

# **Pierce County Human Services**

## **2019 ONE YEAR ACTION PLAN**

### **Fifth Annual Update to the 2015 – 2019 Consolidated Plan**

**For CDBG, HOME and ESG Funds Received through the  
U.S. Department of Housing and Urban Development**

Pierce County Human Services  
1305 Tacoma Ave South, Suite 104

Annual Action Plan  
2019

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## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

Pierce County receives annual funding from the U.S. Department of Housing and Urban Development (HUD), in the form of three grant entitlements: 1) Community Development Block Grant - \$2,998,686; 2) HOME Investment Partnership Grant - \$1,282,131; and 3) Emergency Solutions Grant - \$252,374. Awards and funding levels shown throughout this document are estimated amounts for the 2019 program year. Contingency provisions for programs/projects are listed in AP-35 Projects Introduction and/or in the Project Description. Once HUD announces final amounts, the estimated amounts in this document will be replaced with the final amounts. The funds from these federal entitlements are used in support of Pierce County's community development and affordable housing needs. The CDBG, HOME and ESG programs are administered through the Pierce County Department of Human Services.

To receive federal funds, the "Urban County" or the "Urban County Consortium" **(1)** must submit a Consolidated Plan every five years to the U.S. Department of Housing and Urban Development (HUD). The most recent Consolidated Plan for program years 2015 - 2019, identifies local needs and how these needs will be addressed through goals and objectives **(2)**. The Consolidated Plan also demonstrates how the Urban County will meet HUD's goals to develop viable communities by providing decent housing, a suitable living environment, and economic opportunities, principally for low- and moderate-income persons **(3)**.

The Consolidated Plan is augmented by an annual update, or One Year Action Plan, detailing how Pierce County will distribute HUD entitlement funds (CDBG, HOME, and ESG) in support of the goals and objectives identified in the Consolidated Plan. The 2019 One Year Action Plan is the fourth annual update for the 2015 – 2019 Consolidated Plan and provides the activities that will be carried out in 2018 with the use of these funds.

**(1)** Pierce County and the cities and towns have formed a funding partnership, referred to as the "Urban County" or the "Urban County Consortium." The 18 cities and towns consist of Buckley, Carbonado, DuPont, Eatonville, Edgewood, Fife, Fircrest, Gig Harbor, Orting, Puyallup, Roy, Ruston, South Prairie, Steilacoom, Sumner, University Place, Wilkeson, Milton and the unincorporated areas of Pierce County. The Urban County Consortium does not include the cities of Bonney Lake, Lakewood, and Tacoma within Pierce County or the Pierce County portions of the cities of Auburn, Enumclaw and Pacific. Bonney Lake opted out of the Urban County Consortium in 2012.

**(2)** The 2015 – 2019 Consolidated Plan can be accessed at:  
<http://www.piercecountywa.org/2781/Program-Plans>.

**(3)** Extremely low-income households are defined as earning 30% or less of the Pierce County area median income (AMI), Very low-income households are defined as earning 50% or less of the Pierce County area median income (AMI), and Low-income households are defined as earning 80% or less of the Pierce County area median income (AMI) as defined by the federal government.

## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The 2015 – 2019 Consolidated Plan provides the framework for the annual goals and objectives set in this document.

The priority needs and goals identified include:

- Basic Needs and Services (Public Services);
- Economic Development;
- Neighborhood and Community Development;
- Affordable Housing Preservation and Development; and
- Mitigation of homelessness.

For more information on the priority needs and goals, please see the Consolidated Plan section SP – 25 Priority Needs and SP – 45 Goals, which can be accessed at: <http://www.piercecountywa.org/2781/Program-Plans>), and in this document, section AP – 20 Annual Goals and Objectives.

## **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The 2018 One Year Action Plan, which is the fourth One Year Action Plan of the 2015 – 2019 Consolidated Plan, is currently in progress. Pierce County has progressed in implementing the goals and objectives of the 2018 One Year Action Plan. Specific activities addressing the goals and objectives include affordable rental housing development and preservation, homeownership housing development, homeowner rehabilitation and repair, public service and economic development activities, homeless prevention and rapid re-housing, and public facilities improvements to low-income communities.

By September 30, 2019, Pierce County will submit the annual 2018 Consolidated Annual Performance Report (CAPER) to HUD. The CAPER will provide a detailed analysis of how CDBG, HOME and ESG funds were expended in program year 2018 to meet the goals and objectives identified in the 2015 – 2019 Consolidated Plan. The 2018 CAPER, when made available to the public in September 2019, will be available on Pierce County's website: <http://www.piercecountywa.org/2781/Program-Plans>.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The Citizens' Advisory Board (CAB) held a public meeting on September 19, 2018 to discuss the FY 2019 CDBG Public Facilities Funding Priorities. The public had 30 days to comment on the 2019 One Year Action Plan. The public comment period started on March 29, 2019 and ended on May 1, 2019. On May 1, 2019 the CAB held a public hearing on the 2019 One Year Action Plan before it was submitted to HUD by May 15, 2019. A public notice was placed in the Tacoma News Tribune, Pierce County's paper of legal record, notifying the public of the CAB's May 1, 2019 public hearing and opportunities to comment on the 2019 One Year Action Plan.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Human Services received two written comments during the 30-day public comment period. Both of these comments are attached at the end of this document. The written comments were read aloud at the public hearing held by the Citizens' Advisory Board on May 1, 2019. There were no public comments during the public hearing held by the Citizens' Advisory Board on May 1, 2019.

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

There were no written comments or views that were not accepted.

#### **7. Summary**

N/A

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

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

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	PIERCE COUNTY	Human Services Community Development Unit	
HOME Administrator	PIERCE COUNTY	Human Services Affordable Housing & Finance Unit	
ESG Administrator	PIERCE COUNTY	Human Services Homeless Unit	

**Table 1 – Responsible Agencies**

**Narrative (optional)**

N/A

**Consolidated Plan Public Contact Information**

Pierce County Human Services Staff

Stephanie Bray, Community Development Supervisor – 253-798-6917 or stephanie.bray@piercecountywa.gov

Bryan Schmid, Affordable Housing Finance Supervisor – 253-798-6909 or bryan.schmid@piercecountywa.gov

Jeff Rodgers, Homeless Supervisor – 253-798-6908 or jeff.rodgers@piercecountywa.gov



## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

N/A

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

Pierce County coordinates with a variety of providers across various sectors. The primary source of cross-sector coordination is the Continuum of Care Committee. It is through this Committee that various systems engage and coordinate with the homelessness system on a strategic level. Further details about this coordination are described in the following question.

Pierce County also partners with the City of Tacoma to facilitate a monthly Rapid Rehousing Collaborative. This group meets regularly to discuss rapid rehousing best practices, policy and implementation. All rapid rehousing programs funded through Human Services and the City of Tacoma participate. This body also regularly invites guest attendees from other sectors to improve coordination. Examples include local mental health agencies, legal advocates, and employment resources.

In 2017, Pierce County launched two similar collaborative meetings, one for permanent supportive housing providers and one for coordinated entry.

Pierce County also participates in the Tacoma Pierce County Coalition to End Homelessness. The Coalition’s purpose is to provide a network which shares ideas, concerns, and resources applicable to homeless issues and foster collaboration in addressing their needs and to increase community awareness of the causes of homelessness, the needs of homeless people and ways to end homelessness. Attendance of this group typically includes:

- emergency shelters;
- transitional housing providers;
- rapid rehousing providers;
- permanent supportive housing providers;
- mental health services;
- local jurisdictions (cities of Tacoma and Lakewood and Pierce County);
- McKinney-Vento liaisons;
- work force development agencies;
- educational service district staff;
- child welfare workers;
- healthcare insurance providers;

- criminal justice; and
- formerly or currently homeless individuals.

In addition, Pierce County will continue to participate as a member of the Human Services Coalition and the Affordable Housing Consortium, which includes private housing developers, local housing authorities, and local government officials.

All of the collaborative planning noted above has provided opportunities for collection of needs data, development of community-based responses, and partnerships to enhance coordination between agencies.

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

As the CoC Collaborative Applicant, Pierce County will continue to coordinate funding and resources that support the network of housing and services necessary to address the crisis of homelessness. This includes continuous assessment of the needs of the populations that are homeless, alignment of funding and resources to address the needs of those experiencing homelessness and creating or strengthening partnerships between housing, mainstream and private providers.

To accomplish this work, the CoC is updating its Strategic Plan with the following key results:

- Strong public will exists to end homelessness and commit the resources to do so
- Multiple sectors share responsibility and accountability to prevent homelessness and to make it rare, brief, and non-recurring, creating an innovative and inclusive system
- Achieve functional zero with HUD-designated special populations (chronically homeless, families with children, veterans, and unaccompanied youth)
- Services and outcomes across the system are equitable
- Homelessness is rare, brief, and non-recurring
- Data is used to track progress and evolve our approach

This updated Strategic Plan will require a specific focus on coordination in order to be successful. As such, the CoC Committee is also actively working on recruitment in order to expand its coordination efforts and impact. The following sectors are currently represented on the CoC Committee:

- local government;
- Homeless Coalition representation;
- CDBG/HOME/ESG entitlement;
- Behavioral Health;
- Affordable Housing;

- Public Housing Authorities;
- CoC funded homeless organizations;
- Non-CoC funded homeless organizations;
- CoC funded youth homeless organizations;
- Non-CoC funded youth homeless organizations;
- School Administrators/Homeless Liaisons;
- CoC funded victim service provider;
- Non-CoC funded victim service provider;
- Street Outreach Teams;
- Youth Advocates;
- Organizations that serve survivors of human trafficking;
- Other homeless subpopulation advocates;
- Organization that serves people living with AIDS/HIV;
- Homeless or formerly homeless adult;
- Veteran Administration;
- Children’s Administration;
- Department of Equity and Human Rights;
- Department of Health;
- Criminal Justice;
- Coordinated Entry; and
- Faith Based community.

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

Pierce County includes its awarded ESG funds into a competitive Notice of Funding Availability (NOFA) process with other locally received funds. The overriding priority of the NOFA is to fund interventions that continue to support a Homeless Crisis Response System in which the experience of homelessness is rare, brief, and non-occurring. Additionally, Pierce County has adopted the CoC’s performance standards, which in turn, align with both HUD’s performance standards and the HEARTH Act. Therefore, applicants that demonstrate the best performance outcomes are selected for funding by an Application Evaluation Committee. ESG funds will be allocated to emergency shelter and rapid re-housing projects selected for funding through this competitive and performance-based process.

As mentioned above, the CoC has set performance standards for all intervention types and collects the following data to measure provider and systems level performance:

- Prioritizing resources for the most vulnerable by serving households that meet either category 1 or category 4 of HUD's homelessness definition;
- Referrals must come from coordinated entry;
- Reducing the length of time persons are homeless;
- Reducing returns to homelessness;
- Increasing the percentage of exits to permanent housing;
- Increasing income;
- Prioritizing chronicity (for PSH projects only);
- Meeting HMIS data quality and timeliness standards; and
- Meeting grant expenditure requirements.

These measures align with the CoC's Strategic Plan as well as the measures set by the HEARTH Act. As such, awards for all homeless funding administered by Human Services is based on the provider's ability to meet targets for the above referenced performance measures.

Local HMIS policies and procedures were created in 2012 and have undergone revision to align with 2018 HUD Data Standards and implementation of Coordinated Entry in 2016. Pierce County staff also facilitate a quarterly meeting for HMIS Administrators to support proper operation of HMIS, to ensure appropriate HMIS policy and procedure is followed, and as a mechanism for HMIS data quality and timeliness feedback.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	PIERCE COUNTY HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Human Services staff consulted with Pierce County Housing Authority staff via email regarding section AP-60 Public Housing - 91.220(h).

**Identify any Agency Types not consulted and provide rationale for not consulting**

There were no agency types not consulted during the planning process of the 2019 One Year Action Plan.

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

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Pierce County	Identifies local goals and objectives in the mitigation of homelessness.
Buildable Lands Report	Pierce County	Identifies need for new housing units to be built to meet population needs.
Pierce County Comprehensive Plan	Pierce County	Identifies affordable housing needs and barriers to affordable housing.
Washington State Needs Assessment	Washington State	Affordable housing survey and identification of need for affordable housing.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

N/A

**AP-12 Participation – 91.105, 91.200(c)**

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

There were opportunities throughout the planning process for the 2019 One Year Action Plan for residents, service providers, and Consortium cities and towns to participate in goal-setting. The first opportunity was a public meeting held by the Citizens’ Advisory Board (CAB) on September 19, 2018 regarding the CAB’s FY 2019 CDBG Public Facilities Funding priorities. The second opportunity will be a public hearing on May 1, 2019 held by the CAB on the 2019 One Year Action Plan. Citizens are also able to write or email staff during the 30-day public comment period, March 29 – May 1, 2019.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community	There were no members of the public present at the September 19, 2018 Citizens' Advisory Board public meeting.	There were no comments received.	There were no comments not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	A 30-day public comment period took place March 29 through May 1, 2019. A public hearing was held by the Citizens' Advisory Board on May 1, 2019.	There were two written comments submitted via email. Those comments are attached to the end of this document. The comments were read aloud during the public hearing held by the Citizens' Advisory Board on May 1, 2019.	There were no comments not accepted.	
3	Public Hearing	Non-targeted/broad community	A public hearing was held by the Citizens' Advisory Board on May 1, 2019 - 6 pm.	There were no public comments during the public hearing held by the Citizens' Advisory Board.	There were no comments not accepted.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

Pierce County is a direct entitlement recipient of CDBG, HOME and ESG funds and is responsible for the administration of these funds. Other programs listed under Anticipated Resources are other sources of funding that Pierce County is expecting to receive and make available during the Consolidated Plan period 2015 – 2019.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,998,686	980,960	122,760	4,102,406	0	The primary objective of CDBG is the development of viable communities by providing decent housing, a suitable living environment and expanding economic opportunities.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,282,131	1,200,000	0	2,482,131	0	Funding for Owner Rehabilitation, Affordable Rental Housing Development and Preservation, and Affordable Homeownership Development, including by Community Housing Development Organizations.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	252,374	0	0	252,374	0	Provides homeless persons with basic shelter, essential services, homeless prevention and rapid re-housing.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Continuum of Care	public - federal	Housing Multifamily rental new construction Multifamily rental rehab Rental Assistance Services	3,449,417	0	0	3,449,417	0	Provides homeless persons with transitional and permanent housing. Acquisition, new construction, rehabilitation, leasing, rental assistance, operating and supportive services.
Other	public - federal	Overnight shelter Services	1,025,741	0	0	1,025,741	0	Provides homeless persons with basic shelter, essential services, homeless prevention and rapid re-housing.
Other	public - federal	Rental Assistance	1,288,000	0	0	1,288,000	0	Move to Work Rental Assistance provides homeless households with short/medium term rental assistance, security deposits, screening fees, utility deposits/payments, moving costs, hotel/motel vouchers.
Other	public - federal	Services	675,000	0	0	675,000	0	Provides transportation to special needs populations such as low-income, seniors and individuals with disabilities.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - state	Overnight shelter Public Services Rapid re-housing (rental assistance)	3,111,083	0	0	3,111,083	0	Provides homeless persons with basic shelter, essential services, permanent supportive housing, homeless prevention and rapid re-housing.
Other	public - local	Housing Multifamily rental new construction Multifamily rental rehab New construction for ownership Overnight shelter Rental Assistance	1,200,000	0	0	1,200,000	0	Funding for affordable housing activities targeted at households whose income is below 50% of AMI.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Housing Multifamily rental new construction Public Services Rental Assistance Transitional housing	3,645,384	0	0	3,645,384	0	Provides funding to programs that measurably reduce homelessness. Acquisition, new construction, rehab, leasing, building operations, rental assistance, supportive services for transitional or permanent housing.

