



2021

CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)



Table of Contents

EXECUTIVE SUMMARY	1
CR-05 - Goals and Outcomes	2
CR-10 - Racial and Ethnic Composition of Families Assisted	6
CR-15 - Resources and Investments	7
CR-20 - Affordable Housing	12
CR-25 - Homeless and Other Special Needs	14
CR-30 - Public Housing	16
CR-35 - Other Actions	18
CR-40 - Monitoring	21
CR-45 - CDBG	22
CR-50 - HOME	23

City of Richland
Consolidated Annual Performance and Evaluation Report (CAPER)
2nd year Action Plan of 2020-2024 Consolidated Plan
Program Year (PY) January 1, 2021-December 31, 2021

Executive Summary

Required by the U.S. Department of Housing and Urban Development (HUD), the Consolidated Annual Performance and Evaluation Report (CAPER) provides detailed financial and beneficiary information explaining how the City of Richland is carrying out its housing and community development strategies, projects, and activities, outlined in the 2020-2024 Consolidated Plan. This year-end report summarizes the results of activities that have taken place during the Fiscal Year 2021.

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.

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. 91.520(a)

For Program Year 2021, the City of Richland received a total annual allocation of \$954,651 in federal funds, which included \$293,833 in CDBG and \$660,818 in HOME Investment Partnerships Program.

In March of 2020, a pandemic affected millions of people nationwide and on March 27, 2020 Congress passed legislation entitled The Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, in response to the growing effects of the COVID-19 public health crisis. As part of the CARES Act, HUD received funds to be allocated for the Community Development Block Grant (CDBG-CV) program. The City of Richland received two rounds of CARES Act funding in the amounts of \$179,543 and \$310,301. Funding was incorporated into the City's 2019 PY by Substantial Amendments to prevent, plan for, and respond to the coronavirus crisis.

The City of Richland Community Development Block Grant (CDBG) and the Consortium HOME Investment Partnership programs provide a coordinated approach to addressing community needs. The programs partner with local non-profit agencies, internal City departments, and Housing Authority City of Kennewick on CDBG/HOME funded projects.

In 2021, the goals and outcomes of the City of Richland's CDBG, CDBG-CV and Consortium HOME programs were impacted economically and financially due to the effects of COVID-19 pandemic. Many of the City's partnering organizations supported with program funding continued to be disrupted by the pandemic. However, through CDBG/HOME programs the City and partners strived to continue uninterrupted support for lower income individuals and families.

The following table summarizes the accomplishments and number of lower income people assisted with CDBG and HOME funds during the 2021 program year. This includes activities with funding from prior years.

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, and Economic Development	Non-Housing Community Development	CDBG: \$199,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	16625	3720	22.37%	3195	18,380	100%
Community, Neighborhood, and Economic Development	Non-Housing Community Development	CDBG: \$10,000	Jobs created/retained	Jobs retained	16	16	100%	0	5	100%
Community, Neighborhood, and Economic Development	Non-Housing Community Development	CDBG: \$90,000 CDBG-CV: \$161,030	Business Assistance: Micro Enterprise Assistance	Business Assisted	0	0	0.00%	48	17	35%
Homeless Intervention and Public Services	Homeless Non-Homeless Special Needs	CDBG: \$41,581	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3855	600	15.56%	574	530	92.33%
		CDBG-CV: \$60,637						512	495	96.67%

Increase and Preserve Affordable Housing Choice	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	0	3	100%	0	0	0%
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%
Increase and Preserve Affordable Housing Choice	Affordable Housing	CDBG: \$ / HOME: \$1.8M	Direct Financial Assistance to Homebuyers	Households Assisted	60	10	16.67%	8	2	25%
Increase and Preserve Affordable Housing Choice	Affordable Housing	CDBG: \$ / HOME: \$309,122.58	Rental units constructed	Household Housing Unit	0	2	100%	0	0	0%
Increase and Preserve Affordable Housing Choice	Affordable Housing	CDBG: \$ / HOME: \$1.8M	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	200	90	45%	60	129	215.00%

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

The City of Richland allocated funding to address the Consolidated Plan priorities and objectives in the 2021 Action Plan that benefited lower-income individuals and families, as listed below.

CDBG: Public Facilities and Infrastructure improvements continues to be a high priority. Due to the complexity of planning, procurement and construction, capital projects often span multiple program years and take longer than one reporting period. The City 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 projects were completed for program years 2019-2021.

