



CITY OF TACOMA

COMMUNITY AND
ECONOMIC DEVELOPMENT

Tacoma-Lakewood HOME Consortium
2021-2022 Consolidated Annual Performance and
Evaluation Report (CAPER)
September 2022

INTRODUCTION

The purpose of the CAPER is to report on progress made towards the goals outlined in Tacoma-Lakewood HOME Consortium's Consolidated Plan and Annual Action Plan.

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CR-05 - Goals and Outcomes

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

91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Tacoma faces a housing affordability problem. Many households pay more than 30% of income on monthly housing, reducing their ability to meet other needs like transportation, childcare, or healthcare. The city needs to stay affordable to help maintain the quality of life that Tacoma is known for and ensure housing costs do not worsen as the city grows.

In 2018, the City of Tacoma developed the Affordable Housing Action Strategy (AHAS) in response to a changing housing market, risk of displacement among residents, and need for high-quality, affordable housing opportunities for all. Implementation of the AHAS involves a mix of funding sources, including Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds, and local resources. 2021 AHAS milestones included making 3 surplus land sites available for affordable housing; two for home ownership and one with the Tacoma Community Redevelopment Authority to partner with a developer to build affordable rental units, efforts to update land use and development review processes through HOME in Tacoma; dedicated funding for affordable housing and direct rental/utility assistance; and, minimizing barriers for persons with limited literacy and English proficiency.

Table 1 reflects accomplishments tied to 2020-2024 Consolidated Plan goals. Due to the timing of the Consortium's funding cycles, contract process, and the nature of the activities supported by federal grants, annual CAPERs includes projects and activities that were closed out during the program year, which do not contribute to 2020-2024 Consolidated Plan goals. Activities that are funded during the program year and also time-limited will have accomplishments reflected in the 2022-2023 CAPER. Other activities, such as acquisitions, rehabilitation, and new construction, may span multiple years before accomplishments are reported.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Increase availability of cultural services	Homeless Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	28120	0	0.00%			
Increase availability of cultural services	Homeless Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Increase availability of cultural services	Homeless Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	0	0		29	0	0.00%
Increase availability of cultural services	Homeless Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	0		4	0	0.00%
Increase diverse rental and homeownership opps	Affordable Housing	CDBG: \$390263 / HOME: \$	Rental units constructed	Household Housing Unit	0	0		60	0	0.00%
Increase diverse rental and homeownership opps	Affordable Housing	CDBG: \$390263 / HOME: \$	Homeowner Housing Added	Household Housing Unit	735	0	0.00%			

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Prevent and reduce homelessness	Affordable Housing Homeless	CDBG: \$278964 / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	679		276	679	246.01%
Prevent and reduce homelessness	Affordable Housing Homeless	CDBG: \$278964 / ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0		80	0	0.00%
Prevent and reduce homelessness	Affordable Housing Homeless	CDBG: \$278964 / ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	627		772	627	81.22%
Prevent and reduce homelessness	Affordable Housing Homeless	CDBG: \$278964 / ESG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
Prevent and reduce homelessness	Affordable Housing Homeless	CDBG: \$278964 / ESG: \$	Homelessness Prevention	Persons Assisted	1605	0	0.00%	275	0	0.00%
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	12000	0	0.00%	12200	0	0.00%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Resource provision	Non-Homeless Special Needs Non-Housing Community Development	ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3133	0	0.00%			
Resource provision	Non-Homeless Special Needs Non-Housing Community Development	ESG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Stabilize existing residents	Affordable Housing Public Housing Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	7385		9080	7385	81.33%
Stabilize existing residents	Affordable Housing Public Housing Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Homeowner Housing Added	Household Housing Unit	0	0		2	0	0.00%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Stabilize existing residents	Affordable Housing Public Housing Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	50		120	50	41.67%
Stabilize existing residents	Affordable Housing Public Housing Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	0		75	0	0.00%
Stabilize existing residents	Affordable Housing Public Housing Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0		12	0	0.00%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Stabilize existing residents	Affordable Housing Public Housing Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Stabilize existing residents	Affordable Housing Public Housing Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Jobs created/retained	Jobs	36	0	0.00%			
Stabilize existing residents	Affordable Housing Public Housing Non-Housing Community Development	CDBG: \$ / HOME: \$ / ESG: \$	Businesses assisted	Businesses Assisted	2	0	0.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

CDBG project applications must meet one of three major criteria: (1) benefitting lower- income persons, (2) removing blight, or (3) meeting an urgent need. HOME projects must provide housing or assist in housing for low-income persons.

Community needs inform funding priorities for the use of CDBG, HOME, and ESG grants. Annual priority recommendations from the Human Services Commission and the Tacoma Redevelopment Authority were adopted by Tacoma City Council on 6/2/20. Priorities are as follows:

Housing (CDBG, HOME): Development of new affordable housing, repairs and major rehabilitation for low-income homeowners, assistance to first-time homebuyers, maintaining and expanding rental housing affordable to low-income households, and supportive housing – including special needs housing, and emergency and transitional shelters.

Community Development (CDBG): Street-related improvements such as sidewalk repair or ADA improvements in lower income neighborhoods, public infrastructure improvements, off-site infrastructure improvements for affordable housing developments, and improvements to public facilities

Economic Development (CDBG) business services that support lower income neighborhoods and/or lower income groups, financial and technical assistance for low- to moderate-income business owners, revitalization of low- to moderate-income business districts through historic preservation, conservation actions and neighborhood economic development, and code enforcement to prevent health and safety concerns that result in derelict buildings.

Human Services (CDBG, ESG): Stabilization services that support individuals and families to move toward housing and economic stability, youth stabilization services to provide seed services to unaccompanied youth who are at risk for or currently experiencing homelessness, and rapid re-housing and homeless prevention.

CARES Act - The City received CDBG-CV and ESG-CV funds through the CARES Act to provide emergency response to the coronavirus pandemic. During the program year, CV funds were allocated to foreclosure prevention program that is anticipated to run through the middle of the 2022 Program year. This program is operating but has not billed the City of Tacoma for incurred during the program year. It is anticipated that a billing packet and beneficiary data will be obtained by December 2022.

CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG	HOME	ESG
White	3,400	38	2,066
Black or African American	1711	26	1,297
Asian	1640	4	211
American Indian or American Native	437	1	135
Native Hawaiian or Other Pacific Islander	212	1	245
Total	13,076	77	3,954
Hispanic	690	4	519
Not Hispanic	12,386	73	3,435

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

Narrative

These numbers reflect unduplicated participants served through CDBG, HOME, and ESG funds. Families assisted with CDBG funds benefited from economic development activities, public services, and single family home rehab. Families assisted with HOME funds benefited from homeownership assistance program(s). Families assisted with ESG funds benefitted from rapid re-housing, shelter, and exit services.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	5,859,784.40	5,472,417.48
HOME	public - federal	1,735,584	1,029,913.60
ESG	public - federal	215,615	164,751.80

Table 3 - Resources Made Available

Narrative

Annually, the City of Tacoma receives an allocation of Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and Emergency Solutions Grant (ESG) funds from the United States Department of Housing and Urban Development. The City allocates these funds to support a variety of projects and programs.

CDBG funds support such programs as a home repair programs in partnerships with the Pierce County Community Development Corporation, Rebuilding Together South Sound and Associated Ministries; small business incubators through Spaceworks Tacoma and Urban Business Support; and, social service programs in partnership with various nonprofits across the City.

HOME funds primarily support the development or rehabilitation of both large multi-family projects through partners such as the Tacoma Housing Authority and single-family homeownership units through

partners such as Habitat for Humanity and the Homeownership Center. A portion is used by our consortium partner for similar activities through the City of Lakewood’s Housing Rehabilitation Program and Affordable Housing Fund. These are coordinated, monitored, and evaluated by Tacoma Community Redevelopment Authority staff. Finally, HOME funds are used to support several down payment assistance and homebuyer counseling programs to low-income households.

ESG funds exclusively provide funding to programs that support the homeless community of the City. Funds were used to support the operating and essential services costs of emergency shelters for the homeless, street outreach services, and eligible costs of rapid re-housing projects. Funds were also used to support City staff in their role of administering contracts and the local Homeless Management Information System (HMIS). In PY2021, the City spent \$1,381.59 in PY2020 ESG and \$163,370.21 in PY2021 ESG, totaling \$164,751.80. There is an unexpended amount of \$52,244.79 in PY2021 ESG that will be re-allocated and spent before it expires.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City allocates its funds citywide. It does not concentrate its funding through a “Target Area”.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Tacoma

Grants, local funds, coordination with nonprofit and private housing developers, Low-Income Housing Tax Credits, corporate grants, donations, and volunteer hours are leveraged by Tacoma to maximize the use of CDBG and HOME funds.

In 2019, Tacoma established its first Affordable Housing Trust Fund with the passage of Washington HB1406. This fund is supplemental to the Affordable Housing Fund administered by the Tacoma Community Redevelopment Authority. HB1406 allows Tacoma to take the maximum 0.0146 percent tax credit allowed against the state sales tax. Funds are to be used on projects serving persons whose income is at or below 60 percent of the area median income.

In 2021, with widespread support from the community and endorsement by the Tacoma Community Redevelopment Authority, the Tacoma established an additional funding source for affordable housing through Washington HB 1590. The 1/10th of one percent sales tax increase is projected to raise \$4.5-5.5 million annually for construction of affordable housing, operations, and support services for individuals with mental illness, veterans, senior citizens, homeless families with children, unaccompanied homeless youth, persons with disabilities, or domestic violence victims. If bonded against, the additional revenue source could provide up to \$20 million in upfront funding.

Both Tacoma General Government and Tacoma Public Utilities have adopted a disposition policy for real property that prioritizes affordable housing projects. During the program year, the TCRA accepted ownership of a surplus property from the City of Tacoma. A request for proposals was released and a development partner was identified to bring affordable housing and an early learning center to the site.

The Affordable Housing Trust Fund, HB1406, HB1590, and public lands disposition policy are recommendations that have been implemented from the Affordable Housing Action Strategy.

Lakewood

The City of Lakewood allocates 1% of its general fund to address the needs of underserved populations. General priorities include emotional supports an youth programs, housing assistance and homelessness services, crisis stabilization and advocacy, access to health and behavioral health, and access to food.

Additional efforts in support of housing stability come from an annual 0.0073% sales and use tax (SHB-1406) to be used to provide financing for the development and maintenance of affordable housing for households at or below 60% of area median income. The fund has a current balance of \$181,358 with additional revenue of approximately \$95,000 to be received in FY 2022. Over the next 20 years, the City anticipates an estimated \$1.95 million dollars to be raised in support of affordable and supportive housing development.

HOME

HOME funds match requirements are provided by the Tacoma-HOME Lakewood Consortium

In general, HOME funds are allocated to the construction of both multi-family and single-family development projects. The developers of these projects generally have matching dollars associated with a project. These matching funds include other local funds, private financing, funds from the State Housing Trust Fund and Low-Income Housing Tax Credit dollars.

In Program Year 2021-22, the Tacoma-Lakewood HOME Consortium’s HOME match liability was suspended pursuant to Section 290 of the Cranston-Gonzalez National Affordable Housing Act of 1990. As a result of the COVID-19 pandemic, the US Department of Housing and Urban Development has authority to suspend HOME statutory requirements to assist participating jurisdictions in disaster recovery.

ESG

Projects receiving ESG funding from the City are required to provide matching funds in accordance with 24 CFR 576.201. Projects are required to submit a signed form to the City that details their source(s) of matching funds and to confirm that they meet the requirements outlined in 24 CFR 576.201. City staff also verify matching funds during on-site monitoring visits.

CDBG

There are no similar matching requirements for CDBG funded projects.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$39,133,811.45
2. Match contributed during current Federal fiscal year	\$3,250,000.00
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	42,383,811.45
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	42,383,811.45

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
Hilltop Lofts	07/20/2021	3,250,000						3,250,000

Table 6 – Match Contribution for the Federal Fiscal Year

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
1,263,108.47	238,866.58	153,190.10	0	1,348,784.95

Table 7 – Program Income

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

Table 8 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	149	96
Number of Special-Needs households to be provided affordable housing units	0	0
Total	149	96

Table 9 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	47
Number of households supported through The Production of New Units	62	7
Number of households supported through Rehab of Existing Units	10	18
Number of households supported through Acquisition of Existing Units	75	24
Total	147	96

Table 10 – Number of Households Supported

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

Meeting the established goal of Production of New Units continues to be a challenge given the limited resources available to support such efforts; cost escalations that reduce the impact already limited funds can provide; limitations on developable land based on current zoning codes; and, the length of time necessary to bring urgently needed single- and multi-family housing projects online.

