



2020

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



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First Year Consolidated Annual Performance Evaluation Report (CAPER)

In accordance with Title 24 Code of Federal Regulations (24 CFR) Part 91, all jurisdictions receiving federal funding from U.S. Department of Housing and Urban Development (HUD) programs must complete a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days from the close of the jurisdiction's fiscal year. The CAPER covers the period from January 1, 2020 through December 31, 2020 and is due to HUD by March 31, 2021.

The City of Richland, program year 2020 CAPER represents the first year of the City's Five-Year (2020-2024) Consolidated Plan. The CAPER describes the City's accomplishments in attaining our goals and objectives outlined in the Consolidated Plan during the prior year's annual plan. This 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 report presented is in the HUD prescribed format and represents data entered into the federal Integrated Disbursement and Information System (IDIS) throughout the program year.

EXECUTIVE SUMMARY

The Cities of Kennewick, Pasco and Richland receive federal Community Development Block Grant (CDBG) funds annually from HUD. Each city is separately responsible for administering and reporting the use of these funds in their jurisdiction.

The three Cities, as contiguous units of local government, entered into a Cooperative Agreement under HUD's Home Investment Partnerships Program (HOME) program to form the Tri-Cities HOME Consortium. The Consortium receives federal HOME funds annually to carry out affordable housing projects. The City of Richland serves as the lead entity of the Consortium and assumes overall responsibility for compliance with the HOME Program, including long-term affordability and serves as the reporting agency to HUD.

CR-05 - Goals and Outcomes

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

Despite the disruption caused by the COVID-19 pandemic, the City of Richland and Consortium made great strides in utilizing its federal CDBG and HOME Program funds in order to meet priorities, goals and benefitting lower income individuals and households, in accordance with HUD's annual income guidelines for the Kennewick, Pasco and Richland Metropolitan Statistical Area (MSA). Generally, very-low or extremely-low income refers to incomes at or below 30 percent of Area Median Income (AMI); low-income refers to incomes between 31 and 50 percent of AMI; moderate-income refers to incomes between 51 and 80 percent of AMI; all adjusted for family size. The CDBG and HOME programs target low- and moderate-income beneficiaries; except that HOME rental activities can benefit those with income up to 60% of AMI. HUD defines "unduplicated count" of participants served as the number of individuals receiving service, not units of service. An eligible participants name can be counted only once during the program year.

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief and Economic Security Act or the CARES Act. The CARES Act made available an additional \$489,844 to the City of Richland in CDBG-CV funding to prevent, prepare for and respond to the coronavirus pandemic (COVID-19). Activities were added through substantial amendments to the 2019 Annual Action Plan. The additional CDBG-CV funds are being distributed as emergency assistance to individuals, families, public service agencies and small business directly impacted by COVID-19 in 2020 and into 2021, as the effects of the pandemic continue to be felt. Some of the program and activity achievements are as follows:

Service for homebound senior citizens was a high priority, addressed through CDBG and CARES Act funding, meeting an increased demand for the Meals on Wheels program during the pandemic. During the year, 59,860 meals were provided to 817 unduplicated seniors, ensuring nutritional meals and interaction with volunteers during the health crisis. Personal Protective Equipment was also purchased for the health and safety of the facilities, staff, volunteers and seniors, ensuring uninterrupted production and delivery of meals.

Ten families realized the American dream with the purchase of their first home through the Consortiums Down Payment Assistance (DPA) Program. Twenty-Seven families purchased their first home through Community Housing Development Organization (CHDO), Habitat for Humanity with HOME funded CHDO set-aside.

One grant for COVID-19 response for emergency mortgage and rental assistance for a total of \$80,701 was executed; \$36,190 dollars were spent to keep eight families and individuals, who have been financially impacted by the pandemic, housed. Program is on-going.

Public Facilities and Infrastructure improvements continues to be a priority. Due to the complexity of planning, procurement and construction, capital projects often span multiple program years. In 2019 and

2020, the City committed CDBG funding to a number of projects. The City completed the neighborhood McMurray Park basketball court project located in an eligible low-income area: providing a recreational benefit to the neighborhood. The City also made significant progress reducing and removing material and architectural barriers that restrict the mobility and accessibility of elderly and severely disabled persons, by providing safe accessibility to services, public facilities and the transit system.

Three non-profit organizations addressed the priority need for public service. Those agencies served sixty-three unduplicated individuals, providing access to basic dental needs, services for disabled adults, case management for self-sufficiency and youth scholarships for recreation, which shifted to tutoring services that address a critical lifeline for at-risk children during the mandated school closures. These public services provided better access and opportunities for individuals and families.

