

CITY OF RICHLAND AND TRI-CITIES
HOME CONSORTIUM - 2016
CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION
REPORT (CAPER)

City of Richland, 505 Swift Blvd., MS-19, Richland, WA 99352

MAY 2017

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

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

The City of Richland and The Tri-Cities HOME Consortium met or exceeded the 2015-2019 Consolidated Plan and 2016 Annual Action Plan goals and objectives. The City and Consortium have demonstrated measurable progress in the Consolidated Plan programs and projects. Highlights include:

AFFORDABLE HOUSING GOAL

Luther Senior Center Duplex Purchase: Luther Senior Center was awarded \$181,000 in CDBG funding to assist with the purchase of two duplexes, abutting the low-income senior complex they currently own and operate. The two duplexes provide four units of affordable housing for non-elderly, low income residents that are at 50% and below Area Median Income (AMI). Rental rates do not exceed fair market rent limitation, including utilities, for the bedroom size for our area, as established annually by HUD. Tenants pay the lesser of 30% of gross household income, including utilities, or fair market rent for unit size.

Owner Occupied Rehabilitation Program: City staff continues to market the CDBG Owner Occupied Rehabilitation program. The program provides up to \$20,000, no interest loans to current Richland homeowners to make necessary minor health and safety repairs, and weatherization upgrades. There has been a decline in popularity, as a result Richland did not meet the one year goal.

Tri Cities HOME Consortium uses its HOME funds for direct financial assistance to homebuyers through the down payment assistance program (DPA) and Community Housing Development Organization (CHDO) affordable housing development projects.

Richland Down Payment Assistance Program: Richland HOME funds were used to complete sixteen (16) down payment assistance loans. This included five (5) that carried over from 2015. Richland HOME Program loans were able to leverage over \$1.9 million from private local lenders, over \$21,958 from seller contributions and homebuyers contributed \$49,233.72.

Kennewick Down Payment Assistance Program: Kennewick HOME funds were used to complete twenty-five (25) down payment assistance loans. There were six that carried over from 2015. Kennewick HOME Program loans were able to leverage over \$3.4 million from local lenders, over \$47,525 from seller contributions and homebuyers contributed \$89,251.

Pasco Down Payment Assistance Program: Pasco HOME funds were used to complete twenty-eight (28) down payment assistance loans, of this, three carried over from 2015. Pasco HOME Program loans were able to leverage over \$4.0 million from local lenders, \$45,322 from seller contributions and homebuyers contributed \$64,517.

Community Housing Development Organization (CHDO): Tri-County Habitat for Humanity was awarded 2014 and 2015 CHDO set aside (\$134,241) to purchase three (3) residential lots in Kennewick. The project is adjacent to their prior successful CHDO project which provided twelve (12) low-income first-time homebuyers with affordable homes. The project known as Kennewick Garden Court will start construction by June 2017.

Tri-County Habitat for Humanity continues to make progress towards the completion of the “Highland Park” development project. To date, four of the twenty-four affordable homes have been completed and sold to low-income, first-time homebuyers. The project is scheduled to be completed October, 2018.

COMMUNITY NEIGHBORHOOD & ECONOMIC DEVELOPMENT

City of Richland, Craighill Park Public Facility Improvement: CDBG funds of \$57,947 were allocated to improve the local neighborhood park by constructing a 75’ by 60’ concrete basketball court. The project is located in Census Tract 106, Block Group 3, where 76.03% of the population is low income. The park serves the neighborhood, which is defined locally as easily accessible, with a service area up to one mile, because of this, Block Groups 1, 2 and 4 were also included bringing the total of the low income population to 52.01%. The final project cost was \$54,142.53. Consequently, \$3,804.47 was returned to unallocated for a future 2017 project.

City of Richland Public Works, 2015 ADA sidewalk ramps and removal of architectural barriers: Public Works completed a majority of the 2015 awarded project during 2016. Crews from City Public Works and Energy Services Departments teamed and installed six (6) Audible Pedestrian Signals (APS). Crews from Pubic Works also removed barriers along sidewalks that hindered access for persons with mobility limitations and installed thirteen (13) ADA ramps. Two additional APS's will be installed spring 2017.

The 2016 awarded project for the installation of four (4) APS’s along the intersections of South George Washington Way will be completed spring 2017.

Removing architectural barriers has enhanced livability and improved accessibility for disabled and elderly persons of neighborhoods, to enjoy local parks, shopping and to cross intersections in a safe manner.

