



## Consolidated Annual Performance and Evaluation Report (CAPER)

PROGRAM YEAR 2020

FIRST PROGRAM YEAR OF THE  
2020-2024 CONSOLIDATED PLAN



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## 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 purpose of the Consolidated Annual Performance and Evaluation Report (CAPER) is to inform the U.S. Department of Housing and Urban Development (HUD) and the community of the activities and accomplishments resulting from the investment of Community Development Block Grant (CDBG) and other resources for the the period of January 1, 2020 to December 31, 2020. In 2020, HUD allocated \$735,305 in CDBG funds to the City and a total of \$1,100,282 in CDBG-CV funding with the first \$432,622 available in 2020. CDBG-CV funds are used to prevent, prepare for, and respond to coronavirus by providing services to low- and moderate-income persons. \$536,000 in general funds were used in conjunction with CDBG to provide a wide range of human services. The City successfully executed the activities outlined in the CAPER.

The City accomplished many of its goals in the 2020 program year with CDBG funded activities providing public services and economic development activities to 998 Federal Way residents. Services included life skills training for persons with disabilities, three employment and training programs, a health services program for drug-exposed infants, and homelessness prevention. The City deployed COVID-19 response funds to adapt homeless services during the pandemic and to provide school-aged child care. The COVID-19 response projects included:

- Catholic Community Services (CCS) expanded Day Center hours for 404 people experiencing homelessness as included in the table above under Prevent and Address Homelessness, Public services.
- CCS operated Reach Out with 24/7 staffing in a non-congregate setting, serving 30 residents reflected in the table above under Prevent and Address Homelessness, Public services.
- The Boys and Girls Clubs adapted to add remote learning via a day time child care and school support program for low- and moderate-income families. The program served 58 low- and moderate-income Federal Way youth in 2020 and is included in the table above under Establish and Maintain Suitable Living Environment, Public services.

Using non-CDBG CARES Act funding, the City implemented a rent assistance program and microenterprise child care provider grant program. COVID-19 response will continue in 2021 with programs addressing homelessness and childcare as well as business recovery, household financial recovery, and homelessness prevention.

Some projects didn't meet performance targets, but provided critical services to achieve the goals set in the Consolidated Plan and Annual Action Plan. Programs were impacted by COVID-19 and measures to slow its spread. Homeowners postponed housing repair projects due to COVID-19 concerns. As a result, five prior year projects have expected completion dates in 2021. Highline's StartZone, serving residents in the former Neighborhood Revitalization Strategy Area in North Federal Way, and its citywide Economic

Development Program, served low- and moderate-income microenterprise businesses and startups. Due to COVID-19 and rising unemployment, no jobs were created in 2020. Similarly, the Performing Arts and Event Center (PAEC) was unable to create new jobs as the PAEC was impacted by COVID-19. With events suspended, the PAEC was closed for most of the year resulting in furloughs for most full- and part-time employees.

In Table 1, accomplishments are based on the 2020-2024 Consolidated Plan. The City has projects from the previous consolidated plan that completed in 2020 including the COVID-19 response projects (CDBG-CV). As a result of the transition to a new consolidated plan, Table 1 did not pull accomplishments for the prior year projects. Manual edits were made to correct this resulting in 531 persons assisted with public services to "Prevent and Address Homelessness" when 0 was expected.

**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
Establish and Maintain Suitable Living Environment	Non-Housing Community Development	CDBG: \$ / General Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	417	27.60%	200	417	207.00%

Establish and Maintain Suitable Living Environment	Non-Housing Community Development	CDBG: \$ / General Fund: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	250	38	15.20%	50	38	76.00%
Expand Economic Opportunities	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	60	0	0.00%	10	0	0.00%
Expand Economic Opportunities	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	42	50	119.05%	48	50	104.17%
Preserve Affordable Housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	50	86	172.00%	0	86	

Preserve Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	40	2	5.00%	14	2	14.29%
Prevent and Address Homelessness	Homeless	CDBG: \$ / General Fund: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	0	0.00%			
Prevent and Address Homelessness	Homeless	CDBG: \$ / General Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	531		0	531	
Prevent and Address Homelessness	Homeless	CDBG: \$ / General Fund: \$	Homelessness Prevention	Persons Assisted	200	97	48.50%	40	97	242.50%

**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 City identified economic development, affordable housing, and homelessness as three highest priority goals, along with creating suitable living environments which generally include a wide array of public services. During the COVID-19 pandemic, economic development and housing stability presented the largest challenges.

