



2019

**CONSOLIDATED ANNUAL PERFORMANCE  
EVALUATION REPORT (CAPER)**



## 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.

2019 represents the fifth year of the City of Richland's and Tri-Cities HOME Consortium 2015-2019, Five-Year Consolidated Plan. We undertook initiatives to assist in carrying out the goals outlined in the Consolidated Plan and AAP, as described in Table 1. These activities were successful and helped many clients. The down payment (DPA) and housing rehabilitation (OOR) programs have fallen short due to the climate change in the Tri-Cities. As described in CR-20 - Affordable Housing, DPA & OOR have seen the largest decline.

Please review the results below for a detailed summary of each goal, category, indicator and unit of measure for Program Year 2019.

### 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: \$310000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	9245	18692	202.18%	4232	0	0.00%



Homeless intervention and public services	Homeless Non-Homeless Special Needs	CDBG: \$55757	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2325	2994	128.77%	671	577	85.99%
Increase and preserve affordable housing choices	Affordable Housing	CDBG: \$113763 / HOME: \$2253669	Rental units constructed	Household Housing Unit	0	2				
Increase and preserve affordable housing choices	Affordable Housing	CDBG: \$113763 / HOME: \$2253669	Homeowner Housing Added	Household Housing Unit	0	0		0	0	
Increase and preserve affordable housing choices	Affordable Housing	CDBG: \$113763 / HOME: \$2253669	Homeowner Housing Rehabilitated	Household Housing Unit	15	2	13.33%	1	0	0.00%
Increase and preserve affordable housing choices	Affordable Housing	CDBG: \$113763 / HOME: \$2253669	Direct Financial Assistance to Homebuyers	Households Assisted	285	210	73.68%	40	9	22.50%



Increase and preserve affordable housing choices	Affordable Housing	CDBG: \$113763 / HOME: \$2253669	Housing for Homeless added	Household Housing Unit	0	0				
Increase and preserve affordable housing choices	Affordable Housing	CDBG: \$113763 / HOME: \$2253669	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
Increase and preserve affordable housing choices	Affordable Housing	CDBG: \$113763 / HOME: \$2253669	Other	Other	0	4				

**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.**

The City of Richland and Tri-Cities HOME Consortium programs focuses the use of its Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) funding on a combination of housing and community development activities. Several priority projects were implemented during Program year 2019 that supported the goals and needs identified in the 2015-2019 Consolidated Plan.

The three Consolidated Plan high priority-funding goals received entitlement funding for project specific activities during 2019.

1. Affordable housing creation, preservation, access and choice (affordable housing choices),



1. Community, neighborhood and economic development (community & economic development, and
1. Homeless intervention and prevention and supportive services (homeless intervention and public service).



## 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	1,822	8
Black or African American	6	1
Asian	28	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
<b>Total</b>	<b>1,856</b>	<b>9</b>
Hispanic	85	6
Not Hispanic	1,850	3

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

### Narrative

The above table does not does not reflect all Races served in our CDBG program year, in addition to the races listed above the following are also included:

Black/African American & White = 4, American Indian/Alaska Native = 25, Other, multi race = 50, **Total CDBG = 1935**

Both CDBG and HOME require the City to gather race and ethnicity data for all individuals or families receiving a benefit from either funding source. In some cases, individuals may report a race and then include the ethnicity as Hispanic and in some cases, a race is not identified. If a race is not identified then the individual or family will be counted in the white race category. The numbers reflected in the Hispanic section are not included in the overall total, as this would cause duplication of numbers. The not-Hispanic category includes all other client counts.

The listed ethnic and racial populations represents a diverse range of the City's population and clients directly impacted by federal programs and projects during program year 2019.



## 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	public - federal	541,369	224,872
HOME	public - federal	2,316,650	237,389
Other	public - federal		

Table 3 - Resources Made Available

### Narrative

The City and Consortium did not receive HOPWA, ESG or Other resources.

These resources include current grant award, unexpended prior year grant funds, program income and revolving loan funds.

The amount of resources expended in calendar year 2019 was made up of \$224,872.37 of CDBG for administration and the project management of public service, public facilities and housing activities. Two projects, with 2019 expenditures, are expected to be completed by year end 2020 and reported in next year's CAPER.

The City's HOME expenditures does not match what is reported in the Integrated Disbursement Information System (IDIS). IDIS is reported on a cash basis and the City reports on an accrual basis. In HOME, \$133,336.37 was expended of entitlement; this amount includes expenditures from prior year not realized in IDIS until 2019. Expenditures were for Consortium planning and administration, project management, rental and CHDO project costs, project delivery and direct financial assistance for activities.