A HOME funded Emergency Short-Term Tenant Based Rental Assistance (TBRA) program was implemented to address the negative financial impact to families and individuals as a result of the pandemic by providing housing stability. By year-end, \$391,156 in rent relief was provided to 90 families and individuals in the city limits of Kennewick, Pasco and Richland. Program is on going.

A Small Business Stabilization Program was implemented with CDBG and CDBG-CV funding in an effort to stabilize local businesses and retain jobs during the pandemic. A total of \$100,000 in working capital was provided to ten businesses demonstrating a financial impact from the loss of business due to COVID-19 shut down and the ongoing restrictions with social distancing. Businesses assisted retained sixteen jobs for low and moderate income people. Program is on going.

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

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, and Economic Development	Non-Housing Community Development	CDBG: \$322,240	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	16625	0	0.00%	3327	3720	111.81%
Community, Neighborhood, and Economic Development	Non-Housing Community Development	CDBG: \$160,000 CDBG-CV: \$50,000	Jobs created/retained	Jobs	16	0	0.00%	16	16	100%
Homeless Intervention and Public Services	Homeless Non-Homeless Special Needs	CDBG: \$54,700 CDBG-CV: \$111,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3855	600	15.56%	771	888	115.17%
Increase and Preserve Affordable Housing Choice	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added (2019)	Household Housing Unit	0	3	100%	0	27	100%

Increase and Preserve Affordable Housing Choice	Affordable Housing	CDBG: \$ 19,740 HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	5	0	0.00%	1	0	0.00%
Increase and Preserve Affordable Housing Choice	Affordable Housing	CDBG: \$ / HOME: \$1.8M	Direct Financial Assistance to Homebuyers	Households Assisted	60	0	0.00%	12	10	83.30%
Increase and Preserve Affordable Housing Choice	Affordable Housing	CDBG: \$ / HOME: \$309,122.58	Rental units constructed (2019)	Household Housing Unit	0	0	0.00%	0	2	100%
Increase and Preserve Affordable Housing Choice	Affordable Housing	CDBG: \$ / HOME: \$1.8M	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	200	0	0.00%	40	90	225.00%

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

With the onset of the COVID-19 pandemic and the resulting loss of income for many low- and moderate-income people, homelessness prevention and keeping people employed became pressing priorities. The City added an emergency rental/mortgage assistance program and a small business stabilization program. Revolving Loan funds were also reallocated to address business assistance. The programs were targeted citywide: providing housing stability and retaining jobs.

Prior to the onset of the pandemic, the City was fulfilling its goal on a combination of housing, public service and community development activities. Several priority projects were implemented during Program year 2020 that supported and aligned with the goals and needs identified in the 2020-2024 Consolidated Plan.

CR-10 - Racial and Ethnic composition of families assisted

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

	CDBG	HOME
White	853	83
Black or African American	12	4
Asian	14	20
American Indian/Alaskan Native	13	1
American Indian/Alaskan Native & White	1	
Native Hawaiian/Other Pacific Islander	0	2
Asian & White		1
Black/African American & White	1	1
Other multi-racial	10	17
Total	904	129
Hispanic	37	46
Not Hispanic	867	83

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

Narrative

Both CDBG and HOME programs 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 throughout the Cities population and clients directly impacted by federal programs and projects during program year 2020.

CR-15 - Resources and Investments

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	570,581	\$592,080.31
HOME	public - federal	1,905,403	\$586,514.53

Table 3 - Resources Made Available

Narrative

In addition to the resources identified above, the City of Richland received \$489,844 in CARES Act, CDBG-CV funds to plan, prepare for and respond to the COVID-19 pandemic. During 2020, \$130,564 of CDBG-CV funds were expended for administrative, economic development and public service activities in response to the pandemic.

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 HOME funds leveraged over \$4.25 million in state, local and private funds for affordable rental development and the Tri-Cities HOME Consortium DPA program. In addition, over \$1.87 million in private, federal, state and local funds were leveraged as part of 2020 public service CDBG activities.

