

**Community Development Block Grant and  
HOME Programs**



**SPOKANE COUNTY**

---

**2012 Annual Action Plan  
(Application to HUD)**

**Year Three of the Spokane County  
2010-2014  
Housing & Community Development  
Consolidated Plan**

Adopted by the Spokane County Board of County Commissioners on May 8, 2012

---

Spokane County Community Services, Housing, & Community Development



Spokane County assures that grants will be conducted and administered in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3620), the Age Discrimination Act of 1975, Executive Orders 11063, 11625, 12138, 12432, and 12892, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the American with Disabilities Act (Title II), and implementing regulations.

## Table of Contents

<b>Executive Summary</b> .....	1
Evaluation of Past Performance.....	5
<b>Annual Action Plan Process</b>	
Citizen Participation.....	8
<b>Monitoring Standards and Procedures</b> .....	12
<b>Housing Strategies</b>	
Fair Housing.....	16
Affordable Housing Program.....	19
<b>Homeless and Special Needs Population</b>	
Sources of Funds.....	23
Homeless and Special Needs Strategy.....	24
<b>HOME Investment Partnership Program</b>	
Funding Sources.....	32
<b>Community Development Block Grant Program</b>	
Funding Sources.....	36
<b>Amendments to Prior Years' Annual Action Plans</b> .....	67-75
<b>HUD Tables:</b>	
Table 80; Resources Expected to be Available.....	10
Table 2A; Priority Housing Needs.....	20
Table 1A; Homeless & Special Needs Populations Housing Gap Analysis Chart.....	28
Table 1C; Proposed 2012 Performance Measurements.....	29
Table 1B; Special Needs (Non-Homeless) Populations.....	30
Table 2B; Community Development Needs.....	39
Table 2C; Specific Objectives.....	40
Table 3C; Consolidated Plan Listing of Projects.....	44-66
<b>Appendices:</b>	
A. Organizational Structure.....	76
B. Public Comments and County Action.....	77
C. Citizen Participation Plan and Policy & Timelines.....	78
D. Annual Action Plan Amendment Policy.....	82
E. Consolidated Plan Amendment Policy.....	86
F. Fair Housing Month; April 2012 Conference Flyer.....	87
G. Residential Anti Displacement & Relocation Policy.....	90
H. Affirmative Marketing & Minority Owned Business Policy.....	92-96
I. Resale & Recapture Provisions for HOME .....	97-100
J. Refinancing of Existing Debt.....	101
K. BOCC Resolutions Related to Annual Action Plan.....	102-107
L. HUD Certifications .....	108-122
M. HUD Approval of 2012 Annual Action Plan.....	123-130

## EXECUTIVE SUMMARY

Each year Spokane County submits an Action Plan illustrating how the US Department of Housing and Urban Development (HUD) resources will be utilized to improve communities throughout the County. This is the annual implementation plan of the 5 year 2010-2014 Consolidated Plan addressing Housing and Community Development needs in Spokane County. The needs and subsequent goals and objectives were identified through collaboration with participating cities, other County agencies and other public and private project sponsors. The goals for the 2010-2014 Consolidated Plan are primarily targeted to low- and moderate-income residents of Spokane County and were developed to:

- Provide decent housing
- Establish and maintain a suitable living environment
- Expand economic opportunities

In implementing these goals the County has developed the following guiding principles:

Priority to the lowest income; ensure the needs of people with the lowest-income are given priority consideration.

Basic Support; encourage the focus of public service resources on essential basic needs.

Citizen Participation; provide opportunities for the public to participate in plan development, implementation and evaluation.

Collaboration; encourage public, private, and non-profit sectors collaboration and reduce program duplication.

Emphasize the Potential; build upon available community assets, resources, plans and market forces.

Leverage; leverage limited resources by promoting partnership between organizations.

Measurable Results; produce and evaluate measurable outcomes and results.

Comprehensive; engage comprehensive strategies to address the holistic needs of a neighborhood, household, or individual.

The 2012 Annual Action Plan (2012 AAP) is for the 12 month period beginning July 1, 2012. The 2012 AAP, developed with the input of citizens and community groups, serves four major functions:

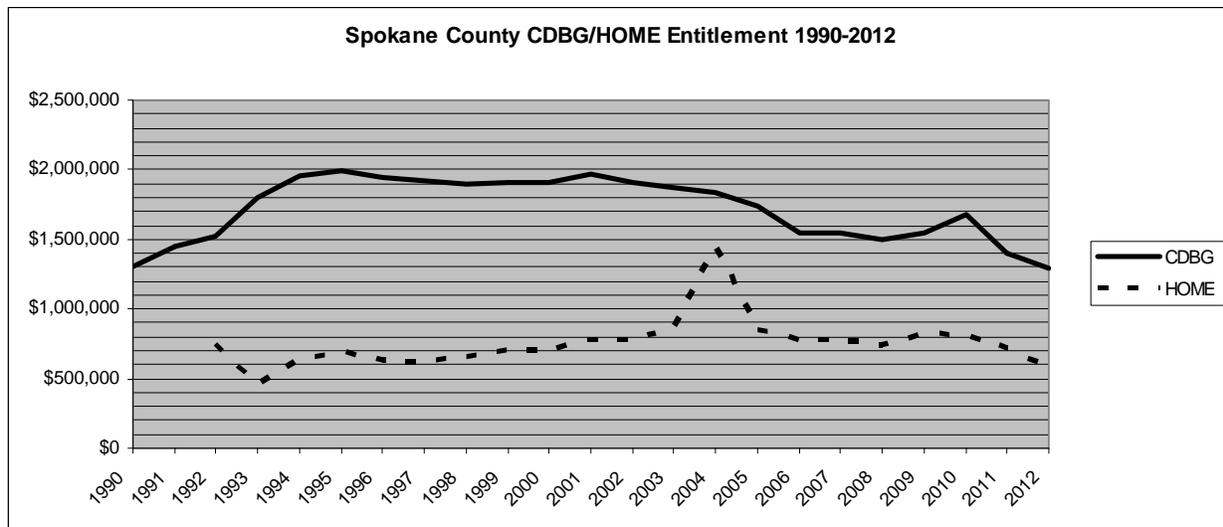
- It is Spokane County's application for funds available through two HUD formula grant programs; the Community Development Block Grant (CDBG) and the HOME Investment Partnership Act (HOME).
- It is the annual planning document, built through public input and participation for CDBG, HOME and other related programs.
- It lays out expected annual funding resources, the method of fund distribution, and the actions the County will follow in administering HUD programs.
- It provides accountability to citizens for the use of the funds and allows HUD to measure program performance.

**Resources**

The law implementing the CDBG Program at HUD calls for using “the most recent data compiled by the United States Bureau of the Census” for allocating the CDBG Funds. In accordance with this mandate, 2012 marks the first year that the CDBG allocation formula will rely on the Census Bureau’s new annual data source; the American Community Survey (ACS). HUD releases allocation amounts for CDBG and HOME within 60 days of legislative action; they are listed below:

Sources	2012
Community Development Block Grant (CDBG)	\$1,294,443
Estimated Program Income CDBG	\$ 30,000
HOME Investment Partnership (HOME)	\$ 565,667
Estimated Program Income HOME	\$ 100,000
Total Federal Funds available for 2012	\$1,990,110

The following graph illustrates historic entitlement funding for CDGBG and HOME in Spokane County.



**Objectives and Outcomes**

Based on the guidelines HUD published in its final notice on the Outcome Performance Measurement System for Community Planning and Development’s Formula Grant Programs, the 2012 AAP identifies specific Objectives and Outcomes for each project:

Suitable Living Environment – In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

Decent Housing – The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME and CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of

a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.

Creating Economic Opportunities – This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Each project is evaluated to determine which of the three outcome categories best reflects the anticipated achievement. The three outcome categories are:

Availability/Accessibility – This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people where they live.

Affordability – This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Sustainability – Promoting Livable or Viable Communities. This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods. However, there are no slum or blight areas identified for Spokane County.

The following table identifies the Objectives and Outcomes for all of the 2012 AAP Projects. More specific information can be found on Table 3C Consolidated Plan Listing of Projects.

<b>2012 Objectives and Outcomes</b>		
<b>Project Name</b>	<b>Objective</b>	<b>Outcome</b>
Cheney Outreach Center	Suitable Living Environment	Availability/Accessibility
The GreenHouse Community Center	Suitable Living Environment	Availability/Accessibility
Lutheran Community Services NW	Suitable Living Environment	Availability/Accessibility
Medical Lake Community Outreach	Suitable Living Environment	Availability/Accessibility
New Hope Resource Center	Suitable Living Environment	Availability/Accessibility
Second Harvest Food Bank	Suitable Living Environment	Availability/Accessibility
Spokane Valley Partners	Suitable Living Environment	Availability/Accessibility
Deer Park Senior Nutrition Site	Suitable Living Environment	Availability/Accessibility
Spokane Valley Meals on Wheels	Suitable Living Environment	Availability/Accessibility
Lilac Services for the Blind	Suitable Living Environment	Availability/Accessibility
Emergency Housing Repair	Decent Housing	Affordability
Microenterprise Assistance	Economic Opportunity	Availability/Accessibility
Road Improvement Dist. Assistance	Suitable Living Environment	Affordability
ADA Sidewalk Improvements	Suitable Living Environment	Availability/Accessibility
Water/Sewer Improvements	Suitable Living Environment	Affordability

### Funding Categories

The Community Services, Housing and Community Development Department provides funds to assist in the development and reconstruction of a wide variety of activities that promote neighborhood revitalization and expand affordable housing opportunities throughout Spokane County. CDBG and HOME funds have been budgeted into five general categories:

Housing – Development and rehabilitation and repair programs which offer deferred payment loans or grants to low and moderate-income homeowners and home-buyers. Programs also provide housing resources for the development of low and moderate-income affordable rental housing and special needs housing.

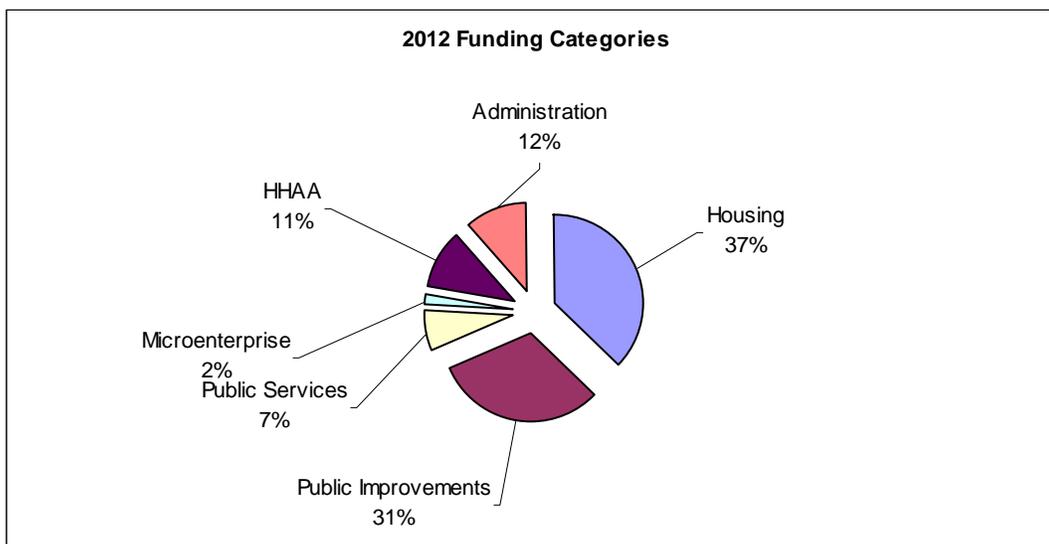
Public Improvements – Acquisition, construction, reconstruction, or rehabilitation of facilities that provide assistance to low- and moderate-income individuals and construction or reconstruction of infrastructure in low- and moderate-income neighborhoods.

Public Services – Payment of staff, supplies and materials to agencies providing direct assistance to low- and moderate-income individuals. This assistance may include case management and counseling associated with employment, homelessness, health, fair housing, assistance with rent, gas, utilities and/or food.

Microenterprise Assistance – Technical and financial assistance to microenterprises. The assistance is available to Spokane County households with incomes less than 80% of Median Family Income for business training and utilizes a revolving loan fund.

Administration – Overall program administration, including program development, management and coordination, personnel, accounting, and grant compliance for the CDBG and HOME Programs.

During the 2012 Program Year the Division is proposing the following allocation levels in these five areas:



### **Institutional Structure**

As described in the 2010-2014 Consolidated Plan, collaboration is the main strategy for a strong institutional structure, with an emphasis on good working relationships, leverage, and cooperation among all involved.

The County's Urban Entitlement Area has increased geographically as a result of Liberty Lake and Spokane Valley joining the Urban Consortium upon incorporation. Spokane Valley receives a CDBG Set-aside Entitlement which is vetted with the public along with all other recommendations for CDBG and HOME Funding requests. This has proven to be an inclusive way to achieve community development goals throughout the Spokane County Urban Consortium.

There are good working relationships between state agencies and local organizations involved with housing and community development related services. Exchange of information and technical assistance has resulted in an effective delivery system. The principles underlying the 2010-2014 Consolidated Plan support and encourage the existing coordination of activities in the community and encourage additional collaboration where appropriate. Overall, the goals and objectives in the Plan require coordination of other resources, policies and programs to maximize the benefit to low- and moderate-income residents and neighborhoods. This coordination and cooperation between local jurisdictions in Spokane County, as well as between state and federal agencies, is vital to successful implementation of the CDBG and HOME Programs.

Furthermore, staff members from cities, County departments, and the housing authority are members of key committees and coalitions in the Spokane Region, allowing for improved coordination and collaboration among jurisdictions.

### **Monitoring**

A risk assessment is developed annually to determine which projects have high, medium and low risk. Ranking is predicated on past performance, new or changing personnel, attendance to the applicant workshop, results or prior monitoring and the number of years the organization has been funded with CDBG. On-site monitoring of all High Risk activities will be conducted in 2012 to ensure compliance with the CDBG Program requirements. If resources are available, the Medium Risk Activities will be monitored on-site. Desk Monitoring occurs continuously on all projects/activities through analysis of performance reports, audits and evaluation of reimbursement requests. If question arise, CSHCD staff communicates in the most effective method whether that be by mail, email or phone and documents communication for the file.

### **Evaluation of Past Performance**

Spokane County met most of the strategies set forth in the (previous) 2005-2009 Consolidated Plan. The following table, from the Spokane County Consolidated Annual Performance Report (CAPER) July 1, 2009 through June 30, 2010, is a summation of how Spokane County met those strategies. This table is also in the 2010-2014 Consolidated Plan.

<b>Performance Measurement Objective</b>	<b>Activity – Local Strategy</b>	<b>Proposed Measure / Indicator</b>	<b>Proposed Measure or Indicator Through Project Year 2009</b>
Suitable Living Environment	Improve or expand inventory of facilities for high priority need populations	2 public facilities in five years	3 facilities/projects in five years (150%)
	Improve the infrastructure and/or physical environment	50,000 in five years	99,751 people in five years (200%)
	Improve the infrastructure by paying assessments for very-low income households for CFR (sewer assessments) and/or RID (Road Improvement District) assessments	125 people in five years	134 people in five years (107%)
	Provide support to existing homeless shelters	1,500 people in five years	2,506 people in five years (167%)
	Provide funding for emergency food	130,000 in five years	132,109 people in five years (102%)
	Provide funds for high priority public service needs, with focus of funding directed to essential basic needs	50,000 in five years	25,668 people in five years (51%)
Decent Housing	Create new permanent supportive housing for the seriously mentally ill and those with co-occurring disorders	8 units in five years	4 units in five years (50%)
	Increase the number of units for special needs populations	20 units in five years	60 units in five years (300%)
	Increase the supply of new affordable rental housing for low- and extremely-low income households	150 units in five years	68 units in five years (45%)
	Increase the supply of existing rental housing for low- and extremely-low income households	150 units in five years	113 units in five years (75%)
	Increase the capacity for low- to moderate-income households to maintain affordable homeownership by providing loans for side-sewer connection to centralized sewage system	300 units in five years	206 units in five years (69%)
	Increase the capacity for extremely low- to low-income households to maintain affordable homeownership by providing grants for CFR (sewer assessments) and/or RID (Road Improvement District assessments)	125 units in five years	134 units in five years (107%)
	Increase the capacity for extremely low- to low-income households to maintain affordable homeownership by providing loans or grants for emergency repairs to owner-occupied homes	1,500 units in five years	1,421 units in five years (95%)
	Increase opportunities for low and moderate-income households to become homeowners	15 units in five years	32 units in five years (213%)
Creating Economic Opportunity	Provide technical and financial assistance to small business and/or microenterprises	25 businesses in five years	54 businesses in five years year (216%)

# 2012 Annual Action Plan Goals

## **Affordable Housing Goals**

- Increase the supply of new affordable rental housing for low and extremely low-income households.
- Increase the supply of affordable housing units for high priority special needs populations.
- Preserve the supply of existing affordable rental housing units for low- and extremely-low income households.
- Provide HOME Tenant Based Rental Assistance (TBRA) vouchers for affordable rental units to be available for extremely-low income households.
- Increase the capacity for low- to moderate-income households to maintain affordable homeownership by providing loans for side-sewer connections.
- Increase the capacity for low- to moderate-income owner-occupied households to maintain affordable homeownership by providing loans/grants for emergency repairs.

## **Area Revitalization Goals**

- Improve the infrastructure and/or physical environment.
- Improve the infrastructure by paying assessments for very-low income households which are owner occupied.
- Improve or expand facilities for high priority need populations.

## **Economic Development Goal**

- Provide technical and financial assistance to micro-enterprises.

## **Public Services Goals**

- Provide support to existing homeless shelters.
- Provide funding to support food banks.
- Provide funding for other high priority public service needs.

## **Planning and Administration Goals**

- Fund and manage planning projects.
- Offer and conduct workshops for applicants and subrecipients.
- Fund and manage CDBG/HOME projects and/or programs.
- Ensure contract / subrecipient agreement and compliance.
- Analyze and update the Analysis of Impediments (AI).
- Housing Quality Standard Inspections.
- Participate in and help address strategies in Spokane Regional Ten Year Plan to End Homelessness by attending Continuum of Care meetings.
- Fund, if needed and participate in the planning and coordination of Annual Fair Housing Conferences and media campaigns.

## **ANNUAL ACTION PLAN PROCESS**

The 2010-2014 Consolidated Plan became effective July 1, 2010, upon approval by HUD. Annual Action Plans are submitted to HUD by May 15<sup>th</sup> for the July 1<sup>st</sup> start of the Program Year. This 2012 Annual Action Plan outlines the distribution of CDBG and HOME funds for the third year of the 2010-2014 Consolidated Plan which is based on the needs of low-to moderate-income people. The priorities in the 2010-2014 Consolidated Plan are housing, public service, public facilities, area revitalization, economic development and planning.

In the development of the 2012 Annual Action Plan, the Division's Citizen Participation Policy was followed; Public Meetings and a Public Hearing before the Housing and Community Development Advisory Committee members (HCDAC) and a hearing by the Board of County Commissioners (BOCC). The HCDAC currently consists of representatives from 12 cities and towns within the county, and representatives from the unincorporated areas. A current list of HCDAC members as well as CSHCD staff can be found in Appendix A; Organizational Structure. The HCDAC provides funding recommendations on activities community priorities whereas the BOCC makes the final determination.

All priorities included in the County's 2010-2014 Consolidated Plan and the 2012 Annual Action Plan list specific projects/activities for this 2012 Program Year, which will help achieve the goals and objectives of the 2010-2014 Consolidated Plan:

The HCDAC preliminary recommendations were made on January 12, 2012. A Public Hearing was held on March 1, 2012, with deliberations on March 8, 2012 for determining final recommendations to the BOCC. On May 8, 2012, the BOCC approved the recommended activities included in the 2012 Action Plan. Public comments on the 2012 Annual Action Plan, the Consolidated Plan and allocation recommendations along with Department response are located in Appendix B.

Incorporated into Spokane County's Annual Action Plans are the Outcome Performance Measurement System for Community Planning and Development (CPD) Formula Grant Programs developed and required by HUD since 2006 as well as local measurements. The CPD System has three main components; Objectives, Outcomes, and Indicators. For the purposes of the Annual Action Plan, this measurement system will associate itself with the existing local goals and objectives. HUD Tables 1C and 2C of the plan were amended, and common CPD System Objectives/Indicators were matched with existing local objectives/indicators. In most cases, the performance measures or indicators were the same. Spokane County will measure both the local and CPD systems simultaneously.

The reporting mechanism for the CPD system varies. There are common indicators used for all program activities, and they are reported on in the Annual Action Plan (Table 3C). They will also be reported on in the Consolidated Annual Performance and Evaluation Report (CAPER) project sheets. In addition to the common indicators, there are 18 activity-specific indicators. These activity-specific indicators are automatically generated by the Integrated Disbursement and Information System (IDIS). Reports from IDIS are a key component of the CAPER.

### **Citizen Participation**

As required by HUD page 237 of the 2012-2014 Consolidated Plan contains details on the process used to encourage citizen participation. The Citizen Participation Plan and Policy is provided as Appendix C and is summarized below:

- Newspaper notices of the availability of the annual planning, reporting and performance and policy documents.
- Public meetings and Public Hearings to discuss housing and community development needs, activities for which funding is proposed and program performance.
- Mailing of program information to the organizations and individuals on the division's mailing lists.
- Advertisement of CDBG and HOME funded services to Spokane County residents. Specific marketing methods vary according to the type of service and client group. All services are affirmatively marketed to low-income persons, minority person, and individuals with disabilities.
- Publication of Community Development Block Grant business items which require official adoption, execution or other action on the Meeting Agenda for the Board of County Commissioners.
- Documents and notices on the official website; [www.spokanecounty.org](http://www.spokanecounty.org)

The process of gaining citizen input is continuous. The Annual Action Plan Amendment Policy is located in Appendix D and the Consolidated Plan Amendment Policy is located in Appendix E.

Spokane County's anti-poverty strategy focuses on the concept of coordination and linkages. Key strategies include:

- Focusing resources on populations with the greatest need
- Coordinating housing development with the provision of supportive services for persons with special needs
- Enabling low-income persons to accumulate assets through homeownership and business development
- Focusing on education and training that leads to self-sufficiency
- Job and construction contracting opportunities to low-income residents and Section 3 business concerns that are owned by or employ low-income residents
- Providing access for people in poverty to employment opportunities
- Empowering low-income residents to provide leadership and solve problems in their neighborhoods

## Resources

The following table describes the federal resources, private and non-federal public resources expected to be available to address priority needs and specific objectives identified in this plan.

**TABLE 80 Resources Expected to be Available**

FEDERAL PROGRAMS			
Fund Source	Eligible Applicant/Implementing Agencies	Eligible Activities	Support Applications From Others
HOME Investment Partnership Programs	Metro cities, urban counties, and states	Acquisition, rehabilitation, new construction, tenant-based rental assistance (TBRA), homebuyer assistance, planning, and supportive services.	No
Community Development Block Grant (CDBG)	Metro cities, urban counties, and states	Neighborhood revitalization, economic development, provisions of improved community facilities, prevention and elimination of slums, activities aiding low- and moderate-income families	No
McKinney Programs: ▪ SRO or Rehab ▪ ESG ▪ SAFAH	Metro cities, urban counties, and states	All of the McKinney Programs are designed to address homelessness.	Yes
CDBG Section 108 Loan Guarantee	Metro cities and urban counties that receive entitlement grants	Real property acquisition, rehabilitation of publicly owned real property, housing rehabilitation, relocation, clearance and site improvements, interest payments on guaranteed loan and issuance costs of public offerings.	No
Low-income Housing Preservation and Resident Initiatives	Owners of low-income housing, non-profit organizations RCs, state or local agencies, or any entity that agrees to maintain affordability restrictions.	Financial incentives to retain project subsidized housing projects whose federal assistance is expiring. Sell to purchaser that will keep it for low-income persons.	Yes
Supportive Housing for Persons with Disabilities - Section 811	Private, non-profit organizations	Group Homes, independent living facilities, intermediate care facilities.	Yes
Supportive Housing of the Elderly (Section 202) Program	Private, non-profit and consumer cooperatives may apply	Acquisition, rehabilitation, new construction, rental assistance Support	Yes
Housing Opportunities for Persons with AIDS Program (HOPWA)	Eligible states and qualifying cities for eligible metropolitan statistical areas with the largest number of cases of AIDS. Competitive grants - State & local governments, nonprofit organizations.	Acquisition, rehabilitation, conversion, release and repair of facilities, new construction, project-based or tenant-based long and short term rental assistance, planning, supportive services, operating costs short term rent, mortgage, and utility payments, administrative expenses, other proposed activities.	Yes
Public Housing Comprehensive Grant Program	PHAs, IHAs, and public housing developments	Upgrade living conditions, correct physical deficiencies, achieve operating efficiency	Yes
Safe Havens Demonstration Programs	States, local governments, private and public non-profit organizations	Acquisition, rehabilitation, new construction, leasing assistance, low-demand support services, outreach activities for eligible persons, operating costs.	Yes
Rural Homelessness Grant Program	Private nonprofit organizations, state community and economic development agencies and federally recognized Indian	Rent, mortgage, or utility assistance, security deposits, support services, rehabilitation, short-term emergency lodging, transitional housing, cost of using federal inventory property	Yes

	tribes.	programs, capacity building.	
Farm Home Rural Rehabilitation Program	Private nonprofit organizations, county and local governments, and federally recognized Indian tribes	Grants for health/safety and weatherization repairs.	Yes
Public Housing Drug Elimination Program (PHDEP)	PHAs, IHAs	Provides funds to improve security in public housing, increase capacity of Resident Councils to deal with social problems, implement project ROAR.	Yes
FmHA	PHAs, IHAs	Acquisition, rehabilitation, new construction, rental assistance, homebuyer assistance.	Yes
Section 8 Housing Choice Voucher Program	PHAs	Rental assistance payments to private owners	Yes
<b>STATE&amp; LOCAL PROGRAMS</b>			
<b>Fund Source</b>	<b>Eligible Applicant/Implementing Agencies</b>	<b>Eligible Activities</b>	<b>Support Applications From Others</b>
Low-income Housing Tax Credit Program	Private developers and contractors	New construction, acquisition, rehabilitation, refinancing of existing debt.	Yes
WA State Housing Assistance Program (HAP)	Non-profits	Loan and grants new construction, rehabilitation or acquisition of housing or homeless shelters; rent or mortgage guarantees and subsidies	Yes
WA State Housing Affordable Housing Program (AHP)	Non-profits	New construction, moderate and substantial rehabilitation, acquisition, and assistance to first-time homebuyers	Yes
Federal Home Loan Bank (AHP)	Non-profits	Provides below market-rate loans and grants for low-income ownership and rental housing projects.	Yes
Low-income Housing Tax Credit (LIHTC)	Non-profits	Allocates federal income tax credits to investors in qualified low-income rental housing.	Yes
Lead-based Paint Abatement Emergency Shelter Assistance Programs (ESAP)	States, federally recognized Indian tribes, & local governments where population is over 50,000	Rehabilitation, planning, operates costs. Emergency shelter and services provided to the homeless. Operating expenses, homelessness prevention activities, rental assistance, first months rent, and security deposits.	Yes
Housing Finance Commission (HFC) Program	Non-profits	Single family homeownership bond program, mortgage credit certificate program, multi-family tax exempt bond financing program, low-income housing tax credit, and a non-profit owners program to finance low-income rental housing.	Yes
Consolidated Homeless Grant	Local government, Non-profits	Homeless Prevention, rapid re-housing, support services.	Yes
Homeless Housing Assistance Act (HHAA)	Local government, Non-profits	Homeless Prevention, rapid re-housing, support services. Reentry Initiative Program within CSHCD	Yes
Spokane County Affordable Housing Trust Fund (SHB 2060)	PHAs, IHAs, public housing development, local governments, private and public non-profit organizations	Acquisition, construction, rehabilitation, capital projects for shelters.	Yes (state)/No (local)

## **Monitoring Standards and Procedures**

The purpose of this section is to describe the policies and procedures that are used by Spokane County Housing and Community Development (HCD) Division to monitor 2011 activities to ensure compliance with the CDBG and HOME Program requirements. Monitoring is an ongoing process involving continuous subrecipient communication and evaluation. The process involves telephone contact, written correspondence, analysis of performance reports and audits, and periodic on-site visits. These processes occur differently for each of the programs to be discussed.