Table 5 - Expected Resources – Priority Table

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

Pierce County has a local affordable housing document recording fee fund (SHB 2060). The revenue is generated from a \$13 fee on recorded documents. The amount collected annually is approximately \$1,200,000. These funds are often used to leverage HOME and CDBG funds invested in affordable housing projects within the Urban County. SHB 2060 funds can be used for capital investments (acquisition, rehabilitation, and/or new construction) of affordable rental or ownership housing, operating and maintenance of affordable rental housing, rental voucher funding and emergency shelter operations. All SHB 2060 funding is targeted at very low-income households whose income is at or below 50% of AMI.

In addition, Pierce County has a local homeless housing fund (SHB 2163). In 2018, SHB 1570 was passed, which increased the document recording fee and removed its sunset. These funds have been used to provide the match for ESG. These funds are also often used to leverage HUD CoC Homeless Program funds invested in permanent housing projects, as well as local and state funds invested in emergency shelter, transitional housing, permanent housing, diversion and service projects. The document recording fee (DRF) funds can be used for capital investments (acquisition, rehabilitation, and/or new construction) of housing for homeless, operating and maintenance of emergency shelter,

transitional and permanent supportive housing, support services, and rental voucher funding. All DRF is targeted to households whose income is at or below 50% of AMI.

#### Emergency Solutions Grant (ESG) Match Sources

Under the ESG Program, Pierce County is required to match grant funds with an equal amount of cash and/or noncash contributions, which may include donated buildings, materials and volunteer services. Pierce County uses the Document Recording Fee homeless housing fund as its source of local cash match.

#### HOME Match Sources

Under the HOME Program the County is required to make a local, non-federal permanent contribution to its affordable housing stock within the community. The contribution must be a minimum of 25% of the HOME funds drawn from the County's HOME Investment Trust Fund treasury account during the federal fiscal year. Any excess match can be carried over into the next federal fiscal year.

The County has one primary source of local cash match: the SHB 2060 affordable housing fund. This fund is locally generated from document recording fees. If any SHB 2060 funds are invested in a HOME funded project in the Urban County the County can use some, or all, of the amount invested in the project as match for the HOME program. The County can also count SHB 2060 funds as match on non-HOME funded projects in the Urban County provided the projects are HOME eligible and are monitored in accordance with HOME affordability requirements.

The County also uses the following sources to count as matching funds for the HOME Program provided they are invested in HOME funded projects or HOME eligible projects within the Urban County that will meet the HOME affordability standards:

- Cash or donations from private foundations;
- County fee waivers;
- Value of donated land or real property;
- Value of supportive service to residents;
- Sweat equity;
- Value of below market rate State Housing Trust Fund loans; and
- A percentage of the proceeds of a single or multi-family housing bonds issued by the State, State instrumentality or local government.

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

The Department of Human Services is working with other County Departments to identify surplus property for affordable housing development. In September of 2016 the County donated seven acres of property for the development of a mixed income homeownership project. The project was completed in the 2018 program year.

**Discussion**

In reference to the AP-15 Anticipated Resources Table - for CDBG the program income includes an estimate of \$800,000 of NSP funds that are being converted to CDBG funds for the 2019 program year and are awarded to the Pierce County Community Development Corporation for their CDBG RLF program; \$130,000 is an estimated amount of loan payments from the Pierce County Community Development Corporation owner rehab Housing RLF; and \$50,960 is an estimated amount of loan payments from the ECD RLF for the period of July 1, 2019 - June 30, 2020. For the CDBG Prior Year Resources it includes \$105,000 of Economic Development RLF and \$17,760 of 2018 CDBG funds that were not used in 2018 by the Community Action Agency for their public services programs. In 2019, the \$17,760 are converted to public facilities funds and are awarded to the Pierce County Minor Home Repair program.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Basic Needs and Services	2015	2019	Homeless Non-Homeless Special Needs	Pierce County Consortium	Public Service	CDBG: \$449,802 Beyond the Borders: \$675,000	Public service activities other than Low/Moderate Income Housing Benefit: 272404 Persons Assisted Other: 15700 Other
2	Economic Development	2015	2019	Non-Housing Community Development	Pierce County Consortium	Economic Development	CDBG: \$105,000	Jobs created/retained: 3 Jobs

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Neighborhood and Community Development	2015	2019	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	Pierce County Consortium	Neighborhood & Community Development	CDBG: \$1,986,908	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 1 Household Assisted Homeowner Housing Rehabilitated: 124 Household Housing Unit
4	Affordable Housing Preservation and Development	2015	2019	Affordable Housing	Pierce County Consortium	Affordable Housing Preservation and Development	CDBG: \$930,000 HOME: \$2,482,131 SHB 2060: \$1,200,000	Rental units constructed: 35 Household Housing Unit Rental units rehabilitated: 35 Household Housing Unit Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 26 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Mitigation of Homelessness	2015	2019	Homeless	Pierce County Consortium	Mitigation of Homelessness	ESG: \$252,374 Continuum of Care: \$3,449,417 Consolidated Homeless Grant: \$3,111,083 ESG - WA State: \$1,025,741 SHB 2163: \$3,645,384 Tacoma Housing Authority: \$1,288,000	Tenant-based rental assistance / Rapid Rehousing: 500 Households Assisted Homeless Person Overnight Shelter: 3617 Persons Assisted

Table 6 – Goals Summary

**Goal Descriptions**

1	<b>Goal Name</b>	Provide Basic Needs and Services
	<b>Goal Description</b>	CDBG public service funds will be used for a wide range of public service activities per CDBG regulation 24 CFR 570.201e. Other funding sources may be used to carry out this Goal of Providing Basic Needs and Services, where appropriate.

<b>2</b>	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	Job training services and assistance to businesses for the creation or retention of jobs to benefit low-income people. Other funding sources may be used to carry out this Goal of Economic Development, where appropriate. There is a pending Economic Development (ED) Revolving loan in the amount of \$105,000 that will create 3 new jobs. The projected amount of program income generated from the ED Revolving Loan Fund is \$50,960..
<b>3</b>	<b>Goal Name</b>	Neighborhood and Community Development
	<b>Goal Description</b>	Public Facilities, infrastructure improvements and housing. Other funding sources may be used to carry out this Goal of Neighborhood and Community Development, where appropriate.
<b>4</b>	<b>Goal Name</b>	Affordable Housing Preservation and Development
	<b>Goal Description</b>	Access to affordable housing through homeowner rehabilitation, homebuyer assistance, and affordable rental and ownership housing development and preservation.
<b>5</b>	<b>Goal Name</b>	Mitigation of Homelessness
	<b>Goal Description</b>	Services and housing to prevent and address homelessness.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

This section lists the project Pierce County plans to fund through the 2019 CDBG, HOME, and ESG grant programs.

#### Projects

#	Project Name
1	Buckley Senior Citizens/Senior Center Meal Site & Transportation Program
2	Children's Home Society of Washington/Key Peninsula Family Resource Center - Basic Needs Assistance
3	Eatonville Family Agency/Eatonville Family Agency Food & Resource Program
4	Emergency Food Network/Warehouse Distribution Center
5	Lindquist Dental Clinic/Dental Care for Children in Need
6	New Phoebe House Association/Phoebe Family Recovery, Reunification & Resiliency Program
7	Nourish Pierce County/Basic Nutritious Food Assistance
8	Pierce County AIDS Foundation/Housing Options
9	Rescue Mission/Good Neighbor Cafe
10	YMCA/YMCA Child Care Scholarships
11	YWCA/Legal Services Program
12	Pierce County Community Action Agency/ECEAP
13	YWCA Pierce County/YWCA Pierce County Affordable Family Housing
14	Vadis/Vadis Housing 2019
15	Pierce County Community Action Agency/Home Repair Program
16	Pierce County Community Development Corporation/CHDO (Community Housing Development Organizations)
17	Pierce County Community Development Corporation/Affordable Housing Development
18	Pierce County Community Development Corporation/Housing CDBG Owner Rehab Revolving Loan (RLF) Progra
19	Pierce County Community Development Corporation/HOME Owner Rehabilitation
20	Pierce County Community Development Corporation/CDBG Admin for HOME Program
21	Pierce County Community Development Corporation (CDC)/CDC HOME Administration
22	Pierce County Community Development Corporation/Economic Development RLF
23	Pierce County Human Services Administration for CDBG and HOME programs
24	Pierce County Human Services ESG19

**Table 7 - Project Information**

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

Pierce County historically has not identified priority funding by geographic area. Pierce County has, through requirements identified in both the application process and contracts, ensured that funds allocated benefit low- and moderate-income households within unincorporated Pierce County and the 18 Consortium cities and towns.

The nature of an Urban County Consortium generally inhibits targeting a specific geographic area, as members of the Consortium are understandably concerned that HUD funds, intended for the benefit of their communities, are available to their specific community. Pierce County will place an emphasis on the provision of services to areas outside of the Tacoma urban area as these areas have been traditionally underserved.

Service providers struggle on a day-to-day basis to meet the demand for increased services with smaller budgets. In order to address this obstacle, Pierce County will contract with service providers, as listed in AP-35, to provide direct services to homeless and low-income populations to provide housing, homeless prevention and rapid re-housing, basic needs, family services and transportation. In addition, public facilities projects will provide low-income communities with facility improvements to a wastewater treatment plant, a clean and efficient water supply system, affordable housing for individuals with disabilities, and public facility improvements for a dental clinic that provides care to low-income, as well as build an emergency shelter for homeless unaccompanied youth.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	Buckley Senior Citizens/Senior Center Meal Site & Transportation Program
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$46,842
	<b>Description</b>	Provides transportation service, recreational opportunities, and low-cost hot noon meals to senior citizens in the White River School District area.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	250 low-income seniors will benefit from this activity.
	<b>Location Description</b>	Activities will be undertaken at the senior center located at 811 Main Street Buckley, WA 98321.
<b>Planned Activities</b>	Provides transportation service, recreational opportunities, and low-cost hot noon meals to senior citizens in the White River School District area.	
2	<b>Project Name</b>	Children's Home Society of Washington/Key Peninsula Family Resource Center - Basic Needs Assistance
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$14,192
	<b>Description</b>	Low-income families in crisis who reside in rural Pierce County are served by the program which provides families with assistance accessing food and clothing banks, optical and dental services, in-person assistance with enrollment in WA State Health Exchange, and holiday gifts for children and their families.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	483 low-income individuals will benefit from this activity.
	<b>Location Description</b>	Activities undertaken at agency office located at 17010 South Vaughn Road, Vaughn, WA 98394.
	<b>Planned Activities</b>	Low-income families in crisis who reside in rural Pierce County are served by the program which provides families with assistance accessing food and clothing banks, optical and dental services, in-person assistance with enrollment in WA State Health Exchange, and holiday gifts for children and their families.
<b>3</b>	<b>Project Name</b>	Eatonville Family Agency/Eatonville Family Agency Food & Resource Program
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$40,692
	<b>Description</b>	Provides emergency basic needs such as food, clothing, rent and utility assistance, essential care items, and DSHS help.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,000 low-income and homeless individuals, including seniors, will benefit from this activity in rural southeast Pierce County.
	<b>Location Description</b>	Activities undertaken at 305 Main Street West, Eatonville, WA 98328.
	<b>Planned Activities</b>	Provides emergency basic needs such as food, clothing, rent and utility assistance, essential care items, and DSHS help.
<b>4</b>	<b>Project Name</b>	Emergency Food Network/Warehouse Distribution Center
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	HOME: \$40,692

	<b>Description</b>	Agency collects, stores and distributes food to 71 partner food pantries, hot meal sites, and shelters in Pierce County. Each month, the agency distributes more than one million pounds through its Warehouse Distribution Center.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	197,000 individuals will benefit from this activity.
	<b>Location Description</b>	Activities undertaken at 3318 92nd Street South Lakewood, WA 98499.
	<b>Planned Activities</b>	Agency collects, stores and distributes food to 71 partner food pantries, hot meal sites, and shelters in Pierce County. Each month, the agency distributes more than one million pounds through its Warehouse Distribution Center.
5	<b>Project Name</b>	Lindquist Dental Clinic/Dental Care for Children in Need
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$27,692
	<b>Description</b>	Provides accessible, compassionate, and effective dental care to low-income children in need, ages 0 through 20. No child is turned away due to inability to pay.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	251 low-income children will benefit from this activity.
	<b>Location Description</b>	Activities undertaken at the Parkland Clinic located at 130 - 131st Street South, Tacoma, WA 98444.
<b>Planned Activities</b>	Provides accessible, compassionate, and effective dental care to low-income children in need, ages 0 through 20. No child is turned away due to inability to pay.	

