



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PROGRAM YEAR 2016 ACTION PLAN



Proposed **Community Care Clinic** would offer services for homeless and other street dependent people
(Photo: *Interfaith Works Warming Center, which served as one of the models for the Community Care Clinic*)

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**PROGRAM YEAR 2016 – ANNUAL ACTION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

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CITY OF OLYMPIA
Community Development Block Grant Program
ANNUAL ACTION PLAN – PROGRAM YEAR 2016
September 1, 2016 – August 31, 2017

Following is the City of Olympia Annual Action Plan for the Community Development Block Grant Program for the upcoming program year 2016 (September 1, 2016 – August 31, 2017). Please note this is the version required by the federal Department of Housing & Urban Development (HUD). A more reader-friendly version is available as the four-page Citizen's Summary.

Executive Summary

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

1. Introduction

Proposed PY 2016 CDBG Activities and Fund Allocation

2016 Priority Strategies: Housing Rehabilitation and Social Services

The City's CDBG Program Annual Action Plan features a range of activities, each intended to directly or indirectly promote economic development--the primary City of Olympia strategy identified in the Consolidated Plan. The Specific PY 2016 Projects are identified as follows:

- 1. Economic Development: Direct Economic Development Assistance** (*Defined as direct assistance to businesses*)

\$27,500* Downtown Safety & Facade Improvement Program

The City will use "Crime Prevention through Environmental Design" (CPTED) to identify and prioritize projects that will increase safety and economic vitality downtown. Funding will be made available as loans to private property owners for projects that involve: (1) Downtown Safety Loans (i.e. security lighting, gates or related improvements); or (2) Facade Improvement Loans that restore highly visible storefronts in the downtown core.

Please note: *this contains 10% Activity Delivery Costs for staffing. (continuing existing program)*

\$44,817* - Business Training & Assistance

Funding for two levels of business training - micro business "start-up" training and small business "tune-up" training. Training programs to be provided by two sub-recipients: Thurston Economic Development Council (EDC) will provide small business training, and Enterprise for Equity will provide micro business training. ***Please note:*** *this contains 10% delivery Costs for staffing. (continuing existing program)*

2. Public Facilities:

\$200,000 Community Center - Providence Community Care Center

Provides one-time funding for improvements in an existing building to establish this community center intended to serve homeless, mentally ill and other street dependent people. While the primary beneficiaries of this facility will be the street dependent people who reside in downtown, it is anticipated that there will be significant ancillary benefits for the businesses as well as the cultural and economic environment of downtown.

3. Housing Rehabilitation:

\$65,000* - Housing Rehabilitation

Funding for housing rehabilitation projects that improve the quality of existing housing for low and moderate income people. Funding to be allocated for scattered site locations via "Request for Proposal" basis. ***Please note:*** *These funds were originally proposed for the annual debt service payment on the City's Section 108 Loan Guarantee Program; however, an amendment to the current PY 2015 CDBG Annual Action Plan funded the pre-payment of this annual obligation. Contains 10% Activity Delivery Costs for staffing.*

4. Public Services (also known as Social Services):

\$55,397* Downtown Ambassador Program - Capital Recovery Center

This program serves as a link between downtown businesses and social services by providing street outreach, referrals, and other assistance to homeless, street-dependent and mentally ill individuals in the downtown core. Capital Recovery Center is a nonprofit mental health service provider. *Contains 10% Activity Delivery Costs for staffing.*

5. Planning and Administrative Costs

\$98,178 Planning and Administrative Costs (PAC) Staffing costs to administer the CDBG Program, formerly known as "*general administration*".

*Includes estimated 10% Activity Delivery Costs (ADC) necessary for managing these programs.

For more information about approved strategies, please see the [Citizen's Summary Part I of the 2013-2017 Consolidated Plan](#), available on the City's website.

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 following chart places each of the PY 2016 proposed projects within the framework of the CDBG Five-Year Consolidated Plan:

Olympia CDBG PY 2016 Annual Action Plan

Recipient	Activity	Outcomes	Strategic Goal(s) Met	HUD Matrix Code	HUD CDBG Objectives Met	Proposed PY 2016 Award
Assorted recipients via Request for Proposal	Housing Rehabilitation	Three or more housing units rehabilitated	Housing Rehabilitation	14B	Housing units for Low and Moderate Income People (LMI)	\$65,000
Capital Recovery Center	Ambassador Program – Street Outreach	156 monthly/1,872 annual citizen contacts with homeless and mentally ill street dependent people	Public Services aka Social Services	05	Low and Moderate Income – Limited Clientele (LMC)	\$55,597
Assorted recipients via Request for Proposals	Crime Prevention Through Environmental Design (CPTED)	Assistance to four (4) or more property owners to reduce crime and create a safer living environment	Economic Development	14E	Rehabilitation of publically or privately owned commercial or industrial property in a predominantly low/moderate income area (LMA)	\$27,500
Providence Hospital	Community Center Project	Rehabilitation of a community center	Public Facilities – Community Center	03P	Low and Moderate Income – Limited Clientele (LMC)	\$200,000
Enterprise for Equity	Micro Business & Small Business Training	7 – 9 micro business owners trained	Economic Development	18C	Low and Moderate income People (LMI)	\$18, 000 864
Economic Development	Small Business Technical Assistance	30+ existing businesses offered technical assistance	Economic Development	18B	Businesses	\$25,953
City of Olympia	Planning & Administrative Costs (PAC)	Administration of a compliance CDBG program	CDBG Program Administration	21A	N/A	\$98,178