## **Community Development Block Grant Monitoring**

There are three types of monitoring performed for the CDBG Program: regulatory compliance, performance compliance, and technical assistance. Monitoring of regulatory compliance includes review of accountability and financial management, procurement, environmental impact, labor standards, civil rights and fair housing, acquisition and relocation activities, and citizen participation. Monitoring of performance compliance includes evaluation of project timeliness, fundability (which includes the eligibility of activities and compliance with national objectives) and assessment of continuing capacity to carry out approved activities with any future grants. Technical assistance monitoring provides an opportunity for both the subrecipient and HCD Division staff to review project activities and administrative and management procedures. The purpose is to detect and remedy any issues that could turn into problems later in the project. It also provides a chance to reinforce areas already covered in the annual subrecipient grant administration training workshop.

Desk monitoring includes staff review of documents submitted by all subrecipients monthly or quarterly during the program year. At least one annual on-site monitoring of selected subrecipients is conducted based on an annual risk assessment. The risk assessment considers the number of grants received by the subrecipient, experience of the grant administrator and other potential problem areas. On-site monitoring is designed to target staff time and resources to projects and compliance areas most likely to need assistance, therefore, projects which rate high or moderate on the risk assessment are scheduled for an on-site monitoring.

## **On-Site Monitoring Procedure**

Prior to an on-site monitoring, HCD Division staff will provide written notification to the designated subrecipient official. The notice will advise them the following activities will take place:

- Review of pertinent files for required documentation, compliance with program regulations, and verification of the accuracy of information in the performance reports.
- Interviews with key staff members.
- A visit to the project site (if applicable) to observe activities and ensure consistency with the application.
- An exit conference with the grant administrator to review results, overall project performance, and verify that the conclusions of the visit are based on accurate information.

Results of the monitoring visit will be formally submitted to the subrecipient in writing within 30 days of the exit conference.

In the event that a Finding of Deficient Performance or a Finding of Noncompliance is indicated in the exit conference, HCD Division staff and the subrecipient official will mutually agree on a timeline to address concerns, resolve deficiencies, or develop a corrective action plan. Documentation which illustrates a successful remedy for findings will be required.

### **Follow-Up Action**

If a subrecipient fails to accomplish corrective action within the timeline, staff will document attempts to contact them. A warning letter will eventually be sent requesting the status of the corrective action and cautioning the possible consequences for failure to comply.

Upon receipt of documentation from the subrecipient addressing findings, HCD Division staff will review the corrective action taken and if it was less than satisfactory, the subrecipient official will be notified in writing of any additional action necessary and establish a due date. This due date may be negotiated when good faith efforts to comply are demonstrated by the subrecipient. All findings must be resolved prior to close out of the project. If a subrecipient fails to provide satisfactory corrective action, HCD may prohibit them from applying for CDBG funds, withhold unallocated funds, require return of unexpended funds, or require repayment of expended funds. A follow-up visit may be necessary to verify a corrective action or to provide technical assistance. HCD will likewise notify the subrecipient official in writing when it is determined that satisfactory corrective action has occurred and findings have been resolved.

### **HOME Program Monitoring**

HOME Investment Partnerships Program funds come with strict regulations governing their use. HCD ensures that recipients of HOME funds comply with the regulations through various monitoring activities. Monitoring activities include both desk and on-site reviews.

Throughout a project, HCD is committed to ensuring compliance with federal regulations; production and accountability; and evaluating organizational and project performance. Monitoring can be broken down into the three phases of a typical project: 1) application, 2) pre-construction/construction, and 3) in-service.

### **Monitoring Steps Taken During the Application Stage**

Each application is reviewed to ensure that it meets the minimum requirements and that the applicant understands the program requirements applicable to their project. These requirements include, but are not limited to, fair housing, financial management and accountability, environmental impacts, labor standards, procurement, lead-base paint, affirmative marketing, and acquisition and relocation activities.

- Project goals are reviewed to ensure they meet the goals of the 5-Year Strategic Plan.
- Each applicant is required to certify that they will become familiar with the program requirements and agree to provide all required documentation.
- HCD will meet with applicants to address issues and concerns regarding program requirements as needed.
- HCD provides on-going technical assistance to applicants as needed.

### **Monitoring During the Pre-Construction/Construction Phase**

The Subrecipient is required to execute a HOME Written Agreement. The Agreement is legally binding and specifies the program requirements to be followed. If requirements are not met, the project is in default and faces the loss of funding unless corrections are made to the satisfaction of CSHCD.

- On-site monitoring of the project to ensure consistency with requirements and identify construction deficiencies.
- Draws are tracked through a database to analyze spending and consistency with program time lines. This includes review of draw requests and change orders.
- A project retainage is withheld until deficiencies, if any, have been corrected and all program reports have been submitted to HCD's satisfaction.
- HCD maintains additional information in a program database to demonstrate how projects conform to the 5-Year Strategic Plan.

### **Monitoring During the In-Service Phase**

HCD conducts annual on-site reviews of rental housing projects to ensure the project sponsor maintains the following:

- Correct rent and utility allowance levels for all HOME assisted units;
- Accurate initial and annual re-certifications of tenant income;
- Compliance with Housing Quality Standards;
- Compliance with Affirmative Marketing Requirements; and
- Compliance with other requirements of the HOME Written Agreement.

In addition, HCD ensures the proper payment or loan installments and escrow deposits have been made as required per the project's Promissory Note.

### **Record Keeping**

In accordance with CSHCD policy and federal requirements, CSHCD has established and maintains records to enable CSHCD staff, HUD, auditors, and the general public to determine the status of each HOME project, as well as overall program progress and status. Records are maintained in written and electronic format.

### **Internal Compliance**

A goal of the 2010-2014 Consolidated Plan was to more clearly identify objectives and outcomes. The strategic plan now includes measurable goals, objectives, and outcomes. Future Request for Proposals will solicit specific types of projects, depending on which objectives have been met as the five-year period progresses. In monitoring department performance, the most useful tool will be Consolidated Annual Performance and Evaluation Report (CAPER) that is required each year.

To ensure that statutory requirements are being met, including requirements involving the timeliness of expenditures, the department has developed checklists and reports for all projects and programs. Thorough, frequent desk and on-site monitoring of all projects help ensure that the department is in compliance with program requirements. Included on checklists are requirements for IDIS updating.

### **Strategies for Lead Based Paint Hazard Reduction**

Lead-based paint was used on many housing structures built prior to 1978. In 1996, federal law required that in pre-1978 housing, landlords must disclose known information on lead-based paint hazards prior to enforcing a lease. Half of the housing in Spokane County was built prior to 1970 and half of it was built after that year. Over 61% of the housing in the entitlement area was built prior to 1980, documenting that the majority of the area's housing could be impacted by the hazards of lead-based paint, translating to a minimum of 48,777 housing units. The use of lead

based paint was prolific prior to 1940, translating to 6,086 units, seven (7%) percent of the jurisdiction's housing units, having a high likelihood of lead-based paint.

Spokane County continues to strengthen coordination of public and private efforts in preventing lead-based paint poisoning and reducing lead-based paint hazards. During consultations with state and local health departments, child welfare agencies, and the City of Spokane, updated data was examined relating to lead-based paint hazards and poisonings. This data included a childhood lead-screening summary produced by Washington State Department of Health. The City of Spokane has continued to receive a grant to fund a program called Lead Safe Spokane Lead Remediation Program, which will increase testing for children. These relationships with government entities, non-profit agencies and private professional organizations promote lead safe work practices and the development of programs for lead poisoning screening. The county also focuses on lead hazard evaluation and reduction activities on properties that are home to lead-poisoned children and homes that are exhibiting characteristics of lead-based paint deterioration.

# HOUSING STRATEGIES

## FAIR HOUSING

### **Affirmatively Furthering Fair Housing**

As a recipient of CDBG and HOME Funds, Spokane County is required to develop programs that will “affirmatively further fair housing”. HUD, which allocates these and other funds, requires grant recipients to examine the local housing market and identify barriers to fair housing choice, and implement a plan to address any identified housing barriers for protected classes. The Analysis of Impediments (AI) and Fair Housing Plan for Spokane County were updated in October 2010 and adopted with Resolution No. 10-0910. They have been subsequently amended to address/remedy an impediment. An update was adopted with Resolution No. 11-0165, in March 2011. Upon submission to HUD, Spokane County was informed that the 9<sup>th</sup> Circuit Courts are now enforcing fair housing advertisement requirements on landlords who advertise using the internet. Previously an impediment in the AI, this shows progress for enforcement efforts at the national level. The AI will continue to be edited and updated as time allows. The AI addresses impediments discovered between 2003 and 2008. The next five year update is expected to be in 2015.

HUD newly released final rule, “Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity,” became effective March 5, 2012. It applies to all McKinney-Vento-funded housing programs, as well as to other housing assisted or insured by HUD. The rule creates a new regulatory provision that generally prohibits considering a person’s marital status, sexual orientation, or gender identity (a person’s internal sense of being male or female) in making homeless housing assistance available. As the nation’s housing agency, HUD’s goal is to ensure that our programs are carried out free from discrimination and are models for equal housing opportunity. Now lesbian, gay, bisexual, and transgender (LGBT) people are guaranteed equal access to our housing and shelters. CSHCD will update the AI and Fair Housing Plan in 2012 to reflect the new federal rule.

### **Fair Housing Complaints**

An individual who believes they have been discriminated against may file a complaint with HUD Office of Fair Housing and Equal Opportunity (OFHEO), Washington State Human Rights Commission (WSHRC) or Northwest Fair Housing Alliance (NWFHA). All of which are located in the city of Spokane’s downtown area. These agencies work together to track the status of complaints thereby eliminating duplication in reporting. Identifiers in the complaint data within this report have been removed after comparison of the lists provided by HUD and WSHRC.

Once a complaint is filed with one of these entities, the parties are encouraged to resolve the complaint by participating in negotiations designed to reach resolution and to protect the public’s interest. Nationally, and at the state level, a high percentage of complaints are closed by conciliation or predetermination settlement. If conciliation cannot be achieved there is a finding to determine if evidence of reasonable cause exists to support a violation of fair housing law. Some complaints will be closed with a “no cause” determination due to insufficient evidence to support a reasonable cause finding. If reasonable cause exists to support an allegation of housing discrimination, the case may be given an administrative hearing or be heard in superior or federal court.

### **Fair Housing Complaints Filed in Spokane County**

According to the information compiled, 43 fair housing complaints were filed by Spokane County residents during 2003-2008. Of those; 17 were dismissed for no cause, one was withdrawn by the complainant; one complainant failed to cooperate, five were withdrawn for no benefit, nine ended in conciliation and settlement, one was withdrawn with settlement, four are pending, and five resulted in pre-finding settlement (PFS) agreements.

No complaints were reported related to real estate transactions for home buyers.

### **Fair Housing Complaints by Protected Class**

The highest number of complaints is related to discrimination of disabled individuals in the area of reasonable accommodation. Those who filed complaints and then subsequently withdrew them offer some insight into areas Spokane County may want to focus on with education and outreach. For at least five complainants, no remedy would offer a benefit to them, so they dropped the complaint. This doesn't mean the complaint was invalid. For example, if discrimination occurs in advertising and it is reported, the individual reporting the discrimination may not want to live in a home after being discriminated against, but still wants that landlord to follow the law.

Breakdown of complaint types:

- Disability related fair housing complaints amounted to 26 with a combination of issues identified for five of those complaints; four for retaliation, one for family status, one for sexual harassment.
- Seven retaliation complaints.
- Seven family status complaints.
- Race discrimination was identified in six complaints which were combined with retaliation (2) and sexual orientation (2).
- Sexual harassment was a complaint twice and was combined with color, disability and retaliation.
- Discrimination based on creed was reported one time and that complaint was combined with a racial complaint.
- There were six withdrawn (wd) complaints; one wd with a settlement agreement, five wd for no benefit to the complainant, one wd for failure to cooperate, one wd with no resolution.

### **Public Perception of Fair Housing**

- Coalition of Responsible Disabled (CORD) and the NWFHA were interviewed to get a sense of the perceived fair housing issues in the Spokane Region.
- Disparate impacts presented by the National Fair Housing Alliance are included in the AI for consideration.
- Internet ads are allowed to discriminate against families with children, unlike printed media and may be causing confusion with the public perceptions of fair housing for all.
- Special needs housing; it is important to understand that behavior and illness symptoms themselves can cause difficulty retaining housing; further limiting a person's choice of where they will live.
- Not in my back yard (NIMBY) perceptions of existing residents in neighborhoods where affordable housing is proposed.

The challenge will always be to make sure that everyone knows they have choices when determining where to set up a household. Fair housing posters have been produced in multiple languages and are provided to all Spokane County subrecipients to post in their location. Education remains the best tool we have in Spokane County for furthering fair housing and fair housing awareness.

### **Spokane County Fair Housing Activities**

Spokane County and the Community Services, Housing, and Community Development Department endeavors to affirmatively further fair housing; some of the actions taken to affirmatively further fair housing are described below:

- On October 26, 2010 the updated Analysis of Impediments and Fair Housing Choice Plan were adopted by the BOCC with Resolution No. 10-0910. In March 2011 the AI was amended &

updated with Resolution No. 11-0165, which struck out impediment number three and indicates the impediment was “remedied”. NWFHA clarified their role in fair housing complaints and reporting through meetings with Spokane County.

- On March 23, 2010, the Spokane Board of County Commissioners (BOCC) signed a proclamation declaring April 2010, “Fair Housing Month”. By doing so, the BOCC were reminded of the National Fair Housing Month and used the proclamation to remind the public of Spokane County’s dedication to furthering fair housing.
- Annually, all subrecipients of CDBG funds are required to certify that they will affirmatively further fair housing in their agreements with Spokane County.
- All CDBG and HOME subrecipients are provided fair housing posters in multiple languages and required to have them posted on site.
- The fair housing logo is required on documents, such as advertisements or newsletters, used by CDBG and HOME subrecipients or CSHCD.
- All fair housing complaints are referred to Northwest Fair Housing Alliance, HUD’s OFHEO, and the WSHRC who coordinate complaints, investigations and tests and assist people who have been discriminated against through mediation or the court system if just cause is found.
- Spokane County reviews all marketing plans, advertisements, tenant selection policies, rental applications for consistency with fair housing laws that are funded by HOME dollars.
- County Planning Department staff is invited to the annual fair housing spring training to keep them up to date on fair housing issues, disparate impacts of decisions, etc.

### **Spokane County Partners Assist in Fair Housing Educational Events**

- Annual Fair Housing Training is provided to the community with a coordinated team of representatives from the Inland Northwest Landlord Association, Spokane Housing Authority (SHA), HUD Fair Housing and Equal Opportunity (OFHEO), Spokane County, the city of Spokane, Northwest Fair Housing Alliance, the Washington State Human Rights Commission (WSHRC) and Coalition of Responsible Disabled (CORD).
- Fair Housing Week includes media advertisements (television and radio) that were created and paid for by Spokane Association of Realtors, city of Spokane and Spokane County. Bus wraps or posters are also used to promote Fair Housing Month.
- Spokane Housing Authority (SHA) and the Landlord Association of the Inland Northwest partner to provide monthly and annual workshops about fair housing. Free training is available on a daily basis at SHA as landlords become housing providers for the local housing authority. The Landlord Association of the Inland Northwest also assists members as needed with information and resources related to fair housing as needed.
- “The Fig Tree” publishes an Annual Resource Directory which lists fair housing contacts in Spokane County.
- The Spokane Association of Realtors (SAR) holds fair housing trainings for its members throughout the year. The SAR Fair Housing Committee meets a minimum of four times per year to work with the community to eliminate any instances of unfair treatment of minorities in real estate transactions. Open houses are visited to be sure fair housing posters are posted in a visible location.
- The WSHRC has online trainings that are free. Visit [www.hum.wa.gov](http://www.hum.wa.gov) or call 1-800-233-3247 for more information on free fair housing training.

Continuing education has been determined to be the most effective way to keep fair housing in the forefront of the community's awareness. As newly elected officials take office it is important to educate them on Spokane County's responsibility to further fair housing. Similarly, as changes occur in the jurisdictions within the county, new people need to be brought up to speed about fair housing laws and their responsibility to further fair housing along with Spokane County, HUD and our many partners. The 2012 Fair Housing Training agenda is located in Appendix F.

### **Spokane County Affordable Housing Program Housing Trust Fund (HTF)**

Substitute House Bill 2060 was approved by the 57<sup>th</sup> Legislative session and signed into law by on April 2, 2002. This legislation called for a ten-dollar document recording fee to be collected by each county, to be used for affordable housing.

Once this legislation became effective, the BOCC appointed Community Services, Housing, and Community Development Department to administer the locally generated funds. The Department has subsequently provided opportunities for interested groups, individuals, and local governments to participate in identifying activities and developing goals and objectives.

The Housing Trust Fund, also known as 2060, specifically addresses the following priority:

- Capital Improvements, Acquisition of Affordable Housing and new Housing Development County-wide. Preference will be given to proposed projects serving persons with disabilities and considered extremely low-income; 30% or less of Area Median Family Income (AMI)

The HCDAC provides recommendations to the Spokane County BOCC for allocation and administration of the Spokane HTF. HTF Funds will be combined with HOME funds for the Annual Affordable Housing Program RFP in the spring and the associated 2012 timeline is included in Appendix B; CDBG/HOME Citizen Participation.

### **Public Housing Strategy**

Spokane Housing Authority (SHA) completed its Annual Plan covering fiscal year 2011, as required by Section 511 of the federal Quality Housing and Work Responsibility Act of 1998. They currently have a draft 2012 plan out for public comment. Spokane County will continue to coordinate and support the SHA goals and outcomes for serving low-income households and for improving the living environment of residents. This includes strategies to encourage involvement of public housing residents in management and participation of residents in homeownership.

### HUD Table 2A – Priority Housing Needs

HUD Table 2A PRIORITY HOUSING NEEDS (households)		Priority Need Level (High, Medium, Low)		Unmet Need	Goals
Renter	Small Related	0-30%	H	951	50
		31-50%	H	1,114	50
		51-80%	L	801	0
	Large Related	0-30%	H	168	50
		31-50%	H	231	50
		51-80%	L	139	0
	Elderly	0-30%	H	537	50
		31-50%	H	477	50
		51-80%	L	347	0
	All Other	0-30%	H	1,422	50
		31-50%	H	1,133	50
		51-80%	L	605	0
Owner	0-30%	H	2,027	1625	
	31-50%	H	2,308	350	
	51-80%	H	2,859	50	
Special Needs		0-80%	H	3,960	25
<b>Total Goals</b>					2450
<b>Total 215 Goals</b>					450
<b>Total 215 Renter Goals</b>					420
<b>Total 215 Owner Goals</b>					30

The HUD Table 2A is from the 2010-14 Spokane County Consolidated Plan.

## **Barriers to Affordable Housing**

Housing affordability is determined by the relationship between supply and demand. A household's purchasing power (demand), or its capacity to "consume" housing, is based on its income. This may include wages, investment income, gifts, and inheritance. Government can directly increase a household's purchasing power by general income transfers (public assistance, social security payments, etc.), housing assistance payments or services that increase disposable income (childcare subsidies, health care, etc.). Government can indirectly influence household income through actions such as increasing the minimum wage or changing the tax structure.

The price of housing is affected by a complex combination of factors related to the cost of housing production (supply). These include the cost of land, materials, labor, and capital. The government can be a housing developer, as in the case of public housing. Government loans, grants, and financing that reduce the cost of private sector and non-profit sector housing production, operation, or maintenance directly impact housing affordability.

The public sector can also make housing more affordable by imposing rent or price controls. Tax abatement and infrastructure development are indirect techniques for reducing the price of housing. Other types of government intervention in the housing market increase the cost of housing. The most common of these interventions are local government development regulations. These include regulation of density, lot sizes, building size, unit type, and design and building materials.

Communities can also increase housing costs through lengthy approval process, permit fees, infrastructure requirements, and payments or land dedications for parks and schools. Increases in the minimum wage or prevailing wage requirements, which increase household income on the demand side, can increase the cost of labor for housing construction. The tax code can also impact housing cost, either positively or negatively. The availability of affordable housing is also related to consumer and community preference. Housing developers gauge housing location, style, and price to the perceived local market and community acceptability. Within this context, this section of the Annual Action Plan describes the barriers to meeting the affordable housing needs in Spokane County, including;

- Federal resources and policies
- Intent to use TBRA for rental assistance
- Local development regulations
- NIMBY opposition

## **Federal Resources and Policies**

For households with incomes at or below 30% of median income, affordable housing consists primarily of federally subsidized rental housing. It is likely that the supply of these units in Spokane County will continue to be reduced. This will result from:

- Changes in public housing policies to allow preferences that may reduce availability for below 30% of median income households.
- The changes in the federal formula for allocation of Section 8 subsidy has restricted the number of vouchers available and has led to the closing of the Section 8 waiting list. The Spokane Housing Authority adopted a Section 8 waiting list lottery system. In the fall of 2008 they temporarily opened the waiting list and accepted applications. A random drawing was held to place a maximum of 2500 applicants on the waiting list. All other applications were destroyed. It has taken more than 2 years to determine eligibility and issue vouchers for the 2500 applicants on this new lottery style waiting list.

- Loss of privately owned Section 8 units and federally insured units from the assisted housing inventory as owners opt out of these programs.

SHA will conduct outreach efforts to potential landlords by continuing to publish the quarterly Landlord Liaison Newsletter, continue to have quarterly Landlord Advisory Groups meetings, and remain an active participant in the Landlord Association of the Inland Northwest, formerly the Inland Empire Rental Association. If these strategies are successful and they are able to recruit new landlords, it may help to offset the projected loss of subsidized units. It is difficult to predict future trends in federal funds for the development and operation of affordable and subsidized housing.

The Low Income Housing Tax Credit and state private activity bonds are important tools for financing affordable housing and there is increasing competition for these resources.

### **Intent to Use HOME Funds for Tenant-Based Rent Assistance**

Spokane County intends to use HOME funds for Tenant-Based Rental Assistance (TBRA) to provide rental assistance to persons with chronic mental illness, who are also susceptible to becoming homeless without HOME-funded TBRA. In addition to rental assistance, individuals will receive mental health support through the County's Regional Support Network – Supportive Living Program. This assistance will be geographically focused within the cities and towns of Airway Heights, Medical Lake, Cheney, and Spokane Valley, serving individuals or households considered extremely low-income.

Spokane Housing Authority, which administers most Rental Voucher Programs in the region, maintains significant waiting lists in the Section 8 Housing Choice Voucher Program. The lack of vouchers in Spokane County makes it difficult to address the housing needs for low to moderate income persons, as well as for homeless persons and special needs populations.

Thus, based upon the current local market conditions, it is the intent of Spokane County to use HOME funds for tenant-based rent assistance.

### **Local Development Regulations**

Potential barriers to affordable housing have been addressed as part of an overall evaluation of locally developed codes and standards. Many communities within Spokane County have updated their comprehensive plan and have made, or are in the process of revising, their zoning and subdivision regulations to make regulations more up-to-date, consistent, and unified to reflect community standards. In the past, standards have been inconsistently defined between developers and administered by different organizations. As part of the updating process, local government staff and members of the public reviewed the relationship of development regulations and housing affordability. The implementation of a local comprehensive plan will probably result in additional standards aimed at creating neighborhoods with adequate facilities. The plans are also recommending that some amenities be added to existing neighborhoods to increase the sense of community and security for residents.

### **“Not in My Backyard” (NIMBY) Opposition**

Any new development has the potential to raise concerns and opposition from local communities and neighbors. Perhaps the most controversial development is affordable rental housing, although there is often opposition to affordable owner housing as well. Neighbors express concerns about overcrowded schools, falling property values, crime, and traffic. NIMBY attitudes may be a contributing factor to a significant decrease in the number of newer multi-family units that are clustered throughout the County and not developed within existing neighborhoods.

# HOMELESS AND SPECIAL NEEDS POPULATION

## Sources of Funds

Funds specifically targeted to assisting homeless families and individuals have formerly been restricted to the McKinney/Vento Continuum of Care Federal Grants. These Grants provide funds for Supportive Housing and Shelter Plus Care Programs. CDBG and HOME funds have been used in collaboration with federal homeless grant funds to provide permanent housing for Spokane County's homeless who have special needs.

The Washington State Legislature passed the Homeless Housing Assistance Act (HHAA) directing county auditors to collect document recording fees with a combined surcharge of \$30. Of this \$30 fee, \$20 is earmarked for homeless services and homelessness prevention. The remaining \$10 provides funding for affordable housing assistance and for the development of new affordable housing units. These funds provide a source of local dollars specifically tied to housing and supportive services with the directive to reduce homelessness in Spokane County.

## Regional Continuum of Care

Spokane County partnered with the Regional Continuum of Care (CoC) and has representation on the Interagency Committee to End Homelessness (IAC), is a member of the Spokane Homeless Coalition and participates on multiple subcommittees of these groups. The County also provides representation for "The Hearth Academy"; a group formed to address the changes to the homeless system that will occur with the final rules of the Hearth Act. Planning ahead for the shift in federal priorities for homeless, along with new definition will prove beneficial when the Act's Rule is released.

The Regional Governance Council, established for the purposes of the CoC, has an application review team in which the County participates. This interaction helps the County keep abreast of the projects/activities funded by the Human Services Department of the City of Spokane and assures that the county also provides similar homeless services to County citizens when they are in need. In this way, Spokane County hopes to encourage people to reestablish "home" around the County other than within the City of Spokane, should they desire to do so.

## Re-Entry Initiative Program

The RE-Entry Initiative (REI) Program is a community re-entry program dedicated to transitioning people who were homeless and in institutional settings into productive citizens, working and living in homes with limited to no subsidy. Funding for the REI Program is from HHAA. SNAP, a non-profit community Action Agency which has been working to end homelessness in Spokane County for over twenty years, is a partner with the County's REI Program. REI allows for people who will exit homeless to apply for housing assistance before they leave or shortly after release from corrections facilities. The Program will increase the number of courts and agencies participating as it gains momentum and partners with the goal of preventing homelessness, through diversion from the traditional shelter system.

## Consolidated Homeless Grant Program

The Consolidated Homeless Grant (CHG) is a new grant provided by the Washington State Department of Commerce. The CHG combines homeless resources into one grant opportunity. The City of Spokane has taken responsibility for the CHG within the City. This means that the County program is limited to County residents. The CHG is designed to help prevent homelessness or quickly re-house households who are unsheltered. Spokane County will fund rental assistance through the Supportive Living Division, which assists disabled persons with permanent housing and may include supportive services. More on the Supportive Living Program is mentioned under HOME TBRA and Special Needs.

### **Homeless Prevention Program**

The Homeless Prevention Program is a result of success achieved using American Recovery & Reinvestment Act (Recovery Act) of 2009. The federal program was successful as administered by the Housing and Community Development Division. To expand on the success when the federal program ended, Spokane County has continued to help county renters threatened with eviction using HHAA funds. The criteria of the federal program has remained with the new program which provides short-term or medium-term rental assistance and stabilization services, including mediation, credit counseling, utility payments and case management. The Homeless Prevention Program serves County renters exclusive of the City of Spokane.