6	<b>Project Name</b>	New Phoebe House Association/Phoebe Family Recovery, Reunification & Resiliency Program
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$30,692
	<b>Description</b>	Provides low-income mothers with young children under the age of 7 who are experiencing homelessness, with basic needs including temporary housing, physical and behavioral health services and pre-employment assessment to enable the family to recover, reunify and obtain/maintain stable housing and employment.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	25 low-income mothers with young children will benefit from this activity.
	<b>Location Description</b>	This activity is undertaken at 712 MLK Jr. Way Tacoma, WA 98405.
	<b>Planned Activities</b>	Provides low-income mothers with young children under the age of 7 who are experiencing homelessness, with basic needs including temporary housing, physical and behavioral health services and pre-employment assessment to enable the family to recover, reunify and obtain/maintain stable housing and employment.
7	<b>Project Name</b>	Nourish Pierce County/Basic Nutritious Food Assistance
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$33,692
	<b>Description</b>	Provides nutritious food and support services for low-income individuals and families in need with compassion, dignity and respect.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	70,200 individuals will benefit from this activity.
	<b>Location Description</b>	Activity will be funded at several different food bank location sites throughout Pierce County that will serve Pierce County Consortium residents. The main office for services is 1702 South 72nd Street, Suite E, Tacoma, WA 98408.
	<b>Planned Activities</b>	Provides nutritious food and support services for low-income individuals and families in need with compassion, dignity and respect.
<b>8</b>	<b>Project Name</b>	Pierce County AIDS Foundation/Housing Options
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$13,123
	<b>Description</b>	The purpose of the Housing Options Program is to provide safe, affordable, decent, and accessible housing to low-income people who are living with HIV or AIDS, and to minimize the exacerbating effects homelessness can have upon a person with a damaged immune system. This is accomplished through collaboration with private and public entities, and seeking resources to provide short- and long-term housing relief to people living with HIV who are either homeless or at risk for homelessness.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	195 low-income individuals who are living with HIV or AIDS will be served by this activity.
	<b>Location Description</b>	Activity undertaken at 3009 South 40th Street, Tacoma, WA 98409.

	<b>Planned Activities</b>	The purpose of the Housing Options Program is to provide safe, affordable, decent, and accessible housing to low-income people who are living with HIV or AIDS, and to minimize the exacerbating effects homelessness can have upon a person with a damaged immune system. This is accomplished through collaboration with private and public entities, and seeking resources to provide short- and long-term housing relief to people living with HIV who are either homeless or at risk for homelessness.
9	<b>Project Name</b>	Rescue Mission/Good Neighbor Cafe
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	The Good Neighbor Cafe serves meals to people experiencing homelessness and poverty in our community. This includes our homeless neighbors residing in Rescue Mission or other partner shelters. Our still unsheltered homeless neighbors, those "precariously housed," as well as anyone from our community who needs a nutritious meal but cannot afford one. The Good Neighbor Cafe is open 365 days a year and last year provided 311,000 nutritious meals to the most impoverished in Pierce County.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,201 homeless individuals will benefit from this activity.
	<b>Location Description</b>	Activity is undertaken at 425 South Tacoma Way, Tacoma, WA 98402.
	<b>Planned Activities</b>	The Good Neighbor Cafe serves meals to people experiencing homelessness and poverty in our community. This includes our homeless neighbors residing in Rescue Mission or other partner shelters. Our still unsheltered homeless neighbors, those "precariously housed," as well as anyone from our community who needs a nutritious meal but cannot afford one. The Good Neighbor Cafe is open 365 days a year and last year provided 311,000 nutritious meals to the most impoverished in Pierce County.
	<b>Project Name</b>	YMCA/YMCA Child Care Scholarships

10	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$15,692
	<b>Description</b>	YMCA Child Care Scholarships provides children from low-income Pierce County households the opportunity to attend our safe, high-quality, affordable, and convenient before and after school child care program. While in our care, children will receive high-quality academic, health, and social-emotional enriching activities that promote academic achievement and improved health and well-being while supporting parents/families who are working to support their families, while continuing education, or who need assistance in caring for their children.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	24 children from low-income families will benefit from this activity.
	<b>Location Description</b>	Activity is undertaken at multiple sites throughout Pierce County to serve Pierce County Consortium residents. The YMCA's main office for services is located 4717 South 19th Street, Suite 201, Tacoma, WA 98405.
<b>Planned Activities</b>	YMCA Child Care Scholarships provides children from low-income Pierce County households the opportunity to attend our safe, high-quality, affordable, and convenient before and after school child care program. While in our care, children will receive high-quality academic, health, and social-emotional enriching activities that promote academic achievement and improved health and well-being while supporting parents/families who are working to support their families, while continuing education, or who need assistance in caring for their children.	
11	<b>Project Name</b>	YWCA/Legal Services Program
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service

	<b>Funding</b>	CDBG: \$35,692
	<b>Description</b>	The YWCA Pierce County Legal Services Program provides family services to low-income and homeless survivors of domestic violence and their children by providing legal advocacy and representation for legal issues that are a direct result of their victimization. The program also offers basic needs and transportation support through specific assistance resources such as food or gas vouchers, so that survivors are able to navigate the legal system and other resources that contribute to their safety and self-sufficiency.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	450 low-income and homeless survivors of domestic violence will benefit from this activity.
	<b>Location Description</b>	Activity is undertaken at 405 Broadway Tacoma, WA 98402.
	<b>Planned Activities</b>	The YWCA Pierce County Legal Services Program provides family services to low-income and homeless survivors of domestic violence and their children by providing legal advocacy and representation for legal issues that are a direct result of their victimization. The program also offers basic needs and transportation support through specific assistance resources such as food or gas vouchers, so that survivors are able to navigate the legal system and other resources that contribute to their safety and self-sufficiency.
<b>12</b>	<b>Project Name</b>	Pierce County Community Action Agency/ECEAP
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provide Basic Needs and Services
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$100,801
	<b>Description</b>	Program provides family development and early childhood education services to low- to moderate-income families to help children succeed in the school environment and to assist parents to be instrumental in that success.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	325 low-income individuals will benefit from this activity.
	<b>Location Description</b>	Activities undertaken at various ECEAP sites in Pierce County. Pierce County's Community Action Agency's main office is located at 3602 Pacific Ave, Suite 200, Tacoma, WA 98418.
	<b>Planned Activities</b>	Program provides family development and early childhood education services to low- to moderate-income families to help children succeed in the school environment and to assist parents to be instrumental in that success.
<b>13</b>	<b>Project Name</b>	YWCA Pierce County/YWCA Pierce County Affordable Family Housing
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Neighborhood and Community Development
	<b>Needs Addressed</b>	Neighborhood & Community Development
	<b>Funding</b>	CDBG: \$255,000
	<b>Description</b>	The project will fund construction of counseling and case management services for low-income and homeless individuals and families. The total amount funded includes \$5,000 for activity delivery for Human Services Community Development staff.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	A total of 301 people are anticipated to benefit.
	<b>Location Description</b>	406 & 408 Broadway Tacoma, WA 98402
	<b>Planned Activities</b>	The project will fund construction of counseling and program offices for low-income and homeless individuals and families.
<b>14</b>	<b>Project Name</b>	Vadis/Vadis Housing 2019
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Neighborhood and Community Development
	<b>Needs Addressed</b>	Neighborhood & Community Development

	<b>Funding</b>	CDBG: \$345,000
	<b>Description</b>	Vadis will purchase and prepare one multi-bedroom house in the East Pierce County area to serve as a long term, safe, affordable housing for low-income people with severe disabilities. Funding amount includes \$5,000 for activity delivery for Human Services Community Development staff.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 household will benefit from this project.
	<b>Location Description</b>	Location of house in Pierce County to be determined.
	<b>Planned Activities</b>	Vadis will purchase and prepare one multi-bedroom house in the East Pierce County area to serve as a long term, safe, affordable housing for low-income people with severe disabilities.
15	<b>Project Name</b>	Pierce County Community Action Agency/Home Repair Program
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Neighborhood and Community Development
	<b>Needs Addressed</b>	Neighborhood & Community Development
	<b>Funding</b>	CDBG: \$1,047,717
	<b>Description</b>	Provides home repairs to income qualified low- and moderate-income households. Of the \$1,047,717 funded to this project, \$1,024,957 is from the 2019 CDBG public facilities entitlement funds, \$17,760 is from prior year resources as the Pierce County Community Action program did not spend out their entire 2018 public services award, and the total amount funded includes \$5,000 for activity delivery for Human Services staff.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	120 Households will benefit from this activity.
	<b>Location Description</b>	Clients may request home repair services at 3602 Pacific Ave, Suite 200, Tacoma, WA 98418.

	<b>Planned Activities</b>	Provides home repairs to income qualified low- and moderate-income households.
<b>16</b>	<b>Project Name</b>	Pierce County Community Development Corporation/CHDO (Community Housing Development Organizations)
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Affordable Housing Preservation and Development
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$192,320
	<b>Description</b>	The Pierce County Community Development Corporation will provide funding to community housing development organizations (CHDO's) for acquisition, rehabilitation, and/or new construction of affordable rental or homeownership housing. Individual projects are identified and selected through a Notice of Funds Availability (NOFA) process. Funding for this activity will be 15% of the HOME entitlement grant amount.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that up to 5 low-income households could benefit from CHDO activities.
	<b>Location Description</b>	Program administered from 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402. Project locations to be determined by organization chosen through NOFA process.
	<b>Planned Activities</b>	Acquisition, rehabilitation and/or new construction of affordable rental and/or homeownership housing by CHDOs.
<b>17</b>	<b>Project Name</b>	Pierce County Community Development Corporation/Affordable Housing Development
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Affordable Housing Preservation and Development
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$1,161,598

	<b>Description</b>	The Pierce County Community Development Corporation will provide funding for acquisition and rehabilitation, and/or new construction of affordable rental and/or homeownership housing. Individual projects are identified and selected through a competitive Notice of Funds Availability (NOFA) process. Of the total amount \$961,598 is from 2019 HOME Grant and \$200,000 is from PY 2018 HOME Program Income.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that up to 70 low-income households could benefit from affordable housing development and/or preservation activities.
	<b>Location Description</b>	Program administered from 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402. Project locations to be determined by agencies selected through the NOFA process.
	<b>Planned Activities</b>	Acquisition and rehabilitation, and/or new construction of affordable rental and/or homeownership housing.
<b>18</b>	<b>Project Name</b>	Pierce County Community Development Corporation/Housing CDBG Owner Rehab Revolving Loan (RLF) Progra
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Affordable Housing Preservation and Development
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$1,089,191

	<b>Description</b>	The Pierce County Community Development Corporation provides Housing rehabilitation loans for eligible low-income homeowners within the Pierce County Consortium. This includes the rehab admin costs to administer the program. Individual homeowners apply for loans throughout the program year. The funding amount is based on an estimate of CDBG program income received by the County generated from the NSP transfer \$640,000 (\$800,000 less 20% admin), and on an estimate of CDBG program income generated from existing CDBG owner rehab RLF loans \$130,000. Additional funding includes \$314,191 of 2019 CDBG entitlement funds. Funding amount includes \$5,000 for activity delivery for Human Services Community Development staff from the CDBG grant. If the amount of CDBG program income received in PY 2019 (as described above) is less than estimated, then funding for this project will be reduced to the actual amount of program income received. If the amount of CDBG program income received in PY 2019 (as described above) is higher, then funding for this project will be increased to the actual amount of program income received.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16 low-income families will benefit.
	<b>Location Description</b>	The program is administered from 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402. Project locations to be determined based on eligible applications.
	<b>Planned Activities</b>	Provide homeowner housing rehabilitation loans.
<b>19</b>	<b>Project Name</b>	Pierce County Community Development Corporation/HOME Owner Rehabilitation
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Affordable Housing Preservation and Development
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$880,000

	<b>Description</b>	The Pierce County Community Development Corporation provides loans to homeowners for the rehabilitation of substandard single-family homes to code, and the replacement of substandard manufactured homes to code. Individual homeowners apply for loans throughout the program year. All the funding allocated to this project is from PY 2018 HOME Program Income. If the amount of HOME program income in PY 2018 is less than estimated the amount allocated to this project will be reduced to the amount of actual program income received (excluding 10% admin and \$200k to project 17). If the amount of HOME program income is more than estimated the amount allocated to this project will be increased to the amount of actual program income received (excluding 10% admin and \$200k to project 17).
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 families at or below 80% AMI will benefit.
	<b>Location Description</b>	Program is administered from 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402. Project locations to be determined based on eligible applications received.
	<b>Planned Activities</b>	Homeowner housing rehabilitation.
20	<b>Project Name</b>	Pierce County Community Development Corporation/CDBG Admin for HOME Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing Preservation and Development
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$160,000

	<b>Description</b>	The CDC administers the HOME program on behalf of Pierce County Human Services. The CDBG Admin is used for the HOME admin expenses. The CDC provides HOME funded loans for, substantial homeowner housing rehabilitation, and affordable housing development and preservation. The \$160,000 is based on an estimate of 20% of CDBG program income received by Pierce County in PY 2019. If the amount of program income received is less the amount of funding for this project would be reduced to 20% of actual CDBG program income (generated from the NSP transfer) received. If the amount of program income received is more the amount of funding for this project would be increased to 20% of actual CDBG program income (generated from the NSP transfer) received.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	Activities undertaken at 1305 Tacoma Ave South, Suite 104, Tacoma, WA 98402.
	<b>Planned Activities</b>	Administration of the HOME program.
21	<b>Project Name</b>	Pierce County Community Development Corporation (CDC)/CDC HOME Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing Preservation and Development
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$120,000
	<b>Description</b>	The CDC administers the HOME program on behalf of Pierce County Human Services. The CDC provides HOME funded loans for, substantial homeowner housing rehabilitation, and affordable housing development and preservation. The CDC will be sub-granted 10% of administration funding from HOME program income in the estimated amount of \$120,000. If the actual amount of program income received in PY 2018 is less this amount would be reduced to 10% of the actual program income received. If the actual amount of program income received in PY 2018 is greater the amount will be increased to 10% of the actual program income received.