3. Evaluation of past performance

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

Evaluation of Past Performance - Program Year 2015

In PY 2015 (September 1, 2015 - August 31, 2016) the Olympia CDBG Program allocated a total of \$592,600 for housing and community development activities during the third year of the five-year 2013-2017 Consolidated Plan. Please note: the original PY Annual Action Plan, submitted July 15, 2015 was changed via the City's Substantial Amendment Process on May 17, 2016. The following projects were funded:

- **Public Services** - Ten percent (10%) of funds (\$60,011) provided public services through the **Capital Recovery Center Ambassador Program** with a goal to provide street outreach and referrals for up to 156 street-dependent and homeless citizens. (Please note: to date, 2,191 people have been served as of May 31 2016.)
- **Public Facilities** - Up to twenty-five percent (25%) of funds, or \$150,000, (indexed by the actual receipt of Program Income) was allocated for a public facilities project intended to acquire a derelict building located at 308 and 310 4th Avenue East, ultimately to allow the

Olympia CDBG PY 2016 Annual Action Plan

City to eliminate spot blight in the urban core.

- **CANCELLED: Small Business Revolving Loan Fund Pilot Project** - Thirty-nine percent (39%), or \$250,000, was allocated to fund the administration of the Grow Olympia Fund managed by the National Development Council (NDC) to fund business retention and expansion projects that would create jobs for low- and moderate-income people. Because no loans have been closed at the time of this report, this activity was cancelled.
- **Safety & Facade Improvements Pilot Project** - Eleven percent (11%), or \$66,000, was dedicated to fund projects defined as "Crime Prevention through Environmental Design (CPTED) for work including safety lighting, alcove gates, and facade improvements. (Please note: projects will ultimately be defined as business loans or community center projects.) Funds were used to assist seven (7) units of LMI housing with their pro-rata share of a trash compactor to reduce crime, rodents and other negative activity associated with dumpsters.
- **Micro Business Training & Assistance** - Ten percent (10%) or \$50,000 was allocated for Micro Business training and assistance conducted by Enterprise for Equity. These funds provide direct assistance to eight (8) low and moderate income entrepreneurs.
- **YMCA Feasibility Study** The YMCA will receive twelve thousand (\$12,000) to conduct a feasibility study to explore options for expansion of the downtown YMCA to better serve their clientele, of whom a significant number are LMI. Work has not yet begun on this project.
- **Debt Service: Section 108 Funded Downtown Improvement Projects** - Ten Percent (10%), or \$64,000 was allocated to repay a CDBG Section 108 loan for a public Facilities Downtown Safety Improvement Project to provide alley lighting for public safety and ADA curb cuts for wheelchair accessibility in key areas of the downtown core.
- **SECOND PAYMENT - Debt Service: Section 108 Funded Downtown Improvement Projects** - An additional ten percent (10%), or \$64,000, was allocated to repay a CDBG Section 108 loan for a public Facilities Downtown Safety Improvement Project to provide alley lighting for public safety and ADA curb cuts for wheelchair accessibility in key areas of the downtown core. This second or double payment was allocated via the substantial amendment process.
- **Planning and Administrative Costs (PAC)** - The original PAC allocation of \$91,654 for PAC (formerly known as general administration) was increased via Substantial Amendment process on May 17, 2016 to a total of nineteen percent (19%) of the total funds (\$113,053) to manage an unanticipated increase in program income that required additional administrative activity.

More information about Olympia's CDBG Program can be found in the [2013-2017 Joint City-County Consolidated Plan](#). More specific information on the current PY 2015 accomplishments will be provided in the PY 2015 Consolidated Annual Performance and Evaluation Report to be released October 2016.

4. Summary of Citizen Participation Process and consultation process

Summary from the citizen participation section of plan.

Citizen Participation and Consultation Process

Participation from citizens, agencies, advocacy groups, nonprofit organizations, faith communities, businesses, and others concerned with housing, homelessness, and community development in the City of Olympia were encouraged throughout the CDBG planning process. Highlights of the process of developing the PY 2016 Annual Action Plan include:

- Council public discussions of PY 2016 CDBG Program Annual Action strategies and review of recommendations for funding during Council meetings held between November 2015 and June 2016.
- Council General Government Committee's discussions on CDBG strategies and specific activities to be recommended for funding in their April and May 2016 meetings.
- Council review of existing data on affordable housing, homelessness, including January 2016 Point-in-Time count.
- Participation in monthly meetings of the Thurston County Thurston Thrives network which governs the County's HOME funds along with other federal, state and county funds available for programs and projects serving low and moderate income people.
- Coordination of the monthly Thurston County Homeless Housing Hub, part of the Housing Team of Thurston Thrives, which facilitates countywide efforts to address affordable housing and homelessness and to enhance service delivery to homeless and low-income people.
- Participation in other community meetings to discuss the CDBG Program in general and the proposed CDBG PY 2016 Annual Action Plan in particular.
- Council review and approval of Draft CDBG Annual Action Plan on June 7, 2016, and release for public comment.
- Release of the Draft CDBG Annual Action Plan for public review and comment on June 10, 2016, followed by a 30-day public comment period from June 10 to July 12, 2016.
- City Council public hearing on the proposed CDBG Annual Action Plan on June 21, 2016.
- Final Council approval of the Draft CDBG Annual Action Plan on July 12, 2016.
- Submission of CDBG PY 2016 Annual Action Plan to HUD on or before July 15, 2016.

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.

Summary of Public Comments and Responses

The City will receive public comments on the proposed Program Year 2016 Annual Action Plan from citizens during the 30-day public comment period running from June 10 to July 12, 2016, which features a public hearing on June 21, 2016.

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

All comments or views will be accepted and included in the PY 2016 Annual Action Plan.

7. Summary

Olympia CDBG PY 2016 Annual Action Plan

The City received both letters and public testimony at the June 21, 2016 CDBG Public Hearing that urged the City to emphasize social services, particularly services to homeless and street dependent people; affordable housing while continuing to support economic development. Copies of written comments and transcripts of oral comments are as follows:

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	Olympia	
CDBG Administrator	Olympia	Community Planning & Development
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 - Responsible Agencies

Narrative

Consolidated Plan Public Contact Information

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

1. Introduction

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)).

Olympia helps to facilitate the monthly Homeless Housing Hub of the Thurston Thrives Housing Team meeting and participates in the monthly Thurston Thrives Council and the monthly Housing Team sub-committee that provides coordination, information sharing and sets policy. The City also participates in numerous other public meetings to enhance coordination between public officials, service providers, and other stakeholders.

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

The City participates in the County's "Continuum of Care" process, which is coordinated by the County's Homeless Coordinator. Coordination activities include:

- Needs assessments that involve consultation with service providers, public officials, and low- and moderate-income people;
- Information sharing on best practices and key issues at monthly Housing Task Force meetings of service providers, public officials and low- and moderate-income people;
- System enhancement that is coordinated at the monthly Thurston Thrives Council and the Housing Team sub-committee;
- Development of a Homeless Plan in conjunction with Thurston Thrives Council, public officials, elected officials, and low- and moderate-income people, homeless, and people at risk of homelessness.

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

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

Table 2 - Agencies, groups, organizations who participated

1	Agency/Group/Organization	Thurston County Thurston Thrives Council
	Agency/Group/Organization Type	Other government - County Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
2	Agency/Group/Organization	Thurston County Thurston Thrives Housing Team
	Agency/Group/Organization Type	Other government - County Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.

3	Agency/Group/Organization	Thurston County Homeless Coordinator C/O ARC Business Consulting
	Agency/Group/Organization Type	Other government - County Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
4	Agency/Group/Organization	Thurston County Homeless Housing Hub, sub-committee of the Housing Team
	Agency/Group/Organization Type	Regional organization Planning organization Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.

5	Agency/Group/Organization	Thurston County Chamber of Commerce
	Agency/Group/Organization Type	Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
6	Agency/Group/Organization	Economic Development Council of Thurston County
	Agency/Group/Organization Type	Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
7	Agency/Group/Organization	Olympia Downtown Association
	Agency/Group/Organization Type	Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
8	Agency/Group/Organization	National Development Council
	Agency/Group/Organization Type	Non-profit Consultant
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.

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

The City works with all stakeholders and relevant service providers, policy makers, and advocacy groups and individuals concerned with homelessness, housing.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		
Thurston County/Olympia Regional CDBG Con Plan	Thurston County and City of Olympia	The Consolidated Plan serves as the five-year strategic plan to guide the HOME and CDBG Programs.
Olympia Comprehensive Plan	City of Olympia	Limited overlap with the housing and social service elements.
Thurston County Homeless Plan	Thurston County - Thurston Thrives Council	Overlap in efforts to provide shelter, housing, and related services for the region's homeless populations.
Thurston County HOME & CDBG Annual Action Plan	Thurston County - Thurston Thrives Council	Overlap in planning process that addresses regional needs.
Thurston Thrives Plan	County Public Health and Social Services	Overlaps in efforts to address economic, homeless, mental health, and other social service needs.

