



CITY OF TACOMA
COMMUNITY AND
ECONOMIC DEVELOPMENT
2022-2023 Tacoma-Lakewood
HOME Consortium
Annual Action Plan
May 2022

INTRODUCTION

The 2022-2023 Annual Action Plan outlines the City of Tacoma's yearly spending plan for federal and non-federal resources. Annual planning ensures that activities meet needs and goals identified in the 2020-2024 Consolidated Plan.

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Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The 2022-2023 Annual Action Plan (AAP) is the spending plan for the third year of the 2020-2024 Consolidated Plan for the Tacoma and Lakewood HOME Consortium. Annual plans provide a consolidated framework for addressing housing, community and economic development, and human services needs within these cities. The plan is required by the US Department of Housing and Urban Development (HUD) to receive funds from three federal programs: the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and for the City of Tacoma, Emergency Solutions Grants (ESG).

HUD sets the eligibility criteria for the CDBG, HOME, and ESG programs, which benefit low- to moderate-income residents. Annual grant dollars are assigned to program activities through the implementation of the City of Tacoma's Participation Plan (CPP). The CPP outlines components of the City's partnership with community members on identifying needs and priorities to be met by program activities that meet HUD requirements. It also describes the roles of the Tacoma Community Redevelopment Authority, the Human Services Commission, and the Continuum of Care in forming recommendations to the Tacoma City Council on projects to be funded each program year.

Through Annual Action Plans, the City of Lakewood's HOME funds are also assigned to the Tacoma Community Redevelopment Authority for administration.

For the 2022-2023 Program year the City of Tacoma anticipates receiving the following grant allocations: CDBG - \$2,389,216, HOME - \$1,494,568, ESG - \$209,851.

In addition to new grant allocations, the City will allocate \$150,000 of prior year CDBG resources, \$35,880.58 of prior year HOME resources, and program income from both the HOME and CDBG programs.

2. Summarize the objectives and outcomes identified in the Plan

The development of the Consolidated Plan provides the Tacoma-Lakewood HOME Consortium with an assessment of needs and market analysis that drives the overall strategy of the five-year cycle. Annual Action Plans specify the activities and projects identified to meet Consolidated Plan objectives each program year, which lasts from July 1st to June 30th.

For the 2022-2023 yearly planning cycle, Tacoma and Lakewood seek to achieve the following Consolidated Plan goals:

- Stabilize existing residents (including housing, economic, and emergency stabilization)
- Increase diverse rental and homeownership opportunities

- Prevent and reduce homelessness

The Cities of Tacoma and Lakewood estimate they will be able to provide shelter and human services to 150 persons, stabilize and create new housing opportunities for 194 households, and create three jobs and 12 businesses during this planning cycle. In addition, the City of Tacoma estimates that it will be able to remove 250,000 pounds of debris through waste management services on or near homeless encampments.

3. Evaluation of past performance

Progress towards those annual goals and objectives are then evaluated in the Consolidated Annual Performance Evaluation Report in the months following the close of each program year. While numeric outcomes for the 2021-2022 program year are not available during the yearly drafting of Annual Action Plans, program activities provided:

- Health- and safety-related home repairs for low-income households, persons living with disabilities, families with children, and elderly households;
- Technical assistance, lease negotiations, financial management, and microloans to low- and moderate-income business owners, creating jobs and preventing commercial displacement;
- Support to community-based organizations providing housing stabilization, legal services, and food assistance to persons experiencing homelessness;
- Funding to support organizational operations of the Homeless Management Information System;
- Rapid re-housing and emergency assistance; and,
- Down payment assistance to eligible, low-income homebuyers.
- Financial assistance to renters, homeowners, and business owners whose incomes were impacted by the COVID-19 pandemic

Significant progress was also made on major projects that will increase housing and economic stability for Tacoma's residents.

The City of Tacoma combined resources with several jurisdictions to acquire the 85-room Comfort Inn Tacoma, delivering 120 beds of temporary emergency shelter. Ownership and operations have been transferred to the Low Income Housing Institute for potential conversion to permanent supportive housing.

Construction began on Hilltop Lofts, a mixed-use development that will provide 57 units of permanent housing. The commercial space in the building will be occupied by legacy businesses Mr. Mac's and Terry's Barbershop.

4. Summary of Citizen Participation Process and consultation process

Funding recommendations for allocations of Community Development Block Grant (CDBG) for projects related to infrastructure, community development, economic development, and housing are made by the Tacoma Community Redevelopment Authority.

Recommendations for CDBG Public Services and Emergency Shelter Grant (ESG) funds are made by City of Tacoma Neighborhood and Community Services staff with input from the Human Services Commission and the Tacoma/Lakewood/Pierce County Continuum of Care.

The Tacoma-Lakewood HOME Consortium 2022-2023 Annual Action Plan allocates HOME and CDBG funds to be administered by the TCRA in support of Affordable Housing projects.

The thirty-day period for examination and review of the AAP begins on April 1, 2022 and ends on April 30, 2022. Written comment is accepted during this time. In addition, a public hearing is held during a regularly scheduled City Council meeting on April 26, 2022 during which verbal comment is accepted. The City provides public notice on April 1, 2022 in the Legal section of the Tacoma publication The News Tribune for print and online viewing. Notice is also provided several weeks in advance of the public hearing via the Tacoma Daily Index.

A copy of the public notice is shared via email with partner agencies, including agencies serving communities who are low-income, elderly, minorities, other-abled, youth, or have limited English proficiency. Due to the pandemic, draft copies were not available for in-person viewing and instead were offered via post upon request. The AAP is also posted on the City's website. Public comments are documented and submitted with the plan, along with an explanation of whether or not they are incorporated into the plan and why.

5. Summary of public comments

The City received one public comment requesting earlier participation opportunities in the planning process. Staff followed up with the individual via email to describe how to get involved earlier in the planning process and offered to add the individual's name to the City's email list for Consolidated Planning and Reporting activities.

6. Summary of comments or views not accepted and the reasons for not accepting them

CoC commissioners requested that funds be moved from graffiti/garbage removal to shelter and housing. Commissioners expressed the need assign more funds to permanent housing than to shelter. These requests would be addressed by other funding sources and are not within the scope of this plan.

7. Summary

The City of Tacoma leverages Consolidated Plan resources with other local funding sources including General Funds, HB 1590 Sales and Use Tax, HB 1406 Washington State Sales Tax Credit, and the City of

Tacoma Mental Health Tax to provide for human services, affordable housing, and community and economic development. The City of Tacoma and the Tacoma Community Redevelopment Authority administers its federal housing and community development resources in coordination with the City of Lakewood, Pierce County, and the State of Washington.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Felicia Medlen	Community and Economic Development/City of Tacoma
HOME Administrator	Felicia Medlen	Community and Economic Development/City of Tacoma
ESG Administrator	Jason McKenzie	Neighborhood and Community Services/City of Tacoma

Table 1 – Responsible Agencies

Narrative

Tacoma and Lakewood receive HOME Investment Partnership Program funds jointly as a Consortium. The Council-appointed Tacoma Community Redevelopment Authority administers housing, community, and economic development programs using both HOME and Community Development Block Grant (CDBG) funds with support from City staff. In Lakewood, the City of Lakewood Community Development Department administers projects funded with CDBG, with public oversight by the Council-appointed CDBG Citizen’s Advisory Board.

Consolidated Plan Public Contact Information

Felicia Medlen, Housing Division Manager
City of Tacoma, Community and Economic Development
747 Market Street, Ninth Floor
Tacoma, WA 98402-3793
Ph. 253-591-5238
Email fmedlen@cityoftacoma.org

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Tacoma's Participation Plan outlines the network of appointed boards and commissions that bring a broad range of expertise to Consolidated Plan implementation. To develop Annual Action Plans, the City of Tacoma's Housing Division and Neighborhood and Community Services convene the Tacoma Community Redevelopment Authority, the Human Services Commission, and the Pierce County Continuum of Care to provide direction on annual projects to receive federal and non-federal resources to carry out Consolidated Plan objectives. These advisory groups serve as a valuable channel to the City's stakeholders, improving the ability of City staff and elected officials to make community-competent decisions throughout the planning cycle.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City of Tacoma's Housing Division, Neighborhood Community Services Department, and Lakewood's Community and Economic Development Department staff coordinate as part of the HOME Consortium, and participate in regional efforts to plan and deliver services. Tacoma staff participate in weekly meetings with service providers and coordinate on the development of plans and strategies. The City also works alongside public- and assisted-housing providers, governmental agencies for health, mental health, and other service providers to deliver programs focused on economic development, transportation, public services, special needs, homelessness, and housing.

As the need for affordable housing and services continues to increase, the Cities of Tacoma and Lakewood, and Pierce County collaborate on long-term priorities to leverage limited funding to meet the needs of the community.

Coordination is also carried out through the Tacoma Community Redevelopment Authority (TCRA), Human Service Commission, Continuum of Care and the Lakewood Community Service Advisory Board who provide oversight and review. Tacoma and Lakewood also coordinate service delivery with Tacoma Housing Authority (THA) and Pierce County Housing Authority (PCHA).

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Tacoma/Lakewood/Pierce County Continuum of Care Oversight Committee provides guidance and input on the implementation of the Plan to End Homelessness. The committee consists of representatives from a variety of sectors, including local government, public housing authorities, schools, health care, law enforcement and faith-based communities. Pierce County Human Services is

designated by the Continuum of Care Committee as the Collaborative Applicant and the Homeless Management Information System (HMIS) lead. The Continuum of Care Committee is not a County entity.

The City of Tacoma and Pierce County coordinate on services provided through ESG, including the development of a shared ESG Desk Manual that provides consistent policies and procedures across ESG sub recipients who receive funding through the County and City. The City of Tacoma continues to coordinate ESG funding allocations with those made by Pierce County. Pierce County oversees data quality control and data reporting.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction’s area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Jurisdictions that receive an ESG grant must describe the consultation with the CoC that serves the jurisdiction’s geographic area in:

1. Determining how to allocate ESG funds:

The City of Tacoma staff present funding recommendations and requests recommendations to the Continuum of Care to Determining how to allocate ESG funds in the community to best serve homeless individuals and families living unsheltered, sheltered, accessing housing options, and prevention.

2. Developing performance standards for and evaluating outcomes of projects and activities assisted by ESG funds: The City of Tacoma developed and aligned performance standards within HUD guidelines to ensure episodes of homelessness are rare, brief and one-time. Measures include, but are not limited to:

- Length of time persons remain homeless
- Number of homeless persons in the system
- Exits to permanent housing and returns to homelessness
- Successful housing placement

3. Developing funding, policies, and procedures for the operation and administration of HMIS: Pierce County Human Services is the lead on HMIS, and adheres to all HUD and additional federal guidelines and regulation on the database. The City of Tacoma and sub-recipients of ESG funds, are required to adhere to all policies and procedures related to HMIS.

2. Agencies, groups, organizations and others who participated in the process and consultations

Agency/Group/Organization	Tacoma Community Redevelopment Authority
Agency/Group/Organization Type	Public Development Authority
What section of the Plan was addressed by Consultation?	AP-35 Projects Table, AP-38 Projects Summary
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Tacoma Community Redevelopment Authority (TCRA) reviews proposals for minor capital projects and community and economic development activities for inclusion in the Annual Action Plan. Through the Annual Action Plan, City Council allocates funds directly to the TCRA to administer its Economic Development Fund and Affordable Housing Fund.
Agency/Group/Organization	Human Services Commission
Agency/Group/Organization Type	Advisory Group
What section of the Plan was addressed by Consultation?	AP-35 Projects Table, AP-38 Projects Summary
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Human Services Commission reviews proposals for human service programs supported with CDBG public services funding and ESG funding.

Agency/Group/Organization	Tacoma Lakewood Pierce County Continuum of Care Oversight Committee
Agency/Group/Organization Type	Regional Planning Group for Homeless Services
What section of the Plan was addressed by Consultation?	AP-35 Projects Table, AP-38 Projects Summary
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Tacoma Lakewood Pierce County Continuum of Care reviews proposals for human service programs supported with CDBG Public Services funding and ESG funding.
Agency/Group/Organization	Lakewood Community Services Advisory Board
Agency/Group/Organization Type	Advisory Group
What section of the Plan was addressed by Consultation?	AP-35 Projects Table, AP-38 Projects Summary
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lakewood Community Services Advisory Board reviews and recommends proposals funded through the Tacoma Lakewood HOME Consortium agreement for projects to be included in the Consortium's Annual Action Plan.
Agency/Group/Organization	Tacoma Housing Authority
Agency/Group/Organization Type	Public Housing Authority, Moving to Work Agency
What section of the Plan was addressed by Consultation?	AP-60 Public Housing
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Tacoma partners with the Tacoma Housing Authority on service delivery and affordable housing development.

Agency/Group/Organization	Pierce County Housing Authority
Agency/Group/Organization Type	Public Housing Authority
What section of the Plan was addressed by Consultation?	AP-60 Public Housing
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Tacoma and the City of Lakewood partner with the Pierce County Housing Authority on service delivery and affordable housing development in Pierce County.

Table 2 – Agencies, groups, organizations who participated

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
One Tacoma – Housing Element, Economic Development Element	City of Tacoma	Outlines land-use planning strategies for meeting citywide housing goals. The City is required under the Washington Growth Management Act to create a comprehensive plan with elements on Affordable Housing and Economic Development.
Tacoma 2025	City of Tacoma	Defines strategic indicators, established by the community, that guide the City in decision-making and resource allocation, as well as performance-tracking and reporting
Affordable Housing Action Strategy	City of Tacoma	Identifies key challenges and strategic approaches to developing and maintaining affordable housing options in Tacoma
Racial Equity Action Plan	City of Tacoma	Each City of Tacoma department has a Racial Equity Action Plan to operationalize anti-racism through hiring processes, resource allocation, and community partnerships.
Pierce County Comprehensive Plan to End Homelessness	Tacoma/Lakewood/Pierce County Continuum of Care	Identifies the existing resources, goals and priorities for the Tacoma/Lakewood/Pierce County Continuum of Care
Pierce County SPARC	Pierce County	The SPARC Report provides data on how people are experiencing the accrual of systemic racism and makes recommendations towards systems transformation.

Table 3 – Other local / regional / federal planning efforts

Narrative

Each process required for Consolidated Planning is different and requires a unique form of public involvement. Each process, including the Annual Action Plan, will use the form of Civic Engagement most appropriate to the project's purpose. During the Annual Action Plan, opportunities for input and comment are provided throughout the process.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Funding recommendations for allocations of Community Development Block Grant (CDBG) for projects related to infrastructure, community development, economic development, and minor housing improvements are made by the Tacoma Community Redevelopment Authority.

Recommendations for CDBG Public Services and Emergency Shelter Grant (ESG) funds are made by City of Tacoma Neighborhood and Community Services staff with input from the Human Services Commission and the Tacoma/Lakewood/Pierce County Continuum of Care.

The Tacoma-Lakewood HOME Consortium 2022-2023 Annual Action Plan allocates HOME and CDBG funds to be administered by the TCRA in support of Affordable Housing projects.

The thirty-day period for examination and review of the AAP begins on April 1, 2022 and ends on April 30, 2022. Written comment is accepted during this time. In addition, a public hearing is held during a regularly scheduled City Council meeting on April 26, 2022 during which verbal comment is accepted. The City provides public notice on April 1, 2022 in the Legal section of the Tacoma publication The News Tribune for print and online viewing. Notice is also provided several weeks in advance of the public hearing via the Tacoma Daily Index.

A copy of the public notice is shared via email with partner agencies, including agencies serving communities who are low-income, elderly, minorities, other-abled, youth, or have limited English proficiency. Due to the pandemic, draft copies were not available for in-person viewing and instead were offered via post upon request. The AAP is also posted on the City's website. Public comments are documented and submitted with the plan, along with an explanation of whether or not they are incorporated into the plan and why.

The City received one public comment requesting earlier participation opportunities in the planning process. Staff followed up with the individual via email to describe how to get involved earlier in the planning process and offered to add the individual's name to the City's email list for Consolidated Planning and Reporting activities.

CoC commissioners requested that funds be moved from graffiti/garbage removal to shelter and housing. Commissioners expressed the need assign more funds to permanent housing than to shelter. These requests would be addressed by other funding sources and are not within the scope of this plan.

Citizen Participation Outreach						
Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Email notification	Affordable Housing Stakeholders, Community and Economic Development Organizations (Including agencies serving non-English speaking communities)	9/13/21 Notice of Public Meeting to Provide Overview of Planning Process and Needs Assessment	No comments received		
2	Newspaper Legal Ad	Non-targeted, broad outreach	9/13/21 Notice of Public Meeting to Provide Overview of Planning Process and Needs Assessment	No comments received		
3	Public Meeting	Non-targeted, broad outreach	Provide Overview of Planning Process and Needs Assessment	No comments received.		
4	Newspaper Legal Ad	Non-targeted, broad outreach	10/18/21 Outlined CED NOFA application opportunity, important dates, and where to find application. Ads placed in two newspapers.	No comments received.		

Citizen Participation Outreach						
Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Email notification	Affordable Housing Stakeholders, Community and Economic Development Organizations (Including agencies serving non-English speaking communities)	10/18/21 Outlined CED NOFA application opportunity, important dates, and where to find application.	No comments received.		
6	Virtual Zoom Workshop	Organizations interested in applying for funds through the CED NOFA	10/27/21 Attendees were provided an overview of the CED NOFA application process and had the opportunity to ask questions.	No comments received.		
7	Public Meeting	Tacoma Human Services Commission	2/9/22 Funding recommendations by City staff were presented to commissioners on ESG- and CDBG-funded public services projects.	No comments received.		

Citizen Participation Outreach						
Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Meeting	Tacoma Community Redevelopment Authority	2/10/22 Funding recommendations approved by Board members on CDBG-funded Housing, Community, and Economic Development projects	No comments received.		
9	Public Meeting	Tacoma/Lakewood/Pierce County Continuum of Care	2/16/22 Funding recommendations by City staff were presented to CoC commissioners on ESG- and CDBG-funded public services projects.	CoC commissioners requested that funds be moved from graffiti/garbage removal to shelter and housing. Commissioners expressed the need assign more funds to permanent housing than to shelter.	These requests would be addressed by other funding sources and are not within the scope of this plan.	
10	Public Meeting	Community Vitality and Safety Committee	3/24/22 Presentation to City Council sub-committee seeking approval to present the Annual Action Plan and funding recommendations to the full City Council.	No comments received.		

Citizen Participation Outreach						
Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
11	City Website	Non-targeted, broad outreach	3/31/22 Post outlining funding recommendations, public comment period dates and times, and instructions for making comment.	No comments received.		
12	Newspaper Legal Ad	Non-targeted, broad outreach	3/31/22 Ad outlining funding recommendations, public comment period dates and times, and instructions for making comment. Ads placed in two newspapers	No comments received.		
13	Email	Affordable housing developers, Community and Economic Development organizations, Agencies providing input on the Consolidated Plan (including agencies serving non-English speaking communities)	3/31/22 Notification outlining funding recommendations, public comment period dates and times, and instructions for making comment.	No comments received.		

Citizen Participation Outreach						
Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
14	Public Meeting	City Council Study Session Presentation	4/5/22 Presentation on Annual Action Plan and funding recommendations to the full City Council.	No comments received.		
15	Public Hearing	Non-targeted, broad outreach	4/26/22 Presentation during regular, City Council meeting on Annual Action Plan and funding recommendations, followed by opportunity to make verbal comment.	The City received one public comment requesting earlier participation opportunities in the planning process. Staff followed up with the individual via email to describe how to get involved earlier in the planning process and offered to add the individual's name to the City's email list to receive notifications on Consolidated Planning and Reporting activities.		

Citizen Participation Outreach						
Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
16	Public Meeting	Non-targeted, broad outreach	5/3/22 Final action from Tacoma City Council on resolution to adopt the 2021-22 Tacoma-Lakewood HOME Consortium Annual Action Plan and to authorize required contracts to implement the plan.	No comments received.		

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City of Tacoma anticipates Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) funds will be administered under this plan. In addition, state, local, and private resources will be leveraged to maximize the use of federal funds to make annual progress towards the goals in City of Tacoma's 2020-24 Consolidated Plan.

The City of Tacoma partners with the Tacoma Redevelopment Authority on the oversight and administration of the Tacoma Lakewood HOME Consortium.

Approval of the 2022-2023 Annual Action Plan by City Council and HUD is required before the City can receive annual CDBG, HOME, and ESG grants.