### 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

All funds expended for CDBG were within Richland city limits and benefited primarily low and moderate-income persons/families. Funds expended for HOME were within each City limit and benefited households that were low and moderate-income.



## 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 \$1.7 million in private resources (lender, seller and homebuyer) as part of the Tri-Cities HOME Consortium DPA program. In addition, over \$205,717 in private, federal, state and local funds were leveraged as part of the 2019 public service CDBG activities.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	2,072,608
2. Match contributed during current Federal fiscal year	6,000
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	2,078,608
4. Match liability for current Federal fiscal year	11,903
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	2,066,705

**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	09/30/2019	0	0	0	0	0	0	6,000

Table 6 – Match Contribution for the Federal Fiscal Year

### HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning 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 \$
603,831	363,884	104,052	0	863,663

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						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

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

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

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



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

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



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

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	40	9
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>40</b>	<b>9</b>

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	0	0
Number of households supported through Rehab of Existing Units	1	0
Number of households supported through Acquisition of Existing Units	40	9
<b>Total</b>	<b>41</b>	<b>9</b>

Table 12 – Number of Households Supported

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

The 2019 Action Plan affordable housing expected goal outcome numbers were based on the estimated completion of HOME DPA, CDBG housing rehabilitation.

DPA actuals were not realized. The thriving economy is driving the demand for housing in the Tri Cities. Low inventory and higher housing prices continue to have a negative impact on lower income families looking to purchase their first home. The majority of home prices exceeded 95% purchase limit set by



HUD for our area, which equated to fewer low and moderate-income families finding affordable homes in the community.

On January 26, 2020, the Tri-City Herald reported that the cost of all houses, new and existing combined in Benton and Franklin Counties rose by \$25,000, a 9% jump from 2018. The average price of all homes sold was \$312,000 and existing homes accounted for nearly seventy-five percent of the homes sold in 2019.

Washington Center for Real Estate Research at the University of Washington reported the median price of a home for third quarter 2019 was \$298,200 for both Benton and Franklin Counties.

The demand for housing continues to be a primary factor for decrease in DPA participation. The demand exceeds the buying power of lower income families, resulting in lower income families finding homeownership unaffordable.

Unfortunately, the OOR goal was not realized, due to the continued decline in popularity of the program. The Owner Occupied Rehabilitation Program has become a difficult sell. Homeowners do not want government to tell them who can or how to rehab their properties. No activities in 2019 or 2018. Staff will continue to market the program through the website and social media so the City can better utilize the existing revolving loan funds.

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

The City does not anticipate any impact on these outcomes with future annual action plans.

CDBG and HOME will continue to preserve the existing supply and expand the affordable single-family stock; including rehab, down payment assistance, and affordable housing development.

Should funding for the CDBG or HOME programs be reduced or eliminated the City will assess all available options and adjust accordingly.

**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 Households Served	CDBG Actual	HOME Actual
Extremely Low-income	224	0
Low-income	182	1
Moderate-income	171	8
<b>Total</b>	<b>577</b>	<b>9</b>

**Table 13 – Number of Households Served**



## **Narrative Information**

In 2019, CDBG and HOME funds were used to assist households with incomes at or below 80% of Area Median Income (AMI) through the various programs and public service activities offered through the City and the Tri-Cities HOME Consortium.



## **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**

Through the annual Point in Time (PIT) count, Consortium members successfully assisted conducting assessments on individuals experiencing homelessness in FY 2019. The City supports Benton and Franklin Continuum of Care and Benton Franklin Department of Human Services. Benton Franklin Department of Human Services manage programs that assist individuals and families through the Coordinated Entry System (CES). This 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.

### **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 2019, except through involvement with Benton Franklin Continuum of Care (COC) and Benton Franklin Human Services. The City and Consortium continues to support the four (4) bedroom Owen transitional house that serves at risk population and homeless persons in Pasco and the domestic violence duplex in Richland. Both projects had received HUD funding.

### **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 Elijah Family Homes (EFH) - Transition to Success Program through CDBG funding. EFH administers a three-year program that provides housing, case management and supportive services for recovering substance abuse families. Case management included teaching basic life and parenting skills, family support, meetings, 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. Without this much-needed program, these families may become homeless and children may enter the foster system.

Six families are successfully working towards self-sufficiency through the Transition To Success program. One family graduated and another entered the program during 2019.



The City supports Benton and Franklin Continuum of Care and Benton Franklin Department of Human Services. Benton Franklin Department of Human Services manage programs that assist individuals and families through the Coordinated Entry System (CES). This 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.