Table 3 - Other local / regional / federal planning efforts

Narrative

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

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

Participation from citizens, agencies, advocacy groups, nonprofit organizations, faith communities, businesses, and others concerned with housing, homelessness, and community development in the City of Olympia were encouraged throughout the CDBG planning process. Highlights of the process developing the PY 2016 Annual Action Plan include:

- Council public discussions of PY 2016 CDBG Program Annual Action strategies and review of recommendations for funding during Council meetings held between November 2015 and June 2016.
- Council General Government Committee's discussions on CDBG strategies and specific activities to be recommended for funding in their April and May 2016 meetings.
- Council review of existing data on affordable housing, homelessness, and community development needs.
- Participation in the countywide efforts to address homelessness, including the January 2016 Point-in-Time count.
- Participation in monthly meetings of the Thurston County Thurston Thrives network which governs the County's HOME funds along with other federal, state and county funds available for programs and projects serving low and moderate income people.
- Coordination of the monthly Thurston County Homeless Housing Hub, part of the Housing Team of Thurston Thrives, which facilitates countywide efforts to address affordable housing and homelessness and to enhance service delivery to homeless and low-income people.
- Participation in other community meetings to discuss the CDBG Program in general and the proposed CDBG PY 2016 Annual Action Plan in particular.
- Council review and approval of Draft CDBG Annual Action Plan on June 7, 2016, and release for public comment.
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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	Olympia City Council meetings via all of the above	All of the above	General audience of Council meetings, six stakeholders in attendance, unknown number of television viewers.			
2	Thurston County Thrives via public meetings	All of the above	Representatives of all County jurisdictions, service providers, other stakeholders in issues of homeless and low-income housing stakeholders.			
3	Thurston Thrives - Housing Team via public meetings	All of the above	Representatives of jurisdictions, public officials, service providers, other stakeholders in issues of low-income housing and social service.			
4	Homeless Housing Hub Sub-Committee via public meetings	All of the above	Representatives of jurisdictions, public officials, service providers, other stakeholders in issues of low-income housing and social service.			

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Internet Outreach	All of the above	General Public			
6	Olympia Public Library	All of the above	General Public			
7	Newspaper Ad	All of the above	General Public			

Table 4 - Citizen Participation Outreach

Expected Resources

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

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder 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	340,892	150,000	0	490,892	1,064,271	Federal Funds allocated

Table 5 - Expected Resources – Priority Table

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

The CPTED Safety Program will leverage an additional \$350,000 in local government funds, private investments and volunteer labor. The Micro Business Training and Assistance Program will leverage an estimated additional \$11,000 in staff support and will further generate significant economic activity. The Business Assistance Program will leverage an estimated additional \$15,000 in staff support and will further generate significant economic activity.

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

The City will continue to work with the Low Income Housing Institute (LIHI) on a 43 unit housing project for formerly homeless veterans, young adults, and people with disabilities. This project is located on a formerly city-owned lot located at 318 State Ave, sold to LIHI for an 85% discount.

Discussion

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2013	2017	Affordable Housing		Home Repair	CDBG: \$65,000	Homeowner Housing Rehabilitated: 3 Household Housing Unit
2	Public Services	2013	2017	Non-Homeless Special Needs		Homeless Assistance and Prevention	CDBG: \$55,397	Public service activities for Low/Moderate Income Housing Benefit: 150 Households Assisted
3	Public Facilities and Infrastructure	2013	2017	Non-Housing Community Development		Infrastructure and Public Facilities	CDBG: \$200,000	
4	Economic Development	2013	2017	Non-Housing Community Development		Economic Development	CDBG: \$44,817	Businesses assisted: 40 Businesses Assisted

Table 6 - Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	Housing rehabilitation projects that improve the quality of existing housing for low and moderate income people.
2	Goal Name	Public Services
	Goal Description	Public service activities will provide direct services and referrals for street-dependent homeless and mentally ill people in the downtown core, thereby improving the business environment.
3	Goal Name	Public Facilities and Infrastructure
	Goal Description	Public facilities activities will rehabilitate one community center.

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4	Goal Name	Economic Development
	Goal Description	Micro Business Training: 7 - 9 micro business owners trained. Small Business Technical Assistance: 30 existing businesses offered technical assistance.

Table 7 - Goal Descriptions

AP-35 Projects - 91.420, 91.220(d)

Introduction

The City's PY 2016 Annual Action Plan re-configures our strategic focus on goals for housing rehabilitation and public services as identified in the 2013-2017 Consolidated Plan. However, the City will also continue to pursue economic development goals.

The **Public Services Goal** will provide direct services and referrals for street-dependent homeless and mentally ill people in the downtown core, thereby improving the business environment. The **Housing Rehabilitation Goal** will provide direct funding for non-profit housing providers to rehabilitate and potentially acquire housing for low and moderate income residents. The **Public Facilities Goal** will involve a project to create a new community center called the Community Care Center. The **Economic Development Goal** will involve three (3) projects that expand economic opportunities with the following activities: 1) Micro Enterprise Training and Assistance; 2) Small Business Assistance; and, 3) CPTED Safety improvements to the downtown business environments.

#	Project Name
1	Downtown Ambassador Program
2	Housing Rehabilitation
3	Public Facility - Community Center
4	Micro & Small Business Training
5	Economic Development - Technical Assistance
6	Downtown Safety & Facade Improvement Program
7	Planning and Administration-PY 2016

Table 8 - Project Information

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

The current CDBG Consolidated Plan (2013-2017) identifies program goals and prioritizes activities based on needs data. The two high-need activities in the PY 2016 Annual Action Plan are, 1) the Downtown Ambassadors Program that will provide services and referrals for homeless and mentally ill people; and, 2) the Community Care Center that will provide medical and other services for homeless and mentally ill people.