HOMELESS INTERVENTION AND PUBLIC SERVICE

The ARC of Tri-Cities, Therapeutic Recreation Partners and Pals Program: The ARC of Tri-Cities was awarded \$8,827 in CDBG funds. The ARC of Tri-Cities was able to offer 25 adults with developmental disabilities over 1,350 activity hours participating in community activities with the help of volunteers and staff. Thirty two volunteers donated 750 hours to help support participation in events for the disabled adults. CDBG helped leverage an additional \$34,500 in private and state funds.

Senior Life Resources, Meals on Wheels Program: A total of 48,959 meals were served to 517 Richland residents of those 387 were disabled. Overall, 39,346 were home delivered and 9,613 were served at the Richland Community Center dining room. All of the meals were planned by a registered dietician and met at least 1/3 of the recommended daily nutrition allowance. Home bound seniors reported that they have a better variety of food, were able to have at least one meal a day, and help them remain in their homes. CDBG funds totaled \$8,500, meal donations, and private pay totaled \$559,727, United Way and Adult Day Care contributed \$175,515, Medicaid/COPES contributed \$58,789 and State and Federal Older Americans Act contributed \$563,411.

Elijah Family Homes, Transition to Success Program: \$19,792 in CDBG funds were used to assist 38 Richland residents. Elijah Family Homes provided case management to recovering drug/alcohol abusers. Case management included teaching basic life and parenting skills, family support, individual counseling and children's programs which increased self-sufficiency. Clients were also referred to community training and job connections to increase economic sustainability of the household. One family from Richland graduated from the three year program. CDBG leveraged an additional \$10,030.24 in private funds.

The table below represents the progress the City of Richland and the Tri-Cities HOME Consortium is attaining to meet the annual goals anticipated for program year 2016. The progress is meeting the Consolidated Plan objectives and that the funds are being used for the correct purposes to assisting low – and moderate income persons.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Community, neighborhood & economic development	Non-Housing Community Development	CDBG: \$130,223	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	9245	13247	143.29%	4485	7632	170.17%
Homeless intervention and public services	Homeless Non-Homeless Special Needs	CDBG: \$37,119	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2325	1119	48.13%	514	580	112.84%
Increase and preserve affordable housing choices	Affordable Housing	CDBG: \$0	Rental units constructed	Household Housing Unit	0	0		0	0	
Increase and preserve affordable housing choices	Affordable Housing	HOME: \$0	*Homeowner Housing Added	Household Housing Unit	0	58		5	4	80.00%

Increase and preserve affordable housing choices	Affordable Housing	CDBG: \$70,426	Homeowner Housing Rehabilitated	Household Housing Unit	15	1	6.67%	3	0	0.00%
Increase and preserve affordable housing choices	Affordable Housing	HOME: \$521,497	Direct Financial Assistance to Homebuyers	Households Assisted	285	139	48.77%	57	69	121.05%
Increase and preserve affordable housing choices	Affordable Housing	CDBG: \$181,000	Other Acquisition of Real Property/Rental	Other	0	4	0	4	4	100.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

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

CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG	HOME
White	1,444	64
Black or African American	37	2
American Indian, Alaskan Native & White	1	0
Black, African American & White	7	0
Other Multi-Racial	35	1
Asian	18	2
American Indian or American Native	3	0
Native Hawaiian or Other Pacific Islander	4	0
Total	1,549	69
Hispanic	79	30
Not Hispanic	1,470	39

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

Narrative

The listed ethnic and racial populations assisted with these funds represents a diverse range of the City's population and clients that were serve.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Federal	1,164,989	457,149.63
HOME	Federal	1,649,590	560,907.80

Table 3 - Resources Made Available

Narrative

The amount expended in calendar year 2016 was made up of \$457,149.63 of CDBG for administration and the project management of public service, public facilities and housing activities and \$560,907.80 of HOME funds was expended to administer the Tri Cities HOME Consortium, project management of CHDO, and the direct financial assistance to first time homebuyers including project delivery. These amounts include unexpended prior year grant funds, program income and revolving loan funds.

Identify the geographic distribution and location of investments

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

Table 4 – Identify the geographic distribution and location of investments

Narrative

Funds expended for CDBG were within Richland city limits and benefited low and moderate income persons/families.

Funds expended for the Tri-Cities HOME Consortium were within each City limit and benefited low and moderate income persons/families.

Leveraging

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

Federal funds leveraged over \$9.5 million in private resources (lender, seller and homebuyer) as part of the Tri Cities HOME Consortium down payment program. In addition, \$1.6 million in private, state and local funds were leveraged as part of 2016 CDBG activities.