Projects funded to create or retain jobs did not meet performance targets due to measures to slow the spread of COVID-19. For example, the Performing Arts and Event Center (PAEC) began the year with a minimal restructure of full-time staff. Spectra Venue Management eliminated the full-time Stage Manager position and replaced with a part-time Stage Manager, assigning some duties to the full-time Assistant General Manager. In addition, Spectra reduced the Staff Accountant/Office Manager to part-time and reassigned some duties to the Accounting Manager. Spectra's decision to restructure was based on work volume needs and efficiency. The PAEC was closed from mid-March to the end of

the year due to COVID-19. Initially, all part-time hours were suspended and full-time staff retained. As the shutdown continued with venue closure mandates, the PAEC was unable to reopen as anticipated and three of the full-time staff were furloughed. While the furlough was anticipated for one to two months, it lasted six months before the decision was made to eliminate some of the positions with the intent to reimplement the full-time and part-time positions in quarter 2 of 2021, or whenever the PAEC reopens. The loss of jobs is expected to be temporary. The same types of challenges existed for businesses served by Highline College's economic development programs, which also did not see any jobs created.

The City completed a 2017 project in partnership with the Multi-Service Center resulting in the rehabilitation of 86 affordable housing units. This endeavor helped to preserve the housing option for low- and moderate-income Federal Way households. The investment in housing repair continues as an important tool to retain affordable homeownership, keeping people in their homes, and helping homeowners retain the asset.

Homelessness continues to be a priority for the City with the intent of considering capital projects in the 2020-2024 Consolidated Plan period. Originally, the City had one homelessness prevention rent assistance project planned for 2020, which addressed housing stability for 97 individuals. COVID-19 has created a situation where housing instability has increased with households being unable to pay full rent and accruing debt throughout the pandemic. The City implemented additional non-CDBG funded rent assistance projects in 2020 and will provide over \$400,000 CDBG funds in 2021 to address housing stability. While not originally planned, \$180,000 in CDBG-CV funds supported homeless services in adapting to COVID-19 to continue to provide services when congregate day and overnight shelter services became less safe during the pandemic. The experiences over the course of the 2020 Program Year highlighted the need for a permanent shelter for adults in the City of Federal Way and the City is considering allocating 2021 funds to a shelter project.



## 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	493
Black or African American	185
Asian	30
American Indian or American Native	24
Native Hawaiian or Other Pacific Islander	38
<b>Total</b>	<b>770</b>
Hispanic	96
Not Hispanic	674

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

### Narrative

During the program year, CDBG funds assisted 998 persons. The racial categories listed above do not include all of the racial categories that are tracked by subrecipients in compliance with the racial categories that HUD requires programs to track. For example, programs track Other/Multi-racial, Black/African American AND White, etc. The narrative provides more complete data as reported into the CDBG data and reporting system for any population representing more than 1% of the people served with CDBG funds in 2020. The demographic breakdown for projects measured by people is:

- 493 or 49.4% of people served were White compared with 51.5% of the City's population;
- 185 or 18.5% of people served were Black or African American compared with 14.7% of the City's population;
- 30 or 3.0% of people served were Asian compared with 12.7% of the City's population;
- 24 or 2.4 % of people served were American Indian/Alaskan Native compared with 0.9% of the City's population;
- 38 or 3.8% of people served were Native Hawaiian or Other Pacific Islander compared with 2.6% of the City's population; and
- 221 or 22.1% of people served were multi-racial compared with 8.3% of the City's population.

