



CITY OF

Federal Way

Centered on Opportunity

Community Development Block Grant (CDBG)

Updated 2021 Annual Action Plan

AP-05 Executive Summary - 91.200(c), 91.220(b)

A1. Introduction

Updated 2021 Annual Action Plan

The Updated 2021 Annual Action Plan includes the following. This does not qualify as amendment as the plan has not been submitted to the U.S. Department of Housing and Urban Development.

Executive Summary

At the time of the initial public process in the fall of 2020, the City included funds originally planned for the Section 108 loan debt repayment in the Housing Repair Program as discussed in the plan narrative, with the intent of reallocating these funds at a later time. This updated plan reallocates these funds to a shelter project. The update is also reallocating Housing Repair funds as COVID-19 has impacted projects and the program staff have evaluated and determined that the unused funds from 2020 are sufficient to implement the Housing Repair Program in 2021 without additional funding. All of these funds will be allocated to a to be determined shelter project. Additionally, it is anticipated that CDBG-funded Code Compliance will not occur in 2021 due to program alignment. Should that decision be made, the \$37,000 will be allocated to the shelter project. The City will use a process in accordance with procurement for awarding funds for the purpose of adult shelter in the City of Federal Way. All funds are for capital acquisition and/or rehabilitation.

A4. Summary of Citizen Participation Process and consultation process

For the Updated Amendment, the City will use the following public participation process:

- Request for public comments and input was emailed to stakeholders and service agencies on February 4, 2020 seeking input February 12, 2021 through March 16, 2021.
- A Notice of Public Hearing was published in the Federal Way Mirror on February 12, 2021, notifying the public of public hearings to be held on February 22, 2021 and March 16, 2021, and to announce the comment period on the Updated 2021 Annual Action Plan.
- An opportunity for public comment will be provided on October 19, 2020, before the Human Services Commission, to receive input on the Updated 2021 Annual Action Plan.

A5. Summary of Public Comments

A summary will be added as comments are received.

A6. Summary of comments or views not accepted and the reasons for not accepting them

A summary will be added should any comments not be accepted.

A7. Summary

A summary will be added after the public comment period.

AP-12 Participation - 91.401, 91.105, 91.200(c)

A1. Summary of citizen participation process/Efforts made to broaden citizen participation

The Updated 2021 Annual Action Plan will be available for public review from February 12, 2021 to March 16, 2021 on the City of Federal Way website and by email or mail, if requested.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The Updated 2021 Annual Action Plan reallocates funding from the Housing Repair Program to a shelter project for adults. It includes a contingency that should Code Compliance not be funded with CDBG funds, those funds will also be used to support the shelter project. The Housing Repair Program will not be funded with 2021 CDBG funds, but will continue to operate throughout the year with funding remaining from prior years.

Project Information

#	Project Name
2	Housing Repair Program
2	Shelter

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.420, 91.220(c)(3)&€

2	Project Name	Housing Repair Program
	Target Area	
	Goals Supported	Preserve Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$381,417
	Description	Housing repair program helping low and moderate income homeowners repair their homes to a safe condition.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	38 low and moderate income households will benefit.
	Location Description	Recipients must be homeowners in the City of Federal Way. Specific locations will be determined.

	Planned Activities	Housing repair for extremely low-, low-, and moderate income homeowners. Work is primarily focused on interior health and safety issues, though roofs and ADA accessibility improvements are also considered on a case-by-case basis.
2	Project Name	Shelter
	Target Area	
	Goals Supported	Prevent and Address Homelessness
	Needs Addressed	Homelessness
	Funding	CDBG: \$381,417 to *\$418,417 *Contingency: Should funds become available from Code Compliance, they will be allocated to the Shelter Project.
	Description	Establish an adult shelter in the City of Federal Way.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	To be determined once a site has been identified
	Location Description	Capital Project will be at a to be determined site.
	Planned Activities	Work with a nonprofit agency to establish shelter in the City of Federal Way through the acquisition of property.
3	Project Name	Code Compliance*
	Target Area	
	Goals Supported	Establish and Maintain Suitable Living Environment
	Needs Addressed	Living Environment
	Funding	CDBG: \$37,000 *May remove funding due to project alignment with CDBG. Should this occur, the CDBG funds will be allocated to a shelter project.
	Description	Support code compliance related to City Zoning and codes in areas of the City that are 51% or great low- and moderate-income and are deteriorating or deteriorated.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	25 housing units.

