

**CITY OF KENT**

**CDBG**

**CONSOLIDATED ANNUAL PERFORMANCE  
AND EVALUATION REPORT (CAPER)**

**2018**

Fourth Year CAPER  
ASSOCIATED WITH THE  
2015 – 2019

Consolidated Plan for Housing and Community Development

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

The purpose of this report, which is called the Consolidated Annual Performance and Evaluation Report (CAPER), is to inform the U.S. Department of Housing and Urban Development (HUD) and the community of the activities and accomplishments derived from the investment of CDBG and other resources for the 2018 program year, which covers the period January 1, 2018 to December 31, 2018. In 2018, HUD allocated \$1,145,186 in CDBG funds to the City. (An additional \$956,938 in funds allocated from the City's General Fund budget were used in conjunction with CDBG funds to provide for a wide range of human services and affordable housing needs.) The City successfully executed the activities outlined in this report.

### Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing to homeless and those at risk	Affordable Housing Homeless	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted				40	167	417.50%
Affordable Housing to homeless and those at risk	Affordable Housing Homeless	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	450	338	48.44%	90	120	133.33%

Affordable Housing to homeless and those at risk	Affordable Housing Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	200	132	66.00%			
Basic Needs	Homeless Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	110	112	101.81%	72	177	245.83%
Basic Needs	Homeless Non-Housing Community Development	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	260	379	145.76%	50	189	378.0%
Increase Self Sufficiency	Non-Housing Community Development	CDBG: \$	Other	Other	280	40	14.29%	40 <sup>1</sup>	48	120.0%
Planning and Administration	Planning and Administration	CDBG: \$	Other	Other	0	0				

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

As explained in the preceding tables, the City successfully addressed the goals and objectives of meeting basic needs, affordable housing to

<sup>1</sup> The expected number included in the Strategic Plan was incorrect-it should have been 160 (40 per year for a three-year period) rather than 280.

homeless and at-risk persons, increasing self-sufficiency, and planning and administration by providing the following services:

- Case management services to youth with intellectual disabilities and their families
- Rent and utility assistance
- Home repair assistance
- Shelter
- Transitional housing
- Employment and training
- Planning and administration activities

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## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	249
Black or African American	291
Asian	62
American Indian or American Native	1
Native Hawaiian or Other Pacific Islander	26
<b>Total</b>	<b>629</b>
Hispanic	70
Not Hispanic	559

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

Demographic breakdown is listed below:

- 40% of the population served was White
- 46% of the population served was Black or African American
- 10% of the population served was Asian
- 0.15% of the population served was American Indian or American Native
- 4% of the population served was Native Hawaiian or Other Pacific Islander
- 13% of the population served was ethnic Hispanic

The racial categories listed above do not include all of the racial categories that are tracked by sub-recipients in compliance with the racial categories that HUD requires programs to track. For example, programs track Other/Multi-racial, Black/African American AND White, etc.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		1,744,083.26 <sup>2</sup>	\$1,476,811.92 <sup>3</sup>

Table 3 – Resources Made Available

### Narrative

The City invested the full allotment of its CDBG budget into public services, capital projects, and planning and administration in accordance with the strategies outlined in the Consolidated Plan for Housing and Community Development.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The city distributed 100% CDBG funds to programs serving Kent residents throughout all geographic regions of the city. The majority of funds were invested in programs serving low/moderate-income individuals and families.

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<sup>2</sup> The City's 2018 Entitlement grant was 1,145,186.00; however amount available for the 2018 PY is the amount listed here.

<sup>3</sup> Amount includes recaptured funds from previous years.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

In addition to allocating \$1,145,186 in CDBG funds, the City leveraged \$956,938 in resources from General Funds to fund additional human services programs.

Under the leadership of Centro Rendu (a program of St. Vincent de Paul), the Kent School District and the City partnered with a network of community-based organizations and received a \$250,000 Puget Sound Educational Service District-Deep Drive Grant to improve a set of established goals; thereby, increasing opportunities for students of racially and ethnically diverse backgrounds in targeted elementary schools. Kent Education and Equity Partnership (KEEP) was subsequently awarded a Gates foundation grant. The City initially served as a convener and has now transitioned into a supportive role-offering meeting space, technical assistance, and connections to additional resources.