The City also prioritized activities that provide either direct or indirect support for Economic Development. This includes direct benefit activities such as 1) the Micro Business Training Program; 2) the Small Business Assistance Program; and, 3) the Downtown CPTED Safety Program.

AP-38 Project Summary

Project Summary Information

1	Project Name	Downtown Ambassador Program
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Homeless Assistance and Prevention
	Funding	CDBG: \$55,597
	Description	Provide street outreach, referrals, and other assistance to homeless, street-dependent and mentally ill individuals in the downtown core.
	Target Date	8/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	156 monthly/1,872 annual citizen contacts with homeless and mentally ill street dependent people.
	Location Description	Urban hub of Olympia.
	Planned Activities	Street outreach, referrals.
2	Project Name	Housing Rehabilitation
	Target Area	
	Goals Supported	Affordable Housing
	Needs Addressed	Home Repair
	Funding	CDBG: \$65,000
	Description	Funding for housing rehabilitation projects that improve the quality of existing housing for low and moderate income people.
	Target Date	8/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	Three or more housing units rehabilitated.
	Location Description	Scattered sites.
	Planned Activities	Housing rehabilitation that improves the quality of existing housing for low and moderate income people.
3	Project Name	Public Facility - Community Center
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Infrastructure and Public Facilities
	Funding	CDBG: \$200,000

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	Description	One-time funding to establish a community center to serve homeless, mentally ill and other street dependent people who reside in downtown Olympia.
	Target Date	8/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	One-time funding for improvements in an existing building to establish a community center intended to serve homeless, mentally ill and other street dependent people.
4	Project Name	Micro & Small Business Training
	Target Area	
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$18,864
	Description	Fund a micro enterprise training and assistance program for low and moderate income entrepreneurs.
	Target Date	8/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	7 - 9 micro businesses.
	Location Description	Scattered sites.
	Planned Activities	Micro enterprise training and assistance program for low and moderate income entrepreneurs.
5	Project Name	Economic Development - Technical Assistance
	Target Area	
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$25,953
	Description	Fund a small business training and assistance program for low and moderate income entrepreneurs.
	Target Date	8/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	30 existing small businesses.
	Location Description	Scattered sites.
	Planned Activities	Provide technical assistance to existing small businesses.

Olympia CDBG PY 2016 Annual Action Plan

6	Project Name	Downtown Safety & Facade Improvement Program
	Target Area	
	Goals Supported	Public Facilities and Infrastructure
	Needs Addressed	Infrastructure and Public Facilities
	Funding	CDBG: \$27,500
	Description	Use "Crime Prevention through Environmental Design (CPTED)" to identify and prioritize projects that will increase safety and economic vitality downtown Olympia.
	Target Date	8/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	Four or more property owners.
	Location Description	Downtown Olympia core.
	Planned Activities	1) Downtown Safety Loans: i.e. security lights, gates or related improvements 2) Facade Improvement Loans: restore highly visible storefronts in the downtown core.
7	Project Name	Planning and Administration-PY 2016
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$98,178
	Description	Staffing costs to administer the CDBG program for PY 2016.
	Target Date	8/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
Planned Activities	Administration of a compliance CDBG program.	

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

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

Geographic Distribution

Target Area	Percentage of Funds

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

Olympia's downtown core contains one of the lowest income, highly concentrated, residential areas in the entire city. Tract 101, Block 1, according to the American Community Survey data, consists of 90.29% low and moderate income residents. The other activities will benefit low and moderate income people in scattered sites around Olympia.

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

Introduction

Actions planned to address obstacles to meeting underserved needs

Actions planned to foster and maintain affordable housing

The City will provide \$65,000 for housing rehabilitation projects that will benefit three or more low and moderate income households.

Actions planned to reduce lead-based paint hazards

Lead-Based Paint Hazard Activity

In an effort to address lead-based paint hazards, the City of Olympia has incorporated the regulations into existing housing policies and programs for implementing Title X of the Community Development Act of 1992, part of the Residential Lead-Based Paint Hazard Reduction Act of 1992. Olympia will continue to follow 24 CFR Part 35 in addressing the evaluation and reduction of lead-based paint hazards in Olympia's housing policies and programs.

The Community Planning and Development Department Housing Division has developed an outline of actions to be undertaken over the coming five years to evaluate and reduce lead-based paint hazards. During the PY 2016 Action Plan period, the City plans to continue the following actions:

- Encourage more local contractors to obtain "Lead Paint Worker" or "Lead Paint Supervisor" licenses.
- Contract for risk assessments with the Housing Authority of Thurston County (HATC).
- Continue the residential rehabilitation projects as they relate to the lead-paint hazard rules. Each project will include the review and determined need for testing and hazard reduction in conjunction with rehabilitation as part of the environmental review.
- Review existing regulations, housing, and rehabilitation codes to assure lead-based paint hazard reduction is incorporated where appropriate.
- Encourage inspections for lead at appropriate times when housing is otherwise being inspected or evaluated.

