

**Budget Activity:** LG A096 - Community Development Block Grant (CDBG)

**Purpose:** Provide grants and technical assistance to jurisdictions to increase their capacity to develop, manage & complete projects

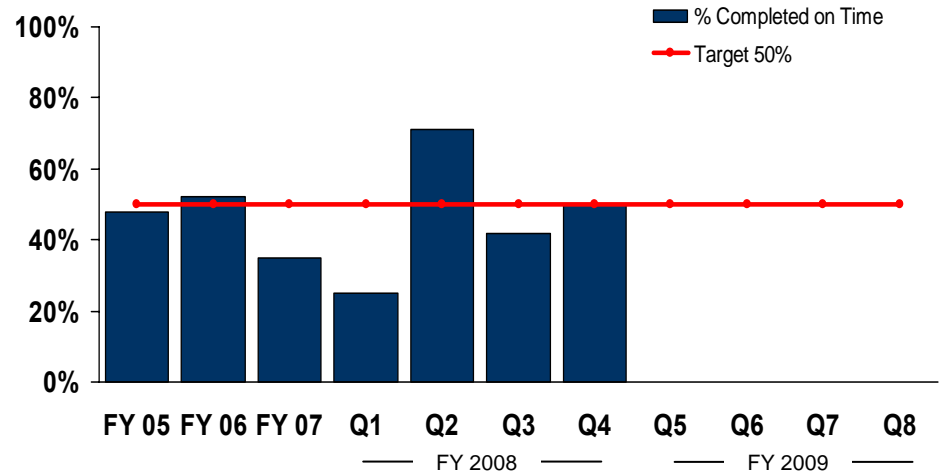
**Agency Goal:** Build livable, vibrant communities that meet the economic, environmental, and social needs of citizens

**Priority of Government:** Improve the economic vitality of businesses and individuals

**Analysis:** Projects cannot be utilized by the communities until completed.

- Percentage of projects completed on time is trending towards the target of 50%.
- Barriers to completing on time are:
  - Projects were extended prior to setting the performance measure.
  - Costs have continued to rise, triggering additional bid processes & supplemental funding requests.
  - Some delays from other funding sources phase of project implementation
  - Environmental review – historical preservation review & response & negotiations have taken longer
- The percentage of projects completed on time will go up in FY10 & FY11 as projects funded in prior years are completed & the Action Plan is implemented.

**L008 - Percent of projects completed on time**  
(as per grant contract's scope of work)



Action Plan	Who	Timeframe
Continue to emphasize project readiness & jurisdiction capacity in selecting projects for funding	CDBG General Purpose Grant rating & selection team	Nov. 2008 – March 2009
Provide technical assistance on project development	CDBG staff	As requested
Set more realistic timelines in negotiating the contracts.	CDBG staff	March 09-Sept 09
Monitor progress & provide technical assistance in compliance areas	CAU staff	July 08-June 09

**Budget Activity:** LG A092 - Bond Cap Allocation Program for Tax Exempt Bond Financing Authority

**Purpose:** Evaluate and approve applications for tax-exempt private activity bond issuing authority

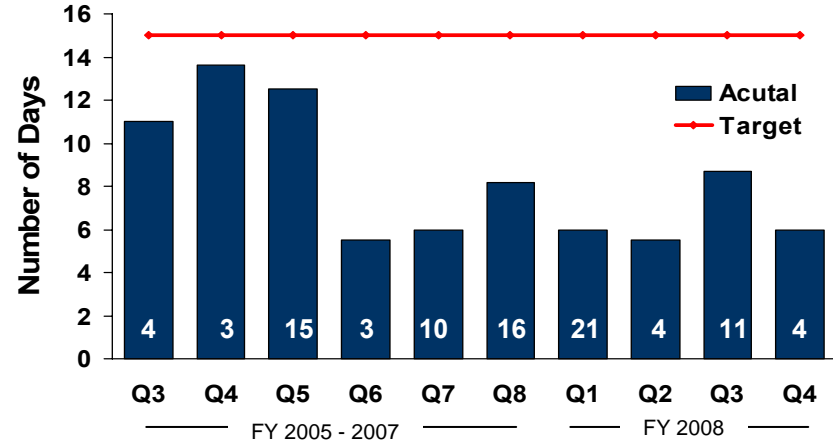
**Agency Goal:** Build livable, vibrant communities that meet the economic, environmental, and social needs of citizens

**Priority of Government:** Improve the economic vitality of businesses and individuals

**Analysis:**

- RCW 39.86.140 requires applications to be processed by February 1<sup>st</sup> (if received before January 16), or within 15 days of receipt.
- Increased demand for Cap authority during calendar year 2007 continuing into 2008 required BCAP to create a new, competitive process for reviewing and prioritizing Housing Cap applications.
- Criteria for prioritizing applications competitively were established incorporating statutory requirements, agency rules, and agreements from earlier negotiations among CTED, the Housing Finance Commission, and Local Housing Authorities.
- The first competitive Bond Cap Housing round was successfully implemented in January 2008; another round will likely be necessary in September 2008.

