



## City of Auburn

### 2022 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 report discusses program outcomes for the City of Auburn 2022 program year utilizing Community Development Block Grant (CDBG) Entitlement funds as well as CDBG Coronavirus (CDBG-CV) funds. With the addition of CDBG-CV funds during the 2022 program year, the city was able to make significant progress with increasing the supply of homeless prevention and public services. In addition, the city has continued to increase its emergency and affordable housing options. The data provided below discusses public services, supporting decent, affordable housing and homelessness prevention.

### 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	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	5	0	0.00%			

Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	241		35	241	688.57%
Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	325	165	50.77%	65	73	112.31%
Community and Economic Development	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	5555	555.50%	500	720	144.00%
Community and Economic Development	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	2970	1,485.00%	0	2	

Ending Homelessness	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	365	525	143.84%	63	132	209.52%
Ending Homelessness	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Ending Homelessness	Homeless	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
Ending Homelessness	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	0	328		0	60	
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.**

Consistent with the priorities and specific objectives outlined in the 2022 Annual Action Plan, the City allocated the largest share of its 2022 HUD funds to its homeowner housing rehabilitation program. As the city's largest ongoing homeless prevention program, the activity is consistent with the focus of the CDBG housing and homeless prevention programs. The program typically provides support to over 50 low income homeowners each year. The majority of program applicants are seniors, individuals with disabilities, or Veterans. For many residents, these repairs allow them to affordably stay in their homes and age in the community where they have established support systems.

As reported last year, Auburn's CDBG program underwent a substantial amendment process in Winter 2020 to reprogram \$205,000 to Coronavirus response. The public service activities identified through that process commenced on January 1, 2021, and were largely complete by mid-year 2022. They are reflected in part in this 2022 CAPER.

In addition to our CDBG-EN funds, this CAPER is also inclusive of a portion of the City's CDBG-CV funds to prevent, prepare for, and respond to

Coronavirus in the community. The first round of funds was allocated to COVID-19 medical testing and treatment services, emergency subsistence programs to prevent homelessness, and a small portion to administration and planning in 2020. The City received notice of its third round of CBDG-CV funding in late 2020, and approved allocations of those funds to programs beginning in January 2021. The City's CDBG-CV allocation was fully expended in 2022, thus completing our effort to rapidly expand CDBG-funded public services in response to the effect of Coronavirus on our community.

During the 2022 program year, the City awarded public service dollars as detailed in the 2022 Annual Action Plan. After two public RFP processes, the first in the winter followed by a second during the early summer, the City was able to award funds for Fair Housing Public Services. The City understands its important role in affirmatively furthering fair housing, and is committed to working towards the goals identified in Analysis of Impediments to Fair Housing Choice (AI) adopted in 2019. This funding specifically supported Fair Housing Goals 1 and 2; Invest in programs that provide education and enforcement of fair housing laws; and Engage underrepresented communities in ongoing efforts to understand barriers and increase access to opportunity. The City contracted with African Community Housing and Development (ACHD) to provide fair housing educational workshops and case management, with a specific focus on serving the African Diaspora community in Auburn. Through the final quarter of 2022, ACHD provided 241 individuals with fair housing education services. The City will continue to work towards our 10 Fair Housing Goals identified in the AI.

With the additional resources made available during the 2020 program year, the City far exceeded multiple Strategic Plan targets. This trend continued in 2022 as we saw the closeout of multiple CDBG-CV contracts.

## 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	114
Black or African American	310
Asian	7
American Indian or American Native	7
Native Hawaiian or Other Pacific Islander	15
<b>Total</b>	<b>453</b>
Hispanic	34
Not Hispanic	419

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

### Narrative

This chart provides a partial racial and ethnic breakdown, based on HUD categories, of individuals served during the 2022 program year with CDBG and CDBG-CV funds. Services provided to Auburn residents include minor housing rehabilitation, emergency subsistence payments, behavioral health services, fair housing services, and employment training.

This chart is not correctly reflecting the full reporting range of race and ethnicity reported within IDIS. It does not include 49 individuals identified in multi-racial categories.