For the 2022-2023 Program year the City of Tacoma anticipates receiving the following grant allocations: CDBG - \$2,389,216, HOME - \$1,494,568, ESG -\$209,851.. In addition to new grant allocations, the City will allocate \$150,000 of prior year CDBG resources, \$35,880.58 of prior year HOME resources, and program income from both the HOME and CDBG programs.

Table 5 - Expected Resources – Priority Table								
Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG (Tacoma)	Federal	Acquisition; Admin & planning; Economic development; Housing; Public services	\$2,389,216	\$300,000	\$150,000	\$2,839,216	\$4,991,315	Prior year resources: - \$150,000 re-programmed from PY2021
CDBG (Lakewood)	Federal	Acquisition; Admin & planning; Economic development; Housing; Public improvements; Public services	\$553,819	\$110,000	\$66,417.67	\$730,236.67	\$1,650,000	Prior year resources: - \$66,417 reprogrammed from PY 2020 - \$50,000 Neighborhood Stabilization Program
HOME*	Federal	Acquisition; Homeowner rehab; Multifamily rental new construction; Multifamily rental rehab; New construction for ownerships	\$1,494,568	\$430,898	\$35,880.58	\$1,961,346.58	\$2,735,882	*Consortium including the cities of Tacoma and Lakewood - <u>35,880.58-</u> reprogrammed from PY2020 <u>LW TBRA</u>

ESG	Federal	Emergency shelter, rapid re-housing, administration, Homeless Management Information System administration	\$209,851	0	0	\$209,851	\$431,230	
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Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.

The City of Tacoma matches CDBG and HOME funds with grants, local funds, nonprofit organizations, Low-Income Housing Tax Credits, corporate grants, and donations (among other sources) to increase the benefit and success of projects using federal CDBG, HOME, and ESG dollars. In the past, Tacoma has committed federal CDBG and HOME funds to affordable projects early; the city's upfront support has been critical in anchoring projects and obtaining additional funding.

The Affordable Housing Fund, under the oversight of the Tacoma Community Redevelopment Authority, increases the ability of partners to provide affordable housing by providing a stable source of funding to leverage additional resources. Tacoma also has a local Affordable Housing Trust Fund. Together these two funds generate revenues of approximately \$5,353,000 annually to be used for affordable housing.

HOME match requirements for the Consortium are met through multiple sources, including sources such as private grants and donations, Attorney General Funds, and the State Housing Trust Fund.

In Tacoma, ESG match requirements are met through various sources, depending on the project. Sources in past years have included Washington State, Pierce County, foundations and corporate grants, commercial lending, private donations and City of Tacoma General Fund dollars.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Tacoma has a public land disposition policy that prioritizes affordable housing on publicly owned property. This policy may result in publicly owned property becoming available over this funding cycle. Surplus property listings are provided on the City of Tacoma website by the Joint Municipal Action Committee, a partnership between City of Tacoma, Metro Parks, Tacoma Public Schools, and Pierce County. The TCRA may work in conjunction with the City of Tacoma to make land available for the development of affordable housing units.

The City of Tacoma also consistently reviews its available vacant properties to determine if any are suitable for operation of shelter or any other services to support individuals experiencing homelessness. Should the City identify such property for use that use is discussed with the City Council and a community conversation is conducted prior to any service implementation.

Discussion

The City of Tacoma's use of Consolidated Plan funds is based on eligibility requirements outlined by HUD for the CDBG, HOME, and ESG grant programs, priorities set by City Council, and their applicability to addressing issues presented in the city's Needs Assessment.

To maximize the outcome of federal programs, the City will continue to leverage existing, local funding sources like the Affordable Housing Trust fund while working to identify and lobby for additional sources. Intergovernmental coordination with the City of Lakewood, Pierce County, and the State of Washington will also ensure that funding is efficiently pooled to carry out successful housing, community, and economic development activities.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

The Tacoma-Lakewood HOME Consortium will aim to implement its federal funds in 2022-2023 to accomplish the following goals:

- Stabilize existing residents – Through funds for critical and minor home repairs, home beautification projects, and business support services and technical assistance for local small businesses and entrepreneurs.
- Increase diverse rental and homeownership opportunities – Through funds for down payment and other related costs to homebuyers and the City of Tacoma’s Affordable Housing Trust Fund, which facilitates the development or rehabilitation of rental or homeownership properties.
- Prevent and reduce homelessness – Through funds for a wide range of services and facilities intended to prevent residents from becoming homeless and serving those experiencing homelessness.
- Support high-quality public infrastructure improvements – Through funds for high quality infrastructure improvements that improve accessibility in conjunction with other housing and economic development investments.
- Culturally competent services - Improving the cultural competence of services is an overarching goal for any activities funded through the 2022-23 Annual Action Plan.

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Stabilize existing residents	2022	2023	Rehabilitation Homelessness Non-Housing Community Development	Citywide	Need for safe, accessible homes and facilities, Accessible, culturally competent services	CDBG	Homeowner Housing Rehabilitated: 75 Homes Businesses assisted: 12 Jobs created/retained: 3 Other: 250,000 pounds of debris removed
2	Increase diverse rental and homeownership opportunities	2022	2023	Production Rehabilitation	Citywide	Limited supply of rental and homeownership opportunities Safe, accessible homes and facilities	HOME, CDGB	Rental Units Constructed: 36 Units Homeowner Housing Added: 9 Homes
3	Prevent and reduce homelessness	2022	2023	Homelessness	Citywide	Housing instability	CDBG, HOME, ESG	Tenant-Based Rental Assistance/Rapid Rehousing: 75 Households Public Service Activities: 100 Persons: Homeless Shelter: 50 Persons

Table 6 – Goals Summary

AP-35 Projects - 91.420, 91.220(d)

Introduction

The projects described in the City of Tacoma-Lakewood HOME Consortium Annual Action Plan were selected for their capacity to support the goals and objectives outlined in the 2020-2024 Consolidated Plan, addressing the needs of low- and moderate-income residents.

#	Project Name
1	HOME Administration
2	Lakewood Affordable Housing Fund
3	Tacoma Affordable Housing Fund
4	CDBG Administration
5	City of Tacoma Single Family Housing Rehabilitation
6	Rebuilding Together South Sound – Community Revitalization Partnership
7	Associated Ministries – Paint Tacoma Beautiful
8	Tacoma Pierce County Chamber of Commerce – Spaceworks
9	Urban Business Support – Urban Biz
10	Valeo Vocation – Shelter Training Academy
11	Graffiti/Garbage/Debris Cleanup
12	Life Enrichment Group – Young Adult Day Shelter
13	ESG Administration
14	Inclement Weather Shelter
15	Rapid Re-Housing/Tenant-Based Rental Assistance
16	Homeless Management Information System

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities are identified through the combined direction from elected leaders; input from community members; concurrent strategies and plans; the ability to serve priority needs among Tacoma residents; and the ability to leverage additional local and state funding.

Housing

A. Development of new affordable housing
B. Repairs and major rehabilitation benefitting low-income homeowners
C. Second mortgages, and/or loans for closing costs benefitting low-income homeowners
D. Down payment assistance for first-time homebuyers
E. Maintain and expand rental housing affordable to low-income households
F. Provide supportive housing for homeless and/or special needs individuals and families, including emergency and transitional shelters, and special needs-housing with support services.

Community Development

- A. Street-related improvements such as sidewalk repair or replacement in lower income neighborhoods
- B. Public infrastructure improvements
- C. Off-site infrastructure improvements for affordable housing projects
- D. Improvements to public facilities

Economic Development

- A. Business services for lower-income neighborhoods and/or lower income groups
- B. Financial and technical assistance for disadvantaged persons who own or plan to start a business
- C. Revitalization of blighted or low-income business districts
- D. Prevention of health and safety concerns through code enforcement.

Human Services

- A. Housing and economic stabilization services for individuals and families
- B. Youth and young adult stabilization services for unaccompanied youth and young adults who are at risk for or currently experiencing homelessness
- C. Emergency shelter and rapid re-housing

Declining resources relative to growing need among low-income households is an obstacle. The resources available to support the creation and preservation of affordable housing units are insufficient to meet demand. The Affordable Housing Action Strategy (AHAS) estimates a 3,000 unit gap for low-income households. It defines the connection between the lack of affordable homes and homelessness, affecting nearly 3,300 persons in Tacoma/Pierce County (HMIS data from Pierce County Human Services, November 2021).

Tacoma has experienced an increase in private investment; however, the city's existing resources can only leverage a few new affordable housing developments each year. Statewide resources, such as the Low-Income Housing Tax Credit and the state housing trust fund, are in high demand. AHAS stakeholders shared that projects serving extremely- and very low-income households often do not receive essential tax credits or substantial local investment to compete for state resources.

Existing resources are also inadequate. Fair Market Rents and HOME rents have increased more slowly than overall increases in median home values and contract rents, and are lower, across bedroom sizes, than the average rent in Tacoma. As a result, tenant-based and project-based rental assistance are insufficient.

Affordable homeownership provides stability and wealth-building capacity for low-income households. The City of Tacoma uses allocates significant HOME and CDBG funds to assist first-time homebuyers and to invest in home repair/rehabilitation. Tacoma residents of color experiencing systemic racism have been impeded from accessing resources required for homeownership, thus face a significant disproportionately lower rate of homeownership.

The Cities of Tacoma and Lakewood will coordinate with local and regional partners, its regional HUD field office, community members, and across its departments to address obstacles and maximize limited, federal dollars. AHAS implementation will establish new revenue sources and partnerships and land use tools to support more affordable, diverse housing options.

Allocation Updates

At the time this plan was drafted HUD had not released the actual allocations for the HOME, CDBG, and ESG Entitlement programs for Program Year 2022-2023. Final allocations were received May 13, 2022. Project spending was updated in alignment with narrative included in the draft 2022-23 Tacoma-Lakewood HOME Consortium Annual Action Plan.

HOME

If the allocation is greater or less than the estimate the following percentages will be applied to the three projects:

HOME Administration- 10%

Lakewood Affordable Housing Fund- 23% of the remaining balance after admin is deducted

Tacoma Affordable Housing Fund- 77% of the remaining balance after admin is deducted

ESG

If the allocation is more or less than the estimate the following percentages will be applied to ESG uses:

ESG Administration- 7.5%

HMIS Operations- 2.5%

External Contracts- 90%

CDBG

Housing:

If the allocation is greater than the estimated amount- After updating the Administration (20%) and Public Services (15%) allocations, additional funds will be added to the Rebuilding Together South Sound – Community Revitalization Partnership project up \$740,000. Any remaining funds will be added to the City of Tacoma Single Family Housing Rehabilitation project.

If the allocation is less than the estimated amount- After updating the Administration (20%) and Public Services (15%) allocations, funds will be reduced from the Rebuilding Together South Sound – Community Revitalization Partnership project to no lower than \$570,000. Any remaining reductions needed will be made from the City/TCRA SFR Program.

Services:

If the allocation is greater or less than the estimate the 15% set-aside for services funding will be divided equally among the three projects listed in this plan.

AP-38 Project Summary

Project Summary Information

1	Project Name	HOME Administration
	Target Area	N/A
	Goals Supported	<ul style="list-style-type: none"> • Increase diverse rental and homeownership opportunities • Stabilize Existing Residents • Prevent and Reduce Homelessness
	Needs Addressed	<ul style="list-style-type: none"> • Limited supply of diverse rental opportunities • Housing instability among residents • Need for safe, accessible homes and facilities
	Funding	HOME: \$149,456, HOME Program Income: \$43,090
	Description	Administration to implement and manage Consolidated Plan funds.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	To avoid duplication of beneficiaries, no goal indicators will be reported for administrative activities.
	Location Description	Citywide
Planned Activities	Administration, management, coordination, monitoring, evaluation, environmental review, and labor standards enforcement by the city of Tacoma.	
2	Project Name	Lakewood Affordable Housing Fund
	Target Area	N/A
	Goals Supported	<ul style="list-style-type: none"> • Increase rental and homeownership opportunities
	Needs Addressed	<ul style="list-style-type: none"> • Limited supply of diverse rental and homeownership opportunities
	Funding	HOME - \$309,376, HOME Program Income: \$187,751, reprogrammed PY2020 - \$35,881
	Description	<p>Provides funding for:</p> <ul style="list-style-type: none"> • Development and construction of affordable homeownership options for low-income households • Low interest loans to homeowners in support of repairs that address health & safety issues, code violations, and other problems.

	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	<ul style="list-style-type: none"> • Homeowner Housing Added – 6 Housing Units • Homeowner Housing Rehabilitated – 3 Housing Units
	Location Description	Citywide
	Planned Activities	Provides funding for: <ul style="list-style-type: none"> • Development and construction of affordable homeownership options for low-income households • Low interest loans to homeowners in support of repairs that address health & safety issues, code violations, and other problems.
3	Project Name	Tacoma Affordable Housing Fund
	Target Area	N/A
	Goals Supported	<ul style="list-style-type: none"> • Increase rental and homeownership opportunities
	Needs Addressed	<ul style="list-style-type: none"> • Limited supply of diverse rental and homeownership opportunities
	Funding	HOME: \$1,035,736, CDBG: \$150,000, HOME Program Income \$200,057
	Description	Development and construction of affordable rental and/or homeownership options for low-income households.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Rental Units Constructed – 36 Housing Units Homeowner Housing Added – 3 Housing Units
	Location Description	Citywide
	Planned Activities	Development and construction of affordable rental and/or homeownership options for low-income households
4	Project Name	CDBG Administration
	Target Area	N/A

	Goals Supported	<ul style="list-style-type: none"> Stabilize existing residents through housing, human service, and economic development activities Increase diverse rental and homeownership opportunities Prevent and reduce homelessness
	Needs Addressed	<ul style="list-style-type: none"> Accessible, culturally competent services Need for safe, accessible homes and facilities Housing instability among residents
	Funding	CDBG: \$477,843
	Description	Administration to implement and manage Consolidated Plan funds.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	To avoid duplication of beneficiaries, no goal indicators will be reported from administrative activities.
	Location Description	Citywide
	Planned Activities	Administration, management, coordination, monitoring, evaluation, environmental review, and labor standards enforcement by the City of Tacoma.
5	Project Name	City of Tacoma Single Family Housing Rehabilitation
	Target Area	N/A
	Goals Supported	Stabilize existing residents
	Needs Addressed	Need for safe, accessible homes and facilities
	Funding	CDBG: \$683,991, PI: \$300,000
	Description	Program provides no-interest loans up to \$60,000 to City of Tacoma homeowners living in single-family homes to correct health and safety issues in their homes. This program is designed to provide rehabilitation and repair to correct components of the house not in compliance with Housing Quality Standards, Uniform Physical Conditions Standards, and local building codes.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Homeowner Housing Rehabilitated – 15 Housing Units

	Location Description	Citywide
	Planned Activities	Program provides no-interest loans up to \$60,000 to City of Tacoma homeowners living in single-family homes to correct health and safety issues in their homes. This program is designed to provide rehabilitation and repair to correct components of the house not in compliance with Housing Quality Standards, Uniform Physical Conditions Standards, and local building codes.
6	Project Name	Rebuilding Together South Sound – Community Revitalization Partnership
	Target Area	N/A
	Goals Supported	Stabilize existing residents
	Needs Addressed	Need for safe, accessible, homes and facilities
	Funding	CDBG: \$570,000
	Description	The Community Revitalization Partnership combines two RTSS programs (Rebuilding Day and Safe at Home) that provide health, accessibility and safety related home repairs and rehabilitation to owner-occupied, single-family residences for low-income (up to 50% AMI) homeowners who are elderly, disabled or families living with children. All repairs and modifications are done at no cost to homeowners and include roof leaks, plumbing, electrical, security (door/window/lighting), gutter repairs, carpentry, caulking, weather-stripping, temporary fencing, mechanical servicing, CO/smoke alarms and waterproofing.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Homeowner Housing Rehabilitated: 35 Housing Units
	Location Description	Citywide
	Planned Activities	Salaries of staff, as well as associated expenses and materials (including for lead safe practices), licensing, permits, and overhead for making repairs.
7	Project Name	Associated Ministries – Paint Tacoma Beautiful
	Target Area	N/A

	Goals Supported	Stabilize existing residents
	Needs Addressed	Need for safe, accessible, homes and facilities
	Funding	CDBG: \$64,000
	Description	Associated Ministries seeks support for its Paint Tacoma Beautiful (PTB) program providing free exterior house painting for low-income homeowners. Painting preserves housing by sealing the house and helping to prevent damage caused by exposure. Volunteers scrape and sand old paint, pressure wash the house, apply primer, and paint the house and trim.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Homeowner Housing Rehabilitated: 22 Housing Units
	Location Description	Citywide
	Planned Activities	Personnel costs for the staff, travel expenses (travel for volunteer outreach, and to and from homes being assessed and/or painted), printing/ advertising/ outreach/recruiting and postage; supplies, space, and indirect costs.
8	Project Name	Tacoma Pierce County Chamber of Commerce - Spaceworks
	Target Area	N/A
	Goals Supported	Stabilize existing residents
	Needs Addressed	Accessible, culturally competent services
	Funding	CDBG: \$150,000
	Description	Spaceworks provides business support services for emerging entrepreneurs. Incubator services will include at least 4 business training cohorts (12-36 hour programs) focused on business plan development, workshops, one-on-one coaching, technical assistance, site consultation, and facilitated peer-to-peer support. Training includes: business plan development, marketing plan development, lease negotiations, and financial management.
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	Jobs created/retained: 12 Jobs
	Location Description	Citywide
	Planned Activities	Staff salaries, supplies, and contracted services.
9	Project Name	Urban Business Support – Urban Biz
	Target Area	N/A
	Goals Supported	Stabilize existing residents
	Needs Addressed	Accessible, culturally competent services
	Funding	CDBG: \$85,000
	Description	Urban Business Support’s program provides technical assistance in creating a business plan, along with training that focuses on personal credit and budgeting, financial projecting, and entrepreneur leadership skills. The program also provides technical assistance to existing small business owners. The proposed program includes 6 Business Plan in a Day boot camps (for a total of 72 business owners) and 3 10-week Entrepreneurship Programs (for a total of 15 business owners) held throughout the City. Businesses will also receive 10 hours of on-going, one-on-one assistance and ongoing TA for program graduates.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Jobs created/retained: 3 Jobs
	Location Description	Citywide
	Planned Activities	Staff salaries, training facilitation, outreach and marketing, technical assistance, program administration.
10	Project Name	Valeo Vocation – Shelter Training Academy
	Target Area	N/A
	Goals Supported	<ul style="list-style-type: none"> Prevent and reduce homelessness
	Needs Addressed	<ul style="list-style-type: none"> Housing instability among residents

	Funding	CDBG: \$119,461
	Description	Workforce-preparedness opportunity that provides paid skill development designed to recruit, train and prepare a workforce comprised of individuals who have recently experienced homelessness to deploy to work in the shelter system.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than Low/Moderate Income Housing Benefit – 60 Persons Assisted
	Location Description	Citywide
	Planned Activities	Funds will be used to support program expenses.
11	Project Name	Graffiti/Garbage/Debris Cleanup
	Target Area	N/A
	Goals Supported	<ul style="list-style-type: none"> Stabilize existing residents
	Needs Addressed	<ul style="list-style-type: none"> Accessible, culturally competent services
	Funding	CDBG: \$119,461
	Description	Graffiti removal and/or garbage/debris removal in and around homeless encampments.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Other – 250,000 pounds of garbage/debris removed in and around homeless encampments
	Location Description	Citywide
	Planned Activities	Graffiti removal and/or garbage/debris removal in and around homeless encampments
12	Project Name	Life Enrichment Group – Young Adult Day Shelter
	Target Area	N/A
	Goals Supported	Prevent and reduce homelessness
	Needs Addressed	Housing instability among residents

	Funding	CDBG: \$119,460
	Description	Day center services at the Beacon Young Adult Shelter.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than Low/Moderate Income Housing Benefit – 40 Persons Assisted
	Location Description	Citywide
	Planned Activities	Case management, life skills training, housing navigation, behavioral health services.
13	Project Name	ESG Administration
	Target Area	N/A
	Goals Supported	<ul style="list-style-type: none"> • Stabilize existing residents • Prevent and reduce homelessness
	Needs Addressed	<ul style="list-style-type: none"> • Housing instability among residents • Accessible, culturally competent services
	Funding	ESG: \$15,738
	Description	Administration to implement and manage ESG funds.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	To avoid duplication of beneficiaries, no goal indicators will be reported for administrative activities.
	Location Description	Citywide
	Planned Activities	Administration, management, coordination, monitoring, evaluation, and reporting for ESG funds.
14	Project Name	Inclement Weather Shelter
	Target Area	N/A
	Goals Supported	<ul style="list-style-type: none"> • Prevent and reduce homelessness
	Needs Addressed	<ul style="list-style-type: none"> • Housing instability among residents
	Funding	ESG: \$125,910

	Description	Shelter during inclement weather (cold, heat, poor air quality, etc.)
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Homeless Person Overnight Shelter – 50 Persons Assisted
	Location Description	Citywide
	Planned Activities	Shelter operations
15	Project Name	Rapid Re-Housing/Tenant-Based Rental Assistance
	Target Area	N/A
	Goals Supported	<ul style="list-style-type: none"> Prevent and reduce homelessness
	Needs Addressed	<ul style="list-style-type: none"> Housing instability among residents
	Funding	ESG: \$63,000
	Description	Rapid re-housing households will be provided with housing search, placement, and other assistance, including case management services, and short- or medium-term rental assistance under a graduated rental subsidy to ensure housing stability prior to exit.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Tenant-based rental assistance / Rapid Rehousing – 75 Households Assisted
	Location Description	Citywide
	Planned Activities	Housing search, placement, and other assistance, including case management services, and short- or medium- term rental assistance under a graduated rental subsidy.
16	Project Name	ESG Homeless Management Information System
	Target Area	N/A
	Goals Supported	<ul style="list-style-type: none"> Prevent and reduce homelessness
	Needs Addressed	<ul style="list-style-type: none"> Housing instability among residents
	Funding	ESG: \$5,203

Description	Support operations of the Homeless Management Information System
Target Date	6/30/2023
Estimate the number and type of families that will benefit from the proposed activities	To avoid duplication of beneficiaries, no goal indicators will be reported for HMIS activities.
Location Description	Citywide
Planned Activities	Support operations of the Homeless Management Information System

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Tacoma allocates its funds citywide. It does not concentrate its funding through a “Target Area” as defined by HUD. Acknowledging that federal and local policies have produced a disparate impact on the neighborhoods of Tacoma, several geographic tools aid our strategic planning for increased spatial equity throughout the city.

