

Snohomish County  
Urban County Consortium

Final  
2016 Consolidated Annual Performance and  
Evaluation Report (CAPER)

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## **Consolidated Plan, Annual Action Plan, and CAPER Documents**

The Consolidated Plan, Annual Action Plan, and CAPER documents are available on-line at:

<http://www.snohomishcountywa.gov/2892/Consolidated-Plan-for-2015-2019>

For paper copies, please contact Debra May – contact information is listed above. Snohomish County will provide a reasonable number of free copies to citizens and groups upon request.

## **ADA Notice**

Reasonable accommodations to provide the information in these documents in an alternate format are available upon request. Please send requests to Debra May – contact information is listed above.

**Snohomish County Urban County Consortium  
2016 CAPER**

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**Attachments**

Attachment 1: CDBG Financial Summary Report PR26

Attachment 2: ESG Persons Assisted – ESG-CAPER Annual Reporting Tool (eCart)

Attachment 3: Affordable Rental Housing Projects in Process – Program Year 2016

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The 2016 Consolidated Annual Performance and Evaluation Report (2016 CAPER) provides an evaluation of progress made during the 2016 program year towards the goals and strategies outlined in the 2015-2019 Consolidated Plan and 2016 Annual Action Plan of the Snohomish County Urban County Consortium (Consortium). The goals and strategies are intended to help address high priority needs for affordable housing and non-housing community development for low- and moderate-income people and neighborhoods in our community. The 2016 program year covers the period of July 1, 2016 through June 30, 2017.

The goals in the 2015-2019 Consolidated Plan and 2016 Annual Action Plan are supported with federal funds made available to the Consortium under the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs. The strategies include activities undertaken with these funds as well as with other federal, state, and local funds, where applicable.

The 2016 CAPER includes accomplishments achieved by projects funded in the 2016 program year. It also includes accomplishments from projects funded in prior years that take more than one year to complete and were completed in the 2016 program year. Highlighted accomplishments of projects completed in the 2016 program year with CDBG, HOME, and ESG funds are summarized below. Tables comparing the proposed annual and five-year goals and the actual accomplishments follow along with an assessment of progress.

### **Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

#### **Meeting Affordable Housing Needs in Our Community**

- 517 homeowners countywide received home repair and home rehabilitation assistance.
- 8 first-time homebuyers received financial assistance to purchase homes in Everett, Sultan and Marysville.
- 6 households received rental housing rehabilitation.
- 96 households received Tenant Based Rental Assistance.

#### **Making Public Facility and Infrastructure Improvements in our Community**

- Rehabilitation was completed to remove material and architectural barriers in a public building in Edmonds.
- Waterline replacement improvements were completed on Gore Road in Sultan.
- Sidewalk curb ramp improvements were completed on 3<sup>rd</sup> Avenue in Edmonds.

#### **Providing Needed Services in Our Community**

- 896 persons experiencing homelessness or at risk of homelessness received supportive services.
- 154 non-homeless persons with special needs received supportive services, including elderly persons, victims of domestic violence, and persons with disabilities.
- 381 persons received fair housing education and counseling services.
- 642 persons received emergency shelter assistance.
- 27 homeless persons received rapid rehousing assistance.

**Table 1 - Accomplishments – Program Year & Consolidated Plan to Date**

Goal #	Goal Name	Category	Source	Indicator	Unit of Measure	Expected 2016 Program Year	Actual 2016 Program Year	Percent Complete	Expected 2015-2019 Consolidated Plan	Actual 2015-2019 Consolidated Plan	Percent Complete
1a	Rental Housing	Affordable Housing	CDBG HOME	Rental units constructed	Household Housing Unit	12	0	0.00%	30	0	0.00%
1b	Rental Housing	Affordable Housing	CDBG HOME	Rental units rehabilitated	Household Housing Unit	67	6	9%	104	15	14.42%
1c	Rental Housing	Affordable Housing	CDBG HOME	Other	Other	0	0	0%	5	0	0.00%
2	Tenant-Based Rental Assistance	Affordable Housing	HOME	Tenant-based rental assistance/Rapid Rehousing	Households Assisted	125	96	77%	220	99	45%

Goal #	Goal Name	Category	Source	Indicator	Unit of Measure	Expected 2016 Program Year	Actual 2016 Program Year	Percent Complete	Expected 2015-2019 Consolidated Plan	Actual 2015-2019 Consolidated Plan	Percent Complete
3	Homeowner Minor Home Repair	Affordable Housing	CDBG	Homeowner housing rehabilitated	Household Housing Unit	430	512	119%	1790	971	54.25%

Goal #	Goal Name	Category	Source	Indicator	Unit of Measure	Expected 2016 Program Year	Actual 2016 Program Year	Percent Complete	Expected 2015-2019 Consolidated Plan	Actual 2015-2019 Consolidated Plan	Percent Complete
4	Homeowner Home Rehabilitation	Affordable Housing	HOME	Homeowner Housing Rehabilitated	Household Housing Unit	9	5	56%	26	12	46.15%
5a	First-Time Homebuyer Assistance	Affordable Housing	CDBG HOME	Homeowner Housing Added	Household Housing Unit	0	0	0%	5	5	100.00%

Goal #	Goal Name	Category	Source	Indicator	Unit of Measure	Expected 2016 Program Year	Actual 2016 Program Year	Percent Complete	Expected 2015-2019 Consolidated Plan	Actual 2015-2019 Consolidated Plan	Percent Complete
5b	First-Time Homebuyer Assistance	Affordable Housing	CDBG HOME	Direct Financial Assistance to Homebuyers	Households Assisted	10	8	80%	36	15	41.67%
6	CHDO Operating Support	Affordable Housing	HOME	Other	Other	2	1	50%	10	3	30.00%
7	Infrastructure 1	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1435	1525	106%	7840	2300	29.34%
8	Infrastructure 2	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5075	1435	28%	9140	1435	15.70%

Goal #	Goal Name	Category	Source	Indicator	Unit of Measure	Expected 2016 Program Year	Actual 2016 Program Year	Percent Complete	Expected 2015-2019 Consolidated Plan	Actual 2015-2019 Consolidated Plan	Percent Complete
9	Public Facilities 1	Non-Housing Community Development	CDBG	Other	Other	1	1	100%	3	2	66.67%
10	Public Facilities 2	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activity other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0%	3926	303	7.72%
11	Public Facilities 3	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities Other than Low/Moderate Income Housing Benefit	Persons Assisted	1300	0	0.00%	1794	0	0.00%
12	Public Facilities 4	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2940	2940	100%	3942	7800	197.87%

Goal #	Goal Name	Category	Source	Indicator	Unit of Measure	Expected 2016 Program Year	Actual 2016 Program Year	Percent Complete	Expected 2015-2019 Consolidated Plan	Actual 2015-2019 Consolidated Plan	Percent Complete
13	CDBG Public Services – Homeless	Homeless	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	893	896	100%	2000	1558	77.90%
14	CDBG Public Services – Non-Homeless Special Needs	Non-Homeless Special Needs	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	410	154	38%	1000	680	68%
15	CDBG Public Services - Fair Housing	Fair Housing	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	375	381	102%	2000	668	33.40%
16	ESG Homeless Emergency Shelter	Homeless	ESG	Homeless Person Overnight Shelter	Persons Assisted	280	642	229%	1500	1235	82.33%

Goal #	Goal Name	Category	Source	Indicator	Unit of Measure	Expected 2016 Program Year	Actual 2016 Program Year	Percent Complete	Expected 2015-2019 Consolidated Plan	Actual 2015-2019 Consolidated Plan	Percent Complete
17	ESG Homeless Rapid Rehousing	Homeless	ESG	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	40	27	68%	200	79	39.50%
18	Grant Planning and Administration	Planning and Administration	CDBG HOME ESG	Other	Other	1	1	100.00%	5	2	40.00%
19	Homeless Management Information System	HMIS	ESG	Other	Other	1	1	100.00%	5	2	40.00%

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

All of the goals are targeted to meet high priority needs in the county. Projects are selected through a competitive application process and all of the of the accomplishments achieved by CDBG, HOME, and ESG projects during the 2016 program year helped to address the specific goals identified in the 2015-2019 Consolidated Plan and 2016 Annual Action Plan.