The City does not allocate HOME funds.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	40	167
Number of non-homeless households to be provided affordable housing units	90	115
Number of special-needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>130</b>	<b>282</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	50	174
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	90	115
Number of households supported through the acquisition of existing units	0	0
<b>Total</b>	<b>140</b>	<b>183</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Outcomes exceeded goals; and overall, the City was pleased with the performance of its sub-recipients (organizations that the City contracted with to provide services), as funding was stretched to prevent eviction and keep families in their homes. One organization, which provided rental assistance, slightly underperformed and returned a small amount of money. The City tried to assist the organization, but there was not enough time to find an eligible client.

**Discuss how these outcomes will impact future annual action plans.**

Although the City is projecting that it will receive level funding in 2019; this is extremely speculative given political uncertainties. The City is poised to shift a modest amount of funding to emerging issues (e.g., immigration services) and other issues identified by its residents and nonprofits.



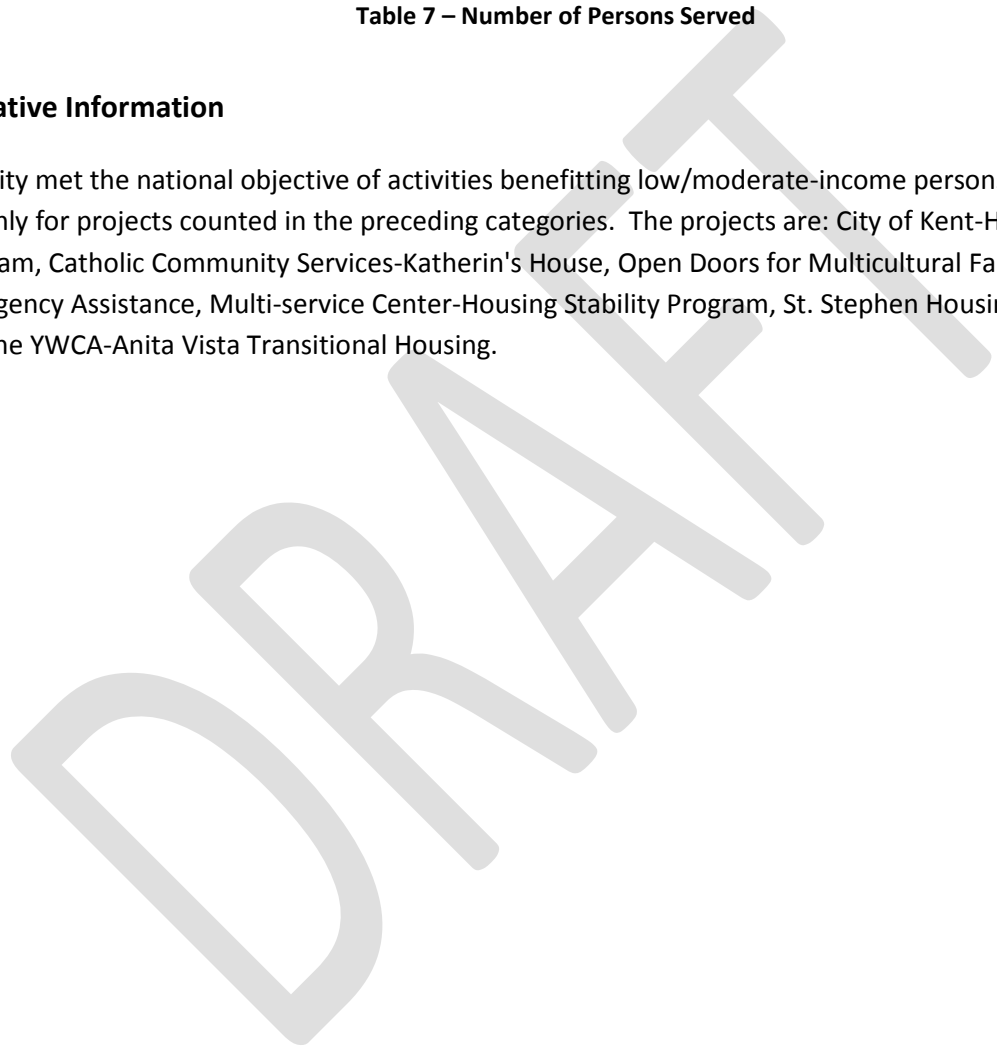
**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	306	0
Low-income	129	0
Moderate-income	0	0
<b>Total</b>	<b>435</b>	<b>0</b>

