

## Executive Summary

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

#### 1. Introduction

The City's CDBG Program Annual Action Plan features a range of activities, each intended to prevent, prepare and respond to the Coronavirus pandemic through economic development and public services to support populations who have been most affected by the pandemic. The PY2020 proposed projects are as follows:

##### 1. Economic Development

###### a. \$50,000 Micro-Enterprise Assistance –

Provide assistance to small start-up businesses with fewer than 4 employees.

###### b. \$75,000 Business Training and Technical Assistance –

Provide assistance to larger, established small businesses with more than 4 employees.

###### c. \$90,000 Business Support Program - Provide assistance to businesses in the Downtown core.

Subrecipients still being determined. Awaiting results from CCAC on childcare analysis and guidance from CDBG headquarters on shipping container popup businesses eligibility.

##### 2. Public Services

###### a. \$50,000 Financial Literacy Training for Social Service Providers -

Provide financial literacy training to social service providers who in turn will directly assist low-moderate-income families and individuals.

###### b. \$113,529 Downtown Ambassador Program

Provide street outreach, referrals and other assistance to homeless street-dependent and mentally ill individuals in the Downtown core.

##### 3. Planning and Administrative Costs

###### a. \$90,000

Staffing costs to administer a compliant CDBG program.

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

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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 summarizes our PY2020 proposed projects within the framework of the City's Coronavirus response plan:

Recipient	Project	Outcomes	HUD Goals	HUD Objectives	Proposed
Enterprise for Equity	Micro Business Training & Technical Assistance	Assistance for up to 30 micro-enterprises with less than 4 employees	Microenterprise	LMI	\$50,000
Center for Business & Innovation	Small Business Training & Technical Assistance	Assistance for up to 80 small businesses with greater than 4 employees	Economic Development	LMJ	\$75,000
Thurston Asset Building Coalition	Financial Literacy Training for Social Service Providers	Train 25-40 Social Service Providers who will int urn assist many mow-moderate-income people.	Public Services	LMI	\$50,000
City of Olympia	Microenterprise and Small business support	TBD in response to Coronavirus	Economic Development	LMJ	\$90,000
City of Olympia	Downtown Ambassador Program	Outreach for up to 150 homeless and mentally ill	Public Services	LMC	\$113,529
City of Olympia	Program Administration	Planning and Administrative Costs	N/A	N/A	\$90,000

### 3. Evaluation of past performance

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

In program year 2019, the Olympia CDBG Program allocated a total of \$1,000,000 to economic development activities, microenterprise activities, public facility improvements and public service activities. Unfortunately, the Salvation Army Day Center project was not completed as the subrecipient decided to seek private funding. These funds were reprogrammed to prevent, prepare for and respond to Coronavirus.

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

Summary from citizen participation section of plan.

City staff worked closely with social service providers, community organizations, businesses and local economic development partners to develop our Annual Action Plan to support activities in response to the Coronavirus pandemic. Citizen participation was encouraged throughout the planning process:

- Council public discussions of PY2020 initiated in November 2019 and revisited to prepare for, prevent, and respond to Coronavirus in April 2020.
- Public comment period opened July 10 – 20, 2020 (5-day citizen participation waiver initiated on April 16, 2020 in response to Coronavirus)
- Public hearing held on July 14, 2020
- Council adoption of PY2020 AAP on July 21, 2020.
- Submission of PY2020 AAP to HUD on or before July 30, 2020.

**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.

N/A

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

N/A

**7. Summary**

N/A

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

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

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

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

Table 1 – Responsible Agencies

### Narrative

The Olympia Community Planning and Development department staff prepare the Consolidated Plan and each Annual Action Plan.

### Consolidated Plan Public Contact Information

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

### **1. Introduction**

The City consulted with several regional organizations including the newly developed Thurston Strong economic recovery agency, Thurston Thrives Coordinating Council, Thurston Thrives Homeless Housing Hub, and Thurston County Human and Social Services department.

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

The City's participation in these coordinating bodies allowed the City to receive valuable input from a broad range of service providers.

**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 Thurston County Continuum of Care is the body that addresses the needs of homeless people in all populations. The CofC is also directly aligned with Coordinated Entry Team that engages in an ongoing system improvement work to seek, develop and adopt best practices for serving homeless people.

**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**

The Thurston Thrives Coordination Council works directly with the Community Investment Partnership (CIP) to develop recommendations on how best to invest all state and local funds including ESG funds. The TTCC also works closely with the Coordinated Entry Team to strengthen HMIS administration and reporting.