Location Description	Census tracts and/or block groups at or above 51% low- and moderate- income and either with signs of deterioration or in a deteriorated condition.
Planned Activities	Code compliance.

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Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The City of Federal Way presents this Annual Action Plan for the 2021 Program Year Community Development Block Grant (CDBG) program funds. The City developed these funding decisions based upon Mayoral and City Council priorities, Human Services Commission recommendations, Community Services Division staff analysis, public hearing comments, program performance information, and consultation with various service agencies and other stakeholders.

2. Summarize the objectives and outcomes identified in the Plan

The Consolidated Plan establishes local priorities consistent with national objectives and the US Department of Housing and Urban Development Community Development Block Grant (CDBG) program. The identified goals are in this Consolidated Plan are:

- **Expand economic opportunities** - increase local opportunities and create jobs.
- **Preserve affordable housing** - ensure access to healthy, safe, affordable housing for low- and moderate-income households throughout the City and advance fair housing to address discrimination.
- **Prevent and address homelessness** - make homelessness rare, brief, and one-time and eliminate racial disparities.
- **Establish and maintain suitable living environments** - create a healthy, integrated, and vibrant community by improving the well-being and mobility of low- and moderate-income residents through an array of services addressing basic needs and progress toward self-sufficiency.

In addition, the 2021 Annual Action Plan provides for planning and the administration of the Community Development Block Grant program in order to meet community needs and HUD requirements. Strategies in the Consolidated Plan will be implemented with CDBG funds provided by HUD. Based on its 2020 formula allocation, the City estimates that approximately \$735,417 in grant funds will be available in 2021.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Performance data and evaluation will be added after the completion of the 2020 program year, which ends December 31, 2020. The COVID-19 pandemic has impacted the City and its citizens in numerous ways. CDBG funds have provided meaningful access to services allowing the City to meet the needs of

additional low- and moderate-income households. The added funding through the CARES Act is essential in meeting new and changing needs in the community. COVID-19 has also changed many of the funded programs creating delays in some such as housing repair.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City had an established public participation process, as outlined below:

- Notice of Funds Available for PY2021/PY2022 CDBG Public Services funds was published in the Federal Way Mirror on February 28, 2020.
- Notice of Funds Available for PY2021/PY2022 CDBG Public Services Funds extension was published in the Federal Way Mirror on March 20, 2020.
- Request for public comments and input was emailed to stakeholders and service agencies on November 9, 2020 seeking input through November 17, 2020.
- A Notice of Public Hearing was published in the Federal Way Mirror on October 9, 2020, notifying the public of public hearings to be held on October 19, 2020 and November 17, 2020, and to announce the comment period on the 2021 Annual Action Plan.
- An opportunity for public comment was provided on October 19, 2020, before the Human Services Commission, to receive input on the 2021 Annual Action Plan.
- A public hearing was held on November 17, 2020, before the Federal Way City Council to receive input on the 2021 Annual Action Plan.

5. Summary of public comments

In the fall 2020 public comment period, Kathy Powers with Orion thanks the Human Services Commission for work on the application review and evaluation as well as preliminary recommendations. Ms. Powers reviewed Orion's programs and the impact of CDBG funding for Federal Way residents.

Ms. Cynthia Ricks-Maccotan comments on support of the 2021 Annual Action Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted on the 2021 Annual Action Plan during the fall 2020 public comment period.

Should any comments not be accepted in spring 2021, a summary of public comments not accepted will be added as received during the public comment period on the Updated 2021 Annual Action Plan.

7. Summary

Public comments received supported the annual action plan as presented and highlighted its impact.

Should public comments be received, a summary will be added on the Updated 2021 Annual Action Plan.

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PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	FEDERAL WAY	Community Services Division

Table 1 – Responsible Agencies

Narrative

The City of Federal Way, Community Services Division, is the lead agency for the CDBG Program. Sarah Bridgeford, Community Services Manager, is the program administrator. Brittany Julius, CDBG Coordinator, is the primary staff responsible for the day-to-day implementation of the program.