The City of Tacoma is concentrating institution-wide efforts to addressing this challenge through implementation of the Affordable Housing Action Strategy (AHAS). The AHAS' Strategic Objective to Create More Homes for More People includes twelve actions to meet this objective along with benchmarks to measure progress. Some of the actions the City has achieved or is currently working towards are listed below:

- Modify inclusionary housing provisions to target unmet need and align with market realities

- Update the Multifamily Tax Exemption Program to increase its impact
- Leverage publicly and partner-owned land for affordable housing
- Encourage more diverse types of housing development through relaxed land use standards, technical assistance, and financial incentives
- Establish a dedicated source of funding for the Tacoma Housing Trust Fund
- Explore innovative, low-cost housing solutions to serve persons experiencing homelessness

Tables 11 and 12 also reflect accomplishments tied to goals set in the 2020-2024 Consolidated Plan. Due to the timing of the Consortium’s funding cycles, contract process, and the nature of the activities supported by federal grants, annual CAPERs include accomplishments from activities funded in prior Consolidated Planning cycles. Goals, such as Acquisitions and the Production of New Units - including special needs housing - may span multiple years before accomplishments are reported.

Discuss how these outcomes will impact future annual action plans.

New local sources of funding increase the feasibility of affordable housing production, as do adjustments to inclusionary housing provisions and updating tax incentives. One possibility is that by resourcing housing production through these local means, economic development funds allocated through the Annual Action Plan may prioritize complementary uses such as infrastructure and capital improvements or workforce development.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	9	34
Low-income	4	20
Moderate-income	5	24
Total	18	78

Table 11 – Number of Households Served

Narrative Information

Table 11 reflects households served through Rehabilitation of Existing Units, Production of New Units, Acquisition, and Rental Assistance.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

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

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

The City of Tacoma implemented the Homeless Outreach Team (HOT) in 2017 in response to the City's Emergency Declaration on Homelessness to provide support to unsheltered individuals experiencing homelessness in efforts to connect them to supportive services with a goal of securing housing placement. Still in operation, the team is now known as the Homeless Engagement Alternatives Liaison (HEAL) team, and they continue to provide outreach and engagement to unsheltered individuals and coordinating with homeless service providers in the area.

In early 2021, staff conducted a survey with individuals in encampments about their experiences living outside, services they have accepted, services and supports they need to remain safe, barriers to housing, and what housing options may best meet their needs. Through those conversations, we learned:

- COVID-related job loss was reported as a reason for some individuals' episode of homelessness
- Many reported that COVID has negatively impacted their ability to access services and supports due to changing process/procedures
- Reports of wanting to stay in place with their community in the absence of housing
- Reports of the need for hygiene, showers, toilets, and garbage/waste/debris removal
- Staff directly observed and heard reports of widespread medical, mental health and substance use disorder needs
- Many persons reported having been in emergency or temporary shelter sites previously (Stability Site, TEMS, etc.)
- Some individuals reported having employment, yet more were unemployed or collected unemployment or other benefits such as Social Security and Social Security Disability

These conversations have informed the City's efforts to develop alternate shelter in 2021 and continued conversations with these individuals will inform the City's development of its five-year strategy on homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Tacoma has been operating under a state of emergency in response to the growing number of individuals living in homeless encampments since 2017. The state of emergency will remain until the

City can provide shelter for 95% of individuals experiencing homelessness as reported in the Annual Point in Time Count for a consecutive three years. Under the declaration of emergency, the City has stood up a mitigation site, three emergency micro-shelter locations and operated warming and cooling centers to address inclement weather.

The City's Temporary Shelter Regulations allow for non-profit organizations and faith based organizations to apply for a temporary use permit to operate an emergency shelter on their property. Under these regulations, the City supported two faith-based shelters which operated 24/7 to serve single women and families with children during the COVID-19 pandemic.

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

One of the City's long-term goals is to reduce the number of individuals and families entering the homeless system. To support this goal the City funds rental assistance, homeless prevention and utility assistance programs to help those remain housed. The City also supports programs to help to sustain housing and establish financial independence through economic and financial empowerment programs. By leveraging different revenue sources the City ensures contracted homeless service providers are able to provide additional supports through case management, temporary financial assistance, counseling, and employment navigation. The City collaborates with homeless service providers to strategize best practices to ensure there are services available to make homelessness rare, brief and non-recurring.

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

In 2021, the City of Tacoma had to pivot many services to immediately address the impacts of the COVID-19. One of those pivots included providing almost \$4.5 Million in rental assistance for households at or below 50% of the Area Median Income with direct impacts from COVID-19. The City was able to distribute \$4,423,817 in assistance and \$1,737,142 with utility assistance. In addition to the distribution, 62% of the households served were headed by a person of color.

In addition to this financial assistance and homeless prevention effort, the City continued its historic investments in rapid re-housing, permanent supportive housing and transitional housing as well as youth services and temporary financial assistance.

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

Tacoma Housing Authority

Actions taken to address the needs of public housing

Tacoma Housing Authority (THA) partners with the City to provide affordable housing opportunities for lower income residents. The City supports THA's efforts to improve its housing stock, maintain levels of assistance to lower income residents, and preserve Section 8 housing. In partnership, the City and THA rehabilitate and modernize publicly-owned housing.

Construction has begun on Hilltop Lofts, which will offer 57-units of permanent supportive housing to individuals exiting homelessness. THA provides a long-term ground lease for the project. Estimated completion is 10/2022.

THA is in predevelopment of our Housing Hilltop Project. The project's targeted household will earn 60% AMI. The 231-unit project will also have 3 commercial spaces. One of the commercial spaces will include community space for a performance arts center. The Hilltop has experienced gentrification in this historically Black and BIPOC community. The new construction project will help address this issue. Construction is planned to start Q4 2022 with a 24-month construction timeline.

Along with developing, land leasing, THA is selling property for affordable needs. We are selling 2 parcels at our James Center North to both Koz Development and Mercy Housing Northwest. Both Koz and Mercy Housing will develop affordable housing on their respective properties.

Due to capacity changes THA is no longer the development consultant on the Shiloh Baptist Church project. Beacon Development Group will continue as their Development Consultant.

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

THA is a Moving to Work authority. The current THA five-year plan outlines its policies, programs, operations and strategies. THA offers opportunities for residents to be involved in management through representation on the THA Board of Commissioners. The Mayor appoints one THA resident as Commissioner. In addition, THA supports a Resident Advisory Board, TRAC, which includes representation from all seven of THA's senior buildings. THA provides funding to support TRAC.

Actions taken to provide assistance to troubled PHAs

Tacoma Housing Authority (THA) is the only public housing authority (PHA) operating in the City of Tacoma. THA is a high functioning PHA that has a strong financial position and maintains a highly experienced and effective staff. Therefore, the City has seen no need to provide assistance to THA as

they are not considered to be "troubled".

Pierce County Housing Authority

Actions taken to address the needs of public housing

PCHA increased our payment standards to 110% of HUD FMR to offset the record-high rent burden in the County. In our regular HCV program, we have a total voucher count of 2,577 – 26 more than last year, totaling \$2,600,000+ monthly. We entered an MOU with THA to allow special purpose vouchers inside one another's jurisdiction, opening up housing options for voucher recipients. Our Emergency Housing Voucher program, intended to provide immediate support for those facing homelessness, completed its first year of operation. To date, it has issued 69 total vouchers, and 38 are fully leased and 31 are processing.

PCHA has begun the application for disposition of scattered-site single family public housing, an antiquated and costly program. Over the next 12-36 months, these units will be sold and proceeds used to increase affordable housing in the County. The tenants' housing assistance will be preserved via a transfer to 124 Tenant Protection Vouchers. We will ultimately create 150 public housing units (our Faircloth limit) and convert them to 150 RAD vouchers. The total process will generate over \$100 million in new federal subsidy over the next 20 years.

PCHA has also begun transitioning to a new property/voucher management software: Yardi Voyager. This software will modernize and streamline all daily operations, and ultimately allow us to meet the needs of our voucher recipients and encourage landlord involvement with our program.

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

Our Family Self-Sufficiency Program has 125 slots for residents/voucher holders, all of which are currently filled. This program provides assistance in job training, financial management, and home ownership. PCHA is one of a hand full of PHAs in Washington that allow clients to use their vouchers to purchase homes. Although no new slots have been opened over the last year, we intend to expand the program as soon as possible, pending new regulations from HUD.

In our disposition of scattered sites, we are also reaching out to current tenants to gauge their interest in buying their current residence and work with them wherever possible to achieve that end.

Actions taken to provide assistance to troubled PHAs

Pierce County Housing Authority is not designated as a troubled PHA.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Historic policies such as redlining have produced ongoing disparities across Tacoma's neighborhoods. Depressed home values and decreased private investment in portions of the city, coupled with regional growth, increases vulnerability for displacement. To help reverse poor outcomes, the City has adopted the Equity Index. The interactive tool ensures that decision-making processes serve residents living in areas where access to affordable housing and job opportunities are low.

The City of Tacoma has been operating under a Declaration of Public Health Emergency to address the health and safety concerns for residents in and near homeless encampments, including individuals, families, and unaccompanied youth. The Declaration allows the City to rapidly adapt policy and allocate funds to shelter and resources for unsheltered populations through homeless service contracts, inclement weather services, emergency declaration funding and encampment cleanups.

The City is currently implementing the Affordable Housing Action Strategy, guiding an organization-wide response to a changing housing market, increasing displacement pressure among residents, and a widespread need for high-quality, affordable housing opportunities for all. The strategy sets out to ameliorate barriers to affordable housing development using a variety of mechanisms related to building codes, development finance, tax policies, zoning, and land use. Select programs and policies include:

- Expansion of tenant protections
- Create resources for households at risk of homelessness
- Affordable Housing Provider Loans
- Multifamily Property Tax Exemption
- Down Payment Assistance
- Housing Counseling
- Residential Infill Pilot Program
- Single-Family Rehabilitation Loan Program
- Housing Incentives for Affordable Housing (pending resources available, these include density bonuses, expedited permitting, and a reduction in permitting fees. Projects must have 20+units and an affordability period of 50 years.)

- Transfer of Development Rights

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Tacoma

Tacoma continues to address the obstacles faced by low income residents in the community. It directs the bulk of its resources to housing activities. This includes direct support to the development of multifamily and single family units that is then leveraged through other private, local, state and federal resources; downpayment assistance so that first-time homebuyers can achieve the dream of homeownership; home repairs to include health and safety improvements and exterior paint work so that low income residents can extend the longevity of their homes; economic development opportunities so that individuals in the creative community can learn skills of entrepreneurship; and, services that serve the most vulnerable in the community to include homeless and victims of domestic violence.

Lakewood

Lakewood continues to offer emergency relocation assistance to households who are at risk of losing their housing due to discriminatory practices, as a result of building and code enforcement closures, fires, or redevelopment activities.

As housing prices have continued to rise, the need for affordable housing grows stronger still, especially for low-income and minority homebuyers. Homeownership disparity between White and non-White homeowners remain significant, with the biggest gap existing between White and Black families. In 2020, the homeownership rate by Blacks was 32 percentage points lower than White homeownership, and White households were 82 percent more likely to own their own home than Black households. Hispanic households trailed White households by 13 percentage points, with White households 22 percent more likely to own their homes than Hispanic households.

Lakewood continues to partner with Habitat for Humanity to acquire land for the development of affordable homeownership to address these underserved needs. Eleven new homes affordable to low-income homebuyers are underway.

Lakewood has also partnered with Living Access Support Alliance to acquire land for the development of shelter to households experiencing homelessness.

