



Skagit County HOME Consortium

FINAL 2022 CAPER

Consolidated Annual Performance and Evaluation Report

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The 2022 Program Year saw HOME funds used to support vulnerable and very low-income households in its Tenant Based Rental Assistance (TBRA) program, the completion of a Permanent Supportive Housing project, which includes 70 units of housing for people experiencing homelessness, and the completion of a low income home ownership program which offers 5 new units for first time low-income home buyers.

Increase Affordable Housing Supply: The Consortium prioritized funding to affordable housing development during Program Year 2022.

- Channel Cove: five-unit affordable homeownership project in La Conner, Washington to be developed by Home Trust of Skagit. Construction was completed in Program Year 2022. Homebuyer sales closed in July/August 2023.
- Skagit County Permanent Supportive Housing: 70- unit permanent supportive housing rental project in Mount Vernon, Washington, developed by Catholic Housing Services. Construction was completed in Program Year 2022 and lease up completed in Program Year 2023.

Homelessness: Across the Consortium area, TBRA caseloads and spending increased in PY 2022 as expected but enrollments in TBRA are still lower than the actual annual goal due mostly in part to staffing challenges as well as the wind down of other temporary COVID 19 programs. There continues to be a high need throughout the Consortium area for financial support for households experiencing homeless or at risk of homelessness. Recent Point in Time Counts show a drastic increase in the number of people experiencing homelessness across the Consortium regions. The rate of homelessness is not keeping up with the available resources, available housing units, and available caseloads for programs to meet the need.

Lack of available and affordable rental housing continues to become more pronounced throughout the Consortium area, and there continues to be a need for rental assistance resources for various levels of income. Effects of the COVID 19 pandemic are still prevalent in our communities. The Consortium is seeing that more funding is needed per household in TBRA programs due to increases in rental prices and higher move in costs. Vacancy rates are improving but still low, inflation is rising, and rents continue to increase in all three counties.

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
Administration and planning	Administration and Planning	HOME: \$	Other	Other	0	0		0	0	
Affordable Housing	Affordable Housing Homeless Non-Homeless Special Needs	HOME: \$ / public-state: \$600000	Rental units constructed	Household Housing Unit	58	70	120.69%	42	70	166.67%
Affordable Housing	Affordable Housing Homeless Non-Homeless Special Needs	HOME: \$ / public-state: \$600000	Homeowner Housing Added	Household Housing Unit	7	0	0.00%			
Build CHDO Capacity	Affordable Housing	HOME: \$	Other	Other	4	0	0.00%	1	0	0.00%

End Homelessness	Affordable Housing Homeless	HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	129	32	24.81%	40	32	80.00%
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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.

The Consortium does not receive entitlement CDBG. The HOME Consortium Action Plan includes three priorities: homelessness, increase affordable housing supply, and administration and planning. All funded activities continue to align with these priority areas.

The greatest allocation of funding in Program Year 2022 was given to the development of the Channel Cove, the low income home ownership project in Skagit County. 5 home owner units were completed at Channel Cove housing development during Program Year 2022. The project initially experienced unexpected increases in construction costs and delays that are impacting the nation due to the pandemic, inflation, and other external factors. Despite challenges, 5 low income families will become new homeowners and sales closed early PY 2023. The units will be reported as completed in the PY 2023 CAPER.

During PY 2022, the Martha's Place Permanent Supportive Housing project finished construction and lease up completed early PY 2023. The Permanent Supportive Housing program will prioritize housing placement of individuals experiencing homelessness, people with disabilities, and Veterans from the local coordinated entry system. This project has a total of 70 total units including studios and 1 bedrooms, 9 of which were funded with HOME.

The Consortium continued to support TBRA funding, with a large allocation of funding to assist the most vulnerable homeless households across the three counties access permanent housing. During the PY 2022, \$292,673.98 was spent on TBRA funding. Although TBRA providers increased their TBRA enrollments from the previous PY2021, the Consortium still fell short of TBRA spending goals. TBRA providers from across the three regions continued to spend down their temporary COVID 19 specific rental assistance programs and faced general staffing challenges.