With the ongoing pandemic, addressing food insecurity for homebound senior citizens continued to be a high priority. Through the Meals on Wheels program 60,000 meals were provided to 460 seniors. In addition, non-profit agencies served sixty-two low income individuals, by providing access to services for disabled adults, case management for self-sufficiency and youth scholarships for recreational and educational opportunities.

HOME: Two families realized the American dream with the purchase of their first home through the Consortiums Down Payment Assistance (DPA) Program. A HOME funded Emergency Short-Term Tenant-Based Rental Assistance (TBRA) program was implemented in 2020 to address the negative financial impact to families and individuals as a result of the pandemic by supporting housing stability. From January through September 2021, rent relief was provided to 129 families and individuals in the city limits of Kennewick, Pasco and Richland.

CDBG-CV: The City funded activities to address the financial and economic impacts of the coronavirus pandemic. Funds were used to continue an emergency mortgage and rental assistance program and served 8 low-income households. Through Sr. Life Resources, expanded Meals on Wheels program, 250 seniors received additional food and Personal Protective Equipment (PPE). Sr. Life Resources also used a portion of their CV funds to purchase facility equipment and a van to transport meals to Richland. The Richland Good Will program provided two hundred and thirty low-income seniors and disabled individuals health and safety PPE Bags. In response to the systematic effects of the pandemic on children, a parenting course was implemented and assisted nine low-income parents. The course was designed to help establish empathy and understanding of the mental and emotional health of their kids. In an effort to support local businesses demonstrating a financial impact due to ongoing restrictions and social distancing, a total of 18 micro business enterprises and a small business received stabilization grants.

CR-10 - Racial and Ethnic composition of families assisted

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

Race:	CDBG	HOME
White	3826	104
Black or African American	61	6
Black African American & White		1
Asian	131	1
American Indian or Alaskan Native	57	1
Native Hawaiian or Other Pacific Islander	3	2
American Indian Alaskan Native & White	6	
American Indian or Alaskan Native & Black/African American	2	
Other multi-racial	183	16
Total	4269	131
Ethnicity:		
Hispanic	244	55
Not Hispanic	4,025	76

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 and report race and ethnic data for all individuals or families receiving a benefit during the program year from either funding source.

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	\$435,495	\$296,892.96
HOME	public - federal	\$1,493,226	\$1,227,628.10

Table 3 - Resources Made Available

Narrative

Of the CDBG-CV resources made available, \$193,613.08 was expended during the 2021 program year.

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

The City of Richland does not distribute CDBG funds based on geographic location, rather throughout the City as a whole to benefit low-and moderate-income households. HOME funds expended 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

The CDBG program has no requirement for a local match, and the City did not have any publicly owned land or property available to address the needs identified in the Consolidated Plan. That fact notwithstanding, recipients of CDBG funds from the City frequently use other resources to augment and expand programming. For example:

Public service projects leveraged a total of \$877,189 in additional private, state and local resources to augment funds obtained from the City.

In program year 2021, the City did not commit (nor was it required to commit) any funding resources as a match towards HOME-assisted activities. A suspension of HOME funded match requirement of 25% drawn from the PJ's HOME Investment Trust Fund Treasury account was allowed for FY 2020-2022 from the Availability of Waivers and Suspension of the HOME Program Requirements in Response to COVID-19 Pandemic memorandums dated April 10, 2020 and September 30, 2021.

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)	\$2,066,705
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	\$645,827.30	\$873,399.70	\$263,499.64	\$

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	4	0
Number of Non-Homeless households to be provided affordable housing units	69	131
Number of Special-Needs households to be provided affordable housing units	0	0
Total	73	131

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	60	129
Number of households supported through The Production of New Units	4	0
Number of households supported through Rehab of Existing Units	1	0
Number of households supported through Acquisition of Existing Units	8	2
Total	73	131

Table 12 – Number of Households Supported

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

The one-year goals are entered in a specific action plan program year, but the activity may not be completed within the same year. Uncontrollable variables, including the COVID-19 pandemic, may cause a delay or slowed production.

During 2021 the provision of rental assistance remained important with the continued COVID-19 pandemic. The City provided housing stability through HOME TBRA through the third quarter 2021.

The number of households supported through Acquisition of Existing Units count is challenged by:

- HUD's property purchase limit value of \$264,000 (Pasco city limits) and \$266,000 (Kennewick and Richland city limits) substantially limits the number of properties eligible for HOME Program DPA assistance.

Number of households supported through Rehab count remains challenging. The program is currently closed.

Discuss how these outcomes will impact future annual action plans

The Consortium expects a continued decline in participation of the Down Payment Assistance program, mainly due to federal regulations and the steady increase in housing prices.