Rental habitability and affordability remain a priority for the City. With approximately 56.8 percent of Lakewood's housing stock being rental, and more than 65 percent of Lakewood's housing stock constructed prior to 1960, the importance of maintain this housing stock remains of paramount importance. In 2017, the City began its Rental Housing Safety Program (RHSP) requiring all residential rental properties (apartments, single-family homes, duplexes, etc.) within the Lakewood city limit be registered on an annual basis and maintain specific life and safety standards for those properties.

Since substandard housing disproportionately affects the poor, working class families, seniors, the

disabled, and persons who suffer from chronic illness, it is the aim of the RHSP to eliminate all substandard rental housing in Lakewood and improve the quality of life for all Lakewood residents. Since the program's inception, the City has inspected approximately 90 percent of its rental properties and has seen substantial improvements in both the quality and condition of many of the City's substandard rental properties.

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

The City continues to address lead-based paint issues in accordance with Title X of the 1992 HCDA. The following practices and procedures are followed to address lead-based paint hazards:

All owners of properties receiving up to \$5,000 of federally-funded assistance are provided a copy of the lead-based paint (LBP) pamphlet. If there is any work done on the property affecting paint surfaces, the surfaces are assumed to contain lead-based paint if the property was constructed prior to 1978, and safe work practices are followed. After work is completed, a notice to occupants is provided.

All owners of properties receiving between \$5,000 and \$25,000 in federally-funded rehabilitation assistance are also provided with a copy of the LBP pamphlet. If the home was constructed prior to 1978, a LBP risk assessment is completed by a certified LBP firm. If the surfaces to be disturbed are determined to contain lead-based paint, interim controls are exercised. A notice to occupants is provided and clearance test performed by an EPA certified firm after the work is completed.

All owners of properties receiving \$25,000 or more in federally funded rehabilitation assistance are provided with the LBP pamphlet. A written risk assessment is obtained from a certified risk assessor and the specifications for the work written to insure all deteriorated LBP surfaces are properly prepared and the necessary action taken to correct any deficiencies. A clearance test is performed by a certified firm after the work has been completed and the owner has received a notification of completion.

All property acquisition financed with federal funds are inspected for lead-based paint hazards when the property in question was constructed prior to 1978. In addition, all rental properties are inspected on a regular basis for LBP hazards.

During the program year, Lead Safe Work Practices were practiced on 11 homes and Visual Assessment/Paint Stabilization was practiced on 3 homes, through participation in the single family acquisition, rehabilitation and resale program, the Single Family Rehab Loan Program and home repair programs administered through the Pierce County Community Development Corporation and Rebuilding Together South Sound.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City continues to take an active role and provides leadership and cooperation with community-wide organizations to reduce the number of persons living below the poverty level.

Tacoma has joined more than thirty cities to explore a guaranteed income pilot program. The City has accepted two grants totaling \$600,000 to implement Growing Resilience in Tacoma (GRIT) Guaranteed

Income Demonstration program. In partnership with United Way of Pierce County, the City has provided 110 families experiencing poverty \$500 per month to spend as they need. To be eligible, a household must be headed by a single parent or guardian and meet the definition for ALICE (Asset Limited, Income Constrained, Employed). GRIT is currently underway, with the first payment being made to families in December of 2021.

Recognizing that supporting the health and safety of Tacoma residents contributes to reducing the number of poverty-level families, the City invests in programs that focus on providing support to some of the city's most vulnerable populations, including seniors and domestic violence survivors.

To combat discriminatory housing and hiring practices, the City manages a local Civil Rights Investigations program, which ensures that residents who are part of protected classes are aware of their rights to fair housing and equal employment opportunities. The program also provides swift recourse for those who have been targeted for discrimination or harassment to prevent threats to their housing and/or job status.

Examples like the Local Employment and Apprenticeship Program (LEAP) and Tacoma Training and Education Program (TTEP) prepare Tacoma's residents to develop the skill necessary for high demand jobs, and to connect with the projects and employers that provide them. These programs are coordinated with a wide coalition of public and private sector participants to meet Tacoma's educational and workforce development needs.

The City's business retention and expansion efforts support existing Tacoma businesses to stay in the city and scale; while entrepreneur support for launching or growing a business creates additional job opportunities for local producers and designers. Our recruitment efforts identify and connect with companies seeking to relocate to the type of market Tacoma is able to provide. These programs support entrepreneurship and increase livable-wage opportunities for Tacoma's growing population.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The Affordable Housing Action Strategy represents the organizational response to the housing affordability crisis in Tacoma. The Strategy is being implemented in cooperation with almost every city department, including Tacoma Public Utilities - each playing a role in achieving success. Through this, the City continues to embed organization-wide goals, implementation tactics, and outcomes for improved housing access.

Further, there are specific activities that continue to get support not only from federal funds such as CDBG, HOME, and ESG, as discussed in this report, but also from other public and private sources such as United Way of Pierce County, City of Tacoma General Fund, Tacoma Housing Authority, Washington State (e.g. Housing Trust Fund), the Puyallup Indian Tribe, Metropolitan Development Council's Community Action Agency funds and Impact Capital. These funded activities include emergency and transitional shelters, other homeless and special needs programs, job training programs as well as various activities to support the families and senior citizens on limited income.

Federal, state and private financing sources continue to require local government's commitment to financing a project before they will commit their funds. It is essential that local governments provide housing development funds. As previously mentioned in this report, the City has made a substantial commitment to housing by setting aside 50% of its CDBG and 90% of HOME funds for affordable housing programs.

As recommended in the Affordable Housing Action Strategy, Tacoma has established three local funding sources better serve the housing needs of its citizens. The first is an Affordable Housing Trust Fund, which is supplemental to the Affordable Housing Fund administered by the Tacoma Community Redevelopment Authority.

The second, Washington HB1406 allows Tacoma to take the maximum 0.0146 percent tax credit allowed against the state sales tax. Funds from HB1406 are to be used on projects serving persons whose income is at or below 60 percent of the area median income.

Finally, Washington HB1590 allows Tacoma to impose a 1/10th of one percent sales tax increase for construction of affordable housing, operations, and support services for individuals with mental illness, veterans, senior citizens, homeless families with children, unaccompanied homeless youth, persons with disabilities, or domestic violence victims.

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

The City of Tacoma Human Rights, a section of the Office of Equity & Human Rights, provides education and technical assistance regarding federal, state and local fair housing laws. Education and outreach are tailored to suit housing providers, tenant advocacy groups, and public/private community organizations.

These are the outreach events Landlord/Tenant Coordinator participated in from July 2021 to June 2022 for Landlord-Tenant Program:

- Associated Ministries Renters Readiness- July 23rd 2021
- Tenant Protection ideas with Landlords: July 29th, 2021
- 5-year Homelessness Strategy Workshop: August 24th 2021
- City of Tacoma Rental Housing Training: October 12th 2021
- Pierce County Human Services Q&A for Tenants on eviction risk October 26th, 2021
- COT outreach event promotion: October 27th, 2021
- Associated Ministries Renters Readiness Rights and responsibilities- October 29th, 2021
- Associated Ministries Housing Rental Code update/training: November 2nd, 2021
- City of Tacoma Rental Housing Code updates- Community informational event: November

4th, 2021

- Landlord Tenant Law Update in conjunction with TPD: February 23, 2022
- Renter's Readiness Spinnaker management Landlord Tenant Rights/Responsibility: June 17th, 2022

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

From July 1, 2001 through June 30, 2022, the City of Tacoma Office of Equity and Human Rights has resolved 412 complaints of discrimination filed in Tacoma under the federal Fair Housing Act and under the local fair housing provisions in Tacoma Municipal Code (TMC) Chapter 1.29. In these twenty-one years, approximately \$100,000 in settlement awards have resulted from this local administrative enforcement process. In addition to monetary settlements, other non-monetary relief included: waiver of rental payments and granting of reasonable accommodations (i.e. reserved parking spaces and allowing service animals), updating rental documents to include equal opportunity housing policies and language, posting of fair housing information, and fair housing training.

From July 1, 2021 through June 30, 2022, the City of Tacoma Office of Equity and Human Rights completed 10 fair housing investigations that were dual-filed with the U.S. Department of Housing and Urban Development, 6 of the 10 were resolved through Pre-Finding Settlement Agreements. The settlement agreements included affirmative measures to ensure fair housing compliance including document review, updated policies, implementation of reasonable accommodation policy, posting of fair housing information, and fair housing training for rental owners/staff.

The City of Tacoma Office of Equity and Human Rights receives an average of 25 inquires a month from residents who feel they have experienced housing discrimination. From July 1, 2021 to June 30, 2022, the Office of Equity and Human Rights staff opened 10 complaints; all 10 were dual-filed with HUD. The investigations opened during this time-period include alleged violations based on race, disability, and familial status.

Below, are the outreach events the Fair Housing Coordinator participated in during the reporting period, from July 2021 to June 2022:

- National League of Cities – Eviction Prevention Learning Lab and Data- system mapping: July 19th, 2021
- National League of Cities – Eviction Prevention Learning Lab Landlord Tenant Education July 22, 2021
- National League of Cities – How Cities can generate or gain feedback on approaches to tackling eviction crisis: August 24th, 2021
- Rental Housing Association of WA (Tenant Protections): September 16th, 2021

- Welcoming Week (Commission on Immigrant and Refugee Affairs): September 17th, 2021
- WHIAANHPI: Roundtable on Housing (Discrimination and Rights in Housing): October 20, 2021
- National League of Cities- Eviction Prevention Learning Lab-Landlord Tenant Education October 21st, 2021
- WLIHA Advocacy Team: February 7th, 2022
- GARE April 19-21, 2022
- National League of Cities: Tenant Education April 21st, 2022
- Housing Provider Education, Tacoma Housing Authority: May 10th, 2022
- CREW Intersectionality in Homeownership: June 21st, 2022

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Each year, the City or its representative monitors HOME assisted projects annually throughout the term of the regulatory agreement and the period of affordability. Monitoring is used to assess the subrecipients' compliance with requirements of the HOME-funded programs that they administer, and that HOME-assisted multifamily projects are operated in compliance with the corresponding HOME requirements. Subrecipients and projects are monitored consistent with the requirements of 24 CFR Part 92.252 and any additional requirements contained in the regulatory and any other agreements with the City of Tacoma and HUD.

Staff uses a formal, documented risk-based assessment process to determine which HOME recipients have the highest probability of non-compliance. Risk-based assessment is conducted for all HOME assisted projects and programs.

For multi-family projects TCRA staff use information collected in a web-based reporting database to conduct risk assessment. If the project demonstrates 3 or more risk factors, the project will be selected for additional desk monitoring. During desk monitoring, 20% of units or client files are tested. The corresponding property owner will receive a Performance Letter with monitoring conclusions detailing any findings, areas of concern and any necessary follow-up actions.

During the 2021 program year City staff conducted remote desk reviews for 29 HOME-assisted multifamily projects and conducted a full remote monitoring for 8 of those which had three or more risk factors result from the desk review.

HOME-funded Subrecipients

The HOME-funded projects and program operated by subrecipients were monitored during the program year and results from the monitoring are listed below.

HTF = State Housing Trust Fund LIHTC = Low Income Housing Tax Credit.