	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	Activities undertaken at 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402.
	<b>Planned Activities</b>	Administration of the HOME program by the Pierce County Community Development Corporation.
<b>22</b>	<b>Project Name</b>	Pierce County Community Development Corporation/Economic Development RLF
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$155,959
	<b>Description</b>	The Community Development Corporation will use revolving loan funds to assist for-profit businesses in the creation or retention of jobs for low- to moderate-income employees.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated that 3 new jobs will be created.
	<b>Location Description</b>	Program administered from 950 Pacific Ave, Suite 720, Tacoma, WA 98402.
	<b>Planned Activities</b>	Loans to businesses for job creation.
<b>23</b>	<b>Project Name</b>	Pierce County Human Services Administration for CDBG and HOME programs
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Basic Needs and Services Economic Development Neighborhood and Community Development Affordable Housing Preservation and Development

	<b>Needs Addressed</b>	Public Service Economic Development Neighborhood & Community Development
	<b>Funding</b>	CDBG: \$599,737 HOME: \$128,213
	<b>Description</b>	The Human Services Department administers the annual CDBG and HOME grant programs. If the Human Services Department doesn't use the entire 20% of administration costs allowed of the total 2019 CDBG entitlement, another project would be created for this Plan and up to \$200,000 may be awarded to the Pierce County Community Development Corporation to carry out the HOME program. The Human Services Department will retain 10% of the HOME grant award.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	The CDBG and HOME programs are administered at 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402.
	<b>Planned Activities</b>	Pierce County Human Services Community Development division's administration activities associated with the CDBG and HOME programs. If the Human Services Department doesn't use the entire 20% of administration costs allowed of the total 2019 CDBG entitlement, another project would be created for this Plan and up to \$200,000 may be awarded to the Piece County Community Development Corporation to carry out the HOME program.
<b>24</b>	<b>Project Name</b>	Pierce County Human Services ESG19
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Mitigation of Homelessness
	<b>Needs Addressed</b>	Mitigation of Homelessness
	<b>Funding</b>	ESG: \$252,374
	<b>Description</b>	Provide housing and services for homeless or those at risk of homelessness.
	<b>Target Date</b>	6/30/2021

<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p>134 households will benefit from rapid re-housing, 1,143 people will benefit from overnight shelter.</p>
<p><b>Location Description</b></p>	<p>ESG program is administered at 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402.</p>
<p><b>Planned Activities</b></p>	<p>Provide housing and services for homeless. The following ESG categories will be funded as follows: Shelter - \$151,424 or 60% of the final grant award, Rapid Re-Housing - \$37,856 or 15% of the final grant award, Admin - \$18,928 or 7.5% of the final grant award and HMIS - \$44,166 or 17.5% of the final grant award.</p> <p>The subrecipient Rescue Mission will be awarded \$151,424 for Emergency Shelter, subrecipient Catholic Community Services will be awarded \$37,856 for Rapid Re-Housing. Pierce County Human Services will retain \$44,166 for the Homeless Management Information System (HMIS) implementation as well as \$18,928 for grant administration. If the ESG award is increased or decreased the County will continue to retain 17.5% of the final award for HMIS implementation and 7.5% for administration. The subrecipients receiving funding for shelter and rapid re-housing will receive an increase or decrease proportional to the award received. Emergency shelter will receive 60% of the final award and rapid re-housing will receive 15% of the final award.</p>

## **AP-50 Geographic Distribution – 91.220(f)**

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

Assistance will be directed to areas of need within the Pierce County Consortium.

#### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Pierce County Consortium	100

**Table 8 - Geographic Distribution**

#### **Rationale for the priorities for allocating investments geographically**

Pierce County historically has not identified priority funding by geographic area. Pierce County has, through requirements identified in both the application process and contracts, ensured that funds allocated benefit low- and moderate-income households within unincorporated Pierce County and the 18 Consortium cities and towns.

The nature of an Urban County Consortium generally inhibits targeting a specific geographic area, as members of the Consortium are understandably concerned that HUD funds, intended for the benefit of their communities, are available to their specific community. Pierce County will place an emphasis on the provision of services to areas outside of the Tacoma urban area as these areas have been traditionally underserved.

#### **Discussion**

In Pierce County, Tacoma and Lakewood are the two largest cities within the county. Therefore, agencies may receive HUD entitlement funds from Pierce County for projects located within the cities of Tacoma and Lakewood. However, if the project receiving the HUD entitlement funds is located in Tacoma or Lakewood, the agency must serve a proportional share of Pierce County Consortium residents. Pierce County monitors this closely to ensure funding is going specifically for Pierce County Consortium residents. If the County invests HOME funds in a project within the city limits of Tacoma or Lakewood it will do so consistent with the HOME regulations at 24 CFR 92.201(a)(2).

Please note the allocation priorities depend on the applications received for funding. In addition, the Citizens' Advisory Board (CAB) takes into consideration the rural areas of Pierce County when making their CDBG funding recommendations to ensure all low-income residents of the Pierce County Consortium can access services, if needed.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

N/A

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	101
Special-Needs	0
Total	101

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	40
Rehab of Existing Units	61
Acquisition of Existing Units	0
Total	101

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

#### Discussion

Although no newly constructed rental housing units are scheduled for completion in PY 2019 the County is seeking to fund projects that create 35 new affordable housing units targeted very low-income households. Those newly constructed affordable housing units will be completed in PY 2021 and PY 2022.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

N/A

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

The Pierce County Housing Authority's public housing consists primarily of single-family homes. The PCHA has a strategy to sell up to three of these public housing units per year to the households residing in those public housing units. Those residents are eligible to apply for the County's down payment assistance loan program to assist in the purchase of those public housing units. The program is administered by the Washington State Housing Finance Commission.

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

Pierce County Housing Authority holds an annual public housing resident meeting, typically in September. All residents are invited to participate and provide feedback regarding their experiences and recommendations. Pierce County Housing Authority holds quarterly meetings regarding the Homeownership Program and actively encourages all public housing residents to participate in homeownership.

In 2019 PCHA may apply to HUD for disposition of its public housing under Section 18. Disposition is being considered as it is appropriate for reasons that are in the best interests of the residents and Public Housing Authority. Residents will benefit from expanded housing options, including smaller or larger units. The housing authority's primary benefit relates to the scattered site units within the portfolio. Because of the distance between units and the lack of uniformity of systems the portfolio is unsustainable to operate and maintain the units as public housing. Current residents will be offered the right of first refusal to purchase their own home under the homeownership program. PCHA will apply for tenant-based relocation vouchers for residents that aren't interested in or able to purchase the home in which they currently live.

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

N/A

### **Discussion**

N/A

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

For the past seven years, the CoC's homeless response system has undergone major changes with the goal of transforming the collection of existing homeless projects and services into a system that quickly and effectively resolves the crisis of homelessness. Pierce County has been shifting a system that was heavily reliant upon temporary housing (shelter and transitional housing) to address homelessness, to one focused on quickly moving households back into permanent housing.

To better align with HEARTH Act, federal and local plans for ending homelessness, and a local Ending Family Homelessness Initiative, Pierce County has implemented the following:

- Improvements to coordinated entry, intake, assessment and referral;
- Prioritizing literally homeless households with the highest acuity of need (vulnerability and housing barriers);
- Addressing the immediate crisis of homelessness with diversion services;
- Moving to a housing first system and quickly returning households to safe permanent housing situations;
- Performance-based funding competitions; and
- Continuing the work of right sizing the homeless crisis response system so that every household with a housing crisis receives the appropriate level of assistance for their needs.

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

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

As part of the improvements to the coordinated entry system, assessment staff provide outreach to emergency and day shelters to increase access to housing services for all homeless populations. Greater Lakes Mental Healthcare and Comprehensive Mental Health, Projects for Assistance in Transition from Homelessness (PATH) – teams of mental health specialists provide homeless outreach to unsheltered households and connect them to housing as part of a coordinated entry system partnership. The PATH team will continue to provide connections to health and mental health services for eligible individuals.

Coordinated entry prioritizes literally homeless households with the greatest vulnerability to immediate harm and highest housing barriers to address the immediate crisis of homelessness and returning

households to a safe permanent housing situation.

Pierce County has a variety of services that provide outreach to the homeless population:

- Comprehensive Life Resources and Greater Lakes Mental Healthcare, and Tacoma Rescue Mission provide street outreach to literally homeless, including chronically homeless to conduct assessment and link persons to Coordinated Entry.
- REACH ACT Project provides outreach services for youth and young adults, ages 16-24.
- General counseling and advocacy services are available to low-income residents through Sound Outreach. The agency offers information and referral services to help households seeking a variety of services, including assistance in access to benefits and health care/mental health care in addition to housing services;
- Associated Ministries provides Project Homeless Connect on a bi-annual basis to bring medical/dental care, benefits eligibility and registration, identification, and other services to homeless and low-income residents; and
- Supportive Services for Veteran Families (SSVF) Programs through Catholic Community Services will continue to provide housing stability case management, rental assistance, utility assistance and services in order to achieve the goal of ending Veterans homelessness. These two programs have teamed up with the Veterans Administration and local PATH teams to provide outreach in the emergency shelters and day shelters. In addition to outreach in shelters, the Veterans Administration operates a weekly Veterans Housing Options Group, available to Veterans to access local community services and housing.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Pierce County will continue to support the 481 annual emergency shelter beds and 225 seasonal beds for families and individuals in the community through CDBG, ESG, and State and local fund sources. To better align with the goals of the HEARTH Act, Pierce County is committed to reducing the length of time-spent homeless by directly connecting coordinated entry with emergency shelter locations. Clients who enter shelter will be quickly connected with coordinated entry and either offered immediate support to achieve a housing solution or prioritized for a referral to a deeper housing intervention, primarily permanent housing programs.

As of March 2017, Pierce County has converted the majority of its remaining transitional housing units to rapid re-housing, permanent supportive housing, and transition-in place affordable housing while maintaining a few units of transitional housing for special need populations. We are continuing to coordinate and work with public and private funders to advocate for funding and policy actions that will increase the supply of affordable and permanent supportive housing.

**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**

Pierce County funds coordinated entry to facilitate access to housing and the appropriate levels of tailored supportive services. Coordinated entry prioritizes households with the greatest vulnerability to harm and highest barriers to housing for quick re-housing in a permanent housing situation for all populations.

As part of coordinated entry, the PATH teams help to facilitate access to housing for chronically homeless households. If an immediate housing solution cannot be achieved, the PATH team guides the household through the intake and referral process. The CoC continues to prioritize permanent supportive housing for households who are chronically homeless. Even programs with permanent supportive housing beds that are not dedicated to chronically homeless, are prioritizing their vacancies to house the chronically homeless. If no permanent supportive housing is available, then the household is referred to a rapid rehousing program.

Similarly, when households with children contact coordinated entry (either through the shelter or directly), they are offered an opportunity to identify and pursue immediate housing solutions. If a solution cannot be achieved, then the household is quickly prioritized for a referral to rapid rehousing. Rapid rehousing projects are supported by a variety of funding in Pierce County including local, state, and federal fund sources.

Likewise, young adults follow the same basic coordinated process. However, Pierce County funds a large rapid rehousing project specifically targeted to this population, the Housing 4 Success project. This project is a coordinated effort of four agencies that provides rapid re-housing, tailored case management and employment/education services for up to 70 youth and young adults. Youth and young adults receive appropriate levels of case management and services to ensure their transition from homelessness to permanent housing.

The Supportive Services for Veteran Families project provided through Catholic Community Services offers temporary financial assistance and case management to homeless and at-risk veteran households in addition to coordinating with coordinated entry. Providers receive eligible households identified through mobile outreach, the VA Crisis Line and coordinated entry. Pierce County receives 346 HUD VASH vouchers, 177 through the Tacoma Housing Authority and 169 through Pierce County Housing Authority.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities,**

**foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Currently, the CoC operates under the state mandated discharge policies for mental health, foster care and corrections. For the mental health and corrections systems, providers make every effort to connect individuals that were homeless at intake and discharging from care to the appropriate housing providers and community services before releasing to homelessness. Individuals discharged from foster care, work with caseworkers, mentors, and housing and service providers to ensure that they find safe, stable housing.

Pierce County will continue to work with housing providers to make sure all participants are receiving the appropriate levels of service and are able to access as many mainstream benefits for which they are eligible. In addition, case management services for all households includes connecting participants to the appropriate health and mental health care, employment training, education and other support services as necessary. While some providers may be able to provide their participants with necessary services that are in-house, most will provide connections to community resources for health, social services, employment and education.

## **Discussion**

N/A

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

N/A

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

The County's comprehensive plan, which is required per the Washington State Growth Management Act, requires that the County address affordable housing barriers. In order to remove or alleviate the barriers to affordable housing the plan calls for the County to review the following options:

- Review voluntary and inclusionary housing methods to require housing affordable to households whose income is less than 80% of AMI.
- Provide additional incentives for developers to construct affordable housing for households whose income is less than 80% of AMI.
- Consider additional fee exemptions for projects that incorporate housing affordable to households whose income is less than 80% of AMI
- Consider allowing bonus densities for projects that incorporate housing affordable to households whose income is less than 80% of AMI.
- Provide for expedited permitting.

Over the next five years the County's Planning and Land Services Department will be working on reviewing these options to help address affordable housing barriers.

### **Discussion:**

N/A

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

N/A

### **Actions planned to address obstacles to meeting underserved needs**

Service providers struggle on a day-to-day basis to meet the demand for increased services with smaller budgets. In order to address this obstacle, Pierce County will contract with service providers, as listed in AP-35, to provide direct services to homeless and low-income populations to provide housing, shelter and rapid re-housing, basic needs, family services and transportation. In addition, public facilities projects will provide affordable housing for individuals with disabilities, counseling and program services offices for low-income and homeless individuals and families and home repairs to low-income households.

### **Actions planned to foster and maintain affordable housing**

The County will provide funding for Owner Rehabilitation, Homebuyer Assistance, and Affordable (Rental/Ownership) Housing development and preservation. The County is giving priority to affordable housing projects serving households with the lowest income levels.

The County participates in the Tacoma/Pierce County Affordable Housing Consortium and meets quarterly with affordable housing developers. The goal is to provide updates on local funding, grow capacity, increase local coordination, share information and assist in a pathway for the development of affordable housing within the County.