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	65	84
Low-income	3976	45
Moderate-income	215	2
Total	4256	131

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, 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

Local agencies in coordination with CoC work to address the need for emergency shelter and transitional housing for homeless households through Housing Resource Center (a.k.a Coordinated Entry System (CES)). The purpose of the CES is to provide the quickest access to the most appropriate housing and homeless provider for every household experiencing or at-risk of homelessness through a standardized assessment and referral process.

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 and participate in the 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 manages programs that assist individuals and families at risk of becoming homeless through CES. City staff assisted by providing outreach coordination for the Treasury Rental Assistance Program (T-RAP) for households unable to pay their rent and utilities due to financial hardship from the COVID-19 pandemic.

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) administered the program on behalf of the Tri-Cities HOME Consortium.

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 CoC Board and Benton Franklin Human Services, which serves as the lead agency for Homeless.

CR-30 - Public Housing

Actions taken to address the needs of public housing

Public Housing efforts are implemented and managed by the Housing Authority City of Kennewick (KHA). KHA provides long-term subsidized rental assistance to eligible households who have extremely low-to- very low incomes (0 to 50% AMI). KHA receives federal funding under an Annual Contributions Contract (ACC) from HUD. KHA also owns and/or manages 274 units of authority-owned affordable housing in seven different housing communities; of these units, 190 are low rent public housing units in two different locations in Kennewick. KHA is planning to reposition off the public housing platform in a future year likely via a RAD/Section 18 Blend conversion. Post conversion, KHA will continue to manage the units as affordable housing. KHA actively develops affordable housing in our community, anticipating developing, at a minimum, an additional 110 units of housing in the next three to seven years.

KHA administers a Housing Choice Voucher (Section 8) program across Benton County and by agreement with the Housing Authority City of Pasco and Franklin County in Franklin County. The 1,034-unit HUD KHA rental assistance allocation includes 42 Project-Based Vouchers which are placed in five different housing communities. KHA provides over \$500,000 of rental assistance each month on behalf of participants to private landlords across the Kennewick/Richland/Pasco metropolitan statistical area. KHA also administers the Veteran's Administration Supported Housing (VASH) program with a direct allocation of 20 vouchers. KHA also administers VASH vouchers in which participants have moved to our area from other communities. KHA also administers the Non-Elderly Disabled (NED) voucher program, the Family Unification voucher program (FUP), and the Mainstream (MS) voucher program for persons who are disabled and are at risk of homelessness or homeless. In July of 2021, HUD provided an allocation of 28 Emergency Housing Vouchers (EHV) to serve those who are homeless, in danger of homelessness, or are victims of domestic violence or human trafficking. These are enhanced vouchers that provide rental assistance and can also provide landlord incentives for a landlord willing to house a family, provide deposit and utility assistance, moving assistance and access to funding for essential household goods, and rental insurance if required by a landlord.

Recently, KHA partnered with the Consortium, local, state and county investors and the Federal Home Loan Bank of Des Moines to develop Lilac Homes. Construction on Lilac Homes units were completed in September 2021. The project consists of 16 zero-, one- and two-bedroom units for individuals and families experiencing homelessness.

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

KHA facilitates and encourages residents to attend Resident Council meetings, Meet and Greets with KHA Management and KHA Public Hearings as well as service activities that have the potential to assist residents in becoming self-sufficient or improve the quality of life for residents. With a RAD conversion, residents will have multiple opportunities for substantial input into the process and KHA anticipates that the conversion will facilitate rehabilitation and updating of public housing units, improving the quality of

life for residents. With COVID-19, direct involvement has been lessened but KHA's expectation is that once the pandemic restrictions are lessened or lifted, and cases are lessened within the community, that pre-pandemic level participation will return. Zoom or go-to-meeting opportunities for input have not been totally successful.

KHA also offers a Housing Choice Voucher (HCV) Homeownership program. Any voucher holder who qualifies for this program is eligible to participate in this program, and if they qualify for a mortgage loan, purchase a home within our community. The program provides participants an opportunity to utilize their rental assistance payment for homeownership allowing families to purchase homes in areas of opportunity. The program builds stability and self-sufficiency for families. KHA also provides the Family Self-Sufficiency program which provides opportunities to set goals for homeownership, education or employment and build escrow to utilize to fund these goals.

Actions taken to provide assistance to troubled PHAs

KHA is 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

In 2021, the City amended Richland Municipal Code Section 23.22.40 related to site requirements and development standards for commercial use districts. The amendment provides a beneficial impact to single-family residential zoning in the Central Business District (CBD) district by removing the minimum dwelling unit size of 500 square feet in order to allow for the development of micro-apartments.

