



# Meeting Agenda

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, June 12, 2018**

**7:00 PM**

**Council Chambers**

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**1. ROLL CALL**

**1.A ANNOUNCEMENTS**

**1.B APPROVAL OF AGENDA**

**2. SPECIAL RECOGNITION**

**3. PUBLIC COMMUNICATION**

*(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)*

*During this portion of the meeting, citizens may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.*

*Individual comments are limited to three (3) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.*

**COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)**

**4. CONSENT CALENDAR**

*(Items of a Routine Nature)*

**4.A [18-0581](#) Approval of June 5, 2018 Study Session Meeting Minutes**

**Attachments:** [Minutes](#)

**4.B [18-0582](#) Approval of June 5, 2018 City Council Meeting Minutes**

**Attachments:** [Minutes](#)

**4.C [18-0573](#) Approval of the Appointment of Chris Leicht to the Capital Area Regional Public Facilities Board**

**Attachments:** [Chris Leicht CAR-PFD Bio](#)  
[CAR-PFD 2018 Boardmembers](#)

- 4.D**     [18-0521](#)     Approval of a Resolution Authorizing an Interlocal Agreement with the Washington State Department of Enterprise Services for Fire Protection

**Attachments:**   [Resolution](#)  
                         [Agreement](#)

- 4.E**     [18-0556](#)     Approval of a Resolution Authorizing an Interlocal Agreement with the Washington State Consolidated Technical Services (WaTech) for Fire Protection

**Attachments:**   [Resolution](#)  
                         [Agreement](#)

- 4.F**     [18-0575](#)     Approval of a Resolution Authorizing the Purchase of Real Estate Owned by Marlene Robinson

**Attachments:**   [Resolution](#)  
                         [Agreement](#)  
                         [Property Location Map](#)

#### **4. SECOND READINGS (Ordinances) - None**

#### **4. FIRST READINGS (Ordinances)**

- 4.G**     [18-0549](#)     Approval of an Ordinance Amending Ordinance 7136 (Capital Budget)

**Attachments:**   [Ordinance](#)

- 4.H**     [18-0547](#)     Approval of an Ordinance Amending Ordinance 7137 (Special Funds)

**Attachments:**   [Ordinance](#)

- 4.I**     [18-0548](#)     Approval of an Ordinance Amending Ordinance 7138 (Operating Budget)

**Attachments:**   [Ordinance](#)

#### **5. PUBLIC HEARING**

- 5.A**     [18-0577](#)     Public Hearing on the Draft Community Development Block Grant (CDBG) Five-Year Consolidated Plan

**Attachments:**   [Draft Consolidated Plan Strategies](#)  
                         [Alignment with Other Plans](#)  
                         [CDBG Program Annual Cycle](#)  
                         [Draft Citizen Summary](#)  
                         [Draft Regional Consolidated Plan](#)

- 5.B**     [18-0578](#)     Public Hearing on the Draft 2018 Community Development Block Grant

(CDBG) Annual Action Plan

**Attachments:** [Draft PY 2018 CDBG Allocations & Activities](#)  
[Olympia CDBG Program Annual Cycle](#)  
[Draft Citizen Summary](#)  
[Draft CDBG PY 2018 Annual Action Plan](#)  
[Family Support Center Letter Dated May 21, 2018](#)

**6. OTHER BUSINESS - None**

**7. CONTINUED PUBLIC COMMUNICATION**

*(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)*

**8. REPORTS AND REFERRALS**

**8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

**8.B CITY MANAGER'S REPORT AND REFERRALS**

**9. ADJOURNMENT**

*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.*



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## City Council

### Approval of June 5, 2018 Study Session Meeting Minutes

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 4.A  
**File Number:** 18-0581

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**Type:** minutes   **Version:** 1   **Status:** Consent Calendar

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**Title**

Approval of June 5, 2018 Study Session Meeting Minutes





# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, June 5, 2018**

**5:30 PM**

**Council Chambers**

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### Study Session

#### 1. ROLL CALL

**Present:** 6 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Clark Gilman, Councilmember Lisa Parshley and Councilmember Renata Rollins

**Excused:** 1 - Councilmember Jim Cooper

#### 2. BUSINESS ITEM

##### 2.A [18-0542](#) Parks Planning and Capital Budget Update

Parks, Arts and Recreation Director Paul Simmons shared where information regarding Parks planning is located on the City's website.

Parks, Arts and Recreation Director Paul Simmons shared where information regarding Parks planning is located on the City's website.

Mr. Simmons described how the Olympia Parks, Arts, and Recreation Department's (OPARD) Performance Report is connected to the City's Action Plan and five priority areas. He shared data regarding OPARD related to planning & design, stewardship & maintenance, recreation programs, arts & events, and facility operations.

Senior Engineer Kip Summers gave an overview of the Capital Asset Management Program (CAMP). He shared several of the projects that fall under CAMP including the Yauger Ballfield lighting replacement, Priest Point Park Rose Garden shelter replacement, and the Friendly Grove tennis court resurfacing.

Program Manager Laura Keehan gave an overview of what the work of the OPARD planning and design work group. She discussed how their work takes the community's vision of parks and translates that through the planning process that includes land acquisition, master plans, CAMP and ADA and in turn uses that for project design and ultimately construction. Ms. Keehan discussed the timeline for the 2018 Parks Planning & Design and Engineering Work Plan.

Councilmembers asked clarifying questions. Councilmember Bateman asked for Parks staff to prepare proposals to bring to the Finance Committee regarding subsidizing OPARD programs to expand access for low income residents.

The study session was completed.

**3. ADJOURNMENT**

The meeting adjourned at 6:35 p.m.



City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

## City Council

### Approval of June 5, 2018 City Council Meeting Minutes

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 4.B  
**File Number:** 18-0582

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**Type:** minutes **Version:** 1 **Status:** Consent Calendar

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**Title**

Approval of June 5, 2018 City Council Meeting Minutes



# Meeting Minutes - Draft

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, June 5, 2018**

**7:00 PM**

**Council Chambers**

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**1. ROLL CALL**

**Present:** 6 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones,  
Councilmember Jessica Bateman, Councilmember Clark Gilman,  
Councilmember Lisa Parshley and Councilmember Renata Rollins

**Excused:** 1 - Councilmember Jim Cooper

**1.A ANNOUNCEMENTS**

Mayor Selby noted the City Council met earlier in Study Session.

Downtown Programs Manager Amy Buckler gave an overview of the new City webpage that highlights the actions being taken to address homelessness.

**1.B APPROVAL OF AGENDA**

The agenda was approved.

**2. SPECIAL RECOGNITION - None**

**3. PUBLIC COMMUNICATION**

The following people spoke: Todd Cutts, Dave Wassen, Todd Monohon, Dave Platt, Jeannette LaFoon, MaryAnn Thompson, Dean Jones, Steve Cooper, Kelly Thompson, Paul Elliott Williams, Tye Gundel, Uriah Watkins, Lucy Parsons, Bunny Boid, Ryan Dewitt, Angie Warner Rein, Meg Martin, Jessica Jensen, Barbara Baker, Phoenix Wendt, Jim Goche, and Jamie Sullivan.

**COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)**

**4. CONSENT CALENDAR**

**4.A** [18-0539](#) Approval of May 29, 2018 City Council Meeting Minutes

The minutes were approved.

**4.B** [18-0543](#) Bills and Payroll Certification

Payroll check numbers 91361 through 91386 and Direct Deposit transmissions: Total:

\$2,244,395.89; Claim check numbers 3701077 through 3701719: Total \$3,067,033.16

**The decision was adopted.**

### **Approval of the Consent Agenda**

**Mayor Pro Tem Jones moved, seconded by Councilmember Gilman, to adopt the Consent Calendar. The motion carried by the following vote:**

**Aye:** 6 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Gilman, Councilmember Parshley and Councilmember Rollins

**Excused:** 1 - Councilmember Cooper

### **4. SECOND READINGS (Ordinances) - None**

### **4. FIRST READINGS (Ordinances) - None**

### **5. PUBLIC HEARING - None**

### **6. OTHER BUSINESS**

#### **6.A [18-0345](#) Approval of an Ordinance for Emergency Housing Facilities Hosted by Faith-Based Organizations, Not-for-Profit Organizations or Units of Government; First and Final Reading**

Community Planning & Development Director Keith Stahley gave an overview of the Ordinance for Emergency Housing Facilities Hosted by Faith-Based Organizations, Not-for-Profit Organizations or Units of Government.

Mr. Stahley discussed the need for the Ordinance, citing the data collected from the recent Point in Time Homeless Count. He gave an overview of the Temporary Encampment regulations that were first adopted in 2008 in response to Camp Quixote's occupation of City owned property in downtown. The regulations were amended in 2008 for the permeant encampment known as Quixote Village. The regulations also allow for temporary encampments hosted by faith-based organizations, however no temporary encampments have been hosted since Quixote Village was established.

Mr. Stahley shared restrictions related to the current regulations. He also shared approaches taken by other communities, including Seattle, Eugene, Los Angeles, and Nashville.

Mr. Stahley reviewed the proposed amendments to the Emergency Housing Facility Regulations. He stated staff recommends adopting these regulations as an emergency ordinance, allowing the regulations to go into effect immediately. Adoption of the ordinance requires the City Council hold a public hearing within 60 days of adoption to

continue them and to adopt a work plan to replace them with permeant regulations.

Mr. Stahley pointed out an amendment to the ordinance as presented. On page 4 it states neighboring property owners within 300 feet will be notified of the proposed encampment. The ordinance should indicate a perimeter of 500 feet.

Councilmembers asked clarifying questions.

**Mayor Selby moved, seconded by Councilmember Bateman, to approve on first and final reading an ordinance amending the City's Temporary Encampment Regulations on an emergency basis as amended.**

**7. CONTINUED PUBLIC COMMUNICATION**

**8. REPORTS AND REFERRALS**

**8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Councilmembers reported on meetings and events attended.

Councilmember Bateman noted since she is now serving on the Association of Washington Cities Legislative Committee she has asked her Councilmates to take over her assignment to the LOTT Board. Councilmember Parshley will take on the assignment and Councilmember Cooper will act as the alternate.

**8.B CITY MANAGER'S REPORT AND REFERRALS**

Acting City Manager Jay Burney reported the parking lot at the isthmus property will soon be closed for maintenance. He noted those who have parking passes for the lot can park at the three and nine hour meters on the street around the lot if they display their pass on the dashboard of their vehicle.

**9. ADJOURNMENT**

The meeting adjourned at 9:21 p.m.



## City Council

### Approval of the Appointment of Chris Leicht to the Capital Area Regional Public Facilities Board

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 4.C  
**File Number:** 18-0573

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**Type:** decision **Version:** 1 **Status:** Consent Calendar

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#### **Title**

Approval of the Appointment of Chris Leicht to the Capital Area Regional Public Facilities Board

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve the appointment of Chris Leicht as a Regional Representative to the Capital Area Regional Public Facilities District Board for a 4-year term ending March 1, 2022.

#### **Report**

##### **Issue:**

Whether to appoint Chris Leicht as a Regional Representative to the Capital Area Regional Public Facilities District Board.

##### **Staff Contact:**

Jay Burney, Assistant City Manager, Executive Department, 360.753.8740

##### **Presenter(s):**

None - Consent Calendar Item.

#### **Background and Analysis:**

The Capital Area Regional Public Facilities District (CARPFD) Board is an interjurisdictional body created by the cities of Olympia, Lacey, Tumwater and Thurston County.

The purpose of this district is to receive Public Facilities District revenues from the State and then enter into contracts with local entities for regional projects, based on the Interlocal Agreements. Currently the CARPFD has contracts with the City of Lacey for the Regional Athletic Complex (RAC) and the City of Olympia for the Hands on Children's Museum.

The CARPFD is managed by a seven member Board of Directors. Three members of the Board are appointed jointly by the four local jurisdictions. The remaining four members are appointed

individually by each of the jurisdictions to four year terms. A roster of current boardmembers is attached.

The Regional Representative position is one of the three positions appointed jointly by the jurisdictions. Chris Leicht has expressed an interest to continue in his capacity as a Regional Representative on this Board. A brief bio for Mr. Leicht is attached.

Staff recommends the re-appointment of Chris Leicht to the CARPFD Board.

**Neighborhood/Community Interests (if known):**

None known.

**Options:**

1. Appoint Chris Leicht to a 4-year term.
2. Refer the matter to the General Government Committee for a recommendation.

**Financial Impact:**

None.

**Attachments:**

CARPFD 2018 Boardmembers  
Chris Leicht CARPFD Bio



## Chris Leicht

### EDUCATION

B.S.B.A. John Carroll University, Cleveland, Ohio. 1972

### WORK EXPERIENCE

Ecolab, Inc., 1978-2015—Sales and Service

C.A. Muer Corp., 1972-1978—Restaurant Mgmt

Currently Retired

Part-time-Tumwater Golf Course Pro Shop

Occasional consulting for Ecolab, Inc.

### PUBLIC SERVICE

Tumwater City Council—1990-1996

Tumwater City Parks Board—1997-2006

CAR-PFD Board—2009?-2018

Intercity Transit Board—1992-1996, Chairman 1994,1995

Various other Inter-governmental area boards

### COMMUNITY SERVICE

Tumwater Hill Neighborhood Assoc Board

Tumwater Soccer Club Board

Youth Basketball Coach

### PERSONAL

Married to Cecilia Leicht 18 years

5 grown children Jonathan, Matthew, Robert, Michelle, and Gary

Lived in Thurston County 32 years, Tumwater(19), Lacey (10), and Olympia(3)

## CAPITAL AREA REGIONAL – PUBLIC FACILITIES DISTRICT

ESTABLISHED IN 2003

BOARD OF DIRECTORS (2018)

FOUR YEAR TERMS - NO TERM LIMITS

<b>Nancy Peterson, President (2017-2018)</b> <i>Regional Representative</i> 2103 Alonda Ln NE Olympia WA 98516 (H) 360.491.6344 <a href="mailto:nancypetey@comcast.net">nancypetey@comcast.net</a> Date Appointed: 03.03.2012 Date Reappointed: 03.01.2020 Term Expiration: 03.01.2020	<b>Ken Parsons, Secretary/Treasurer (2017-2018)</b> <i>Thurston County Representative</i> 4747 Shincke Rd NE (H) 360.791.4433 <a href="mailto:wa.kenparsons@gmail.com">wa.kenparsons@gmail.com</a> Appointed: 02.25.2003 Reappointed: 02.12.2007, 03.01.2011, 2015 Term Expiration: 03.01.2019
<b>Chris Leicht – Would like to be reappointed</b> <i>Regional Representative</i> 920 East Bay Dr NE, 3D-301 Olympia WA 98506 (H) 360.352.1949 (C) 360.239.2179 <a href="mailto:leichtc@comcast.net">leichtc@comcast.net</a> Date Appointed: 04.01.2010 Date Reappointed: 05.22.2014 <b>Term Expiration: 03.01.2018</b>	<b>Dennis Reed</b> <i>City of Lacey Representative</i> 609 Enterprise Dr NE Lacey WA 98516 (H) 360.438.1352 (C) 360.789.8887 (F) 360.438.9119 <a href="mailto:liondennis6@gmail.com">liondennis6@gmail.com</a> Date Appointed: 02.25.2003 Date Reappointed: 03.01.2007, 2011, 2015 Term Expiration: 03.01.2019
<b>Vacant</b> <i>Regional Representative</i> Address City State Zip Phone: Email: Date Appointed: <b>Term Expiration: 03.01.2017</b>	<b>David Brine</b> <i>City of Olympia Representative</i> 1716 Camelot Park SW Olympia WA 98512 (H) 360.280.9898 <a href="mailto:d.brine@comcast.net">d.brine@comcast.net</a> Date Appointed: 12.04.2007 Date Reappointed: 03.01.2011, 2015 Term Expiration: 03.01.2019
<b>City of Lacey Administrative Support</b> City Clerk's Office Lacy City Hall 420 College St SE Lacey WA 98503 360.438.2625 <a href="mailto:clitten@ci.lacey.wa.us">clitten@ci.lacey.wa.us</a>	<b>Trent Grantham</b> <i>City of Tumwater Representative</i> 902 "G" Street SW Tumwater WA 98512 (H) 360.556.3299 (W) 360.357.6972 <a href="mailto:trent.grantham@scjalliance.com">trent.grantham@scjalliance.com</a> Date Appointed: 03.01.2011 Date Reappointed: 03.01.2015 Term Expiration: 03.01.2019



## City Council

### Approval of a Resolution Authorizing an Interlocal Agreement with the Washington State Department of Enterprise Services for Fire Protection

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 4.D  
**File Number:** 18-0521

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**Type:** resolution **Version:** 1 **Status:** Consent Calendar

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#### **Title**

Approval of a Resolution Authorizing an Interlocal Agreement with the Washington State Department of Enterprise Services for Fire Protection

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve a Resolution for the City Manager's signature authorizing the Interlocal Agreement between the City of Olympia and the State of Washington Department of Enterprise Services for Fire Protection services for the July 1, 2018 to June 30, 2019 fiscal year.

#### **Report**

##### **Issue:**

Whether to approve the resolution authorizing the Interlocal Agreement addressing Fire Protection services and billing of the State during the July 1, 2018 to June 30, 2019 fiscal year, as is allowed per RCW 35.21.779.

##### **Staff Contact:**

Greg Wright, Fire Chief, 360.753.8466  
Toby Levens, Finance & Policy Coordinator, 360.753.8431

##### **Presenter(s):**

None - Consent Calendar Item

#### **Background and Analysis:**

Since 1993, the City of Olympia has billed the State for Fire Protection services. This billing is allowed per RCW 35.21.779 which stipulates, when the estimated value of state facilities sited in a municipality equals 10 percent or more of that municipality's total assessed valuation, state agencies owning those facilities shall enter into a compulsory fire protection contract with the municipality to

provide an equitable share of the fire protection costs. State properties do entail greater than 10% of the City's assessed value.

The amount of the Department of Enterprise Services (DES) contract for the 2018-2019 fiscal year is unchanged from the 2017-2018 fiscal year, \$1,031,912.70. This is the amount calculated as an equitable share of the fire protection costs.

The building at 1500 Jefferson, occupied by Washington State Consolidated Technology Services (WaTech), chose to negotiate separately from DES for their building(s) on the Capitol Campus. The 1500 Jefferson building is included in the calculation used to determine the amount of State property in the City but not in the dollar amount of this DES-only contract.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Approve the Resolution authorizing the Interlocal Agreement: Accept the terms of the Interlocal Agreement and authorize City Manager to execute this Resolution.
2. Do not approve the Resolution authorizing the Interlocal Agreement and send it back to staff: Expected revenues for the 2018 to 2019 fiscal year from the State may not be collected as anticipated.

**Financial Impact:**

The city will receive \$1,031,912.70 from DES during the 2018-2019 fiscal year. Additionally, under a separate contract, the City will receive funding from Washington State Consolidated Technology Services (WaTech), for building(s) also on the State Campus.

**Attachment:**

Resolution  
Interlocal Agreement

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF OLYMPIA AND  
WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES FOR FIRE PROTECTION  
SERVICES**

**WHEREAS**, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

**WHEREAS**, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

**WHEREAS**, the State of Washington has contracted with the City of Olympia (the City) for fire protection services for state-owned buildings located within the city limits of Olympia since 1993; and

**WHEREAS**, the various state agencies with buildings located within the city limits have authorized the Washington State Department of Enterprise Services (DES) to negotiate with the City on their behalf for fire protection fees to run from July 1, 2018 through June 30, 2019; and

**WHEREAS**, the amount set forth in the Interlocal Agreement between the City and DES is a fair share of the City's fire protection costs, being the result of good faith negotiations between the parties;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE** as follows:

1. The Olympia City Council hereby approves the form of Interlocal Agreement between the City of Olympia and Washington State Department of Enterprise Services for Fire Protection Services and the terms and conditions contained therein.
2. The City Manager is directed and authorized to execute on behalf of the City of Olympia the Interlocal Agreement between the City of Olympia and Washington State Department of Enterprise Services for Fire Protection Services, and any other documents necessary to execute said Interlocal Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Interlocal Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
DEPUTY CITY ATTORNEY

**INTERLOCAL AGREEMENT  
BETWEEN THE CITY OF OLYMPIA  
AND  
WASHINGTON STATE  
DEPARTMENT OF ENTERPRISE SERVICES  
FOR FIRE PROTECTION SERVICES**

**THIS AGREEMENT** is made and entered into by and between the City of Olympia, hereinafter referred to as "CITY" and the Washington State Department of Enterprise Services, hereinafter referred to as "DES" pursuant to the authority granted by RCW 39.34.

**IT IS THE PURPOSE OF THIS AGREEMENT** to document the parties' mutual agreement as to the amount of fire protection fees the State of Washington will pay to the CITY for the 2018-2019 state fiscal year. This Agreement is between the CITY and DES, on behalf of all state agencies, for all state owned property within the city limits.

Whereas, the various state agencies with buildings located within the city limits of Olympia have authorized Washington State Department of Enterprise Services to negotiate with the CITY on their behalf for Fire Protection fees to run from July 1, 2018 through June 30, 2019; and

Whereas, the amount set forth below for Washington State Department of Enterprise Services represents the state's share of costs for the 2018-2019 Fire Protection Agreement; and

Whereas, said amount is the State's share of the CITY's fire protection costs, being the result of good faith negotiations between parties, the parties agree as follows:

NOW, THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated by reference and made a part hereof, the above named parties mutually agree as follows:

**1. STATEMENT OF WORK**

The CITY shall do all things necessary to provide fire protection services for State-owned buildings administered by DES as outlined in Exhibit "A", in the same manner as the CITY provides such protection to other similar establishments within Olympia.

The CITY Fire Chief shall be responsible for management of the services provided herein. The Fire Chief shall be the contact person for all communication regarding the work under this Agreement. Any requests for records or documents or any other inquiries by DES shall be submitted to the Fire Chief.

**2. TERMS AND CONDITIONS**

All rights and obligations of the parties to this Agreement shall be subject to and governed by the terms and conditions contained in the text of this Agreement.

**3. PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall commence July 1, 2018, and be completed on June 30, 2019.

**4. CONSIDERATION**

The State of Washington agencies listed in Section 5, *Billing and Payment Procedures* shall collectively pay the CITY the amount of \$1,031,912.70 for the full year of services under this Agreement. DES and the CITY have determined that the cost of accomplishing the work herein will not exceed \$1,031,912.70 for the 2018-2019 period.

Costs are pro-rated and will be billed by the CITY to the various state agencies as outlined in Section 5, *Billing and Payment Procedures*.

**5. BILLING AND PAYMENT PROCEDURE**

The CITY will invoice state agencies quarterly in July, October, January and April, per Billing Schedule below, on or before the 10th of the quarter month (July, October, January and April). The state agencies will pay the CITY within 30 days of receipt of properly executed invoice.

Annual Billing Schedule					
State Agency	Qtr 1 July	Qtr 2 October	Qtr 3 January	Qtr 4 April	Fiscal Year Total
Enterprise Services *	\$227,072.07	\$227,072.07	\$227,072.07	\$227,072.08	\$908,288.29
SPSCC	\$26,670.10	\$26,670.10	\$26,670.10	\$26,670.10	\$106,680.40
Fish & Wildlife	\$780.32	\$780.32	\$780.32	\$780.31	\$3,121.27
State Historical Society	\$836.05	\$836.05	\$836.05	\$836.06	\$3,344.21
Military Department	\$2,619.63	\$2,619.63	\$2,619.63	\$2,619.64	\$10,478.53
Fiscal Year Total	\$257,978.17	\$257,978.17	\$257,978.17	\$257,978.19	\$1,031,912.70

DES's invoices shall be forwarded to:

Department of Enterprise Services  
Attn: Rose Hong  
PO Box 41460  
Olympia, WA 98504-1460

**6. AGREEMENT ALTERATIONS AND AMENDMENTS**

DES and the CITY may mutually amend this Agreement at any time. Such amendments shall not be binding unless they are in writing and signed by authorized representatives of DES and the CITY, or their respective delegates. Changes to agencies' rate and/or amounts, not DES, must be negotiated between DES and the agencies, in writing, prior to DES signing the Amendment(s). DES's rates and/or amounts shall be negotiated between DES and the CITY.



**7. ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

**8. DISALLOWED COSTS**

The City is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

**9. DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The decision of the Dispute Board shall be final and binding on the parties.

**10. GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Statement of work, and
- c. Any other provisions of the agreement, including materials incorporated by reference.

**11. INDEMNIFICATION & INSURANCE**

DES and the CITY each agree to defend, indemnify and hold the other, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with that entity's respective performance of its responsibilities under the Agreement, except to the extent such injuries and damages are caused by the negligence of the other.

**12. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

### **13. RECORDS MAINTENANCE**

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

### **14. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement, which can be given effect without the invalid provision if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

### **15. TERMINATION**

Either party may terminate this Agreement upon 60-days prior written notification to the other party. Should state funding become unavailable due to a state government shut-down or revocation of funding for fire protection services by the Legislature, DES may suspend or terminate this agreement immediately upon occurrence of either event.

### **16. WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

### **17. NOTICE**

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit in the United States Postal Service.

CITY OF OLYMPIA

Attn: Greg Wright, Fire Chief

Re: Interlocal Agreement with Washington State Department of Enterprise Services

PO Box 1967

Olympia, WA 98507-1967

WASHINGTON STATE DEPARTMENT OF  
ENTERPRISE SERVICES

Attn: Rose Hong, Property Management Manager  
Re: Interlocal Agreement with City of Olympia  
1500 Jefferson – PO Box 41480  
Olympia, WA 98504-1480

**18. RECORDING**

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor or posted upon a party's website or other electronically retrievable public source as provided by RCW 39.34.040.

**19. ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. All recitals set forth above are hereby incorporated by reference and made part of the terms of this Agreement.

Each party signatory hereto, having first had the opportunity to read this Agreement and discuss the same with independent legal counsel, in execution of this document hereby mutually agrees to all terms and conditions.

This Agreement shall take effect as of July 1, 2018, regardless of date of execution.

The undersigned acknowledge that they are authorized to execute this Agreement and bind their respective agencies to the obligations set forth herein.

**City of Olympia**

**Department of Enterprise Services**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

STEVEN R. HALL  
NAME

BILL FRARE  
NAME


CITY MANAGER  
TITLE

ASST. DIRECTOR FACILITY PROFESSIONAL SERVICES  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY (CA)

**EXHIBIT A**  
**LIST OF STATE BUILDINGS IN THE CITY OF OLYMPIA**

**STATE AGENCY OWNER**

<b>AND BUILDING NAMES</b>	<b>ADDRESS OF BUILDING</b>	<b>Gross SF</b>	<b>%</b>	<b>Costs FY18</b>
<b>Department of Enterprise Services</b>				
Archives (Storage)	1129 Washington St SE	51,317	1.07%	\$11,005.22
Ayer Press House	1417 Columbia St SW	3,727	0.08%	\$799.28
Columbia St. Garage	121 Union Ave SW	71,000	1.48%	\$15,226.35
Conservatory (Greenhouse)	1115 Water St SW	11,300	0.23%	\$2,423.35
Employment Security	212 Maple Park Ave SE	86,300	1.79%	\$18,507.53
General Administration	210 11th Ave SW	283,865	5.90%	\$60,876.46
Governor's Mansion	501 13th Ave SW	21,400	0.44%	\$4,589.35
Highway Licenses	1125 Washington St SE	193,900	4.03%	\$41,582.96
Irving R. Newhouse Building	215 Sid Snyder Ave SW	25,084	0.52%	\$5,379.41
Insurance	302 Sid Snyder Ave SW	66,502	1.38%	\$14,261.73
John A. Cherberg	304 15th Ave SW	100,377	2.09%	\$21,526.42
John L. O'Brien	504 15th Ave SW	100,700	2.09%	\$21,595.69
Legislative	416 Sid Snyder Ave SW	255,564	5.31%	\$54,807.15
Natural Resources Building	1111 Washington St SE	387,558	8.05%	\$83,114.01
NRB Garage	1111 Washington St SE	394,200	8.19%	\$84,538.43
Office Building Two	1115 Washington St SE	379,204	7.88%	\$81,322.45
Old Capitol	614 Washington ST SE	120,500	2.50%	\$25,841.91
Plaza Garage	200 14th Ave SE	846,100	17.58%	\$181,450.95
Powerhouse	900 Water St SW	10,000	0.21%	\$2,144.56
Joel M. Pritchard Building	415 15th Ave SW	55,485	1.15%	\$11,899.07
ProArts	206-208 11th Ave	11,243	0.23%	\$2,411.13
Carlyon Press House	201 Sid Snyder Ave SW	5,600	0.12%	\$1,200.95
State Farm	1068 Washington Street	1,539	0.03%	\$330.05
Temple of Justice	415 12th Ave SW	85,900	1.79%	\$18,421.74
Transportation	310 Maple Park Ave SE	204,767	4.26%	\$43,913.45
DOT Garage	310 Maple Park Ave SE	157,800	3.28%	\$33,841.11
Information - Visitor Center	103 Sid Snyder Ave SW	1,500	0.03%	\$321.68
State Daycare on Perry	232 Perry Street	7,138	0.15%	\$1,530.78
Union Avenue Building	120 Union Ave SE	12,900	0.27%	\$2,766.48
Washington Street Building	1007 Washington St sE	14,580	0.30%	\$3,126.76
Capitol Ct. Building	1110 S. Capital Way	40,948	0.85%	\$8,781.53
James M. Dolliver Building	801 Capital Way S	23,385	0.49%	\$5,015.05
Helen Sommers Building	106 11th Ave SW	214,628	4.46%	\$46,028.19
<b>Subtotal - Department of Enterprise Services</b>		<b>\$4,246,011.00</b>	<b>88.24%</b>	<b>\$910,581.18</b>

<b>SPSCC Community College</b>				
SPSCC Community College System, SPCC	2011 Mottman SW	488,043	10.14%	\$104,663.59
<b>Subtotal - SPSCC Community College</b>		<b>488,043</b>	<b>10.14%</b>	<b>\$104,663.59</b>
<b>Department of Fish &amp; Wildlife</b>				
Wildlife Office	600 Capitol Way N	14,500	0.30%	\$3,109.61
<b>Subtotal - Department of Fish &amp; Wildlife</b>		<b>14,500</b>	<b>0.30%</b>	<b>\$3,109.61</b>
<b>Washington State Historical Society</b>				
WSHS, State Capitol Museum	211 21st Ave SW	15,483	0.32%	\$3,320.42
<b>Subtotal - WSHS</b>		<b>15,483</b>	<b>0.32%</b>	<b>\$3,320.42</b>
<b>Military Department</b>				
Armory	515 Eastside St SE	41,083	0.85%	\$8,810.48
Armory - Vehicle Storage	515 Eastside St SE	6,656	0.14%	\$1,427.42
<b>Subtotal - Military Department</b>		<b>47,739</b>	<b>99.00%</b>	<b>\$10,237.90</b>
<b>Total for 2017-2018 City of Olympia Fire Protection Services</b>		<b>4,811,776</b>	<b>100.00%</b>	<b>\$1,031,912.70</b>



## City Council

### Approval of a Resolution Authorizing an Interlocal Agreement with the Washington State Consolidated Technical Services (WaTech) for Fire Protection

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 4.E  
**File Number:** 18-0556

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**Type:** resolution **Version:** 1 **Status:** Consent Calendar

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#### Title

Approval of a Resolution Authorizing an Interlocal Agreement with the Washington State Consolidated Technical Services (WaTech) for Fire Protection

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee.

##### City Manager Recommendation:

Move to approve a resolution authorizing the City Manager to execute the Interlocal Agreement between the City of Olympia and Washington State Consolidated Technical Services (WaTech) for Fire Protection services for the July 1, 2018 to June 30, 2019 fiscal year.

#### Report

##### Issue:

Whether to approve the resolution authorizing the Interlocal Agreement addressing Fire Protection services and billing to WaTech during the July 1, 2018 to June 30, 2019 fiscal year, as is allowed per RCW 35.21.779.

##### Staff Contact:

Greg Wright, Deputy Fire Chief, 360.753.8466  
Toby Levens, Finance Coordinator, 360.753.8431

##### Presenter(s):

None - Consent Calendar Item

##### Background and Analysis:

Since 1993, the City of Olympia has billed the State of Washington for Fire Protection services. This billing is allowed per RCW 35.21.779 which stipulates, when the estimated value of state facilities sited in a municipality equals 10 percent or more of that municipality's total assessed valuation, state agencies owning those facilities shall enter into a compulsory fire protection contract with the

municipality to provide an equitable share of the fire protection costs. The total assessed value of state facilities in Olympia exceeds this threshold. The majority of the state campus buildings are covered in an interlocal agreement between the City of Olympia and the Department of Enterprise Services (DES).

The buildings at 1500 Jefferson are occupied by Washington State Consolidated Technical Services (WaTech). WaTech negotiated directly with the City of Olympia in the amount of \$82,825.01 for the 2018-2019 fiscal year. The amount is unchanged from the 2016-2017 fiscal year.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Approve the resolution authorizing the Interlocal Agreement: Accept the terms of the Interlocal Agreement and authorize the City Manager to execute the Interlocal Agreement with WaTech.
2. Do not approve the resolution authorizing the Interlocal Agreement and send it back to staff: Expected revenues for the 2018 to 2019 fiscal year from WaTech may not be collected as anticipated.

**Financial Impact:**

The city will receive \$82,825.01 from WaTech during the 2018-2019 fiscal year.

**Attachment:**

Resolution  
Agreement

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA,  
WASHINGTON, APPROVING AN INTERLOCAL AGREEMENT BETWEEN  
THE CITY OF OLYMPIA AND WASHINGTON CONSOLIDATED  
TECHNOLOGY SERVICES OF THE STATE OF WASHINGTON (WATECH)  
FOR FIRE PROTECTION SERVICES**

**WHEREAS**, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

**WHEREAS**, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

**WHEREAS**, the State of Washington has contracted with the City of Olympia (the City) for fire protection services for state-owned buildings and facilities located within the city limits of Olympia since 1993; and

**WHEREAS**, the various state agencies with buildings and facilities located within the city limits have authorized the Washington State Department of Enterprise Services (DES) to negotiate with the City on their behalf for fire protection services; and

**WHEREAS**, the amount set forth in the Interlocal Agreement between the City and Washington Consolidated Technology Services, also known as Washington Technology Solutions (WaTech) represents WaTech's share of fire protection costs for the 2018-2019 year ending June 30, 2019; and

**WHEREAS**, said amount attributed to Washington Consolidated Technology Services, also known as Washington Technology Solutions (WaTech) is a fair share of the City's fire protection costs for that state agency, being the result of good faith negotiations between the parties;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE** as follows:

1. The Olympia City Council hereby approves the form of Interlocal Agreement between the City of Olympia and Washington Consolidated Technology Services (WaTech) for Fire Protection Services and the terms and conditions contained therein.
2. The City Manager is directed and authorized to execute on behalf of the City of Olympia the Interlocal Agreement between the City of Olympia and Washington Consolidated Technology Services (WaTech) for Fire Protection Services, and any other documents



reasonable and necessary to execute said Interlocal Agreement, and to make any minor modifications as may be required and are consistent with the intent of the Interlocal Agreement, or to correct any scrivener's errors.

**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY

*When recorded return to:*  
City of Olympia  
PO Box 1967  
Olympia, WA 98507-1967

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF OLYMPIA  
AND WASHINGTON CONSOLIDATED TECHNOLOGY SERVICES (WaTech) AN  
AGENCY OF THE STATE OF WASHINGTON FOR FIRE PROTECTION SERVICES  
CTS Contract Number 18-153**

**WHEREAS**, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

**WHEREAS**, pursuant to RCW 39.34.080, each party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties;

**WHEREAS**, the State of Washington and the City of Olympia have entered into a series of contracts since 1993 providing for the State of Washington to pay its fair share of costs for fire protection services for state buildings or facilities located within the City of Olympia; and

**WHEREAS**, since 1993 a fire protection services agreement was the product of good faith negotiations between the Washington State Department of Enterprise Services (DES) on behalf of a variety of State agencies and the City of Olympia; and

**WHEREAS**, RCW Chapter 43.105 establishes an agency for the State of Washington known as the Consolidated Technology Services agency, also known as Washington Technology Solutions or "WaTech," and that said State agency has entered into a fire protection services agreement with the City of Olympia following the agency's creation by ESSB 5931, Laws of 2011, Chapter 43, Section 801, June 15, 2011;

**WHEREAS**, negotiations with the State have produced a formula for computing the State's share of the City of Olympia Fire Department's budget, representing total square footage of State-owned buildings or facilities located within the City; and

**WHEREAS**, various state agencies located within the municipal limits of the City of Olympia through the Washington State Department of Enterprise Services have negotiated with the City of Olympia for fire protection service agreements annually; and

**WHEREAS**, the City of Olympia and the Washington State Consolidated Technology Services agency, also known as Washington Technology Solutions or “WaTech,” had negotiated a fire protection services agreement for July 1, 2017 through June 30, 2018 to protect said agency’s facilities; and

**WHEREAS**, the amount set forth below for Washington State Consolidated Technology Services agency, also known as Washington Technology Solutions or “WaTech,” represents its cost for the 2018-2019 fire protection services agreement;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the City of Olympia and Washington State Consolidated Technology Services, also known as Washington Technology Solutions or “WaTech,” agree as follows:

### **I. Purpose**

The purpose of this Agreement is for the **City of Olympia** to provide fire protection services for **Washington State Consolidated Technology Services**, also known as Washington Technology Solutions or “WaTech,” as set forth in **Exhibit “A”** attached hereto and incorporated herein by reference.

In 2007, the Legislature authorized the Department of Information Services to lease develop or lease purchase a new office building and certain other facilities on the "Wheeler Block" in Olympia. Rather than authorize the issuance of bonds to finance a project to be developed by the state, the Legislature authorized DIS to enter into a financing contract for a project to be privately developed.

WaTech is the lease-holder of the space at 1500 Jefferson Street. FYI Properties, a non-profit formed by the National Development Council is the owner of the facilities at 1500 Jefferson Street. FYI Properties is a non-profit entity that assisted WaTech, formally known as Department of Information Services, in entering into a tax exempt lease/leaseback financing structure – sometimes referred to as a “63-20 financing and delivery method.”

63-20 financings were first approved by the Internal Revenue Service in 1963. Under the 63-20 structure, 63-20 bonds are issued by a nonprofit corporation on behalf of the public agency pursuant to a trust indenture with a bank trustee. This issuance by the nonprofit differentiates the 63-20 financing from COPs, where the public entity is the issuer. The 63-20 bond proceeds are deposited in a project fund held by the trustee and used to finance the capital improvements (undertaken by the nonprofit corporation) that are leased to the public agency.

The nonprofit corporation, often through a private development company, designs and builds the project. The project may be operated and maintained either by the public agency itself under the lease from the nonprofit corporation or by the nonprofit corporation through a management contract with a private management firm. Title to the project typically is held by the nonprofit during the life of the bonds. Title to the improvements is transferred to the public agency at lease maturity when the bonds issued by the nonprofit corporation are retired.

Consolidated Technology Services entered into a thirty-year financing contract with FYI Properties. Wright Runstad & Company also manages the building on behalf of FYI Properties. FYI Properties issued tax-exempt bonds in an amount sufficient to pay for design, construction and financing of the building. Wright Runstad & Company made draws from FYI Properties to pay for construction costs during the construction period. Upon completion of the construction, FYI Properties will "lease-back" all Project improvements to WaTech. At the end of the thirty-year lease term, FYI Properties will convey title to the building back to WaTech.

Since 2011, WaTech has explored whether or not it has both the statutory authority and an allocation to pay the contract for Fire Services. DES paid for the building in the past on behalf of WaTech without authorization. In a good faith effort to resolve the question of authority to pay fire protection services under RCW 52.30.020, WaTech paid for one year of fire service in the past as well. Because of the nature of the financing contract at issue, WaTech is concerned it lacks authority under RCW 52.30 since 1500 Jefferson Street is not a State Owned building, however, WaTech would like to recompense the City in order to maintain services and preserve the building as it has a long-term leasehold interest and will be the ultimate owner. As such, it is entering this agreement as an alternative mechanism for payment under its authority of RCW 43.105.

## **II. Scope of Agreement**

The **City of Olympia** shall do all things reasonable and necessary to provide fire protection services for the **Washington State Consolidated Technology Services** agency, also known as Washington Technology Solutions or "WaTech," as outlined in **Exhibit "A"** in the same manner as the **City of Olympia** provides fire protection services to other State agencies or establishments located within the **City of Olympia**.

The **City of Olympia** Fire Chief shall be responsible for management of the fire protection services provided herein. The Fire Chief shall be the contact person for all communication regarding any work under this Agreement. Any requests for records or documents or any other inquiries by **Washington State Consolidated Technology Services** agency, also known as Washington Technology Solutions or "WaTech," shall be submitted to the Fire Chief.

## **III. Consideration**

**Washington State Consolidated Technology Services** agency, also known as Washington Technology Solutions or "WaTech," shall pay to the **City of Olympia** the amount of **Eighty-two Thousand Eight Hundred and Twenty-five Dollars and One Cent (\$82,825.01)** for fire protection services under this Agreement for the period starting through June 30, 2019.

Costs will be billed by as outlined in Section V. Billing/Payment Procedures.

#### **IV. Records Maintenance**

The **City of Olympia** shall maintain all budget documents and other records required by law which reflect the costs of fire protection services provided by the City. These documents and records shall be subject to inspection or review by **Washington State Consolidated Technology Services** agency, also known as Washington Technology Solutions or "WaTech," or any other entity so authorized by law.

#### **V. Billing/Payment Procedures**

The **City of Olympia** will invoice **Washington State Consolidated Technology Services** agency, also known as Washington Technology Solutions or "WaTech," quarterly in July, October, January and April, per the Billing Schedule below, on or before the 10<sup>th</sup> of the quarter month (July, October, January and April), except where past payments are due, in which event the **City of Olympia** will invoice for all prior unpaid quarterly installments. **Washington State Consolidated Technology Services** agency, also known as Washington Technology Solutions or "WaTech," will pay the **City of Olympia** within thirty (30) days of receipt of properly executed invoice.

<b>Annual Billing Schedule</b>					<b>Fiscal Year Total Fiscal Year Total</b>
<b>Annual Billing Schedule WaTech</b>	<b>Qtr1-</b>	<b>Qtr2-</b>	<b>Qtr3-</b>	<b>Qtr4-</b>	
	<b>July \$20,706.25</b>	<b>October \$20,706.25</b>	<b>January \$20,706.25</b>	<b>April \$20,706.26</b>	<b>\$82,825.01</b>

#### **VI. Indemnification & Insurance**

**Washington State Consolidated Technology Services** agency, also known as Washington Technology Solutions or "WaTech," and the **City of Olympia** each agree to defend, indemnify and hold the other, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or in connection with each entity's respective performance of its responsibilities under this Agreement, except to the extent such injuries and damages are caused by the sole negligence of the other party.

#### **VII. Agreement Alterations and Amendments**

The **City of Olympia** will provide written notification to the Department of Commerce, and **Washington State Consolidated Technology Services** agency, also known as Washington Technology Solutions or "WaTech," as required by RCW 35.21.779, of the **City of Olympia's** intent to contract for fire protections services in future years. **Washington State Consolidated**

**Technology Services** agency, also known as Washington Technology Solutions or "WaTech," and the **City of Olympia** may mutually amend this Agreement at any time. Such amendments shall not be binding unless they are in writing and signed by authorized representatives of **Washington State Consolidated Technology Services** agency, also known as Washington Technology Solutions or "WaTech," and the **City of Olympia**, or their respective designees.

#### **VIII. Duration of Agreement**

This Agreement shall commence on July 1, 2018 and shall continue through June 30, 2019, unless terminated sooner as provided herein.

#### **IX. Termination of Agreement**

This Agreement may be terminated by either party upon sixty (60) days written notification. If this Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Agreement rendered prior to the effective date of termination.

#### **X. Disputes**

If a dispute arises under this Agreement, it shall be determined by a Dispute Resolution Board comprised of individuals selected in the following manner: one person shall be appointed to the Dispute Resolution Board by the agency director of **Washington State Consolidated Technological Services** agency, also known as Washington Technology Solutions or "WaTech," and one person shall be appointed by the City Manager of the **City of Olympia**. Both board members so appointed shall jointly appoint a third member to the Dispute Resolution Board. If the two appointed members of the Dispute Resolution Board cannot agree on a third member of the Dispute Resolution Board, then any party to this Agreement can ask that a third member of the Dispute Resolution Board be appointed by a judge of the Thurston County Superior Court. The Dispute Resolution Board, once three members have been appointed, shall evaluate the dispute and make a determination based on submittals of both parties to this Agreement, a majority of the Dispute Resolution Board issuing its decision. Dispute resolution shall be attempted prior to filing any action in court.

#### **XI. Entire Agreement**

This Agreement sets forth all terms and conditions agreed upon by the **City of Olympia** and the **Washington State Consolidated Technology Services** agency, also known as Washington Technology Solutions or "WaTech," and supersedes any and all prior agreements oral or otherwise, with respect to the subject matter addressed herein.

#### **XII. Severability**

If any provision of this Agreement or its application to any person or circumstance is held invalid, the remainder of this Agreement, or application of the provision to other persons or circumstances shall be unaffected.

### **XIII. Recording**

This Agreement shall be filed with the Thurston County Auditor's Office or posted upon the websites or other electronically retrievable public source as required by RCW 39.34.040.

### **XIV. Notice**

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit in the United States Postal Service:

#### **City of Olympia**

Attn: Fire Chief  
City of Olympia  
PO Box 1967  
Olympia, WA 98507-1967

**Washington State Consolidated Technology Services agency,  
also known as Washington Technology Solutions or "WaTech"**

Attn: Wendi Gunther, Chief Financial Officer  
Washington Consolidated Technology Services (WaTech)  
1500 Jefferson Street SE  
PO Box 41501  
Olympia, WA 98504-1501

### **XV. Interpretation and Venue**

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The parties hereby agree that venue for enforcement of this Agreement shall be in the Superior Court of Thurston County, State of Washington.

### **XVI. Effective Date**

This Agreement shall take effect as of July 1, 2018, and shall end June 30, 2019.

**CITY OF OLYMPIA**

**WASHINGTON CONSOLIDATED  
TECHNOLOGY SERVICES, (WaTech)**

\_\_\_\_\_  
Steven R. Hall, City Manager

\_\_\_\_\_  
Rob St. John, Acting Director & CIO,  
WaTech

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:



\_\_\_\_\_  
City Attorney

**Exhibit A**

Tenant	Address of Building
WaTech	1500 Jefferson Office/parking Jefferson Building Data Halls Jefferson Building Utility Total square footage, 506,834





## City Council

### Approval of a Resolution Authorizing the Purchase of Real Estate Owned by Marlene Robinson

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 4.F  
**File Number:** 18-0575

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**Type:** resolution   **Version:** 1   **Status:** Consent Calendar

---

#### **Title**

Approval of a Resolution Authorizing the Purchase of Real Estate Owned by Marlene Robinson

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve the resolution authorizing the City Manager to execute all documents necessary to acquire 4.89 acres of real estate from Marlene Robinson.

#### **Report**

##### **Issue:**

Whether to approve the purchase of real estate from Marlene Robinson for a future park site.

##### **Staff Contact:**

Laura Keehan, Planning & Design Manager, Parks, Arts & Recreation, 360.570.5855  
Mark Barber, City Attorney, 360.753.8338

##### **Presenter(s):**

None - Consent Calendar Item.

#### **Background and Analysis:**

Marlene Robinson (Seller) owns a 4.89-acre property located at 1026 Lilly Rd NE, Assessor Parcel No. 11808230505 and 11808230506 (see attached Property Location Map).

The City would like to purchase this property to expand its inventory of neighborhood park sites. This site is one of the last undeveloped sites of its size in the Lilly Rd. area. The area is characterized by single and multi-family housing, as well as numerous medical offices. A neighborhood park has been an acquisition need in this area for some time and was identified for a future neighborhood park in the 2016 Parks Plan.

Staff has concluded negotiations with the Seller, and has prepared the Real Estate Purchase and

Sale Agreement attached to this staff report. The purchase price is \$425,000.

**Neighborhood/Community Interests (if known):**

Park land acquisition has been a high priority in Olympia for many years as demonstrated by voter support of tax measures for park land acquisition.

**Options:**

1. Approve the resolution authorizing the City Manager to execute all documents necessary to acquire 4.89 acres of real estate from Marlene Robinson.
2. Do not authorize the purchase of real estate from Marlene Robinson.
3. Direct staff to seek other options to satisfy the City's need for neighborhood park acreage.

**Financial Impact:**

Land Acquisition funds allocated in the 2018 Capital Facilities Plan will be used for this acquisition.

**Attachments:**

Resolution

Purchase & Sale Agreement

Property Location Map

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,  
AUTHORIZING THE PURCHASE OF REAL ESTATE FOR THE CITY OF OLYMPIA OWNED BY  
MARLENE A. ROBINSON**

**WHEREAS**, the City desires to expand its inventory of neighborhood park acreage; and

**WHEREAS**, Marlene A. Robinson, as her separate estate, owns real property located at 1026 Lilly Road NE, in Olympia, Washington, consisting of 4.89 acres, more or less (the Robinson Property); and

**WHEREAS**, purchase of the Robinson Property will expand the City's inventory of neighborhood park sites, a need identified for this area in the 2016 Parks Plan; and

**WHEREAS**, the City and Marlene A. Robinson have negotiated terms and conditions for the City's purchase of the Robinson Property; and

**WHEREAS**, the Olympia City Council hereby accepts terms, among others, to purchase the Robinson Property for Four Hundred and Twenty-Five Thousand Dollars and No Cents (\$425,000.00) U.S;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE** as follows:

1. The Olympia City Council hereby accepts the terms and conditions negotiated with Marlene A. Robinson to purchase the real property located at 1026 Lilly Road NE in Olympia, Washington, for neighborhood park acreage upon the agreed terms within the real estate purchase and sale agreement.
2. The City Manager is directed and authorized to execute all documents necessary to purchase the aforesaid real property from Marlene A. Robinson, upon the terms and conditions negotiated in the real estate purchase and sale agreement, and to make any minor modifications consistent with the intent of the agreement as may be necessary, or to correct any scrivener's errors.


**PASSED BY THE OLYMPIA CITY COUNCIL** this \_\_\_\_\_ day of June 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY

## REAL ESTATE PURCHASE AND SALE AGREEMENT

This REAL ESTATE PURCHASE AND SALE AGREEMENT ("Agreement") is between the City of Olympia, a municipality organized under the laws of the State of Washington ("Buyer"), and Marlene A. Robinson, as her separate estate ("Seller"), jointly referred to as "the Parties." This Agreement shall not be effective until the "Effective Date" (as defined in Paragraph 17.16 below).

### RECITALS

Seller is the owner of certain real property located in **Thurston County, Washington**, consisting of approximately 4.89 acres, more or less, and more particularly described on **Exhibit "A"** (legal description) and as shown on **Exhibit "B"** (sketch) attached hereto and by this reference incorporated herein.

Buyer has determined that the Property is suitable for a public park for recreation and open space purposes for the citizens and residents of the City of Olympia.

The signatories to this Agreement acknowledge they are authorized to execute associated documents, to correct legal descriptions if need be, and to correct scrivener's errors and other errors or omissions that are otherwise in substantial conformance with this Agreement.

The Parties now enter into this Agreement to memorialize the terms and conditions under which Seller will sell the Property to Buyer.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**1. Property.** Subject to the terms and conditions of this Agreement, Seller agrees to sell and convey to Buyer, and Buyer agrees to purchase from Seller, the following:

**1.1 Land.** The approximately 4.89 acres, more or less, constituting the Property legally described on **Exhibit "A"** to this Agreement and generally shown on a sketch attached as **Exhibit "B"** to this Agreement.

**1.2 Appurtenances.** All rights, privileges, and easements appurtenant to the Property owned by Seller, including without limitation any and all leases, subleases, easements, rights-of-way and other appurtenances, including any buildings, structures or fixtures used in connection with the beneficial use and enjoyment of the Property (the "Appurtenances").

The Property and Appurtenances described in Paragraph 1 above are collectively referred to in this Agreement as the "Property."

2. **Escrow.** Within three (3) business days of the Effective Date of this Agreement, the Parties shall confirm that an escrow account is opened for the transaction contemplated by this Agreement with Thurston County Title Company (in such capacity, "Escrow Company"). Darla Wilkins or another designee of Escrow Company will serve as escrow agent for Closing of this Agreement ("Escrow Agent"). The Parties shall deliver a fully executed copy of this Agreement to Escrow Agent.

3. **Purchase Price.** The purchase price to be paid by Buyer to Seller for the Property (the "Purchase Price") is **Four Hundred Twenty-Five Thousand Dollars and 00/100 Cents** (\$425,000.00) U.S.

4. **Payment of Purchase Price.** On the Closing Date, Buyer shall deposit with Escrow Agent the amount of the Purchase Price, less any amounts to be credited against the Purchase Price pursuant to this Agreement.