Snohomish County and the Consortium annually assess progress in meeting the 2015-2019 Consolidated Plan and Annual Action Plan goals and look to performance in a given year, as well as trends over time, to inform any needed adjustments or improvements. The 2016 program year was the second year under the 2015-2019 Consolidated Plan. Overall, the Consortium made significant progress towards both the annual and five-year goals during the 2016 program year and no adjustments or improvements are proposed at this time.

**Meeting Affordable Housing Needs in Our Community** - The accomplishments for homeowner minor home repair and tenant based rental assistance exceed the annual goals, and are on track to meet, or exceed, the five-year goals. First-time homebuyer assistance goals were met and are on track to meet the five-year goal. The annual goal for rental housing constructed is less than expected, however, 2016 projects funded under these goals take more than one year to complete and are currently in progress.

**Making Public Facility and Infrastructure Improvements in our Community** - Four public facility and infrastructure projects were completed during the program year, reflecting progress towards one of the two infrastructure CDBG five-year goals and three of the four public facility CDBG five-year goals. Three goals met or exceeded the annual goal and one of the public facility goals exceeded the five-year goal by 197%. One of the public facility goals reflect no progress toward the five-year goal, however, the 2016 projects funded under this goal are currently in progress and will be reported in future years.

**Providing Needed Services in Our Community** - The annual goal for CDBG public service projects serving homeless persons was met and the annual goal for CDBG public service projects serving persons with special needs, was lower than anticipated, however both goals are above 60% of the five-year goal and are on track to be met. The annual goal for CDBG public service projects providing fair housing services was met. The annual goal for ESG emergency shelter was exceeded by 229%, and ESG rapid rehousing was slightly under the expected annual goal, but both ESG goals are on track to meet the five-year goals.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME	ESG
White	4,430	80	383
Black or African American	165	12	106
Asian	116	0	14
American Indian or American Native	41	5	23
Native Hawaiian or Other Pacific Islander	47	2	7
<b>Total</b>	<b>4,799</b>	<b>99</b>	<b>533</b>
Hispanic	249	3	162
Not Hispanic	4,550	105	480

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

The CDBG, HOME, and ESG programs serve residents throughout Snohomish County. The listed racial and ethnic populations assisted with these funds, as reflected in the table above, represent a diverse range of the County's population. The projects funded with ESG served 642 people in total, but less are reflected in the table above as 93 selected a multi-racial category not included in the table and 16 selected don't know or refused. The projects funded with HOME served a total of 108 persons, but less are reflected in the table above as 9 selected a multi-racial category not included in the table.

The persons assisted were primarily extremely low-income and low-income. Persons served included homeless individuals and families experiencing homelessness or at risk of homelessness, homeless teens and young adults, single households, single-parent households, two-parent households, victims of domestic violence, elderly persons, persons with disabilities, and other persons with special needs.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	5,989,151	3,790,321
HOME	HOME	6,654,266	4,644,637
HOPWA	HOPWA		
ESG	ESG	287,017	202,998
Other	Other	0	

Table 3 - Resources Made Available

### Narrative

The figures in the table above were adjusted to reflect the total resources available during the 2016 program year including: 1) the unexpended amount of prior year funds available at the end of the 2015 program year, 2) the amount of the 2016 program year grants, and 3) program income for the 2016 program year. The figures in the table above were also adjusted to reflect total expenditures from the resources available and were rounded to the nearest dollar. The CDBG Financial Summary Report is included as Attachment 1 to the 2016 CAPER.

The County and Consortium met the timely expenditure requirements under the CDBG, HOME, and ESG programs in the 2016 program year.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

Because the needs addressed by the Snohomish County Consortium exist throughout the county, the investment of CDBG, HOME, and ESG funds for housing and non-housing community development projects likewise supports projects in locations throughout the county. Some projects benefit specific areas of the county, while others provide countywide benefits. CDBG public facility and infrastructure projects that benefit all residents of an area, such as streets, sidewalks, water/sewer systems, and parks, serve areas that consist predominately of low- and moderate-income households. Based on HUD criteria for the Snohomish County Consortium CDBG jurisdiction (countywide outside the Cities of Everett and Marysville, and the King County area of Bothell), these are areas where at least 46.77% of the household are low- and moderate-income, with the percentages updated by HUD annually. In addition, pursuant to an interlocal agreement, 21% of HOME funds each year are set-aside for

affordable housing projects and programs selected by the City of Everett. These projects benefit residents of the City of Everett, with some projects also benefiting residents of the City of Everett's Urban Growth Area.

The geographic distribution and location of investments of Snohomish County Consortium CDBG, HOME, and ESG projects active during the 2016 program year are listed below. The list includes projects funded in the 2016 program year as well as projects funded in prior program years that take more than one year to complete and were active during the 2016 program year.

- The six rental housing capital projects are located in Everett, Lake Stevens, Marysville, Monroe, Arlington and Snohomish.
- The two first-time homebuyer purchase assistance programs serve residents countywide. During the year, these programs helped 8 homebuyers purchase homes in Everett, Marysville and Sultan.
- The minor home repair program serves residents countywide, outside the City of Everett. Households assisted during the year resided in Arlington, Bothell, Brier, Darrington, Edmonds, Gold Bar, Granite Falls, Lake Stevens, Lynnwood, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, Snohomish, Stanwood, Sultan, and throughout the north, south, and east unincorporated areas of the county.
- The Tenant Accessibility Program serves residents Countywide, outside the City of Everett. Households assisted during the year resided in Lynnwood, Mountlake Terrace, Arlington, Edmonds, and unincorporated areas of Everett.
- The HOME rehabilitation program serves residents in the City of Everett and the City of Everett's Urban Growth Area. Households assisted during the year resided in the City of Everett.
- The six infrastructure projects are located in Monroe, Mountlake Terrace, Darrington, Gold Bar, and Sultan.
- The seven public facility projects are located in Arlington, Darrington, Edmonds, Lynnwood, Mountlake Terrace, and Sultan.
- The public service, rapid rehousing, and emergency shelter projects generally serve people Consortium-wide.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

During the 2016 program year CDBG, HOME, and ESG funds awarded to housing and non-housing community development projects leveraged a significant amount of other federal, state, local and private resources. Extent of leveraging is one factor used in ranking and selecting proposed housing and services projects. CDBG projects reported contributing funds of \$3,793,203 from other sources and ESG projects reported contributing funds of \$1,359,578 from other sources. Three HOME funded capital development projects are currently underway and close to completion; contributing funds for these projects will be reported on in the 2017 CAPER.

Matching funds are required for HOME and ESG funds. For these projects, projects sponsors are required to provide matching resources as part of the contracting process and are subsequently monitored to document that the match was expended. See tables below for HOME match contributed during Federal Fiscal Year 2016 and other required HOME reporting information regarding resources and investments. See CR-75 ESG Expenditures for ESG match contributed during the 2016 program year.

