



DRAFT – 2018 ACTION PLAN
City of Richland and Tri-Cities
HOME Consortium

City of Richland and Tri-Cities HOME Consortium DRAFT 2018 Annual Action Plan

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The Cities of Richland, Kennewick and Pasco are entitlement communities under Title 1 of the Housing and Community Development Act of 1974 (as amended). Each city is eligible to receive federal funds annually from the US Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) Program. Each city is separately responsible for planning and administering housing and community development activities within their jurisdiction, and implementing, monitoring, and reporting to HUD on the use of CDBG funds.

Richland, Kennewick and Pasco, as contiguous units of local government, entered into a Cooperative Agreement in 1995 to form the Tri-Cities HOME Consortium. The agreement was amended in 2007 to include an automatic renewal clause. At least every three years the Cooperative Agreement is re-evaluated by each city to determine continued participation in the Consortium and to propose change. The Tri-Cities HOME Consortium is eligible to receive annual federal HOME dollars from HUD under the HOME Investment Partnership Program authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. The City of Richland serves as the lead entity for the Tri-Cities HOME Consortium, and acts as the administrative, monitoring and reporting agency to HUD.

As each of the three cities share a common set of goals and directions for meeting the community development and affordable housing needs of lower income persons, the cities collaboratively prepared the 2015-2019 Consortium Consolidated Plan. The Plan provides the community with an assessment of needs and market conditions, establishes priority needs, sets goals to respond to the identified needs, and establishes outcome measures for the Strategic Plan and Annual Action Plans.

The cities work with partner agencies and stakeholders to develop and implement community needs and goals as outlined in the Consolidated Plan and each annual action plan program year is a representation of projects and activities that will help the Tri Cities community work toward achieving those needs and goals.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Three priority needs were identified and goals established corresponding to those needs. All three needs were given high priority. Needs were determined by review of data and available information, reference to applicable assessments and strategic plans, and from input from stakeholders, agencies and others consulted in the process of developing the plan.

The priority needs established are; (1) Need for affordable housing creation, preservation, access and choice. (2) Need for community, neighborhood and economic development and (3) Need for homeless intervention and prevention, and for supportive services.

See the 2015-2019 Consolidated Plan, Table 40: Priority Needs Summary for full description.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The individual cities and the Tri-Cities HOME Consortium have made significant accomplishments in the course of implementing the Consolidated Plan (2015-2019). This reflects strong relationships with community partners in implementing projects beyond the capacity of any one agency. The ability to leverage funds and to coordinate projects to make the best use of resources is essential in light of increasing need and diminishing resources.

CDBG funds have been used for neighborhood infrastructure improvements with the removal of architectural barriers to the mobility or accessibility of elderly persons or of “severely disabled” adults and neighborhood park improvements. Homeowner rehabilitation assistance. Also, the continued support for low-income populations in the form of public service projects which includes support for senior citizens, persons with disabilities and case management services.

The HOME Consortium manages a successful DPA program through direct homeownership assistance and successful transition from homelessness and emergency relief to prevent homelessness through continued support of a four bedroom group home. The CHDO set-aside has been funding the development of affordable housing for low income first-time homebuyers.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Steps outlined in the Citizen Participation Plan for Housing and Community Development Programs provide opportunities for citizen involvement in the planning process and to assure that key organizations and agencies were consulted. The Citizen Participation Plan provides for broad involvement, public hearings, and opportunities to comment on needs and proposed plans. Public hearings were held to solicit input on needs and again to solicit input on the draft Consolidated Plan and Annual Action Plans. During the planning process, focus groups were held to gain input on types of needs. Individual stakeholders, agencies, and government representatives were consulted. Finally numerous reports and strategic plans were reviewed and incorporated into this Consolidated Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No comments received, see Table 2 – Citizen Participation Outreach.

6. Summary of comments or views not accepted and the reasons for not accepting them

None.