**L007 - Bond Cap Allocation Program**  
Average number of days to process applications



Footnote: White numbers are number of applications processed

**Action Plan**

Design and implement competitive application review process, coordinating with Housing Trust Fund. Evaluate process semi-annually and implement any necessary changes to ensure timely review and approval of allocations.

**Who**

Bond Cap Manager and review team:  
 •CDP Managing Director  
 •Housing Trust Fund manager  
 •Housing Trust Fund staff person  
 •Housing Improvement Program manager

**Timeframe**

Complete application reviews by:  
 •September 1, 2008  
 •February 1, 2009  
 •September 1, 2009

**Budget Activity:** LG A 166 - LGD Local and Community Projects – Direct and Competitive

**Purpose:** Provide guidelines & technical assistance to stakeholders to increase chances of submitting a successful application

**Agency Goal:** Build livable, vibrant communities that meet the economic, environmental, and social needs of citizens

**Priority of Government:** Improve the economic vitality of businesses and individuals

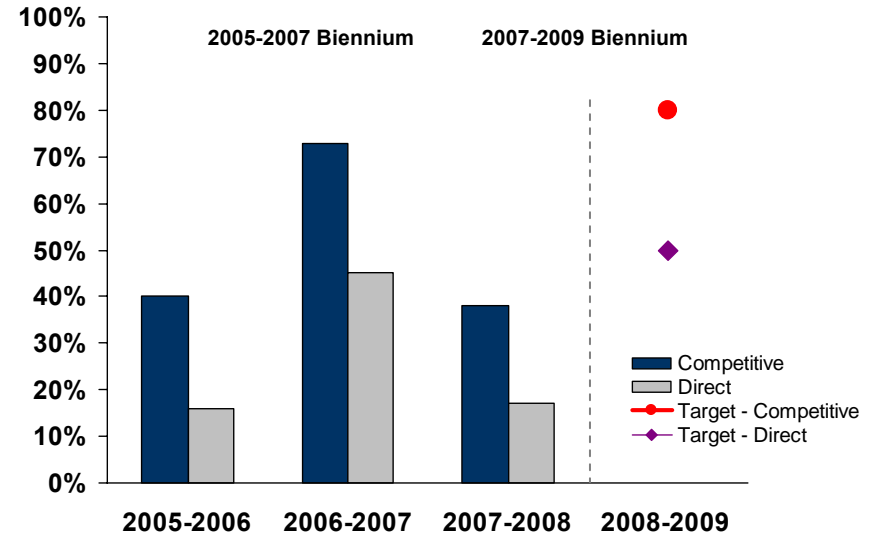
**Analysis:** Projects screened by a competitive process are almost twice as likely to spend their appropriation before the end of the biennium.

On target to meet 2007-2009 goals, despite a 63% increase in the number of direct projects from 2005-2007 biennium, with more added in the 2008 Supplemental Session.

Further analysis will be done to determine the most common factors that impede project readiness, which include:

- Completion of fundraising by grantee
- Design revisions due to unanticipated higher costs
- Prevailing wage issues
- “Green Buildings” requirements
- Changes in project scope since application was submitted
- Delays in obtaining permits
- Dept. of Archaeology and Historic Preservation review

**Capital Programs**  
**L009 - Percent of projects completed on time**  
 (within the biennium in which funding was originally appropriated)



**Action Plan**

**Who**

**Timeframe**

Implementation of the Contracts Administration Unit will allow for increased site monitoring and project development efforts.

Capital Programs Staff

May 2008

Work with Small Communities Initiative and regional CTED staff to identify need and provide tech. assistance with project development.

Capital Programs, SCI, and Regional CTED Staff

Ongoing

*How target was set: Analyzing 2005-2007 Biennium data*  
*Data Source: Capital Programs database*

Note: Historical data is based on Bien Budgeted completion. Starting July 2008 we will track data on contract work-plan completion.