5. **Closing Date.** The Closing (the "Closing") of the purchase and sale of the Property under this Agreement shall be held at the offices of the Escrow Company, and shall occur on a date no later than thirty (30) days after the Effective Date of this Agreement (the "Closing Date"), unless an earlier time is agreed between the Parties. Closing shall occur when the Deed (as hereinafter defined) to Buyer is executed and recorded, and the Purchase Price is delivered to the Escrow Company for delivery to Seller. Notwithstanding anything above to the contrary, in all events, the Closing must occur on or before August 3, 2018.

6. **Title and Survey Matters.**

6.1 **Title Binder.** Buyer shall order a preliminary commitment for an ALTA owner's standard coverage title insurance policy provided by Thurston County Title Insurance Company ("Title Company") describing the Property, showing all matters of record pertaining to the Property and listing Buyer as the prospective named insured. Following the mutual execution of this Agreement, Buyer shall obtain from Title Company a written supplemental report to such preliminary commitment in a form acceptable to Buyer, updating the preliminary commitment to the execution date of the Agreement. Such preliminary commitment, supplemental reports and true, correct and legible copies of all documents referred to in such preliminary commitment and supplemental reports as conditions or exceptions to title to the Property are collectively referred to herein as the "Title Binder."

6.2 **Title Review.** Within fourteen (14) business days after Buyer's receipt of the updated Title Binder, Buyer shall review the Title Binder and any surveys of the Property, and shall notify Seller what exceptions to title, if any, affect the marketability or insurability of the title to the Property or which adversely affect the use of the Property (the "Title Review Period"). If no title matters appear in the updated Title Binder since the initial preliminary commitments, then the Parties shall proceed to Closing as set forth in this Agreement. If any title matters appear and Buyer objects to any of the same during the Title Review Period, then Seller shall have ten (10) business days after receiving Buyer's objections to notify Buyer if Seller will remove any of the exceptions objected to prior to the Closing Date or if Seller elects not to remove such objected to exceptions. If Seller shall fail to remove any such exceptions objected to by Buyer from title prior

to the Closing Date, and Buyer is unwilling to take title subject thereto, Buyer may elect to either terminate this Agreement, or take title despite the existence of such exception. If Buyer elects to terminate, neither Buyer nor Seller shall have any further liabilities, obligations or rights with regard to this Agreement which shall then become null and void and of no further force or effect.

**6.3 Title Policy.** At Closing, Seller and Buyer shall cause Title Company to issue a standard ALTA owner's policy ("Title Policy") to Buyer, at Seller's cost. The Title Policy shall (a) be satisfactory to Buyer, (b) be issued in the amount of the total Purchase Price and (c) insure fee simple, indefeasible title to the Property in Buyer. The Title Policy shall contain endorsements as Buyer may require. Buyer's obligation to close this transaction shall be contingent on Buyer's approval, in its sole and absolute discretion of the Title Policy required under this Paragraph 6.

## **7. Conditions and/or Contingencies to Buyer's Obligations.**

**7.1 Documents and Reports.** Within fifteen (15) business days after the execution and delivery of this Agreement (the "Document Delivery Date"), Seller shall deliver to Buyer copies of the documents and reports listed on attached **Exhibit "C"** to this Agreement and in Seller's possession. Seller shall certify to Buyer, as of the Document Delivery Date, as to any documents listed on **Exhibit "C"** not in Seller's possession.

**7.2 Inspection of the Property.** Buyer shall have the right and permission from the date Seller signs this Agreement through the Closing Date (or earlier termination of this Agreement) to enter upon the Property or any part thereof at all reasonable times and from time to time for the purpose, at Buyer's cost and expense, of making all tests and/or studies of the Property that Buyer may wish to undertake, including, without limitation, soils tests (including borings), toxic and hazardous waste studies, surveys, structural studies and review of zoning, fire, safety and other compliance matters; provided, however, Buyer shall indemnify and hold harmless Seller from and against any mechanic's or other liens or claims that may be filed or asserted against the Property or Seller as a direct result of any actions taken by Buyer in connection with the Property, including but not limited to permitting Seller to review a written description of Buyer's proposed testing and work to ensure same is properly done and will not exacerbate any existing condition of contamination on the property. Buyer shall also provide Seller with a copy of all soil or environmental test results for the property upon Seller's request. Buyer shall reasonably restore the Property to its condition immediately prior to any invasive testing. The effect of the representations and warranties made by Seller in this Agreement shall not be diminished or deemed to be waived by any inspections, tests or investigations made by Buyer or its agents.

**7.3 Appraisal of the Property.** Buyer shall have the right to obtain an appraisal. Buyer's appraiser may enter onto the property as is necessary to appraise the Property.

**7.4 Approval of Property/Feasibility Contingency.** Buyer's obligation to purchase the Property shall be subject to and contingent upon Buyer's approval, in its sole and absolute discretion, prior to the expiration of the Contingency Period, of all aspects of the Property, including, without limitation, the physical condition of the Property and documents

delivered by Seller pursuant to Paragraph 7.1 above, or otherwise obtained by Buyer regarding the Property. Buyer's approval and obligation to purchase the Property under this paragraph shall be twenty-one (21) business days from the last date this Agreement was executed by a Party to sign same.

**7.5 Contingency/Feasibility Period.** As used herein, the term "Contingency or Feasibility Period" shall be twenty-one (21) business days from the last date this Agreement was executed by a Party to sign same.

**7.6 Buyer's Right to Terminate.** If Buyer's conditions set forth in Paragraph 7.4 above are not satisfied in Buyer's sole and absolute discretion, Buyer shall have the right to terminate this Agreement by sending written notice to Seller and Escrow Agent (such notice referred to as a "Termination Notice") prior to the expiration of the Contingency/Feasibility Period. If Buyer gives its Termination Notice to Seller, this Agreement shall terminate and neither Buyer nor Seller shall have any further liability to the other under this Agreement.

**7.7 Additional Closing Conditions.** Buyer's obligation to purchase the Property shall also be subject to the following conditions that must be satisfied as of Closing.

(i) Prior to Closing, all Contracts (whether written or oral), with respect to the Property shall be terminated in writing, except for any Assumed Contracts. Seller shall provide Buyer, prior to Closing, with written termination agreements with respect to all Contracts, in a form acceptable to Buyer;

(ii) All representations and warranties of Seller contained herein, to the best of Seller's knowledge, shall be true, accurate and complete at the time of the Closing as if made again at such time;

(iii) Seller shall have performed all obligations to be performed by it hereunder on or before Closing (or, if earlier, on or before the date set forth in this Agreement for such performance);

(iv) At Closing, title to the Property shall be in the condition required by Paragraph 6 of this Agreement and Escrow Agent shall deliver the Title Policy to Buyer; and

(v) At Closing, the forest and ground cover shall be substantially the same as on the date hereof, ordinary wear and tear excepted.

If the conditions set forth in this Paragraph 7 are not satisfied as of Closing and Buyer does not waive the same, Buyer may terminate this Agreement, and thereafter neither Buyer nor Seller shall have any further liability to the other under this Agreement.

**8. Seller's Representations and Warranties.** Seller hereby makes the following representations and warranties, to the best of Seller's knowledge, which representations and warranties shall be deemed made by Seller to Buyer also as of the Closing Date:

8.1 **Title.** Seller is the sole owner of the Property, except for reservations of record. At Closing, Seller shall convey the entire fee simple estate and right, title and interest in and to the Property by statutory warranty deed to Buyer, free and clear of unapproved encumbrances of record.

8.2 **Compliance with Law; Compliance with Property Restrictions.** The Property complies in all material respects (both as to condition and use) with all applicable statutes, ordinances, codes, rules and regulations of any governmental authority having jurisdiction over the Property related to zoning, building, subdivision, and engineering.

8.3 **Bankruptcy, etc.** No bankruptcy, insolvency, rearrangement or similar action involving Seller or the Property, whether voluntary or involuntary, is pending, threatened, by a third party, or contemplated by Seller.

8.4 **Taxes and Assessments.** Other than amounts disclosed by the Title Binder, no other property taxes have been or will be assessed against the Property for the current tax year, and there are no general or special assessments or charges that have been levied, assessed or imposed on or against the Property.

8.5 **Foreign Person.** Seller is not a foreign person and is a "United States Person" as such term is defined in Section 7701(a) (30) of the Internal Revenue Code of 1986, as amended (the "Code") and shall deliver to Buyer prior to the Closing an affidavit evidencing such fact and such other documents as may be required under the Code.

8.6 **Mechanics' Liens.** No labor, material or services have been furnished in, on or about the Property or any part thereof as a result of which any mechanics', laborer's or materialmen's liens or claims might arise.

8.7 **Underground Storage Tanks.** Seller has no knowledge of (a) subterranean storage or underground storage tanks that exist on the Property, and (b) any previously existing underground storage tanks that have been removed or filled in compliance with applicable law. If there had been an underground storage tank on the site, to the best of Seller's knowledge, the tank was decommissioned in compliance with applicable law.

8.8 **Leases and Other Agreements.** Seller represents that there are no leases, occupancy agreements, service agreements, licenses, easements, or option agreements with regard to the Property, except those of record or disclosed pursuant to Paragraph 7.1.

8.9 **Assumption of Liabilities.** Buyer, by virtue of the purchase of the Property, will not be required to satisfy any obligation of Seller arising prior to the Closing Date.

8.10 **Defaults.** Seller is not in default and there has occurred no uncured event which, with notice, the passage of time or both would be a default, under any contract, agreement, lease, encumbrance, or instrument pertaining to the Property.



8.11 **Utilities.** The Property may or may not be served by water, storm and sanitary or septic sewer, electricity, and telephone supplied directly to the Property by facilities of public utilities. All such utilities are located within the boundaries of the Property or within lands dedicated to public use or within recorded easements for the same.

8.12 **Public Improvements.** Seller has no knowledge of any federal, state, county, municipal or other governmental plans to change the road system in the vicinity of the Property.

8.13 **Subdivision.** The conveyance of the Property will not constitute a violation of any subdivision ordinance. The improvements on the Property comply in all material respects with all applicable subdivision ordinances and statutes.

8.14 **Due Authority.** Seller and Buyer have all requisite power and authority to execute and deliver this Agreement and to carry out its obligations hereunder and the transactions contemplated hereby. This Agreement has been, and the documents contemplated hereby will be, duly executed and delivered by Seller and Buyer and constitute their legal, valid and binding obligation enforceable against Seller and Buyer in accordance with its terms.

8.15 **No Omissions.** The copies of any documents furnished to Buyer in connection with this transaction are true and complete copies of the documents they purport to be and contain no untrue statement of material fact and do not omit to state any material facts necessary to make the statements contained therein not misleading.

**9. Covenants of Seller.** Seller covenants and agrees as follows:

9.1 **Perform Obligations.** From the date of this Agreement to the Closing Date, Seller will perform any monetary and non-monetary obligations it has regarding the Property.

9.2 **No Liens.** From the date of this Agreement to the Closing Date, Seller will not allow any lien to attach to the Property, nor will Seller grant, create, or voluntarily allow the creating of, or amend, extend, modify or change, any easement, right-of-way, encumbrance, restriction, covenant, lease, license, option or other right affecting the Property or any part thereof without Buyer's written consent first having been obtained.

9.3 **Provide Further Information.** From the date of this Agreement to the Closing Date, Seller will notify Buyer of each event of which Seller becomes aware affecting the Property or any part thereof immediately upon learning of the occurrence of such event.

**10. Closing.**

10.1 **Time and Place.** Provided that all the contingencies set forth in this Agreement have been previously fulfilled, the Closing shall take place at the place and time determined as set forth in Paragraph 5 of this Agreement.

**10.2 Documents to be Delivered by Seller.** For and in consideration of, and as a condition precedent to the payment to Seller of the Purchase Price, Seller shall obtain and deliver to Buyer at Closing the following documents (all of which shall be duly executed and acknowledged where required):

(i) **Title Documents.** Such other documents, including, without limitation, lien waivers, indemnity bonds, indemnification agreements, and certificates of good standing as shall be required by Buyer, or by the Title Company as a condition to its insuring Buyer's good and marketable fee simple title to the Property.

(ii) **Authority.** Such evidence as the Title Company shall require as to authority of Seller to convey the Property to Buyer.

(iii) **Surveys and Drawings.** All surveys, site plans and plans and specifications relating to the Property as are in the possession or control of Seller, if any.

(iv) **Assignment.** Seller and Buyer agree any assignment of Buyer's rights under this Agreement shall be subject to Seller's approval, which shall not be unreasonably withheld, conditioned or denied.

(v) **Warranty Deed.** A statutory warranty deed ("Deed") conveying to Buyer a good, marketable and indefeasible title in fee simple absolute to the Property in the form set forth in **Exhibit "D"** attached hereto.

**10.3 Payment of Costs.** At Closing, Seller shall pay all charges for title insurance for a standard ALTA owner's title policy insuring Buyer's title, one-half of the escrow fee, the recording fee, the technology fee, and real property excise taxes. Buyer shall pay one-half of the escrow fee.

**10.4 Taxes.** Buyer is exempt from payment of real property excise taxes for the Property pursuant to WAC 458-61A-205(3).

**10.5 Monetary Liens.** Seller shall pay or cause to be satisfied at or prior to Closing all monetary liens on or with respect to all or any portion of the Property, including, but not limited to, mortgages, deeds of trust, security agreements, assignments of leases, rents and/or easements, judgment liens, tax liens (other than those for taxes not yet due and payable) and financing statements, except where Seller is exempt by statute or administrative rule or regulation.

**10.6 Possession.** Possession of the Property shall be delivered to Buyer at Closing. The Property, including without limitation the improvements, if any, shall be delivered to Buyer in good order.

**10.7 Proration.** All amounts required to be prorated hereunder as of Closing, shall be calculated as if Buyer were in possession of the Property as of the date of Closing.

## **11. Environmental.**

11.1 Notwithstanding anything to the contrary in this Agreement or otherwise, the Parties agree that Seller shall have no obligation to defend, indemnify, or hold Buyer harmless with respect to any loss, liability, claim, demand, damage, or expense of any kind, including attorneys' fees, costs, and expenses (collectively, "Loss") arising (a) out of the release or threatened release of Hazardous Substances on, under, above, or about the Property after Closing, or (b) out of the past release or threatened release of any Hazardous Substance on, under, above, or about the Property caused or contributed to by Buyer, or any employee, agent, tenant, or contractor of Buyer.

11.2 **Definitions.** The term "Hazardous Substance" includes without limitation (a) those substances included within the definitions of "hazardous substances," "hazardous materials," "toxic substances," "hazardous wastes," or "solid wastes" in any Environmental Law; (b) petroleum products and petroleum byproducts; (c) polychlorinated biphenyls; (d) chlorinated solvents; and (e) asbestos. The term "Environmental Law" includes any federal, state, municipal or local law, statute, ordinance, regulation, order or rule pertaining to health, industrial hygiene, environmental conditions, or hazardous substances.

**12. Indemnification.** Seller shall pay, protect, pay the defense costs of, indemnify and hold Buyer and their successors and assigns harmless from and against any and all loss, liability, claim, damage and expense suffered or incurred by reason of (a) the breach of any representation, warranty or agreement of Seller set forth in this Agreement, (b) the failure of Seller to perform any obligation required by this Agreement to be performed by Seller, (c) the ownership, maintenance, and/or operation of the Property by Seller prior to the Closing not in conformance with this Agreement, or (d) any injuries to persons or property from any cause occasioned in whole or in part by any acts or omissions of the Seller, her representatives, employees, contractors or suppliers that occurred before Closing; provided, however, that nothing in this Paragraph 12 applies to Losses arising out of the presence of Hazardous Substances on, under, above, or about the Property, including Hazardous Substances that migrate or migrated to or from the Property except as specifically provided in Paragraph 11 above.

**13. Condemnation.** In the event of any commenced, to be commenced or consummated proceedings in eminent domain or condemnation (collectively "Condemnation") respecting the Property or any portion thereof, Buyer may elect, by written notice to Seller, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property. If Buyer terminates this Agreement neither Buyer nor Seller shall have any further liability to the other hereunder. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, there shall be no reduction in the Purchase Price, and Seller shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, Seller's entire right, title and interest in and to any condemnation award or settlement made or to be made in connection with such Condemnation proceeding. Buyer shall have the right at all times to participate in all negotiations and dealings with the condemning authority and approve or disapprove any proposed settlement in respect to such matter. Seller shall forthwith notify Buyer in writing of any such Condemnation respecting the Property.

**14. Casualty.** If any fire, windstorm or casualty occurs and materially affects all or any portion of the Property on or after the date of this Agreement and prior to the Closing, Buyer may elect, by written notice to Seller, to terminate this Agreement and the escrow created pursuant hereto and be relieved of its obligation to purchase the Property. If Buyer terminates this Agreement neither Buyer nor Seller have any further liability to the other hereunder. If Buyer fails to make such election prior to the Closing Date, this Agreement shall continue in effect, the Purchase Price shall be reduced by the amount of loss or damage occasioned by such casualty not covered by insurance, and Seller shall, prior to the Closing Date, assign to Buyer, by an assignment agreement in form and substance satisfactory to Buyer, its entire right, title and interest in and to all insurance claims and proceeds to which Seller may be entitled in connection with such casualty. Buyer shall have the right at all times to participate in all negotiations and other dealings with the insurance carrier providing such coverage and to approve or disapprove any proposed settlement in respect to such matter. Seller shall forthwith notify Buyer in writing of any such casualty respecting the Property.

**15. Notices.** Unless applicable law requires a different method of giving notice, any and all notices, demands or other communications required or desired to be given hereunder by any party (collectively, "Notices") shall be in writing and shall be validly given or made to another party if delivered either personally or by Federal Express, UPS, USPS or other overnight delivery service of recognized standing, or if deposited in the United States mail, certified, registered, or express mail with postage prepaid. If such Notice is personally delivered, it shall be conclusively deemed given at the time of such delivery. If such Notice is delivered by Federal Express or other overnight delivery service of recognized standing, it shall be deemed given twenty-four (24) hours after the deposit thereof with such delivery service. If such Notice is mailed as provided herein, such shall be deemed given forty-eight (48) hours after the deposit thereof in the United States mail. Each such Notice shall be deemed given only if properly addressed to the party to whom such notice is to be given as follows:

To Buyer: Steven R. Hall, City Manager  
City of Olympia  
601 4<sup>th</sup> Ave E  
Olympia, WA 98501  
Email: [shall@ci.olympia.wa.us](mailto:shall@ci.olympia.wa.us)

With a copy to: Mark Barber, City Attorney  
City of Olympia  
601 4<sup>th</sup> Ave E  
Olympia, WA 98501  
Email: [mbarber@ci.olympia.wa.us](mailto:mbarber@ci.olympia.wa.us)

To Seller: Marlene A. Robinson  
4107 Harbor Ridge RD NE  
Tacoma WA 98422-2339  
Email: [marlener@sterbick.com](mailto:marlener@sterbick.com)

Any party hereto may change its address for receiving notices as herein provided by a written notice given in the manner aforesaid to the other party hereto.

**16. Event of Default.** In the event of a default under this Agreement by Seller (including a breach of any representation, warranty or covenant set forth herein), Buyer shall be entitled, in addition to all other remedies, to seek monetary damages and specific performance of Seller's obligations hereunder.

**17. Miscellaneous.**

**17.1 Applicable Law.** This Agreement shall in all respects, be governed by the laws of the State of Washington.

**17.2 Further Assurances.** Each of the Parties shall execute and deliver any and all additional papers, documents and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of its obligations hereunder, to carry out the intent of the Parties hereto.

**17.3 Modification or Amendment, Waivers.** No amendment, change or modification of this Agreement shall be valid, unless in writing and signed by all of the Parties hereto. No waiver of any breach of any covenant or provision in this Agreement shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision in this Agreement. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

**17.4 Successors and Assigns.** All of the terms and provisions contained herein shall inure to the benefit of and shall be binding upon the Parties hereto and their respective heirs, legal representatives, successors and assigns. Any assignment shall be subject to Seller's approval, which shall not be unreasonably withheld, conditioned or denied. Buyer must notify and, if required, request approval by Sellers of any such assignment prior to the Closing. Any such assignee shall for all purposes be regarded as Buyer under this Agreement.

**17.5 Entire Agreement and No Third Party Beneficiaries.** This Agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and any and all prior agreements, understandings or representations with respect to its subject matter are hereby canceled in their entirety and are of no further force or effect. The Parties do not intend to confer any benefit under this Agreement to any person, firm or corporation other than the Parties.

**17.6 Attorneys' Fees.** Should either party bring suit to enforce this Agreement, the prevailing party in such lawsuit shall be entitled to an award of its reasonable attorneys' fees and costs incurred in connection with such lawsuit.

**17.7 Construction.** Captions are solely for the convenience of the Parties and are not a part of this Agreement. This Agreement shall not be construed as if it had been

prepared by one of the Parties, but rather as if both Parties had prepared it. If the date on which Buyer or Seller are required to take any action under the terms of this Agreement is not a business day, the action shall be taken on the next succeeding business day.

**17.8 Partial Invalidity.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby; and each such term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

**17.9 Survival.** The covenants, agreements, obligations to indemnify, representations and warranties made in this Agreement shall survive the Closing unimpaired and shall not merge into the Deed and the recordation thereof.

**17.10 Finders' or Brokers' Fees.** Seller represents and warrants that if she has engaged the services of any broker or finder to which a commission or other fee is due in connection with any of the transactions contemplated by this Agreement, that Seller shall pay such fee in connection with the transactions contemplated by this Agreement. Seller agrees to indemnify, defend and hold harmless Buyer against any loss, liability, damage, cost, claim or expense, including interest, penalties and reasonable attorneys' fees that Buyer shall incur or suffer by reason of a breach by Seller of the representation and warranty set forth above.

**17.11 Time.** Time is of the essence of every provision of this Agreement.

**17.12 Risk of Loss.** All of Seller's personal property, of any kind or description whatsoever that is on the Property after Closing, shall be at Seller's sole risk of loss.

**17.13 Force Majeure.** Performance by Seller or Buyer of their obligations under this Agreement shall be extended by the period of delay caused by force majeure. Force majeure is war, natural catastrophe, strikes, walkouts or other labor industrial disturbance, order of any government, court or regulatory body having jurisdiction, shortages, blockade, embargo, riot, civil disorder, or any similar cause beyond the reasonable control of the party who is obligated to render performance (but excluding financial inability to perform, however caused).

**17.14 Recitals.** The Recitals set forth above are incorporated by this reference into this Agreement and are made a part hereof.

**17.15 Counterparts.** This Agreement may be executed in a number of identical counterparts which, taken together, shall constitute collectively one Agreement; but in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart. Additionally, (i) the signature pages taken from separate individually executed counterparts of this Agreement may be combined to form multiple fully executed counterparts; and (ii) a facsimile signature or an electronically scanned signature, where permitted by law, shall be deemed to be an original signature for all purposes. All executed counterparts of this

Agreement shall be deemed to be originals, but all such counterparts, when taken together, shall constitute one and the same Agreement.

**17.16 Effective Date.** The term “date of this Agreement” or “date hereof” or “Effective Date,” as used in this Agreement, shall mean the later of the following dates: (1) the date of Buyer’s signature on this Agreement; or (2) the date of Seller’s signature on this Agreement.

**18. Expiration.** This offer will expire if not executed by Seller and Buyer on or before 5:00 p.m. on July 20, 2018.

[Signatures appear on the following page]

**SELLER:**

**MARLENE A. ROBINSON**, as her separate estate

  
*Marlene A Robinson*  
6/6/2018 6:04:34 PM PDT  
Date: 06/06/2018

**BUYER:**

**CITY OF OLYMPIA**, a Washington municipal corporation

Steven R. Hall, City Manager

Date: \_\_\_\_\_

APPROVED AS TO FORM:

  
Mark Barber, City Attorney

Date: 6/7/2018



**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

**PARCEL 1:**

**PARCEL A OF BOUNDARY LINE ADJUSTMENT NO. BLA-SS-5368, AS RECORDED MAY 9, 1985 UNDER AUDITOR'S FILE NO. 8505090022. EXCEPT THE NORTH 135.23 FEET OF THAT PORTION OF PARCEL A LYING EAST OF THE WEST 742.69 FEET; ALSO EXCEPT THE NORTH 270 FEET OF THE WEST 375 FEET OF SAID PARCEL A; SAID PROPERTY IS ALSO KNOWN AS LOT 2 OF VIRGINIA L. ROBINSON TESTAMENTARY DIVISION AS RECORDED SEPTEMBER 23, 2010 UNDER AUDITOR'S FILE NO. 4171903.**

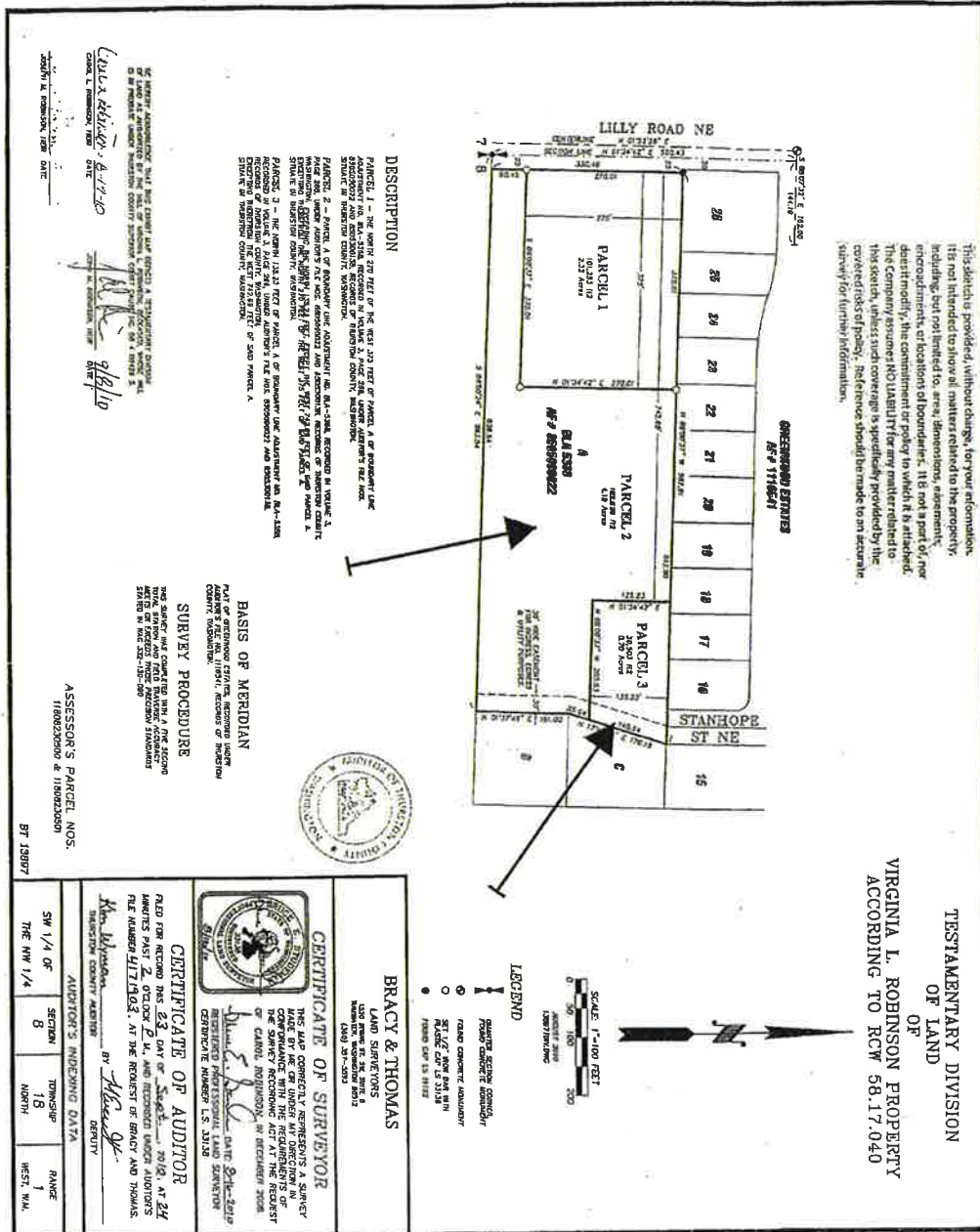
**PARCEL 2:**

**THE NORTH 135.23 FEET OF PARCEL A OF BOUNDARY LINE ADJUSTMENT NO. BLA-5368, AS RECORDED MAY 9, 1985 UNDER AUDITOR'S FILE NO. 8505090022, EXCEPT THE WEST 742.69 FEET OF SAID PARCEL A; SAID PROPERTY IS ALSO KNOWN AS LOT 3 OF THE VIRGINIA L. ROBINSON TESTAMENTARY DIVISION, AS RECORDED SEPTEMBER 23, 2010 UNDER AUDITOR'S FILE NO. 4171903.**

**IN THURSTON COUNTY, WASHINGTON.**

**EXHIBIT "B"**  
**GENERAL VICINITY SKETCH**

SUR 4171903

[illegible]

**EXHIBIT "C"**  
**DOCUMENTS AND REPORTS**

1. Copies of all of leases or other occupancy agreements relating to the Property, if any, with originals to be delivered at Closing.
2. Copies of all licenses, permits and approvals, if any, issued by governmental authorities for the use and occupancy of the Property or any facility located thereon.
3. Any other information about the Property reasonably requested by Buyer if in the possession or control of Sellers.
4. Any service contracts or other similar agreements related to the Property.
5. Reports of environmental conditions related to the Property, if any.
6. Surveys, if any.
7. Soils reports, if any.

**EXHIBIT "D"**  
**FORM OF STATUTORY WARRANTY DEED**

**AFTER RECORDING MAIL TO:**

City of Olympia  
Attn: Legal Department  
P.O. Box 1967  
Olympia WA 98507-1967

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<b>Document Title:</b>	<b>Statutory Warranty Deed</b>
<b>Grantor:</b>	<b>Marlene A. Robinson, as her separate estate</b>
<b>Grantee:</b>	<b>City of Olympia, a Washington municipal corporation</b>
<b>Abbreviated Legal Description:</b>	<b>Lots 2 &amp; 3 Virginia Robinson Testamentary Div</b>
<b>Assessor's Tax Parcel Numbers:</b>	<b>11808230505 and 11808230506</b>

The Grantor, **MARLENE A ROBINSON**, as her separate estate, for and in consideration of the sum of TEN and NO/100---(\$10.00) Dollars, and other valuable considerations, in hand paid, hereby conveys and warrants to the Grantee, **CITY OF OLYMPIA**, a Washington municipal corporation, the following described real estate and all rights thereto, situated in the City of Olympia, County of Thurston, in the State of Washington, including all after acquired title:

**PARCEL 1:**

**PARCEL A OF BOUNDARY LINE ADJUSTMENT NO. BLA-SS-5368, AS RECORDED MAY 9, 1985 UNDER AUDITOR'S FILE NO. 8505090022. EXCEPT THE NORTH 135.23 FEET OF THAT PORTION OF PARCEL A LYING EAST OF THE WEST 742.69 FEET; ALSO EXCEPT THE NORTH 270 FEET OF THE WEST 375 FEET OF SAID PARCEL A; SAID PROPERTY IS ALSO KNOWN AS LOT 2 OF VIRGINIA L. ROBINSON TESTAMENTARY DIVISION AS RECORDED SEPTEMBER 23, 2010 UNDER AUDITOR'S FILE NO. 4171903.**

**PARCEL 2:**

**THE NORTH 135.23 FEET OF PARCEL A OF BOUNDARY LINE ADJUSTMENT NO. BLA-5368, AS RECORDED MAY 9, 1985 UNDER AUDITOR'S FILE NO. 8505090022, EXCEPT THE WEST 742.69 FEET OF SAID PARCEL A; SAID PROPERTY IS ALSO KNOWN AS LOT 3 OF THE VIRGINIA L. ROBINSON TESTAMENTARY DIVISION, AS RECORDED SEPTEMBER 23, 2010 UNDER AUDITOR'S FILE NO. 4171903.**

**IN THURSTON COUNTY, WASHINGTON.**

Subject to the matters set forth on Exhibit A attached hereto. [Permitted Exceptions to be attached]

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**GRANTOR:**

**Marlene A. Robinson**, as her separate estate

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF )

I certify that I know or have satisfactory evidence that **Marlene A. Robinson**, as and for her separate estate, is the person who appeared before me, and that said person acknowledged that she signed this instrument, and on oath stated that she is authorized to execute this instrument, and acknowledged it as her free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this            day of \_\_\_\_\_ 2018.

Signature

Name (typed or printed): \_\_\_\_\_

NOTARY PUBLIC in and for the State of  
Washington

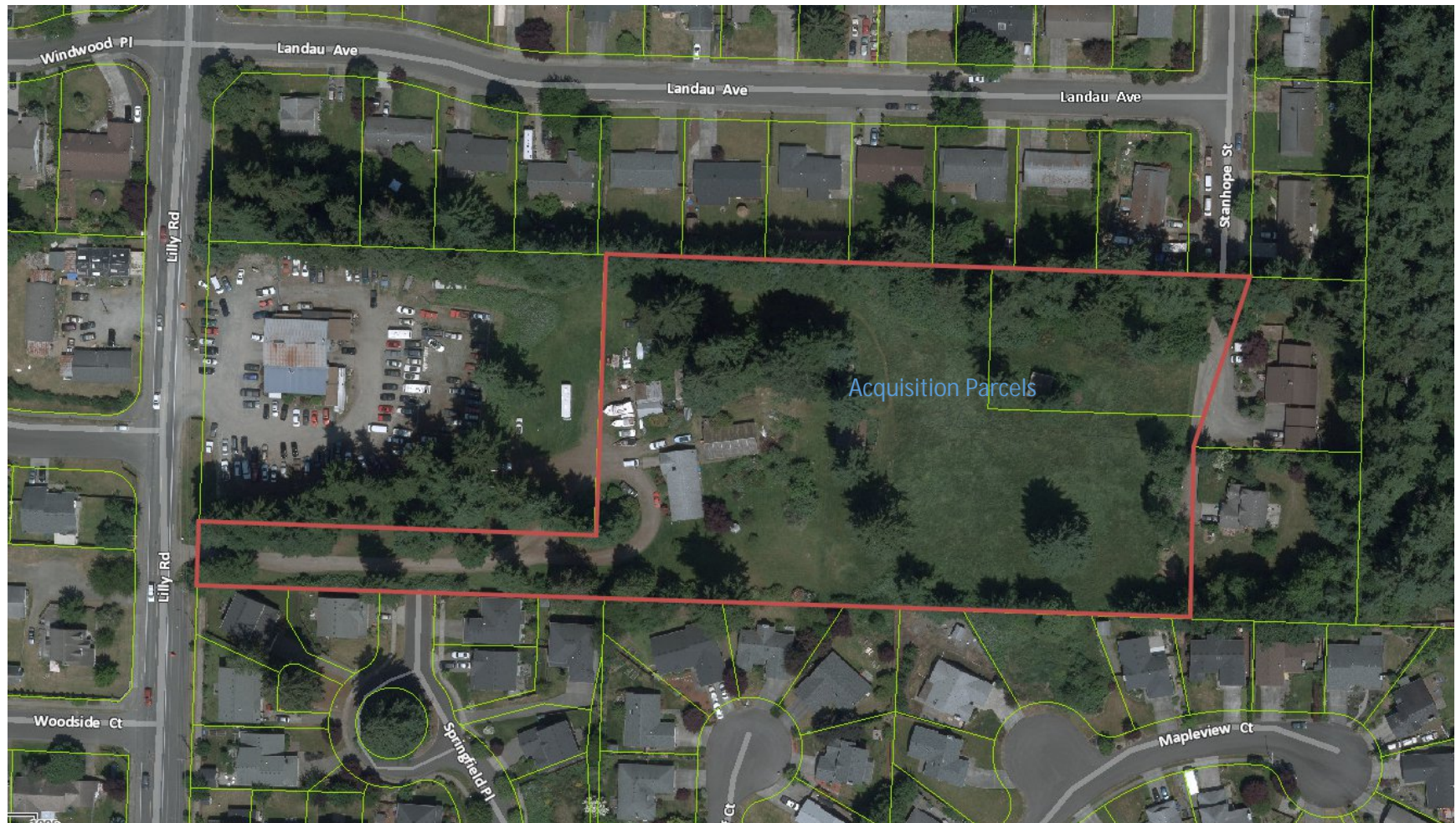
Residing at \_\_\_\_\_

My appointment expires: \_\_\_\_\_

## **Exhibit A Permitted Exceptions**



Location Map: 1026 Lilly Road NE, Olympia





## City Council

### Approval of an Ordinance Amending Ordinance 7136 (Capital Budget)

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 4.G  
**File Number:** 18-0549

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**Type:** ordinance **Version:** 1 **Status:** 1st Reading-Consent

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#### **Title**

Approval of an Ordinance Amending Ordinance 7136 (Capital Budget)

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve the Ordinance that amends Ordinance 7136 on first reading and forward to second reading.

#### **Report**

##### **Issue:**

Whether to amend Ordinance 7136 on first reading and forward to second reading.

##### **Staff Contact:**

Bill Sampson, Accounting Services Manager, Administrative Services Department, 360.753.8473

##### **Presenter(s):**

Bill Sampson, Accounting Services Manager

#### **Background and Analysis:**

City Council may revise the City's operating and capital budgets by approving an ordinance. Generally, budget amendments are presented quarterly to Council for their review and approval but may be made at any time during the year. The amended ordinances appropriate funds and provide authorization to expend the funds. The attached ordinance reflects an ordinance that has been adopted relating to the budget since the last quarterly update.

A separate ordinance was passed since the adoption of ordinance 7136 relating to the Capital Budget and was previously presented to the Council.

- 1) Ordinance 7140 passed on May 22, 2018 appropriating a total of \$500,000 for parks acquisition. Source of the funding is from a transfer of 2017 year end funds from the General Fund.



The attached ordinance reflects ordinances that have been adopted relating to the budget since the last quarterly update, and other proposed changes to the budget.

Budget Items not previously presented to the Council:

- 1) Correction to the Capital Budget in the Capital Improvement Fund and Impact Fee Fund to adjust funding for the Morse-Merryman Roundabout.

**Neighborhood/Community Interests (if known):**

None known

**Options:**

- 1) Approve an ordinance amending ordinance 7136. This allows staff to acquire Parks land, and it corrects the 2018 budget.
- 2) Do not approve the amending ordinance. This would stop the acquisition of Parks land, and will cause the capital budget to be misstated.

**Financial Impact:**

Total increase in appropriations is \$500,000. The sources of funding for the total appropriation are available.

**Attachments:**

Ordinance

**Ordinance No.**

**AN ORDINANCE RELATING TO THE ADOPTION OF THE CITY OF OLYMPIA'S CAPITAL FACILITIES PLAN FOR THE YEARS 2018-2023 AND AMENDING ORDINANCE NO. 7136.**

**WHEREAS**, the Olympia City Council adopted the Capital Facilities Plan for years 2018 through 2023 by passing Ordinance No. 7119 on December 19, 2017; and

**WHEREAS**, the CFP meets the requirements of the Washington State Growth Management Act, including RCW 36.70A.070(3); and

**WHEREAS**, the Olympia City Council amended Ordinance No. 7119 by passage of Ordinance No. 7136 on April 17, 2018; and

**WHEREAS**, the following amendments need to be made to Ordinance No. 7136;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:**

**Section 1.** That certain document entitled the "Capital Facilities Plan," covering the years 2018 through 2023, a copy of which will be on file with the Office of the Director of Administrative Services and available on the City's web site, is hereby adopted as the Capital Facilities Plan for the City of Olympia and is incorporated herein as though fully set forth.

**Section 2.** Upon appropriation by the City Council of funds therefor, the City Manager shall be authorized to prepare plans and specifications, to take bids, and to make expenditures for the projects set forth in the CFP during the year for which said projects are scheduled; provided, however, that any award of bids and execution of contracts for construction shall be approved as provided in OMC Chapter 3.16.

**Section 3.** It is anticipated that the funding source and the construction schedule for projects identified in the CFP may be changed over the next year. Such changes shall not constitute an amendment to the Comprehensive Plan for purposes of RCW 36.70A.130.

**Section 4.** The Director of Administrative Services is hereby authorized to bring forward into fiscal year 2017 all appropriations and allocations not otherwise closed, completed, or deleted from prior fiscal years' capital budgets.

**Section 5.** The following appropriations are hereby made:

<b>FUND</b>	<b>APPROP. FUND BALANCE</b>	<b>ESTIMATED REVENUE</b>	<b>APPROP.</b>	<b>ADDITIONS TO FUND BALANCE</b>
Impact Fee Fund	\$4,045,966	-	\$4,045,966 \$1,399,813	\$- \$2,646,153
SEPA Mitigation Fee Fund	23,800	-	23,800	-
Parks & Recreational Sidewalk, Utility Tax Fund	-	2,900,000	2,900,000	-
Real Estate Excise Tax Fund	-	1,200,000	1,200,000	-

FUND	APPROP. FUND BALANCE	ESTIMATED REVENUE	APPROP.	ADDITIONS TO FUND BALANCE
Capital Improvement Fund	-	16,769,884 14,123,731	14,123,731	2,646,153 -
Water CIP Fund	485,000	5,066,000	5,551,000	-
Sewer CIP Fund	1,215,699	741,301	1,957,000	-
Storm Water CIP Fund		2,450,726	2,450,726	-
Storm Drainage Mitigation Fund	-	-	-	-
<b>TOTALS</b>	<b>\$5,770,465</b>	<b><del>\$29,127,911</del> \$26,481,758</b>	<b><del>\$32,252,223</del> \$29,606,070</b>	<b>\$2,646,153</b>

**Section 6. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 7. Severability.** The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

**Section 8. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 9. Effective Date.** This Ordinance shall take effect five (5) days after publication, as provided by law.

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
CITY ATTORNEY (SEA)

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Amending Ordinance 7137 (Special Funds)

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 4.H  
**File Number:** 18-0547

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**Type:** ordinance **Version:** 1 **Status:** 1st Reading-Consent

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#### **Title**

Approval of an Ordinance Amending Ordinance 7137 (Special Funds)

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve the ordinance that amends Ordinance 7137 on first reading and forward to second reading.

#### **Report**

##### **Issue:**

Whether to amend Ordinance 7137 on first reading and forward to second reading.

##### **Staff Contact:**

Bill Sampson, Accounting Services Manager, Administrative Services Department, 360.753.8473

##### **Presenter(s):**

Bill Sampson, Accounting Services Manager

#### **Background and Analysis:**

City Council may revise the City's operating and capital budgets by approving an ordinance. Generally, budget amendments are presented quarterly to Council for their review and approval but may be made at any time during the year. The amended ordinances appropriate funds and provide authorization to expend the funds.

Budget Items being presented to the Council:

1. Appropriation of \$10,000 for Tree Removal and Sidewalk Replacement. Funding is coming from a WCIA grant to the Risk Management Fund.
2. Appropriation of \$10,257 for debt service payment for 2010 Hands on Children's Museum to match actual debt service payments. Funding from Fund balance.

3. Appropriation of \$7,344 for new pressure washer for the PBIA.

**Neighborhood/Community Interests (if known):**

None known.

**Options:**

- 1) Approve ordinance that amends ordinance 7137.
- 2) Do not approve the proposed ordinance. This will leave a shortfall in resources available to make debt service payments, not allow much needed tree removal and sidewalk replacement, and not allow for the purchase of a pressure washer needed by the PBIA to clean sidewalks and water plants.

**Financial Impact:**

Total increase in appropriations by \$26,257.

**Attachments:**

Ordinance

Ordinance No. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON,  
APPROPRIATING FUNDS WITHIN VARIOUS SPECIAL FUNDS AND  
AMENDING ORDINANCE NO. 7137**

**WHEREAS**, the Olympia City Council passed Ordinance No. 7120 on December 19, 2017, appropriating funds within various special funds; and

**WHEREAS**, the Olympia City Council amended Ordinance No. 7120 by passage of Ordinance No. 7137 on April 17, 2018; and

**WHEREAS**, the following amendments need to be made to Ordinance No. 7137;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:**

**Section 1.** The following appropriations are hereby made:

<b>FUND</b>	<b>APPROP. FUND BALANCE</b>	<b>ESTIMATED REVENUE</b>	<b>APPROP.</b>	<b>ADDITIONS TO FUND BALANCE</b>
HUD Fund	\$40,900	\$484,441	\$314,940	\$210,401
Lodging Tax Fund	-	800,000	773,527	26,473
Parking Business Improvement Area Fund	- <u>7,344</u>	115,000	<del>110,000</del> <u>117,344</u>	5,000
Hands On Children's Museum	- <u>10,257</u>	500,000	<del>439,998</del> <u>450,255</u>	60,002
Fire Equipment Replacement Fund	60,016	530,000	590,016	-
Equipment Rental Replacement Reserve Fund	-	1,768,077	1,302,000	466,077
Unemployment Compensation Fund	-	93,900	68,200	25,700
Insurance Trust Fund	-	<del>1,841,070</del> <u>1,851,070</u>	<del>1,837,066</del> <u>1,847,066</u>	4,004
Workers Compensation Fund	59,000	1,546,000	1,605,000	-
Washington Center Endowment Fund	-	-	-	-
<b>TOTALS</b>	<del><b>\$159,916</b></del> <b>\$177,517</b>	<del><b>\$7,678,488</b></del> <b>\$7,688,488</b>	<del><b>\$7,040,747</b></del> <b>\$7,068,348</b>	<b>\$797,657</b>

**Section 2. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 3. Severability.** The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances, shall be unaffected.

**Section 4. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 5. Effective Date.** This Ordinance shall take effect five (5) days after publication, as provided by law.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**

  
CITY ATTORNEY

(SCA)

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Approval of an Ordinance Amending Ordinance 7138 (Operating Budget)

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 4.I  
**File Number:** 18-0548

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**Type:** ordinance **Version:** 1 **Status:** 1st Reading-Consent

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#### **Title**

Approval of an Ordinance Amending Ordinance 7138 (Operating Budget)

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Move to approve the ordinance that amends Ordinance 7138 on first reading and forward to second reading.

#### **Report**

##### **Issue:**

Whether to amend Ordinance 7138 on first reading and forward to second reading

##### **Staff Contact:**

Bill Sampson, Accounting Services Manager, Administrative Services Department, 360.753.8473

##### **Presenter(s):**

Bill Sampson, Accounting Services Manager

#### **Background and Analysis:**

City Council may revise the City's operating and capital budgets by approving an ordinance. Generally, budget amendments are presented quarterly to Council for their review and approval but may be made at any time during the year. The amended ordinances appropriate funds and provide authorization to expend the funds. The attached ordinance reflects ordinance(s) that have been adopted relating to the budget since the last quarterly update, and other proposed changes to the budget. Separate ordinances were passed since the adoption of ordinance 7138 relating to the Operating Budget.

Ordinances previously presented to the Council

- 1) Appropriation of \$284,320 for stage rigging for the Washington Center for the Performing Arts
- 2) Appropriation of 2017 year end funds totaling \$991,990 for various purposes



Budget Items not previously presented to the Council:

- 1) Approval of 1.0 FTE in Public Works Facilities by removing a vacant existing .5 FTE and using savings from unused janitorial contract to fund a Maintenance Worker I to perform janitorial services at the Maintenance Center.
- 2) Appropriation of \$183,024 for various programs within the Special Accounts Revolving Fund. These include \$1,000 for Parks Scholarship Fund, \$10,000 for Shared Leave, \$14,000 for the Urban Forestry program, \$24 for the Firing Range and \$158,000 for the Information Services Technology program.
- 3) Appropriation of \$24,200 additional funds for Parks, Arts and Recreation recognizing the 11% of budgeted Admissions Tax that was previously not part of the budget.
- 4) Appropriation of \$26,110 for vehicle replacement. Funding coming from Washington Cities Insurance Authority payment for totaled vehicle.
- 5) Appropriation of \$65,284 to fund full time Fleet Business Administrator and Fire Department Inventory Control Specialist. Funding coming from salary savings in the Equipment Rental Fund, increased charges to Public Works Fleet and increased revenue from services to external Fire Fleet customers.

**Neighborhood/Community Interests (if known):**

None known.

**Options:**

- 1) Approve ordinance amending ordinance 7138.
- 2) Do not approve the amending ordinance. The budget items presented to the council would not be authorized. If not passed, the Shared Leave account will be in jeopardy of not being able to satisfy the important need to supplement employees earnings who have run out of paid leave, the replacement of old technology will not be possible, the Interlocal Agreement to fund Parks with 11% of the "Big 5" taxes would be violated, a police department vehicle will not be replaced and scholarship money for recreation programs and classes would not be available.

**Financial Impact:**

Total increase in appropriations by \$1,509,644. Funding for these appropriations noted above.

**Attachments:**

Ordinance

Ordinance No. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO BUDGETS, FINANCE, AND SALARIES, AND AMENDING ORDINANCE NO. 7138**

**WHEREAS**, the Olympia City Council passed Ordinance No. 7118 on December 19, 2017, relating to budgets, finance, and salaries; and

**WHEREAS**, throughout the year, updates are required to recognize changes relating to budgets, finance, and salaries; and

**WHEREAS**, the Olympia City Council amended Ordinance No. 7118 by passage of Ordinance No. 7138 on April 17, 2018; and

**WHEREAS**, the following amendments need to be made to Ordinance No. 7138;

**NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:**

**Section 1. 2018 Budget.** The budget for the calendar year 2018 is hereby adopted in the amounts and for the purposes as shown below; and the following sums, or so much thereof as shall severally be found necessary, are hereby appropriated out of any of the monies in the several funds in the City Treasury hereinafter named.

<b>FUND</b>	<b>APPROP. FUND BALANCE</b>	<b>ESTIMATED REVENUE</b>	<b>APPROP.</b>	<b>ADDITIONS TO FUND BALANCE</b>
General, Regular Operations	\$212,571 \$1,228,761	\$78,508,315 \$78,573,599	\$78,720,886 \$79,802,360	\$-
General, Special Sub-Funds				
Special Accounts	75,860 257,884	908,813 909,813	984,673 1,167,697	-
Development Fee Revenue	9,591	3,756,900	3,766,491	-
Parking	7,624	1,560,200	1,304,315	263,509
Post Employment Benefits	399,000	1,133,000	1,532,000	-
Washington Center Endowment	- 284,320	11,500	11,500 295,820	-
Washington Center Ops	5,000	455,976	460,976	-
Municipal Arts	-	55,800	55,800	-
Equip & Facilities Reserve	-	1,515,163	1,153,065	362,098
Total General Fund	709,646 \$2,192,180	87,905,667 \$87,971,951	87,989,706 \$89,538,524	\$625,607

4 <sup>th</sup> /5 <sup>th</sup> Avenue Corridor Bridge Loan	3	548,035	548,038	-
UTGO Bond Fund – 2009 Fire	-	1,195,930	1,191,156	4,774
City Hall Debt Fund – 2009	2,272	2,416,446	2,418,718	-
2010 LTGO Bond – Street Projects	-	435,617	435,613	4
L.O.C.A.L. Debt Fund – 2010	-	178,282	178,281	1
2010B LTGO Bonds - HOCM	10,290	425,098	435,388	-
2013 LTGO Bond Fund	-	675,275	675,275	-
2016 LTGO Parks BAN	-	125,000	125,000	-
Water Utility O&M	110,129	13,983,920	14,094,049	-
Sewer Utility O&M	13,114	20,254,540	20,267,654	-
Solid Waste Utility	-	12,159,668	12,108,571	51,097
Stormwater Utility	52,699	5,396,612	5,449,311	-
Water/Sewer Bonds	-	2,041,982	2,032,448	9,534
Stormwater Debt Fund	1	123,648	123,649	-
Equipment Rental	-	2,371,022 2,397,132	2,359,540 2,385,650	11,482
<b>TOTALS</b>	<del>\$898,154</del> <b>\$2,380,688</b>	<del>\$150,236,742</del> <b>\$150,329,136</b>	<del>\$150,432,397</del> <b>\$152,007,325</b>	<b>\$702,499</b>

**Section 2. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 2. Administration.** The City Manager shall administer the budget, and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1.

**Section 3. Salaries and Compensation.** The salaries and compensation for the City of Olympia employees for the calendar year 2018 shall be as set forth in the "Supplementary Information" section of the 2018 Adopted Operating Budget document, or as the same may be amended by the City Manager as part of his administration of the budget pursuant to Section 2 above.

**Section 4. Benefit Cost Sharing.** The City Manager is authorized to modify and establish benefit cost sharing for City employees; and such programs may be based, in part, on an employee's start date with the City.