7. Summary

None.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	RICHLAND	Community & Development Services
HOME Administrator	RICHLAND	Community & Development Services

Table 1 – Responsible Agencies

Narrative

Consolidated Plan Public Contact Information

Michelle Burden, City of Richland, Community Development Services, 505 Swift Blvd., MS-19, Richland, Wa 99352, 509-942-7580

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The Tri-Cities Citizen Participation Plan for Housing and Community Development Programs guides the consolidated planning and citizen participation process, providing opportunities for citizens, agencies, governmental organizations, faith based organizations, and other interested parties to view, discuss, and comment on needs, performance, and proposed activities.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

In the process of developing the 2015-2019 Consolidated Plan the Cities reached out to organizations and agencies in a number of ways. Focused meetings were held to gain input in identified areas, particularly housing, human services and emergency services/basic needs. In addition to targeted invitations, notices were placed in local newspapers inviting the community at large to attend the affordable housing and human services meetings. While sparsely attended, the meetings yielded valuable input and served as a framework for follow-up interviews with key housing providers, nonprofit organizations and agencies.

Focused scheduled meetings included:

- Affordable housing, including supportive housing
- Public, human services, including special and basic needs
- Code enforcement and emergency services, including first responders
- Community infrastructure needs, provision and opportunities

Each of the three cities worked with an advisory board in preparation of the Consolidated Plan:

- Planning Commission, City of Richland
- Community Development Block Grant Advisory Committee, City of Kennewick
- Planning Commission, City of Pasco

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Each of the cities works with and supports actions and priorities of the Continuum of Care and Benton and Franklin Counties Human Services. The Benton Franklin Housing Continuum of Care (“Continuum”) has established three primary goals to pursue in coordinating the homeless provider community in its efforts to end homelessness in the two counties:

- To communicate, coordinate and collaborate among providers and others in development of the Benton and Franklin County 10-Year Homeless Housing Plan to work toward reducing homelessness. The Plan is used in securing resources and funding pertaining to the concerns of people who are without a safe, decent, and affordable place to live.
- To develop and recommend the Continuum’s objectives, projects and strategies to meet specific needs that will increase housing, decrease homelessness; alter the public’s perception of homelessness; provide education, training and technical assistance to advocates, providers and other Continuum members.
- To invite and encourage low-income/homeless individuals to participate in the planning process through public meetings held at Community Based Organizations and/or by any other means the Continuum may deem appropriate.

Phase II strategies of the Continuum’s Action plan include a focus on:

- Implementation of a Benton-Franklin County Coordinated Entry System
- Recognizing that homelessness results from a complex set of challenges, creating more linkages across community services, and providing comprehensive case management
- Improving outcomes and evaluating data to improve and determine effective services
- Encouraging flexibility in providing services and meeting housing needs
- Meeting the needs of currently underserved “special need” populations

Members of the Continuum meet frequently to work on these strategies and coordinate on a wide variety of issues facing the homeless in the area. In addition, members of the Continuum are currently active on the Steering Committee of the 33-county Balance of Washington State Continuum and are active in the subcommittee structure.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction’s area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Continuum is an active member of the Balance of State Continuum. ESG funds available to the Tri-Cities are allocated from the State Department of Commerce which is also staff to the Balance of State Continuum. ESG Program coordination is conducted through the Balance of State Steering Committee on a policy level and through the Department of Commerce for administrative procedures. The Department of Commerce also staffs the HMIS system which is essentially statewide. While staff at the local nonprofit and county Continuum level enters data in the HMIS, they also maintain the data and prepare periodic reports on program outcomes which are readily accessible to the Tri-Cities Continuum. At least once a year, and generally twice, the Department consults with all ESG stakeholders to review performance standards and obtain their input on fund allocation proposals, policy plans and administrative procedures.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

No major agencies involved in housing or community development were intentionally excluded from consultation. Every effort was made to ensure advance publication of meetings and opportunities to contribute.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Table 3 – Other local / regional / federal planning efforts

Narrative

In addition to direct consultation with agencies and key stakeholders, numerous local and regional plans outlining needs and strategies were considered in preparation of this Consolidated Plan. It is important to note that needs assessments conducted by providers included direct consultation with recipients and members of the communities served in projects funded using CDBG and HOME grant funds. See Consolidated Plan (PR10) for full list.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The Cities have consistently used their relationships with faith-based and nonprofit organizations, and local coalitions to obtain input on needs in the community and proposed activities. Efforts to reach out, particularly to populations potentially served by CDBG and HOME programs, were made in several ways. Focused meetings and individual interviews were conducted to obtain input on needs and the strategic plan as it was developed. In addition to individual invitations, notices of meetings were publicized in advance and citizens with an interest in commenting were encouraged to attend. Notices of meetings were published in the *Tri-City Herald* and in Spanish in *tu Decides*.