**Budget Activity:** LG A115 - Small Communities Initiative (SCI)

**Purpose:** Improve the health and safety of rural communities identified by DOH and DOE as being at risk

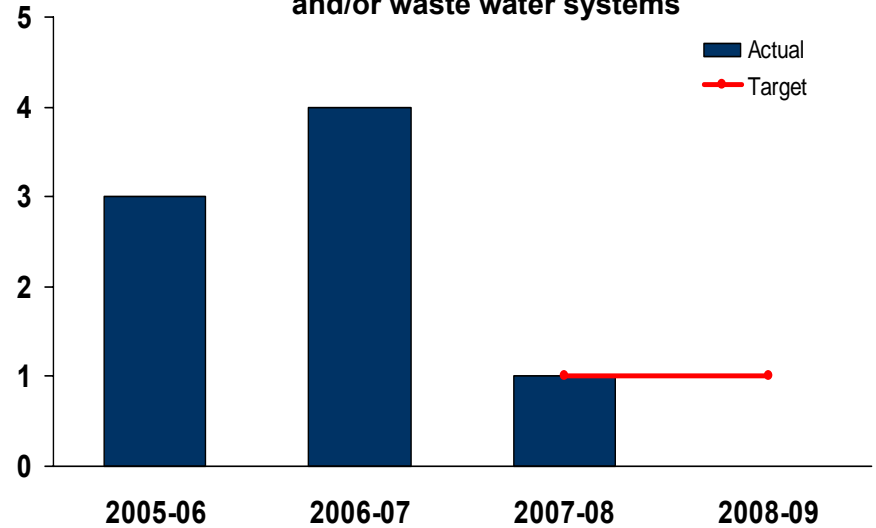
**Agency Goal:** Improve the health and safety of communities and families

**Priority of Government:** Improve the health of Washingtonians

**Analysis:**

- 2 SCI staff (in Olympia and Spokane) each work with approximately 7-10 communities at a time.
- Since 1999, SCI staff have assisted 25 communities in securing over \$66 million in state and federal funding, resulting in safer drinking water, environmental protection, and more communities with infrastructure that can serve community and economic development activities.
- Projects in SCI communities usually take 2-7 years to complete planning, design, and construction. Currently 9 projects in the planning phase; 2 in design phase; 2 seeking funding for construction; and 4 in construction.
- 33% of CTED's SCI staffing cost is funded by Health & Ecology. Health & Ecology Regional Offices refer projects to SCI.
- SCI provides project development technical assistance for water and wastewater projects, not direct investment.

**PL01 - Number of small communities brought into Department of Health and Department of Ecology regulatory compliance through improved water and/or waste water systems**



**Action Plan**

Continue to meet quarterly with multi-agency Steering Committee

**Who**

Cathi Read and Jon Galow;  
Steering Committee members

**Timeframe**

October 8, 2008

## Small Communities Initiative - (SCI) Project Status Update

### Analysis:

Table to right shows estimated years in which SCI communities will be brought into Dept. of Health or Dept. of Ecology regulatory compliance through improved water and/or wastewater system improvements.

Actual completion depends on many factors, including success with funding applications.

Each year Health and Ecology Regional Offices add new communities to the SCI program.

Current Status ▼	Community	Year project was (will be) brought into compliance in:						
		07-08	08-09	09-10	10-11	11-12	12-13	13-14
In construction	Concrete	X						
	Ione		X					
	Metaline Falls	X						
	Metaline		X					
Applying for construction funding	Mansfield		X					
	Twisp		X					
In design phase	Clark Addition		X					
	South Bend / Raymond						X	
In planning phase	Curlew						X	
	Kettle Falls				X			
	Outlook						X	
	Rock Island						X	
	Republic/Pine Grove					X		
	Vader							X
	Wilbur			X				
	Steptoe <sup>1</sup>							
Republic (sewer) <sup>1</sup>								
<b>TOTALS</b>		2	5	0	0	1	4	1

<sup>1</sup> Steptoe and Republic – Date of compliance depends on outcome of current planning phase.