HATC has an EPA-licensed Lead Risk Assessor on staff that will provide paint inspection services as required in the HUD Final Rule for lead-based paint. HATC also receives funding for lead hazard reduction programs through the State of Washington, which provides funding for equipment, training, testing services, and lead hazard reduction work on single- and multi-family housing.

Actions planned to reduce the number of poverty-level families

Actions planned to develop institutional structure

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

Within the City of Olympia there is one public housing project owned and managed by the King County Housing Authority. Casa Madrona is a 70-unit elderly housing project located on Martin

Way. The Housing Authority is not "troubled" or performing poorly, and there are no City plans to assist the King County Housing Authority at this time.

In PY 2016, the City of Olympia will continue to coordinate efforts to provide housing and address homelessness with the Housing Authority of Thurston County, which provides tenant- and project-based rental assistance and other housing services.

The City is part of the Thurston County Thurston Thrives Council and participates in all efforts to maximize the coordination between public and private housing resources and supportive social services, with a particular emphasis on coordinated system entry, rapid re-housing, and enhanced networking of social services.

Discussion

Coordination of housing and service providers occurs in a number of forms, including:

- Monthly Thurston Thrives meetings;
- Monthly Housing Team meetings (sub-committee of Thurston Thrives);
- Monthly Homeless Housing Hub meetings (sub-committee of the Housing Team of Thurston Thrives);
- The "Community Investment Partnership" (CIP) interjurisdictional funding consortium that combines public local government funds with private United Way funds to support housing, social, and mental health services.

Program Specific Requirements

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

Introduction

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.	400,000
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
Total Program Income:	400,000

Other CDBG Requirements

1. The amount of urgent need activities	255,397
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.	90.00%

Discussion

In PY 2014, the City changed to a 3-year aggregate period that consisted of years 2014, 2015, and 2016. Our current overall LMI benefit percentage is estimated to be 85%.



April 18, 2016

City of Olympia , City Council
PO Box 1967
Olympia, WA 98507

RE: Proposed amendments to the Community Development Block Grant 2015

Dear Mayor Selby and Council Members,

Homes First! creates safe, healthy, and affordable rental homes for those who need them most. We believe everyone needs to be in a home to build a successful life and a successful community. We are concerned to see that you have not made creating more affordable housing one of your priorities with your excess of 2015 Community Development Block Grant (CDBG) Funds.

Traditionally in our region, at least a portion of all CDBG funds have been used to ensure those who are most challenged to find and maintain housing, have additional opportunities to sustain a home in our neighborhoods. In fact, the City of Olympia has contributed to the funding of many of those homes over the years. At a time when we are in the middle of a housing crisis, we urge you to consider redirecting some of your additional, unplanned CDBG funds to housing needs. Although we understand the need for economic development, we would remind you of those you represent who, without safe, healthy, and affordable homes, are unable to participate in the economic success of our city.

- **Success begins at home.** People who live in a home do better at work and are more engaged with the world around them.
- **Education begins at home.** Children in stable homes learn and achieve more in school. A home helps level the playing field. Children deserve a chance to succeed in school and in life, which all begins with their family being able to afford a decent place to live.
- **Good Health begins at home.** Healthy habits are more accessible when you live in a stable, affordable home. Children get the healthy start they need.
- **Public Safety begins at home.** When people have a home they can count on, a stronger sense of community keeps streets, neighborhoods, and communities safer.
- **A Strong Economy begins at home.** At all income levels, people living in a home can afford more. Local job growth and a strong economy start at home. It should be possible for working people to afford housing and still have enough money for the basics like groceries, gas, and childcare.

It's better for society, the environment, and families if people can afford to live close to where they work. You need to start at home to realize the promise of a vibrant community. Please consider addressing our housing crisis with your additional CDBG funds.

Your partner in housing,

Trudy Soucoup
Trudy Soucoup, Executive Director

Homes First! | 4310 86th Ave SE STE 101 LACEY, WA 98503 | 360.236.0920 | HomesFirst.org

**Board
of
Directors**

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Matt Newton
Project & Asset
Manager

Marge Price
Resource &
Volunteer Manager

Ron Stewart
Property Manager

Amy Sewell
Office Manager

Felly Giorgianni Jr.
Maintenance
Specialist





Exploring the benefits of a regional **COMMUNITY COMMERCIAL KITCHEN** Adding Value to Locally Grown Food



Join Enterprise for Equity and our regional partners for an evening with Caleb Zigas, Executive Director of La Cocina a commercial kitchen for over 30 foodpreneurs (food processing, food cart and catering businesses, etc.) in the S.F. Bay area. Learn more about La Cocina's story and the national conversation that is creating spaces for entrepreneurs to add value to locally produced food.