Individual interviews were held with key informants who could speak to primary needs, barriers, underserved populations, activities currently effective in meeting needs, and those with potential to meet needs. The planning process also incorporated needs assessments and strategic plans of agencies, including the Housing Authorities and key implementing agencies, and local governments.

Citizens and agencies in each of the cities were encouraged to comment on needs including at public hearings held in each city. The community was notified through newspaper advertisements of the availability of the draft Tri-Cities Consortium Consolidated Plan for review. The draft Plan was distributed to the Kennewick Housing Authority and the Housing Authority of the City of Pasco and Franklin County, made available on the website of each city and at each City Hall, and made available at libraries in Kennewick, Pasco and Richland.

The City follows our Citizen Participation Plan. The following summarizes opportunities for citizen participation in development of the **2018 Annual Action Plan**:

- Public hearing on needs and make public comment was held in Richland on 07/26/2017. Notice of the meeting was published in the *Tri-City Herald* and in Spanish in *tu Decides*
- Public hearing on CDBG applications was held in Richland on 09/26/2017. Notice of the meeting was published in the *Tri-City Herald* and posted at City Hall and Council Chambers
- Public hearing on the Draft City of Richland and Tri Cities HOME Consortium Annual Action Plan and make public comment will be held in Richland on 12/05/17. Notice of the meeting was published in the *Tri-City Herald* and in Spanish in *tu Decides*

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	None.	No comments received.	No comments not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	None	No comments received	No comments not accepted	
3	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The activities proposed in the 2018 Annual Action Plan will be funded by CDBG and HOME allocations, program income and prior year revolving loan funds.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Admin and Planning Economic Development Housing Public Facilities Improvements Public Services	255,191	87,500	95,975 RL	438,666	1,164,989	PI generated de-funded DPA program. Prior YR resource include prior loans made through rehab program RL and unencumbered entitlement 2016 & 2017
HOME	public - federal	Acquisition Admin and Planning Homebuyer assistance New construction for ownership CHDO	473,871	200,000		673,871	1,649,590	PI generated from DPA loans. Prior YR resources include entitlement funds PY 2017 & HP/PI from DPA loans & 2018 CHDO

Table 2 - Expected Resources – Priority Table

Anticipated Resources are an estimate only. Final 2018 HOME funding is dependent on final federal allocation and actual amounts of program income received from prior funded projects.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG and HOME funds are important resources in the community and used in conjunction with local, state, other federal and private funds to support housing and other projects. Each of the cities is supportive of efforts by other organizations to obtain funding for projects to address needs and goals outlined in this plan and in meeting needs in the Tri-Cities. Cities also assist community organizations in strategizing, applying for, accessing, and developing new resources and partnerships. CDBG and HOME funds are frequently used to leverage local, state and federal funds such as United Way, Washington State Housing Trust Funds, Emergency Solutions Grant, housing and homeless funds generated by recording fees and county or city general funds.

The City also has the option of applying for a Section 108 loan in an amount not to exceed five years of the anticipated CDBG funds. There are no plans currently in place to make this application; however, the City reserve the option of making Section 108 applications.

Each city, as a HOME Consortium participant, is required to match HOME funds. That match is met using city general funds or other non-federal funds, land made available at reduced cost (below appraised value), in the form of reduced financing fees from lenders and appraisers, grants for affordable housing development from nonfederal sources, donated construction/housing materials and volunteer labor.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

None.

Discussion

None.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Community, neighborhood & economic development	2015	2019	Non-Housing Community Development		Community & economic development	CDBG: \$222,749	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 6,813 Persons Assisted
2	Homeless intervention and public services	2015	2019	Homeless Non-Homeless Special Needs		Services and homeless intervention/prevention	CDBG: \$51,404	Public service activities other than Low/Moderate Income Housing Benefit: 611 Persons Assisted
3	Increase and preserve affordable housing choices	2015	2019	Affordable Housing		Affordable housing choice	CDBG: \$35,000 HOME: \$555,403 CHDO: \$71,081	Homeowner Housing Added: 0 Household Housing Unit Homeowner Housing Rehabilitated: 2 Household Housing Unit Direct Financial Assistance to Homebuyers: 52 Households Assisted CHDO Housing Development

Table 3 – Goals Summary

Goal Descriptions

1	Goal Name	Community, neighborhood & economic development
	Goal Description	
2	Goal Name	Homeless intervention and public services
	Goal Description	
3	Goal Name	Increase and preserve affordable housing choices
	Goal Description	

AP-35 Projects - 91.420, 91.220(d)

Introduction

The 2018 Annual Action Plan describes how funds will be used to support the goals and priorities identified in the Consolidated Plan. Projects and activities are carefully chosen. CDBG activities and HOME CHDO projects go through a competitive process, ensuring the maximum effectiveness in funds.