Additionally, numerous non-profit agencies are responsible for administering programs funded by CDBG. These agencies and others were consulted during the development of the Annual Action Plan and are listed in the Consultation section of this document.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Consultation and citizen participation are important elements of the plan and its implementation. The City follows and regularly updates the Citizen Participation Plan for the City of Federal Way Consolidated Plan to guide the process, provide opportunities for citizen involvement throughout the development of the Plan, and provide input for the implementation and program evaluation phases in future years. During the process of developing the Plan, organizations (both public and private) were consulted and local groups participated in providing input on needs and proposed strategies.

The City of Federal Way is an active partner and participant in local and regional community development and human services efforts. The City engages in ongoing coordination between other cities in South King County having common interests and needs for community development, as well as public policy organizations, housing providers, health providers, service agencies, and faith-based organizations that are extensively involved in providing support to low- and moderate-income persons and households, as well as people experiencing homelessness. The City also works with other members of the King County Consortium (Consortium) to conduct and participate in ongoing meetings with each other, stakeholders, public housing authorities (PHAs), including the King County Housing Authority, and for the Continuum of Care, nonprofit housing and service providers, members of the Housing Development Consortium of Seattle-King County, Public Health Department of Seattle and King County, Puget Sound Regional Council, South King County Human Services Planners, and the Washington State Department of Commerce. This coordination takes place regularly and informs recommendations for decision making bodies such as the City's Human Services Commission.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City of Federal Way participates in both local and regional approaches and engages in ongoing coordination between other jurisdictions, housing and homeless services providers, health providers, and service agencies. The collaboration includes monthly human services planners' meetings and participation in numerous formal and informal regional collaborations such as the Joint Recommendations Committee (JRC), South King Housing and Homelessness Partners (SKHHP), the Affordable Housing Committee (AHC), and AHC's Housing Interjurisdictional Team (HIJT). The City is also a member of the King County Human Services Funder Collaborative, which provides a more streamlined process for human service agencies and increase collaboration and alignment, when appropriate, between cities. This coordination is ongoing throughout the year and, along with other community engagement and public meetings, informs the development of the Consolidated Plan and the decision-making of groups such as the Human Services Commission.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Coordinating with King County's Continuum of Care (CoC) is critical to our region's implementation. The City will look for ways of participating in and collaborating with the newly established Regional Homelessness Authority and its Advisory Committee, which will serve as the Continuum of Care. The City of Federal Way supports the continuum of housing including prevention, emergency shelter, transitional housing, and permanent housing. The City provides financial support for these efforts with both City general funds and CDBG funds and also commits staff time to the ongoing development and implementation of the system to address the needs of persons experiencing homelessness.

Efforts by the City and our many human services partners are targeted to help homeless persons meet three goals:

- achieve residential stability;
- increase skill levels and/or incomes; and
- strengthen their ability to influence decisions that affect their lives.

The City has convened efforts around family homelessness seeking shelter in the City as it is recognized that keeping families in the community they are from and connected to will result in greater success for the families. FUSION, a local nonprofit, is opening a family shelter in the City. The City supported the project during its development by funding a feasibility study with State funds and through a grant of local general funds in fall of 2020.

The City participates in and supports numerous coalitions and committees, such as the South King County Forum on Homelessness and the Homelessness Action Committee, focusing on developing resources in South King County. The City also participates in the annual Count Us In, Point in Time Count, which provides invaluable data for planning.

The City provides both CDBG and local funds to agencies that serve chronically homeless individuals and families with children, veterans, and unaccompanied youth. In addition, Federal Way is fortunate to have numerous faith-based organizations that provide regular services and support to people experiencing homelessness in our community. While COVID-19 is impacting these services, the partnership is essential and likely to return when it is safe to reopen.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

McKinney-Vento funding for the Emergency Solutions Grant (ESG) is administered by King County and allocated through a competitive process. The City of Federal Way regularly collaborated with King County and maintains a close working relationship with other communities, especially those in South King County, to provide input. Staff have a voting position on the Joint Recommendation Committee (JRC) on a rotating basis. The JRC approves funding and plans for the ESG program.