**Table 7 – Number of Persons Served**

**Narrative Information**

The City met the national objective of activities benefitting low/moderate-income persons; these totals are only for projects counted in the preceding categories. The projects are: City of Kent-Home Repair Program, Catholic Community Services-Katherin's House, Open Doors for Multicultural Families-Emergency Assistance, Multi-service Center-Housing Stability Program, St. Stephen Housing Association, and the YWCA-Anita Vista Transitional Housing.



## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City invested in outreach to the homeless through General Fund-supported projects, including street outreach by mental health professionals and a community engagement day center. In addition, the City's police officers' bike unit outreaches to unsheltered street homeless individuals by connecting them to Housing and Human Services staff and providing information on organizations that provide homeless assistance. The City provides information on its cold weather shelter through organizations that work with the homeless and in locations where homeless individuals assemble; e.g, the library, hot meal programs, etc.

In addition, a number of homeless individuals received telephone assistance and visited the City's Housing and Human Services Office to request food, housing and other services. City staff assessed their needs and provided referrals to nonprofits in the area.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Three programs funded by the City addressed emergency shelter and transitional housing needs of homeless persons: YWCA: Anita Vista Transitional Housing Program (housing for domestic violence survivors and their families); St. Stephen Housing Association Transitional Housing Program (housing for families); and Catholic Community Services-Katherine's House (shelter and case management services to single women in recovery).

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Through its homeless continuum; which was funded by General Funds and CDBG, Multi-service Center (MSC) provided responsive services to target the needs of homeless individuals. Services provided along the continuum consisted of shelter with supportive services, hotel vouchers, referrals to permanent housing, etc.

The YWCA provided case management services and helped homeless individuals find permanent housing.

**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**

Rental assistance to prevent homelessness was provided by MSC and Open Doors for Multicultural Families.

Most of the women that received shelter through CCS were women who were released from the King County Regional Justice Center.

General Fund dollars support The Watson Manor Transitional Living Program, which provides up to 18 months of transitional housing and support services to single, homeless, and extremely low-income teenage and young adult mothers and their children. Each young mother is parenting one to two children or at least six months pregnant. Program participants receive a furnished apartment in Watson Manor, a small apartment complex. Services include case management, parent education, life skills training, counseling, substance abuse services, and referral to childcare and educational/vocational programs. The overall program goal is to increase self-sufficiency among homeless young mothers and equip them with the skills necessary to obtain and retain permanent housing.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City worked collaboratively to address the needs of public housing by advocating for and investing in affordable housing stock, providing supportive services to prevent homelessness (keeping additional people off the King County Housing Authority waitlist), and staffing a number of committees and application review teams that directed funds to organizations managing affordable housing stock.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The King County Housing Authority (KCHA) increased resident involvement through a number of mechanisms; e.g., the Resident Advisory Council was created as a forum for residents to provide feedback to assist KCHA with the development of policies and procedures that impact Housing Authority residents, etc. The City was rarely in a position to have direct impact on resident involvement.

### **Actions taken to provide assistance to troubled PHAs**

The KCHA is not considered a troubled PHA.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken 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. 91.220 (j); 91.320 (i)**

The City is researching and analyzing several potential changes, however no action was taken in 2017.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City staffs the Kent Cultural Diversity Initiative Group (KC-DIG). KC-DIG consists of provider agencies, public sector organizations, businesses, and community members that specialize in providing services and resources to refugee communities residing in Kent. It is an opportunity for continuing education, networking, collaboration, and understanding and sharing across cultures.