Property that was previously owned by Snohomish County in the unincorporated area near Lynnwood was designated as surplus property and used to create new units of housing for homeless veterans with local and other funds. The project is now 100% complete and all units have been leased.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	25,718,509
2. Match contributed during current Federal fiscal year	446,237
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	26,164,746
4. Match liability for current Federal fiscal year	555,826
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	25,608,920

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
10-42-1002-227	06/23/2016	0	0	0	0	446,237	0	446,237

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	35,342	34,342	2,793	2,626

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		9		5,788,750		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		96		407,075		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	103	85
Number of Non-Homeless households to be provided affordable housing units	28	46
Number of Special-Needs households to be provided affordable housing units	503	523
<b>Total</b>	<b>634</b>	<b>654</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	100	123
Number of households supported through The Production of New Units	18	0
Number of households supported through Rehab of Existing Units	506	523
Number of households supported through Acquisition of Existing Units	10	8
<b>Total</b>	<b>634</b>	<b>654</b>

Table 12 – Number of Households Supported

### Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Substantial progress was made towards the annual affordable housing goals for the 2016 program year, with accomplishments in most areas exceeding the goals. The tables above include accomplishments by projects funded in the 2016 program year as well as accomplishments by projects funded in prior years that take more than one year to complete and were completed in the 2016 program year. The goal for production of new units has no accomplishments to date, due to the fact that some types of affordable housing projects funded in 2016 take more than one year to complete. These projects are currently underway, with accomplishments to be completed and reported in future years. Please refer to Attachment 2: "2016 CAPER Addendum - Affordable Rental Housing Projects in Process."

**Discuss how these outcomes will impact future annual action plans.**

Snohomish County and the Consortium annually assess progresses in meeting the 2015-2019 Consolidated Plan and Annual Action Plan goals and look to performance in a given year, as well as trends over time, to inform any needed adjustments or improvements. The 2016 program year was the second year under the 2015-2019 Consolidated Plan. As discussed above, the affordable housing outcomes for the 2016 program year were positive, with additional accomplishments underway to be completed in upcoming years. Based on this second-year evaluation, no adjustments or improvements to implement the housing goals are being proposed at this time.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	355	87
Low-income	163	15
Moderate-income	1	6
<b>Total</b>	<b>519</b>	<b>108</b>

**Table 13 – Number of Households Served**

**Narrative Information**

The table above displays the number of households at each income level who received housing assistance under the CDBG and HOME programs during the program year. Seventy percent (70%) of households assisted were extremely low-income and included renters and homeowners. Twenty-eight percent (28%) of households assisted were low-income and included renters, homeowners and first-time homebuyers. One percent (1%) of households assisted were moderate income, primarily falling on the lower end of this income range, and included homeowners and first-time homebuyers.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The County has engaged in a number of activities to improve outreach to homeless persons. The County has refined its outreach and encampment system aimed at engagement of persons living in encampments or other places not meant for human habitation, particularly those who are chronically homeless. The Outreach Coalition is a cross-system collaboration that identifies areas in Snohomish County where homeless individuals and families are known to live and coordinates outreach to these individuals and families; in addition, Law Enforcement Embedded Social Workers provide outreach to homeless individuals to engage them in needed services. Agencies conduct coordinated entry intake and assessment for this population to ensure access to homeless housing and services. All persons reported as living in encampments or places not meant for habitation are assessed with common tools and entered into the coordinated entry HMIS. Recent system enhancements also include the addition of two behavioral health navigators to increase outreach and engagement of homeless persons with current, problematic mental health and/or substance abuse barriers. The County's Human Services Department has three imbedded social workers in the Snohomish County Sheriff's department and the City of Everett also hired two additional staff to work with their police department. 2-1-1 provided assistance and flexible funding to help first responders meet the needs of homeless persons in crisis situations. These additions result in increased expertise and system capacity to engage homeless persons as well as the availability of more services that are tailored to the unique needs of individual households.

The annual Project Homeless Connect event provided services and some housing resources to approximately 969 persons. The event provided over 100 different services and was attended by hundreds of agency staff and volunteers. Coordinated entry navigators were on-site to conduct coordinated entry assessment to imminently and literally homeless persons at the event. Navigators assisted all persons with action planning and connection with on-site and off-site resources.

The County continues to issue and distribute information to a large e-mail distribution list that includes agency staff serving the homeless and other vulnerable populations. This provides a useful vehicle for agency staff and outreach workers to stay informed of community resources or other opportunities that might assist in their work with connecting homeless persons with housing and services.

Standardized assessment of needs occurs through the outreach and engagement team referenced above as well as homeless housing navigators, some who specialize in areas like behavioral health, domestic violence, veteran's services and youth services via the coordinated entry system. Youth outreach workers engage and assess homeless youth throughout the county. The Veterans Homeless

Committee and Veteran's navigators provide assessment and outreach to homeless veterans. Domestic Violence Services of Snohomish County provides coordinated entry assessment and navigation to families experiencing domestic violence. Mental health navigators and outreach and encampment team staff work to engage the chronically homeless with coordinated entry assessment and services. Assessment allows referral and connection to tailored services based upon need and leads to individualized action plans that include housing stability, services tailored and specific to the identified needs, and more specialized assessments (mental health, chemical dependency, etc.) as needed. Coordinated entry intake and assessment is available 24 hours, 7 days per week, through the 2-1-1 information and referral hotline.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The County has developed a decentralized coordinated entry system for access to housing and services that has streamlined referrals to housing programs and ensures that those who are most vulnerable and have the highest service needs are prioritized and matched with appropriate interventions.

The inventory of emergency shelter includes facilities for families, single men, and single women as well as emergency motel vouchers, cold weather shelters and emergency shelter and services for specialized populations such as veterans and households experiencing domestic violence. To ensure equitable and efficient access to housing and services, shelter residents are entered into coordinated entry.

The County and Continuum of Care (CoC) continue to work with shelter providers to strategize about how to decrease shelter stays and increase exits to permanent housing as well as assessing and meeting the various service needs of shelter residents. One key strategy has been to expand housing assistance in shelters. Since 2015, two family shelters have received funding to expand housing search and stability services to shelter residents, allowing rapid rehousing to begin at the shelter door. A second key strategy has been promoted by the CoC is a low barrier and housing-first policy for all funded rental assistance projects. Providers are expected to house all eligible households as quickly as possible and without program prerequisites or service requirements.

The County is committed to maximizing rental assistance and housing opportunities for households with barriers to rental housing in the private market such as prior evictions, criminal history and low income. The County continues to support the housing search locator system, Housing Search NW. Due to the high cost of rental housing, plans are underway to expand the site listings to include rooms for rent and advertisements for persons looking for a roommate to share the cost of housing. Other efforts include housing search and negotiation to assist persons with evictions, criminal histories or those owing landlords past rent, which are some of the biggest barriers to housing, outside the limited supply of affordable housing options in our county in comparison to the need. A landlord engagement program is being funded to develop the inventory of landlords who will rent to people with barriers. A housing retention specialist is also being funded, to assist landlords who are struggling with a tenant as a way to incentivize landlords to partner with the homeless housing system.

The County's outreach and engagement activity update is described in the outreach section.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The County's discharge planning policies to prevent homelessness are developed through the funding and contracting process as well as MOU's between Snohomish County Human Services Dept., Jails, Juvenile Court, North Sound Mental Health Admin., and community agencies. Currently, the County has protocols to assist persons discharging from the County jail that have serious mental illness. The County's mental health unit and jail work in collaboration to assist persons with serious mental illness as part of discharge planning. A Housing Navigator collaborates with the mental health unit by going into the jail and conducting coordinated entry assessments as part of discharge planning. The Navigator also coordinates with other agencies that provide jail release planning and services.