### **Actions planned to reduce lead-based paint hazards**

The County requires a lead-based paint hazard assessment on all properties built prior to 1978 receiving acquisition and/or rehabilitation assistance. The level of the assessment depends on the activity.

- For rehabilitation under \$5,000 per unit on properties built prior to 1978 the County requires a lead-based paint test on painted surfaces disturbed as part of the rehabilitation. If the painted area disturbed contains lead paint a clearance inspection by a State licensed clearance inspector is required to verify that no lead-based paint hazards remain after the rehabilitation is completed. The contractor performing the work needs to be State certified and licensed as a Renovating, Remodeler and Repair Firm.
- For rehabilitation over \$5,000 per unit on properties built prior to 1978 the County requires a lead paint risk assessment by a State licensed lead paint risk assessor. If a painted area that is disturbed during rehabilitation contains lead paint a clearance inspection is required to verify no lead-based paint hazards remain after the rehabilitation is complete. If a paint hazard exists

interim controls must be used to remediate the lead hazards. A clearance inspection by a State licensed clearance inspector must be performed to confirm no lead hazards remain after the rehabilitation is complete. In addition, for rehabilitation exceeding \$25,000 where lead hazards exist on the interior the lead paint hazards must be abated by a State certified lead paint abatement contractor. A clearance inspection by a State licensed clearance inspector must be performed to confirm no lead hazards remain upon completion of the lead abatement. All rehabilitation work must be completed by a State certified and licensed as a Renovating, Remodeler and Repair Firm.

- For acquisition of housing built prior to 1978 the County performs a visual inspection for any lead-based paint hazards. If a hazard exists the lead hazard must be remediated in accordance with HUD safe work practices and a clearance inspection must be performed by a licensed clearance inspector to confirm no lead hazards remain after the work is completed. All rehabilitation work must be completed by a State certified and licensed as a Renovating, Remodeler and Repair Firm.
- For existing rental housing built prior to 1978 leased or acquired with federal funds the County performs a visual inspection for any lead-based paint hazards during the on-site monitoring of the unit. If a hazard exists the lead hazard must be remediated in accordance with HUD safe work practices by a State certified and licensed as a Renovating, Remodeler and Repair Firm, and a clearance inspection must be performed by a licensed clearance inspector to confirm no lead hazards exist after the rehabilitation is completed.

All occupants of housing built prior to 1978 are required to receive the HUD lead paint hazards brochure and be notified in writing of the results of any lead testing or inspections on the unit they reside in. They are also required to be notified of any lead paint remediation on the unit they reside in.

### **Actions planned to reduce the number of poverty-level families**

The annual goals and objectives, as listed in this 2019 One Year Action Plan under AP-20 and the projects listed in this 2019 One Year Action Plan under AP-35, are specifically focused on reducing the number of families in poverty. Pierce County strongly supports the efforts of service providers in the community to end homelessness, help individuals gain self-sufficiency, and provide affordable housing and economic development activities. The HUD entitlement grants allow Pierce County to invest at a minimum \$4.5 million annually to help reduce the number of poverty-level families.

### **Actions planned to develop institutional structure**

Pierce County will continue to work collaboratively with Pierce County Consortium cities and towns, local non-profits and community partners, the Pierce County Housing Authority, the Citizens' Advisory Board (CAB), Continuum of Care and other local committees and coalitions to improve the jurisdiction's institutional structure. By collaborating and coordinating services, gaps and weaknesses can best be identified and addressed, and appropriate services can be funded via HUD entitlement funding and

other funding sources. Pierce County will also seek financial resources and leverage funding, where appropriate.

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

Pierce County will enhance coordination by attending meetings such as the Continuum of Care, Citizens' Advisory Board, Pierce County Cities and Towns Association, Human Services Coalition, Affordable Housing Consortium, and Puget Sound Regional Council. In addition, staff works closely with providers throughout the year to explore ways in which the County can support activities that will provide home repair, affordable housing, basic needs, economic development and neighborhood and community development improvements to homeless and low-income populations.

### **Discussion:**

The County will conduct a market survey to determine value limits for the HOME program. The County will submit the survey to HUD for approval. The value limits will reflect 95% of the median sales price of homes in Pierce County excluding the cities of Tacoma and Lakewood.

## Program Specific Requirements

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

**Introduction:**

N/A

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

#### HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

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

Pierce County does not use HOME funds beyond those identified in Section 92.205. HOME funds are provided as a low interest or zero interest loans. The loans may include regular debt service

payments or they may be deferred requiring no regular debt service payments.

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

Pierce County uses the recapture option to recapture the direct HOME assistance to homebuyers receiving funding through the County's homebuyer loan programs. Developers, owners, and/or sponsors of HOME homebuyer projects cannot choose their own recapture options. HOME funds will not be provided as a development subsidy only as a direct subsidy (loan) to the HOME eligible homebuyer.

The County uses the recapture option during the applicable period of affordability. The Sub-recipient (CDC) keeps a project file until such time as the loan is paid off. Program staff review tax and insurance records to ensure owner occupancy for the affordability period. If an owner does not occupy the home as their primary residence during the affordability period, the CDC will take legal action to recover the HOME investment. Any funds recaptured during the affordability period are reported in IDIS as recaptured funds.

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

If the HOME assisted homebuyers sell the HOME assisted unit during the relevant period of affordability Pierce County will require that the entire amount of the HOME subsidy (loan) be recaptured. The minimum period of affordability is based on total amount of HOME funds per unit (direct subsidy to the homebuyer) as defined in 92.254(a)(4). See chart below. If there are no net proceeds from a sale or the net proceeds from a sale are insufficient to repay the HOME investment due, Pierce County will require only the amount of the net proceeds available, if any, to be recaptured. Net proceeds shall be defined as the sales price minus superior loan/lien repayment (other than HOME funds) and standard closing costs. Under no circumstances will Pierce County require the recapture of more than is available from the net proceeds of the sale.

The affordability restrictions will be enforced by the sub-recipient (CDC) using a Note and Deed of Trust in addition to the HOME written agreement.

Under \$15,000 = 5 years

\$15,000 - \$40,000 = 10 years

Over \$40,000 = 15 years

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

Pierce County will not allow the use HOME funds to refinance existing debt secured by multifamily housing rehabilitated with HOME funds. Pierce County will allow refinance of debt for owner rehabilitation of single family one-unit property provided the following:

- The rehabilitation costs exceed the amount of debt refinanced.
- The refinance lowers the interest rate and/or better the owner's loan terms.
- The owner meets the sub recipient credit policy.

### **Emergency Solutions Grant (ESG) Reference 91.220(I)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The ESG and CoC Services Standards are included in the Appendices.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Features of the Coordinated Entry System (CES) include:

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

- All data and activities related to CES intake, assessment and referral are entered into HMIS.
3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Pierce County funds ESG recipients for a one-year time-period. A Notice of Funding Availability to receive Pierce County's ESG funds is made available to the community, ESG recipients and other housing providers through the local paper of record, email communication and announcements at meetings. Funds were available for emergency shelter and rapid re-housing. An Application Evaluation Committee evaluates all eligible applications against the CoC's approved performance standards. The County contracts with selected local homeless housing and service providers who directly assist individuals and households with children that are homeless.

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

Homeless or previously homeless individuals have participated in considering and making policies and decisions regarding facilities or services in receipt of ESG funding.

5. Describe performance standards for evaluating ESG.

The following performance measures will be tracked and monitored for Emergency Shelter and Rapid Re-Housing:

- 100% of households entered into the program shall be referred from coordinated entry (Rapid Re-Housing only);
- 95% of referrals received Coordinated Entry System (CES) shall be accepted - This measure will not include: (1) any referrals declined by the client; or (2) referrals made by CES that do not meet the program's funder-required eligibility criteria (Rapid Re-Housing only);
- Maximum Average Length of Time Homeless in Funded Project - This will be measured as follows: (1) for ES (45 days) programs, the average length of time from entry to exit; (2) for RRH (45 Days) programs, the average length of time from program entry until the households enters permanent housing;
- 15% Returns to Homelessness – maximum rate of return (Rapid Re-Housing only);
- 30% of adults Increase Income from any source (adults);
- Exits to Permanent Housing Destination – for shelter, 50%; for RRH, 80%. While the intended performance target for this outcome is set optimistically, Emergency Shelter providers will be expected to work closely with the permanent housing interventions to permanently house shelter participants;
- 80% of shelter participants will receive or be referred to the following services: housing plan, basic

needs, employment, medical, or behavioral health services (Emergency Shelter only);

- Expenditure of funds – 95% of funds will be spent by the end of the contract;
- HMIS Data Quality will be 95% complete - This measure will apply to both client data and also data on program vacancies; and
- HMIS Data Entry Timeliness, 95% of data will be entered within 5 working days - This measure will apply to both client data and also data on program vacancies.

The targets reflect historical performance for the identified housing interventions as reported through HMIS as well as funder-required objectives including the HEARTH Act performance measures and other local measures. Pierce County will monitor project performance and share performance data with providers on no less than on a quarterly basis. It is Pierce County's intent that all providers will receive monthly and quarterly data reports to show progress meeting performance targets. All projects identified as having difficulty meeting the performance targets will work with the County to develop a Performance Improvement Plan. This plan will include the provision of technical assistance. Should the project experience further difficulty in addressing performance concerns, even after implementation of the Performance Improvement Plan, Pierce County will consider taking actions, such as a cap on spending, reduction of funding and/or contract termination. Projects that do not meet performance targets or are under-spending may have funding reduced. Project performance will be a heavily weighted factor in all future funding decisions, as well. Projects with unusually high rates of exit to homelessness or returns to homelessness (compared to other projects of the same type) will be required to implement Performance Improvement Plans. During the contract period, Pierce County will monitor provider performance and provide technical assistance to help improve performance. HUD has made it clear to us that they will assess not just individual projects, but the system performance as a whole.

N/A

## Attachments

## Citizen Participation Comments

### Stephanie Bray

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**From:** CAROLYN READ <carolynengineer@gmail.com>  
**Sent:** Tuesday, April 23, 2019 8:16 PM  
**To:** Stephanie Bray  
**Subject:** Comments on the Pierce County Human Services one Year Action plan 2019

I have recently been getting more involved as a volunteer and citizen on issues related to people experiencing homelessness. Forgive me in advance if my wording or terms are not the industry standard. I read the Pierce County Human Service subject plan and have a few comments for your consideration.

I really like that the plan promotes the Coordinated Entry at the sites where homeless people are located. Having said that, in the short time I have been involved it seems we are way underserving the homeless population by not having enough shelters, housing and living wage jobs in our current economy. I would like to see emphasis on getting people off the streets and into places like the Stability Site, Nativity House, and the Rescue Mission -without being turned away. This way they can get better access to the services and moved quicker into housing. I attend the Homeless Coalition meetings and hear how over a 100 people a night are turned away from shelters and there is a 90 day waitlist! We need more shelters and we need more permits from the City and County to build them.

We also need more emphasis on the most vulnerable. Children (underaged youth) are on the streets and have no where to go! I learned that underaged youth will be propositioned within 24 hours of being homeless. This is outrageous that they are not accepted in the shelters because of their age and we have very few options for them. Can we use places like a wing in the underutilized Raymon Hall? The Staff are already trained and can help them transition back into homes. We need more sheltering and stability for underaged youth.

The mentally ill tend to be chronically homeless. I'd like to see more focus on supportive housing for the mentally ill.

From what I understand, affordable housing is directly related to the homeless numbers. If we have less affordable housing we have more homeless people. I've seen some analysis that indicates if we put \$34M into low income housing in our Tacoma metropolitan area we could almost solve the homeless problem. I don't think it's quite that simple but I do believe there is a number that starts to turn this issue around. I suggest you study this correlation and use it for your justifications to HUD to get low-income housing funds. The numbers you indicate in the plan are not enough to make a difference.

I wish that the Tacoma/Lakewood plans were more linked to the Pierce County plan. The outlying areas need services too but the densities of homeless populations are within the Cities, along with many jobs. Efforts should be coordinated and seamless. For example, if we could get the county to build low-income multifamily homes and add a bus route to the City so people can get jobs, it would be a win-win.

The county and city need to require any housing project with a large number of units (to be determined) must provide x% low income units somewhere... like a mitigation bank. We do this for environmental mitigation projects for taking of wetlands. In fact, I just learned that the city of Tacoma allowed a large apartment complex to get a tax break without providing affordable units for low income. That is terrible. As a tax payer, I think this was a huge missed opportunity for the public, and a private developer got richer on our tax dollars!

I'd love to see funding go towards more mobile outreach for mental health, healthcare and other services.

Living wage jobs are needed, and one need is to have more professional peers for follow-up and care, and long-term support. Robust training programs would help those those that experienced the system help others.

The county needs to take advantage of the State's law allowing jurisdictions to use a percentage of the filing fees for new homes towards homelessness. I heard this has not been approved in the county yet.

Thank you for the opportunity to comment.

Carolyn Read  
Tacoma WA  
253-722-7004

**Stephanie Bray**

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**From:** Maureen Howard <maureenhowardconsulting@gmail.com>  
**Sent:** Tuesday, April 30, 2019 11:40 AM  
**To:** Stephanie Bray; Jeff Rodgers; Bryan Schmid  
**Subject:** Public Comment on Pierce County One Year Action Plan and Substantial Amendments

Friends,

Please accept these brief comments on Pierce County's One Year Action Plan:

1. If there are additional funds available as a result of any changes, I encourage you to target the homeless families with children who are living in their cars and to provide at least one safe place where they can park their vehicles have access to bathrooms, maybe even set up a tent as an alternative to sleeping in the car. Perhaps a similar option for single women who are particularly vulnerable. It seems incredible to me that I am actually requesting this, but with people resorting to Facebook to seek housing assistance not just for themselves or friends but even employees, I believe we have to consider options we might never have before.
2. Consider ways to make the homelessness response system more available to members of the community not part of the system itself. I believe there would be increased support for your work if more people understood what you are doing and more suggestions would come forward with ideas and perhaps resources.
3. Recognize the impact of *Martin v. Boise* on smaller communities and unincorporated Pierce County.