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2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City of Auburn
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff consults with City of Auburn staff regularly through ongoing collaborative efforts in addition to discussions and coordination specific to the 2020-2024 Consolidated Plan and subsequent Annual Action Plans.
2	Agency/Group/Organization	Catholic Community Services of Western Washington
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Regional Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency is consulted throughout the year for general collaboration and emerging issues as well as regular updates on programs and service delivery improvement. Agency was also contacted via email to respond to the draft Annual Action Plan.
3	Agency/Group/Organization	CHI Franciscan
	Agency/Group/Organization Type	Services-Health Health Agency Regional Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency leads a place-based collaboration, which includes focus on the approved Neighborhood Revitalization Strategy Area and implementing the corresponding strategies in that area. Agency representatives are in close communication regarding the Consolidated Plan, Annual Action Plans, and the included strategies.
4	Agency/Group/Organization	FUSION
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency was in close contact regarding homeless strategies specific to families experiencing homelessness.

5	Agency/Group/Organization	HIGHLINE COMMUNITY COLLEGE
	Agency/Group/Organization Type	Services-Education Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency participated in a one-on-one meeting and provides regular input on regional and local needs and strategies.
6	Agency/Group/Organization	KING COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in developing local strategies to align and coordinate with county-wide strategies.

7	Agency/Group/Organization	King County Housing Authority (KCHA)
	Agency/Group/Organization Type	Housing PHA Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency was contacted for input regarding housing needs in the City and region as well as the Neighborhood Revitalization Strategy Area in North Federal Way. Agency was as also contacted via email to respond to the draft Annual Action Plan.
8	Agency/Group/Organization	MULTI-SERVICE CENTER
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-homeless Services-Education Services-Employment Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency is consulted throughout the year for general collaboration and emerging issues as well as regular updates on programs and service delivery improvement. Agency was also contacted via email to respond to the draft Consolidated Plan and Annual Action Plans.
9	Agency/Group/Organization	Housing Development Consortium
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency was contacted via regular collaborative efforts and regarding specific housing and homelessness strategies.
10	Agency/Group/Organization	Public Health of Seattle-King County
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-homeless Services-Health Health Agency Other government - County
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency is consulted throughout the year for general collaboration and emerging issues as well as regular updates on programs and service delivery improvement. Agency was also contacted via email to respond to the draft Annual Action Plan.

11	Agency/Group/Organization	South King County Housing and Homelessness Partners
	Agency/Group/Organization Type	Housing Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency was consulted via regular collaborative processes. The City is a member of South King Housing and Homelessness Partners (SKHHP) and is in close contact regarding regional planning efforts pertaining to affordable housing and homelessness.

Identify any Agency Types not consulted and provide rationale for not consulting

It is the City’s intent to consult with all Agency types. Should this not be achieved or change during the public comment period, that information will be added.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	All Home/Regional Homelessness Authority	This plan informs priorities and strategies relating to the City's Consolidated Plan goal to address homelessness and the implementation of that goal in annual action plans.
Regional Affordable Housing Task Force Report	King County, Affordable Housing Committee	The five-year plan includes goal areas and strategies that coincide with the City’s Consolidated Plan goal to provide decent, affordable housing.

Table 3 - Other local / regional / federal planning efforts

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Federal Way solicited input on needs, goals, and strategies for the 2021 Annual Action Plan. Public input has been encouraged throughout the planning and development process as well as targeted stakeholder engagement. The City engaged with partners locally and throughout the region including nonprofits; local, county, and state government; and citizens to gather input on the City's goals and strategies for its CDBG program.

The City regularly engages service providers and citizens in discussions regarding community development and human services needs. The City seeks input by meeting with individuals and organizations on an ongoing basis. Organizations that receive funding are monitored throughout the year and discuss trends and emerging needs with City staff. City staff meets regularly with human service providers, other regional cities, and funders to discuss services for individuals and families experiencing homelessness to seek solutions to both local and regional community development problems.

These forms of engagement provide invaluable information. Citizen participation informs the City's goals and strategies and, in the process for the 2021 Annual Action Plan, confirmed the adopted goals and strategies. COVID-19 is significant and was a frequent discussion topic in relation to CDBG. However, two of the primary areas of concern are housing and economic stability, both of which are addressed in the adopted goals, objectives, and strategies.

As the City will be reallocating a portion of the funding in this plan and with CDBG-CV funds allocated via the CARES Act, additional outreach will be added and updates incorporated accordingly.