The County continues to refine connections between housing services providers and systems of care via coordinated entry to ensure that vulnerable individuals who are exiting institutions are connected with the necessary housing and services. Two behavioral health navigators to bridge the gap between institutional discharge and coordinated entry by working directly with institutions to serve individuals with mental health and substance abuse issues who are exiting into homelessness.

The County directly supports agencies that provide homeless prevention, housing, and other supportive services to unaccompanied youth. Cocoon House serves as a coordinated entry site for unaccompanied youth and young individuals under the age of twenty five, and partners with the Denney Juvenile Justice Center to shelter/house youth exiting out of the juvenile justice system. The Family Unification Project combines Section 8 rental assistance combined with case management for youth aging out of foster care.

Homeless prevention navigators work with those who are at imminent risk of homelessness, including those with low incomes, to help them find ways to resolve their housing crisis and avoid becoming homeless through income progression, resolving conflicts with landlords or family members, and connecting with civil legal services to prevent eviction, when necessary. Prevention navigators also connect those at risk of homelessness to the supports needed to increase their housing stability, including education, life skills, financial counseling and credit repair and affordable health care. The County continues to fund the targeted homeless prevention program and analyze data to determine the best approach that will have the most impact in preventing homelessness. The County also uses state and local funding for prevention activities, including short-term rent assistance, legal eviction prevention and dispute resolution services to help mediate and prevent evictions.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The County continues to maintain a number of dedicated chronically homeless units, despite funding cuts and was successful in being awarded funding in the last Continuum of Care (CoC) competitive funding round. Currently, all CoC permanent supportive housing projects are either dedicated or prioritized for the chronically homeless.

Chronically homeless individuals and families are connected to the coordinated entry system and work with staff who are experienced in engaging with the chronically homeless in order to assist with movement into housing as quickly as possible. Those with the longest histories of homelessness and highest service needs, including those who are high utilizers of emergency services and the medically fragile, are prioritized within the chronically homeless population for permanent supportive housing. All programs serving the chronically homeless employ a housing first approach to reduce barriers to housing. Once housed, these individuals are provided with ongoing supports to maintain housing stability, but services are always client-centered and voluntary.

The County Veterans' Services program is a partner in our local CoC Homeless Veterans Committee partnership. Homeless veterans are served through the partnership including coordinated entry housing and prevention navigation, employment, and other mainstream supportive services. Rapid rehousing resources are available for use within the veteran's system through the Supportive Services for Veteran Families program and a newly funded rapid rehousing project to serve families. Chronically homeless veterans may also be served with HUD's Section 8 Veterans Affairs Supportive Housing vouchers or mainstream permanent housing projects.

The County continues to support agencies serving homeless youth through funding for youth outreach activities and transitional housing for unaccompanied youth and young adults. Coordinated entry for youth is done through Cocoon House, which operates a successful street outreach program and drop-in centers and emergency shelters for homeless unaccompanied youth and young adults. Youth served in these programs are either reconnected with their families or housed and then connected with life skills and other pre-employment activities such as GED completion, adult basic education and connections to internship, apprenticeship and other job skills programs. The County and CoC continue to look at evaluating progress in moving people from homelessness to permanent housing and shortening the duration of homelessness. The County is using HMIS data to help evaluate progress and identify benchmarks in conjunction with the CoC governing body.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

During the 2016 program year, the Everett Housing Authority (EHA) and the Housing Authority of Snohomish County (HASCO) continued to administer HUD Section 8 Voucher programs that provide rental assistance to low-income households in Snohomish County. HASCO completed disposition of its public housing units as described below. Having converted over half of its public housing units to Project-Based Vouchers under the Rental Assistance Demonstration (RAD) program the previous year, EHA continued to evaluate its options for demolition /disposition of the remainder of its public housing while maintaining the number of subsidized units at the current level. Both HASCO and EHA continued to manage other units of assisted affordable housing in Snohomish County.

Housing Authority of Snohomish County (HASCO): As of November 1, 2015, HASCO had completed the disposition of its 210 public housing units to a non-profit affiliate of the housing authority. HASCO's primary focus is administering and maintaining its HUD Section 8 Voucher Program.

Everett Housing Authority (EHA): During the 2016 program year, EHA continued progress towards several key initiatives to ensure long-term viability of subsidized and affordable housing and to improve housing services to EHA's clients and those of its partners, including: In June, 2017 HUD approved EHA's Section 18 application for the disposition of 244 units of public housing known as the Baker Heights neighborhood. Residents of this development will be issued Tenant Protection Vouchers and relocated in phases over the next two years. EHA has dedicated relocation staff that will help residents utilize their Vouchers to find new housing, assist with issues related to moving, and ensure related costs are covered by the agency. EHA developed plans to replace all units at Baker Heights on a one-for-one basis over the next five years, through new acquisition and, as a condition of purchase, the retention of a four-acre parcel at the south end of the site for the construction of 60 to 80 units of low income housing. EHA met with the Mayor of Everett and other city officials to discuss its plans to submit a Section 18 disposition application for 44 Scattered Site public housing units. This will include a provision for the replacement of all units on a one-for-one basis. EHA completed the re-syndication of a tax credit partnership for 12 Pines Apartments, renaming the property Wiggums Park Place as part of that process. Approximately \$9 million in tax-credit revenue bonds will be used to finance interior and exterior renovations at the 80-unit property, with construction activity slated to begin in late August, 2017. EHA completed the renovation of four 51-unit senior housing developments acquired from Senior Services of Snohomish County, using \$7.8 million in tax credit funds generated by the re-syndication of the tax credit partnerships associated with those properties.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

Although HASCO no longer operates a public housing program, during the 2016 program year, HASCO

undertook the following activities to encourage residents and participants in other programs to become more involved in management and participate in homeownership programs:

- Continued to have a resident Commissioner on its six-member Board of Commissioners which provides an important voice on the Board and represents the interests of program participants.
- Continued to have a Resident Advisory Board, comprised of Section 8 Housing Choice Voucher program participants, to assist in the development of the annual Public Housing Agency Plan.
- Print and distribute a monthly newsletter for Section 8 Housing Choice Voucher Program participants. The newsletter is designed to inform residents of activities at HASCO and to provide information on community resources and ways residents can become involved in HASCO activities, such as the resident Board Commissioner position and the Resident Advisory Board.
- Continued to provide homeownership opportunities at three manufactured housing communities in Snohomish County. Continued to partner with HomeSight to provide purchase assistance and homeownership education and counseling for purchasers of homes at these properties.
- Continued to provide the Manufactured Home Replacement Program at two senior (55+) manufactured housing communities. The program replaces outdated pre-HUD code homes with HUD-code, energy efficient manufactured homes.
- Continued to make general resources available on homeownership assistance programs and to have its Resident Resource Manager make referrals to classes on homeownership offered by HomeSight, Housing Hope, or other agencies.

During the 2016 program year, EHA undertook the following activities to encourage its program residents to become more involved in management and participate in homeownership programs:

- Encouraged a broad spectrum of program participants to attend regular meetings of the EHA Resident Advisory Board to assist with the development of EHA's Public Housing Agency Plan.
- Encouraged residents of properties with active resident councils go become involved with those councils.
- Kept residents informed of management activities and other agency updates through the distribution of newsletters and flyers.
- Continued to maintain an active caseload of Family Self-Sufficiency program participants.
- Continued partnerships with local agencies, such as Housing Hope, in order to promote homeownership options.
- As part of its plan to dispose of its Public Housing scattered-site units, EHA plans to encourage qualified residents to consider purchasing the property they live in.