With many thanks for your work,  
Maureen Howard

—  
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# **Emergency Solutions Grant (ESG) and Continuum of Care (CoC) Standards**

Pierce County Human Services

July 2012 (Revised 05/01/2014, 05/01/2015, 11/1/2015, 5/24/17)

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## Program Overview

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

The Continuum of Care (CoC) Interim Rule was published on July 31, 2012 and took effect on August 30, 2012. The purpose of the regulation is to:

- Codify the CoC Planning Process;
- Return individuals and families who experience homelessness to permanent housing in less than 30 days;
- Consolidate the Supportive Housing Program (SHP), Shelter Plus Care Program (SPC) and the Section 8 Moderate Rehabilitation Program;
- Promote a community wide commitment to the goal of ending homelessness;
- Provide funding to quickly rehouse homeless individuals and families while minimizing trauma and dislocation;
- Promote access to mainstream benefits;
- Optimize self-sufficiency;
- Provide funding to support the CoC structure & process; and
- Codify the CoC structure & process.

### Section 1: Eligible Program Components

Each sub-recipient will be directed to read and follow the ESG/CoC guidelines as set forth issued by the U.S. Department of Housing and Urban Development, and may be amended from time to time. The procedures contained herein serve to simplify the implementation of the regulations and identify the activities selected for funding by Pierce County.

### Section 2: Eligible Costs and Activities

#### A. Street Outreach

- 1) **Engagement:** Activities to locate, identify, and build relationships with unsheltered homeless people for the purposes of providing immediate support, intervention, and connections with homeless assistance Sub-recipients and/or mainstream social services and housing Sub-recipients (for information, please reference *24 CFR 576.101*).

Eligible costs include:

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

2) **Case Management:** Assessing housing and service needs and arranging/coordinating/monitoring the delivery of individualized services.

Eligible costs include:

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

3) **Emergency Health Services:** Outpatient treatment of urgent medical conditions by licensed medical professionals in community-based settings (including streets, parks, and campgrounds) to eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility.

Eligible costs include:

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

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

Eligible costs include:

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

5) **Transportation:** Travel by outreach workers, social workers, medical professionals, or other service providers during the provision of street outreach services.

Eligible costs include:

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- Transporting unsheltered people to emergency shelters or other service facilities
  - Cost of a participant's travel on public transportation
  - Mileage allowance for outreach workers to visit participants
  - Purchasing or leasing a vehicle for use in conducting outreach activities, including the cost of gas, insurance, taxes, and maintenance for the vehicle
- 6) **Services to Special Populations:** Otherwise eligible essential services that have been tailored to address the special needs of *homeless youth; victims of domestic violence and related crimes/threats; and/or people living with HIV/AIDS* who are literally homeless.
- Eligible costs include:
- Engagement
  - Case management
  - Emergency Health Services
  - Emergency Mental Health Services
  - Transportation

## B. Emergency Shelter

### Essential Services:

- 1) **Case Management:** Assessing housing and service needs and arranging, coordinating, or monitoring the delivery of individualized services.
- Eligible costs include:
- Using centralized or coordinated assessment system
  - Initial evaluation; verifying and documenting eligibility
  - Counseling
  - Developing/securing/coordinating services
  - Helping to obtain federal, state, and local benefits
  - Monitoring/evaluating participants' progress
  - Providing info and referral to other providers
  - ☒ Developing an individualized housing/service plan
- 2) **Child care:** Licensed child care for program participants with children under the age of 13, or disabled children under the age of 18.
- Eligible costs include:
- Meals and snacks
  - Comprehensive and coordinated sets of appropriate developmental activity
- 3) **Education Services:** Instruction or training to enhance participants' ability to obtain and maintain housing, including literacy, English as a second language, GED, consumer education, health education, and substance abuse prevention.

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Eligible costs include:

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

- 4) **Employment Assistance and Job Training:** Job training Sub-recipients and services assisting participants to secure employment.

Eligible costs include:

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

- 5) **Outpatient Health Services:** Direct outpatient treatment of medical conditions provided by licensed medical professionals.

Eligible costs include:

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

- 6) **Legal Services:** Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing.

Eligible costs include:

- Hourly fees for legal advice and representation by licensed attorneys (or persons under the supervision of the licensed attorney) and fees-for-service if the cost would be less than the hourly fees
- Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling

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- Representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing.
- Eligible subject matters include child support; guardianship; paternity; emancipation; legal separation; resolution of outstanding criminal warrants; appeal of veterans and public benefit claim denials; and orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking.

7) **Life Skills Training:** Critical life skills necessary to assist the program participant to function independently in the community.

Eligible costs include:

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

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

Eligible costs include:

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

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

Eligible costs include:

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

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

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Eligible costs include:

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

11) **Services for Special Populations:** Otherwise eligible essential services that have been tailored to address the special needs of *homeless youth; victims of domestic violence and related crimes/threats; and/or people living with HIV/AIDS* who are in emergency shelters.

Eligible costs include all ten categories of essential services described above.

**Shelter Operations** (for information, please reference 24 CFR 576.102).:

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

Eligible costs include:

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

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

**Housing Relocation and Stabilization Services:**

- 1) **Financial Assistance:** Funds which are paid to housing owners, utility companies, or other third parties. *Does not include rental assistance.*

Eligible costs include:

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

- 2) **Services:**

Housing Search & Placement:

Eligible costs include:

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

Housing Stability Case Management (24 CFR 576.105(b)(2)): Assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability.

Eligible costs include:

- Using the centralized or coordinated assessment system to conduct the initial evaluation and re-evaluation [Access Point 4 Housing]

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- Counseling
- Developing, securing and coordinating services including Federal, state, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Developing an individualized housing and stability plan [Housing Stability Plan]

Mediation: Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.

Eligible costs include:

- Time and/or services associated with mediation services

Legal Services: Legal services necessary to resolve a legal problem that prohibits the program participant from obtaining or maintaining permanent housing.

Eligible costs include:

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

Credit Repair: Services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems (assistance cannot include the payment or modification of debt).

Eligible costs include:

- Credit counseling
- Other related services

**Short- and Medium-Term Rental Assistance:**

**Types of Rental Assistance:**

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

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

**Eligible Costs:**

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

Eligible Activities: Rapid Re-Housing AND Homeless Prevention Components		
Rental Assistance	<ul style="list-style-type: none"> <li>• <b>Short-term rental assistance</b> (0-3 months)</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Medium-term rental assistance</b> (4-24 months)</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Rental arrears</b> (One-time payment for up to 6 months of rent in arrears)</li> </ul>	
	<p><i>An combination of the above types so long as the total amount of assistance does not exceed 24 months</i></p> <p>* Rental assistance can be project-based or tenant-based</p>	
Housing Relocation and Stabilization Services	Financial Services	<ul style="list-style-type: none"> <li>• <b>Rental Application Fees</b> (when charged by owner to all applicants)</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Security Deposits</b> (no more than 2 month's rent)</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Last Month's Rent</b> (applies to 24-month cap)</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Utility Deposits</b> (when required by utility company for all customers)</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Utility Payments</b> (up to 24 months of payments per service, including up to 6 months of arrears per service)</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Moving Costs</b> ( e.g. truck rental, moving company, up to 3 months of storage)</li> </ul>
	Service Costs	<ul style="list-style-type: none"> <li>• <b>Housing Search and Placement</b></li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Housing Stability Case Management</b></li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Mediation</b></li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Legal Services</b></li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Credit Repair</b> (e.g. budgeting/money management)</li> </ul>

### **CoC Program Components**

CoC funds may be used to pay for the eligible costs listed in 24 CFR 578.39 through 578.63 when used to establish and operate projects under three (3) program components: permanent housing; transitional housing; and supportive services only.

**1. Permanent Housing (PH).** Permanent housing is community-based housing, the purpose of which is to provide housing without a designated length of stay. Grant funds may be used for acquisition, rehabilitation, new construction, leasing, rental assistance, operating costs, and supportive services. PH includes:

- a. Permanent supportive housing (PSH). Permanent supportive housing means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. PSH can only provide assistance to individuals with disabilities and families in which at least one (1) adult or child has a disability. Supportive services designed to meet the needs of the program participants must be made available to the program participants; and
- b. Rapid re-housing. Continuum of Care funds may provide supportive services, as set forth in 24 CFR 578.53, and/or short-term (up to three [3] months) and/or medium-term (for three [3] to twenty-four [24] months) tenant-based rental assistance, as set forth in 24 CFR 578.51(c), as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing from street or emergency shelter and achieve stability in that housing.

**2. Transitional Housing (TH).** Transitional housing facilitates the movement of homeless individuals and families to permanent housing within twenty-four (24) months of entering transitional housing. Grant funds may be used for, leasing, rental assistance, operating costs, and supportive services.

### **D. Data Collection (HMIS)**

Grant funds may be used for the costs of participating in an existing HMIS of the Continuum of Care where the project is located (for information, please reference *24 CFR 576.107*).

## **Section 3: Participant Eligibility**

ESG funding can be used to serve people at risk of homelessness. ESG Sub-recipients can serve homeless people and people at risk of homelessness, including

1. People who are losing their housing in 14 days and lack support networks or resources to obtain housing;
2. People who have moved from place to place and are likely to continue to do so because of disability or other barriers; and
3. Unaccompanied youth and families with children and youth who are defined as homeless under other Federal statutes, who do not otherwise qualify as homeless under this definition.

The table below reviews the eligible activities for the two populations, 1) Those who are homeless and 2) Those who are at risk of homelessness.

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

CoC funding must be used to serve people that fit the definition of Literally Homeless.

#### Section 4: Service Standards

##### 1. Written Standards for Provision of ESG and CoC Assistance

###### a. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG and CoC

Pierce County utilizes a centralized intake system called "Access Point 4 Housing" for individuals and families seeking housing assistance. The following process will be used to determine eligibility for rapid re-housing assistance funds:

- Households must willingly engage with centralized intake for a screening and in person assessment to determine eligibility and appropriate referrals if ineligible. Eligible households must be 'literally homeless' (must meet the first category of the Homeless Definition) in Pierce County and have a combined household income that is at or below 30% Area Median Income, as established by HUD.
- Within 7 days of screening and in-person assessment will be conducted with eligible households (documentation of homeless status and income verification will be collected at this time).
- Assessments will be prioritized, based on Category 1 of the Homeless Definition:
  1. Individuals and families who are literally homeless and unsheltered (i.e. living in a place not meant for human

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- habitation); assessment should occur within 48 hours of initial phone screening
2. Individuals and families who are literally homeless and staying in an emergency shelter
  3. All other individuals and families who are literally homeless (households residing in transitional housing, hotels and motels paid for by charitable organizations or by federal, state and local government Sub-recipients, exiting from an institution where resided for 90 days or less and who came from shelter or place not meant for human habitation).
- Individuals and families who qualify for services under ESG regulations will be referred to ESG-funded providers for relevant services.
  - Individuals and families who qualify for services under CoC regulations will be referred to CoC-funded providers for relevant services.
  - Must establish policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of education and related services to individuals and families experiencing homelessness; and,
    1. Designate a staff person to ensure that children are enrolled in school and connected to the appropriate services within the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services.
    2. The case managers must inform households with school age children and youth of the services provided by the homeless liaisons for education services. During the CA annual monitoring of projects these policies are reviewed by CoC staff for implementation.

Eligibility for homelessness prevention assistance will be evaluated by the ESG homeless prevention assistance sub-recipients. The following process will be used to determine eligibility for homelessness prevention assistance funds:

- Initial screening will typically be conducted by phone. Households must be at risk of homelessness in Pierce County and have a combined household income that is at or below 30% Area Median Income, as established by HUD and does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place

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defined in Category 1 of the "homeless" definition. AND Meets one of the following conditions: (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR (B) Is living in the home of another because of economic hardship; OR (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government Sub-recipients for low-income individuals; OR (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR (F) Is exiting a publicly funded institution or system of care; OR (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan

- For those that pass the initial screening, an in-person assessment will be conducted within 7 days (must collect documentation of at risk status and income verification).
- Individuals and families who qualify for services under ESG regulations will be referred to ESG-funded providers for relevant services.

**b. Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.**

Within Pierce County, coordination among homeless service providers occurs primarily through the centralized intake system for housing assistance. Individuals and families experiencing a housing crisis in Pierce County are directed to use Access Point 4 Housing. Exceptions are made for those who show up at emergency shelters on their own; these individuals or families may be screened and served without first going through centralized intake.

Given this context, Sub-recipients that receive funding through ESG and CoC will be subject to the following coordination requirements:

- **Street Outreach:** Street outreach providers must coordinate their services with emergency shelters and utilize the centralized intake system whenever possible (i.e. contact centralized intake to see if the

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client has already used services within the system, work with emergency shelters to meet the immediate need for shelter, etc.)