**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 directly assist chronically homeless individuals and families or unaccompanied youth to make the transition to permanent housing and independent living in 2019. Staff continues involvement with Benton Franklin Continuum of Care (COC) and Benton Franklin Human Services, which serves as the lead agency for Homeless.

HOME funds secured two HOME units for homeless/disabled families for a period of no less than twenty years through the rental development project known as Nueva Vista Phase II. This twenty-eight unit development project serve incomes at or below 50% AMI.

During winter, 2019 an Request for Proposals was issued for qualified rental development projects. One was received. Consortium members have evaluated and made recommendations to move forward with the project. The project will provide 16 rental units for homeless individuals and families. The Consortium will receive four HOME units as part of this project.

The Consortium continues to support Community Action Connection (CAC) with the Owen transitional house in Pasco. CAC offers case management and supportive services to its tenants.





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

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

The Consortium maintains a good working relationship with the two local housing authorities.

HOME funds have been made available for rental development through working partnership with City of Kennewick Housing Authority to create affordable rental units for incomes at or below 50% area median income homeless and disabled persons/families.

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

Public Housing residents are encouraged to attend Resident Council meetings, Meet & Greets with KHA Management, and KHA Public Hearings, to discuss how to become more self-sufficient or discuss resident services activities that have the potential to assist residents in becoming self-sufficient or improve the quality of life for residents. KHA's Keewaydin Plaza Resident Council is currently active, however KHA's Sunnyslope Homes Resident Council is not active. We hope to re-energize the Sunnyslope Resident Council in the coming years. KHA also hosts on-site public hearings each year and less formal periodic Meet & Greets with management to solicit input from residents.

KHA's Housing Choice Voucher (HCV) Homeownership program, aka the "Ducks" program, continues to be viable. The program provides a participant an opportunity to utilize their rental assistance payment for homeownership. This program is an excellent program, which builds family self-sufficiency and stability in families and allows families to purchase homes in areas of opportunity. As a collaborating effort, Consortium members may provide HOME DPA funding to qualified Ducks participants. KHA and Community Action Connections (CAC) developed the "Ducks Down" program, a complementary program that provides \$5,000 of down payment/closing cost assistance to eligible low-income homebuyers. This collaborative program received a NAHRO National Award of Merit in July of 2019.

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

N/A



## **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 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 for low and moderate-income individuals, families and neighborhoods is tremendous. The continued shrinking of funds serves to be the most significant obstacle to addressing the needs of underserved population. While some of these barriers can be reduced through collaborative processes and increasing program efficiencies, the need will continue to outpace the local revenue. While the City has programs in place to address a 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 and suitable living environments. The City supports the efforts of local non-profit agencies to meet the needs of underserved populations. In addition, staff continues to assess and find ways to enhance programs or funding to assist lower income persons.

Actions taken in 2019 include:

- No Interest (0%) Deferred Payment Loans: Home repair loans are offered to low- income owner-occupants of 1-unit Properties City wide up to \$5,000 for minor repairs and to eliminate health and safety hazards. Full repayment of principal is required upon future sale, further encumbrance, or non-owner occupancy.
- No Interest (0%) Deferred Payment, DPA Forgivable Loans: Up to \$10,000, based on need for



low and moderate- income first-time homebuyers. The funds are used for down payment and closing costs, which helps reduce the cost barrier, making owning a home more affordable, improving condition, resulting in housing stability for Tri-Cities households. The loan is forgiven after the sixth year of owner occupancy. Full repayment of principal is required upon future sale, further encumbrance, or non-owner occupancy within first 6 years.

The City funds a number of CDBG activities that benefit its citizens by provided rehabilitation to homeowners through the OOR program. Funding allows homeowners to save on energy costs. Additionally, the City funds community and neighborhood projects. Projects include improving 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 offer opportunities for at-risk, elderly and persons with disabilities to increase the chance of self-sufficiency and reduce the burden on heavily utilized tax systems.

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

The evaluation and reduction of lead-based paint hazards is standard operational procedures that apply to all funded projects and programs. Visual lead based paint inspections are required on all housing built before 1978. The City of Richland will also continue to reduce the cost burden for lower income households by paying for testing prior to rehabilitation work not exempt through the OOR program and identifying any 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.

It is also policy that 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. Homeowner Rehabilitation applicants are provided both "Protect Your Family From Lead In Your Home" and "Renovate Right" pamphlets. Information is also made available by visiting city offices and via links on city websites.

#### **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 (15% off electricity plus waived base fee, 60% off water, sewer refuse and 33% off stormwater). The City participates in the "Helping Hands" program coordinated through CAC, utilizing donated private funds to assist people in paying their utility bills.