144 of the persons served identified as Hispanic representing 14% of the population served with CDBG funds compared with 18.7% of the City's population.

This does not include the households served by the Housing Repair Program or the Villa Capri renovation of affordable rental housing; these projects served a total of 88 households. As they are measured by households and not persons, they are not included in the racial and ethnic demographic information. 68.2% of the households served identified as a race other than white and 22.7% of households identified as Hispanic.

## 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	1,813,204	940,604
General Fund	public - local	536,000	536,000

Table 3 - Resources Made Available

### Narrative

The City expended about 52% of its available CDBG resources during the first program year of the consolidated plan (2020).

The resources made available included prior year entitlement funds, current year entitlement funds, COVID-19 response funds (CDBG-CV), and program income. The City received the following program income during the program year:

- Entitlement funds: \$617,005 in prior year funds and \$735,305 in 2020 funds
- CDBG-CV funds: \$432,622 were available in 2020 with an additional \$667,660 becoming available in early 2021
- Program income: \$28,271. The City operates a CDBG funded Housing Repair Program and has funded a repair program with Habitat for Humanity. Both programs had homeowners pay off the zero percent, deferred loans resulting in program income becoming available for CDBG-eligible activities. Program income is expended on a first in, first out basis.

### Narrative

Most of the City's CDBG funding during the 2020 Program Year was Citywide except for the following:

- Code compliance, which focuses on block groups that have 51% or more low- and moderate-income residents, are primarily residential, and show signs of deterioration; and
- Highline's StartZone Program, which served residents from the target area in North Federal Way, the former Neighborhood Revitalization Strategy Area. This funding was targeted to business startups and workshops were delivered in Spanish with technical assistance provided in a number of languages.
- Villa Capri completed a CDBG-funded rehabilitation project at the 86-unit affordable housing complex.

## Leveraging

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

In addition to the City's general fund grants, projects funded through the City's CDBG program were able to leverage \$1,433,342.39 in other federal, private, state/local, and other resources. Leveraged funds include:

- Other federal: \$792,917.01
- State/local: \$315,535.75
- Private: \$206,088.57
- Other: \$118,801.06

There is no publicly owned land or property located within the jurisdiction that was used to address the needs identified in the plan.

## 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 4 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	30	38
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	14	88
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>44</b>	<b>126</b>

Table 5 – Number of Households Supported

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

The City met or exceeded performance targets. However, the rehabilitation of existing units goal was met through a prior year project that experienced delays and did not begin or complete until the 2020 Program Year. As previously noted, the City's Housing Repair Program experienced delays due to COVID-19 and did not meet performance. It is anticipated that the City will exceed performance in 2021 as a result of 2020 projects moving forward after COVID-19 related delays.

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

Housing Repair is not being funded in the 2021 Annual Action Plan as the program continues 2019 and 2020 projects. However, the City anticipates meeting the goals set in the 2020-2024 Consolidated Plan.

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

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	92	0
Low-income	32	0
Moderate-income	2	0
<b>Total</b>	<b>126</b>	<b>0</b>

**Table 6 – Number of Households Served**

**Narrative Information**

100% of funds are used to support low- and moderate-income households.

## **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 partnered with Catholic Community Services to utilize CDBG-CV funds to adjust services to prevent and respond to COVID-19. These services included expanded Day Center hours to address lower capacity requirements due to social distancing and the closures of businesses and nonprofits that people experiencing homelessness frequent. It is one of the services that assesses individuals needs and assists in moving people to shelter and housing.

The City invested \$42,000 in outreach to persons experiencing homelessness through the City's Human Services General Fund (HSGF) supported projects. These projects included street outreach by mental health professionals and a community day center. Through these two services, 911 individuals received services. In addition, the City, including the Police Department, partners with currently unfunded outreach teams from two additional agencies to work with individuals to connect them to services. The City funds and supports Crisis Connection's 2-1-1, which provides critical information and referral services, many of which are related to homelessness. While many residents call 2-1-1 directly, City staff also provide information on resources by telephone and in person when individuals request services. Staff talk with residents to assess their needs and make appropriate referrals to local nonprofits.