City of Tacoma Equity Index

In 2019, the City’s Office of Equity and Human Rights released the Tacoma Equity Index. The Index is one of the primary tools that city staff, community members, partners, and other decision-makers can use to help ensure that policy and funding decisions address Tacoma 2025 strategic indicators. These indicators were established by the community to improve access to opportunity for all Tacoma residents.

This relates to any decisions in the City’s Consolidated Planning that require City Council approval. City staff are required to outline which of these indicators their recommendations support and describe how those indicators will be met should recommended actions be approved.

In 2021, the Equity Index expanded to include Pierce County data.

Tacoma Human Services Strategic Plan: Equity and Empowerment Framework

For the development of the Tacoma Human Services Strategic Plan, City staff conducted GIS mapping of local conditions and the human services system, including the:

- Location/distribution of programs offering services to Tacoma residents,
- Number and location of clients served by city-funded programs,
- Location of programs currently funded, and
- Geography of cost-burdened households, race and language barriers across the City.

Housing Market Policy Dashboard

The Housing Market Policy Dashboard provided the basis for policy approaches proposed in the Affordable Housing Action Strategy (AHAS) and serves as a dashboard for the City of Tacoma to monitor and adjust its market-based policies over time.

The dashboard estimates the potential impacts of market-based incentives for income-restricted affordable housing production. It works by modeling the financial viability of multifamily housing development on over 1,100 potential development sites across the city, based on a snapshot of market conditions from 2018 when the AHAS was developed. Outcomes vary based on site conditions,

differences in market rents, and development regulations.

Geographic Distribution

Target Area	Percentage of Funds
N/A	N/A

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Tacoma does not allocate investments geographically.

Discussion

While the City of Tacoma does not concentrate its funding through a "Target Area" as defined by HUD, the organization has invested in valuable geographic tools that support our staff and community partners' ability to make decisions that leverage federal funds to meet specific, localized needs.

Tools such as the Equity Index, GIS mapping of local conditions and the human services system, and the Housing Market Policy Dashboard allow decision-makers to understand how concentrations of low-income households produce specific outcomes and increased need for affordable housing, community and economic development, and public service investments.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

The City of Tacoma continues to maximize federal funding and leverage local resources to develop new affordable housing units; preserve existing affordable housing; create opportunities for homeownership to low-income households; and provide supportive housing in the form of emergency, transitional, and special needs housing with support services.

One Year Goals for the Number of Households to be Supported	Tacoma	Lakewood
Homeless	-	-
Non-Homeless	111	9
Special-Needs	-	-
Total	111	9

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	Tacoma	Lakewood
Rental Assistance	-	-
The Production of New Units	39	6
Rehab of Existing Units	72	3
Acquisition of Existing Units	-	-
Total	111	9

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The Tacoma-Lakewood HOME Consortium will support households through the following affordable housing activities:

- Rental assistance
- Production of new units
- Acquisition of existing units
- Rehabilitation of existing units

Lakewood

The City of Lakewood will produce six new single-family homes for homeownership opportunities and rehabilitate three homeowners housing units.

Tacoma

The City of Tacoma will produce 39 new rental units and rehabilitate 72 homeowners housing units.

AP-60 Public Housing - 91.420, 91.220(h)

Tacoma Housing Authority

Introduction

The Board of Directors for the Tacoma Housing Authority (THA) has chosen the following seven strategic objectives with performance measures that will guide the agency through the coming years:

1. Housing and Supportive Services – THA will provide high quality housing, rental assistance and supportive services. Its supportive services will help people as tenants, parents, students, wage earners, and builders of assets who can live without assistance. It will focus this assistance to meet the greatest need.
2. Housing and Real Estate Development – THA will efficiently develop housing and properties that serve primarily families and individuals unable to find affordable and supporting housing they need. Its work will serve to promote the community's development. Its properties will be financially sustainable, environmentally innovative, and attractive.
3. Property Management – THA will manage its properties so they are safe, efficient to operate, good neighbors, attractive assets to their neighborhoods and places where people want to live.
4. Financially Sustainable Operations – THA seeks to be more financially sustaining.
5. Environmental Responsibility – THA will develop and operate its properties in a way that preserves and protects natural resources.
6. Advocacy and Public Education – THA will advocate for the value of THA's work and for the interests of the people it serves. It will be a resource for high quality advice, data, and information on housing, community development, and related topics. THA will do this work at the local, state and national level.
7. Administration – THA will have excellent administrative systems. Its staff will have skills that make THA highly efficient and effective in the customer service it provides to the public and among its departments. It will provide a workplace that attracts, develops and retains motivated and talented employees.

Actions planned during the next year to address the needs to public housing

Housing and Supportive Services: THA's work will continue to focus on building partnerships and uncovering resources to give households the supports they need to stay healthy, stably housed, and economically secure. This includes seeking opportunities assisting voucher holders leasing on the private market, such as late rent and security deposit assistance. THA continues its partnerships with service providers, including the Salishan Center for Strong Families and the newly launched 2Gen program, which utilizes cross-sector partnerships to provide multi-generational mentorship programs, tutoring,

social emotional learning.

Creating and Preserving Affordable Housing: THA is finalizing Housing Hilltop's development program, which is closely guided by the community's 2019 Hilltop Community Framework Plan. The site includes 231 units of housing, retail, and community public space. The construction of Hilltop Lofts, a 57-unit property of permanent supportive housing, has commenced and will continue in 2022. THA will continue discussions with the Hilltop eco district to support the local businesses and residents. THA is redeveloping the James Center North property to create a vibrant, mixed-use, transit-oriented development that will include up to 150 units of THA-owned affordable housing. In 2022, we hope to sell one parcel for a workforce housing development. A second parcel will likely sell to a nonprofit for affordable housing in 2023. Arlington Drive Youth Campus was completed in 2020, providing 58 units of subsidized housing for young adults ages 18 to 24 years old and a Crisis Residential Center/HOPE Facility (CRC) for homeless youth ages 12-17 years old. Finally, the Rise at 19th was completed in early 2021 and provides 64 units of affordable housing, including housing for families exiting homelessness and veterans.

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

THA will continue to invest in supportive services for the tenants living in its portfolio, including pathways to homeownership, such as those provided in the Family Self-Sufficiency program. Considering the ongoing pandemic, THA's goal is to continue meeting the basic needs of THA residents, including increasing food access alongside our community partners, conducting vaccine outreach and education, connecting people to health appointments, and providing COVID-19 testing sites across the portfolio. THA, in partnership with Pierce County, has held effective eviction prevention outreach events in 2021 and THA will continue these eviction prevention efforts and housing stability service referrals in 2022. Finally, THA continues to provide self-sufficiency supports through its Center for Strong Families site which combines coaching for employment and financial management, and income supports.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

THA is not in designated as a troubled PHA.

Discussion

In 2022, the THA will focus on maintaining strong relationships with property owners and landlords, and advocating for an increase in tenant protections at the local and state levels. With the expiration of the eviction moratorium, THA will continue to focus on eviction prevention and housing stability service referrals. The organization's efforts in Hilltop and near Tacoma Community College will increase access for low-income households to high-opportunity neighborhoods that offer education, job, and transportation access. With its community partners, THA will work to ensure holistic services that

improve the health and financial stability for its residents.

Pierce County Housing Authority (Lakewood)

Introduction

Pierce County Housing Authority (PCHA) serves just over 5,000 families. PCHA offers project based and tenant-based vouchers in addition to the Family Self Sufficiency Homeownership program. Based on the 2022 Annual PHA Plan, PCHA has identified four goals: 1. Increase the provision of safe, decent, affordable housing 2. Expand Fair Housing Choice 3. Increase Economic Stability for Section 8 and Public Housing Residents 4. Increase Electronic information for participants, landlords and citizens. To further the goals, PCHA will begin the process of a Section 18 Repositioning to sell all of our public housing scattered site homes in the County (19 located in area code 98444 and 98445).

Actions planned during the next year to address the needs to public housing:

1. Increase the provision of safe, decent, affordable housing
 - a. Increase the number of Housing Choice Vouchers by
 - i. Consider applications through HUD NOFA, such as, but not limited to, Section 811 Non-Elderly Disabled, and Family Reunification Vouchers
 - ii. Accept/Apply for Tenant Protection Vouchers when made available by HUD.
 - iii. Request additional Veterans Affairs Supportive Housing (VASH) when funding is available
 - b. Increase and improve partnerships with community organizations to expand availability of affordable housing
 - i. Continue to participate in community organizations, such as the Pierce County Affordable Housing Consortium
 - ii. Seek partnerships with local governments, including Tacoma Housing Authority and Pierce County
 - iii. Seek partnerships using Project Based Vouchers
 - iv. Seek to increase the community's knowledge/awareness of the need for additional affordable housing homes and the mechanisms for creation
 - c. Increase lease-up success rate for Section 8 participants
 - i. Seek opportunities to introduce households on the Section 8 waitlist to Ready to Rent
 - ii. Increase efforts to expand participation of community landlords
 1. Conducting quarterly landlord appreciation events
 2. Support landlord adherence to Source of Income Discrimination protections
 3. Enhance the landlord's customer service experience.
2. Expand Fair Housing Choice
 - a. Improve organizational awareness
 - i. Actively partner with entities such as the Fair Housing Center of Washington to

increase internal (PCHA) awareness and external (participating landlord) awareness of impediments to fair housing choice.

- ii. Seek new, and improve existing, partnerships with organizations that are historically underserved.
- iii. Assess practices that will expand housing choice among Section 8 participants, this may include:
 1. Adopting Small Area Fair Market Rents
 2. Provide targeted outreach to landlords in areas of higher opportunity
 3. Improve participant materials
 4. Adopting preferences for the Section 8 waitlists

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

Increase Economic Stability for Section 8 and Public Housing Residents by:

1. Expand PCHA's Family Self Sufficiency (FSS) program
2. Increasing Homeownership opportunities by prioritizing, when feasible, the sale of the Single-Family Public Housing units to low-income homebuyers,
3. Providing rental vouchers and assistance in relocating the current clients to homes that efficiently meet their needs and provide opportunities to better their lives
4. Using the net proceeds from the sale of the homes to develop and/or preserve affordable rental housing units for very low-income households in Pierce County.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The PCHA is not designated as troubled.

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

The Continuum of Care Committee (CoC), also called The Road Home, is a body formed and convened to identify five-year goals and strategies to address homelessness across Pierce County. The CoC developed a five-year strategic plan. The strategic priority areas were informed by engaging input by those who experience homelessness, champions in other sectors, and the expertise of CoC members who represent a variety of organizations that connect people experiencing homelessness. The five strategic priority areas include:

1. Housing – Maximize the use of existing housing while advancing for additional housing resources and more affordable housing
2. Stability – Support the stability of individuals experiencing homelessness and those recently housed
3. System and Service Improvements – Create a more responsive, accessible Homeless Crisis

Response System

4. Community Partners – Optimize and leverage internal and external partnerships to better prevent and address homelessness
5. The Continuum of Care – Grow awareness of the CoC’s purpose and plan and serve as a central advocacy and coordinating body for addressing homelessness in Pierce County.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

- The City is currently working to finalize a five-year strategy on homelessness. That plan details the following goals:
 - Ensure affordable housing is available and accessible to Tacoma residents.
 - Everyone experiencing homelessness in Tacoma, or impacted by homelessness, can access services and support.
 - The shelter system in Tacoma offers all people a safe and dignified experience that is easy to access.
 - Tacoma’s homeless service system provides individuals and families with access to a continuum of tailored supports to prevent and end homelessness.
 - Tacoma’s homeless service system provides Individuals and families with access to permanent, stable housing in order to end the cycle of homelessness.
- The City is working through actions detailed in the City’s Affordable Housing Action Strategy and elsewhere in this plan to establish affordable housing access. The City is also working to align our programming and funding decisions with Pierce County and their Comprehensive Plan to End Homelessness to achieve the goals listed above.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency shelter can be the first step towards stability and should be made available to anyone in need. However, some shelter beds remain empty due to lack of coordination and data sharing across shelters. A goal of the CoC is to reduce the average length of stay in temporary housing projects, including emergency shelter, transitional housing, and save havens, to less than 90 days. To meet this goal, the first strategy is to create a task force to include current and potential shelter and transitional housing providers, experts, local funders, and Pierce County Coalition to End Homelessness.

Persons transitioning out of homelessness often have a variety of needs including behavioral health and mental health care, employment, education, childcare and parenting support, legal support, and more. To increase the chances of maintaining permanent housing for more than two years after exiting the Homeless Crisis Response System, a “care coordination” model that provides a wraparound service when a household first enters the system following then following a move to permanent housing is a key strategy.

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

1. Goal to support chronically homeless individuals and families: 90 percent of chronically homeless individuals remain housed two years after securing permanent housing. Strategies to achieve this goal are:
 - a. Create an easier access to economic resources that can support housing stability for chronically homeless individuals
 - b. Ensure case managers are connecting chronically homeless individuals who are entering housing with all mainstream benefits available to them
 - c. Increase the number of individuals within the county who are certified in
 - d. Supplemental Security Income/Social Security Disability Insurance
 - e. Outreach Access and Recovery (SOAR) and are actively connecting chronically homeless individuals entering permanent supportive housing and rapid rehousing with their federal benefits
 - f. Increase the use of Foundational Community supports to help chronically homeless individuals stay housed.
 - g. Invest in rapid rehousing providers so that they are prepared to effectively support chronically homeless individuals.
2. Goal to support Veterans: 90 percent of homeless veterans to remain housed two years after securing permanent housing. Strategies to achieve this goal are:
 - a. Encourage the HUD-VASH program contact graduated veterans at the time of voucher recertification and inspection to help with the process for graduation or continuing services; assess case management needs; and determine if increased services are needed to sustain permanent housing.
 - b. Strategically expand delivery of the Renters Readiness program to reach more veterans
 - c. Increase veterans' access to transportation services to ensure they can obtain and sustain employment and continue to access services once they are housed.
 - d. Support a collaboration between HUD-VASH, the Landlord Liaison Program, Housing Authorities, or to help with landlord engagement around veteran renters
 - e. Conduct research on the feasibility of creating landlord incentives for taking veteran renters.
3. Goal to support youth (ages 12-17) and young adults (ages 18-24): 90 percent of homeless youth remain housed two years after securing permanent housing. Strategies to achieve this goal are:
 - a. Create a "housing navigation" program to mentor youth.
 - b. Facilitate housing support groups where youth and young adults maintain existing social

- connections and develop new ones with peers
- c. Identify financial resources for use in supporting youth and young adults who qualify as homeless under McKinney Vento
 - d. Identify and grow or develop safe housing options for youth under 18 who cannot sign for their own lease.
4. Goal to support families with children: 90 percent of homeless families remain housed two years after securing permanent housing. Strategies to achieve this goal are:
 - a. Support families access and use existing childcare resources and programs that are community-centered, effective, and culturally responsive
 - b. Identify and pilot innovative approaches to creating affordable, accessible childcare that are being used in other communities nationwide
 - c. Coordinate with the Tacoma-Pierce County Health Department to create a process for seamlessly connecting families who come to Coordinated Entry with the nearest Family Support Center.
 5. Goal to support survivors of domestic violence: 90 percent of homeless families remain housed two years after securing permanent housing. Strategies to achieve this goal are:
 - a. Launch and sustain up to 10 new support groups for DV survivors across the county, as a means of helping them remain independently housed and not return to abusive partners
 - b. Create a DV survivors fund dedicated to support them in leaving their abuser(s) and stabilize.

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

Tacoma Housing Authority (THA)

THA deploys several special programs designed to meet the specific needs of individuals and families at-risk of homelessness. These include non-elderly adults with disabilities exiting skilled living facilities, young adults aging out of foster care, justice-involved individuals, family or drug court involved households, families fleeing domestic violence, and homeless youth and young adults. THA serves these populations through special voucher programs, via property-based subsidy programs, and at properties in which it has project-based vouchers. Specifically:

- There are 75 new Foster Youth to Independence (FYI) vouchers that will be implemented early 2022. These vouchers required close collaboration with DCYF, Pierce County, and local service providers.
- THA is currently implementing its 135 Emergency Housing Vouchers (EHVs) intended for people

currently and recently experiencing homelessness.

- THA continues to operate its education-focused programs. THA partners with Tacoma Public Schools to provide short-term housing assistance and supports to McKinney-Vento students and their families. THA operates its education program for college students experiencing housing insecurity and homelessness.
- Arlington Drive Youth Campus was fully completed in 2020 providing 58 units of subsidized housing for young adults ages 18 to 24 years old and a Crisis Residential Center/HOPE Facility (CRC) for homeless youth ages 12-17 years old. The CRC program model has a high success rate of discharging young adults to safe and permanent housing after a short-term stay whereas the Arlington Apartments houses young adults exiting homelessness or young adults who will age out of foster care into homelessness.
- Finally, in 2022 THA will continue discussions with local housing and service partners to determine the establishment of set-aside policies for people exiting the criminal justice system in 25 of THA's subsidized units.

Discussion

The City of Tacoma works closely with the Tacoma Pierce County Continuum of Care and Tacoma Housing Authority to reduce homelessness by:

- Addressing the need for emergency shelter
- Help unhoused populations secure permanent housing and independent living
- Deploying specialized programs to help individuals and families avoid becoming homeless

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

A combination of factors present barriers to providing new affordable housing and retaining existing units in Tacoma and Lakewood: lack of vacant land with infrastructure in place for development; high cost of labor and materials; and, lack of economic incentives for private market investment in redevelopment or new development. Even when affordable units exist, many residents must overcome significant barriers to access them: low household income relative to rising housing costs; lack of sufficient stable, living wage jobs in Tacoma and Lakewood; lack of alignment between unit size or features, such as accessibility features. Many of these challenges are compounded by language barriers, limited knowledge of housing resources and programs; and difficulty qualifying for or securing housing (like meeting security deposit requirements).

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City of Tacoma developed its Affordable Housing Action Strategy, an urgent response to a changing housing market, increasing displacement pressure among residents, and a widespread need for high-quality, affordable housing opportunities for all. One of the four strategic objectives of the Affordable Housing Action Strategy focus on removing barriers for people who often encounter them. Some of the key actions to accomplish this strategic objective are as follows:

- Increase participation in existing first-time homebuyer programs and resources for new homebuyers.
- Target existing resources to improve the livability of existing owner-occupied homes.
- Encourage more diverse types of housing development through relaxed land use standards, technical assistance, and financial incentives (with a focus on technical assistance and relaxed land use standards).
- Update the Multifamily Tax Exemption Program to increase its impact.
- Modify inclusionary housing provisions to target unmet need and align with market realities.
- Earmark a portion of new or expanded source of local funding to provide support services in new development.

