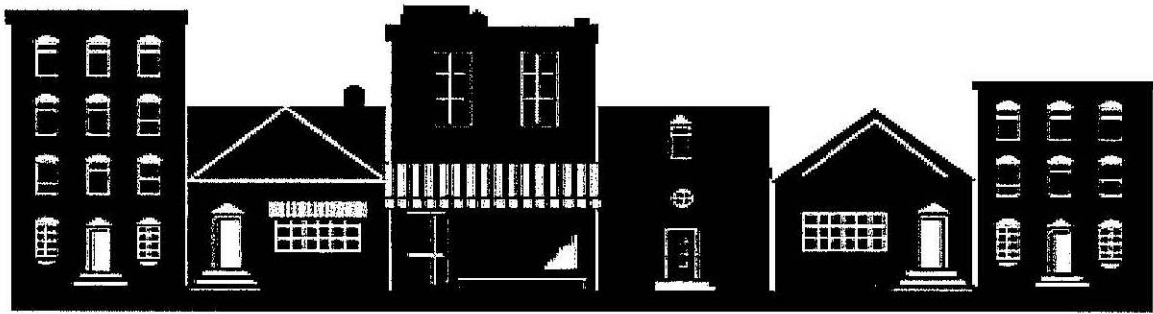




City of
OLYMPIA

Community Planning & Development, 837 7th Avenue, SE, P.O. Box 1967, Olympia, WA 98507-1967
Telephone (360) 753-8314 - Fax (360) 753-8087

City of Olympia, Washington
COMMUNITY DEVELOPMENT BLOCK GRANT
ANNUAL ACTION PLAN
B-2009



Community Development Block Grants
Building stronger communities with Affordable Housing,
Social Services and Economic Development

City of Olympia Staff

Steve Friddle	Community Services Manager
M. Anna Schlecht	Housing Program Manager
Susan Lodholm	Housing Program Specialist

City of Olympia
PO Box 1967
Olympia, WA 98507-1967
www.olympiawa.us
360-753-8314



OLYMPIA'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OVERVIEW

This Annual Action Plan for the City of Olympia's Community Development Block Grant (CDBG) Program serves as a blueprint for how Olympia will invest these federal funds into local needs to benefit the community.

The Community Development Block Grant (CDBG) Program, administered by the federal department of Housing and Urban Development (HUD), is a flexible program that provides communities with resources to address a wide range of unique community development needs. These federal funds are intended to develop viable communities by providing the following:

1. Decent and affordable housing for low and moderate income people,
2. A suitable living environment, and
3. Opportunities to expand economic opportunities, principally for low- and moderate-income people.

CDBG Public Process – The Citizen Participation Plan

Federal regulations require local bodies of government to engage their community in an open public planning process called the “**CDBG Citizen Participation Plan**”. The result of this planning process is to produce a Five Year Consolidated Plan that provides a framework for using CDBG funding. A similar public process results in the Annual Action Plans, which provides one year “snapshots” for each year of the CDBG Five Year Consolidated Plan. More information on these federal HUD regulations and the CDBG Program in general can be found in the Code of Federal Regulations (CFR), (CFR 24 parts 500 to 699), or by visiting HUD on the web at <http://www.hud.gov/offices/cpd/communitydevelopment/programs>. More information about the City's CDBG Program and its Citizen Participation Plan can be found at www.ci.olympiawa.us

In Olympia, this public process began with Community Partner meetings in December of 2008, a public hearing on February 10, 2009, and a final allocation by the Olympia City Council on April 14, 2009. (Public Commentary - Appendix C)

Olympia's Community Development Block Grant Program Objectives

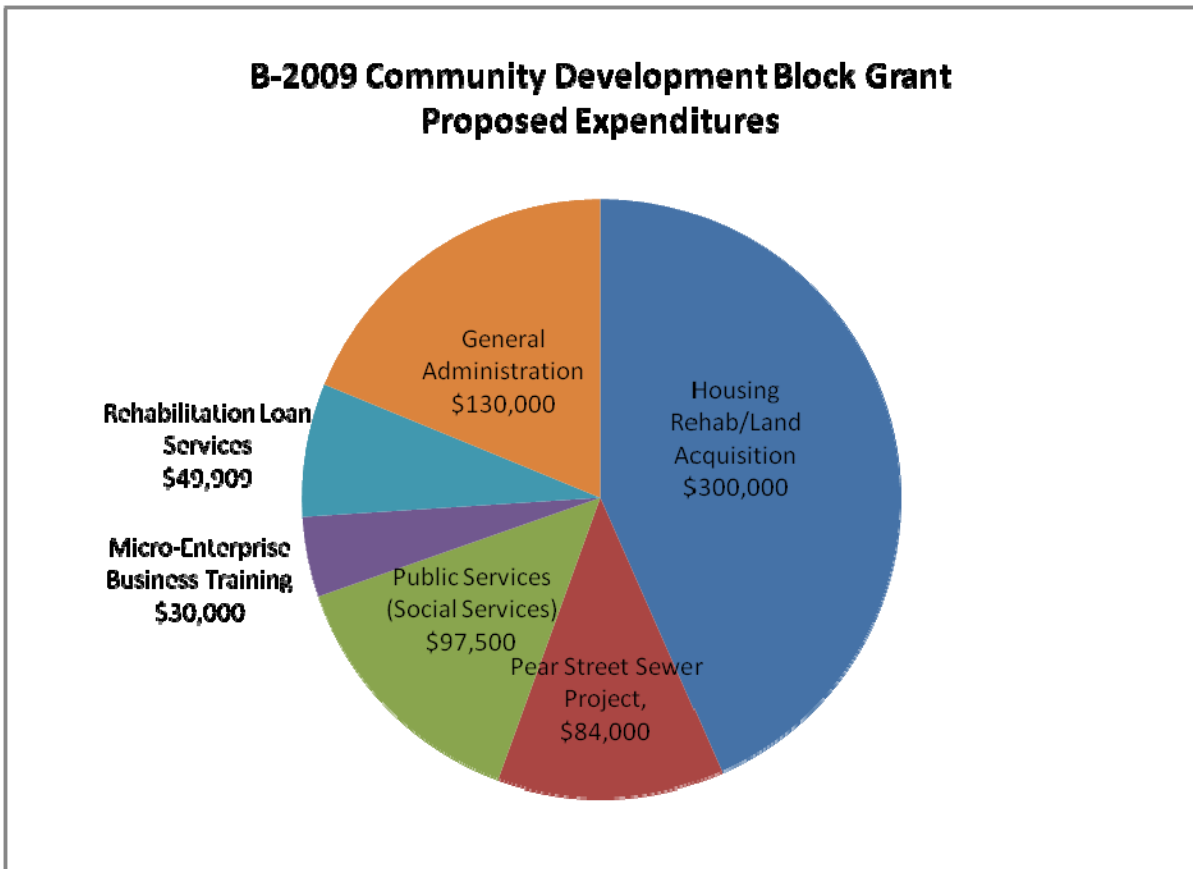
This is the fifth or final Annual Action Plan for the 2005-2009 Consolidated Plan. The activities and programs described support the overall objectives of the CDBG Consolidated Plan (see below). The two primary objectives of Olympia's Consolidated Plan have been:

1. Provide safe, decent, and affordable housing for low- and moderate-income persons.
2. Expand economic opportunity for Olympia's low- and moderate-income residents and to prevent homelessness.

B-2009 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

This year, the City of Olympia will receive a total of \$691,409, which comes from \$391,409 in new CDBG funds and \$300,000 in anticipated program income. Program income is generated primarily by the Housing Rehabilitation Program paybacks which allow the City to continually re-invest federal dollars into eligible local housing rehabilitation projects. During this fifth year of the current Consolidated Plan, B-2009 (September 1, 2009 – August 31, 2010), the City proposes to expend these CDBG funds as follows:

- \$300,000 – Housing Rehabilitation and Land Acquisition
- \$ 84,000 – Public Infrastructure Project – Pear Street Sewer Project to Support Youth Housing
- \$ 97,500 – Public Services (Social Services)
- \$ 30,000 – Micro-Enterprise Business Training
- \$ 49,909 – Rehabilitation Loan Services
- \$130,000 – General Administration



CITY OF OLYMPIA
COMMUNITY DEVELOPMENT BLOCK GRANT
FY 2009 ACTION PLAN

PROPOSED CDBG ACTIVITIES TO BE UNDERTAKEN IN B-2009

Proposed activities to be pursued through the FY 2009 CDBG entitlement program are presented below. These proposed activities described in the table are expected to continue from September 1, 2009, through August 31, 2010. For those activities that involve construction or acquisition, it is anticipated that activity will begin by September 15, 2009.

The following detail summarizes proposed B-2009 activities and budget amounts. Revenues include the **\$391,409 in B-2009** funds together with **anticipated program income of \$300,000** in revolving housing rehabilitation loan funds for a total of **\$691,409**.

Project ID#	Activity	B-2009 CDBG and P.I. Funds
01	Housing rehabilitation (single and multi-family) <i>(Includes Homes First Acquisition & Rehabilitation Project)</i>	\$300,000*
02	Community Youth Services Pear Street Sewer Project	\$ 84,000
03	Rehab Loan Services	\$ 49,909
04	Community Youth Services Transitional Housing "RISE"	\$ 10,000
05	Community Youth Services Rosie's Place Program	\$ 19,000
06	Evergreen Village Youth Activity	\$ 19,500
07	Family Support Center	\$ 19,500
08	SafePlace Domestic Violence Shelter	\$ 19,500
09	Emergency Shelter Services – Out of the Woods	\$ 10,000
10	Micro Enterprise Business Training Enterprise for Equity	\$ 30,000
11	General Administration	\$130,000
	Total budget	\$691,409

***Please note:** At the time of the February 10, 2009, public hearing, the total amount of program income was estimated at \$250,000, but since that time a higher rate of loan repayments have been received.

How these activities meet the Consolidated Plan Objectives and Priorities as shown in HUD Table 1C and 2C (*see 2005-2009 Consolidated Plan, VI. Strategic Plan*):

How B-2009 CDBG Activities Address the Consolidated Plan Objectives

The City of Olympia's CDBG Five Year Consolidated Plan contains the following goals and objectives:

GOAL ONE: PROVIDE SAFE, DECENT, AFFORDABLE HOUSING FOR LOW- AND MODERATE-INCOME PERSONS.