Agency	Program	Monitoring Date	Funding Source	Findings (Y/N)	Findings Addressed (Y/N/N/A)
THA	Alberta Canada	3/18/2022	HOME, LIHTC	N	N/A
Metropolitan Development	Avenue Apartments	3/18/2022	HOME, HTF, Pierce	N	N/A

Council			County		
Tacoma Housing Authority	Bay Terrace	3/18/2022	HOME, HTF, LIHTC, Pierce County	N	N/A
Catholic Community Services of Western WA	Bridges Village	3/18/2022	HOME, Pierce County	N	N/A
Metropolitan Development Council	Campbell Court	3/18/2022	HOME, CDBG, HTF	N	N/A
JA Charlesbee LLC	Charlesbee Apartments	3/18/2022	HOME	Y	Y
Mercy Housing Northwest	Eliza McCabe Townhouses	3/18/2022	HOME, HTF, LIHTC	N	N/A
Living Access Support Alliance	Flett Meadows	3/18/2022	HOME, CDBG, HTF	N	N/A
Catholic Community Services of Western WA	Guadalupe Vista	3/18/2022	HOME, HTF, LIHTC, Pierce County	N	N/A
Mercy Housing Northwest	Hillside Gardens	3/18/2022	HOME, HTF, LIHTC	N	N/A
Network Services (dba Network Tacoma)	M Street Housing	3/18/2022	HOME	N	N/A
Vaughn Bay	Mason Avenue Apartments	3/18/2022	HOME	N	N/A
The Monroe LLC	Monroe Apts. (FKA Stewart Court)	3/18/2022	HOME, CDBG	N	N/A

Catholic Housing Services of Western WA	Nativity House Apartments	3/18/2022	HOME, LIHTC, Pierce County	N	N/A
Martin Luther King Housing Development Assoc	New Look Apartments	3/18/2022	HOME, CDBG, LIHTC	N	N/A
Mercy Housing Northwest	New Tacoma Senior Apts, Phase 1	3/18/2022	HOME, HTF, LIHTC	N	N/A
Mercy Housing Northwest	New Tacoma Senior Apts, Phase 2	3/18/2022	HOME, HTF, LIHTC	N	N/A
Korean Women's Association	Olympus Hotel	3/18/2022	HOME, CDBG, LIHTC	N	N/A
Metropolitan Development Council	Pacific Courtyard	3/18/2022	HOME, CDBG, HTF	N	N/A
3502 McKinley, LLC	Porter Apartments	3/18/2022	HOME	N	N/A
Tacoma Housing Authority	Prairie Oaks	3/18/2022	HOME, CDBG, HTF, Pierce County	N	N/A
Mercy Housing Northwest	Rosa Franklin Place	3/18/2022	HOME, HTF, LIHTC, Pierce County	N	N/A
Tacoma Housing Authority	Salishan 4	3/18/2022	HOME, HTF, LIHTC, Pierce County	N	N/A
Tacoma Housing Authority	Salishan 6	3/18/2022	HOME, HTF, LIHTC, Pierce County	N	N/A
American Baptist Homes of the West	Salishan Gardens	3/18/2022	HOME, CDBG, HTF, Pierce County	N	N/A

Metropolitan Development Council	SRO for the Homeless	3/18/2022	HOME, CDBG, HTF, LIHTC,	N	N/A
MLKHDA	Scattered Site	3/18/2022	HOME	N	N/A
The Rescue Mission	Tyler Square, Phase I	3/18/2022	HOME	N	N/A
TCRA	Valhalla Hall	3/18/2022	HOME	N	N/A
Network Services (dba Network Tacoma)	Venture Apartments (Lakewood)	3/18/2022	HOME	N	N/A

Table 12 - HOME-funded Subrecipients

CDBG Public Services and ESG

Each year, NCS staff conducts an assessment of all funded programs to determine which programs need an on-site contract monitoring. Per City policy, all programs receive an on-site monitoring at least once every two years. Results may be considered in subsequent application processes for funding.

When identifying which programs will be monitored, certain conditions automatically trigger a monitoring. Those conditions include, but are not limited to: breach of contract, City concern for client safety or well-being, being new to receiving City of Tacoma funding, having negative findings in the most recent agency financial audit, and/or not being monitored the previous year.

Other considerations in determining the need for an on-site contract monitoring include, but are not limited to: staff turnover, program performance, and other concerns identified by City staff.

Programs that are flagged for a monitoring receive a site visit prior to the end of the contract period (by June 30th of each year). A standard monitoring tool is used by staff during the site visit to evaluate program performance, compliance with applicable federal requirements, personnel and administration practices, and accounting practices. Any negative findings are summarized at the end of the monitoring form, along with corrective actions and a timeline for completing corrective actions. The monitoring results, summary of findings, and timeline for corrective action are then provided to the program.

In the FY 2021-22 contract period, fifteen (15) programs received CDBG and/or ESG funding from the City of Tacoma. The results of the most recent monitoring for each program are included in the table below. Programs last monitored in 2020 will be monitored prior to the end of 2022.

Agency	Program	Monitoring Date	Funding Source	Findings (Y/N)	Findings Addressed (Y/N/N/A)
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Korean Women's Association	We Are Family	8/11/2022	ESG	N	N/A
YWCA Pierce County	DV Shelter	8/4/2022	ESG/ CDBG	N	N/A
Exodus Housing	Rapid Re-housing DV	8/24/2020	ESG	N	N/A
Associated Ministries	Family Permanent Housing	4/20/2022	ESG	Y	N
Catholic Community Services	Homeless Adult Services	8/5/22	ESG/ CDBG	Y	N/A (Still finalizing report)
Catholic Community Services	Family Housing Network	7/8/22	ESG	Y	N/A (Still finalizing report)
Comprehensive Life Resources	Positive Interactions	5/10/2022	ESG	Y	N/A
The Rescue Mission	Men's Shelter	9/22/2021	ESG/ CDBG	Y	Y
The Rescue Mission	Family Shelter	9/21/2021	ESG	Y	Y
Korean Women's Association	Economic Stabilization	8/16/2022	CDBG	N	N/A
YWCA Pierce County	Legal Services	8/4/2022	CDBG	N	N/A
LASA	Prevention Services	2/3/2022	CDBG	Y	N
Life Enrichment Group	Community Home-Youth Young Adult Shelter	8/24/2022	CDBG	N/A (Still finalizing report)	N/A
New Phoebe House Association	Phoebe Family RRR	10/5/2020	CDBG	N	N/A
South Sound Outreach	Financial Empowerment	10/6/2020	CDBG	Y	N
St. Leo's Food Connection	Food Bank Program	10/30/2020	CDBG	N	N/A

Vadis	FLASH	6/1/2022	CDBG	Y	Y
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Table 13 - Public Services CDBG and ESG Funded Programs

Citizen Participation Plan 91.105(d); 91.115(d)

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

The 15-day period for examination and review began on September 6, 2022 and ended on September 21, 2022. The City provided public notice on September 6, 2022 in the Legal section of the Tacoma publication of The News Tribune for print and online viewing. A copy of the public notice was shared with partner agencies including organizations who serve populations with limited English proficiency, disabilities, the elderly, and traditionally underserved populations. Due to the pandemic, draft copies were not available for in-person viewing and instead were posted on the City’s website. No comments were received.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The Human Services Division of the Neighborhood and Community Services Department has not had any significant changes in their program objectives. The Housing Division of the Community and Economic Development Department has not had any significant changes in their program objectives.

CR-50 - HOME 91.520(d)

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

100% of the City's HOME portfolio was inspected in 2019 and is not due for re-inspection till 2022.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

Each recipient of HOME funds signs a loan or grant agreement requiring their agency to retain records which show compliance with fair housing and equal opportunity requirements. The agreements also require that the borrower or grant recipient have an affirmative marketing plan in place that complies with 24 CFR 92.351. For the City's Downpayment assistance program broad marketing is used in addition to specific outreach to provider who serve underrepresented communities to increase awareness and access to the program.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

During the current reporting period the Tacoma-Lakewood Consortium received \$238,866.58 in additional program income. Of program income on hand, \$10,734.10 was spent on administrative costs for both the cities of Lakewood and Tacoma.

\$153,190.10 in program income was spent on five projects in support of the following activities:

- Rehab funds made available to very low-income homeowners for safety related home improvements, including multiple ADA improvements, electrical modifications, and other home repairs
- Soft costs for ongoing construction of multifamily rental units dedicated to very low income households transitioning from domestic violence shelter
- Construction of housing for resale to qualified, low income homebuyers and homebuyer assistance.
- Acquisition and rehabilitation of substandard single family homes or construction of new homes for resale to qualified, low income homebuyers
- DPA, second mortgage, and closing costs for low income homebuyers

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

The City continues to release an affordable housing NOFA annually. Both HOME and CDBG funds are made available for new construction multi-family rental and single-family homeownership projects as

well as single family rehabilitation. This NOFA is extremely important for multi-family rental developers as they are often not able to attract financing from other public lenders such as the state's Housing Trust Fund or to position themselves well for housing tax credits without having a local commitment of funding.

The also City works closely with affordable housing developers that are interested in preserving existing affordable housing through acquisition. The City is often one of the first parties to find out about an affordable housing project that will potentially go to market and we take that opportunity to bring interested developers to the table to see if there is any interest in being the acquirer. We have had some success with preserving affordable housing and bringing market rate properties to affordable housing using this coordination.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0	0	0	0	0
Total Section 3 Worker Hours	0	0	0	0	0
Total Targeted Section 3 Worker Hours	0	0	0	0	0

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	0	0	0	0
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0	0	0	0	0
Direct, on-the job training (including apprenticeships).	0	0	0	0	0
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0	0	0	0	0
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0	0	0	0	0
Outreach efforts to identify and secure bids from Section 3 business concerns.	0	0	0	0	0
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0	0	0	0	0
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0	0	0	0	0
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0	0	0	0	0
Held one or more job fairs.	0	0	0	0	0
Provided or connected residents with supportive services that can provide direct services or referrals.	0	0	0	0	0
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0	0	0	0	0
Assisted residents with finding child care.	0	0	0	0	0
Assisted residents to apply for, or attend community college or a four year educational institution.	0	0	0	0	0
Assisted residents to apply for, or attend vocational/technical training.	0	0	0	0	0
Assisted residents to obtain financial literacy training and/or coaching.	0	0	0	0	0
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0	0	0	0	0
Provided or connected residents with training on computer use or online technologies.	0	0	0	0	0
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0	0	0	0	0
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0	0	0	0	0
Other.	0	0	0	0	0

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

A short while ago IDIS updated to include reporting on section 3 information and since activity 2263 is

still open IDIS automatically requires this information to be entered for any open activity. Section 3 outcomes for this project were reported in the City’s 2021 SPEARS report. There were no projects during the 2021 program year that triggered section 3 compliance.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	TACOMA
Organizational DUNS Number	073135535
UEI	
EIN/TIN Number	916001283
Identify the Field Office	SEATTLE
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	

ESG Contact Name

Prefix	Mr
First Name	Jason
Middle Name	
Last Name	McKenzie
Suffix	
Title	Management Analyst III

ESG Contact Address

Street Address 1	747 Market St. Room 836
Street Address 2	
City	Tacoma
State	WA
ZIP Code	-
Phone Number	2535915047
Extension	
Fax Number	
Email Address	jmckenzie@cityoftacoma.org

ESG Secondary Contact

Prefix	
First Name	Caleb
Last Name	Carbone
Suffix	

Title	Program Manager
Phone Number	253-591-5015
Extension	
Email Address	ccarbone@cityoftacoma.org

2. Reporting Period—All Recipients Complete

Program Year Start Date	07/01/2021
Program Year End Date	06/30/2022

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name: Associated Ministries

City: Tacoma

State: WA

Zip Code: 98405

DUNS Number: 180153637

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: \$16,000.00

Subrecipient or Contractor Name: Catholic Community Services

City: Seattle

State: WA

Zip Code: 98144

DUNS Number: 799006341

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: \$20,000

Subrecipient or Contractor Name: Comprehensive Life Resources

City: Tacoma

State: WA

Zip Code: 98405

UEI/DUNS Number:

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: \$60,000

Subrecipient or Contractor Name: Korean Women's Association

City: Tacoma

State: WA

Zip Code: 98445, 2001

DUNS Number: 180238727

Is subrecipient a victim services provider: Y

ESG Subgrant or Contract Award Amount: \$10,000

Subrecipient or Contractor Name: The Rescue Mission

City: Tacoma

State: Tacoma

Zip Code: 98401, 1912

DUNS Number: 095731014

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: \$23,500

Subrecipient or Contractor Name: YWCA Pierce County

City: Tacoma

State: WA

Zip Code: 98402, 3904

DUNS Number: 364210302

Is subrecipient a victim services provider: Y

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: \$10,000

CR-65 - Persons Assisted

See SAGE ESG Report attached at the end of this report.