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

The CDBG-CV funds also supported the transition of the local shelter to a non-congregate model and moved it from six-months to year round during the pandemic to safely operate based on CDC and the Department of Health guidelines.

The City annually provides general funds to support a variety of human services programs. During the Program Year, the City expended \$70,000 in general funds to programs providing shelter and transitional housing to 164 individuals. This included 6,893 shelter bed nights, and 2,192 bed nights of transitional housing. The programs funded included Catholic Community Services Reach Out, Hospitality House, Kent Youth and Family Services Watson Manor, and Multi-Services Center Shelter and Transitional Housing. The City funded Mary's Place with \$17,000 to help families experiencing homelessness avoid entering the shelter system by accessing housing. Additionally, the City coordinated and planned a severe weather shelter in partnership with churches, Catholic Community Services, service providers, and residents to provide shelter during inclement weather. It operated two nights in the 2020 Program Year, providing critical safety to people living unsheltered in Federal Way.

The City also provided a \$25,000 general fund grant to FUSION, which opened its shelter's doors to families in December 2020.

**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 invested Human Services General Fund (HSGF) grants in three programs dedicated to providing financial assistance to help stabilize individuals and families and prevent them from becoming homeless. With \$54,000, the three programs served 515 households with 1,562 individuals. Additionally, \$32,694 of CDBG Public Services funding was used by the Multi-Service Center to stabilize households comprised of 97 individuals with rental assistance.

Further, in response to COVID-19, the City deployed \$500,000 of CARES Act funding to assist 595 persons in 182 households pay off past due rent incurred due to COVID-19. Most households received assistance to fully pay rent debt through October of 2020. Due to the limited amount of funding and some large amounts of money owed by tenants to landlords, a few households still had a past due balance after the assistance was provided. Rent assistance does not address the potential of incurring additional rent debt and the City plans to partner with the Multi-Service Center and Catholic Community Services in 2021 to provide additional CDBG-funded subsistence payments to prevent homelessness due to COVID-19. An estimated 10% of renters are or have been behind on rent during the pandemic. The resources made available in 2020 were not able to meet the needs of renters and it is anticipated that the gap in resources will continue in 2021. The Washington State legislature is pursuing legislation that may help address the housing instability and how we transition out of an eviction moratorium in a way that minimizes evictions and displacement due to the pandemic. Based on experience in 2020, the City will continue investing in homelessness prevention in response to COVID-19 should additional funds become available.

While not as direct as rental and utility assistance, many programs funded by HSGF provide other types of services that can offset costs and increase stability for residents. These programs include childcare, afterschool programs, employment and education programs for youth and adults, counseling, legal assistance, food assistance, and many others. These services provide a critical safety net addressing the many and unique needs experienced across the community.

**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**

All of the aforementioned shelter services, day center services, transitional housing, and outreach services work closely with persons experiencing homelessness with the goal of helping individuals transition to permanent housing. The street outreach programs, day center services, and single adult shelters encounter many chronically homeless persons and strive to build relationships and trust with the individuals to facilitate service access. Services include, but are not limited to, case management, goal setting, moving to permanent housing, access to services such as counseling, substance abuse treatment, and referrals to address many other needs. The City funds a variety of services designed to work with different types of households experiencing homelessness including young mothers, individuals, and families.

While rent assistance providers do not report on the number of households assisted that were previously homeless, their services are critical in preventing homelessness and likely reach at least some people who previously experienced homelessness.



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

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

The City is within the jurisdiction of the King County Housing Authority (KCHA). KCHA owns three public housing developments, one subsidized housing property, and two moderate-income apartment complexes, one of which was newly acquired in 2019.