Tacoma and Lakewood will continue its down payment assistance, coupled with homebuyer education, to support homeownership among low- and moderate-income households. Based on disparities identified through the city's Analysis of Impediments, a concerted effort will be made to reach Black, Native American, and Hispanic residents. Specific actions include promotion and expansion of homeownership program capacity and to more effectively address underserved needs of Black

community members and other community members of color.

The City will focus code compliance efforts to connect households with resources that can assist them. To address other disparities identified through the Analysis of Impediments related in particular to stable housing access for persons living with disabilities, the City will expand its partnerships with agencies providing home modifications at no cost to low and very low income homeowners to provide accessibility features that allow them to remain in their existing housing.

In 2022 and 2023, the Tacoma City Council will develop zoning, standards and other supportive actions to allow development of diverse housing types including duplex, triplex, townhouse, and multi-family development in neighborhoods across the City which are currently restricted to single-family houses. Removing this regulatory barrier to infill housing is intended to increase housing supply, affordability and choice through market-rate development, and will also increase opportunities for developers who use subsidies to create affordable units to seek project sites.

Tacoma offers a property tax abatement policy for multifamily housing developments that provide rent-restricted affordable units to income eligible residents. This policy is intended to increase the supply of affordable housing. In 2022 changes to the policy will take effect expanding the geographic area within which housing developers can use the exemption to create rent-restricted units, and deepening the level of affordability required.

In 2022 the City will explore expansion of the districts where inclusionary policies creating affordable units are applied.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

This section describes the Consortium's planned actions to carry out the following strategies to: 1) address obstacles to meeting underserved needs, 2) foster and maintain affordable housing, 3) reduce lead-based paint hazards, 4) reduce the number of poverty-level families, 5) develop institutional structures, and, enhance coordination.

Actions planned to address obstacles to meeting underserved needs

The most significant obstacle to meeting underserved needs is the limited funding available to address all of the needs in the community. The City of Tacoma and the Tacoma Community Redevelopment Authority will continue to use its resources to leverage additional funding. Combined funding and collaboration will be targeted to increase the opportunity for affordable housing development, and to continue support for down payment assistance as a strategy to increase homeownership, coupled with homebuyer education in readiness for ownership.

Many of Tacoma's efforts will be guided and informed by the City's Equity Index, which assists city staff, community members, partners and other decision makers, helping ensure that they are making data-

informed decisions that improve access to opportunity for all Tacoma residents. The index uses data points to determine where people are not able to access services or where services do not meet the community needs.

Actions planned to foster and maintain affordable housing

Tacoma and Lakewood will continue to review policies in their Comprehensive Plan to encourage affordable housing, including such strategies as infill housing and accessory dwellings. They will likewise encourage higher densities, particularly in mixed-use and urban centers. In public “visioning meetings” held to check in with and pass on information to attendees, higher densities were seen as positive (consistent with neighborhood character and design). Increasingly mixed-use centers are seen as offering more amenities, transportation options, choices in housing and other opportunities enriching the neighborhoods and the city.

Tacoma will continue to provide support for nonprofit agencies through funding and collaboration to increase the opportunity for affordable housing development and will continue to support down payment assistance as a strategy to increase homeownership, coupled with homebuyer education in readiness for ownership.

The City of Tacoma has a public land disposition policy that prioritizes affordable housing on publicly owned property. This policy may result in publicly owned property becoming available over this funding cycle. Surplus property listings are provided on the City of Tacoma website by the Joint Municipal Action Committee, a partnership between City of Tacoma, Metro Parks, Tacoma Public Schools, and Pierce County. The TCRA may work in conjunction with the City of Tacoma to make land available for the development of affordable housing units.

Tacoma will create criteria to assess public infrastructure related to affordable housing development, including target areas for affordable housing policies and programs or planned affordable housing developments.

Tacoma and Lakewood will continue to focus on revitalizing neighborhoods through code enforcement, emergency relocation assistance, crime-free housing, infrastructure and blight removal to stabilize people and neighborhoods. Both cities will work toward increasing access to opportunities by encouraging projects that revitalize and improve the quality of neighborhoods along with projects and policies that increase the capacity of residents. Both cities will continue their fair housing and landlord-tenants’ rights education and outreach activities.

These and other strategic measures will be carried out incrementally through Tacoma’s Affordable

Housing Action Strategy (AHAS).

Actions planned to reduce lead-based paint hazards

Consistent with Title X of the Housing and Community Development Act of 1992, the Cities of Tacoma and Lakewood provides information on lead-safe practices to owners of all properties receiving up to \$5,000 of federally funded assistance. If work on painted surfaces is involved in properties constructed prior to 1978, the presence of lead is assumed, and safe work practices are followed.

In addition to the above, homes with repairs in excess of \$5,000 in federally funded rehabilitation assistance are assessed for risk (completed by a certified Lead Based Paint firm) or are presumed to have lead. If surfaces to be disturbed are determined to contain lead, interim controls are exercised, occupants notified, and clearance test performed by an EPA-certified firm. Properties constructed prior to 1978 and acquired with federal funds are inspected for hazards and acquired rental properties are inspected periodically.

Much of the housing stock in Tacoma and Lakewood was constructed prior to 1978. While not exclusively the case, older units with irregular maintenance may pose a risk to residents. Housing repair projects favor lower-income households by virtue of their eligibility, and at-risk housing units by virtue of their affordability (condition and age). The Cities of Tacoma and Lakewood provides information on lead-safe practices to households involved in the repair programs and have brochures in the offices of the Cities of Tacoma and Lakewood for the general public on the dangers of lead and the importance of safe practices.

Actions planned to reduce the number of poverty-level families

The Cities will continue to support programs and projects that assist low-income persons, including projects that offer solutions to help them out of poverty. The goals emphasize stable and affordable housing and services as a means to address poverty and high-quality infrastructure as a way to revitalize communities.

For instance, the goal of increasing diverse rental and homeownership opportunities includes projects that will provide new housing to lower income households, some with ongoing subsidy and support. Decreasing the share that a household spends on their home is one significant way of increasing their ability to pay for other necessities, such as transportation, healthcare, and food, or save for the future. Down payment assistance programs, along with housing counseling, will allow households to become homeowners and build their wealth. Housing repair programs allow persons to live in safer housing and improve the neighborhood.

The goal of preventing and reducing homelessness focuses on households living in poverty. Household-focused and individual-focused case management, coupled with rapid rehousing can eliminate periods of debilitating homelessness and rebuild attachment to the community, productive employment and

education, all of which are challenged during periods of homelessness.

The goal of supporting high-quality public infrastructure and increasing the availability of accessible, culturally competent services also has the capacity to help households and neighborhoods out of poverty. Investing in infrastructure and aligning services with community needs can help revitalize neighborhoods and make them more attractive to other investment and businesses providing jobs. Projects fund façade improvements and small business development directly, some through revolving loan funds, all of which result in jobs for lower-income persons, some of whom enter the programs from poverty.

Further, CDBG, HOME and ESG funds leverage additional monies to address the same issues. Projects are also the result of long collaborations between agencies and partners, including Pierce County, Tacoma-Pierce County Habitat for Humanity, the Homeownership Center of Tacoma, the Tacoma Housing Authority and the Pierce County Housing Authority.

Funding from other sources – local, state, federal, foundations, private donors – are coordinated for the best benefit given continually declining federal resources. Major barriers to achieving reductions in the number of households in poverty are limited resources (including funding) and broad changes in local economies beyond control of the cities.

Actions planned to develop institutional structure

The table below shows the key responsible entities that make up the institutional delivery system for the federal funds in Tacoma and Lakewood. A discussion of the strengths and gaps of this system is detailed below.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Tacoma Community and Economic Development Department	Government	Funding administrator (CBDG, HOME, ESG)	City of Tacoma
City of Lakewood Community Development Department	Government	Funding administrator (CDBG)	City of Tacoma
Tacoma Community Redevelopment Authority	Redevelopment Authority	Funding administrator (CBDG, HOME)	City of Tacoma and Lakewood

Actions planned to enhance coordination between public and private housing and social service agencies

Strong coordination and process improvements two strategies being used and will continue to be used from 2022-2023 to overcome the gaps in the institutional delivery system.

Lakewood and Tacoma will continue to participate in the Lakewood/Tacoma/Pierce County Continuum of Care, among other collaborations, to identify strategies to strengthen the service delivery system. Tacoma is implementing strategies to align the contracted providers' systems to streamline services and enhance them.

Both are on the subcommittees for SHB2163 and SHB2060 that establish policies and funding priorities for use of document recording fees set by that legislation. Human services are funded in both jurisdictions with General Funds, guided by strategic plans. Importantly, the Tacoma City Council approved a sales tax increase (0.1%) for use in addressing needs of persons with mental health and chemical dependency issues.

In 2021, an additional funding source HB1590 was approved in Tacoma for the development and operations of permanent supportive housing.

Decisions on use of funds and priorities are coordinated across departments in both cities and across agencies in Pierce County. The Lakewood/Tacoma/Pierce County Continuum of Care brings needs, gaps,

and opportunities to the front of the discussion.

Discussion

The City of Tacoma continues to devote resources towards developing long-term solutions to the need for more affordable housing options, ensuring that homeownership and home repair are available to low-income households, and reducing the number of poverty-level families through economic development activities. These long-term solutions, however, are insufficient to meet the existing demand for affordable housing options and cost-burdened households.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

The City of Tacoma participates in the Community Development Block Grant (CDBG), HOME Partnership (HOME) and Emergency Solution Grant (ESG) programs. The following section covers information and requirements that are program or grant specific.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out:

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed: \$300,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan: -
3. The amount of surplus funds from urban renewal settlements: -
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan: -
5. The amount of income from float-funded activities: -
6. Total Program Income: \$300,000

Other CDBG Requirements

1. The amount of urgent need activities 0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low- and moderate-income: 98%-100%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Tacoma uses only specified forms of assistance (i.e. 24CFR 92.205b) such as equity investments, interest-bearing loans, deferred payment loans, and grants.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The Tacoma Consortium utilizes Recapture for its homebuyer programs. Recapture includes any HOME investment, including interest, if any, that reduced the initial purchase price from the fair market value to an affordable price (“Direct Subsidy”), but excludes the amount between the initial cost of producing the unit and the fair market value of the property. Recaptured HOME funds are due upon sale, transfer, or if the HOME-assisted property is no longer the primary residence of the homebuyer. The Consortium allows for each subrecipient to determine the method of recapture on a program by program basis, provided it meets one of the two methods outlined below:

- a. Recapture the Entire Amount. The Consortium will recapture the entire outstanding balance of principal and interest, including any late fees, of its total HOME Investment. The amount recaptured will not exceed the total net proceeds available.
- b. Reduction during Affordability Period. The Consortium may reduce the HOME investment amount to be recaptured on a prorated basis for the time the homeowner has owned and occupied the housing measured against the required affordability period. The Consortium requires a 30-year affordability period when forgiving debt to homebuyers. The HOME investment is decreased in equal amounts over a 25-year amortization schedule beginning in year 6. The amount recaptured will not exceed the total net proceeds available.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Each homebuyer is underwritten to ensure that they meet not only income-eligibility requirements, but that the burden of overall mortgage proposed is affordable to that household. Since 2002, the Consortium has had a policy for front and back-end ratios, examining the overall housing debt and the debt of each family, the appropriateness of the assistance, and financial resources to sustain homeownership. Each HOME assisted property will require a promissory note, deed of trust restrictions, and a written HOME agreement during the federal period of affordability with specific terms and conditions established by each Consortium member.

To ensure affordability, the Consortium adheres to affordability requirements as set forth in 24

CFR 92.254(a)(4): When the total HOME investment is less than \$15,000, a federal affordability period of not less than 5- years will be required. When the total HOME investment is \$15,000 to \$40,000, a federal affordability period of not less than 10-years will be required; for investments of over \$40,000, the required federal affordability period will be a minimum of 15-years. This federal affordability period is not contingent on loan terms or an amortization period. When the Consortium forgives homebuyer investment, an affordability period of 30- years shall be required.

Funds that are recaptured from the sale of property by the homebuyer, or if the property is no longer used as their primary residence during the federal affordability period, will be returned to the City of Tacoma, as lead agency of the Consortium. The federal affordability restrictions may terminate upon foreclosure, transfer in lieu of foreclosure, or assignment of an FHA-insured mortgage to HUD.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

At this time the City's priority is on new housing units, not refinancing debt on existing multifamily housing.

Emergency Solutions Grant (ESG)

1. Include written standards for providing ESG assistance (may include as attachment)
2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Pierce County's centralized intake and assessment system (operated through Coordinated Entry) has been online since January 31, 2011. Features of the Coordinated Entry System (CES) include:

- Instead of being a standalone "program" or single fixed "front door," CES is a system function that provides activities and services at places where homeless people live or where they seek entry to the system;
- The CES attempts to divert all homeless households from entering the homeless system, particularly those with lower housing barriers;
- The CES prioritizes households with the highest acuity of need (based on vulnerability and housing barriers) for assistance and refer them to available housing interventions. Providers of transitional housing, rapid re-housing and permanent supportive housing contractually obligated to lower their barriers to entry and accept higher need households;
- To remove barriers to access, CES entry points include shelters (adult and family) and mobile outreach teams that seek out unsheltered people;
- The CES conducts a brief assessment to determine prioritization for access to housing resources (based on the household's vulnerability and housing barriers) and their eligibility to enter existing programs;
- The CES maintains priority lists of people assessed. Those not placed on a priority list will have

- been offered diversion assistance; and
- All data and activities related to CES intake, assessment, and referral are entered into the Homeless Management Information System (HMIS).

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The Human Services Commission (“HSC”) has the responsibility for recommending to the City Council programs that meet the CDBG priorities for public services (i.e. human services). CDBG funds may be allocated to programs that meet one of the Council-adopted strategic priorities. Programs that are awarded funding enter into annual contracts.

The HSC also has the responsibility for recommending to the City Council programs that meet ESG priorities. ESG funds can be used for the following program components: Street Outreach, Emergency Shelter, Homelessness Prevention, and Rapid Re-Housing. There is a cap on Street Outreach and Emergency Shelter as no more than 60% of the total annual HUD allocation may be used for these two categories.

Both CDBG Public Services and ESG allocation recommendations are presented to the County’s Continuum of Care for feedback. This is due to regulations issued by HUD that require the City to make ESG funding decisions in consultation with the Pierce County Continuum of Care—the local planning body for homeless services.

In accordance with the City’s Citizen Participation Plan and process for making funding decisions, recommendations are presented to Council and published for public comment. In addition, recommendations are presented at the Community Vitality & Safety Committee, a City Council sub-committee, after approval from the HSC.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City met the homeless participation requirement by presenting recommendations to the Pierce County Continuum of Care, which includes multiple individuals who have previously experienced homelessness.

5. Describe performance standards for evaluating ESG.

The City will continue to consult with the CoC regarding performance measures of the HEARTH ACT. This will include identifying performance objectives and targets. The following will be tracked through HMIS:

- Length of time persons are homeless
- Exits to permanent housing
- Income
- Performance standards for ESG will include the following:
- Shortening the time people spend homeless (Target: Rapid re-housing clients will find permanent housing within 30 days of the start of services)
- Increasing the percentage of persons who exit to permanent housing or remain in permanent housing at the end of the program year (Target: 85% for rapid re-housing clients)
- Increasing the percentage of persons over 18 who increased their total income at program exit or at the end of the program year (Target: 20% for all ESG clients)



Emergency Solutions Grant (ESG) Standards

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Program Overview

The Emergency Solutions Grant (ESG) program is a federal program that provides funding to states and local governments for emergency services and housing supports for homeless and at-risk households. Under the 2009 HEARTH Act, eligible activities under ESG were expanded from traditional Shelter and Outreach Services to also include Rapid Re-Housing and targeted Homelessness Prevention. The purpose of this expansion was to help people **quickly regain stability** in permanent housing after experiencing a housing crisis and/or homelessness.

Section 1: Eligible Program Components (24 CFR 576.100)

Each subrecipient will be directed to read and follow the ESG guidelines which are set forth by the U.S. Department of Housing and Urban Development (HUD) and may be amended from time to time. The procedures contained herein serve to simplify the implementation of the regulations and identify the activities selected for funding by the City of Tacoma. ESG funds may be used for five program areas: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing Assistance, and Homeless Management Information System (HMIS) costs.

Section 2: Eligible Costs and Activities

Street Outreach (24 CFR 576.101)

Eligible Activities under the Street Outreach component include Engagement, Case Management, Emergency Health Services, Emergency Mental Health Services, Transportation, and Services for Special Populations.

Engagement: Activities to locate, identify, and build relationships with unsheltered homeless people for the purposes of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. Eligible costs include:

- Initial assessment of needs and eligibility
- Crisis counseling
- Addressing urgent physical needs
- Actively connecting and providing info and referral to subrecipients and services
- Cell phone costs of outreach workers

Case Management: Assessing housing and service needs and arranging/coordinating/monitoring the delivery of individualized services. Eligible costs include:

- Using centralized or coordinated assessment system
- Initial evaluation; verifying and documenting eligibility
- Counseling
- Developing/securing/coordinating services
- Helping to obtain Federal, State, and local benefits
- Monitoring/evaluating participant progress
- Providing info and referral to other providers
- Developing an individualized housing/service plan

Emergency Health Services: Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (including streets, parks, and campgrounds) to

eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility. Eligible costs include:

- Assessing participants' health problems and developing treatment plans
- Assisting participants to understand their health needs
- Providing or helping participants obtain appropriate emergency medical treatment
- Providing medication and follow-up services

Emergency Mental Health Services: Outpatient treatment of urgent mental health conditions by licensed professionals in a community-based setting (including streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility. Eligible costs include:

- Crisis interventions
- Prescription of psychotropic medications
- Explanation of the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

Transportation: Travel by outreach workers, social workers, medical professionals, or other service providers during the provision of street outreach services. Eligible costs include:

- Transporting unsheltered people to emergency shelters or other service facilities
- Cost of a participant's travel on public transportation
- Mileage allowance for outreach workers to visit participants
- Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes, and maintenance for the vehicle
- Travel costs of subrecipient staff to accompany or assist participants to use public transportation

Services to Special Populations: Otherwise eligible essential services that have been tailored to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless. Eligible costs include:

- Engagement
- Case management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation

Emergency Shelter (24 CFR 576.102)

Eligible Activities under the Emergency Shelter component include Essential Services, Renovation, Shelter Operations, and Relocation Assistance.

Essential Services (24 CFR 576.102(1)):

Case Management: Assessing housing and service needs and arranging, coordinating, or monitoring the delivery of individualized services. Eligible costs include:

- Using centralized or coordinated assessment system
- Initial evaluation; verifying and documenting eligibility
- Counseling

- Developing/securing/coordinating services
- Helping to obtain Federal, State, and local benefits
- Monitoring/evaluating participant progress
- Providing info and referral to other providers
- Providing ongoing risk assessment and safety planning with victims of domestic violence and related crimes/threats
- Developing an individualized housing/service plan

Child Care: Licensed child care for program participants with children under the age of 13, or disabled children under the age of 18. Eligible costs include:

- Meals and snacks
- Comprehensive and coordinated sets of appropriate developmental activity

Education Services: Instruction or training to enhance participants' ability to obtain and maintain housing, including literacy, English as a second language, GED, consumer education, health education, and substance abuse prevention. Eligible costs include:

- Screening, assessment and testing
- Individual or group instruction
- Tutoring
- Provision of books, supplies, and instructional material
- Counseling
- Referral to community resources

Employment Assistance and Job Training: Job training projects and services assisting participants to secure employment. Eligible costs include:

- Classroom, online, and/or computer instruction
- On-the-job instruction
- Job-finding, skill-building
- Reasonable stipends for participants in employment assistance and job training projects
- Books and instructional material
- Employment screening, assessment, or testing
- Structured job-seeking support
- Special training and tutoring, including literacy training and pre-vocational training
- Counseling or job coaching
- Referral to community resources

Outpatient Health Services: Direct outpatient treatment of medical conditions provided by licensed medical professionals, provided that other appropriate health services are unavailable or inaccessible within the community. Eligible costs include:

- Assessing health problems and developing a treatment plan
- Assisting program participants to understand their health needs
- Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
- Providing medication and follow-up services

- Providing preventive and non-cosmetic dental care

Legal Services: Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing. Eligible costs include:

- Hourly fees for legal advice and representation by attorneys licensed and in good standing with the Washington State Bar Association (or persons under the supervision of the licensed attorney) and fees-for-service if the cost would be less than the hourly fees
- Participant intake, preparation of cases for trial, provision of legal advice, representation at hearings, counseling, filing fees and other necessary court costs
- Representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing
- Eligible subject matters include child support, guardianship, paternity, emancipation, legal separation, resolution of outstanding criminal warrants, appeal of veterans and public benefit claim denials, and orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking

Life Skills Training: Critical life skills necessary to assist the program participant to function independently in the community. Eligible costs include:

- Budgeting resources
- Managing money
- Managing a household
- Resolving conflict
- Shopping for food and needed items
- Improving nutrition
- Using public transportation
- Parenting

Mental Health Services: Direct outpatient treatment of mental health conditions by licensed professionals, provided that other appropriate mental health services are unavailable or inaccessible within the community. Eligible costs include:

- Crisis interventions
- Individual, family, or group therapy sessions
- Prescription of psychotropic medications or explanations about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

Substance Abuse Treatment Services: Treatment services provided by licensed or certified professionals that are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors. Services are eligible only if other appropriate substance abuse treatment is unavailable or inaccessible within the community. Eligible costs include:

- Participant intake and assessment
- Outpatient treatment for up to 30 days
- Group and individual counseling
- Drug testing

Transportation: Costs of travel by program participants to and from medical care, employment, child care, or other facilities that provide eligible essential services, and the cost of staff travel to support provision of essential services. Eligible costs include:

- Cost of a program participant's travel on public transportation
- Mileage allowance for service workers to visit participants
- Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes, and maintenance for the vehicle
- Travel costs of staff to accompany or assist program participants to use public transportation

Services for Special Populations: Otherwise eligible essential services that have been tailored to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are in emergency shelters. Eligible costs include all ten categories of essential services described above.