**Section 5. Severability.** The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

**Section 6. Ratification.** Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

**Section 7. Effective Date.** This Ordinance shall take effect five (5) days after publication, as provided by law.

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MAYOR

**ATTEST:**

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CITY CLERK

**APPROVED AS TO FORM:**



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CITY ATTORNEY

(DCA)

**PASSED:**

**APPROVED:**

**PUBLISHED:**



## City Council

### Public Hearing on the Draft Community Development Block Grant (CDBG) Five-Year Consolidated Plan

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 5.A  
**File Number:** 18-0577

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**Type:** public hearing **Version:** 1 **Status:** Public Hearing

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#### **Title**

Public Hearing on the Draft Community Development Block Grant (CDBG) Five-Year Consolidated Plan

#### **Recommended Action**

##### **Committee Recommendation:**

The General Government Committee reviewed the draft CDBG Five-Year Consolidated Plan at its April 25, 2018 meeting.

##### **City Manager Recommendation:**

Hold a public hearing on the Draft Community Development Block Grant (CDBG) Five-Year Consolidated Plan to receive public comments.

#### **Report**

##### **Issue:**

Whether to hear testimony on the Draft Community Development Block Grant Five-Year Consolidated Plan (2018 - 2022).

##### **Staff Contact:**

Anna Schlecht, Community Service Programs Manager, Community Planning and Development Department (360-753-8183)

##### **Presenter(s):**

Anna Schlecht, Community Service Programs Manager

##### **Background and Analysis:**

The Council will hold a public hearing to receive public comments on the Draft Community Development Block Grant (CDBG) Five-Year Consolidated Plan (2018 - 2022). This public hearing is part of the 30-day CDBG Citizen Participation Process. The strategies are outlined in the attached, "Draft Community Development Block Grant Strategies." Any public comments received will be placed at Council's desks the night of the public hearing.

**CDBG Program Purpose:** The CDBG Program was created as a "bundled" federal aid program

intended to aid the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Regulations for the CDBG Program are contained in 24 CFR 570.

**Public Process:** The draft Five-Year CDBG Consolidated Plan will be made available for public review in the CDBG Citizen Participation Process, summarized as follows:

April 25	General Government Committee Recommendations
May 22	Council launch of the CDBG Citizen Participation Process
May 23 - June 23	30 Day CDBG Citizen Participation Process
<b>June 12</b>	<b>Public Hearing: Five-Year CDBG Consolidated Plan</b>
June 26	Council review & approval of draft 5-Year CDBG Consolidated Plan
July 13	Submission of Five-Year CDBG Consolidated Plan to HUD

Please note that the first year of the Five-Year CDBG Consolidated Plan will be the coming Program Year (PY) 2018 which is addressed in a separate agenda item.

**Prior Discussions:** This item was discussed at four prior meetings on October 6, 2017, November 17, 2017 and April 25, 2018. There was a prior Council discussion on May 22, 2018. May 22, 2018.

**Alignment with other Plans:** The Council has a stated goal to align CDBG strategies with other plans. Related plans and their respective goals are summarized in the attachment "Olympia CDBG Consolidated Plan - Alignment with Other Plans." In addition to these plans, the Committee may also want to consider how our CDBG program will align with the Olympia Home Fund.

**Joint Consolidated Planning Process with Thurston County:** Housing and Urban Development (HUD) requires that the City and the County work together to develop a joint Five-Year Consolidated Plan. The City and the County contracted with State Department of Commerce to scope the joint plan, to gather needs data and to assist in the development of priority strategies. Both the County and the City will develop their unique strategies for the Five-Year Consolidated Plan. This plan is presented in the attached "Citizen Summary - Regional Consolidated Plan (2018 - 2022)" and the longer version, "Draft Regional Consolidated Plan (2018 -2022) - Full Federal Format".

**Neighborhood/Community Interests (if known):**

All neighborhoods and community stakeholders have an interest in how federal CDBG funds are invested in community development programs and projects.

**Options:**

1. Hold a public hearing on the Draft Community Development Block Grant (CDBG) Five-Year Consolidated Plan to receive public comments.
2. Delay the public hearing on the Draft Community Development Block Grant (CDBG) Five-Year Consolidated Plan (2018 - 2022) and risk non-compliance resulting from a late submission to

HUD. Provide staff direction on next steps.

**Financial Impact:**

The Five-Year CDBG Consolidated Plan (2018 - 2022) will guide the investment of an estimated total of \$2,500,000. This includes projected annual revenues of \$350,000 in new CDBG funds, and \$150,000 in CDBG Program Income from prior year loans.

**Attachments:**

Draft Consolidated Plan Strategies  
Alignment with Other Plans  
CDBG Program Annual Cycle  
Draft Citizen Summary  
Draft Regional Consolidated Plan

# **DRAFT: Five-Year CDBG Consolidated Plan Strategies**

## **Strategies for Olympia's Community Development Block Grant: 2018 - 2022**

*(Prior Year General Government Committee Recommendations for consideration or revision)*

Priority Level	Strategic Priority	CDBG-Eligible Activity	Examples	70% Low-Mod Income Benefit	2018 – 2022 5-Year Con Plan
1	<b>Public Facilities</b>	Community Center: Purchase / Tenant Improvements / 15 Year (or more) Lease	Warming Center Community Care Center	Yes	HIGHEST PRIORITY
2	<b>Housing Rehabilitation</b>	Housing rehabilitation or purchase (existing or new construction)	Pear Blossom Housing Rehab (conversion from office building)	Yes	HIGH PRIORITY
3	<b>Land Acquisition</b>	Housing purchase (existing or land for new construction)	Land to develop Drexel I (2004) and Devoe II (2017)	Yes	HIGH PRIORITY
4	<b>Economic Development</b>	<b>Micro-Enterprise Assistance</b> (Small start-up businesses with fewer than 4 employees)  <b>Business Assistance &amp; Training</b> (Assistance for larger established small businesses with more than 4 employees)  <b>Special Economic Development Activities</b>	1) Enterprise for Equity Training Program 2) Avalon Co-working space  3) Tune-up Training Program - TEDC 4) DO-BIS Training Program – ODA  5) CPTED Downtown Safety Program	Yes LMI Jobs LMI Businesses	Priority
5	<b>Public Facilities</b>	Infrastructure	Sewer Lines, Water Systems, ADA Curb Cuts	Yes	Priority
6	<b>Public Services</b>	Social Services	Ambassador Program	Yes	Priority
		Social Services	Day Center Staffing	Yes	Priority
7	<b>General Administration</b>	Planning & Administrative Activity: Minimum staffing levels to run a compliant CDBG Program	Reporting, data collection, management of public process, managing projects	N/A	Required



# ***DRAFT:* Five-Year CDBG Consolidated Plan Strategies**

**Strategies for Olympia's Community Development Block Grant: 2018 - 2022**

***(Prior Year General Government Committee Recommendations for consideration or revision)***

## Olympia CDBG Consolidated Plan – Alignment with Other Plans

The Community Development Block Grant (CDBG) Five Year Consolidated Plan lays out the City's strategies for investing federal funding in a range of community development needs. Last year the General Government Committee discussed options to align CDBG strategies with other plans, their respective goals are summarized as follows:

- **Downtown Strategy** Calls for more housing, economic opportunities, ADA accessible walk ways, and well managed social services in the urban hub.
- **Community Renewal Area Strategies** Encourages the elimination of urban blight in key areas with housing, economic development opportunities and the creation of jobs for low and moderate income people.
- **Economic Development Strategies;** Encourages a broad range of city-wide economic development which includes job creation for low & moderate income people.
- **County Five-Year Homeless Housing Plan** *(Scheduled for May 2018 release)* Calls for more affordable housing, emergency shelter capacity, day centers, 24/7 accommodations for all homeless populations, supportive services and review of local zoning and development policies to encourage more affordable housing.
- **Regional Fair Housing Plan:** *(Subject to local adoption as per future action)* Encourages better geographic distribution of affordable housing and a review of local zoning and development policies to encourage more affordable housing.  
**Please note:** Due to Federal action to delay adoption until the year 2020, the strategies from this plan are no longer required for the upcoming CDBG Five-Year Consolidated Plan. As a result, Council will have an opportunity to consider local adoption.

In addition to these plans, the Committee may also want to consider how our CDBG program will align with the Olympia Home Fund which was approved by voters in February of 2018.

# OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS

SUBMIT ANNUAL  
ACTION PLAN 7/13/18

AUG  
31

SEP  
1

PREPARE ANNUAL REPORT  
(CAPER)

OCT

ANNUAL REPORT (CAPER)  
PUBLIC HEARING

SUBMIT ANNUAL REPORT  
(CAPER)

NOV

DEC

- Review of 5-Year Plan Strategies
- Determine Process:
- Council selected activities ; or,
- Utilize a “Request for Proposals” public process

JAN

FEB

MAR

APR

MAY

JUN

JUL

APPROVE ANNUAL  
ACTION PLAN 6/26/18

ANNUAL ACTION PLAN PUBLIC  
HEARING 6/12/18

RELEASE DRAFT  
ANNUAL ACTION PLAN &  
PUBLIC COMMENT PERIOD  
5/23/18 – 6/23/18

## CITY OF OLYMPIA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

### ANNUAL MILESTONES

- COUNCIL ACTION
- PUBLIC PROCESS
- COMPLIANCE

COUNCIL DIRECTION FOR  
ANNUAL GOALS



***DRAFT***

A CITIZEN'S SUMMARY OF THE 2018-2022  
THURSTON COUNTY AND OLYMPIA

# REGIONAL CONSOLIDATED PLAN

Prioritizing HOME and Community Development Block Grant Resources

May 2018



# What are our priorities? ***\*DRAFT\****

We are pleased to present the draft Citizen's Summary to the 2018-2022 Consolidated Plan. Once finalized, the Consolidated Plan serves as the blueprint for the region's Community Development Block Grant (CDBG) and HOME programs for the next five years.

The plan is the result of an eight-month planning process during which we examined the needs and resources of unincorporated Thurston County and its cities and consulted with our community partners and members of the public. The planning process brought together citizens, social service organizations, businesses, faith communities, and elected officials to review the region's current and future housing and community development needs and develop updated priorities.

The CDBG program, administered by the federal Department of Housing and Urban Development (HUD), provides funding to state and local governments for projects and activities that principally benefit low- to moderate-income people. CDBG helps local governments develop viable urban communities by providing adequate supplies of affordable housing, a healthy living environment, and economic opportunities.

CDBG funds are some of the most flexible resources available to local governments. Communities can use CDBG funds for a wide range of activities such as rehabilitating single-family homes and apartment buildings, building community centers and public facilities, constructing water and sewer lines, supporting economic development, and providing vital social services. The fundamental philosophy of CDBG is the belief that local elected officials are best positioned to identify and prioritize local needs and to effectively allocate funding to address those needs.

HOME is a HUD program that provides formula grants to build, buy, and/or rehabilitate affordable rental or owner-occupied housing, or provide direct rental assistance to low-income people. Communities can use HOME funds for new construction, rental assistance, and homeowner assistance.

This regional Consolidated Plan describes:

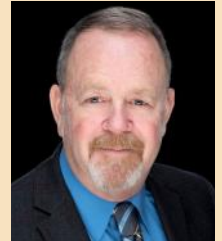
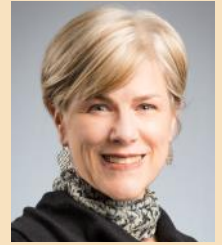
- Regional urban county CDBG needs and funding (unincorporated Thurston County and the cities of Tenino, Bucoda, Yelm, Rainier, Lacey, and Tumwater).
- City of Olympia CDBG needs and funding.
- HOME needs and funding for all of Thurston County.

We extend our gratitude to the many stakeholders and citizens who participated in the consolidated planning process. We invite you to share your views and become involved in prioritizing CDBG and HOME funds. Please see the "Public Process" section on page 15 to learn how to participate.

Regards,

**Bud Blake**, *County Commissioner, Chair*  
**Gary Edwards**, *County Commissioner*  
**John Hutchings**, *County Commissioner, Vice-Chair*  
**Wayne Fournier**, *Mayor, City of Tenino*  
**Andy Ryder**, *Mayor, City of Lacey*

**Cheryl Selby**, *Mayor, City of Olympia*  
**JW Foster**, *Mayor, City of Yelm*  
**Robert Shaw**, *Mayor, City of Rainier*  
**Pete Kmet**, *Mayor, City of Tumwater*  
**Alan Carr**, *Mayor, City of Bucoda*





## Overview

This Citizen's Summary provides an overview of the draft Consolidated Plan. It analyzes the region's current and future housing and community development needs, and presents the strategic goals and objectives for the use of CDBG and HOME funds over the next five years.

### Plan Sections

Four sections are devoted to each category of funding and provide a snapshot of the need and capacity in the region. The four primary categories funded by CDBG and HOME are affordable housing, social services, public facilities and infrastructure, and economic development.

The last two sections of the Citizen's Summary describe the 2018 consolidated planning and public participation process, and invite you to share your views and become involved in making future decisions about CDBG and HOME funds, along with other state and local revenue sources to address the needs of low-income citizens.

### How the county is changing

Thurston County is Washington's sixth most populous county, with 266,311 residents. Between 2010 and 2016, the county's population grew by 9.1 percent, with Lacey and Yelm showing the highest rates of growth. For comparison, statewide population growth was 8.4 percent during that same period. More than three-quarters of the population increase in the county during the last decade can be attributed to the migration of people into the county.

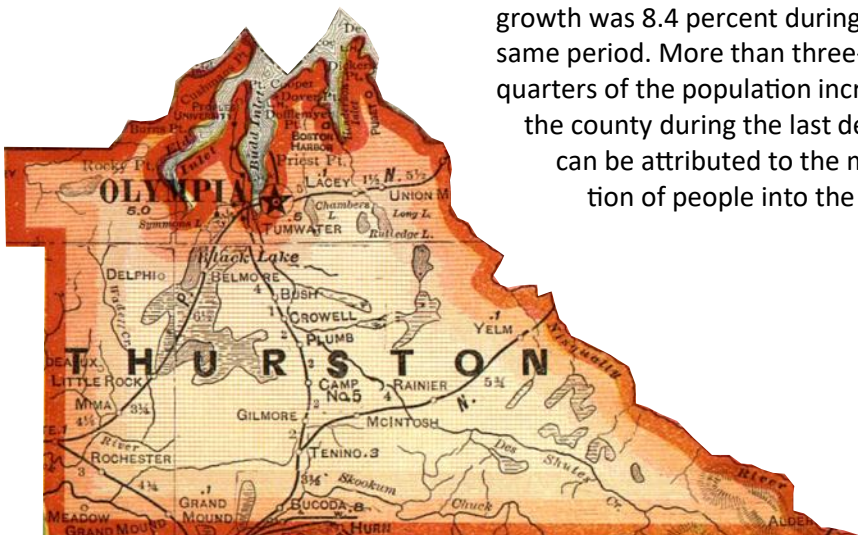
Between 2010 and 2016 the county's population grew by 9 percent, slightly higher than the statewide average.

This rate of growth is expected to continue. The state Office of Financial Management forecasts that the county population will increase by almost 40 percent — an additional 104,388 people — by the year 2040.

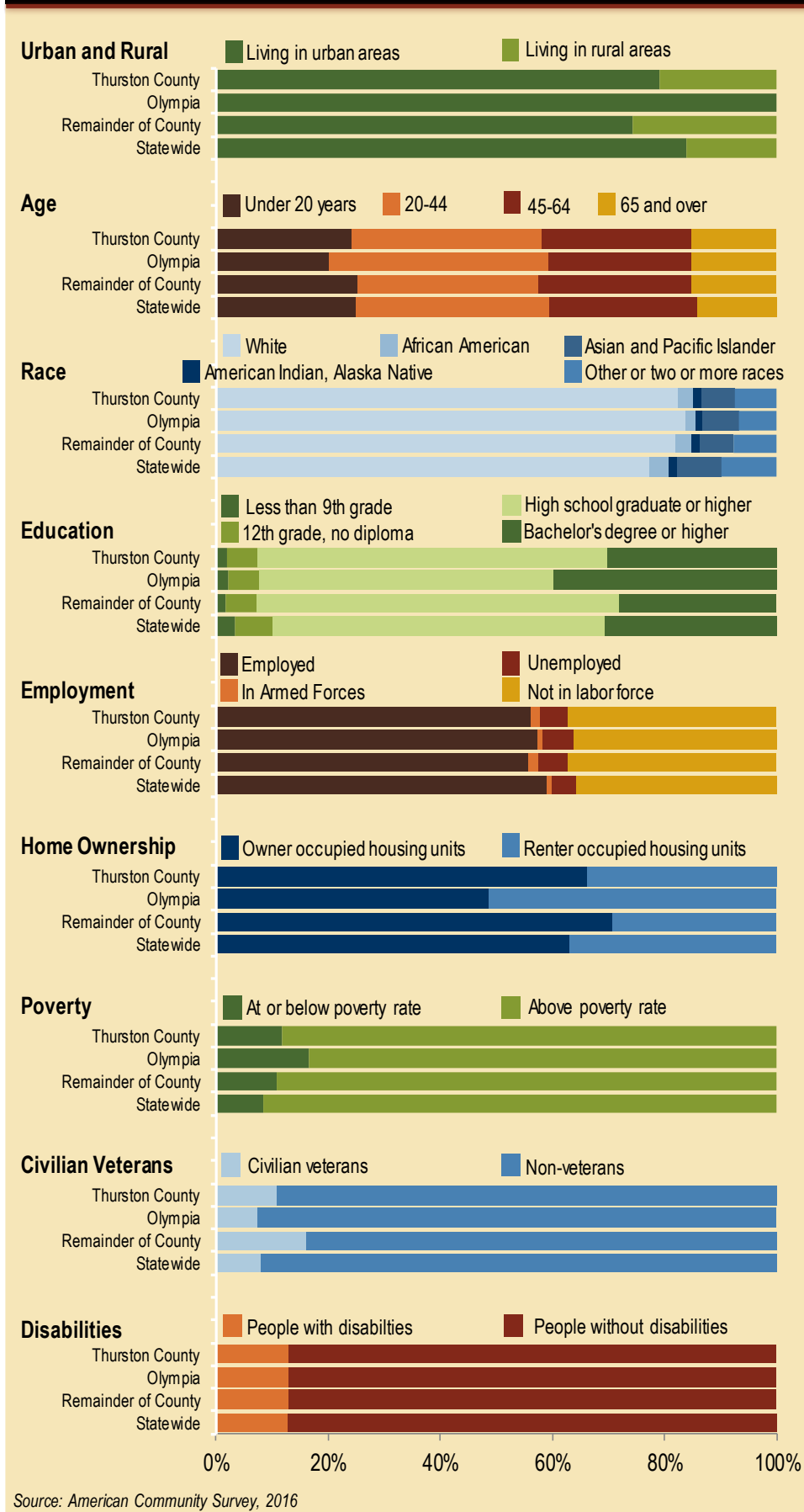
### Who We Are Today

Figure 1 (next page) provides an overview of who makes up Thurston County today. As with the majority of data in this report, the numbers come from a 2012-2016 estimate from the American Community Survey, which is the primary source of small-area statistics published by the U.S. Census Bureau. In each population category, the bars show the proportion of citizens meeting census definitions in Thurston County as a whole, in Olympia, in the remainder of the county (all jurisdictions except Olympia) and, for comparison, the statewide percentages.

*Above: Children learn about pond ecosystems at a CDBG-funded Yelm day camp.*



**Figure 1: Demographics of General Population of Thurston County**



Source: American Community Survey, 2016

Approximately 21 percent of county residents live in rural areas, which is higher than the statewide average of 16 percent. To qualify as an urban area, an area must encompass at least 2,500 people, at least 1,500 of whom must reside outside institutions. Nearly 14 percent of the land area in Thurston County is incorporated in cities. The census considers all residents of Olympia to reside in urban areas.

Ninety-four percent of county residents age 25 and older are high school graduates, a rate higher than the statewide average of 90.6 percent. Those with a bachelor's degree or higher make up 33.6 percent of the county's population, which is slightly higher than 33.3 percent of state residents. Olympians have the highest percentage of college and advanced degrees, with more than 44 percent reporting that level of educational attainment.

#### Unemployment continues to fall

The unemployment rate fluctuates seasonally and from month to month, but despite significant decreases there is no question that the recession of 2008-2009 is continuing to impact Thurston County residents' ability to find and retain jobs. According to the American Community Survey Five-Year estimate, Thurston County's average unemployment for 2012-2016 was 5.1 percent, higher than the state average of 4.3 percent. The proportion of Olympians looking for work was slightly higher, at 5.4 percent. The most recent data from the state Employment Security Department (February, 2018) paints a similar picture: the county unemployment rate is 5.6 percent compared to the statewide rate of 4.8 percent.



These numbers are a significant improvement from early 2010, when the unemployment rate reached a high of more than 9.5 percent. The economic outlook continues to improve, but many people with low and moderate incomes still struggle to make ends meet, as evidenced by more than one in five renters experiencing “severe cost burden” (see page 7 for more details).

### Population older

The county’s population is getting older, which mirrors state and national trends.

The median age of the county’s population was 38.8 years in 2016, in a continued increasing trend. The median age was 38.5 years in 2010, 36.5 years in 2000, and 33.6 years in 1990. In 2016, persons age 65 and older constituted 16.4 percent of the total county population, and seniors’ numbers will reach an estimated 23 percent of the population by 2030. Yelm has the youngest population among Thurston County cities, with an average age of 29 years.

### Disability

The census defines disability as a condition that limits activities and participation in school, work, home, or the community. Thirteen percent of Thurston County residents reported having a disability in 2016, a number slightly higher than the statewide average of 12.8 percent. Of these disabled individuals, 42 percent were 65 years of age or over, and 16 percent had an income that was below the poverty level. Within the disabled population, 83 percent of individuals were employed.

### Racial Diversity

Thurston County had less racial diversity in 2017 than the state as a whole. Caucasians composed nearly 82.4 percent of the population, compared

to 80 percent of the state’s population. African-Americans represented 3.5 percent of the county’s population, and Asians made up 6 percent. The county had slightly more native Hawaiian and other Pacific Islanders (1 percent) than the state as a whole (0.8 percent).

### CDBG and HOME priorities

The CDBG and HOME programs primarily benefit low-income people and families. HUD defines “low-income” based on a formula that applies the average area income level for various family sizes.

These income limits range from \$43,550 for a one-person household, to \$82,050 for an eight-person household. A family with two parents and two children would be considered low-income if its household earnings were at or below \$62,150 per year. The same family would be considered very low-income at \$38,850 per year, and extremely low-income at or below \$25,100 annually.

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## The CDBG and HOME programs primarily benefit low-income people.

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CDBG and HOME are federal programs aimed at assisting low, very-low, and extremely-low income households and neighborhoods.

CDBG is a flexible funding source for affordable housing projects, social services, infrastructure (including sewer and water system improvements), public facilities, economic development, and other community development needs. HOME funds are targeted to affordable housing projects, including new construction, rental assistance, and homeowner assistance.

*Below: The South Puget Sound Habitat for Humanity works with donors and volunteers to develop and build affordable housing communities in Thurston County.*







Housing will grow and change along with the county's population. Larger families may still choose single-family suburban homes. However, single people and empty-nesters, as well as low-income and disabled residents, may prefer apartments and homes on small city lots close to stores, parks, bus stops, and jobs. Projected population growth among senior citizens, in particular, may help drive demand for smaller, lower-maintenance housing near medical services.

**The rental market** – representing just over one-third of all housing – has often outpaced the rate of inflation. The median rent of a two-bedroom unit rose 25 percent between 2011 and 2016, increasing from \$806 to \$1,004. According to Thurston Regional Planning Commission data from 2017, the average rent in Thurston County is \$1050, with an apartment vacancy rate of 2.7 percent. The vacancy rate for apartments in Thurston County has declined significantly since a high point in 2012, when rates were over 5 percent. In general, a vacancy rate of 5 percent indicates that demand matches supply. Thurston County's lower vacancy rates indicate that rental prices are likely to continue to rise.

#### **Housing "cost burden"**

Housing is considered affordable when it accounts for 30 percent or less of monthly household income. According to data from the 2016 American Community Survey, 32 percent of homeowners and 51.3 percent of renters are "cost-burdened," meaning that they spend more than 30 percent of their income on housing costs (Figure 2).

Ten percent of homeowners and 23 percent of renters are "severely cost-burdened," and spend more than 50 percent of their income on housing costs. In 2015, there were approximately 23,000 households (13,000 renters and 10,000 homeowners) in Thurston County classified as cost-burdened and severely cost-burdened. This is about one-third of the total community.

#### **"Severely cost-burdened" owners up 35 percent since 2010**

The numbers of cost-burdened renters and owners in Thurston County have both increased since 2010. The total number of households experiencing a severe cost burden has increased 35 percent over the last decade.

*Above: The playground at the Salmon Run Apartments, a development funded through HOME and other state and federal grants.*

The principal intended beneficiaries of CDBG and HOME are households with incomes less than 80 percent of area median income (AMI), a number that equated to \$50,283 in 2016. More than two-thirds of these households are cost burdened. For the poorest households, those with incomes less than 30 percent of AMI, more than 80 percent are cost-burdened.

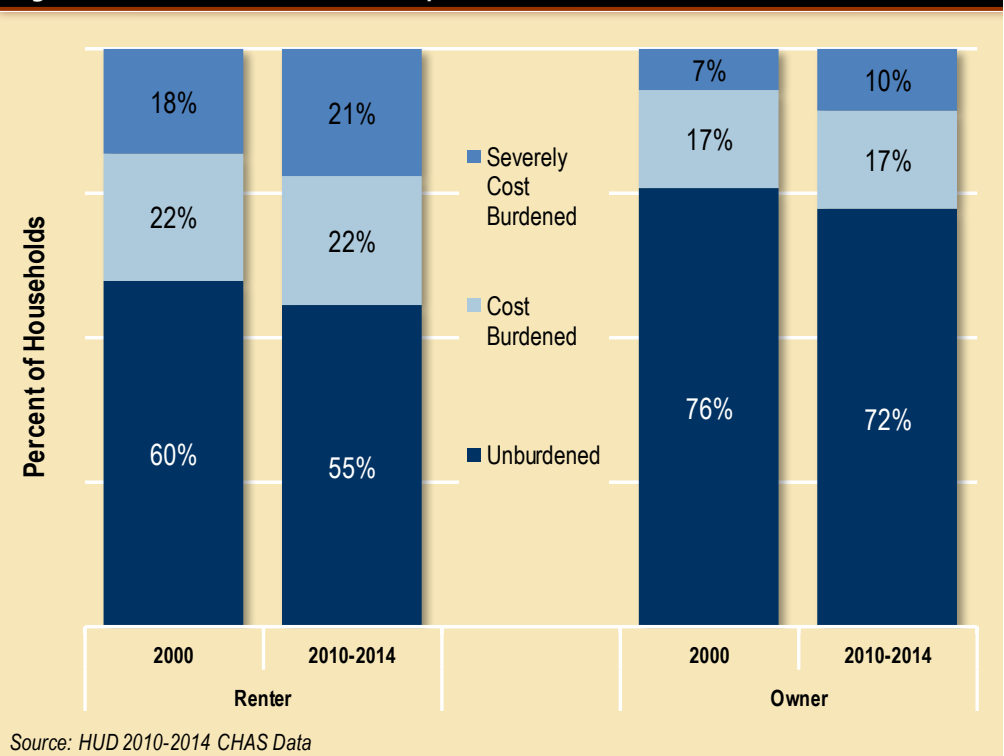
Many cost-burdened owners and tenants cannot afford to make basic repairs and therefore face a higher risk of experiencing dangerous housing conditions, such as mold and roof damage. The CDBG and HOME programs can help by providing rehabilitation loans for rental housing units.

These loans can be used to eliminate hazards, such as failing electrical systems and lead-based paint. The loans can also reduce utility costs by upgrading insulation and heating systems. Rehabilitation loans provide a less expensive way to support low-income housing than alternatives such as new construction.

In most cases, rehabilitation loans are repaid, allowing the funds to be “reused” for other eligible activities.

*Right: Homes First purchases houses, apartments, and duplexes and rehabilitates them for low-income and special needs individuals and families.*

**Figure 2. Cost Burdened and Severely Cost Burdened Households**







## Social Services

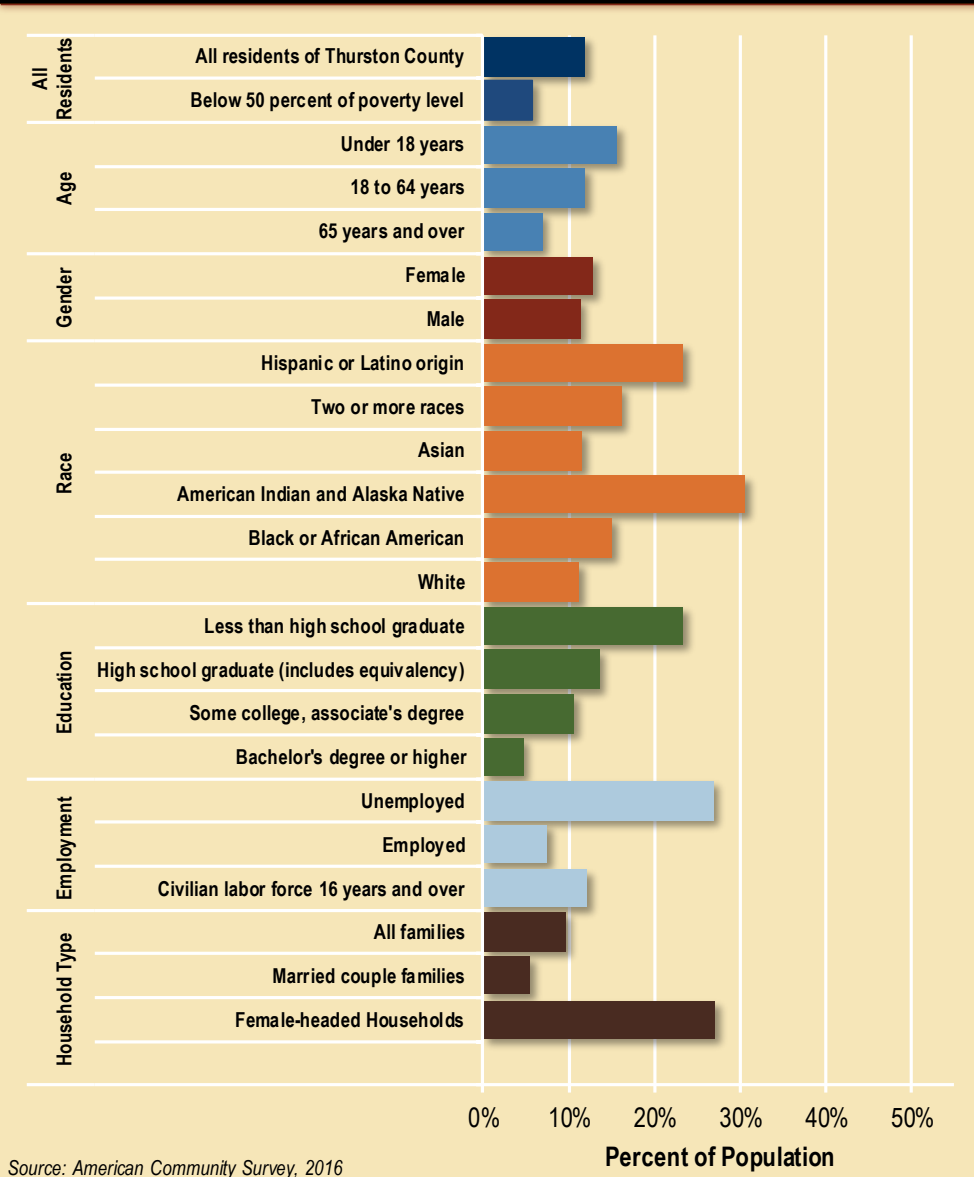
The federal Census Bureau establishes the poverty rate based on family size, ages of the members, and income. Within Thurston County, the overall poverty rate is 12 percent, and 5.7 percent of the population had incomes below 50 percent of the poverty level (Figure 3). More African-American, Latino, American Indian, and Alaskan Native residents are poor. Residents without a high school diploma had nearly double the average rate of poverty, and more than one-quarter of those unemployed reported living in poverty.

### Poverty rate is higher for children

The poverty rate is higher than average for children in the county, of whom 8,985 live in households experiencing poverty. Of these, 4,147 are in extreme poverty, meaning that they live in families with incomes less than 50 percent of the federal poverty rate. Data from the Office of the Superintendent of Public Instruction indicate a 47 percent rise in the number of homeless students from 2013 to 2015.

*Above: A staff member at Rosie's Place, a center for homeless and low-income youth, distributes socks.*

**Figure 3. Demographics of Thurston County Residents at or Below Poverty Level**



Source: American Community Survey, 2016

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## The 2018 Homeless Census found 324 unsheltered individuals, more than 40 percent of the total number of homeless.

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One quarter of families with children are headed by single mothers. More than half of female-headed families with children under five years old are in poverty. More than 60 percent of single mothers in Thurston County are between 20 and 30 years old, while an additional 16 percent are under age 20. These numbers indicate that many single mothers face the challenges of trying to graduate from high school and college and enter the job market while raising young children.

### School lunch program—poverty measurement

Another useful source of information on poverty among children is the number of children enrolled in the National School Lunch Program, which provides free and reduced-price meals in public schools. Statewide enrollment has been slowly decreasing since 2012. The county's enrollment has seen a similar level of decline over the last five years. Seven out of eight of the county's districts have seen significant decreases in enrollment. Griffin School District was the only district with an increase in enrollment, but had a modest change of about 2.3 percent.

*Below: The Community Care Center in downtown Olympia is operated by Providence St. Peter Hospital, in collaboration with other nonprofit organizations. The Center provides a social service hub to connect people in need with available housing and services.*



Rainier School District showed the biggest reduction in enrollment during that period, with the number of enrolled students declining 13.5 percent. However, Rochester, Tenino, and Rainier still have the highest school lunch enrollment levels overall, which remain above 45 percent.

### Homelessness surpasses local shelter capacity

Thurston County participates in a nationwide annual count of homeless persons, known as the Point in Time (PIT) count. This census helps determine the number of homeless people in the county, as well as the causes of their homelessness, and assists in developing a comprehensive strategic response to the issue.

As housing costs have risen, the number of people without a place to live has grown significantly — the 2018 count revealed an increase of 56 percent (301 people) since 2017 (Figure 4 on the next page). Preliminary results from the 2018 count found that 835 individuals were homeless or lived in emergency or transitional housing. The 2018 Point in Time count showed the largest portion reported being unsheltered — 320 of 835 individuals — the second highest count since 2006 when the state began to require an annual census of homeless citizens.

Eighteen percent of those counted had been homeless for more than one year or had experienced four or more episodes of homelessness in three years. The definition of chronic homelessness – a HUD designation for individuals who are most in need of permanent supportive housing – includes having a disability as well as experiencing multiple episodes of homelessness.

### Homelessness causes

Job loss was the number one cause self-reported for homelessness, followed closely by eviction. The next top three reasons listed for an individual becoming homeless were family crisis, economic reasons, domestic violence, and mental illness, respectively.

From 2013 to 2017, Thurston County invested approximately \$24 million in projects and programs that reduce homelessness by supporting affordable housing and redevelopment efforts. The region needs more programs that provide rapid rehousing for families and permanent supportive housing for adults with special needs.

Service providers have indicated that increased “low-barrier” shelter capacity is needed for adults — particularly men — who are underserved and may resist or be ineligible for existing shelter options. Lastly, with more than one-third of the homeless under age 21, the area needs more youth-specific shelters and programs to connect young people to services.

### Social services, seniors, and the disabled

Almost 40 percent of Thurston County residents received services from the state Department of Social and Health Services (DSHS) in 2015, the most recent year for which complete data are available. The largest service category was the Basic Food Program, known commonly as food stamps. The number of people receiving food stamps has increased by 70 percent since 2005, and now includes more than 19 percent of the county. Temporary Aid for Needy Families, or cash grants that help families for short periods of time, were utilized by 2 percent of the population. Other

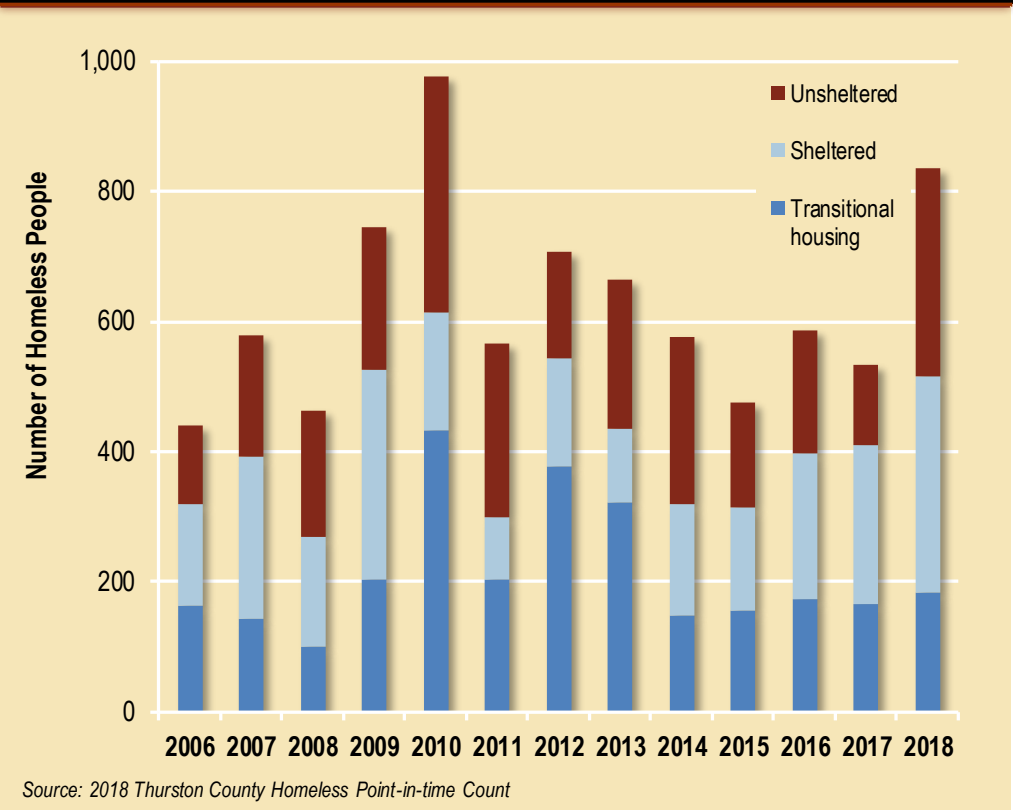
services provided include medical assistance, child support services, and outpatient mental healthcare.

In 2016, residents age 65 and older made up 16.5 percent of the total county population. The number of seniors is expected to grow to approximately 23 percent of the population by 2030. The first of the “baby boomers” – those born between 1946 and 1964 – turned 65 in 2011.

A disability is defined by federal law as the inability to engage in any substantial gainful activity due to a medically determinable physical or mental impairment that can be expected to result in death, or which has lasted for at least one year. Seniors have more disabilities than the county’s overall population, but experience less poverty and use fewer DSHS services. More than 35 percent of seniors experience one or more disabilities compared to 9 percent of non-seniors.

Many physically disabled people depend at least in part upon the federal government’s Supplemental Security Income (SSI) program to meet their basic living needs. SSI provides financial support for people with significant and long-term disabilities who have no other means of support. Washington State supplements the federal SSI payment with a state-funded monthly reimbursement. Fewer than 2 percent of Thurston County residents receive the federal SSI payment.

Figure 4. Sheltered and Unsheltered Homeless People in Thurston County







## Public Facilities & Infrastructure

CDBG is a flexible funding source that can be used for the construction and improvement of public facilities and infrastructure projects. To be eligible, a project must benefit all residents of an area where at least 51 percent of the residents are low or moderate income.

**Public facilities** can include libraries, recreational facilities, homeless or domestic violence shelters, nursing homes, youth facilities, or group homes for the disabled. Potential infrastructure projects might involve streets, curbs, and water and sewer lines.

A major benefit of many of these projects is that they help low- or moderate-income residents make ends meet in a community whose living costs tend to be above the national average (Figure 5). For example, the cost of utilities in Olympia is more than 108 percent of the average for U.S. cities.

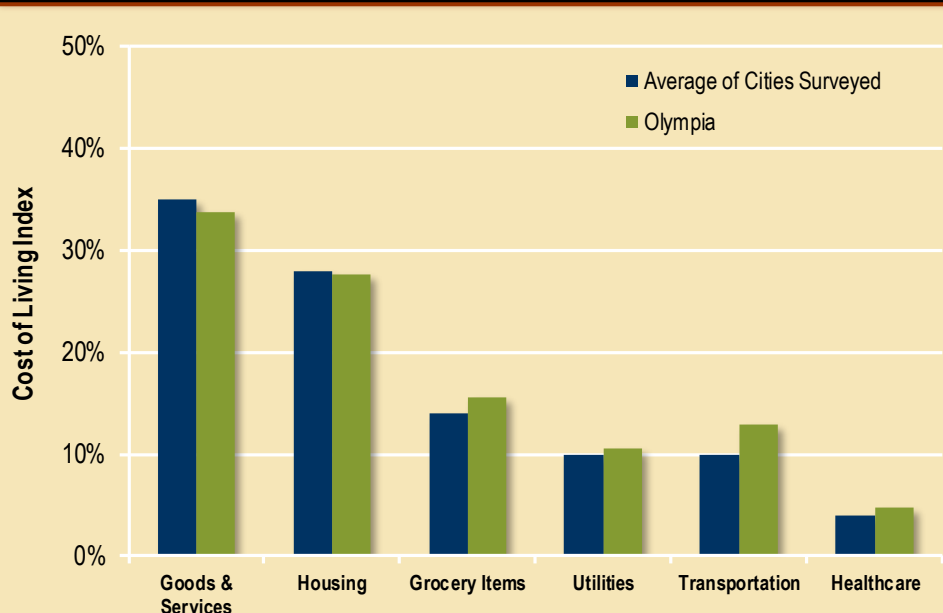
CDBG funds can also be used to make improvements to a public facility building's energy efficiency, or to make it accessible to those with disabilities.

### Rural areas benefit from infrastructure funding

Public facilities and infrastructure projects are often expensive and require multi-year financing by multiple stakeholders. However, these projects can have a direct impact on the economic and community development of an area. In many cases, infrastructure improvements are necessary prior to securing financing for projects that benefit low-income residents — such as a community that requires a sewage system upgrade before affordable housing can be developed.

*Above: A City of Lacey sewer serves the public restrooms at the Woodland Creek Community Park. The 72-acre park is also home to the Lacey Community Center and Virgil Clarkson Lacey Senior Center.*

Figure 5. Olympia's Cost of Living Compared to Average of Other Cities



Source: The Council of Community and Economic Research and the Thurston Regional Planning Council

Smaller cities and towns often have limited access to much-needed debt and equity capital that would allow them to invest in expensive infrastructure upgrades. For rural communities, CDBG can be a crucial funding source to enable the municipality to leverage other sources of financial support to invest in large sewer and drinking water projects.

#### **Capital facilities plans and CDBG**

Thurston County is one of 28 counties in the state that follow the requirements of the state's Growth Management Act (GMA), passed in 1990. The state's fastest growing counties and the cities within those counties must plan for growth in accordance with the GMA. Thurston County and its cities and towns are required to issue comprehensive plans that include plans for land use, housing, utilities, shoreline policies, and transportation.

The capital facilities plan is one requirement of the comprehensive plan, and describes capital projects necessary to support the county's forecast population growth and

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**CDBG allows rural and urban areas to prioritize needs for funding based on the conditions in their communities.**

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how they will be financed. The county's recently adopted 2018-2023 capital facilities plan identifies \$726,217,200 in total costs over the next 20 years—which are in addition to costs identified for the cities in its jurisdiction. Thirty-two percent of those costs are due to transportation improvements, mainly to prepare for additional capacity as the population grows. However, also included are costs for parks, solid waste and sewer projects, stormwater improvements, and the construction and rehabilitation of county buildings.

Sources of funding in capital facilities plans may include local taxes, municipal bonds, and development-mitigation fees. An additional — and often crucial — source of potential funding may come from federal and state grant and loan programs. CDBG dollars may be used to leverage these sources by providing matching funds.



*Photo by Robert Whitlock*



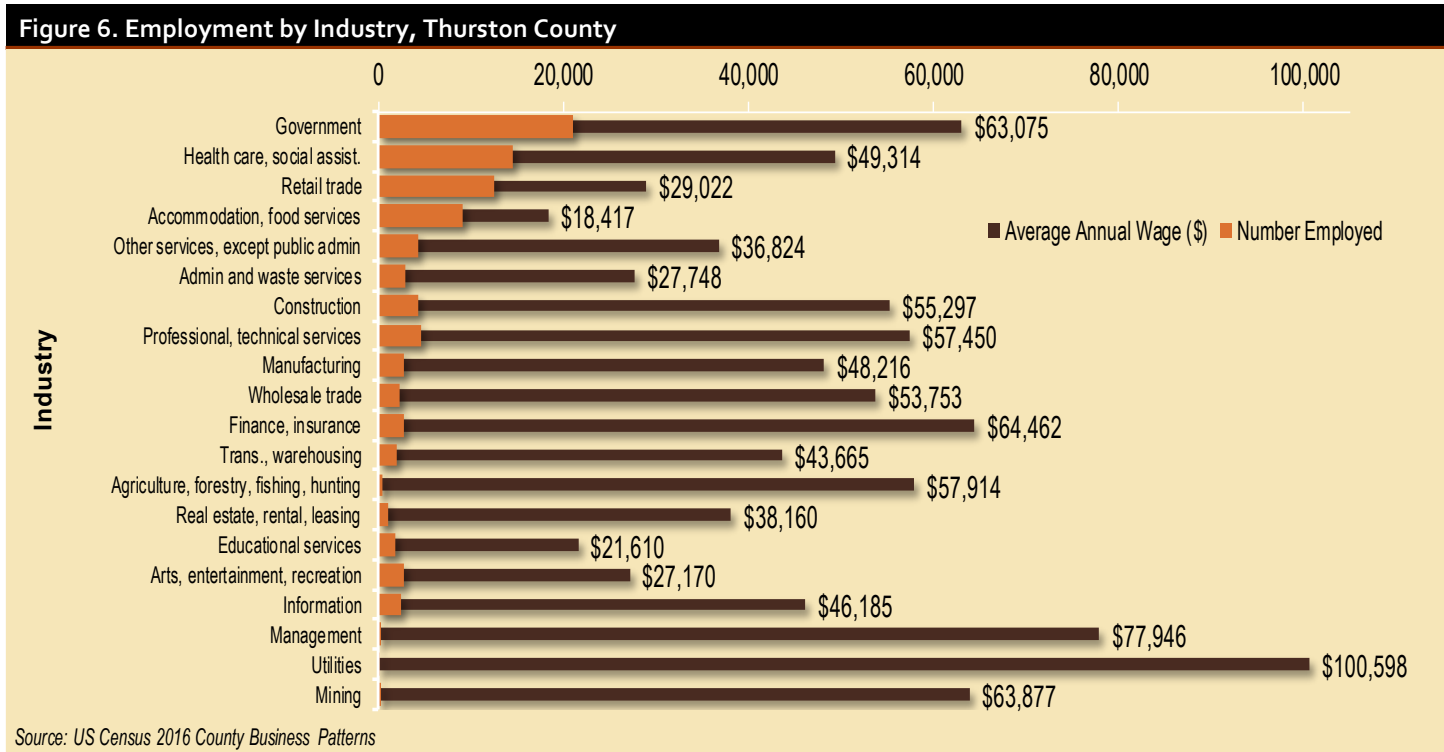
Thurston County continues to recover from the recession of a decade ago, and 2016 marked the fifth consecutive year of overall job growth. Consumer confidence is up, unemployment rates have declined, and household incomes have stabilized.

**Jobs**

More than one-third of all nonfarm employment can be attributed to government jobs. Government is by far the largest employer, with more than 20,000 people employed in 2016 and an average annual wage of \$63,075. Health care, retail trade, accommodation, and food services are the next highest categories.

With relatively low employment, utilities and management had the highest annual wages, at \$100,598 and \$77,946, respectively, as of 2016. Accommodation and food services had the fourth highest employment numbers, with nearly 10,000 people finding work in these industries. However, this category had the lowest annual wage of any category, at just \$18,417. For many residents without high school and college degrees, these jobs represent available work but do not provide adequate wages to keep a family out of poverty status.

*Above: The Yelm water tower overlooks the city's downtown. Yelm has seen the county's fastest rate of growth since 2000.*





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## State and local governments account for more than one-third of all jobs.

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### Median income lower, and joblessness slightly higher, than state

In 2016, Thurston County's median household income of \$63,286 was lower than that of the state as a whole (\$67,106). This level was slightly above the median household income for 2011-2015 (\$61,677). The median household income in unincorporated portions of the county was higher than in the incorporated communities.

Trends in the local unemployment rate tend to mirror patterns in the state and nation (Figure 17). Thurston County's rate reached 8.5 percent in 2010, but may have not reached the statewide high rates due to high levels of government employment. Since patterns in government employment, which are funded through tax revenue, tend to lag behind other sectors, the government sector may take longer to fully recover from the effects of the recession. As of 2016, the county unemployment rate has fallen to 5.8 percent, but remains slightly higher than the state average.

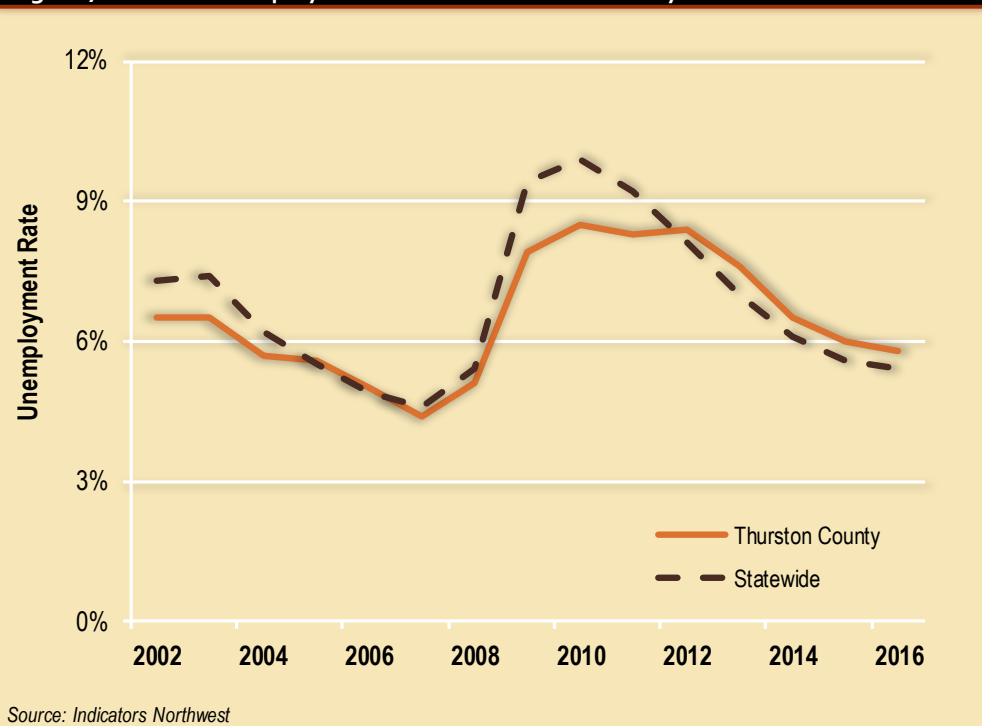
### HUD loan guarantee program leverages grant dollars

The HUD Section 108 loan guarantee program enables local governments to pledge their current and future CDBG allocations as security for low-interest loans. Communities can borrow up to five times their most recent CDBG award for eligible projects that meet national objectives. The loans are typically used for economic development or housing projects that can generate income for repayments. Olympia has been approved by HUD to participate in the Section 108 program in order to leverage funding for larger projects.