The City has committed to provide 15% of its annual CDBG allocation to organizations that serve



individuals and families living below the poverty line. Some of these commitments include funding to organizations such as Sr. Life Resources, The Arc of Tri-Cities and Elijah Family Homes. These programs help alleviate obstacles many families face due to living below the poverty line while providing tools for them to move beyond their current circumstances.

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)**

All of the actions taken by the Consortium and City in the management of HOME and CDBG funds are completed within program underwriting guidelines and address one or more goals identified in the Consolidated Plan. Coordination between public and private housing and social services agencies is an extremely important activity. The City participates in the meetings of our local Continuum of Care (CoC), which is comprised of various housing and social service agencies. The collaboration of many local stakeholders provides better service to the underserved through many different projects and programs. Collaborating with these institutions is vital to overcoming any gaps in institutional structure, improving the effectiveness of coordination and efficiencies, our participation will continue in the next plan year

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

City of Richland and 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 Public 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:

- City of Richland teamed with Northwest Fair Housing Alliance by providing Fair Housing information as a utility billing insert to approx. 22,000 Richland customers, April 2019.
- The Tri-Cities Home Consortium, in partnership with Northwest Fair Housing Alliance, offered a free fair housing training on May 15. The event provided training on fair housing basics, reasonable accommodations, assistance animals, and source of income protections. The training was offered to employees and managers of property management companies and housing authorities, landlords, social service providers, tenant advocates, and anyone interested in learning or refreshing their knowledge of fair housing rights and responsibilities.
- Fair Housing logo displayed on internal applications, reports and advertisements.
- Promoted fair housing through display ads in English and Spanish, through City web, social media and City reader board.
- Provide interpretive resources through the Language Line to accommodate language barriers.
- Provide reasonable accommodations, to the greatest extent feasible for persons with disabilities.
- 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 prior to receiving DPA funding.
- English and Spanish Fair housing posters are displayed at the Richland, Kennewick and Pasco City Halls, Richland Development Services office, 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 and internal program applications.

The Analysis of Impediments to Fair Housing Choice (AI) was updated, providing an assessment of the impediments to fair housing. Quantitative analysis of demographic, housing, socioeconomic, employment, mortgage lending and bank location data was analyzed to understand current conditions in the Tri-Cities. A community survey, stakeholder interviews as well as a review and assessment of City plans, policies, and other resources were also conducted to understand current conditions and identify potential impediments to fair housing choice. During the analysis and development of the Plan, three impediments to fair housing were identified; (1) low vacancy rate, (2) supply of affordable housing for disabled and elderly households, (3) education of fair housing laws. The Plan also outlines the recommended steps to overcome the impacts of the identified impediments. The Plan is intended to be a tool for Consortium members in working with other agencies and organizations towards the elimination of unfair housing practices.



## **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 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.

Day to day monitoring of HOME projects is completed by staff of the member city, with Richland completing an annual monitoring of member cities. Subrecipient Agreements outline the obligations and reporting responsibilities of the Subrecipient. 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 receive a Certificate of Occupancy from the building department.

The City of Richland 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.**

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 31 of each year. Citizens will be given a minimum of 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 on March 8, 2020, as well as tu Decides, a bilingual newspaper. The Draft 2019 CAPER was available for review and comment at various locations throughout the Cities, local housing authorities and Richland's website. The comment period ended on Friday, March 27, 2020. No comments received.



**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 2019. The City of Richland followed the 2019 Annual Action Plan as submitted and approved by HUD.

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

No

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





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

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

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

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.

Nueva Vista, Phase II – 334 N. Union Street, Kennewick, WA 99336

**11/13/19**

Unit B-140, passed HQS inspection, and

Unit B-250, passed HQS inspection

### **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. The following actions were taken in 2019 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:

- 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 and City website.
- The Equal Housing Opportunity logo is displayed on the City of Richland's website, HOME DPA and CDBG Owner Occupied Rehabilitation program applications, various federal plans, advertisements and other informational publications to inform the public, potential borrowers, lenders and realtors regarding fair housing laws.
- Fair Housing poster displayed at City and Subrecipient offices.



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, local Housing Authorities, Continuum of Care members, MBE/WBE State lists, and other interested parties. Brochures and/or bid packets are distributed to local women or minority owned businesses and are encouraged to participate when bidding opportunities arise. 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 when available in IDIS. Program Income (PI) of **\$59,265.83** was expended (PR 05) during the program year. Nine (9) low and moderate income, first-time homebuyers received direct financial assistance 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 encourage the preservation of affordable housing by providing low and moderate-income persons and families' access to funds through City programs. The City will also continue to participate with community organizations to leverage available federal funds and find meaningful ways to reach lower income population in need of affordable housing.