#	Project Name
1	CDBG Planning and Administration
2	CDBG Owner-Occupied Rehabilitation Program
3	Public Facilities/Improvements
4	Public Service Activities
5	Tri-Cities HOME Consortium Administration
6	Richland HOME First Time Homebuyer Assistance Program
7	Kennewick HOME First Time Homebuyer Assistance Program
8	Pasco HOME First Time Homebuyer Assistance Program
9	Nueva Vista II, Multi Family Rental Development
10	CHDO TBD

Table 4 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG Planning and Administration
	Target Area	
	Goals Supported	Increase and preserve affordable housing choices Community, neighborhood & economic development Homeless intervention and public services
	Needs Addressed	Affordable housing choice Community & economic development Services and homeless intervention/prevention
	Funding	CDBG: \$68,538
	Description	General administration, management, and oversight of CDBG program. CDBG administrative. This amount does not exceed the 20% cap set under the regulations, 20% of the HUD grant plus 20% of \$87,500 (anticipated program income). Matric Code: 21A
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	505 Swift Blvd., MS-19, Richland, WA 99352 Community & Development Services Department
	Planned Activities	CDBG funding will be provided to support administration, management, and monitoring responsibilities include activity eligibility determination, fund management, labor standards enforcement, and environmental review. Policy leadership and back-office infrastructure is also included. Should additional program income generated in the program year greater than projected, the City will apply 20% of the amount to address administrative expenses incurred through December 31, 2018. Any unspent CDBG administrative funds will be used to cover HOME expenses.
2	Project Name	CDBG Owner-Occupied Rehabilitation Program
	Target Area	

	Goals Supported	Increase and preserve affordable housing choices Community, neighborhood & economic development
	Needs Addressed	Affordable housing choice
	Funding	CDBG: \$95,975
	Description	Use existing revolving loan fund balance to support health- and safety-related minor home repairs for CDBG-eligible low- and moderate-income homeowners, including staff costs for program delivery of program. (PY RL and RL PI) Matrix Code: 14A
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	LMH, 2 households assisted
	Location Description	Within Richland city limits
	Planned Activities	Staff support including marketing efforts, application intake, review and assess requested repairs from eligible homeowners. Implement qualifying minor repairs, repairs that will be necessary to maintain occupant health and safety, maintaining good supply of housing for CDBG eligible population
3	Project Name	Public Facilities/Improvements
	Target Area	
	Goals Supported	Community, neighborhood & economic development
	Needs Addressed	Community & economic development
	Funding	CDBG: \$222,749

	<p>Description</p> <p>Support costs including project delivery of public facility and infrastructure improvements including the removal of architectural barriers. FY2018, \$165,874.15 & PY PI \$56,875.00</p> <p>City of Richland, Removal of Architectural Barriers: \$101,250, National Objective: LMC, Matrix Code: 03</p> <p>1298 persons assisted</p> <p>City of Richland, Parks and Recreation, Safety Surfacing: \$121,499.15, National Objective: LMA, Matrix Code: 03F</p> <p>Contingent \$33,501, if funding allows for playground equipment.</p>
	<p>Target Date</p> <p>12/31/2018</p>
	<p>Estimate the number and type of families that will benefit from the proposed activities</p> <p>5,455 persons assisted</p>
	<p>Location Description</p> <p>Within the city of Richland, Census Tracts 102, 103, 104, 105 and 106</p>
	<p>Planned Activities</p> <p>Two activities are included for 2018; one park improvement and improve accessibility of neighborhoods with the removal of architectural barriers to the mobility or accessibility of elderly persons or of “severely disabled” adults, including staff costs for project delivery</p>
4	<p>Project Name</p> <p>Public Service Activities</p> <p>Target Area</p> <p></p> <p>Goals Supported</p> <p>Homeless intervention and public services</p> <p>Needs Addressed</p> <p>Services and homeless intervention/prevention</p> <p>Funding</p> <p>CDBG: \$51,404</p> <p>Description</p> <p>Public Service funded activities to carry out opportunities to low income clientele, including City staff costs for program delivery, FY 2018 15% Cap \$38,279 and 15% cap of \$87,500 (\$13,125) of PY PI.</p> <p>Sr. Life Resources: \$8,500, National Objective: LMC, Matrix Code: 05A</p> <p>The Arc Tri Cities: \$10,534, National Objective: LMC, Matrix Code: 05B</p> <p>Elijah Family Homes: \$32,370, National Objective: LMC, Matrix Code: 05F</p> <p>Target Date</p> <p>12/31/2018</p>