**Budget Activity:** LG A104 - Growth Management

**Purpose:** Growth Management Act (GMA) goal of increasing amount of new development occurring inside urban growth areas (UGA)

**Agency Goal:** Build livable, vibrant communities that meet the economic, environmental, and social needs of citizens

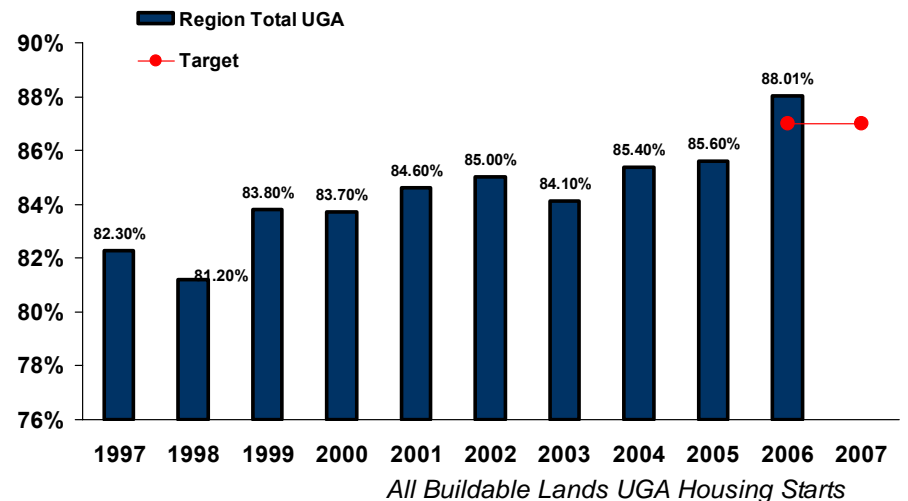
**Priority of Government:** Improve the economic vitality of business and individuals

**Analysis:**

- Percentage of new development occurring inside urban growth areas is steadily increasing at a rate of about 0.85% per year despite population increases.

**Potential Contributing Factor: UGA size increases**

- Clark and Kitsap adopted significant additional expansions in 2007, though appeals have been filed. Maintain 87% target for 2007 while appeals are pending.

**Percent of development occurring within urban areas of the six most populated counties in Western Washington**

**Action Plan**

Update Growth Management Act guidelines in Washington Administrative Code tools increasing percent of development in growth areas

**Who**

Dave Andersen

**Timeframe**

April 2009

Draft changes to guidelines and/or statute as recommended in buildable lands report increasing counties data use

Ike Nwankwo

April 2009

*How target was set: Based on historical data trend through 2007*
*Data Source: County buildable lands reports*

Aug. '08 Note: Data is reported annually, so numbers have not changed since last quarter's GMAP. 2007 data will be reported in Oct. '08.

**Budget Activity:** LG A104 - Growth Management

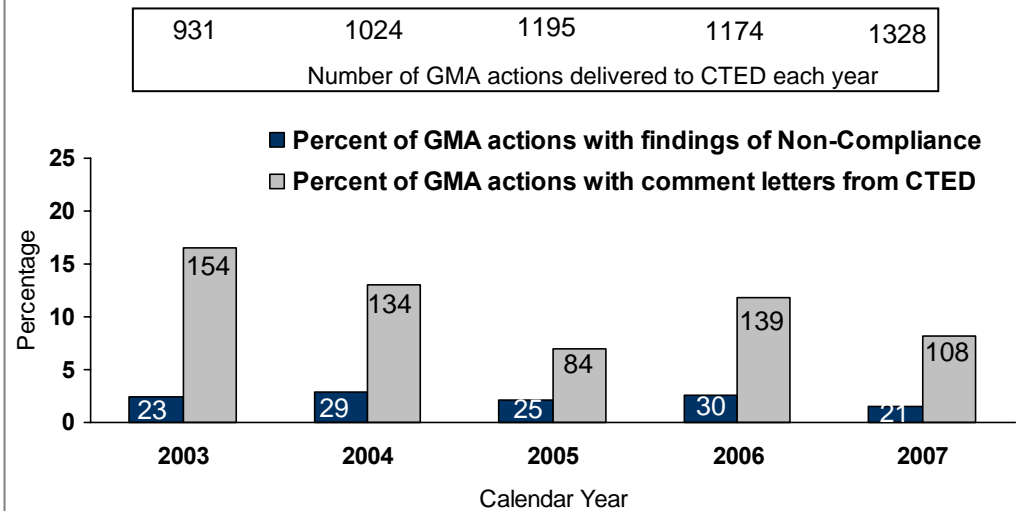
**Purpose:** Growth Management Services mission of assisting city/county planning actions consistent with GMA

**Agency Goal:** Build livable, vibrant communities that meet the economic, environmental, and social needs of citizens

**Priority of Government:** Improve the economic vitality of business and individuals

**Analysis:**

- Number of comment letters and Hearings Board noncompliance findings decreased since 2006. This is because the required Growth Management Act update cycle for 2004-2007 was beginning to wind down.
- City/county actions delivered to CTED have been on the rise since 2003. A 13% increase in 2007 is primarily related to improved compliance stemming from encouraging electronic submittal.
- CTED comment letters have decreased in proportion to city/county actions because of CTED's emphasis on early and continuous contact as they develop their proposed actions, including other agencies through plan review database and technical teams.