### **Actions taken to provide assistance to troubled PHAs**

Not Applicable.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Consistent with the strategies to remove or ameliorate regulatory barriers to affordable housing outlined in the 2015-2019 Consolidated Plan and 2015 Annual Action, highlighted actions the County and Consortium members took during the 2016 program year are summarized below.

Snohomish County and Consortium members continued their commitment to overcoming cost barriers to developing and maintaining affordable housing for low- and moderate-income households in our community through the allocation of federal and local funds for this purpose. Accomplishments achieved during the 2016 program year with federal CDBG and HOME funds allocated for this purpose are included in this CAPER. Local funds supported development of two affordable rental housing capital projects during the 2016 program year under the Snohomish County Chemical Dependency/Mental Health (CD/MH) fund and the Affordable Housing Trust Fund (AHTF). One project creating 20 new units of affordable rental housing in the Lynnwood area for homeless veterans was completed in August of 2016. Another project in Mountlake Terrace to rehabilitate a 40-unit apartment complex to preserve affordable rental housing for low-income elderly persons and persons with disabilities.

Snohomish County is in the process of entering into an interjurisdictional agreement with King County, Pierce County, the City of Seattle, and the State of Washington to create a Regional Equitable Development Initiative (REDI) fund. This revolving loan fund will be used for the acquisition of land and buildings around high transit capacity areas in the region for the development and preservation of affordable housing.

Snohomish County Human Services staff had several meetings with the Housing Consortia of Everett and Snohomish County (HCESC), the City of Everett, and local Agencies who develop Low Income Housing Tax Credit (LIHTC) projects in the County to discuss and make recommendations to the Washington State Housing Finance Commission (WSHFC) regarding changes affordable housing agencies would like to see enacted to the LIHTC policies, to allow for more tax credit allocations to projects in the County. Based on the comments received in meetings and formal correspondence to the WSHFC, policy revisions were made to the 9% tax credit program rules that are expected to result in a more equitable distribution of LIHTC across the state, with County projects ultimately being awarded more LIHTCs in future allocation rounds.

On October 12, 2016, the Snohomish County Council adopted amendments to policies in the County's General Policy Plan related to affordable housing development via Ordinance 16-076. The Human Services Department continues to coordinate with the Planning Department. The most recent coordination efforts have been related to planning for and incorporating affordable housing in transit oriented developments.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The main obstacle to meeting underserved needs is the limited funding available to address all of the needs in the community, particularly with sustained funding cuts in several federal, state, and local sources of funding. To help address these needs, the County's local Affordable Housing Trust Fund continues to provide support for affordable housing projects and the County's local 1/10th of 1 percent Sales Tax program continues to provide additional services and housing for persons with mental illness and chemical dependency. Snohomish County also continues to administer new sources of funding that have become available over the past few years to meet community needs, such as funding received under the Washington State Housing and Essential Needs (HEN) program and Systems Innovations Grants through the Bill and Melinda Gates Foundation Ending Family Homelessness Initiative.

Additional new resources secured during this past year to meet more of the community need include:

- Federal Continuum of Care resources to provide coordinated entry services that provide access to housing and services for those experiencing homelessness.
- Private System Innovation Grant resources to provide coordinated entry and navigation services to health care patients that are homeless or at imminent risk of homelessness.

The Snohomish County Human Services Department also continued to participate in various collaborative efforts and partnerships developed to help address underserved needs in the community for low-income persons, homeless persons, and persons with special needs.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

In order to address the risk of lead-based paint hazards, Snohomish County requires projects and programs funded with Snohomish County Consortium CDBG, HOME, and ESG funds it administers to comply with lead-based paint regulations for rehabilitation work on structures built before 1978. Proposed projects are first reviewed for lead-based paint hazards during the application review process. If the project is selected for funding and lead-based paint is found to be a hazard, project sponsors are required to comply with the applicable federal lead-based paint requirements regarding reduction of the hazards. Funded projects and programs are monitored by Snohomish County Human Services Department staff to ensure compliance with the regulations, such as notification of lead-based paint hazards, performance of work by certified workers according to acceptable procedures, and clearance of work by certified inspectors. Projects sponsors for the homeowner home rehabilitation and

homeowner home minor home repair programs assess lead hazard risks for homes rehabilitated and repaired under those programs and follow the requirements for homes to be at risk.

During the course of the 2016 program year, no homes rehabilitated required lead hazard abatement and 5 homes assisted required lead safe work practices and interim controls to minimize the risk to health and safety of the homeowners and their families.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

During the reporting period, Snohomish County continued to act as the local community action agency with the overall purpose of alleviating and eliminating the effects of poverty. The Snohomish County Human Services Department also continued to administer many federal, state, and local funds, and to offer, and coordinate with, a wide array of human services programs. This coordination allows our community to better meet the needs of our County's most vulnerable individuals and families and to help them move out of poverty towards optimal self-sufficiency.

The services included, but were not limited to, alcohol and other drugs prevention, assessment and treatment; children's family services with an emphasis on wellness and early learning; case management and home care to help seniors live independently; services for individuals with developmental disabilities; housing and homeless services; other community services; and community development activities.

In addition, Snohomish County continued to have oversight responsibility for management of the services offered through the local workforce investment area under the administration of Workforce Snohomish. This included oversight of the services offered to low-income youth and adults to help them obtain and retain employment in occupations that offer an opportunity for career advancement.

The programs use various outcomes to measure success and progress towards self-sufficiency, with the long-term goal of reducing the number of poverty level individuals and families in our community. Examples of housing stability and income outcomes for 2016 include:

- 63% of people with alcohol or other drug addiction that successfully completed the Recovery Support Program were able to self-assume their own rent
- 72% of homeless households assisted in rapid rehousing programs exited the programs to a permanent housing option. In addition, 53% of these households demonstrated an increase in total income during their enrollment, and
- In exits from emergency shelters, there was an increase in exits to permanent housing for veterans from 6% to 14%, and unaccompanied young adult households from 14% to 17%.

In addition, 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- or

very low-income residents in connection with construction projects and activities in their neighborhoods. During the 2016 program year, fifteen Section 3 businesses received \$1,452,881.62 in construction contracts, and 11 low- or very low-income persons were hired for construction projects. Section 3 businesses are businesses which are 51% or more owned by low-income residents or businesses in which at least 30% of its full-time employees are low-income residents.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The Consortium's institutional delivery structure to carry out the 2015-2019 Consolidated Plan goals continues to be strong overall. During the 2016 program year, actions were taken towards the following three strategies to address areas with identified gaps: 1) strengthen the local capacity to develop affordable housing for elderly persons, persons with disabilities, and other persons with special needs; 2) provide funding to programs that provide services to persons with special needs as there is limited funding to meet existing needs; and 3) increase collaborative programming and partnerships across systems to leverage additional resources and continue efforts to build out a seamless homeless service delivery system.

Under the first strategy, a summary of these strategies is currently being compiled and this section will be updated in the final CAPER.

Under the second strategy, a portion of the CDBG funding is prioritized for projects serving populations with special needs. 2016 CDBG-funded public service projects that helped address this need included:

- Domestic Violence Services – Shelter Advocacy
- Mercy Housing Northwest – Senior Housing Support Services
- Senior Services of Snohomish County – Senior Food and Nutrition Services

Under the third strategy, the County and the Continuum of Care (CoC) continue to be engaged in systems change efforts to improve systems in place to serve persons experiencing homelessness. This includes increased coordination between systems, especially mainstream systems, targeted funding strategies, and the continued development and implementation of a coordinated entry system. The Partnership to End Homelessness, the CoC governance board, is focused on undertaking some of that work in coordination with advocacy groups, housing and services providers and the homeless population. Bringing together key players from these systems allows better planning and leverage of mainstream resources to meet this need.