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City of Federal Way anticipates having the following funding sources available during the 2021 Program Year:

- CDBG
- City General Fund (targeted to human services/public services)

Pre-award costs incurred prior to the agreement with the U.S. Department of Housing and Urban Development are allowable in accordance with 2 CFR 200.458 and 24 CFR 570.200. Pre-award costs incurred by projects included in the 2021 Annual Action Plan will not impact future projects or future years' funding. The incurred costs are necessary to the implementation of the activities and for continuity of services to the community.

Anticipated Resources								
Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	735,417	0	0	735,417	2,206,251	CDBG funds leverage additional federal and state funds. Agencies are able to combine funding sources in order to provide a wider range of services to the community.
General Fund	public - local	Public Services	536,000	0	0	536,000	1,608,000	The City provides general fund grants annually to agencies and organizations that deliver services in support of low- and moderate- income persons and households, those with special needs, and the homeless. These funds are used in cooperation with CDBG public services dollars.

Table 4 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG funds do not require a match. CDBG funding for public services and public facility projects is only a portion of the total funding required. The City encourages applicants to secure other funding for projects in order to leverage resources to the extent possible.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Federal Way owns the property upon which the Performing Arts and Event Center (PAEC) was built. As described in this plan, the PAEC has and will continue to generate jobs both directly and via acting as a catalyst for redevelopment of the City Center area in Federal Way, resulting in additional jobs. The hotel, a component of the development, has been delayed. This may change certain performance measures and will be updated accordingly.

Discussion

CDBG funds will be used to support eligible activities in accordance with CDBG regulations.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Expand Economic Opportunities	2020	2024	Non-Housing Community Development	North Federal Way	Economic Development and Job Growth	CDBG: \$60,000	Businesses assisted: 42 Businesses Assisted
2	Preserve Affordable Housing	2020	2024	Affordable Housing		Affordable Housing	CDBG: \$381,417	Homeowner Housing Rehabilitated: 38 Household Housing Unit
3	Prevent and Address Homelessness	2020	2024	Homeless		Homelessness	CDBG: \$20,000	Public service activities other than Low/Moderate Income Housing Benefit: 31 Persons Assisted
4	Establish and Maintain Suitable Living Environment	2020	2024	Non-Housing Community Development		Living Environment	CDBG: \$127,000	Public service activities other than Low/Moderate Income Housing Benefit: 417 Persons Assisted Housing Code Enforcement/Foreclosed Property Care: 25 Household Housing Unit

Table 5 – Goals Summary

AP-35 Projects - 91.420, 91.220(d)

Introduction

Federal Way's Annual Action Plan provides descriptions of proposals of how funds will be prioritized to achieve goals identified in the Consolidated Plan. Projects funded by the City will address the priority needs of providing assistance to prevent homelessness, ensure affordable housing, expand economic opportunity, and provide a suitable living environment. Projects and programs are selected through a competitive application process to ensure optimal quality services are provided to the community in use of the funds.

With the delay in the hotel project adjacent to the Performing and Arts and Event Center, the City has decided not to continue using CDBG to service the Section 108 loan debt. Due to timing, these funds are allocated in this plan under housing repair. The City will reallocate the \$231,000 originally allocated for the loan repayment and the 2021 Annual Action Plan will be updated at that time.

#	Project Name
1	Program Administration
2	Housing Repair Program
3	Code Compliance
4	Federal Way Community Center Inclusion Program
5	Multi-Service Center YES Program
6	Orion Employment Services
7	Apprenticeship & Non-traditional Employment for Women (ANEW)
8	El Centro de la Raza South King County Systems Navigation Program
9	FUSION Transitional Housing
10	Partner in Employment - Employment and Training
11	Highline College StartZone (North Federal Way)
12	Highline College Economic Development Program

Table 6 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

In establishing the priorities for activities to meet the needs of the City, activities are being considered which are likely to be of high impact. The City looked to its own initiatives and goals to determine how to best build on efforts already underway which could impact the economic problems affecting low- and moderate-income persons. This has led the City to develop strategies with a focus on economic revitalization activities and job creation, safety net/self-sufficiency services, and protecting/enhancing housing owned or rented by low- and moderate-income households.