In addition to the data included above, the City also tracks data on disability status, age, and head of household for individuals served with CDBG funding. During the 2022 program year, 92 individuals served had a disability, and 167 individuals had a female head of household. Additionally, 242 individuals served with CDBG direct benefit activities were limited English speaking.

## 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	598,383	271,360.52
General Fund	public - local	680,000	680,000
Other	public - federal	0	

**Table 3 - Resources Made Available**

### Narrative

The City expended approximately 45% of its 2022 CDBG-EN funds during the 2022 program year. The City made significant progress in expending our prior year fund allocation of CDBG-EN resources.

Additionally, the City also fully expended the remainder of our CDBG-CV allocation, exceeding the minimum expenditure timeline laid out by HUD for these funds.

### 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

While the City of Auburn did not undertake any Target Area improvements during the 2022 program year, there was one LMI area benefit activity that was completed in 2022. The 9<sup>th</sup> Street NE sidewalk project improved pedestrian accessibility and safety by installing new or improved pedestrian curb ramps at the following locations: 1) NW, SW and NE corners at the intersection of 9th St SE and K St SE; and 2) NE, SE, and NW corners at the intersection of 9th St SE and I St SE. This project benefitted approximately 720 low to moderate income Auburn residents in the vicinity of the project location.

## 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.**

Proposals to use CDBG funds with other leveraged funds can improve the feasibility of programs and projects since available funds are often insufficient to fully support most Community Development or Economic Development projects and programs. CDBG is generally used in conjunction with other grant funds to our local providers. Providers are encouraged to obtain private support in addition to CDBG funds in proposed activities. The City of Auburn made \$680,000 of General Funds available for competitive human services grants in 2022 for a range of services, including homelessness prevention and interventions, childcare access, legal assistance, youth programming, food access, health services, and more. These funds were fully obligated in 2022. The City of Auburn does not have matching requirements for 2022 projects and activities.



## 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	0	0
Number of non-homeless households to be provided affordable housing units	0	0
Number of special-needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	0	0
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	65	62
Number of households supported through the acquisition of existing units	0	0
<b>Total</b>	<b>62</b>	<b>62</b>

Table 6 – Number of Households Supported

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

The City's Annual Action Plan does not have any goals of providing housing, rental assistance, production of new units or acquisition of existing units. The City provided 62 households with minor housing repair services in 2022. The program is the City's largest homeless prevention program which helps low income residents maintain their housing rather than be forced into homelessness due to not being able to afford the high costs of home repair. Many program applicants are seniors, individuals with disabilities,

or Veterans living on a fixed income. In addition to helping residents remain housed in safer and more accessible housing, the program also helps applicants connect to other supportive programs in the area.

As identified in the City’s 2021 CAPER, our Housing Repair Program became fully operational once again in 2021. We did not see a lapse in services in 2022 as a result, although we did continue to expend 2021 CDBG funds allocated for Housing Repair into the 2022 program year, when they were fully expended. The Housing Repair program reported individuals served with 2021 funds under IDIS activity 273 as well as 2022 funds under activity 278. When accomplishment data is combined and de-duplicated across both funding years, the program served 63 households during the 2022 program year.

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

The Housing Repair program has been fully operational since the end of the second quarter, 2021. Future service targets are not expected to change based on 2020-2021 pandemic-related interruptions, although we will continue to expend prior year Housing Repair activity funds into the following year for at least the next year or two.

**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	183	0
Low-income	265	0
Moderate-income	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

The additional allocation of CDBG-CV funds received in 2020 has allowed the City to serve a much larger proportion of community members over the past two years than generally seen with just our EN funds. Types of services reflected in this calculation include emergency subsistence payments, behavioral health services, job training, and homeowner housing rehabilitation.

Consistent with the priorities and specific objectives outlined in the 2022 Annual Action Plan, the City allocated a significant portion of its CDBG-EN funds to its homeowner housing rehabilitation program. As the city's largest homeless prevention program, the activity is consistent with the focus of the CDBG housing and homeless prevention programs. Across both funding years, the program provided support to 62 low- and extremely low-income households in 2022. The majority of program applicants are seniors, individuals with disabilities, or Veterans. For many residents, these repairs allow them to affordably stay in their homes and age in the community where they have established support systems.