- CDBG Coordinator/KC-DIG facilitator was appointed by the King County Executive to serve on the Immigrant and Refugee Task Force; a report was released in July 2016, and Dinah Wilson testified before the King County Council, advocating that the Council provide funding for a staff position and authorize an Immigrant and Refugee Commission; the Council Committee of the Whole unanimously approved an ordinance to appoint an Immigrant and Refugee Commission which was approved by the King County Council; Dinah will stay connected to the Commission and attend meetings periodically
- The CDBG Coordinator attended Racial Equity in Education gatherings in 2018 to support the Kent School District in its efforts to improve education opportunities and academic performance for immigrant and refugee students and students of color
- Staff worked with the King County Department of Natural Resources to provide free training opportunities to Kent residents, KC-DIG participants, and Kent Cultural Communities Board members on climate change and how it impacts the community
- Staff participated on the planning committee to provide a training on refugee housing and is a member of the King County Refugee Housing Task Force  
<http://www.kingcounty.gov/council/issues/archive/immigrantrefugee.aspx>
- Staff served as the South King County representative on the King County Mobility Coalition  
<http://metro.kingcounty.gov/advisory-groups/mobility-coalition/index.html>
- Staff participated on the Black Education Strategy Roundtable; this group works to improve education outcomes for African American students in WA State
- Staff participated on the Governing for Racial Equity and Inclusion (GREI), a regional equity and inclusion coalition
- GREI hosted over 400 government employees, administrators, and a handful of nonprofit leaders at a conference in December 2018 which focused on racial equity; CDBG Coordinator, Dinah Wilson, chaired the Workshop Planning Committee

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

None

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Building upon its previous employment work and partnerships, under the leadership of Coalition for Refugees from Burma, the City partnered with non-profits and business and received a \$50,000 Boeing grant for the Good Jobs Equal Economic Opportunities (GJEEO). GJEEO accomplished the following:

- Designed of a culturally responsive assessment tool for manufacturing employers
- Collaborated with CAMPS and ECBOs to create a streamlined intake process for immigrant and refugee job seekers
- Met with manufacturing employers to develop a plan for improving the manufacturing employment pipeline for multicultural workers
- Toured manufacturing business facilities

In addition, the City of Kent is committed to maintaining the affordable housing stock in our community. Using CDBG funds for the Home Repair Program enabled home owners to maintain their homes and preserve housing stock by assisting with critical repairs that they otherwise could not afford.

The City continues to look for opportunities to partner with nonprofits and other community organizations to apply for planning and implementation grants to increase economic opportunity for its residents.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

- City staff chaired a regional committee (included the City of Federal Way) that continued a two-year parallel human services application process for the 2019-2020 funding cycle process; the City awarded General Fund grants to four ECBOs totaling over \$30,000 (grants were between \$2,500 to \$9,000),
- City staff is on a county planning committee to develop a rapid respond strategy to the challenges that immigrants and refugees are facing as a result of the new immigration policies

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City funds several organizations providing housing and rental assistance: Multi-Service Center, Catholic Community Services, DAWN, Open Doors for Multicultural Families, and St. Stephen Housing Association. The City coordinates housing services through its investment, communication, and networking with these organizations. Additionally, the City sits on a number of committees that coordinate services to homeless individuals. Homeless coordination is led by All Home, formerly known as the King County Committee to End Homelessness.

Kent staff and other South King County stakeholders continue to meet to deepen cross-jurisdictional coordination, create a common understanding for housing and homelessness needs and strategies for South King County, and move forward strategies in the South King County Response to Homelessness. Two separate groups currently meet – the South King County Homeless Action Committee and the South King County Joint Planners.

### **South King County Joint Planners Convening**

Human services, land use, and other staff members met every other month with Housing Development Consortium staff to promote regional dialogue and collaboration and provide support and technical assistance on comprehensive plan policies and assessments. This group, the SKC Joint Planners, continued to meet bimonthly to address regional needs related to housing and the suburbanization of poverty in general.

### **South King County Homeless Action Committee**

The Homeless Action Committee met monthly and its focus was to keep stakeholders up to speed on regional work, such as the All Home Strategic Plan update and One Night Count facilitation. In 2016, the City of Kent joined with other cities, agencies, and funders in South King County to work with Housing Development Consortium to hire a South King County Housing Planner to help manage the coordination of a network of South King County stakeholders on issues related to affordable housing and homelessness. This partnership is now known as the South King Housing & Homelessness Partnership (SKHHP). The planner disseminated information about regional funding and comment opportunities and catalyzed progress on the implementation of local comprehensive plans and the South King County Response to Homelessness. Support for this work aligned South King County interests with needed homeless and affordable housing interventions, resources, and promising practices. As a result, South King County communities speak with a united voice to attract resources for locally supported housing solutions.