The Tri-Cities HOME Consortium has an excess of match requirement in the amount of \$1,044,098.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$1,006,347
2. Match contributed during current Federal fiscal year	\$177,438
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$1,183,785
4. Match liability for current Federal fiscal year	\$139,687
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$1,044,098

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
1022	10/31/2015					0		\$0
1022	11/30/2015					568.25		\$5,682.50
1022	12/31/2015					1,348		\$13,480.00
1022	01/31/2016					1,807		\$18,070.00
1022	02/29/2016					2,158.25		\$21,582.50
1022	03/31/2016					3,454		\$34,540.00
1022	04/30/2016					2,877.25		\$28,772.50
1022	05/31/2016					1,518.75		\$15,187.50
1022	06/30/2016					1,461.25		\$14,612.50
1022	07/31/2016					749.25		\$7,492.50
1022	08/31/2016					679.50		\$6,795.00
1022	09/30/2016					1,122.25		\$11,222.50
TOTAL						17,743.75		\$177,437.50

Table 6 – Match Contribution for the Federal Fiscal Year

Match Contribution represents the monthly volunteer hours for the construction of affordable first-time homebuyer housing for the Highland Park, Tri-County Habitat for Humanity project.

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
35,911	\$276,978.81	\$303,030.13	0	\$9,859.68

Table 7 – Program Income

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

Table 8 – Minority Business and Women Business Enterprises

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

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired						
Businesses Displaced						
Nonprofit Organizations Displaced						
Households Temporarily Relocated, not Displaced						
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Cost						

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	26	77
Number of special-needs households to be provided affordable housing units	0	0
Total	26	77

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	0	0
Number of households supported through the production of new units	5	4
Number of households supported through the rehab of existing units	3	0
Number of households supported through the acquisition of existing units	61	73
Total	69	77

Table 12 – Number of Households Supported

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

Table 11 represents the number of Consortium DPA's made during 2016, the rental acquisition of 2 duplexes (4 units produced) and the existing CHDO, new construction development for each type of population.

Table 12 represents the breakdown for each type of household assisted.

Richland's DPA program was slower than usual in 2016 a result of a seller's market. With fewer houses on the market, some houses were sold the same day they were put on the market or

bidding wars squeezed out the affordable housing shopper which also drove home prices up in our area.

During 2016, 1055 houses sold in Richland. The average sold price was \$274,302 and the median sold price was \$259,000. Of the 1055 sold, 268 were below the 95% percent purchase price limit HUD allowed for our area. For existing homes the limit in Benton County was \$181,000, for Franklin County it was \$176,000, and the new construction limit for both Counties was \$228,000.

Overall, The Tri City Association of Realtors reported that 4,423 houses sold in the Tri Cities in 2016, the average sold price was \$244,035 and the median sold price was \$225,000.

Discuss how these outcomes will impact future annual action plans.

The City will continue to market the DPA program to low and moderate-income first time homebuyers and the rehabilitation program will continue to be funded with CDBG Revolving Loan funds to assist low income persons to maintain their homes and to provide low cost loans to improve their home energy efficiency.

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

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	1	0
Low-income	1	5
Moderate-income	0	64
Total	2	69

Table 13 – Number of Persons Served

Narrative Information

In 2016 HOME funds were used to assist households with incomes at or below 80% of Area Median Income for the Tri Cities HOME Consortiums Down payment and closing cost assistance program. CDBG funds are used for eligible owner occupied home repairs and rental acquisition for very low income persons.

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

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

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

City staff participated in the Annual Point in Time Count in January. Staff provided access to a survey form for sheltered and unsheltered homeless persons to complete. On January 28, 2016, there were 277 sheltered and unsheltered households or individuals and 6 chronically homeless individuals counted in Benton and Franklin Counties. The City did not reach out to any

unsheltered homeless persons or assess their needs in 2016, except through staff involvement with Benton Franklin Continuum of Care and Benton Franklin Human Services. The four (4) bedroom Owens house that was purchased by Community Action Connection in 2014 continues to serve homeless persons.