**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 of Auburn does not receive ESG funds. The City is implementing several strategies on the local and regional level to address the issue of homelessness and funds several homeless prevention and intervention programs with its general funds.

Through its General Fund human services grants, the City funds PATH outreach to individuals experiencing homelessness in Auburn. Other programs funded to support this goal include homeless family diversion, sheltering programs that provide connections to Coordinated Entry for All and case management, and homeless youth outreach and drop in programs.

In addition, the City of Auburn co-facilitates a monthly group with the Seattle-King County Coalition on Homelessness called the South King County Forum on Homelessness. This group brings together providers that serve folks experiencing homeless to support networking and coordination, skill building, and regular information sharing. In addition to formal consultation with providers during AAP planning times, this space allows for informal consultation on a monthly basis on a variety of topics. One of the areas we've focused on information sharing, with the support of the King County Library System staff, is internet access and addressing the digital divide for individuals in our community experiencing homelessness. While we have not used our CDBG funds to support broadband access directly, City staff actively engage in information, referral, and planning work to help address the digital divide.

In 2022, the King County Regional Homelessness Authority (KCRHA) conducted the region's Point In Time county using a methodology called Respondent Driven Sampling. This methodology incorporated a robust qualitative interview process. During the month of March, KCRHA utilized a site in Auburn to conduct these interviews, and is compiling the qualitative data to help inform the work of the Continuum of Care as well as that of local jurisdictions. We continue to partner with KCRHA in their strategic planning efforts for the region and locally.

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

The City of Auburn does not receive ESG funds for emergency shelter.

To address the emergency shelter and transitional housing needs of individuals experiencing homelessness, the City uses its general funds to support several transitional housing and emergency housing programs throughout the South King County region, including within the City of Auburn. Using general fund dollars, the City supports an internal homeless outreach program, motel voucher program

for individuals and families fleeing domestic violence and in need of immediate shelter, a family shelter diversion program, two shelters in neighboring jurisdictions that serve Auburn residents, a Day Center and Overnight Shelter located within Auburn City limits for individuals experiencing homelessness, and drop in services for homeless youth. Additionally, the City owns two single family homes that it provides to local nonprofits to make available as transitional housing for formerly homeless families. Per our regional Coordinated Entry process, the city directs families to the coordinated family shelter entry system in King County.

**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 City of Auburn's homeless prevention programs include its housing repair program and its public service programs which are funded through CDBG, as well as emergency subsistence programs funded with CDBG-CV dollars for individuals impacted by COVID-19. One of the public service programs prioritized in 2022 for CDBG-EN funds was Solid Ground's Housing Stability Program, which supports this goal directly. The housing repair program is the City's largest continuing homeless prevention program which provides minor home repairs to low income residents in Auburn. The program makes it possible for low income residents to stay in their homes and avoid financial crisis from having to pay for costly home repairs that they normally would not be able to afford.

In addition to programs supported by CDBG funds, the City of Auburn also supports homeless prevention programs using general fund dollars. These include robust employment training and pre-apprenticeship programs, eviction prevention programs that provide financial support and other household assistance, domestic violence advocacy and supports, legal assistance programs, and those supporting increased food security and access.

**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**

The City of Auburn does not receive ESG funds for programs to help homeless persons. The City of Auburn does invest a significant amount of its general funds to help individuals experiencing homelessness including adults, families, veterans and unaccompanied youth. Funded programs include: PATH, transitional housing, emergency shelters, family support programs, drop in centers, and

behavioral health services.

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

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

The City of Auburn does not currently own or operate any public housing. In Auburn, public housing is administered directly through the King County Housing Authority.

The City does advocate and support public housing in Auburn as well as helping residents understand the application process to gain access to it.

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

Since the City does not administer public housing funds, or have any oversight over public housing tenants, it has no actions directed specifically to public housing residents.

The City does support its residents to become more involved and participate in homeownership. The City gathers information on agencies that provide first time homeowner workshops and communicates information on programs providing such support to residents seeking a pathway to homeownership, including those living in public housing.