### **Homeless and Special Needs Strategy**

“The Road Home” is the result of extensive collaboration between local non-profit organizations and county and city representatives which drafted the Plan. The implementation of 10 Year Plan will positively impact the homeless and special needs population County-wide. Each strategy listed in the Homeless Prevention Process section of this Annual Action Plan also has specific action steps associated with them that will strengthen the homeless response system. Included in the 10-Year Plan are 13 specific action steps paraphrased below:

- Establish a Regional Homeless Coordinating Council to oversee the implementation and monitoring of progress towards reaching the goals in the 10-Year Plan.
- Explore the establishment of a single regional advisory group to coordinate regional priorities and funding recommendations for homelessness and affordable housing.
- Initiate the development of an allocation/financing plan to support the 10-Year Plan priorities.
- Expand the number of affordable housing and homeless housing beds available to homeless persons and persons at risk of homelessness and assure the continued viability of existing housing.
- Expand cooperative efforts between service providers and landlords.
- Work with agency staff at all levels to reduce potential homelessness caused by institutions releasing persons without adequate services and housing.
- Improve preventative tactics, outreach and service delivery to homeless persons.
- Focus efforts on meeting the needs of homeless persons who are mentally ill and/or chronic substance abusers.
- Improve outreach to the media and the community to inform on issues, needs and solutions to combat homelessness.
- Increase understanding and awareness of legislation and state plans and the inter-relatedness of the city and the county consolidated plans, including their homeless and anti-poverty planning sections.
- Move toward the creation of a centralized intake system and rapid re-housing model.
- Establish a common and simple set of community outcomes for measuring progress in ending homelessness in the region.
- In an effort to improve our competitiveness in the McKinney-Vento Grant Program and ensure ongoing funding, ensure that local annual actions are implemented, tracked and reported for inclusion in Regional Continuum of Care Application.

Community Services, Housing, and Community Development utilize the Homeless Management Information System (HMIS) managed by the City of Spokane. In prior years, county homeless statistics have not consistently been input into the local HMIS. It is believed that by merging to a Regional Continuum of Care, a consistent tracking process will be developed through centralized intake and county statistical information should be more accurate as a result.

“The Road Home” describes the transitional and permanent housing situation in the Spokane Region as well as the needs for more supportive services in its prevention strategy #1. One of the critical needs is a coordinated and effective discharge planning process from institutions to prevent the release of persons without resources onto the streets. The Regional Continuum of Care is dedicated to the development of agreements and/or memorandums of understanding so people are not released into homelessness from criminal justice, behavioral health, public health and/or child welfare systems (related to youth aging out of foster care).

### **Chronic Homelessness Reduction Strategy**

The biggest obstacle is providing access to support services that the chronic homeless population needs. Urban areas with public transportation options can locate specialized services in a single area knowing that all who need it can easily access the service through public transportation. Spokane County lacks public transportation in all but a few of its outlying communities. Therefore, Spokane County has realized that only some chronic homeless will be able to remain in the unincorporated county. Many will choose to relocate to the City of Spokane, where supportive services and affordable housing are more readily available.

“The Road Home, Spokane Regional 10-Year Plan to End Homelessness 2005-2015” incorporates HUD’s ten year program goals for which the region annually establishes action steps and measures progress:

- Create new Permanent Supportive Housing beds for Chronic Homeless Persons
- Decrease the number of Chronic Homeless persons
- Decrease the number of homeless households with children
- Increase the percentage of McKinney-Vento Program participants staying in permanent supportive housing for more than six months to at least 71.5%
- Increase the percentage of McKinney-Vento Program participant households that move from transitional housing to permanent affordable housing to at least 63.5%
- Increase the percentage of McKinney-Vento Program adult participants who are employed when they exit the program to 19%

Spokane County Community Services, Housing and Community Development (CSHCD) also established the following strategy for ending chronic homelessness by 2015:

- Provide services and housing to those chronic homeless who would most benefit from remaining in the county (those with existing community ties and emotional support systems) and who require the least specialized support services.
- Develop prevention efforts that specifically target people at risk of becoming chronically homeless to ensure that the existing homeless population does not increase in the future.
- Continue to actively collaborate with City of Spokane and the City of Spokane Valley to address the needs of chronic homeless that relocate to the City of Spokane for housing and services unavailable in the outlying County areas.

### **Homeless Prevention**

Homeless prevention begins with a sound economic base where all who want to can find living wage employment. CSHCD has put CDBG funding into economic development by funding micro enterprise endeavors. Each of the small businesses that receive funding provides stability and continuity within the neighborhood that the individual or family has established themselves. This diversity of endeavor and location provides a broad base of sound financial roots for the towns and cities to grow up from.

HOME and CDBG Funding will provide for the operating and developing of affordable housing units for singles as well as large families throughout the County. Adequate housing for all economic strata will ensure each individual or family never need go homeless.

Emergency assistance to meet essential basic needs is a high priority for Spokane County CSHCD. CDBG funding for the 2012 year will assist multiple non-profit agencies, in several county locations, which provide the emergency assistance to people who qualify. Emergency services, meant to meet essential basic needs may include help paying rent, utility bills, medical prescriptions, transportation costs and food banks. Some agencies also serve education needs such as help with school supplies, band instruments, and GED programs. When crisis occur in a low income household that can be met by immediate assistance, the assistance may prevent the situation from spiraling out of control. Many county families maintain their living situation from year to year and avoid homelessness with this type of local emergency assistance.

“The Road Home” further addresses the region’s homeless situation with Seven Core Strategies:

1. Prevention – Reduce the incidence of homelessness by providing tools to families and single person at-risk of becoming homeless.
2. Reduce the period of time that families and single persons are homeless.
3. Increase the capacity to assist homeless families and single persons to return quickly to self-sufficiency.
4. Improve access to services and housing for families and single persons experiencing homelessness.
5. End Homelessness for our most vulnerable populations (including chronic homeless persons) by providing permanent supportive housing to disabled persons.
6. Develop coordinated, multi-system responses to end homelessness.
7. Enhance coordinated solutions through regional planning and expended funding capacity.

### **Discharge Planning**

Many systems of care have responsibility for the discharge of people leaving their institutions. Publicly funded institutions are often a factor in creating and maintaining homelessness by discharging people to streets or shelters. Part of a comprehensive strategy to end chronic homelessness is to prevent people from becoming homeless in the first place and good discharge planning is the lynchpin of a comprehensive prevention strategy. Helping people make successful transitions to the community as they are released from jails, prisons, health care, mental health, or substance abuse treatment facilities requires systems to work together to ensure continuity of care and linkages to appropriate housing and community treatment and supports. This process has been on-going and has resulted in clearer, more specific guidance for the Department of Corrections, mental health institutions, and local hospitals. The REI Program is expected to further Spokane County’s goal to address discharge from institutions to homelessness and eventually reduce and eliminate releases to homelessness in its jurisdiction.

### **Anti-Poverty Strategy**

Spokane County’s anti-poverty strategy is focused on linkages and coordination. The goals and objectives in the Spokane County 2010-2014 Consolidated Plan illustrate the role that Spokane County will play in regional efforts to move people out of poverty. Focusing funds in areas of high poverty and high minority concentration may help ensure the funds provide greatest benefit to low and moderate income citizens, however, the County strives to provide affordable housing in areas which do not have minority concentrations to promote diversity in housing and neighborhoods.

**Special Needs Populations**

The supportive service needs of non-homeless special needs populations, as illustrated in the following table came from U.S. Census Data, DSHS, Housing Analysis, and consultations with providers and Spokane Housing Authority. This information was the basis for assigning the priorities given to each category of priority needs.

**Summary of Specific Homeless/Special Needs Objectives**

<b>Specific Objectives</b>	<b>Performance Measure</b>	<b>Expected Units 2010-2014</b>
<b>Homeless Objectives</b>		
Increase the supply of <u>new</u> affordable rental housing units for low- and extremely-low income households which are designated for homeless households.	Housing units created	10 new units
Increase the supply of <u>existing</u> affordable rental housing units for low- and extremely-low income households which are designated for homeless households.	Housing units	10 units
Provide TBRA Vouchers for affordable rental housing units to be available for extremely-low income households which are designated homeless.	Housing units	40 units
Provide support to existing homeless shelters.	People assisted	1,500
<b>Special Needs Objectives</b>		
Increase the supply of affordable housing units for the high priority special needs populations listed on HUD Table 1B.	Housing units	25 units
Provide TBRA Vouchers for affordable rental housing units to be available for extremely-low income households who are from high priority special needs populations on HUD Table 1B.	Housing units	25 units
Increase the capacity for low- to moderate-income owner-occupied households to maintain affordable homeownership by providing loans / grants for emergency repairs to high priority special needs populations.	Housing units	1,500

**HUD Table 1A**

**Homeless and Special Needs Populations  
Continuum of Care: Housing Gap Analysis Chart**

		<b>Current Inventory</b>	<b>Under Development</b>	<b>Unmet Need/ Gap</b>
<b>Individuals</b>				
<b>Example</b>	<b>Emergency Shelter</b>	<b>100</b>	<b>40</b>	<b>26</b>
<b>Beds</b>	Emergency Shelter	443	0	0
	Transitional Housing	229	5	74
	Permanent Supportive Housing	221	53	344
	<b>Total</b>	<b>893</b>	<b>58</b>	<b>418</b>
<b>Persons in Families With Children</b>				
<b>Beds</b>	Emergency Shelter	227	0	0
	Transitional Housing	375	0	0
	Permanent Supportive Housing	86	0	166
	<b>Total</b>	<b>688</b>	<b>0</b>	<b>166</b>

**Continuum of Care: Homeless Population and Subpopulations Chart**  
*The information below is taken from the 2009 Point in Time Count.*

<b>Part 1: Homeless Population</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	<b>Emergency</b>	<b>Transitional</b>		
Number of Families with Children (Family Households):	70	49	10	129
1. Number of Persons in Families with Children	211	133	27	371
2. Number of Single Individuals and Persons in Households without children	619	117	263	999
<b>(Add Lines Numbered 1 &amp; 2 Total Persons)</b>	<b>830</b>	<b>250</b>	<b>290</b>	<b>1370</b>
<b>Part 2: Homeless Subpopulations</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
a. Chronically Homeless	162		44	206
b. Seriously Mentally Ill	113			
c. Chronic Substance Abuse	76			
d. Veterans	60			
e. Persons with HIV/AIDS	0			
f. Victims of Domestic Violence	45			
g. Unaccompanied Youth (Under 18)	47			

*The above HUD Table 1A is from the 2010-2014 Spokane County Consolidated Plan.*

**HUD Table 1C**

The following HUD Table 1C reflects proposed 2012 measurements.

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual % / Actual		HUD Outcome/ Objective*	
<b>Homeless Objectives</b>								
H1	Increase the supply of <u>new</u> affordable rental housing units for low- and extremely-low income households which are designated for homeless households.	HOME / CDBG	Housing Units	10	2010	0%	0	DH-2
					2011	0%	0	
					2012	50%	5	
					2013			
					2014			
H3	Increase the supply of <u>existing</u> affordable rental housing units for low- and extremely-low income households which are designated for homeless households.	HOME / CDBG	Housing Units	10	2010	0%	0	DH-2
					2011	0%	0	
					2012	20%	2	
					2013			
					2014			
H4	Provide TBRA Vouchers for affordable rental housing units to be available for extremely-low income households which are designated homeless.	HOME / CDBG	Housing Units	40	2010	88%	35	DH-2
					2011	50%	20	
					2012	40%	10	
					2013			
					2014			
PS1	Provide support to existing homeless shelters.	CDBG	People	1,500	2010	42%	629	SL-1
					2011	0%	0	
					2012	0%	0	
					2013			
					2014			
<b>Special Needs Objectives</b>								
H2	Increase the supply of affordable housing units for the high priority special needs populations listed on HUD Table 1B.	HOME / CDBG	Housing Units	25	2010	0%	0	DH-2
					2011	48%	12	
					2012	48%	12	
					2013			
					2014			
H4	Provide TBRA Vouchers for affordable rental housing units to be available for extremely-low income households who are from high priority special needs populations on HUD Table 1B.	HOME / CDBG	Housing Units	25	2010	140 %	35	DH-2
					2011	80%	20	
					2012	40%	10	
					2013			
					2014			
H6	Increase the capacity for low- to moderate-income owner-occupied households to maintain affordable homeownership by providing loans / grants for emergency repairs to high priority special needs populations.	HOME / CDBG	Housing Units	1,500	2010	16%	241	DH-2
					2011	17%	250	
					2012	24%	350	
					2013			
					2014			
<b>Other Objectives</b>								
PA8	Fund, if needed, and participate in the planning and coordination of Annual Fair Housing Conferences.	HOME / CDBG	Conferences	5	2010	20%	1	n/a
					2011	20%	1	
					2012	20%	1	
					2013			
					2014			

**Outcome/Objective Codes**

	Availability/Accessibility	Affordability	Sustainability
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	EO-1	EO-2	EO-3

## Non-Homeless Special Needs Housing

In the 2010-2014 Consolidated Plan, HUD Table 1B identifies special needs populations and the relative priorities as follows:

HUD Table 1B  
Special Needs (Non-Homeless) Populations

SPECIAL NEEDS SUBPOPULATIONS	Priority Need Level High, Medium, Low, No Such Need	Unmet Need	Dollars to Address Unmet Need	Multi-Year Goals	Annual Goals
Elderly	H			See Table 1C	See Table 1C
Frail Elderly	H			See Table 1C	See Table 1C
Severe Mental Illness	H			See Table 1C	See Table 1C
Developmentally Disabled	H			See Table 1C	See Table 1C
Physically Disabled	H			See Table 1C	See Table 1C
Persons w/ Alcohol/Other Drug Addictions	M				
Persons w/HIV/AIDS	H			N/A	Not a HOPWA recipient
Victims of Domestic Violence	H			See Table 1C	See Table 1C
Other					
<b>TOTAL</b>					

The department's strategy in addressing issues of housing and support services for this vulnerable section of the population is to fund CDBG and HOME projects that have a significant impact. When these funds are used to develop housing projects the department's goal is to ensure sufficient support service delivery for the life of the venture.

The specific objectives are identified below:

Increase the number of units for the high priority special needs populations listed on HUD Table 1B	4-6 units annually
Provide TBRA Vouchers for affordable rental housing units to be available for extremely-low income households which are designated homeless	4-6 annually
Increase the capacity for low- to moderate-income owner-occupied households to maintain affordable homeownership by providing loans/grants for emergency repairs	300 people annually

Severely limited funding resources are expected to be available to address non-homeless special needs during 2012. Typically, \$1 of CDBG leverages \$27 of funding from other sources.

**Housing Opportunities for People with AIDS**

This participating jurisdiction is not a recipient of formula HOPWA funds and therefore this section is not included.

**Specific HOPWA Objectives**

This participating jurisdiction is not a recipient of formula HOPWA funds and therefore this section is not included.

## HOME Investment Partnership Program

Each year the Spokane County Community Services, Housing, and Community Development Department receives a formula allocation of HOME funds from HUD. For the 2012 Program Year, July 1, 2012 to June 30, 2013, Spokane County anticipates receiving \$565,667. These funds will be allocated through a competitive application process by Spokane County. The timeline for the HOME Program is located in Appendix B. Figure 1 below represents an estimate of available funds during the 2012 Program Year.

### HOME Funding Sources

Prior Years HOME Entitlement Uncommitted funds	\$275,000
Subtotal - Prior Years' Funds	\$275,000
2012 HOME Entitlement	\$565,667
2012 Program Income (Estimate)	<u>\$100,000</u>
Subtotal – New Funds	\$665,667
Less 10% Administration/Planning	(\$56,566)

---

**Total HOME Funds Available For Projects** **\$904,101**

### Home Matching Requirements

HOME matching requirements will be satisfied due to an excess of over \$4 million in HOME Match carried over from previous fiscal years. Additionally, funds from the locally funded Affordable Housing Trust Fund will be a main source of match.

### HOME Program Goals

HOME is the acronym for the centerpiece program of the Cranston-Gonzalez National Affordable Housing Act (NAHA). It is officially entitled the HOME Investment Partnerships Act. The Home Program is intended to achieve three specific goals:

1. To expand the supply of decent, safe and affordable permanent supportive housing, with the primary focus on housing for low, very low, and extremely low-income families.
2. To strengthen the ability of local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing.
3. To encourage public, private, and nonprofit partnerships to address affordable housing needs.

### HOME Project Selection Process

All applications will receive careful, multi-level reviews. The staff review is conducted under the direction of the Community Services, Housing and Community Development Department Director. The Director may require staff to consult with appropriate professionals for opinions concerning aspects of a Sponsor's Application. Additionally, applications must meet the following requirements:

1. The review and rating period will take approximately two weeks following the threshold review, depending on the number of applications.
2. Projects recommended for funding must meet Federal Environmental Review requirements prior to executing a contract.
3. Projects must be completed within 18 - 24 months from the date a contract is executed, subject to conditions issued in the County's Commitment Letter. A project is considered complete when a Certificate of Occupancy or its equivalent is issued to the project.

Applicants wishing to request reconsideration must submit a request to the Director within seven calendar days following notification of funding decisions.

### **HOME Application Evaluation Criteria**

Applications for Projects will be evaluated based on conceptual soundness, organizational capacity, financial feasibility and readiness. A brief description concerning each factor is listed below:

**Conceptual Soundness** - The project design and scope of work are consistent and feasible and respond to an identified housing need. The site, structure, location and program design are appropriate for the proposed residents. Elements of the project concept meet all threshold and eligibility requirements of the funding sources, including target population and affordability. Support services are included if appropriate.

**Organizational Capacity** - The skills and experience of the project Sponsor and the development team are appropriate to the size and complexity of the project. The Sponsor organization is fiscally sound and has reliable systems and personnel to manage and account for public funds. The Sponsor has realistically assessed obstacles and challenges, including shortfalls in organizational expertise and has a reasonable mitigation plan to address them. The project's Management Plan assures reasonable operation and maintenance of the project or program for the length of commitment.

**Financial Feasibility** - Budget forms are consistent, accurate, and thorough. Estimates and costs are reasonable and well supported or justified. A rigorous attempt to leverage other funds is documented. Proposed sources of funds are matched to eligible activities. Documentation of conditional and committed funds is included. The operating pro forma indicates sufficient cash flow and reserves to maintain and operate the project in a prudent and responsible manner for the length of commitment. The rents and/or mortgage payments are consistent with affordability requirements.

**Readiness** - The Project Schedule and Cash Flow Statement indicates that all proposed and conditional funds will be committed within six months of the County's preliminary award and that the project can be completed within 18 - 24 months of the County's agreement. Issues of site control, zoning, special permits, environmental hazards and licensing are identified and can be resolved in a timely manner. The status of architectural plans, cost estimates and project financing contribute to the timeliness of the proposed schedule.

### **Affordable Housing Program; Priority Housing Needs**

The Affordable Housing Program (AHP) addresses the needs of priority populations identified in the County's approved 2010-2014 Consolidated Plan. High priority housing needs include acquisition and new construction of rental housing for extremely low-income (0-30% of Spokane Area Median Family Income (MFI)) and very low-income (31-50% of MFI) households that are:

- Preference will be given to projects that will serve special needs populations and provide permanent housing with supportive services.
- Households with a current cost burden greater than 50% of their income or those living in housing with physical defects.

- Elderly or disabled households with a current housing cost burden of over 50% of their income, or those living in substandard housing.
- Preference will be given to projects located in the cities and towns that can demonstrate broad community support and need for the project.

### **Affordable Housing Program; Administrative Requirements**

The Department often receives inquiries about administrative details that apply during construction and after project completion. The following address frequently asked questions:

AHP Funds for approved projects will only be disbursed upon presentation of an acceptable request for funds. Requests for payment may require approval from an architect, building inspector, homeowner, independent construction inspector, documentation of compliance with Davis-Bacon wage requirements (when applicable), copies of approved work inspections, evidence of expenses incurred, and receipt of lien releases.

Requests for payment are not paid immediately upon receipt. Once the request for payment is approved, the County requests the funds from the Federal government, which wires the funds to the County. The County then processes the funds through its accounting system before a warrant (payment) is created. The process typically takes 7-14 days before a warrant is issued. Disbursement of County funds must be based on a pro-rata share of the total billing or as approved by the County when other methods of funding disbursement are arranged.

Retainage is held until work is 100% complete and the County receives a project completion package. At a minimum, the completion package would include a final certificate of occupancy, acceptance of the work by the lenders/owners, and settlement of all claims (if any).

Upon completion, the Sponsor will provide certification of the final project cost and a final sources and uses Statement reflecting the project's actual financial position. HUD revises income targeting and maximum rents annually. These amounts may increase or decrease. Tenant income will have to be verified and Housing Quality Standard inspections will be conducted annually (rental property).

Accounts for replacement/capital reserves and operating reserves may be required upon project completion. Annual Statements of the status of these accounts may be required. County HOME funds cannot be used to capitalize reserves.

The Period of Affordability requirement is recorded as a covenant running with the land and is not removed when the property is sold, debt repaid, etc.

The Affordable Housing Program will adjust the project loan amount to cover payment of County expenses incidental to its loan, including without limitation, expenses incurred for appraisal and appraisal review, toxic review, construction inspections and legal services including allocated costs for the services of County counsel.

### **Affordable Housing Program; Application Fee**

2012 applications for Affordable Housing Program funding will be charged 50 basis points (.5%) on the amount of the funding request. The application fee is to discourage frivolous applications. Application fees are not eligible for reimbursement with HOME Funds. Priority will be given to the following types of projects:

- Projects located in the unincorporated areas and/or within the cities and towns of Spokane County, excluding the City of Spokane\*;

- Acquisition of multi-family projects with or without rehabilitation;
- Refinancing of existing multi-family projects to preserve, increase and/or permit continued affordability as long as the applicant can demonstrate that rehabilitation is the primary activity, that the long term needs of the project can be met and that the feasibility of serving the targeted population over an extended period of affordability can be demonstrated.

\*NOTE: Projects located within the City of Spokane may also be considered if and when a substantial investment of City funds is involved and the project will provide permanent supportive housing for high priority special needs populations.

**Application Schedule**

The schedule for the Affordable Housing Program can be found in Appendix C.

# COMMUNITY DEVELOPMENT BLOCK GRANT Program

## SPOKANE COUNTY COMMUNITY SERVICES, HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT 2012 COMMUNITY DEVELOPMENT BLOCK GRANT

Anticipated Budget	
Anticipated 2012 Block Grant Entitlement	\$1,294,443
2012 CAPA Revolving Fund Payments (estimate)	\$30,000
2012 Program Income (anticipated)	\$0
Total New Funds Available	\$1,324,443
Plus De-obligated Funds from Prior Years	\$ 162,558
Total Funds Available for 2012 Projects	\$1,487,001
Statutory Limits on 2012 Allocation:	
Maximum Administration, Oversight, Compliance, and Planning (20%)	\$ 258,888
Maximum Public Services Funding Allowed (15%)	\$ 194,166

### 2012 Request for Proposal (RFP) and Project Prioritization of 2012 Activities

#### How Applications Were Rated and Compared

**Step #1** – Staff conducted an initial eligibility review to determine if the proposal may be submitted to the Housing and Community Development Advisory Committee (HCDAC). This review and assessment determines if, and the degree to which, the proposed activity and/or applicant:

- Meets National Objectives.
- Meets County CDBG program requirements.
- Addresses a priority eligibility category.
- Provides a reasonable cost per benefit ratio.
- Provided benefit to Target Areas.
- Provides a high degree of benefit to low/moderate income households.
- Meets all application requirements contained in this document.
- Demonstrates applicant's capacity to undertake the proposed activity.
- Demonstrates an applicant's successful performance in prior years.
- Leverages other funds to conduct the activity.
- Conforms to County and applicant long-range plans and goals.

**Step #2** – HCDAC members read proposals to determine the degree to which proposed projects:

- Serve un-served or under-served areas or populations.
- Affect the identified need in a manner that warrants allocation of funds.
- Address a County need or needs in an eligible activity category.
- Benefit a significant number of extremely low, very low, and low-income persons at a relatively low cost per person, compared to similar activities.
- Leverage other funds.

- Address the goals of a long-term improvement and/or maintenance plan.
- Eliminate or improve a hazardous, unsafe, or unhealthy environmental condition.
- Use the CDBG funds because they are necessary relative to the scope of the proposed project.
- Are feasible based upon the proposed budget, scope of work, and the organization's capacity.

**Step #3** - The HCDAC may also give consideration to a "balanced" distribution of funds between and among participating city and unincorporated area projects, various geographic areas of the County, and the proposal categories of economic development, housing, human service, physical facility, infrastructure, and planning activities. The HCDAC may also elect to direct funding to an applicant or activity with the intent of addressing or eliminating an identified need over a three year period (contingent on the County's continued receipt of CDBG funding from HUD and the applicant's successful completion of previous years projects), after which time that activity or applicant would be prohibited from receiving CDBG funding for that activity for a minimum 3-year period.

Preliminary funding recommendations are made based on the first three steps.

**Step #4** - In an effort to respond to the highest priority needs of lower income persons, Spokane County may, through the HCDAC or BOCC action, respond to previously unreported needs (at the time of publication of this document) by allocating funds to activities that are not currently listed as 2012 Program Year Objectives. Such action will be taken only when the activity selected addresses all CDBG regulatory and statutory requirements and serves the best interests of area citizens by directing funds to essential community development projects.

**Step #5** - Preliminarily recommended projects with respective allocation amounts, identification of project locations, proposed benefit, and anticipated outcomes are contained in this Spokane County 2012 Annual Action Plan. The Annual Action Plan and the proposed activities for 2012 PY will be open to public comment for a 30-day period, prior to development of a final list of recommendations, which will be sent to the Spokane County Board of County Commissioners.

**Step #6** - The Spokane County BOCC will consider the HCDAC's recommendations for funding and public comments obtained during the comment period and make the final decision regarding allocation of funds and choice of projects.

**Step #7** - Upon approval by the BOCC, the Community Services, Housing, and Community Development Department will submit *Spokane County's 2012 Annual Action Plan* to HUD. HUD will review the Plan for 45 days prior to the beginning of the Program Year. Upon HUD's acceptance of the 2012 Annual Action Plan and the County's receipt of a contract from HUD, subrecipients will be notified that they may begin to implement a project.

#### **Public Lands**

Except in the case of property upon which publicly owned infrastructure or other facilities exist, no public properties or lands will be involved in 2012 CDBG Projects.

#### **Other Forms of Assistance**

Spokane County does not propose to use any other forms of assistance that are not specified in 24 CFR 92.205(b).

Spokane County, as a Participating Jurisdiction, will establish the terms of assistance for all HOME funded projects subject to the requirements of Part 92 - HOME Investment Partnerships Program.

## **National Objective**

All of the recommended projects for 2012 will principally benefit low and moderate-income persons.

## **Determining Area Wide Benefit Eligibility for Infrastructure Projects**

In determining whether there is a sufficiently large percentage of low- and moderate-income persons residing in the area served by an activity to qualify as meeting a national objective based upon an area-wide benefit, the most recently available decennial census information must be used to the fullest extent feasible, together with the section 8 income limits that would have applied at the time the income information was collected by the Census Bureau. Applicants that believe that the census data does not reflect current relative income levels in an area, or where census boundaries do not coincide sufficiently well with the service area of an activity, may conduct (or have conducted) a current survey of the residents of the area to determine the percent of such persons that are low and moderate income. HUD will accept information obtained through such surveys, to be used in lieu of the decennial census data, where it determines that the survey was conducted in such a manner that the results meet standards of statistical reliability that are comparable to that of the decennial census data for areas of similar size.

If an applicant can provide substantial evidence that offers a clear basis to believe that the use of the decennial census data would substantially overstate the proportion of persons residing there as not low and moderate income, then Spokane County Community Services, Housing, and Community Development (CSHCD) will serve as the Survey Coordinator in order for a current income survey of all applicable residents to be conducted. The survey methodology, service area, goals, training of canvassers, and actual survey development will be accomplished by CSHCD. This methodology will then have to be approved by the local Community Planning and Development representative at the HUD field office in Seattle prior to the survey actually being conducted. Upon approval, the applicant will then be responsible (both physically and fiscally), for the actual door to door canvassing required in order for the survey to be considered acceptable. Once all required survey interviews are completed, they will be forwarded to CSHCD for tabulation and determination. If the survey concludes that the area wide benefit is met, and if the results of the survey meet standards of statistical reliability, then the project may be considered for funding through the annual CDBG RFP process.