The City worked collaboratively to address the needs of public housing by advocating for and investing in affordable housing stock, providing supportive services to prevent homelessness (reducing the number of people who need to seek other housing options such as public housing), and staffing a number of committees that directed funds to organizations managing affordable housing stock.

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

King County Housing Authority (KCHA) actively works to increase resident involvement through a number of mechanisms to collect feedback and develop opportunities for residents. As a highly functioning entity that is separate from cities, KCHA does not require or need city involvement to increase resident engagement. The City is not in a position to directly impact resident engagement, but does seek partnership with KCHA to seek resident involvement on City projects.

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

King County Housing Authority (KCHA) is a high performing public housing authority (PHA) and not considered a troubled PHA.

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

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City is researching and analyzing several potential changes; however, no action was taken in 2020. The City is engaged in the development of a Housing Action Plan (HAP) including an assessment and development of housing strategies. It is anticipated that the HAP will be considered by City Council in spring 2021. A review of the strategies in the HAP will be provided in the 2021 CAPER.

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

City staff have worked to support smaller, community based organizations with additional focus on organizations led by people of color. Additionally staff has engaged in the Governing for Racial Equity and Inclusion (GREI) and the quarterly regional consultation with refugee resettlement agencies. The focus of the groups ranges from direct services to policy level work and education.

During the Program Year, the City utilized CDBG to fund three public services programs that meet the needs of underserved communities:

- Inclusion Program received \$35,000 to provide 310 persons with disabilities scholarships to take multiple life skills classes that prepare them to live independently;
- Employment Services Program offered by Orion received \$10,000 to assist five persons with disabilities with job readiness and placement assistance, all three of whom were placed in jobs by the end of the year; and
- Pediatric Interim Care Center received \$10,000 to provide health services to drug-exposed infants from Federal Way.

The City and its Human Services Commission participated in a three-part training titled *Grantmaking with an Equity Lens*. The training set the stage for evaluation of grant applications and informed the evaluation tool used in the process. It helped staff and Commissioners identify areas for ongoing work in advance of the next application process to support organizations that are addressing underserved people in the community.

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

All housing rehabilitation projects complied with the lead-based paint requirements. As appropriate, City staff provided information concerning lead hazards to our project beneficiaries. We require subrecipients working on housing related capital projects comply with lead-based paint requirements and provide information to all tenants and homeowners impacted by their projects.

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

During the Program Year, the City provided \$16,000 from HSGF to three programs providing employment and education programs designed to assist residents in increasing income and stability. The City also provided \$28,090 in CDBG funds for three public services programs that provide employment assistance and educational programs. The programs all met performance targets providing increased opportunity to residents to improve income via training and employment services.

Highline College's two programs collectively received \$60,000 in CDBG funds to assist clients with technical assistance to support existing businesses and startups. Highline's programs included a citywide program and one specifically provided to residents of the North Federal Way area, the former Neighborhood Revitalization Strategy Area (NRSA). The goal is to create economic opportunities for individuals in the community. COVID-19 had impacted employment in general and was the cause of the programs not creating new jobs in 2020. However, the programs did provide services designed to increase business stability and growth and the tools provided will hopefully support economic recovery and future growth of microenterprises.

The City continues to look for opportunities to partner with nonprofits and community organizations to apply for implementation grants to increase economic opportunity for its residents. This included the development of a legislative ask to pursue a feasibility study for a youth and young adult resource center that would help connect young people in Federal Way to educational and career opportunities. This addresses one need identified as youth in the community have lower educational attainment and engagement and lower rates of employment.

As part of the City's COVID-19 response planning, a two-year financial counseling program was recommended for funding and will begin in 2021. The program focuses on the financial stability and growth of low- to moderate-income households by providing services assisting in improved credit, reduction in debt, and asset building. Additionally, the program staff will refer households to other services that may including employment and education intended to help households increase income.