**Learn the ins & outs of moving
Foodpreneurs into the Marketplace.**

Localizing Food Production - *Community Event & Reception*
June 20, 2016 • 5:30-8:00 PM Waterstreet Café Heritage Room, Olympia, WA

Workshop for Foodpreneurs
(food processors, food cart vendors, caterers, etc.)
June 21, 2016 • 1:00-4:00 PM *(registration required)* Olympia, WA

Event and workshop funded by the City of Olympia.



For more information: enterpriseforequity.org or (360) 704-3375

From: Lisa Smith [<mailto:lisa@enterpriseforequity.org>]
Sent: Tuesday, June 14, 2016 9:45 AM
To: CityCouncil
Subject: Enterprise for Equity

Councilmembers:

We wanted to thank you for the opportunity to provide high quality [business training](#), business coaching and micro-lending programs and events throughout the city during these two months.

With support from the City of Olympia through CDBG funding, Enterprise for Equity is providing several business training programs for people with low-to-moderate incomes. There is one particular program we would like you to consider attending next Monday night, June 20th from 5:30-8:00 with refreshments. This is a presentation by Caleb Zigas of [La Cocina](#) in San Francisco with opening remarks by Port of Olympia Commissioner, E.J. Zita. He has developed an impressive model for supporting local food based enterprises and moving them to market. The workshop following day is for existing and new food based enterprises. I have attached the flyer for your review.

Thank you, again.

Lisa Smith
Enterprise for Equity
[\(360\) 704-3375](tel:3607043375)
www.enterpriseforequity.org

From: Emily Gray [<mailto:enwgray@gmail.com>]
Sent: Wednesday, June 22, 2016 6:58 AM
To: CityCouncil
Subject: CDBG Allocations

Dear Olympia City Council,

As an invested Olympia community member and an incoming Interfaith Works board member, I am emailing with my support for the 2016 Community Development Block Grant allocations that were proposed yesterday evening. I believe it is imperative to have a vibrant, healthy downtown community that serves *all* of its residents.

Thank you,

Emily W. Gray

From: Selena Kilmoyer [<mailto:k.selena@gmail.com>]
Sent: Tuesday, June 21, 2016 10:06 PM
To: CityCouncil
Subject: Re: 2016 CDBG Proposed Allocations

Dear Council Members,

Thank you for your willingness to consider a CDBG allocation that this year is heavy in supporting the vitally needed Community Care Center, while light on the amazing small business supportive program. In years to come, I imagine a reversal of this as the vulnerable population's needs are more effectively met by having a centralized resource center and then, more can be invested in sustaining our downtown businesses. Beautiful work!

You are each truly appreciated. In peace, Selena

An added thought:

It might be economically prudent to get the Community Care Center operating and perhaps money will not be needed to determine who is on streets downtown etc.etc. as Council is proposing be done. Just a thought.



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, June 21, 2016

7:00 PM

Council Chambers

1. ROLL CALL

Present: 6 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman and Councilmember Julie Hankins

Excused: 1 - Councilmember Jeannine Roe

1.A ANNOUNCEMENTS

Mayor Selby announced the Council met earlier in a Study Session.

1.B APPROVAL OF AGENDA

Mayor Pro Tem Jones requested item 6.B be postponed for work at another time. The agenda was approved as amended.

2. SPECIAL RECOGNITION

2.A [16-0779](#) Special Recognition - Debrief on Cascadia Rising

Deputy Fire Chief Greg Wright briefed the Council on the Cascadia Rising exercise which occurred during the first week of June.

The information was provided.

2.B [16-0774](#) Special Recognition - Spotlight on Parks

Director of Parks, Arts and Recreation Paul Simmons presented an update on Parks and highlighted several recognitions and grants the Parks program has received.

The recognition was received.

3. PUBLIC COMMUNICATION

The following people spoke Laura Dietz, Kris Goddard, Marco Rosaire Rossi, Selena Kilmoyer, Diane Dondero, Jerry Parker, Andrew Burgess, Savvina Chowdhury, Simone Boe, Meg Martin, Larry Mosqueda and Sara Develle.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

- 4.A [16-0772](#) Approval of June 14, 2016 Study Session Meeting Minutes
The minutes were adopted.
- 4.B [16-0773](#) Approval of June 14, 2016 City Council Meeting Minutes
The minutes were adopted.
- 4.C [16-0605](#) Approval of Engineering Design and Development Standards (EDDS) 2016 Annual Update Topics and Process
The decision was adopted.
- 4.D [16-0730](#) Approval of Alley Lighting License Agreements Resolution
The resolution was adopted.
- 4.E [16-0762](#) Approval of Proposed Scope of Work for Coordinated Response to Homelessness
The decision was adopted.
- 4.F [16-0765](#) Update to Procedures for the Evaluation of City Real Property for Reuse and Disposal
The decision was adopted.
- 4.G [16-0776](#) Approval of Amendments to the Operating Agreement with the Washington Center for the Performing Arts, Incorporated (WCPA)
The contract was adopted.