## **Residential Anti- Displacement Policy**

None of the recommended CDBG projects involve permanent displacement of individuals or the demolition of affordable housing units. Any residential rehabilitation work involving temporary relocation of residents will be performed in accordance with the Spokane County Community Services, Housing, and Community Development Department Anti-Displacement and Relocation Policy, which is located in Appendix G

## **Affirmative Marketing Policy**

In furtherance of Spokane County's commitment to non-discrimination and equal opportunity in housing Spokane County will carry out its affirmative marketing Policy with CDBG and HOME Funded Projects The Affirmative Marketing Policy and Procedures are located in Appendix H

## **Minority and Women Owned Business Policy**

Spokane County intends to follow its established policies and procedures with respect to Women and Minority Owned Businesses with CDBG and HOME funded projects. HOME Affirmative Marketing Policy and Procedures are included as Appendix H.

## **Resale / Refinance of HOME Buyer Properties and Recapture Provisions**

Spokane County intends to follow its established policies and procedures regarding recapture of HOME financed properties. The HOME Resale/Recapture Provisions are included as Appendix I. The HOME criteria for refinancing an existing debt are located in Appendix J.

## HUD Table 2B - Community Development Needs

Priority Need	Priority Need Level (H-High, M-Medium, L-Low, N-No Need)	Unmet Priority Need	Dollars to Address Need	5 Yr Goal Plan/Act	Annual Goal Plan/Act	Percent Goal Completed
	L			See	Table	2C
<b>Disposition / Clearance and Demolition</b>	L			See	Table	2C
<b>Code Enforcement</b>	L			See	Table	2C
<b>Public Facility (General)</b>						
Senior Centers	M			See	Table	2C
Handicapped Centers	M			See	Table	2C
Homeless Facilities	M			See	Table	2C
Youth Centers	H			See	Table	2C
Neighborhood Facilities	M			See	Table	2C
Child Care Centers	M			See	Table	2C
Health Facilities	M			See	Table	2C
Mental Health Facilities	M			See	Table	2C
Parks and/or Recreation Facilities	M			See	Table	2C
Parking Facilities	L			See	Table	2C
Tree Planting	L			See	Table	2C
Fire Stations/Equipment	L			See	Table	2C
Abused/Neglected Children Facilities	H			See	Table	2C
Asbestos Removal	L			See	Table	2C
Non-Residential Historic Preservation	L			See	Table	2C
Removal of Architectural Barriers	H			See	Table	2C
<b>Infrastructure (General)</b>						
Water/Sewer Improvements	H			See	Table	2C
Street Improvements	H			See	Table	2C
Sidewalks	L			See	Table	2C
Solid Waste Disposal Improvements	M			See	Table	2C
Flood Drainage Improvements	L			See	Table	2C
Other Infrastructure	L			See	Table	2C
<b>Public Services (General)</b>						
Senior Services	H			See	Table	2C
Handicapped Services	H			See	Table	2C
Legal Services	L			See	Table	2C
Youth Services	H			See	Table	2C
Child Care Services	M			See	Table	2C
Transportation Services	M			See	Table	2C
Substance Abuse Services	L			See	Table	2C
Employment/Training Services	M			See	Table	2C
Health Services	H			See	Table	2C
Lead Hazard Screening	M			See	Table	2C
Crime Awareness	L			See	Table	2C
Fair Housing Activities	H			See	Table	2C
Battered and Abused Spouse Services	H			See	Table	2C
Homeless Services	H			See	Table	2C
Emergency Services (food, clothing, utility or prescription assistance)	H			See	Table	2C
<b>Economic Development (General)</b>						
C/I Land Acquisition/Disposition	L			See	Table	2C
C/I Infrastructure Development	L			See	Table	2C
C/I Building Acq/Const/Rehab	L			See	Table	2C
ED Financial Assistance	M			See	Table	2C
ED Technical Assistance	H			See	Table	2C
Micro-enterprise Assistance	H			See	Table	2C
<b>Planning</b>	H			See	Table	2C

### HUD Table 2C – Specific Objectives

The following HUD Table 2C measures progress toward goals set in the 2010-2014 Consolidated Plan during the 2011 Program Year (PY), regarding housing, community development, and other objectives. Please see Table 3C information for anticipated progress during the 2012 Program Year.

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual % / Actual			HUD Outcome/ Objective*
					2010	2011	2012	
<b>Rental Housing</b>								
H1	Increase the supply of <u>new</u> affordable rental housing units for low- and extremely-low income households.	HOME / CDBG	Housing Units	150	2010	0%	0	DH-2
					2011	0%	0	
					2012			
					2013			
					2014			
H2	Increase the supply of affordable housing units for the high priority special needs populations listed on HUD Table 1B.	HOME / CDBG	Housing Units	25	2010	0%	0	DH-2
					2011	0%	0	
					2012			
					2013			
					2014			
H3	Increase the supply of <u>existing</u> affordable rental housing units for low- and extremely-low income households.	HOME / CDBG	Housing Units	100	2010	0%	0	DH-2
					2011	0%	0	
					2012			
					2013			
					2014			
H4	Provide Tenant Based Rental Assistance (TBRA) Vouchers for affordable rental housing units to be available for extremely-low income households.	HOME / CDBG	Housing Units	40	2010	88%	35	DH-2
					2011	88%	35	
					2012			
					2013			
					2014			
<b>Owner Housing</b>								
H5	Increase the capacity for low- to moderate-income households to maintain affordable homeownership by providing loans for side-sewer connections.	CDBG	Housing Units	150	2010	35%	52	DH-2
					2011	28%	42	
					2012			
					2013			
					2014			
H6	Increase the capacity for low- to moderate-income owner-occupied households to maintain affordable homeownership by providing loans/grants for emergency repairs.	HOME / CDBG	Housing Units	1,500	2010	16%	241	DH-2
					2011	16%	241	
					2012			
					2013			
					2014			
H7	Increase opportunities for low- to moderate-income households to become homeowners through a Down Payment Assistance Program.	HOME / CDBG	Housing Units	30	2010	0%	0	DH-1
					2011	13%	4	
					2012			
					2013			
					2014			

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number		Actual % / Actual		HUD Outcome/ Objective*
	<b>Infrastructure</b>							
AR1	Improve the infrastructure and/or physical environment.	HOME / CDBG	People	50,000	2010	19%	9,386	SL-2
					2011	24%	12,042	
					2012			
					2013			
					2014			
AR2	Improve the infrastructure by paying assessments for very-low income households which are owner-occupied.	HOME / CDBG	Housing Units	60	2010	55%	33	SL-2
					2011	64%	38	
					2012			
					2013			
					2014			
	<b>Public Facilities</b>							
AR3	Improve or expand public facilities for high priority need populations.	HOME / CDBG	Public Facilities	2	2010	0%	0	SL-1
					2011	0%	0	
					2012			
					2013			
					2014			
	<b>Public Services</b>							
PS1	Provide support to existing homeless shelters.	CDBG	People	1,500	2010	42%	629	SL-1
					2011	0%	0	
					2012			
					2013			
					2014			
PS2	Provide funding to support food banks.	CDBG	People	125,000	2010	23%	29,000	SL-2
					2011	25%	30,830	
					2012			
					2013			
					2014			
PS3	Provide funds for other high-priority public service needs.	CDBG	People	20,000	2010	28%	5,539	SL-1
					2011	24%	4,800	
					2012			
					2013			
					2014			
	<b>Economic Development</b>							
ED1	Provide technical and financial assistance to microenterprises.	CDBG	Businesses	30	2010	0%	0	EO-1
					2011	0%	0	
					2012			
					2013			
					2014			

Obj #	Other Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual % / Actual			Outcome/ Objective*
					2010	2011	2012	
PA1	Fund and manage planning projects.	HOME / CDBG	Plans	5	2010	0%	0	n/a
					2011	0%	0	
					2012			
					2013			
					2014			
PA2	Offer and conduct workshops for applicants and subrecipients.	HOME / CDBG	Workshops	10	2010	20%	2	n/a
					2011	20%	2	
					2012			
					2013			
					2014			
PA3	Fund and manage CDBG/HOME projects and/or programs.	HOME / CDBG	Projects / Programs	125	2010	25%	31	n/a
					2011	21%	26	
					2012			
					2013			
					2014			
PA4	Ensure contract / subrecipient agreement compliance	HOME / CDBG	On-site monitoring	25	2010	32%	8	n/a
					2011	20%	5	
					2012			
					2013			
					2014			
PA5	Analyze and update Analysis of Impediments annually.	HOME / CDBG	Assessments / Updates	5	2010	20%	1	n/a
					2011	20%	1	
					2012			
					2013			
					2014			
PA6	HQS inspections.	HOME / CDBG	Inspections	400	2010	13%	50	n/a
					2011	19%	75	
					2012			
					2013			
					2014			
PA7	Participate in and help address strategies in Spokane Regional Ten-Year Plan to End Homelessness by attending Continuum of Care meetings.	HOME / CDBG	Meetings	60	2010	20%	12	n/a
					2011	20%	12	
					2012			
					2013			
					2014			
PA8	Fund, if needed, and participate in the planning and coordination of Annual Fair Housing Conferences and media campaigns.	HOME / CDBG	Conferences & Media Campaigns	10	2010	20%	2	n/a
					2011	20%	2	
					2012			
					2013			
					2014			

**\*Outcome/Objective Codes**

	Availability/Accessibility	Affordability	Sustainability
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	EO-1	EO-2	EO-3

---

**2012 CDBG AND HOME PROPOSED PROJECT INDEX**

<b>Project ID Number</b>	<b>Name of Applicant</b>	<b>Funding Source</b>
12-01	Cheney Outreach Center – Emergency Assistance	CDBG
12-02	The Greenhouse Community Center–Emergency Assistance	CDBG
12-03	Lutheran Community Services NW- SAFeT Sexual Assault Program- Battered and Abused Spouses	CDBG
12-04	Medical Lake Community Outreach–Emergency Assistance	CDBG
12-05	New Hope Resource Center– Emergency Assistance	CDBG
12-06	Second Harvest Food Bank – Food Banks	CDBG
12-07	Spokane Valley Partners- Emergency Assistance	CDBG
12-08	Catholic Charities –Senior Nutrition in Deer Park	CDBG
12-09	Spokane Valley Meals on Wheels- Senior Nutrition	CDBG
12-10	Lilac Services for the Blind – Handicap Services	CDBG
12-11	SNAP- Emergency Housing Repair	
12-12	SNAP – Financial Access – Micro enterprise assistance	CDBG
12-13	Spokane County Road Improvement District Assessments	CDBG
12-14	Spokane Valley – ADA Sidewalk Improvements	CDBG
12-15	Carnhope Irrigation District – Water System Improvements	CDBG
12-16	Cheney – Water/Street Improvements	CDBG
12-17	Deer Park – Sewer Improvements	CDBG
12-18	Rockford – Sewer Improvements	CDBG
12-19	Fairfield – Sewer System Improvements	CDBG
12-20	CSHCD - CDBG Planning and Administration	CDBG
12-21	CSHCD – HOME Program Administration	CDBG
12-22	HOME – Construction or Acquisition of Rental Housing	CDBG
12-23	HOME – Down Payment Assistance	CDBG

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Public Services**

Project: **Cheney Outreach Center**

Activity: **Emergency Services**

<b>Description:</b>	Cheney Outreach Center	235-8900	FREE
	Tues. 9 AM-1 PM, Wed. 9 AM - Noon, Thurs. by appointment.		
	Provides information, referral, energy assistance and other direct aid for low income, families, individuals, elderly and special needs residents of the Cheney area. Cheney Outreach serves all residents of the Cheney School District #360. This project provides for personnel costs to pay for Executive Director of the Center.		

**Location/Target Area: Census Tracts 104.1 & 140.02. Cheney School Dist. #360 boundaries.**

**Street Address: 613 3rd Street**

**City, State, Zip Code: Cheney, WA 99004**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>SL-1, PS3</b>	Project ID <b>12-1</b>	FUNDING SOURCES	
		CDBG	\$12,000.00
HUD Matrix Code <b>05 Public Services General</b>	CDBG Citation <b>570.201( e)</b>	ESG	
		HOME	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective <b>570.208(a)(2) Limited Clientele</b>	HOPWA	
		Total Formula	\$12,000.00
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Prior Year Funds	
		Assisted Housing	
Performance Indicator: <b>01 People</b>	Annual Units: <b>830</b>	PHA	
		Other Funding	\$43,000.00
Local ID <b>12-1</b>	Units Upon Completion <b>830</b>	<b>TOTAL</b>	<b>\$55,500.00</b>

The primary purpose of the project is to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Public Services**

Project: **The GreenHouse Community Center**

Activity: **Public Services - General**

**Description:** The GreenHouse 276-8224 FREE  
Monday - Friday 9AM - 4PM  
Provides an information and referral service for the North County. Provides free clothing bank, the Deer Park Food Bank, emergency services, counseling services, furniture and household items. GED program. Outreach location of other agencies such as SNAP emergency assistance.

**Location/Target Area: Deer Park, Washington**

**Street Address: West 12 First Street**

**City, State, Zip Code: Deer Park, WA 99006**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>SL-1, PS2, PS3</b>	Project ID <b>12-2</b>	FUNDING SOURCES	
		CDBG	\$20,000.00
HUD Matrix Code 05 Public Services General	CDBG Citation <b>570.201( e)</b>	HOME	
		HOPWA	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective 570.208(a)(2) Limited Clientele	Total Formula	\$20,000.00
		Prior Year Funds	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Assisted Housing	
		PHA	
Performance Indicator: <b>01 People</b>	Annual Units: <b>480</b>	Other Funding	\$116,000.00
		<b>TOTAL</b>	<b>\$136,000.00</b>
Local ID <b>12-2</b>	Units Upon Completion <b>480</b>		

The primary purpose of the project is to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

**Priority Need: Lutheran Community Services Northwest**

**Project: SafeT Response Center**

**Activity: Battered & Abused Persons (spouses)**

**Description:** Lutheran Community Services Northwest 747-8224  
 Monday - Friday, various hours, 24 hour crisis line at 624-7273  
 Promotes healing, reconciliation, growth and justice in response to community needs. The Inland Northwest area office services NE Wash. & Northern Idaho. Programs include the Sexual Assault & Family Trauma Response Center, victim Rights Response Team, Adoption & Maternity Counseling, Therapeutic Foster Care, and "Act for Kids" a child abuse prevention education curriculum. Satellite offices in Deer Park & Cheney. Project serves victims of sexual, family or other violent crimes.

**Location/Target Area: Main office and outreach locations**

**Street Address: 210 West Sprague** (office location)

**City, State, Zip Code: Spokane, WA 99201**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>SL-1, PS3</b>	Project ID <b>12-3</b>	FUNDING SOURCES	
		CDBG	\$19,483.00
HUD Matrix Code 05 Public Services General	CDBG Citation <b>570.201( e)</b>	HOME	
		HOPWA	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective 570.208(a)(2) Limited Clientele	Total Formula	\$19,483.00
		Prior Year Funds	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Assisted Housing	
		PHA	
Performance Indicator: <b>01 People</b>	Annual Units: <b>300</b>	Other Funding	\$422,147.00
		<b>TOTAL</b>	<b>\$441,630.00</b>
Local ID <b>12-3</b>	Units Upon Completion <b>300</b>		

The primary purpose of the project is to help:  
N/A



**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Public Services**

Project: **New Hope Resource Center**

Activity: **Emergency Assistance**

<b>Description:</b>	New Hope Resource Center	467-2900	FREE
	Tuesday - Thursday 9:30AM - 1:30PM		
	New Hope serves Mead, Colbert, Elk, Chattaroy and Riverside in North Spokane County. Zip codes include 99005,99201,99003,99009,99218 & 99025. Provides information and referral services, emergency assistance for utilities, rent prescriptions. Also provides chore services and transportation for the elderly and disabled.		

**Location/Target Area: North Spokane County**

**Street Address: 4211 E. Colbert Road**

**City, State, Zip Code: Colbert, WA 99005**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>SL-1, PS3,</b>	Project ID <b>12-5</b>	FUNDING SOURCES	
		CDBG	\$15,000.00
HUD Matrix Code 05 Public Services General	CDBG Citation <b>570.201( e)</b>	HOME	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective 570.208(a)(2) Limited Clientele	HOPWA	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Total Formula	\$15,000.00
Performance Indicator: <b>01 People</b>	Annual Units: <b>850</b>	Prior Year Funds	
Local ID <b>12-5</b>	Units Upon Completion <b>850</b>	Assisted Housing	
		PHA	
		Other Funding	\$225,152.00
		<b>TOTAL</b>	<b>\$240,152.00</b>

The primary purpose of the project is to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Public Services**

Project: **Second Harvest Food Bank**

Activity: **Food Bank**

<b>Description:</b>	Second Harvest Food Bank	534-6678	FREE
Days & Hours vary by location; some by appointment only. Call for info. Twenty food pantries distribute food from Second Harvest in the Inland Northwest. Provides emergency food to families. Zip codes determine which food pantry a family should use. Most food pantries require picture identification, current proof of address, and identification for all household members. Must be over 18 years old.			

**Location/Target Area: Community wide: 10 sites in Spokane County (outside of Spokane)**

**Street Address: 1234 E Front Avenue** (main office)

**City, State, Zip Code: Spokane, WA 99202**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>SL-1, PS2</b>	Project ID <b>12-6</b>	FUNDING SOURCES	
		CDBG	\$40,000.00
HUD Matrix Code <b>05W Food Bank</b>	CDBG Citation <b>570.201( e)</b>	HOME	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective <b>570.208(a)(2) Limited Clientele</b>	HOPWA	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Total Formula	\$40,000.00
Performance Indicator: <b>01 People</b>	Annual Units: <b>31,400</b>	Prior Year Funds	
Local ID <b>12-6</b>	Units Upon Completion <b>31,400</b>	Assisted Housing	
		PHA	
		Other Funding	\$1,658,185.00
		<b>TOTAL</b>	<b>\$1,698,185.00</b>

The primary purpose of the project is to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Public Services**

Project: **Spokane Valley Partners**

Activity: **Emergency Services**

<b>Description:</b>	Spokane Valley Partners                      927-1153                      FREE Provides emergency assistance to Spokane Valley residents. Emergency assistance includes help with prescriptions, rent & utilities. Food Bank on site. Outreach location for other agencies: SNAP, Safe Start, Lend-a-crib, Layette Program, protective payee services, HEART, WIC Clinic, immunizations & flu shots, health clinic and visiting nurses.
---------------------	---

**Location/Target Area: Spokane Valley, WA**

**Street Address: 10814 E. Broadway**

**City, State, Zip Code: Spokane Valley, WA 99206**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>SL-1, PS2, PS3</b>	Project ID <b>12-7</b>	FUNDING SOURCES	
		CDBG	
HUD Matrix Code 05 Public Services General	CDBG Citation <b>570.201( e)</b>	ESG	
		HOME	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective 570.208(a)(2) Limited Clientele	HOPWA	
		Total Formula	\$23,075.00
Start Date (mm/dd/yyyy) <b>July 1, 2012</b>	Completion Date (mm/dd/yyyy) <b>June 30, 2013</b>	Prior Year Funds	
		Assisted Housing	
Performance Indicator: <b>01 People</b>	Annual Units: <b>2,283</b>	PHA	
		Other Funding	\$15,399.00
Local ID <b>12-7</b>	Units Upon Completion <b>2,283</b>	<b>TOTAL</b>	<b>\$38,474.00</b>

The primary purpose of the project is to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Public Services**

Project: **Catholic Charities - Senior Nutrition Site, Deer Park, WA**

Activity: **Senior Services - Nutrition**

<b>Description:</b>	Deer Park Senior Nutrition Site    328-8400    FREE/or donation Monday - Friday 8 AM- 5PM Senior nutrition site at Deer Park Senior Center. Designed to provide a nutritious meal, socialization and education for low-income seniors and adults with disabilities. Provides one nutritious meal (hot, frozen, shelf-stable or liquid) each weekday at noon.
---------------------	--

**Location/Target Area: City Hall Deer Park, WA**

**Street Address: 316 E Crawford** (Site location)

**City, State, Zip Code: Deer Park, WA 99006**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>SL-1, PS3</b>	Project ID <b>12-8</b>	FUNDING SOURCES	
		CDBG	\$10,000.00
HUD Matrix Code 05A Senior Services	CDBG Citation <b>570.201( e)</b>	HOME	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective 570.208(a)(2) Limited Clientele	HOPWA	
Start Date (mm/dd/yyyy) <b>July 1, 2012</b>	Completion Date (mm/dd/yyyy) <b>June 30, 2013</b>	Total Formula	\$10,000.00
Performance Indicator: <b>01 People</b>	Annual Units: <b>95</b>	Prior Year Funds	
Local ID <b>12-8</b>	Units Upon Completion <b>95</b>	Assisted Housing	
		PHA	
		Other Funding	\$30,943.00
		<b>TOTAL</b>	<b>\$40,943.00</b>

The primary purpose of the project is to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Public Services**

Project: **Spokane Valley Meals on Wheels**

Activity: **Senior Services - Nutrition**

**Description:** Spokane Valley Meals on Wheels 924-6976 Donation  
Monday - Friday 8AM - 2PM  
Delivers hot, nutritious meals to elderly or disabled persons of the Spokane Valley who are essentially homebound and unable to prepare meals for themselves. Meals are delivered Monday through Friday as well as frozen meals for weekends and liquid nutrition.

**Location/Target Area: Community wide; primarily Spokane Valley**

**Street Address: 321 S. Dishman-Mica Road Ste. B**

**City, State, Zip Code: Spokane Valley, WA 99206**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>SL-1, PS3</b>	Project ID <b>12-9</b>	FUNDING SOURCES	
		CDBG	\$40,000.00
HUD Matrix Code 05A Senior Services	CDBG Citation <b>570.201( e)</b>	ESG	
		HOME	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective 570.208(a)(2) Limited Clientele	HOPWA	
		Total Formula	\$40,000.00
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Prior Year Funds	
		Assisted Housing	
Performance Indicator: <b>01 People</b>	Annual Units: <b>54</b>	PHA	
		Other Funding	\$649,200.00
Local ID <b>12-9</b>	Units Upon Completion <b>54</b>	<b>TOTAL</b>	<b>\$689,200.00</b>

The primary purpose of the project is to help:  
Persons with Disabilities

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Public Services**

Project: **Lilac Services for the Blind**

Activity: **Handicapped Services**

<b>Description:</b>	Lilac Services for the Blind      328-9116 or 1.800.422.7893    FREE Monday - Friday 8:30 AM - 4:30 PM Project provides blind and partially sighted people with the training and adaptive aids that will allow them to live satisfying lives by restoring, maintaining, or increasing their independence. Lilac provides in-home independent living training that enables blind and partially sighted people to live independently with minimal or no assistance. They provide adaptive computer training, Braille transcription, a Braille library, support group and information and referral services.
---------------------	---

**Location/Target Area: Community wide Spokane County**

**Street Address: 1212 N. Howard Street**

**City, State, Zip Code: Spokane, WA 99201**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>SL-1, PS3</b>	Project ID <b>12-10</b>	FUNDING SOURCES	
		CDBG	\$12,000.00
HUD Matrix Code <b>05B Handicapped Services</b>	CDBG Citation <b>570.201( e)</b>	HOME	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective <b>570.208(a)(2) Limited Clientele</b>	HOPWA	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Total Formula	\$12,000.00
Performance Indicator: <b>01 People</b>	Annual Units: <b>50</b>	Prior Year Funds	
Local ID <b>12-10</b>	Units Upon Completion <b>50</b>	Assisted Housing	
		PHA	
		Other Funding	\$475,900.00
		<b>TOTAL</b>	<b>\$487,900.00</b>

The primary purpose of the project is to help:  
Persons with Disabilities

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

**Priority Need: Owner Occupied Housing**

**Project: SNAP (Spokane Neighborhood Action Partners)**

**Activity: Housing Rehabilitation; Single Unit Residential -  
Emergency Housing Repair**

<b>Description:</b>	SNAP	744-3370	FREE
	Repairs to low-income, owner occupied homes where conditions create a health or safety hazard. Assistance of up to \$2,500 each to cover the cost of 1) accessibility modifications for disabled household member 2) Repair of emergency health and safety hazards. The target population is homeowners with incomes at or below 50% of median family income, especially those with special needs such as elderly, frail elderly, severely mentally ill, developmentally disabled, physically disabled, or HIV/AIDS - positive occupants.		

**Location/Target Area: Community Wide Spokane County**

**Street Address: 212 W 2nd Avenue**

**City, State, Zip Code: Spokane, WA 99201**

**Objective category: Decent Housing**

**Outcome category: Affordability**

Objective Number <b>DH-2, H6</b>	Project ID <b>12-11</b>	FUNDING SOURCES		
		CDBG	\$125,000.00	
HUD Matrix Code 14A Rehab, Single Unit	CDBG Citation <b>570.202</b>	ESG		
		HOME		
Type of Recipient <b>Non-Profit</b>	CDBG National Objective 570.208(a)(3) Housing	HOPWA		
		Total Formula	\$125,000.00	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Prior Year Funds		
		Assisted Housing		
Performance Indicator: <b>10 Housing Units</b>	Annual Units: <b>350</b>	PHA		
		Other Funding	\$75,000.00	
Local ID <b>12-11</b>	Units Upon Completion <b>350</b>	<b>TOTAL</b>	<b>\$200,000.00</b>	

The primary purpose of the project to help:  
Persons with Disabilities

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Economic Development**

Project: **Financial Access**

Activity: **Microenterprise Assistance**

<b>Description:</b>	SNAP	456-7174	FREE
	Monday - Friday 8:30 AM - 5:00 PM		
	Provides technical and financial assistance to microenterprises. Over 90% of Spokane County businesses are microenterprises, with five or less employees. This assistance is available to Spokane County households with incomes less than 80% of the median family income level. It includes business training, technical assistance, and access to funding for starting and growing a small business.		

**Location/Target Area: Community Wide Spokane County**

**Street Address: 212 South Wall Street** (office location)

**City, State, Zip Code: Spokane, WA 99201**

**Objective category: Economic Opportunity**

**Outcome category: Availability/Accessibility**

Objective Number <b>EO1, ED-1</b>	Project ID <b>12-12</b>	FUNDING SOURCES	
		CDBG	\$50,000.00
HUD Matrix Code <b>18C Microenterprise Assistance</b>	CDBG Citation <b>570.201 (o)</b>	HOME	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective <b>570.208(a)(2) Limited Clientele</b>	HOPWA	
		Total Formula	\$50,000.00
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Prior Year Funds	
		Assisted Housing	
Performance Indicator: <b>01 People</b>	Annual Units: <b>120</b>	PHA	
		Other Funding	\$96,000.00
Local ID <b>12-12</b>	Units Upon Completion <b>120</b>	<b>TOTAL</b>	<b>\$146,000.00</b>

The primary purpose of the project is to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Infrastructure**

Project: **Road Improvement District (RID) Assessment Assistance**

Activity: **Street Improvements**

<b>Description:</b>	Spokane County Public Works Department	477-3600
	Monday - Friday 9AM - 5:00 PM	
	Provides RID assessment assistance for low- and extremely low-income homeowners who reside within the RID and qualify for assistance.	