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

While the City continues to develop internal infrastructure and ways to support the local community based organization infrastructure, the regional efforts are instrumental in addressing two of the largest needs in the community, which are housing and homelessness. The City participated in the South King Housing and Homelessness Partners (SKHHP), the Affordable Housing Committee through staff membership on the Housing Interjurisdictional Team, and sub-regional conversations to address homelessness by addressing gaps in services in South King County. The development of the Regional Homelessness Authority will also impact regional and local structures and the City will look for ways to work within that structure while continuing to address local needs.

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

The City is an active participant in the South County Human Services Planners (SKCHS) group. SKCHS is comprised of local planners, social service agencies, human services organizations, and public housing authority staff. The purpose of the group is to coordinate efforts to ensure relevant and culturally appropriate human services are made available to those most in need within the region. The City staff will continue involvement with the SKCHS to improve the coordination between public and private housing and social service agencies.

The City coordinates housing services through its investment, communication, and networking with funded and non-funded organizations. City staff sit on a number of committees to address affordable housing and coordinate, promote, and develop services for people experiencing homelessness. These efforts include the staff workgroup for the Affordable Housing Committee 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)**

In 2020, COVID-19 necessitated that staff focus on responding to the immediate housing crisis caused by COVID-19 and measures to reduce its spread. Early in the pandemic, the City took action through an emergency proclamation and planned for, and later implemented, short-term projects to address immediate housing instability caused by COVID-19. While COVID-19 added a lot to the staff's workload, progress was made in discussing and addressing some of the goals in the 2019 Analysis of Impediments to Fair Housing Choice (AI). Specifically, work in 2020 included the following goals:

- Engage underrepresented communities on an ongoing basis to better understand barriers and increase access to opportunity.
- Provide more housing for vulnerable populations.
- Provide more housing choices for households with large families.
- Support efforts to increase housing stability.
- Preserve and increase affordable housing in communities at high risk of displacement.
- Review zoning laws to increase housing options and supply in urban areas.
- Support the Affordable Housing Committee's efforts to promote fair housing.
- Report annually on Fair Housing Goals and progress.

The City engaged a third-party consultant in 2020 for the development of a Housing Action Plan (HAP) which includes a needs assessment, zoning and code review, and housing strategies. The work will conclude in 2021 and will inform the Comprehensive Plan update including the housing element. While the focus of the HAP is broader than the scope of the AI or the City's CDBG program, many of the AI goals are addressed throughout the development of the HAP. Community Services staff have

participated in the project with the Planning Division as lead. The HAP process has included discussions on housing stability, community engagement, affordable housing preservation and development, and a zoning and code review to increase housing supply. Information will be included in the 2021 CAPER on the final, adopted HAP and its intersections with the AI goals.

South King Housing and Homelessness Partners (SKHHP) and its participating jurisdictions are moving forward with an interlocal agreement (ILA) to leverage taxes collected made available for affordable housing. The City had previously taken action to access these funds and has expressed support for pooling these funds and will move the ILA forward in 2021. The funds will support the preservation of affordable housing and potential new development of affordable housing. Projects will not be funded in each jurisdiction each year, but the ability to leverage funds presents a unique opportunity to support larger projects than any jurisdiction alone.

Additionally, the City has engaged in conversations with King County regarding a different, new sales and use tax supporting housing for people experiencing homelessness. As a vulnerable population facing more barriers to attaining and maintaining housing, the funding presents a unique opportunity to address needs in the community. The City will continue to engage in conversation with the County as the program develops and consider local options.

The City is reporting on Fair Housing Goals and progress with this section of the CAPER.

## **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 the Program Year, all CDBG Public Services programs and capital and economic development programs received desk monitoring via materials submitted as part of the application cycle. Due to the impacts of COVID-19 on staff workload and agencies' service delivery, all onsite monitoring will be conducted in 2021 either virtually or in person should public health recommendations allow. There were no concerns identified in material review.