Objective A: Preserve the City's existing affordable housing stock for low- and moderate-income households, both owner- and tenant-occupied.

Objective B: Increase the supply of standard affordable housing available to Olympia's low- and moderate-income households through land acquisition and down payment assistance and promoting the City's property tax exemption program for multi-family housing.

Objective C: Improve low- and moderate-income neighborhood stability through housing rehabilitation, land acquisition, and the improvement of public infrastructure (streets, water, sewer, parks) through the City's General Fund Capital Improvements Program.

GOAL TWO: EXPAND ECONOMIC OPPORTUNITY FOR OLYMPIA'S LOW- AND MODERATE-INCOME RESIDENTS AND REDUCE AND PREVENT HOMELESSNESS.

Objective A: Assist vulnerable low-income persons to achieve their potential by strengthening family and other support systems with Micro Enterprise business training and self-sufficiency training for youth.

Objective B: Provide support for integrated high-priority public services (social services) and public facilities such as ADA improvements to downtown sidewalks and rehabilitation of other public facilities such as community centers.

Following is a short overview of each CDBG-funded activity and how it specifically addresses the goals and objectives contained in the Consolidated Plan:

Housing Rehabilitation Activity

The Rehabilitation Activity will address Goal One, Objective A by providing low-interest rehabilitation loans to at least **seventy five** (75) tenant-occupied residential units and **five** (5) owner-occupied residential units during this period and will address Goal One Objective A, B and C by preserving and increasing the supply of standard affordable housing to the community's low- and moderate-income households. **Please note** that the City also uses non-federal funds from the City's general fund to support additional owner-occupied residential projects.

Community Youth Services Pear Street Sewer Project

The Community Youth Services Pear Street Sewer Project will address Goal Two, Objective B, by funding infrastructure to support the creation of **six (6) new units** of transitional housing, meeting Objective 2-B by providing transitional housing and support services for up to **six households of young adults**, ages 18 -21, and their dependent children.

Community Youth Services Rosie's Place Program

The Community Youth Services Rosie's Place Program will address Goal Two, Objective B, by providing high-priority public services for youth drop-in space and support services for **36 to 45 homeless and street-dependent young adults**, ages 18 -21.

Community Youth Services R.I.S.E. Transitional Program

The Community Youth Services R.I.S.E. Transitional Program will address Goal Two, Objective B, by providing high-priority public services for transitional housing and support services for up to **69 young adults**, ages 18 -21, and up to 20 of their dependent children.

Together! After-School Youth Program

The Together! Program will address Goal Two, Objective B, by providing high-priority public services for **90 young people** per month at the Evergreen Villages HUD-subsidized housing with after-school and summer activities at the Community Center located at 505 Division Street NW.

Family Support Center

The Family Support Center will address Goal Two, Objective C, by providing high-priority public services with homeless referrals, services, and counseling for up to **200 people**.

SafePlace Domestic Violence Shelter

The SafePlace Domestic Violence Shelter will address Goal Two, Objective C, by providing high-priority public services with homeless shelter services and counseling for battered and abused spouses for up to **225 people** and 7,000 bed nights.

Out of the Woods Shelter

The Out of the Woods Shelter will address Goal Two, Objective C, by providing high-priority public services with homeless shelter services and counseling for up to a total of **2,190 bed nights** and referrals for up to **50 people**.

Enterprise for Equity Micro Enterprise Business Training Program

Enterprise for Equity will address Goal Two, Objective A, by assistance to vulnerable low-income persons to achieve their potential by providing business readiness workshops for at least 120 low-income persons and to graduate **45 low- and moderate-income people** from intensive training to become a micro-enterprise business.

LIST OF CHARTS FOR PROPOSED PROJECTS - B-2009

Charts on the following pages describe the activities listed below.

- Project 1: Residential Rehabilitation
- Project 2: Community Youth Services Pear Street Sewer Project
- Project 3: Residential Rehabilitation Loan Services
- Project 4: Public Services - Community Youth Services - R.I.S.E. Transitional Housing
- Project 5: Public Services – Community Youth Services – Rosie’s Place Program
- Project 6: Public Services – TOGETHER! K-12 Youth Programs at Evergreen Village Apartments
- Project 7: Public Services – Family Support Center Emergency Shelter Network Program
- Project 8: Public Services – SafePlace Domestic Violence Shelter
- Project 9: Public Services – Out of the Woods Shelter Emergency Shelter Services
- Project 10: Micro-Enterprise – Enterprise for Equity Business Training
- Project 11: General CDBG Program Administration

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0001 2009-1	Residential Rehabilitation – Owner-Occupied Housing Rehabilitate 5 units of owner-occupied housing units whose owners are low and moderate income	14A Rehabilitation 570.202	CDBG	\$0
			Program Income	\$ 25,000
			Total Funding	\$ 25,000
			Prior Year Funding	\$131,749
	Help the homeless:	No	Start Date:	9/1/2009
	Help those with HIV or AIDS:	No	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(2) – low/mod housing	
		Subrecipient:	Local government	
		Location:	Community-wide	
	Residential Rehabilitation – Rental Housing Rehabilitate 75 units of rental housing whose renters are low and moderate income.	14B Multi-Unit Residential Rehab 570.202	CDBG	\$0
			Program Income	\$275,000
			Total Funding	\$275,000
			Prior Year Funding	\$230,000
	Help the homeless:	No	Start Date:	9/1/2009
	Help those with HIV or AIDS:	No	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(2) – low/mod housing	
		Subrecipient:	Local government	
		Location:	Community-wide	

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0002 2009-2	Community Youth Services - Pear Street Sewer Project to support Transitional Housing Homeless & HIV/AIDS Provide local CDBG funds to match local public sewer funds to upgrade sewer that will serve transitional housing for homeless youth 18-21 years old.	03J Public Facilities & Infrastructure (Water Sewer Improvements) 570.201(e)	CDBG	\$84,000
			Total Funding	\$84,000
			Prior Year Funding	\$0
	Help the homeless:	Yes	Start Date:	9/1/2009
	Help those with HIV or AIDS:	Yes	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(2) – low/mod limited cliente	
		Subrecipient:	Local government	
		Location:	Community-wide	

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0002 2009-3	Residential Rehabilitation Services Housing Provide loan servicing, counseling, inspections, energy auditing, preparation of work specifications, underwriting, and processing.	14H Rehabilitation Administration 570.202	CDBG	\$49,909
			Total Funding	\$49,909
			Prior Year Funding	\$50,000
	Help the homeless:	No	Start Date:	9/1/2009
	Help those with HIV or AIDS:	No	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(3) – low/mod housing	
		Subrecipient:	Local government	
		Location:	Community-wide	

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0004 2009-4	Community Youth Services R.I.S.E Transitional Housing Homeless & HIV/AIDS Provide local CDBG funds to match McKinney Funding for R.I.S.E transitional housing for homeless youth 18-21 years old.	05D Youth Services 570.201(e)	CDBG	\$10,000
			Total Funding	\$10,000
			Prior Year Funding	\$20,000
	Help the homeless:	Yes	Start Date:	9/1/2009
	Help those with HIV or AIDS:	Yes	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(2) – low/mod limited clientele	
		Subrecipient:	Other	
		Location:	Community-wide	

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0005 2009-5	Community Youth Services Rosie's Place Program Homeless & HIV/AIDS Provide local CDBG funds to match McKinney Funding for drop-in center for homeless or street- dependent youth 18-21 years old.	05D Youth Services 570.201(e)	CDBG	\$19,000
			Total Funding	\$19,000
			Prior Year Funding	\$0
	Help the homeless:	Yes	Start Date:	9/1/2009
	Help those with HIV or AIDS:	Yes	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(2) – low/mod limited clientele	
		Subrecipient:	Other	
		Location:	Community-wide	

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0006 2009-6	Together! Program at Evergreen Village Apartments Youth Program Provide Together!, a non-profit, funding to operate an after-school and summer program to the Evergreen Village Apartments, a 180-unit HUD-assisted housing project at 505 Division St, Olympia, WA for low-income youth residents (approx. 100 youth) during the program year.	05D Youth Services 570.206	CDBG	\$19,500
			Total Funding	\$19,500
			Prior Year Funding	\$20,000
	Help the homeless:	No	Start Date:	9/1/2009
	Help those with HIV or AIDS:	No	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(2) – low/mod limited clientele	
		Subrecipient:	Other	
		Location:	Community-wide	

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0007 2009-7	Family Support Center Public Services Provide funding for the Family Support Center to operate an Emergency Shelter Network Program to provide homeless services referrals.	05 Public Services (General) 570.201(e)	CDBG	\$19,500
			Total Funding	\$19,500
			Prior Year Funding	\$20,000
	Help the homeless:	Yes	Start Date:	9/1/2009
	Help those with HIV or AIDS:	No	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(2) – low/mod limited clientele	
		Subrecipient:	Other	
		Location:	Community-wide	

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0008 2009-8	SafePlace Domestic Violence Shelter Public Service To provide shelter and counseling for battered and abused spouses	05G Battered & Abused Spouses 570.201 (e)	CDBG	\$19,500
			Total Funding	\$19,500
			Prior Year Funding	\$20,000
	Help the homeless:	Yes	Start Date:	9/1/2009
	Help those with HIV or AIDS:	No	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(1) – low/mod limited clientele	
		Subrecipient:	Other	
		Location:	Community-wide	

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0009 2009-9	Emergency Shelter Supportive Services – Out of the Woods Program Provide emergency shelter and related services for homeless families with children	05 Public Services (General) 570.201(e)	CDBG	\$10,000
			Total Funding	\$10,000
			Prior Year Funding	\$23,000
	Help the homeless:	Yes	Start Date:	9/1/2009
	Help those with HIV or AIDS:	No	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(1) – low/mod Limited Clientele	
		Subrecipient:	Other	
		Location:	Community-wide	

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
00010 2009-10	“Enterprise for Equity” Micro-Enterprise Program Micro-Enterprise Assistance Provide business training up to 38 low-income persons to begin new micro-enterprise businesses.	18C Micro Enterprise Assistance 570.201(o)	CDBG	\$30,000
			Total Funding	\$30,000
			Prior Year Funding	\$35,000
	Help the homeless:	No	Start Date:	9/1/2009
	Help those with HIV or AIDS:	No	Completion Date:	8/31/2010
		Eligibility:	570.208(a)(2) – low/mod Limited Clientele	
		Subrecipient:	Other	
		Location:	Community-wide	

**U.S. Department of Housing & Urban Development
Community Development Block Grant
B-2009 Action Plan Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0009 2009-9	General CDBG Program Administration Planning and Administration Provide overall general administration for the CDBG Program Help the homeless: No Help those with HIV or AIDS: No Eligibility: Subrecipient: Location:	21A General Program Administration 570.206 Start Date: 9/1/2009 Completion Date: 8/31/2010 Community-wide	CDBG Total Funding Prior Year Funding	\$130,000 \$130,000 \$137,000

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CITY OF OLYMPIA
COMMUNITY DEVELOPMENT BLOCK GRANT
FY 2009 ACTION PLAN

ACCOMPLISHMENTS

A. Action Year

The B-2009 One-Year Action Plan is the fifth year of the City of Olympia's Five-Year 2005-2009 Consolidated Plan.