Renovation (24 CFR 576.102(2)):

Costs for renovation of a shelter owned by a government entity or private nonprofit organization (including major rehabilitation or conversion of a building into an emergency shelter). Eligible costs include labor, materials, tools, and other costs for renovation.

Shelter Operations (24 CFR 576.102(3))

Costs to operate and maintain emergency shelters (or provide hotel/motel vouchers if no appropriate emergency shelter is available). Eligible costs include:

- Maintenance (including minor or routine repairs)
- Rent
- Security
- Fuel
- Insurance
- Utilities
- Food
- Furnishings
- Equipment
- Supplies necessary for the operation of the emergency shelter
- Hotel/motel voucher for an individual or family

Relocation Assistance (24 CFR 576.102(4)):

Costs of providing assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), including relocation payments and other assistance to persons displaced by a project assisted with ESG funds.

Homelessness Prevention (24 CFR 576.103) & Rapid Re-Housing (24 CFR 576.104)

Eligible Activities under the Homelessness Prevention component and Rapid Re-Housing component include Housing Relocation and Stabilization Services and Short- and Medium-term Rental Assistance.

Housing Relocation and Stabilization Services (24 CFR 576.105)

Financial Assistance (24 CFR 576.105(a)): Funds which are paid to housing owners, utility companies, or other third parties. *Does not include rental assistance.* Eligible costs include:

- Moving Costs: Truck rental or hiring a moving company, including certain temporary storage fees (up to 3 months)
- Rent Application Fees: Application fee that is charged by the owner to all applicants
- Security Deposit: Equal to no more than 2 months' rent
- Last month's rent (if necessary to obtain housing): Paid to the owner of housing at the time security deposit and first month's rent are paid
- Utility deposit: Standard utility deposit required by the utility company for all customers (i.e. gas, electric, water/sewage)
- Utility payment: Up to 24 months of utility payments per participant per service (i.e. gas, electric, water/sewage), including up to 6 months of arrearages, per service

Services (24 CFR 576.105(b)): Eligible Services include Housing Search & Placement, Housing Stability Case Management, Mediation, Legal Services, and Credit Repair.

Housing Search & Placement (24 CFR 576.105(b)(1)): Eligible costs include:

- Assessment of housing barriers, needs, and preferences
- Development of an action plan for locating housing
- Housing search, outreach to, and negotiation with owner
- Assistance with submitting rental applications and understanding leases
- Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness
- Assistance with obtaining utilities and making moving arrangements
- Tenant counseling

Housing Stability Case Management (24 CFR 576.105(b)(2)): Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability. (Cannot exceed 30 days during housing search, and cannot exceed 24 months while participant is in permanent housing.) Eligible costs include:

- Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation (Coordinated Entry)
- Counseling
- Developing, securing, and coordinating services including Federal, State, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an individualized housing and service plan (Housing Stability Plan)

Mediation (24 CFR 576.105(b)(3)): Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside. Eligible costs include time and/or services associated with mediation services.

Legal Services (24 CFR 576.105(b)(4)): Legal services necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing. Eligible costs include:

- Hourly fees for legal advice and representation
- Fees based on the actual service performed (i.e. fee for service), but only if the cost would be less than the cost of hourly fees
- Participant intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- Filing fees and other necessary court costs
- Subrecipient employees’ salaries and other costs necessary to perform the services, if the subrecipient is a legal services provider and performs the services itself
- Legal representation and advice pertaining to the following subjects: landlord/tenant matters, child support, guardianship, paternity, emancipation, legal separation, resolution of outstanding criminal warrants, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim disputes

Credit Repair (24 CFR 576.105(b)(5)): Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems (assistance cannot include the payment or modification of debt). Eligible costs include credit counseling and other related services.

Short- and Medium-Term Rental Assistance (24 CFR 576.106)

Types of Rental Assistance

Tenant-Based Rental Assistance: Program participants select a housing unit in which to live (may be within a specified service area) and receive rental assistance

Project-Based Rental Assistance: Subrecipient identifies permanent housing units that meet ESG requirements and enters into a rental assistance agreement with the owner to reserve the unit and subsidize its rent so that eligible program participants have access to the units

Eligible Costs:

- Short-term rental assistance: up to 3 months
- Medium-term rental assistance: 4 to 24 months
- Payment of rental arrears: one-time payment of up to 6 months, including any late fees on those arrears
- Any combination of the 3 types of rental assistance: total not to exceed 24 months during any 3-year period, including any payment for last month’s rent

Eligible Activities: Rapid Re-Housing AND Homeless Prevention Components	
Rental Assistance	• Short-term rental assistance (0-3 months)
	• Medium-term rental assistance (4-24 months)
	• Rental arrears (One-time payment for up to 6 months of rent in arrears, including any late fees)
	<i>Any combination of the above types so long as the total amount of assistance does not exceed 24 months during any 3-year period</i>

	* Rental assistance can be project-based or tenant-based	
Housing Relocation and Stabilization Services	Financial Services	• Rental Application Fees (when charged by owner to all applicants)
		• Security Deposits (no more than 2 month's rent)
		• Last Month's Rent (applies to 24-month cap)
		• Utility Deposits (when required by utility company for all customers)
		• Utility Payments (up to 24 months of payments per service, including up to 6 months of arrears per service)
	Service Costs	• Moving Costs (e.g. truck rental, moving company, up to 3 months of storage)
		• Housing Search and Placement
		• Housing Stability Case Management
		• Mediation
		• Legal Services
	• Credit Repair (e.g. budgeting/money management)	

Data Collection (Homeless Management Information System) (24 CFR 576.107)

The recipient or subrecipient may use ESG funds to pay the costs of contributing data to the HMIS.

Eligible costs include:

- Purchasing or leasing computer hardware and equipment including telephones, fax machines, and furniture
- Purchasing software or software licenses
- Obtaining technical support
- Leasing office space
- Paying charges for electricity, gas, water, phone service, and high speed data transmission necessary to operate or contribute data to the HMIS
- Paying salaries for operating HMIS, including:
 - Completing data entry
 - Monitoring and reviewing data quality
 - Completing data analysis
 - Reporting to the HMIS Lead
 - Training staff on using the HMIS or comparable database
 - Implementing and complying with HMIS requirements
- Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act
- Paying staff travel costs to conduct intake
- Paying participation fees charged by the HIMS Lead, if the recipient or subrecipient is not the HMIS Lead.

Section 3: Participant Eligibility

ESG funding can be used to serve people who are homeless

https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

or at risk of homelessness

(https://www.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf).

The table below reviews the eligible activities for the two populations:

Component	Serving...	
	Those who are homeless	Those who are at risk of homelessness
1. Street Outreach	✓	
2. Emergency Shelter	✓	
3. Homelessness Prevention		✓
4. Rapid Re-housing	✓	
	Collecting Data On...	
5. Homeless Management Information System (HMIS)	✓	✓

More information on participant eligibility can be found in **Section 5: Documentation**.

Section 4: Service Standards (24 CFR 576.401)

Evaluating Eligibility for Assistance

The City of Tacoma utilizes the county-wide centralized intake system called “Coordinated Entry” for homeless households seeking housing assistance. (For more information on Pierce County’s Coordinated Entry system, refer to the Coordinated Entry Policy Manual:

<https://www.co.pierce.wa.us/DocumentCenter/View/66615/Pierce-County-CE-Policy-Manual-Published-071618?bidId=>).

Eligibility for all rapid re-housing assistance provided with ESG funding will be evaluated by this Coordinated Entry system. Eligibility for the street outreach, emergency shelter, and homelessness prevention components may be evaluated by individual providers as long as it is in accordance with ESG guidelines (see 24 CFR 576.401 and information below under “Coordination among Providers”).

The following process will be used to determine eligibility for Rapid Re-Housing assistance funds:

- Households must willingly engage with Coordinated Entry for a screening and assessment to determine eligibility. Eligible households must:
 - Meet the criteria under Category 1 of HUD’s Homeless Definition
 - OR
 - Meet the criteria under Category 4 of HUD’s Homeless Definition and live in an emergency shelter or other place described in Category 1 of HUD’s Homeless Definition
- Within 7 days of screening, an in-person assessment will be conducted with eligible households (documentation of homeless status and income verification will be collected at this time).
 - Assessments will be prioritized based on barriers to housing and harm.
- Households who qualify for rapid re-housing services under ESG regulations will be referred to ESG-funded subrecipients for relevant services.

Eligibility for homelessness prevention assistance may be evaluated by ESG homelessness prevention assistance subrecipients rather than by Coordinated Entry, as long as it is in accordance with assessment requirements (24 CFR 576.400(d)) and written standards (24 CFR 576.400(e)). The following process will be used to determine eligibility for homelessness prevention assistance funds:

- Initial screening will typically be conducted by phone. Eligible households must meet one of the following conditions:
 - Meet the criteria under HUD's At Risk of Homelessness Definition
 - Meet the criteria under categories 2, 3, or 4 of HUD's Homeless Definition and have an annual income below 30% of median family income for the area, as determined by HUD
- Within 7 days of screening, an in-person assessment will be conducted with eligible households (documentation of homeless status and income verification will be collected at this time).
- Households who qualify for prevention services under ESG regulations will be served by the subrecipient completing the assessment or referred to another ESG-funded subrecipient for relevant services.

Coordination Among Providers

Within Pierce County, coordination among homeless service providers occurs primarily through Coordinated Entry for housing assistance. Households experiencing a housing crisis in Tacoma are directed to use Coordinated Entry. Exceptions are made for households at emergency shelters (that offer same-day entry); these households may be screened and served without first going through Coordinated Entry.

Given this context, subrecipients that receive funding through ESG will be subject to the following coordination requirements:

- **Street Outreach:** Street outreach providers must utilize Coordinated Entry points including mobile Coordinated Entry projects, thus allowing for centralized assessment and for the needs of households to be met in a prioritized manner.
- **Emergency Shelter:** Shelter providers must partner with Coordinated Entry, as well as Rapid Re-housing, Permanent Supportive Housing, Transitional Housing, and Prevention providers to ensure that shelter participants have access to services that can quickly re-stabilize their housing situation (i.e. link with permanent housing). For shelters that offer same-day entry, effort will be made by shelter staff to have households assessed through Coordinated Entry as soon as possible.
- **Homelessness Prevention:** Subrecipients receiving ESG homelessness prevention funding will be expected to develop their own policies and procedures and participate in the Coordinated Entry system.
- **Rapid Re-housing:** Subrecipients receiving ESG funding for rapid re-housing services must use the Coordinated Entry to get referrals. In addition, the following requirements apply:
 - Coordination with the Landlord Liaison Project (a program that builds relationships with landlords and keeps an inventory/database of affordable rental units) to assist in finding housing for participants
 - Participation on the Rapid Re-Housing Collaborative of the Pierce County Continuum of Care

Determining and Prioritizing Eligible Households for Homelessness Housing Assistance

Homelessness Prevention Assistance: For households that meet the minimum eligibility requirements, priority will be given to subpopulations that are at risk of losing their housing without rental assistance.

Additionally, at least 50% of Homelessness Prevention funds will be spent on families with barriers from the list below. Families with three or more identified barriers will be considered highest priority.

- Individuals and families who are at imminent risk of homelessness (evidenced by a 3 day pay or vacate notice) and have no other options
- Families who are about to enter shelter
- Individuals and families who show evidence that they will be literally homeless in three business days or less (and have no other options)
- Single mothers under the age of 30 without a high school diploma or GED, with two or more children, currently on public assistance
- Families where the head of household is under the age of 26 and was in foster care as a youth
- Household has had a prior homeless episode
- Household has had multiple moves in the past year
- Household includes a young child under the age of two
- Head of household is under the age of 24 and is pregnant
- Public housing eviction on record

Rapid Re-housing Assistance: For households that meet the minimum eligibility requirements, priority will be given to participants in the following order:

Determining Share of Rent and Utilities

For both homelessness prevention and rapid re-housing services, the following standards apply to determining the participant's share of rent and utilities:

- Rental assistance is to be individualized and based off of participant need. Rental assistance can include 100% coverage of the first month rent, and, if applicable, a one-time payment of up to 6 months of rental arrears. Financial assistance may also cover the remainder of move-in costs (see policies under "Determining the type, amount, and duration of Housing Stabilization and Relocation Services").
- Subrecipients are strongly encouraged to work with their participants to determine an individualized amount that each household will contribute toward their monthly rent cost and utilities based off of their income. This amount needs to be clearly documented and includes a utility allowance if they pay for utilities directly. The actual contribution will be determined monthly, based on each household's specific situation and financial resources. Subrecipient staff will help households obtain outside utility assistance if they are unable to pay for the utilities themselves (i.e. no income). In rare cases where the household is unable to locate other utility assistance, ESG funds can be used if the household demonstrates a clear need for assistance (i.e. utility shut-off notice, monthly budget indicating the inability to pay utilities, etc., and a list of community resources they attempted to obtain) and the subrecipient staff supports providing utility assistance. If ESG funds are used, the payment should take into consideration the previous utility allowance given to the household in the participant contribution calculation for rent.

- Up to six months of payment towards rent/utility arrears may be provided. If a household is more than two (2) months in arrears, subrecipient staff should attempt to negotiate a payment plan and/or identify other community resources to assist the household.

Determining Length of Rental Assistance

Household eligibility and the types and amounts of assistance the household needs must be re-evaluated and documented not less than once every month for households receiving homelessness prevention assistance, and every three months for households receiving rapid re-housing assistance. At a minimum, each re-evaluation of eligibility must establish that:

- The household does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; **AND**
- The household lacks sufficient resources and support networks necessary to retain housing without ESG assistance.

The duration of rental assistance provided to program participants will be determined by the following policies:

- The standard duration of rental assistance will be individualized based on the needs of the participants.
- Reassessment of eligibility will occur every month for Homelessness Prevention, and every three months for Rapid Re-Housing
- For households that are extended beyond 12 months, a reassessment of eligibility will occur every three months
- On a case-by-case basis, service providers may request an extension in assistance, up to a maximum of 24 months, during any 3-year period. Requests will be made in writing to the City of Tacoma.

Determining the Type, Amount, and Duration of Housing Stabilization and/or Relocation Services

The following policies apply when determining the type, amount, and duration of housing stabilization and/or relocation services to program participants:

- Financial assistance may cover up to 100% of eligible move-in costs for rapid re-housing participants and for homelessness prevention participants who are relocating. This includes application fees, security deposit, last month's rent, utility deposit, and up to 6 months of utility arrearages. If a household is more than two (2) months in arrears, subrecipient staff should attempt to negotiate a payment plan and/or identify other community resources to assist the household. Determining the level of financial support should be based on the income and need of the household as well as their ability to contribute to the cost of relocation.
- The standard duration of stabilization services will be determined based on the needs of the participant.
- All participants receiving rental or financial assistance will receive housing stability case management for the duration of the period of assistance, to include the development of an individualized housing stability plan. The frequency of meetings and type of assistance provided by the case manager will be tailored to the specific needs of the participant.
- Reassessment of eligibility and need for services will occur every month for Homelessness Prevention, and every three months for Rapid Re-Housing

- On a case-by-case basis, service providers may request an extension in services, up to a maximum of 24 months. Requests will be made in writing to the City of Tacoma
- For households that are extended beyond 12 months, a reassessment of eligibility and need for services will occur every 3 months

Admission, Diversion, Referral, and Discharge by Emergency Shelters

All emergency shelters are responsible for developing their own policies/procedures regarding admission, diversion, referral, and discharge. This includes domestic violence service providers, which adhere to statewide standards for provision of services. At a minimum, these policies must be client-centered, trauma-informed, and Housing First.

- Admission
- Diversion
- Referral
- Discharge

Assessing, Prioritizing, and Reassessing Need for Emergency Shelter Essential Services

All emergency shelters receiving ESG funds will conduct assessments of their participants' needs for essential services. For most shelters, this will occur at intake or shortly thereafter. Participants will participate in identifying and prioritizing needs. Unmet needs will be addressed either by the shelter or by other providers of essential services. Reassessment will occur at a frequency determined by each provider.

Section 5: Documentation

This section outlines the required documentation for all households receiving assistance through ESG.

Required Services

All households enrolled in an ESG program must receive the following¹:

Initial Consultation & Eligibility Determination: The household must receive an initial consultation and eligibility assessment to determine income and housing status eligibility and the appropriate type of assistance needed to regain stability in permanent housing.

Assistance in obtaining mainstream and other resources: The household must receive appropriate supportive services and referrals essential to achieving independent living through other federal, state, local, and private assistance.

Housing stability plan to include: Needs assessment to include specific housing and self-sufficiency goals and action steps to retain permanent housing after ESG assistance ends.

Homeless Status (24 CFR 576.2)

On December 5, 2011, HUD published its final rule on the definition of homelessness in the Federal Register. The new rule went into effect on January 4, 2012, and altered the regulations found in 24 CFR Parts 91, 582, and 583. All subrecipients funded under the Emergency Solutions Grant must use the definitions of homelessness and at-risk of homelessness found in HUD's recently-updated

¹ All of this information must be clearly noted and documented in the participant's case file.

regulations. Refer to the following links for one-page descriptions of the definitions and corresponding recordkeeping requirements.

- Homeless:
https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf
- At-risk of homelessness:
https://www.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf

Eligible Homeless Categories by ESG Component

All ESG subrecipients must document that its participants meet the definition of homelessness that is appropriate for the type of service being provided. The following is a list of the categories of homelessness that pertain to each of the ESG components.