Ongoing monitoring of all CDBG projects and activities was conducted on a frequent basis throughout the Program Year. The Public Services activities were monitored in terms of outcomes, goals, and supporting documentation. Reports were reviewed to ensure that contract targets were being met, demographic information was being collected, and expenditures were reviewed. The remote monitoring of invoices submitted for payment and quarterly reports did not reveal any instances of non-compliance. The City monitored every project that was part of the City implemented Housing Repair Program. Every project file was thoroughly examined. Individual project sites were visited at the scope development phase and during various phases of construction.

As part of ongoing monitoring activities, the City has developed a technical assistance plan for existing subrecipients and new subrecipients for the 2021 Program Year. Technical assistance will be designed to ensure ongoing compliance and review of CDBG requirements.

Highline College operates two, CDBG funded projects for Federal Way residents. The StartZone project focused in the former Neighborhood Revitalization Strategy Area (NRSA) and the target area in North Federal Way, provides outreach and services in languages common in that area and the City, including Spanish. Curriculum was provided in Spanish and English and technical assistance in more than three languages. Translation services are also available. Highline College continues to tailor services to cultural needs as a means of reaching and serving the diverse population in the City and to grow all businesses including minority owned businesses.

In fall of 2020, the City, with support of Mayor Ferrell, discussed the allocation of 2021 CDBG funds toward the establishment of a permanent, year-round shelter in the City. This allocation will formally be brought to City Council in March 2021. Additionally, FUSION opened the first family shelter in the City. While the City did not use CDBG funds to support the project, the City had supported it with pass through funds from the State of Washington as well as a general fund grant provided in 2020. The shelter provides needed infrastructure to address family homelessness and the City hopes to do the same with the addition of a shelter for adults.

**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's Notice of Public Comment Period was advertised in the City's Newspaper of Record. Citizen comments and suggestions are being encouraged regarding development of the Program Year CAPER during the public comment period that began Wednesday, February 17, 2021 and will end Tuesday, March 16, 2021. Citizen comments were encouraged for submission via telephone, letters, email, and mail.

Notice of the draft CAPER was emailed to many agencies and community partners. A public hearing regarding the CAPER was held at the February 22, 2021 Human Services Commission. The CAPER was posted on the City's website at [www.cityoffederalway.com](http://www.cityoffederalway.com) during the public comment period. Hard copies of the CAPER will be made available upon request.

Public comments will be added as received.

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

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

There were no changes to the City's program objectives. While the response to COVID-19 added more funding and projects than anticipated for the program year, all projects fit within the City's approved CDBG goals and objectives. The City does not anticipate major changes in objectives, but may not meet performance targets pertaining to the planned use of CDBG funds for the Section 108 debt service for the Performing Arts and Event Center (PAEC) and the creation of jobs. The City is suspending the use of CDBG funds for the repayment of the Section 108 loan for 2021, at minimum. The suspension is due to delays in the planned hotel project, adjacent to the PAEC. The City included the hotel in the original application for Section 108 funds and acted in good faith when the property was sold to a private developer. The City had to buy the property back due to the failure to build a hotel. The City is currently condemning the property for public use.

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

No

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





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PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	617,005.22
02 ENTITLEMENT GRANT	735,305.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	28,271.43
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)	1,380,581.65

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	370,232.61
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	370,232.61
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	111,055.73
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	235,216.10
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	716,504.44
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	664,077.21

PART III: LOW/MOD 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	217,448.66
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	217,448.66
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	58.73%

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	105,784.55
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	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	105,784.55
32 ENTITLEMENT GRANT	735,305.00
33 PRIOR YEAR PROGRAM INCOME	4,830.93
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	740,135.93
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.29%



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PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	111,055.73
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)	111,055.73
42 ENTITLEMENT GRANT	735,305.00
43 CURRENT YEAR PROGRAM INCOME	28,271.43
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	763,576.43
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	14.54%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17  
 Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS	Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	13	192		Villa Capri Security Door Renovation	14B	LMH	\$152,783.95
					14B	Matrix Code	\$152,783.95
Total							\$152,783.95