B. Public Housing

The only publicly owned housing units in Olympia are the Casa Madrona Apartments, located at 3948 Martin Way East, Olympia, WA 98506, which are owned by the King County Housing Authority. The complex was built before the Housing Authority of Thurston County was active. It consists of 70 units that are 100% assisted elderly/handicapped. The units are in excellent condition with upgrades by the King County Housing Authority in 1997-1998.

C. Relationship with the Housing Authority of Thurston County (HATC)

City staff and City Council Representatives meet monthly with HATC as a regular attendee of HATC's Housing Task Force, as well as monthly meetings of the Thurston County HOME Consortium. During fiscal year B-2008, the City provided CDBG funding for the rehabilitation of a 7-unit apartment building as well as purchasing land for the future development of 24 new units.

The City also provides small rehabilitation loans/grants to assist Section 8 tenants who are hearing-disabled and need visual smoke/fire detection systems. The Housing Authority of Thurston County does not own public housing.

D. Description of Accomplishments from Calendar 2008 (from B-2007 CAPER – B-2008 currently underway) and How the City's Efforts Met the Needs in the Consolidated Plan

1. Five (**5**) owner-occupied units and **86** rental units of housing were rehabilitated for a total of **91** units during this period.
2. The **Evergreen Villages Youth Activity Project** provided after-school activities and summer activities that have served **129** youth (K-12) and **76** adults with a total of **918** program hours.
3. The **Community Youth Services RISE Transitional Living Program** served **105** young adults with **6** dependent children with housing, counseling, etc.

4. **Catholic Community Services'** 50-unit transitional housing and special needs shelter beds on Devoe Street (Drexel House) provided **5,840** bed nights for **102** people.
5. **Out of the Woods Shelter** provided **2,190** bed nights for **14** families experiencing homelessness.
6. **Partners in Prevention** provided consultation and training to **39** service providers and had contact with **72** homeless and high-risk youth and young adults.
7. Thirty (**30**) entrepreneurs graduated from the **Enterprise for Equity Micro-business training program**.

E. Description of How Each B-2009 Activity Relates to an Objective or Priority Identified in the 2005-2009 Consolidated Plan

- | | | |
|----|--|-----------|
| 1. | <u>Housing Rehabilitation (single and multifamily)</u>
This activity will assist at least 75 households (5 owner-occupied and 75 renter-occupied) in relationship to Goal One, Objective A, "Preserve existing housing stock." | \$300,000 |
| 2. | <u>Housing Rehabilitation Services (single and multifamily)</u>
See above. | \$49,909 |
| 3. | <u>Community Youth Services Pear Street Transitional Housing Project</u>
Meets Goal Two, Objective B, by expanding the stock of affordable housing stock through the public infrastructure construction to support the creation of six (6) new units of transitional housing for up to six (6) households that were formerly homeless. | \$84,000 |
| 4. | <u>Community Youth Services Transitional Housing Program (R.I.S.E.)</u>
Meets Goal Two, Objective B, "Provide support for integrated high-priority public services and public facilities" by providing transitional housing for up to 69 youth , 18-21 years old, who were previously homeless and up to 20 of their dependent children. This activity expands the supply of transitional housing for youth and serving special needs population. | \$10,000 |
| 5. | <u>Community Youth Services Rosie's Place Program</u>
Meets Goal Two, Objective B, "Provide support for integrated high-priority public services and public facilities" by providing direct services and referrals for up to 36-45 youth per day , 18-21 years old, who are previously homeless or street dependent. | \$19,000 |
| 6. | <u>Together! Evergreen Village Youth Activity</u>
Meets Goal Two, Objective B, "Provide support for integrated high-priority public services and public facilities" by assisting up to | \$19,500 |

90 youth per month relating to Priority 4, "...expand related services to under-served special needs population and meet the objective of Thurston County's Continuum of Care Plan to provide support services."

7.	<u>Family Support Center Shelter and Housing Referral</u> Meets Goal Two, Objective B, "Provide support for integrated high-priority public services and public facilities" by providing homeless services and homeless prevention services for up to 200 families and individuals.	\$19,500
8.	<u>SafePlace Domestic Violence Shelter</u> Meets Goal 2, Objective B, "Provide support for integrated high-priority public services and public facilities" by providing shelter and counseling for up to 225 battered and abused spouses with up to 7,000 bed nights.	\$19,500
9.	<u>Out of the Woods Emergency Shelter</u> Meets Goal Two, Objective B, "Provide support for integrated high-priority public services and public facilities" by providing shelter and services for up to 50 homeless people in families for up to 2,190 bed nights.	\$10,000
10.	<u>Enterprise for Equity Micro Enterprise Business Training</u> Meets Goal Two, Objective A, "Assist vulnerable low-income persons to achieve their potential by strengthening family and other support systems" by providing outreach to 250 people and graduating up to 45 low-income entrepreneurs from intensive business training.	\$30,000
11.	<u>General Administration</u> The general administration of the program facilitates the City's compliance with all applicable laws and regulations.	\$130,000
	Total	\$691,409

CITY OF OLYMPIA
COMMUNITY DEVELOPMENT BLOCK GRANT
FY 2009 ACTION PLAN

FUNDING SOURCES

Olympia will receive \$391,409 in new Community Development Block Grant (CDBG) funds and expects approximately \$300,000 in repaid housing rehabilitation loans (program income) for a total of \$691,409. In FY 2009, Olympia plans to use its CDBG funds and program income for housing rehabilitation and five public service activities as well as one micro-enterprise activity.

Resources

HUD has notified the City that **\$391,409 in new CDBG funds** will be allocated to Olympia in FY 2009. An estimated **\$300,000 in program income** (repaid rehabilitation loans) is expected to be available. Please note that at the time of the February 10, 2009 public hearing, the total amount of program income was estimated at \$250,000, but since that time a higher rate of loan repayments have been received.

Other Resources

The City of Olympia allocates at least \$170,000 to address emergency shelter, transitional housing, daycare, homeless outreach, and other anti-poverty programs through the Human Services Review Council along with an additional \$54,500 in City Council general funds. In 2009, the City of Olympia accessed repayment funds from a **budgeted \$61,000** for low-income owner occupied housing projects. Federal funds will leverage these additional resources. Matching requirements of the HUD program will be satisfied through the City funding part of the staff administering this program.

Housing programs delivered by the City, such as the Investor-Owned Rehabilitation Program, require a match of private dollars to leverage public funds when feasible. Olympia will also take a variety of actions to ensure that other agencies and organizations apply for all available funds to implement these housing strategies. Staff will share Notices of Funding Available (NOFAs) with other agencies, social service providers, non-profit developers, and advocacy groups. Olympia will additionally submit letters of support and certifications of consistency for project applications that support the goals and strategies found in the Consolidated Plan with siting criteria to be considered to avoid undue concentrations of low- and moderate-income housing.

FUNDING SOURCES

Entitlement Grant (includes reallocated funds)	\$391,409
Un-programmed prior year's income not previously reported	-0-
Surplus funds	-0-
Return of Grant Funds	-0-
Total estimated program income (from detail below)	\$300,000
Total Funding Sources	\$691,409

ESTIMATED PROGRAM INCOME

	Description	Grantee
1.	Housing rehabilitation loan repayments (revolving loan program)	\$300,000
2.		
	Total Estimated Program Income	\$300,000*

* **Please note:** At the time of the February 10, 2009, public hearing, the total amount of program income was estimated at \$250,000, but since that time a higher rate of loan repayments have been received.

CITY OF OLYMPIA
COMMUNITY DEVELOPMENT BLOCK GRANT
FY 2009 ACTION PLAN

HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES

The following activities will be undertaken or supported by the City to address the priority needs of homeless individuals and homeless families with children. The following activities are part of the Thurston County continuum of care model that serves to coordinate and network all local services and resources for homeless individuals and families. These services include outreach/assessment, emergency shelters and services, mental health services for homeless and at risk populations, services for at risk and homeless youth, transitional housing, permanent supportive housing, access to permanent housing, and activities to prevent low-income individuals and families with children from becoming homeless.

- Monitor and work with **the Low Income Housing Institute (LIHI)** in the operation of the 42-unit Fleetwood Building Transitional Housing Apartments.
- Monitor and work with the **Catholic Community Services** in the operation of the 51-bed Drexel House that provides 16 emergency shelter beds, 25 units of transitional housing, and 10 units of permanent housing with supportive services.
- Provide \$10,000 in CDBG matching funds to leverage \$120,000 for the **CYS “RISE”** Transitional Housing Program for homeless youth (ages 18-21).
- Provide \$19,000 in CDBG matching funds to leverage \$120,000 for the **CYS Rosie’s Place** Youth Drop in Center Program for homeless youth (ages 18-21).
- Provide **\$10,000** in CDBG funds for emergency shelter services related to 2,190 shelter bed nights offered at the **Out of the Woods Shelter**.
- Provide **\$19,500** in CDBG funds for emergency shelter services offered at the **SafePlace Shelter for battered and abused spouses**.
- Provide **\$19,500** in CDBG funds for emergency shelter services and referral offered by the Emergency Shelter Network program operated by the **Family Support Center**.
- Participate in the **Thurston County Housing Task Force** in coordinating the activities of all local social services for very low-income and homeless people. This organization meets monthly with representatives from nearly all local non-profits, faith community based, government agencies, and other organizations dedicated to social services. This organization is staffed by the Housing Authority of Thurston County and often serves as the interjurisdictional group to conduct such activities as the **annual Homeless Census**.