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units – Rehabbed	0
Number of New Units – Conversion	0
Total Number of bed - nighths available	78,364
Total Number of bed - nighths provided	72,454
Capacity Utilization	92%

Table 17 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

ESG Performance Standards for 2021-22:

Project outcomes for ESG are aimed with creating a flexible and responsive homeless system where individuals and families experiencing homelessness is rare, brief, and non-recurring. Persons exiting to permanent housing at the end of the program year: Rapid Re-Housing exits to permanent housing were 66%, families in emergency shelter exits to permanent housing were 53%, and individuals in emergency shelter exits to permanent housing were 9.4%. (Target of 75% for Rapid Re-housing, 40% for families in Emergency Shelter, 40% for individuals in Emergency Shelter)

*Please note: Programs reported on other outputs and outcomes for the City. Data on these performance standards came from HMIS.

Results indicate that individuals and families who receive rapid re-housing (RRH) experience more positive exits to permanent housing when compared to individuals and families in emergency shelters. The total individuals served in RRH is substantially smaller than those families and individuals served in emergency shelters because there are only two providers of RRH.

Families served in emergency shelters fare moderately well, and exceeded the permanent housing target.

Individuals in emergency shelter are the largest population of persons experiencing homelessness. The programs were well below the targets for exits to permanent housing and increased income. This population takes numerous efforts of engagements during stays to build rapport and create a trajectory of change that can lead to permanent housing. Additionally, the COVID-19 pandemic created additional barriers to supporting exits to permanent housing and we continue to address those barriers.

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
Subtotal Homelessness Prevention	0	0	0

Table 18 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Expenditures for Rental Assistance	0	\$557.59	\$32,500
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	\$16,000
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	
Subtotal Rapid Re-Housing	0	\$557.59	\$48,500

Table 19 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Essential Services	0	0	\$14,000
Operations	0	0	\$49,500
Renovation	0	0	0
Major Rehab	0	0	
Conversion	0	0	0
Subtotal	0	0	\$63,500

Table 20 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Street Outreach	0	0	\$38,081.04
HMIS	0	0	\$552.00
Administration	0	\$824.00	\$12,737.17

Table 21 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2019	2020	2021
	0	\$1,381.59	\$163,370.21

Table 22 - Total ESG Funds Expended

11f. Match Source

	2019	2020	2021
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	0	0	\$10,000
Local Government	0	0	\$640,666
Private Funds	0	0	\$63,500
Other	0	\$557.59	0
Fees	0	0	0
Program Income	0	0	0
Total Match Amount	0	\$557.59	\$714,166

11g. Total

Total Amount of Funds Expended on ESG Activities	2019	2020	2021
	0	\$557.59	\$877,536.21

Table 23 - Total Amount of Funds Expended on ESG Activities

Attachments

- SAGE Reports
- PR 26 CDBG Financial Summary Report
- HOME Match FY20-21
- Citizen Participation Plan News Affidavits + Citizen Participation Plan

HUD ESG CAPER

Grant: **ESG: Tacoma - WA - Report** Type: **CAPER**

Report Date Range

7/1/2021 to 6/30/2022

Contact Information

First Name	Jason
Middle Name	
Last Name	McKenzie
Suffix	
Title	
Street Address 1	747 Market St Rm 836
Street Address 2	
City	Tacoma
State	Washington
ZIP Code	98402
E-mail Address	jmckenzie@cityoftacoma.org
Phone Number	(253)591-5047
Extension	
Fax Number	

Project types carried out during the program year

Components	Projects	Total Persons Reported	Total Households Reported
Emergency Shelter	6	2748	2264
Day Shelter	1	297	99
Transitional Housing	0	0	0
Total Emergency Shelter Component	7	3045	2363
Total Street Outreach	1	1314	1134
Total PH - Rapid Re-Housing	2	302	112
Total Homelessness Prevention	0	0	0

Grant Information**Emergency Shelter Rehab/Conversion**

Did you create additional shelter beds/units through an ESG-funded rehab project	No
Did you create additional shelter beds/units through an ESG-funded conversion project	No

Data Participation Information

Are there any funded projects, except HMIS or Admin, which are <u>not listed on the Project, Links and Uploads form</u> ? This includes projects in the HMIS and from VSP	No
How many of the VSP projects have a HUD approved plan and are using a template rather than a comparable database report uploaded?	0

Project Outcomes

- no data -

Financial Information

- no data -



	Original Data	Adjustments
PART I: SUMMARY OF CDBG RESOURCES		
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00	2,540,263.00
02 ENTITLEMENT GRANT	2,496,431.00	2,496,431.00
03 SURPLUS URBAN RENEWAL	0.00	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00	0.00
05 CURRENT YEAR PROGRAM INCOME	1,393,518.49	1,393,518.49
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00	701.37 Adjustment Activity 2
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00	-\$571,129.46 Adjustment needed to match finance records for PI
08 TOTAL AVAILABLE (SUM, LINES 01-07)	3,889,949.49	\$5,859,784.40
PART II: SUMMARY OF CDBG EXPENDITURES		
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	4,834,918.13	\$4,834,918.13
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00	-\$3,556.00 Adjustment needed to match total from PR07 other than Admin and Section 108
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	4,834,918.13	\$4,831,362.13
12 DISBURSED IN IDS FOR PLANNING/ADMINISTRATION	636,797.98	\$636,797.98
13 DISBURSED IN IDS FOR SECTION 108 REPAYMENTS	0.00	\$0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00	\$4,257.37 Adjustment needed to reflect admin activities from PR07 not included in Line 37 detail below
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	5,471,716.11	\$5,472,417.48
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	(1,581,766.62)	\$387,366.92
PART III: LOWMOD BENEFIT THIS REPORTING PERIOD		
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00	\$0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00	\$0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	3,394,781.46	\$3,304,781.46
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00	\$1,045,341.41 Adjustment needed to include LMH activities from PR03 not included in Line 19 Details
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	3,394,781.46	\$4,440,122.87
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	70.21%	91.90%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS		
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00	0.00
25 CUMULATIVE EXPENDITURES BENEFITTING LOW/MOD PERSONS	0.00	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%	0.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS		
27 DISBURSED IN IDS FOR PUBLIC SERVICES	302,707.18	302,707.18
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	302,707.18	302,707.18
32 ENTITLEMENT GRANT	2,496,431.00	2,496,431.00
33 PRIOR YEAR PROGRAM INCOME	0.00	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	2,496,431.00	2,496,431.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	12.13%	12.13%
PART V: PLANNING AND ADMINISTRATION (PA) CAP		
37 DISBURSED IN IDS FOR PLANNING/ADMINISTRATION	636,797.98	\$636,797.98
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00	\$0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00	\$0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00	\$16,869.45 Adjustment needed to reflect admin activities from PR07 not included in Line 37 detail below
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	636,797.98	\$653,667.43
42 ENTITLEMENT GRANT	2,496,431.00	\$2,496,431.00
43 CURRENT YEAR PROGRAM INCOME	1,393,518.49	\$1,393,518.49
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00	-\$571,129.46 Adjustment needed to match finance records for PI
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	3,889,949.49	\$3,318,820.03
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	16.37%	19.70%

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17
 Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18
 Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

PIAN	JULS	JULS	VOUCHER	Activity Name	Matrix	National	Drawn Amount	LMH Activities
2017	10	2263	6569754	406-408 Broadway- YWCA Home At Last	03C	LMC	\$63,712.32	2320 \$219,513.75
2017	10	2263	6578113	406-408 Broadway- YWCA Home At Last	03C	LMC	\$2,291.18	2341 \$108.50
2017	10	2263	6579314	406-408 Broadway- YWCA Home At Last	03C	LMC	\$93,541.64	2342 \$31,370.87
2017	10	2263	6639194	406-408 Broadway- YWCA Home At Last	03C	LMC	\$14,535.29	2343 \$6,927.10
					03C	Matrix Code	\$174,080.93	2344 \$4,335.27
2020	24	2305	6524151	CCS Homeless Adult Services	03T	LMC	\$9,979.25	2376 \$86,110.92
2020	24	2305	6544189	CCS Homeless Adult Services	03T	LMC	\$3,326.39	2385 \$184,115.59
2020	30	2311	6524151	TRM Emergency Services	03T	LMC	\$35,945.48	2333 \$6,703.84
2021	21	2365	6569729	CCS Homeless Adult Services	03T	LMC	\$6,500.00	2350 \$75,000.00
2021	21	2365	6578108	CCS Homeless Adult Services	03T	LMC	\$3,250.00	2378 \$370,029.57
2021	21	2365	6615392	CCS Homeless Adult Services	03T	LMC	\$9,750.00	2384 \$61,125.00
2021	22	2359	6569729	TRM Emergency Services	03T	LMC	\$7,669.02	\$1,045,341.41
2021	22	2359	6578108	TRM Emergency Services	03T	LMC	\$12,491.02	
2021	22	2359	6615392	TRM Emergency Services	03T	LMC	\$14,839.96	
					03T	Matrix Code	\$103,751.12	
2021	11	2392	6618503	Links to Opportunity	03Z	LMA	\$2,000,000.00	
					03Z	Matrix Code	\$2,000,000.00	
2020	33	2314	6524151	YWCA Legal Services	05C	LMC	\$7,909.97	
2021	19	2356	6560199	YWCA Legal Services	05C	LMC	\$4,348.10	
2021	19	2356	6569729	YWCA Legal Services	05C	LMC	\$1,924.43	
2021	19	2356	6615392	YWCA Legal Services	05C	LMC	\$5,727.47	
					05C	Matrix Code	\$19,909.97	
2020	31	2312	6524151	Vadis FLASH	05D	LMC	\$6,211.89	
2021	18	2358	6560199	Vadis FLASH	05D	LMC	\$1,897.70	
2021	18	2358	6578108	Vadis FLASH	05D	LMC	\$2,491.36	
2021	18	2358	6615392	Vadis FLASH	05D	LMC	\$3,695.13	
					05D	Matrix Code	\$14,296.08	
2020	32	2313	6524151	YWCA DV Shelter	05G	LMC	\$3,703.81	
2020	32	2313	6544189	YWCA DV Shelter	05G	LMC	\$162.31	
2021	23	2357	6560199	YWCA DV Shelter	05G	LMC	\$3,234.83	
2021	23	2357	6569729	YWCA DV Shelter	05G	LMC	\$1,133.20	
2021	23	2357	6578108	YWCA DV Shelter	05G	LMC	\$1,595.39	
2021	23	2357	6615392	YWCA DV Shelter	05G	LMC	\$3,936.58	
					05G	Matrix Code	\$13,866.12	
2021	17	2360	6615392	St Leo's Food Bank	05W	LMC	\$10,000.00	
					05W	Matrix Code	\$10,000.00	
2020	25	2306	6524151	KWA Economic Stabilization	05Z	LMC	\$7,448.76	
2020	25	2306	6544189	KWA Economic Stabilization	05Z	LMC	\$3,661.86	
2020	26	2307	6544189	LASA Prevention Services	05Z	LMC	\$36,635.93	
2020	27	2308	6524151	NPHA PFRRR	05Z	LMC	\$2,904.42	
2020	28	2309	6524151	Sound Outreach Credit Up Financial Empowerment	05Z	LMC	\$24,507.95	
2021	13	2364	6560199	KWA Economic Stabilization	05Z	LMC	\$6,829.99	
2021	13	2364	6578108	KWA Economic Stabilization	05Z	LMC	\$4,778.96	
2021	13	2364	6615392	KWA Economic Stabilization	05Z	LMC	\$4,891.04	
2021	14	2363	6578108	LASA Prevention Services	05Z	LMC	\$1,276.28	
2021	14	2363	6615392	LASA Prevention Services	05Z	LMC	\$5,948.70	
2021	15	2362	6569729	NPHA PFRRR	05Z	LMC	\$2,397.11	
2021	15	2362	6578108	NPHA PFRRR	05Z	LMC	\$4,658.47	
2021	15	2362	6615392	NPHA PFRRR	05Z	LMC	\$2,944.42	
2021	16	2361	6560199	Sound Outreach Credit Up Financial Empowerment	05Z	LMC	\$10,233.00	
2021	16	2361	6569729	Sound Outreach Credit Up Financial Empowerment	05Z	LMC	\$5,696.06	
2021	16	2361	6578108	Sound Outreach Credit Up Financial Empowerment	05Z	LMC	\$5,330.71	
2021	16	2361	6615392	Sound Outreach Credit Up Financial Empowerment	05Z	LMC	\$8,740.23	
					05Z	Matrix Code	\$140,883.89	
2019	8	2261	6544188	SFR Loan Program	14A	LMH	\$132,271.33	