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	5	194	6458596	Federal Way Community Center Inclusion Program	05B	LMC	\$35,000.00
					05B	Matrix Code	\$35,000.00
2020	7	197	6455276	MSC Youth Employment and Education Services	05H	LMC	\$9,419.92
2020	8	198	6455277	Orion Employment Services Program	05H	LMC	\$10,000.00
2020	10	195	6458597	ANEW Employment Services	05H	LMC	\$8,670.00
					05H	Matrix Code	\$28,089.92
2020	9	199	6455279	PICC Infant Withdrawal Program	05M	LMC	\$10,000.00
					05M	Matrix Code	\$10,000.00
2020	6	196	6455278	MSC Rental Assistance	05Q	LMC	\$32,694.63
					05Q	Matrix Code	\$32,694.63
2019	1	191	6433110	Housing Repair Program	14A	LMH	\$14,916.19
2020	3	203	6458599	Housing Repair Program	14A	LMH	\$1,747.92
					14A	Matrix Code	\$16,664.11
2020	4	202	6458745	Code Compliance	15	LMA	\$35,000.00
					15	Matrix Code	\$35,000.00
2020	12	207	6455283	STARTZONE	18C	LMC	\$30,000.00
2020	13	208	6455284	Economic Development Programs	18C	LMC	\$30,000.00
					18C	Matrix Code	\$60,000.00
Total							\$217,448.66

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2020	5	194	6458596	No	Federal Way Community Center Inclusion Program	B20MC530015	EN	05B	LMC	\$35,000.00
								05B	Matrix Code	\$35,000.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2020	7	197	6455276	No	MSC Youth Employment and Education Services	B20MC530015	EN	05H	LMC	\$9,419.92
2020	8	198	6455277	No	Orion Employment Services Program	B20MC530015	EN	05H	LMC	\$10,000.00
2020	10	195	6458597	No	ANEW Employment Services	B20MC530015	EN	05H	LMC	\$8,670.00
								05H	Matrix Code	\$28,089.92
2020	9	199	6455279	No	PICC Infant Withdrawal Program	B20MC530015	EN	05M	LMC	\$10,000.00
								05M	Matrix Code	\$10,000.00
2020	6	196	6455278	No	MSC Rental Assistance	B20MC530015	EN	05Q	LMC	\$32,694.63
								05Q	Matrix Code	\$32,694.63
				No	Activity to prevent, prepare for, and respond to Coronavirus					\$105,784.55
Total										\$105,784.55

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	1	193	6393344	Program Administration	21A		\$37,676.44
2020	1	193	6455280	Program Administration	21A		\$24,938.86
2020	1	193	6455286	Program Administration	21A		\$20,618.85
2020	1	193	6458598	Program Administration	21A		\$27,821.58
					21A	Matrix Code	\$111,055.73
Total							\$111,055.73



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

01 CDBG-CV GRANT	1,100,282.00
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)	1,100,282.00

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

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	224,100.04
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	224,100.04
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )	876,181.96

**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	224,100.04
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	224,100.04
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	224,100.04
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%

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

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	224,100.04
17 CDBG-CV GRANT	1,100,282.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	20.37%

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

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
20 CDBG-CV GRANT	1,100,282.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	0.00%



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
2020	14	206	6455275	COVID 19 RESPONSE	05L	LMC	\$43,407.00
	15	205	6455281	Expanded Day Center	03T	LMC	\$124,693.04
	16	204	6455282	REACH Out	03T	LMC	\$56,000.00
<b>Total</b>							<b>\$224,100.04</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
2020	14	206	6455275	COVID 19 RESPONSE	05L	LMC	\$43,407.00
	15	205	6455281	Expanded Day Center	03T	LMC	\$124,693.04
	16	204	6455282	REACH Out	03T	LMC	\$56,000.00
<b>Total</b>							<b>\$224,100.04</b>

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

Report returned no data.