- Participate in the **Continuum of Care** process. This process occurs monthly in conjunction with the Housing Task Force Meetings, serving as the work group for a wide variety of projects.
- Participate in the coordination of the **Cold Weather Shelter Program**, which operates two shelter programs during the cold weather months on all nights that dip below freezing. The single men's cold weather shelter is administered jointly by the cities of Lacey, Olympia, Tumwater, and Thurston County. Originally, the single men's shelter rotated between the County Courthouse and the various City Halls, but now it is housed exclusively at the Salvation Army. The Women with Families Cold Weather Shelter is coordinated by the Emergency Shelter Network (ESN) Program of the Family Support Center. The women's shelter rotates between a series of faith community hosts, who provide space for up to 15 women and children. ESN provides mattresses, food, and other supplies. This shelter program is funded by the Family Support Network ESN program.
- Participate with and support the County's interjurisdictional **HOME Consortium** in the allocation of Thurston County's HOME funds from the federal level and 2060, 2163, and 1359 funds from the state. *(This activity is addressed elsewhere in the Annual Action Plan.)*
- Participate in the interjurisdictional **Human Services Resource Committee (HSRC)** allocation process that distributes resources to local human service providers. The HSRC provides funding to a broad range of social services that benefit extremely low-income residents of the County. These services focus primarily on homeless and at-risk populations. The City of Olympia's contribution is \$170,000 in local funds.
- Provide technical assistance to local groups attempting to provide affordable housing to low-income households and special-needs populations. This includes assistance with applications for funding, letters of support, assistance with planning or building code related matters, or other tangible means of assistance.
- Utilize housing rehabilitation loan funds by matching grant opportunities as they arise to provide for additional low-income housing.
- In an effort to prevent at-risk low-income families and individuals from becoming homeless, the City of Olympia will encourage access to social service agencies and participation in rental assistance programs and state assistance programs as managed by local agencies.
- To address the non-homeless special-needs populations, the City of Olympia will support and cooperate in the development of housing and social service programs to assist the physically handicapped, the developmentally disabled/mentally handicapped, and persons with AIDS.

- **Support for Homeless Tent Encampments:** In the past decade, homeless camps have emerged as a de facto element of the continuum of homeless accommodations in the Pacific Northwest. The City of Olympia witnessed the creation of the first homeless encampment in February of 2007. Camp Quixote was started by homeless activists, but was soon “adopted” by a rotating circuit of faith communities. The City has worked with the Cities of Tumwater and Lacey and Thurston County to develop similar city ordinances that would allow such homeless encampments to exist on faith community property, so long as the hosts provided potable water and sanitation and further engaged the surrounding neighborhood in a small-scale community dialogue. This process is governed by the Olympia’s Conditional Use Permit process, which allows for a three-month occupancy. This model taps the volunteer resources and donations of local faith communities and requires only nominal public support, primarily through Planning and Code Enforcement, both of which are entirely funded by the City’s local funding.

Tent housing is suboptimal in the traditional scheme of emergency shelter, transitional housing, and permanent housing with supportive services. However, given the lack of sufficient shelter and transitional housing capacity, regulated tent encampments provide a safer, more secure community-based environment in which homeless people can access services and other resources with a goal of moving back into traditional housing and employment. These encampments also tap into local faith communities to create a deeper, more substantive engagement with homeless issues. It is anticipated that interjurisdictional dialogue will continue to explore these nontraditional models of homeless accommodation in order to provide homeless people with a better alternative than living in cars or in the woods. **PLEASE NOTE: No CDBG funds are expended in relation to this activity.**

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DESCRIPTION OF B-2009 ACTIVITIES

Housing Rehabilitation

The City plans to use CDBG funds to upgrade at least five (5) or more owner-occupied housing units with CDBG. In addition, the City utilizes other non-federal funding to rehabilitate more owner-occupied units.

The City plans to use CDBG funds to upgrade at least seventy five (75) or more renter-occupied housing units. These projects may or may not involve acquisition/rehabilitation.

The City plans to use CDBG funding to support a sewer project (public infrastructure) that will support the new construction of six (6) new units of transitional housing.

Community (Public) Services

The City plans to provide CDBG funding for 69 previously homeless youth, aged 18-21, and their 25 dependent children by providing transitional housing (18,000 bed nights annually) with support services through the **Community Youth Services' "R.I.S.E."** Program.

The City plans to provide CDBG funding for 36 to 45 homeless and street-dependent youth, aged 18-21, to access direct support services and referrals through the **Community Youth Services' "Rosie's Place"** Program.

The City plans to provide CDBG funding to assist the 180-unit Evergreen Village's low-income housing project at 505 Division NW by providing funds to "**TOGETHER!**" to operate an after-school and summer youth activities program that will serve 90 youth per month, up to 60 youths per day.

The City plans to provide CDBG funding to assist the **Family Support Center** in providing homeless prevention and family resource services to 200 households and individuals.

The City plans to assist **Out of the Woods** in the provision of up to 2,190 bed nights annually for a total of 50 persons in families.

The City plans to assist **SafePlace** in providing emergency shelter and services to victims of domestic violence by providing 7,000 bed nights annually to 225 people.

Micro Enterprise Activity

The City plans to assist the **Enterprise for Equity Micro-Enterprise Program** to provide business readiness outreach to 250 low-income persons, graduating up to 45 low-income persons to become self-sufficient business owners.

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GEOGRAPHIC DISTRIBUTION

The overall goal of community planning and development programs is the development of viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities principally for low- and moderate-income persons. Through the CDBG Entitlement Program, Olympia will direct funds to projects and programs benefiting those with low to moderate incomes and to projects eliminating slum and blighting influences. Projects benefiting geographical areas are located in designated low- to moderate-income areas. Many of the pocket areas of minority concentration are located in the City's identified low- to moderate-income areas.

Locations

The City's housing rehabilitation program upgrades housing units on a citywide basis. The Evergreen Village's' **Together!** Program is located at 505 Division Street NW on Olympia's west side. **Out of the Woods** operates their shelter facility at 2200 Division Street NW. All of the **Community Youth Services** programs are located at 711 State Street; CYS operates their RISE Program on a citywide basis, and the Pear Street project is located at 320 Pear Street NE. **SafePlace's** business office is located at 314 Legion Way. The **Family Support** Center is located at 108 State Avenue NW. **Enterprise for Equity**, headquartered at 111 Market Street, Suite 375, will offer their business trainings to assist low- and moderate-income persons to establish micro-enterprise businesses.

CITY OF OLYMPIA
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OTHER ACTIONS

General

The City's efforts provide only a minimal impact on the overall housing needs of the community. The City continues to initiate discussions with Thurston County to identify possible future collaborative affordable and supportive housing efforts. The City will endeavor to stimulate more interest in housing investment among the private and public sectors. Action Plan project descriptions identify any associated leveraged services and resources. The City of Olympia has not identified any public policies that would be considered barriers or disincentives to affordable housing opportunities.

In an effort to reduce the number of poverty-level families, Olympia will continue to encourage participation in various assistance programs offered by the City and other agencies, rental assistance programs, homeless prevention programs, and urban homesteading type programs. Most CDBG-funded programs will assist those families below 50% of median income.

Promotion of Fair Housing Choice

The City intends to continue to provide training for specific housing industry organizations to increase awareness of the laws and to encourage good faith compliance. This training is provided through partnerships with agencies like the State Human Rights Commission, the Washington Fair Housing Center, the Crime Free Multi Housing program operated by the Olympia Police Department, the Olympic Renters Association and others to provide fair housing training in a variety of settings geared toward housing industry providers. The City utilizes a portion of its CDBG General Administration funds to contract with the Fair Housing Center of Washington to conduct fair housing education and outreach to benefit low- and moderate-income persons.

In an effort to affirmatively further fair housing and to ascertain any barriers to affordable housing choice, the CDBG program funded an "analysis of impediments to fair housing" study, which was first completed in 1996 and then updated in 2006. Both Olympia's 1996 and 2006 Analysis of Impediments to Fair Housing (AI) strongly recommended continued cross-jurisdictional outreach, education, enforcement, the encouragement of homeownership and lending marketing to African American and Hispanic households, and the continued implementation of current human services strategies, including supporting fair housing training for both housing consumers and housing industry professionals. The AI report prioritized strategies as set out in the 2006 Action Plan to Fair Housing Education Programs. These actions fully meet the City's obligation to affirmatively further fair housing by undertaking fair housing outreach, education, and enforcement.

A web page with fair housing information, available through the City's Community Planning and Development Department, was developed by the City.

The 24-hour City of Olympia automated information telephone line "City Line" includes Fair Housing Protection information and housing complaint messages at 1-360-753-4444, Extensions 3420 and 3440.

Fair Housing clauses are included in the City's contracts with rental owners. The wording includes:

"All housing in the project will be operated in a manner consistent with federal housing policy governing non-discrimination and accessibility as determined under the Americans with Disabilities Act, the Fair Housing Act as amended, the rules and regulations of the U.S. Department of Housing and Urban Development and federal, state, and local law now provided or which may hereafter be provided. To that end, the owner shall not discriminate in making rental units available for occupancy on the basis of race, creed, color, sex, national origin, religion, marital status, age, or disability; provided that the owner may take such actions as may be necessary to qualify for or to maintain its qualification for the exception that relates to housing for older persons under the Fair Housing Act as amended, and 24 CFR Part 100 Subpart E. Furthermore, the owner shall not discriminate against any prospective resident or existing resident on the basis of that prospective resident's or existing resident's sources of income provided such sources of income are not in contravention of any federal, state, or local law."

The City has temporarily suspended activities with the Fair Housing Partnership due to staffing reductions. This partnership had included renters, prospective home buyers, lenders, realtors, local developers, property managers, public agency representatives, and all other community members who have a stake in fair housing. Through this public-private partnership, the City had sponsored a series of educational panels, sent out periodic mailings, and coordinated monthly meetings of the partnership. In lieu of the Fair Housing Partnership, the City will hold periodic meetings with City staff and local fair housing stakeholders, including tenant and landlord associations as well as the Thurston County Realtor's Association.