	Estimate the number and type of families that will benefit from the proposed activities	Sr. Life Resources, 525 persons assisted The Arc Tri Cities, 26 persons assisted Elijah Family Homes, 60 persons assisted
	Location Description	Within Richland city limits
	Planned Activities	Administration, project delivery, monitoring, reporting, and management of contract and activity
5	Project Name	Tri-Cities HOME Consortium Administration
	Target Area	
	Goals Supported	Increase and preserve affordable housing choices Homeless intervention and public services
	Needs Addressed	Affordable housing choice Services and homeless intervention/prevention
	Funding	HOME: \$47,387
	Description	Oversight, management and monitoring for the HOME
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	505 Swift Blvd., MS-19, Richland, WA 99352 Community & Development Services Department
Planned Activities	HOME funding will be provided to support administration, management, and monitoring responsibilities include activity eligibility determination, fund management, labor standards enforcement, and environmental review. Policy leadership and back-office infrastructure is also included. The admin budget is made up of \$47,387 plus \$\$ carryforward Admin unused from prior year for a total of \$\$\$. Carryforward HOME admin will continue to be carried forward for future use. The HOME regulations allow for admin carryforward. Should program income be generated in program year 18, the City will apply 10% of that amount to address administrative expenses incurred throughout the program year.	
6	Project Name	Richland HOME First Time Homebuyer Assistance Program
	Target Area	

	Goals Supported	Increase and preserve affordable housing choices
	Needs Addressed	Affordable housing choice
	Funding	HOME: \$168,467
	Description	Support costs of providing down payment assistance to qualifying first time homebuyers, including project delivery. Funding will include 2018 award (\$118,467), prior year (\$\$) and \$50,000 estimated program income.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Fourteen first time homebuyer families with incomes at or below 80% AMI will benefit from this proposed activity
	Location Description	Within Richland city limits, with priority placed on Census Tracts 102, to 106 and 108.04, Block Group 4
	Planned Activities	Down payment and closing cost assistance and related costs including project delivery
7	Project Name	Kennewick HOME First Time Homebuyer Assistance Program
	Target Area	
	Goals Supported	Increase and preserve affordable housing choices
	Needs Addressed	Affordable housing choice
	Funding	HOME: \$218,468
	Description	Support costs of providing down payment assistance to qualifying first time homebuyers, including project delivery. Funding will include 2018 award (\$118,468), prior year (\$\$) and \$100,000 estimated program income.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Nineteen first time homebuyer families with incomes at or below 80% AMI will benefit from this proposed activity
	Location Description	Within Kennewick city limits

	Planned Activities	Down payment and closing cost assistance and related costs including project delivery
8	Project Name	Pasco HOME First Time Homebuyer Assistance Program
	Target Area	
	Goals Supported	Increase and preserve affordable housing choices
	Needs Addressed	Affordable housing choice
	Funding	HOME: \$168,468
	Description	Support costs of providing down payment assistance to qualifying first time homebuyers, including project delivery. Funding will include 2018 award (\$118,468) prior year (\$\$) and \$50,000 estimated program income.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Nineteen first time homebuyer families with incomes at or below 80% AMI will benefit from this proposed activity
	Location Description	Within Pasco city limits.
	Planned Activities	Down payment and closing cost assistance and related costs including project delivery
9	Project Name	CHDO TBD
	Target Area	
	Goals Supported	Increase and preserve affordable housing choices
	Needs Addressed	Affordable housing choice
	Funding	HOME: \$71,081
	Description	Provide CHDO 15% set aside through a competitive RFP process. Funding may be more based on unencumbered EN and PI.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	TBD

Planned Activities	Provide funding for an affordable housing development project
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AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

No specific geographic target areas have been identified. Richland’s CDBG and HOME funds will be available to assist lower income residents within Richland city limits with priority placed on those activities that provide a benefit in the oldest neighborhoods of Richland. HOME funds for Kennewick and Pasco will be available to assist lower income residents within each city limits.