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

Since the City does not administer public housing funds it does not evaluate the status or condition of public housing authorities.

The City's code enforcement officers have a good relationship with our public housing facilities and try to connect the residents and management with resources in supportive services as well as services the City provides.

## **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)**

In 2019, Washington State made grant funding available to cities who are working on assessing their affordable housing inventory and developing strategies to meet those needs. The City of Auburn applied and was successful in receiving a \$100,000 planning grant. The City is part of a unique collaboration with the cities of Burien, Federal Way, Kent, Renton, and Tukwila who pooled a portion of these grant funds in order to jointly fund a Sub-Regional Housing Needs Assessment. In 2020, that subregional assessment was completed, and in 2021, the City worked with partners to finalize a Housing Action Plan for Auburn that informs these needs in the immediate future and for the next Housing Element update of the Comprehensive Plan. In 2022, the City continued its planning efforts in this area, working with internal staff, external partners, and consultants, to inform the development of the City's Comprehensive Plan. City Planning staff participate regularly in a South King County Housing group to share data, best practices and build stronger regional data infrastructure. Within this partnership, the City and others have been working with Berk Consulting to develop a regional Affordable Housing Inventory Dashboard, which will provide key data that will inform future strategic planning and policy development efforts.

In 2017-2018, the City of Auburn developed a Climate Action Plan, intended to provide a roadmap for the City to reduce its environmental impacts while strengthening its local economy and increasing community resilience. The Plan identified both operational and community-level strategies for the City to take, many of which the City has made significant progress on. In anticipation of incorporating robust climate change planning into its Comprehensive Plan, the City has hired a consultant to tailor insights and recommendations to the City of Auburn, including the development of a Climate Change Policy Framework.

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

The City continues to provide funds to address housing, infrastructure, homeless prevention, economic development and public facilities needs. In Auburn and the surrounding South King County area, these continue to be underserved needs so the City will explore ways to leverage additional resources towards addressing these.

The City continues to support partnerships with and amongst our providers, faith community and schools. City staff attend regular provider networking meetings, and are responsible for facilitating the South King County Forum on Homelessness.

In 2022, the City continued convening a Rental Assistance Learning Circle, bringing together providers across the region who provide rental assistance services. This group not only supports increased collaboration and coordination, but was critical in ensuring that agencies receiving CDBG-CV funds

avoided duplication of benefits.

As mentioned in the previous section, the City's work on developing a Climate Action Plan helped to identify both hazards and mitigation opportunities related to climate change. Our Plan highlighted the tangible effects on public health and quality of life that climate change will have on Auburn's residents and visitors, including heat stress, air quality, flooding risk, and others. The City has undertaken and continues to advance multiple strategic planning efforts designed to respond to the effects of climate change and increase resiliency in our community. In our Housing Repair program, we have begun to explore how CDBG funds could support these efforts by increasing our availability of air filtration systems to respond to smoke events, and expanding our prioritization of repairing/replacing heating systems to cooling systems as well. According to data from the National Weather Service, our region experienced an average of 3.4 days annually with temperatures at or above 90 degrees between 2000 and 2010. However, we have seen a startling increase in recent years, with an average of 7.7 days annually between 2012 and 2022 above 90 degrees. Our program aims to be responsive to the dangers that excessive heat can cause, especially for vulnerable community members. We will be working to revise our program procedures during 2023 to ensure that we are better able to support increased resiliency for community members who are facing greater climate hazards.

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

The City of Auburn includes language in its CDBG contracts that require agencies to comply with HUD Lead-Based Paint Regulations (24 CFR Part 35) issued pursuant to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4831, et seq.) requiring prohibition of the use of lead-based paint whenever CDBG funds are used. In addition, the City notifies residents of potential lead-based paint hazards when it awards a Housing Repair grant. A copy of the pamphlet – "Protect Your Family from Lead In Your Home" is provided to each Housing Repair client when the City conducts the initial inspection of their home.