Administration and planning activities continue to be vital to the success of the HOME Program. HOME program staff spend a significant portion of time providing technical assistance to contracted agencies and ensuring compliance with HUD regulations. Thorough monitoring of all three TBRA programs was completed in PY2022. Skagit County continues to contribute local dollars towards the administration of the HOME program to cover necessary extra staffing capacity. Policies and procedures continue to be updated and refined, and staff continue to support the two development projects. Additionally, staff have thoroughly monitored the construction process of the Permanent Supportive Housing development as well as the Hometrust home ownership development project. During Program Year 2022, the Consortium spent \$104,948.51 on administration and planning costs.

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	HOME
White	0	123
Black or African American	0	6
Asian	0	0
American Indian or American Native	0	3
Native Hawaiian or Other Pacific Islander	0	15
Total	0	147
Hispanic	0	33
Not Hispanic	0	114

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

Narrative

The Consortium served 32 households with TBRA during Program Year 2022, with the households consisting of 90 individuals. See the attached table for the race and ethnicity of those served. There are some beneficiaries that identify as multi-racial or other race categories, so we have uploaded a separate table showing the additional categories. The table provided in IDIS does not have a category for other or multi-racial, which accounts for the differences in the totals between the tables. During Program Year 2022 the Consortium served 32 households that identify as multi racial, other, and black African American and White. See below table for additional information.

According to 2022 US Census estimates, across the Consortium Region (not including the City of Bellingham) 14% of the population identifies as Hispanic, and 76% identifies as white alone and non-Hispanic. 87% of the population identifies as white, 2.2% identifies as Black/African American, 3.8% identifies as Asian, 1.9% identifies as American Indian/American Native, 0.4% identifies as Native Hawaiian/Other Pacific Islander, and 4.2% identify as 2 or more races.

Of the households served with HOME TBRA, 75% identified as white, 6% identified as Black/African American, 3% identified as American Indian/American Native, 3% identified as Black/African American and White, and 13% identified as Other/Multi-Racial. Of the households served with HOME TBRA, 19% identified as Hispanic and 81% identified as non-Hispanic. Based on the data for households served, it appears that the program is reaching diverse communities within the region.

The Consortium will continue to track this data over time to determine if additional affirmative outreach is needed to ensure HOME funds are utilized equitable across racial and ethnic groups. The Consortium

will continue to strengthen partnerships with by and for agencies and other culturally specific community-based organizations so that service improvement to marginalized communities can better serve individual needs.

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	public - federal	0	
HOME	public - federal	1,057,317	1,223,040
Other	public - local	99,766	99,766
Other	public - state	99,766	99,766

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Consortium region	25	14	Admin, CHDO Ops, HOME ARP
Island County	8	9	TBRA
Skagit County	55	68	TBRA, Development
Whatcom County	12	9	TBRA

Table 4 – Identify the geographic distribution and location of investments

Narrative

The HOME funding for Admin/Planning and housing development activities is allocated across the Consortium. Admin/Planning funds support the Consortium overall, without regard to geography. Because of the cost and other challenges associated creating new housing and the small amount of HOME funds available annually, HOME housing development funds are allocated competitively across the three-county area. TBRA funding is allocated geographically by county using a population and demographic-based formula; each county has its own system and partners for administering these resources.

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.

The Consortium fulfilled match requirements during Program Year 2022 due to large contributions of local spending on the two development projects.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	281,583
2. Match contributed during current Federal fiscal year	1,791,945
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	2,073,528
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	2,073,528

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
BHST Draw #1; Project Draw #6	05/12/2022	16,823	0	0	0	0	0	0
BHST Draw #2; Project Draw #7	06/13/2022	1,775,122	0	0	0	0	0	0

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$	\$	\$	\$	\$
0	0	0	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

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	55	102
Number of Non-Homeless households to be provided affordable housing units	27	5
Number of Special-Needs households to be provided affordable housing units	0	0
Total	82	107

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	40	32
Number of households supported through The Production of New Units	42	70
Number of households supported through Rehab of Existing Units	0	5
Number of households supported through Acquisition of Existing Units	0	0
Total	82	107

Table 12 – Number of Households Supported

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

9 of the homeless units were supported with HOME funds and construction completed in PY2022, leasing was not complete until early PY 2023.