Geographic Distribution

Target Area	Percentage of Funds

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

N/A

Discussion

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

The goal numbers represented below reflect activities that will be funded with federal funds through the Tri-Cities HOME Consortium and Richland’s CDBG allocation to address safe, affordable housing choices based on the goal of expanding quality, safe, affordable housing choices.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	52
Special-Needs	0
Total	52

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	2
Acquisition of Existing Units	52
Total	54

Table 7 - One Year Goals for Affordable Housing by Support Type

Discussion

A goal of the three Cities is to provide decent affordable housing for its residents. To support this effort each city has programs to address this need. The following provides a general overview of the types of programs and projects that supports this effort.

- HOME – Down Payment Assistance Program. Each City provides a down payment and closing cost program, providing funds for low and moderate income first time homebuyers on a first-come, first-served basis.
- HOME – CHDO. Support efforts of a CHDO to develop single family homeownership units.
- CDBG – Owner Occupied Rehabilitation program.

Using CDBG funds, the City of Richland provides an Owner-Occupied Rehabilitation Loan Program supporting the revitalization of existing neighborhoods by providing minor home repairs and replacement for low and moderate income homeowners, with priority given to life and safety issues.

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

There are a variety of assisted affordable housing options available in the Tri-Cities. HUD and the State of Washington (Washington State Housing Trust Funds and Washington State Housing Finance Commission Tax Credits) subsidized housing programs have generated an inventory of housing, primarily in Kennewick and Pasco. The vast majority are family units with several projects with both family and disabled units.

There are two housing authorities in the Tri-Cities. The Kennewick Housing Authority (KHA), operating housing programs within the Cities of Kennewick and Richland and the Housing Authority of the City of Pasco and Franklin County (HACPFC) operates housing programs on the north side of the Columbia River, Franklin County. Together they provide over 1,900 lower income households with affordable housing assistance, including project-based and tenant-based programs.

Actions planned during the next year to address the needs to public housing

The City of Richland and Consortium will help address the needs of public housing and activities in 2018 by continuing to work closely with and supporting efforts of the Kennewick Housing Authority (KHA). The Consortium and KHA have partnered to provide two HOME units as part of the 28 rental unit, Nueva Vista Phase II project in Kennewick. Funding is a combination of Low Income Housing Tax Credit (LIHTC), State (HTF), federal HOME and private funds. The two HOME units will be made affordable for a twenty-year period.

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

The Kennewick Housing Authority Governing Board includes one position designated for a resident representative. That position is currently filled and the resident representative is fully engaged. Public Housing residents are encouraged to attend Resident Council meetings to discuss how to become more self-sufficient and discuss resident services activities that have the potential to assist residents in becoming self-sufficient or improve the quality of life for residents. The Kennewick Housing Authority (KHA) also encourages Section 8 participants to get their "Ducks in a Row for Housing Choice Voucher (HCV) Homeownership." This program provides a participant an opportunity to utilize their rental assistance payment for homeownership. This program provides a path to full self-sufficiency for residents.

Actions taken to provide assistance to troubled PHAs

Not applicable

If the PHA is designated as troubled, describe the manner in which financial assistance will be

provided or other assistance

N/A

Discussion

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

The three cities will continue to be involved in the Benton Franklin Human Services planning efforts. The BFHS developed a plan for the homeless with the express purpose of giving nonprofit and government agency providers a “road map” of actions to follow to reduce homelessness in Benton and Franklin Counties. The plan is a concerted effort by numerous agencies, including the three cities, to develop a common understanding of the needs of the homeless and to agree upon a coordinated plan to improve services and housing for homeless. The goal of the plan is to move homeless individuals and families through a continuum of housing and supportive services leading them to permanent housing with the highest level of self-sufficiency they can achieve.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Richland, Kennewick and Pasco will continue to encourage cooperation in sharing information to identify existing resources that might be available to meet the needs of the homeless, or those at risk of becoming homeless.