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 the 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 are 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 primary obstacle to meeting the underserved needs is the lack of sufficient financial resources for services and staff capacity. 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.

Actions taken to reduce lead-based paint hazards

The evaluation and reduction of lead-based paint hazards are standard operating procedures that apply to all funded CDBG and HOME funded projects and programs. Visual lead-based paint inspections are required on all housing built prior to 1978. When appropriate, the City of Richland will reduce the cost

burden for lower income households by paying for testing prior to rehabilitation work 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 DPA 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 website.

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 was providing 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 CAC, utilizing donated private funds to assist people in paying their utility bills.

The City has committed to providing the maximum allowed, 15% of its annual CDBG allocation to public service organizations for programs that serve individuals and families living below the poverty line. These programs support and help alleviate obstacles many families face due to living below the poverty line while providing tools for them to move beyond their current circumstances by increasing self-sufficiency.

Actions taken to develop institutional structure

Richland staff work with a variety of organizations and agencies to plan and implement activities. Staff is responsible for managing the day-to-day operations of CDBG and HOME programs. Key partners in planning and implementation of activities include private nonprofit organizations, City departments, housing developers and KHA. The primary strength of the institutional system for delivering programs of the Consolidated Plan is the cohesiveness of the City of Richland Departments, Consortium members as well as the collaboration of the community partners. The primary weakness of the delivery system is a lack of financial resources, staff capacity and availability of land to meet needs.

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 CoC's 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 close cooperation between Consortium members and KHA through the Consortium's award of CDBG and HOME funding for housing development activities owned and operated by KHA.

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 efforts to improve access to and dissemination of fair housing information:

- City of Richland teamed with Northwest Fair Housing Alliance by providing Fair Housing information and invitation to participate in virtual fair housing conference as a utility billing insert to approx. 30,000 Richland customers, April 2021.
- Member of the 2021 Inland Northwest Fair Housing Virtual Conference Advisory Committee, providing agenda input and community outreach.
- Fair Housing logo displayed on internal applications, reports and advertisements.
- Promoted fair housing awareness 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 area public facilities.
- 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 sub-recipients and member cities. Monitoring ensures compliance with all federal, state and local rules, regulations and laws. City staff will monitor sub-recipients 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 sub-recipients 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 6, 2022, as well as tu Decides, a bilingual newspaper. The Draft 2021 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, 2022.

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

Separate from 2021 CDBG and HOME entitlement, in June 2020, the City of Richland received \$489,844 in CDBG funds (CDBG-CV) from the first and third round of funding allocations under the federal Coronavirus Aid, Relief and Economic Security (CARES) Act. The City of Richland amended its Citizen Participation Plan and 2019 Action Plan to quickly disperse the CARES Act funding. In response to an ongoing need, projects continued during 2021.

Based on community needs, Richland City Council proposed to spend CDBG-CV funding on public services and business assistance. The beneficiaries for the CDBG-CV activities are reported in CR-05 Goals and Outcomes.

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.

The Consortium has a very small HOME funded portfolio. The City of Richland follows an ongoing monitoring procedure for HOME assisted units. Income and rent data for all HOME assisted rental units is collected annually. Due to the small portfolio, HOME units are inspected for Housing Quality Standards (HQS) every third year.

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 2021 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 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, various program applications, 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 Hall and HOME funded rental 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 \$873,399.70 was expended during the program year for affordable housing development, DPA program and Emergency TBRA.

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.

The City requires owners of housing projects with five (5) or more HOME assisted units to use affirmative fair housing marketing practices in soliciting renters or buyers, determining their eligibility, and concluding all transactions. Owners must comply with the following procedures for the duration of the applicable compliance period: Advertising: The Equal Opportunity logo or slogan must be used in all ads, brochures, and written communications to owners and potential tenants. Advertising media may include The Tri-City Herald, minority-specific, social media, radio, television, housing organizations such as brochures, flyers, or may simply involve a sign in the window.

Special Outreach: Owners are encouraged to solicit applications for vacant units from persons in the housing market who are least likely to apply for HOME-assisted housing without the benefit of special outreach efforts. Special outreach may be to advertise with social service agencies.

Record Keeping: Owners must maintain a file containing documentation of all marketing efforts (copies of newspaper ads, memos of phone calls, copies of letters, etc.). These records must be available for inspection by Richland staff. Owners must maintain a listing of all tenants residing in each unit.