32 homeless households were enrolled in TBRA programs.

5 units of non-homeless low income home ownership construction was completed in PY2022 but closed in early at PY2023.

Throughout the Program Year 2022 low-income households at risk of homelessness have been able to access more flexible rental assistance through other funding sources and as those temporary COVID programs end during Program Year 2022, the Consortium expects a continued increase in TBRA enrollments over the upcoming program year of 2023. The regions are facing a loss of an abundance of funding to provide eviction prevention and we anticipate this to have a negative effect on our communities. We expect evictions to rise along with the numbers of people experiencing homelessness and risk of homelessness.

The other hurdles we encountered in operating rental assistance programs from previous years are still in existence today:

1. Availability of rental housing within the payment standards is extremely limited across the Consortium Region, causing significant delays in families leasing up. The average length of housing search has been increasing with many households taking more than 60 days to secure a unit.
2. TBRA vouchers have been prioritized to very low-income homeless households that typically have several significant barriers to housing, such as a credit issues, criminal background and/or eviction history. The Consortium is seeking to improve the local Coordinated Entry systems.
3. Vacancy rates are extremely low coupled with severe increase in the price of rent across the three counties makes it extremely difficult for anyone in any income level to lease a housing unit.
4. Across the Consortium region providers struggled with staffing gaps and retention.

Discuss how these outcomes will impact future annual action plans.

The Consortium will look toward prioritizing development projects to increase the affordable housing supply.

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.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	31
Low-income	0	1
Moderate-income	0	0
Total	0	32

Table 13 – Number of Households Served

Narrative Information

All households served within the TBRA program were under 50% AMI. The majority (97%) were under 30% of AMI and an additional 3% were between 30% and 50% AMI.

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

Each county operates a Coordinated Entry system to assess homeless households for vulnerability. Households are referred to programs based on specific needs and available openings with the goal of connecting homeless households to permanent housing as quickly as possible. Each county prioritizes unsheltered households for entry into their Coordinated Entry system. Each county is required to meet a performance target for the percentage of households served who are unsheltered.

All counties in the Consortium continue to work with agencies and interested parties to increase the percentage of entries into their systems who are unsheltered. Each county reports data on system prioritization targets to the Washington State Department of Commerce, which means that households with a recent history of unsheltered homelessness or fleeing violence are prioritized.

The number of unsheltered households across the Consortium region is reflective of the increasingly tight rental market and the increase in the number of barriers that unsheltered households deal with. All three regions are expanding street outreach services and continue to improve collaboration around care coordination for the unhoused community.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Consortium does not receive HOME funding for activities concerning emergency shelter and/or transitional housing. However, Whatcom, Island, and Skagit counties all make local funds available to organizations providing these services. During the 2022 program year, Consortium members used a combination of motel and additional winter shelters to support the unhoused community for temporary shelter beds during the cold weather season. COVID isolation vouchers continued in Program Year 2022 but those funds are now exhausted leaving a gap in services. Eviction prevention programs have a large decrease in funding as well so we expect to see homelessness increasing due to evictions and lack of other preventative funding that was made available during the COVID 19 Pandemic.

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

The Consortium's TBRA program is available to people discharging from institutions and receiving assistance from public or private agencies for a variety of socio-economic needs. When possible, we coordinate with other partners, such as the criminal justice, education, and behavioral health systems to increase referrals to TBRA. We optimize funding by providing additional local support for case management and voluntary behavioral health services, particularly for clients exiting institutions or involved with the behavioral health system. Skagit County members also participate with the local Anchor Community Initiatives to work towards ending youth homelessness in Skagit County which targets youth and young adult homeless populations and is working to achieve functional zero by working through a system of step by step actions, creating a by name list, and case conferencing across providers. All of these systems working towards preventing homelessness are facing great challenges with affordability and lack of housing units that people can afford.

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

During the 2022 program year, the Consortium continued to maximize the amount of funding allocated toward the development of a permanent supportive housing project, low income home ownership project, and tenant-based rental assistance, which acts as bridge housing assistance while the household works toward longer term housing goals. The Consortium worked strategically with partner agencies to develop the critical supportive services for the individuals exiting homelessness into the permanent housing program.