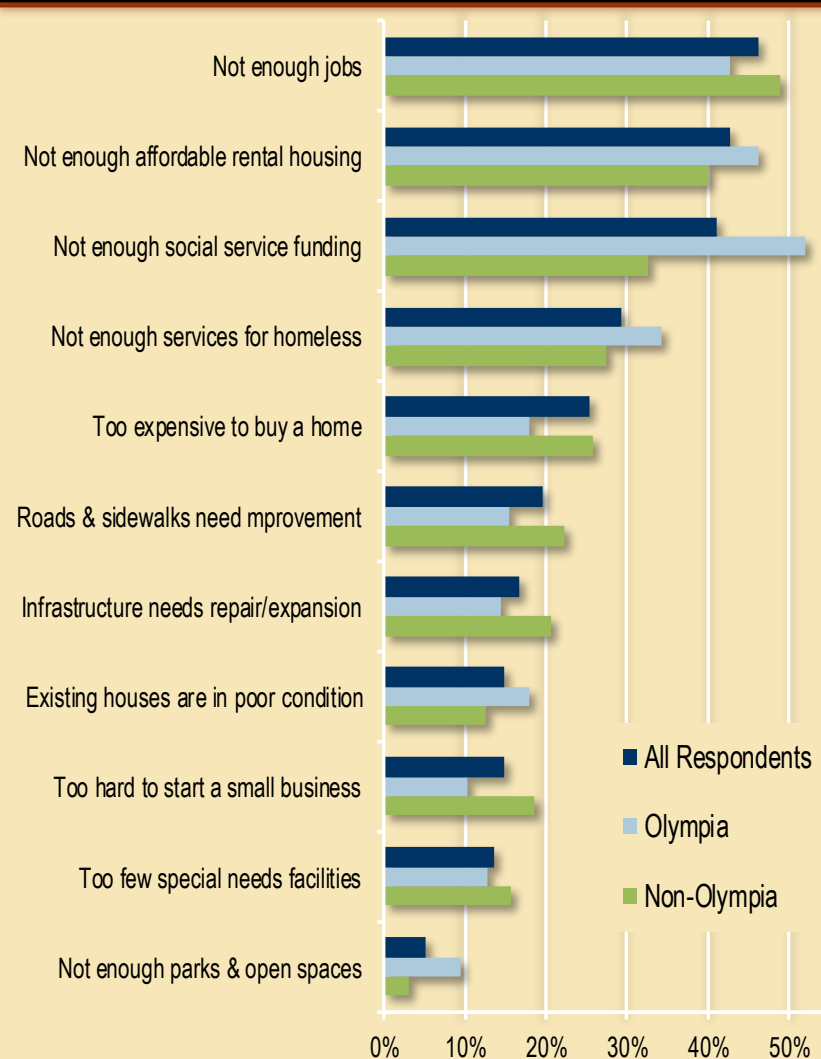
*A empty storefront in the Masonic Lodge Building in downtown Tenino. Taxes on business retail sales fund public transportation and law enforcement. Photo by Joe Mabel.*

**Figure 7. Annual Unemployment Rate for Thurston County and Statewide**





**Figure 8. Perceived Challenges**



Source: 2018 Thurston County / Olympia Regional Consolidated Plan Online Survey

More than 150 people participated in the planning process for the 2018-2022 Consolidated Plan. Residents, elected officials, service recipients, and social service providers offered their perspectives by responding to a survey or by attending a focus group or public hearing.

#### Community survey

A survey designed to gauge perceptions of challenges, needs, and priorities for the use of CDBG and HOME funds was conducted from November 21, 2017 to January 1, 2018. The survey was distributed by email to community partners and stakeholders, who were encouraged to forward the survey to their constituencies.

A total of 134 people responded. Olympia residents comprised 47 percent of respondents, with the remainder living in Lacey (12 percent), Tumwater (9 percent), Yelm (3 percent), Bucoda (1 percent), and Rainier (1 percent). Twenty-two percent reported living in unincorporated Thurston County. Six percent identified themselves as meeting the federal definition of disabled.

*Above: The Homeless Housing Hub of the Thurston County Housing Action Team discusses the pending Five-Year Homeless Housing Plan as required by the State Homeless Housing Program.*

More than one-third (39 percent) of respondents indicated that they had household incomes below 80 percent of area median income. More than half (64 percent) of the survey participants worked in a social service or nonprofit organization serving low-income clients. This level of participation from the target population of the CDBG and HOME Programs helps to ensure that disadvantaged voices have a place in the consolidated planning process. Homeowners were the majority of respondents, at 60 percent, while renters comprised 35 percent. Four people indicated they lived with family and friends, and one person reported being at risk for homelessness. Full survey results are available in the 2018-2022 Consolidated Plan report.

**Jobs, rental housing are top challenges**

Survey respondents were asked about the top challenges facing the region, and asked to judge the level of need for a variety of eligible activities in five categories. Additionally, they were asked which six activities they would fund next year, assuming that the regional CDBG and HOME programs receive \$1.15 million in 2019.

Figure 8 displays the perceived challenges indicated by survey takers. Each respondent could only choose three challenges. The results are delineated between all respondents, those who live in Olympia, and those who live elsewhere in Thurston County.

Regardless of location, respondents agreed on the top

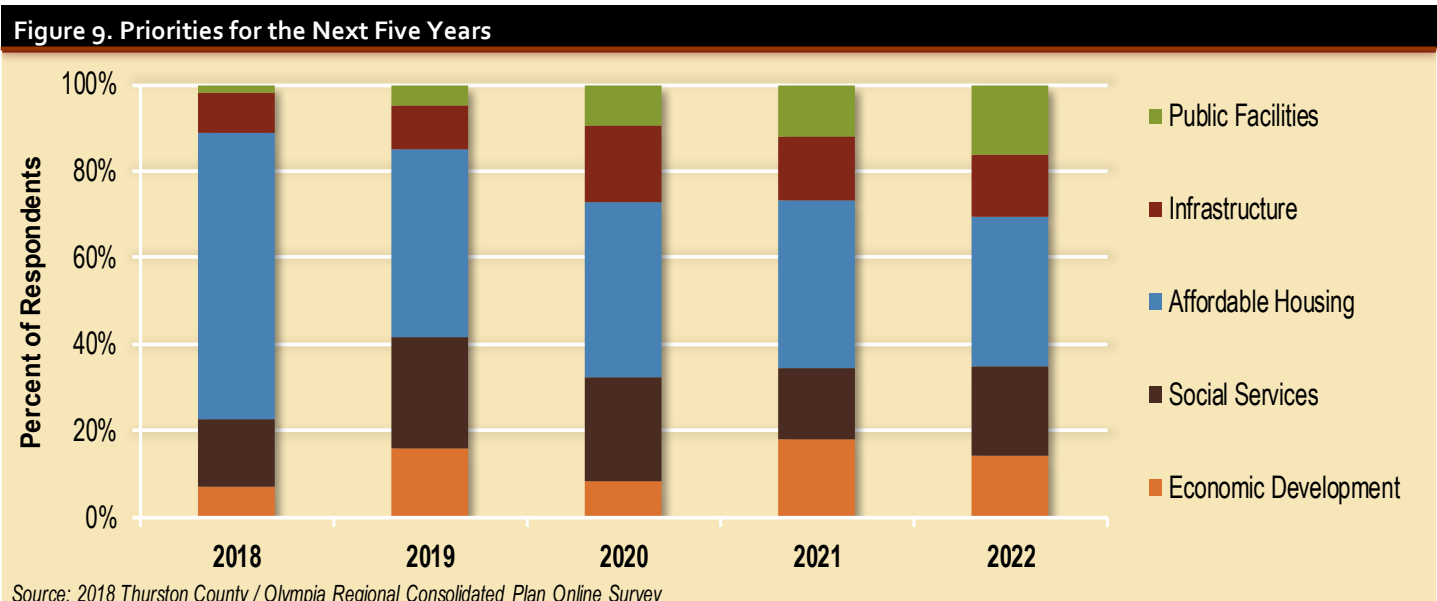
**Two-thirds of survey respondents selected homeless shelters as the highest priority for public services.**

four challenges facing the region: “Not enough jobs,” “Not enough affordable rental housing,” “Not enough social service funding,” and “Not enough services for homeless.” County residents emphasized the need for jobs, while Olympians viewed lack of social service funding as the top issue.

Under affordable housing, 67 percent of respondents indicated a high need for homeless/transitional housing, followed by tenant-based rental assistance/housing vouchers (59 percent). Development of new renter-occupied housing was a top priority for 51 percent of respondents and housing facilities for persons with special needs was a top priority for 44 percent of respondents.

In the category of social services, more than 65 percent designated substance abuse services as the top area of need, followed closely by services for homeless persons (62 percent). Health services and child care were each marked as a high need by 47 percent of survey takers.

Under public facilities, homeless shelters remain the highest priority among survey respondents (66 per-



cent). This was followed by domestic violence shelters (53 percent), childcare centers (45 percent), and removal of barriers to persons with disabilities (43 percent). In the infrastructure category, respondents selected flood prevention/drainage improvements as highest need (34 percent). Sidewalk improvements were also designated as a high priority by 24 percent of survey respondents, followed by sewer improvements (18 percent) and water system improvements (15 percent).

Under economic development, 36 percent of respondents thought loans to businesses that employ low-income people should be a high priority. Small business loans and training was marked as a high priority by 29 percent of respondents and business support services was marked as a high priority by 22 percent of respondents.

**Affordable housing top regional priority**

Next, respondents chose one of the five areas to focus on in each of the next five years (Figure 9). Affordable housing emerged as the top priority for the region in all years, both for Olympians and non-Olympians. Social services were identified as the second highest priority for non-Olympians in all years. Olympia respondents agreed for the first two years, but indicated that infrastructure should take priority in 2020, economic development should take priority in 2021, and public facilities should take priority in 2022.

It is clear that both Olympians and non-Olympians share similar priorities for their areas of focus. Looking into the future, respondents rank all five of the categories as important.

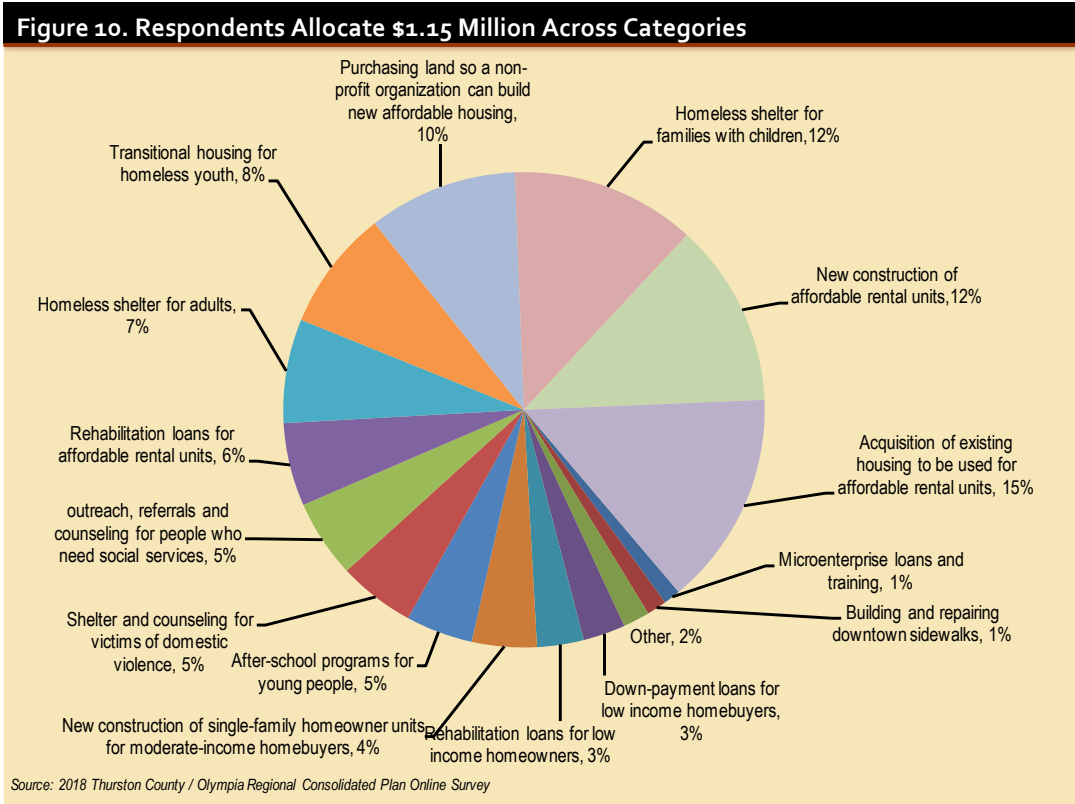
**How to allocate \$1.15 million?**

In the survey’s budgeting exercise, respondents were asked to allocate \$1.15 million across multiple activities, which is the anticipated combined amount of funding that the region will receive for CDBG and HOME funding. In this activity, there was not much difference in the responses between Olympians and non-

Affordable housing is the top priority for the region for the next five years, according to both Olympian and non-Olympian respondents.

Olympians. The choice, “Homeless shelter for families with children,” received the greatest number of allocations, and an average of \$216,197 per respondent. The choice, “Acquisition of existing housing to be used as affordable rental units,” received the second highest number of allocations, and an average of \$246,267 per respondent (Figure 10).

“New construction of affordable rental units” received fewer allocations, but respondents gravitated toward a higher dollar figure, which averaged \$280,769. “New construction of single-family homeowner units for moderate income homebuyers,” “Purchasing land so a non-profit can build new affordable housing”, “Rehabilitation loans for affordable rental units”, and “Homeless shelter for adults” also received high dollar amounts.







## Priorities and Plans

The Thurston County Regional Consolidated Plan identifies the development of viable communities by the provision of decent housing, a suitable living environment and the expansion of economic opportunity.

Each of the six Consolidated Plan strategies was developed to address one or more of the CDBG national objectives, which are to benefit to low- and moderate-income persons, eliminate slums or blight, and meet urgent needs.

### Six strategic goals

The six strategic goals provide a framework for the annual Action Plans, which identify specific activities to be funded each year. The goals are:

- Maintain, enhance, and expand the supply of rental, homeownership, and special-needs **affordable housing** for low-income populations.
- Create a comprehensive **homeless continuum of care** system that is responsive to the needs in our community.
- **Acquisition of land** to support the development of new affordable housing, public facilities or infrastructure to meet the needs of low-income residents.
- Provide essential **public services** for low-income and special-needs populations.
- Identify and create opportunities for **economic development** that principally benefits low-income people.
- Identify priority **public facilities and infrastructure** projects that serve low-income populations through-

out the county, including community centers and sewer lines.

Strategic goals are broad in nature and are specifically designed to address all needs identified in the Consolidated Plan. Each year these strategies will be used as the framework from which to identify the specific activities to be pursued as action steps of the multi-year Consolidated Plan. These annual steps are presented in the one-year Annual Action Plans, issued by the Thurston County Commission and the Olympia City Council, which identify the specific projects and programs to receive funding.

### Anticipated resources

The region's CDBG and HOME programs will receive an estimated \$— million in each of the next five years to address the strategic goals.

The region's first strategy is to maintain, enhance and expand the supply of rental, homeownership, and special-needs **affordable housing** for low-income populations. Through rehabilitation loans and grants, owner-occupied and renter-occupied housing can be renovated, including removing barriers for those with disabilities.

The HOME program can support investment into new construction, and both CDBG and HOME can be used for the acquisition of special-needs housing for either single family or multifamily. Funding can also be applied to public infrastructure required to support housing, land acquisition, and purchase of existing structures to support the development of new housing.

*Above: A staff member at Rosie's Place, a center for homeless and low-income youth in downtown Olympia. Rosie's Place provides job search assistance in addition to many needed services.*

A comprehensive **Homeless Continuum of Care** refers to the multi-jurisdictional system that includes the region's services, resources, and housing options needed to prevent homelessness and move those who become homeless quickly into stable and safe housing with appropriate services.

The **Continuum of Care** includes a coordinated, county-wide intake that serves as the primary entry point when an individual or household becomes homeless; monthly reporting on capacity in order to maximize the existing inventory; outreach to those who are in encampments or on the streets to bring them into the network of providers and assistance; and survival assistance for households with dire needs.

**Figure 11: Goals and Priorities, 2018-2022**

Goals	Description	Strategic Priorities	Types of Eligible Activities	Priority Level
<b>Affordable Housing</b>	Maintain, enhance, and expand the supply of rental, homeownership, and special needs affordable housing for low income populations.	Rental Housing	Acquisition, rehabilitation, new construction of affordable rental units, including special needs housing	High
		Owner-occupied housing	Rehabilitation, new construction, and downpayment assistance for homeowners	High
<b>Homeless Continuum of Care</b>	Create a comprehensive Homeless Continuum of Care system that is responsive to the needs in our community.	Homeless Services and Systems*	Coordinated entry, multiple types of services, including non-federally funded projects	High
		Housing Assistance	Rapid rehousing, diversion, emergency shelter and other housing solutions, including non-federally funded projects	High
<b>Land Acquisition</b>	Acquisition of land to support Strategic Priorities	Land Acquisition*	Purchase of land for affordable housing, public facilities or infrastructure construction	High
<b>Public Services</b>	Provide essential public services for low income and	Public Services*	Social Services including youth services, veteran services, homeless services	High
<b>Public Facilities and Infrastructure</b>	Identify priority public facilities and infrastructure projects that serve low and moderate income populations throughout the county.	Infrastructure	Water and sewer renovation, sidewalks, accessibility	High
		Community Facilities Serving Homeless Populations*	Day center or community space for homeless populations	High
		Public Facility Improvements	Community parks, neighborhood facilities, facilities for persons with special needs	High
<b>Economic Development</b>	Provision of training and small business education and training programs.	Business Assistance and Training	Start-up business training program for low income individuals and microenterprises	Medium
		Special Economic Development	Economic development, job training, commercial rehabilitation, and technical assistance to businesses	Medium
<b>General Administration</b>	Planning and administrative activity			Required

\* Indicates that the Strategic Priority may support more than one Goal.

Notes:

- Urban County CDBG programs will serve low income residents throughout the county in all cities and towns except Olympia.
- Olympia CDBG programs will serve low income residents in Olympia.
- HOME program Funding will be available throughout Thurston County.
- Final project activities are determined respectively by the Board of County Commissioners and the City of Olympia Council.

CDBG funds can be used to purchase property, termed **“land acquisition,”** for any CDBG-eligible purpose that is clearly specified by the jurisdiction. Examples include purchasing land for a park or for commercial purposes, buying a building for a homeless shelter or to provide affordable rental housing, acquiring a deteriorated building for demolition, and purchasing permanent easements for water/sewer lines, streets, and utilities.

Each potential land acquisition project must be selected with a clearly stated end use, clearly defined beneficiaries, and must be qualified under a specific national objective. HOME funding may be used for land acquisition only under very specific circumstances, and development must occur within 12 months of the purchase.

**Public Facilities and Infrastructure projects** develop and repair public facilities that support low-income housing or neighborhoods. These projects can include new or repaired sewer lines, water systems, sidewalks, and other public utilities. Public Facilities can also include the new construction or the rehabilitation of facilities that serve predominantly low-income people, including community and youth centers and homeless shelters.

**Public Services** projects can support a wide range of services to assist low-income individuals and households to become stable and self-sufficient. This category of funding can support operations and maintenance costs for service as well as direct service delivery. These services can include food and nutrition programs, programs for seniors or youth, crisis centers, mental health programs, and domestic violence prevention programs.

**Economic Development** activities will fund a range of activities that provide economic opportunity and support the creation of jobs, principally for low- and moderate-income people. These activities include support for small and “micro” businesses, including training, technical assistance, and direct loans to support new small businesses

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The region’s CDBG and HOME programs will receive an estimated \$2.5 million over the next five years to address the strategic goals.

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and entrepreneurs. Funding can also be used to support a community planning process to expand economic opportunity.

#### **Projects for 2018**

An inter-jurisdictional group, including representatives from Thurston County, Lacey, Tumwater, Yelm, Rainier, Tenino, and Bucoda, have established a decision-making model for the Urban County CDBG program.

The HOME Consortium is an eight-member advisory board responsible for making county housing funding and policy recommendations. The Consortium is comprised of public elected officials from Bucoda, Olympia, Lacey, Rainier, Tenino, Tumwater, Yelm, and Thurston County, and is an advisory board to the county Board of Commissioners.

The HOME Consortium and the Urban County CDBG program have selected the projects in Figure 12, on the following page, for funding in 2018. Thurston County has \$3,661,531 in additional non-federal leverage monies for homeless services and affordable housing.

#### **Regional Consolidated Plan**

Additional information about these projects can be found in the full 2018-2022 Consolidated Plan, available on the websites of Thurston County and Olympia. The Consolidated Plan also provides information on the other sources of funds that the region receives to address homelessness and provide affordable housing for low-income persons and families, as well as a more detailed assessment of countywide needs.



**Figure 12: Draft 2018 Annual Action Plan for CDBG and Home Proposed Activities**

Goals	Strategic Priorities	Proposed Activities	Estimated Funding Level	Funding Source
<b>Affordable Housing</b>	Rental Housing	Homes First (Housing purchase and renovation)	\$457,629	CDBG—Urban County
		Union Gospel Mission (Genesis Acres Sewer)	\$237,244	
		Family Support Center (Westside Housing Project)	\$300,000	CDBG—Olympia
		Homes First (CHDO) (Housing purchase and renovation)	\$119,595	HOME—CHDO
		Homes First (Housing purchase and renovation)	\$298,989	HOME
	Owner-occupied housing	Habitat for Humanity (Deyoe Vista homeownership)	\$298,989	
<b>Homeless Continuum of Care</b>	Homeless Services and Systems*	Interfaith Works (Community Care Center)	\$32,236	CDBG—Urban County
	Housing Assistance	Day Center Staffing (Provider TBA)	\$45,000	CDBG—Olympia
<b>Land</b>	Land Acquisition*			
<b>Public Services</b>	Public Services*	Tumwater Boys & Girls Club (Scholarships)	\$25,822	CDBG—Urban County
		TOGETHER! (Community Schools)	\$92,699	
		Catholic Community Services (Community Kitchen)	\$25,694	
		City of Olympia (Downtown Ambassador Program)	\$55,000	CDBG—Olympia
<b>Public Facilities and Infrastructure</b>	Infrastructure			
	Community Facilities Serving Homeless Populations*	Community Center (new day center – partner TBA)	\$400,000	CDBG—Olympia
	Public Facility Improvements	Family Education and Support Services (Resilience Center)	\$120,000	CDBG—Urban County
<b>Economic Development</b>	Business Assistance and Training	Enterprise for Equity (Micro-enterprise training program)	\$20,000	CDBG—Olympia
		Joint Business Training Program (Thurston Economic Development Council & Olympia Downtown Alliance)	\$30,000	CDBG—Olympia
	Special Economic Development	Downtown Safety Projects (Olympia Downtown Alliance)	\$50,000	CDBG—Olympia
<b>General Administration</b>		Thurston County	\$243,767	CDBG—Urban County
		City of Olympia	\$100,000	CDBG—Olympia

\* Indicates that the Strategic Priority may support more than one Goal.

Notes:

- Urban County CDBG programs will serve low income residents throughout the county in all cities and towns except Olympia.
- Olympia CDBG programs will serve low income residents in Olympia.
- HOME program Funding will be available throughout Thurston County.
- Final project activities are determined respectively by the Board of County Commissioners and the City of Olympia Council.



## Thurston County

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District 2 **Gary Edwards**  
District 3 **Bud Blake, Chair**

Public Health & Social Services  
Director **Schelli Slaughter**

Housing and Community Renewal Program  
Housing Program Manager **Gary Aden**

## City of Olympia

City of Olympia Council  
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Position 2 **Jessica Bateman**  
Position 3 **Nathaniel Jones, Mayor Pro Tem**  
Position 4 **Clark Gilman**  
Position 5 **Lisa Parshley**  
Position 6 **Renata Rollins**  
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# A CITIZEN'S SUMMARY OF THE 2018-2022 CONSOLIDATED PLAN

Prioritizing HOME and Community Development Block Grant Resources

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PO Box 1967  
Olympia, WA 98507-1967  
[www.olympiawa.gov](http://www.olympiawa.gov)

Urban County CDBG Program  
HOME Consortium  
2000 Lakeridge Dr. SW  
Olympia, WA 98502  
[www.co.thurston.wa.gov](http://www.co.thurston.wa.gov)





***DRAFT***

# 2018-2022 THURSTON COUNTY AND OLYMPIA REGIONAL CONSOLIDATED PLAN

Prioritizing HOME and Community Development Block Grant Resources

May 2018

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## Executive Summary

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

#### 1. Introduction

The Consolidated Plan is a planning document required by the U.S. Department of Housing and Urban Development (HUD) to be submitted every three to five years by all jurisdictions that receive Community Development Block Grant (CDBG) program and HOME funds. The Consolidated Plan identifies housing, homeless and community development needs, and determines strategic priorities for the use of CDBG and HOME funds over the ensuing plan period.

The City of Olympia Community Planning and Development Department (CPD) and the Thurston County Housing and Community Renewal Program are the lead entities responsible for overseeing the development and administration of the *2018-2022 Regional Consolidated Plan*. Thurston County and Olympia are again submitting a combined regional plan for CDBG and HOME funding. The City of Olympia has a CDBG entitlement, separate from the County. Thurston County became eligible as an “Urban County” to receive a CDBG entitlement since October 2012 when HUD has determined that the population numbers qualified Thurston County plus the cities of Lacey, Tumwater, Rainier, Yelm, Tenino and the Town of Bucoda as an Urban County, eligible to receive directly CDBG Entitlement Funds. Thurston County also receives HOME funding, which is included automatically for the Urban County region. The Urban County has entered into an interlocal agreement with the City of Olympia as a HOME Consortium, to allow HOME funds to be utilized countywide in all jurisdictions. Thurston County is considered the Participating Jurisdiction under HOME Program rules. HUD requires the needs assessment data for regional Consolidated Plans to be presented for the entire county, not segregated by jurisdiction.

This plan is the result of a nine-month planning process that examined the needs and resources of unincorporated Thurston County and the cities of Olympia, Lacey, Tumwater, Rainier, Tenino, and Yelm and the Town of Bucoda. During the process, we consulted with our community partners, other stakeholders and members of the public. The planning process brought together citizens, social service organizations, businesses, faith communities, and elected officials to review the region’s current and future housing and community development needs and develop updated priorities.

#### 2. Summary of the objectives and outcomes identified in the Plan

The Thurston County *2018-2022 Regional Consolidated Plan* identifies the development of viable communities by the provision of decent housing, a suitable living environment and the expansion of



economic opportunity. Through the housing needs analysis, input from the citizen survey, and other consultation with community partners, Thurston County and the City of Olympia have developed a proposed strategic plan with six priorities for the use of CDBG and HOME funds.

The six strategic goals provide a framework for the annual Action Plans, which identify specific activities to be funded each year. The goals are:

- **Affordable Housing:** Maintain, enhance, and expand the supply of rental, homeownership, and special needs Affordable Housing for-low income populations;
- **Economic Development:** Identify and create opportunities for Economic Development programs that principally benefit low-income people;
- **Public Facilities and Infrastructure:** Identify priority projects that serve low-income populations throughout the county;
- **Social Services:** Provide essential social services, termed Public Services for low-income and special needs populations;
- **Homeless Continuum of Care:** Create a comprehensive Homeless Continuum-of-Care system that is responsive to the needs in our community (County-only strategy for non-federal HOME funds); and
- **Land Acquisition:** The Acquisition of land to support the development of new affordable housing, public facilities, infrastructure, or other CDBG-eligible activities to meet the needs of low-income residents.

Strategic goals are broad in nature and are specifically designed to address all needs identified in the Consolidated Plan. Each year these strategies will be used as the framework from which to identify the specific activities to be pursued and shall be presented in an annual Action Plan.

### 3. Evaluation of past performance

The goals and priorities selected for the 2018-2022 Consolidated Plan are informed by the activities and performance of projects selected by Thurston County and the City of Olympia during the 2013-2017 program years. Strong-performing activities that were funded illustrate the types of activities Thurston County and the City of Olympia intended to fund. Examples of these activities include:

- **Public infrastructure projects,** such as construction and repair of sidewalks, water lines, and recreational facilities.
- **Affordable housing projects,** including acquisition and rehabilitation of multi-family rental properties, homeowner repair programs, and new construction of single-family homes.
- **Public services activities,** including support for homeless services, youth scholarships, and services for low-income veterans.

- **Economic development activities**, such as micro-enterprise and small business training and support.
- **Public facility projects** such as community centers that support homeless services, food distribution, as well as public infrastructure projects that provide ADA sidewalks, sewer extensions and water lines, as examples.

Homeless Continuum of Care services were funded through non-federal sources to provide rapid rehousing, emergency shelter beds, diversion, transitional housing, and permanent supportive housing through a developing coordinated entry system.

#### **4. Summary of citizen participation process and consultation process**

We encouraged participation from citizens, agencies, advocacy groups, nonprofit organizations, faith communities, businesses and other stakeholders concerned with housing, homelessness and community development in Thurston County throughout the planning process. Highlights of the process include:

- Conducting a survey of stakeholders and citizens to gauge perceptions of challenges, needs and priorities for the use of CDBG and HOME funds. The survey was open from November 20, 2017 through January 1, 2018;
- Holding public hearings in April and June 2018; and
- Conducting a 30-day public comment period from May 23 to June 23, 2018 for Olympia, and June 1 through 30, 2018 for Thurston County.

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

This section will be written following the 30 day public comment period

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

This section will be written following the 30 day public comment period

#### **7. Summary**

The 2018-2022 Consolidated Plan was developed to be consistent with and support the HUD goals identified in Title 1 of the Housing and Community Development Act of 1974, as amended. All program activities and strategies discussed in the 2018-2022 Consolidated Plan are designed to further these goals and address the most critical affordable housing, homeless and community development needs in Thurston County. Recipients of CDBG, HOME and other federal funding must adopt one or more federal performance objectives and outcome categories. To meet one of the national objectives for CDBG funding, an activity must:



- **Low/Moderate Income:** Benefit low- or moderate-income persons;
- **Slum/Blight:** Prevent or elimination of slums or blight; or
- **Urgent Need:** Meet a particularly urgent community development need.

Outcome categories improve:

- **Availability or accessibility** of housing units or services;
- **Affordability** not just for housing but also of other services; and
- **Sustainability** by promoting viable communities.

The CDBG program provides funding to state and local governments for projects and activities that principally benefit low- to moderate-income people. This HUD program helps local governments develop viable urban communities by providing adequate supplies of affordable housing, a healthy living environment, and economic opportunities.

CDBG funds are some of the most flexible resources available to local governments. Communities can use CDBG funds for a wide range of activities such as rehabilitating single-family homes and apartment buildings, building community centers and public facilities, constructing water and sewer lines, supporting economic development, and providing vital social services. The fundamental philosophy of CDBG is the belief that local elected officials are best positioned to identify and prioritize local needs and to effectively allocate funding to address those needs.

HOME provides formula grants to build, buy, and/or rehabilitate affordable rental or owner-occupied housing, or provide direct rental assistance to low-income people. Communities can use HOME funds for new construction, rental assistance, and homeowner assistance.

Together, the City and the County have produced a single consolidated plan covers all of Thurston County for the CDBG and HOME programs:

- CDBG needs and funding for unincorporated Thurston County and the cities of Tenino, Yelm, Rainier, Lacey, and Tumwater and the Town of Bucoda.
- City of Olympia CDBG needs and funding.
- HOME needs and funding for all of Thurston County.

The required elements of the Consolidated Plan include:

- **Needs Assessment** An assessment of housing, homeless, and community development needs;
- **Housing Analysis** An analysis of the region's housing market;
- **Strategy Overview** A discussion of the region's strategies, priority needs, and objectives for CDBG funded activities; and

- **Annual Action Plans** for the first year of the Five-Year Plan period that describe the method for distributing funds to carry out activities in support of the strategic plan during the first year. This Consolidated Plan includes two Action Plans, one describing how the Urban County region will use CDBG funds, and one describing how Olympia will use the funds during the first year.

The Consolidated Plan will be presented to HUD on July 15, 2018. The 2018 program year will begin on September 1, 2018.

DRAFT

## The Process

### PR-05 Lead & Responsible Agencies - 24 CFR 91.200(b)

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

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	THURSTON COUNTY	
CDBG Administrator	THURSTON COUNTY	Public Health and Social Services
HOPWA Administrator		
HOME Administrator	THURSTON COUNTY	Public Health and Social Services
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

### Narrative

The city of Olympia Community Planning and Development Department (CPD) and the Thurston County Housing and Community Renewal Program are the lead entities responsible for overseeing the development and administration of the 2018-2022 Regional Consolidated Plan. CPD's mission is to protect and enhance quality of life, sustainability, and safety through our plans, regulations, and programs. The mission of the Thurston County housing and community renewal program is to create and preserve decent affordable housing; end homelessness; and provide capital investments which improve the viability, livability, and economic stability of Thurston County communities, particularly low- and moderate-income communities.

Thurston County and Olympia are again submitting a combined regional plan for CDBG and HOME funding. HUD determined in October of 2012 that Thurston County plus the cities of Lacey, Tumwater, Rainier, Yelm, Tenino and the Town of Bucoda are designated an Urban County – i.e., eligible to receive directly from CDBG Entitlement Funds. HOME funding is included automatically for Urban County region. The Urban County has entered into an interlocal agreement with the city of Olympia as a HOME Consortium, to allow HOME funds to be used countywide in all jurisdictions. Thurston County is considered the Participating Jurisdiction under HOME program rules.

### Consolidated Plan Public Contact Information

For questions about the CDBG and HOME programs or the Consolidated Plan, please contact:

**Gary Aden, Housing Program Manager**

Thurston County,  
adeng@co.thurston.wa.us  
(360) 867-2532

**Anna Schlecht, Housing Program Manager**

City of Olympia,  
aschlech@ci.olympia.wa.us  
(360) 753-8183

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

### **1. Introduction**

As part of the Consolidated Plan development process, federal regulations (24 CFR 91.200(b), 91.215(i)) include the requirement that a jurisdiction consult extensively with community service providers, other jurisdictions, and other entities with a potential interest in or knowledge of that jurisdiction's housing and non-housing community development issues. The following governmental and nonprofit organizations were consulted on priority housing, homeless and community development needs in Thurston County. Consultation activities included the survey; reviews of published studies, reports and plans; follow-up conversations to gather additional data and/or requests to review relevant portions of the draft 2018-2022 Regional Consolidated Plan during the public comment period.

**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)).**

Thurston County and the City of Olympia consulted with the following agencies/organizations in preparing the Consolidated Plan:

**Governments:** Washington State agencies, federal agencies, Pierce County, and the cities of Lacey, Tumwater, Yelm, Bucoda, Rainier, and Tenino.

**Assisted Housing Providers:** Panza, Family Support Center, Housing Authority of Thurston County, Community Action Council, South Puget Sound Habitat for Humanity, Low Income Housing Institute.

**Health Service Organizations:** Behavioral Health Resources, Capital Clubhouse, Pierce County AIDS Foundation.

**Social Service Organizations:** Community Youth Services, Together!, Interfaith Works, Olympia Union Gospel Mission, Out of the Woods, Bread and Roses, SafePlace Olympia, Salvation Army, Senior Services for South Sound, Thurston County Food Bank, Washington State Coalition Against Domestic Violence, Yelm Community Services.

**Economic Development Organizations:** Thurston County Economic Development Council, Olympia Downtown Alliance.

Both the City of Olympia and Thurston County have created Homeless Coordinator positions, to develop and implement strategic homeless plans. The City's Homeless Coordinator is working closely with the City Council and other stakeholders to develop a Homeless Plan. Thurston County is working to fill this position, which has been vacant for one year, as the county seeks to shift the Homeless Coordinator

from a contractor to county employee. The respective goals of these two Coordinators will reflect the unique challenges to each jurisdiction as well as to maximize cooperation between the county and the City. The shared regional goals will be to strengthen the network of housing, shelter and social service providers; maximize access to fiscal and other resources; mitigate negative impacts to neighborhoods and business districts; and, foremost to meet the needs of homeless individuals and those at risk of homelessness.

Lastly, Thurston County and the City of Olympia encourage and accept funding applications from housing, health care, economic development, mental health, and social service providers through annual Action Plan processes. Funded activities must address one or more regional strategic goals.

**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**

Significant aspects of the Consolidated Plan development process included consultation with the Washington State Department of Commerce (the agency which manages the Balance of State Continuum of Care), City and County staff, as well as agencies and organizations that serve the region's residents. A widely-distributed survey identified priority needs and the level of need for various community development, housing, homeless, and economic development needs. Thurston County's Homeless Coordinator contributed to the research and writing of the Homeless Needs Assessment sections. The development of the Consolidated Plan also included active citizen and agency participation, as described later in the Citizen Participation section.

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

Thurston County participates in the Balance of State Continuum of Care, managed by the Washington State Department of Commerce (Commerce). This program includes all non-entitlement communities throughout the state (those that are not direct recipients of Continuum of Care funding from HUD). Thurston County agencies receiving approximately \$800,000 annually for a variety of services through the Balance of State CoC programs. Thurston County does not receive Emergency Shelter Grant (ESG) funds and instead receives an equivalent allocation in Consolidated Homeless Grant (CHG) funds. Each non-entitlement community occasionally receives an allocation from Commerce and other state funding to address homelessness within their communities. ESG is funded by the HUD Homeless Emergency Assistance and Rapid Transitions to Housing Act of 2009 (known as the HEARTH Act).

Thurston County's relationship to the Balance of State Continuum of Care is divided by program area. ESG, CHG, and other sources are contracted to Thurston County and is subcontracted to local providers for delivery to qualified households. HEARTH Act-governed activities (McKinney-Vento programs) are

directly contracted to local providers through HUD. HEARTH Act-required planning is conducted through a local representative elected by the community of providers and informs the Balance of State Continuum of Care Planning. In Thurston County the community of providers is the Housing Task Force.

The purpose of the ESG program is to provide homelessness prevention assistance to households that would otherwise become homeless, and to provide assistance to rapidly re-house persons who are experiencing homelessness. The funds provide for a variety of assistance, including short-term or medium-term Rental Assistance, Housing Search and Placement, and Housing Stability Case Management.

After receiving the funds, decisions about priorities and which Thurston County projects to support each year are made through community-based planning efforts that involve social service providers. All programs receiving Continuum of Care (c of C) funds are required to use the Homeless Management Information System (HMIS). This data-collection system is managed by Commerce staff, and all protocols and data standards are prescribed by the agency, based on HUD-mandated federal regulations.

Once Thurston County's Homeless Coordinator position is filled, the Coordinator will serve as the C of C Coordinator. This allows the Homeless Coordinator to take steps to synchronize countywide homeless prevention and assistance planning. The City's Homeless Coordinator will also participate in the C of C.

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

1	<b>Agency/Group/Organization</b>	THURSTON COUNTY
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Thurston County is the lead agency for the Urban County CDBG program and the Participating Jurisdiction for HOME. Additionally, the county staffs the Homeless Coordinator position. As such, the County will take a lead role in coordinating between local governments, nonprofit agencies, businesses, and other stakeholders in addressing the needs of low- and moderate-income residents.
2	<b>Agency/Group/Organization</b>	OLYMPIA
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy  Fair Housing



	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Olympia is the lead agency for the Olympia CDBG program. As such, the City will take a lead role in coordinating between local governments, nonprofit agencies, businesses, and other stakeholders in addressing the needs of low- and moderate-income residents.
3	<b>Agency/Group/Organization</b>	CITY OF LACEY
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Representatives from Lacey serve on the HOME Consortium and the Health and Human Services Council. The City was invited to participate in the online survey, and to attend the public hearings. The City will continue to play a key role in planning and programs to address the needs of the region's low- and moderate-income residents.
4	<b>Agency/Group/Organization</b>	TUMWATER
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Representatives from Tumwater serve on the HOME Consortium and the Health and Human Services Council. The City was invited to participate in f the online survey, and to attend the public hearings. The City will continue to play a key role in planning and programs to address the needs of the region's low- and moderate-income residents.
5	<b>Agency/Group/Organization</b>	YELM
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative from Yelm serves on the HOME Consortium. The City was invited to participate in, the online survey, and to attend the public hearings. The City will continue to play a key role in planning and programs to address the needs of the region's low- and moderate-income residents.

6	<b>Agency/Group/Organization</b>	CITY OF TENINO
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative from Tenino serves on the HOME Consortium. The City was invited to participate in, the online survey, and to attend the public hearings. The City will continue to play a key role in planning and programs to address the needs of the region's low- and moderate-income residents.
7	<b>Agency/Group/Organization</b>	BUCODA
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative from Bucoda serves on the HOME Consortium. The City was invited to participate in, the online survey, and to attend the public hearings. The City will continue to play a key role in planning and programs to address the needs of the region's low- and moderate-income residents.
8	<b>Agency/Group/Organization</b>	RAINIER
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A representative from Rainier serves on the HOME Consortium. The City was invited to participate in the online survey, and to attend the public hearings. The City will continue to play a key role in planning and programs to address the needs of the region's low- and moderate-income residents.
9	<b>Agency/Group/Organization</b>	BEHAVIORAL HEALTH RESOURCES
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-Health Mental Health Services

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Mental Health Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was invited to participate in an online survey and attend the public hearings. As part of the institutional service delivery system addressing the needs of low- and moderate-income residents, the agency will continue to participate in planning and coordination efforts to best serve these populations.
10	<b>Agency/Group/Organization</b>	CATHOLIC COMMUNITY SERVICES
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was invited to participate in an online survey and attend the public hearings. As part of the institutional service delivery system addressing the needs of low- and moderate-income residents, the agency will continue to participate in planning and coordination efforts to best serve these populations.
11	<b>Agency/Group/Organization</b>	COMMUNITY ACTION COUNCIL OF LEWIS MASON AND THURSTON COUNTIES
	<b>Agency/Group/Organization Type</b>	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was invited to participate in an online survey and attend the public hearings. As part of the institutional service delivery system addressing the needs of low- and moderate-income residents, the agency will continue to participate in planning and coordination efforts to best serve these populations.
12	<b>Agency/Group/Organization</b>	Enterprise for Equity
	<b>Agency/Group/Organization Type</b>	Services-Education Microenterprise Training and Business Support
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was invited to participate in an online survey and attend the public hearings. As part of the institutional service delivery system addressing the needs of low- and moderate-income residents, the agency will continue to participate in planning and coordination efforts to best serve these populations.
13	<b>Agency/Group/Organization</b>	Family Support Center
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was invited to participate in a an online survey and attend the public hearings. As part of the institutional service delivery system addressing the needs of low- and moderate-income residents, the agency will continue to participate in planning and coordination efforts to best serve these populations.
14	<b>Agency/Group/Organization</b>	SOUTH PUGET SOUND HABITAT FOR HUMANITY
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was invited to participate in a, an online survey and attend the public hearings. As part of the institutional service delivery system addressing the needs of low- and moderate-income residents, the agency will continue to participate in planning and coordination efforts to best serve these populations.
15	<b>Agency/Group/Organization</b>	SafePlace Olympia
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence



	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Housing and Services for Victims of Domestic Violence
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was invited to participate in a, an online survey and attend the public hearings. As part of the institutional service delivery system addressing the needs of low- and moderate-income residents, the agency will continue to participate in planning and coordination efforts to best serve these populations.
16	<b>Agency/Group/Organization</b>	Pierce County AIDS Foundation
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	HOPWA Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was invited to participate in an online survey and attend the public hearings. As part of the institutional service delivery system addressing the needs of low- and moderate-income residents, the agency will continue to participate in planning and coordination efforts to best serve these populations.
17	<b>Agency/Group/Organization</b>	HOUSING AUTHORITY OF THURSTON COUNTY
	<b>Agency/Group/Organization Type</b>	Housing PHA Services-Elderly Persons Services-Persons with Disabilities Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was invited to participate in a, an online survey and attend the public hearings. As part of the institutional service delivery system addressing the needs of low- and moderate-income residents, the agency will continue to participate in planning and coordination efforts to best serve these populations.
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**Table 2 – Agencies, groups, organizations who participated**

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

The invitation to participate was broad and conducted through a variety of means to reach as many agencies and groups as possible. There was no decision to exclude any agency or group from the consultation process.

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

The invitation to participate was broad and conducted through a variety of means to reach as many agencies and groups as possible. There was no decision to exclude any agency or group from the consultation process.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Washington State Department of Commerce	Thurston County participates in the Balance of Washington State Continuum of Care (CoC). The Balance of Washington State CoC Steering Committee, supported by the Department of Commerce, manages an annual competition selecting and ranking projects in a consolidated application. The Committee's role includes overseeing the ongoing homeless planning process for the 33-county CoC, policy decision-making on the annual application process, advice to the state on statewide homeless planning and programming, and establishing priorities for activities to support the goals and strategies of the CoC.
Vitality Index	Thurston County Economic Development Council	The economic development goals overlap with the Economic Vitality Index, which is calculated on a monthly basis and is composed of five indicators which include: total residential building permits, initial unemployment claims, consumer sentiment, stocks of local interest, and U.S. securities yield spread. *Plan updated in January of 2018*
Capital Facilities Plan	Thurston County	The Capital Facilities Plan (CFP) is a six-year plan of capital infrastructure improvement projects with estimated dates and costs, and proposed methods of financing. The Plan is reviewed and updated annually, and each project listed in the CFP goes through a separate future approval and environmental review process. * in draft form <a href="http://www.co.thurston.wa.us/planning/cap-facilities-plan/cap_facilities_home.htm">http://www.co.thurston.wa.us/planning/cap-facilities-plan/cap_facilities_home.htm</a> *

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2012 Community Assessment	United Way of Thurston County	The United Way gathers quantitative and qualitative data on economic and social conditions in Thurston County. By utilizing a focus group approach, the United Way encourages discussion about many of the same goals shared by the Consolidated Plan.
Five-Year Homeless Housing Plan	Thurston County	The Consolidated Plan draws upon the five-year plan to end homelessness. The plan targets the creation of 690 units of low income and affordable housing by creating 150 homeless units, 200 affordable units, and providing 340 new housing rental assistance vouchers.
2016 Homeless Census Report	Thurston County and the HOME Consortium	The Consolidated Plan relied on data from the <u>Homeless Census Report</u> to determine priorities and goals. Annual homeless census results are reported to the state and federal governments to ensure a proportionate level of public funding for local shelters, transitional housing, and related supportive services. These numbers also help to create an accurate picture of homelessness in the region. Locally, census results are presented to all community stakeholders, concerned citizens, policy makers, funders, service providers, and the homeless themselves.
The Profile	Thurston County Regional Planning Council	The Profile is an annual compilation of statistics, trends, analyses and comparisons for Thurston County and its individual jurisdictions. The Consolidated Plan shares the goal of providing accessible data and analysis to HUD, the public, and the region's decision makers.

Table 3 – Other local / regional / federal planning efforts

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))**

**Narrative**

The City of Olympia Community Planning and Development Department (Olympia CPD) and the Thurston County Housing and Community Renewal Program are the lead entities responsible for overseeing the development and administration of the *2018 -2022 Regional Consolidated Plan*. Olympia CPD's mission is to protect and enhance our community's quality of life, sustainability and public safety through comprehensive plans, development regulations and service programs. The mission of the County's Housing and Community Renewal Program is to create and preserve decent affordable housing; end homelessness; and provide capital investments which improve the viability, livability, and economic stability of Thurston County communities, particularly low- and moderate-income

communities. The work is accomplished in partnership with the county's housing and social service providers and in cooperation with cities.

Thurston County and Olympia are again submitting a combined regional plan for CDBG and HOME funding. HUD has determined that as of October 2012, Thurston County plus the cities of Lacey, Tumwater, Rainier, Yelm, Tenino and the Town of Bucoda will be designated an Urban County, eligible to receive directly from CDBG Entitlement Funds. HOME funding will also be included "automatically" for the Urban County region. The Urban County has entered into an interlocal agreement with the City of Olympia as a HOME Consortium, to allow HOME funds to be utilized countywide in all jurisdictions. Thurston County is considered the Participating Jurisdiction under HOME Program rules. HUD requires the needs assessment data for regional Consolidated Plans to be presented for the entire county, not segregated by jurisdiction. Olympia-specific data is presented in Appendix E and may be of particular interest to Olympia stakeholders.

This plan is the result of a nine-month planning process during which we examined the needs and resources of unincorporated Thurston County and the cities of Olympia, Lacey, Tumwater, Rainier, Bucoda, Tenino, and Yelm. During the process, we consulted with our community partners and members of the public. The planning process brought together citizens, social service organizations, businesses, faith communities, and elected officials to review the region's current and future housing and community development needs and develop updated priorities.

**PR-15 Citizen 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****Citizen Participation Plan**

Citizens and other stakeholders were encouraged to participate in the development of the 2017 Assessment of Fair Housing (AFH) and the planning and evaluation of the three federal programs addressed in this Consolidated Plan:

- Urban County CDBG Program, which includes Thurston County, Lacey, Tumwater, Yelm, Rainier, Bucoda, and Tenino;
- Thurston County HOME Program, which includes Thurston County, Olympia, Lacey, Tumwater, Yelm, Rainier, Bucoda, and Tenino; and
- City of Olympia CDBG Program, which is only for Olympia.

The City of Olympia and Thurston County have developed a joint Citizen Participation Plan. This plan describes how to access information about the programs, examine the draft plans and report documents, review and comment on proposed activities, and provide comments on performance evaluations of approved activities. Citizens are also encouraged to participate in program implementation and monitoring activities.

At this time, HUD has notified the County that required implementation of the the goals or recommendations of the AFH are delayed until 2022, however the County and City can include those AFH goals as part of this joint Consolidated Plan. As a joint plan, some elements of this plan will apply broadly to the AFH and all three programs. Other sections are more specific to a certain federal program or jurisdiction, as noted.

**Purpose of the Citizen Participation Plan**

The public planning process for the Consolidated Plan, the annual Action Plans, and the 2017 AFH provided key information to help citizens and other stakeholders understand how the proposed use of HOME and CDBG funds may impact them. This information includes:

- An assessment of needs;
- An outline of strategies;
- An identification of specific activities to be funded;
- Links each proposed activity to a federal CDBG national objective;

- An identification of intended beneficiaries;
- A clear identification of the benefit to low and moderate income persons; and
- An identification of all anticipated resources.

The general intent of these plans is to provide clear information to allow citizens and other stakeholders to understand how the City and County will invest these federal HOME and CDBG, and in particular to provide sufficient details to allow citizens and other stakeholders to understand how these programs might affect them.

## Anti-Displacement and Anti-Relocation Plan

As part of the Citizen Participation Plan, the public will be advised about the County and City plans to limit the displacement of persons through the CDBG and HOME program activities, and the ways the jurisdictions will assist any persons who may be displaced. The Anti-Displacement and Anti-Relocation Plan is included under Appendix G.

## How Citizens Can Participate

Table 21 provides an overview of how citizens can participate in the HOME and CDBG Programs and during the development of the AFH.

**Table 21. How Citizens Can Participate in the HOME and CDBG Programs**

Activity/Document	When Activity Begins	Public Comment Period	How to Participate and Access Documents
<b>Consolidated Plan</b> (Five-Year Strategic Plan)	Starts six months preceding the coming Consolidated Plan Public Comment Period	30 days	<ul style="list-style-type: none"> <li>• Public hearing</li> <li>• Public community partner meetings</li> <li>• Documents online at <a href="http://www.co.thurston.wa.us">www.co.thurston.wa.us</a> or <a href="http://www.ci.olympia.wa.us">www.ci.olympia.wa.us</a></li> <li>• Documents available at Thurston County Court House and Olympia City Hall</li> <li>• Documents available at Timberland Libraries</li> </ul>
<b>Substantial Amendments</b>	At any point during the	30 days	<ul style="list-style-type: none"> <li>• Public hearing</li> <li>• Public community partner meetings</li> <li>• Documents online at</li> </ul>



(Changes to the Consolidated Plan)	Consolidated Plan Period		<ul style="list-style-type: none"> <li>• <a href="http://www.co.thurston.wa.us">www.co.thurston.wa.us</a> or <a href="http://www.ci.olympia.wa.us">www.ci.olympia.wa.us</a></li> <li>• Documents available at Thurston County Court House and Olympia City Hall</li> <li>• Documents available at Timberland Libraries</li> </ul>
<b>Annual Action Plan</b> (Program Year Activity Overview)	Starts six month preceding the program year	15 days	<ul style="list-style-type: none"> <li>• Public hearing</li> <li>• Public community partner meetings</li> <li>• Documents online at <a href="http://www.ci.olympia.wa.us">www.ci.olympia.wa.us</a></li> <li>• Documents available at City Hall</li> <li>• Documents available at Timberland Libraries</li> </ul>
<b>CAPER</b> (Annual Report on all CDBG and HOME-funded activities)	November of each program year	15 days	<ul style="list-style-type: none"> <li>• Public hearing</li> <li>• Public community partner meetings</li> <li>• Documents online at <a href="http://www.co.thurston.wa.us">www.co.thurston.wa.us</a> or <a href="http://www.ci.olympia.wa.us">www.ci.olympia.wa.us</a></li> <li>• Documents available at Thurston County Court House and Olympia City Hall</li> <li>• Documents available at Timberland Libraries</li> </ul>
<b>Assessment of Fair Housing</b> (Five-year assessment)	Approximately 12 months before the start of the Consolidated Planning process	30 days	<ul style="list-style-type: none"> <li>• Public hearing</li> <li>• Public community partner meetings</li> <li>• Documents online at: <ul style="list-style-type: none"> <li>• <a href="http://www.co.thurston.wa.us">www.co.thurston.wa.us</a> or</li> <li>• <a href="http://www.ci.olympia.wa.us">www.ci.olympia.wa.us</a></li> <li>• <a href="http://www.hatc.org">www.hatc.org</a></li> </ul> </li> <li>• Documents available at Thurston County Court House and Olympia City Hall</li> <li>• Documents available at Timberland Libraries</li> </ul>

## Citizen Participation Requirements

The Citizen Participation Plan is a required element of the Consolidated Plan for the CDBG Program, the HOME Program, and the AFH as specified by federal regulations that can be found at 24 CFR Part 91.105. These regulations define how Thurston County and Olympia will ensure and coordinate public access and public participation in the decision making process for the CDBG and HOME programs. The process includes providing opportunities for developing, reviewing and commenting on the draft Consolidated Plan, annual Action Plan, AFH, Consolidated Annual Performance Evaluation Report, and Citizen Participation Plan.