Street Outreach

- Category 1 – Literally Homeless
- Category 4 – Fleeing/Attempting to Flee DV (where household also meets criteria for Category 1)

Emergency Shelter

- Category 1 – Literally Homeless
- Category 2 – Imminent Risk of Homelessness
- Category 3 – Homeless Under Other Federal Statutes
- Category 4 – Fleeing/Attempting to Flee DV

Rapid Re-housing

- Category 1 – Literally Homeless
- Category 4 – Fleeing/Attempting to Flee DV (where household also meets criteria for Category 1)

Homelessness Prevention

- Category 2 – Imminent Risk of Homelessness
- Category 3 – Homeless Under Other Federal Statutes
- Category 4 – Fleeing/Attempting to Flee DV

HUD's Preferred Order for Documenting Homelessness

When documenting homelessness, subrecipient staff should use the following methods, listed in HUD's preferred order:

- 1) Third-Party Verification
 - a) Written
 - b) Oral
- 2) Intake Staff Observations
- 3) Self-Certification

Documentation Standards for Homeless Definition Categories

Category 1 – Literally Homeless

If participant is unsheltered:

- HUD's preferred order for documentation should be followed (with the exception of street outreach and emergency shelter services; for these components, intake observation and self-

certification are acceptable—not required to use third-party verification or document efforts taken to obtain third-party verification [due diligence])

- Third party written examples include:
 - HMIS street outreach service record (dates of services should be concurrent with application for assistance)
 - Homeless certification/written referral from local law enforcement or emergency medical service agencies (should be official communication that is signed/dated and should include confirmation of the person’s homeless status as well as documentation of any applicable criteria—i.e. person living in a place not meant for human habitation)

If participant is in shelter:

- HUD’s preferred order for documentation should be followed
- Third party written examples include:
 - HMIS shelter stay record
 - Homeless certification/written referral from the shelter
- Self-certification:
 - Use only as last resort
 - Must document efforts taken to obtain third-party verification (due diligence)

If participant is exiting an institution where he/she resided for less than 90 days (and was unsheltered or in emergency shelter prior to entry):

- HUD’s preferred order should be followed (with exception of staff observation, which is not appropriate in this circumstance)
- Third party written examples include:
 - HMIS shelter stay or street outreach service record (with dates that correspond to the time period immediately prior to person’s entry into the institution)
 - Homeless certification/written referral (should include discharge paperwork from institution that documents length of stay and homeless status prior to entry)
- Third party oral example:
 - Documentation by intake staff of phone conversation with institution (to include confirmation of length of stay and homeless status prior to entry)
- Self-certification
 - Use only as last resort
 - Must document efforts taken to obtain third-party verification (due diligence)

Category 2 – Imminent Risk of Homelessness (Must document all 3 conditions)

Condition 1: Housing Loss Within 14 Days

If participant is a tenant or homeowner:

- Appropriate documentation includes third party written (preferred) OR self-certification supported by third party verification or documentation of due diligence
- Examples of third party written include:
 - Court order to leave residence
 - Other equivalent notice under State law
- If self-certification is used, intake staff must document due diligence in attempting to get third-party verification

If participant is in hotel/motel not paid for by charitable organizations or government programs:

- Appropriate documentation includes self-certification, supported by other documentation when practical
- Effort should be made to collect documentation showing lack of resources to pay for hotel/motel beyond 14 days from date of application (i.e. bank statements showing funds available)

If participant is in another housing situation (i.e. doubled up with other tenants):

- Appropriate documentation includes self-certification, supported by third party verification or due diligence
- Third party verification includes written or oral confirmation from the owner or renter of the residence in which the participant resides that the person cannot stay for more than 14 days after the date of application for homeless assistance
- If third party verification is not available, intake staff must document due diligence in attempting to get it

Condition 2: No Subsequent Residence

- Appropriate documentation includes self-certification, supported by other documentation when practical
- Self-certification alone is adequate, but standardized assessment form is recommended to document that this condition is met

Condition 3: Lack of Resources & Support Networks to Obtain Other Housing

- Appropriate documentation includes self-certification, supported by other documentation when practical
- Self-certification alone is adequate, but standardized assessment form is recommended to document that this condition is met

Category 3 – Homeless Under Other Federal Statutes (Must document all 4 conditions)

Condition 1: Defined as Homeless Under Other Federal Statutes

- Appropriate documentation is third party written only
- Verification of homeless status must be from the agency administering the federal program
- Verification may either be a homeless certification form or a letter from the agency administering the program

Condition 2: No Lease, Ownership Interest, or Occupancy Agreement in Permanent Housing during the Preceding 60 Days

- HUD’s preferred order should be followed (with the exception of observation, which is not appropriate in this situation)
- Third party written examples include:
 - HMIS record showing a shelter stay or outreach services during the 60 days preceding date of application for assistance
 - Homeless certification/written referral from a housing provider stating that participant did not have a lease during the preceding 60 days
 - Written statement from a tenant or homeowner with whom participant had been staying that states participant did not have a lease
- Self-certification should be accompanied by documentation of due diligence in attempts to get third party verification

Condition 3: Persistent Instability (2 or more moves during preceding 60 days)

- Appropriate documentation is self-certification, supported by third party written or oral verification
- An example of third party written verification is a letter from the property owner of participant's prior residence, stating that participant no longer lives there (and providing dates of tenancy)
- Due diligence in attempting to get third party verification must be documented
- If move is prompted by flight from domestic violence, self-certification from the participant is adequate

Condition 4: Expected to Retain Status for Extended Period due to Special Needs or Two or More Employment Barriers

If participant has special needs:

- Appropriate documentation is third party written verification only
- Written diagnosis from a professional licensed by the state to diagnose and treat the condition is required
- If the condition is observable, staff observation is an acceptable form of documentation, as long as written diagnosis from licensed professional is obtained within 45 days

If participant has 2 or more employment barriers:

- Appropriate documentation is third party written or oral verification
- Third party written examples include:
 - Employment records
 - Department of correction records
 - Literacy, English proficiency tests
- Self-certification is not acceptable

Category 4 – Fleeing/Attempting to Flee Domestic Violence

If subrecipient is a Victim Service Provider:

- Self-certification is adequate for all 3 of the following conditions:
 - Flight/attempt to flee DV
 - No subsequent residence
 - Lack of resources to obtain other housing
- Self-certification should be a written statement that is signed/dated by participant or an oral statement that is recorded and certified (signed/dated) by intake staff

If subrecipient is a Non-Victim Service Provider:

- Appropriate documentation is self-certification of flight/attempt to flee DV, supported by third party written verification from referral source (if no threat to safety) or intake observation
- Examples of referral sources include law enforcement, DV providers, and medical providers
- At no point should the participant's safety be put in jeopardy by requiring documentation
- Self-certification is adequate to document no subsequent residence and lack of resources

At-Risk of Homelessness Status

Under HUD's new regulations, there are three categories of at-risk of homelessness

(https://www.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf).

Documenting at-risk status is required for all Homelessness Prevention subrecipients funded under ESG.

HUD's Preferred Order for Documenting At-Risk of Homelessness

When documenting at-risk of homelessness status, subrecipient staff should use the following methods, listed in HUD's preferred order:

- 1) Third Party Verification
 - a) Source: Documents that exist for purposes other than determination of eligibility (such as bank statements, pay stubs, benefit letters, termination notices, etc.)
 - b) Written: Documents (such as letters or written referrals) that are prepared for the purpose of determining eligibility for program services
 - c) Oral: Verbal confirmation of status by a third party (i.e. verification by phone)
- 2) Intake Staff Observations
- 3) Self-Certification

Documentation Standards for At-Risk of Homelessness Categories

Category 1 – Individuals and Families (Must meet all 3 conditions)

Condition 1: Income Below 30% of Area Median Income

- See "Income Documentation Standards"

Condition 2: Lack of Resources and Support Networks to Prevent Homelessness

- Self-certification is sufficient, supported by other documentation when practical
- Examples of other documentation include termination notice, unemployment compensation statement, bank statement, health care or utility bill showing arrears

Condition 3: Meets One of Seven Risks Specified in ESG Regulations (See Risks below)

- Self-certification is always required in addition to other documentation
- Other documentation should follow HUD's preferred order, as appropriate
- Intake observation is only appropriate for Risks 2, 4, and 5 below
- Due diligence must be documented if third-party verification is unavailable

Risk 1: Persistent housing instability (2 or more moves within 60 days) due to economic reasons

- Housing history must demonstrate 2 or more moves within 60 days
 - Intake observation is not appropriate
 - Examples of acceptable documentation include HMIS records, referral from housing or service provider, letter from tenant/owner
- Economic reasons may include termination from employment, unexpected medical costs, inability to maintain housing (including utilities), etc.
 - Intake observation is not appropriate
 - Examples of acceptable documentation include notice of job termination, health care bills indicating arrears, utility bills indicating arrears

Risk 2: Living in the home of another because of economic hardship

- Housing must be in the home of another (i.e. doubled up)
 - Intake observation may be appropriate
 - Example of appropriate documentation is a letter from tenant/homeowner
- Economic hardship may include termination from employment, unexpected medical costs, inability to maintain housing (including utilities), etc.

- Intake observation is not appropriate
- Examples of acceptable documentation include notice of job termination, health care bills indicating arrears, utility bills indicating arrears

Risk 3: Housing loss within 21 days

- Only third-party documentation (source or written) is appropriate
- If participant is a tenant or homeowner, acceptable documentation includes an eviction notice or court order to leave within 21 days
- If participant is doubled up, acceptable documentation includes an eviction letter from tenant/homeowner

Risk 4: Living in a rental hotel or motel (cost not covered by charitable organization or government program)

- Intake observation is acceptable
- Preferred documentation is a letter from the hotel/motel confirming that household is living there and covering the costs themselves
- Verification that costs are covered by the household can include cancelled checks, receipts, and credit card statements

Risk 5: Living in a severely over-crowded unit as defined by US Census Bureau

- Census Bureau Definition of an over-crowded unit is more than 2 people in a SRO or efficiency apartment OR more than 1.5 persons per room in larger housing units (i.e. 2 or more people in a 1-bedroom unit)
- Intake observation is acceptable
- Documentation must include the number of rooms in the unit and the number of individuals in the unit
- Examples of documentation include a copy of the lease, unit details from Tax Assessor's office

Risk 6: Exiting a publicly-funded institution or system of care

- Intake observation is not appropriate
- Documentation must verify discharge from a health care facility, foster care or other youth facility, or correction program
- Verification can be oral (i.e. verbal confirmation by phone) which is recorded and certified by intake worker
- Examples of written documentation include discharge paperwork, referral letter from facility

Risk 7: Living in housing associated with instability and an increased risk of homelessness as described in approved Consolidated Plan

- Not applicable to the City of Tacoma

Category 2 – Unaccompanied Children and Youth Who Qualify Under Another Federal Statute

- Verification of homeless status must be provided by the agency administering the applicable federal program
- Third-party written verification is the only acceptable form of documentation

- Acceptable documentation includes a letter or standardized form from the agency administering the program which confirms participant’s homeless status

Category 3 – Families with Children and Youth Who Qualify Under McKinney-Vento

- Verification of homeless status must be provided by the agency administering the federal program
- Third-party written verification is the only acceptable form of documentation
- Acceptable documentation includes a letter or standardized form from the agency administering the program which confirms homeless status
- Documentation must confirm that family/guardian is residing with the children/youth

Income Documentation Standards

Income documentation is required for Homelessness Prevention services at the time of intake and every 3 months for the duration of services. Income documentation is not required for initial certification of Rapid Re-Housing participants but must occur during recertification of eligibility every 3 months.

Definition

Income is money that is paid to, or on behalf of, the head of household or spouse (even if temporarily absent) or to any other household member 18 years or older. (Victims fleeing domestic violence do not have to report the abuser’s income.) Income includes the current (not projected) gross income (annualized) of all adult (18 years and older) household members and unearned income paid to an adult attributable to a minor.

Income Inclusions and Examples of Acceptable Documentation

- Earned Income: Payment statement (pay advice), statement of income from employer
- Self-employment/Business Income: Most recent financial statement
- Interest and Dividend Income: Most recent interest or dividend income statement
- Pension/Retirement Income: Most recent benefit notice, pension statement, or other payment statement from pension provider
- Armed Forces Income: Payment statement (pay advice/pay stub), statement of income from a government official or agency
- Unemployment and Disability Income: Most recent benefit or disability income notice from SSI, statement from SSI
- Public Assistance, including TANF: Most recent benefit or income notice from public assistance administrator, statement from public assistance administrator
- Alimony and Child Support: Court order, cancelled checks
- No Income Reported: Self-certification

Exclusions

- Income of children (under 18)
- Inheritance and insurance income
- Medical expense reimbursement
- Income of live-in aides
- Certain state payments regarding disability
- Student financial aid

- Armed Forces Hostile Fire pay

Annualizing Wages and Periodic Payments

When calculating income based on hourly, weekly, or monthly payment information, add the gross amount earned in each payment period that is documented and divide by the number of payment periods. This provides an average wage per payment period. Depending on pay periods used by the employer or the schedule of periodic payments, the following calculations convert the average wage into annual income:

- Hourly Wage multiplied by Hours Worked per Week multiplied by 52 weeks
- Weekly Wage multiplied by 52 weeks
- Bi-Weekly (every other week) Wage multiplied by 26 bi-weekly periods
- Semi-Monthly Wage (twice a month) multiplied by 24 semi-monthly periods
- Monthly Wage multiplied by 12 months

The definition of income reflects a household's income at the time they are seeking assistance. Accordingly, documents and information collected to verify income should be recent. Documentation dated within 30 days is acceptable. However, for public assistance benefits, (e.g., SSI, food stamps), a benefits statement received any time within the twelve months prior to the time of application and reflecting current benefits received by a household is allowed. A copy of a recent bank statement indicating direct deposit is also acceptable.

Documentation Types in Order of Preference

- Third Party – Source
- Third Party – Written
- Third Party – Oral
- Self-Certification

Confidentiality of Participant Records

Subrecipients must have policies and/or procedures to ensure that participant records are maintained in a confidential manner and keep written records or files pertaining to households under lock and key with designated personnel granted access to those files.

Section 6: Housing Unit Requirements for Rental Assistance

In addition to the household being eligible, the unit to be assisted must also meet certain requirements. These include size requirements based on household size and composition, documentation that the rent is both reasonable and at or below the Fair Market Rent market rent, and a determination that the unit meets habitability standards.

Determining the Unit Size Requirements

The City of Tacoma will require each subrecipient to determine the appropriate number of bedrooms needed by an individual or family when it determines family eligibility for financial assistance, based on the Occupancy Standards guidelines outlined below.

NOTE: The City of Tacoma will need to adopt occupancy standards for the ESG program. The information below is intended for illustration purposes.

Example: Occupancy Standards for ESG Rental Assistance

Sample Requirements

- The head (and spouse/partner, if applicable) of household will be eligible for a separate bedroom
- Single persons are eligible for a studio or one-bedroom unit only.
- Except as provided below, all other family members will use the standard of two persons per bedroom.
- Persons of the opposite sex will not be required to occupy the same bedroom except in the case of infants or children up to age 12. (Note that the age limit is strictly an example and is not tied to Federal regulation.)
- In some cases, relationship, age, sex, health, or handicap of a family member may warrant assignment of a larger unit size or bedroom configuration. Approval of such exceptions will be based on individual case review.

Sample Unit Size Chart		
Unit Size	Minimum # of Persons in Household	Maximum # of Persons in Household
SRO	1	1
Studio	1	1-2
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	4	6
4 Bedrooms	6	8

Occupancy standards refer to the guidelines set by a housing program governing the number of bedrooms allowed for households of different sizes and composition. ESG rental subrecipients have some flexibility in developing these standards as long as the standards do not violate fair housing requirements and comply with Federal, State, and local fair housing and civil rights laws.

The primary intent when developing occupancy standards for the rental program is to provide for the smallest number of bedrooms needed by a household without overcrowding. It is acceptable to make allowances for special needs or circumstances, but the standards developed by the subrecipient must be applied equally and fairly to all program participants. The following is a basic example of occupancy guidelines that can be adapted as needed.

Rent Reasonableness and Compliance with Fair Market Rent (24 CFR 576.106(d))

ESG subrecipients must perform both a rent reasonableness determination and document that the rent falls at or below the Fair Market Rent on every unit assisted, whether for prevention or rapid re-housing. These determinations must be made before approving rental assistance for a unit and before entering into an agreement with a landlord.

“Rent reasonableness” means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable unassisted units.

To make this determination, the recipient or subrecipients should consider:

- The location, quality, size, type, and age of the unit; and
- Any amenities, housing services, maintenance, and utilities to be provided by the owner.

Comparable rents can be checked by using a market study, by reviewing comparable units advertised for rent, or with a note from the property owner verifying the comparability of charged rents to other units owned (for example, the landlord would document the rents paid in other units). NOTE that not every element in the suggested list of nine things to check for must be known to establish a comparable unit. See more guidance at:

<https://www.hudexchange.info/resource/3070/esg-rent-reasonableness-and-fmr/>

The Fair Market Rent (FMR) is a rent standard, or benchmark, established by HUD for regions. For ESG, the FMR is the maximum rent permitted even if other similar units rent for more. It is also important to note that the FMR sets the limit for housing costs in units, including both rent *and* utilities. Utilities include electricity, fuel (e.g., natural gas, oil), water, sewer, and trash removal. Telephone, internet, and cable are NOT included. See more guidance at:

<https://www.huduser.gov/portal/datasets/fmr.html>

Rent Reasonableness

The rent reasonableness standard is designed to ensure that rents being paid are reasonable in relation to rents being charged for comparable units in the same market. Comparable rents can be checked by using a market study of rents charged for units of different sizes in different locations or by reviewing advertisements for comparable rental units. Subrecipient staff should use the “Rent Reasonableness Checklist and Certification” form that is available at:

www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc

Subrecipients may use an alternative rent reasonableness determination form that meets the requirements of the ESG regulations *24 CFR 576.106* and has been approved by the ESG recipient.

Rental Assistance Agreement (24 CFR 576.106)

Subrecipients may make payments for rental assistance only to an owner with whom they have entered in to a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided and must contain the same payment due date, grace period, and late payment penalty requirements as the lease between the landlord and the program participant. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the subrecipient a copy of any notice to the program participant to vacate the housing unit, or any compliance used under state or local law to commence an eviction action against the program participant. The rental assistance agreement must have an initial term of 1 year. The agreement may be extended to cover the length of the participant lease should it extend longer than a year as long as the subrecipient is not extending past grant expenditure deadlines.

Program participants receiving rental assistance must have a legally binding lease for the rental unit with the owner of the unit. The lease must not limit the condition of the occupancy to receipt of rental assistance.

- Project-based rental assistance program participants must have an initial lease of 1 year.
- Tenant-based rental assistance program participants must have a lease; however, there is no set term on the length of lease.

Housing Inspections and Lead-Based Paint Inspections

Housing Inspections

Rapid Re-Housing subrecipients will be required to request a HUD Housing Quality Standards (HQS) inspection of housing units for participants.

Homelessness Prevention subrecipients providing rental assistance for a housing unit in cases where affordability and/or safety of current unit is in question will be required to request a HUD Housing Quality Standards (HQS) inspection of housing units for participants.

Homelessness Prevention subrecipients providing assistance that is limited to rental arrears in current housing must ensure that units meet Habitability Standards as set forth below.

[ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing - OneCPD](#)

Lead-based paint visual inspections may also be required (see below).

Habitability Standards

All units for which rental assistance is paid for with ESG funds must meet habitability standards as outlined in HUD regulations. Inspections may be done using the following form:

<https://www.hudexchange.info/resource/3766/esg-minimum-habitability-standards-for-emergency-shelters-and-permanent-housing/>

Safety Standards

Emergency shelters must comply with HUD's minimum safety standards. Units must pass inspection before the subsidy is paid. Inspections less than 12 months old performed by other housing providers can be used. Complete records of inspections and follow-up actions must be maintained in the household file. Standards include:

- *Structure and materials.* The structures (buildings) must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.
- *Access:* Shelters must be in compliance with federal legislation and regulations associated with the Rehabilitations Act, Fair Housing Act, and Americans with Disabilities Act.
- *Space and security.* Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep. With the exception of day shelters, facilities must provide each program participant with an acceptable place to sleep, as well as adequate space and security for themselves and their belongings.

- *Interior air quality.* Each room or space (within the shelter) must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.
- *Water supply.* The (shelter's) water supply must be free from contamination.
- *Sanitary facilities.* Residents (Participants) must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
- *Thermal environment.* The housing (shelter) must have any necessary heating/cooling facilities in proper operating condition.
- *Illumination and electricity.* The structure (shelter) must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.
- *Food preparation.* All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
- *Sanitary conditions.* The housing (shelter) must be maintained in a sanitary condition.
- *Fire safety.*
 - *Shelter:* There must be at least one working smoke detector in each occupied unit of the shelter, preferably near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. Public areas of the shelter must have at least one working smoke detector, and there must be a second means of exiting the building in the event of fire or other emergency.
 - *Permanent Housing:* Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas. There must be a second means of exiting the building in the event of fire or other emergency.

Lead-Based Paint Visual Assessments

The lead-based paint visual assessment requirement exists to protect vulnerable families from potential health hazards. To prevent lead poisoning in young children, subrecipients must comply with the Lead-based Paint Poisoning Prevention Act of 1978 and its applicable regulations found at 24 CFR 35, Parts A, B, H, J, K, M, and R.

A lead-based paint visual assessment must be completed for all units that meet the three following conditions:

1. The household moving into or remaining in their current unit is receiving ESG financial assistance **AND**

2. The unit was constructed prior to 1978 **AND**
3. A child under the age of six or a pregnant woman is, or will be, living in the unit.

A visual assessment must be conducted prior to providing ESG financial assistance to the unit and on an annual basis thereafter (as long as assistance is provided). Visual assessments must be conducted by a HUD-Certified Visual Assessor and must be documented on the HQS or HSS and maintained in the participant file. All units built prior to 1978 must either be documented as exempt from the lead-based paint requirements as stated in the exemptions, or pass a lead-based paint inspection. Subrecipients will give participants the EPA-approved pamphlet "[Protect Your Family From Lead In Your Home](#)" to clients to help them identify and control lead-based paint hazards. Participants should not receive a Lead Hazard Information Pamphlet when residing in housing units that are exempt from this requirement.