**Location/Target Area: Census tracts 142 & 131 in Spokane County**

**Street Address: 1026 W. Broadway** (office location)

**City, State, Zip Code: Spokane, WA 99260-0170**

**Objective category: Suitable Living Environment**

**Outcome category: Affordability**

Objective Number <b>SL-2, AR2</b>	Project ID <b>12-13</b>	FUNDING SOURCES	
		CDBG	\$58,050.00
HUD Matrix Code 03K Street Improvements	CDBG Citation <b>570.201( c)</b>	HOME	
Type of Recipient <b>Municipality</b>	CDBG National Objective 570.208(a)(1) Area Wide Benefit	HOPWA	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Total Formula	\$58,050.00
Performance Indicator: <b>04 Households</b>	Annual Units: <b>8</b>	Prior Year Funds	
Local ID <b>12-13</b>	Units Upon Completion <b>8</b>	Assisted Housing	
		PHA	
		Other Funding	\$1,339,177.00
		<b>TOTAL</b>	<b>\$1,397,227.00</b>

The primary purpose of the project to help:  
NA

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Infrastructure**

Project: **Spokane Valley Sidewalk Improvements on Sprague Avenue**

Activity: **Sidewalk Improvements**

**Description:** Spokane Valley (509) 688-0191  
Monday - Friday, 8:30 AM - 5:00PM  
Curb ramps will be installed along Sprague Avenue from Havana to Fancher. Improvements are necessary to provide access to all citizens using Sprague Avenue. A total of 31 ramps will be retrofitted or installed to current federal guidelines.

**Location/Target Area: Sprague Avenue between Havana Street and Fancher Road**

**Street Address: 11717 E Sprague Avenue, Suite 106** (Office location)

**City, State, Zip Code: Spokane Valley, WA 99206**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number	Project ID	FUNDING SOURCES	
		<b>SL-1, AR1, AR3</b>	<b>12-14</b>
HUD Matrix Code	CDBG Citation	ESG	
<b>03L Sidewalk Improvements</b>	<b>570.201( c)</b>	HOME	
Type of Recipient	CDBG National Objective	HOPWA	
<b>Municipality</b>	<b>570.208(a)(2) Limited Clientele</b>	Total Formula	\$115,410.00
Start Date	Completion Date	Prior Year Funds	
<b>July 1, 2012</b>	<b>June 30, 2013</b>	Assisted Housing	
Performance Indicator:	Annual Units:	PHA	
<b>01 People</b>	<b>1,342</b>	Other Funding	\$10,035.00
Local ID	Units Upon Completion	<b>TOTAL</b>	<b>\$125,445.00</b>
<b>12-14</b>	<b>1,342</b>		

The primary purpose of the project to help:  
Persons with Disabilities

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Infrastructure**

Project: **Carnhope Irrigation District Water System Improvements**

Activity: **Water / Sewer Improvements**

<b>Description:</b>	Carnhope Irrigation District Monday through Friday Installation of 500 feet of 8" water main and a fire hydrant. 60.7% of residents in Carnhope irrigation district are low- moderate-income households.	536-9180	24 hr. line 358-8377
---------------------	---	----------	----------------------

**Location/Target Area: Census Tract 123; Spokane Valley**

**Street Address: 4613 Third Avenue**

**City, State, Zip Code: Spokane Valley, WA 99212**

**Objective category: Suitable Living Environment**

**Outcome category: Affordability**

Objective Number <b>SL-2, AR1</b>	Project ID <b>12-15</b>	FUNDING SOURCES	
		CDBG	\$69,000.00
HUD Matrix Code 03J Water/Sewer Improvements	CDBG Citation <b>570.201( c)</b>	HOME	
Type of Recipient <b>Special Purpose Dist.</b>	CDBG National Objective 570.208(a)(1) Area Wide Benefit	HOPWA	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Total Formula	\$69,000.00
Performance Indicator: <b>01 People</b>	Annual Units: <b>1,155</b>	Prior Year Funds	
Local ID <b>12-15</b>	Units Upon Completion <b>1,155</b>	Assisted Housing	
		PHA	
		Other Funding	\$11,100.00
		<b>TOTAL</b>	<b>\$80,100.00</b>

The primary purpose of the project to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Infrastructure**

Project: **Cheney**

Activity: **Water/Sewer Improvements**

<b>Description:</b>	City of Cheney Monday - Friday 8:30 AM - 5:00 PM Installation of 12" water main from Reservoir #4 to Summit Drive in the City of Cheney.	498-9293
---------------------	--	----------

**Location/Target Area: Census Tract 140.01/02 City of Cheney**

**Street Address: 112 Anderson Road** (mailing address)

**City, State, Zip Code: Cheney, WA 99004**

**Objective category: Suitable Living Environment**

**Outcome category: Affordability**

Objective Number <b>SL-2, AR1</b>	Project ID <b>12-16</b>	FUNDING SOURCES	
		CDBG	\$88,390.00
HUD Matrix Code 03J Water/Sewer Improvements	CDBG Citation <b>570.201( c)</b>	HOME	
		HOPWA	
Type of Recipient <b>Municipality</b>	CDBG National Objective 570.208(a)(1) Area Wide Benefit	Total Formula	\$88,390.00
		Prior Year Funds	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Assisted Housing	
		PHA	
Performance Indicator: <b>01 People</b>	Annual Units: <b>4,964</b>	Other Funding	\$165,919.00
		<b>TOTAL</b>	<b>\$254,309.00</b>
Local ID <b>12-16</b>	Units Upon Completion <b>4,964</b>		

The primary purpose of the project to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Infrastructure**

Project: **Deer Park Sewer Improvements**

Activity: **Water/Sewer Improvements**

<b>Description:</b>	City of Deer Park 276-8802 Construction of a variable level top draw off structure in Lagoon #3, to improve effluent water quality and odor control. Deer Park's total population will benefit (3,675). 53.3% of the City's population is low-income.
---------------------	---

**Location/Target Area: Census Tract / Block Group; 103.01 / 103.04**

**Street Address: E. 316 Crawford,**

**City, State, Zip Code: Deer Park, WA 99006**

**Objective category: Suitable Living Environment**

**Outcome category: Affordability**

Objective Number <b>SR2, AR1</b>	Project ID <b>12-17</b>	FUNDING SOURCES	
		CDBG	\$198,718.00
HUD Matrix Code 03J Water/Sewer Improvements	CDBG Citation <b>570.201( c)</b>	HOME	
		HOPWA	
Type of Recipient <b>Municipality</b>	CDBG National Objective 570.208(a)(1) Area Wide Benefit	Total Formula	\$198,718.00
		Prior Year Funds	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Assisted Housing	
		PHA	
Performance Indicator: <b>01 People</b>	Annual Units: <b>3,675</b>	Other Funding	\$17,280.00
		<b>TOTAL</b>	<b>\$215,998.00</b>
Local ID <b>12-17</b>	Units Upon Completion <b>3,675</b>		

The primary purpose of the project to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Infrastructure**

Project: **Rockford Sewer Lagoon Liner Repair**

Activity: **Water/Sewer Improvements**

<b>Description:</b>	Town of Rockford Monday - Friday 9:00AM - 4:00PM Project will make critical repairs and improvements to the Lagoon #1 liner, including partial liner replacement, re-grading of the bottom slope and installing an under drain system. 52% of Rockford's population is low- moderate-income residents.	622-2888
---------------------	---	----------

**Location/Target Area: Census Tract 143.01 in Rockford Washington**

**Street Address: W 20 Emma Street** (office location)

**City, State, Zip Code: Rockford, WA 99030**

**Objective category: Suitable Living Environment**

**Outcome category: Affordability**

Objective Number <b>SL-2, AR1</b>	Project ID <b>12-18</b>	FUNDING SOURCES	
		CDBG	\$184,367.00
HUD Matrix Code 03J Water/Sewer Improvements	CDBG Citation <b>570.201( c)</b>	HOME	
		HOPWA	
Type of Recipient <b>Municipality</b>	CDBG National Objective 570.208(a)(1) Area Wide Benefit	Total Formula	\$184,367.00
		Prior Year Funds	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Assisted Housing	
		PHA	
Performance Indicator: <b>01 People</b>	Annual Units: <b>412</b>	Other Funding	\$16,000.00
		<b>TOTAL</b>	<b>\$200,367.00</b>
Local ID <b>12-18</b>	Units Upon Completion <b>412</b>		

The primary purpose of the project to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Infrastructure**

Project: **Fairfield Sewer System Improvements**

Activity: **Water/Sewer Improvements**

<b>Description:</b>	Town of Fairfield	283-2414
	Monday - Friday 6:30 AM - 3:30 PM	
	Fairfield is addressing water quality issues related to inflow and infiltration to bring the system into compliance as required by Department of Ecology for the town's waste water permit.	
	51.4% of Fairfield's population is low- moderate- income (254)	

**Location/Target Area: Census Tract 143.00 in the Town of Fairfield**

**Street Address: 218 E Main Street**

**City, State, Zip Code: Fairfield, WA 99012**

**Objective category: Suitable Living Environment**

**Outcome category: Affordability**

Objective Number <b>SL-2, AR1</b>	Project ID <b>12-19</b>	FUNDING SOURCES	
		CDBG	\$134,682.00
HUD Matrix Code 03J Water/Sewer Improvements	CDBG Citation <b>570.201( c)</b>	HOME	
		HOPWA	
Type of Recipient <b>Municipality</b>	CDBG National Objective 570.208(a)(1) Area Wide Benefit	Total Formula	\$134,682.00
		Prior Year Funds	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Assisted Housing	
		PHA	
Performance Indicator: <b>01 People</b>	Annual Units: <b>494</b>	Other Funding	\$11,700.00
		<b>TOTAL</b>	<b>\$146,382.00</b>
Local ID <b>12-19</b>	Units Upon Completion <b>494</b>		

The primary purpose of the project to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Planning / Administration**

Project: **Spokane County Community Services, Housing and Community Development Department CDBG Administration**

Activity: **Administration of CDBG**

**Description:** Spokane County Community Services, Housing and Community Development Department (CSHCD)  
Monday - Friday 8:30 AM - 5:00 PM (509) 477-2521  
CSHCD provides management, compliance, and oversight of the County's CDBG Entitlement. Administration activities include assessing high priority needs, establishment of goals and objectives to meet those needs and selection and administration of activities that most effectively address those needs. CSHCD also ensures compliance with cross-cutting federal laws and regulations, such as environmental, labor, fair housing, citizen participation, etc.

**Location/Target Area: Spokane County - Wide**

**Street Address: 312 W. 8th Avenues** (office location)

**City, State, Zip Code: Spokane, WA 99204-2506**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>SL-1, PS1,</b>	Project ID <b>12-20</b>	FUNDING SOURCES	
		CDBG	\$258,888.00
HUD Matrix Code <b>21A CDBG Planning &amp; Administration</b>	CDBG Citation <b>570.206 (a)</b>	HOME	
Type of Recipient <b>Municipality</b>	CDBG National Objective <b>570.208(a)(2) Limited Clientele</b>	HOPWA	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Total Formula	\$258,888.00
Performance Indicator: <b>Other: N/A Administration</b>	Annual Units: <b>N/A</b>	Prior Year Funds	
Local ID <b>12-20</b>	Units Upon Completion <b>N/A</b>	Assisted Housing	
		PHA	
		Other Funding	
		<b>TOTAL</b>	<b>\$258,888.00</b>

The primary purpose of the project is to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Planning / Administration**

Project: **Spokane County Community Services, Housing and Community Development Department HOME Administration**

Activity: **Administration of HOME**

**Description:** Spokane County Community Services, Housing and Community Development Department (CSHCD)  
Monday - Friday 8:30 AM - 5:00 PM (509) 477-2521  
CSHCD provides management, compliance, and oversight of the County's HOME Entitlement. Administration activities include assessing high priority needs, establishment of goals and objectives to meet those needs and selection and administration of activities that most effectively address those needs. CSHCD also ensures compliance with cross-cutting federal laws and regulations, such as environmental, labor, fair housing, citizen participation, etc.

**Location/Target Area: Spokane County - Wide**

**Street Address: 312 W. 8th Avenues** (office location)

**City, State, Zip Code: Spokane, WA 99204-2506**

**Objective category: Decent Housing**

**Outcome category: Affordability**

Objective Number <b>SL-1, PS1,</b>	Project ID <b>12-21</b>	FUNDING SOURCES	
HUD Matrix Code 21A Planning & General Administration	CDBG Citation <b>570.206 (a)</b>	ESG	
		HOME	\$56,566.00
Type of Recipient <b>Municipality</b>	CDBG National Objective 570.208(a)(2) Limited Clientele	HOPWA	
		Total Formula	\$56,566.00
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	Prior Year Funds	
		Assisted Housing	
Performance Indicator: <b>Other: N/A Administration</b>	Annual Units: <b>N/A</b>	PHA	
		Other Funding	
Local ID <b>12-21</b>	Units Upon Completion <b>N/A</b>	<b>TOTAL</b>	<b>\$56,566.00</b>

The primary purpose of the project is to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Rental Housing**

Project: **HOME Rental Housing Development**

Activity: **Construction or Acquisition of Rental Housing**

**Description:** Spokane County Community Services, Housing and Community Development Department (CSHCD)  
Monday - Friday 8:30 AM - 5:00 PM (509) 477-2521  
CSHCD will provide funds to organizations to expand the supply of affordable multi-family rental units for low- and extremely-low income households. Approximately 40-45% of funds are reserved for Community Housing Organizations (CHDOs) use serving households at or below 50% or Area Median Income. Request for Proposals are normally advertised each spring. Information regarding the application process can be found at [www.spokanecounty.org/communitydev](http://www.spokanecounty.org/communitydev). Activities include new construction or acquisition without rehabilitation.

**Location/Target Area: Spokane County - Wide**

**Street Address: 312 W. 8th Avenues** (office location)

**City, State, Zip Code: Spokane, WA 99204-2506**

**Objective category: Decent Housing**

**Outcome category: Affordability**

Objective Number <b>SL-1, PS1,</b>	Project ID <b>12-22</b>	FUNDING SOURCES	
HUD Matrix Code <b>12 Construction of Housing</b>	CDBG Citation <b>HOME Cit 92.205 (a) (1)</b>	ESG	
Type of Recipient <b>Non-Profit</b>	CDBG National Objective <b>HOME</b>	HOME	\$509,101.00
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	HOPWA	
Performance Indicator: <b>10 Housing Units</b>	Annual Units: <b>N/A</b>	Total Formula	\$509,101.00
Local ID <b>12-22</b>	Units Upon Completion <b>N/A</b>	Prior Year Funds	\$276,493.00
		Assisted Housing	
		PHA	
		Other Funding	\$100,000.00
		<b>TOTAL</b>	<b>\$885,594.00</b>

The primary purpose of the project is to help:  
N/A

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name: Spokane County**

Priority Need: **Owner Occupied Housing**

Project: **Down Payment Assistance**

Activity: **Down Payment Assistance**

**Description:** The CSHCD will provide funds to low-income first-time homebuyers in the form of direct downpayment assistance. The Department intends to enter into MOU's with Habitat of Spokane for newly constructed homes in the City of Deer Park and with the Spokane Community Land Trust for scattered site homes in the City of Airway Heights.

**Location/Target Area: Community - Wide**

**Street Address: 312 W. 8th Avenue**

(office location)

**City, State, Zip Code: Spokane, WA 99204-2506**

**Objective category: Suitable Living Environment**

**Outcome category: Availability/Accessibility**

Objective Number <b>2 HSG</b>	Project ID <b>12-23</b>	FUNDING SOURCES	
		HUD Matrix Code <b>13 Direct Homeownership Assistance</b>	CDBG Citation <b>570.201 (n)</b>
Type of Recipient <b>Other</b>	CDBG National Objective <b>570.208(a)(3) LMH</b>	ESG	
Start Date <b>July 1, 2012</b>	Completion Date <b>June 30, 2013</b>	HOME	\$300,000.00
Performance Indicator: <b>10 Housing Units</b>	Annual Units: <b>10</b>	HOPWA	
Local ID <b>N/A</b>	Units Upon Completion <b>10</b>	Total Formula	
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		<b>TOTAL</b>	<b>\$300,000.00</b>

The primary purpose of the project is:  
N/A

**2012 ANNUAL ACTION PLAN - CDBG & HOME AMENDMENTS TO PRIOR YEARS**

**SPOKANE COUNTY  
COMMUNITY DEVELOPMENT**

**CDBG/HOME PROJECT AMENDMENT**

- Activity Change (Funds reallocated)     
  Funding Change     
  Canceled Project (Funds reallocated)
- Add a new activity  
 Amend an existing activity

**Original Project:**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
10-24	Spokane County Public Works RID Assessment	<p>Spokane County Public Works 1026 W. Broadway Ave. Spokane, WA 99260</p> <p>Project provided Special Assessment Assistance to very-low income owner-occupied households located within a Road Improvement District in North Unincorporated Spokane County (Elk Area).</p>	03K Street Improvements 570.201 {c}	\$30,000.00 CDBG PY 2010 Community Development Block Grant

**Amended/New Project (s):**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
10-24	Spokane County Public Works RID Assessment	<p>Spokane County Public Works 1026 W. Broadway Ave. Spokane, WA 99260</p> <p>Project provided Special Assessment Assistance to very-low income owner-occupied households located within a Road Improvement District in North Unincorporated Spokane County (Elk Area).</p>	03K Street Improvements 570.201 {c}	\$18,021.68 CDBG PY 2010 Community Development Block Grant

NOTES: Project assisted less households than expected. De-obligated \$11,978.32.

**2012 ANNUAL ACTION PLAN - CDBG & HOME AMENDMENTS TO PRIOR YEARS**

**SPOKANE COUNTY  
COMMUNITY DEVELOPMENT**

**CDBG/HOME PROJECT AMENDMENT**

- Activity Change (Funds reallocated)       Funding Change       Canceled Project (Funds reallocated)
- Add a new activity  
 Amend an existing activity

**Original Project:**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
11-17	Rockford Water Reservoir Improvements	Town of Rockford W. 20 Emma St. Rockford, WA 99030  Project will seal the reservoir to provide a safe and sanitary water supply, replace water lines for improved fire protection, pressure reducing station will help eliminate stagnation in the water distribution system.	03J Water/Sewer Improvements 570.201 {c}	\$27,053.00 CDBG PY 2011 Community Development Block Grant

**Amended/New Project (s):**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
11-17	Rockford Water Reservoir Improvements	Town of Rockford W. 20 Emma St. Rockford, WA 99030  Project will seal the reservoir to provide a safe and sanitary water supply, replace water lines for improved fire protection, pressure reducing station will help eliminate stagnation in the water distribution system.	03J Water/Sewer Improvements 570.201 {c}	\$0.00 CDBG PY 2011 Community Development Block Grant
IDIS 972 / 10-25	Rockford Water System Improvements –Storage Building Additions to Well Houses	Town of Rockford W. 20 Emma St. Rockford, WA 99030  Construction of storage building additions to well houses in order to isolate and protect the electrical equipment from the corrosive action of the existing on-site chlorination generation equipment.	03J Water/Sewer Improvements 570.201 {c}	\$91,395.00 CDBG PY 2010 Community Development Block Grant

NOTES: Project 11-17 cancelled. Project 10-25 increased by \$21,395 and timeline extended until December 31, 2011.

**2012 ANNUAL ACTION PLAN - CDBG & HOME AMENDMENTS TO PRIOR YEARS**

**SPOKANE COUNTY  
COMMUNITY DEVELOPMENT**

**CDBG/HOME PROJECT AMENDMENT**

- Activity Change (Funds reallocated)     
  Funding Change     
  Canceled Project (Funds reallocated)
- Add a new activity  
 Amend an existing activity

**Original Project:**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
10-27	Town of Fairfield Sewer Improvements	Town of Fairfield 218 E Main St. Fairfield, WA 99012  Project will replace or repair manholes and sewer lines in the final section of the waste water treatment lines.	03J Water/Sewer Improvements 570.201 {c}	\$136,690.00 CDBG PY 2010 Community Development Block Grant

**Amended/New Project (s):**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
10-27	Town of Fairfield Sewer Improvements	Town of Fairfield 218 E Main St. Fairfield, WA 99012  Project will replace or repair manholes and sewer lines in the final section of the waste water treatment lines.	03J Water/Sewer Improvements 570.201 {c}	\$135,982.90 CDBG PY 2010 Community Development Block Grant

NOTES: Project 10-27 completed under budget. De-obligate \$707.10

**2012 ANNUAL ACTION PLAN - CDBG & HOME AMENDMENTS TO PRIOR YEARS**

**SPOKANE COUNTY  
COMMUNITY DEVELOPMENT**

**CDBG/HOME PROJECT AMENDMENT**

- Activity Change (Funds reallocated)     
  Funding Change     
  Canceled Project (Funds reallocated)
- Add a new activity  
 Amend an existing activity

**Original Project:**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
10-28	Airway Heights Water Improvements Well #1 & #4 Intertie	City of Airway Heights 1208 S. Lundstrom St. Airway Heights, WA 99001  Project connects two drinking wells to water reservoir, in order to provide a safe and sanitary water supply to city residents.	03J Water/Sewer Improvements 570.201 {c}	\$223,856.00 CDBG PY 2010 Community Development Block Grant

**Amended/New Project (s):**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
10-28	Airway Heights Water Improvements Well #1 & #4 Intertie	City of Airway Heights 1208 S. Lundstrom St. Airway Heights, WA 99001  Project connects two drinking wells to water reservoir, in order to provide a safe and sanitary water supply to city residents.	03J Water/Sewer Improvements 570.201 {c}	\$103,043.81 CDBG PY 2011 Community Development Block Grant

NOTES: Project completed under budget, extended until December 31, 2011. De-obligate \$120,812.19.

**2012 ANNUAL ACTION PLAN - CDBG & HOME AMENDMENTS TO PRIOR YEARS**

**SPOKANE COUNTY  
COMMUNITY DEVELOPMENT**

**CDBG/HOME PROJECT AMENDMENT**

- Activity Change (Funds reallocated)     
  Funding Change     
  Canceled Project (Funds reallocated)
- Add a new activity  
 Amend an existing activity

**Original Project:**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
IDIS 976 10-29	Spokane Valley Street Improvements Corbin Sewer Basin Pavebacks	Spokane Valley - Corbin Sewer Basin  11707 E Sprague Avenue Suite 106 Spokane Valley, WA 99206	03K Street Improvements	\$330,733 CDBG - PY 2010

**Amended/New Project (s):**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
IDIS 976 10-29	Spokane Valley Street Improvements Corbin Sewer Basin Pavebacks	Spokane Valley - Corbin Sewer Basin  11707 E Sprague Avenue Suite 106 Spokane Valley, WA 99206	03K Street Improvements	\$314,726.28 CDBG - PY 2010

NOTES: Project completed under CDBG budget; deobligate \$16,006.72.

**2012 ANNUAL ACTION PLAN - CDBG & HOME AMENDMENTS TO PRIOR YEARS**

**SPOKANE COUNTY  
COMMUNITY DEVELOPMENT**

**CDBG/HOME PROJECT AMENDMENT**

- Activity Change (Funds reallocated)     
  Funding Change     
  Canceled Project (Funds reallocated)
- Add a new activity  
 Amend an existing activity

**Original Project:**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
IDIS 1004 2011-0021	Spokane Valley Street Improvements Broadway Avenue Re-Paving	Spokane Valley – Broadway Avenue, between Park and Vista Road  11707 E Sprague Avenue Suite 106 Spokane Valley, WA 99206	03K Street Improvements	\$88,738.00 CDBG – PY 2011

**Amended/New Project (s):**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
IDIS 1004 2011-0021	Spokane Valley Street Improvements Broadway Avenue Re-Paving	Spokane Valley – Broadway Avenue, between Park and Vista Road  11707 E Sprague Avenue Suite 106 Spokane Valley, WA 99206	03K Street Improvements	\$76,406.77 CDBG – PY 2011

NOTES: Project completed under CDBG budget. Deobligate \$12,331.23 of CDBG dollars.

**SPOKANE COUNTY  
HOUSING AND COMMUNITY DEVELOPMENT  
Annual Action Plan**

**CDBG/HOME PROJECT AMENDMENT**

Activity Change                       Funding Change                       Canceled Project (Funds Reallocated)

Add a new activity  
 Amend an existing activity

**Original Project:**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
11-25	HOME Rental Property Activities	Countywide (excluding the City of Spokane) - Development of affordable multi-family residential housing units.	12 / Construction of Housing / 92.205(a)(1)	\$1,300,000 HOME Projects Year 2011

**Amended/New Project (s):**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
11-25A	Appleway Court II Apartments	Appleway Court II Apartments, 221-225 S Farr Rd, Spokane Valley, WA New construction of a 40-unit affordable senior complex.	12 / Construction of Housing / 92.205(a)(1)	\$320,000 HOME – Project Year 2011
11-25B	55 <sup>th</sup> Avenue Apartments	55 <sup>th</sup> Avenue Apartments, 3323 E 55th, Spokane County, WA New construction of a 120-unit affordable multi-family complex.	12 / Construction of Housing / 92.205(a)(1)	\$300,000 HOME – Project Year 2011
11-25C	Broadwing Apartments	Broadwing Apartments, 25000 Hawkstone Loop, Liberty Lake, WA New construction of a 51-unit affordable multi-family complex.	12 / Construction of Housing / 92.205(a)(1)	\$680,000 HOME – Project Year 2011

NOTES: HOME Projects for Project Year 2011

**SPOKANE COUNTY  
HOUSING AND COMMUNITY DEVELOPMENT  
Annual Action Plan**

**CDBG/HOME PROJECT AMENDMENT**

Activity Change                       Funding Change                       Canceled Project (Funds Reallocated)

Add a new activity  
 Amend an existing activity

**Original Project:**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
0015-0722	Birchtree	Birchtree Apts, 6020 N Mayfair, Spokane WA 99207. Refinance & Rehab of an 8 unit Apartment complex service chronic homeless, mentally ill individuals.	14B / Rehab; Multi-Unit Residential / 92.205(a)(1)	\$500,000.00 HOME – Project Year 2010

**Amended/New Project (s):**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
0015-0722	Birchtree	Birchtree Apts, 6020 N Mayfair, Spokane WA 99207. Refinance & Rehab of an 8 unit Apartment complex service chronic homeless, mentally ill individuals.	14B / Rehab; Multi-Unit Residential / 92.205(a)(1)	\$494,661.39 HOME – Project Year 2010

NOTES: The Birchtree Project came in under budget. De-obligate \$5,338.61

**2012 ANNUAL ACTION PLAN - CDBG & HOME AMENDMENTS TO PRIOR YEARS**

**SPOKANE COUNTY  
HOUSING AND COMMUNITY DEVELOPMENT  
Annual Action Plan**

**CDBG/HOME PROJECT AMENDMENT**

Activity Change                       Funding Change                       Canceled Project (Funds Reallocated)

Add a new activity  
 Amend an existing activity

**Original Project:**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
0034-0898	Appleway Court	Appleway Court, 221-225 N Farr Rd, Spokane Valley WA 99206. New construction of a 51-unit affordable senior complex.	12 / Construction of Housing / 92.205(a)(1)	\$500,000.00 HOME – Project Year 2008

**Amended/New Project (s):**

Project ID/ Local Code	Project Title	Description (include project location & subrecipient address)	Activity Code/ Title/Citation	Funding Amounts, Sources and Year(s)
0034-0898	Appleway Court	Appleway Court, 221-225 N Farr Rd, Spokane Valley WA 99206. New construction of a 51-unit affordable senior complex.	12 / Construction of Housing / 92.205(a)(1)	\$377,493.59 HOME – Project Year 2008

NOTES: The Appleway Court Project came in under budget. De-obligate \$122,506.41

## Organizational Structure

### Board of Spokane County Commissioners

Todd Mielke; Chair  
 Mark Richard; Vice-Chair  
 Al French; Commissioner

### Spokane County Community Services, Housing, and Community Development Department – Division Staff:

Christine Barada; Director  
 Suzie McDaniel; Assistant Director  
 Tim Crowley; Department Manager  
 Kathy Downs; Accountant  
 Patrick Stretch; Project Administrator  
 Richard Culton; Project Administrator  
 Christy Zuniga; Project Administrator  
 Katherine Kennedy; Project Administrator  
 Tami Landsiedel; Secretary

### Housing and Community Development Advisory Committee (HCDAC) Community Representatives:

Gary Wagner; Town of Rockford, Chair  
 Kristi Kerkuta; City of Spokane Valley, Vice Chair  
 Shane Comer; City of Spokane Valley  
 Dee Cragun; City of Deer Park  
 Edward Crockett; Town of Latah  
 Shaun Culler; Town of Millwood  
 Brian Jennings; City of Cheney  
 Cheryl Loeffler; Town of Fairfield  
 Shirley Maike; City of Medical Lake  
 Sandra Reiber; City of Airway Heights  
 Clyde Sample; Town of Spangle  
 Doug Smith; City of Liberty Lake  
 David Stark; Town of Waverly  
 Arnie Woodard; City of Spokane Valley

#### Members at Large:

Rusty Barnett  
 Kathryn Lee  
 Jyoti Mann

## 2012 Public Comments

On February 2, 2012, a notice was published in the local major newspaper, inviting the public to comment at a Public Hearing conducted by the Spokane County Community Service, Housing, and Community Development Department's Housing and Community Development Citizen Advisory Committee (HCDAC). In addition, letters were mailed to prospective applicants and other interested parties. The comment period began February 3, 2012 and ended on March 3, 2012. The Public Hearing was held on March 3, 2012 at the Spokane Regional Health District Auditorium. Comments were specifically related to the following:

- Administration of the HOME and Community Development Block Grant Program
- Activities Recommended or Not Recommended for Funding in 2012
- Program Policies, Procedures and Priority Needs
- Consolidated Plan Amendments

Approximately 21 people were present and 13 people provided verbal comments. Sign-In sheet with attendees' name and address are on file with CSHCD.

Ten people thanked the committee for funding recommendations and spoke about projects they represent. One spoke about a project that helped them succeed during challenging times.

**DEPARTMENT ACTION: NOTED.**

Three people provided testimony regarding the importance of projects that did not receive a recommendation for funding or were recommended for funding at a reduced level; asking the committee to reconsider funding recommendations.

**DEPARTMENT ACTION: NOTED. COMMENTS WERE PROVIDED TO HCDAC FOR RECONSIDERATION. THE HCDAC RECOMMENDATIONS FOR FUNDING REMAINED THE SAME.**

On May 8, 2012, after a published two-week comment period, another Public Hearing was held before the Board of County Commissioners (BOCC). This Public Hearing was the opportunity for final comment on Program administration, activities, policies, procedures and priority needs, as well as Consolidated Plan Amendments.

Four people thanked the Committee for funding recommendations and spoke about the projects they represent. One person who received assistance for microenterprise with a program funded in 2011, provided testimony on how much the program helped her grow her small business which now has employees and vendors.

**DEPARTMENT ACTION: NOTED.**

**CDBG/HOME Citizen Participation Plan and Policy**  
**2012 CDBG Timeline**  
**2012 HOME Timeline**

**INTRODUCTION**

The Spokane County Housing and Community Development Department has outlined this Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME). This Plan is an essential element of the County's present and future community development process and has been developed to comply with the regulations and requirements of the CDBG and HOME Programs as administered by HUD. This Plan supersedes all other CDBG and HOME Citizen Participation Plans which may have been adopted by the County of Spokane.

The primary goal of this Citizen Participation Plan is to provide all citizens of our community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the County's CDBG and HOME Programs. The Plan identifies policies and procedures that are designed to maximize the opportunity for citizen participation in the community development process and minimize displacement of persons. Special emphasis has been placed on encouraging participation by persons of low and moderate-incomes, special needs populations, and residents of areas where community development funds are utilized.

Citizens are encouraged to participate in all phases of the CDBG and HOME Programs and will be provided full access to Program information. However, final responsibility and authority for the development and implementation of the Programs will lie with Spokane County.

The CDBG and HOME Programs are intended to address housing, public facility, economic development, public service, and other eligible needs of Spokane County's unincorporated area and participating cities and town residents. The cities and towns of Airway Heights, Cheney, Deer Park, Fairfield, Latah, Liberty Lake, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley and Waverly have chosen to participate in the Spokane County Community Development Entitlement Program as a County Consortium.

The CDBG and HOME Programs are funded by a grant from HUD to Spokane County. The legislation that authorizes this federal program identifies its primary objective as funding activities that will benefit low and moderate-income persons.

For the purposes of the CDBG and HOME Programs, a low and moderate income person is defined as an individual whose gross family income is less than 80% of the median annual income in Spokane County adjusted by household size. A low and moderate-income neighborhood is an area in which 51% or more of the residents meet the definition of a low and moderate-income person.

## CITIZEN PARTICIPATION POLICY

Spokane County anticipates receiving approximately 1.8 million dollars in federal funds to allocate to activities for the 2012 Program Year, which will occur between July 1, 2012 and June 30, 2013. The County will also receive an estimated \$100,000 in program income during the year from previously funded CDBG/HOME activities. Funds allocated to projects during the year and activities carried out during the year are subject to the policies stated in this plan.

It is Spokane County Community Services, Housing, and Community Development Department's intention to provide Spokane County residents with the opportunity to be involved in the County's Community Development Programs. Residents are asked to be involved in developing program objectives, reviewing and commenting on projects recommended for funding, and reviewing program performance.

It is the policy of the Department that residents will have ongoing access to CDBG and HOME information and timely notification of program activities and identification of projects, which could result in the displacement of area residences or businesses, and the actions that would be undertaken if such displacement were necessary.

The Housing and Community Development Division will provide opportunities for residents to access CDBG and HOME Program information through:

1. Newspaper notices of the availability of the department's annual planning, reporting and performance, and policy documents.
2. Public Meetings and Public Hearings to discuss housing and community development needs, activities for which funding is proposed, and program performance.
3. Mailing of program information to the organizations and individuals on the department's mailing lists.
4. Advertisement of CDBG and HOME funded services to Spokane County residents. Specific marketing methods vary according to the type of service and client group. All services are affirmatively marketed to low-income persons, minority persons, and individuals with disabilities.
5. Newspaper notices containing the times, location, and dates of meetings of the Housing and Community Development Advisory Committee.
6. Publication of Community Development Block Grant business items which require official adoption, execution or other action on the Meeting Agenda for the Board of County Commissioners.
7. Official website within [www.spokanecounty.org](http://www.spokanecounty.org).

### PUBLIC HEARINGS

The Community Services, Housing, and Community Development Department conducts Public Hearings during the year for the purpose of providing information about the Community Development Programs to County residents and to receive comments from citizens regarding program activities. The number of Public Hearings conducted during the year depends, in part, on the needs of County residents and the nature of the proposed activities. At a minimum, Public Hearings are conducted for the following purposes:

1. To obtain citizens' views on community development needs, prior to developing funding policies.

**TECHNICAL ASSISTANCE**

Spokane County Community Services, Housing, and Community Development Department is able to assist organizations with the preparation of proposals for funds and implementation of projects for which funds are awarded. The department also responds to general inquiries about the County's CDBG and HOME Programs throughout the year.

Technical assistance is available to groups representing low and moderate-income persons which request aid in developing proposals. Department staff will provide technical assistance through discussion of project ideas, provision of application forms and instructions, suggestion of alternative project strategies and provision of information about CDBG and HOME requirements. Organizations addressing high priority community development needs, as stated in the program funding policies, are the department's priority for provision of technical assistance.

**Annual Request for Proposal Process**

During the annual Community Development Public Hearing, Department staff provides the following information about Spokane County's Community Development Program: 1) The anticipated amount of funds available, 2) the range of eligible activities, 3) examples of previously funded activities, and 4) program performance.

Workshops are conducted to assist applicants who may apply to Spokane County for Community Development Block Grant funds. At the workshops, funding policies, application forms and the proposal review process are discussed. Department staff will also meet with applicants individually upon request, to discuss proposal development and provide assistance.

Applicant workshop topics include:

- Federal and County Program objectives
- Eligible and Ineligible activities
- Eligible and Ineligible applicants
- Completing proposal forms
- Proposal evaluation criteria for each project category
- Project selection process

Each workshop participant receives a copy of the annual Request for Proposals, Proposal Forms and Instructions, and the County's CDBG and /or HOME Funding Policies. All organizations which have previously submitted a proposal to Spokane County for CDBG funding or whose names are included in the Department's mailing list are notified of the workshops. A notice of the workshops is published in a local newspaper the week prior to the date of the first scheduled workshop.

Applicants who apply for funds during the Request for Proposal Process may request a meeting with Department staff, to discuss their proposal. Meetings of this nature will not be scheduled between the deadline for receiving proposals and the HCDAC's publication of preliminary program year funding recommendation.

**Policies and Program Actions**

Objections to program policies, audit or monitoring findings, or other action may be filed with the Community Services, Housing, and Community Development Department. The Department responds to all written complaints regarding program policies and actions within 15 working days. Copies of the complaints and the Department's response are mailed to the Board of County Commissioners and the Housing and Community

**September 2011 - Funding Policies**

- 09/08/2011 HCDAC Regular Meeting to Finalize CDBG Program Objectives and Selection Criteria\*
- 09/13/2011 CDBG Program Objectives and Selection Criteria on BoCC Agenda (2:00 pm) for Approval\*
- 09/25/2011 CDBG Request for Proposals Advertised (Published) / Advance notifications mailed.

**October 2011 – Request For Proposal**

- 10/11/2011 Applicant Workshop - Morning 9:00 a.m. – 12:00 noon
- 10/13/2011 HCDAC Regular Meeting\*

**November 2011- Applications Due (No HCDAC Meeting in November)**

- 11/10/2011 CDBG Applications Due (Must be **postmarked** by 11/12/2011)
- 11/15/2011 Staff Begins Eligibility Review of Proposals & Preparation of Staff Reports

**December 2011 - Staff & HCDAC Review (No HCDAC Meeting in December)**

- 12/16/2011 Application Binders and Preliminary Staff Reports to HCDAC for Opportunity to Request Additional Information

**January 2012**

- 01/01/2012 Publish Consolidated Plan Amendment Process in newspaper
- 01/06/2012 Final Staff Reports to HCDAC
- 01/12/2012 HCDAC Meeting - Project Selection / Allocation\*
- 01/19/2012 HCDAC Meeting - Project Selection / Allocation\* (**If necessary**)

**February 2012 - Project Selection**

- 2/01/2012 Publish 30-Day Public Comment Period (2/2/12-3/3/12) on 2012 Annual Action Plan
- 2/29/2012 Final Opportunity to Propose Amendments to Consolidated Plan for 2012 PY

**March 2012 - Public Hearings / Final Recommendations**

- 3/01/2012 Public Hearing on Preliminary Recommendations / 2012 Annual Action Plan\*\*
- 3/08/2012 HCDAC Meeting to Discuss Public Comments & Finalize Recommendations\*

**April 2012 - BoCC Review of AAP & ERR / RROF**

- 4/04/2012 Publish ERR Findings / RROF for Comment
- 4/02/2012 Draft Annual Action Plan to the BoCC for Notice of Public Hearing Meeting
- 4/10/2012 Notice of Public Hearing for Annual Action Plan on BoCC Agenda
- 4/24/2012 2012 Annual Action Plan on BoCC Agenda\*\* (BoCC Public Hearing, 5:30 p.m.)

**May/June 2012 - Housing & CD Plan & RROF to HUD**

- 5/01/2012 Request for Release of Funds on BoCC Agenda
- 5/06/2012 2012 Annual Action Plan to HUD for 45-Day Review
- 5/10/2012 HCDAC Regular Meeting\*
- 5/11/2012 Submit Request for Release of Funds to HUD
- 6/14/2012 HCDAC Regular Meeting to Elect Chair and Vice-Chair/HOME Program\*

**July 2012 - CDBG Funds Available**

- 7/01/2012 Anticipated Start of 2012 Program Year

***Subject to change without notice***

## Annual Action Plan Amendment Policy

### Introduction

Each year, Spokane County develops an Annual Action Plan. This document is used to request Community Development Block Grant and HOME funds from the U.S. Department of Housing and Urban Development (HUD). The Action Plan consists of descriptions of the various activities to be funded.

During the course of conducting housing and community development activities, circumstances may occur which affect the schedule, budget or accomplishments of an activity. In some cases the planned activities are completed at a lower cost than anticipated. When funds are "deobligated" from an activity, they are reallocated to a new or different activity. The most "substantial" of changes to activities require an amendment to the Annual Action Plan.

It is the intent of this policy statement to define what a "substantial change" in an activity is. This definition of substantial change is used to determine whether or not an amendment to the plan is required.

If an amendment is made to the plan, the process involves citizen review of the proposal, assessment of environmental impact, and evaluation of the proposal relative to Spokane County's affordable housing and community development strategies and objectives. An amendment is made only if a significant change is made in: the proposed number of beneficiaries; changes in the type or location of an activity; eligibility; or cost effectiveness of an activity.

This policy defines the activity purpose, scope, location, and beneficiary changes, which require an amendment to the plan. If a proposed activity change meets the definition in this policy, the proposal must be reviewed and approved by Spokane County before proceeding with the changed activity. There may be factors other than those stated in this policy considered by Spokane County, which result in the proposed change not being approved.

In this policy document, the definition of "substantial change" is supplemented with examples of circumstances considered to meet the definition. The examples are provided for illustrative purposes only, and do not include the complete range of "substantial changes" to affordable housing or community development activities.

There are four (4) types of changes to activities included in this definition: purpose; scope; location; and beneficiaries. A change of any one of these types could require a Plan amendment.

### Purpose of Project

During the project selection process, the purpose of each project is evaluated as to how it furthers one of Spokane County's Consolidated Plan goals and objectives. A change to the purpose of a project that would result in a different objective being furthered requires an amendment. If the CDBG or HOME eligibility category changes an amendment is required.

Example of a change in project purpose requiring an amendment:

- Change from improving the physical facilities of a park to providing support to youth sports programs that use the park.
- Change from a housing project involving development costs, to public services housing program operations activity.

**Scope of a Project**

Each approved project includes a listing of activities, a schedule, and budget. The project selection process involves evaluation of the reasonableness of costs and schedules, and eligibility of activities. An analysis of how the activities relate to the purpose of the project is also made. A change to the scope of a project, which would add activities, requires an amendment. A change to the scope of a project that would delete activities requires an amendment unless the change results from an approved competitive bidding process or a higher than anticipated average costs per direct beneficiary. Changes in schedule require an amendment if the result would be to extend an activity beyond the period of performance stated in Subrecipient, Contractor, Interdepartmental, or other Agreements.

Example of a change in project scope requiring an amendment:

- Change from improving a building for expanded provision of services to building improvements only, no expansion of services.
- Change production of owner-occupied housing units to production of rental housing units.
- Project year is July 1, 2005 through June 30, 2006. Project originally was going to be complete in April 2006, but due to construction delays, the infrastructure project is not going to be completed until August 2006.

**Location of a Project**

During project selection, an effort is made to select projects located in the various small cities and unincorporated area of Spokane County. A change in the location of a project or the area served requires an amendment. Some approved proposals include several potential project sites of which one or some would be selected. An amendment is not required when one or more of the proposed sites are selected as actual project locations.

Example of a change in project location requiring an amendment:

- Change from making physical improvements in a specific neighborhood to making the same type of improvements throughout a community.
- Change from constructing a facility in an unincorporated area to a location in an incorporated area of the County.

**Beneficiaries of a Project**

Projects are classified as direct benefit, limited clientele benefit, or area benefit, according to the Plan definitions, during the project selection process. Projects also must meet benefit to lower income criteria stated in the Plan. A change in the number of beneficiaries only requires an amendment if the change results in a significant variance from the approved number of beneficiaries. Each situation will be evaluated individually and significance will be based on the nature of benefit and number of beneficiaries involved.

Example of a change in beneficiaries requiring an amendment:

- Change from providing special assessment subsidies on behalf of individual homeowners for a public improvement, to financing construction of a neighborhood public improvement.

**Policy Statement**

It is the policy of Spokane County to require an amendment to the Consolidated Plan (and/or Annual Action Plan) if one or more of the projects funded changes substantially during the program year.

A substantial change to an affordable housing or community development activity is any one or more of the following:

1. A change in the purpose of a project, which would result in a different objective being furthered than previously approved.
2. A change in the scope of a project, which would result in an added activity or activities.
3. A change in the scope of a project which would result in a deleted activity or activities, unless the deletion was necessary because of competitive bidding results or higher than average cost per direct beneficiary.
4. A change in the scope of a project, which would result in extension of an activity beyond the approved period of performance, contained in Subrecipient or Contractor Agreements.
5. A change in the location or service area of a project, unless several sites were approved as potential locations, and only one or some are actually selected as locations.
6. A change in the type of benefits to be provided by the project, using the federal program definitions of direct benefit, limited clientele benefit and area benefit as types.

A change, which results in a significant variance between the numbers of lower income beneficiaries in the approved project and the changed project.

## Consolidated Plan Amendment Policy

***All proposed amendments to the Consolidated Plan will be handled in accordance to procedures outlined below:***

### **Time Period and Notice**

Requests for amendments may be submitted to the Community Services, Housing, and Community Development Department (CSHCDD) at any time during the year. To be considered in the annual amendment process, submittals must be received no later than the end of February of each year. Submittals that are received after the end of February will be considered in the amendment process for the following program year.

The CSHCDD will publish notice in the official county newspaper in January of each year to inform the public of the opportunity to submit requests for amendments to the Consolidated Plan as part of the annual update to the Citizen Participation Plan. All suggestions and requests will be considered at advertised public hearings or meetings before the Housing and Community Development Advisory Committee (HCDAC) and Board of County Commissioners (BOCC), in accordance with federal law and county requirements. Notice of Public Hearings or meetings will be provided to the public as defined in the CSHCDD Citizen Participation Plan.

### **Review and Decision Procedures**

#### **A. CSHCDD Review and Recommendations**

Each year at the beginning of March the CSHCDD will evaluate all the requests for amendments, and will prepare recommendations for the HCDAC at its March meeting. The review and recommendation will consider the problem to be resolved, applicable federal laws and regulations, and where applicable, alternative solutions.

#### **B. HCDAC Consideration and Recommendations**

The HCDAC will consider the requests for amendments, and the department recommendations, in a public hearing. The HCDAC through the CSHCDD will then make recommendations to the BOCC following the hearing.

#### **C. BOCC Consideration and Decision**

The BOCC will consider the requests for amendments, and the recommendations of the HCDAC and CSHCDD, and will determine 1) which proposals to approve for amendment, 2) which proposals to refer to the CSHCDD for further staff work, and 3) which proposals will not be approved. The BOCC may, at its option, consider the HCDAC's recommendation in a public meeting or hearing held in accordance with the requirements of the Consolidated Plan.

#### **D. Other Reviews and Notice**

All amendments are subject to public notice and may require an environmental review. The CSHCDD will also formally notify the U.S. Department of Housing and Urban Development (HUD) of adopted amendments to the Consolidated Plan as part of the Annual Action Plan.

#### **E. Final Action and Implementation**

Final action is reserved for the BOCC. The BOCC's decision shall become effective by resolution, and publication of the CSHCDD's Annual Action Plan.

**Required Information for Amendment Proposals:**

1. Name, address, and phone number of the person(s) or other interested party(ies) who is(are) submitting the request(s) for amendment(s) to the Consolidated Plan.
2. Description of the proposed amendment:
  - Describe your proposal for amending the Plan;
  - Provide suggested new language or new wording that would meet your concerns; and
  - Provide a reference to the particular section or sections of the Consolidated Plan.
3. Describe how the amendment will further the Principles of Consolidated Plan as defined below.

**Priority to Lowest-Income** - Ensure the needs of people with the lowest income are given priority consideration.

**Basic Support** – Encourage the focus of public service resources on essential basic needs.

**Citizen Participation** - Provide opportunities for all public to participate in plan development, implementation and evaluation.

**Collaboration** - Encourage public, private, and non-profit sectors collaboration and reduce program duplication.

**Emphasize the Potential** - Build upon available community assets, resources, plans and market forces.

**Leverage** - Leverage limited resources by promoting partnership between organizations.

**Measurable Results** - Produce and evaluate measurable outcomes and results.

**Comprehensive** - Engage comprehensive strategies to address the holistic needs of a neighborhood, household or individual.

4. Fully explain the reasons why the change should be made, what quantifiable information was used to reach the conclusion, and for participating towns and cities, what type of citizen participation was used to determine a change was necessary. In addition, describe how the proposed change will:
  - Correct an incorrect or an obvious omission;
  - Correct an inconsistency or improve consistency within the documents; or
  - Address an issue or priority that is not satisfactorily addressed by the Consolidated Plan, or that the Consolidated Plan is silent on.
5. Signature(s) of the person(s) who is(are) submitting the proposal for amendment. If an agent is submitting the proposal, the agent must demonstrate that he or she is authorized to submit this application on behalf of the person or organization.

# Spokane's 2012 Annual Fair Housing Conference

## Keynote Speaker:

Sara K. Pratt

Deputy Assistant Secretary for  
Enforcement and Programs  
HUD's Office of  
Fair Housing & Equal Opportunity

## Additional Speakers:

Marley Hochendoner, Northwest Fair Housing Alliance

Shawn Nikfar, Northwest Fair Housing Alliance

Elizabeth Schroeder, Northwest Fair Housing Alliance

Heidi O'Day, Washington State Human Rights Commission

Kristina Miller, HUD's Office of Fair Housing and Equal Opportunity

Tom Tremaine, Presiding Judge, Kalispel Tribal Court (former Managing  
Attorney of the NW Justice Project, Spokane Office)

Eric Steven, Attorney

## **\*\*NEW THIS YEAR\*\***

Individual Fair Housing Counseling Available Onsite  
Inquire at the Registration Table

*Wednesday, April 11, 2012*

*8:30 am to 4:00 pm*

CenterPlace at Mirabeau Point Park

2426 N. Discovery Place

(Across from the Valley YMCA)

Spokane Valley, WA

*Accommodations will be provided, to the maximum extent feasible, to meet the needs of non English speaking, deaf and hearing impaired, and visually impaired persons. The City of Spokane will make arrangements to provide an interpreter, a signer, or a reader upon request, if such a request is made at least 72 hours prior to the Fair Housing Conference. If you need additional accommodations, please call 625-6325 at least 72 hours in advance.*



**Morning Session in the Great Room**

8:30am - 9:15am      Registration  
 9:15am - 9:30am      Introduction – Bill Fattic, Director, HUD Spokane Field Office  
 9:30am – 10:30am    Sara K. Pratt, Deputy Assistant Secretary for Enforcement and Programs,  
 HUD’s Office of Fair Housing & Equal Opportunity  
 10:30am-10:45am    Break  
 10:45am-11:30am    Reasonable Accommodations-Marley Hochendoner, Northwest Fair Housing  
 Alliance; Heidi O’Day, Washington State Human Rights Commission;  
 Kristina Miller, HUD’s Office of Fair Housing and Equal Opportunity  
 11:30am – 12:30pm    Lunch

**Afternoon Breakout Sessions**

	<b>Room 1</b>	<b>Room 2</b>	<b>Room 3</b>	<b>Room 4</b>	<b>Room 5</b>
<b>12:30pm</b> - <b>2:00pm</b>	<b>Session A-1</b> <u><b>Fair Housing</b></u> <u><b>Basics</b></u> Heidi O’Day WA State Human Rights Commission	<b>Session A-2</b> <u><b>Landlord/</b></u> <u><b>Tenant</b></u> Attorney Eric Steven & The Honorable Tom Tremaine	<b>Session A-3</b> <u><b>Affirmatively</b></u> <u><b>Furthering</b></u> <u><b>Fair Housing</b></u> Kristina Miller HUD FHEO	<b>Session A-4</b> <u><b>Fair Lending</b></u> Marley Hochendoner/ Elizabeth Schroeder NWFHA	<b>Session A-5</b> <u><b>Understanding</b></u> <u><b>FH Testing</b></u> Shawn Nikfar Northwest Fair Housing Alliance
<b>2:15pm</b> - <b>3:45pm</b>	<b>Session B-1</b> <u><b>Fair Housing</b></u> <u><b>Basics</b></u> Heidi O’Day WA State Human Rights Commission	<b>Session B-2</b> <u><b>Landlord/</b></u> <u><b>Tenant</b></u> Attorney Eric Steven & The Honorable Tom Tremaine	<b>Session B-3</b> <u><b>Affirmatively</b></u> <u><b>Furthering</b></u> <u><b>Fair Housing</b></u> Kristina Miller HUD FHEO	<b>Session B-4</b> <u><b>Fair Lending</b></u> Marley Hochendoner/ Elizabeth Schroeder NWFHA	<b>Session B-5</b> <u><b>Understanding</b></u> <u><b>FH Testing</b></u> Shawn Nikfar Northwest Fair Housing Alliance

**VERY IMPORTANT:**  
 On the above chart, please circle the sessions that you plan to attend and send this page

**REGISTRATION FEE (\$30.00) DUE BY March 23, 2012**

Registration fee includes: All day training from experts on fair housing issues;  
 handout materials; & lunch.

Make check payable and mail to:  
 Northwest Fair Housing Alliance  
 35 W. Main Avenue, Suite 250  
 Spokane, WA 99201  
 (509) 325-2665

Name: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Do you have information that your agency would like to share at the conference?**

Sign up for a table to display a booth or material. Please email Mary Jo Braaten at  
 mbraaten@spokanehousing.org to sign up for a table. Deadline for a table is March 23.

**Morning Session in the Great Room**

8:30am - 9:15am Registration  
 9:15am - 9:30am Introduction – Bill Fattic, Director, HUD Spokane Field Office  
 9:30am – 10:30am Sara K. Pratt, Deputy Assistant Secretary for Enforcement and Programs, HUD’s Office of Fair Housing & Equal Opportunity  
 10:30am-10:45am Break  
 10:45am-11:30am Reasonable Accommodations-Marley Hochendoner, Northwest Fair Housing Alliance; Heidi O’Day, Washington State Human Rights Commission; Kristina Miller, HUD’s Office of Fair Housing and Equal Opportunity  
 11:30am – 12:30pm Lunch

**Afternoon Breakout Sessions**

	<b>Room 1</b>	<b>Room 2</b>	<b>Room 3</b>	<b>Room 4</b>	<b>Room 5</b>
12:30pm - 2:00pm	<b>Session A-1</b> <u><b>Fair Housing Basics</b></u> Heidi O’Day WA State Human Rights Commission	<b>Session A-2</b> <u><b>Landlord/ Tenant</b></u> Attorney Eric Steven & The Honorable Tom Tremaine	<b>Session A-3</b> <u><b>Affirmatively Furthering Fair Housing</b></u> Kristina Miller HUD FHEO	<b>Session A-4</b> <u><b>Fair Lending</b></u> Marley Hochendoner/ Elizabeth Schroeder NWFHA	<b>Session A-5</b> <u><b>Understanding FH Testing</b></u> Shawn Nikfar Northwest Fair Housing Alliance
2:15pm - 3:45pm	<b>Session B-1</b> <u><b>Fair Housing Basics</b></u> Heidi O’Day WA State Human Rights Commission	<b>Session B-2</b> <u><b>Landlord/ Tenant</b></u> Attorney Eric Steven & The Honorable Tom Tremaine	<b>Session B-3</b> <u><b>Affirmatively Furthering Fair Housing</b></u> Kristina Miller HUD FHEO	<b>Session B-4</b> <u><b>Fair Lending</b></u> Marley Hochendoner/ Elizabeth Schroeder NWFHA	<b>Session B-5</b> <u><b>Understanding FH Testing</b></u> Shawn Nikfar Northwest Fair Housing Alliance

**VERY IMPORTANT:**  
 On the above chart, please circle the sessions that you plan to attend and send this page

**REGISTRATION FEE (\$30.00) DUE BY March 23, 2012**

Registration fee includes: All day training from experts on fair housing issues; handout materials; & lunch.

Make check payable and mail to:  
 Northwest Fair Housing Alliance  
 35 W. Main Avenue, Suite 250  
 Spokane, WA 99201  
 (509) 325-2665

Name: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Do you have information that your agency would like to share at the conference?**

Sign up for a table to display a booth or material. Please email Mary Jo Braaten at mbraaten@spokanehousing.org to sign up for a table. Deadline for a table is March 23.