Section Three and Minority Business Enterprise

The City of Olympia will continue to promote Section 3 and Minority Business contractors during the B-2009 fiscal year. The following language will be included in all construction contracts and performance agreements:

ARTICLE VIII: SECTION 3 AND MINORITY EMPLOYMENT OPPORTUNITY STATEMENT. At the time of the award of bid on this federally financed project, the contractor has a complete staff of employees. If any vacancies should develop during the construction of this project, then I, the Contractor, shall make a good faith effort to ensure that low income residents within the limits of the City of Olympia and minority persons are given an employment opportunity in a manner specified by Executive Order No.

11246 and Section 3 of the Housing and Urban Development Act of 1968. (*Excerpt from Construction Contract document*)

1. Section 3 Affirmative Action Plan. The work to be performed under this Contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701 u.

The parties to this Contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135 and all applicable rules and orders of the Department issued thereunder prior to the execution of this Contract.

(*Excerpt from Performance Agreement document*)

2. Non-discrimination. During the performance of the Loan Agreement, the Borrower(s)/Contractor agrees as follows:

The Borrower(s) and/or any directly funded construction contractors will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, or national origin. The Borrower(s)/ Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, creed, color, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

All housing rehabilitation loan recipients and other subrecipients choose their own contractors directly. The City reports on all MBE contract activity on a biannual basis to the HUD Office of Labor Relations.

Lead Based Paint Hazard Activity

In an effort to address lead-based paint hazards, the City of Olympia has incorporated the regulations into existing housing policies and programs for implementing Title X of the Community Development Act of 1992, part of the Residential Lead-Based Paint Hazard Reduction Act of 1992. Olympia will continue to follow 24 CFR Part 35 in addressing the evaluation and reduction of lead-based paint hazards in Olympia's housing policies and programs.

Lead-Based Paint Outline of Actions – The Community Planning and Development Department Housing Division has developed an outline of actions to be undertaken over the coming five

years to evaluate and reduce lead-based paint hazards. During the B-2009 Action Plan period, the City plans on doing the following actions:

- Encourage more local contractors to obtain “Lead Paint Worker” or “Lead Paint Supervisor” licenses.
- Continue to contract for Risk Assessment with the Housing Authority of Thurston County.
- Continue the residential rehabilitation projects as they relate to the lead paint hazard rules. Each project will include the review and determined need for testing and hazard reduction in conjunction with rehabilitation as part of the Environmental Review.
- Continuous review of existing regulations, housing, and rehabilitation codes to assure lead-based paint hazard reduction is incorporated where appropriate.
- Encourage inspections for lead at appropriate times when housing is otherwise being inspected or evaluated.

The Housing Authority has two EPA-licensed Lead Risk Assessors on staff that will provide paint inspection services as required in the HUD Final Rule for lead-based paint. The Housing Authority is also pursuing funding for a lead hazard reduction program through the State of Washington. If successful, this program will provide funding for equipment, training, testing services, and lead hazard reduction work on single- and multifamily housing.

Promoting Economic Opportunity for Low and Moderate Income Persons

The City of Olympia will continue discussions with the Washington State Housing Finance Commission, the Thurston County Economic Development Council, and the Chamber of Commerce to facilitate and improve affordable housing for low- and moderate-income families and to expand economic opportunities. The City will directly support the County Chamber of Commerce with their Thurston County Business Incubator program by providing City general funds. The City will directly support micro enterprise by providing CDBG funding for the Enterprise for Equity business training program for low- and moderate-income persons. The City will continue to work with other service providers and community organizations such as the Olympia Downtown Association that provide services on a local and metro-wide level in order to foster local businesses, many of which are started by low- and moderate-income persons.

Public Housing

The City has one public housing project owned and managed by the King County Housing Authority. Casa Madrona, a 70-unit elderly housing project located on Martin Way, is going through upgrades funded by the King County Housing Authority. The Housing Authority is not “troubled” or performing poorly. There are no City plans to assist the King County Housing Authority at this time.

HOME Funds

The City of Olympia receives no HOME funds directly, but strongly supports efforts by local non-profit organizations to obtain State of Washington HOME funds. The City participates in a countywide HOME Consortium that allocates HOME funds along with Affordable Housing Program and Homeless Housing Program funds. In fiscal year 2008, the County HOME Consortium received the following funds, broken down by source:

\$ 82,170	HOME –Federal funds
\$ 302,721	Affordable Housing Program - State recording fee funds
\$ 651,764	Homeless Housing Program- State recording fee funds
\$1,036,655	Total HOME Consortium funds

The HOME Consortium offers two funding cycles, the spring cycle for operations and maintenance and the fall cycle for capital projects. In addition, the HOME Consortium provides a special application process for emergency fund projects to support eligible emergent needs. The City participates in these funding cycles and the general administration of HOME. This past year, HOME representatives have been working diligently to make changes to improve the efficiency of the HOME funding cycles.

Public Policies

Following is a list of specific actions or reform steps to remove or ameliorate negative effects of public policies:

1. Olympia has adopted a Comprehensive Plan Housing Element, which includes an analysis of housing needs; goals for preservation, improvement and production of housing; identifies sufficient land for housing; and makes provisions for existing and projected needs of all economic segments of the community.
2. Olympia's Comprehensive Plan uses policies, incentives, regulations, and programs to provide its share of housing affordable to low- and moderate-income households as determined by an interjurisdictional planning process.
3. The City is preparing to revise its Comprehensive Plan process. Olympia and will utilize this opportunity to evaluate its existing resources of subsidized and low-cost, non-subsidized housing and identify housing that may be lost due to redevelopment, deteriorating housing conditions, or public policies or actions. Olympia will develop strategies to preserve existing low-income housing where feasible and to encourage relocation assistance for low-income residents who may be displaced.
4. Olympia will maximize its ability to accommodate sufficient, affordable housing by removing unnecessary regulatory barriers, reviewing codes for redundancies and inconsistencies, and providing opportunities for a full range of housing types such as accessory dwelling units, manufactured homes on individual lots, apartments, townhouses, and attached single-family housing.

5. Olympia will work with housing developers and interested groups to publicize successful examples of projects and programs that can be replicated or adapted for other circumstances.
6. Olympia will continue to encourage other neighboring jurisdictions to encourage the preservation, improvement, and production of new affordable housing units as possible through their Comprehensive Plans and related policies.
7. Olympia will continue to participate in the County HOME Consortium to encourage the funding of projects that will preserve, improve, or produce new affordable housing units in other jurisdictions.

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NON-SPECIFIC LOCATION ACTIVITIES

Housing Rehabilitation Loans

\$300,000

The City of Olympia Housing Rehabilitation Program helps low- and moderate-income property owners take care of single-item emergency repairs. Please note that the City also has other available non-federal monies to fund this activity. The City also operates an Investor Rehabilitation Program to address substandard housing conditions in tenant-occupied units. These loans are provided to repair fire, life, and safety hazards in the homes; to conserve and improve older residential neighborhoods; and to preserve and improve tenant-occupied housing.

Eligibility criteria state that the property is located in the City of Olympia, occupied by households with incomes at or below 80% of median income. Income requirements change annually based upon HUD-generated income criteria. Funding will be made available for housing units that can be brought up to housing quality standards within the budget or housing units in need of single-item emergency repairs.

The loan and rehabilitation process is on a first-come, first-serve, based on applications submitted by the property owners. Applications are reviewed to determine eligibility as per CDBG regulations. This initial determination is followed by an inspection and an environmental review. The property owner then solicits bids for the work and selects a contractor based upon their proposal. All contractors are screened against the federal Excluded Parties List System.

The work that is eligible for the City's rehabilitation program includes lead paint safety, foundation, plumbing, electrical, weatherization, insulation, heating systems, roof and gutters, flooring, exterior and interior painting, other code deficiencies, and general property improvements.

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CITIZEN PARTICIPATION PROCESS

The City had a unique opportunity this past year to allocate both our annual CBDG funds and program income, estimated to be approximately \$686,749, along with an additional \$518,000 of unspent funding from past program years. We combined the two pots of funding to maximize staff efficiencies and to encourage the broadest possible public process to encourage citizens to help guide the allocation of \$1,204,749.

The City Council's General Government Committee met twice, first on June 24, 2008, and again on February 24, 2009, to review the CDBG public process timeline, criteria and performance measures.

Staff met with several public service providers to answer questions and gave technical assistance to help them prepare applications for possible CDBG funding.

Requests for proposals went out in December of 2008 soliciting for applications for housing, public service, and other CDBG-eligible activities. Additional information was posted on the City's website.

The City Council held one public "Community Partner Meetings" on November 15, 2008, and December 4, 2008 (the second meeting was cancelled due to inclement weather), and took public commentary. These meetings were attended by the largest number of non-profit and for-profit housing and social service organization representatives. A full record of attendees is available upon request.

The Olympia City Council held a public hearing on February 10, 2009, and received public testimony. On February 24, 2009, the General Government Committee met to discuss the testimony and applications received through the RFP process.

The Olympia City Council deliberated and all met on April 14, 2009, and made the final decision to fund the B-2009 activities as proposed in this application.

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CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing – The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implement regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME Programs.

Drug Free Workplace – It will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency in writing within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions within 30 calendar days of receiving notice under subparagraph 4(b) with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

Anti-Lobbying – To the best of the jurisdiction’s knowledge and belief:

1. No federal-appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
2. If any funds other than federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative

agreement, it will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and

3. It will require that the language of paragraphs 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction – The consolidated plan is authorized under state and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding in accordance with applicable HUD regulations.

Consistency with Plan – The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 – It will comply with Section 3 of the Housing and Urban Development Act of 1968 and implement regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

City Manager
Title

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SPECIFIC CDBG CERTIFICATIONS

The Entitlement Community certifies that:

Citizen Participation – It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan – Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing and expand economic opportunities primarily for persons of low and moderate income (see CFR 24 570.2 and CFR 24 part 570).

Following a Plan – It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds – It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available).
2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program years 2007, 2008, and 2009 (a period specified by the grantee consisting of one, two, or three specific consecutive program years) shall principally benefit persons of low and moderate income in a manner that ensures that at least 70% of the amount is expended for activities that benefit such persons during the designated period.
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force – It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations, and
2. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance with Anti-discrimination Laws – The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint – Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

Compliance with Laws – It will comply with applicable laws.