The city takes additional measures when the age of the home indicates a possible presence of lead-based paint. Before housing repair work commences, the city contracts with a certified provider to undertake lead paint testing. When work is undertaken in homes with positively identified lead hazards, the city only contracts with RRP-certified contractors who will implement the necessary mitigation and safety strategies. Auburn's Housing Repair Program staff are also RRP-certified.

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

In 2022, the City of Auburn awarded \$680,000 to human service agencies through its competitive grant funding process.

These human services funds were awarded to programs that support poverty reduction strategies for low income Auburn residents. Programs include transitional housing, employment training, legal aid and emergency financial support. Most of these programs partner with other valuable programs in Auburn that address the needs of poverty level families. The City supports human service programs across a



spectrum of services. These programs help meet community needs with behavioral health services, domestic violence services and early childhood services, among others.

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

The City of Auburn continues to participate actively in our region's Continuum of Care, and has remained involved in the ongoing regional efforts to develop stronger institutional structure county-wide to prevent and end homelessness through the King County Regional Homelessness Authority. The City also participates in the Affordable Housing Committee of the Growth Management Planning Council, which serves as a regional advisory body. The Committee functions as a point in coordinating and owning accountability for affordable housing efforts across King County.

In 2022, the City continued working in partnership with the municipalities of Burien, Covington, Des Moines, Federal Way, Kent, Maple Valley, Normandy Park, Renton, Tukwila, and King County under the South King Housing and Homelessness Partners (SKHHP). SKHHP jurisdictions are working together and sharing resources in order to effectively address affordable housing and homelessness. This collaborative model is based on similar approaches used in Snohomish County, East King County, and other areas of the country. The purpose of the coalition is to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock.

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

The City of Auburn has heavily contributed to and intends to continue cultivating relationships between public and private housing and social service agencies. In addition the City will continue to participate in collaborations with the South King County Forum on Homelessness, the Seattle-King County Coalition on Homelessness, Seattle-King County Housing Development Consortium and the South King Housing and Homelessness Partners.

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

The City of Auburn continues to take actions to overcome identified impediments to fair housing based on King County's Analysis of Impediments to Fair Housing. The City included funding in the 2022 Annual Action Plan to support Fair Housing Public Service activities. In mid-2022, the City was able to award funds to a nonprofit agency to carry out these services for Auburn residents. This funding specifically supported Fair Housing Goals 1 and 2; Invest in programs that provide education and enforcement of fair housing laws; and Engage underrepresented communities in ongoing efforts to understand barriers and increase access to opportunity. The City contracted with African Community Housing and Development (ACHD) to provide fair housing educational workshops and case management, with a specific focus on serving the African Diaspora community in Auburn. Through the final quarter of 2022, ACHD provided 241 individuals with fair housing education services. The City will continue to work

towards our 10 Fair Housing Goals identified in the AI. This includes working with regional partners to take local action and utilize local and regional data as guidance to support local policies and make recommendations to our city councils.

## **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**

Monitoring activities include onsite and desk monitoring through review of analysis and progress reports and invoice back up details, technical assistance calls and emails. In 2022, the City performed robust remote monitoring, and scheduled regular conversations with grantees to support greater ongoing communication and relationship building.

Subrecipients of City of Auburn CDBG funds are generally monitored annually. Notification and required materials for the monitoring are sent two weeks in advance of the monitoring date. A detailed monitoring tool is used to assess the program's progress, timeliness and adherence to HUD guidelines. After each annual monitoring a formal letter is sent to the subrecipient detailing the findings or concerns of their monitoring. Each subrecipient is given 30 days to respond to the letter.

The City monitors agency compliance with its CDBG contract by requiring the agency to submit quarterly reports that include data on the number of service units provided along with demographic information about their clients. Quarterly reports are cross referenced to the requirements in their contract to ensure the subrecipient is on track to complete contract goals.

## **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 City's Citizen Participation Plan, available on the City's website as well as in paper copy upon request, lays out the timelines and opportunities for public comment on all aspects of CDBG planning and reporting.