The following are examples of recent accomplishments achieved. Snohomish County Community Mental Health program funds two behavioral health navigators to work with homeless clients with severe mental health or substance abuse issues to access services via Medicaid and to fund a short-term medical case management for participants not yet insured. The County's Mental Health program employs a staff person who enrolls inmates at the Snohomish County jail in Medicaid which is activated

at the time of the inmate's release, allowing access to both behavioral and medical care at the time of release. All county-wide veteran services collaborate to connect veterans with the Veterans Health Administration or Medicaid for benefits. This partnership has ensured that every veteran that is connected with services & wants healthcare is enrolled.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Local coordination efforts that link housing and services providers are ongoing and continue to be strong in Snohomish County, particularly in regard to projects serving people experiencing homelessness and people with special needs. Coordination is achieved through participation in various community partnerships and collaborative efforts, such as the Housing Consortium of Everett and Snohomish County, the Continuum of Care, the Gates Foundation Ending Family Homelessness Initiative, and the Partnership to End Homelessness which has a standing committee dedicated to increasing coordination between housing and health. These partnerships and collaborations provide ongoing opportunities for public and private agencies to coordinate and align efforts around housing, homelessness, direct services, and enhancing systems coordination.

Many service providers, some of which receive funding through the County, work closely with private landlords through the implementation of various housing and service programs. These providers often assist clients in obtaining rental units and in working with landlords to resolve issues that arise so that clients may remain in the units and achieve stability. A local service provider also operates a renter certification program, which receives funding through the County. The program provides education and assistance to help people with problematic rental histories access the private rental market by connecting with mainstream services to address barriers and conducts outreach to social service programs and landlords. In addition, coordinated entry housing navigators are being funded through the County to work with homeless individuals and families to connect them with housing and have access to a flexible fund so that they can pay deposits, rents, and other costs associated with getting homeless individuals and families into housing with private landlords and connected with services to avoid the homeless housing system when possible.

Two newer community program continue to focus on assisting homeless households with high barriers to obtaining and maintaining housing in the private rental market. A landlord engagement program specializes in recruiting landlords to work with homeless households with barriers to obtaining housing in the private rental market is being funded under one project. An additional project funds a housing retention specialist to work with service providers. It is anticipated that these services will increase housing retention and stabilization for formerly homeless individuals and families who are placed in the private rental market.

As part of its affordable housing application process, the County continues to include a review of whether the appropriate type and level of supportive services will be available where this is relevant to

the population served. This helps ensure that housing providers coordinate with service providers to the extent necessary to connect tenants with services needed to maintain housing.

### **Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The following highlighted actions were taken during the 2016 program year to address fair housing impediments and observations identified in the Consortium's 2012 Analysis of Impediments to Fair Housing Choice (AI) and 2012-2016 Fair Housing Action Plan. Additional information on these and other actions taken is available from the Snohomish County Division of Housing and Community Services (H&CS).

#### **Fair Housing Information, Education, and Outreach**

- H&CS continued to contract with the Volunteers of America (VOA) to provide fair housing education and counseling services to low-income and homeless people and to maintain a fair housing webpage. Services were expanded to provide fair housing training to housing and service providers and landlords.
- H&CS conducted outreach to Consortium members to expand the availability of fair housing information to the public. During the year, 52% of local jurisdictions added fair housing information to their websites and 37% established a fair housing point of contact.

#### **Accessibility Improvements**

- H&CS acted as the lead agency in implementing the Consortium's 2015-2019 Consolidated Plan infrastructure strategy for street and sidewalk improvements.
- The Consortium funded a new project to provide assistance to low-income renters for apartment accessibility accommodations.
- Snohomish County, through its Public Works Department, completed a comprehensive ADA Self-Evaluation of Pedestrian Facilities in the Public Right-of-Way in May 2017 for curb ramps, pedestrian crossings, pedestrian signals, sidewalks, and bus stops in unincorporated Snohomish County. The Public Works Department has taken several initial actions to address barriers identified and is in the process of developing a longer-term plan.

#### **Increase and Diversify Affordable Housing Options**

- Snohomish County and Consortium members continued their efforts to increase and diversify affordable housing options for low-income persons. Three affordable housing projects that will create 117 new units of affordable rental housing in Lynnwood, Marysville, and Monroe were either underway or completed during the year. The projects will provide housing to individuals, families, homeless persons, veterans, and persons with disabilities. Additional increased rental

housing options included rapid rehousing, permanent supportive housing; options were augmented through continued use of housing navigators, embedded social workers, a landlord engagement program, and additional funding for security and utility deposit assistance. Increased homeownership options include single family homes and condominiums.

- The Division of Developmental Disabilities within the Snohomish County Human Services Department continued educational outreach activities on affordable housing for persons with developmental disabilities and their families.

#### **Support expanded transit service**

- A voter-approved increase in funding allowed Community Transit to increase transit services in Snohomish County over the past year. Two new routes were created to serve communities between the Tulalip Indian Reservation, Lake Stevens, and Lynnwood, the paratransit service area was expanded, and adjustments and new trips were made to local and commuter routes. In March 2017, additional improvements were made to the span of service, frequency, and reliability on most local routes.
- The Snohomish County Human Services Department continued to be an active participant and sponsor of SNOTRAC, a county-wide special needs transportation coalition.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Monitoring of organizations, agencies, and municipalities for activities assisted with CDBG, HOME, and ESG funds administered by Snohomish County through the Snohomish County Consortium is conducted by the Snohomish County Human Services Department. The City of Everett Department of Community Development also conducts some monitoring for projects funded out of the portion of HOME funds set-aside for Everett projects, with oversight monitoring conducted by Snohomish County. On-site physical inspections of some HOME-assisted rental housing properties are conducted by the Washington State Department of Commerce, under a Memorandum of Understanding with Snohomish County, and any inspection reports and required remedial actions and responses are provided to Snohomish County.

Program performance and compliance monitoring is conducted in accordance with the specific requirements for each of the three grant programs and the type of activities receiving funding. Monitoring activities include: ongoing communications with, and technical assistance to, the organizations, agencies, and municipalities receiving funds before and during project implementation regarding grant requirements such as participant and activity eligibility, environmental, relocation, procurement, construction bidding, construction, labor standards, contractor payment schedules, change orders, and final inspection; risk assessment; on-site monitoring including an entrance interview, review of grant activities, participant files, program and fiscal policies and procedures, and other records, and written notice of monitoring results and follow-up if needed; and remote monitoring such as desk review of invoices to ensure costs are expended within the approved budget and for eligible costs and review of performance reports.

The Snohomish County Human Services Department provides, where necessary and appropriate, technical assistance, recommendations and/or corrective measures to ensure that projects are operated in compliance with applicable rules and regulations. If a project sponsor fails to implement a corrective action plan and continues to operate a project in non-compliance, the Snohomish County Human Services Department will follow contracting procedures for suspension or termination of the contract.

Public facility, infrastructure, and housing capital projects are also monitored for a period of years after completion to ensure continued compliance with grant requirements during the public benefit period. The HOME monitoring includes on-site physical inspections to ensure that property standards continue to be met. The County also participates in the Web-Based Annual Reporting System (WBARS), a collaboration of state and local funders, which requires all affordable rental housing projects funded by participating jurisdictions to file on-line annual reports which assist in desk review monitoring for the projects.