Signature/Authorized Official

Date

City Manager
Title

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APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio stations).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph 3).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

City of Olympia
Community Planning and Development Department
Housing Division
837 7th Avenue SE
Olympia, WA 98501

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Place of Performance (Street address, city, county, state, zip code)

837 7th Avenue, Olympia, Thurston County, WA, 98501

Check ___ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

“Controlled substance” means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

“Criminal drug statute” means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

“Employee” means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All “direct charge” employees; (ii) all “indirect charge” employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee’s payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).

MONITORING

Olympia has four major monitoring tools to ensure compliance with requirements. These are as follows:

- 1. CDBG Program policies:** City CDBG program policies are continually refined to ensure full compliance with CDBG and other applicable regulations. Staff will work throughout the program year to consult with other CDBG-funded programs to find appropriate models of policy. Staff will work closely with the State Auditor's staff who conducts the annual single audit on behalf of the federal department of HUD to continually improve the City's CDBG regulatory compliance and procedures.
- 2. Contract requirements:** All programs and projects that receive CDBG funds will be subject to Performance Agreements that stipulate full compliance with all CDBG and other applicable regulations. All housing or public facility construction contracts further stipulate full compliance with all CDBG and other applicable regulations.
- 3. Periodic progress reports tied to reimbursement requests:** Public Service and Micro-Enterprise activity subrecipients will be required to submit progress reports on their performance measurements along with all requests for reimbursement.
- 4. Annual on-site monitoring of all Public Services and Micro-Enterprise subrecipients:** Each subrecipient that has received funding for Public Services and Micro-Enterprise activity will be formally monitored during the June through July period of the fiscal year.

Olympia has developed monitoring procedures to ensure that all CDBG funds are managed by subrecipients according to regulation. These procedures were developed to address federal, state, and county statutory and regulatory requirements in addition to providing staff with a system of ensuring project compliance and accomplishment. Along with other funds received from HUD, Olympia will conduct monitoring reviews to determine that the City's programs financed by HOME funds will be carried out in accordance with the City's adopted Consolidated Plan and in a timely manner. This section will discuss (1) monitoring to meet Consolidated Plan goals, (2) ensuring compliance with statutory and regulatory requirements, and (3) maintaining fiscal control.

Olympia will report annually on the progress made towards meeting the goals established in the Consolidated Plan for assisting families. This performance report will comply with HUD's requirements and format and be submitted annually.

A. POLICIES

Olympia annually adopts a Community Development Block Grant (CDBG) Annual Plan that guides the application and allocation process for CDBG-funded projects. Once adopted, the Consolidated Plan will also be used to guide the CDBG allocation process as funds are made available to the state.

Agencies requesting funds are asked to respond to general and program-specific policies in their application. The general policies incorporate federal, state, and local requirements. These policies include, among others:

- Benefit to low and moderate income persons
- State and local codes, regulations and policies
- Restrictions on change of use of property/buildings assisted with federal funds
- Establishment of a legally binding public interest
- Non-displacement and/or provision of temporary relocation assistance
- Prevailing Wage Act - adherence to federal wage rates
- Section 504 Accessibility requirements
- Circular No. A-110, compliance with federal audit requirements
- Circular No. A-122, Cost Principles for Non-Profit Organizations
- Lead-based paint abatement regulations
- Affordable rents

Housing projects are also asked to respond to the following housing activity policies identified in the Consolidated Plan: (1) address needs/gaps identified in the 2005 Consolidated Plan; (2) utilize other funds effectively; (3) affirmatively further fair housing practices; (4) develop an affirmative marketing plan; and (5) complete an environmental review checklist.

B. WRITTEN AGREEMENTS WITH CDBG SUBRECIPIENTS

All agencies with projects funded through CDBG will be required to enter into a Performance Agreement with the City of Olympia. These Performance Agreements serve as the written agreements required by CDBG regulations. In addition to the scope of work, duration, and projected accomplishments or performance, each Performance Agreement contains federal, state, and local program requirements by which each agency must abide. The Performance Agreements will clearly state the scope of activity being funded with CDBG funds, the category of eligibility, the national objective served and the total dollar amount awarded.

Subrecipient Performance Agreements are presented to the agencies for their review before being executed. Agencies must understand that the contract requirements are the criteria against which they will be monitored. When the contract agreement has been signed by the sub-grantee and the City Manager, a meeting is held between the project manager and the sub-grantee to ensure that the sub-grantee is aware of all conditions that accompany the agreement. If applicable to the program or project, the more complicated requirements such as Davis-Bacon wage rates, lead-based paint abatement, Section 504 Accessibility, bidding requirements, and procurement procedures are given special attention. The project manager keeps in touch with the sub-grantee on the progress of the project and is available throughout the term of the contract for continuing technical assistance. For some projects, weekly contact is necessary to ensure successful project oversight.

C. ON-SITE MONITORING

The City will schedule annual monitoring visits with all sub-grantees to occur during the later part of the fiscal year, approximately June to July. During the site visit, the project manager reviews records and evidence of performance in many areas: program administration, documentation of all expenditures, benefit to low- and moderate-income persons, environmental review, equal opportunity in employment, real property acquisition and relocation, procurement procedures, construction projects, finance and record keeping, and audit requirements among other areas.

The City will complete and file a report on all monitoring activity. City staff will work with a sub-grantee until the deficiency identified in the monitoring report is rectified. Missing documentation must be presented prior the final payment on the project. The monitoring report checklist and format will be reviewed and updated annually and will be presented for review during the annual federal monitoring of the City's CDBG Program.

For projects with a restriction on change of use, periodic visits and remote monitoring via public records will be conducted during the years the restriction is in place.

D. FISCAL CONTROLS

The City of Olympia worked closely with HUD officials and a HUD consultant to make significant enhancements to its program of fiscal management in the past year. Olympia now fully utilizes both the federal IDIS accounting system as well as the City's internal HTE accounting system. City staff standardized procedures to ensure that fiscal information on CDBG funds that are being submitted to a HUD cash and management information system are correct and complete. Once the letter of credit is approved and CDBG funds become available, separate accounts are set in place.

Specific actions include: (1) Quarterly submittal of the Federal Cash Management Transaction Report (SF-272); (2) Ongoing training and consultant assistance with federal IDIS accounting system for managing the Community Development Block Grant Program; and (3) Completion of all IDIS-generated documentation required as supporting documents for the Consolidated Annual Performance and Evaluation Report (CAPER).

Each approved project is set up under the appropriate IDIS matrix code. It is also set up with the appropriate City account number and authorized via the City's accounting management system. A continuing balance for each project is maintained and can be accessed on a daily basis.

When sub-grantees request reimbursement, they are required to submit both a City voucher reimbursement and back-up documentation that the costs were actually incurred, as well as a performance accomplishment report. Each request is reviewed by the Housing Program Manager and a fiscal staff person. Reimbursement requests are reviewed for appropriateness and eligibility under contracted provisions. The City will not reimburse sub-grantees for ineligible expenses or without adequate documentation of expenses. The City will not issue payment for substandard performance, but will follow up with the sub-recipient to develop a plan to improve performance.

All CDBG funded rehabilitation projects involving real estate are secured with a Deed of Trust and Promissory Note, in addition to the Performance Agreement. All housing projects will be monitored annually to ensure continued benefit to low- and moderate-income people. All rental properties that convert the use of the subject property will be subject to loan covenants making the loan due and payable at the change of use.

The City will undergo a single audit as conducted by the State Auditor's Office once a year, participating in good faith to provide all requested documentation and to work diligently with State Auditors to identify any areas out of compliance.

APPENDIX

A. GENERAL DEFINITIONS

Affordable Housing: Affordable housing is generally defined as housing where the occupant is paying no more than 30 percent of gross income for gross housing costs, including utility costs.

AIDS and Related Diseases: The disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

Alcohol/Other Drug Addiction: A serious and persistent alcohol or other drug addiction that significantly limits a person's ability to live independently.

Assisted Household or Person: For the purpose of identification of goals, an assisted household or person is one that, during the period covered by the annual plan, will receive benefits through the federal funds, either alone or in conjunction with the investment of other public or private funds. The program funds providing the benefit(s) may be from any funding year or combined funding years. A renter is benefited if the person takes occupancy of affordable housing that is newly acquired, newly rehabilitated, or newly constructed, and/or receives rental assistance through new budget authority. An existing homeowner is benefited during the year if the home's rehabilitation is completed. A first-time homebuyer is benefited if a home is purchased during the year. A homeless person is benefited during the year if the person becomes an occupant of transitional or permanent housing. A non-homeless person with special needs is considered as being benefited, however, only if the provision of supportive services is linked to the acquisition, rehabilitation, or new construction of a housing unit and/or the provision of rental assistance during the year. Households or persons who will benefit from more than one program activity must be counted only once. To be included in the goals, the housing unit must, at a minimum, satisfy the HUD Section & Housing Quality Standards (see 24 CFR Section 882109). See also, instructions for completing Table 3B of the CHAS and Table 1 of the Annual Performance Report.

CHAS: Acronym for Comprehensive Housing Affordability Strategy.

Consistent with the Consolidated Plan: A determination made by the jurisdiction that a program application meets the following criterion: The Annual Plan for that fiscal year's funding indicates the jurisdiction planned to apply for the program or was willing to support an application by another entity for the program; the location of activities is consistent with the geographic areas as specified in the plan; and the activities benefit a category of residents for which the jurisdiction's five-year strategy shows a priority.

Cost Burden > 30%: The extent to which gross housing costs, including utility costs, exceed 30 percent of gross income, based on data published by the U.S. Census Bureau.

Cost Burden > 50% (severe cost burden): The extent to which gross housing costs, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

Disabled Household: A household composed of one or more persons at least one of whom is an adult (a person of at least 18 years of age) who has a disability. A person shall be considered to have a disability if the person is determined to have a physical, mental, or emotional impairment that: (1) is expected to be of long, continued, and indefinite duration; (2) substantially impedes his or her ability to live independently; and (3) is of such a nature that the ability could be improved by more suitable housing conditions. A person shall also be considered to have a disability if he or she has a developmental disability as defined in the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6006). The term also includes the surviving member or members of any household described in the first sentence of this paragraph who were living in an assisted unit with the deceased member of the household at the time of his or her death.