2019	8	2261	6579314	SFR Loan Program	14A	LMH			\$126,288.74
2019	8	2261	6615392	SFR Loan Program	14A	LMH			\$9,328.65
2019	8	2261	6639194	SFR Loan Program	14A	LMH			\$125,719.07
2021	8	2353	6579314	SFR - McCauley 6028 South Warner	14A	LMH			\$51,986.85
2021	8	2353	6639194	SFR - McCauley 6028 South Warner	14A	LMH			\$13,373.59
2021	8	2354	6544188	SFR - Khanton 7420 Fawcett Ave	14A	LMH			\$19,691.54
2021	8	2354	6579314	SFR - Khanton 7420 Fawcett Ave	14A	LMH			\$30,869.77
2021	8	2354	6639194	SFR - Khanton 7420 Fawcett Ave	14A	LMH			\$12,469.25
2021	8	2370	6639194	SFR - Harford 138 East 67th Street	14A	LMH			\$42,050.10
2021	8	2377	6615392	SFR - Fulwiler 419 S. 55th Street	14A	LMH			\$7,821.45
2021	8	2377	6639194	SFR - Fulwiler 419 S. 55th Street	14A	LMH			\$54,771.90
					14A	Matrix Code			\$613,406.24
2020	1	2349	6524151	Housing Rehab ADC	14H	LMC			\$42,730.64
2020	1	2349	6569751	Housing Rehab ADC	14H	LMC			\$1,597.50
2020	1	2349	6579314	Housing Rehab ADC	14H	LMC			\$1,920.58
					14H	Matrix Code			\$46,248.72
2020	13	2328	6524151	2020 Spaceworks Incubator	18C	LMCMC			\$93,167.88
2020	13	2328	6615401	2020 Spaceworks Incubator	18C	LMCMC			\$49,125.61
2020	14	2329	6524151	Urban Business Support	18C	LMCMC			\$43,467.94
2021	9	2388	6615392	Spaceworks Tacoma Creative Enterprise (2021)	18C	LMCMC			\$72,576.96
					18C	Matrix Code			\$258,338.99
Total									\$3,394,781.46
									\$1,045,341.41
									\$4,440,122.87

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan	LUIS	LUIS	VOUCHER	Activity to	Activity Name	Grant Number	FUND	Matrix	National	Drawn Amount
2020	24	2305	6524151	No	CCS Homeless Adult Services	B20MCS30007	EN	03T	LMC	\$9,978.25
2020	24	2305	6544189	No	CCS Homeless Adult Services	B20MCS30007	EN	03T	LMC	\$3,328.39
2020	30	2311	6524151	No	TRM Emergency Services	B20MCS30007	EN	03T	LMC	\$35,945.48
2021	21	2365	6569729	No	CCS Homeless Adult Services	B21MCS30007	EN	03T	LMC	\$6,500.00
2021	21	2365	6578108	No	CCS Homeless Adult Services	B21MCS30007	EN	03T	LMC	\$3,250.00
2021	21	2365	6615392	No	CCS Homeless Adult Services	B21MCS30007	EN	03T	LMC	\$9,750.00
2021	22	2359	6569729	No	TRM Emergency Services	B21MCS30007	EN	03T	LMC	\$7,669.02
2021	22	2359	6578108	No	TRM Emergency Services	B21MCS30007	EN	03T	LMC	\$12,491.02
2021	22	2359	6615392	No	TRM Emergency Services	B21MCS30007	EN	03T	LMC	\$14,839.96
								03T	Matrix Code	\$103,751.12
2020	33	2314	6524151	No	YWCA Legal Services	B20MCS30007	EN	05C	LMC	\$7,909.97
2021	19	2356	6560199	No	YWCA Legal Services	B21MCS30007	EN	05C	LMC	\$4,348.10
2021	19	2356	6569729	No	YWCA Legal Services	B21MCS30007	EN	05C	LMC	\$1,924.43
2021	19	2356	6615392	No	YWCA Legal Services	B21MCS30007	EN	05C	LMC	\$5,727.47
								05C	Matrix Code	\$19,909.97
2020	31	2312	6524151	No	Vadis FLASH	B20MCS30007	EN	05D	LMC	\$6,211.89
2021	18	2358	6560199	No	Vadis FLASH	B21MCS30007	EN	05D	LMC	\$1,897.70
2021	18	2358	6578108	No	Vadis FLASH	B21MCS30007	EN	05D	LMC	\$2,491.36
2021	18	2358	6615392	No	Vadis FLASH	B21MCS30007	EN	05D	LMC	\$3,695.13
								05D	Matrix Code	\$14,296.08
2020	32	2313	6524151	No	YWCA DV Shelter	B20MCS30007	EN	05G	LMC	\$3,703.81
2020	32	2313	6544189	No	YWCA DV Shelter	B20MCS30007	EN	05G	LMC	\$162.31
2021	23	2357	6560199	No	YWCA DV Shelter	B21MCS30007	EN	05G	LMC	\$3,334.83
2021	23	2357	6569729	No	YWCA DV Shelter	B21MCS30007	EN	05G	LMC	\$1,133.20
2021	23	2357	6578108	No	YWCA DV Shelter	B21MCS30007	EN	05G	LMC	\$1,595.39
2021	23	2357	6615392	No	YWCA DV Shelter	B21MCS30007	EN	05G	LMC	\$3,936.58
								05G	Matrix Code	\$13,866.12
2021	17	2360	6615392	No	St Leo's Food Bank	B21MCS30007	EN	05W	LMC	\$10,000.00
								05W	Matrix Code	\$10,000.00
2020	25	2306	6524151	No	KWA Economic Stabilization	B20MCS30007	EN	05Z	LMC	\$7,448.76
2020	25	2306	6544189	No	KWA Economic Stabilization	B20MCS30007	EN	05Z	LMC	\$3,661.86
2020	26	2307	6544189	No	LASA Prevention Services	B20MCS30007	EN	05Z	LMC	\$38,635.93
2020	27	2308	6524151	No	NPHA PFRRR	B20MCS30007	EN	05Z	LMC	\$2,904.42
2020	28	2309	6524151	No	Sound Outreach Credit Up Financial Empowerment	B20MCS30007	EN	05Z	LMC	\$24,507.95
2021	13	2364	6560199	No	KWA Economic Stabilization	B21MCS30007	EN	05Z	LMC	\$6,629.99
2021	13	2364	6578108	No	KWA Economic Stabilization	B21MCS30007	EN	05Z	LMC	\$4,778.96
2021	13	2364	6615392	No	KWA Economic Stabilization	B21MCS30007	EN	05Z	LMC	\$4,891.04
2021	14	2363	6578108	No	LASA Prevention Services	B21MCS30007	EN	05Z	LMC	\$1,276.28
2021	14	2363	6615392	No	LASA Prevention Services	B21MCS30007	EN	05Z	LMC	\$5,948.70
2021	15	2362	6569729	No	NPHA PFRRR	B21MCS30007	EN	05Z	LMC	\$2,397.11
2021	15	2362	6578108	No	NPHA PFRRR	B21MCS30007	EN	05Z	LMC	\$4,658.47
2021	15	2362	6615392	No	NPHA PFRRR	B21MCS30007	EN	05Z	LMC	\$2,944.42
2021	16	2361	6560199	No	Sound Outreach Credit Up Financial Empowerment	B21MCS30007	EN	05Z	LMC	\$10,233.00
2021	16	2361	6569729	No	Sound Outreach Credit Up Financial Empowerment	B21MCS30007	EN	05Z	LMC	\$5,696.06
2021	16	2361	6578108	No	Sound Outreach Credit Up Financial Empowerment	B21MCS30007	EN	05Z	LMC	\$5,330.71
2021	16	2361	6615392	No	Sound Outreach Credit Up Financial Empowerment	B21MCS30007	EN	05Z	LMC	\$8,740.23
								05Z	Matrix Code	\$140,883.89
No				Activity to prevent, prepare for, and respond to Coronavirus						\$302,707.18
Total										\$302,707.18

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan	LUIS	LUIS	VOUCHER	Activity Name	Matrix	National	Drawn Amount
2019	21	2278	6639194	CDBG Administration	21A		\$3,819.81
2020	6	2347	6524151	CDBG Admin	21A		\$83,857.15
2020	6	2347	6569751	CDBG Admin	21A		\$15,580.34
2020	6	2347	6615401	CDBG Admin	21A		\$58,742.80
2020	6	2348	6579314	TCRA Operations	21A		\$88,462.30
2020	6	2348	6639194	TCRA Operations	21A		\$101,093.61
2020	6	2348	6643381	TCRA Operations	21A		\$13,688.85
2021	4	2382	6569729	Human Services Staff	21A		\$9,053.93
2021	4	2382	6578108	Human Services Staff	21A		\$1,206.71
2021	4	2382	6615392	Human Services Staff	21A		\$2,317.17
2021	4	2382	6625269	Human Services Staff	21A		\$32.27
2021	4	2383	6569729	TCRA Operations	21A		\$94,559.58
2021	4	2383	6578108	TCRA Operations	21A		\$21,621.43
2021	4	2383	6615392	TCRA Operations	21A		\$73,322.40
2021	4	2383	6621810	TCRA Operations	21A	Admin	\$26,957.09
2021	4	2383	6625269	TCRA Operations	21A		\$24,513.65
2021	4	2383	6643381	TCRA Operations	21A		\$1,494.67
2021	4	2383	6652171	TCRA Operations	21A		\$16,472.22
					21A	Matrix Code	\$636,797.98
Total							\$653,667.43
							16869.45
							\$653,667.43

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

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

Instructions for the HOME Match Report

Applicability:

The HOME Match Report is part of the HOME APR and must be filled out by every participating jurisdiction that incurred a match liability. Match liability occurs when FY 1993 funds (or subsequent year funds) are drawn down from the U.S. Treasury for HOME projects. A Participating Jurisdiction (PJ) may start counting match contributions as of the beginning of Federal Fiscal Year 1993 (October 1, 1992). A jurisdiction not required to submit this report, either because it did not incur any match or because it had a full match reduction, may submit a HOME Match Report if it wishes. The match would count as excess match that is carried over to subsequent years. The match reported on this form must have been contributed during the reporting period (between October 1 and September 30).

Timing:

This form is to be submitted as part of the HOME APR on or before December 31. The original is sent to the HUD Field Office. One copy is sent to the

Office of Affordable Housing Programs, CGHF
Room 7176, HUD, 451 7th Street, S.W.
Washington, D.C. 20410.

The participating jurisdiction also keeps a copy.

Instructions for Part II:

1. **Excess match from prior Federal fiscal year:** Excess match carried over from prior Federal fiscal year.
2. **Match contributed during current Federal fiscal year:** The total amount of match contributions for all projects listed under Part III in column 9 for the Federal fiscal year.

3. **Total match available for current Federal fiscal year:** The sum of excess match carried over from the prior Federal fiscal year (Part II, line 1) and the total match contribution for the current Federal fiscal year (Part II, line 2). This sum is the total match available for the Federal fiscal year.

4. **Match liability for current Federal fiscal year:** The amount of match liability is available from HUD and is provided periodically to PJs. The match must be provided in the current year. The amount of match that must be provided is based on the amount of HOME funds drawn from the U.S. Treasury for HOME projects. The amount of match required equals 25% of the amount drawn down for HOME projects during the Federal fiscal year. Excess match may be carried over and used to meet match liability for subsequent years (see Part II line 5). Funds drawn down for administrative costs, CHDO operating expenses, and CHDO capacity building do not have to be matched. Funds drawn down for CHDO seed money and/or technical assistance loans do not have to be matched if the project does not go forward. A jurisdiction is allowed to get a partial reduction (50%) of match if it meets one of two statutory distress criteria, indicating "fiscal distress," or else a full reduction (100%) of match if it meets both criteria, indicating "severe fiscal distress." The two criteria are poverty rate (must be equal to or greater than 125% of the average national family poverty rate to qualify for a reduction) and per capita income (must be less than 75% of the national average per capita income to qualify for a reduction). In addition, a jurisdiction can get a full reduction if it is declared a disaster area under the Robert T. Stafford Disaster Relief and Emergency Act.