Agencies administering TBRA funding also make homeless households aware of additional services designed to help them achieve long-term housing stability through active case management. As staff at the agencies have become more familiar with HOME TBRA funding, they have implemented progressive engagement to support the self-sufficiency of program participants.

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

Actions taken to address the needs of public housing

The Consortium primarily addresses the needs of individuals who are not receiving public housing.

The Anacortes Housing Authority owns and operates more than 100 public housing units. The Sedro-Woolley Housing Authority owns 80 units of public housing, operated by the King County Housing Authority. The Housing Authority of Island County owns and operates more than 100 units of public housing for seniors and people with disabilities. The Housing Authority of Skagit County owns and/or manages several affordable apartment complexes, including farmworker housing.

The various housing authorities within the Consortium continue their efforts to rehab public housing, with the support of their associated jurisdictions. The Consortium is not formally involved with any current public housing rehab activities.

The Housing Authority of Skagit County completed an affordable family housing development in PY 2022. The complex includes 51-units. 38 units will be dedicated for farmworkers and their families, 12 units for individuals with disabilities, 8 of which will be for homeless veterans with VASH vouchers. The project was completed in PY 2022 and did not use HOME funding.

The various housing authorities within the Consortium continue their efforts to rehab public housing, with the support of their associated jurisdictions. The Consortium is not formally involved with any current public housing rehab activities.

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

As part of its affirmative marketing efforts, Home Trust of Skagit County reached out to the area housing authorities to make sure their residents knew about the homeownership opportunity. One of the five homebuyers in the Home Trust Channel Cove Project was able to use the HCV/Section 8 homeownership program to complete a home purchase.

Actions taken to provide assistance to troubled PHAs

none

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)

Although Skagit County (HOME Participating Jurisdiction) has limited authority to influence land use policy issues in the various municipalities that comprise the Consortium, staff do engage on planning topics through our regional Skagit Council of Government (SCOG) organization. Public health and planning staff attend planning meetings of committees focused on growth management. Each municipality planning under the Washington State Growth Management Act engages in regular updates to their Comprehensive Plans. These plans set the jurisdictions' direction for meeting employment and housing needs of their growing populations. Many jurisdictions within the Consortium have engaged professional affordable housing consultants to study barriers to affordable housing and create affordable housing action plans.

Skagit County, Island County, and Whatcom County often provide technical assistance, research support, and data to municipalities within the Consortium region undertaking comprehensive planning. Furthermore, county staff participates in cities' affordable housing stakeholder engagement and planning processes.

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

The Consortium directed the majority of its 2022 Program Year expended funding towards development because a major underserved need is affordable housing. In addition to housing development, the Consortium also prioritizes the tenant based rental assistance program. When possible, we have paired tenant-based rental assistance with local behavioral health case management funding to assist with the unmet needs resulting from the opioid crisis. The Consortium has encouraged agencies to explore opportunities within the Coordinated Entry program to assist eligible households that are vulnerable and have already identified housing units. The Consortium will monitor demographic data associated with tenant-based rental assistance to ensure all vulnerable populations are receiving equitable support.

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

Skagit County implemented lead-based paint policies for the Tenant Based Rental Assistance program. During Program Year 2022, Skagit County staff completed onsite visits with all three TBRA providers and completed file audits with the TBRA contractors to confirm that lead-based paint protocols were still being followed in the programs. The County confirmed that providers are conducting Housing Quality Standards Inspections, completing appropriate followup and sharing educational materials with their clients to promote awareness and building community knowledge about health, safety, and resources.

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

The service providers engage in a comprehensive assessment of each household served to identify supportive services that will improve long-term housing stability. Tenant-based rental assistance programs are operated out of community action agencies in each county, which allows for strong referrals to a variety of anti-poverty programs, including Basic Food, energy assistance, WIC, job training, DSHS, etc.

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

The Consortium continues its efforts to build strong relationships among participating jurisdictions and contractors. These efforts include regular meetings and contacts with agencies and representatives from participating jurisdictions. The Consortium continues to formalize relationships through the use of MOUs, agreements, and contracts. Additionally, the Consortium provides representation on local community and interagency workgroups involved in Coordinated Entry or other programs with outreach and involvement with households who may benefit from HOME funding.