Washington State Point in Time Count of Homeless Persons

Benton & Franklin Counties	2016	2015	Percent Increase/Decrease
Sheltered and unsheltered households or individuals	277	272	1.84%
Chronically homeless individuals	6	40	-85%
State Wide			
Sheltered and unsheltered households or individuals	20,844	19,418	7.34%
Chronically homeless individuals	2,397	2,250	6.53%

(State of Wa Dept of Commerce, <http://www.commerce.wa.gov/serving-communities/homelessness/annual-point-time-count/>)

Addressing the emergency shelter and transitional housing needs of homeless persons

The City did not address emergency shelter and transitional housing needs of homeless persons in 2016, except through staff involvement with Benton Franklin Continuum of Care and Benton Franklin Human Services and the four (4) bedroom Owens transitional house that continues to serve homeless persons.

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

The City supports public service providers and the Benton and Franklin Counties Department of Human Services who manage programs that assist individuals and families through the Coordinated Entry System (CES) which is a localized system to efficiently route households who are homeless or at risk of homelessness to the most appropriate provider among the network of homeless service providers as quickly as possible.

The City did not assist low-income individuals and families to avoid becoming homeless in 2016, except through staff involvement with Benton Franklin Continuum of Care and Benton Franklin

Human Services.

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

The City did not assist chronically homeless individuals and families or unaccompanied youth to make the transition to permanent housing and independent living in 2016, except through staff involvement with Benton Franklin Continuum of Care and Benton Franklin Human Services.

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

Actions taken to address the needs of public housing

The City has worked with the Kennewick Housing Authority and has completed a project with them in the past. There were no joint projects in 2016.

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

City staff participated in discussion with the Kennewick Housing Authority to revive a program within the Housing Authority community to educate and encourage residents to save towards the goal of purchasing their own home and utilizing the HOME Downpayment Assistance Program.

The Kennewick Housing Authority (KHA) has encouraging Section 8 participants to get their “Ducks in a Row for Housing Choice Voucher (HCV) Homeownership”. The program provides a participant an opportunity to utilize their rental assistance payment for homeownership. This program provides a path to full self-sufficiency for residents.

Public Housing residents are encouraged to attend Resident Council meetings to discuss how to become more self-sufficient and discuss resident services activities that have the potential to assist residents in becoming self-sufficient or improve the quality of life for residents. Previous suggestions have included: community gardens, youth activities including tutoring services, community service opportunities at the food bank and at other community service entities, property improvement requests such as more parking for residents or unit upgrades.

Actions taken to provide assistance to troubled PHAs

Not applicable - the Kennewick Housing Authority is not troubled.

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

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

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

All three cities encourage infill development to preserve older neighborhoods, and support increase of housing densities in areas where adequate public facilities and services (police and fire protection, schools, water, sewer and public transit) are in place or can easily be provided. Building fees and charges are consistently lower in the City compared to other cities of the same size. The only growth limitations placed on the City is through the Growth Management Act.

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

The need for affordable housing, community development and quality of life serves in order to assist low and moderate-income individuals, families and neighborhoods is tremendous. The greatest obstacle in meeting underserved needs is funding. While the City has programs in place to address a full range of underserved needs, the amount of funding available for those programs is insufficient to produce outcomes that ensure the basic statutory goals of providing decent housing, a suitable living environments. The City also supports the efforts of local non-profit agencies to meet the needs of underserved populations.

Currently, The Consortium focuses HOME funding on promoting affordable housing choices through the down payment program, making owning a home more affordable to low income first-time homebuyers. The program reduces the cost barrier, increase housing safety by improving conditions, resulting in housing stability for Tri-Cities households.

The City funds a number of CDBG activities that benefit its citizens by provided rehabilitation to homeowners through the Owner Occupied Rehabilitation program. Funding allows homeowners to save on energy costs. Additionally, the City funds community and neighborhood projects.

Projects include improve neighborhood parks which enhance the livability of the neighborhood and the removal of architectural barriers that limit seniors and disabled from accessing City services.

The City also funded several supportive service projects with CDBG. The projects served lower-income families and persons and relieved the immediate burdens of poverty. These projects offers the opportunities for at-risk, elderly and persons with disabilities increasing the chances of self-sufficiency and reduce burdens on over taxed systems.

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

The City provides educational information on lead based paint to all applicants of housing programs, citizens and contractors. Applicants for the down-payment assistance program are provided "Protect Your Family From Lead In Your Home" pamphlet and "Renovate Right" is provided to all Homeowner Rehabilitation applicants. Information is also made available by visiting city offices and via links on city websites.

The City of Richland will also continue to reduce the cost burden to lower income households by paying for extensive testing prior to any rehabilitation work through the rehabilitation program to identify lead hazards and assure compliance during and after remediation work. This will be accomplished by granting the costs of lead-based paint inspections, risk assessments, and one clearance exam for persons assisted by the Homeowner Rehabilitation Program using CDBG funds.