In addition, Richland CDBG continues to fund case management services for Elijah Family Homes, Transition to Success program. This program supports individuals & families recovering from substance abuse. Supportive services and supportive housing is essential in preventing homelessness and transition families to self-sufficiency.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency Solutions Grant funds are not directly administered by the Continuum of Care. However, the Continuum consults on funding decisions. The cities do not address emergency shelter and transitional housing needs of homeless, except through their involvement with Benton Franklin Community Action Committee (BFCAC) and Benton Franklin Human Services. The three cities do not receive ESG funds but will continue to support the development of homeless housing through community resources such as, potentially, the HOME program and 2060 and 2163 Recording Fee resources, as they have in the past.

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 Tri-Cities HOME Consortium supports BFCAC with a four bedroom group home in Pasco, occupied by chronically homeless or at risk of homelessness, disabled, 55+ and very low to low income. The City of Richland continues to support two, three bedroom duplexes, (4-units) in Richland. The City of Kennewick Housing Authority offers permanent low income housing with preference to domestic violence victims and their families. Elijah Family Homes provides housing for families that have been denied access to public housing due to previous related offenses.

Kennewick Housing Authority will make 14 units available for homeless families through the Nueva Vista, Phase II project, construction has begun in 2017 and scheduled to be complete by end of 2018. One of the two HOME units will be made available for homeless and all units will be at or below 50% area median income.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Except for involvement with BFCAC, the three Cities do not provide assistance to those being discharged from publicly funded institutions or receiving assistance from public or private agencies.

Discussion

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The purchase price and down payment of a home continue to be a significant barrier to affordable homeownership opportunities, particularly for lower income households. Local HUD-funded housing programs provide affordable housing opportunities for lower-income households by financing down payment and closing cost assistance. Affordable housing opportunities are also available through programs for minor home repairs and weatherization upgrades to existing homes, decreasing energy costs for low income households.

All three cities encourage infill development to preserve older neighborhoods, and support increase of housing densities in areas where adequate public facilities and services (police and fire protection, schools, water, sewer, and drainage) are in place or can easily be provided.

Actions it planned 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

Through its zoning and land use regulations, the City of Richland implements a number of strategies for the purpose of increasing the supply of affordable housing. These strategies include: 1) Planned Unit Developments that increase the options for housing densities and housing types (e.g., townhouses, multi-family, duplexes; small-lot districts); 2) mixed use development that increases the opportunity for affordable housing to be developed within or in close proximity to essential amenities such as areas of employment, shopping and medical centers; 3) streamlining permitting, and 4) incentive zoning features, such as allowing accessory dwelling units.

Discussion

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Because of the layout of the Tri-Cities, Benton and Franklin Counties are taking a more regional approach for addressing obstacles to underserved needs. One of the challenges to meeting underserved needs by any one group is the lack of staff capacity, financial resources, and supportive services necessary to address all needs. All three cities attend, support and are active members of Continuum of Care, an organization comprised of local non-profit, housing, public service, correctional, and government agencies throughout Benton and Franklin counties. By maintaining open communication, collaboration, and partnering efforts among all groups, and reducing duplication of effort, more needs of lower income people can be met.

Actions planned to address obstacles to meeting underserved needs

The City of Richland and the Tri-Cities HOME Consortium works with local partner agencies that preserve and expand quality, safe and affordable housing choices, prevent and reduce homelessness, provide opportunities to improve quality of life, support vibrant neighborhoods and expand economic opportunities.

Actions planned to foster and maintain affordable housing

There is a high demand for affordable housing. The City continues to support relationships with the various for-profit, nonprofit, public housing authorities and CHDO agencies with efforts of affordable housing opportunities through housing development and maintaining existing affordable housing stock. Rehabilitation priority is given by the City and by Benton Franklin CAC Energy Efficient Healthy House Program to those homes occupied by frail elderly or homeowners and renters with disabilities.

The HOME Consortium offers down payment and closing cost assistance to low and moderate income households. The City of Richland provides CDBG loans to make needed health and safety repairs and weatherization measures for low and moderate income homeowners. The rehabilitation program benefit is two-fold; providing decent and affordable housing for existing homeowners and beautifies older neighborhoods.