### **Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Recommendations from the City's Analysis of Impediments to Fair Housing Choice included:

Recommendation I: Expand current education and outreach efforts

The City continued to work on this recommendation by: (1) Posting fair housing materials on its website; (2) Providing fair housing articles/information/notices in electronic communications to the Kent Cultural Diversity Initiative Group; and (3) Providing fair housing materials to apartment complexes through its police department.

Recommendation II: Continue ongoing enforcement activities

In January 2017, the Kent City Council unanimously passed a Source of Income Discrimination Ordinance. This tenant protection ensures that people already facing high barriers to housing are not discriminated against solely based on use of a Section 8 voucher or other form of public assistance.

This can have a significant impact on communities like Kent whose low income residents disproportionately need to rely on housing subsidies to make ends meet, including households of color, seniors, veterans, people with disabilities, and single parent households with young children.

The City Council took great strides in 2016 by including funding in the 2017-2018 budget to enact a Proactive Rental Inspection program in the City of Kent. This tool will both help protect tenants who fear speaking up about substandard housing conditions, and ensure that rental properties are adequately maintained.

The City does not have enforcement authority; the Washington State Human Rights Commission and the King County Office of Civil Rights investigates complaints.

Recommendation III: Target home ownership and lending marketing to African Americans and Hispanics households

When the City received stimulus funds through the Neighborhood Stabilization Program (NSP), the funds were used to purchase and rehabilitate three foreclosed homes, which were then sold to income-eligible homebuyers. The homebuyers were families of African descent that had been on the Habitat for Humanity waitlist for an extended period of time; the families received zero-interest loans. A fifteen-year covenant of affordability was signed by each homebuyer. Mortgage payments received from the homebuyers were entered into a fund that will allow Habitat for Humanity to purchase, rehabilitate, and sell additional houses. (Habitat for Humanity provides an annual accounting to the City on the amount of these funds.) The mortgage payments will allow the City and Habitat for Humanity to target additional home ownership to African American and Hispanic households that are on the waitlist. The City provides an annual report to the State on its NSP project.



## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City monitored its CDBG projects throughout the year, met with a number of project managers, and will schedule on-site visit at two projects in 2018. The following standards and procedures were used to monitor CDBG-funded agencies:

- Programs funded by the City must maintain high standards. Organizations are informed via the CDBG Agreement that the failure to comply with contractual requirements and regulations could result in remedial actions and/or the termination of funding
- Backup reports to support costs are required; and if adequate documentation is not submitted, payment is reduced or denied
- Projects received quarterly monitoring. Programs that needed guidance in achieving performance measures or adhering to contractual requirements received technical assistance, were required to attend a meeting with City staff, and/or received an on-site monitoring visit; Quarterly performance reports were reviewed by the Human Services Commission
- Monitoring concerns/finding were reviewed with agency staff and documented in writing. When applicable, timely corrective action was required

Agencies were required to provide supporting documentation or written communication verifying that deficiencies were corrected.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

- A Public Notice was posted on the City of Kent website on Monday, January 11, 2019. A link to the website was provided to non-profits, South King County Planners, and stakeholders in the Kent area. In addition, a link to the electronic notice was provided to participants of the Kent Cultural Diversity Initiative Group and other organizations that have contacts with ethnic/racial minorities, non-English speaking persons, and people with disabilities.
- A copy of the Public Notice and the CAPER were posted in the Housing and Human Services Office and at City Hall.
- The Kent community and stakeholders were also invited to provide comments at a public hearing before the Kent Human Services Commission on February 25, 2019.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There were no changes in the City's program objectives. The City does not anticipate major changes in programs.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

N/A

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**Submitted to:**

**US DEPARTMENT OF HOUSING & URBAN DEVELOPMENT**

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Report Due: March 2018

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