Snohomish County continues its policy of ensuring that business enterprises owned by minorities and women (M/WBEs) are given an equal opportunity to compete for projects receiving funding through Snohomish County Consortium grant funds by: 1) referring grantees and interested bidders to the internet website maintained by the State of Washington with a list of qualified M/WBEs, 2) including M/WBE requirements in procurement documents, and 3) discussing M/WBE requirements at pre-bid and pre-construction meetings with subgrantees and their contractors.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

#### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The Draft 2016 CAPER was released on September 1, 2017, and was open for an 18-day public review and comment period through September 18, 2017.

The Draft 2016 CAPER and the public review and comment period were advertised to the public on September 1, 2017, in the *Herald*, the newspaper of general circulation in Snohomish County and through a press release issued by the County. Copies of the public notice in English and Spanish were e-mailed to the cities and towns in the Consortium and to two distribution lists of interested organizations and persons maintained by the Housing & Community Services Division (H&CS) of the Snohomish County Human Services Department. The e-mail notices included a request to help spread the word to other interested persons and program participants, including low-income persons, by posting or distributing the notice. In addition, the Housing Authority of Snohomish County (HASCO) posted notice of the comment period on its website and posted copies of the notice in English and Spanish in its office lobby. H&CS also posted copies of the notice in English and Spanish in the reception area for its direct service programs.

The Draft 2016 CAPER was made available online on the County's Human Services Department H&CS website. Internet access is available at all public libraries in Snohomish County. In addition, paper copies of the Draft 2016 CAPER were circulated to, and were available for review at, all 15 Snohomish County branches of the Sno-Isle Regional Library system and at the main downtown branch of the Everett Public Library. Paper copies were also available for review at the County Human Services Department in the Office of Housing and Community Development (OHCD) located on the County campus at 3000 Rockefeller Avenue, Fourth Floor, Everett, Washington.

The notice provided information on where to access online and paper copies of the document, informed the public that a reasonable number of free paper copies would be provided to citizens and groups upon request, and provided for submittal of comments via e-mail or mail. In addition, the notice provided information that reasonable accommodations were available upon request to provide the document in an alternate format and to submit comments in other formats.

No comments were received during the public comment period for the draft 2016 CAPER.

### **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

As discussed previously, the Consortium made significant progress overall towards both the annual and five-year CDBG goals during the 2016 program year. In addition, the Consortium met its CDBG grant timeliness expenditure requirement and was under the allowable maximum CDBG spending caps for administrative and public service project costs for the 2016 program year. The Consortium is also under the allowable maximum spending cap for administrative costs for a 2014 CDBG supplemental award received for disaster recovery efforts, with \$24,816.55, or 1.65%, of these funds spent on administrative costs through the end of the 2016 program year. The Consortium is also on track to meet the requirement that at least 70% of project costs are spent on activities that primarily benefit low- and moderate-income persons over a three-year benefit period, with 93.12% of expenditures meeting this requirement over the last three-years. Therefore, no adjustments or improvements based on performance are proposed at this time.

The CDBG Financial Summary Report is included as Attachment 1, to the 2016 CAPER.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-50 - HOME 91.520(d)**

### **Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

On-site monitoring of the following HOME-assisted rental housing projects was conducted during the 2016 program year. No inspections were missed during this monitoring cycle.

- American Baptist Homes of the West: Shepard's Garden Apartments
- Cocoon House: Cocoon House Complex Transitional Shelter, Cocoon House Central Shelter, Maternity Shelter (Youth Emergency Shelter North)
- Compass Health: Counterpoint Apartments, Marysville Studios (Alder Commons)
- Housing Authority of Snohomish County: Alpine Ridge (East and South), Centerhouse, East Terrace III, East Terrace II
- Housing Hope: Arlington Transitional Housing, Avanti House, Stanwood House, Fairview Apartments, Housing Hope Village, Housing Hope Village Expansion, Lervick Family Village, Maple Leaf Meadows, New Century House, New Century Village, Pilchuck Place, Vision House (Everett House), Woods Creek, and Wintercreek North
- Low Income Housing Institute: Meadowdale Apartments
- Mercy Housing Northwest: Lincoln Way Apartments Phase 2
- Volunteers of America NWW: Home For Good Sites 2, 3, 4 & 5

The projects monitored were found to have minor documented deficiencies. The most common were:

- Site: Vegetation too close to the buildings, trees and bushes need trimming, leaning or fallen fences, erosion around building needs to be filled with new soil, asphalt needs to be patched/replaced and parking lot needs restriping
- Building exterior: Gable fascia's running too long, clogged gutters, moss on rooftops, damaged siding and dirty buildings need cleaning.
- Common areas: Laundry vents appear clogged, dust bunnies behind dryers, broken outlet covers, laundry room vinyl is worn, carpet appears to be worn and stained, loose counter tops, caulking around sinks and toilets needs replacing, loose handrails in bathrooms, cracked windows and cluttered maintenance room needs cleaning.
- Building systems: Inspections were due on fire systems, elevators and fire extinguishers.
- Health and Safety: Good housekeeping, combustible materials found near heaters, furniture in hallways/doorways, smoke detectors needing batteries, items stored around or on top of water

heater, foil used on kitchen range and a deck railing with excessive dry rot.

- Units: Caulking around sinks, toilets and bathtubs needs replacing, dirty exhaust fans need cleaning, missing screens from windows, water heaters missing seismic straps, PRV running up hill, loose sinks and toilets need securing, chipped sinks and bathtubs need repairing, knobs and handles need replacing, loose handrails, closet doors are off the track, door gaskets need replacing, ventilation fans have lint build-up, water temps are too high or too cold and damaged walls. All but a few of the findings have been addressed; those not yet addressed have been scheduled for future repair/maintenance. There generally were no concerns with the tenant, program, and financial file review.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.  
92.351(b)**

Snohomish County requires agencies receiving HOME funds for housing projects with five or more HOME-assisted units and housing programs to have affirmative marketing plans. This requirement is included in Snohomish County's HOME Investment Partnership Program Policies, in the applications for HOME funds, and in contracts between Snohomish County and the agencies receiving the HOME funds. Affirmative marketing plans are reviewed by County staff and projects are monitored for compliance with the requirements. Housing projects are required to display and use the Equal Housing Opportunity Logo.

See CR-35 Other Actions for a summary of additional actions taken to provide education to the public and potential tenants regarding fair housing laws and affordable housing opportunities. See CR-40 Monitoring for a summary of minority business outreach actions. See CR-15 for the MBE/WBE summary for HOME projects completed during the 2016 program year.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

As reported on CR-15 Resources and Investments, a total of \$342,714.46 in HOME program income was expended during the 2016 program year.

Program income was expended for 2 homebuyer purchase assistance programs, 1 homeowner home rehabilitation program and 1 tenant-based rental assistance program. Characteristics of beneficiaries are included in CR-10 Racial and Ethnic Composition of Families Assisted and CR-20 Affordable Housing.

Program income was also expended for one rental housing capital project that was underway during the year. This project is anticipated to be completed during the 2017 program year and beneficiary data will be reported at that time.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

The County and Snohomish County Consortium undertook the following actions during the 2016 program year to preserve and maintain existing affordable housing with CDBG and HOME funds:

- Two programs provided home repair and home rehabilitation assistance to 517 low- and moderate-income homeowners;
- Funding was awarded to a project in Arlington for fire safety improvements for an affordable rental housing capital project serving elderly persons and adults with disabilities; and
- A new program to assist with accessibility-related modifications for affordable rental housing assisted 6 low-income households during the program year.