Exceptions to the Lead-Based Paint Visual Assessment Requirement

There are certain exceptions to the requirement. Subrecipients will provide participants with the lead-based paint exemption policy and procedures. Visual assessments are not triggered under the following circumstances:

1. It is a zero-bedroom or SRO-sized unit;
2. It is a residential property for which construction was completed on or after January 1, 1978, or, in the case of jurisdictions which banned the sale or residential use of lead-containing paint prior to 1978, an earlier date as HUD may designate (see §35.160);
3. It is housing for the elderly, or a residential property designated exclusively for persons with disabilities; except this exemption shall not apply if a child less than age 6 resides or is expected to reside in the dwelling unit (see definitions of "housing for the elderly" and "expected to reside" in §35.110);
4. It is an unoccupied dwelling unit or residential property that is to be demolished, provided the dwelling unit or property will remain unoccupied until demolition;
5. X-ray or laboratory testing of all painted surfaces by certified personnel has been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint;
6. The property has had all lead-based paint identified and removed in accordance with HUD regulations;
7. The unit has already undergone a visual assessment within the past 12 months –obtain documentation that a visual assessment has been conducted; or
8. It meets any of the other exemptions described in [24 CFR Part 35.115\(a\)](#).

If any of the conditions outlined above are met, subrecipients need to document the condition.

Ongoing Lead-Based Paint Maintenance

Requirements regarding ongoing maintenance, including a schedule for reevaluations, can be found here:

<https://www.hud.gov/sites/documents/LBPH-08.PDF>

<https://apps.hud.gov/offices/lead/lbp/hudguidelines/Ch06.pdf>

Section 7: Conflicts of Interest (24 CFR 576.404, 576.500(p))

Recipients and subrecipients must avoid any conflict of interest in carrying out activities funded by the Emergency Solutions Grant program.

Organizational Conflicts of Interest

The provision of any type or amount of ESG assistance may not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the recipient, the subrecipient, or a parent or subsidiary of the subrecipient. Subrecipients must not conduct initial evaluation or provide homelessness prevention assistance to persons living in property owned by subrecipient or parent/subsidiary of subrecipient.

Individual Conflicts of Interest

For procurement of goods and services, recipients and subrecipients must comply with HUD's Administrative Requirements (*24 CFR part 85.36 for governments or part 84.42 for private nonprofits*).

For all other transactions and activities:

- Restrictions on financial interests and benefits apply to employees, agents, consultants, officers, and elected or appointed officials of the recipient or subrecipient if they have certain types of responsible positions.
- Restrictions pertain to financial gain for self, family, or those with business ties.

Exceptions

Upon the written request of the recipient, HUD may grant an exception to the provisions of this subsection on a case-by-case basis, taking into account the cumulative effects of the criteria in HUD's Factors to be Considered for Exceptions (*24 CFR 576.404(b)(3)(ii)*), provided that the recipient has satisfactorily met the threshold requirements, including providing the following documentation :

- If the recipient or subrecipient is a government,
 - The disclosure of the nature of the conflict, and
 - An assurance that there has been a public disclosure of the conflict, and
 - A description of how the public disclosure was made; and
- An opinion of the recipient's attorney that the interest for which the exception is sought would not violate state or local law.

For more information, please reference *24 CFR 576.404*.

Section 8: Compliance with HUD HMIS Data Standards

The ESG Notice requires all grantees to collect Universal Data Elements on participants receiving ESG assistance via the Homeless Management Information System (HMIS) run by the Continuum of Care (CoC). Data collection must be compliant with HUD's HMIS Data Standards. Entry/Exit method of

recording should be used by all ESG-funded emergency shelters. There are exceptions for shelters that serve a large number of participants on a nightly basis, allow permit participants to stay regularly on a nightly basis, or have a high rate of turn over. Projects seeking acceptance to this style of reporting may refer to the HUD HMIS Manual for ESG funding, page 7.

Section 9: Termination of Participation, Denial and Grievance Procedures

Subrecipients must have written termination, denial, and grievance policies and/or procedures. The policies and/or procedures should be readily available to households either in written information or by posting the policy in a public place. It is important to effectively communicate these policies and/or procedures to households and ensure that they are fully understood.

Termination of Participation and Grievance

Causes for termination may include, but are not limited to, failure to abide by any agreed-upon requirements and participant fraud. A grievance procedure must include:

1. Written notice to the household containing a clear statement of the reasons for termination;
2. A review of the decision, in which the household is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision. This may include the household's right to question or confront staff involved; and
3. Prompt written notice of the final decision.

Denial and Grievance

Causes of denial of assistance include, but are not limited to, the household's ineligibility or failure to provide verifiable evidence of eligibility, etc. Established procedures should describe:

1. Circumstances in which a household may not qualify or would be denied;
2. Notification of denial; and
3. A household's right to review a Lead/Sub Grantee's decision.

Section 10: Amendments to Program Rules

The City of Tacoma may change applicable ESG program requirements from time to time to meet program objectives. All changes will be required to meet applicable ESG or guidelines.

CITY OF TACOMA

CITIZEN PARTICIPATION PLAN GUIDE FOR CITIZEN INVOLVEMENT

CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT

Community and Economic Development Department
747 Market Street, Suite 900
Tacoma, WA 98402-3794

March 1988
Amended June 1995
Amended December 1997
Amended May 2005
Amended December 2013
Amended May 2015
Amended May 2020

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Citizen Participation Plan

In Tacoma, citizen participation has always been strong, but often this participation has not fully represented all of Tacoma's citizens, such as low income, the elderly, minorities, persons with disabilities, youth or persons with limited English proficiency. However, Tacoma's city government and its citizens are committed to the growth of Tacoma as a pleasant, safe and united community for all its citizens and believe this goal can best be met by increasing opportunities for citizen participation in local government decisions that improve the quality of life in Tacoma.

To receive funding for housing and community development programs from the Department of Housing and Urban Development (HUD), the City must develop a Consolidated Plan for the use of these funds. The Plan consolidates a five-year strategic plan with the applications for the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Emergency Solutions Grant (ESG) Programs. The City encourages the participation of all citizens in developing the Consolidated Plan, any substantial Plan amendments, and the Plan performance report. The City particularly encourages the participation of low-income persons, persons living in low-income neighborhoods, persons living in areas targeted for revitalization, residents of public and assisted housing, minorities, non-English speaking persons, persons with disabilities, and other persons affected by the Plan. In addition, the City encourages businesses, developers, philanthropic organizations, community and faith-based organizations, and public housing authorities to participate in the planning process.

The Citizen Participation Plan was initially adopted to encourage involvement in the CDBG Program and was subsequently amended to provide an ongoing mechanism for widespread citizen participation in HUD funded programs.

In 1997, the City Council modified the allocation process for federal funds to make the development of housing projects more effective and efficient. The December 1997 amendment to the Citizen Participation Plan modified the allocation process by separating the housing development allocations from all other allocations of federal CDBG, HOME, and ESG funds.

In 2005, the City Council amended the Citizen Participation Plan to further define the responsibilities of the Human Services Commission (HSC) and the Tacoma Community Redevelopment Authority (TCRA), committees appointed by the Council.

In 2013, the City Council amended the Citizen Participation Plan to include a new section to facilitate the participation of residents with limited English proficiency. This new section is intended to increase language access to the Consolidated Plan and related documents and to the planning process associated with the development and implementation of these documents. The Plan will also update changes to City department names, federal grant name changes and the responsibilities of the HSC and TCRA.

In 2015, the City Council amended the Plan to include specific language and new responsibilities for the TCRA to directly acquire property for redevelopment through its existing Affordable Housing Fund and newly created Economic Development Fund.

In 2020, in response to the COVID-19 crisis, HUD allowed cities to offer a shorted 5-day public comment period on substantial amendments to the Annual Action Plan on funds related to crisis relief. The City amended the Plan to permit a 5-day public comment period as well as allow for virtual public hearings if attendance could cause a public safety issue.

A. Background

The City encourages citizens to be involved in the identification of needs, the development of plans and strategies, the review of proposed activities, and the review of program performance. The Consolidated Plan and the programs funded by the Plan are designed to improve opportunities for decent housing, a suitable living environment, and economic development, particularly for low and moderate income persons. This Citizen Participation Plan outlines the opportunities citizens have to participate in the program.

Tacoma's citizens and community groups have demonstrated their understanding of the city's needs and their commitment to improving the quality of life in Tacoma. Therefore, recognizing the valuable contribution by citizens in the community development process, the City of Tacoma encourages their continued participation.

While this Citizen Participation Plan gives citizens many opportunities to participate in the planning, implementation and assessment of the Consolidated Plan programs, final local authority for development, modification and execution of the Consolidated Plan lies with the City Council and its appointed officials.

Tacoma citizens have the opportunity to participate throughout the Consolidated Plan development process.

Groups and individuals are encouraged to identify needs, to express their opinions at one or more needs assessment public hearings, and to submit project proposals to meet community needs.

On the citywide level, several citizen committees are appointed by the City Council to provide advice and input into the process of developing and implementing the Consolidated Plan. The Human Services Commission (HSC), the Tacoma Community Redevelopment Authority (TCRA) and the Planning Commission provide input on housing and community development needs and strategies. Specifically, the Planning Commission reviews and makes recommendations on the five-year Consolidated Plan. The HSC and TCRA develop, for City Council approval, biennial funding strategies in the Funding Priorities Statement for their respective human service, housing, community and economic development activities and programs. In addition, TCRA reviews proposals for minor housing/capital projects, public facility projects, and economic development activities, including applications for use of designated housing and community development funds supported with CDBG and HOME monies. The HSC reviews proposals for human service programs supported with CDBG public services funding.

With regard to ESG funding, federal regulations now require the City to consult with the Tacoma/Lakewood/Pierce County Continuum of Care, the local planning body for homeless services. As a result, the responsibility for reviewing proposals and making recommendations for ESG funding no longer exclusively resides with the Human Services Commission. A special 5-member review panel that includes Continuum of Care members, HSC members, and a formerly homeless individual is responsible for reviewing applications and making funding recommendations for City Council approval.

Funding recommendations for all of these projects are made to City Council once each year. The City Council holds a public hearing prior to making final funding decisions and submitting the Five Year Consolidated Plan and/or the Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) for approval.

B. Purpose

The purpose of the Citizen Participation Plan is to inform citizens of opportunities to express their needs and wishes for community improvements and to participate in planning and implementing needed improvements. Additionally, this plan provides for representation of all of Tacoma's citizens by allowing them to have a voice in the decision-making process. Citizens are provided an opportunity to participate in developing the Consolidated Plan, including annual updates and any significant amendments.

C. Consolidated Plan Processes

Five Year Consolidated Plan

The HSC and the TCRA, in consultation with the Community and Economic Development (CED) Department, Neighborhood and Community Services (NCS) Department, city officials, public agencies, housing developers and providers, community groups, service providers, and citizens, develop a community profile, identify housing and community development needs, and develop a five-year strategic plan. The Consolidated Plan is reviewed by the Planning Commission prior to consideration by the City Council.

Annual Action Plan

Before the beginning of the Annual Action Plan process, CED and NCS provides citizens, public agencies and other interested parties with basic information about the program (amount of funds expected to be available, range of activities that will be considered, and an estimate of the amount of funds that will benefit low income persons), and outlines specific opportunities to participate in developing the Annual Action Plan. The Departments publishes an advertisement in a newspaper of general circulation which provides basic program information, outlines opportunities to participate in the process, and notifies citizens when the process begins.

One or more public hearings are held at the beginning of the process to assess housing and community development needs. Citizen input is considered when establishing funding priorities. All citizens, housing developers and providers, and community organizations representing low and moderate income persons and residents of blighted and deteriorated neighborhoods, are encouraged to submit proposals for funding. During the proposal application period, applications

may be obtained from the City's Customer Service Center, CED, NCS, or downloaded from the City's website.

At least 30 days prior to adoption of the Consolidated Plan Five Year Strategic Plan and/or the Annual Action Plan, the City will publish a summary of the draft plan in a newspaper of general circulation. As stated in the CARES act, a 5-day comment period is permitted regarding all funds associated with the act and responding to community impacts due to COVID-19.

Free copies will be made available for citizen review in the Tacoma Public Library, CED, NCS, the City's website and other public places. A summary of citizen comments will be incorporated into the final Consolidated Plan and/or Annual Action Plan.

Virtual Public Hearing Option: Under certain condition, including but not limited to states of emergency, national state or local declarations, disaster declarations, or similar declarations resulting from health or other public safety concerns, the City may have the option to conduct one or all of its public hearing via virtual means, provided the hearing allows questions in real time, with answers coming directly from the elected representatives to all "attendees". The public hearing must provide accessibility for persons with disabilities and those with limited English proficiency.

D. Annual Action Plan - Human Services Recommendations

All CDBG and ESG supported human service proposals are submitted to NCS and then provided to the HSC and ESG Review Panel for review and recommendation to the City Council. The final decision for CDBG funded human services and ESG funded proposals is made by the City Council.

After the HSC and ESG Review Panel has made their recommendations to the City Council regarding CDBG and ESG supported human service programs, but prior to final City Council action on the Annual Action Plan, applicants submitting specific proposals are notified in writing whether or not their proposals have been recommended for funding. This notification includes the date, time and place of the public hearing before the City Council.

E. Annual Action Plan - Housing / Community Development Recommendations

All housing and community development proposals (e.g. minor housing/capital projects, community/public facilities, and economic development) are submitted to CED and provided to TCRA for their funding recommendations to City Council. The final decision for these specific CDBG and HOME funded housing and community development proposals is made by the City Council. City Council will also allocate funds directly to TCRA for their operation of direct housing programs such as homeowner rehabilitation and down payment assistance.

Through the Annual Action Plan Process, the City Council will allocate CDBG, HOME and any other funds to support the Affordable Housing Fund (AHF) and/or the Economic Development Fund (EDF) administrated by TCRA. Under the AHF program, TCRA will invite developers to

submit proposals to TCRA. Housing proposals are then reviewed and funds awarded by the TCRA with decisions based on funding priorities adopted by the City Council and prudent lending practices within the affordable housing industry. TCRA will also conduct an open application process, request for funding economic development activities through its EDF program. These activities will also be reviewed and funded by TCRA. TCRA may, under either fund, choose to directly acquire and redevelop real property.

Prior to awarding funds from either the AHF or the EDF or for any TCRA direct acquisition or redevelopment project, TCRA will provide a 30-day public comment period (or 5-day comment period if responding to COVID-19 impacts) on the application(s) and/or project(s) under consideration. TCRA will also provide an opportunity to receive oral comments within the comment period. Applicants will be notified in writing whether or not their application has received approval for funding by the TCRA and informed of the process for appealing TCRA decisions and the grounds on which an appeal may be based. Similarly, members of the public will be informed of the process for submitting comments during the comment period regarding any TCRA direct property acquisition(s). These comments will be made available to the TCRA Board for its consideration. Projects approved by the TCRA Board will be published in the local paper as an Amendment to the Annual Action Plan, following the amendment guidelines stated below. This process is incorporated into the funding agreement between TCRA and the City.

F. Contingencies and Amendments

The HSC and TCRA may recommend to the City Council alternate projects which can be implemented if projects approved by the City Council, HSC or the TCRA are rejected by the Department of Housing and Urban Development. When projects are substantially changed, the HSC and/or TCRA are notified and consulted for comments or recommendations prior to implementation of the amendment. Prior to City Council action on a substantial amendment to the Plan, a notice of the proposed change is published in a newspaper of general circulation 30 days (or 5 days if the amendment is responding to impacts of COVID-19) prior to implementation.

When a substantial amendment is proposed, the City Council allows public comment at a regularly scheduled Council meeting before acting on the substantial amendment to an approved Consolidated Plan. This public comment opportunity takes the place of a formal public hearing. A summary of citizen comments and why the comments were accepted or rejected will be attached to the amendment prior to its submission to HUD.

A substantial amendment is defined as:

1. A change of 25 percent or more in project funding. Changes that are less than \$100,000 are not considered substantial.
2. A change of 25 percent or more in project beneficiaries (i.e. income groups, ethnic groups, limited clientele groups, residents of a targeted area) or a change in purpose, scope or location which would change the project beneficiaries by more than 25 percent, or

3. A determination is made by the Director of either CED or NCS that the change is substantial, even though it falls below the standards in Sections 1 and 2 above.

TCRA funding decisions that meet the approved criteria of an established loan program or an approved Affordable Housing Fund (AHF) or Economic Development Fund (EDF) allocation are not considered substantial amendments. TCRA may select alternate projects during a funding cycle which can be implemented if an approved project does not achieve milestones set at the time of funding, the project is discontinued or postponed, or for whatever other reason an approved project is unable to perform in a timely manner. If alternative projects are not recommended and a project fails, the funds are reallocated for a future round of funding.

G. Performance Report

The City prepares a Consolidated Annual Performance and Evaluation Report (CAPER) for Consolidated Plan programs at the end of each program year. The City publishes a notice in a newspaper of general circulation that the report has been completed and is available for review at least 15 days prior to submission of the CAPER to HUD. Citizens are given at least 15 days to submit comments on the report. The City considers any comments received and summarizes the comments in the report.

H. Consolidated Plan Public Hearings

The City holds two types of public hearings each year.

The first hearing (or hearings) is held to allow citizens and applicants the opportunity to identify needs and priorities and comment on prior performance. Hearings are held in locations which are accessible to residents of areas where housing and community development activities are proposed and ongoing. Hearings are held at times which are convenient to those affected by the Consolidated Plan programs. A final hearing is held by the City Council prior to adopting the City's Five Year Consolidated Plan and/or Annual Action Plan, giving citizens and applicants an opportunity to comment on the proposed plan and on program performance.

CED and NCS will notify citizens and applicants of the dates, times, places and procedures of public hearings through newspaper advertisements. Notices of public hearings will be provided to agencies serving non-English speaking residents of the city. Upon request, the City will have translation services available during the public hearings. Interested citizens must notify CED and NCS 72 hours in advance of the scheduled hearing of the type of translation services needed. (refer to the Limited English Proficiency section of this plan). All public hearings and public meetings scheduled as part of the Consolidated Plan process will be held in facilities which are accessible to physically disabled persons.

I. Meetings

All public hearings, citizen advisory committee meetings and other public meetings are open to the public in accordance with the RCW Chapter 42.30 Open Public Meeting Act.

J. Availability of the Plan to the Public

The draft plan and any substantial amendments are published prior to City Council action to allow time for citizen review and comment. Citizens and applicants are notified of the availability of the draft Consolidated Plan for review by publication of a plan summary in a general circulation newspaper. Citizens are given 30 days' notice prior to adoption of the plan (or 5 days if the amendment is related to COVID 19 relief). Copies of the plan are available in CED, NCS, Tacoma Public Library and other public places. Citizens are given 30 days' notice (or 5 days if the amendment is related to COVID 19 relief) prior to the implementation of any substantial amendments and copies of the amendments are available from CED and NCS.

K. Limited English Proficiency (LEP) Residents

Residents who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write or understand English may be entitled to language assistance related to the planning, programming and implementation of federal CDBG, HOME and/or ESG funding by the City of Tacoma. In providing such language assistance, the City will be taking affirmative steps in complying with Title VI of the Civil Rights Act of 1964, which is the federal law which protects individuals from discrimination.

The two primary goals of this policy are to provide specific services to eligible individuals in need of language assistance and to increase participation of residents from all races and national origins comparable to their representation within this community. The threshold for eligibility and access to language services shall be 5% of the population as determined in the most current federal Census. Since the 2000 Census identified 6.9% of the Tacoma resident population as either Hispanic or Latino, special considerations (e.g. publishing the Annual Action Plan in Spanish and English) will be directed to this group in the implementation of the Citizen Participation Plan.

The provision of the language assistance shall be implemented by the Community and Economic Development (CED) Department and/or the Neighborhood and Community Services (NCS) Department.

L. Access to Records

All public records, as defined by the State Public Disclosure Act, are available for review in the offices of the Community and Economic Development (CED) Department and the Neighborhood and Community Services (NCS) Department during normal business hours. Requests for records are handled in accordance with the City of Tacoma's policy for review of public records. A reasonable fee may be charged for copying records for citizens.