The City provides adequate notice at the opening of the 15 day comment period on the CAPER. The notice is provided by wide distribution utilizing the city's vehicles of communication, including posting in the City's paper of record, the Seattle Times. The draft CAPER is also made available on the City's website for electronic access and review. This CAPER was made available for public comment starting on February 15, 2023. Comments received will be incorporated into the final report as appropriate.

The City accepts public comments in any form convenient to the public, including written responses, facsimile and email. The City considers all comments and views received in writing or orally at in preparing the CAPER. In 2022, the City continued to use our online outreach tool to support greater online engagement with community members. The website, [www.speakupauburn.org](http://www.speakupauburn.org), provides an accessible format where community members can submit questions and comments directly. The City

created a page devoted to CDBG, which provides an overview of the funding, timeline, and city priorities. It also details the ways in which the City creates opportunities for public participation.

**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.**

The City has not experienced any significant changes in its program objectives. With the allocation of CDBG-CV dollars, the City did add significant resources and additional targets to its plans; however, these targets largely align with the previously identified Strategic Plan goals. In addition, the CV and reallocated 2020 EN funds have the added goal of preventing, preparing for, or responding to Coronavirus, in line with the funds’ intended uses.

The City continues to improve processes and procedures to bring the program into alignment with its current objectives. The City will maintain focus on preserving affordable housing, addressing and preventing homelessness, and public services.

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

No

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

Not applicable



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System  
 PR26 - CDBG Financial Summary Report  
 Program Year 2022  
 AUBURN , WA

DATE: 03-08-23  
 TIME: 13:28  
 PAGE: 1

PART I : SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	310,687.09
02 ENTITLEMENT GRANT	598,383.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	909,070.09

PART II : SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	462,763.40
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	462,763.40
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	79,976.21
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	542,739.61
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	366,330.48

PART III : LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	164,170.76
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	298,592.64
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	462,763.40
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	102,776.02
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	(17,776.02)
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	85,000.00
32 ENTITLEMENT GRANT	598,383.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	598,383.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.20%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	79,976.21
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	79,976.21
42 ENTITLEMENT GRANT	598,383.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	598,383.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	13.37%



## PR-26 Summary of Manual Adjustments

1. Line 01: Unexpended CDBG funds at end of previous program year was added, based on last year's PR-26 and actual grant balances.
2. At the time of report submission, IDIS is experiencing technical issues. The following guidance was received from HUD AAQ:

*Please note that the PR26 CDBG Financial Summary Report in IDIS incorrectly excludes certain activity drawdowns on line 19 – Disbursed for Other/Low/Mod Activities. If grantees have activities with a national objective of LMH, and these activities had draws made during the year of the report, the report is incorrectly excluding the draws from the Low/Mod calculation. As a result, the report may undercount the expenditures of activities benefiting low- and moderate-income persons.*

*Specifically, line 19 is incorrectly excluding disbursements for some if not all activities with the national objective of LMH from the Low/Mod calculation. In the meantime, CDBG Grantees running the PR26 Financial Summary Report in which drawdowns are being incorrectly excluded from the line 19 Low/Mod credit total may adjust line 20, by entering the additional amount that should be added to the total.*

Line 20 has been adjusted to reflect draws during PY2022 for activities 273 and 278, both of which have an LMH National Objective. Total draws made during the 2022 program year were \$298,592.64.

3. Line 30: Adjustment to compute total PS obligations notes (\$17,776.02). This figure matches the 2020 funds that were reprogrammed for COVID public service response and expended in the 2022 program year, also noted under Line 27 detail on page 2, as "Activity to prevent, prepare for, and respond to Coronavirus".



**PART I: SUMMARY OF CDBG-CV RESOURCES**

01 CDBG-CV GRANT	913,002.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL AVAILABLE (SUM, LINES 01-03)	913,002.00

**PART II: SUMMARY OF CDBG-CV EXPENDITURES**

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	841,179.15
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	71,822.85
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	913,002.00
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )	0.00

**PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT**

10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	841,179.15
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	841,179.15
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	841,179.15
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%

**PART IV: PUBLIC SERVICE (PS) CALCULATIONS**

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	841,179.15
17 CDBG-CV GRANT	913,002.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	92.13%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	71,822.85
20 CDBG-CV GRANT	913,002.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	7.87%





LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10

Report returned no data.

LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11

Report returned no data.

LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount		
2019	6	268	6556005	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$89,422.45		
			6573630	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$36,357.45		
			6598369	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$33,850.40		
			6652647	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$36,012.39		
			6681306	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$74,734.26		
			6713249	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$82,004.25		
			6726672	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$21,660.45		
			6739149	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$618.35		
			7	269	6585921	CV - YMCA Childcare Assistance	05L	LMC	\$41,960.06
					6598369	CV - YMCA Childcare Assistance	05L	LMC	\$78,039.94
2020	7	262	6444655	CV - MultiService Center	05Q	LMC	\$1,758.13		
			6452193	CV - MultiService Center	05Q	LMC	\$70,507.58		
			6483601	CV - MultiService Center	05Q	LMC	\$21,957.14		
			6502324	CV - MultiService Center	05Q	LMC	\$30,347.54		
			267	6573630	CV - Catholic Community Services	05Q	LMC	\$106,948.76	
8	264	6452193	CV - Healthpoint	05M	LMC	\$79,971.79			
		6483601	CV - Healthpoint	05M	LMC	\$20,028.21			
	11	271	6713249	CV - Arcadia Shelter Services	03T	LMC	\$15,000.00		
<b>Total</b>							<b>\$841,179.15</b>		

LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount		
2019	6	268	6556005	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$89,422.45		
			6573630	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$36,357.45		
			6598369	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$33,850.40		
			6652647	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$36,012.39		
			6681306	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$74,734.26		
			6713249	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$82,004.25		
			6726672	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$21,660.45		
			6739149	CV - YWCA Emergency Subsistence and Career Navigation	05Q	LMC	\$618.35		
			7	269	6585921	CV - YMCA Childcare Assistance	05L	LMC	\$41,960.06
					6598369	CV - YMCA Childcare Assistance	05L	LMC	\$78,039.94
2020	7	262	6444655	CV - MultiService Center	05Q	LMC	\$1,758.13		
			6452193	CV - MultiService Center	05Q	LMC	\$70,507.58		
			6483601	CV - MultiService Center	05Q	LMC	\$21,957.14		
			6502324	CV - MultiService Center	05Q	LMC	\$30,347.54		
			267	6573630	CV - Catholic Community Services	05Q	LMC	\$106,948.76	
8	264	6452193	CV - Healthpoint	05M	LMC	\$79,971.79			
		6483601	CV - Healthpoint	05M	LMC	\$20,028.21			
	11	271	6713249	CV - Arcadia Shelter Services	03T	LMC	\$15,000.00		
<b>Total</b>							<b>\$841,179.15</b>		

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	9	263	6409945	CV - Administration	21A		\$8,896.65
			6418085	CV - Administration	21A		\$3,525.08



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	9	263	6425637	CV - Administration	21A		\$2,204.44
			6432256	CV - Administration	21A		\$1,612.55
			6444655	CV - Administration	21A		\$1,746.15
			6452193	CV - Administration	21A		\$1,492.74
			6483601	CV - Administration	21A		\$1,896.52
			6502324	CV - Administration	21A		\$766.05
			6538204	CV - Administration	21A		\$1,260.14
			6551964	CV - Administration	21A		\$1,316.47
			6556005	CV - Administration	21A		\$1,345.20
			6573630	CV - Administration	21A		\$2,292.64
			6583261	CV - Administration	21A		\$950.22
			6585921	CV - Administration	21A		\$1,617.60
			6618111	CV - Administration	21A		\$5,942.09
			6636055	CV - Administration	21A		\$6,795.09
			6652647	CV - Administration	21A		\$3,978.11
			6681306	CV - Administration	21A		\$11,595.02
			6692679	CV - Administration	21A		\$4,792.73
			6706101	CV - Administration	21A		\$2,639.13
			6713249	CV - Administration	21A		\$2,541.67
			6726672	CV - Administration	21A		\$2,616.56
<b>Total</b>							<b>\$71,822.85</b>