Skagit County believes it is important to bring community leaders and residents together to better understand affordable housing and homelessness in our communities, and to explore solutions.

Skagit County staff actively participate in the Skagit County Housing Consortium, which includes representation from local governments, non-profits, for-profit developers, and other stakeholders interested in affordable housing development. Additionally, Skagit County has partnered with Anchor Community Initiatives, Away Home Washington to address Youth Homelessness in Skagit County.

Additionally, through Skagit County's administration of multiple state CDBG grants, the Consortium staff has increased its familiarity with federal environmental review, labor, and procurement requirements.

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

Staff from Skagit, Island, and Whatcom counties each continue to participate in their local Continuum of Care, which allows regular coordination between public and private housing and social service agencies. Staff attend monthly meetings and participate in steering committee conversations that guide updates to their Plans to End Homelessness. Additionally, staff from Skagit, Island, and Whatcom counties are working with their city members to recruit landlords, housing developers, and social service agencies with the capacity to undertake new HOME-related projects.

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

In order to overcome impediments to fair housing choice, Skagit County, Island County and the city of

Bellingham in Whatcom County funded outreach and engagement with landlords to educate them about affordable housing, tenants rights, and encourage them to work with disadvantaged tenants. Both Whatcom and Skagit have landlord liaison staff dedicated to cultivating strong partnerships between landlords, non-profit rental assistance agencies, and low income tenants. Landlord liaison programs encourage education of both landlords and tenants and work towards building equity with access to knowledge and resources to low income and vulnerable populations.

All three Counties work closely with their local Legal Aid programs to expand tenant education and information to income eligible residents, help prevent evictions, and help people maintain housing stability and be good tenants. Skagit Legal Aid has staff that speak multiple languages and hosts multiple legal clinics serving a variety of needs across the Skagit County region. The Consortium has also seen outreach teams expand staffing and provide more accessible mobile outreach throughout the Consortium regions with staff that include lived experience and staff that are multilingual. The Consortium has increased partnerships with by and for organizations and expanded Promotora staffing with multilingual staff to reach diverse communities across the County and ensure equitable access to information and resources.

The Consortium has focused its attention on dedicated local funds for affordable housing production, which was identified as a major impediment in the Analysis of Impediments to Fair Housing Choice. We will continue to prioritize fair housing and ensure our local partners do the same.

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

During 2022 program year the Consortium completed monitoring of all three TBRA contractors. Monitoring consisted of desk audit questions, files review, and financial record review on site with program staff. The Consortium has also developed monitoring procedures for all units produced with HOME funds to assure long-term compliance with relevant requirements. Throughout PY2022 Consortium staff reviewed subrecipient billings, invoicing, beneficiary reports, and backup documentation to ensure program compliance. Skagit, Whatcom, and Island counties monitor HMIS data to measure progress toward goals to reduce and end homelessness. Subrecipients submit a quarterly TBRA beneficiary report along with monthly invoices for reimbursement for program activities.

HOME development projects are monitored regularly by Skagit County Public Health staff throughout development. The purpose of staff monitoring during development is to ensure and document compliance with HOME environmental mitigation requirements (as applicable); project progress in alignment with draw requests and HOME project deadlines; project execution consistent with HOME funding agreements and project plans; and monitoring of project spending and costs in comparison with final project development budget. Both the Channel Cove homeownership project and the Martha's Place rental housing project were monitored during development through the monthly review of project draws for the eligibility of requested HOME funds; regular communication with project sponsor regarding project progress, any changes to project timeline or budgets, and request documentation from other funders or permitting officials; as well as regular site visits throughout development to document project progress. At project completion a final site visit was conducted of both projects to verify project completion in addition to the gathering of project completion reporting to verify compliance with all permitting, environmental, and insurance requirements as specified in the HOME funding agreements. Both projects will now be monitored for compliance with the HOME Affordability Period requirements specific to their project type.

Comprehensive planning requirements are monitored through each jurisdiction's planning departments, governed by the Washington State Growth Management Act. Contractors are required to undertake minority business outreach, which is monitored through yearly on-site audits and one-on-one technical assistance conversations.

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.