Additional regulations on the CDBG Program can be found at 24CFR Part 570, and regulations for the HOME Program can be found at 24 CFR Part 92.

The joint Citizen Participation Plan for Thurston County, the County HOME Consortium and the City of Olympia contains the following elements:

### **Public Participation**

Thurston County and the City of Olympia encourages all residents, public agencies, and other stakeholders, specifically low- and moderate-income residents and residents of publically-assisted housing developments, to become involved and participate in the Consolidated Planning Process. Additionally other stakeholders such local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) are encouraged to participate.

### **Access to Meetings**

The County and the City will provide adequate and timely notification of public meetings, and provide assistance to persons with disabilities and/or who are in need of special accommodations (see Public Hearing and Notices on the next page). A translator will be made available at all public meetings when a significant number of non-English speaking persons or interest groups notify the County or City at least seven days prior to a public hearing meeting.

### **Access to Information and Records**

Citizens, public agencies, and other stakeholders will have reasonable and timely access to information and records relating to the Urban County's use of CDBG funding, the Home Consortium's use of HOME funds, and the City of Olympia's use of CDBG funds covered under the Consolidated Plan. HUD-provided data and supplemental information that Thurston County plans to incorporate into the AFH will be made available at the start of the public participation process, or as soon as feasible thereafter. The following documents are available for public review:

- HOME Federal Rules, Regulations, and Guidelines (24 CFR Part 92);
- CDBG Federal Rules, Regulations and Guidelines (24 CFR Part 570);
- *Prior* HOME Consolidated Plans (2003-2007 and 2008-2012);
- *Prior* Olympia CDBG Consolidated Plans (2005-2009 and 2010-2012);
- *Draft* HUD Consolidated Plan (2013-2017);
- Annual Action Plans for both County and City prior program years;
- Agencies request for proposals submitted for HOME and CDBG funding;
- Consolidated Annual Performance Evaluation Reports (CAPER) for both the County and the City of Olympia; and

- Public hearing records for both the County and the City of Olympia.
- *Draft* Assessment of Fair Housing.

The public will have the opportunity to provide verbal and written comments regarding program policies, proposed annual budget allotments, and funding priorities.

### **Thurston County Documents**

Copies of the Consolidated Plan (and amendments), Citizen Participation Plan, annual Action Plan, AFH, and the annual CAPER are available at the following locations:

- County Board of Commissioners offices at the Thurston County Courthouse;
- Thurston County website at [www.co.thurston.wa.us](http://www.co.thurston.wa.us);
- Housing Authority of Thurston County; and
- Timberland Regional Library.

### **City of Olympia Documents**

Copies of the Consolidated Plan (and amendments), Citizen Participation Plan, annual Action Plan, AFH, and the annual CAPER are available at the following locations:

- City of Olympia Housing Program at Olympia City Hall;
- City of Olympia's website at: [www.ci.olympia.wa.us](http://www.ci.olympia.wa.us);
- Housing Authority of Thurston County; and
- Olympia Downtown Timberland Regional Library.

### **Technical Assistance**

Upon request, technical assistance will be made available to groups representing low- and moderate-income persons to assist them in understanding the requirements for developing proposals under the Consolidated Plan or to comment on the AFH.

### **Public Education**

Thurston County will actively strive to educate and publicly inform citizens on low-income housing and community development issues through the periodic promotion and sponsorship of public housing forums on affordable and homeless housing issues. The County and City will also utilize the following resources to keep the public informed:

- Community partner and other public meetings;
- Public access television announcements;

- Website updates;
- Direct emailed copies of documents and notices;
- Direct email to the County and City's Housing Programs' list of concerned citizens, organizations and other stakeholders; and
- Presentations at local meetings of related organizations including, but not limited to, the HOME Consortium and the Thurston County Housing Task Force.

## Public Hearings/Public Notices

The purpose of public hearings is to encourage and provide opportunities for public comment on all phases of the planning process, which include identifying housing and community needs, strategies, and priorities; determining program funding levels; and evaluating program performance

During these public hearings, both the County and City will collect verbal and written comments on the draft Consolidated Plan, Substantial Amendments, annual Action Plan, AFH and the CAPER. Hearings will be accessible to people with disabilities. Legal notices for public hearings will encourage the participation of non-English speaking citizens, the disabled, and minorities. Where reasonable, and when requested seven days in advance, translation services for non-English speaking persons and assistive listening devices will be available. Persons needing special accommodations should contact the Thurston County or City of Olympia officials seven days prior to the hearing using the following contact information:

### **Thurston County Clerk of the Board**

Telephone number (360) 786-5440

TDD number (360) 754-2933

### **City of Olympia Housing Program**

Telephone (360) 753-8183

TTY (360) 753-8270 (during normal business hours to be connected via a text telephone machine) or use the Washington State Relay Service by dialing 711, or 1 (800) 833-6384.

[cdbg@ci.olympia.wa.us](mailto:cdbg@ci.olympia.wa.us)

## ***Number of Public Hearings***

The County and the City will each hold a minimum of two public hearings during each program year, with additional public hearings for the Consolidated Plan and AFH held, as required.

### ***Assessment of Fair Housing***

Prior to the Consolidated Plan process, the County, the City, and Housing Authority of Thurston County held one public hearing on the draft AFH and held a 30 day public comment period. This public hearing solicited input from the community on AFH-related data and affirmatively furthering fair housing in the County's community development programs.

### ***Plans – Consolidated Plan and Annual Action Plan Hearing***

The first public hearing will be held prior to the start of the Consolidated Plan period to offer the draft Consolidated Plan for comment. This hearing will also provide an opportunity to comment on the AFH goals or recommendations, the first year of the Consolidated Plan period, which is the first annual Action Plan for that Consolidated Plan period. This hearing will be held in late spring to allow for the timely submission of the Consolidated Plan and/or the annual Action Plan 45 days prior to the start of the coming program year, which occurs on or before July 15.

### ***Annual Report – CAPER Public Hearing***

The second public hearing will occur during the month of November, timed to allow for the submission of the annual CAPER report 45 days following the completion of the program year on or before November 15. This public hearing will discuss the performance of the program, year-end fiscal and narrative summaries of activity, and will provide information on housing and community development needs and proposed activities.

### ***Record of Public Comments***

A summary of the public comments along with the County's and City's responses will be incorporated into the Consolidated Plan, annual Action Plan, AFH, and CAPER, whichever is appropriate. The public comment period for the Consolidated Plan, Annual Action Plan, AFH, and CAPER will be thirty days, and may run concurrent with the public notice date. Notices of public hearings will be published in the legal section of the Olympian Newspaper at least thirty days prior to the date of the hearing. All proposed substantial amendment changes to the Consolidated Plan and/or annual Action Plan will adhere to the same public notice and public hearing requirements.

### **Substantial Amendments to the Consolidated Plan, the Annual Action Plan, or the AFH**

The County and the City can amend the five year Consolidated Plan, the annual Action Plan, and the AFH after adoption by following the process in their published Citizen Participation Plan for making changes. If a change is *not* considered a substantial amendment, the County and the City can follow the public process for the annual Action Plan to allow for review and approval to changes that will then be reported in that program year's annual report, the CAPER.

If the change is determined to have a more significant impact, the County and the City must follow the public process for a substantial amendment. Changes to the Five Year Consolidated Plan, the one year

annual Action Plan, or the AFH are considered a substantial amendment if the proposed change in the use of either HOME or CDBG funds meets the following criteria:

- A change in allocation priorities, which is considered a change of federal funds awarded to a project of greater than 30 percent or \$30,000, whichever is greater;
- A change in the method of distribution of funds;
- A change in the general location of activities;
- A major change in the scope of an activity;
- The addition or deletion of a specific activity;
- A change in the beneficiaries of an activities; or
- A material change that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances.

All substantial amendments will be subject to the same citizen participation requirements as outlined in the chart above.

## **Distribution of Funds**

The distribution of HOME and CDBG funds and implementation of program activities will be performed by sub-recipient/contractor organizations selected through a competitive and open request for proposal process. The Urban County CDBG program, the Thurston County HOME Program and the Olympia CDBG will strategically target funds to meet prioritized needs consistent with the goals and strategies identified in the Consolidated Plan and annual Action Plan. Proposals will be solicited annually, following the County's and the City's receipt of its annual allocations from HUD. Funding decisions and awards will be determined through an open and evaluative assessment of the organization's experience, costs, and the administrative and organizational capacity for delivering services.

The County and City may refine their public request for proposals process during the Consolidated Plan period. All changes to the schedule, format or other aspects of the request for proposals process will be subject to the open meetings act and/or public notice.

## **Citizen Participation Advisory Group**

Section 104(a)(3) of the Housing and Community Development Act of 1974 requires that residents have an advisory role in planning, implementing and assessment of community development programs. An advisory group (which may be an existing community organization) will convene at least once a year to provide input in the planning, implementation and evaluation of the Urban County CDBG, the HOME Program and the City of Olympia CDBG Program. Both the City and County participate in the Regional Housing Action Team and the Homeless Housing Hub which provide input on the CDBG and HOME Programs.

## **Public Complaints/Grievances**

A complaint pertaining to the Consolidated Plan, annual Action Plan, AFH, any plan amendments, and/or the annual CAPER report may be submitted to:

**Thurston County Housing and Community Renewal Program**

412 Lilly Road NE, Olympia, WA, 98506.

adeng@co.thurston.wa.us

**City of Olympia Housing Program**

Olympia City Hall, 601 4<sup>th</sup> Avenue East, Olympia, WA 98501

cdbg@ci.olympia.wa.us

Staff will review the complaint and will provide a response within a period of 15 working days of receipt of the complaint.

## Needs Assessment

### NA-05 Overview

#### Needs Assessment Overview

**Housing Needs:** Housing needs were determined by analyzing housing problems by income level, tenure, and households with special needs. The Consolidated Plan uses the Comprehensive Housing Affordability Strategy (CHAS) data developed by the Census Bureau for HUD. CHAS data is based on the 2010-2014 American Community Survey (ACS) Census and analyzes households with one or more housing problems (those experiencing overcrowding, or lacking adequate kitchen or plumbing facilities), and those experiencing cost burden (paying more than 30 percent of household income for housing costs) and extreme cost burden (spending more than 50 percent of household income for housing costs). The number and types of households needing assistance include those in the racial and ethnic groups identifying as African American, American Indian/Alaska Native, Asian, Hispanic, and Pacific Islander.

**Population Increase:** Thurston County had a significant population increase from 2010-2016 of 9.3 percent (US Census Bureau). For comparison, statewide population growth was 8.4 percent during that same period. Populations of surrounding counties increased by only two percent (Lewis and Mason County). This rate of growth is expected to continue. The state Office of Financial Management forecasts that the county population will increase by almost 40 percent — an additional 104,388 people — by the year 2040. More than three-quarters of the population increase in Thurston County during the last decade can be attributed to the migration of people into the county.

**Income:** In 2016, Thurston County's median household income was \$63,286, according to estimates by the Washington State Office of Financial Management. Thurston County was estimated to have the fifth highest median household income of all counties in Washington in 2016 behind King, Snohomish, Clark, and Kitsap Counties. However, Thurston County's median household income remains lower than that of Washington State as a whole, and its unemployment rate remains higher.

**Homelessness:** Final results of the 2018 Thurston County Homeless Census showed 835 people experiencing homelessness, a radical 56% increase over 2017's count of 534 people, the Thurston County Homeless Census of 2018 shows an increase of 55 percent (301 people) since 2017 and a 26 percent increase (171 people) since the 664 people revealed in the 2013 point-in-time (PIT) Homeless Census, which was the first year of the prior Consolidated Plan. The 2018 Homeless Census showed the largest portion reported being unsheltered – 320 of the 835. Once these numbers are certified, this would be the second highest count since 2006 when the state began to require an annual census of homeless citizens.



## NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

### Summary of Housing Needs

Housing needs can be determined by analyzing housing problems by income level, tenure, and households with special needs. The Consolidated Plan uses the demographic data supplied by HUD's Community Planning and Development Department (CPD). CPD data is based on the 2009-2013 ACS and analyzes households with housing problems such as those experiencing cost burden (paying more than 30 percent of household income for housing costs) and extreme cost burden (spending more than 50 percent of household income for housing costs). Priorities were established for housing needs based in part on this housing needs assessment.

**Housing Affordability** Another factor affecting affordability is the type of unit available. Multifamily units and mobile homes are typically more accessible than detached single-family homes to people with low income. There are 19 low-income-housing apartment complexes in Olympia that contain 1,910 affordable apartments for rent. There are 1,773 other low-income apartments that do not have rental assistance but are still considered affordable housing for low-income families.

**Percentage of Renter Households** Data from the recent 2017 Thurston County Assessment of Fair Housing shows that renter households are trending upwards in the urban hub. While the Thurston County average is 35 percent renter households, there are 45 percent renter households in Tumwater, 47 percent renter households in Lacey and 52 percent renter households in Olympia. Additionally, according to the 2015 ACS, just over 52 percent of housing units are occupied by renters with the same percentage of renters being cost-burdened.

**Rental Rates** for the rental market often outpace the rate of inflation. The median rent in Thurston County is \$1,089, and the median home value is \$242,900. Since 2010, the average rent has increased for Thurston County. According to the Thurston Regional Planning Commission (TRPC) data, average rent increased from \$900 to approximately \$1,050 in only two years. The current cost of rent is very close to average rents in Pierce County, which has a population of approximately 860,000 compared to Thurston County's much smaller population of about 270,000.

**Vacancy Rates** The vacancy rate for apartments in Thurston County was 2.7 percent in 2017, which is lower than King, Kitsap, and Pierce Counties. Anecdotally, low-cost housing (meaning rents affordable to unassisted households at or below 50 percent of the median family income) has an even tighter vacancy rate. Thurston County has continuously had one of the lowest apartment vacancy rates when compared to adjacent metropolitan counties. Though apartment vacancy rates vary by year, there has been an overall decline since 2010. In 2017, single-bedroom apartments had a 2.5 percent vacancy rate, and two-bedroom apartments had a 2.7 percent vacancy rate.

From 2000-2009, the vacancy rates for one- and two-bedroom apartments were 2.2 and 2.4 percent respectively. By comparison, from 2010 on (approximately 2017), vacancy rates for one- and two-bedroom apartments fell to 0.3 and 0.6 percent respectively.

**Poverty Rates** According to ACS 2012-16 data, the poverty rate for Thurston County is 12 percent, and 5.7 percent of the population has income below 50 percent of the poverty level. Cities, towns, and designated places with the highest percent of poverty rate are Bucoda (44 percent), Ground Mound (32 percent), North Yelm (19 percent), and Tenino (18 percent). Two tribal reservations located in the county are experiencing high poverty rates as well. The Chehalis Tribal Reservation reports a 30 percent poverty rate and the Nisqually Tribal Reservation reports 23 percent.

**Fair Housing Issues** As referenced in the Draft 2017 Assessment of Fair Housing Report, Thurston County has no HUD defined Racially/Ethnically Concentrated Areas of Poverty. However, AFH research shows there are a number of concentrated areas of poverty and growing concentrations of racial and ethnic diversity as well as higher than average levels of poverty among single mothers, female-headed households, people of color, and people with disabilities.

**Housing in the Urban Hub** Olympia, Lacey, and Tumwater have more people and housing than their neighboring communities in Thurston County. They also have more rental housing units that are affordable and available for residents earning up to 80 percent AMI. However, the aforementioned cities have fewer rental housing units that are both affordable and available for residents who earn up to 30 percent AMI.

Demographics	Base Year: 2000	Most Recent Year: 2013	% Change
Population	249,869	256,080	2%
Households	106,390	100,801	-5%
Median Income	\$64,609	\$65,302	1%

**Table 4 - Housing Needs Assessment Demographics**

**Data Source:** 2000 Census (Base Year), 2009-2013 ACS (Most Recent Year)

### Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	10,480	8,510	14,375	9,255	58,165
Small Family Households	3,190	2,549	5,485	3,525	30,045
Large Family Households	509	569	1,082	864	3,827
Household contains at least one person 62-74 years of age	1,689	1,799	2,836	1,953	12,424
Household contains at least one person age 75 or older	1,337	1,682	2,105	1,333	3,988
Households with one or more children 6 years old or younger	1,740	1,369	2,996	1,503	6,185

**Table 5 - Total Households Table**

**Data Source:** 2009-2013 CHAS



## Housing Needs Summary Tables

### 1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	194	185	185	170	734	39	123	0	85	247
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	15	60	180	0	255	0	0	15	14	29
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	190	285	160	75	710	74	95	248	75	492
Housing cost burden greater than 50% of income (and none of the above problems)	3,898	2,124	870	15	6,907	2,789	1,284	1,580	608	6,261

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	414	1,760	3,574	899	6,647	328	837	2,032	1,740	4,937
Zero/negative Income (and none of the above problems)	713	0	0	0	713	383	0	0	0	383

Table 6 – Housing Problems Table

Data 2009-2013 CHAS  
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	4,277	2,659	1,395	265	8,596	2,899	1,498	1,854	778	7,029
Having none of four housing problems	1,294	2,209	6,009	3,194	12,706	915	2,149	5,134	5,035	13,233
Household has negative income, but none of the other housing problems	713	0	0	0	713	383	0	0	0	383

Table 7 – Housing Problems 2

Data 2009-2013 CHAS  
Source:

## 3. Cost Burden &gt; 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	1,559	1,754	2,160	5,473	1,101	517	1,562	3,180
Large Related	285	369	275	929	148	163	293	604
Elderly	774	943	733	2,450	1,271	1,080	1,205	3,556
Other	1,932	1,234	1,484	4,650	683	499	608	1,790
Total need by income	4,550	4,300	4,652	13,502	3,203	2,259	3,668	9,130

Table 8 – Cost Burden &gt; 30%

Data 2009-2013 CHAS  
Source:

## 4. Cost Burden &gt; 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	1,399	829	380	2,608	1,054	309	744	2,107
Large Related	250	275	35	560	144	104	120	368
Elderly	639	629	210	1,478	1,067	621	507	2,195
Other	1,798	670	245	2,713	603	322	253	1,178
Total need by income	4,086	2,403	870	7,359	2,868	1,356	1,624	5,848

Table 9 – Cost Burden &gt; 50%

Data 2009-2013 CHAS  
Source:

## 5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	185	345	240	50	820	74	124	180	70	448
Multiple, unrelated family households	20	0	0	25	45	0	0	83	18	101

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Other, non-family households	0	0	110	0	110	0	0	0	0	0
Total need by income	205	345	350	75	975	74	124	263	88	549

Table 10 – Crowding Information – 1/2

Data 2009-2013 CHAS  
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 11 – Crowding Information – 2/2

Data Source  
Comments:

**Describe the number and type of single person households in need of housing assistance.**

**Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

Twenty five percent of respondents to the 2018 Point in Time count (128 individuals) reported that being a domestic violence victim was a causal factor in their homelessness. SafePlace, the only advocacy agency and shelter for victims of domestic violence in Olympia and Thurston County, sheltered a total of 322 adults and children during ????. Their data indicates that many more – 1,243 individuals, or almost four times as many who applied for shelter – were turned away because the shelter was full.

**What are the most common housing problems?**

**Cost-burdened Households** There are a growing number of households in Thurston County that are not directly facing homelessness but have unstable housing that leaves them at risk for homelessness. According to the Washington State Housing Needs Assessment, in 2015 there were approximately 23,000 households (13,000 renters and 10,000 homeowners) in Thurston County classified as cost-burdened or severely cost-burdened. This is about one third of the total community.

**Inadequate Heat/Utilities** Information provided by the Community Action Council of Lewis, Mason, and Thurston Counties (CACLMT) supports the above data about cost-burdened households. In a survey conducted in the fall of 2017, in which 74 percent of the population responding lives in Thurston County, respondents indicated that the biggest housing problems were adequate heat/utilities (28 percent) and adequate finances (25 percent). Consistent with these responses, the same survey illustrated that heat

and utility assistance ranked highest at 43 percent, followed by food programs at 17 percent, and affordable housing at 14 percent.

### **Are any populations/household types more affected than others by these problems?**

**Veterans** National data indicate that Washington's veteran population experiences a higher unemployment rate compared to the national average. According to the 2017 PIT Homeless Census there were 44 veterans that reported being homeless on the night of the survey in January. The same data set shows there were 73 households with at least one child experiencing homelessness. Of the 253 persons in those households, almost 60 percent were persons under 18. Breaking it down by ethnicity and race, about 75 percent were identified as non-Hispanic/non-Latino and 62 percent were White.

**Poverty & Children** The poverty rate is higher than average for children in the county under age 18, of whom 8,985 are poor. Of these, 4,147 are in extreme poverty, meaning that they live in families with incomes less than 50 percent of the federal poverty rate. According to Child Care Aware of Washington (2017), 15 percent of children under 18 in Thurston County are living in poverty (CACLMT). One quarter of families with children are headed by single mothers, and more than half of female-headed families with children under five years old are in poverty.

Households with children are at risk for homelessness when the household is already cost-burdened. The median cost of child care centers and family child care is higher in Thurston County compared to its neighboring counties. Median cost of childcare for infant to school age children ranges from \$455-\$900 per month, and the cost of family child care ranges from \$430-\$700 per month.

**Family Poverty Indicators: Free & Reduced Lunch Rates** The National School Lunch Program provides free and reduced-price meals to low income students in public schools. Although statewide and county enrollment in the program has been slowly decreasing since 2012, enrollment levels remain above 45 percent in several Thurston County school districts. Data from the Office of the Superintendent of Public Instruction indicate a 47 percent rise in the number of homeless students from 2013 to 2015.

**Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

**Poverty & Homelessness** Economic factors can lead to Thurston County residents living in poverty having an increased risk of homelessness. Poverty affects access to care and a community's ability to engage in healthy behaviors. Residents living in poverty can experience barriers to accessing health services, healthy food, and other necessities that contribute to housing and health. They also cannot adequately save money to prepare for emergencies such as job loss or health care, and these types of unanticipated financial stressors can lead to eviction and loss of housing.

**Poverty Rates** According to ACS data, 8.1 percent of Thurston County's population are families and people whose income falls below the poverty level within the past 12 months. Of those families, 38.3



percent are families with only a female householder with children under five years old. The same data set shows 34.2 percent are families with female householders with children under 18 years old.

These individuals and families may need financial assistance for housing, food, and other basic needs. Families with young children, and especially families headed by single mothers, may also need assistance with child care costs. Additionally, many of these individuals and families may benefit from increased access to education and job training that could raise their future income prospects.

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

**At-risk Veterans** can include any resident of Thurston County who has “served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable”, according to Title 38 of the Code of Federal Regulations. ACS and census data record the number of veterans receiving unemployment benefits. The annual PIT Homeless Census also records the number of veterans reporting homelessness.

**At-risk Children** can include any resident of Thurston County under the age of 18. The ACS provides estimates of income and poverty level among residents, broken down by age and family type. Another useful source of information that can be used to generate estimates of poverty among children is the number of children enrolled in the National School Lunch Program, which provides free and reduced-price meals to low income students in public schools. Additionally, the annual PIT Homeless Census records the number of households with at least one child experiencing homelessness. The Office of the Superintendent of Public Instruction also keeps track of the number of homeless students enrolled in public schools each year.

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

**Causes of Homelessness** People become homeless for a variety of different reasons: unemployment, low wages, physical disabilities, mental-health challenges, drug and alcohol use, family rejection, and release from treatment centers and jails with no living arrangements. These causes are often overlapping, and many individuals cycle in and out of homelessness. During the 2018 PIT Homeless Count, the top five reasons people gave for being homeless were as follows:

1. Job Loss
2. Eviction or loss of housing
3. Family rejection/kicked out
4. Domestic Violence
5. Mental illness

It is important to note these reasons were only provided by 63 percent of the total homeless population. Unsheltered people interviewed for this count had the right to decline to answer any questions.

Rising housing costs have led to instability and increased risk of homelessness, and can be linked to many of the causes of homelessness listed above. Households are considered cost burdened or severely cost burdened if they pay more than 30 percent or 50 percent of their income for housing costs, respectively. When households are forced to spend most of their income on housing, they are unable to save money for education and job training, or for emergencies such as job loss, health care, or treatment for mental illness, and can subsequently face eviction or loss of housing.

## Discussion

From 2013-2017, Thurston County invested approximately \$24 million in projects and programs that reduce homelessness. These programs supported affordable housing and redevelopment efforts. From 2013-2017, Thurston county spent an average of 30 percent on capital projects and 41 percent on Rapid Rehousing projects.

**Thurston County Homeless Coordinator** In 2012, the County hired an "Affordable and Homeless Housing Coordinator" who was delegated the responsibility of working with all community members, non-profit agencies and elected and appointed officials to identify needs, goals and objectives designed to reduce and end homelessness in the community. In addition to assessing the needs and goals, the consultant worked with the local non-profit community on a draft update of the county's five-year plan to end homelessness and serves other functions around the homelessness and affordable housing interventions implemented by the county.

**Tumwater Homeless Consultant** Given the high concentration of homeless services and people in the urban hub, the City of Tumwater has hired a Homeless Consultant to assist in the development of municipal policy. Tumwater City Council will be hosting a Homeless Summit to engage citizens, service providers and other stakeholders on the issue of homelessness.

**Olympia Homeless Coordinator** The City of Olympia has hired a Homeless Response Coordinator who will be charged with developing and implementing an Olympia Homeless Response Plan. It is anticipated that the County's Coordinator will work closely with the Olympia Coordinator and the Tumwater consultant to develop a balanced approach that addresses the disparate impacts of homelessness and the resulting different policy approaches across the region.

**Thurston Thrives** Aside from the work focused on ending homelessness, the County is in the process of implementing an initiative called Thurston Thrives that focuses on eight areas of overall community health including Housing, Community Design, Education and Resilience, Economy, Food, Clinical and Emergency Care, Environment, Public Safety, and Justice. This extensive planning effort involves over 300 members of the community around issues that have been identified as crucial to our overall stability. Input from various groups has been incorporated into the consolidated plan and this annual plan.

## NA-15 Disproportionately Greater Need: Housing Problems - 91.205(b) (2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

According to HUD's definition, disproportionately greater housing needs exist within a particular income category when one or more racial or ethnic groups experience housing problems (such as cost burden, poor housing conditions, and overcrowding) at a rate 10 percentage points higher than households in the income category as a whole.

This section shows the extent of housing problems in Thurston County overall and for six racial or ethnic groups: White, Black/African American, Asian, American Indian/Alaska Native, Pacific Islander and Hispanic. Disproportionally greater needs exist for at least one minority racial or ethnic group in all income categories.

### 0 percent-30 percent of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	7,921	1,472	1,096
White	6,203	1,074	821
Black / African American	239	20	0
Asian	278	195	14
American Indian, Alaska Native	88	83	43
Pacific Islander	0	0	0
Hispanic	700	70	165

**Table 12 - Disproportionally Greater Need 0 - 30 percent AMI**

Data Source: 2009-2013 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30 percent

**30 percent-50 percent of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	6,742	1,763	0
White	5,592	1,584	0
Black / African American	155	10	0
Asian	360	85	0
American Indian, Alaska Native	29	12	0
Pacific Islander	55	0	0
Hispanic	309	49	0

**Table 13 - Disproportionally Greater Need 30 - 50 percent AMI**

Data 2009-2013 CHAS  
Source:

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30 percent

**50 percent-80 percent of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	8,832	5,547	0
White	7,277	4,438	0
Black / African American	175	110	0
Asian	470	194	0
American Indian, Alaska Native	112	133	0
Pacific Islander	50	35	0
Hispanic	480	438	0

**Table 14 - Disproportionally Greater Need 50 - 80 percent AMI**

Data 2009-2013 CHAS  
Source:

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30 percent

**80 percent-100 percent of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,693	5,588	0
White	3,313	4,477	0
Black / African American	120	170	0
Asian	95	345	0
American Indian, Alaska Native	34	100	0
Pacific Islander	0	44	0
Hispanic	74	263	0

**Table 15 - Disproportionally Greater Need 80 - 100 percent AMI**

Data 2009-2013 CHAS  
Source:

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30 percent

**Discussion**

At **income levels between 0 and 30 percent of Area Median Income (AMI)**, almost 76 percent of all residents reported having one or more of the four housing problems. Black/African American residents have a higher percentage of housing problems compared to the White population - 92.3 percent and 76.6 percent, respectively. Almost 75 percent of Hispanic residents report having one or more of the four housing problems.

At **income levels between 30 and 50 percent AMI**, almost 80 percent of all residents have one or more of four housing problems. Most notably, all of the Pacific Islander residents report experiencing at least one housing problem. Black, Asian, and Hispanic residents all have higher levels of housing problems compared to the total population. American Indian/Alaska Native has the fewest housing problems by population at 70.7 percent.

For **income levels at 50 to 80 percent AMI**, almost 62 percent of all residents report one or more of the four housing problems. Asian residents are much higher in reporting housing problems compared to White residents at 70.8 percent and 62.1 percent, respectively. Black and Pacific Islander residents are close to the percentage of White residents, all with about 60 percent reporting one or more housing problems.

At **80 to 100 percent AMI**, about 40 percent of households report one or more of the four housing problems. White residents by percentage report the highest rate of housing problems at 42.5 percent with Black residents close behind at 41.4 percent. Asian, American Indian/Alaska Native and

Hispanic residents all report around 21 to 25 percent of housing problems. Of the 44 Pacific Islander residents, none report housing problems.

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## NA-20 Disproportionately Greater Need: Severe Housing Problems: 91.205 (b) (2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

This section provides data on households with disproportionately severe housing problems. Severe housing problems include: overcrowded households with more than 1.5 persons per room, not including bathrooms, porches, foyers, halls, or half-rooms; or households with cost burdens of more than 50 percent of income.

### 0 percent-30 percent of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	7,176	2,209	1,096
White	5,639	1,634	821
Black / African American	235	24	0
Asian	203	280	14
American Indian, Alaska Native	44	123	43
Pacific Islander	0	0	0
Hispanic	680	90	165

**Table 16 – Severe Housing Problems 0 - 30 percent AMI**

Data 2009-2013 CHAS  
Source:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50 percent

### 30 percent-50 percent of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	4,157	4,358	0
White	3,452	3,729	0
Black / African American	80	85	0

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Asian	250	195	0
American Indian, Alaska Native	25	18	0
Pacific Islander	0	55	0
Hispanic	230	117	0

**Table 17 – Severe Housing Problems 30 - 50 percent AMI**

Data 2009-2013 CHAS

Source:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50 percent

### 50 percent-80 percent of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,249	11,143	0
White	2,574	9,158	0
Black / African American	60	230	0
Asian	129	534	0
American Indian, Alaska Native	73	168	0
Pacific Islander	0	85	0
Hispanic	315	613	0

**Table 18 – Severe Housing Problems 50 - 80 percent AMI**

Data 2009-2013 CHAS

Source:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50 percent



**80 percent-100 percent of Area Median Income**

<b>Severe Housing Problems*</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	1,043	8,229	0
White	903	6,887	0
Black / African American	100	190	0
Asian	15	420	0
American Indian, Alaska Native	24	110	0
Pacific Islander	0	44	0
Hispanic	4	333	0

**Table 19 – Severe Housing Problems 80 - 100 percent AMI**

Data 2009-2013 CHAS  
Source:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50 percent

**Discussion**

At **income levels between zero and 30 percent of AMI**, 64 percent of all residents report having one or more severe housing problems. Black and Hispanic residents have higher levels of housing problems compared to the population as a whole. The most notable difference is for Black residents, of whom 90.8 percent report experiencing at least one severe housing problem. Close to 73 percent of Hispanic residents report housing problems, compared to 68.1 percent of the total population.

At **income levels between 30 and 50 percent of AMI**, 47 percent of residents report having one or more severe housing problems. With regard to racial and ethnic breakdowns, Hispanic, American Indian/Alaska Native and Asian populations have higher percentages compared to the total population. Hispanic residents have the highest percentage difference, with 66.3 percent reporting one or more of the four housing problems.

Examining the **50 to 80 percent AMI** threshold, about 22 percent of the population report having one or more of the four housing problems. The highest percentage in relation to racial and ethnic identifiers is found among Hispanic and American Indian/Alaska Native residents, with 33.9 percent and 30.3 percent reporting housing problems, respectively. No Pacific Islander residents report having housing problems.

Only 12 percent of the population at **80 to 100 percent AMI** report housing problems. However, close to 35 percent of Black residents report having housing problems. Approximately 18 percent of American Indian/Alaska Native residents report housing problems.

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## NA-25 Disproportionately Greater Need: Housing Cost Burdens - 91.205 (b) (2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

**Housing Cost Burdens** One of the principal measures of housing need is the proportion of income spent on housing and utilities. Housing is defined as affordable if it costs less than 30 percent of a household's income. Households spending more than 30 percent of their income are defined by HUD as cost burdened, and those spending more than 50 percent are severely cost burdened. According to data from the 2016 American Community Survey, 32 percent of homeowners and 51.3 percent of renters are cost burdened.

Analyses in the 2017 Assessment of Fair Housing Report show that even though Washington State's 2017 minimum wage is one of the highest in the nation at \$11 per hour, a person earning that wage would need to work 69 hours per week to afford a one-bedroom apartment at the average rate.

### Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	65,429	19,800	14,481	1,118
White	54,989	16,632	12,098	861
Black / African American	1,807	392	370	0
Asian	3,063	840	454	14
American Indian, Alaska Native	825	282	128	43
Pacific Islander	309	165	0	0
Hispanic	3,100	918	919	165

**Table 20 – Greater Need: Housing Cost Burdens AMI**

Data Source: 2009-2013 CHAS

### Discussion

Data from the 2009-2013 CHAS are used for the purposes of the following discussion. However, the more current ACS numbers are referenced in other places in this Consolidated Plan.

Housing cost burden impacts about 34 percent of the jurisdiction as a whole. The data indicate that there are only minor variations among racial and ethnic groups, with 36 percent of Hispanic residents

reporting cost burden. Black/African American and American Indian/Alaska Native residents are slightly lower than the jurisdiction as a whole, both at about 29 percent.

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## NA-30 Disproportionately Greater Need: Discussion - 91.205 (b)(2)

### Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

It is notable that, for most categories, White residents experience lower rates of housing problems than do other racial groups and Hispanic residents. Housing problems and cost burden are closely related to poverty, and race also appears to be a factor in poverty status.

According to 5-year ACS data, there are approximately 12 percent of the population living below the poverty level. American Indian and Alaska Native persons have the highest per capita rate of poverty based upon ethnicity, with 30.6 percent living in poverty. Approximately eight percent (8.2) of county residents identify as Hispanic or Latino. Of these residents, 23.3 percent are living in poverty.

### If they have needs not identified above, what are those needs?

N/A

### Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

Housing discrimination disproportionately affects persons of color, the disabled, and families with children. To address this, Thurston County and the City of Olympia provided analysis and action steps in the 2017 Assessment of Fair Housing Report. According to that report, in late 2016, Thurston County Housing Authority, Thurston County and the City of Olympia began to work together in preparation for a regional Assessment of Fair Housing. This inter-jurisdictional partnership is intended to better align the entire region and to foster a regional approach to both Fair Housing and affordable housing policy. The 2017 Assessment of Fair Housing Report provides a table that shows the demographic composition of each of the six cities and one town in Thurston County. There are variations between HUD and ACS data with regard to HUD using non-Hispanic or Latino/a categories.

2015 Thurston County Jurisdiction Demographics	Thurston County 262,723	Olympia 48,941	Lacey 44,825	Tumwater 18,478	Yelm 7,701	Rainier 2,219	Tenino 1,915	Bucoda 622
White	82.6%	85.3%	74.4%	82.5%	82.5%	90.3%	92.5%	97.6%
.... White, non-Hispanic	76.8%	79.3%	66.8%	79.3%	72.7%	83.1%	86.9	92.6%
Black or African American	2.8%	1.8%	5.3%	3.5%	2.6%	6.3%	0.2%	0.0%
American Indian or Alaska Native	1.5%	0.9%	1.5%	1.4%	2.2%	1.0%	1.3%	2.4%
Asian	5.8%	6.6%	10.2%	4.6%	4.3%	0.8%	0.7%	0.0%
Native Hawaiian or Other Pacific Islander	0.9%	0.3%	1.8%	0.2%	0.7%	0.0%	0.0%	0.0%
Other race	1.2%	1.3%	1.4%	0.4%	3.7%	0.5%	0.5%	0.0%
Two or more races	5.1%	3.8%	5.3%	7.5%	4.0%	1.1%	4.8%	0.0%
Hispanic or Latino	8.1%	7.9%	10.4%	4.2%	14.7%	7.7%	7.8%	7.4%

Source: 2011-2015 American Community Survey 5-year Estimates "one race" category

The same report illustrates that the Nisqually Reservation census tract (123.20) has the highest concentration of race or ethnicity in Thurston County. The population is predominantly Native American at about 46 percent, with a low poverty index of 34. West of the Nisqually Reservation contains census tract concentrations with Asian American and Hispanic populations, specifically in the Hawks Prairie and Lacey areas. African American households represent only 2.5 percent of the general population and

there is no concentrated geographic area larger than 9 percent in a given community.

The Tanglewilde-Thompson Place community in Lacey is just south of I-5 and north of Steilacoom Road SE. According to the AFH Report, this neighborhood is populated by 39 percent households of color with higher concentrations of Asian American, Native Hawaiian or Pacific Islander populations compared to the rest of the County. The community has a low poverty index of 23. Further analysis shows that there is a large disparity of income within the community, with very low wage earners that impact the poverty index.

Further south of Tanglewilde-Thompson Place, Marvin Road is another community with similar ethnic concentrations, located near the Regional Athletic Complex or RAC in Lacey. This community has 53 percent Caucasian, 16 percent Asian American, Native Hawaiian, or Pacific Islander, and 13 percent Hispanic residents.

Southeast of the above community is the city of Yelm, which reports a 15 percent Hispanic population. Other areas noted in the report include a community in Ground Mound, which is located in rural, unincorporated Thurston County. This particular block group between I-5 and Old Highway 99 has a population of 1,216 people with 29 percent reporting Hispanic ethnicity.

Finally, the Westside of Olympia has a community called Evergreen Villages with a population of 1,600 people that is 16 percent Asian American, Native Hawaiian or Pacific Islander, and 8 percent Hispanic. Sixty-five percent are Caucasian or White.

## NA-35 Public Housing - 91.205 (b)

### Introduction

The mission of the Housing Authority of Thurston County (HATC) is to provide safe, decent, and affordable housing and services to persons with disabilities, and low-income and at-risk individuals and families. The ultimate goal of the Housing Authority is to assist individuals and families to secure long-term permanent housing.

It is important to note that the HATC does not own any public housing units, and the numbers below reflect the housing choice vouchers also known as Section 8. The only public housing property in Thurston County is a 69-unit property in Olympia that is owned by the King County Housing Authority. This property was developed before the Housing Authority of Thurston County was formed.

The HATC continues to implement Section 504 of the Rehabilitation Act of 1973, as amended to protect the rights of families with disabilities (Section 504). HATC provides decent and safe rental housing and services for eligible extremely low-, very low- and low-income families, seniors and persons with disabilities.

### Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	182	79	0	1,806	2	1,694	35	14	49

**Table 21 - Public Housing by Program Type**

**\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

**Data** PIC (PIH Information Center)  
**Source:**

## Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers				Special Purpose Voucher
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	10,134	8,344	0	12,038	8,807	12,002	11,830	10,600
Average length of stay	2	3	0	6	0	6	0	1
Average Household size	1	1	0	2	2	2	1	2
# Homeless at admission	1	0	0	1	0	1	0	0
# of Elderly Program Participants (>62)	28	13	0	340	0	316	1	0
# of Disabled Families	86	46	0	882	1	828	24	1
# of Families requesting accessibility features	182	79	0	1,806	2	1,694	35	14
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

**Table 22 – Characteristics of Public Housing Residents by Program Type**

**Data Source:** PIC (PIH Information Center)



**Race of Residents**

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	159	73	0	1,538	1	1,447	21	13	48
Black/African American	11	1	0	122	1	103	12	1	1
Asian	6	5	0	87	0	85	2	0	0
American Indian/Alaska Native	5	0	0	45	0	45	0	0	0
Pacific Islander	1	0	0	14	0	14	0	0	0
Other	0	0	0	0	0	0	0	0	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Table 23 – Race of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

Source:

**Ethnicity of Residents**

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	14	2	0	137	0	134	0	0	2
Not Hispanic	168	77	0	1,669	2	1,560	35	14	47

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Table 24 – Ethnicity of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

**Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:**

The Housing Authority of Thurston County (HATC) administers Housing and Urban Development (HUD) funded assisted Housing Choice Voucher (HCV) tenant-based and project-based assistance programs as well as Moderate-Rehabilitation and Single-Room Occupancy programs. The HATC prioritizes housing for the elderly, persons with disabilities, families with minor children or disabled adult children, single pregnant women, homeless families, and homeless single households, as well as individuals who are victims of domestic violence or hate crimes. HATC gives additional preference to households paying more than 40 percent of their income for housing, those in substandard housing, and those displaced by natural disasters or other causes. The HATC targets 75 percent of its vouchers to households earning less than 30 percent of the median family income and 25 percent to those between 30 and 50 percent of the median family income.

When the waitlist for the HCV program last opened in 2015, the HATC received approximately 2,500 applications within a two-week period. Using a lottery system, 1,000 applicants were selected for the HCV waitlist. The HATC anticipated being able to serve the 1,000 applicants from the 2015 waitlist within a two-year period. However, the HATC currently has 198 households remaining on the 2015-HCV waitlist. Due to budget constraints, the HATC was not able to pull from the 2015-HCV waitlist in 2017 and is projecting not to pull in 2018.

Project-based vouchers may be issued by the HATC to subsidize a particular project, rather than a household. These are awarded through a competitive request for proposal process. A Public Housing Authority (PHA) may project-base up to 20 percent of its Consolidated Annual Contributions Contract or 20 percent of its budget authority. A PHA may also establish a 10 percent exception to this program cap for units that meet exception criteria [Public and Indian Housing Notice 2017-21 (HA)]. The HATC currently funds 15 contracts of HCV project-based assistance partnering with eight non-profit housing providers for a total of 315 units. All voucher categories are funded at levels established nationally by Congress.

**What are the number and type of families on the waiting lists for public housing and section 8 tenant-based rental assistance? Based on the information above, and any other information available to the jurisdiction, what are the most immediate needs of residents of public housing and Housing Choice voucher holders?**

As of March 2018, the HATC has 198 households on its waitlist. The majority (83 percent) are at or below 30 percent of the median income level, and the remaining 17 percent are between 30 and 50 percent of the median income level. Ten percent of households on the waitlist are headed by an elderly household member and 43 percent are headed by a disabled household member. The race and ethnicity of households on the HCV waitlist is 83 percent White, 7 percent Black, 5 percent American

Indian/Alaskan Native, 5 percent Asian, less than 1 percent Native Hawaiian /Other Pacific Islander, less than 1 percent multi-racial, and 7 percent Hispanic.

The HATC currently serves 2002 households made up of 4057 individuals. Of the 2002 households, 1142 are single-member households and 667 are households with minor children. Forty seven percent of the head-of-households are disabled and 24 percent are elderly. The race and ethnicity composition of members served is 77 percent White, 9 percent Black, 2 percent American Indian/Alaskan Native, 5 percent Asian, 2 percent Native Hawaiian/Other Pacific Islander, 5 percent multi-racial, and 12 percent Hispanic.

According to the HATC, the most immediate needs of public housing and Housing Choice voucher holders are for ongoing affordable housing, access to healthcare, access to schools, and access to transportation. The HATC also reported that a significant number of voucher holders have difficulty finding landlords willing to accept their rental subsidies as a form of payment. The 2017 AFH identified housing discrimination on the basis of source of income – meaning public subsidies, as a pervasive Fair Housing obstacle. As noted below, action by the Washington State legislature addressed this, removing the need for County level action.

### **How do these needs compare to the housing needs of the population at large**

The HATC reports that its applicants and participants are limited with regard to both the areas they can look for housing and the requirements to qualify for housing compared to the population at large, due to the affordability of units available and whether landlords are willing to accept a rental subsidy. Above all, individuals and families on a waitlist and those being served under a rental assistance program require decent, safe, and affordable housing. Most applicants and participants do not have reliable transportation, and therefore require housing located near a bus line so that they can easily access employment, shopping, medical resources, and educational opportunities.

### **Discussion**

Currently Thurston County's primary source of housing aid to low income families is through housing choice vouchers. In previous years the county had not protected housing seekers from discrimination based on source of income. However, in the 2018 legislative session the Washington State Legislature passed House Bill 2578 which will protect housing seekers statewide from source of income discrimination. This new legislation should greatly increase the housing options available to housing choice voucher recipients once implemented in September of 2018.

## NA-40 Homeless Needs Assessment - 91.205 ( c )

### Introduction:

**Annual Homeless Census** Thurston County participates in a nation-wide annual count of homeless persons, known as the Point in Time (PIT) count. This census helps determine the number of homeless people in the county, as well as the causes of their homelessness, and assists in developing a comprehensive strategic response to the issue. Estimates in the following tables reflect data from the 2017 PIT count. The 2018 PIT count found 835 homeless people, a 56% percent or 301 person increase over 2017.

In spite of many partners' best efforts, homelessness remains an issue for many individuals. Homeless families often cite job loss, eviction, family crisis, or the loss of their housing for economic reasons as the cause of their homelessness. Examining longitudinal data for homeless populations from 2006-2016, it is clear that Thurston County has not been able to return to the low point of 441 people experiencing homelessness recorded in 2006, much less to reach the goal of reducing homelessness by half of the 2006 starting count.

The 2018 PIT Count represents the largest increase in percentage since 2008-2009, which was 76 percent from 2006. The largest portion of respondents reported being unsheltered – 320 of the 835. This number represents the highest number of unsheltered homeless individuals since 2010.

The Thurston County Five-Year Plan identifies that there are currently 499 households on the Vulnerability Index (VI) that score as "highly vulnerable." These include 103 families, 362 homeless adults, and 44 youth and young adults.

**If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):**

As housing costs and unemployment rates have risen, the number of people without a place to live has grown significantly — 56 percent (301 people) since 2017 and 26 percent (171 people) since the 2013 point-in-time (PIT) Homeless Census. The 2018 PIT census found a total of 835 persons in 3 households reporting homelessness.

Each year, the Washington State Office of the Superintendent of Public Instruction (OSPI) works with local school districts throughout the state to identify children and youth attending school while experiencing homelessness. The goal is to offer appropriate services to the family, child or youth and to

report the number of homeless students to federal, state and local governments. The count does not include school-age children who are not attending school.

Data from the Office of the Superintendent of Public Instruction indicate a 47 percent rise in the number of homeless students from 2013 to 2015. In 2015, the OSPI count shows that 1,412 children were homeless. There was only a slight decrease in 2016, when the count found that 1,327 children were homeless. A large increase in reported homelessness for children came in 2010, likely due to the sharp downturn of the economy in 2008-09. The most recent OSPI Count for the 2016 – 2017 school year found 1670 homeless students.

Homeless school children are entitled to the protections of the McKinney-Vento Act, which allows homeless children to receive services and maintain continuity in their education. The Act defines homeless children as “individuals who lack a fixed, regular, and adequate nighttime residence.” This definition is somewhat broader than the HUD definition of homeless. Examples of children who would fall under this definition include:

- Children sharing housing due to economic hardship or loss of housing;
- Children living in motels, hotels, trailer parks or camp grounds due to lack of alternative accommodations;
- Children awaiting foster care placement; and
- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

**Nature and Extent of Homelessness: (Optional)**

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>	<b>Transitional</b>
White	156	214	132
Black /African American	39	29	18
Asian	3	2	1
American Indian or Alaska Native	8	12	1
Pacific Islander	6	6	1
Multiple Races	30	34	14
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>	
Hispanic	Unk	Unk	Unk
Not Hispanic	Unk	Unk	Unk

Data Source

Comments: PIT

Count provided by

Dept of Commerce

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

Data from the Office of the Superintendent of Public Instruction indicate that 1,327 children attending public schools were homeless in 2016. This is likely an underestimate of the total number of homeless children because it does not include children who are not attending school. The 2018 PIT census indicates there were 39 homeless individuals identified as veterans.

**Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

According to the PIT census data, approximately 67 percent of the total homeless population is comprised of White individuals. Black/African American is the second highest population at 11 percent. Approximately 66 percent of homeless individuals were identified as non-Hispanic.

**Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

Of the total homeless individuals, 62 percent were sheltered. Of the 38 percent unsheltered individuals, 67 percent were white with the next highest percentage being 11% for mixed race and .09 percent for Black African/American individuals.

People become homeless for a variety of different reasons: unemployment, low wages, physical disabilities, mental-health challenges, drug and alcohol use, family rejection, and release from treatment centers and jails with no living arrangements. The causes are often overlapping and many individuals cycle in and out of homelessness. During the 2018 PIT count, the top reasons people gave for being homeless were as follows:

1. Job loss
2. Eviction or loss of housing
3. Family rejection/kicked out
4. Domestic Violence
5. Mental illness

It is important to note these reasons were only provided by 522 or 63 percent of the total homeless population. People interviewed for this count had the right to decline to answer any questions.

The 2018 PIT count found 156 people who were living in vehicles or abandoned buildings, or otherwise out-of-doors. Additionally, 259 individuals identified as being homeless for more than a year, one of the definitions of chronically homelessness.

Families may choose to avoid shelters in order to prevent potentially negative impacts on their children. In addition, social service providers report that homeless families may avoid shelters or the streets because parents fear losing their children as the result of potential intervention by child welfare agencies. Families also avoid the forced separation of family members in order to fit into shelter regulations that are often restrictive about the number and gender configuration of families in their facilities.

### **Discussion:**

A chronically homeless person is defined by HUD as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years. The Thurston County *Homeless Housing Five-Year Plan* states that the chronically homeless in particular often need costly emergency services, such as ambulance, paramedics, emergency medical teams, hospital emergency-room visits and police. The *Plan* notes that Olympia and Thurston County recognize that there are homeless individuals who have been homeless for more than a year but who have a different household composition and may not be disabled. Youth in particular may have undiagnosed disabilities and thus may not easily fit the definition of chronically homeless.

Because chronically homeless persons often consume the largest amount of public services, there are significant financial benefits to the community at large in providing these individuals with supportive housing. Multiple cost-benefit studies conducted around the country have concluded that the social costs of life on the streets range from \$35,000 to \$150,000 per year, because of emergency room visits, increased risk of incarceration and dependence on a range of other public services. In contrast, supportive housing costs generally range between \$13,000 and \$25,000 per individual per year and have been repeatedly shown to reduce social service expenses.

The County's Five-Year *Homeless Housing Plan* for 2018 establishes seven goals in supporting efforts to reduce homelessness. Goal seven is to increase investments in housing unsheltered families with children and unsheltered chronically homeless people while preventing youth from exiting systems to homelessness.

DRAFT



## **NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)**

### **Introduction**

Thurston County has a broad inventory of housing and beds to address the needs of a variety of special populations. There are a total of 2,039 beds or units serving special populations. These include:

- 488 beds for households with adults and children
- 16 beds dedicated to veterans
- 51 beds for permanent supportive housing for chronically homeless

According to HMIS 2017 data, there were approximately 6,500 households served.

Many physically disabled people depend at least in part upon the federal government's Supplemental Security Income (SSI) program to meet their basic living needs. SSI provides financial support for people with significant and long-term disabilities who have no other means of support. Washington State supplements the federal SSI payment with a state-funded monthly reimbursement. Fewer than 2 percent of Thurston County residents receive SSI payments.

### **Describe the characteristics of special needs populations in your community:**

A disability is defined by federal law as the inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment(s) that can be expected to result in death, or which has lasted for at least one year. According to the ACS 2012 to 2016 average, there are 33,584 disabled persons living in Thurston County, making up about 13 percent of the total population. Seniors have more disabilities than the county's overall population, but experience less poverty and use fewer DSHS services. More than 35 percent of seniors experience one or more disabilities compared to 9 percent of non-seniors.

### **What are the housing and supportive service needs of these populations and how are these needs determined?**

Thurston County residents with a physical or sensory disability included 1.8 percent reporting a hearing disability, 2.1 percent a vision disability, and 1.9 an ambulatory disability, according to 2016 ACS data. Among those with disabilities, the level of unmet housing need is not known.

National research indicates persons with physical disabilities face obstacles to finding affordable housing. According to a recent Census Bureau report, approximately 28 percent of 25-to-64-year-olds with severe physical disabilities fall far below the federal poverty line – nearly four times the rate for people of the same age who are not disabled.

Many physically disabled people depend at least in part upon the government's basic welfare program, Supplemental Security Income (SSI), to meet their basic living needs. SSI provides financial support for people with significant and long-term disabilities who have no other means of support. In 2016, 4,721 Thurston County adults and 586 children under age 18 received SSI benefits.