Economic Independence and Self-Sufficiency Programs: Programs undertaken by Public Housing Agencies (PHAs) to promote economic independence and self-sufficiency for participating families. Such programs may include Project Self-Sufficiency and Operation Bootstrap Programs that originated under earlier Section 8 rental certificate and rental voucher initiatives, as well as the Family Self-Sufficiency Program. In addition, PHAs may operate locally developed programs or conduct a variety of special projects designed to promote economic independence and self sufficiency.

Elderly Household: For HUD rental programs, a one- or two-person household in which the head of the household or spouse is at least 62 years of age.

Elderly Person: A person who is at least 62 years of age.

Existing Homeowner: An owner-occupant of residential property who holds legal title to the property and who uses the property as his/her principal residence.

Family: See definition in 24 CFR 812.2 (The National Affordable Housing Act definition required to be used in the CHAS rule differs from the Census definition). The Bureau of Census defines a family as a householder (head of household) and one or more other persons living in the same household who are related by birth, marriage, or adoption. The term “household” is used in combination with the term “related” in the CHAS instructions when compatibility with the Census definition of family (for reports and data available from the Census based upon that definition) is dictated. (See also “Homeless Family.”)

Family Self-Sufficiency (FSS) Program: A program enacted by Section 554 of the National Affordable Housing Act that directs Public Housing Agencies (PHAs) and Indian Housing Authorities (IHAs) to use Section 8 assistance under the rental certificate and rental voucher programs, together with public and private resources to provide supportive services, to enable participating families to achieve economic independence and self-sufficiency.

Federal Preference for Admission: The preference given to otherwise eligible applicants under HUD’s rental assistance programs who, at the time they seek housing assistance, are involuntarily displaced, living in substandard housing, or paying more than 50 percent of family income for rent. (See, for example, 24 CFR 882.219.)

First Time Homebuyer: An individual or family who has not owned a home during the three-year period preceding the HUD-assisted purchase of a home that must be used as the principal residence of the homebuyer, except that any individual who is a displaced homemaker (as defined in 24 CFR 92) or a single parent (as defined in 24 CFR 92) may not be excluded from consideration as a first-time homebuyer on the bases that the individual, while a homemaker or married, owned a home with his or her spouse or resided in a home owned by the spouse.

For Rent: Year-round housing units that are vacant and offered/available for rent. (U.S. Census definition)

For Sale: Year-round housing units that are vacant and offered/available for sale only. (U.S. Census definition)

Frail Elderly: An elderly person who is unable to perform at least three activities of daily living (i.e., eating, dressing, bathing, grooming, and household management activities). (See 24 CFR 889.105.)

Group Quarters: Facilities providing living quarters that are not classified as housing units. (U.S. Census definition). Examples include: prisons, nursing homes, dormitories, military barracks, and shelters.

HOME: The HOME Investment Partnerships Program, which is authorized by Title 11 of the National Affordable Housing Act.

Homeless Family: Family that includes at least one parent or guardian and one child under the age of 18, a homeless pregnant woman, or a homeless person in the process of securing legal custody of a person under the age of 18.

Homeless Individual: An unaccompanied youth (17 years or younger) or an adult (18 years or older) without children.

Homeless Youth: Unaccompanied person 17 years of age or younger who is living in situations described by terms “sheltered” or “unsheltered.”

Household: One or more person occupying a housing unit (U.S. Census definition). See also “Family.”

Housing Condition Definitions: By local definition, the term “standard condition” is a dwelling that provides safe and adequate housing, is well maintained, structurally sound without visible deterioration or observable defects. A dwelling defined as “sub-standard condition but suitable for rehabilitation” (q.v.) does not provide adequate housing and has one or more major defects contributing to structural unsoundness and/or lacking in adequate weather protection, requires replacement of materials and/or repair beyond ordinary maintenance.

Housing Problems: Households with housing problems include those that: (1) occupy units meeting the definition of physical defects; (2) meet the definition of overcrowded; and (3) meet the definition of cost burden greater than 30 percent. Table 1C requests non-duplicative counts of households that meet one or more of these criteria.

Housing Unit: An occupied or vacant house, apartment, or a single room (SRO housing) that is intended as separate living quarters. (U.S. Census definition)

Institutions/Institutional: Group quarters for persons under care of custody. (U.S. Census definition)

Large Related: A household of 5 or more persons that includes at least one person related to the householder by blood, marriage, or adoption.

Lead-Based Paint Hazard: Any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, and lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as established by the appropriate federal agency. (Residential Lead-Based Paint Hazard Reduction Act of 1992 definition.)

LIHTC: (Federal) Low-Income Housing Tax Credit.

Low Income: Households whose incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. **NOTE:** HUD income limits are updated annually and are available from local HUD offices. (This term corresponds to low- and moderate-income households in the CDBG Program.)

Non-Elderly Household: A household that does not meet the definition of "Elderly Household," as defined above.

Non-Homeless Persons with Special Needs: Includes frail, elderly persons, persons with AIDS, disabled families, and families participating in organized programs to achieve economic self-sufficiency.

Non-Institutional: Group quarters for persons not under care of custody. (U.S. Census definition used)

Occupied Housing Unit: A housing unit that is the usual place of residence of the occupant(s).

Other Household: A household of one or more persons that does not meet the definition of a small related household, large related household, or elderly household.

Other Income: Households whose incomes exceed 80 percent of the median income for the area as determined by the Secretary, with adjustments for smaller and larger families.

Other Low-Income: Households whose incomes are between 51 percent and 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the bases of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This term corresponds to moderate-income in the CDBG Program.)

Other Vacant: Vacant year-round housing units that are not for rent or for sale. This category would include awaiting occupancy or held.

Overcrowded: A housing unit that contains more than one person per room. (U.S. Census definition)

Owner: A household that owns the housing unit it occupies. (U.S. Census definition)

Physical Defects: A housing unit lacking complete kitchen or bathroom (U.S. Census definition). Jurisdictions may expand upon the Census definition.

Primary Housing Activity: A means of providing or producing affordable housing—such as rental assistance, production, rehabilitation, or acquisition—that will be allocated significant resources and/or pursued intensively for addressing a particular housing need. (See also, “Secondary Housing Activity.”)

Project-Based (Rental) Assistance: Rental assistance provided for a project, not for a specific tenant. Tenants receiving project-based rental assistance give up the right to that assistance upon moving from the project.

Public Housing CIAP: Public Housing Comprehensive Improvement Assistance Program.

Public Housing MROP: Public Housing Major Reconstruction of Obsolete Projects.

Rent Burden > 30% (cost burden): The extent to which gross rents, including utility costs, exceed 30 percent of gross income, based on data published by the U.S. Census Bureau.

Rent Burden > 50% (severe cost burden): The extent to which gross rents, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

Rental Assistance: Rental assistance payments provided as either project-based rental assistance or tenant-based rental assistance.

Renter: A household that rents the housing unit it occupies, including both units rented for cash and units occupied without cash payment of rent. (U.S. Census definition)

Renter-Occupied Unit: Any occupied housing unit that is not owner-occupied, including units rented for cash and those occupied without payment of cash rent.

Secondary Housing Activity: A means of providing or producing affordable housing—such as rental assistance, production, rehabilitation, or acquisition—that will receive fewer resources and less emphasis than primary housing activities for addressing a particular housing need. (See also, “Primary Housing Activity.”)

Section 215: Section 215 of Title 11 of the National Affordable Housing Act. Section 215 defines “affordable” housing projects under the HOME Program.

Service Needs: The particular services identified for special-needs populations, which typically may include transportation, personal care, housekeeping, counseling meals, case management, personal emergency response, and other services to prevent premature institutionalization and assist individuals to continue living independently.

Severe Cost Burden: See Cost Burden > 50%.

Severe Mental Illness: A serious and persistent mental or emotional impairment that significantly limits a person’s ability to live independently.

Sheltered: Families and persons whose primary nighttime residence is a supervised publicly or privately operated shelter, including emergency shelters, transitional housing for the homeless, domestic violence shelter, residential shelters for runaway and homeless youth, and any hotel/motel/apartment voucher arrangement paid because the person is homeless. This term does not include persons living doubled up or in overcrowded or substandard conventional housing. Any facility offering permanent housing is not a shelter, nor is its residents homeless.

Small Related: A household of 2 to 4 persons that includes at least one person related to the householder by birth, marriage, or adoption.

Standard Condition: By local definition, dwelling units that provide safe and adequate housing, are well maintained, and are structurally sound without visible deterioration or observable defects.

Substandard Condition and Not Suitable for Rehab: By local definition, dwelling units that are in such poor condition as to be neither structurally nor financially feasible for rehabilitation.

Substandard Condition but Suitable for Rehab: By local definition, dwelling units that do not meet standard conditions but are both financially and structurally feasible for rehabilitation. This does not include units that require only cosmetic work, correction, or minor livability problems or maintenance work.

Substantial Amendment: A major change in an approved housing and community development strategy of more than 20% of the total annual grant. It involves a change to the five-year strategy, which may be occasioned by a decision to undertake activities of programs inconsistent with that strategy.

Substantial Rehabilitation: Rehabilitation of residential property at an average cost for the project in excess of \$25,000 per dwelling unit.

Supportive Housing: Housing, including housing units and group quarters, that has a supportive environment and includes a planned service component.

Supportive Service Need in FSS Plan: The plan that PHAs administering a Family Self-Sufficiency Program are required to develop to identify the services they will provide to participating families and the source of funding for those services. The supportive services may include child care; transportation; remedial education; education for completion of secondary or post secondary schooling; job training, preparation and counseling; substance abuse treatment and counseling; training in homemaking and parenting skills; money management, and household management; counseling in home ownership; job development and placement; follow-up assistance after job placement; and other appropriate services.

Supportive Services: Services provided to residents of supportive housing for the purpose of facilitating the independence of residents. Some examples are case management, medical or psychological counseling and supervision, child care, transportation, and job training.

Tenant-Based (Rental) Assistance: A form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. The assistance is provided for the tenant, not for the project.

Total Vacant Housing Units: Unoccupied year-round housing units. (U.S. Census definition)

Unsheltered: Families and individuals whose primary nighttime residence is a public or private place, not designed for, nor ordinarily used as, a regular sleeping accommodation for human beings (e.g., streets, parks, alleys).

Vacant Awaiting Occupancy or Held: Vacant year-round housing units that have been rented or sold and are currently awaiting occupancy, and vacant year-round housing units that are held by owners or renters for occasional use. (U.S. Census definition)

Vacant Housing Unit: Unoccupied year-round housing units that are available or intended for occupancy at any time during the year.