### Residential Anti-Displacement and Relocation Policy

Spokane County will replace all occupied low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1992, as described in 24 CFR § 570.606(c).

All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing Spokane County to provide funds for an activity that will directly result in demolition or conversion, Spokane County will publish a public notice in the *Spokesman Review* Newspaper and submit to HUD the following information in writing:

1. A description of the proposed assisted activity.
2. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units as a direct result of the assisted activities.
3. A time schedule for the commencement and completion of the demolition or conversion.
4. The location on a map and the number of dwelling units by size that will be provided as replacement dwelling units. If such information is not available at the time of the general submission, Spokane County will identify the general location on an area map and the approximate number of dwelling units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available.
5. The source of funding and a time schedule for the provision of the replacement dwelling units.
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate income unit for at least 10 years from the date of initial occupancy.
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of lower income households in Spokane County.

Spokane County's Housing and Community Development Division is responsible for tracking the replacement of housing and ensuring that it is provided within the required period. And further, ensuring that requirements are met for notification and provision of relocation assistance, as described in 24 CFR § 570.606(c), to all lower income households in Spokane County.

Consistent with the goals and objectives of activities assisted under the Act, Spokane County will take the following steps to minimize the displacement of persons for their homes:

1. The acquisition of vacant properties, or of properties that are being voluntarily sold by an owner-occupant so that relocation is not the direct result of the project.

2. Projects which require only temporary relocation if relocation is required.
3. The retention of buildings currently housing low/moderate income tenants.
4. Projects that will not increase or cause increases within the neighborhoods rents as a result of cumulative impacts of HOME or CDBG investment.

**Statement of Policy:**

It is Spokane County's policy to discourage HOME and CDBG proposals that would cause displacement of people or businesses. Any proposal that is likely to cause displacement must include relocation assistance payments in its budget (under federal regulations displaced households are eligible for assistance for 5 years).

In general, project sponsors should follow the guidelines established by other public funding sources as to the procedures and benefit amounts and pay relocation costs from the other funding sources to the extent possible. If additional funds for relocation are needed, then HOME or CDBG funds may be used to make up the difference. HUD Handbook 1378 is the guide for Real Estate Acquisition and Relocation Policy.

Relocation assistance payments for residential tenants who are displaced for HUD projects are subject to 42 USC Sec. 3537c and must be disbursed in installments, except that lump sum payments may be made to cover (1) moving expenses, (2) a downpayment on the purchase of replacement housing, or incidental expenses related to these. Whenever the payment is made in installments, the full amount of the approved payment shall be disbursed in regular installments, whether or not there is any later change in the person's income or rent, or in the condition or location of the person's housing.

There will be no less than three installment payments, except when the rental assistance payment is \$500 or less. Where the rental assistance payment is \$500 or less, it is recommended that payment may be made in two installments with no less than a four-month interval between payments.

In order to minimize displacement in acquisition/rehabilitation projects, Spokane County encourages only the acquisition of vacant properties, or properties being voluntarily sold by owner-occupants. In addition, Spokane County does not encourage any projects that are likely to cause an increase in neighborhood rents as a result of the cumulative impact of HOME and/or CDBG investments in a neighborhood.

## Affirmative Marketing Policies and Procedures

### A. Affirmative Marketing Policies and Procedures

**Statement of Policy:** In accordance with 24 CFR § 92.351, HOME Investment Partnership Program Rule, and in furtherance of Spokane County's commitment to non-discrimination and equal opportunity in housing, Spokane County has established policies and procedures to affirmatively market HOME assisted housing under the HOME Investment Partnership Program. These policies are intended to further the objectives of Title VIII of the Civil Rights Act of 1969, and Executive Order 116063.

The Community Services, Housing, and Community Development Department will also apply these policies and procedures to applicable CDBG funded activities where practicable and appropriate.

**Spokane County is committed to the principle that all individuals should have available to them an equal opportunity for housing choices regardless of their race, color, religion, familial status, sex, national origin, or handicap.**

Spokane County will carry out its Affirmative Marketing Policy through this affirmative marketing plan, which is designed specifically for its HOME Partnership Program. Procedures for informing subrecipients, the public, potential tenants, and property owners about fair housing and affirmative marketing policies, and the availability of vacant units are included in the Policy. The Plan also includes procedures for special outreach to encourage access to HOME assisted housing by minorities and women.

In addition, the Plan describes methods to assess the success of affirmative marketing efforts and includes measures to take corrective action if desired results are not achieved. Records will be kept of all affirmative marketing activities, assessments and corrective measures taken.

Spokane County's Affirmative Marketing Procedures include the following steps and requirements.

#### 1. Methods for Informing the Public.

Spokane County will inform the public, including subrecipient organizations and potential tenants, about Fair Housing laws and Affirmative Marketing Policies using the following methods. (In some cases, subrecipient organizations will be required to carry out these actions in accordance with provisions of subrecipient agreements with the County).

- All public announcements and informational flyers will contain a statement regarding the County's fair housing policies. Such announcements will be distributed to local media of general audience;
- All paid advertisements will include the equal housing slogan and/or logo; Any posters, flyers, and correspondence about the Program and forms used will include the equal housing slogan and/or logo; and
- Special marketing outreach will be provided to organizations and groups which are representative of minorities, women, single-headed households, and persons with disabilities by distributing flyers, correspondence, housing availability notices, and posters.

**2. Property Owner Requirements, Procedures and Practices**

In accordance with 24 CFR §92.253(e)(4), property owners will be required to follow approved written tenant selection policies which provide for the selection of tenants from a written waiting list in the chronological order of their application, insofar as is practicable. Tenant selection policies will further require owners to provide prompt written notification to any rejected applicant of the grounds for any rejection. Notwithstanding these tenant selection policy requirements, the following procedures and requirements must be met by all participating owners, and subrecipients as applicable.

- Prior to receiving financial assistance approval from the County HOME Partnership Program, property owners will be required to sign a statement certifying commitment to abide by the County's affirmative marketing policies. This written policy will be provided, accompanied by a verbal explanation;
- Application materials used by owners for marketing housing opportunities will be required to include a statement regarding the County's fair housing policies and the equal housing logo;
- All advertisements used by owners to market the housing vacancies and availability, or waiting list opportunities will be required to exhibit the Fair Housing Logo and/or a statement regarding Fair Housing/Equal Opportunity; and
- Property owners may be required to notify Spokane Housing Authority and other prescribed community organizations of the availability of housing for occupancy, waiting list opportunities emphasizing the HOME Program's commitment to Fair Housing/Equal Opportunity.

**3. Record Keeping**

- Spokane County and or its subrecipients and participating property owners will be required to keep all records which document actions taken to affirmatively market units and an assessment of the results of such efforts, including information on race, ethnic origin, gender, and single-headed households, of all applicants for, and tenants selected for the housing;
- Owners will be required to keep and submit a contact log of all persons to whom vacant units are shown which includes, names, addresses, and phone numbers, as well as visually or verbally obtained race, ethnic, gender, and familial status information, and the results of the showing, particularly any reasons known for tenants not submitting applications;
- Owners will be required to submit an annual report listing race, ethnic, gender and familial status information of all applicants and tenants, covering the minimum period of affordability. This information will be reviewed, tallied, and retained as required by § 92.508;
- Owners will be required to maintain a file of all letters of rejection as required by the tenant selection policies; and

- Copies of all promotional announcements, flyers, posters, articles, etc., used in the HOME Program, with notations regarding distribution, will be kept on file with owners, the County and or its subrecipients.

#### **4. Assessments and Corrective Actions**

The County and its subrecipients will be responsible for the compilation of data on Affirmative Marketing actions, including information on minority, gender, and familial, or handicap status participation and performance analysis. Reporting and evaluation will take place on a regular schedule as the individual monitoring process warrants with some reports due monthly, and an overview assembled and reviewed prior to the annual review. Evaluation/corrective actions may include:

- Random call-backs to individuals from the contact log who were shown the housing but did not submit an application to determine reason(s);
- Compare the percentage of housing applications received from minorities to the percentage of minorities in the area from census data. If the percentage of applications from minorities is substantially less than the percentage of minorities listed in the census data, then corrective actions may be taken. Corrective actions would include additional requirements for further outreach/marketing;
- Compare the percentage of minority tenants residing in HOME assisted units with the percentage of Spokane County's minority population. If the percentage of minority tenants is smaller than the County percentage, census tracts will be analyzed to better determine areas to target supplemental promotional efforts. Then, promotional efforts will be increased in these tracts/areas, especially to organizations serving minority populations;
- Check owner compliance with affirmative marketing requirements. If there is lack of performance, it will be discussed with the owner. If there is clear non-compliance with the law, the owner may be disqualified from further HOME Program participation; and
- Review tenant data to identify any under representation from particular groups such as single-headed households, families with children, handicapped, and persons of other special needs populations.

#### **B. Minority and Women Business Outreach Program**

The following is the statement of policies and procedures to be followed by Spokane County to meet the HOME Program requirements for a Minority and Women Business Owned Outreach Program, in accordance with 24 CFR § 92.350 and § 85.36(e). These policies and procedures are intended to meet the requirements of Executive Orders 11625 and 12625 (concerning Minority Business Enterprise) and 12138 (concerning Women's Business Enterprise).

Spokane County is committed to a good faith, comprehensive and continuing effort to promote the inclusion of minority and women's business enterprises in the HOME Program and all other housing programs under its auspices.

It is Spokane County's intent to establish and oversee a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, including without limitation, real estate, construction and appraisal firms, management firms, financial institutions, underwriters, accountants, investment banking firms and providers of legal services, and all contracts entered into by the County for the procurement of property and services to provide affordable housing under applicable Federal law.

Spokane County will take all necessary affirmative steps to assure that minority firms and women's business enterprises are used when possible.

If there is no minority or women's businesses available locally, this will be documented and the County, its subrecipients, property owners and contractors will have met the obligations of this policy and procedure.

Affirmative steps to comply with federal requirements shall include:

- Placing a statement of public policy and commitment in the local newspaper and including the statement in appropriate correspondence and program documents. Using the local media to market and promote contract and business opportunities for minority and women's business enterprises;
- Placing qualified minority and women's businesses on solicitation lists, including a description of capabilities, services, supplies and/or products. This inventory will be provided to all subrecipients and property owners receiving funds and/or assistance under the HOME Program along with written instructions for implementing affirmative steps;
- Assuring that minority and women's businesses are solicited whenever they are potential sources. Agreements with the County will require subrecipients and property owners to solicit minority and women's businesses when contracting for goods and services;
- Dividing total requirements, when economically feasible, into smaller tasks and quantities to permit maximum participation by small and minority business and women's businesses. Subrecipient agreements and agreements with property owners will include this requirement;
- Establishing delivery or performance schedules, wherever possible, which encourage participation by minority and women's owned businesses. Subrecipient agreements and agreements with property owners will include this requirement;
- Using the services and assistance of the Minority Business Development Agency of the Department of Commerce, Spokane Minority Supplier Development Council, Spokane Area Economic Development Council- Minority Services,

Minority Services Northwest, and Inland Minority Contractor's Association and the Washington State Office of Minority and Women's Business Enterprise, to develop the inventory lists pursuant to number 3 above, and to help perform outreach and capacity building activities;

- Requiring prime contractors to require all subcontractors to take appropriate affirmative steps listed above in this policy and procedure;
- For all housing activities using Spokane County HOME funds or other Federal funds received from Spokane County, requiring subrecipients, contractors and/or property owners to keep records of bids requested, received and awarded and whether or not the firm or enterprise is a minority or women's business enterprise, and to provide forms and instructions as needed; and
- Assessing performance and taking corrective actions as needed. Spokane County or its subrecipients will be responsible for collecting and compiling data on minority and women's business participation. Subrecipients will submit reports to the County as requested.

Performance will be analyzed by reviewing affirmative steps taken and subsequent results. If performance is not satisfactory, the subrecipient, owner, or contractor will be required to explain deficiencies and non-compliance. If necessary, corrective actions will be taken, including sanctions and/or penalties allowed under local, State and Federal law.

### **C. Equal Opportunity**

It is the policy of Spokane County that no person shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or part with HOME funds. This applies to all beneficiaries, potential beneficiaries, applicants, property owners, businesses, organizations, and the public in the provision of all forms of assistance, be it property rehabilitation, homebuyer assistance or tenant based rental assistance.

In addition, Spokane County will make funds available in accordance with the requirements of all applicable laws and regulations including the Fair Housing Act, Age Discrimination Act, prohibitions against age, Rehabilitation Act prohibitions against handicapped discrimination, and Section 3 of the HUD Act of 1968 regarding training opportunities and contracts for work, for low-income residents.

### Resale and Recapture Guidelines for Homebuyers

These guidelines apply when a homebuyer or developer is assisted with HOME Investment Partnerships Program funds and the homebuyer sells or transfers the assisted property during the period of affordability.

#### Period of Affordability

Consistent with 24 CFR Part 92.254(a)(4), the following minimum period of affordability shall be enforced:

<u>HOME amount per unit</u>	<u>Minimum Period of Affordability</u>
Under \$15,000	5 years
\$15,000 to \$40,000	10 years
Over \$40,000	15 years

The Spokane County Community Services, Housing and Community Development Department (CSHCD) may use HOME Program funds to provide homeownership assistance. The forms of subsidy to be used to assist homebuyers and/or developers include down payment assistance, interest subsidy, development cost subsidy, direct loan, project grant, or some combination of these methods. CSHCD shall determine, based upon the type of subsidy, form of ownership, and type of market in which the property is located, whether the period of affordability shall be enforced by either Resale or Recapture provisions.

#### Resale Provisions

- A. Activity Types - Resale provisions as outlined in 24 CFR Part 92.254(a)(5)(i)(A) and (B) shall be required in the following cases:
- Resale provisions shall be required when the HOME subsidy is provided in the form of a development subsidy in which HOME funds are divided among each HOME-assisted unit and not provided as a direct subsidy to the homebuyer.
  - Resale provisions shall be required when the HOME subsidy is provided in the form of a direct subsidy to the homebuyer and a Community Land Trust or other similar entity maintains ownership of the HOME-assisted property to ensure its continued affordability in perpetuity.
  - Resale provisions shall be required when the HOME subsidy is provided in the form of a direct subsidy to the homebuyer and it is determined that the property is located in a highly appreciating market for the purpose of maintaining the unit's affordability throughout the entire period of affordability.
- B. Methods – The resale option ensures that the HOME-assisted unit remains affordable over the entire period of affordability. All HOME-assisted units "designated as affordable units" shall meet the following criteria:
- The new purchaser must be low-income, meeting the HOME Program definition, and occupy the property as the family's principle residence.

**Appendix I Resale & Recapture Provisions**

- The sales price must be affordable to the new purchaser. In this instance, affordability of the new purchaser is defined as the income-eligible household's maximum mortgage capacity as defined by a mortgage lender using generally-accepted underwriting criteria.
- Under no circumstances may the "affordable" sales price exceed 95% of the median purchase price for the area.
- Net proceeds from the sale must provide the original homebuyer, now the home seller, a "fair return" on their investment (including any down payment and capital improvement investment made by the owner since purchase). In general, Spokane County shall determine the "maximum sales price" and "fair return" as calculated using the following formulas:

$$\begin{aligned} \text{Maximum Permitted Resale Price} &= \left( \frac{\text{The initial sales price to the owner}}{\text{Initial Area Median Income}} \right) \times \text{Resale Area Median Income} \\ \text{Fair Return on Initial Capital Investments} &= \left( \frac{\text{Homebuyers initial investment} + \text{Capital Improvements}}{\text{Average Change in AMI Over Period of Ownership}} \right) \times \text{Average Change in AMI Over Period of Ownership} \end{aligned}$$

Capital improvements are defined as improvements made by the homeowner that add to the home's value. Maintenance and repairs to keep the home in good condition are not considered capital improvements. Spokane County will calculate the capital improvements based on the actual costs of the improvements as documented by the homeowner's receipts.

Initial Median Income is defined as the Area Median Income corresponding to a household size equivalent to 1.5 times the number of bedrooms in the Home at the time of the Owner's purchase of the Home rounded to the nearest whole number.

Resale Area Median Income is defined as the Area Median Income corresponding to a household size equivalent to 1.5 times the number of bedrooms in the Home at the time of the Owner's Notice of Intent, rounded to the nearest whole number.

- C. Enforcement Mechanisms - Resale requirements shall be enforced through deed restriction, covenant, land use restriction agreement, or other similar mechanism filed with the Spokane County Recording Department. The resale provisions will be triggered upon occurrence of any of the following:
- Voluntary sale by homeowner to another eligible homebuyer.
  - Foreclosure by the lender holding loan in default.
  - Transfer of title without a sale.

Under certain circumstances, such as a declining housing market where values are depreciating, the original homebuyer may not receive a return on his or her investment if the home sells for less than or the same as the original purchase price.

**Optional Recapture Provisions**

- A. Activity Types - Recapture provisions as outlined in 24 CFR Part 92.254(a)(5)(ii)(A)(1) through (7) shall be enforced in cases where HOME funds are provided as a direct

subsidy to the homebuyer as Downpayment and/or purchase- price assistance.

- B. Methods – The recapture option allows Spokane County to recapture the entire HOME subsidy, subject to net proceeds, if the HOME recipient decides to sell the unit within the period of affordability at whatever price the market will bear. All HOME-assisted unit sales under the recapture option shall meet the following criteria:
  - The homebuyer may sell the property to any willing buyer.
  - The sale of the property during the period of affordability triggers repayment of the direct HOME subsidy, subject to net proceeds, to Spokane County that the buyer received when he/she originally purchased the home.
- C. Enforcement Mechanisms - Recapture provisions shall be enforced through a mortgage, note And Recapture Agreement filed with the Spokane County Recording Department, and the requirements within shall be triggered upon sale or transfer of the HOME-assisted property.
- D. Amount of Repayment – Spokane County requires that when the recapture requirement is triggered by a sale (whether voluntary or involuntary), it will recapture the Home investment up to the total net proceeds remaining after the sale as modified by program specific choices under 24 CFR Part 92.254(a)(5)(ii)(A)(1) through (4). Net proceeds are the sales price minus the superior loan repayment (other than HOME funds) and any closing costs. The specific method of recapture as capped by net proceeds may be one of the four choices outlined in 24 CFR Part 92.254(a)(5)(ii)(A)(1) through (4). These options include:

- Recapture the entire amount- Spokane County may recapture the entire amount of the HOME investment from the homeowner, with total collections capped by net proceeds;
- Reduction during the affordability period- Spokane County may elect to reduce the HOME investment amount to be recaptured on a pro rata basis for the time the homeowner has owned and occupied the housing measured against the required affordability period;
- Shared Net Proceeds- When the net proceeds (i.e., the sales price minus loan repayment, other than HOME funds, and closing costs) are insufficient to repay the direct HOME subsidy and the homebuyer's investment, the net proceeds shall be shared according to the following formula. Recapture of the HOME funds is based on the ratio of the HOME subsidy to the sum of the homeowner's investment (including downpayment and any capital improvement investment made by the owner since purchase), plus the HOME subsidy:

$$\frac{\text{HOME Subsidy}}{\text{HOME Subsidy} + \text{Homeowner Investment}} \times \text{Net Proceeds} = \text{HOME Recapture}$$

HOME Subsidy + Homeowner Investment

$$\frac{\text{Homeowner Investment}}{\text{HOME Subsidy} + \text{Homeowner Investment}} \times \text{Net Proceeds} = \text{Amount to Homeowner}$$

- Owner investment returned first- Spokane County may permit the homebuyer to recover the homebuyer's entire investment (downpayment and capital

improvements made by the owner since purchase) before recapturing the HOME investment.

Spokane County shall select one of these four options based on the specific project/program in consultation with the project/program sponsor. The selected method will be included in the HOME written agreement with the homebuyer and enforced through deed restriction, covenant, land use restriction agreement, or other similar mechanism filed with the Spokane County recording Department.

- E. Mortgage Release - Upon receipt of recaptured funds, CSHCD shall file a "Release" document with the Spokane County Recording Department to release the original HOME-assisted homebuyer from the requirements of the mortgage or other similar mechanism.
- F. Repayments – Repayments of recaptured funds shall be remitted directly to Spokane County to be utilized for HOME-eligible activities only.

### Refinancing of Existing Debt

Criteria:

- Multi-family projects only
- Only if refinancing is necessary to permit or continue affordability
- Projects must demonstrate that rehabilitation is the primary eligible activity
- Project serves persons with special needs, as defined in this plan
- Applicant is a certified County Community Housing Development Organization (CHDO)
- Project is an eligible CHDO project

Guidelines:

Spokane County may allow refinancing of existing debt only if the Applicant *and* Project meets all of the criteria stated above.

Prior to committing any HOME funds to a project, Spokane County must ensure that rehabilitation is the primary eligible activity. A thorough review of the project management practices will be performed to ensure that disinvestment has not occurred and that the long term needs of the project can be met and that the feasibility of serving the targeted population over the affordability period can be demonstrated. The affordability period shall be 15 years regardless of the amount of the HOME investment. The required amount of rehabilitation per unit will be at a minimum \$25,000 per unit. The application must clearly state whether the HOME investment is to maintain current affordable units, create additional units, or both. HOME funds cannot be used to refinance multi-family loans made or insured by any Federal Program, including CDBG.

**Notice for a Public Hearing**  
**Preliminary Project and Funding Recommendations for**  
**Spokane County**  
**2012 Community Development Block Grant (CDBG) Program and**  
**Homeless Housing Assistance Act (HHAA) Funding**

The public is invited to attend and speak at a hearing conducted by the Spokane County Community Services, Housing, and Community Development Department and the Housing and Community Development Citizen Advisory Committee to obtain public comments on the Spokane County Community Services, Housing, and Community Development Department's:

- Administration of the HOME and Community Development Block Grant Programs
- Activities Recommended or Not Recommended for Funding in 2012
- Program Policies, Procedures and Priority Needs
- Consolidated Plan Amendments

These preliminary funding recommendations are open to public comment beginning February 1, 2012. The public may comment at the Public Hearing on March 1, 2012, or may forward their comments to the Community Services, Housing, and Community Development Department, 312 W. 8<sup>th</sup>, Fourth Floor, Spokane, WA 99204, or via e-mail at [tlandsiedel@spokanecounty.org](mailto:tlandsiedel@spokanecounty.org).

<b>Public Hearing Date:</b>	<b>Thursday, March 1, 2012</b>
<b>Time:</b>	<b>6:00 PM to 8:00 PM</b>
<b>Location:</b>	<b>Spokane County Regional Health District – 1<sup>st</sup> Floor Auditorium, 1101 W. College Ave., Spokane, WA</b>

Listed below are the 2012 applicants, proposed projects, requested CDBG funding amount and preliminary recommendation.

	Requested Amount	Recommended CDBG Amount	Recommended HHAA Amount
<b><u>Public Service Projects – County-Wide:</u></b>			
Catholic Charities - St. Margaret's Homeless Shelter	\$60,000		\$60,000
Catholic charities- House of Charity	\$48,748		\$0
Salvation Army-Emergency Shelter Operations	\$30,000		\$30,000
SNAP – Homeless Shelter	\$42,655		\$42,655
Volunteers of America – Hope House Homeless Shelter	\$31,500		\$31,500
Open Gate- Homeless Services	\$34,135		\$0
Coalition of Responsible Disabled - Handicapped Services	\$60,000	\$0	
New Hope Resource Center – Emergency Services	\$15,000	\$15,000	
Transitional Program for Woman	\$25,000		\$25,000
Frontier Behavioral health dba Spokane Mental Health – Care Cars	\$25,000	\$0	
Second Harvest Food Bank – Emergency Services	\$75,000	\$40,000	
YFA- Homeless Services	\$25,000		\$25,000
Spokane County Medical Society – Project Access	\$46,150	\$0	
Lutheran Community Services – SAFeT	\$31,577	\$19,483	
YWCA – Alternatives to Domestic Violence	\$75,380		\$51,473
Lilac Blind Foundation- Services for the Blind	\$12,000	\$12,000	
Common Wealth Agency – Subsistence Payment	\$30,000		\$0
Interfaith dba Family Promise of Spokane_ Homeless Services	\$34,372		\$34,372
<b><u>Public Service Projects - Cities and Towns:</u></b>			
<b>City of Cheney</b>			
Cheney Outreach Center – Emergency Assistance	\$12,000	\$12,000	
<b>City of Deer Park</b>			
The Green House – Emergency Services	\$40,000	\$20,000	
Catholic Charities – Senior Nutrition Program	\$10,000	\$10,000	
<b>City of Medical Lake</b>			
Medical Lake Community Outreach – Emergency Assistance	\$7,200	\$7,200	

<b>City of Spokane Valley</b>			
Spokane Valley Partners – Emergency Services	\$23,075	\$23,075	
Spokane Valley Meals on Wheels – Senior Nutrition Program	\$59,800	\$40,000	
<b><u>Housing Projects - County-Wide:</u></b>			
SNAP – Emergency Housing Repair	\$225,000	\$125,000	
<b><u>Economic Development Projects – County-Wide:</u></b>			
Greater Spokane Valley Chamber of Commerce – Micro-Enterprise	\$10,500	\$0	
SNAP Financial Access – Micro-Enterprise	\$50,000	\$50,000	
<b><u>Infrastructure/Public Facility Improvement Projects – County-Wide:</u></b>			
Spokane County Public Works Dept. - RID Assessment Grants	\$58,050	\$58,050	
<b><u>Infrastructure/Public Facility Improvement Projects - Cities and Towns:</u></b>			
<b>City of Cheney</b>			
City of Cheney – Street / Water & Sewer Improvements	\$88,390	\$88,390	
<b>City of Deer Park</b>			
City of Deer Park – Water & Sewer Improvements	\$198,718	\$198,718	
<b>Town of Fairfield</b>			
Town of Fairfield – Water & Sewer Improvements	\$134,862	\$134,862	
<b>Town of Rockford</b>			
Town of Rockford – Water & Sewer Improvements	\$184,367	\$184,367	
<b>City of Spokane Valley</b>			
Carnhope Irrigation District No. 7 - Water Improvements	\$69,000	\$69,000	
City of Spokane Valley – Street Improvement	\$387,500	\$115,410	
City of Spokane Valley – Street Improvements	\$71,500	\$0	
<b><u>Planning and Administration Projects – County Wide:</u></b>			
Spokane County CSHCD - Administration	\$265,010	\$265,010	
<b>Total:</b>	<b>\$2,596,309</b>	<b>\$1,487,385</b>	<b>\$300,000</b>

All projects propose benefit to lower income households in Spokane County, particularly the residents of the twelve participating municipalities and unincorporated areas.

No lower income household or business is proposed to be displaced through activities funded with Federal CDBG dollars. If displacement should occur, assistance will be made available in accordance with the County's Displacement Plan. This plan is available for public examination in the Community Services, Housing, and Community Development Department, Fourth Floor, 312 W. 8<sup>th</sup>, Spokane, WA 99204.

Spokane County actively supports fair housing efforts in the community in a positive, solution-oriented fashion. Housing programs funded by the Community Development Block Grant, Home Investment Partnership Program, Homeless Prevention and Rapid Re-housing Program, and Homeless Housing Assistance Act Program are administered to affirmatively further fair housing.

Spokane County assures that grants will be conducted and administered in compliance with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601 3620), the Age Discrimination Act of 1975, Executive Orders 11063, 11625, 12138, 12432 and 12892, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Americans with Disabilities Act (title II) and implementing regulations.

The funding for these preliminary recommendations has not yet been allocated by the Federal government. Acceptance of the 2012 Spokane County Housing & Community Development Annual Action Plan by HUD and a contract between HUD and the County

authorizing the County's Community Development Block Grant Program is a condition precedent to the County's funding of these projects.