One difficulty of funding affordable housing for persons with developmental disabilities is the need for community integration. Housing projects are expected to be consistent with requirements for Certified Residential Programs, housing no more than four clients per home.

Domestic violence may cause a sudden and traumatic separation from a job, a community, an income, a school, and a home. Often, victims depended on the abuser for financial support and housing, so it can take months and even years to achieve self-sufficiency. According to the Washington State Coalition Against Domestic Violence, safe housing is the most requested service by those calling domestic violence hotlines.

Twenty percent of respondents to the 2018 Point in Time count (128 individuals) reported that being a domestic violence victim was a causal factor in their homelessness. SafePlace, the only advocacy agency and shelter for victims of domestic violence in Olympia and Thurston County, sheltered a total of 322 adults and children. Their data indicates that many more – 1,243 individuals, or almost four times as many who applied for shelter – were turned away because the shelter was full.

In addition to unmet emergency shelter needs, many victims of domestic violence need assistance with housing and services after exiting a shelter. Lack of financial resources is one of the most commonly given reasons domestic violence victims stay with or return to an abusive partner. To successfully escape domestic violence, victims often need support beyond housing, including counseling, child care, job training, financial assistance, and transportation.

**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

Pierce County AIDS Foundation (PCAF) is the agency providing supportive services, advocacy, and education on HIV/AIDS in Thurston County. According to the group AIDS United, 188 people are known to be living with HIV/AIDS in Thurston County as of 2011. However, more people are likely to have the disease but have not been tested for it. According to the HIV/AIDS 2017 epidemiology report from the Washington Department of Health, Thurston County had 56 cases, or 2 percent of the total number of state cases of HIV. This data is based on county of residence at HIV diagnosis.

Persons with HIV/AIDS may suffer from opportunistic infections, chronic pain, fatigue, and the side effects of medication. Their compromised health can result in the inability to maintain a job. In addition, the high cost of medication can cause a significant financial impact, which can affect an individual's ability to secure and maintain stable housing.

Housing Opportunities for Persons with Aids (HOPWA) is a federally funded program providing housing assistance and supportive services for low-income people with HIV/AIDS and related diseases and their families. HOPWA funding allows PCAF to provide a variety of housing options assistance in Thurston County to clients with a household income less than 80 percent of the Area Median Income. Housing Placement provides for applications fees, credit checks, first/last month rent and deposits for clients who are moving into stable housing. Short-term payments to assist with rent, mortgage and utility costs

are available to clients who are already housed. Tenant-Based Rental Assistance (TBRA) is a program in which clients contribute 30 percent of their income toward rent and HOPWA funds pay the balance. Thurston County does not receive or manage HOPWA funds.

**Discussion:**

Other persons with special needs include former prisoners and sex offenders.

Former prisoners re-entering society compose a distinct category of persons with special affordable housing needs. National research conducted by the Council of State Governments indicates that about 10 percent of those coming in and out of prison or jail are homeless in the months prior to or following their incarceration.

Housing designed to serve former prisoners who would otherwise be homeless continues to face obstacles of zoning restrictions, community concern about property values and safety, and the challenges of finding suitable developers or agency partners.

In Thurston County, there are no emergency or transitional shelters, nor permanent supportive housing projects, willing to host registered sex offenders. Anecdotal evidence suggests that most landlords will not knowingly rent to a registered sex offender, even if the individual has a housing voucher. If no apartment or house with rooms available can be located willing to house a sex offender, Behavioral Health Resources will occasionally pay for short-term hotel lodging for these individuals. If their time at a hotel has run out and no other options have emerged, the individual becomes homeless.

According to the Thurston County Sheriff's Department, Thurston County is home to 215 registered sex offenders. Among these, 54 are known to be transient and another 35 have addresses that cannot be verified. Offenders who do not possess verifiable permanent addresses are considered a greater risk of reoffending.

## **NA-50 Non-Housing Community Development Needs - 91.215 (f)**

### **Describe the jurisdiction's need for Public Facilities:**

CDBG is a flexible funding source that can be used for the construction and improvement of public facilities and infrastructure projects. To be eligible a project must benefit all residents of an area where at least 51 percent of the residents are low- or moderate-income.

Public facilities can include libraries, recreational facilities, homeless or domestic violence shelters, nursing homes, youth facilities, or group homes for the disabled. Meanwhile, potential infrastructure projects might improve streets, curbs, and water and sewer lines. CDBG funds can also be used to implement improvements to a building's energy efficiency or to make it accessible to those with disabilities.

Public facilities and infrastructure projects are often expensive and require multi-year financing by multiple stakeholders. However, these projects can have a direct impact on the economic and community development of an area. In many cases, infrastructure improvements are necessary before financing can be secured for other projects that benefit low-income residents.

For instance, many funding sources for affordable housing projects require that they have access to a sewer system. Rural communities that only have septic systems (such as Bucoda and Rainier) may thus be less likely to undertake affordable housing projects. For rural communities, CDBG can be a crucial funding source to enable the municipality to leverage other sources of financial support to invest in large sewer and drinking water projects. This is because smaller cities and towns often have limited access to much-needed debt and equity capital that would allow them to invest in expensive infrastructure upgrades.

There is continuing need within the Thurston County for public facilities to serve growing populations.

### **How were these needs determined?**

Planning for capital facilities is carried out by each city and county department. It requires an understanding of current conditions relative to future needs, an assessment of various types of capital facilities that could be provided, analysis to identify the most effective and efficient facilities to support the needed service, and addressing how these facilities will be financed.

In addition, there is regular consultation between Thurston County, its cities, and the public about public facility needs. Thurston County and the City of Olympia held a series of meetings and consulted with various governmental departments and nonprofit agencies to assess the nature and extent of community development needs, as described in the Citizen Participation section. Funding priorities were established based on the extent of needs and the availability of other funding sources to address those needs.

**Describe the jurisdiction's need for Public Improvements:**

Table 6-4 PARKS and OPEN SPACE CAPITAL PROJECTS 2018- 2023								
REVENUES FOR PROJECTS								
Fund Source			2018	2019	2020	2021	2022	2023
Bonds								
Grants					\$140,000	\$100,000		\$240,000
Parks Impact Fees			\$35,000	\$735,000	\$100,000	\$450,000	\$200,000	\$1,520,000
REET (Real Estate Excise Tax)			\$930,000	\$550,000	\$350,000	\$350,000	\$350,000	\$2,530,000
Trail Permit Fees			\$18,000	\$0	\$0	\$0	\$0	\$18,000
TOTALS			\$983,000	\$1,285,000	\$590,000	\$900,000	\$550,000	\$0
EXPENDITURES FOR PROJECTS								
Project Name	Type	Fund Source	2018	2019	2020	2021	2022	2023
Lacey / Olympia UGA								
Chehalis Western Trail Improvements	Dev	R/I	\$375,000	\$275,000		\$150,000	\$50,000	\$850,000
Rainier / Yelm / Tenino UGA								
Yelm - Tenino Trail Improvements	Dev	R/I	\$200,000	\$325,000	\$100,000	\$50,000	\$50,000	\$725,000
Tenino - Bucoda Trail Extension	Dev/MP			\$10,000				\$10,000
Yelm - Tenino Trail Area Improvements	Dev	R	\$150,000					\$150,000
Tumwater UGA								
Guerin Park	Dev	GN			\$140,000			\$140,000
Gate - Belmore trail (1)	Dev	R/I	\$25,000	\$25,000				\$50,000
Kenneydell Park	Dev	G				\$100,000		\$100,000
Rural Thurston County								
Facility Improvements	Dev	R	\$18,000		\$50,000	\$150,000	\$150,000	\$368,000
Burfoot Park	Dev	R			\$200,000			\$200,000
Parks and Trails Master Plan	MP	I	\$10,000					\$10,000
Deschutes Falls Park	Dev	I				\$150,000		\$150,000
Trail & Park System-wide Programs								
Parks, Trails and Open Space Acquisition	AcQ	R/I/D/GN						\$0
Culvert Replacement Program		R	\$100,000					\$100,000
Trail Surface Improvement Program		R	\$105,000	\$350,000	\$100,000	\$200,000	\$200,000	\$955,000
Parks & Trails Capacity Development Program	Dev	I		\$300,000		\$100,000	\$100,000	\$500,000
TOTALS			\$983,000	\$1,285,000	\$590,000	\$900,000	\$550,000	\$0
DEBT SERVICE AMOUNT			2018	2019	2020	2021	2022	2023
Future Bonds								
Total Debt Service								
LEGEND:								
GC Grant Committed	I Impact Fees				DEV Development			
GN Grant Noncommitted	R Real Estate Excise Tax				AcQ Acquisition			
D Donations	TP Trail Permit Fees				MP Master plan			
(1) Gate Belmore Trail Funding is also located in the Roads CFP								
Completed Projects			New Projects:			Dropped Projects		
Acquired Additions BNSF ROW			Culvert Replacement Program			Monarch Park (planning)		
			Trail Surface Improvement Program					
			Tenino - Bucoda Trail Extension					
			Yelm - Tenino Trail Area Improvements					
			Parks & Trails Capacity Development Program					

# NEEDS ASSESSMENT

**Table 6-5**  
**Public Works - Solid Waste**  
**2018- 2023**

REVENUES FOR PROJECTS									
Fund Source	Project	Fund	2018	2019	2020	2021	2022	2023	6-Yr. Total
Solid Waste Tipping Fees, Rates and Charges <sup>1</sup>			\$2,170,000	\$4,050,000	\$3,075,000	\$3,000,000	\$300,000		\$12,595,000
Post Closure Reserve (PCR) <sup>2</sup>			\$600,000	\$100,000		\$0	\$100,000		\$800,000
Other <sup>3</sup>									
<b>TOTALS</b>			<b>\$2,770,000</b>	<b>\$4,150,000</b>	<b>\$3,075,000</b>	<b>\$3,000,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$13,395,000</b>
EXPENDITURES FOR PROJECTS									
Project Name	Fund Source		2018	2019	2020	2021	2022	2023	6 Yr. Total
<b>City of Lacey Urban Growth Area</b>									
WARC Transfer Station Expansion	Fees			\$100,000	\$1,500,000	\$1,500,000			\$3,100,000
WARC Automotive, Equipment Storage Area and Field Office	Fees	91064	4030	\$200,000	\$1,400,000	\$1,400,000	\$200,000		\$3,200,000
WARC Closure of 70 Acre Cell (steep bank north of Lakeside RAP)	Fees				\$150,000	\$1,500,000			\$1,650,000
WARC Ground Water Monitoring Wells	PCR	91082	4040	\$100,000					\$100,000
WARC Beneficial Re-use of Closed Landfill	Fees			\$50,000					\$50,000
WARC Landfill Settlement and Repairs	PCR			\$100,000			\$100,000		\$200,000
WARC Flare Upgrade	PCR	91075	4040	\$500,000					\$500,000
WARC Public Tipping Storm Water Conveyance Line	Fees	91077	4030	\$70,000					\$70,000
WARC Access Road Phase II	Fees	91081	4030	\$1,500,000	\$500,000				\$2,000,000
WARC Water Reservoir	Fees				\$25,000				\$25,000
<b>Rural Thurston County</b>									
Rainier Drop Box Improvements	Fees	91078	4030	\$200,000	\$1,000,000		\$50,000		\$1,250,000
Rochester Drop Box Improvements	Fees	91079	4030	\$200,000	\$1,000,000		\$50,000		\$1,250,000
<b>TOTALS</b>			<b>\$2,770,000</b>	<b>\$4,150,000</b>	<b>\$3,075,000</b>	<b>\$3,000,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$13,395,000</b>
<b>Notes:</b> Funding sources include: Fees= Solid Waste Tipping fees, rates and charges. PCR= Post-Closure reserve funds. Other revenue could include other local agencies, grants, providing funding for mutually beneficial projects The Solid Waste Capital Facility Assessment may require significant revisions of current planned projects.									
<b>No Dropped Projects</b>			<b>No New Projects</b>			<b>No Completed Projects</b>			

### How were these needs determined?

Thurston County is one of 29 counties in the state that follow the requirements of the state's Growth Management Act (GMA), passed in 1990. The state's fastest growing counties and the cities within those counties must plan for growth in accordance with the GMA. Thurston County and its cities and towns are required to issue comprehensive plans that include plans for land use, housing, utilities, shoreline policies, and transportation.

The capital facilities plan is one requirement of the comprehensive plan, and describes capital projects necessary to support the county's forecast population growth and how they will be financed. The GMA requires each city's capital facilities plan to identify specific facilities, include a realistic financing plan, and adjust the plan if funding is inadequate. Comprehensive plans and capital facilities plans can be found at the websites of Thurston County and its cities.

Sources of funding in capital facilities plans may include local taxes, municipal bonds, and development-mitigation fees. An additional, and often crucial, source of potential funding may come from federal and state grant and loan programs. CDBG dollars can be used to leverage these sources.

### Describe the jurisdiction's need for Public Services:

The jurisdictions' needs for Public Services were assessed an online survey, public meetings, and ongoing consultation with social service providers.

Among survey respondents, more than 66 percent designated services for homeless persons as the top area of need, tied with substance abuse services. These were followed by health services (50 percent) and child care (49 percent).

The following are Thurston County projects funded at least in part by CDBG and HOME grants during the last three years:

2015	CDBG	Homes First	Acquisition of Housing	Capital
2015	CDBG	Community Action Council	Deschutes Cove Apartments Sewer Conversion	Capital
2015	CDBG	SafePlace	Facility Repair	Capital
2015	CDBG	Rebuilding Together	Home Repairs	Capital
2015	CDBG	Boys and Girls Club	Scholarships program	Public Service

2015	CDBG	Enterprise for Equity	Business Training	Economic Development
2015	CDBG	Catholic Community Services	Community Kitchen	Public Service
2015	CDBG	Catholic Community Services	Drexel House Emergency Shelter	Public Service
2015	CDBG	Tumwater	Pioneer St Sewer	Capital
2016	CDBG	City of Yelm	Splash Park	Capital
2016	CDBG	Town of Bucoda	Nenat St Waterline replacement	Capital
2016	CDBG	Tenino Boys and Girls Club	Scholarships program	Public Service
2016	CDBG	City of Tenino	Quarry Rehab	Capital
2017	CDBG	Thurston County Food Bank	Lacey Food Bank	Capital
2017	CDBG	SideWalk	Veterans Housing Coordinator	Public Service
2017	CDBG	Housing Authority of Thurston County	14th and Golf Club Housing Development	Capital
2017	CDBG	Evergreen Treatment Services	South Sound Clinic Expansion	Capital
2017	CDBG	Community Action Council	Monarch Facility	Capital
2017	CDBG	Community Youth Services	Transitional Housing Rehab	Capital
2017	CDBG	Boys and Girls Club	Lacey Homeless Youth Scholarships	Public Service

The following are City of Olympia projects funded at least in part by CDBG and HOME grants during the last three years:

2015	CDBG	Downtown Safety and Facade Improvement Program	Economic Development
2015	CDBG	Grow Olympia Fund (business loans)	Economic Development



2015	CDBG	Downtown Ambassador Program	Public Service
2016	CDBG	Downtown Safety and Facade Improvement Program	Economic Development
2016	CDBG	Business Training and Assistance	Economic Development
2016	CDBG	Providence Community Care Center	Capital
2016	CDBG	Housing Rehabilitation	Affordable Housing
2016	CDBG	Downtown Ambassador Program	Public Service
2017	CDBG	Housing Rehabilitation	Affordable Housing
2017	CDBG	Interfaith Works Year-round Day Center Staffing	Public Service
2017	CDBG	Small Business Assistance	Economic Development
2017	CDBG	Downtown Ambassador Program	Public Service
2017	CDBG	Business Training and Assistance	Economic Development

**How were these needs determined?**

These needs were determined based on the prioritized needs of cities and towns.

## Housing Market Analysis

### MA-05 Overview

#### Housing Market Analysis Overview:

The National Association of Realtors developed the Housing Affordability Index (HAI), which has been used nationally since 1982. This index takes into account current economic conditions in an attempt to evaluate the affordability of housing. An affordability index of 100.0 or more is desirable, indicating that the potential purchaser has 100 percent or more of the income needed to qualify for a loan. According to the Thurston Regional Planning Council Housing Affordability Index, Thurston County housing affordability steadily rose from 2007 to 2013. However, after 2013, the affordability index has declined from approximately 200 to just 154.9. Thurston County is less affordable than adjacent counties to the west and south, and this contributes to the growing challenge of providing affordable housing for the residents in Thurston County.

Housing affordability for first-time homebuyers in Thurston County was 77.5 in 2017, and has been decreasing since 2013 when the index was 125.4. Real estate continues to be more affordable for first-time homebuyers than in 2006 or 2007, when indices were below 70.

According to the National Association of Realtors, home values are increasing and homeowners are paying about 15 percent of their income toward mortgages. The ACS estimated that the median home value in Thurston County from 2012 to 2016 was approximately \$242,900. Sixty nine percent of owner-occupied housing units have mortgages, with a median monthly owner cost of \$1,650. For 22 percent of homeowners, selected monthly owner costs make up 35 percent or more of their household income.

According to data from the Thurston Regional Planning Council, the number of residential units permitted increased from 1,280 in 2013 to 2,223 in 2016. This is an increase of approximately 74 percent. Current housing by type data indicates that single-family homes are the primary housing type in Thurston County, making up about 66 percent of total housing. The lowest percentage is for manufactured homes, which make up 11.3 percent of total housing.

Affordability is also an important problem for renters in Thurston County. The National Low Income Housing Coalition estimates that a person would need to earn \$20.60 an hour to afford a fair market rent in a two-bedroom apartment. Out of approximately 100,766 households, there are 19,270 low-income renter households. If 35 percent of households in Thurston County are renters, that means about 55 percent of all renters are low-income in Thurston County.

In 2016, Thurston County's median household income of \$63,286 was lower than that of the state (\$67,106). This level was slightly above the previous 10-year peak for 2008 (\$63,009) and above the median household income for 2011-2015 (\$61,677). The median household income in unincorporated portions of the county was higher than in the incorporated communities. Adjusted for cost of living using TRPC calculators, living in Olympia has a higher cost compared to the national average for a family with children.

Each year, the Thurston Economic Development Council releases its Vitality Index (VI), which is a snapshot of local economic conditions and multi-year trend analysis of industries, income, occupation, and other variables. The data display a number of economic conditions for the region based on various factors. Thurston County has been a relatively affordable place to buy a home for the past decade for those with equity; however, wages have not increased at the same rate as median home prices.

## MA-10 Housing Market Analysis: Number of Housing Units - 91.210(a)&(b)(2)

### Introduction

According to U.S. Census data, the total number of housing units in Thurston County has increased by approximately 5 percent from 2013 to 2017. Thurston County is experiencing an increase in demand for housing due to an influx of new residents. Some estimates report over 2,000 people moving into Thurston County each year. The Thurston Regional Planning Council reports that there were 758 new residents in 2010 and 4,239 new residents in 2015. According to the 2011-2015 ACS, Thurston County is 65 percent owner-occupied and 35 percent renter occupied, but is trending toward predominantly renter households.

The Olympia-Tumwater Housing Market area has improved since 2012. According to HUD's Comprehensive Housing Market Analysis from August of 2016, the sales housing market is currently balanced with an overall estimated sales vacancy rate of 1.5 percent, down from 2.4 percent in April 2010. New home sales increased by 2 percent to 680, and the average price went up by 8 percent (\$319,200). The market analysis predicts a demand for 4,450 new homes – 400 homes are currently under construction and a portion of the 3,400 other vacant units, which may reenter the market, will satisfy some of the demand.

The TRPC reports that 4,971 homes were sold in 2016 through Northwest Multiple Listing Service. The average price of these homes was \$283,272. Olympia has the highest home lease price since 2000, except in 2004 when Tumwater narrowly passed Olympia. Although average home sale prices have been on the rise since 2012, they have not yet reached the peak of \$335,534 seen in 2007. Three-bedroom houses accounted for almost 60 percent of the total home sales in 2016 with an average price of \$265,602. The year 2016 ties with 2005 for the lowest average days to home sale at 47 days. According to the TRPC, the average number of new housing units permitted each year from 2010 to 2015 is 1,229. The same data estimate the following breakdown of new housing units in 2017: Single-family homes with 66 percent; Multifamily homes with 23 percent; and Manufactured homes with 11 percent.

Rental housing market conditions are also balanced, according to HUD's Comprehensive Housing Market Analysis, with an overall vacancy rate of 5 percent, down from 7 percent in April 2010. In general, a vacancy rate of 5 percent indicates that demand matches supply. The apartment market is tight, with a vacancy rate of 2.6 percent. The vacancy rate for apartments in Thurston County has declined significantly since a high point in 2012 when rates were over 5 percent. There is demand for an expected 1,750 new rental units, and there are currently 610 units under construction.

According to the TRPC, in March 2017, the average rent for an apartment was \$1,036 in Thurston County. This average was less than King and Kitsap Counties and comparable to Pierce County, which has an average rent of \$1,070. One-bedroom apartments in Thurston County rented for an average of \$909 in March 2017. Two-bedroom apartments rented for an average of \$1,000. Rents are currently at historically high levels, which likely corresponds to recovery from the recession and low vacancy rates.

The National Low Income Housing Coalition estimates that in Thurston County, a person would need to earn \$20.60 an hour to afford a fair market rent in a two-bedroom apartment. Out of approximately 100,766 households, there are 19,270 low-income renter households. If 35 percent of households in

Thurston County are renters, that means about 55 percent of all renters are low-income in Thurston County.

### All residential properties by number of units

Property Type	Number	percent
1-unit detached structure	74,939	69percent
1-unit, attached structure	4,296	4percent
2-4 units	5,835	5percent
5-19 units	8,051	7percent
20 or more units	5,423	5percent
Mobile Home, boat, RV, van, etc.	10,424	10percent
<b>Total</b>	<b>108,968</b>	<b>100percent</b>

**Table 25 – Residential Properties by Unit Number**

Data Source: 2009-2013 ACS

### Unit Size by Tenure

	Owners		Renters	
	Number	percent	Number	percent
No bedroom	248	0percent	1,233	4percent
1 bedroom	1,546	2percent	6,808	20percent
2 bedrooms	11,820	18percent	13,049	39percent
3 or more bedrooms	53,751	80percent	12,346	37percent
<b>Total</b>	<b>67,365</b>	<b>100percent</b>	<b>33,436</b>	<b>100percent</b>

**Table 26 – Unit Size by Tenure**

Data Source: 2009-2013 ACS

**Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.**

HUD database of subsidized housing

HUD ID Number	Project Name	Project Address	Project City	Project Zip Code	Total Number of Units	Low Income Units
WAA19870040	Killion Court	405 Killion CT NW	Yelm	98597	20	20

WAA19880240	Uptown Apartments /Bettman House	216 Ninth AVE SE	Olympia	98501	11	11
WAA19940165	Carriage Place APTS	1309 Fern ST SW	Olympia	98502	50	50
WAA19940050	Fern Ridge	1309 Fern ST SW	Olympia	98502	49	49
WAA19940125	Stuart Place	110 Legion Way SE	Olympia	98501	36	36
WAA19990025	Boardwalk APTS	410 Capitol Way N	Olympia	98501	280	280
WAA19960195	College Glen	4870 55 <sup>th</sup> LN SE	Lacey	98503	164	164
WAA19970030	Courtside APTS	600 Yauger Way SE	Olympia	98502	211	211
WAA20020130	Prairie Run APTS	205 Mountain View RD SE	Yelm	98597	32	31
WAA20010050	Evergreen Villages	505 Division ST NW	Olympia	98502	180	180
WAA20000065	Frenchman Hill APTS	590 Beach AVE NE	Olympia	98502	25	25
WAA20000095	Magnolia Villa	1410 Magnolia ST SE	Lacey	98503	20	20
WAA20000165	Summer Ridge	5701 30 <sup>th</sup> AVE SE	Lacey	98503	116	116
WAA20060235	Crowne Pointe APTS	2800 Limited LN NW	Olympia	98502	160	160
WAA20070055	Drexel House	606 Devoe ST SE	Olympia	98501	25	25
WAA20070080	Evergreen Vista II	1225 Fern ST SW	Olympia	98502	51	51
WAA20110800	Evergreen Vista I	1209 Fern ST SW	Olympia	98502	104	104
WAA00000004	118 McArthur ST	118 McArthur ST N	Tenino	98589	30	-
WAA00000472	Olympic Heights	300 Kenyon ST NW	Olympia	98502	178	36
WAA20120804	Salmon Run APTS	10720 Vancil RD SE	Yelm	98597	39	40
WAA20130004	Ashwood Downs	1900 Ashwood Downs LN SE	Olympia	98501	96	96
WAA20140984	Copper Trail	3500 Capital Mall DR SW	Olympia	98502	260	260
WAA20140994	Olympia Vista APTS	3600 Forestbrook WAY SW	Olympia	98502	-	141

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

According to HUD’s database of subsidized housing, there are seven properties in the county with contracts expiring over the period of this consolidated plan, although it is likely that the contracts will be renewed. The properties are:

- Drexel house, 25 units, in Olympia. Contract expires 2022.
- Crowne Point Apartments, 160 units, Olympia. Contract expires 2021.
- Evergreen Vista II, 51 units, Olympia. Contract expires 2022.

**Does the availability of housing units meet the needs of the population?**

Based on the research and analysis conducted for this Consolidated Plan and the work of the Thurston Regional Planning Council (TRPC), there is insufficient affordable housing stock in Thurston County to meet the needs of low income households (households earning 50 percent or less of the median income.) According to HUD CHAS data, 14 percent of Thurston County households earn 50 percent or less than median income. This households are the primary, but not sole recipients of the county’s section 8 housing vouchers and affordable housing units. In Thurston County, approximately 2,050 people receive Section 8 vouchers; the number on the waitlist is approximately 1,840. In addition to housing vouchers, Thurston County hosts roughly 4500 affordable housing units. With over 100,000 households, 14,000 of which earn less than 50 percent AMI the total 6500 affordable housing options falls well short of the regional affordable housing need.

**Describe the need for specific types of housing:**

There is a need for increased housing choices for low and moderate-income households, including converting existing housing stock to more affordable units. The region needs more housing choices for median income households to make existing low and moderate-income housing stock available to lower income residents.

**Discussion**

Survey respondents were asked about the top challenges facing the region, and asked to judge the level of need for a variety of eligible activities in five categories. Respondents agreed on the top four challenges facing the region: “Not enough affordable rental housing,” “Not enough services for the homeless,” “Too expensive to buy a home,” and “Not enough social service funding.” County residents emphasized the need for social services funding, while Olympians viewed home prices as a top issue.

Under affordable housing, more than 70 percent of respondents indicated a high need for homeless/transitional housing, followed by tenant-based rental assistance/housing vouchers (63 percent). Over two thirds of respondents marked “other” as high need and filled in comments. Several suggested a need for permanent supportive housing.

This data represents a keen public awareness of housing issues and needs in Thurston County. Residents know what the problems are, and there is a high level of public support for the implementation of solutions.

DRAFT



## MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

### Introduction

Monthly rent data below was pulled from the most recent HOME and FMR report available through HUD.

### Cost of Housing

	Base Year: 2010	Most Recent Year: 2016	percent Change
Median Home Value	\$270,359	\$283,272	4.8percent
Median Contract Rent	\$892	\$975	9.3percent

**Table 27 – Cost of Housing**

Data Source: Thurston Regional Planning Council

Rent Paid	Number	percent
Less than \$500	4,069	12.2percent
\$500-999	17,508	52.4percent
\$1,000-1,499	9,750	29.2percent
\$1,500-1,999	1,711	5.1percent
\$2,000 or more	398	1.2percent
<b>Total</b>	<b>33,436</b>	<b>100.0percent</b>

**Table 28 - Rent Paid**

Data Source: 2009-2013 ACS

### Housing Affordability

percent Units affordable to Households earning	Renter	Owner
30percent HAMFI	1,323	No Data
50percent HAMFI	3,497	1,999
80percent HAMFI	15,619	7,495
100percent HAMFI	No Data	13,835
<b>Total</b>	<b>20,439</b>	<b>23,329</b>

**Table 29 – Housing Affordability**

Data Source: 2009-2013 CHAS

### Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	784	866	1071	1559	2453
High HOME Rent	784	866	1071	1317	1712

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Low HOME Rent	677	725	870	1005	1352

**Table 30 – Monthly Rent**

Data Source: HUD FMR and HOME Rents

**Is there sufficient housing for households at all income levels?**

ACS data estimates the 2011-2015 median household income to be approximately \$61,677. The same data set shows that 21 percent of Thurston county residents earn between \$25,000 and \$49,000 per year. A total of 17 percent earn less than \$24,000. With rising rental and home ownership costs in recent years, there is insufficient housing that is affordable for these lower income residents.

**How is affordability of housing likely to change considering changes to home values and/or rents?**

As rents and home values both continue to increase, there will be additional cost burden for middle and low income individuals and families seeking housing. According to the TRPC, vacancy rates for apartments in Thurston County have declined significantly since a high point in 2012, when rates were over 5 percent. In 2017, vacancy rates were only 2.7 percent. These low vacancy rates suggest that supply does not match demand, and rental prices will likely continue to rise. Home prices also continue to increase and the reliability of interest rates is unknown. Additionally, until unemployment levels decline, incomes will not increase significantly enough to make the increasing rents and home values affordable. These factors suggest that there is insufficient housing for households at lower income levels, and that this problem will become increasingly more serious over time without intervention. It is likely that affordability will decline over the next several years, until such time that employment and income increase to a level that is sustainable under the current market conditions.

**How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

Since 2010, the average rent has increased for Thurston County. The median rent is \$1,089. Though the fair market rent listed above is lower compared to the median rent, the increases in rent have been significant. In just two years, Thurston Regional planning Commission data show an average rent increase from \$900 to \$1050.

**Discussion**

Availability and affordability of housing are increasingly more serious concerns for providing sustainable residence for the people of Thurston County. As rents and home values rise, wages struggle to provide the amount of money that people need in order to afford homes. The self-

sufficiency standard for the state of Washington identifies the amount of income needed to support families of various sizes without additional help from the government, community, or other personal resources. This reflects what the report calls bare bones budgets that meet basic needs, but no extras. The report provides the following example: A parent earning the 2017 Washington State minimum wage of \$11.00 per hour will fall short of meeting the Standard for a family with two young children. If that person lives in Thurston County, they would be able to cover only 42 percent of the family's basic needs. If a family has two adults and one school-age child and one preschooler, the Standard indicates that family would need an income of \$60,518. The average median income for Thurston County falls close to this basic needs level. However, the number of hours a minimum wage worker would need to work in Thurston County to meet the basic needs of a family of one adult, one preschooler and one school-age child is 92 hours per week. Only with the addition of housing assistance such as housing choice vouchers would this family come close to being able to adequately provide for itself.

## MA-20 Housing Market Analysis: Condition of Housing - 91.210(a)

### Introduction

This section contains an overview of housing conditions in Thurston County, including an estimate of the number of units that contain lead-based paint hazards and are occupied by low- and moderate-income households.

The physical condition of housing stock is important for both the health and safety of residents, and as an indicator of the need for weatherization. Houses that are not properly weatherized waste energy, costing residents extra money to heat and cool. Two measures of the physical condition of housing stock that are collected in the American Community Survey are whether a unit has complete plumbing and kitchen facilities.

As previously stated, almost 80 percent of all residents with income levels between 30 and 50 percent AMI have one or more of four housing problems.

### Describe the jurisdiction's definition for "substandard condition" and "substandard condition but suitable for rehabilitation:

Continued demand for CDBG-funded rehabilitation loans also show the need for improvements to the physical condition of housing stock. For rehabilitation activities undertaken with HUD funds, the following definitions are used:

- **Standard Condition:** Dwelling units that provide safe and adequate housing, are well maintained, and are structurally sound without visible deterioration or observable defects.
- **Substandard Condition and Not Suitable for Rehab:** Dwelling units that are in such poor condition as to be neither structurally nor financially feasible for rehabilitation.
- **Substandard Condition but Suitable for Rehab:** Dwelling units that do not meet standard conditions but are both financially and structurally feasible for rehabilitation. This does not include units that require only cosmetic work, correction, or minor livability problems or maintenance work.

### Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	percent	Number	percent
With one selected Condition	19,628	29percent	15,207	45percent
With two selected Conditions	340	1percent	981	3percent
With three selected Conditions	24	0percent	83	0percent
With four selected Conditions	0	0percent	0	0percent
No selected Conditions	47,373	70percent	17,165	51percent

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	percent	Number	percent
<i>Total</i>	<i>67,365</i>	<i>100percent</i>	<i>33,436</i>	<i>99percent</i>

**Table 31 - Condition of Units**

Data Source: 2009-2013 ACS

**Year Unit Built**

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	percent	Number	percent
2000 or later	15,995	24percent	6,443	19percent
1980-1999	25,088	37percent	11,767	35percent
1950-1979	19,903	30percent	12,385	37percent
Before 1950	6,379	9percent	2,841	9percent
<i>Total</i>	<i>67,365</i>	<i>100percent</i>	<i>33,436</i>	<i>100percent</i>

**Table 32 – Year Unit Built**

Data Source: 2009-2013 CHAS

**Risk of Lead-Based Paint Hazard**

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	percent	Number	percent
Total Number of Units Built Before 1980	26,282	39percent	15,226	46percent
Housing Units build before 1980 with children present	9,780	15percent	6,085	18percent

**Table 33 – Risk of Lead-Based Paint**

Data Source: 2009-2013 ACS (Total Units) 2009-2013 CHAS (Units with Children present)

**Vacant Units**

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units			
Abandoned Vacant Units			
REO Properties			
Abandoned REO Properties			

**Table 34 - Vacant Units**

Describe the need for owner and rental rehabilitation based on the condition of the jurisdiction's housing.

Rehabilitation of owner and renter occupied housing was a top need identified by one third of residents responding to the survey. Thirty percent of owner-occupied housing and 48 percent of rental units have at least one housing condition that requires rehabilitation. Approximately 40 percent of housing units also still present a risk of lead-based paint hazard.

As Thurston County's ownership and rental housing ages there is and there will continue to be a growing need to rehabilitate these units. Seventy four percent of housing units in Thurston County are already more than 20 years old, and 54 percent are more than 30 years old, according to the ACS 2012-2016 estimate. It is important that the region, to the maximum extent possible, maintain or provide programs that offer ownership and rental housing rehabilitation assistance.

**Estimate the number of housing units within the jurisdiction that are occupied by low or moderate income families that contain lead-based paint hazards. 91.205(e), 91.405**

In Thurston County, approximately 40 percent of housing units also still present a risk of lead-based paint hazard, including 39 percent of owner-occupied units and 46 percent of rental units. There are a total of 36,062 housing units at risk. Nearly 40 percent of these at risk units are occupied by families with children. It is likely that many of these homes are occupied by low or moderate income families, as older homes tend to be more affordable, and lower income families may not have the means to mitigate the problem.

**Discussion**

Addressing lead-based paint hazards is critical to preserving older affordable housing units and meeting HUD's statutory goals of providing decent housing and a sustainable living environment. It is usually more cost-effective to maintain and preserve established, older housing than to replace it. Thus, remediation of lead-based paint hazards is both a health and safety strategy, particularly for children, and an investment in the future of affordable housing. In most houses in Thurston County, the risk of lead hazards can be greatly reduced through window replacements, encapsulation, and dust removal. The Housing Authority of Thurston County provides certified lead-based paint risk assessments and inspections conducted by EPA-licensed Lead Risk Assessors.

In an effort to address lead-based paint hazards, the City of Olympia has incorporated Title X of the Community Development Act of 1992 (part of the Residential Lead-Based Paint Hazard Reduction Act of 1992) into its housing policies and programs. 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 Urban County and Olympia CDBG Programs will continue to encourage housing rehabilitation loans through a variety of sources, including various federal, state and local funding resources whenever

possible. The preservation of existing affordable housing stock is tied to our overall affordable housing goal for this strategic plan. Providing housing rehabilitation loans to improve the physical condition of housing stock, particularly renter housing, reduces hazards from lead exposure. Rehabilitation loans also benefit low-income households by reducing costs from heating and cooling.

**MA-25 Public and Assisted Housing - 91.210(b)****Introduction****Totals Number of Units**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	183	73		1,957	182	1,775	289	198	676
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

**Table 35 – Total Number of Units by Program Type**

Data PIC (PIH Information Center)  
Source:

**Describe the supply of public housing developments:**

Not applicable.

**Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:**

Not applicable.



**Public Housing Condition**

Public Housing Development	Average Inspection Score

Table 36 - Public Housing Condition

**Describe the restoration and revitalization needs of public housing units in the jurisdiction:**

There are no public housing units owned by the Thurston County Housing Authority.

**Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:**

Not applicable.

**Discussion:**

The Thurston County Housing Authority does not own any public housing units and there are none scheduled for development. The only public housing property in Thurston County is a 69-unit property in Olympia that is owned by the King County Housing Authority. This property was developed before the Housing Authority of Thurston County was formed.

## MA-30 Homeless Facilities and Services - 91.210(c)

### Introduction

As housing costs and unemployment rates have risen, the number of people without a place to live has grown significantly — 55 percent (294 people) since 2017 and 25 percent (164 people) since the 2013 point-in-time (PIT) Homeless Census. The 2017 count found that 579 individuals were homeless or lived in transitional housing. Of these individuals, 171 reported being unsheltered. In addition, 75 people were counted as temporarily living with friends or family, bringing the total number of individuals without a stable place to live to 654. Preliminary results from the 2018 count found that 828 individuals were homeless or lived in emergency or transitional housing. The 2018 Homeless Census showed the largest portion reported being unsheltered – 324 of the 828.

Thurston County's homeless shelter capacity in 2015 had decreased to a level comparable to that of 2006, in a steady reduction following peak capacities recorded in 2010 and 2011. However, capacity was still unable to meet the level of need for shelter. To house all of those homeless in the county as of 2015, an additional 84 beds would have been needed. Homeless shelter capacity was not included in more recent reports that have been published based on annual PIT Homeless Census results.

### Facilities Targeted to Homeless Persons

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	70	20	90*	24	
Households with Only Adults	180	91	20*	45	
Chronically Homeless Households	Unk*	Unk*	Unk.*	35	
Veterans	0	0	11*	0	
Unaccompanied Youth	12	5	43*	0	

**Table 37** - Thurston County's Housing Inventory Chart (HIC)

The above table illustrates the types of housing provided for homeless persons. The Transitional Housing Beds numbers include rapid rehousing.

Beginning in 2010, area housing providers converted a significant portion of their inventory from Transitional Housing to Permanent Supportive Housing. This conversion reflected the needs of residents who were unable to "transition" to permanent or independent housing. Drexel House and Drexel House 2 serve single adults in Thurston County. They provide 16 year round shelter beds, and four beds that are preferentially filled with veterans. There are a total of 86 units of permanent supportive housing, with 50 of those units reserved for individuals who are veterans.

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons**

Thurston County and the city of Olympia follow the best practice of Housing First, followed quickly by wraparound social services that are tailored to meet the needs of the household. Thurston County service providers follow a harm-reduction philosophy as part of a Housing First model. There are a number of key support services available to those seeking housing stability. The following is a list of the mental health services and providers according to the Thurston County 5-Year Plan:

<b>Services</b>	<b>Provider</b>
Mental Health	<b>BHR, County BHO</b>
Drug/Alcohol Treatment	County Chemical Dependency/ BHR
Peer Support Services	Capital Recovery Center
Parenting Skills	Family Support Center
Vocational Training	SPSCC
Personal Finance	Asset Building Coalition
Social Security Disability Assistance	SideWalk
Independent Living Skills	Community Youth Services
Case Management	Asst. agencies
Domestic Violence Advocacy	Safeplace, Family Justice Center
Food	Thurston County Food Bank

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

Services provided to meet the needs of homeless persons include mental health care, drug and alcohol treatment, peer support services, parenting skills development, vocational training, personal finance assistance, social security disability assistance, independent living skills development, case management services, domestic violence advocacy, and food assistance.

## MA-35 Special Needs Facilities and Services - 91.210(d)

### Introduction

Supportive services (including case-management, health services, addiction counseling, employment services, legal services, etc.) are needed by chronically homeless persons, victims of domestic violence, youth exiting the foster care system, ex-offenders and others in order to allow them to remain in housing over the long term. Persons with severe disabilities also need ongoing supportive services, both for day-to-day living and to ensure that they are able to obtain decent housing.

Data on age ranges with severe physical disabilities falling below federal poverty line (25-64 year olds in old report) <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml> Thurston specific data

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

Housing provided by Union Gospel Mission is intended for people in recovery from drug and alcohol addictions. Other special needs populations are accommodated by housing with designated supportive services rather than housing segregated by needs.

**Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

All Transitional and Permanent Supportive Housing resources are provided with supportive services intended to ensure that persons returning from mental and physical health institutions are enabled to re-enter successfully.

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

Project Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	Used effectively, TBRA can help stabilize households at risk for homelessness or experiencing homelessness, by providing short-term assistance for rent arrears, deposits, moving assistance, and rent subsidy. Thurston County does not use HOME funds for TBRA activities, but uses state and local funds to support rental assistance activities, such as rapid rehousing.

Project Type	Market Characteristics that will influence the use of funds available for housing type
TBRA for Non-Homeless Special Needs	HOPWA funds, available through the Pierce County AIDS Foundation, can provide for Short-Term Rent, Mortgage, and Utility (STRMU) assistance for the special needs of people with HIV and AIDS.
New Unit Production	The region had a vacancy rate of 2.7 percent in 2017. Apartment vacancy rates have been in overall decline since 2010. The HOME program can be utilized based on cost and resources, targeting of different income levels, location considerations, and opportunities for leveraging.
Rehabilitation	The number of sub-standard housing units; the availability of private sector funding. The region has a growing senior population, many of whom live on fixed incomes, and may be unable to make needed repairs and accommodations.
Acquisition, including preservation	CDBG and HOME funds can be used based on cost and resources, targeting of different income levels; location considerations in terms of competitiveness for leverage funding.

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

Specific Annual Action Plans will identify projects intended to serve other special needs populations.

**MA-40 Barriers to Affordable Housing - 91.210(e)****Describe any negative effects of public policies on affordable housing and residential investment**

Thurston County's Housing Action Team has empaneled a group to develop strategies to address zoning and development policies that create barriers to affordable housing. Other efforts include the multi-year community planning process called the "Missing Middle" conducted by the City of Olympia Planning Commission to develop changes to the City's Comprehensive Plan that would increase housing densities and provide more housing varieties, i.e. upzoning single family neighborhoods to allow duplexes and tri-plexes.

## MA-45 Non-Housing Community Development Assets - 91.215 (f)

### Introduction

The unemployment rate fluctuates seasonally and from month to month, but despite significant decreases there is no question that the recession of 2008-2009 is continuing to impact Thurston County residents' ability to find and retain jobs. According to the American Community Survey Five-Year estimate, Thurston County's average unemployment for 2012-2016 was 5.1 percent, higher than the state average of 4.3 percent. The proportion of Olympians looking for work was slightly higher, at 5.4 percent. The most recent data from the state Employment Security Department (February, 2018) paints a similar picture: the county unemployment rate is 5.6 percent compared to the statewide rate of 4.8 per-cent.

These numbers are a significant improvement from early 2010, when the unemployment rate reached a high of more than 9.5 percent. The economic outlook continues to improve, but many people with low and moderate incomes still struggle to make ends meet.

The decrease in unemployment can be seen in an upward trend of salaries across industries in the regions. Based on 2016 American Community Survey average salaries in Thurston County have increased 15.7percent since 2011. This is likely greatly impacted by a more competitive employment market. In Thurston County, 97.4 percent of the population has access to broadband coverage, which is higher than the statewide average of 94.8 percent, according to BroadbandNow, a comparison and research website. The City of Lacey was the city with the third-fastest average download speed (80.2 mbps) in the state in 2017. HOME and CDBG funding criteria will continue to weigh access to broadband services as one component of a decision to award funds to a project or housing development.

### Economic Development Market Analysis

#### Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers percent	Share of Jobs percent	Jobs less workers percent
Agriculture, Mining, Oil & Gas Extraction	1,623	1,560	4	4	0
Arts, Entertainment, Accommodations	9,048	8,439	27	27	0
Construction	4,457	3,649	12	10	-1
Education and Health Care Services	13,549	12,357	39	42	3
Finance, Insurance, and Real Estate	4,300	3,681	12	12	0
Information	1,319	834	4	3	-1
Manufacturing	5,424	3,349	15	10	-5
Other Services	3,203	3,279	10	11	1

Business by Sector	Number of Workers	Number of Jobs	Share of Workers percent	Share of Jobs percent	Jobs less workers percent
Professional, Scientific, Management Services	5,329	4,810	16	16	1
Public Administration	0	0	0	0	0
Retail Trade	10,914	10,844	32	35	3
Transportation and Warehousing	2,494	1,890	7	5	-1
Wholesale Trade	3,231	3,045	9	9	0
Total	64,891	57,737	--	--	--

**Table 38 - Business Activity**

**Data** 2009-2013 ACS (Workers), 2013 Longitudinal Employer-Household Dynamics (Jobs)

**Source:**



**Labor Force**

Total Population in the Civilian Labor Force	126,983
Civilian Employed Population 16 years and over	115,107
Unemployment Rate	9.35
Unemployment Rate for Ages 16-24	3.17
Unemployment Rate for Ages 25-65	5.96

**Table 39 - Labor Force**

Data Source: 2009-2013 ACS

Occupations by Sector	Number of People
Management, business and financial	30,305
Farming, fisheries and forestry occupations	5,421
Service	12,964
Sales and office	28,823
Construction, extraction, maintenance and repair	9,689
Production, transportation and material moving	5,956

**Table 40 – Occupations by Sector**

Data Source: 2009-2013 ACS

**Travel Time**

Travel Time	Number	Percentage
< 30 Minutes	76,413	68 percent
30-59 Minutes	26,786	24 percent
60 or More Minutes	8,391	8 percent
<b>Total</b>	<b>111,590</b>	<b>100 percent</b>

**Table 41 - Travel Time**

Data Source: 2009-2013 ACS

**Education:****Educational Attainment by Employment Status (Population 16 and Older)**

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	4,200	865	3,405
High school graduate (includes equivalency)	20,645	2,132	7,587

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Some college or Associate's degree	37,741	2,998	12,292
Bachelor's degree or higher	34,874	1,571	7,599

**Table 42 - Educational Attainment by Employment Status**

Data Source: 2009-2013 ACS

## Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	285	678	426	1,411	1,345
9th to 12th grade, no diploma	3,446	2,036	1,383	2,586	2,448
High school graduate, GED, or alternative	7,259	8,181	7,456	15,314	9,499
Some college, no degree	9,218	10,720	9,010	20,071	8,185
Associate's degree	1,689	3,803	3,765	7,338	2,407
Bachelor's degree	1,603	6,823	7,418	14,045	5,985
Graduate or professional degree	163	2,597	4,115	10,457	4,816

**Table 43 - Educational Attainment by Age**

Data Source: 2009-2013 ACS

## Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	24,298
High school graduate (includes equivalency)	30,727
Some college or Associate's degree	39,825
Bachelor's degree	51,365
Graduate or professional degree	64,140

**Table 44 – Median Earnings in the Past 12 Months**

Data Source: 2009-2016 ACS

**Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?**

The county's economy is driven by government employment – more than one-third of all nonfarm employment can be attributed to state and local government jobs. Between 2015 and 2016, Thurston County gained 1,175 government jobs. Government is by far the largest employer, with about 37,159 people employed in 2016 and an average annual wage of \$58,755. Health care, retail trade, accommodation, and food services are the next highest categories.

**Describe the workforce and infrastructure needs of the business community:**

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

The great recession had broad impacts for the entire economy. But, locally, the blow was most evident in reductions to our locally-dependent State workforce. While some of those jobs will return, long-term state employment is trending downward, suggesting a more pressing need to diversify our sector base.

A recent white paper revealed the extent to which the City of Lacey's economy is supported by, and dependent upon, the payroll, spending and spin-off effects of the Joint Base Lewis-McChord (JBLM). While not as pronounced in other local communities, future force reductions could have trickle down impacts for retail businesses, the real estate market and other areas of our economy. Conversely, many separating soldiers (estimated to be 40percent) indicate a desire to remain in Thurston County, potentially supplying a whole new workforce segment from which to grow existing and new sectors.

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

Ninety-four percent of county residents age 25 and older are high school graduates, a rate higher than the statewide average of 90.6 percent. Those with a bachelor's degree or higher made up 33.6 percent of the county's population, which is slightly higher than 33.3 percent of state residents. Olympians have the highest percentage of college and advanced degrees, with more than 44 percent reporting that level of educational attainment.

College and advanced degree holders are able to take advantage of the many government and health care job opportunities that require those degrees. Residents without college degrees are often limited to retail, accommodation, and food service jobs, which are abundant but often do not pay well. For example, accommodation and food services has the fourth highest employment numbers, employing 9,759 people, but has the lowest annual wage of any category, at just \$17,902. For many residents without high school and college degrees, these jobs represent available work but do not provide adequate wages to keep a family out of poverty status.

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

## **1. Countywide Regional Economic Plan**

The Thurston Community Economic Alliance (TCEA) Strategic Plan serves as the countywide economic development plan, which leverages broad-based, county-wide public and private partnerships, to:

- Coordinate economic development activities;
- Identify goals to attract investment; and,
- Develop a long term strategy to support and diversify the regional economy

The countywide TCEA Strategic Plan contains five focus areas:

### **Focus Area 1: Career Pathways and Workforce Readiness**

Maintain a progressive education, training and workforce development system that creates career pathway opportunities for all residents and streamlines employer access to a highly-qualified talent pool.

### **Focus Area 2: Target Industry Growth and Innovation**

Support and stimulate growth in empirically-defined “clean and green” target industries that provide critical jobs, generate significant taxable revenue and attract new investment.

### **Focus Area 3: Small Business and Entrepreneurial Resource**

Promote and support a culture of innovation and entrepreneurship by connecting small and emerging business with the resources they need to launch and grow.

### **Focus Area 4: Infrastructure, Policy and Funding Coordination**

Strengthen collaboration to ensure policy alignment, adequate infrastructure funding and effective implementation of strategic community initiatives.

### **Focus Area: Brand Development, Partnerships and Communication**

Develop a Thurston brand and promote our community as a preferred destination for investors, employers and employees based on our geographic location, cultural assets, affordability and integrated workforce and educational systems.

## **2. City of Olympia Economic Development Plan**

This Olympia Economic Development Plan is a part of the city’s Comprehensive Plan, focusing on the following five areas:

- Abundant Local Products and Services
- A Thriving Arts and Entertainment Industry
- Sustainable Quality Infrastructure
- A Stable Thriving Economy

One significant barrier to sustainable economic growth is the depleted inventory of housing options across all income levels – especially affordable or low-income housing. Economic Development requires a diverse range of housing types and price points in order to reduce the

number of cost-burdened households. Adequate housing inventory is essential to attract and retain employers. These housing goals will be detailed as follows:

- Comprehensive Housing Strategy: The City is developing a Comprehensive Housing Strategy, to plan an appropriate mix of housing options citywide for all income levels.
- 
- ❓ **Low-Income Housing:** The Comprehensive Housing Strategy will include both subsidized and privately developed new low-income housing over a 20 year period. The CHS will identify key areas with high amenity areas that include access to schools, parks, transportation and services. Low-income housing will also be addressed as part of the City’s “Missing Middle” planning process to increase density of housing in high amenity areas as described above.
- ❓ **Downtown Urban Hub Housing:** The Comprehensive Housing Strategy will include a diverse mix of approximately 2,500 to 3,500 new residences over the next 20 years in the urban hub, intended to accommodate a diverse range of incomes. Plans include the retention of existing and new construction of low-income housing in the urban hub. All of downtown is designated as a high amenity area with significant access to transportation, parks, services, entertainment and cultural/artistic assets.

## Discussion

Thurston County boasts a highly educated work force, most of whom live and work in close proximity. Employment in the county is largely through federal, state and local government. The region hopes to diversify regional employers by targeting industry growth and innovation in “clean and green” development as well as small business and entrepreneurial endeavors.

## **MA-50 Needs and Market Analysis Discussion**

### **Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")**

An analysis of CHAS and ACS data show that while households in all income groups experience some degree of housing problems, extremely low- and very low-income households experience problems at higher rates. According to the 2009-2013 CHAS data mentioned in the Needs Assessment section, households with incomes at 0-30 percent AMI experience one or more housing problems at a much higher rate compared to the other categories.

### **Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

The recently completed "Assessment of Fair Housing (AFH) process revealed that Thurston County does not have any Racially/Ethnically Concentrated Areas of Poverty (R/ECAP's). However, it did identify areas of incipient concentration of racial and ethnic areas of poverty as well as areas of poverty that appear to be impacted by the concentrated investment of state and federal funding and tax credits. While HUD recently announced that AFH Plans would be delayed for implementation until 2020, local jurisdictions are considering regional adoption of the AFH recommendations as a strategy for reducing R/ECAP's.

### **What are the characteristics of the market in these areas/neighborhoods?**

There are no R/ECAP's located in Thurston County.

