



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

## City Council

### Community Development Block Grant Consolidated Plan and Annual Action Plan

**Agenda Date:** 5/14/2013  
**Agenda Item Number:** 6.A  
**File Number:** 13-0395

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**Type:** decision **Version:** 1 **Status:** Passed

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**Agenda Item:**

Community Development Block Grant Consolidated Plan and Annual Action Plan

**Issue:**

Which projects does Council wish to include in the City's CDBG Program Year 2013 One-Year Draft Action Plan?

**Committee Recommendation:**

On May 9, Councilmembers identified four options for allocations to be discussed at the May 14, 2013 Council Meeting.

**City Manager's Recommendation:**

Move to approve one or more proposals to include in the City's CDBG Program Year 2013 (September 1, 2013 - August 31, 2014) One-Year Draft Action Plan, which will be subject to public review and comment in June, 2013.

**Staff Contact:**

M. Anna Schlecht, Housing Program Manager, 360.753.8183  
Steve Friddle, Community Services Manager, 360.753.8591

**Presenter(s):**

M. Anna Schlecht, Housing Program Manager

**Background and Analysis:**

**Discussion of Proposals:**

The City received 18 proposals for a total of \$3,162,665 in CDBG funding for Program Year 2013. Copies of all the CDBG proposals along with a descriptive matrix were transmitted to the Council and posted to the website. Prior to the Study Session, the Council received staff rankings of the proposals based on Council-identified criteria. During the May 9<sup>th</sup> Council Study Session, Council heard presentations from the top four capital project applicants, Panza, Community Youth Services, Family Support Center and SafePlace. Council also asked clarifying questions of the top four applicants and other applicants.

The Council Study Session developed four options for allocating the funds provided on the attached spreadsheet. The Councilmembers at the Study Session also discussed the possibility of allocating more than

\$450,000 to ensure there will be enough viable projects to expend funds in a timely manner prior the June 30, 2014 spend-down deadline.

**CDBG Timeline for Public Process:**

April 17, 2013	Release the RFP April 17, 2013
April 25 & May 2	Hold two community partner meetings for all stakeholders
May 7	Deadline for eligible proposals
May 7	Post copies of the proposals along with a descriptive matrix on the City's website
May 7 to 9	Staff conduct preliminary screening
May 9	Council Study Session to review proposals and staff rankings and to make recommendations to the full Council for allocations
May 14 Action Plan	Council selection of one or more proposals to include in the CDBG PY 2013 Annual Action Plan
June 1 to 30 Consolidated Plan	Public comment period for the CDBG PY 2013 Annual Action Plan and the Five Year Consolidated Plan
June 11 Plan	Public Hearing on the CDBG PY 2013 Annual Action Plan and the Five Year Consolidated Plan
July 15	Submission to HUD
September 1	Start of Program Year 2013
August 31	Conclusion of Program Year 2013

**Request for Proposals:** Council directed staff to release a “Request for Proposals” (RFP) for Program Year 2013 (September 1, 2013 - August 31, 2014) CDBG funding. The anticipated amount of available funding is up to \$450,000. Council encouraged potential applicants to target any of the five strategy areas of eligible activities identified in the Consolidated Plan as:

- **Priority: Economic Development** (Activities that sustain or increase business activity such as property acquisition, relocation, building renovations, or business training)
- **Housing Rehabilitation** (Renovation of existing housing stock, both owner- and renter-occupied)
- **Land Acquisition** (For a CDBG-eligible purpose)
- **Public Facilities and Improvements** (Includes both public infrastructure such as sidewalks, sewers, water systems, and community facilities such as homeless shelters, drop-in centers, and community centers)
- **Public Services** (Direct social services, operating expenses for social service agencies)

Council further directed staff to provide preliminary screening of applications based on the following five criteria with readiness being the most important:

- 1) **Readiness to Proceed** - Applicant and project will be underway immediately upon receipt of funding

- 2) **Demonstration of Need** - Documenting level of hardship and pervasiveness of need
- 3) **Organizational Capacity** - Demonstrable experience in managing similar projects
- 4) **Expected Impact** - Describes impact on direct beneficiaries, surrounding neighbors, and other stakeholders
- 5) **Leveraging** - Budget documents committed funding from other federal, state, local or private funding sources

***Purpose of the Consolidated Plan and the Annual Action Plan:***

The **Consolidated Plan** is the key strategy document that guides the Community Development Block Grant (CDBG) Program over a five-year period. The **Annual Action Plan** is the one-year plan that identifies the activities to be funded during each program year of the Consolidated Plan. The City is working with Thurston County to develop a regional Consolidated Plan which identifies the development of viable communities by the provision of 1) decent housing; 2) suitable living environment; and 3) expands economic opportunity. Each of the regional Thurston County Consolidated Plan strategies will be qualified under one of the three federal CDBG National Objectives:

- 1) Benefit to low- and moderate-income persons;
- 2) Elimination of slums or blight; and
- 3) Meeting urgent needs.

The five specific regional Thurston County Consolidated Plan Strategies include:

- 1) Affordable Housing
- 2) Public Facilities
- 3) Public Services
- 4) Economic Development
- 5) Land Acquisition

**NEXT STEPS:**

Based on tonight's decision, staff will:

- Include the proposed CDBG allocations in the City's 2013 CDBG Annual Action Plan (September 1, 2013 - August 31, 2014) proposals to receive funding;
- Finalize the Draft 2013 Annual Action Plan and the draft Five-year Consolidated Plan; and
- Make both plans available for a public comment period that will go from June 1<sup>st</sup> through June 30<sup>th</sup>, during which the City will hold a Public Hearing on June 11, 2013.

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

Neighborhood and community interests are identified through the RFP and public comment processes.

**Options:**

Identify one or more proposals to include in the PY 2013 CDBG Draft Annual Action Plan.

**Financial Impact:**

1. **Available CDBG Funding:** There will be up to **\$450,000** from federal CDBG monies to be made available for proposals to be funded during Program Year 2013 (September 1, 2013 - August 31, 2014).