No match requirement for 2020. A suspension of match requirement of 25% of HOME funds drawn from the PJ's HOME Investment Trust Fund Treasury account was allowed for FY 2020 and 2021 through the waivers of certain regulations from the Availability of Waivers and Suspension of the HOME Program Requirements in Response to COVID-19 Pandemic memorandum dated April 10, 2020.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$2,066,705
2. Match contributed during current Federal fiscal year	\$0
3 .Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$0
4. Match liability for current Federal fiscal year	\$0
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
-	-	-	-	-	-	-	-	-

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 \$
\$863,662.52	\$400,068.82	\$59,395.43	\$0	\$1,204,335.98

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	0	0	0	0	0	0
Dollar Amount	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						
Number	0	0	0			
Dollar Amount	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

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	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

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	0					
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	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing

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	1
Number of Non-Homeless households to be provided affordable housing units	16	127
Number of Special-Needs households to be provided affordable housing units	0	1
Total	16	129

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	60	90
Number of households supported through The Production of New Units	0	27
Number of households supported through Rehab of Existing Units	1	0
Number of households supported through Acquisition of Existing Units	15	10
Total	76	127

Table 12 – Number of Households Supported

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

In most cases, the City met or exceeded its goals to provide or preserve affordable housing. The production of new units was well above what was anticipated because of the completion of two Community Housing Development Organization (CHDO) funded projects.

The provision of rental assistance became an important one with the onset of the COVID-19 pandemic. The City provided rental assistance to ninety households under HOME TBRA and will continue to provide assistance to households into program year 2021.

Unfortunately, the households supported through rehab of existing units was not realized, due to the continued decline in popularity of the program.

Discuss how these outcomes will impact future annual action plans

Though goal outcomes exceeded 2020 expectations, the Consortium expects a continued decline in participation of the Down Payment Assistance program, as housing prices continue to rise. The demand for housing exceeds the buying power of lower income families, resulting in lower income families finding homeownership unaffordable.

A recent article in the Tri-Cities Herald reported that more homes were sold in 2020 than at any time in 40 years. The median purchase price shattered records reaching an all-time high of \$336,500, far exceeding the respective \$240,000 HUD 95% purchase limit set for lower income first-time homebuyers in our area that would like to utilize the DPA program. A decade ago, the median home price was approximately \$170,000. Our thriving economy is driving the demand for housing in the Tri-Cities. The Tri-Cities was ranked No. 2 among all small U.S. metro areas where home costs were outpacing wages. But compared to many other areas in western Washington, California and Oregon, the Tri-Cities is still a bargain.

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	20	60
Low-income	866	56
Moderate-income	18	13
Total	904	129

Table 13 – Number of Households Served

Narrative Information

All households served with CDBG were at or below 80% AMI. All households served by HOME program TBRA were at or below the low-income limit of 60% AMI, rental HOME units were at or below 50% AMI and HOME DPA were at or below 80% AMI.

CR-25 - Homeless and Other Special Needs

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

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

The City of Richland supports activities outlined in the Consolidated Plan to strengthen and coordinate efforts with housing, non-profit and economic development agencies. Richland continues to be an active member of the Benton Franklin Continuum of Care (CoC) board and assists in coordination of government agencies, non-profits, housing providers and developers to meet the needs of our area at risk and homeless populations.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City does not have the capacity to provide administration for emergency shelters and transitional housing. The Consortium supports community efforts to house individuals transitioning out of homelessness by providing HOME funds for the development of affordable housing for at risk and homeless populations.

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 continues to support a recovery program for substance abuse families. The program offers housing, case management, basic life skills and wrap-around services to increase self-sufficiency and economic sustainability. Without this much-needed program, these families may begin to experience homelessness and children may enter the foster care system.

The City continues to support Benton and Franklin Continuum of Care and Benton Franklin Department of Human Services as lead agency for the CoC. Benton Franklin Department of Human Services manage programs that assist individuals and families at risk of becoming homeless through the Housing Resource Center Coordinated Entry System (CES).

The Consortium implemented a short-term, emergency tenant based rental assistance (TBRA) program to address housing instability as a result of the devastating financial impact families were experiencing due to the COVID-19 pandemic. Benton Franklin Community Action Committee (CAC) is administering the program and has assisted ninety families in 2020. The program is expected to continue through September 30, 2021.

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. Staff continues involvement with Benton Franklin Continuum of Care (COC) and Benton Franklin Human Services, which serves as the lead agency for Homeless.

The Consortium provided HOME funding for the development of two affordable housing projects for families and individuals that are experiencing homelessness and persons with disabilities. The Consortium received six HOME units as part of these projects, ensuring long-term affordability.

CR-30 - Public Housing

Actions taken to address the needs of public housing

The City of Richland does not own or operate a Public Housing Agency. Public Housing efforts are implemented and managed by The City of Kennewick Housing Authority (KHA) and Housing Authority of City of Pasco and Franklin County (HACPFC).

The KHA provides long-term subsidized rental assistance to eligible households who have extremely low-to-low incomes (30 to 50% AMI) throughout its operational jurisdiction in the Cities of Kennewick and Richland, Benton County, Washington. KHA receives federal funding under an Annual Contributions Contract (ACC) from the U.S. Department of Housing & Urban Development (HUD).