### **Are there any community assets in these areas/neighborhoods?**

N/A

### **Are there other strategic opportunities in any of these areas?**

Thurston County and the City of Olympia are developing strategies to ensure that federal, state and local housing investments to not contribute to creating any formal R/ECAP's.

## Strategic Plan

### SP-05 Overview

#### Strategic Plan Overview

The Thurston County Regional Consolidated Plan identifies the development of viable communities by the provision of decent housing, a suitable living environment, and the expansion of economic opportunity. Each of the six Consolidated Plan strategies was developed to address one or more of the CDBG national objectives, which are to benefit low- and moderate-income persons, eliminate slums or blight, and meet urgent needs. Through a housing needs analysis, input from the citizen survey, and other consultation with community partners, Thurston County and the City of Olympia have developed a proposed strategic plan with six priorities for the use of CDBG and HOME funds to address the three national objectives of the program.

The six strategic goals provide a framework for the annual Action Plans, which identify specific activities to be funded each year. The goals are:

- **Affordable Housing** Maintain, enhance, and expand the supply of rental, homeownership, and special needs Affordable Housing for-low income populations;
- **Economic Development** Identify and create opportunities for Economic Development programs that principally benefit low-income people;
- **Public Facilities and Infrastructure** Identify priority projects that serve low-income populations throughout the county;
- **Public or Social Services** Provide essential Public Services for low-income and special needs populations;
- **Homeless Continuum-of-Care** create a comprehensive system that is responsive to the needs in our community(County-only strategy for County HOME funds); and
- **Land Acquisition** The Acquisition of land to support the development of new affordable housing, public facilities, infrastructure, or other CDBG-eligible activities to meet the needs of low-income residents.

Strategic goals are broad in nature and are specifically designed to address all needs identified in the Consolidated Plan. Each year these strategies will be used as the framework from which to identify the specific activities to be pursued as action steps of the multi-year Consolidated Plan. These annual steps are presented in the one-year annual Action Plans, issued separately by the Thurston County Commission and the Olympia City Council, which identify the specific projects and programs to receive funding. The jurisdictions' annual Action Plans for fiscal year 2018-19 are included in this section.

This plan identifies housing and community renewal needs far in excess of the funds available, even from multiple sources of funds identified. While no identified need is unimportant, several seem more urgent. Identifying these priority areas does not abrogate or in any way weaken the force of existing

inter-local agreements. Nor is it a justification to violate existing terms or conditions for use of state or federal funds. That said, the following areas are region wide priorities:

- **Affordable Housing:** Maintain, enhance, and expand the supply of rental, homeownership, and special needs Affordable Housing for-low income populations;
- **Economic Development:** Identify and create opportunities for Economic Development programs that principally benefit low-income people;
- **Public Facilities and Infrastructure:** Identify priority projects that serve low-income populations throughout the county;
- **Social Services:** Provide essential social services, termed Public Services for low-income and special needs populations;
- **Homeless Continuum of Care:** Create a comprehensive Homeless Continuum-of-Care system that is responsive to the needs in our community (County-only strategy for non-federal HOME funds); and
- **Land Acquisition:** The Acquisition of land to support the development of new affordable housing, public facilities, infrastructure, or other CDBG-eligible activities to meet the needs of low-income residents.



**SP-10 Geographic Priorities - 91.215(a)(1)****Geographic Area****General Allocation Priorities**

Thurston County does not identify specific geographic priority areas for investment of the federal resources. However, Thurston County and its partner cities and towns have created a method to provide full access to our Community Development Block Grant resources which allows the rotation of the total funding allocation among the following: Year 1: Projects in Unincorporated Thurston County and the four small cities of Yelm, Rainier, Tenino and the town of Bucoda; Year 2: Projects in the City of Lacey; and Year 3: Projects in the City of Tumwater. Olympia identifies the urban hub to be a geographic priority area.

## SP-25 Priority Needs - 91.215(a)(2)

### Priority Needs

Table 452 – Priority Needs Summary

1	<b>Priority Need Name</b>	Affordable Housing
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Non-housing Community Development
	<b>Geographic Areas Affected</b>	
	<b>Associated Goals</b>	Economic Development
	<b>Description</b>	Maintain, enhance, and expand the supply of rental, homeownership, and special needs affordable housing for low income populations.
	<b>Basis for Relative Priority</b>	
2	<b>Priority Need Name</b>	Homeless Assistance and Prevention
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Large Families Families with Children Elderly Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth

	<b>Geographic Areas Affected</b>	
	<b>Associated Goals</b>	Affordable Housing Homeless Continuum of Care
	<b>Description</b>	Services, facilities, and housing options to prevent homelessness and quickly move individuals and families who are homeless back into housing.
	<b>Basis for Relative Priority</b>	
3	<b>Priority Need Name</b>	Land Acquisition
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Large Families Families with Children Elderly Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth
	<b>Geographic Areas Affected</b>	
	<b>Associated Goals</b>	Affordable Housing, Homeless Assistance and Prevention, Public Services
	<b>Description</b>	Acquisition of land to support Strategic Priorities
	<b>Basis for Relative Priority</b>	
	<b>Priority Need Name</b>	Public Services
	<b>Priority Level</b>	High

	<b>Population</b>	Extremely Low Large Families Families with Children Elderly Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth
	<b>Geographic Areas Affected</b>	
	<b>Associated Goals</b>	
	<b>Description</b>	Provide essential public services for low income and special needs populations.
	<b>Basis for Relative Priority</b>	
5	<b>Priority Need Name</b>	Infrastructure and Public Facilities
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Middle Large Families Families with Children Elderly
	<b>Geographic Areas Affected</b>	
	<b>Associated Goals</b>	Public Facilities and Infrastructure Land Acquisition

	<b>Description</b>	Identify priority public facilities and infrastructure projects that serve low and moderate income populations throughout the county.
	<b>Basis for Relative Priority</b>	
6	<b>Priority Need Name</b>	Economic Development
	<b>Priority Level</b>	Medium
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	
	<b>Associated Goals</b>	Affordable Housing
	<b>Description</b>	Provision of training and small business education and training programs.
	<b>Basis for Relative Priority</b>	

### Narrative (Optional)

The basis for assigning priority to need in the planning process varied to some degree depending on the category of need and the geographic area to be served. The following approaches were common to all categories of need:

- Data Analysis** A detailed analysis of quantitative and qualitative data was performed using the most recently available information from the federal government, Washington State, Thurston County, the Thurston County Regional Planning Council, the City of Olympia, nonprofit organizations, and advocacy groups.

- **Comparative Plan Review** A review of recent studies, reports, and strategic plans related to affordable housing and community/economic development was performed.
- **Survey Results** were reviewed to assess how “front-line” experience of service providers influenced perceptions of need and priorities.
- **Review of Prior Years** Past program activities from the 2013-2017 Consolidated Plan were reviewed to determine how past prioritization was implemented and assess whether underlying need had been met.
- **Citizen Feedback**, including written comments and participation at public hearings, was reviewed and incorporated into prioritization where possible.

Homeless and permanent supportive housing is a high-priority need for Affordable Housing. Development of affordable housing, including both for rental and homeownership, is also a high priority. Other high-priority areas include homeless services, homeless shelters, public facilities, and infrastructure. Economic development needs are identified as medium priority.

Thurston County and its cities address some types of community development needs such as parks, transportation facilities, infrastructure projects, and civic facilities through dedicated funding sources including user fees, bonds, grants, cost-sharing with other jurisdictions, local improvement districts, developer contributions, impact fees, and utility taxes. As noted in the *Capital Facilities Plan*, city drinking water, wastewater, and stormwater utilities are operated like businesses and must be self-supporting.

Olympia’s medium priority need for economic development activity is documented in the 2017 “Downtown Strategy Report” which identifies significant impacts related to the high concentration of homeless shelters and services in the urban hub.

Under certain circumstances, activities that are designated as medium or low priority may be funded by the CDBG and HOME programs, such as when linked to, or necessary for, a high-priority housing, homeless, or public service need.

**SP-30 Influence of Market Conditions - 91.215 (b)****Influence of Market Conditions**

<b>Affordable Housing Type</b>	<b>Market Characteristics that will influence the use of funds available for housing type</b>
Tenant Based Rental Assistance (TBRA)	Used effectively, TBRA can help stabilize households at risk for homelessness or experiencing homelessness, by providing short-term assistance for rent arrears, deposits, moving assistance, and rent subsidy. Thurston County does not use HOME funds for TBRA activities, but uses state and local funds to support rental assistance activities, such as rapid rehousing.
TBRA for Non-Homeless Special Needs	HOPWA funds, available through the Pierce County AIDS Foundation, can provide for Short-Term Rent, Mortgage, and Utility (STRMU) assistance for the special needs of people with HIV and AIDS.
New Unit Production	The region had a vacancy rate of 2.7 percent in 2017. Apartment vacancy rates have been in overall decline since 2010. The HOME program can be utilized based on cost and resources, targeting of different income levels, location considerations, and opportunities for leveraging.
Rehabilitation	The number of sub-standard housing units; the availability of private sector funding. The region has a growing senior population, many of whom live on fixed incomes, and may be unable to make needed repairs and accommodations.
Acquisition, including preservation	CDBG and HOME funds can be used based on cost and resources, targeting of different income levels; location considerations in terms of competitiveness for leverage funding.

**Table 463 – Influence of Market Conditions**

## **SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)**

### **Introduction**

The County expects to receive approximately \$4,786,157 during the program year in federal, state and local funding to address the needs identified in the consolidated plan. The chart below identifies approximate amounts anticipated to be made available but it is important to note that exact figures are subject to a variety of factors beyond the control of the County.

The City expects to receive a total of \$11,700,000 in fiscal resources during the Five-year Consolidated Planning Process, based on annual averages of \$350,000 in new CDBG grant funds and \$150,000 in CDBG Program Income annually. In addition to CDBG annual entitlements and program income, the City intends to utilize its CDBG Section 108 Loan Guarantee Program balance of 1,300,000 (CDBG Section 108 allows an entitlement community to access up to five times its annual CDBG grant award by pledging future CDBG funding as collateral). Beyond federal funding sources, the City also anticipates having an additional \$2,300,000 in annual sales tax generated dollars dedicated to housing activities starting in calendar year 2019.

Of the available funding, \$1,655,757 is federal CDBG and HOME funding. The remaining funds, \$3,130,400 are from the state Consolidated Homeless Grant, local Affordable and Homeless Housing Revenues and local tax and private dollars through the Community Investment Partnership program

### **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 – County	public - federal	Acquisition Admin and Planning  Housing  Public Services	1,069,401	0	0	1,069,401	0	CDBG funding used for projects identified by the city of Tumwater in 2018 program year.
CDBG – City	Public Federal	Housing Acquisition Economic Development Public Facilities Public Services	\$355,000	\$145,000	\$500,000	\$1,000,000	\$2,000,000	Olympia's First Year CDBG Annual Action Plan will identify specific activities

HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab  New construction for ownership TBRA	548,830	0	0	586,356	0	HOME funded projects identified by the Board of County Commissioners for the 2018 program Year.
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Other	public - federal	Acquisition						
		Admin and Planning						
		Economic Development						
		Homebuyer assistance						
		Homeowner rehab						
		Housing Multifamily						
		rental new construction						
		Multifamily rental rehab						
		New construction for ownership						
		Public Improvements						
		Public Services TBRA	0	0	0	0	0	

Table 47 - Anticipated Resources

**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 HOME program requires match funding of at least 25 percent for all federal funding utilized during the year. The county has accrued sufficient match funding from prior year projects to cover the match requirement for several future years. We will however be accruing additional match funding from affordable housing projects developed by both our Community Development Housing Organizations (CHDO's) and non CHDO projects created and operated by our local development community. Sources of match will include cash contributions from SHB- 2060 revenues, state housing trust fund, and other local funding as leveraged by the developers.

The non-federal revenues provide additional leverage to the community to address homeless housing and services needs for individuals, families and the overall system change initiatives.

The Consolidated Homeless Grant (CHG), managed by the Washington State Department of Commerce, combines state homeless resources into a single grant opportunity for county governments. The CHG is designed to support an integrated system of housing assistance to prevent homelessness and quickly rehouse families who are unsheltered. The funds provided to Thurston County total approximately \$325,000 per year.

The Housing and Essential Needs Grant, awarded by the Washington State Department of Social and Health Services, provides more than \$1 million annually to the county in rent, utilities, and essential needs assistance for Medical Care Services recipients.

The Washington State Legislature created two additional sources of funding, known as 2060 and 2163 after the bills that established them in 2002 and 2005, respectively. The 2060 fund generates approximately \$250,000 per year to the county for the acquisition, rehabilitation, and new construction of housing projects affordable to people with incomes at or below 50 percent of the area median income. The monies can also be used for operation and maintenance activities at low-income housing projects and for assistance vouchers.

The 2163 fund raises approximately \$2.0 million annually to implement the county's homeless housing plan. This broad funding source supports coordinated and centralized entry programs, homeless services, operating and maintenance funding, emergency, transitional and permanent supportive housing, and other activities to end or reduce homelessness.

Olympia plans to leverage its CDBG funds with a newly created Olympia Home Fund that will generate an estimated \$2,300,000 in annual sales tax revenues for affordable housing activities, including new construction, acquisition, rental assistance and other activities.

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

No County-owned land will be used during this plan year to address the needs identified in this plan. Projects involving City of Olympia-owned properties will be identified during the specific program years.

**Discussion**

Leveraging results in increased collaboration, achieves better outcomes, and ensures that the most value is obtained from the use of CDBG funds. Leveraging can take the form of matching funding from another entity; in-kind donations of materials, resources, and staffing; or can consist of taking advantage of incentives in the city's municipal code that encourage development of affordable housing.

The County has developed a large match pool of funding from prior year projects that have created a number of units of permanent rental housing in the community. Projects funded in this round will also leverage SHB 2060 Affordable Housing funding dedicated to permanent affordable rental housing units in the county.

Other sources of leveraging opportunities in Thurston County are listed below.

Rehabilitation, Land Acquisition, Neighborhood Revitalization, and Other Housing Activities:

- Thurston County HOME Program, Affordable Housing, and Homeless Housing Programs;
- Neighborhood Match Grants;
- City of Olympia Home Fund
- Density bonuses supported by city codes;
- Multi-family property tax exemption supported by city codes; and
- Expedited permit review supported by city policies.

Public Services:

- Community Investment Partnership (local government general funds);
- United Way charitable funds;
- McKinney/Vento Funding for emergency shelters/transitional housing; and
- Thurston County Community Foundation.

Economic Development, Microenterprise Trainings, and Loans:

- Economic Development Council business resource center;
- Enterprise for Equity micro-loan program;
- Thurston County Chamber of Commerce Small Business Incubator; and,

- Olympia Downtown Alliance Business Training Program.

DRAFT

## SP-40 Institutional Delivery Structure - 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served

Table 48 - Institutional Delivery Structure

### Assessment of Strengths and Gaps in the Institutional Delivery System

**Housing Priority** There is a strong commitment in the community to work on housing issues, as evidenced by the Community Investment Partnership, Thurston Thrives Housing Action Team, with its sub-teams of the Homeless Housing Hub and Capital/New Construction, all of which engage the active participation of housing partners and nonprofits. A growing network of knowledgeable and experienced developers, both nonprofit and for-profit, lend their skills and perspectives to addressing the need.

**Regional Coordination** In recent years there has been an increased emphasis on coordination within the region to address the needs of low- and moderate-income residents. Relationships are strong between service providers and community based programs, Thurston Thrives members and other elected officials, and between the jurisdictions, resulting in cooperation and productive working relationships.

**Balanced Priorities** There are some differing priorities between the City of Olympia as the urban hub and other cities and the County. Public investment patterns have resulted in a high concentration of homeless and other social service programs in the urban hub, with no other programs in other cities for day centers, meal programs or year round shelter. Fair Housing principals recommend the over-concentration of very low income people, the City continues to work with regional partners to encourage a broader distribution of 24/7 accommodations for homeless citizens across the County in high amenity areas.

**Predictable Funding** Having several reliable sources of predictable funding has also been a strength. For instance, HOME and local document recording fees have provided steady funding. The Urban County CDBG entitlement funding will further benefit the area, as will access to expanded federal housing programs. A new local sales tax increase in the City of Olympia is a new source of dedicated funds for affordable housing and homeless services activities.

**Well-Coordinated Services** Lastly, housing program managers report that there is a stronger regional commitment to providing services, shelter, and housing for low income people. An organized human services delivery system has benefited from dedicated professional staff who understand the needs of low-income persons, and from strong community support.

**Need for More Housing Partners** Weaknesses in the institutional delivery system include limited production capacity for various housing activities. An over-reliance on a small number of housing partners means that everyone has more work than they can accomplish within the short-term. A focus

on the demand side of the housing market, rather than examining potential options for increasing the supply, has resulted in an unbalanced approach to resolving housing issues.

**Over-concentration of Resources** Affordable housing activity is concentrated in Olympia, Lacey and Tumwater. The Assessment of Fair Housing process identified a number of high concentrations of very low-income people caused by heavy investment of federal and state housing monies. Choices in affordable housing are more limited throughout the balance of Thurston County. There is a lack of social services and transportation for residents outside of the metropolitan core. The internal demands on each organization take away time and resources needed for cooperative ventures. Funding constraints can sometimes lead to conflicts over resource allocation. Housing partners have relied on “tried and true” funding sources rather than expanding the array of partners and resources potentially available. Finally, increasing program and regulatory restrictions make housing rehabilitation and production more costly and complex.

#### Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	x	x	x
Legal Assistance	x		
Mortgage Assistance	x		
Rental Assistance	x	x	
Utilities Assistance	x	x	
<b>Street Outreach Services</b>			
Law Enforcement	x	x	
Mobile Clinics	x	x	x
Other Street Outreach Services	x	x	
<b>Supportive Services</b>			
Alcohol & Drug Abuse	x	X	
Child Care	X		
Education	X		
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X	X	X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	x	
<b>Other</b>			
Other			

**Table 49 - Homeless Prevention Services Summary**



**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

Thurston County and the City of Olympia have incorporated the HUD-identified best practice of “Housing First” to fund programs that ensure housing needs are met first, allowing low and moderate income people to address other essential needs. The following strategies are developed to address the needs of various homeless populations.

**Families:**

Strategies for homeless families include “rapid re-housing,” or quickly dispersed rental assistance to stabilize them. Other responses include emergency shelters with separate family suites that preserve family cohesion. Shelter case management should be followed by rental subsidies to allow families to secure permanent housing as quickly as possible. It is also important to encourage families to access all potential school-based resources for their school-age children.

Other useful resources are the informal networks of friends, school, neighborhood, or faith community ties. These networks are often the first options pursued by homeless families. Efforts to strengthen informal networks and raise awareness about homelessness in their midst can be highly effective.

The County’s Five Year Homeless Housing Plan identifies the lead agency and service partners dedicated to providing 24/7 accommodation of this population.

**Chronically Homeless Persons:**

A low-barrier shelter can address the needs of chronically homeless persons who may unwilling or unable to follow the rules at standard emergency shelters. Low-barrier shelters are facilities that accommodate “hard-to-house” homeless people with minimal entry rules, while still maintaining adequate safety standards.

Street outreach programs in urban hub areas are essential in linking unsheltered people with resources. Additional resources include day centers and meal programs to ensure resources are available 24/7.

Homeless individuals should be screened to identify their needs and eligibility for potential resources. While most homeless individuals benefit from the Housing First model, case managers may elect to utilize other forms of assistance such as temporary emergency shelter, short-term rental subsidies, or job referrals to help stabilize the individual and facilitate their return to independence.

The County’s Five Year Homeless Housing Plan identifies Family Support Center as the lead coordinated entry agency with SideWalk serving as the service partner dedicated to providing 24/7 accommodation of this population.

### **Homeless and At-Risk Youth:**

The strategy to meet the needs of the county's homeless youth will be to expand shelter resources to accommodate more unaccompanied youth (under age 17) and transition-aged youth (ages 18 to 24). The primary service models for this population are street outreach and drop-in centers that offer survival goods, service referrals, and general case management that emphasizes "harm reduction."

Part of the strategy calls for a new hybrid of shelter/transitional housing- bridge program known as Youth Bridge. Youth Bridge provides entry into housing and allows young people to progress from street dependence to affordable permanent housing at their own pace. It is an emerging service model that incorporates supportive services.

The County's Five Year Homeless Housing Plan identifies Community Youth Services as the lead agency and service partners dedicated to providing 24/7 accommodation of this population.

### **Veterans:**

The most effective response to homeless veterans is to ensure they are linked to all possible Veterans Administration benefits, including housing, mental health care, drug and alcohol treatment, employment assistance, and other services. This linkage will ensure that Thurston County makes the best use of these distinct revenue streams. Like most homeless sub-populations, veterans benefit from the Housing First model followed up with supportive services. For individuals unwilling or unable to cooperate with a government or nonprofit housing program, the next best solution is to offer survival resources, such as outdoor clothing, camping gear, food, and other supplies.

The County's Five Year Homeless Housing Plan identifies a number of lead agencies and service partners dedicated to providing 24/7 accommodation of this population.

### **Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

Thurston County and Olympia work with regional service providers to strengthen a 24/7 resource network for all homeless sub-populations. However there will still be gaps in the homeless assistance and prevention systems. The region faces significant federal cuts to key programs used to fund affordable and homeless housing services. However, Thurston County continues to use programs that reach the most vulnerable populations. The County's Five-Year CDBG Consolidated Plan sets a goal of using effective and efficient coordinated access and assessment for services and housing.

The Thurston County Five-Year Homeless Housing Plan identified the following gaps in services and housing for the homeless and those at risk for homelessness:

- **Affordable Housing Supply** Adequate supply of affordable housing is key issue. If new construction was the primary strategy, it is estimated to cost almost \$3 billion and would only assist those in rental housing, not those at risk of homelessness.
- There are resource limitations that reduce access to vulnerable people who are currently hospitalized or incarcerated who have not been assessed for vulnerability. Additionally, the lack of outreach into Lacey, Tumwater, and rural Thurston County greatly limit vulnerability index assessments among homeless in those areas.
- **Homeless Outreach** Most outreach services for homeless adults in Thurston County are connected with Medicaid in order to provide mental health and/or substance abuse services. There is a gap in outreach and engagement services for people who are not Medicaid-eligible and who do not want to receive services. Closing this gap is tied closely with the adoption of the “Housing First” concept, where communities seek to first provide housing then to offer services once an individual or family is stabilized and safely housed.
- **Re-entry Housing** Those leaving jail or prison face many barriers as they re-enter society. Those with felonies on their record in particular are often denied employment and housing. Those applying for Social Security Disability and Medicaid benefits face lengthy eligibility processes, making access to medical, mental health, and substance-abuse services difficult if not impossible.
- **Recovery & Respite Shelter** A gap exists for homeless individuals who have been released from hospitals and treatment centers and need shelter and time to recover from chemotherapy and other serious treatments. Shelters do not allow guests to stay during the daytime hours. People with medical conditions, bandages, and illness have to leave shelters early in the morning and meet their needs for rest, warmth, dryness, and safety until they can enter the shelter again at night.
- **System Navigation** There are insufficient Homeless System navigation resources to assess all unsheltered people and to refer those most vulnerable to shelter.
- **Emergency Shelter** There is an insufficient supply of emergency shelter beds. The 2018 Point in Time Homeless Count revealed that there were 324 unsheltered people while the existing network of emergency shelter and transitional housing inventory was over 100percent occupied at the time of the Count.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

To overcome the weaknesses described above, Thurston County and Olympia will provide support, technical assistance, and funding to nonprofit organizations indicating an interest in working towards Community Development Housing Organizations (CHDO) and Community-Based Development Organizations (CBDO) status. CHDOs and CBDOs can be utilized to expand organizational capacity for a variety of housing opportunities.

Thurston County and Olympia will promote supply-side as well as demand-side solutions to meet affordable housing needs, according to housing market dynamics, and explore additional funding resources and partnerships to leverage resources more creatively and to create bigger impact on housing needs. The jurisdictions will work together to develop additional organizational capacity for housing rehabilitation, development, and management.

Thurston County and Olympia will work with Family Support Center as the Coordinated Entry (CE) lead agency, as well as with its two CE partner agencies to strengthen their CE capacity to assess the vulnerability of unsheltered people and those at risk of homelessness.

Finally, Thurston County and Olympia commit to support efforts that bring various groups together to share information and work collaboratively on affordable housing, shelter and social service projects. When appropriate, staff will consider giving preference in project design for collaborative approaches.

**SP-45 Goals - 91.215(a)(4)****Goals Summary Information**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
<b>1</b>	Affordable Housing	2018	2022	Affordable Housing		Homeless Assistance and Prevention Home Repair	HOME: \$717,573  Urban County CDBG: \$694,873  Olympia CDBG: \$300,000	Rental units Constructed: 15 Household Housing Units  Rental Units rehabilitated: 10 Household Housing Unit  Homeowner Housing Added: 8 Household Housing Unit
<b>2</b>	Homeless Continuum of Care	2018	2022	Homeless		Homeless Assistance and Prevention Youth Activities and Facilities Domestic Violence Services and Shelter	Olympia CDBG: \$45,000  Urban County CDBG: 32,236\$	Homeless Persons Overnight Sheltered: 4100 Persons Assisted  Tenant-based Rental Assistance/Rapid Rehousing: 200 Household Assisted  Homelessness Prevention: 1000 Persons Assisted  Housing for Homeless added: 75 Household Housing Unit
<b>3</b>	Land Acquisition	2018	2022	Non-Housing Community Development		Infrastructure and Public Facilities		

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Public Services	2018	2022	Non-Homeless Special Needs		Youth Activities and Facilities Senior services Domestic Violence Services and Shelter	Urban County CDBG: \$144,215  Olympia CDBG: \$55,000	Public service activities other than Low/Moderate Income Housing Benefit: 700 Persons Assisted
5	Public Facilities and Infrastructure	2018	2022	Non-Housing Community Development		Infrastructure and Public Facilities	Urban County CDBG: \$120,000  Olympia CDBG: \$400,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10,000 Persons Assisted
6	Economic Development	2018	2022	Non-Housing Community Development		Economic Development	Olympia CDBG: \$100,000	Businesses assisted 20 Businesses Assisted
	General Administration	2018	2022				Urban County CDBG: \$243,767  Olympia CDBG: \$100,000	

Table 50 – Goals Summary

## Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	Maintain, enhance, and expand the supply of rental, homeownership, and special needs affordable housing for low income populations.

2	<b>Goal Name</b>	Homeless Continuum of Care
	<b>Goal Description</b>	Create a comprehensive homeless continuum of care system that is responsive to the needs in our community.
3	<b>Goal Name</b>	Land Acquisition
	<b>Goal Description</b>	Acquisition of land to support the development of new affordable housing, public facilities or infrastructure to meet the needs of low income residents. There are no current plans to acquire land, and thus no allocated funding amounts for this purpose. This and the five other strategic goals will be used as the framework from which to identify the specific activities which will be pursued each year. Those activities will be detailed in the Annual Action Plans.
4	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	Provide essential public services for low income and special needs populations.
5	<b>Goal Name</b>	Public Facilities and Infrastructure
	<b>Goal Description</b>	Identify priority public facilities and infrastructure projects that serve low- and moderate-income populations throughout the county. The \$450,000 proposed amount from Olympia CDBG funds represents a contingency use of any additional program income received, and includes \$48,885 allocated by the Olympia City Council from new CDBG funds. This amount would be used to demolish two derelict buildings on land for a proposed park.
6	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	Identify and create opportunities for economic development programs that principally benefit low income people.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

The Thurston Thrives Housing Action Team “Blue Team” has identified a Pipeline of possible capital affordable housing projects for funding for 2018-2022. If all the project in the Pipeline are constructed, 161 new units of affordable housing will be created, of which 85 will be permanent supportive housing units. This number is supported by an expected 350 new units that will be created through the City of Olympia Home Fund over the next 10 years.

These new units will build on the over 4100 units of subsidized housing that is currently available throughout Thurston County, both in the form of affordable housing and housing vouchers offered by the Housing Authority of Thurston County.

Olympia plans to fund a total of 299 new units of affordable housing over the 10 year plan for the municipal Home Fund Program with approximately half of those units completed or in pre-development during the Five-Year CDBG Consolidated Planning period. Olympia’s CDBG funds will leverage those

units included above where CDBG is an eligible use, i.e. land acquisition, public utilities or limited design and architectural work as allowed. *SP-50 Public Housing Accessibility and Involvement - 91.215(c)*

### **Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

Not applicable. The Thurston County Housing Authority does not own any Public Housing Units.

### **Activities to Increase Resident Involvements**

The mission of the Housing Authority of Thurston County (HATC) is to provide safe, decent, and affordable housing and services to persons of low-income, disabled, and at-risk individuals and families. The ultimate goal of HATC is to assist individuals and families to secure long-term permanent housing. The public housing strategies outlined below are excerpted from HATC's approved Five-Year Plan, required by HUD.

#### **Expand the supply of assisted housing:**

- Apply for additional Housing Choice Voucher units should they become available; and
- Leverage affordable housing resources in the community through the creation of mixed finance properties.

#### **Improve the quality of assisted housing:**

- Increase customer satisfaction;
- Concentrate on efforts to improve specific management functions: decrease the vacancy time for project-based units;
- Provide replacement vouchers: apply for vouchers for expiring mod-rehab contracts; and
- Manage the voucher budget to provide assistance to the maximum number of households possible.

#### **Increase housing choices:**

- Conduct outreach efforts to potential voucher landlords; and
- Expand voucher homeownership program.



**Improve community quality of life and economic vitality:**

- Maintain and grow voucher self-sufficiency program as funding is available.

**Promote self-sufficiency and asset development of families and individuals:**

- Promote self-sufficiency and asset development of assisted households; and
- Maintain self-sufficiency and homeownership programs.

**Ensure Equal Opportunity in Housing for all Americans:**

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex familial status, and disability;
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability;
- Undertake affirmative measure to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required; and
- Maintain networking connections in the community to ensure information and access to all population groups.
- Consider adoption of the Assessment of Fair Housing Goals (aka recommendations) in advance of the year 2022 HUD adoption of the County's new deadline for AFH submission.

**Is the public housing agency designated as troubled under 24 CFR part 902?**

No

**Plan to remove the 'troubled' designation**

Not applicable.

## SP-55 Strategic Plan Barriers to Affordable Housing - 91.215(h)

### Barriers to Affordable Housing

According to the TRPC and the Thurston Thrives Housing Action Team, restrictive zoning and building codes, impact fees, coupled with market forces and opposition from existing residents, stand as the greatest barriers to expanding and integrating the stock of affordable housing amid high-opportunity areas — especially for the poorest residents who earn less than 30 percent of the area median income.

#### Housing Affordability in the Thurston County Region 2010

TRPC: 2006-2010	Poverty Rate	Median Household Income	percent Multi-family	Median Gross Rent	Median Home Value	Median Year Built
<b>City/Town</b>						
Bucoda	25percent	\$ 34,286	9percent	\$ 784	\$ 145,600	1959
Lacey	11percent	\$ 57,304	39percent	\$ 966	\$ 238,400	1988
Olympia	16percent	\$ 49,461	44percent	\$ 841	\$ 262,000	1976
Rainier	12percent	\$ 57,000	24percent	\$ 877	\$ 203,900	1992
Tenino	9percent	\$ 45,898	27percent	\$ 781	\$ 170,000	1975
Tumwater	11percent	\$ 60,585	49percent	\$ 970	\$ 260,400	1984
Yelm	13percent	\$ 55,227	21percent	\$ 1,178	\$ 223,800	2000
<b>Unincorporated Communities / Census-Designated Places</b>						
Chehalis Reservation	22percent	\$ 38,000	17percent	\$ 541	\$ 122,500	1978
Grand Mound	13percent	\$ 41,750	44percent	\$ 771	\$ 184,800	1990
Nisqually Reservation	18percent	\$ 57,917	8percent	\$ 423	\$ 196,400	1979
North Yelm	13percent	\$ 50,361	51percent	\$ 1,110	\$ 159,100	1991
Rochester	13percent	\$ 63,365	36percent	\$ 909	\$ 250,000	1991
Tanglewilde-Thompson Place	10percent	\$ 60,076	38percent	\$ 875	\$ 225,800	1974
<b>Thurston County</b>	<b>10percent</b>	<b>\$ 60,930</b>	<b>41percent</b>	<b>\$ 928</b>	<b>\$ 257,800</b>	<b>1984</b>

Residents of the Thurston County region want more housing choices that will meet their needs throughout their life. Rural, suburban, urban, small city or town living opportunities should be among the choices available. In coming decades, the region should provide choice and access for all ages and incomes.

Olympia has conducted a one-year planning process called, “The Missing Middle” to examine and revise nearly 50 local zoning and development regulations that would allow a broader range of housing types across the city, including additional affordable housing for low-moderate income households.

## Strategy to Remove or Ameliorate the Barriers to Affordable Housing

Authority of Thurston County and other stakeholders to identify and ameliorate the barriers to affordable housing. The Thurston Regional Planning Council recommends the following activities to address the barriers to affordable housing:

- **Remove or Right-size Regulations** to achieve goals. Regulatory barriers include: parking requirements, setbacks, building height limits, and barriers to building green or retrofitting existing housing.
- **Identify Priority Areas** ripe for housing development that will meet multiple goals (offer more housing choice where there are transportation choices, focus housing and jobs to support long range goals for high capacity transportation). Focus efforts where increased density is wanted and needed to create the places envisioned, such as centers and corridors, or within walking distance of neighborhood activity hubs.
- **Expanded Housing Types** Take advantage of the region's changing demographics to provide for a full range of housing needs. Offer more opportunities for young, aging and single populations to meet housing needs, especially in centers and transit corridor areas where there will be a choice for a less car-dependent lifestyle. Include innovative housing options such as new boarding houses, or “aPodments”, which have common kitchen and living spaces and little or no onsite parking.
- **Options to Downsize** Offer families whose grown children have moved out an alternative to suburban single-family homes that can be sold to newly forming households with children. This helps create the vital places desired by older and younger people and takes development pressure off growth boundaries, farms and forest lands.
- **Smaller Housing Stock** Examine ways to encourage smaller, affordable housing units through the fee structure, especially in centers, corridors or adjacent to neighborhood service hubs.
- **Incentivize Developers** to set aside a percentage of multifamily housing units for low- and moderate-income buyers and renters.
- **Mitigate Costs** reduce the additional cost of development in centers and corridors by making public infrastructure investment that adds value, safety and public enjoyment for the entire community and that results in substantial public return on investment when adjacent properties are developed (i.e., increases area's tax base, activity and livability).
- **Zone for Shelters & Services** Ensure that zoning codes include shelters, group homes, transitional housing, and permanent housing with social services, as well as ensure that such facilities have access to transit, parks, and other amenities.
- **Housing Density** Review and amend residential zoning policies to provide opportunity for the mix and density of housing needed to meet the needs of changing demographics, use land wisely, and support nearby transit and businesses. Including but not limited to the Olympia “Missing Middle” process.

The Thurston Thrives Housing Action Team has developed an “Incentivize Housing” sub-team that is examining options for local jurisdictions to reduce barriers and/or create incentives for private market developers to develop affordable housing units.

## **SP-60 Homelessness Strategy - 91.215(d)**

**Describe how the jurisdiction's strategic plan goals contribute to:**

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

The primary focus of Thurston County and Olympia's homeless strategic plan for the next five years will be to increase the number of people permanently housed, reduce the length of time people spend homeless, and reduce the number of incidents of homelessness.

The strategies to help prevent people from becoming homeless in Thurston County, described below, are: 1) continuous improvement of the existing Coordinated Entry system; 2) to strengthen the cooperation between all of the regional Homeless Coordinators (both staff and consultants); and, 3) to improve connections between the housing system and systems of law enforcement, healthcare, mental health, chemical dependency, employment, jails, and education institutions.

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

Thurston County and Olympia have jointly and individually committed resources to strengthen homeless coordination activities. Future work will implement the soon to be released Thurston County Five-Year Homeless Housing Plan (Required by the State Homeless Housing Program and the Consolidated Homeless Grant Program) which includes: addressing the identified priorities of low-barrier shelters; youth housing solutions; rapid re-housing; and, the expansion of permanent supportive housing for those with the most severe needs. This work will also strengthen the existing Coordinated Entry system and to improve the quality of data collected through the Housing Management Information System (HMIS) during intake and assessment. Thurston County and Olympia will also continue to work closely on the annual Point in Time Homeless Count to ensure the most comprehensive census of people experiencing homelessness as unsheltered, sheltered and those in transitional housing.

During the first Program Year, homeless coordination activities will include implementation of the new Five-year Homeless Housing Plan, as well as an expected update of the plan based on new Washington State Department of Commerce guidelines that are expected in late 2018. The plan includes continuing to identify gaps, goals, strategies, performance measures, timelines, and funding plans. Finally, the jurisdictions will coordinate to monitor and report on system improvement by establishing an ongoing implementation, feedback, and improvement loop.

**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.**

Thurston County worked closely with Service Providers to improve the existing Coordinated Entry system over the past year to include the newly established HUD guidelines which became effective January 2018. Policies and Procedures were drafted and approved by the community of organizations comprising the Homeless Housing Hub group, a sub-committee of the Housing Action Team of Thurston Thrives, which functions as the County's HOME Consortium. A relatively new approach added to Coordinated Entry is diversion services. Diversion provides a quick and less expensive way for households to achieve housing without directly accessing the shelter and/or homeless services system. The most impactful growth of the system occurred as it evolved from three agencies individually providing Coordinated Entry to one organization taking the lead role. This has fostered a more systemic approach while still providing autonomy for differing subpopulations consisting of youth, single adults, families with children, domestic violence survivors, and veterans. The County will continue to work closely with the Washington State Department of Commerce to develop best practices that produce consistent, reliable data from the HMIS software reflecting coordination of all points and agencies in our county.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs**

Thurston County and Olympia will continue operate with the best practice model of Housing First to stabilize family households first and then to address other essential needs second. The following strategies are developed to address the needs of various homeless populations.

***Families:***

Strategies for homeless families include “rapid re-housing,” or quickly dispersed rental assistance to stabilize them with housing first. Other responses include emergency shelters with separate family suites that preserve family cohesion. Shelter case management should be followed by rental subsidies to allow families to secure housing as quickly as possible. It is also important to encourage families to access all potential school-based resources for their school-age children.

Other useful resources are the informal networks of friends, school, neighborhood, or faith community ties. These networks are often the first options pursued by homeless families. Efforts to strengthen informal networks and raise awareness about homelessness in their midst can be highly effective.

The County's Five Year Homeless Housing Plan identifies the Family Support Center to serve as the lead agency to work with other service partners to provide 24/7 accommodation of this population

***Chronically Homeless Persons:***

Thurston County and Olympia work with local shelter providers to provide low barrier shelter to address the needs of chronically homeless persons who may not be willing or able to follow the rules at standard emergency shelters. Low-barrier shelters create facilities that accommodate “hard-to- house” homeless people with low or minimal entry rules, while still maintaining adequate safety standards.

Homeless individuals will be screened to identify their needs and eligibility for potential resources. While most homeless individuals benefit from the Housing First model, case managers may elect to utilize other forms of assistance such as temporary emergency shelter, short-term rental subsidies, or job referrals to help stabilize the individual and facilitate their return to independence.

The County's Five Year Homeless Housing Plan identifies SideWalk to serve as the lead agency to work with other service partners to provide 24/7 accommodation of this population.

### ***Homeless and At-Risk Youth:***

The strategy to meet the needs of the county's homeless youth will be to expand shelter resources to accommodate more unaccompanied youth (under age 17) and transition-aged youth (ages 18 to 24). The primary service models for this population are street outreach and drop-in centers that offer survival goods, service referrals, and general case management that emphasizes "harm reduction."

One strategy calls for a new hybrid of shelter/transitional housing bridge program known as Youth Bridge. Youth Bridge provides entry into housing and allows young people to progress from street dependence to affordable permanent housing at their own pace. It is an emerging service model that incorporates supportive services.

The County's Five Year Homeless Housing Plan identifies Community Youth Services to serve as the lead agency to work with other service partners to provide 24/7 accommodation of this population.

### ***Veterans:***

The most effective response to homeless veterans is to ensure they are linked to all possible Veterans Administration benefits, including housing, mental health care, drug and alcohol treatment, employment assistance, and other services. This linkage will ensure that Thurston County makes the best use of these distinct revenue streams. Like most homeless sub-populations, veterans benefit from the Housing First model followed up with supportive services. For individuals unwilling or unable to cooperate with a government or nonprofit housing program, the next best solution is to offer survival resources, such as outdoor clothing, camping gear, food, and other supplies.

National data indicate that Washington's veteran population experiences a higher unemployment rate compared to the national average. According to the 2017 PIT Homeless Census there were 44 veterans that reported being homeless on a given night in January.

The County's Five Year Homeless Housing Plan identifies several agencies to serve as the lead agencies to work with other service partners to provide 24/7 accommodation of this population.

## **SP-65 Lead-based Paint Hazards - 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP hazards**

All CDBG and HOME projects conduct risk assessments for lead paint if the property qualifies for the testing.

In an effort to address lead-based paint hazards, Thurston County and the City of Olympia have 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 their 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 2018 Action Plan period, the County and the City plan 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.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

According to the Thurston County Department of Public Health and Social Services, lead-based paint poisoning is one of the major environmental health hazards facing children. Lead poisoning results in high levels of lead in the blood system, which can damage the central nervous system, cause mental retardation, convulsions, and sometimes death. Lead is particularly toxic to children under age six. Even low levels of lead can result in lowered intelligence, reading and learning disabilities, decreased attention span, hyperactivity and aggressive behavior. In adults, elevated lead levels in blood may result in nerve disorders, pregnancy difficulties, memory loss, high blood pressure, joint and muscle pain, and digestive-tract problems.

Exposure to lead-based paint in the home from paint chips, dust, and other sources is the most common source of childhood lead poisoning in the U.S. Lead poisoning can result in health issues ranging from anemia, hearing problems, and behavior problems to irreversible brain damage or death. Younger

children face greater risks of lead poisoning and can experience lifelong health problems and learning disabilities.

**How are the actions listed above integrated into housing policies and procedures?**

The Housing Authority of Thurston County provides certified lead-based paint risk assessments and inspections conducted by EPA-licensed Lead Risk Assessors.

In an effort to address lead-based paint hazards, Thurston County and the City of Olympia has incorporated Title X of the Community Development Act of 1992 (part of the Residential Lead-Based Paint Hazard Reduction Act of 1992) into its housing policies and programs. 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.



## SP-70 Anti-Poverty Strategy - 91.215(j)

### Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

There are over 45 local programs that assist low-income persons in meeting their daily needs and can provide tools and resources to reduce poverty. Activities that are in place to reduce poverty within Thurston County include:

- **Higher Education** Improving access to higher education: GED and community college programs
- **Job Assistance** Workfirst Services at South Puget Sound Community College supports one year of free tuition and books for low-income and TANF parents who work more than 20 hours per week. Parents typically take two classes per quarter and are connected with job opportunities that utilize their increased skills.
- **Literacy** Functional Context Education — combining literacy skills with job training

The Pacific Mountain Workforce Consortium provides resources to individuals who need to complete their GED requirements while providing additional employment training.

- **Nontraditional occupations** — training women to do "men's jobs" (e.g., construction, truck driver, mechanical or technical repair, police officer)

The New Market Skills Center develops the abilities and interests of all of their students in a wide range of apprenticeships and occupations.

- **Microenterprise** — providing start up loans less than \$25,000 for family-owned businesses

The Thurston County Small Business Incubator works to create jobs by helping entrepreneurs and small businesses access resources they need for growth and long term success. Business incubators help reduce the risk of small business failures and can reduce start-up costs by 40percent-50percent. Nationwide, business incubator clients and graduates have created half a million jobs, and for every 50 created by an incubator, 25 more are created in the same community.

- **Building wealth through assets**

Several programs are available in the community to assist low income households to build wealth through asset accumulation. These include:

- Maintain self-sufficiency and homeownership programs
- Section 8 Homeownership Program
- Welcome Home Program
- Family Self-Sufficiency Program
- Homeownership Assistance — HOME, Habitat for Humanity
- United Way of Thurston County — Individual Development Accounts
- Financial Literacy & Housing Counseling

There are five agencies within Thurston County currently assisting low-income households with money management, housing counseling and consumer credit counseling. These include:

- United Way of Thurston County
- Family Finance Resource Center
- Consumer Credit Counseling Center
- Housing Authority of Thurston County
- Service Enriched Housing

Several non-profit agencies operate supportive housing for special needs populations. Service-enriched housing can help low-income households to leave poverty by providing:

- Assistance to residents in identifying and accessing local resources and services
- Development and support of resident participation in management and in the development of services, programs and activities
- Crisis intervention and short-term support or referral to outside resources
- Longer-term support for residents pursuing goals related to social and/or economic self-sufficiency

Intervention and prevention of problems related to substance abuse, criminal activity, destruction of property, or other issues harmful to residents. Resources include:

- Olympia's Community Court & Social Service Center
- Thurston County DUI/Drug Court Program
- Capital Recovery Center's addiction treatment programs

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this Affordable Housing Plan?**

Thurston County and Olympia have local plans to reduce poverty which are closely aligned with the CDBG Consolidated Plan's Strategic Plan to prevent and reduce homelessness.

The strategies to help prevent people from becoming homeless in Thurston County, described below, are to develop an effective system and to improve connections between the housing system and systems of law enforcement, healthcare, mental health, chemical dependency, employment, jails, and education institutions.

Thurston County and Olympia have both committed non-federal funding resources to homeless coordination activities. Future work will focus on addressing the identified priorities of low-barrier shelters, youth housing solutions, rapid re-housing, diversion, and the expansion of permanent supportive housing for those with the most severe needs. This work will also encompass strengthening the existing system and to improve the quality of data collected through the Housing Management Information System (HMIS) during intake and assessment. In addition, the City of Olympia has created a

municipal Home Fund with local sales tax revenues to increase funding in Olympia for affordable housing development and homeless services. The City of Olympia's newly hired homeless coordinator will work with the County's homeless coordinator.

During the next year, homeless coordination activities will include implementation of the recently adopted Thurston County Five-Year Homeless Housing Plan, which is expected to be updated to meet forthcoming guidelines from the Washington State Department of Commerce. Finally, the jurisdictions will coordinate to monitor and report on system improvement by establishing an ongoing implementation, feedback, and improvement loop.

Thurston County's number one strategy will include homeless people in a needs assessment will be to ensure continuous improvement its system for the homeless system, which includes improvements to the outreach component of the system. An effective Coordinated Entry system will ensure that every person who becomes homeless or who is at imminent risk of becoming homeless will have an intake and an assessment completed. An intake collects basic demographic information to ensure accurate numbers of the people who become homeless or are at risk each year. The assessment will collect information about barriers to housing and determining what type of assistance and/or housing is best suited to meet the housing need for the individual or family in the long-term. Last, the assessment process will include a Vulnerability Index (VI) assessment to ensure that the most vulnerable people are assisted first.

The existing Thurston County Coordinated Entry system is up and running subject to ongoing continual improvement efforts to increase the effectiveness of the system. Coordinated Entry will insure that individuals and families will have a singular entry to the services system in order to access services from multiple agencies and programs throughout the county. After an assessment is conducted, the appropriate intervention will be applied to resolve the individual's or family's housing needs. Effective and adequate outreach will be important to ensuring those who live on the streets and in encampments are aware of and are assisted in accessing housing and services.

## **SP-80 Monitoring - 91.230**

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

Thurston County and Olympia will both monitor all federal funding recipients according to the best practices set forth in the HUD Guidebooks for CDBG and HOME Grantees to monitor their respective Sub-recipients.

### **Urban County CDBG Program**

#### **Subrecipient Monitoring for CDBG Recipients**

Thurston County (as an entitlement grantee and Urban County lead agency) is responsible for monitoring the day-to-day operations of its subrecipient activities to ensure compliance with all applicable federal requirements at 24 CFR 570 and 24 CFR 576, individual project goals, and local CDBG program requirements.

To accomplish this, the Housing and Community Renewal Program uses a variety of monitoring techniques to review subrecipient compliance. Through phone conversations, written correspondence, desk monitoring, and on-site monitoring visits, staff are able to review each subrecipient's ability to meet the CDBG program's financial, production, and overall management requirements and make necessary determinations or take necessary actions to preserve program integrity.

Regardless of the frequency with which a project is monitored by staff, the purpose and intent of any monitoring visit is to identify any potential areas of noncompliance and assist the subrecipient in making the necessary changes to allow for successful completion of the activity. By identifying and correcting any compliance issues, the likelihood of efficient and effective services being delivered to the intended County beneficiaries increases dramatically and ensures the continued success of both the subrecipient organization and the County entitlement.

After CDBG/ESG funds are awarded for individual activities, the staff role is then to ensure that subrecipients are carrying out their programs in accordance with all applicable laws and regulations, and are meeting the goals outlined in their subrecipient agreements. In carrying out this responsibility, the staff will help subrecipients identify problems or potential problems in implementing their activity, identify the causes of those problems, and help subrecipients correct them.

Wherever possible, problems are corrected through discussions and/or contract compliance measures with the subrecipient without the need for on-site monitoring visits. However, at least once per year, or as individual situations dictate, on-site monitoring and/or provision of technical assistance will be required.

## **Monitoring Activities**

### ***Risk Assessment Process***

Each year, Housing and Community Renewal will monitor and assess each funded activity to determine the degree to which an activity or subrecipient is at risk of noncompliance with CDBG program requirements. Some activities may warrant additional visits where conditions exist that indicate an activity may be high risk. In an effort to address these potential problem areas, Thurston County will utilize a risk assessment process to aid in determining the timing and frequency of monitoring visits required for individual activities. Projects which are determined by this process to be higher risk would then be monitored before, and likely more frequently than, lower risk projects.

### ***Desk Monitoring***

Desk monitoring is an ongoing process of reviewing subrecipient performance using all available data and documentation in making assessments of subrecipient performance and compliance with CDBG requirements. This process takes place within the offices of the Housing and Community Renewal program and does not generally involve subrecipient participation beyond submission of requested information. The following are among the sources of information that may be used in making determinations during the desk monitoring process:

- Requests for reimbursement and accompanying source documents;
- Audit reports;
- Staff reports from prior monitoring visits;
- Client/citizen comments and complaints;
- Information provided by other federal, state, county, and local agencies;
- Subrecipient responses to monitoring and/or audit findings;
- Original grant application;
- Subrecipient Agreement (as amended);
- Quarterly progress reports; and
- Litigation.

### ***Capital Facilities Activities***

In addition to the above, monitoring of capital facilities activities occurs at several key points in the grant and construction process including but not limited to:

- 1) Environmental review process;
- 2) When the Subrecipient Agreement is written;
- 3) As design and procurement takes place;
- 4) At a scheduled pre-construction meeting with selected construction contractor;
- 5) At construction site for compliance monitoring of Davis Bacon and Related Acts regulations and contractors employee wage interviews;
- 6) Quarterly report for progress;
- 7) Careful review of cost reimbursement requests for appropriateness; and
- 8) At substantial completion and project close-out.

Grant agreements for capital projects will be executed following the completion of the environmental review of the project. Capital projects will be monitored at least quarterly to assess progress. Project monitoring is increased proportional to need. An example would be the case when a project triggers additional reporting requirements such as the need for weekly payroll reports for proof of federal

prevailing wage compliance. Prior to approval, County staff will review all vouchers and backup documentation for payment. Environmental, lead-based paint inspections and contractor debarment issues will be reviewed with agency project managers at the beginning of each project. Public facilities projects involving real property are typically secured by recorded trust documents that specify the return of grant funds if the property changes to an ineligible use within a specified period.

### ***Use of Information***

The information provided to the Division will be used to observe patterns, changes, etc. in subrecipient activity and to identify any problems or potential problems and program status and accomplishments. Analysis of the data provided may indicate the need for on-site monitoring visits by the program staff to resolve issues of noncompliance or programmatic concerns.

### ***On-Site Monitoring***

In addition to the desk monitoring process, the program staff will conduct at least one on-site monitoring of each CDBG activity per month. Activities considered to be high risk will receive on-site monitoring first to head off any potential areas of noncompliance and provide the subrecipient with any technical assistance necessary to ensure compliance with CDBG requirements. Medium and low risk activities will receive on-site monitoring visits at the earliest possible date after all high risk activities have been monitored. Medium risk activities will receive monitoring priority over low risk activities. The program staff will notify subrecipients by mail of the time and date for their scheduled on-site monitoring visit. Notification will be provided approximately two weeks prior to the scheduled visit and will include identification of the areas to be monitored, any documentation to be made available and key staff that may need to be present.

### ***Monitoring Areas***

The Housing and Community Renewal Division will generally review some or all of the areas identified below during the monitoring visit. Other areas for review may apply depending on activity type, subrecipient, etc. The extent of the review of these areas will vary from one activity to another.