The CAPER will be made available for citizens to comment over nineteen days from September 11th, 2023- September 29th, 2023. which exceeds the period required by the Consortium's policy. Citizens were notified of report availability and an associated public hearing via the local newspaper (published in English and Spanish) and the Skagit County Commissioner's resolution calling for citizen input. Skagit County also will send out a request for public input to its housing listserve that reaches 2,000+ email addresses and followed up with a more targeted request for comment from Consortium member jurisdictions.

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.

n/a

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

No

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

CR-50 - HOME 24 CFR 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Consortium staff conducted site visits throughout development stages of the 2 Home funded projects during PY 2023 and will plan to conduct onsite monitoring to follow HOME requirements specific to project type.

Channel Cove Site Visits: 12/16/2022 (Start of Construction); 4/12/2023; 5/17/2023; 7/13/2023 (Project Completion) No issues identified during construction.

Martha's Place Site Visits: 1/5/2022 (Start of Construction); 4/21/2022; 8/23/2022; 12/6/2022; 2/28/2023; 4/17/2023 (Project Completion) No issues identified during construction.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)

Affordable Housing: There were no vacancies of existing HOME units to market during the 2022 Program Year. However, the new Martha's Place PSH project was undergoing lease-up during the period. In addition to complying with fair housing requirements, the Consortium's goal in this process has been to assure that individuals who normally might not apply for units, because of their race, ethnicity, or other barriers: (1) know about the vacancies; (2) feel welcome to apply; and (3) have the opportunity to rent both HOME Program Assisted Units and other units of the development project. To ensure that the most vulnerable people had the opportunity to apply, providers across Skagit County worked together to identify individuals and make sure they were actively referred. This activity included regular meetings with county staff, the project sponsor, outreach teams, co-responders, shelter, and other organizations. For example, when applicants needed support with tasks like documentation of homelessness, identification or other application paperwork, outreach teams from Community Action, Skagit County, and the City of Mount Vernon helped find individuals and supported them through the process. Monitoring of the PSH project lease-up process, including affirmative marketing will occur in PY 2023 and results will be updated in the PY 2023 CAPER.

TRBA: households are prioritized by a consistent Coordinated Entry process in all of the three counties. When possible, we coordinate with other partners, such as the criminal justice, education, and behavioral health systems to increase referrals to TBRA. Agencies administering TBRA funding also make homeless households aware of additional services designed to help them achieve long-term housing stability through active case management.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

No program income was reported during the program year.

Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	600	0	0	0
Total Labor Hours		47,000			
Total Section 3 Worker Hours		740			
Total Targeted Section 3 Worker Hours		0			

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers		0			
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.		0			
Direct, on-the job training (including apprenticeships).		1			
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.		0			
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).		0			
Outreach efforts to identify and secure bids from Section 3 business concerns.		1			
Technical assistance to help Section 3 business concerns understand and bid on contracts.		0			
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.		0			
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.		0			
Held one or more job fairs.		0			
Provided or connected residents with supportive services that can provide direct services or referrals.		0			
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.		0			
Assisted residents with finding child care.		0			
Assisted residents to apply for, or attend community college or a four year educational institution.		0			
Assisted residents to apply for, or attend vocational/technical training.		0			
Assisted residents to obtain financial literacy training and/or coaching.		0			
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.		0			
Provided or connected residents with training on computer use or online technologies.		0			
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.		0			
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.		0			

Other.		0			
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Table 15 – Qualitative Efforts - Number of Activities by Program

Narrative

At the time of bid, WALSH Construction performed outreach to local businesses in Skagit County/Mt. Vernon as a way to support CHS’s goals in terms of local hiring and Section 3 hiring. Section 3 self-certification questions were included with invitations to bid, and were also provided in the subcontractor packet of information when a sub was awarded a contract. We requested that all subcontractor employers respond to a series of questions, and that they ask employees to self-report whether they aligned with the Section 3 criteria. Outreach methods included phone calls to subcontractors who were available for and qualified to perform the work.

Walsh requested subs report on Section 3 business concerns, and hired one person who got direct on the job training.

Employees or workers who self-certify as meeting Section 3 criteria were provided with training as needed to support their success and safe work practices on the jobsite.