In a working partnership with KHA, the Consortium invested over a million dollars in HOME funds for two affordable rental developments. Funding bridged a gap in development resources. These projects have created forty-four units of affordable housing for individuals and families with incomes at or below 50% area median income and have provide housing for homeless and disabled persons/families. Six units have been set aside as HOME Units, ensuring affordability for twenty plus years.

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. With the arrival of the Covid-19 pandemic last March, communications with participants is via email, drop box, or postal service. KHA's Keewaydin Plaza Resident Council was currently active up until the pandemic, however KHA's Sunnyslope Homes Resident Council has not been recently active. KHA has attempted to host a Meet & Greet via go-to-meeting with residents, but residents did not attend. KHA hopes 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. This year, all public hearings and tenant meetings will be held remotely. KHA welcomes input from residents on an ongoing basis. Even with the pandemic, KHA has seen more than one public housing resident move out of public housing to participate in homeownership and full self-sufficiency. KHA is considering a repositioning of public housing units and all public housing residents will be encouraged to attend remote resident meetings on this topic.

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. In 2019, this collaborative program received a NAHRO National Award of Merit. KHA currently has seven active participants receiving a homeownership assistance payment each month, and an additional four individuals purchased through this program but have moved off program into full self-sufficiency. Currently, several new participants are shopping for homes.

Actions taken to provide assistance to troubled PHAs

KHA and HACPFC are not designated as “troubled”.

CR-35 - Other Actions

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

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

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.

The actions taken to address obstacles to meeting underserved needs:

- Provide affordable housing: Construction of affordable housing, TBRA and continue to make the Down Payment Assistance Program available.
- Create a safe and accessible living environment: Continue to make available to lower income homeowners the Minor Home Repair program that provides residents with repairs to increase energy efficiency, accessibility, and health/safety.
- Provide economic opportunity through business assistance with job creation/retention for lower income individuals.

- Support public service programs to help people reach self-sufficiency, provide nutritional meals for seniors and recreational/educational opportunities for disabled adults.
- Improving neighborhood parks, enhance the livability of the neighborhood and the removal of architectural barriers that limit seniors and disabled from accessing vital community services.

Actions taken to reduce lead-based paint hazards

The evaluation and reduction of lead-based paint hazards are 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 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 with both the “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

The most important action the City and Consortium undertook to reduce the number of poverty-level families in program year 2020 was provide rental assistance to households whose incomes were affected by the pandemic. While this action alone could not prevent households from falling into poverty, it kept them in their homes and reduced their future rental burden.

The City continues to provide support for very low-income seniors and households with people with disabilities 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 Benton Franklin Community Action Connection (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 public service organizations that serve individuals and families living below the poverty line. 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.

Actions taken to develop institutional structure

All of the actions taken by the Consortium and City in the management of HOME and CDBG funds are completed within program underwriting guidelines, best practices 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

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 capacity and 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

The City of Richland has reached out to the community through 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. 30,000 Richland customers, April 2020.
- Fair Housing logo displayed on internal applications, reports and advertisements.
- Promoted fair housing through display ads in English and Spanish, using 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.

CR-40 - Monitoring

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 subrecipients and member cities. 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 by subrecipients to identify progress made, and a final year-end recap must be submitted.

Citizen Participation Plan

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

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 7, 2021, as well as tu Decides, a bilingual newspaper. The Draft 2020 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 March 29, 2021.

CR-45 - CDBG

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

While for most of 2020 the City of Richland continued to focus its attention on goals outlined in the 2020 Annual Action Plan, the COVID-19 pandemic caused the City to shift its priorities to homelessness prevention and job retention. Using CDBG-CV funding awarded in May 2020, the City created a rental and mortgage relief program and a small business program. The City intends to continue these programs into 2021 in response to the ongoing need.

Does this Jurisdiction have any open Brownfields Economic Development

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

The City of Richland does not have an open BEDI grant. The HUD BEDI grant program is no longer active.

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

CR-50 - HOME

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.

HOME inspections were not conducted in program year 2020 because of the health and safety measures implemented for the COVID-19 pandemic. Inspections will resume when it is safe to do so.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units

All Consolidated Plan programs follow HUD's requirements for affirmatively marketing. The following actions were taken in 2020 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 City Hall 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.

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 may be expended when available in IDIS. Program Income of **\$59,265.83** was expended during the program year. Three (3) 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

The City and Consortium members will continue to market and encourage the preservation of affordable housing by providing low and moderate-income persons and families' access to funds through CDBG and

HOME 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.