possible, she would like funding to be available for this purpose and to expand the minor home repair program for senior and disabled homeowners to be open to renters as well.

County response: The County appreciates the continued suggestion and notes that HASCO provided information on its reasonable accommodation policy last year related to this issue. The County's Human Services Department staff started exploring options for utilizing funds for accessibility improvement programs for rental units last year and is continuing to consider this need during development of the *2015-2019 Consolidated Plan* which will set goals to guide the use of grant funding for the upcoming five-year period. The County's Human Services Department has also started to review data and gather input from community programs that provide weatherization and home repair and rehabilitation programs for low-income households to help assess the scope of need for such a program in our community and to explore the feasibility of implementing such a program and how this might best be accomplished.

2. HASCO Resident Comment 2: A HASCO resident stated that he would like HASCO to post notices of Snohomish County's public hearings at their various housing sites. Additionally, the resident stated that it would be helpful to give participants who attend the public hearings feedback on whether their input was incorporated into the Action Plan.

County response: The County appreciates the proposals suggested, has taken action to address the first proposal, and will continue its current process to address the second proposal. The County sends notices/flyers to HASCO regarding the public hearings related to the grant funds and HASCO has indicated it would post this information in the future and implemented the posting for the Draft *2014 Action Plan* public review and comment period. The County currently sends participants who make comments at the public hearings the County's response to the input and will continue to follow this process. Last year, the County also started sending participants in HASCO's Resident Advisory Board meeting the County's response to the input provided to the County at those meetings via HASCO and will continue to follow this process. The County followed these two notification processes for the *2014 Action Plan*. In addition, interested residents may contact the County's Human Services Department to be placed on the e-mail distribution list for notices related to these funds – contact information is located in Section XXI.

## C. Draft 2014 Action Plan Comments

The County made the Draft 2014 Action Plan available for a 30-day public review and comment period from March 28, 2014, through April 28, 2014, which included two public hearings on April 21, 2014, and April 24, 2014. The public had a final opportunity to comment at a public meeting of the County Council in May 2014 before adoption of the Final 2014 Action Plan. No additional comments were received.

## XXI. SNOHOMISH COUNTY HUMAN SERVICES DEPARTMENT CONTACT INFORMATION

If you have questions or would like more information, please contact Sue Tracy at the Snohomish County Human Services Department – Office of Housing and Community Development. Contact information is listed below.

Contact Person: Sue Tracy, Human Services Specialist II

E-mail: sue.tracy@snoco.org

Phone: 425-388-3269

TTY: 711 or  
1-800-833-6384 for voice  
1-800-833-6388 for text

Mailing address: Snohomish County Human Services Department  
OHCD M/S 305  
3000 Rockefeller Ave  
Everett, WA 98201

The *2014 Action Plan*, *2010-2014 Consolidated Plan*, recent prior year action plans, and recent prior year annual reports are available electronically as well as in paper copy format.

- To view on-line copies, please visit:  
<http://www.snohomishcountywa.gov/829/>.

- For paper copies, please contact Sue Tracy; contact information is listed above. The County will provide a reasonable number of free paper copies to citizens and groups upon request.
- To request a reasonable accommodation for the plans and reports in an alternate format, please contact Sue Tracy; contact information is listed above.