If you have any questions regarding the public hearing, 2012 preliminary recommendations, the Community Development Block Grant Program, or want to attend the hearing, accommodations will be provided, to the maximum extent feasible, to meet the needs of non-English speaking, deaf and hearing impaired and visually impaired persons. Spokane County Community Services, Housing, and Community Development Department will make arrangements to provide an interpreter, a signer or a reader upon request, if such a request is made at least 72 hours prior to the Public Hearing. If you need additional accommodations, please call 477-2588 at least 72 hours in advance.



**Board of County Commissioners Resolutions  
For  
Public Hearing Notice  
2012 Annual Action Plan Approval/Adoption**

NO. 12-0314

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER OF CONSIDERING APPROVAL OF THE )  
2012 ANNUAL ACTION PLAN, WHICH INCLUDES THE )  
RECOMMENDED ALLOCATION OF COMMUNITY )  
DEVELOPMENT BLOCK GRANT (CDBG), HOME )  
INVESTMENT PARTNERSHIP PROGRAM (HOME), AND )  
HOMELESS HOUSING ASSISTANCE ACT (HHAA) )  
FUNDING )

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN by the Board of County Commissioners of Spokane County, that the Board of County Commissioners will hold a Public Hearing on Tuesday, May 8, 2012, at 5:30 p.m., or shortly thereafter, in the Commissioners' Assembly Room located in the Lower Level of the Public Works Building, 1026 W. Broadway, Spokane, WA. 99260.

The purpose of this Hearing is to obtain comment on the consideration of an application for funding from the United States Department of Housing and Urban Development (HUD) for Urban County Entitlement Community Development Block Grant (CDBG) Program funds pursuant to various federal laws including CFR Title, 24, Chapter V, Part 570; HOME Affordable Housing Projects under 24 CFR Section 92.150 (HOME Investment Partnership); and Homeless Housing Assistance Act (HHAA) funding recommendations.

A presentation will be made before the Board of County Commissioners describing the 2012 Annual Action Plan and amendments to prior years' Annual Action Plans, which includes a list of proposed projects, allocation amounts, project locations, project benefit and a description of the service to be provided. A draft of the proposed application(s) for CDBG and HHAA and the Annual Action Plan document is available for public review at the Spokane County Community Services, Housing, and Community Development Department, 312 West 8<sup>th</sup> Ave., Fourth Floor, Spokane, WA 99204.

The public is encouraged to attend this Hearing to provide written or oral testimony on the Plan and applications/allocation for funding. If you are unable to attend, written comments may be submitted prior to the Public Hearing by sending them to Spokane County Community Services, Housing, and Community Development Department, 312 West 8<sup>th</sup> Ave., Fourth Floor, Spokane, WA 99204.

The Hearing is being conducted in facilities that are accessible to persons with disabilities. For more information with respect to the accessibility of the Commissioners' Assembly Room in the Public Works Building, please contact the Daniela Erickson, Clerk of the Board at (509) 477-2265.

ADOPTED by the Board of County Commissioners of Spokane County, Washington this 17<sup>th</sup> day of April 2012.



ATTEST:

*Daniela Erickson*  
Daniela Erickson  
Clerk of the Board

*Todd Mielke*  
Todd Mielke, Chair

*Mark Richards*  
Mark Richards, Vice-Chair

*Al French*  
Al French, Commissioner

12-0370

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER OF CONSIDERING APPROVAL OF )  
THE 2012 ANNUAL ACTION PLAN, WHICH )  
INCLUDES THE RECOMMENDED ALLOCATION OF )  
COMMUNITY DEVELOPMENT BLOCK GRANT )  
(CDBG), HOME INVESTMENT PARTNERSHIP )  
PROGRAM (HOME), AND HOMELESS HOUSING )  
ASSISTANCE ACT (HHAA) FUNDING )

**RESOLUTION**

WHEREAS, the Board of County Commissioners of Spokane County, pursuant to the provisions of RCW 36.32.120(6), has the care of County property and the management of County funds and business; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) has the authority to make available to counties, funds for community development purposes pursuant to various federal laws including CFR Title, 24, Chapter V, Part 570, Community Development Block Grants (CDBG); and HOME affordable Housing Projects under 24 CFR Section 92.150 (HOME Investment Partnership); and

WHEREAS, Spokane County has been notified by HUD that Urban County Entitlement Status is in effect for the award of Program Year 2012 CDBG and HOME Investment Partnership Act (HOME) funding; and

WHEREAS, citizens were given full information regarding selected projects, allocation amounts and other information contained in the 2012 Annual Action Plan; and

WHEREAS, Spokane County intends to fund and implement some or all of the proposed 2012 CDBG and HOME Projects contained in the 2012 Annual Action Plan as funds allow.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners of Spokane County that the attached 2012 Annual Action Plan is hereby approved and adopted; and the recommended allocations of CDBG, HOME, and HHAA funding is approved as outlined in the Annual Action Plan.

ADOPTED by the Board of County Commissioners of Spokane County, Washington this 8th day of May, 2012.



ATTEST:

Daniela Erickson  
Daniela Erickson, Clerk of the Board

Todd Mielke  
Todd Mielke, Chair

Mark Richard  
Mark Richard, Vice-Chair

Al French  
Al French, Commissioner

## **Appendix L**

- 1. Submission Cover Letter to HUD**
- 2. Federal Certifications**
- 3. CDBG Application and HOME Application  
(Standard 424 Forms)**



CHRISTINE BARADA

COMMUNITY SERVICES, HOUSING, AND COMMUNITY DEVELOPMENT DEPARTMENT

DIRECTOR

**2012 AAP**

**APPENDIX L**

**Submission to HUD**

May 10, 2012

Jack Peters, Director  
Office of Community Planning and Development  
US Department of Housing and Urban Development  
Seattle Federal Office Building  
909 First Avenue, Suite 200  
Seattle, WA 98104

Dear Mr. Peters,

Please accept this submittal of Spokane County's 2012 Annual Action Plan. This submittal includes an electronic version of the document along with the original Applications for Federal Assistance for Spokane County's 2012 Community Block Grant (CDBG) and HOME Investment Partnership, Urban County Entitlements. The original signed Certifications for the CDBG and HOME Programs are also included.

The 2012 Annual Action Plan includes a copy of the resolution by the Board of Spokane County Commissioners approving and officially adopting the Annual Action Plan in Appendix K. Per federal regulations, the Annual Action Plan includes descriptions of the 2012 projects as listed on Table 3C, amendments to prior years' Annual Action Plans, and other required information, such as certifications which are located in Appendix L.

Please contact me at 509.477.7561 or Time Crowley, Division Manager, at 509.477.4488 if you have any questions or require additional submittals.

Sincerely,

Christine Barada  
Director

Tpl

Enclosures

## CERTIFICATIONS

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

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

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

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

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 13.

Signature/Authorized Official

Date

CHAIR, BOCC  
Title

5-11-12

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

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

#### B. Drug-Free Workplace Certification

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

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

Chair, Bocc  
Signature/Authorized Official

5-11-12  
Date

Title Todd Muelle

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

312 West 8th Avenue, Spokane, WA 99204-2506

---

---

---

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

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

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

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

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

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

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

## Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2012, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.  
The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

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

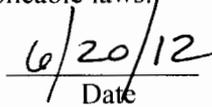
**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.



Todd Mielke  
Chair, Board of County Commissioners

  
Date

**Application for Federal Assistance SF-424**

\*1. Type of Submission:

 Preapplication Application Changed/Corrected Application

\*2. Type of Application

 New Continuation Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify)  
\_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

M12-UC-53-0203

5a. Federal Entity Identifier:

Grantee U of G ID: Spokane County, WA 539063

\*5b. Federal Award Identifier:

M12-UC-53-0203

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: Spokane County, State of Washington

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

91-6001370

\*c. Organizational DUNS:

010205078

**d. Address:**\*Street 1: 1116 West Broadway Ave.

Street 2: \_\_\_\_\_

\*City: SpokaneCounty: Spokane\*State: Washington

Province: \_\_\_\_\_

\*Country: United States\*Zip / Postal Code 99260-0100**e. Organizational Unit:**

Department Name:

Spokane County Community Services, Housing, and  
Community Development

Division Name:

Housing and Community Development

**f. Name and contact information of person to be contacted on matters involving this application:**Prefix: Mr \*First Name: Timothy

Middle Name: \_\_\_\_\_

\*Last Name: Crowley

Suffix: \_\_\_\_\_

Title: Manager, Housing & Community Development

Organizational Affiliation:

\*Telephone Number: 509-477-4488

Fax Number: 509-477-2561

\*Email: tcrowley@spokanecounty.org

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

B.County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

Community PLanning and Development/Department of Housing & Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.239 \_\_\_\_\_

CFDA Title:

HOME Investment Partnership Program \_\_\_\_\_

**\*12 Funding Opportunity Number:**

14.239 \_\_\_\_\_

\*Title:

HOME Investment Partnerships Program/Formula Grants \_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Cities of: Airway Heights, Cheney, Deer Park, Liberty Lake, Medical Lake, Spokane Valley

Towns of: Fairfield, Latah, Millwood, Rockford, Spangle, Waverly

Unincorporated areas of Spokane County

**\*15. Descriptive Title of Applicant's Project:**

2012 HOME Affordable Housing Program



**Application for Federal Assistance SF-424**

\*1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

\*2. Type of Application

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify)  
\_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

B-12-UC-53-0004

5a. Federal Entity Identifier:

Grantee U of G ID: Spokane County, WA 539063

\*5b. Federal Award Identifier:

B-12-UC-53-0004

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: Spokane County, State of Washington

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

91-6001370

\*c. Organizational DUNS:

010205078

**d. Address:**\*Street 1: 1116 West Broadway Ave.

Street 2: \_\_\_\_\_

\*City: SpokaneCounty: Spokane\*State: Washington

Province: \_\_\_\_\_

\*Country: United States\*Zip / Postal Code 99260-0100**e. Organizational Unit:**

Department Name:

Spokane County Community Services, Housing, and  
Community Development

Division Name:

Housing and Community Development

**f. Name and contact information of person to be contacted on matters involving this application:**Prefix: Mr \*First Name: Timothy

Middle Name: \_\_\_\_\_

\*Last Name: Crowley

Suffix: \_\_\_\_\_

Title: Manager, Housing & Community Development

Organizational Affiliation:

\*Telephone Number: 509-477-4488

Fax Number: 509-477-2561

\*Email: tcrowley@spokanecounty.org

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

B.County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

Community PLanning and Development/Department of Housing & Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14 218 \_\_\_\_\_

CFDA Title:

Community Development Block Grant/Entitlement Grants \_\_\_\_\_

**\*12 Funding Opportunity Number:**

14.218 \_\_\_\_\_

\*Title:

2012 CDBG Formula Grants \_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Cities of: Airway Heights, Cheney, Deer Park, Liberty Lake, Medical Lake, Spokane Valley

Towns of: Fairfield, Latah, Millwood, Rockford, Spangle, Waverly

Unincorporated areas of Spokane County

**\*15. Descriptive Title of Applicant's Project:**

2012 Community Development Block Grant Program



## APPENDIX M

### **HUD Funding Approval**



**U.S. Department of Housing and Urban Development**  
Office of the Regional Administrator

JUL 27 2012

RECEIVED

AUG 06 2012

COUNTY COMMISSIONERS

The Honorable Al French  
Commissioner of Spokane County  
Spokane County Courthouse  
1116 West Broadway Avenue  
Spokane, WA 99260

Dear Mr. French:

SUBJECT: Annual Action Plan Approval for 2012

I am pleased to inform you that the 2012 Annual Action Plan submitted by Spokane County has been reviewed and is hereby approved. The Action Plan describes the activities Spokane County will undertake with 2012 program year grant funds in implementing the goals and priorities described in the county's current Consolidated Plan. The approval of the 2012 plan is based on the specific review criteria at 24 CFR 91.500. As a result of our review, we conclude that the plan is consistent with the purposes of the Cranston-Gonzales National Affordable Housing Act, that it is substantially complete, and that the accompanying certifications are acceptable.

Based on this approval, enclosed are the funding agreements for each of the 2012 program year grants: Community Development Block Grant (CDBG) \$1,294,443, and HOME Investment Partnerships Act (HOME) \$566,512. We have executed three copies of the funding agreements for each of these programs. Please sign all the agreements for each program (in original signature), return two copies to the Office of Community Planning and Development, 909 First Avenue, Suite 300 OAD, Seattle, WA 98104-1000, and retain one copy for your records. Please complete this action within two weeks.

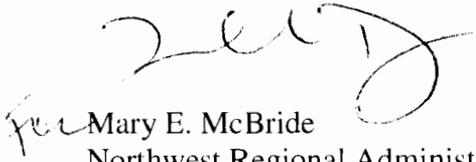
Please note that this Action Plan approval is not a concurrent determination that the eligibility requirements and statutory objectives of the authorizing legislation will be met by the proposed activities. It is primarily the responsibility of the county to ensure that funded activities meet these and all other applicable program requirements.

In addition, the county may not use HOME funds for homebuyer assistance until the county submits to our office a description of the resale or recapture provisions for your program that meet the requirements of the HOME regulations at 24 CFR 92.254(a)(5) and receives HUD-approval. These provisions must be incorporated into the county's Annual Action Plan.

Finally, please note that the HOME agreement includes special conditions that apply to the use of the 2012 program funds. These conditions are the result of requirements contained in the 2012 appropriations act that provided funding for the HOME program.

We look forward to working with you and your staff on the effective implementation of the activities described in your Annual Action Plan. If you have questions, please contact John W. Peters, Director, Office of Community Planning and Development at (206) 220-5268. Your staff can receive technical information by calling Cristina Yamamoto at (206) 220-5367.

Sincerely,



Mary E. McBride  
Northwest Regional Administrator

Enclosures

# Funding Approval/Agreement

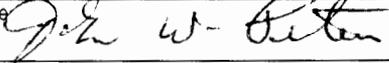
Title I of the Housing and Community Development Act (Public Law 930383)  
 HI-00515R of 20515R

**U.S. Department of Housing and Urban Development**  
 Office of Community Planning and Development  
 Community Development Block Grant Program

OMB Approval No.  
 2506-0193 (exp 1/31/2015)

1. Name of Grantee (as shown in item 5 of Standard Form 424) Spokane County		3a. Grantee's 9-digit Tax ID Number: 91-6001288	3b. Grantee's DUNS Number: 01-0205078	4. Date use of funds may begin (mm/dd/yyyy): 07/01/2012
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424)  312 West 8 <sup>th</sup> Avenue, 4 <sup>th</sup> Floor Spokane WA 99204		5a. Project/Grant No. 1 B12UC5-30004		6a. Amount Approved \$1,294,443.00
		5b. Project/Grant No. 2		6b. Amount Approved
		5c. Project/Grant No. 3		6c. Amount Approved

**Grant Agreement:** This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions/addendums, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) John W. Peters	Grantee Name Spokane County
Title Director, Office of Community Planning and Development	Title
Signature 	Date (mm/dd/yyyy) JUL 27 2012
	Signature
	Date (mm/dd/yyyy)

7. Category of Title I Assistance for this Funding Action (check only one) <input checked="" type="checkbox"/> a. Entitlement, Sec 106(b) <input type="checkbox"/> b. State-Administered, Sec 106(d)(1) <input type="checkbox"/> c. HUD-Administered Small Cities, Sec 106(d)(2)(B) <input type="checkbox"/> d. Indian CDBG Programs, Sec 106(a)(1) <input type="checkbox"/> e. Surplus Urban Renewal Funds, Sec 112(b) <input type="checkbox"/> f. Special Purpose Grants, Sec 107 <input type="checkbox"/> g. Loan Guarantee, Sec 108	8. Special Conditions (check one) <input type="checkbox"/> None <input type="checkbox"/> Attached	9a. Date HUD Received Submission (mm/dd/yyyy) 05/14/2012	10. check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number	
		9b. Date Grantee Notified (mm/dd/yyyy) 7 2012		
		9c. Date of Start of Program Year (mm/dd/yyyy) 07/01/2012		
11. Amount of Community Development				
Block Grant		FY (2012)	FY ( )	FY ( )
a. Funds Reserved for this Grantee				
b. Funds now being Approved		1294443		
c. Reservation to be Cancelled (11a minus 11b)				

12a. Amount of Loan Guarantee Commitment now being Approved	12b. Name and complete Address of Public Agency
<b>Loan Guarantee Acceptance Provisions for Designated Agencies:</b> The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency
	Title
	Signature

## HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By
-------------------------------	---------------------------------	--------------	------------------	------------	-------------

# Funding Approval and HOME Investment Partnerships Agreement

Title II of the National Affordable Housing Act

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

OMB Approval No. 2506-0171  
(Exp. 12/31/2012)

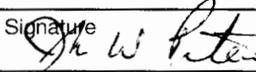
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

1. Participant Name and Address Spokane County  312 West 8 <sup>th</sup> Avenue, 4 <sup>th</sup> Floor  Spokane WA 99204		2. Participant Number M12UC5-30203	
		3. Tax Identification Number 91-6001288	4. DUNS Number 01-0205078
		4. Appropriation Number See #18 below	5. FY (yyyy) 2012
6. Previous Obligation (Enter "0" for initial FY allocation)			\$0.00
a. Formula Funds		\$	
b. Community Housing Development Org. (CHDO) Competitive		\$	
7. Current Transaction (+ or -)			\$566,512.00
a. Formula Funds		\$566,512.00	
1. CHDO (For deobligations only)		\$	
2. Non- CHDO (For deobligations only)		\$	
b. CHDO Competitive Reallocation or Deobligation (see #18 below)		\$	
8. Revised Obligation			\$
a. Formula Funds		\$	
b. CHDO Competitive Reallocation		\$	
9. Special Conditions (check applicable box)		10. Date of Obligation (Congressional Release Date)	
<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Attached (page 2 of 2)		(mm/dd/yyyy)    JUL 27 2012	

This Agreement between the Department of Housing and Urban Development (HUD) and the Participating Jurisdiction/Entity is made pursuant to the authority of the HOME Investment Partnerships Act (42 U.S.C. 12701 et seq.). The Participating Jurisdiction's /Entity's approved Consolidated Plan submission/Application and the HUD regulations at 24 CFR Part 92 (as is now in effect and as may be amended from time to time) and this HOME Investment Partnership Agreement, form HUD-40093, including any special conditions\*, constitute part of this Agreement. Subject to the provisions of this Agreement, HUD will make the funds for the Fiscal Year specified, available to the Participating Jurisdiction/Entity upon execution of this Agreement by the parties. All funds for the specified Fiscal Year provided by HUD by formula reallocation are covered by this Agreement upon execution of an amendment by HUD, without the Participating Jurisdiction's execution of the amendment or other consent. HUD's payment of funds under this Agreement is subject to the Participating Jurisdiction's/Entity's compliance with HUD's electronic funds transfer and information reporting procedures issued pursuant to 24 CFR 92.502. To the extent authorized by HUD regulations at 24 CFR Part 92, HUD may, by its execution of an amendment, deobligate funds previously awarded to the Participating Jurisdiction/Entity without the Participating Jurisdiction's/Entity's execution of the amendment or other consent. The Participating Jurisdiction/Entity agrees that funds invested in affordable housing under 24 CFR Part 92 are repayable when the housing no longer qualifies as affordable housing. Repayment shall be made as specified in 24 CFR Part 92. The Participating Jurisdiction agrees to assume all of the responsibility for environmental review, decision making, and actions, as specified and required in regulation at 24 CFR 92.352 and 24 CFR Part 58.

The Grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the Central Contractor Registration (CCR) database, and the Federal Funding Accountability and Transparency Act, including Appendix A to Part 25 of the Financial Assistance Use of Universal Identifier and Central Contractor Registration, 75 Fed. Reg. 55671 (Sept. 14, 2010) (to be codified at 2 CFR part 25) and Appendix A to Part 170 of the Requirements for Federal Funding Accountability and Transparency Act Implementation, 75 Fed. Reg. 55663 (Sept. 14, 2010) (to be codified at 2 CFR part 170).

11. For the U.S. Department of HUD (Name and Title of Authorized Official) John W. Peters, Director, Office of Community Planning and Development		12. Signature 	13. Date JUL 27 2012
14. For the Participating Jurisdiction/Entity (Name and Title of Authorized Official)		15. Signature	16. Date / /

17. Check one:  
 Initial Agreement     Amendment #

18. Funding Information:    HOME

Source of Funds	Appropriation Code	PAS Code	Amount
FY 2012	862/40205	HMC	\$566,512.00
			\$
			\$

## **\*Special Conditions**

HOME funds used for projects not completed within 4 years of the commitment date, as determined by a signature of each party to the agreement shall be repaid, except that the Secretary may extend the deadline for 1 year if the Secretary determines that the failure to complete the project is beyond the control of the participating jurisdiction.

No HOME funds may be committed to any project unless each participating jurisdiction certifies that it has conducted an underwriting review, assessed developer capacity and fiscal soundness, and examined neighborhood market conditions to ensure adequate need for each project.

Any homeownership units funded with HOME funds which cannot be sold to an eligible homeowner within 6 months of project completion shall be rented to an eligible tenant.

No HOME funds may be awarded for development activities to a community housing development organization that cannot demonstrate that it has staff with demonstrated development experience.

# Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383)

HI-00515R of 20515R

# U.S. Department of Housing and Urban Development

Office of Community Planning and Development  
Community Development Block Grant Program

OMB Approval No.  
2506-0193 (exp 1/31/2015)

1. Name of Grantee (as shown in item 5 of Standard Form 424) Spokane County		3a. Grantee's 9-digit Tax ID Number: 91-6001288	3b. Grantee's DUNS Number: 01-0205078	4. Date use of funds may begin (mm/dd/yyyy): 07/01/2012
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424)  312 West 8 <sup>th</sup> Avenue, 4 <sup>th</sup> Floor Spokane WA 99204		5a. Project/Grant No. 1 B12UC5-30004		6a. Amount Approved \$1,294,443.00
		5b. Project/Grant No. 2		6b. Amount Approved
		5c. Project/Grant No. 3		6c. Amount Approved

**Grant Agreement:** This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions/addendums, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) John W. Peters		Grantee Name Spokane County	
Title Director, Office of Community Planning and Development		Title CEO	
Signature <i>John W. Peters</i>		Signature <i>Marshall Farrell</i>	
Date (mm/dd/yyyy) JUL 27 2012		Date (mm/dd/yyyy) 8/9/2012	

7. Category of Title I Assistance for this Funding Action (check only one) <input checked="" type="checkbox"/> a. Entitlement, Sec 106(b) <input type="checkbox"/> b. State-Administered, Sec 106(d)(1) <input type="checkbox"/> c. HUD-Administered Small Cities, Sec 106(d)(2)(B) <input type="checkbox"/> d. Indian CDBG Programs, Sec 106(a)(1) <input type="checkbox"/> e. Surplus Urban Renewal Funds, Sec 112(b) <input type="checkbox"/> f. Special Purpose Grants, Sec 107 <input type="checkbox"/> g. Loan Guarantee, Sec 108	8. Special Conditions (check one) <input type="checkbox"/> None <input type="checkbox"/> Attached	9a. Date HUD Received Submission (mm/dd/yyyy) 05/14/2012	10. check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number	
		9b. Date Grantee Notified (mm/dd/yyyy) 8 7 2012		
		9c. Date of Start of Program Year (mm/dd/yyyy) 07/01/2012		
11. Amount of Community Development Block Grant				
a. Funds Reserved for this Grantee		FY (2012)	FY ( )	FY ( )
b. Funds now being Approved		1294443		
c. Reservation to be Cancelled (11a minus 11b)				

12a. Amount of Loan Guarantee Commitment now being Approved	12b. Name and complete Address of Public Agency
<b>Loan Guarantee Acceptance Provisions for Designated Agencies:</b> The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency
	Title
	Signature

## HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By
-------------------------------	---------------------------------	--------------	------------------	------------	-------------

**Funding Approval and HOME Investment Partnerships Agreement**  
 Title II of the National Affordable Housing Act

**U.S. Department of Housing and Urban Development**  
 Office of Community Planning and Development

OMB Approval No. 2506-0171  
 (Exp. 12/31/2012)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

1. Participant Name and Address Spokane County  312 West 8 <sup>th</sup> Avenue, 4 <sup>th</sup> Floor  Spokane WA 99204		2. Participant Number M12UC5-30203	
		3. Tax Identification Number 91-6001288	4. DUNS Number 01-0205078
		4. Appropriation Number See #18 below	5. FY (yyyy) 2012
6. Previous Obligation (Enter "0" for initial FY allocation)			\$0.00
a. Formula Funds		\$	
b. Community Housing Development Org. (CHDO) Competitive		\$	
7. Current Transaction (+ or -)			\$566,512.00
a. Formula Funds		\$566,512.00	
1. CHDO (For deobligations only)		\$	
2. Non- CHDO (For deobligations only)		\$	
b. CHDO Competitive Reallocation or Deobligation (see #18 below)		\$	
8. Revised Obligation			\$
a. Formula Funds		\$	
b. CHDO Competitive Reallocation		\$	
9. Special Conditions (check applicable box)		10. Date of Obligation (Congressional Release Date)	
<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Attached (page 2 of 2)		(mm/dd/yyyy) JUL 27 2012	

This Agreement between the Department of Housing and Urban Development (HUD) and the Participating Jurisdiction/Entity is made pursuant to the authority of the HOME Investment Partnerships Act (42 U.S.C. 12701 et seq.). The Participating Jurisdiction's /Entity's approved Consolidated Plan submission/Application and the HUD regulations at 24 CFR Part 92 (as is now in effect and as may be amended from time to time) and this HOME Investment Partnership Agreement, form HUD-40093, including any special conditions\*, constitute part of this Agreement. Subject to the provisions of this Agreement, HUD will make the funds for the Fiscal Year specified, available to the Participating Jurisdiction/Entity upon execution of this Agreement by the parties. All funds for the specified Fiscal Year provided by HUD by formula reallocation are covered by this Agreement upon execution of an amendment by HUD, without the Participating Jurisdiction's execution of the amendment or other consent. HUD's payment of funds under this Agreement is subject to the Participating Jurisdiction's/Entity's compliance with HUD's electronic funds transfer and information reporting procedures issued pursuant to 24 CFR 92.502. To the extent authorized by HUD regulations at 24 CFR Part 92, HUD may, by its execution of an amendment, deobligate funds previously awarded to the Participating Jurisdiction/Entity without the Participating Jurisdiction's/Entity's execution of the amendment or other consent. The Participating Jurisdiction/Entity agrees that funds invested in affordable housing under 24 CFR Part 92 are repayable when the housing no longer qualifies as affordable housing. Repayment shall be made as specified in 24 CFR Part 92. The Participating Jurisdiction agrees to assume all of the responsibility for environmental review, decision making, and actions, as specified and required in regulation at 24 CFR 92.352 and 24 CFR Part 58.

The Grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the Central Contractor Registration (CCR) database, and the Federal Funding Accountability and Transparency Act, including Appendix A to Part 25 of the Financial Assistance Use of Universal Identifier and Central Contractor Registration, 75 Fed. Reg. 55671 (Sept. 14, 2010) (to be codified at 2 CFR part 25) and Appendix A to Part 170 of the Requirements for Federal Funding Accountability and Transparency Act Implementation, 75 Fed. Reg. 55663 (Sept. 14, 2010) (to be codified at 2 CFR part 170).

11. For the U.S. Department of HUD (Name and Title of Authorized Official) John W. Peters, Director, Office of Community Planning and Development		12. Signature <i>John W. Peters</i>	13. Date JUL 27 2012
14. For the Participating Jurisdiction/Entity (Name and Title of Authorized Official) <i>Marshall Farnell, CEO</i>		15. Signature <i>Marshall Farnell</i>	16. Date 8/9/2012

17. Check one:  
 Initial Agreement     Amendment #

18. Funding Information: HOME  

<u>Source of Funds</u>	<u>Appropriation Code</u>	<u>PAS Code</u>	<u>Amount</u>
FY 2012	862/40205	HMC	\$566,512.00
			\$
			\$