Actions planned to reduce lead-based paint hazards

The City will undertake the following actions in program years 2015-2019 to increase community awareness of lead based paint and its hazards: provide education on lead based paint including information on Safe Work Practices; actions to take when rehabbing or remodeling a home; and steps to take if exposure to lead hazards is suspected.

The pamphlets “Renovate Right” and “Protect Your Family from Lead in Your Home” published by

Washington Department of Commerce and Environmental Protection Agency (EPA) will be distributed to all potential housing clients, and be available via online links from the City's website.

The Lead Safe Housing Requirements Screening Worksheet is utilized to evaluate applicability of the lead safe housing rule to CDBG and HOME funded projects. The City will work with pre-qualified contractors to perform testing as necessary to identify lead hazards, and assure compliance after remediation work through clearance exams as required for persons assisted with CDBG or HOME funds.

Actions planned to reduce the number of poverty-level families

Several activities may be undertaken to decrease cost-burdens for lower income people such as the various housing programs offered by the City and the Tri-Cities HOME Consortium, Local Improvement District (LID) Assistance Programs, life skills training, and the various public/social service programs offered. The Cities support economic development projects that create jobs or provide education or training to enable people to become self-sufficient and have an opportunity to work at living wage jobs. Neighborhood improvement plans inventory and designate neighborhoods for revitalization. Targeted revitalization of neighborhoods should increase the ability to impact the lives of lower income residents who reside there, and promote these areas as a desirable place to live with connectivity to other desirable neighborhoods.

Actions planned to develop institutional structure

The Planning Commission consist of local citizen volunteers who fill an advisory role to the City of Richland, with various backgrounds. The Commission acts in an advisory role to City administration and City Council in regards to community development, housing and public service programs. The Commission is responsible for providing policy guidance and recommendations to Council in preparing the City's Consolidated Plan, Annual Action and the Citizen Participation Plan. Staff will continue to participate in the Continuum of Care Task Force to assist in the coordination of government agencies, nonprofit organizations, housing developers, social service providers, and Continuum of Care providers to meet the needs of the homeless. The City, within staff capacity, continue to encourage and support joint applications for resources and programs among housing and service providers.

Actions planned to enhance coordination between public and private housing and social service agencies

The City supports efforts by other agencies to apply for, or leverage other funding sources that might become available during the year. City staff will be available to provide written and verbal support of projects that meet a Housing and Community Development need as identified in the 2015-2019 Consolidated Plan, and will assist other organizations to apply for funds from other local, state or federal

resources within staff capacity.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The Projects planned with all CDBG funds expected to following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is

as follows:

Not applicable.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The Tri-Cities HOME Consortium will utilize the recapture option in its HOME programs. The Consortium reserves the right to use the resale option at its discretion or when it is required. Prior to utilizing the resale option, the Consortium will take the necessary steps to formulate required documentation and notify the HUD Field Office.

Recapture includes any HOME investment that reduced the initial purchase price from the fair market value to an affordable price (“Direct Subsidy”), but excludes the amount between the initial cost of producing the unit and the fair market value of the property (“Development Subsidy”). Upon sale (voluntary or involuntary), transfer, or if the HOME-assisted property is no longer the primary residence of the homebuyer, the Consortium will recapture the entire balance of principal of its total HOME Investment. The amount recaptured will not exceed the total net proceeds available. Net proceeds are defined as:

Funds that are recaptured from the sale of property by the homebuyer or if the property is no longer used as the primary residence during the federal affordability period, will be returned to the City of Richland, as lead agency of the Consortium.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Each HOME assisted property will require a promissory note, deed of trust restrictions, and a written HOME agreement during the federal period of affordability with specific terms and conditions established by the Consortium.

When the total HOME investment is less than \$15,000, a federal affordability period of not less than 5-years will be required. When the total HOME investment is \$15,000 to \$40,000, a federal affordability period of not less than 10-years will be required; for investments of over \$40,000, the required federal affordability period will be a minimum of 15-years. This federal affordability period is not contingent on loan terms or an amortization period.

The affordability restrictions may terminate upon foreclosure, transfer in lieu of foreclosure, or assignment of an FHA insured mortgage to HUD. However, affordability restrictions must be revived per the original terms if, during the original affordability period, the owner of record before the termination event obtains an ownership interest in the housing.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is

rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not applicable.