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

Table 2 – Agencies, groups, organizations who participated

1	<b>Agency/Group/Organization</b>	Thurston County Thurston Thrives
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Other government - State Other government - County Other government - Local Regional organization Planning organization Business and Civic Leaders

<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs 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>	The City participated in strategic regional policy to help coordinate all public funding.



2	<b>Agency/Group/Organization</b>	Community Investment Partnership
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Publicly Funded Institution/System of Care Other government - Federal Other government - State Other government - County Other government - Local Business and 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 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>	The City participated in strategic regional policy to help coordinate all public funding.

3	<b>Agency/Group/Organization</b>	Thurston County Continuum of Care
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Publicly Funded Institution/System of Care Other government - Federal Other government - State Other government - County Other government - Local Regional organization Planning organization

What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	

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

N/A

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Thurston County	Each plan emphasizes the inter-relationship of housing, shelter, supportive services and economic opportunity for all low and moderate income people.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Thurston Thrives Plan	Thurston County	Thurston Thrives incorporates a broad range of housing, health, education, economic, and other health determinants in an integrated plan for public health.

Table 3 - Other local / regional / federal planning efforts

## Narrative

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

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

The City employed a 10-day public comment period after submitting Citizen Participation Plan waiver to HUD on April 16, 2020. During this time, the City consulted with other regional planning bodies to develop a balanced community development plan.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community  Residents of Public and Assisted Housing				

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>				
3	Newspaper Ad	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>				

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	Internet Outreach	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>				

Table 4 – Citizen Participation Outreach



## Expected Resources

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

#### Introduction

The City intends to leverage its' \$468,529 in CDBG program funds during PY2020 with funds from the Economic Recovery funds.

#### 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	403,529	65,000	0	468,529	0	The City will reprogram program income as it is received to address the current needs to prevent, prepare for and respond to Coronavirus.

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**

City CDBG funds will be used to leverage \$600,000 in Economic Recovery funds; and up to \$5,000,000 in Thurston County, state and federal funding.

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

N/A

### **Discussion**

The City will pursue all potential leverage by consolidating our funding review process to ensure maximum leverage of local, state and federal funding sources.

## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Economic Development	2018	2022	Non-Housing Community Development		Economic Development	CDBG: \$215,000	Businesses assisted: 150 Businesses Assisted
2	Public Services	2018	2022	Non-Homeless Special Needs	Downtown Urban Core	Public Services	CDBG: \$163,529	Other: 200 Other
3	General Administration	2018	2022	Administration			CDBG: \$90,000	

Table 6 – Goals Summary

#### Goal Descriptions

1	Goal Name	Economic Development
	Goal Description	Economic development will be a primary focus in PY2020. Business support through training and technical assistance will receive the majority of funding. Subrecipients will train microenterprises and small businesses on business plans that prevent, prepare for and respond to Coronavirus.

2	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	The City will allocate funding to support public services to our most vulnerable populations. This funding will support two full-time Downtown Ambassadors who will provide street outreach to our most vulnerable populations. Ambassadors will connect homeless and mentally disabled folks to service providers in the area through coordinated entry. With shelter capacity reduced to 50% due to Coronavirus, the need of the Ambassadors service is at an all time high. The Point-In-Time census conducted in January revealed 1024 homeless persons in Thurston County, with a majority of those in Olympia.
3	<b>Goal Name</b>	General Administration
	<b>Goal Description</b>	

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The City's PY 2020 Annual Action Plan shifts our strategic focus on economic development and public service goals in response to Coronavirus.

#	Project Name
1	Enterprise for Equity Micro-business Training & Technical Assistance
2	Thurston Economic Development Council Small Business Training and Technical Assistance
3	Downtown Ambassador Program
4	Thurston Asset Building Coalition Financial Literacy Training
5	Planning and Administrative Costs (PAC)
6	Economic Development

Table 7 – Project Information

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

The City's number one priority is preventing, preparing for and responding to Coronavirus, followed by homeless resources and assistance. The recent January 2020 Point in Time (PIT) Homeless Census revealed 1024 homeless individuals and families in Thurston County. 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**