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

The City of Richland provides support for very low-income seniors and disabled households by reducing their utility bills (33% off electricity, 60% off water, sewer and refuse bills). The City participates in the "Helping Hands" program coordinated through CAC, utilizing donated private funds to assist people in paying their utility bills. The Richland Public Library offer many free activities and programs to assist lower income and particularly senior citizens, which includes tech training sessions three days a week to teach people how to download library materials to their iPads, Kindles, Nooks, laptops, phones and other devices. The Library hosts, Social Security, financial planning and retirement workshops. The Library also offers a variety of lectures, concerts and other events throughout the year that are popular with seniors. Economic development activities to increase the supply of living wage jobs independent of Hanford employment continues to be a high priority goal in Richland.

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

While the City of Richland is the lead entity, it relies heavily on the staff of the other two cities

for support in the HOME program. One of the strengths of the Consortium is the close working relationship between the cities in general as well as between the departments charged with administering the HUD programs. In turn, agencies such as Benton Franklin Community Action Connections, TRIDEC, the Benton Franklin Continuum of Care, Benton Franklin Council of Governments, Housing Authorities and several nonprofit agencies work in all three cities, improving the effectiveness of coordination and efficiencies. The fact that the three cities are in close proximity, with common issues and opportunities, provides a base for cooperation.

Consortium staff also hold regular meetings to reduce risk and discuss improving internal policies, best practices and written agreements.

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

City of Richland CDBG and the Tri Cities Consortium staff coordinate with a variety of public and private housing and social service agencies during the planning, project proposal, and implementation stages of programs through the citizen participation process.

Staff of the cities and representatives of nonprofit services and housing agencies participate on committees crossing jurisdictional lines. This includes involvement in the Continuum of Care planning efforts undertaken by Benton Franklin Human Services, a joint County agency, to oversee reducing homelessness in the counties. Richland continues to work with other community liaisons to encourage cooperation and sharing of information to identify existing resources that might be available to meet community needs.

There is also a close working relationship with the Housing Authorities, some of whom have benefited from CDBG and/or HOME funds for assisted housing development activities and whose residents have benefitted from public services delivered by the area's nonprofit agencies.

A limitation on cooperative efforts is the lack of new federal resources available for programs.

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

The City of Richland and the Consortium have taken the following actions to improve fair housing issues:

- The Consortium teamed with the Fair Housing Alliance to bring a fair housing workshop in May 2016, the workshop was well attended by area lenders, realtors and housing providers.

- The Consortium promoted Fair Housing February and March 2016 by sponsoring a fair housing ad on five (5) of the Tri-Cities transit buses.
- Provide interpretive resources through the Language Line to accommodate language barriers.
- Provide reasonable accommodations, to the greatest extent feasible for persons with disabilities.
- Provide interpretive resources through the Language Line to accommodate language barriers.
- Promoted fair housing through display ads in English and Spanish, through City web, social median and City reader board.
- All housing program applicants are provided a “Fair Housing Equal Opportunities for All” brochure.
- Down payment assistance borrower(s) are required to take an approved first time homebuyer education course to be a well-informed consumer.
- English and Spanish Fair housing posters are displayed at the Richland, Kennewick and Pasco City Halls, Richland Development Building, and area public libraries.
- Language requiring compliance with Federal, State, and local laws prohibiting discrimination on the basis of race, color, national origin, sex, disability, or age is included with every CDBG and HOME funded contract.

CR-40 - Monitoring 91.220 and 91.230

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

The City of Richland is responsible for overall monitoring of Richland CDBG and Tri-Cities HOME Consortium program sub-recipients. Monitoring ensures compliance with all federal, state and local rules, regulations and laws. City staff will at a minimum monitor subrecipients annually. Monitoring is accomplished through phone conversations, written correspondence, review of submitted reports, desk monitoring, and one-on-one site visits. Technical assistance is offered throughout the year, both to new and existing sub-recipients. Various reports are required to identify progress made, and a final year-end recap must be submitted. The City of Richland does not monitor grants or loans awarded directly to other entities by HUD, or other federal or non-federal agencies.