# CR-60 - ESG 91.520(g) (ESG Recipients only)

## ESG Supplement to the CAPER in *e-snaps*

### For Paperwork Reduction Act

#### 1. Recipient Information—All Recipients Complete

##### Basic Grant Information

Recipient Name	SNOHOMISH COUNTY
Organizational DUNS Number	079247979
EIN/TIN Number	916001368
Identify the Field Office	SEATTLE
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Everett/Snohomish County CoC

##### ESG Contact Name

Prefix	Ms
First Name	Jackie
Middle Name	M
Last Name	Anderson
Suffix	0
Title	Division Manager, Housing & Community Services

##### ESG Contact Address

Street Address 1	Snohomish County Human Services Department
Street Address 2	3000 Rockefeller Ave, M/S 305
City	Everett
State	WA
ZIP Code	-
Phone Number	4253883237
Extension	0
Fax Number	4252591444
Email Address	jackiem.anderson@snoco.org

##### ESG Secondary Contact

Prefix	Ms
First Name	Debra
Last Name	May
Suffix	0
Title	Planning & Relocation Specialist, Housing & Community Services
Phone Number	4253883264

**Extension** 0  
**Email Address** debra.may@snoco.org

## 2. Reporting Period—All Recipients Complete

**Program Year Start Date** 07/01/2016  
**Program Year End Date** 06/30/2017

### 3a. Subrecipient Form – Complete one form for each subrecipient

**Subrecipient or Contractor Name:** SNOHOMISH COUNTY

**City:** EVERETT

**State:** WA

**Zip Code:** 98201,

**DUNS Number:** 079247979

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Unit of Government

**ESG Subgrant or Contract Award Amount:** 42630

**Subrecipient or Contractor Name:** Catholic Community Services of Western Washington

**City:** Everett

**State:** WA

**Zip Code:** 98201, 3607

**DUNS Number:** 799006341

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Faith-Based Organization

**ESG Subgrant or Contract Award Amount:** 140859

**Subrecipient or Contractor Name:** YWCA

**City:** SNOHOMISH COUNTY CONSORTIUM

**State:** WA

**Zip Code:** ,

**DUNS Number:**

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** 16495

**Subrecipient or Contractor Name:** HOUSING HOPE  
**City:** SNOHOMISH COUNTY CONSORTIUM  
**State:** WA  
**Zip Code:** ,  
**DUNS Number:**  
**Is subrecipient a victim services provider:** N  
**Subrecipient Organization Type:** Other Non-Profit Organization  
**ESG Subgrant or Contract Award Amount:** 15000

**Subrecipient or Contractor Name:** DOMESTIC VIOLENCE SERVICES OF SNOHOMISH COUNTY  
**City:** SNOHOMISH COUNTY CONSORTIUM  
**State:** WA  
**Zip Code:** ,  
**DUNS Number:**  
**Is subrecipient a victim services provider:** Y  
**Subrecipient Organization Type:** Other Non-Profit Organization  
**ESG Subgrant or Contract Award Amount:** 22200

## **CR-65 - Persons Assisted**

Information on persons assisted is now completed through the ESG-CAPER Annual Reporting Tool (eCart). This information is included as Attachment 2 to the 2016 CAPER.

## CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

### 10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	38,325
Total Number of bed-nights provided	26,275
Capacity Utilization	68.56%

Table 24 – Shelter Capacity

### 11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

The County continues to monitor progress toward achieving established ESG and Continuum of Care (CoC) performance measures. The following outputs and outcomes were tracked throughout FY2016 and compiled from HMIS data. The County continues to monitor progress toward achieving established ESG and Continuum of Care (CoC) performance measures. The following outputs and outcomes were tracked throughout FY2016 and compiled from HMIS data.

**Emergency Shelter (ES):** The number of households enrolled in ES has decreased from 1,570 households in 2015 to 1,545 in 2016. There was an increase in exits to permanent housing for veteran (doubled from 6% to 14%) and unaccompanied young adult households (14% to 17%). Shelters are expected to continue to improve permanent exit rates by 20% until they reach 60% and decrease length of time in projects by 20% until it is less than 20 days. To aid in this effort, funding has been dedicated to connect shelters directly to rapid rehousing resources. This has proven impactful for families with children (rate increase 16% to 58% during FY16). We continue to explore ways to assist single adult households in engaging with coordinated entry and attaining permanent housing.

**Transitional Housing (TH):** In Snohomish County, TH is limited primarily to unaccompanied or pregnant minors. A small number of beds are available for domestic violence survivors, and persons living with HIV/AIDs. The WA-504 continuum has prioritized permanent housing and reallocated much of the TH inventory. There has been a 31% decrease in the number of households served in TH since 2014. During this time there has also been a 25% decrease in the length of time adult only households remain enrolled. All TH projects are expected to decrease their length of stay by 20% until it is less than 180 days. Projects are also expected to increase their rate of exit to permanent (currently 60%) until the rate reaches 80%.

**Rapid Rehousing (RRH):** Rapid rehousing has transformed the homeless housing system. The number of households who achieved permanent housing (PH) through RRH increased 208% (130 to 401) between 2012 and 2016. The rate of exit to PH increased from 58% to 64% in 2016. The rate for families

increased by 23% to 72% in 2016 and decreased the number of days to move-in by 16.6%. Family households exceeded the 20% increase benchmark for increase in total income by increasing performance in this area by 53%. Unaccompanied young adult households saw an increase in exit to PH from 46% to 50%.RRH providers and partners meet monthly to discuss strategies for success, current barriers, current performance (through dashboards) and data quality.

### **Shelter Utilization Narrative**

The shelter utilization rate of 69% reflected in the table above is calculated based on bed nights. More than half of the clients served by ESG funds are persons in families. The number of beds a project is considered to have is based on capacity. The majority of the family shelter units in our community can serve households with 4 or 5 members. If a unit has 4 beds and is being accessed by a family with 3 members, a 4th non-family member would not be placed in the unit. This results in an underestimation of utilization as a bed appears vacant which is not actually available. When we account for this, using “unit nights” for families and bed nights for non-families, where the possible number of nights available is the number of units by the number of days the project operated and the actual unit nights is the number of households served by the number of nights they occupied a unit, the utilization rate increases to 110.6%.

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2014	2015	2016
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 25 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2014	2015	2016
Expenditures for Rental Assistance	0	20,041	40,786
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	14,001	30,943
<b>Subtotal Rapid Re-Housing</b>	<b>0</b>	<b>34,042</b>	<b>71,729</b>

Table 26 – ESG Expenditures for Rapid Re-Housing

#### 11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2014	2015	2016
Essential Services	0	0	47,852
Operations	0	0	5,843
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>53,695</b>

Table 27 – ESG Expenditures for Emergency Shelter

**11d. Other Grant Expenditures**

	Dollar Amount of Expenditures in Program Year		
	2014	2015	2016
Street Outreach	0	0	0
HMIS	0	15,791	9,953
Administration	0	0	17,788

Table 28 - Other Grant Expenditures

**11e. Total ESG Grant Funds**

Total ESG Funds Expended	2014	2015	2016
	0	49,833	153,165

Table 29 - Total ESG Funds Expended

**11f. Match Source**

	2014	2015	2016
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	0	0	101,479
Local Government	0	0	74,449
Private Funds	0	0	0
Other	0	0	33,149
Fees	0	0	0
Program Income	0	0	0
<b>Total Match Amount</b>	<b>0</b>	<b>0</b>	<b>209,077</b>

Table 30 - Other Funds Expended on Eligible ESG Activities

**11g. Total**

Total Amount of Funds Expended on ESG Activities	2014	2015	2016
	0	49,833	362,242

Table 31 - Total Amount of Funds Expended on ESG Activities