**Proportion of City/County actions not complying with Growth Management Act**


*Footnote: Numbers inside bars represent number of findings or comment letters.*

**Action Plan**

Update Growth Management Act guidelines in WAC to clarify approaches to achieving GMA compliance

**Who**

Dave Andersen

**Timeframe**

Spring 2009

Transition technical assistance publications to more user-friendly, web-based format

Mark Porter

Spring 2009

*How target was set:*

*Data Source: Growth Management Review Database, Growth Management Hearings Boards Database*

**Aug. '08 Note: Data is reported annually, so numbers have not changed since last quarter's GMAP. Next update will be Oct. '08.**

**Budget Activity:** Centralized Administration Unit

**Purpose:**

**Agency Goal:** Build livable, vibrant communities that meet the economic, environmental, and social needs of citizens

**Priority of Government:** Improve the economic vitality of business and individuals

## Update on Centralized Administration Unit (CAU) Action Plan Items

Action Plan – Performance Measures	Who	Timeframe	Updates - Accomplishments
95% of clients will receive their executed contract packets within five business days of the unit's receipt of the signed contracts from the programs.	Clare Billings	July 1, 2009	Will start new tracking system, and will have data to report after September 2008.
Time between receipt of invoice and payment will be reduced by 50%.	Clare Billings	July 1, 2009	Created a tracking system to track when a request for payment is received and when it is released from AFERS.  Assumed baseline is around 15 days (will have baseline established in Sept. 2008) Target is 7-8 days (speeding up payment time by 50%)
Accounting processing errors will be reduced by 50%.	Clare Billings	July 1, 2009	Under construction: Need to assign baseline. We're gathering data. Are developing internal processes to track data.

## Allotments vs Expenditures (YET) – 4th Quarter FY 2008

(represents June expenditures and FTEs in the system as of July 15th.)

### 600 – Local Government Division

Subprogram Title	Biennium Dollars Allotted	Allotted Dollars YTD	Expenditures YTD	Variance YTD	Variance %
Community Development Program	33,630,169	11,757,190	8,221,121	3,536,069	30.08%
Growth Management	14,517,961	7,046,750	6,542,499	504,251	7.16%
Local Government Administration	694,144	447,034	415,527	31,507	7.05%
Local Gov't Fiscal Note Program	544,273	267,060	221,602	45,458	17.02%
Safe and Drug Free Communities	73,610,332	37,855,330	33,913,289	3,942,041	10.41%
<b>Division Totals</b>	<b>122,996,879</b>	<b>57,373,364</b>	<b>49,314,038</b>	<b>8,059,326</b>	<b>14.05%</b>

The Community Development under-expenditure is due to a slowdown in federal contract payments for the first six months of 2008. Another contributing factor is the fact that there has only been one CDBG Float Loan this fiscal year. Expenditures should increase as we hit the peak of construction season this summer. We expect to spend out all of our General Fund State. The variance in the Local Government Fiscal Note Program (now in Financial Services Division) reflects payments received from other units for research services. These savings will be made available for use in FY 2009. The variance for Safe and Drug Free Communities (now in Community Services) is due largely to timing of federal expenditures. It also includes underexpenditures for two proviso programs (Community Transition Network, \$145,000; Juvenile Drug Courts, \$225,000) that will not be billed and will lapse.

## FTE Usage (YTD)

Subprogram Title	Biennium Staff Months Allotted	Allotted Staff Months YTD	Actual Staff Months YTD	Variance YTD	Variance %
Community Development Program	332.40	157.20	143.19	14.01	8.91%
Growth Management	598.80	285.60	274.97	10.63	3.72%
Local Government Administration	45.60	24.00	28.62	-4.62	-19.25%
Local Gov't Fiscal Note Program	96.05	52.85	33.47	19.38	36.67%
Safe and Drug Free Communities	309.84	153.84	128.34	25.50	16.58%
<b>Division Totals</b>	<b>1,382.69</b>	<b>673.49</b>	<b>608.59</b>	<b>64.90</b>	<b>9.64%</b>