Day to day monitoring of HOME projects is completed by staff of the member city, with Richland completing an annual monitoring of member cities. Housing projects funded by CDBG and HOME

assistance are made as loans, with compliance requirements identified for a specific time period. The funds are secured by recorded deeds of trust, promissory notes, and other contractual loan agreements. These documents establish the obligations for compliance with CDBG or HOME regulations. Loan terms and the provision of interest rates vary depending on the housing program undertaken, with some loans forgivable under the HOME program upon expiration of the period of affordability. All construction activities are required to secure building permits and comply with zoning and building code requirements. Housing units are inspected and corrections are required to meet building codes as part of the permitting process. HOME funded units must be brought up to current rehabilitation standards. Acquisition only projects must meet Housing Quality Standards, and, if newly constructed, the home must also receive a Certificate of Occupancy from the building department.

The City does not monitor grants or loans awarded directly to other entities by HUD or other federal or non-federal agencies.

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

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

Citizens are invited annually to attend public meetings and public hearings to ask questions and comment on CDBG and HOME funds, program policies and projects funded by the Community and Development Services Department. A list of interested organizations is maintained for direct email notices of all available funding notices, public meetings and public hearings regarding projects and awarded projects. The public meetings and hearings are part of the annual process to develop the Action Plans and review projects.

A Public Hearing was held on June 24, 2015 prior to application deadline and award of funding to projects for the 2016 program years. A 30 day review and comment period and Public Hearing for 2016 proposed projects was advertised on August 30, 2015. The proposed project review and comment period began on August 30, 2015 and ended on September 30, 2015. All comments were accepted and included in the 2016 Action Plan. A public hearing and award of proposed projects was held with City Council on October 20, 2015.

The Consolidated Annual Performance Evaluation Report (CAPER) describes the accomplishments of each activity undertaken during the prior year's annual plan, identifies how funds were actually used versus how the funds were proposed to be used, what impacts the activity realized, and to what extent the funds benefited low and moderate-income persons and a self-evaluation of progress made.

The Citizen Participation Plan states that the CAPER will be made available through distribution and public review and comment for at least 15 days prior to completion and submission to HUD

by March 30 of each year. Citizens will be given a 15-day period in which to comment on the CAPER. City program staff will consider all comments received. A summary of all comments received, and the reason for not accepting any particular comments will be attached to the CAPER.

A public notice advertisement was published in the newspaper of record; the Tri City Herald, as well as tu Decides, a bilingual newspaper on March 13, 2017. The Draft 2016 CAPER was available for review and comment. The comment period ended on Wednesday, March 29, 2017.

CR-45 - CDBG 91.520(c)

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

There were no changes in the City's program objectives for 2016. The City of Richland followed the 2016 Annual Action Plan as submitted and approved by HUD.

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

Not a BEDI grantee.

CR-50 - HOME 91.520(d)

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

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

Not Applicable.

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

All Consolidated Plan programs follow HUD's requirements for affirmatively marketing. To increase participation from persons who might not otherwise apply for the housing programs offered by the Tri –Cities HOME Consortium and City of Richland, the following actions were taken in 2016:

- Provided housing program information to non-profit agencies, the two housing authorities, lenders, realtors, and the public through meetings, brochures/flyers, advertising in local periodical newspapers, through our City website and television broadcasts.
- Information and brochures regarding housing programs, lead based paint, remodeling a home safely, fair housing, predatory lending, and various other topics relating to planning and neighborhoods were available for distribution at the City Planning and Redevelopment office, the City website.
- The Equal Housing Opportunity logo is displayed on the HOME DPA program application, the CDBG Owner Occupied Rehabilitation program application and other informational publications to inform the public, potential borrowers, lenders and realtors about fair housing laws.

As a consortium, and as separate cities, consortium members practice affirmative marketing when seeking contractors and procurement of services. Affirmative marketing actions may include newspaper advertisements, direct mailings, and notification to local agencies such as the Tri-Cities Homebuilders Association, Continuum of Care members, MBE/WBE State lists, and other interested parties. When appropriate, brochures and/or bid packets are distributed to local women or minority owned businesses that are encouraged to participate in bidding opportunities. Semi-annual reports detailing accomplishments of hiring Minority and Women's Business Enterprises for construction activities have been prepared and submitted to HUD in a timely manner.

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

The Consortium allocates program income annually as part of all estimated HOME resources. Program income is expended as soon as it is available in IDIS. Program Income (PI) of \$276,978.81 was received during the program year, \$303,030.13 of PI was used to assist sixty-nine (69) qualified low and moderate income, first-time homebuyers through the Down Payment Assistance program.

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

Continue to market and provide low and moderate-income persons and families access to funds through City programs. The City will continue to participate with community organizations to find meaningful ways to reach low income population in need of affordable housing.