- Emergency Shelter: Shelter providers must partner with Rapid Re-housing / Prevention providers to ensure that shelter clients have access to services that can quickly re-stabilize their housing situation (i.e. link with permanent housing).
- Transitional Housing: Providers must partner with Rapid Re-housing providers to ensure that shelter clients have access to services that can quickly re-stabilize their housing situation (i.e. link with permanent housing).
- Permanent Supportive Housing: Programs receiving 2163 funding for permanent supportive housing services are encouraged to use the centralized intake system to get referrals. In addition, the following requirements apply:
  - Coordination with emergency shelters for unsheltered clients who need shelter
  - Coordination with the County-funded Landlord Liaison Project (a program that builds relationships with landlords and keeps an inventory/database of affordable rental units) to assist in finding housing for clients
  - Use of an electronic "Drop Box" to compile information about program vacancies and available resources; this will serve as the shared database for all providers to access.
  - Non-chronically homeless designated projects will prioritize any units upon vacancy for a chronically homeless household. If a chronically homeless household is not available to move in to the vacant non-chronic unit then the next household should be offered the unit.
- Homelessness Prevention: Sub-recipients receiving Homelessness Prevention funding will be expected to participate in a coordinated service system. Required elements include:
  - Participation in the development of a common assessment form to use in determining eligibility for assistance
  - Use of an electronic "Drop Box" to compile information about program vacancies and available resources; this will serve as the shared database for all providers to access.
  - Participation on the Homelessness Prevention committee of the Pierce County Continuum of Care
- Rapid Re-housing: Sub-recipients receiving ESG and CoC funding for rapid-re-housing services will be expected to use the centralized intake system to get referrals. In addition, the following requirements apply:

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- Coordination with emergency shelters for unsheltered clients who need shelter while looking for permanent housing
- Coordination with the County-funded Landlord Liaison Project (a program that builds relationships with landlords and keeps an inventory/database of affordable rental units) to assist in finding housing for clients
- Participation on the Rapid Re-housing Collaborative of the Pierce County Continuum of Care

**c. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness housing assistance.**

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

- Families who are about to enter shelter
- Families who show evidence they will be literally homeless in three business days or less (and have no other options)
- Single mothers under the age of 30 without a high school diploma or GED, with two or more children, currently on public assistance and
- Families where the head of household was in foster care as a youth

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

- Unsheltered individuals and families (currently staying in a place not meant for human habitation)
- Individuals and families in emergency shelters
- All other individuals and families who meet the definition of "literally homeless"

Transitional Housing: For households that meet the minimum eligibility requirements, priority will be given to clients in the following order:

- Unsheltered individuals and families (currently staying in a place not meant for human habitation)
- Individuals and families in emergency shelters
- All other individuals and families who meet the definition of "literally homeless"

Permanent Supportive Housing: For households that meet the minimum eligibility requirements, priority will be given to clients in the following order:

- Individuals and families (currently staying in a place not meant for human habitation and emergency shelter) that are also chronically homeless and has been identified as having acute needs.

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- Individuals and families unsheltered and in emergency shelters that are also chronically homeless but have not been identified as having acute needs.
- Unsheltered individuals and families (currently staying in a place not meant for human habitation) where the head of household has a disability
- Individuals and families in emergency shelters where the adult head of household has a disability

**d. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.**

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

- Each household is required to contribute at least 30% of their current income toward their rent each month. This amount needs to be clearly documented and includes a utility allowance if they pay for utilities directly. The actual contribution will be determined monthly, based on each household's specific situation and financial resources. Program staff will help households obtain outside utility assistance if they are unable to pay for the utilities themselves (i.e. no income). In rare cases where the household is unable to locate other utility assistance, ESG and CoC funds can be used if the household demonstrates a clear need for assistance (i.e. utility shut-off notice, monthly budget indicating the inability to pay utilities). If ESG and CoC funds are used, the payment should take into consideration the previous utility allowance given to the household in the client contribution calculation for rent.
- Up to six months of payment towards rent/utility arrears may be provided. If a household is more than two (2) months in arrears, program staff should attempt to negotiate a payment plan and/or identify other community resources to assist the household.

**e. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.**

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

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- The standard duration of rental assistance will be 12 months
- Reassessment of eligibility will occur every 3 months for Homelessness Prevention, and every 6 months for Rapid Re-housing
- On a case-by-case basis, service providers may request an extension in assistance, up to a maximum of 24 months. Requests will be made in writing to the Pierce County Human Services.
- For households that are extended beyond 12 months, a reassessment of eligibility will occur every 3 months

**f. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receive assistance; or the maximum number of times the program participants may receive assistance.**

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

- The standard duration of stabilization services will be 12 months
- Reassessment of eligibility and need for services will occur every 3 months for Homelessness Prevention, and every 6 months for Rapid Re-housing
- On a case-by-case basis, service providers may request an extension in services, up to a maximum of 24 months. Requests will be made in writing to Pierce County Human Services.
- For households that are extended beyond 12 months, a reassessment of eligibility and need for services will occur every 3 months

**g. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters.**

Pierce County intends to work with shelter providers and the local Continuum of Care during 2017 to develop system-wide policies and procedures where appropriate.

**h. Policies and procedures for assessing, prioritizing, and reassessing individuals and families' needs for essential services related to emergency shelter.**

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Pierce County intends to work with shelter providers and the local Continuum of Care during 2017 to develop system-wide policies and procedures where appropriate.

## **TERMINATION OF PARTICIPATION, DENIAL AND GRIEVANCE PROCEDURES**

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

### **Termination of Participation and Grievance**

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

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

### **Denial and Grievance**

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

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

## **CONFIDENTIALITY OF CLIENT RECORDS**

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

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## Section 5: Documentation

### Households must have the following\*:

\*All of this information must be clearly noted and documented in the client's case file.

1. *Initial Consultation & Eligibility Determination:*

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

2. *Assistance in obtaining mainstream and other resources:*

The household must receive appropriate supportive services and referrals essential to achieving independent living through other federal, state, local, and private assistance.

3. *Housing stability plan to include:*

- i. Needs assessment to include specific housing and self-sufficiency goals;
- ii. Action steps to retain permanent housing after ESG assistance ends; and
- iii. Households receiving assistance from a victim service provider may be exempted from the case management requirement.

### Re-Evaluation

Household eligibility and the types and amounts of assistance the household needs must be re-evaluated and documented not less than once every 3 months for households receiving homelessness prevention assistance, and every six months for households receiving rapid re-housing assistance. At a minimum, each re-evaluation of eligibility must establish that:

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

### Documenting Income

#### Definition

Income is money that is paid to, or on behalf of, the head of household or spouse (even if temporarily absent) or to any other household member 18 years or older. (Victims fleeing domestic violence do not have to report the abuser's income.) Income includes the current (not

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projected) gross income (annualized) of all adult (18 years and older) household members and unearned income paid to an adult attributable to a minor.

### **Inclusions**

The following types of income “inclusions” must be counted when calculating current **gross** income:

- Earned income
- Self-Employment/Business Income
- Interest & Dividend income
- Pension/Retirement income
- Unemployment & Disability income
- TANF/Public Assistance
- Alimony and child support income
- Armed Forces income

### **Exclusions**

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

### **Annualizing Wages and Periodic Payments**

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

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

The definition of income reflects a household’s income at the time they are seeking assistance. Accordingly, documents and information collected to verify income should be recent.

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Documentation dated within 30 days is acceptable. However, for public assistance benefits, (e.g., SSI, food stamps), a benefits statement received any time within the twelve months prior to the time of application and reflecting current benefits received by a household is allowed. A copy of a recent bank statement indicating direct deposit is also acceptable.

#### **Range of Documentation Types in Order of Preference**

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

### **Section 6: Housing Unit Requirements for Rental Assistance**

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

#### **A. Determining the Unit Size Requirements**

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

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

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

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

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**Example: Occupancy Standards for ESG Rental Assistance**

*Sample Requirements*

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

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

**B. Rent Reasonableness and Compliance with Fair Market Rent**

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

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

To make this determination, the Recipient or Sub-recipients should consider

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

Comparable rents can be checked by using a market study, by reviewing comparable units advertised for rent, or with a note from the property owner verifying the comparability of charged rents to other units owned (for example, the landlord would document the rents paid in other units). NOTE that not every element in the suggested list of nine things to check for must be known to establish a comparable unit. See more guidance at [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_11753.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11753.pdf)

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

<b>Final FY 2017 FMRs By Unit Bedrooms</b>				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$766	\$885	\$1,142	\$1,662	\$2,012

Source: <http://www.huduser.org/portal/datasets/fmr.html>

The above chart displays the Fair Market Rents applicable during FY2015. Fair Market Rents are updated and published by HUD every year. Sub-recipients must ensure that they are using the FMR's in effect at the time of their determination.

Sub-recipients may use an alternative rent reasonableness determination form meets the requirements of the ESG regulations 24 *CFR* 576.106 and has been approved by the ESG Recipient.

### C. Permanent Housing Lease Agreements

Permanent housing including both permanent supportive housing and rapid rehousing requires that each program participant is the tenant on a lease for an initial term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

### D. Housing Inspections and Lead Based Inspections

#### Housing Inspections

**If your program is providing Rapid Re-housing rental assistance you will be required to request a HUD Housing Quality Standards (HQS) inspection of housing units for clients.**

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If your program is providing Prevention Assistance rental assistance for a new housing unit in cases where affordability and/or safety of current unit is in question you will be required to request a HUD Housing Quality Standards (HQS) inspection of housing units for clients.

If your program is providing Emergency Shelter or Prevention Assistance, including assistance that is limited to rental arrears in current housing, units are required to meet the ESG Minimum Habitability Standards as set forth below. A checklist for minimum standards for Emergency Shelters can be found here: <https://www.onecpd.info/resource/3766/esg-minimum-habitability-standards-for-emergency-shelters-and-permanent-housing/>

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

Units must pass inspection before the subsidy is paid. Inspections less than 12 months old performed by other housing providers can be used. Complete records of inspections and follow-up actions must be maintained in the household file.

- *Structure and materials.* The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.
- *Space and security.* Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.
- *Interior air quality.* Each room or space must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.
- *Water supply.* The water supply must be free from contamination.
- *Sanitary facilities.* Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
- *Thermal environment.* The housing must have any necessary heating/cooling facilities in proper operating condition.
- *Illumination and electricity.* The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.
- *Food preparation.* All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
- *Sanitary conditions.* The housing must be maintained in a sanitary condition.
- *Fire safety.* There must be a second means of exiting the building in the event of fire or other emergency.
  - Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke

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detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

- The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

### **Lead-based Paint Visual Assessments**

The lead-based paint visual assessment requirement exists to protect vulnerable families from potential health hazards. To prevent lead poisoning in young children, Sub-recipients must comply with the Lead-based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R.

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

1. The household moving into or remaining in their current unit is receiving ESG financial assistance. **AND**
2. The unit was constructed prior to 1978. **AND**
3. A child under the age of six or a pregnant woman is, or will be, living in the unit.

A visual assessment must be conducted prior to providing ESG financial assistance to the unit and on an annual basis thereafter (as long as assistance is provided). Visual assessments must be conducted by a HUD-Certified Visual Assessor and must be documented on the HQS or HSS and maintained in the client file.

### **Exceptions to the Lead-based Paint Visual Assessment Requirement**

There are certain exceptions to the requirement. Visual assessments are not triggered under the following circumstances:

1. It is a zero-bedroom or SRO-sized unit;
2. X-ray or laboratory testing of all painted surfaces by certified personnel has been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint;
3. The property has had all lead-based paint identified and removed in accordance with HUD regulations;
4. The unit has already undergone a visual assessment within the past 12 months –obtain documentation that a visual assessment has been conducted; or
5. It meets any of the other exemptions described in [24 CFR Part 35.115\(a\)](#).

If any of the conditions outlined above are met, Sub-recipients need to document the condition.

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## Section 7: Conflicts of Interest

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

### Organizational Conflicts of Interest

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

### Individual Conflicts of Interest

For procurement of goods and services, recipients and sub-recipients must comply with HUD's Administrative Requirements (24 CFR part 85.36 for governments or part 84.42 for private nonprofits). For all other transactions and activities:

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

### Exceptions

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

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

For more information, please reference 24 CFR 576.404.

## Section 8: Summary List of Required Policies and Procedures

- ✓ For coordination among homeless housing and assistance providers and mainstream service providers in their service area.
- ✓ For determining and prioritizing which households will receive Street Outreach, Emergency Shelter – Essential Services, Rapid Re-Housing and Prevention Assistance

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- ✓ Standards for determining amount of rent assistance, length of assistance and if there will be any adjustments over time
- ✓ Standards for determining type, amount, and duration of housing relocation and stabilization services
- ✓ Termination of participation, denial, and grievance procedures
- ✓ Confidentiality of client records

**Section 9: Reporting and Monitoring Requirements**

The County will consider the following issues regarding reporting and monitoring its Sub-recipients:

- ✓ Frequency of Reports
- ✓ Site Visits
- ✓ Timeliness of HMIS Data
- ✓ Monthly Activity Reports from HMIS
- ✓ Required Meetings
- ✓ Continuum of Care Participation
- ✓ Centralized and Coordinated Assessment Participation
- ✓ Audits

**A. Performance Standards**

Pierce County recognizes that performance standards will evolve over the next few years as the ESG Interim Rule is implemented and as sub-recipients improve their program outcomes through the evaluation of HMIS data and integration of ESG services into the continuum of care.

In the interim, ESG activities will be measured through the following objectives adopted from the Continuum of Care performance outcomes:

<b>Housing Measure</b>
<i>Emergency Shelter - Persons exiting to permanent housing (subsidized or unsubsidized) during the operating year.</i>
<i>Permanent Housing. Persons who remained in the permanent housing program as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized) during the operating year.</i>
<b>Income Measure</b>

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<i>a. Persons age 18 and older who increased their total income (from all sources) as of the end of the operating year or program exit.</i>
<i>OR</i>
<i>b. Persons age 18 through 61 who increased their earned income as of the end of the operating year or program exit.</i>

In the meantime, general performance standards such as the unduplicated number of persons or households prevented from becoming homeless, the unduplicated number of persons or households assisted from emergency shelters/streets into permanent housing, race, ethnicity, age, will be reported through HMIS. Pierce County will continue to consult with the CoC regarding the performance measures of the HEARTH ACT and how best to utilize HMIS. This will also include how well the HEARTH ACT performance measures are met through the use of HMIS, including tracking the length of time persons are homeless, returns to homelessness, reducing numbers of homeless households and increasing the percent of exits to permanent housing, income, and prevention of homelessness.

#### **B. Compliance with HUD HMIS Data Standards**

The ESG Notice requires all grantees to collect Universal Data Elements on clients receiving ESG assistance via the Homeless Management Information System (HMIS) run by the Continuum of Care (CoC). Data collection must be compliant with HUD’s HMIS Data Standards. “Income and Source” is a Program-Specific data element listed in the Standards because this data is needed to complete APRs for both ESG and CoC Sub-recipients.

The HMIS standards require that grantees enter income sources and amounts and non-cash benefits received in the past 30 days during three points in time - at entry into program, at exit from the program and at least once annually if the household is in the program over a year. The amount documented through this calculation should NOT be used to determine eligibility, but rather can be used to show that the household does lack resources to maintain housing.

#### **Section 10: Amendments to Program Rules**

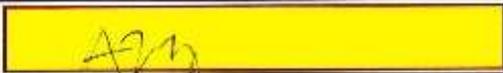
Pierce County Human Services, may change applicable ESG or CoC program requirements from time to time to meet program objectives. All changes will be required to meet applicable ESG or CoC guidelines.