5. **Excess match carried over to next Federal fiscal year:** The total match available for the current Federal fiscal year (Part II, line 3) minus the match liability for the current Federal fiscal year (Part II, line 4). Excess match may be carried over and applied to future HOME project match liability.

Instructions for Part III:

1. **Project No. or Other ID:** "Project number" is assigned by the C/MI System when the PJ makes a project setup call. These projects involve at least some Treasury funds. If the HOME project does not involve Treasury funds, it must be identified with "other ID" as follows: the fiscal year (last two digits only), followed by a number (starting from "01" for the first non-Treasury-funded project of the fiscal year), and then at least one of the following abbreviations: "SF" for project using shortfall funds, "PI" for projects using program income, and "NON" for non-HOME-assisted affordable housing. Example: 93.01.SF, 93.02.PI, 93.03.NON, etc.

Shortfall funds are non-HOME funds used to make up the difference between the participation threshold and the amount of HOME funds allocated to the PJ; the participation threshold requirement applies only in the PJ's first year of eligibility. [§92.102]

Program income (also called "repayment income") is any return on the investment of HOME funds. This income must be deposited in the jurisdiction's HOME account to be used for HOME projects. [§92.503(b)]

Non-HOME-assisted affordable housing is investment in housing not assisted by HOME funds that would qualify as “affordable housing” under the HOME Program definitions. “NON” funds must be contributed to a specific project; it is not sufficient to make a contribution to an entity engaged in developing affordable housing. [§92.219(b)]

2. **Date of Contribution:** Enter the date of contribution. Multiple entries may be made on a single line as long as the contributions were made during the current fiscal year. In such cases, if the contributions were made at different dates during the year, enter the date of the last contribution.
3. **Cash:** Cash contributions from non-Federal resources. This means the funds are contributed permanently to the HOME Program regardless of the form of investment the jurisdiction provides to a project. Therefore all repayment, interest, or other return on investment of the contribution must be deposited in the PJ’s HOME account to be used for HOME projects. The PJ, non-Federal public entities (State/local governments), private entities, and individuals can make contributions. The grant equivalent of a below-market interest rate loan to the project is eligible when the loan is not repayable to the PJ’s HOME account. [§92.220(a)(1)] In addition, a cash contribution can count as match if it is used for eligible costs defined under §92.206 (except administrative costs and CHDO operating expenses) or under §92.209, or for the following non-eligible costs: the value of non-Federal funds used to remove and relocate ECHO units to accommodate eligible tenants, a project reserve account for replacements, a project reserve account for unanticipated increases in operating costs, operating subsidies, or costs relating to the portion of a mixed-income or mixed-use project not related to the affordable housing units. [§92.219(c)]
4. **Foregone Taxes, Fees, Charges:** Taxes, fees, and charges that are normally and customarily charged but have been waived, foregone, or deferred in a manner that achieves affordability of the HOME-assisted housing. This includes State tax credits for low-income housing development. The amount of real estate taxes may be based on the

post-improvement property value. For those taxes, fees, or charges given for future years, the value is the present discounted cash value. [§92.220(a)(2)]

5. **Appraised Land/Real Property:** The appraised value, before the HOME assistance is provided and minus any debt burden, lien, or other encumbrance, of land or other real property, not acquired with Federal resources. The appraisal must be made by an independent, certified appraiser. [§92.220(a)(3)]
6. **Required Infrastructure:** The cost of investment, not made with Federal resources, in on-site and off-site infrastructure directly required for HOME-assisted affordable housing. The infrastructure must have been completed no earlier than 12 months before HOME funds were committed. [§92.220(a)(4)]
7. **Site preparation, Construction materials, Donated labor:** The reasonable value of any site-preparation and construction materials, not acquired with Federal resources, and any donated or voluntary labor (see §92.354(b)) in connection with the site-preparation for, or construction or rehabilitation of, affordable housing. The value of site-preparation and construction materials is determined in accordance with the PJ’s cost estimate procedures. The value of donated or voluntary labor is determined by a single rate (“labor rate”) to be published annually in the Notice Of Funding Availability (NOFA) for the HOME Program. [§92.220(6)]
8. **Bond Financing:** Multifamily and single-family project bond financing must be validly issued by a State or local government (or an agency, instrumentality, or political subdivision thereof). 50% of a loan from bond proceeds made to a multifamily affordable housing project owner can count as match. 25% of a loan from bond proceeds made to a single-family affordable housing project owner can count as match. Loans from all bond proceeds, including excess bond match from prior years, may not exceed 25% of a PJ’s total annual match contribution. [§92.220(a)(5)] The amount in excess of the 25% cap for bonds may carry over, and the excess will count as part of the statutory limit of up to 25% per year. Requirements regarding

bond financing as an eligible source of match will be available upon publication of the implementing regulation early in FY 1994.

9. **Total Match:** Total of items 3 through 8. This is the total match contribution for each project identified in item 1.

Ineligible forms of match include:

1. Contributions made with or derived from Federal resources e.g. CDBG funds [§92.220(b)(1)]
2. Interest rate subsidy attributable to the Federal tax-exemption on financing or the value attributable to Federal tax credits [§92.220(b)(2)]
3. Contributions from builders, contractors or investors, including owner equity, involved with HOME-assisted projects. [§92.220(b)(3)]
4. Sweat equity [§92.220(b)(4)]
5. Contributions from applicants/recipients of HOME assistance [§92.220(b)(5)]
6. Fees/charges that are associated with the HOME Program only, rather than normally and customarily charged on all transactions or projects [§92.220(a)(2)]
7. Administrative costs

AFFIDAVIT OF PUBLICATION

Account #	Ad Number	Identification	PO	Amount	Cols	Depth
374813	0004854670	City of Tacoma Notice of Funding Availability 2021	Legal Notice	\$199.31	1	2.93 In

Attention: Heidi Burbidge

TACOMA COMMUNITY REDEVELOPMENT AUTHORITY
747 MARKET ST., ROOM 900
TACOMA, WA 98402

**City of Tacoma
Notice of Funding Availability
2021 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
- Public Improvements / Public Facilities

You may download the instructions and application beginning Tuesday, February 19, 2021 from the Community and Economic Development Department's website at www.cityoftacoma.org/conplan. Completed applications are due Monday, February 8, 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. For information on the Down Payment Assistance program, call Jason Mejia at (253) 594-7933 or jmejia@cityoftacoma.org. For rental assistance, call United Way at 211.

VICTORIA RODELA, 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:

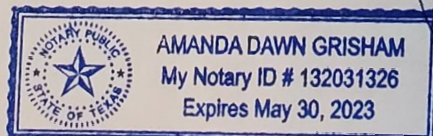
1 Insertions

Published On:
January 19, 2021

V Rodela

(Principal Clerk)

Subscribed and sworn on this 19th day of January in the year of 2021 before me, a Notary Public, personally appeared before me Victoria Rodela 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

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Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
38960	35461	Print Legal Ad - IPL0016844		\$2,695.43	5	9.91

Attention: Heidi Burbidge

TACOMA COMMUNITY REDEVELOPMENT AUTHORITY
 747 MARKET ST., ROOM 900
 TACOMA, WA 98402

PUBLIC NOTICE/UD ANNUAL ACTION PLAN FOR 2021-22/TACOMA - LAKEWOOD HOME CONSORTIUM
 Tacoma and Lakewood plan to adopt 2021-22 Annual Action Plans for housing and community development providing a framework to address needs in both cities. 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.

CITY OF TACOMA ANNUAL ACTION PLAN
 The following one year activities are recommended for approval to the City Council which includes: CDBG \$5,300,440 (\$2,460,177 in new allocation, \$300,000 in program income, and \$2,540,263 in unallocated, prior year resources); HOME (Tacoma Portion) \$1,342,557 (\$1,087,226 in new allocation and \$255,331 in program income); ESG \$215,615. If approved, the recommended activities will be implemented as part of the annual action plan beginning July 2020.

PROPOSED USE OF FUNDS (2021-22)

ADMINISTRATION
 CDBG Administration: CDBG \$492,035
 HOME Administration: HOME \$141,015/HOME Program Income \$32,543
 ESG Administration: ESG \$16,171
 H&MS Operations: ESG \$5,290

HOUSING IMPROVEMENTS
 Tacoma Affordable Housing Fund: CDBG \$390,263/HOME Program Income \$222,788/HOME \$946,211
 Rebuilding Together South Sound (RTSS) - Tacoma Home Repair: CDBG \$860,000
 Rebuilding Together South Sound (RTSS) - Rebuilding Day and Safe at Home Projects: CDBG \$81,500
 Tacoma/Pierce County Habitat for Humanity - Critical Home Repairs for Seniors, Veterans, and Persons with Disabilities: CDBG \$157,615
 City of Tacoma Single Family Rehabilitation Program: CDBG \$400,000/ CDBG Program Income \$300,000

ECONOMIC DEVELOPMENT
 Tacoma Pierce County Chamber of Commerce - Spaceworks: CDBG \$150,000
 Mercy Corps - Creating Inclusive Growth: CDBG \$150,000

PUBLIC FACILITIES AND INFRASTRUCTURE
 Links to Opportunity: CDBG \$2,000,000
 Aspire: CDBG \$150,000

PUBLIC SERVICES
 Associated Ministries - Family Permanent Housing: ESG \$16,000
 Catholic Community Services - Family Housing Network: ESG \$10,000
 Catholic Community Services - Homeless Adult Services: CDBG \$19,500/ESG \$10,000
 Exodus Housing - Rapid Re-Housing DV: ESG \$16,500
 Korean Women's Association - Economic Stabilization: CDBG \$16,500
 Korean Women's Association - WAF DV Shelter: ESG \$10,000
 Living Access Support Alliance - Prevention Services: CDBG \$27,000
 New Phoebe House Association - Phoebe Family Reunification, Recovery, & Resiliency: CDBG \$10,000
 Sound Outreach - Credit Up Financial Empowerment: CDBG \$36,000
 St. Leo's Food Connection - Food Bank: CDBG \$10,000
 The Rescue Mission - Family Shelter: ESG \$13,500
 The Rescue Mission - Emergency Services: CDBG \$35,000/ESG \$10,000
 Vedic - FLASH: CDBG \$10,000
 YWCA DV Shelter: CDBG \$10,000/ESG \$10,000
 YWCA - Legal Services: CDBG \$12,000
 CDBG Public Services: CDBG \$163,026
 ESG Projects: ESG \$98,054

CITY OF TACOMA TOTALS
 CDBG \$5,300,440/CDBG Program Income \$300,000/HOME \$1,087,226/HOME Program Income \$255,331/ESG \$215,615

CITIZEN REVIEW COMMENTS

The 2021-22 Annual Action Plan for the City of Tacoma will be available for public review for a period of 30 days from March 30, 2021 to April 29, 2021. A copy of the document is available for review on the City's website at www.cityoftacoma.org/compplan. Limited copies are available by post upon request. City Council will take final action on May 11, 2021. The Annual Action Plans will then be submitted to the Department of Housing and Urban Development for their review and approval. A public hearing by the Tacoma City Council is scheduled for April 20, 2021 at 5:00 p.m. Tacoma City Council meetings can be accessed at www.cityoftacoma.org/government/city_council/CCMeetings. For reasonable accommodation, contact the City Clerk at 253-591-5526 before 5 PM the Monday preceding the scheduled meeting. Written comment may be submitted until 5 PM on April 29, 2021 by using the survey link posted with draft plan, 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 ANNUAL ACTION PLAN

The following one year proposed use of funds are being recommended for approval to the City Council which includes \$573,352 in FY 2021 CDBG funds; \$28,708.76 in reprogrammed FY 2107 CDBG funds; \$170,425.32 in reprogrammed FY 2019 CDBG funds; and \$285,557 of the Lakewood portion of the Tacoma-Lakewood HOME Consortium HOME funds. Activities will also be supported by \$220,103 in anticipated program income (\$85,000 CDBG, \$65,000 in NSP1 and \$70,103 HOME). Recommended activities will be implemented as part of the annual action plan beginning July 2021. FY 2020 Amendment: Corrects overstated FY 2020 CDBG program allocation by reducing FY 2020 Administration (Activity #225) by \$91 to a total activity funding of \$119,110.20.