4. SECOND READINGS

- 4.H [16-0327](#) Approval of Ordinance Amending Wastewater Regulations for Septic Systems
The ordinance was adopted on second reading.
- 4.I [16-0690](#) Adoption of the 2015 State-Mandated Building Code Revisions
The ordinance was adopted on second reading.
- 4.J [16-0696](#) Approval of Amendment to Ordinance 9.48.160 Relating to Fireworks to Modify the Violation from Misdemeanor to a Civil Infraction
The ordinance was adopted on second reading.
- 4.K [16-0706](#) Approval of Amendment to Ordinance #7006 related to the Operating Budget

The ordinance was adopted on second reading.

- 4.L** 16-0707 Approval of Amendment to Ordinance #7007 related to the Capital Budget

The ordinance was adopted on second reading.

- 4.M** 16-0708 Approval of Amendment to Ordinance #6996 Related to Special Funds

The ordinance was adopted on second reading.

Approval of the Consent Agenda

Councilmember Cooper moved, seconded by Councilmember Hankins, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 6 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman and Councilmember Hankins

Excused: 1 - Councilmember Roe

4. FIRST READINGS - NONE

5. PUBLIC HEARING

- 5.A** 16-0521 Public Hearing on the Low Impact Development (LID) Code Revisions Ordinance

Senior Planner Laura Keehan reviewed the proposed Low Impact Development Code Revisions.

Mayor Selby opened the public hearing at 8:12 p.m. The following people spoke: Tom Holtz, Walt Jorgensen, Bob Jacobs, Rob Healy, Chris van Dahlen and Krag Unsoeld. The Mayor closed the public hearing at 8:29 p.m.

Councilmembers asked clarifying questions.

The public hearing was completed and the ordinance was approved on first reading and moved to second reading.

- 5.B** 16-0754 Public Hearing on the Community Development Block Grant (CDBG) Program Year 2016 Action Plan

Community Development Block Grant (CDBG) Program Manager Anna Schlecht gave background on the Program Year 2016 CDBG Action Plan.

The Mayor opened the public hearing at 8:45 p.m. The following people spoke: Celia Nightingale, Darryl Morrow, Kimberly Beckman, Jeannine Kempes, Kevin Lanneker, Daniel Cadden, Meg Martin, TJ LaRoque and Michelle James. The Mayor closed the

public hearing at 9:04 p.m.

Councilmembers asked clarifying questions.

The public hearing was completed.

6. OTHER BUSINESS

6.A 16-0743 Downtown Ambassador Early Morning Clean Team Update

Community Liaison Mark Rentfrow updated the Council on the Downtown Ambassador Early Morning Clean Team. Councilmembers asked clarifying questions.

The report was received.

6.B 16-0778 Approval of an Ordinance Imposing an Excise Tax on Certain Unearned Income of Residents in the City of Olympia

The ordinance was postponed.

7. CONTINUED PUBLIC COMMUNICATION

The following people spoke: Krag Unsoeld, Jim Haley, Dean Jones and Lady Liberty (Mary Abramson).

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

8.B CITY MANAGER'S REPORT AND REFERRALS

City Manager Steve Hall had no report.

9. ADJOURNMENT

The meeting adjourned at 9:34 p.m.

CERTIFICATIONS

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

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

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

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

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

Employers of convicted employees must provide notice, including position title, to every

grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

6. Taking one of the following actions within 30 calendar days of receiving notice under subparagraph 4(b) with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

Anti-Lobbying – To the best of the jurisdiction’s knowledge and belief:

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

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

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

Section 3 – It will comply with Section 3 of the Housing and Urban Development Act of 1968 and implement regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

City Manager
Title

SPECIFIC CDBG PROGRAM CERTIFICATIONS

The Entitlement Community certifies that:

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

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

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

Use of Funds – It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available).
2. **Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year 2015 (*A three-year period specified by the grantee consisting of the program year 2013, 2014, and 2015 only*) shall principally benefit persons of low and moderate income in a manner that ensures that at least 70% of the amount is expended for activities that benefit such persons during the designated period.
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph 3).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant. Check ___ if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

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

Excessive Force – It has adopted and is enforcing:

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

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

Lead-Based Paint – Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

Compliance with Laws – It will comply with applicable laws.

Signature/Authorized Official

Date

City Manager
Title

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

City of Olympia

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

91-6001262

* c. Organizational DUNS:

1423564480000

d. Address:

* Street1:

601 4th Ave E/PO Box 1967

Street2:

* City:

Olympia

County/Parish:

Thurston

* State:

WA: Washington

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

98501/98507-1967

e. Organizational Unit:

Department Name:

Community Planning and Develop

Division Name:

Community Services-Housing

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Leonard

Middle Name:

* Last Name:

Bauer

Suffix:

Title:

Deputy Director

Organizational Affiliation:

City of Olympia, WA

* Telephone Number:

360.753.8206

Fax Number:

360.753.8087

* Email:

lbauer@ci.olympia.wa.us

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grants/Entitlement Grants

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Public facility improvements for homeless community center, housing rehabilitation, micro and small business training, façade and safety improvement and street outreach.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="340,892.00"/>
* 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="150,000.00"/>
* g. TOTAL	<input type="text" value="490,892.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

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 218, Section 1001)**

** 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: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed: