

# Resolution No. 2015-31

[CITY COUNCIL MEETING MINUTES OCTOBER 19, 2015](#)

## RESOLUTION NO. 2015-31

A RESOLUTION of the City Council of the City of Lakewood, Washington, adopting the Fiscal Year 2016 Policy Statement and Work Plan for the CDBG and HOME Consolidated Annual Action Plan.

WHEREAS, the City of Lakewood, Washington, qualifies as an eligible Community Development Block Grant (“CDBG”) entitlement city, and the City Council has elected to pursue funding through that entitlement process; and,

WHEREAS, in connection therewith, the City Council provided for a Community Services Advisory Board; and,

WHEREAS, the application process for programs to be funded through the CDBG and HOME Investment Partnership Act (“HOME”) funding allocations is scheduled to begin November 1 through December 4, 2015; and,

WHEREAS, in connection with such funding allocations, it is appropriate that the City Council adopt a Fiscal Year 2016 (July 1, 2016 – June 30, 2017) Policy Statement and Work Plan for its CDBG and HOME Consolidated Annual Action Plan, anticipating a CDBG grant award of \$445,000 and a HOME allocation of \$100,000.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES, as follows:

Section 1. That the Fiscal Year 2016 Policy Statement and Work Plan for the FY 2016 CDBG and HOME Consolidated Annual Action Plan, copies of which are attached hereto as Exhibit “A” and Exhibit “B” and incorporated herein by this reference, be, and the same hereby are, adopted.

Section 2. This Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this 19th day of October, 2015.

CITY OF LAKEWOOD

\_\_\_\_\_  
Don Anderson, Mayor

Attest:

\_\_\_\_\_  
Alice M. Bush, MMC, City Clerk

Approved as to Form:

\_\_\_\_\_  
**Heidi Ann Wachter, City Attorney**

**EXHIBIT A**  
**POLICY STATEMENT**  
**FY 2016**  
**CDBG and HOME Programs**

## **GENERAL:**

1. All programs and projects will be consistent with the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) program regulations as applicable.

CDBG projects must meet one of the three U. S. Department of Housing and Urban Development national objectives: (a) benefiting low and moderate income persons, (b) removing slums or blights or (c) meeting an urgent need.

HOME projects must provide housing or assist in housing for low-income persons.

2. Priority consideration (not necessarily in the following order) will be given to projects which:

- a. Are consistent with the Consolidated Plan.
  - b. Use CDBG and HOME funds to leverage funds from other sources.
  - c. Demonstrate collaboration and cooperation with community residents and other community organizations that will improve service delivery and/or cost effectiveness.
  - d. Promote or facilitate self-sufficiency.
  - e. Are prioritized consistent with Lakewood City Council goals, subject to CDBG and HOME regulations.
  - f. Can be implemented within twelve months.
  - g. Do not require General Fund allocations for continuing operation and maintenance or which reduce current operation and maintenance costs. (Note: It is recognized, that to address community needs, some federal funded projects may require support from the General Fund for operation and maintenance costs, however, these projects must have a commitment from the General Fund prior to being recommended for federal funding.)
3. CDBG funds will be set aside in the Contingency category to cover unanticipated cost overruns on projects, for use as matching funds for grants, or to take advantage of unforeseen opportunities during the program year. Funds in the Contingency category will not exceed five (5) percent of the total grant.
4. A maximum of 20 percent of the total CDBG grant may be set aside for administration.
5. Up to 15 percent of the total CDBG grant may be set aside for public service programs.
6. The Community Services Advisory Board (CSAB) will review and make recommendations for the programming and reprogramming of CDBG and HOME funding.
7. The CSAB will review funding proposals for CDBG and HOME projects and will recommend projects for CDBG and HOME funding from new and reprogrammed allocations.
8. The CSAB will recommend annual funding policies and will recommend CDBG and HOME funding allocations by applicable categories (i.e. economic development, public service, community development (physical/infrastructure improvement), and housing in the Consolidated Annual Action Plan for consideration by the City Council.
9. The Tacoma Community Redevelopment Authority (TCRA) will review loan and grant applications for housing development projects funded by HOME Investment Partnership Act funds and make funding decisions based on projects meeting the lending criteria of the TCRA in accordance with the allocations to specific housing categories as approved by the Lakewood City Council.

## **CITY COUNCIL GOAL & PRIORITIES:**

The Lakewood City Council overarching goals for the use of CDBG funds for FY 2016 is to enable economic development. The following areas are prioritized in order: physical/infrastructure improvements, housing, public service, and economic development.

### **PRIORITY 1 – PHYSICAL/INFRASTRUCTURE IMPROVEMENTS (COMMUNITY DEVELOPMENT)**

The policy for physical/infrastructure improvements is to support neighborhood revitalization and improvements to spur economic development activities and improve living conditions for lower income persons. Activities that support this policy include:

1. Construction or improvement of public facilities (i.e. sewers, streets, sidewalks, alleys, lighting or related public improvements) in lower income residential neighborhoods or for business that create and/or retain jobs for lower-income persons.

2. Construction or rehabilitation of public or privately-owned, community service facilities (i.e. community, senior and youth centers) that will provide a public service benefiting low-income citizens.

3. Acquisition, development and improvement of parks, playgrounds and open space in lower-income residential neighborhoods.

### **PRIORITY 2 - HOUSING**

The policy for housing is to support economic development and job development/retention by improving neighborhoods to expand opportunities for affordable housing for lower-income individuals, and to preserve affordable housing to prevent homelessness and to improve property values and neighborhood characteristics. Activities that support this policy include:

1. Projects that develop or renovate housing to create housing near jobs and promote economic viability.
2. Projects that conserve existing housing by making home repairs or rehabilitating homes to meet building and housing codes.
3. Projects that provide affordable housing and homeownership and rental housing opportunities.
4. Projects that support housing to accommodate persons with special needs.
5. Projects that provide housing for homeless or transitional shelter for homeless persons.
6. Projects that coordinate housing efforts in the city, county and neighboring jurisdictions to assess housing needs and create affordable housing opportunities.

### **PRIORITY 3 - PUBLIC SERVICE**

The policy for CDBG funded public service activities is to target low-income clientele. Most of the City's human services activities are supported through 1% of the City's General Fund.

### **PRIORITY 4 - ECONOMIC DEVELOPMENT**

The policy for economic development is to create viable businesses in targeted areas and to create and/or retain jobs for lower income persons.

Activities that support this policy include, not necessarily in priority order.

1. Assistance to businesses to make exterior improvements to facilities.
2. Assistance for microenterprise businesses.
3. Loans to businesses expanding jobs for lower-income persons.
4. Infrastructure to support businesses.

## **EXHIBIT B**

### **2015/16 Community Services Advisory Board**

#### **Draft Work Plan**

#### **Human Services:**

- **Monitor contracted agencies' capacity to meet service goals and contract requirements (June – November 2015)**
  - Review progress and program evaluation reports submitted by the agencies
  - Review contracted programs' annual outcome reports and performance evaluation
  - Prepare second year (2016) funding recommendations for Council
  - Revise and renew contracts for second-year funding
  - **Evaluate current funding focus areas: Housing, Access to Health Care, Healthy Relationships and Stabilization Services (January – May 2016)**
  - Determine which programs and strategies provide the greatest return on investment
  - Analyze the collective impact of the current set of funded programs
  - Complete an environmental scan to identify opportunities to increase partnerships and gain greater alignment with other funders
  - **Conduct the 2017/18 Human Services allocation process (June - December 2016)**
- Meet with Council to establish funding priorities and gain direction for the 2017/18 allocation process (April 2016)
- Establish funding criteria for next human services funding cycle

- Prepare a Request for Proposal (RFP) to be released July 2016
- Review and rate funding requests, using established criteria
- Prepare funding recommendations for Council (November/December)

**CDBG/HOME:**

- Seek Council direction on funding policies and priorities on the proposed use of FY 2016 CDBG and HOME funds in meeting HUD's national objectives. – (Council Action – September 28, 2015)
- Conduct a Public Hearing on community development, housing, and public services needs for FY 2016 Annual Action Plan and proposed use of funds. – (October 7, 2015)
- Review, rate and make funding recommendations in accordance with Council policies and priorities and on the FY 2016 Consolidated Annual Action Plan and proposed use of CDBG and HOME funds for submission to HUD. – (Council Review- March 14, 2016; Council Action- May 2, 2016)
- Submit FY 2015 Consolidated Performance Evaluation Report to HUD. – (September, 2016)