M. Technical Assistance

Any citizen, public agency, housing developer or provider, or other funding applicant may contact CED or NCS for technical assistance. CED staff will help anyone who is interested in understanding Consolidated Plan programs and federal regulations, the Consolidated Plan, City Council policies, the procedures for submitting a proposal, the Citizen Participation Plan and other program requirements so they can effectively participate in the Consolidated Plan development process. NCS staff will assist nonprofits and other applicants in the development of CDBG and

ESG supported human service proposals as part of the application process. CED staff will also advise housing developers and providers, citizen groups representing low and moderate income persons and residents of lower income or blighted neighborhoods on how to formulate needs statements and project proposals. Staff members from CED and NCS will be available before and after each public hearing to give citizens assistance. Staff members will help the HSC and TCRA in obtaining any information or assistance they need to make their recommendations and decisions.

N. Complaints

All written citizen complaints are referred to the appropriate staff person(s) for action. Under normal circumstances, the department will respond to the person making the complaint within 15 days. All complaints and responses will be kept on file.

O. Citizens Advisory Committees

The Tacoma Mayor and City Council defines by ordinance, resolution or agreement the functions of and appoint members to the HSC, TCRA and the Planning Commission. These advisory committees will, to the extent possible, include low and moderate income persons, representatives of community groups, and members of minority groups. The HSC is the citywide citizen advisory committee which recommends CDBG supported human services to the City Council. The TCRA is composed of professionals from the lending, construction, real estate, accounting and legal fields. It recommends funding for housing and community and economic development proposals and makes underwriting decisions on housing and business loans. The Planning Commission, which was created by the City of Tacoma's Charter with members appointed by the City Council, will review and make recommendations on the Consolidated Plan Five Year Strategy. The ESG Review Panel, which recommends ESG-supported human services, is not appointed by the City Council, but is rather subject to the requirements of ESG regulations.

P. Implementation

Each program is different and requires a unique form of public involvement during the implementation phase. Typical forms of involvement considered by CED and NCS include, but are not limited to, the following: direct participation in a program such as applying for a housing rehabilitation, development or business loan, formation of a citizens advisory committee for the planning and operation of a program, participation in the architectural selection committee for a project, conducting neighborhood surveys, holding meetings, or similar activities. Each project will use the form of citizen/organization involvement most appropriate to the project's purpose.

There will be an opportunity to comment on the implementation of projects when the City Council considers implementing resolutions for projects requiring Council approval.

Q Effective Date and Amendments

This plan, as amended, will be effective May 2020 and will remain in effect as long as Consolidated Plan activities are ongoing or until superseded by a new Citizen Participation Plan. Citizens will be given notice and an opportunity to comment on any substantial amendments to the

Citizen Participation Plan. This Plan will be made available to the public at the offices of CED and NCS. Persons with disabilities that need special accommodations to review this Plan may make a request to CED or NCS, and reasonable accommodations will be made to provide the document in a form that is accessible to the person making the request.



Beaufort Gazette
 Belleville News-Democrat
 Bellingham Herald
 Bradenton Herald
 Centre Daily Times
 Charlotte Observer
 Columbus Ledger-Enquirer
 Fresno Bee

The Herald - Rock Hill
 Herald Sun - Durham
 Idaho Statesman
 Island Packet
 Kansas City Star
 Lexington Herald-Leader
 Merced Sun-Star
 Miami Herald

el Nuevo Herald - Miami
 Modesto Bee
 Raleigh News & Observer
 The Olympian
 Sacramento Bee
 Fort Worth Star-Telegram
 The State - Columbia
 Sun Herald - Biloxi

Sun News - Myrtle Beach
 The News Tribune Tacoma
 The Telegraph - Macon
 San Luis Obispo Tribune
 Tri-City Herald
 Wichita Eagle

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
38960	134300	Print Legal Ad - IPL0040834		\$584.29	2	52 L

Attention: Heidi Burbidge
 TACOMA COMMUNITY REDEVELOPMENT AUTHORITY
 747 MARKET ST., ROOM 900
 TACOMA, WA 98402

Community Meeting – City of Tacoma 2022-23 HUD Annual Action Plan

The City of Tacoma's Community and Economic Development (CED) and Neighborhood and Community Services (NCS) departments will host a community meeting to provide an overview of the 2022-23 Annual Action Plan, which describes activities the City will undertake between July 1, 2022 and June 30, 2023 using funds received through the HOME Investment Partnership (HOME), Community Development Block Grant (CDBG), and Emergency Solutions Grant (ESG) federal grant programs.

Individuals and organizations will have the opportunity to provide written or verbal comment on the City's performance and make recommendations in the following areas:

- Housing
- Economic development
- Community development
- Human services for low-income individuals and households experiencing, or at risk of experiencing, homelessness

When: September 27, 2021, 6-7 PM

Where: Virtual ZOOM Meeting

<https://bit.ly/3cP1ZmT>

Passcode: 664857

Dial to join: 253-215-8782

Meeting ID: 845 1116 4659

For translation services, and accessibility requests, email cedhousingdivision@cityoftacoma.org or call 253-591-5645 by 2 pm on September 23.

Written comments may be submitted to Erika Bartlett, Contract and Program Auditor, Community and Economic Development Department, 747 Market St., Room 900, Tacoma, WA 98402. Electronic comments may be submitted by email to cedhousingdivision@cityoftacoma.org.

2022-23 Annual Action Plan Timeline

Program year planning for the CDBG, HOME, and ESG programs will last from September 2021-May 2022. Below is an outline of planning activities, including Notices of Funding Availability (NOFA), and additional opportunities to participate. Dates are subject to change:

October 2021: CDBG NOFA for housing, and community and economic development projects

November 2021: NOFA released for human services projects

January 2022: Tacoma Community Redevelopment Authority project recommendations

February 2022: Human Services Commission and Continuum of Care project recommendations

March-April 2022: Draft 2022-23 Annual Action Plan published for Public Review and Comment

March-May 2022: City Council Review and Final Action on the 2022-23 Annual Action Plan

Opportunities to participate will be published at www.cityoftacoma.org/conplan. Applications for funding are not available at this time. For more information, email cedhousingdivision@cityoftacoma.org or call 253-591-5645.

IPL0040834

Sep 13 2021

Calandra Daniels, being duly sworn, deposes and says: That he/she is the Principal Clerk of the publication; The News Tribune, printed and published in Tacoma, Pierce County, State of Washington, and having a general circulation therein, and which said newspaper(s) have been continuously and uninterruptedly published in said County during a period of six months prior to the first publication of the notice, a copy of which is attached hereto: that said notice was published in The News Tribune, as amended, for:

No. of Insertions: 1

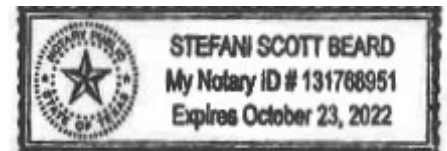
Beginning Issue of: 09/13/2021

Ending Issue of: 09/13/2021

Principal Clerk

Sworn to and subscribed before me this 5th day of May in the year of 2022 before me, a Notary Public, personally appeared before me Calandra Daniels known or identified to me to be the person whose name subscribed to the within instrument, and being by first duly sworn, declared that the statements therein are true, and acknowledged to me that he/she executed the same.

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
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Beaufort Gazette
 Belleville News-Democrat
 Bellingham Herald
 Bradenton Herald
 Centre Daily Times
 Charlotte Observer
 Columbus Ledger-Enquirer
 Fresno Bee

The Herald - Rock Hill
 Herald Sun - Durham
 Idaho Statesman
 Island Packet
 Kansas City Star
 Lexington Herald-Leader
 Merced Sun-Star
 Miami Herald

el Nuevo Herald - Miami
 Modesto Bee
 Raleigh News & Observer
 The Olympian
 Sacramento Bee
 Fort Worth Star-Telegram
 The State - Columbia
 Sun Herald - Biloxi

Sun News - Myrtle Beach
 The News Tribune Tacoma
 The Telegraph - Macon
 San Luis Obispo Tribune
 Tri-City Herald
 Wichita Eagle

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38960	255111	Print Legal Ad - IPL0070849		\$412.07	1	73 L

Attention: Heidi Burbidge
 TACOMA COMMUNITY REDEVELOPMENT AUTHORITY
 747 MARKET ST., ROOM 900
 TACOMA, WA 98402

**PUBLIC NOTICE
 HUD ANNUAL ACTION PLAN
 FOR 2022-2023
 TACOMA - LAKEWOOD HOME
 CONSORTIUM**

The Cities of Tacoma and Lakewood plan to adopt the 2022-2023 Annual Action Plans (Plans), which outline the spending plans for federally-funded housing, community and economic development, and public services activities. The Plans are required by the federal government to receive assistance from the Department of Housing and Urban Development (HUD), for funding from the Community Development Block Grant (CDBG) program, the HOME Investment Partnership (HOME) program and the Emergency Shelter Grant (ESG) program. As the lead entity of the HOME consortium, the Tacoma City Council will approve HOME-funded activities for both jurisdictions. Following final action by the Tacoma and Lakewood City Councils, the Plan is reviewed and subject to approval by HUD. **CITIZEN REVIEW**

COMMENTS - The recommended Plan for each jurisdiction was originally made available from April 1st-April 30th but will be available for public review for an extended period ending on Monday, May 2, 2022 at 5 PM.

CITY OF TACOMA - A copy of the Plan document is available for review on the City's website at www.cityoftacoma.org/conplan. Limited copies are available by post upon request. Final action on the plan will be taken by the Tacoma City Council on May 3, 2022. Tacoma City Council meetings can be accessed at: <https://www.cityoftacoma.org/councilmeetings>. For reasonable accommodation, contact the City Clerk at 253-591-5505 before 5 PM the Monday preceding the scheduled meeting. Written comment may be submitted until 5 PM on May 2, 2022 via email to cedhousingdivision@cityoftacoma.org, or by post to: Erika Bartlett, Contract and Program Auditor, City of Tacoma, Community and Economic Development Dept., 747 Market Street, Room 900, Tacoma, WA 98402. **CITY OF LAKEWOOD** A copy of the Plan document is available for review at the City of Lakewood's Community Development Department, (2nd Floor) 6000 Main Street SW, and on the City's website at www.cityoflakewood.us. Final action will be taken by the Lakewood City Council on May 2, 2022. Special arrangements for disabled persons can be made 72 hours in advance by calling 253-589-2489. Written comment may be submitted until 5 PM on Monday, May 2, 2022. Comments can be mailed to: Dave Bugher, Asst. City Mgr. for Development, City of Lakewood, 6000 Main St. SW, Lakewood, WA 98499.

IPL0070849
 Apr 29 2022

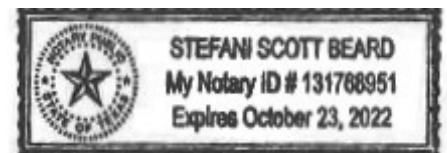
Calandra Daniels, being duly sworn, deposes and says: That he/she is the Principal Clerk of the publication; The News Tribune, printed and published in Tacoma, Pierce County, State of Washington, and having a general circulation therein, and which said newspaper(s) have been continuously and uninterruptedly published in said County during a period of six months prior to the first publication of the notice, a copy of which is attached hereto: that said notice was published in The News Tribune, as amended, for:

No. of Insertions: 1
 Beginning Issue of: 04/29/2022
 Ending Issue of: 04/29/2022

Principal Clerk

Sworn to and subscribed before me this 29th day of April in the year of 2022 before me, a Notary Public, personally appeared before me Calandra Daniels known or identified to me to be the person whose name subscribed to the within instrument, and being by first duly sworn, declared that the statements therein are true, and acknowledged to me that he/she executed the same.

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
 Legal document please do not destroy!

AFFIDAVIT OF PUBLICATION

STATE OF WASHINGTON
COUNTY OF PIERCE ss

KEN SPURRELL, being first duly sworn on oath, deposes and says that he is the Publisher of the

"TACOMA DAILY INDEX, INC."


a daily legal newspaper. That said newspaper is a legal newspaper, which, pursuant to the provisions of Chapter 213 of the 1941 Session Laws of the State of Washington, has been approved as a legal newspaper by order of the Superior Court of the State of Washington in and for Pierce County, entered on June 12, 1941, in Cause No. 84921 entitled "In the matter of the application and qualification of Tacoma Daily Index as a legal newspaper." That said newspaper has been published regularly and continually at least once a week, in the English language, as a newspaper of general circulation the city of Tacoma, Pierce County, Washington, the city where the same was published at the time of said application for approval for at least six months prior to the date of such application, and is now and during all of said time so printed, either in whole or in part, in an office maintained at the aforesaid place of publication, and the same is now and ever since said date has been so published.

That the annexed is a true copy of a City Notices-Tacoma CDBG NOFA legal notice as it was published in regular issues (and not in supplement form) of said newspaper 1 time(s) according to statute, commencing on 10/25/2021 and ending on 10/25/2021 both dates inclusive. That the full amount of the fee charged for the foregoing publication is the sum of \$56.72

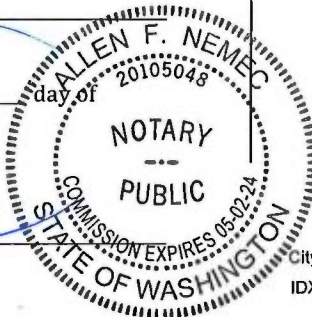


KEN SPURRELL, Publisher

Subscribed and sworn before me this 16th day of November, 2021.



Notary Public in and for the State of Washington,
Residing at Tacoma



City of Tacoma
IDX941299

**City of Tacoma
Notice of Funding Availability
2022 Community Development
Block Grant (CDBG)**

An application for grant funds is now available to organizations seeking funding in the following categories:

- Home Repairs to Tacoma Homeowners
- Economic Development via Assistance to Microenterprises

You may download the instructions and application beginning Monday, October 18, 2021 from the Community and Economic Development Department's website at https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/housing_division/funding_opportunities_requests_for_proposals. Completed applications are due Monday, November 29, 2021 by 5 PM. For information on this application, please contact Heidi Burbidge at (253) 591-5221 or hburbidge@cityoftacoma.org.

Please note this application is not for housing development, rental, or homeownership assistance. Applications for housing development are made available separately from this process

IDX-941299
October 25, 2021



Beaufort Gazette
 Belleville News-Democrat
 Bellingham Herald
 Bradenton Herald
 Centre Daily Times
 Charlotte Observer
 Columbus Ledger-Enquirer
 Fresno Bee

The Herald - Rock Hill
 Herald Sun - Durham
 Idaho Statesman
 Island Packet
 Kansas City Star
 Lexington Herald-Leader
 Merced Sun-Star
 Miami Herald

el Nuevo Herald - Miami
 Modesto Bee
 Raleigh News & Observer
 The Olympian
 Sacramento Bee
 Fort Worth Star-Telegram
 The State - Columbia
 Sun Herald - Biloxi

Sun News - Myrtle Beach
 The News Tribune Tacoma
 The Telegraph - Macon
 San Luis Obispo Tribune
 Tri-City Herald
 Wichita Eagle

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Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
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Attention: Heidi Burbidge
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 747 MARKET ST., ROOM 900
 TACOMA, WA 98402

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 IPL0045708
 Oct 18 2021

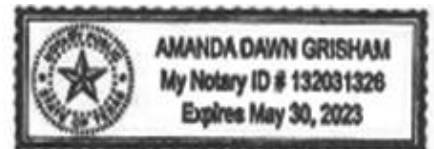
Calandra Daniels, being duly sworn, deposes and says: That he/she is the Principal Clerk of the publication; The News Tribune, printed and published in Tacoma, Pierce County, State of Washington, and having a general circulation therein, and which said newspaper(s) have been continuously and uninterruptedly published in said County during a period of six months prior to the first publication of the notice, a copy of which is attached hereto: that said notice was published in The News Tribune, as amended, for:

No. of Insertions: 1
 Beginning Issue of: 10/18/2021
 Ending Issue of: 10/18/2021

Principal Clerk

Sworn to and subscribed before me this 18th day of October in the year of 2021 before me, a Notary Public, personally appeared before me Calandra Daniels known or identified to me to be the person whose name subscribed to the within instrument, and being by first duly sworn, declared that the statements therein are true, and acknowledged to me that he/she executed the same.

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
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THANK YOU for your legal submission!

Your legal has been submitted for publication. Below is a confirmation of your legal placement. You will also receive an email confirmation.

ORDER DETAILS**Order Number:**

IPL0067021

Order Status:

Submitted

Classification:

Legals & Public Notices

Package:

TAC - Legal Ads

Final Cost:

637.07

Payment Type:

Account Billed

User ID:

IPL0025754

ACCOUNT INFORMATION

TACOMA COMMUNITY REDEVELOPMENT

AUTHORITY IP

747 MARKET ST., ROOM 900

TACOMA, WA 98402

253-591-5238

fmedlen@cityoftacoma.org

TACOMA COMMUNITY REDEVELOPMENT

AUTHORITY

TRANSACTION REPORT**Date**

March 30, 2022 12:20:29 PM EDT

Amount:

637.07

SCHEDULE FOR AD NUMBER IPL00670210

April 1, 2022

The News Tribune (Tacoma)

PREVIEW FOR AD NUMBER IPL00670210**PUBLIC NOTICE****HUD ANNUAL ACTION PLAN FOR 2022-2023
TACOMA - LAKEWOOD HOME CONSORTIUM**

The Cities of Tacoma and Lakewood plan to adopt the 2022-2023 Annual Action Plans (Plans), which outline the spending plans for federally-funded housing, community and economic development, and public services activities. The Plans are required by the federal government to receive assistance from the Department of Housing and Urban Development (HUD), for funding from the Community Development Block Grant (CDBG) program, the HOME Investment Partnership (HOME) program and the Emergency Shelter Grant (ESG) program. As the lead entity of the HOME consortium, the Tacoma City Council will approve HOME-funded activities for both jurisdictions. Following final action by the Tacoma and Lakewood City Councils, the Plan is reviewed and subject to approval by HUD. **CITY OF TACOMA** - Proposed use of funds recommended for Tacoma City Council approval is based upon federal funding that includes \$2,910,177 in CDBG monies (\$2,460,177 in new allocation, \$300,000 in program income, and \$150,000 re-programmed from 2021); \$1,328,963 of the Tacoma portion of the Tacoma-Lakewood HOME Consortium monies (\$1,085,816 in new allocation and \$243,147 in program income); and \$215,615 in new Emergency Solutions Grant (ESG) monies. Recommended activities will be implemented as part of the Plan beginning July 1, 2022. **CITY OF LAKEWOOD** - Proposed use of funds recommended for Lakewood City Council approval is based upon federal funding that includes \$814,036.67 in CDBG monies (\$587,619 in new allocation, \$110,000 in program income, \$66,417.67 re-programmed from 2020, and \$50,000 from the Neighborhood Stabilization Program); and \$547,966 of the Lakewood portion of the Tacoma-Lakewood HOME Consortium monies (\$324,335 in new allocation, \$187,751.32 in program income, and \$35,880.58 re-programmed from 2020). Recommended activities will be implemented as part of the Plan beginning July 1, 2022. **Note: As federal funding allocations are not yet finalized, actual allocations shall be adjusted on a percentage basis and all awarded amounts will be adjusted accordingly. CITIZEN REVIEW COMMENTS** - The recommended Plan for each jurisdiction will be available for public review for a period of 30 days from April 1, 2022 to April 30, 2023. **CITY OF TACOMA** - A copy of the Plan document is available for review on the City's website at www.cityoftacoma.org/conplan. Limited copies are available by post upon request. A public hearing by the Tacoma City Council is scheduled for April 26, 2022 at 5:00 PM with final action by the Tacoma City Council scheduled on May 3, 2022. Tacoma City Council meetings can be accessed at: <https://www.cityoftacoma.org/councilmeetings>. For reasonable accommodation, contact the City Clerk at 253-591-5505 before 5 PM the Monday preceding the scheduled meeting. Written comment may be submitted until 5 PM on April 30, 2022 via email to cedhousingdivision@cityoftacoma.org, or by post to: Erika Bartlett, Contract and Program Auditor, City of Tacoma, Community and Economic Development Dept., 747 Market Street, Room 900, Tacoma, WA 98402. **CITY OF LAKEWOOD** A copy of the Plan document is available for review at the City of Lakewood's Community Development Department, (2nd Floor) 6000 Main Street SW, and on the City's website at www.cityoflakewood.us. A public hearing by the Lakewood City Council is scheduled for April 18, 2022, 7:00 p.m., Lakewood City Hall, with final action by the City Council on May 2, 2022. Special arrangements for disabled persons can be made 72 hours in advance by calling 253-589-2489. Written comment may be submitted until 5 PM on April 30, 2022. Comments can be mailed to: Dave Bugher, Asst. City Mgr. for Development, City of Lakewood, 6000 Main St. SW, Lakewood, WA 98499.
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Publication Dates

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