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1	<b>Project Name</b>	Enterprise for Equity Micro-business Training & Technical Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Assistance for up to 4 -5 micro businesses (> 4 employees) & Technical assistance for 18 - 20 micro businesses.
	<b>Target Date</b>	8/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	25-30 businesses assisted
	<b>Location Description</b>	
	<b>Planned Activities</b>	Training and Technical Assistance
2	<b>Project Name</b>	Thurston Economic Development Council Small Business Training and Technical Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	Small business training and ongoing technical assistance for small businesses with more that four (4) employees.
	<b>Target Date</b>	8/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 businesses assisted
	<b>Location Description</b>	
	<b>Planned Activities</b>	Training and technical assistance to small businesses
3	<b>Project Name</b>	Downtown Ambassador Program
	<b>Target Area</b>	Downtown Urban Core
	<b>Goals Supported</b>	Public Services

	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$113,529
	<b>Description</b>	Street outreach, referrals and other assistance to homeless and severely mentally ill street dependent individuals in Olympia's downtown core.
	<b>Target Date</b>	8/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Outreach for up to 150 street dependent people daily
	<b>Location Description</b>	
	<b>Planned Activities</b>	Outreach for street dependent people daily
4	<b>Project Name</b>	Thurston Asset Building Coalition Financial Literacy Training
	<b>Target Area</b>	Downtown Urban Core
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Train 40 - 50 Social Service Providers who will in turn directly assist many low- & moderate-income people
	<b>Target Date</b>	8/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Train 40 - 50 Social Service Providers who will in turn directly assist many low- & moderate-income people
	<b>Location Description</b>	
	<b>Planned Activities</b>	Train Social Service Providers who will in turn directly assist many low- & moderate-income people
5	<b>Project Name</b>	Planning and Administrative Costs (PAC)
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$90,000



	<b>Description</b>	Planning and administrative costs to run a compliant Olympia CDBG Program.
	<b>Target Date</b>	8/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All PY2020 beneficiaries
	<b>Location Description</b>	
	<b>Planned Activities</b>	Program general administration: reporting, fiscal management, project management.
6	<b>Project Name</b>	Economic Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$90,000
	<b>Description</b>	Subrecipient to be determined.
	<b>Target Date</b>	8/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
	<b>Location Description</b>	
	<b>Planned Activities</b>	TBD

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

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

The City will operate PY2020 CDBG program with a focus on the urban hub.

### **Geographic Distribution**

Target Area	Percentage of Funds
Downtown Urban Core	70

**Table 8 - Geographic Distribution**

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

The downtown urban hub is struggling with a high concentration of unsheltered people and business loss due to the Coronavirus pandemic.

### **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 urban hub is also the location of a high concentration of unsheltered homeless people as identified in the recent 2020 PIT Count of Homeless People. The other activities will benefit low- and moderate-income people in scattered sites around Olympia.

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

### **Introduction**

The City continues to work within its jurisdiction and with nearby jurisdictions to address zoning and development codes that increase costs of housing.

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

The City will continue to explore options to remove zoning and development codes that are barriers. The City is working to expand its current multi-family tax exemption zone.

### **Discussion**

The City will continue to work with other jurisdictions to remove or modify zoning and development codes that are barriers to affordable housing.

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

### **Introduction**

The City of Olympia began preparing its homeless response plan, now referred to as One Community: Healthy, Safe, Housed, in 2019 in response to the ever growing need to house our most vulnerable populations. The City held listening sessions with community members and created a Community Work Group to oversee the plan's development. 1200 individuals were consulted during the development of the plan.

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

The City's number one priority is homeless resources and assistance, followed by affordable housing. The One Community: Healthy, Safe, Housed plan focuses on three key strategies to alleviate homelessness in the downtown core:

1. Streamline and Enhance Rapid Response & Wrap-around Services
2. Expand Affordable Housing & Homeless Prevention
3. Increase Public Health & Safety

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

The City will work to build a continuum of housing to meet diverse needs and income levels and will increase partnerships and diversify funding to support construction of new affordable housing. The City's goal is to support 300 new units of supportive and affordable housing options over the next five years by direction of Home Fund dollars.

### **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.

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

The City will work with Thurston Strong to continue to fund economic development activities to provide

economic opportunities to low-moderate-income populations.

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

The City has expanded its staff capacity and local tax-based revenues to strengthen the City's overall housing and homeless strategies.

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

The City will work with the Regional Housing Council to continue to build and strengthen relationships with service providers and developers in a coordinated effort to increase supportive and affordable housing in Thurston County. The City's Homeless Response Coordinator will work with a network of outreach workers from several different organizations referred to as the Greater Outreach Workers League (GROWL) to continue to reduce barriers to homeless services.

### **Discussion**

The One Community: Healthy, Safe, Housed plan will focus on the three key strategies within the plan to address homelessness and create supportive and affordable housing.

## Program Specific Requirements

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

#### Introduction

N/A

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

## Discussion

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