Very Low Income: Households whose incomes do not exceed 50 percent of the median area income for the area, as determined by HUD, with adjustments for smaller and larger families and for areas with unusually high or low incomes or where needed because of prevailing levels of construction costs or fair market rents. (This term corresponds to low-income households in the CDBG Program.)

Worst-Case Needs: Unassisted, very low-income renter households who pay more than half of their income for rent, live in seriously substandard housing (which includes homeless people), or have been involuntarily displaced.

Year-Round Housing Units: Occupied and vacant housing units intended for year-round use. (U.S. Census definition.) Housing units for seasonal or migratory use are excluded.

B. CITIZEN PARTICIPATION PLAN

**CITIZEN PARTICIPATION PLAN
FOR THE
CITY OF OLYMPIA CONSOLIDATED PLAN
(AMENDED JUNE 2008)**

Purpose

City of Olympia encourages residents to become involved in the planning and implementation activities of the Consolidated Plan. The City is required by the U.S. Department of Housing and Urban Development (HUD) to follow a Citizen Participation Plan in the planning and evaluation of programs in the Consolidated Plan. This plan describes how residents can access information, review and comment on proposed activities, and provide comments on performance evaluations of the approved activities. Citizens are also encouraged to participate in program implementation and monitoring activities.

Specifically, this Plan describes the details of the process for public participation in annual planning for the CDBG Program in City of Olympia. The “City of Olympia Citizen Participation Plan” provides for opportunities for City residents to be involved in planning and development of Community Development Block Grant activities operated in Olympia. That document is appended to this document by reference.

Public Comment on the Citizen Participation Plan

The City will advise the public of the availability of the Citizen Participation Plan and invite residents to comment on it. If modifications to the plan are being considered, the public will be invited to comment on the proposed amendments to the plan. Notices advising the public of the availability of the Citizen Participation Plan and any proposed amendments to it will be made available as follows:

A copy of the Citizen Participation Plan will be made available:

- (1) City of Olympia web site at www.ci.olympia.wa.

A copy of the Citizen Participation Plan is also available at the office of the:

- (2) City of Olympia Community Planning & Development Office, 837 7th Avenue SE, Olympia.
- (3) The Timberland Public Library.
- (4) Direct email to the Housing Program’s Community Partner list of concerned citizens and organizations.

- (5) Presented at local meetings of related organizations including, but not limited to, the HOME Consortium and the Thurston County Housing Task Force.

Public comments on the Citizen Participation Plan may be sent to the City of Olympia Community Development Coordinator at PO Box 1967, Olympia, WA 98507-1967.

Public Comment on the Consolidated Plan and Plan Amendments

The plan also encourages public participation in the development of the Consolidated Plan and amendments to the Plan. This Plan provides for an assessment of needs, outlines five-year strategies, and establishes an Annual Plan including the proposed use of grant funds. Prior to adoption of the plan, the public will be advised of the amount of financial assistance that is expected to be provided within the City by HUD, the range of activities that may be undertaken, and the amount of funding expected to benefit low- and moderate-income persons.

A “substantial amendment” is defined as any proposed change in the use of CDBG or CDBG funds that exceeds 20 percent (20%) of the total amount annually provided by HUD for each program. In addition, the following changes will be considered “substantial amendments” to the program requiring an opportunity for public comment:

- a change in the general location of activities
- a major change in the scope of an activity or the addition or deletion of an activity
- a change in the beneficiaries of the activities

The Draft Consolidated Plan and any “substantial amendments” to the plan will be published and made available in the same manner as indicated in the previous section. The public will be notified in *The Olympian* that they have at least 30 days to review and comment on the Draft Plan and any substantial amendments to the Plan.

Citizen comments on the Plan will be considered if they are received orally at the public hearing or submitted in writing within the 30-day period for comment to the City of Olympia Community Planning and Development Office, 837 7th Avenue SE, Olympia, WA 98501.

In addition, the public will be advised of the City’s plans to limit the displacement of persons through CDBG and CDBG program activities and the ways it will assist any persons who may be displaced. The Anti-Displacement Plan will be included in the Appendix as part of the Consolidated Plan and will be distributed with the plan.

A copy of the Consolidated Plan will be available for review at the City of Olympia CPD Office, 837 7th Avenue SE, Olympia 98501. The Plan will be available for review at the City of Olympia website beginning in June 2005: www.ci.olympia.wa.us. Finally, a copy of the Plan may be requested by contacting the City of Olympia Community Planning and Development Department, 837 7th Avenue SE, Olympia, WA 98501.

Public Comment on the Annual Performance Report

In the fall of 2008, the City of Olympia will report annually on its performance in implementing the activities of the Consolidated Plan. The public is encouraged to review and comment on this document prior to its submission to HUD. The Annual Performance Report will generally be available in the month of November. The public will be provided at least 20 days within which to comment on the report. Copies of the report will be available for review at the City of Olympia Community Planning and Development Office, 837 7th Avenue SE, Olympia, WA 98501

Encouraging Public Participation

The Citizen Participation Plan encourages public participation by facilitating involvement of low- and moderate-income residents and consumers of public and assisted housing. Appropriate steps will also be taken to encourage involvement of people of color, people who do not speak English, and people with disabilities. Upon request to the City of Olympia CPD Office, 837 7th Avenue SE, Olympia 98501 at (360) 753-8554, materials will be available in a form accessible to persons with disabilities.

Public Hearings/Public Notice

Two public hearings will be held during each year. The hearings will discuss the performance of the program and provide information on housing and community development needs and proposed activities. At least one hearing will be held prior to publishing the proposed Consolidated Plan for comment. When requested in a timely manner, translation services and assistive listening devices will be provided at public hearings. Persons needing other special accommodations should contact the City of Olympia CPD Office 837 7th Avenue SE, Olympia 98501 five business days prior to the hearing. The City of Olympia's TDD number is (360) 753-8270. Notice of all public hearings will be published in the legal section of *The Olympian* at least twenty (20) days prior to the date of the hearings.

Additional Information

Citizens, public and private agencies, and other interested parties will be given reasonable and timely access to information and records related to the Consolidated Plan and program activities.

A copy of the final documents (the Citizen Participation Plan, including amendments, Consolidated Plan, Annual Action Plan, and the Annual Performance Report) may be obtained at the City of Olympia website.

Technical Assistance

Upon request, technical assistance will be made available to groups representing low- and moderate-income persons to assist them in understanding the requirements for developing proposals under the Consolidated Plan.

Complaint Process

A complaint pertaining to the Consolidated Plan, any plan amendments, and/or the performance report may be submitted for response to the City of Olympia CPD Office, 837 7th Avenue SE, Olympia 98501. Staff will review the complaint and will provide a response within a period of 15 working days of receipt of any complaint.

C. PUBLIC COMMENTS AND RESPONSES

PUBLIC COMMENTS AND RESPONSES TO COMMENTS ON THE DRAFT ANNUAL PLAN

The General Government and the City Council recommended the activities and priorities below based on the knowledge that the City can fund only so many activities with our limited CDBG resources. Other suggestions were considered but not recommended because of limited resources. Other suggestions will be forwarded to other funding sources such as the County HOME Program, new 2060 and 2163 funding received by the county.

The City Council's response was to fund the following activities for B-2009 as well as consider them as objectives and strategies for the B-2009 Annual Action Plan.

- Rehabilitation of seventy five residential properties.
- Provide funding for the transitional housing program for youth 18-21 through the RISE program at Community Youth Services.
- Provide funding for the Rosie's Place drop-in program for youth 18-21 through Community Youth Services.
- Provide funding to Evergreen Villages Together! Neighborhood center program that provides activities to up to 90 youth from extremely low-income households.
- Provide funding for the purchase of land to be developed into low-income housing by a non-profit organization.
- Provide homeless prevention counseling services to 200 persons.
- Provide micro-enterprise business training for up to 250 persons, with a projected 45 business ready graduates.

D. ANTI-DISPLACEMENT AND RELOCATION POLICY

ANTI-DISPLACEMENT AND RELOCATION PLAN

City of Olympia will replace all occupied and vacant occupiable low-/moderate-income dwelling units demolished or converted to a use other than as low-/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.496a(c)(b).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligation or expending funds that will directly result in such demolition or conversion, City of Olympia will make public and submit to the US Department of Housing the following information in writing:

1. A description of the proposed assisted activity;
2. The location on a map and the number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than for low-/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provisions of replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low-/moderate-income dwelling unit for at least ten years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one-bedroom units) is consistent with the housing needs of low-/moderate-income households in the jurisdiction.

The City of Olympia will provide relocation assistance, as described in 570.496a(c)(2), to each low-/moderate-income household displaced by the demolition of housing or by the conversion of a low-/moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the City of Olympia will take the following steps to minimize the displacement of persons from their homes:

1. Use CDBG funds to provide seed money grants or loans, long-term mortgage loans and favorable rates, or capital grants to tenant groups of multifamily buildings to help them convert to cooperatives.
2. Stage rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, working with empty buildings or groups of empty units first so they can be rehabilitated first and tenants moved in before rehabilitation on occupied units or buildings is begun.
3. Establish temporary relocation facilities in order to house families whose displacement will be of short duration so they can move back to their neighborhoods after rehabilitation or new construction.
4. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burdens on long-established owners or on tenants of multifamily buildings.
5. Establish counseling centers operated by the county or non-profit organizations to assist homeowners and renters to understand the range of assistance that may be available to help them in staying in the area in face of revitalization pressures.
6. Establish a program of grants or deferred loans for rehabilitation or repairs to property owners who agree to limit rent increases for five to ten years.
7. Develop displacement watch systems in cooperation with neighborhood organizations to continuously review neighborhood development trends, identify displacement problems, and identify individuals facing displacement who need assistance.
8. Adopt policies that help to ensure certain rights for tenants faced with condominium or cooperative conversions.
9. Consider the adoption of tax assessment policies to reduce the impact of rapidly increasing assessments on lower-income occupants or tenants in revitalizing areas, such as (a) deferred neighborhood-wide reassessments if area has not yet been extensively upgraded; or (b) targeting public improvements into several other neighborhoods with potential for revitalization; and (c) conducting advertising campaigns to attract interest in other neighborhoods.