PROPOSED USE OF FUNDS (2021-22)

HOUSING IMPROVEMENTS & INFRASTRUCTURE
 Major Home Repair/ Sewer Loan Program: CDBG \$264,106.92/CDBG Program Income: \$85,000
 CDBG Emergency Assistance for Displaced Residents: CDBG \$28,708.76
 CDBG Admin of HOME Housing Services: CDBG \$15,000
 Lakewood Affordable Housing Fund: HOME \$322,924/HOME Program Income \$70,103

INFRASTRUCTURE
 Sidewalk Improvements- Phillips Rd.: CDBG \$300,000

PUBLIC SERVICE
 Housing Counseling/Fair Housing CDBG \$300,000
 NSP1
 Dangerous Building Abatement Program: NSP1 Program Income \$65,000

ADMINISTRATION
 Administration CDBG \$114,670.40

CITY OF LAKEWOOD TOTALS
 CDBG \$772,486.00/CDBG Program Income \$85,000/HOME \$322,924/HOME Program Income \$70,103/ NSP Program Income \$65,000

CITIZEN REVIEW COMMENTS

The 2021-22 Annual Action Plan for the City of Lakewood will be available for public review for a period of 30 days from April 1, 2021 to April 30, 2021. A copy of the document is available for review at the City of Lakewood, Community Development Department, 6000 Main Street SW. The document is also available on the City's website at www.cityoflakewood.us. A public hearing by the Lakewood City Council is scheduled for April 19, 2021, with final adoption by the City Council on May 3, 2021. Special arrangements for disabled persons can be made 72 hours in advance by calling (253) 589-2489. The Annual Action Plans will then be submitted to the Department of Housing and Urban Development for their review and approval. Any citizen who wishes to submit written comments regarding the document may do so up to April 30, 2021. Comments can be mailed to:

Dave Bugher, Asst. City Mgr. for Development
 Lakewood Community Development Dept.
 City of Lakewood
 6000 Main Street SW
 Lakewood, WA 98439
 IPL0016844
 Mar 30 2021

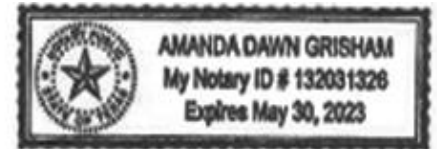
Calandra Daniels, being duly sworn, deposes and says: That he/she is the Principal Clerk of the publication; The News Tribune, printed and published in Tacoma, Pierce County, State of Washington, and having a general circulation therein, and which said newspaper(s) have been continuously and uninterruptedly 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: 03/30/2021
 Ending Issue of: 03/30/2021

Principal Clerk

Sworn to and subscribed before me this 3rd day of May 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



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Sun News - Myrtle Beach
 The News Tribune Tacoma
 The Telegraph - Macon
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 Wichita Eagle

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
38960	97765	Print Legal Ad - IPL0031974		\$551.43	2	49 L

Attention: Heidi Burbidge

TACOMA COMMUNITY REDEVELOPMENT AUTHORITY
 747 MARKET ST., ROOM 900
 TACOMA, WA 98402

Notice of Funding Consideration, Public Meeting, and Comment Period

On behalf of the City of Tacoma, the Tacoma Community Redevelopment Authority (TCRA) is accepting public comments on applicants requesting federal funds derived from the Home Investment Partnerships Program (HOME) and the Affordable Housing Fund for the development and rehabilitation of affordable housing and for assistance to first-time homebuyers to purchase single-family homes in Tacoma. Written comments will be accepted from July 12, 2021 through August 12, 2021. Oral comments will be taken at an open public meeting occurring at 7:30 a.m. on Thursday, July 22, 2021. Join the meeting online: <https://us02web.zoom.us/j/85733099676?pwd=WG9DRStjdml6NTI3UXMzN0xvVVBjdj09>. Join the meeting by phone: 253-215-8782 Passcode: 886389. Please visit the City Notices and Public Hearings webpage at <https://www.cityoftacoma.org/cms/one.aspx?pageId=2283> and click the current weekly meetings schedule link for scheduling updates.

Comments will be taken on the following applicants:

Tacoma/ Pierce County Habitat for Humanity for the development of up to 16 units of single-family housing that will be sold to first-time homebuyers earning up to 80% of Area Median Income on 67th and Proctor St South in South Tacoma.

Shiloh Baptist Church for the development of 60 units of multi-family rental housing located in Tacoma's Hilltop Neighborhood and serving residents earning up to 50% of area median income.

The Low Income Housing Institute for the development of 74 units of multi-family rental housing located in the Lincoln District Neighborhood and serving senior citizens earning up to 50% of area median income;

McDonald Land Development LLC for the development of 176 units of multi-family rental housing located on South Orchard St. and serving senior citizens earning up to 50% of area median income;

The Tacoma Housing Authority (THA) for the development of 53 units of multi-family rental housing located in the Hilltop Neighborhood and serving senior citizens earning up to 60% of area median income;

The Rescue Mission for the replacement of heating systems and hot water heaters in 15 multi-family rental units located in the Tyler Street Affordable Housing Family Campus serving households earning up to 30% of AMI;

The Washington State Housing Finance Commission to provide down payment assistance to first-time homebuyers earning up to 80% of Area Median Income to purchase a home in the City of Tacoma.

The TCRA will consider all public comments when determining which projects will be awarded funding. If funded, these projects may undergo an additional public review under the National Environmental Protection Act.

Copies of the applications under consideration may be obtained by contacting Heidi Burbidge at (253) 591-5221 or cedhousingdivision@cityoftacoma.org. Written comments may be mailed to the City of Tacoma, Community and Economic Development Dept., Attn.: Felicia Medlen, 747 Market Street, Room 900, Tacoma, WA 98402 or emailed to cedhousingdivision@cityoftacoma.org.

IPL0031974
 Jul 12 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

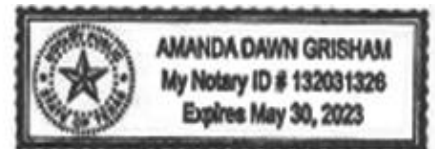
Beginning Issue of: 07/12/2021

Ending Issue of: 07/12/2021

Principal Clerk

Sworn to and subscribed before me this 12th day of July 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



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AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
38960	167066	Print Legal Ad - IPL0048076	Public Notice	\$444.23	2	39 L

Attention: Heidi Burbidge

TACOMA COMMUNITY REDEVELOPMENT AUTHORITY
 747 MARKET ST., ROOM 900
 TACOMA, WA 98402

**Notice of Public Comment Period and Public Hearing:
 Substantial Amendment to Annual Action Plan for
 Housing and Community Development**

The City of Tacoma is proposing to substantially amend its program year 2021-2022 (July 1, 2021 – June 30, 2022) Annual Action Plan to program Emergency Solutions Grant (ESG) and Community Development Block Grant (CDBG) funds. ESG and CDBG funds are provided to the City of Tacoma by the U.S. Department of Housing and Urban Development in support of emergency or transitional shelter residents and public services.

The amendment will decrease funding from the projects listed below in the stated amounts:

- CDBG Public Services: CDBG \$188,464
- Sound Outreach – Credit Up Financial Empowerment: CDBG \$6,000
- ESG Projects: ESG \$98,054
- ESG Administration: ESG \$171
- Homeless Management Information System: ESG \$390

This amendment will assign the funds that were reduced from the projects above, totaling CDBG \$194,464 and ESG \$98,615, to the projects listed below in the stated amounts:

- Life Enrichment Group – Shelter Operations: CDBG \$194,464
- Comprehensive Life Resources – Street Outreach: ESG \$60,000
- Exodus Housing – Rapid Re-Housing DV: ESG \$16,000
- Living Access Support Alliance – Prevention Services: ESG \$22,615

Public comments regarding the proposed amendment will be heard during a public hearing to occur at approximately 5:15 p.m., on Tuesday, November 30, 2021, as part of a regularly scheduled Tacoma City Council meeting.

A draft of the amendment is available for public review at: <https://www.cityoftacoma.org/conplan>

Written comment will be accepted during a thirty-day public comment period commencing on November 5, 2021, and concluding at 5 p.m. on December 7, 2021.

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

For more detailed information on the proposed amendment, contact Erika Bartlett at (253) 591-5645 or ebartlett@cityoftacoma.org.

IPL0048076
 Nov 5 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

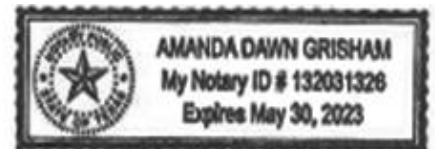
Beginning Issue of: 11/05/2021

Ending Issue of: 11/05/2021

Principal Clerk

Sworn to and subscribed before me this 5th day of November 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



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AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
38960	287545	Print Legal Ad - IPL0080376		\$445.63	1	79 L

Attention: Heidi Burbidge

TACOMA COMMUNITY REDEVELOPMENT AUTHORITY
 747 MARKET ST., ROOM 900
 TACOMA, WA 98402

**Notice of Public Comment
 Period and Public Hearing:
 Substantial Amendment to
 Annual Action Plan for
 Housing and Community
 Development**

The Tacoma-Lakewood Consortium (the Consortium) is proposing to substantially amend its program year 2021-2022 Annual Action Plan to program \$5,110,825 in HOME Investment Partnership funds received through the American Rescue Plan (HOME ARP). Activities funded by the HOME ARP program are required to serve individuals and households experiencing homelessness or who are at the greatest risk of housing instability. The Consortium proposes to allocate HOME ARP funds to the following activities: Supportive services; \$555,000 (Tacoma); Development of affordable rental housing; \$3,468,081; Tenant Based Rental Assistance; \$587,744 (Lakewood); Administration and planning; \$500,000.

CITIZEN REVIEW COMMENTS: The recommended HOME ARP Allocation Plan (Plan) for each jurisdiction will be available for public review for a period of 15 days from July 8, 2022 to July 25, 2022. A copy of the Plan document is available for review at www.cityoftacoma.org/conplan and at www.cityoflakewood.us. A public hearing by the Tacoma City Council is scheduled to occur at approximately 5:15 p.m., on Tuesday, July 12, 2022 with final action by the Tacoma City Council scheduled on July 26, 2022. Pursuant to Proclamation of Emergency Rule No. 5, the meetings will be conducted in a hybrid format that includes an in-person component and a remote option. To attend in person, the meetings will be held in the Council Chambers, on the first floor of the Tacoma Municipal Building, located at 747 Market Street. The meetings can also be attended remotely by dialing 253-215-8782 or through Zoom at <https://zoom.us/j/84834233126>, and entering the meeting ID 848 3423 3126, and passcode 349099 when prompted. The meetings will be broadcast on TV Tacoma and live streamed. To access the hearing in an alternative format or to request a reasonable accommodation, please contact the City Clerk's Office at 253-591-5505, before 5:00 p.m., on the Monday preceding the City Council meeting. TTY or speech to speech users please dial 711 to connect to Washington Relay Services. Written comment will be may be submitted until 5 p.m. on July 25, 2022 via email to cedhousingdivision@cityoftacoma.org or by post to: Erika Bartlett, Contract Program Auditor, Community & Economic Development Department, 747 Market Street, Room 900, Tacoma, WA 98402. For more detailed information on the proposed amendment, contact Erika Bartlett at 253-591-5645 or ebartlett@cityoftacoma.org.
 IPL0080376
 Jul 8 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:

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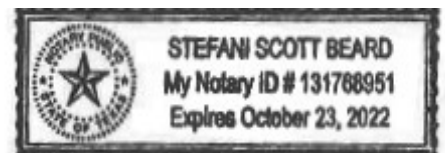
Beginning Issue of: 07/08/2022

Ending Issue of: 07/08/2022

Principal Clerk

Sworn to and subscribed before me this 8th day of July 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



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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.

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
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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.