- Project Progress
- Project Benefit
- Financial Management Systems
- Procurement Standards
- Income Verification
- Individual Client Files
- Complaint Procedures
- Employee Records
- Minority and Women-Owned Business
- Section 504/Handicap Accessibility
- Requirements
- Record Keeping Systems
- Property Acquisition/Relocation
- Labor Compliance
- Contract Management
- Beneficiary Documentation

- Lobbying/Political Activity
- Professional Services
- Compliance
- Civil Rights
- State or Independent Audit Results
- Program Policies and Procedures

### ***Monitoring Visit***

When conducting an on-site monitoring visit, the Housing and Community Renewal Division will:

- 1) Conduct an entrance interview with key staff involved in conducting the activity.
- 2) Review all pertinent subrecipient files, including any third party contractor files, for necessary documentation.
- 3) Interview appropriate officials and employees of the subrecipient organization, and other parties as appropriate, to discuss the subrecipient's performance.
- 4) Visit the project site(s) or a sampling of the projects being conducted.
- 5) Discuss with the subrecipient any discrepancies resulting from the review of files, interviews, and site visits.
- 6) Conduct an exit interview with the appropriate officials and/or staff of the subrecipient organization to discuss the findings of the monitoring visit.

### ***Monitoring Results***

An official letter reporting the results of the monitoring visit will be sent to the authorized agency official (director, mayor, etc.) within 30 days of the monitoring visit. This letter will generally contain the following information:

- Project number and name of the activity monitored
- Date(s) of monitoring visit
- Name(s) of Housing and Community Renewal staff who conducted monitoring visit
- Scope of the monitoring visit
- Names of agency officials and staff involved in the monitoring visit
- Findings and results of the monitoring visit, both positive and negative, supported by facts considered in reaching the conclusions
- Specific recommendations or corrective actions to be taken by the subrecipient
- Time frame for completion of necessary action(s)
- If appropriate, an offer of technical assistance

### ***Follow-up Action***

If concerns or findings identified during the monitoring visit require corrective action by the subrecipient, those actions must be completed by the subrecipient within the time frame mandated in the monitoring letter. In the event that the subrecipient fails to meet a target date for making required actions, a written request for response will be sent to the authorized agency official.

The County may withhold further payment to the subrecipient if a subrecipient has not sufficiently responded within 30 days from the corrective actions deadline, submitted the required responses and/or taken the required corrective action. Further, those corrective actions and/or responses must be

acceptable to the County. If responses or corrective actions are determined to be unacceptable, the County may continue to withhold funds until satisfactory actions are taken.

### ***Resolving Monitoring Findings***

The Housing and Community Renewal Program will mail a letter to the authorized official of the agency stating that the findings are resolved when reviews of all documentation of corrective actions taken by the subrecipient indicate that the identified concerns or findings have been corrected to the satisfaction of the program.

## **HOME Program**

### **Objectives**

The objective of the Thurston County HOME Monitoring Plan is to establish standards for evaluating and reporting a subrecipient's compliance with program requirements. Thurston County will conduct on-site reviews to verify accuracy of records/documents, review program policies and procedures, conduct housing inspections, and evaluate overall administrative compliance to HOME Regulations.

### **Monitoring Format**

A written report will be prepared and provided to the subrecipient following the completion of each monitoring review. The report will include the following information:

- An explanation of the purpose and scope of the review;
- A list of findings, comments, recommendations, and corrective actions to be taken;
- A list of the client files reviewed;
- A list of the houses/units inspected;
- A summary of project funds expended to date;
- An evaluation of project performance to date; and
- A time frame for taking corrective action.

### **Monitoring Compliance**

HOME activities (CHDO, Homeowner Rehabilitation Home Ownership and Rental Housing) will be evaluated on the basis of the following program areas:

- Adherence to HOME guidelines, procedures, and regulations;
- Subrecipient's administrative plan, Scope of Work, and program policies and procedures;
- Overall administration and management;
- Fair Housing;
- Housing Quality Standard Inspections;
- Davis-Bacon and Lead Based Paint, if applicable; and
- Environmental Review.



## Pre-Monitoring Preparation

Prior to an on-site monitoring visit, the County will provide written notification of the visit to the subrecipient. The notice will provide the following information:

- The date(s) and time of the visit;
- A copy of the monitoring checklist;
- A list of the properties to be inspected and client files to be reviewed;
- The subrecipient will be asked to provide the County with the following:
  - Disbursement and expenditure reports;
  - Agreements/contracts;
  - Policy guidelines and procedures, administrative plans, and operation manuals; and
  - Beneficiary and HMIS data.

## Annual Monitoring and Inspection Process

The Thurston County Housing Coordinator will provide program monitoring over three phases:

### 1. Contract Development Phase

- Ensuring that projects are consistent with the Consolidated Plan;
- Ensuring that all Environmental Review requirements have been met; and
- Ensuring clients are income-eligible.

### 2. Development Phase

- Ensuring that project costs, budgets, and timelines are adhered to; and
- Ensuring conformance to HOME standards through periodic property inspections.

### 3. Post-Development Phase (Long-Term)

- The duration and frequency of on-sight subrecipient monitoring and inspections is based on the length of the affordability period and the total number of project units.

## Olympia CDBG Program

The City of Olympia utilizes the following monitoring tools to ensure compliance with all applicable local, state and federal laws and regulations:

**A. CDBG Program Compliance:** City CDBG Program is operated as per federal regulations found at 24 CFR Part 570. Throughout the program year, Housing Program staff work closely with HUD officials, CDBG consultants and the City attorney's office to review and enhance compliance with applicable statute and regulations. Housing Program staff also consult with other CDBG-funded programs to find appropriate models for administering the CDBG program. Staff also work closely with the State Auditor's staff who conduct the annual single audit on behalf of the federal department of HUD to continually improve the City's CDBG regulatory compliance and procedures.

**B. CDBG Contract Compliance:** All programs and projects that receive CDBG funds will be subject to Performance Agreements that stipulate full compliance with all CDBG and other applicable regulations. Performance Agreements are subject to full legal review prior execution and State auditor review following the program year.

**C. Periodic Progress Reports:** Public Service and Micro-Enterprise activity subrecipients will be

required to submit progress reports on their performance measurements along with all requests for reimbursement.

***D. Annual On-site Monitoring of CDBG Subrecipients:*** Each subrecipient that has received CDBG funding for approved activities will be formally monitored during the July through August period of the fiscal year.

## **Subrecipient Monitoring for CDBG Recipients**

The City of Olympia (as an entitlement grantee and Urban County lead agency) is responsible for monitoring the day-to-day operations of its subrecipient activities to ensure compliance with all applicable federal requirements at 24 CFR 570 and 24 CFR 576, individual project goals, and local CDBG program requirements.

To accomplish this, the Olympia Housing Program uses a variety of monitoring techniques to review subrecipient compliance. Through phone conversations, written correspondence, desk monitoring, and on-site monitoring visits, staff are able to review each subrecipient's ability to meet the CDBG program's financial, production, and overall management requirements and make necessary determinations or take necessary actions to preserve program integrity.

Regardless of the frequency with which a project is monitored by staff, the purpose and intent of any monitoring visit is to identify any potential areas of noncompliance and assist the subrecipient in making the necessary changes to allow for successful completion of the activity. By identifying and correcting any compliance issues, the likelihood of efficient and effective services being delivered to the intended City beneficiaries increases dramatically and ensures the continued success of both the subrecipient organization and the County entitlement.

After CDBG funds are awarded for individual activities, the staff role is then to ensure that subrecipients are carrying out their programs in accordance with all applicable laws and regulations, and are meeting the goals outlined in their subrecipient agreements. In carrying out this responsibility, the staff will help subrecipients identify problems or potential problems in implementing their activity, identify the causes of those problems, and help subrecipients correct them.

Wherever possible, problems are corrected through discussions and/or contract compliance measures with the subrecipient without the need for on-site monitoring visits. However, at least once per year, or as individual situations dictate, on-site monitoring and/or provision of technical assistance will be required.

## **Monitoring Activities**

### ***Risk Assessment Process***

Each year, the City Housing Program will monitor and assess each funded activity to determine the degree to which an activity or subrecipient is at risk of noncompliance with CDBG program requirements. Some activities may warrant additional visits where conditions exist that indicate an

activity may be high risk. In an effort to address these potential problem areas, The City will utilize a risk assessment process to aid in determining the timing and frequency of monitoring visits required for individual activities. Projects which are determined by this process to be higher risk would then be monitored before, and likely more frequently than, lower risk projects.

### ***Desk Monitoring***

Desk monitoring is an ongoing process of reviewing subrecipient performance using all available data and documentation in making assessments of subrecipient performance and compliance with CDBG requirements. This process takes place within the City offices and does not generally involve subrecipient participation beyond submission of requested information. The following are among the sources of information that may be used in making determinations during the desk monitoring process:

- Requests for reimbursement and accompanying source documents;
- Audit reports;
- Staff reports from prior monitoring visits;
- Client/citizen comments and complaints;
- Information provided by other federal, state, county, and local agencies;
- Subrecipient responses to monitoring and/or audit findings;
- Original grant application;
- Subrecipient Agreement (as amended);
- Quarterly progress reports; and
- Litigation (if any).

### ***Capital Facilities Activities***

In addition to the above, monitoring of capital facilities activities occurs at several key points in the grant and construction process including but not limited to:

- 1) Environmental review process;
- 2) When the Subrecipient Agreement is written;
- 3) As design and procurement takes place;
- 4) At a scheduled pre-construction meeting with selected construction contractor;
- 5) At construction site for compliance monitoring of Davis Bacon and Related Acts regulations and contractors employee wage interviews;
- 6) Quarterly report for progress;
- 7) Careful review of cost reimbursement requests for appropriateness; and
- 8) At substantial completion and project close-out.

Grant agreements for capital projects will be executed following the completion of the environmental review of the project. Capital projects will be monitored at least quarterly to assess progress. Project monitoring is increased proportional to need. An example would be the case when a project triggers additional reporting requirements such as the need for weekly payroll reports for proof of federal prevailing wage compliance. Prior to approval, City staff will review all vouchers and backup documentation for payment. Environmental, lead-based paint inspections, and contractor debarment issues will be reviewed with agency project managers at the beginning of each project. Public facilities projects involving real property are typically secured by recorded trust documents that specify the return of grant funds if the property changes to an ineligible use within a specified period.

### ***Use of Information***

The information provided to City staff will be used to observe patterns, changes, etc. in subrecipient activity and to identify any problems or potential problems and program status and accomplishments. Analysis of the data provided may indicate the need for on-site monitoring visits by the program staff to resolve issues of noncompliance or programmatic concerns.

### ***On-Site Monitoring***

Each program year, City staff will conduct one or more on-site monitoring of each CDBG activity. Activities considered to be high risk will receive on-site monitoring first to address potential areas of noncompliance and provide the subrecipient with any technical assistance necessary to ensure compliance with CDBG requirements. Medium and low risk activities will receive on-site monitoring visits at the earliest possible date after all high risk activities have been monitored. Medium risk activities will receive monitoring priority over low risk activities. The program staff will notify subrecipients by email of the time and date for their scheduled on-site monitoring visit. Notification will be provided approximately two weeks prior to the scheduled visit and will include identification of the areas to be monitored, any documentation to be made available and key staff that may need to be present.

### ***Monitoring Areas***

The City Housing Program will generally review some or all of the areas identified below during the monitoring visit. Other areas for review may apply depending on activity type, subrecipient, etc. The extent of the review of these areas may vary from one activity to another.

- Project Progress
- Project Benefit
- Financial Management Systems
- Procurement Standards
- Income Verification
- Individual Client Files
- Complaint Procedures
- Employee Records
- Minority and Women-Owned Business
- Section 504/Handicap Accessibility
- Requirements
- Record Keeping Systems
- Property Acquisition/Relocation
- Labor Compliance
- Contract Management
- Beneficiary Documentation
- Lobbying/Political Activity
- Professional Services
- Compliance
- Civil Rights
- State or Independent Audit Results

- Program Policies and Procedures

### ***Monitoring Visit***

When conducting an on-site monitoring visit, the City Housing Program will visit the service agency or other location of CDBG subrecipient with a CDBG Program monitoring check-list:

- 1) Conduct an entrance interview with key staff involved in conducting the activity.
- 2) Review all pertinent subrecipient files, including any third party contractor files, for necessary documentation.
- 3) Interview appropriate officials and employees of the subrecipient organization, and other parties
- 4) as appropriate, to discuss the subrecipient's performance.
- 5) Visit the project site(s) or a sampling of the projects being conducted.
- 6) Conduct a spot check of randomly selected reimbursement requests (to be compared to agency record-keeping)
- 7) Conduct a spot check of randomly selected intake or other case-management files to ensure eligibility of beneficiary
- 8) Conduct a spot check of randomly selected program activity documentation to ensure eligibility for funding.
- 9) Discuss with the subrecipient any discrepancies resulting from the review of files, interviews, and site visits.
- 10) Conduct an exit interview with the appropriate officials and/or staff of the subrecipient organization to discuss the findings of the monitoring visit.
- 11) Take photos if appropriate.

### ***Monitoring Results***

Following the monitoring visit, City staff will compile all notes, documentation and other materials into a formal Monitoring Report to be filed in the project file. City staff will send an official letter reporting the results of the monitoring visit will be sent to the authorized agency representative within 30 days of the monitoring visit. This letter will generally contain the following information:

- Project number and name of the activity monitored;
- Date(s) of monitoring visit;
- Name(s) of City staff who conducted monitoring visit;
- Scope of the monitoring visit;
- Names of agency officials and staff involved in the monitoring visit;
- Findings and results of the monitoring visit, both positive and negative, supported by facts considered in reaching the conclusions;
- Specific recommendations or corrective actions to be taken by the subrecipient;
- Time frame for completion of necessary action(s); and
- If appropriate, an offer of technical assistance.

### ***Follow-up Action***

If concerns or findings identified during the monitoring visit require corrective action by the subrecipient, those actions must be completed by the subrecipient within the time frame mandated in the monitoring letter. In the event that the subrecipient fails to meet a target date for making required actions, a written request for response will be sent to the authorized agency official.

The City may withhold further payment to the subrecipient if a subrecipient has not sufficiently responded within 30 days from the corrective actions deadline, submitted the required responses and/or taken the required corrective action. Further, those corrective actions and/or responses must be acceptable to the City. If responses or corrective actions are determined to be unacceptable, the City may continue to withhold funds until satisfactory actions are taken.

### ***Resolving Monitoring Findings***

The City Housing Program will mail a letter to the authorized official of the agency stating that the findings are resolved when reviews of all documentation of corrective actions taken by the subrecipient indicate that the identified concerns or findings have been corrected to the satisfaction of the program.

## Thurston County

Thurston County Commissioners  
District 1 **John Hutchings, Vice-Chair**  
District 2 **Gary Edwards**  
District 3 **Bud Blake, Chair**

Public Health & Social Services  
Director **Schelli Slaughter**

Housing and Community Renewal Program  
Housing Program Manager **Gary Aden**

## Community Investment Partnership Health and Human Services Council

Thurston County Commissioner **John Hutchings**  
Lacey Council Member **Rachel Young**  
Olympia Council Member **Renata Rollins**  
Tumwater Council Member **Joan Cathey**  
Yelm Mayor **JW Foster**  
Rainier Mayor **Robert Shaw**  
Tenino Council Member **John O'Callahan**  
Bucoda Mayor **Alan Carr**  
United Way Member **Faith Trimble**  
United Way Member **Ron Bruchet**  
United Way Member **Lee Wojnar**  
United Way Member **Chris Wells**

## City of Olympia

City of Olympia Council  
Position 1 **Cheryl Selby Mayor**  
Position 2 **Jessica Bateman**  
Position 3 **Nathaniel Jones, Mayor Pro Tem**  
Position 4 **Clark Gilman**  
Position 5 **Lisa Parshley**  
Position 6 **Renata Rollins**  
Position 7 **Jim Cooper**

Community Planning & Development Dept.  
Department Director **Keith Stahley**  
Housing Program Manager **M. Anna Schlecht**

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*To request a copy of this publication in an alternative format, please contact Anna Schlecht  
at [aschlech@ci.olympia.wa.us](mailto:aschlech@ci.olympia.wa.us).*

# A CITIZEN'S SUMMARY OF THE 2018-2022 CONSOLIDATED PLAN

Prioritizing HOME and Community Development Block Grant Resources

City of Olympia CDBG Program  
PO Box 1967  
Olympia, WA 98507-1967  
[www.olympiawa.gov](http://www.olympiawa.gov)

Urban County CDBG Program  
HOME Consortium  
2000 Lakeridge Dr. SW  
Olympia, WA 98502  
[www.co.thurston.wa.gov](http://www.co.thurston.wa.gov)





## City Council

### Public Hearing on the Draft 2018 Community Development Block Grant (CDBG) Annual Action Plan

**Agenda Date:** 6/12/2018  
**Agenda Item Number:** 5.B  
**File Number:** 18-0578

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**Type:** public hearing **Version:** 1 **Status:** Public Hearing

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#### **Title**

Public Hearing on the Draft 2018 Community Development Block Grant (CDBG) Annual Action Plan

#### **Recommended Action**

##### **Committee Recommendation:**

The General Government Committee reviewed the Community Development Block Grant (CDBG) Annual Action Plan at its April 25, 2018, meeting.

##### **City Manager Recommendation:**

Hold a public hearing on the Draft CDBG Program Year (PY) 2018 (9/1/18 - 8/31/19) and receive public comments.

#### **Report**

##### **Issue:**

Whether to take testimony on the Draft CDBG Program Year (PY) 2018 (9/1/18 - 8/31/19).

##### **Staff Contact:**

Anna Schlecht, Community Service Programs Manager, Community Planning and Development Department (360-753-8183)

##### **Presenter(s):**

Anna Schlecht, Community Service Programs Manager.

##### **Background and Analysis:**

The Council will hold a public hearing to receive public comments on the Community Development Block Grant (CDBG) PY 2018 Annual Action Plan (9/1/18 - 8/31/19). This public hearing is part of the 30-day CDBG Citizen Participation Process. The proposed activities to be funded are outlined in the attached, "DRAFT PY 2018 CDBG Allocations & Activities". Attached is a letter from the Family Support Center requesting additional funds. All other public comments received will be placed at Council's desks the night of the public hearing.

**CDBG Program Purpose:** The CDBG Program was created as a "bundled" federal program



intended to aid the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Regulations for the CDBG Program are contained in 24 CFR 570.

**CDBG Public Process:** The public process for the PY 2018 CDBG Annual Action Plan is presented in the attached chart, “Olympia CDBG Program - Annual Cycle,” and is summarized as follows:

April 25	General Government Committee recommendations
May 22	Council launch of the CDBG Citizen Participation Process
May 23 - June 23	30-Day CDBG Citizen Participation Process
<b>June 12</b>	<b>Council’s Public Hearing: PY 2018 CDBG Annual Action Plan</b>
June 26	Council review and approval of draft PY 2018 Annual Action Plan
July 13	Submission of PY 2018 Annual Action Plan to HUD

The coming PY 2018 will be the first year of the next Five-Year (2018 - 2022) CDBG Consolidated Plan, also referred to as the CDBG Five-Year Strategic Plan. Please note that the process above will run concurrent to the Citizen Participation Process for the CDBG Consolidated Plan as shown in the “CDBG Program Annual Cycle”.

**Prior Discussions:** This item was discussed at five prior General Government Committee meetings held on April 26<sup>th</sup>, August 23<sup>th</sup>, October 6, 2017, November 17, 2017 and April 25, 2018. There was a prior Council discussion on May 22, 2018.

**Draft Recommendations for CDBG-funded Activities:** The attached “Draft PY2018 2018 Community Development Block Grant Allocations & Activities” presents the recommendations developed by the General Government Committee. These activities are drawn from recommended CDBG Five-Year Consolidated Plan strategies.

**Activity & Community Partner Selection:** As identified on the attached chart, “DRAFT PY 2018 Community Development Block Grant Activities and Funding”, General Government Committee recommendations include several “Direct-Select” providers to indicate the intent of working with specific community partners. Their recommendations also included a “Request for Proposal” process for several activities, to allow the City to procure specific projects or programs through a competitive process to be administered by staff upon final approval.

**Neighborhood/Community Interests:**

All neighborhoods and community stakeholders have an interest in how federal CDBG funds are invested in community development programs and projects.

**Options:**

1. Hold a Public Hearing for the CDBG Program Year (PY) 2018 (9/1/18 - 8/31/19).
2. Delay the public hearing for CDBG Program Year 2018 (9/1/18 - 8/31/19) and risk non-compliance resulting from a late submission to HUD. Provide staff direction on next steps.

**Financial Impact:**

The PY 2018 (September 1, 2018 - August 31, 2019) Annual Action Plan will guide the investment of an estimated **\$1,000,000**. This includes \$370,737 in new CDBG funds, \$129,263 in CDBG Program Income (Estimates have increased since 2017). This also includes the reallocation of approximately \$500,000 of unspent prior year funding.

**Attachments:**

Draft PY 2018 CDBG Allocations & Activities

Olympia CDBG Program Annual Cycle

Draft Citizen Summary

Draft CDBG PY 2018 Annual Action Plan - Full Federal Format

Family Support Center Letter Date May 21, 2018

# Options for PY 2018 Community Development Block Grant Activities and Funding

2017 General Government Committee Recommendations for Program Year 2018 (September 1, 2018 – August 31, 2019)

Priority	Strategic Priority (From Draft CDBG Consolidated Plan)	CDBG-Eligible Activity	DRAFT Staff Recommended Specific Activities	5-Year Consolidated Plan Priority Level (2018 – 2022)	DRAFT PY 2018 Annual Action Allocations
1	Public Facilities	Community Center: Purchase / Tenant Improvements / 15 + Year Lease	New Day Center	HIGH PRIORITY	\$400,000
2	Housing Rehabilitation	Housing rehabilitation or conversion of existing building	Family Support Center's Westside Housing Project	HIGH PRIORITY	\$300,000*
3	Land Acquisition	Housing purchase (existing or new construction)	Land to support the Family Support Center Project	Priority	(Included in amount above)*
4	Economic Development	Micro-Enterprise Assistance (Small start-up businesses with fewer than 4 employees)  Business Assistance & Training (Assistance for larger established small businesses with more than 4 employees)	1)Enterprise for Equity Training Program  3) Joint TEDC - Tune-up Training Program & ODA DO-BIS Training	Priority	\$20,000  \$30,000
5	Economic Development	Special Economic Development Activities	1)ODA - Downtown Safety Projects	Priority	\$50,000
6	Public Services	Social Services	Ambassador Program	Priority	\$55,000
		Social Services	Day Center Staffing	Priority	\$45,000**
7	General Administration	Planning & Administrative Activity: Minimum staff levels to run compliant program	N/A	Required	\$100,000
			<b>TOTAL RECOMMENDED PY 2018</b>	<b>FUNDING ALLOCATIONS</b>	<b>\$1,000,000***</b>

\*A minimum of \$300,000 must be spent on Housing activities (purchase, rehabilitation or land acquisition)

\*\*Day Center funding: \$22,360 – CDBG 15% Social Services Cap; \$22,640 from other prior year funds

\*\*\*Total available funds include both \$500,000 in new monies and \$500,000 in un-spent prior year monies

# OLYMPIA CDBG PROGRAM – ANNUAL CYCLE

PROGRAM YEAR ENDS

PROGRAM YEAR STARTS

SUBMIT ANNUAL  
ACTION PLAN 7/13/18

AUG  
31

SEP  
1

PREPARE ANNUAL REPORT  
(CAPER)

OCT

ANNUAL REPORT (CAPER)  
PUBLIC HEARING

SUBMIT ANNUAL REPORT  
(CAPER)

NOV

DEC

- Review of 5-Year Plan Strategies
- Determine Process:
- Council selected activities ; or,
- Utilize a “Request for Proposals” public process

JAN

FEB

MAR

APR

MAY

JUN

JUL

APPROVE ANNUAL  
ACTION PLAN 6/26/18

ANNUAL ACTION PLAN PUBLIC  
HEARING 6/12/18

RELEASE DRAFT  
ANNUAL ACTION PLAN &  
PUBLIC COMMENT PERIOD  
5/23/18 – 6/23/18

## CITY OF OLYMPIA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

### ANNUAL MILESTONES

- COUNCIL ACTION
- PUBLIC PROCESS
- COMPLIANCE

COUNCIL DIRECTION FOR  
ANNUAL GOALS



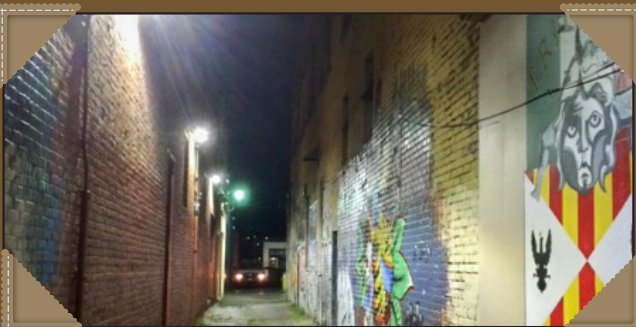


# Community Development Block Grant Program

2018 Action Plan | Citizen Summary



[olympiawa.gov/cdbg](http://olympiawa.gov/cdbg)



# Program Year 2018 Community Development Block Grant Annual Action Plan

## OVERVIEW

The federal Community Development Block Grant (CDBG) Program, administered by the Department of Housing and Urban Development (HUD), is a flexible program intended to develop viable urban communities by providing: 1) decent housing; 2) a suitable living environment; and 3) expanding economic opportunities, principally for low- and moderate-income people.

## STRATEGIC GOALS

The City of Olympia identified two strategic goals for this program year: **#1- Public Facilities (Day Center); and #2 - Housing Activities** and; however, the City will continue to work on **Economic Development** as well. Following is a four-page “Citizen Summary” with key information from the **Olympia Community Development Block Grant Program Year (PY) 2018 Annual Action Plan**, which runs from September 1, 2018 through August 31, 2019.

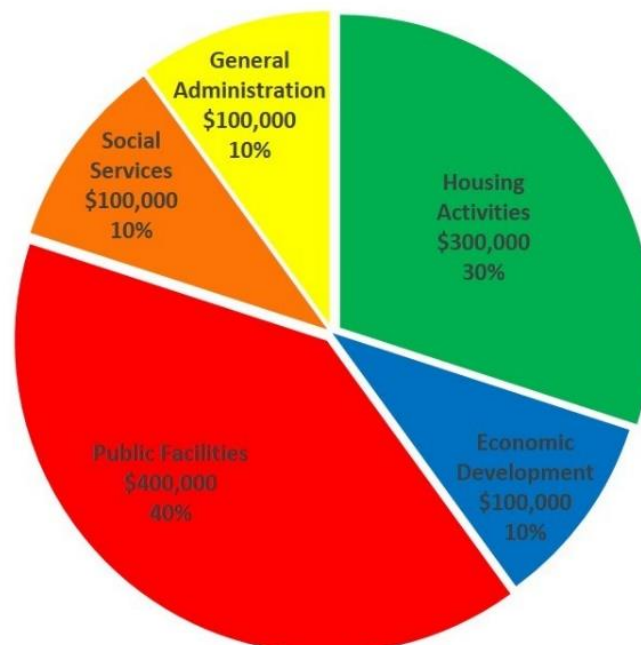
## PROPOSED CDBG-FUNDED ACTIVITIES

The following activities will receive funding during the PY 2018 Program Year:

\$400,000	Public Facilities – Day Center
\$300,000	Housing Activities
\$50,000	Micro-Enterprise Assistance/Business Training and Technical Assistance
\$50,000	Crime Prevention Through Environmental Design (CPTED)
\$55,000	Downtown Ambassador Program
\$45,000	Day Center Staffing
<u>\$100,000</u>	<u>Program Administration - <b>Required</b></u>
<b>\$1,000,000</b>	<b>TOTAL PROPOSED PY 2018 CDBG FUNDING</b>

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

## Proposed PY 2018 Strategic Goals by Percentage





## PUBLIC COMMENT

The public comment period runs from May 23 - June 23, 2018, offering the following options:

- **Written comments** in care of the Olympia City Council, 601 4<sup>th</sup> Ave E, Olympia, WA 98501
- **Emails** via [cdbg@ci.olympia.wa.us](mailto:cdbg@ci.olympia.wa.us),
- **Phone calls** to the City Council at 360-753-8244
- **Public hearing** – 7:00 p.m., Tuesday, June 12 at Olympia City Hall.

## ANTICIPATED RESOURCES

The City anticipates the following financial resources:

\$370,737	New CDBG entitlement funds will be allocated to Olympia for PY 2018
\$129,263	Anticipated Program Income ( <i>Reduced from prior estimates</i> )
\$500,000	Unspent Prior Year
<b>\$1,000,000</b>	<b>Total anticipated resources</b> for the PY 2018 CDBG Program

## OTHER RESOURCES

In calendar year 2018, the City of Olympia also allocated \$91,810 from the general fund to address emergency shelter, transitional housing, daycare, homeless outreach, and other anti-poverty programs through the Community Investment Program (CIP) in partnership with the cities of Lacey and Tumwater and Thurston County.

## Federal Regulatory Caps on CDBG Expenditures

The federal CDBG Program operates with a number of regulatory caps intended to balance the use of funds. Following are the key regulatory caps affecting the Olympia CDBG Program:

**Social Services Cap:** Federal CDBG regulations require a 15% cap on social services spending, calculated by adding the prior program year's actual program income received to the current program year's grant award. For PY 2018 the following calculation summarizes social services spending:

<b>\$515,737</b>	<b>Total CDBG funds for Social Service cap calculation</b>
	<i>Potential 15% maximum available for social service allocations = \$77,360</i>
<b>\$77,360</b>	<b>15% Proposed Social Services Allocations</b>
<b>\$22,640</b>	<b>Prior year funds</b>
<b>\$100,000</b>	<b>\$55,000 - Downtown Ambassador Program, \$20,000 – Day Center Staffing</b>

**Administration Costs Cap:** CDBG regulations provide for up to 20% general administrative costs. Following is a breakdown of these recommended categories of expenditures:

\$ 900,000	CDBG Activities ( <i>identified above</i> )
\$ 100,000	General Administration – 19% of total funds ( <i>regulatory cap = 20%</i> )
\$ 0	Direct Service Delivery Expenses ( <i>included in allocated activities</i> )
<b>\$1,000,000</b>	<b>Total PY 2018 Projected Expenditures</b>

## **Geographic Distribution**

The City of Olympia will direct 100% of CDBG funds to projects and programs benefiting those with low- to moderate-incomes (LMI). All projects benefiting geographical areas will be located in designated low- to moderate-income areas.

**70% Benefit to Low and Moderate Income People:** CDBG is intended to primarily benefit low- and moderate-income people, defined as people with incomes less than 80% of Thurston County's median family income. This includes people who are presumed eligible because they are severely disabled, homeless, along with others. This 70% benefit ratio is determined over the City's three-year certification period.

## **BENEFICIARIES**

Federal regulations require that CDBG funds primarily benefit low- and moderate-income (LMI) people, with 70% of the funds assisting LMI people and households. The following chart presents those that this year's funding will benefit:

Recipient	Project	Outcomes	Goal(s) Met	Objectives Met	Proposed Allocation
TBD	Community Center	New Day Center. Purchase/Tenant Improvements/15+ Year Lease.	Public Facilities	LMC - Low/mod Limited Clientele Benefit	\$400,000
TBD	Housing Rehabilitation/Land Acquisition	Housing rehabilitation or conversion of an existing building, purchase land to support housing efforts.	Housing	LMH - Low/Mod Housing Benefit	\$300,000
Enterprise for Equity	Micro-Enterprise Assistance	Assistance for businesses with fewer than 4 employees.	Economic Development	LMC - Low/mod Limited Clientele Benefit	\$20,000
Thurston Economic Development Council & Olympia Downtown Alliance	Business Training & Technical Assistance	Assistance for businesses with greater than 4 employees.	Economic Development	LMJ - Low/Mod Job Creation & Retention	\$30,000
Multiple/TBD	Crime Prevention Through Environmental Design (CPTED)	Downtown Safety Projects	Economic Development	LMJ - Low/Mod Job Creation & Retention	\$50,000
City of Olympia	Downtown Ambassador Program	Outreach for street-dependent persons.	Social Services	LMC - Low/mod Limited Clientele Benefit	\$55,000
TBD	Day Center Staffing	Funding assistance for Day Center staff.	Social Services	LMC - Low/mod Limited Clientele Benefit	\$45,000
City of Olympia	General Administration	Planning and administrative activity required to run a compliant program.	N/A	N/A	\$100,000



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## Olympia City Council

Cheryl Selby, Mayor • Jessica Bateman • Jim Cooper • Clark Gilman • Nathaniel Jones • Lisa Parshley • Renata Rollins

## City of Olympia Staff | Community Planning & Development Department

Director, Keith Stahley • Deputy Director, Leonard Bauer • Business Manager, Karen Kenneson • Housing Program Manager, Anna Schlecht  
Housing Program Assistant, Tiffany Cox

### To Request a Copy

To request a copy of this publication in an alternative format, please contact Tiffany Cox at 360.753.8062, [tc Cox@ci.olympia.wa.us](mailto:tc Cox@ci.olympia.wa.us).

Last Updated 5.10.2018

**Public Comments** can be submitted via email: [cdbg@ci.olympia.wa.us](mailto:cdbg@ci.olympia.wa.us)

**[olympiawa.gov/cdbg](http://olympiawa.gov/cdbg)**





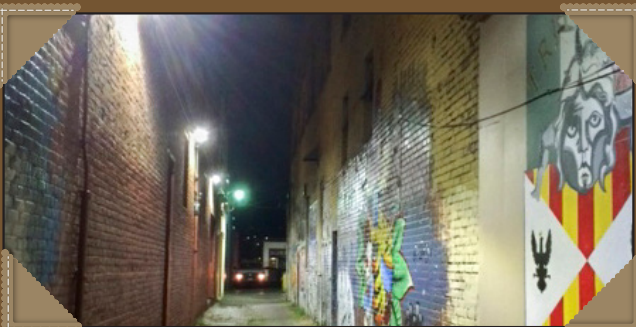


# Community Development Block Grant Program

2018 Action Plan | Citizen Summary



[olympiawa.gov/cdbg](http://olympiawa.gov/cdbg)



# Program Year 2018 Community Development Block Grant Annual Action Plan

## OVERVIEW

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## STRATEGIC GOALS

The City of Olympia identified two strategic goals for this program year: **#1- Public Facilities (Day Center); and #2 - Housing Activities**. However, the City will also continue to work on **Economic Development**. Following is a Citizen Summary with key information from the **Olympia Community Development Block Grant Program Year (PY) 2018 Annual Action Plan**, which runs from September 1, 2018 through August 31, 2019.

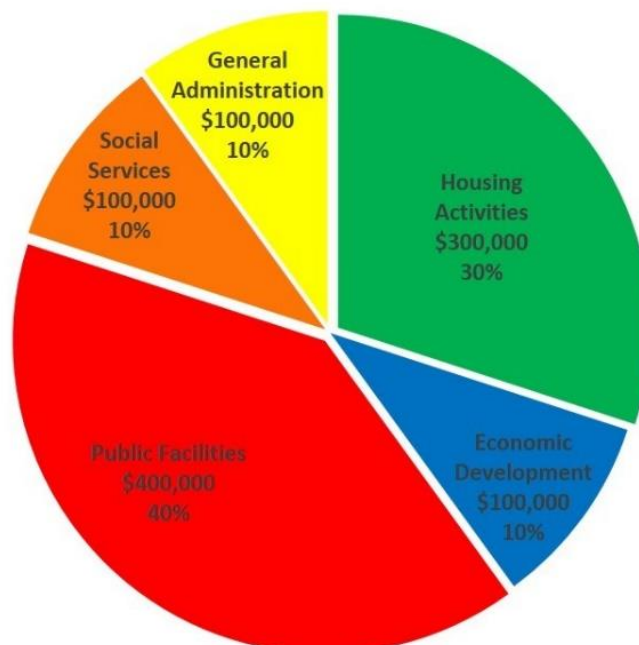
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<u>\$100,000</u>	<u>Program Administration - <b>Required</b></u>
<b>\$1,000,000</b>	<b>TOTAL PROPOSED PY 2018 CDBG FUNDING</b>

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

## Proposed PY 2018 Strategic Goals by Percentage





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TBD	Day Center Staffing	Funding assistance for Day Center staff.	Social Services	LMC - Low/mod Limited Clientele Benefit	\$45,000
City of Olympia	General Administration	Planning and administrative activity required to run a compliant program.	N/A	N/A	\$100,000

# Executive Summary

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

### 1. Introduction

#### **Proposed PY 2018 CDBG Projects and Fund Allocation**

##### ***2018 Priority Strategies: Housing Activities and Economic Development***

The City's CDBG Program Annual Action Plan features a range of activities, each intended to promote housing and economic development - the primary City of Olympia strategies identified in the Consolidated Plan. The specific PY 2018 proposed projects are identified as follows:

1. **Housing Activities**  
**\$300,000**  
Fund housing rehabilitation, conversion of existing buildings, or land acquisition.
2. **Economic Development**  
**\$20,000 Micro-Enterprise Assistance**  
Provide assistance to small start-up businesses with fewer than four employees.  
**\$30,000 Business Training and Technical Assistance**  
Provide assistance for larger, established small businesses with more than four employees.  
**\$50,000 Crime Prevention Through Environmental Design**  
Various Downtown safety projects.
3. **Public Facilities**  
**\$400,000 Day Center**  
Funding assistance for a Day Center.
4. **Social Services**  
**\$55,000 Downtown Ambassador Program**  
Street outreach, referrals, and other assistance to homeless street-dependent and mentally ill individuals in the Downtown core.  
**\$45,000 Day Center Staffing**  
Funding to assist staffing of a Day Center.
5. **Planning and Administrative Costs**  
**\$100,000**  
Staffing costs to administer a compliant CDBG program.

### 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 2018 proposed projects within the framework of the CDBG Five-Year Consolidated Plan:

Recipient	Project	Outcomes	Goal(s) Met	Objectives Met	Proposed Allocation
TBD	Community Center	New Day Center. Purchase/Tenant Improvements/15+ Year Lease.	Public Facilities	LMC - Low/mod Limited Clientele Benefit	\$400,000
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City of Olympia	General Administration	Planning and administrative activity required to run a compliant program.	N/A	N/A	\$100,000

### **PY2018 Proposed Projects**

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

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

In PY 2017 (September 1, 2017 - August 31, 2018) the Olympia CDBG Program allocated a total of \$484,441 for housing and community development activities. The following projects were funded:

- Planning and Administrative Costs \$90,000
- Section 108 Debt Service \$65,000
- Business Training "Tune-Up" \$25,000
- Business Training and Technical Assistance \$35,000
- Crime Prevention through Environmental Design \$75,000
- Interfaith Works Day Center \$100,000
- Downtown Ambassador Program \$55,000
- \*Housing Rehabilitation \$39,411

\*Housing rehabilitation sub-total indexed to actual program income receipts.

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

*Summary from citizen participation section of plan.*

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 PY 2018 Annual Action Plan development process include:



- Council public discussions of PY 2018 CDBG Program Annual Action Strategies and review of recommendations for funding during Council meetings held between November 2017 and June 2018.
- Council General Government Committee's discussions on CDBG strategies and specific activities to be recommended for funding in its April and May 2018 meetings.
- Community discussion with service providers and other stakeholders at the April meeting of the Housing Action Team and the Homeless Housing Hub of Thurston Thrives.
- Council review of existing data on affordable housing, homelessness and the needs assessments for other services.
- Council review and approval of draft CDBG Annual Action Plan on May 22, 2018.
- Release of draft CDBG Annual Action Plan for public review and comment on May 23, 2018. Followed by a 30-day public comment period from May 23, 2018 to June 23, 2018.
- City Council public hearing on the proposed CDBG Annual Action Plan on June 12, 2018.
- Final Council approval of the draft CDBG Annual Action Plan on June 26, 2018.
- Submission of CDBG PY 2018 Annual Action Plan to HUD on or before July 14, 2018.

## **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.*

The City will receive public comments on the proposed PY 2018 Annual Action Plan from citizens during the 30-day public comment period running from May 23, 2018 to June 23, 2018. There will be a public hearing held on June 12, 2108.

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

All comments will be accepted and included in the PY 2018 Annual Action Plan.

## **7. Summary**

Comments will be summarized following the close of the Citizen Participation process.

## 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
Lead Agency	Olympia	
CDBG Administrator	Olympia	Community Planning & Development
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

### Narrative (optional)

#### Consolidated Plan Public Contact Information

**Keith Stahley**

Community Planning and Development Director

PO Box 1967

Olympia, WA 98507-1967

kstahley@ci.olympia.wa.us

360.753.8227

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

### **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(l))**

**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 several regional coordination bodies including Thurston County regional Continuum of Care, Thurston Thrives Housing Action Team and the Homeless Housing Hub.

**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**

Below is the chart of all agencies, groups and organizations that have participated in the City's Citizen Participation process.

**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>	Thurston County Thurston Thrives Council
	<b>Agency/Group/Organization Type</b>	Other government - County Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	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
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.
2	<b>Agency/Group/Organization</b>	Thurston County Thurston Thrives Housing Team
	<b>Agency/Group/Organization Type</b>	Other government - County Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	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
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing meetings on topics listed above with the intent of incorporating key goals and strategies.

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

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

## **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**

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 PY 2018 Annual Action Plan development process include:

- Council public discussions of PY 2018 CDBG Program Annual Action Strategies and review of recommendations for funding during Council meetings held between November 2017 and June 2018.
- Council General Government Committee's discussions on CDBG strategies and specific activities to be recommended for funding in its April and May 2018 meetings.
- Community discussion with service providers and other stakeholders at the April meeting of the Housing Action Team and the Homeless Housing Hub of Thurston Thrives.
- Council review of existing data on affordable housing, homelessness and the needs assessments for other services.
- Council review and approval of draft CDBG Annual Action Plan on May 22, 2018.
- Release of draft CDBG Annual Action Plan for public review and comment on May 23, 2018. Followed by a 30-day public comment period from May 23, 2018 to June 23, 2018.
- City Council public hearing on the proposed CDBG Annual Action Plan on June 12, 2018.
- Final Council approval of the draft CDBG Annual Action Plan on June 26, 2018.
- Submission of CDBG PY 2018 Annual Action Plan to HUD on or before July 14, 2018.



## 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	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	General audience of Council meetings, with stakeholders in attendance and an unknown number of television viewers.			
2	Thurston Thrives Public Meetings	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	Representatives of all County jurisdictions, service providers, other stakeholders in issues of homelessness and low-income housing.			
3	Thurston Thrives - Housing Team Public Meetings	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	Representatives of jurisdictions, public officials, service providers, other stakeholders in issues of low-income housing and social service.			

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)
4	Homeless Housing Hub Sub-Committee Public Meetings	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	Representatives of jurisdictions, public officials, service providers, other stakeholders in issues of low-income housing and social service.			
5	Internet Outreach	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	General public.			
6	Olympia Public Library	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	General public.			

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)
7	The Olympian - Newspaper	--Minorities --Persons with disabilities --Non-targeted/broad community --Residents of Public and Assisted Housing	General public.			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

#### 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	\$370,737	\$129,263	\$500,000	\$1,000,000	0	

**Table 5 - Expected Resources – Priority Table**

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

The City's CDBG funds will also be used to leverage the following estimated amounts:

- \$90,000 City General Funds for the Community Investment Partnership (CIP) social service funds.
- \$2,300,000 City Home Fund, sales tax funded housing monies.
- \$1,300,000 City's Section 108 Loan Guarantee funds (interest-bearing loan funds subject to CDBG regulations).

**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 has no current plans to utilize City owned properties in conjunction with CDBG funded projects.

### **Discussion**

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The City's PY 2018 Annual Action Plan re-configures our strategic focus on housing rehabilitation and economic development goals. However, the City will also continue to pursue public service goals.

#### Projects

#	Project Name
1	Day Center
2	Housing Activities
3	Micro Enterprise Assistance
4	Business Training & Technical Assistance
5	Downtown Safety Projects CPTED
6	Downtown Ambassador Program
7	Day Center Staffing
8	Planning and Administrative Costs

**Table 7 - Project Information**

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

The City's number one priority is homeless resources and assistance, followed by affordable housing. The recent January 2018 Point in Time (PIT) Homeless Census revealed a 56% or 301 person increase in homeless individuals and families since 2017. Additional homeless survey activity showed that the vast majority are seeking refuge in the urban hub of Olympia. Unsheltered homelessness in the urban hub was identified via several surveys by business and building owners as the number one problem in Olympia.

# AP-38 Project Summary

## Project Summary Information

1	<b>Project Name</b>	Day Center
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Facilities
	<b>Needs Addressed</b>	Low/Mod Income Limited Clientele
	<b>Funding</b>	\$400,000
	<b>Description</b>	Community Center: purchase/tenant improvements/15+ year lease.
	<b>Target Date</b>	8/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 homeless households assisted.
	<b>Location Description</b>	TBA
	<b>Planned Activities</b>	Acquisition/tenant improvements/15+ year lease of facility.
2	<b>Project Name</b>	Housing Activities
	<b>Target Area</b>	N/A
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Housing Activities
	<b>Funding</b>	\$300,000
	<b>Description</b>	Rehabilitation, purchase or land acquisition.
	<b>Target Date</b>	8/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 families Low/Mod income households.
	<b>Location Description</b>	South West Olympia.
	<b>Planned Activities</b>	Land acquisition to support housing.
3	<b>Project Name</b>	Micro Enterprise Training
	<b>Target Area</b>	Scattered Sites
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	\$20,000
	<b>Description</b>	Provide assistance to small start-up businesses with fewer than four employees.
	<b>Target Date</b>	8/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	8 businesses.
	<b>Location Description</b>	Scattered Sites
	<b>Planned Activities</b>	Provide training to small start-up businesses with fewer than four employees.
4	<b>Project Name</b>	Business Training & Technical Assistance
	<b>Target Area</b>	Downtown Olympia & Scattered Sites
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	\$30,000

	<b>Description</b>	Provide assistance for established small businesses with more than four employees.
	<b>Target Date</b>	8/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 job created.
	<b>Location Description</b>	Scattered sites.
	<b>Planned Activities</b>	Provide assistance for established small businesses with more than four employees.
<b>5</b>	<b>Project Name</b>	Downtown Safety Projects CPTED
	<b>Target Area</b>	Downtown Urban Hub
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	\$50,000
	<b>Description</b>	Various Crime Prevention Through Environmental Design projects.
	<b>Target Date</b>	8/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 jobs created.
	<b>Location Description</b>	Downtown urban hub.
	<b>Planned Activities</b>	Lighting improvements, alcove gate installations and other safety improvements.
<b>6</b>	<b>Project Name</b>	Downtown Ambassador Program
	<b>Target Area</b>	Downtown Urban Hub
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$55,000
	<b>Description</b>	Street outreach, referrals and other assistance to homeless, street dependent and mentally ill individuals in the Downtown core.
	<b>Target Date</b>	8/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	150 homeless, mentally ill and street dependent people.
	<b>Location Description</b>	Downtown urban hub.
	<b>Planned Activities</b>	Street outreach, direct services, referrals, distribution of survival goods and other services.
<b>7</b>	<b>Project Name</b>	Day Center Staffing
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$22,360 CDBG & \$22,640 other City funds
	<b>Description</b>	Funding to assist the staffing of a Day Center.
	<b>Target Date</b>	8/31/2019



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 low/mod homeless households.
	<b>Location Description</b>	TBA
	<b>Planned Activities</b>	Staffing a public facility for homeless people: direct services, referrals, provisions of survival goods and other public services.
<b>8</b>	<b>Project Name</b>	Planning and Administrative Costs
	<b>Target Area</b>	N/A
	<b>Goals Supported</b>	Compliant CDBG Program
	<b>Needs Addressed</b>	Compliant CDBG Program
	<b>Funding</b>	\$100,000
	<b>Description</b>	Staffing costs to administer a compliant CDBG program.
	<b>Target Date</b>	8/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All PY2018 beneficiaries.
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	Program general administration: reporting, fiscal management, project management.

## **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**

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Downtown	50%

**Table 8 - 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 low and moderate-income residents. The other activities will benefit low- and moderate-income people in scattered sites around Olympia.

## Affordable Housing

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

#### Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	250
Non-Homeless	50
Special-Needs	0
Total	300

**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	50
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	50

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

#### Discussion

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

### **Introduction**

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

There are no activities planned in conjunction with the single public housing project located in Olympia.

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

There are no Olympia CDBG funded activities planned to encourage public housing residents.

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

The City of Olympia works closely with the Housing Authority of Thurston County (HATC) to maximize the distribution of rental assistance to low- and moderate-income households. Additionally, the City works with other agencies that provide rental assistance via other federal and state funded programs.

### **Discussion**

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

### **Introduction**

**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**

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

**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**

**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.**

### **Discussion**

The City of Olympia's first priority is to reduce homelessness by supporting the acquisition and operation of a full service homeless Day Center, intended to provide refuge for unsheltered people along with high value services to assist in housing the homeless.

The City's second priority is to reduce homelessness by supporting a project that will develop 50 new housing units for homeless and those at risk of homelessness.

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

### **Introduction:**

**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**

### **Discussion:**

The City of Olympia is continuing a multi-year public planning process called "The Missing Middle", intended to expand the diversity of type and price points of housing. This will allow for higher housing densities, smaller unit sizes and lower cost housing.

Additionally, the City has participated in the Thurston County's five-year Homeless Housing Plan, which encourages regional alignment of zoning and development standards that allow for higher densities and smaller unit sizes with the intention of increasing the number of low-cost housing units.

## **AP-85 Other Actions – 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 assistance for housing rehabilitation.

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

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 2017 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**

In PY 2018, 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 Action Team meetings (Sub-Committee of Thurston Thrives).
- Monthly Homeless Housing Hub meetings (Sub-Committee of the Housing Team of Thurston Thrives).
- And the "Community Investment Partnership" (CIP) inter-jurisdictional 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 – 91.220(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.	40,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	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>40,000</b>

#### Other CDBG Requirements

1. The amount of urgent need activities.	800,000
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%

#### Discussion

## Olympia City Council

Cheryl Selby, Mayor • Jessica Bateman • Jim Cooper • Clark Gilman • Nathaniel Jones • Lisa Parshley • Renata Rollins

## City of Olympia Staff | Community Planning & Development Department

Director, Keith Stahley • Deputy Director, Leonard Bauer • Business Manager, Karen Kenneson • Housing Program Manager, Anna Schlecht  
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### To Request a Copy

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PO Box 784, Olympia, WA 98507-0784 Phone: (360) 754-9297 Fax: (360) 528-2004

City of Olympia  
ATTN: Keith Stahley  
P.O. Box 1967  
601 4<sup>th</sup> Ave E  
Olympia, WA 98501

Re: Funding request

Dear Keith,

The Family Support Center of South Sound is seeking financial support from the City of Olympia in the amount of \$500,000 to serve as down payment on an incredibly exciting and amazing property. Located on the west side of Olympia at 3525 and 3524 7<sup>th</sup> Avenue SW, the lot includes vacant land and three existing office structures appropriately designed to meet our goal of developing a campus style social service hub for families; a place they can access multiple supportive services in one big, beautiful, welcoming location. In addition to housing the Family Support Center's programs, the property will bring together under one roof multiple likeminded non-profit and government partners with the goal of providing comprehensive wrap around services to families with children and survivors of domestic violence, sexual assault, stalking, and human trafficking. The Family Support Center has strategically invited and anticipates the following agencies will lease space within the new facility: the Olympia Free Medical Clinic, Big Brothers Big Sisters (including a new STEAM classroom), Timberland Regional Library, Nature Nurtures farm (childcare and preschool program), the Mental Health Access Program, Thurston County Volunteer Legal Services, Crime Victims Advocacy Network, the Junior League of Olympia, Innovations Human Trafficking Collaborative, the felony and misdemeanor teams of the Thurston County Prosecuting Attorney's Office and staff from Thurston County Clerk's Office, Adult Protective Services, and Thurston County Sheriff's Department.

Additionally, the property will serve as the site for our next family housing development. With less than a 3% rental vacancy rate, and 90 highly vulnerable homeless families with children on our waiting list desperately seeking housing options, the need for additional affordable family housing is clear. Our purchase of this property is contingent on our ability to build 20-44 units of affordable housing on the site starting in 2020. The Family Support Center is currently working with Bellwether housing developers to identify the most appropriate scale, timeline, and design of our project based on the anticipated availability of funding and the scope of project the site will allow. The Family Support Center has submitted a Stage 1 Housing Trust fund application, is included in the Thurston County housing pipeline, and is actively exploring additional financing options for this project.

The Family Support Center's vision for this property is in alignment with those of the City of Olympia's comprehensive plan. The city's investment of \$500,000 in this project will secure a critical resource for our community that will enhance and improve the lives of children and families for years to come. Thank you so much for consideration of our request.

Sincerely,

A handwritten signature in blue ink that reads "Trish Gregory".

Trish Gregory  
Executive Director  
(360)754-9297 x 206  
Cell: (360) 628-7344

**"working together to strengthen all families"**

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