Grantee SF-424's and Certification(s)

OMB Number 4040-0004  
Expiration Date: 12/31/2018

Application for Federal Assistance SF-424		
<p>* 1. Type of Submission:</p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
<p>* 2. Type of Application:</p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
<p>* If Revision, select appropriate tick(s):</p> <input type="checkbox"/> <p>* Other (Specify):</p> <input type="checkbox"/>		
<p>* 3. Date Received:</p> <input type="text" value=""/>		<p>4. Applicant Identifier:</p> <input type="text" value=""/>
<p>5a. Federal Entry Identifier:</p> <input type="text" value="E39053"/>		<p>5b. Federal Award Identifier:</p> <input type="text" value="E-19-DC-53-0303"/>
<p>State Use Only:</p>		
<p>6. Date Received by State:</p> <input type="text" value=""/>		<p>7. State Application Identifier:</p> <input type="text" value=""/>
<p>8. APPLICANT INFORMATION:</p>		
<p>* a. Legal Name: <input type="text" value="Edmond County"/></p>		
<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):</p> <input type="text" value="91-6001358"/>		<p>* c. Organizational DUNS:</p> <input type="text" value="07-185-0887"/>
<p>d. Address:</p>		
<p>* Street1: <input type="text" value="1935 Tacoma Ave South, Suite 104"/></p>		
<p>* Street2: <input type="text" value=""/></p>		
<p>* City: <input type="text" value="Tacoma"/></p>		
<p>County/Parish: <input type="text" value=""/></p>		
<p>* State: <input type="text" value="WA: Washington"/></p>		
<p>Province: <input type="text" value=""/></p>		
<p>* Country: <input type="text" value="USA: UNITED STATES"/></p>		
<p>* Zip/Postal Code: <input type="text" value="98402-1903"/></p>		
<p>e. Organizational Unit:</p>		
<p>Department Name: <input type="text" value="Human Services"/></p>		<p>Division Name: <input type="text" value="Home Care"/></p>
<p>f. Name and contact information of person to be contacted on matters involving this application:</p>		
<p>Prefix: <input type="text" value="Mr."/></p>		<p>* First Name: <input type="text" value="Jett"/></p>
<p>Middle Name: <input type="text" value=""/></p>		
<p>* Last Name: <input type="text" value="Mudgers"/></p>		
<p>Suffix: <input type="text" value=""/></p>		
<p>Title: <input type="text" value="Home Care Supervisor"/></p>		
<p>Organizational Affiliation: <input type="text" value=""/></p>		
<p>* Telephone Number: <input type="text" value="253-750-0909"/></p>		<p>Fax Number: <input type="text" value=""/></p>
<p>* Email: <input type="text" value="jett.mudgers@piercedoncountysa.gov"/></p>		

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="County Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="U.S. Department of Housing and Urban Development"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14.231"/> <p>CFDA Title:</p> <input type="text" value="ESC"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value=""/> <p>* Title:</p> <input type="text" value=""/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <p style="text-align: right;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </p>	
<p><b>* 16. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="FHA funds will be used for administration costs, HRIS, rapid re-housing, and shelter activities."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <p style="text-align: right;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </p>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="92-006"/>	* a. Program/Project: <input type="text" value="WA-006"/>
Attach an additional list of Program/Project Congressional Districts (if needed)	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="06/30/2021"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="252,374.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="252,374.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on: <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Jason"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="van Valkenburg"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Acting State Services Director"/>	
* Telephone Number: <input type="text" value="253-708-4439"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="jason.vanvalkenburg@dcce.doh.wa.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="5/3/19"/>

**Attachment**

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

Pierce County Consortium Cities & Towns. Cities/Towns include: Buckley, Carbonado, DuPont, Eatonville, Edgewood, Fircrest, Fife, Gig Harbor, Milton, Orting, Puyallup, Roy, Ruston, South Prairie, Stellacoom, Sumner, University Place, Wilkeson & unincorporated Pierce County.

**16. Congressional Districts Of:** Applicant: WA-008, 009 Program/Project: WA-008, 009

Application for Federal Assistance SF-424		
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	*3. Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
*3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entry Identifier: <input type="text"/> 553353	5b. Federal Award Identifier: <input type="text"/> X-19-DC-00-0201	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
*a. Legal Name: <input type="text"/> Pierce County		
*b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/> 91-8361389	*c. Organizational OMB: <input type="text"/> 07-185-0887	
d. Address:		
* Street: <input type="text"/> 1305 Tacoma Ave South, Suite 103	Street2: <input type="text"/>	
* City: <input type="text"/> Tacoma	County/Parish: <input type="text"/>	
* State: <input type="text"/> WA: Washington	Province: <input type="text"/>	
* Country: <input type="text"/> USA: UNITED STATES	Zip / Postal Code: <input type="text"/> 98403-1903	
e. Organizational Unit:		
Department Name: <input type="text"/> Human Services	Division Name: <input type="text"/> Affordable Housing Finance	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/> Mr.	* First Name: <input type="text"/> Bryan	
Middle Name: <input type="text"/>	* Last Name: <input type="text"/> Schmidt	
Suffix: <input type="text"/>	Title: <input type="text"/> Affordable Housing Finance Supervisor	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text"/> 253-798-6969	Fax Number: <input type="text"/>	
* Email: <input type="text"/> bryan.schmid@piercedcountwa.gov		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <input type="text" value="City Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p>* 10. Name of Federal Agency:</p> <input type="text" value="U.S. Department of Housing and Urban Development"/>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <input type="text" value="14.235"/> <p>CFDA Title:</p> <input type="text" value="HOME"/>	
<p>* 12. Funding Opportunity Number:</p> <input type="text" value=""/> <p>* Title:</p> <input type="text" value="HOME"/>	
<p>13. Competition Identification Number:</p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</p> <input type="text"/> <p style="text-align: right;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </p>	
<p>* 15. Descriptive Title of Applicant's Project:</p> <input type="text" value="Homeowner Rehabilitation and Affordable Housing Development and Preservation including Funding to CEDOs."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <p style="text-align: right;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </p>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="WA-006"/>	* b. Program/Project: <input type="text" value="WA-005"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2018"/>	* b. End Date: <input type="text" value="06/30/2019"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="1,282,131.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value="1,200,000.00"/>
* g. TOTAL	<input type="text" value="2,482,131.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on: <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Daron"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Van Valkenburg"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Acting Human Services Director"/>	
* Telephone Number: <input type="text" value="203-798-4439"/>	* Fax Number: <input type="text"/>
* Email: <input type="text" value="daron.vanvalkenburg@plereducountyke.gov"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="5/3/19"/>

**Attachment**

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

Pierce County Consortium Cities & Towns. Cities/Towns include: Buckley, Carbonado, DuPont, Eatonville, Edgewood, Fircrest, Fife, Gig Harbor, Milton, Orting, Puyallup, Roy, Ruston, South Prairie, Steilacoom, Sumner, University Place, Wilkeson & unincorporated Pierce County.

**16. Congressional Districts Of Applicant: WA-008, 009 Program/Project: WA-008, 009**

Application for Federal Assistance SF-424	
<p><b>* 1. Type of Submission:</b></p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	
<p><b>* 2. Type of Application:</b> <small>* If Revision, select appropriate letter(s):</small></p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
<p><b>* 3. Date Received:</b> <input type="text" value=""/></p>	
<p><b>4. Applicant Identifier:</b> <input type="text" value=""/></p>	
<p><b>5a. Federal Entity Identifier:</b> <input type="text" value="539053"/></p>	
<p><b>5b. Federal Award Identifier:</b> <input type="text" value="5-25-00-53-0002"/></p>	
<p><b>State Use Only:</b></p>	
<p><b>6. Date Received by State:</b> <input type="text" value=""/></p>	
<p><b>7. State Application Identifier:</b> <input type="text" value=""/></p>	
<p><b>8. APPLICANT INFORMATION:</b></p>	
<p><b>* a. Legal Name:</b> <input type="text" value="Flores County"/></p>	
<p><b>* b. Employer/Issuer Identification Number (EIN/ISS):</b> <input type="text" value="91-6011358"/></p>	
<p><b>* c. Organizational DUNS:</b> <input type="text" value="07-105-0807"/></p>	
<p><b>d. Address:</b></p>	
<p><b>* Street:</b> <input type="text" value="1305 Tacoma Ave South, Suite 100"/></p>	
<p><b>Street2:</b> <input type="text" value=""/></p>	
<p><b>* City:</b> <input type="text" value="Tacoma"/></p>	
<p><b>County/Parish:</b> <input type="text" value=""/></p>	
<p><b>* State:</b> <input type="text" value="WA: Washington"/></p>	
<p><b>Province:</b> <input type="text" value=""/></p>	
<p><b>* Country:</b> <input type="text" value="USA: UNITED STATES"/></p>	
<p><b>* Zip/Postal Code:</b> <input type="text" value="98102-1903"/></p>	
<p><b>e. Organizational Unit:</b></p>	
<p><b>Department Name:</b> <input type="text" value="Business Services"/></p>	
<p><b>Division Name:</b> <input type="text" value="Community Development"/></p>	
<p><b>f. Name and contact information of person to be contacted on matters involving this application:</b></p>	
<p><b>Prefix:</b> <input type="text" value="Mrs."/> <b>* First Name:</b> <input type="text" value="Stephanie"/></p>	
<p><b>Middle Name:</b> <input type="text" value=""/></p>	
<p><b>* Last Name:</b> <input type="text" value="Brey"/></p>	
<p><b>Suffix:</b> <input type="text" value=""/></p>	
<p><b>Title:</b> <input type="text" value="Acting Community Service Programs Manager"/></p>	
<p><b>Organizational Affiliation:</b> <input type="text" value=""/></p>	
<p><b>* Telephone Number:</b> <input type="text" value="252-790-6917"/> <b>Fax Number:</b> <input type="text" value=""/></p>	
<p><b>* Email:</b> <input type="text" value="stephanie.brey@piersonanalytical.com"/></p>	

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="Hs County Government"/>	
<p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/>	
<p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/>	
<p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="U.S. Department of Housing and Urban Development"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14.28"/>	
<p>CFDA Title</p> <input type="text" value="CDBG"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value=""/>	
<p>* Title:</p> <input type="text" value="CDBG"/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text"/>	
<p>Title:</p> <input type="text"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
<p><b>* 16. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="CDBG funds are used for administrative costs, public services activities, and public facilities projects. Activities will help Pierce County reach HUD's statutory goals identified in 24 CFR §1.1."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

1

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="WA-006"/>	* b. Program/Project: <input type="text" value="WA-006"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="05/01/2019"/>	* b. End Date: <input type="text" value="06/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="2,989,654.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value="122,790.00"/>
* f. Program Income	<input type="text" value="90,950.00"/>
* g. TOTAL	<input type="text" value="4,202,400.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach:	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internal site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text" value="H2"/>	* First Name: <input type="text" value="JASON"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Van Valkenburg"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Acting Human Services Director"/>	
* Telephone Number: <input type="text" value="202-798-4104"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="jason.vanvalkenburg@prismaadlywa.gov"/>	
* Signature of Authorized Representative: <input type="text" value="A.V.V."/>	* Date Signed: <input type="text" value="5/3/19"/>

**Attachment**

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

Pierce County Consortium Cities & Towns. Cities/Towns include: Buckley, Carbonado, DuPont, Eatonville, Edgewood, Fircrest, Fife, Gig Harbor, Milton, Orting, Puyallup, Roy, Ruston, South Prairie, Steilacoom, Sumner, University Place, Wilkeson & unincorporated Pierce County.

**16. Congressional Districts Of: Applicant: WA-008, 009 Program/Project: WA-008, 009**

**CERTIFICATIONS**

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

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-111, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

A-V-7y  
Signature of Authorized Official

4-30-19  
Date

Acting Human Services Director  
Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

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

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

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

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. **Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

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

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

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

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

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

Arms  
Signature of Authorized Official

4-30-19  
Date

Acting Human Services Director  
Title

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Arny  
Signature of Authorized Official

4-30-19  
Date

Acting Human Services Director  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

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

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

A. N. W.  
Signature of Authorized Official

4-30-19  
Date

Acting Human Services Director  
Title

## Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Arvo  
Signature of Authorized Official

4-30-19  
Date

Acting Human Services Director  
Title

**Housing Opportunities for Persons With AIDS Certifications**

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility;
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

N/A  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

**Lobbying Certification**

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

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4540-0009  
 Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 16 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

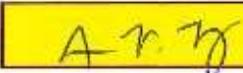
1. Has the legal authority to apply for Federal assistance; and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency deedless and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4750) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPI's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4901 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1685), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1972 (42 U.S.C. §§290 6d-3 and 290 6d-5), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1964 (42 U.S.C. §§8501 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 4240 (Rev. 7-97)  
 Prescribed by OMB Circular A-112

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(s) of the Flood Disaster Protection Act of 1973 (P.L. 93-254) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11980; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 108(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Acting Deputy Secretary, Florida
APPLICANT ORGANIZATION	DATE SUBMITTED
Florida County Human Services	4-30-19

SF-424D (Rev. 7-97) Back

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0109  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intragovernmental Personnel Act of 1970 (42 U.S.C. §§4128-4703) relating to prescribed standards of merit systems for programs funded under one of the 18 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead Based Paint Poisoning Prevention Act (42 U.S.C. §§4901 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse: Control and Treatment Act of 1972 (P.L. 92-285), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1942 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-87)  
Prescribed by OMB Circular A-132

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-846) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a specific flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(r) of the Clean Air Act of 1966, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-623); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-206).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from: (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Acting Deputy Director (Interim)
APPLICANT ORGANIZATION	DATE SUBMITTED
Pierce County Inner Services	4-30-19

SF-424D (Rev. 7-97) Back

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4340-0099  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

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As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interests in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4720-4765) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart 7).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683 and 1695-1696), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§8001 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424-D (Rev. 7-87)  
Prescribed by GSA Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7374-7378) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) installation of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11888; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1958 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Acting Deans Services Director
APPLICANT ORGANIZATION	DATE SUBMITTED
Hawaii County Deans Services	4-30-19

SH-424D (Rev. 7-97) Back