In order to continue services helping populations who are risk, the City allocated the maximum possible

to services that have proven to be effective in the past. The City placed a significant amount of the resources into the economic development activities for job creation and allocated funding for microenterprise technical assistance; and, in order to begin working on affordable housing needs, identified funds to maintain owner-occupied housing.

The City has chosen to place 100% of program funds toward activities which primarily benefit low- and moderate- income households and will assure that a minimum of 70% of program resources will benefit low- and moderate-income households. Additionally, the allocation process considered underfunded, underrepresented, and underserved populations for inclusion.

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AP-38 Project Summary

Project Summary Information

1	Project Name	Program Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$147,000
	Description	CDBG Program Planning & Administration for PY2021
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	33325 8th Avenue S, Federal Way, WA 98003
	Planned Activities	CDBG Planning and Administration
	Planned Activities	Housing repair for extremely low-, low-, and moderate-income homeowners. Work is primarily focused on interior health and safety issues, though roofs and ADA accessibility improvements are also considered on a case-by-case basis.
3	Project Name	Code Compliance
	Target Area	
	Goals Supported	Establish and Maintain Suitable Living Environment
	Needs Addressed	Living Environment
	Funding	CDBG: \$37,000
	Description	Support code compliance related to City Zoning and codes in areas of the City that are 51% or great low- and moderate-income and are deteriorating or deteriorated.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	25 housing units.

	Location Description	Census tracts and/or block groups at or above 51% low- and moderate- income and either with signs of deterioration or in a deteriorated condition.
	Planned Activities	Code compliance.
4	Project Name	Federal Way Community Center Inclusion Program
	Target Area	
	Goals Supported	Establish and Maintain Suitable Living Environment
	Needs Addressed	Living Environment
	Funding	CDBG: \$30,000
	Description	The Inclusion Program provides social activities and classes for adults with developmental disabilities.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	200 persons will benefit.
	Location Description	The majority of activities will be provided at the Federal Way Community Center (876 S. 333rd Street, Federal Way, WA 98003). Some activities will be provided off-site.
	Planned Activities	Social activities, life skills training, trips, and others.
5	Project Name	Multi-Service Center YES Program
	Target Area	
	Goals Supported	Establish and Maintain Suitable Living Environment
	Needs Addressed	Living Environment
	Funding	CDBG: \$13,000
	Description	YES helps youth and young adults ages 16 - 24 to obtain their GED, secure employment and continue post-secondary schooling, as appropriate, while helping them to establish and work toward careers and living wage employment.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	17 individuals between the ages of 16 and 24 will benefit.

	Location Description	Services will occur at the Multi-Service Center (1200 S. 336th Street, Federal Way, WA 98003).
	Planned Activities	Classes and training to help youth and young adults obtain their GED, secure employment, and continue post-secondary schooling.
6	Project Name	Orion Employment Services
	Target Area	
	Goals Supported	Establish and Maintain Suitable Living Environment
	Needs Addressed	Living Environment
	Funding	CDBG: \$10,000
	Description	Employment Services for adults with disabilities.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	2 individuals will benefit from this activity.
	Location Description	Job training will be provided at 1590 A Street NE, Auburn, WA 98002
	Planned Activities	Vocational counseling and skills training to obtain employment.
7	Project Name	Apprenticeship & Non-traditional Employment for Women (ANEW)
	Target Area	
	Goals Supported	Establish and Maintain Suitable Living Environment
	Needs Addressed	Living Environment
	Funding	CDBG: \$8,000
	Description	3 individuals will receive job training and employment services/case management.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	3 individuals will receive job training and employment services/case management.
	Location Description	Activities will be provided at Apprenticeship & Non-traditional Employment for Women (ANEW) (550 SW 7th Street, Renton, WA 98057)

	Planned Activities	Individuals participate in one of two tracks: 1) Trades Rotation Program, a 12-week pre-apprenticeship training program with job placement and retention services for women in manufacturing and construction trades; and 2) the Career Connection Program, wrap-around employment services focusing on job placement and retention.
8	Project Name	El Centro de la Raza South King County Systems Navigation Program
	Target Area	
	Goals Supported	Establish and Maintain Suitable Living Environment
	Needs Addressed	Living Environment
	Funding	CDBG: \$19,000
	Description	Information and referral services.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	190 low- to moderate-income persons will benefit.
	Location Description	1601 S 341st Pl, Federal Way, WA 98003
	Planned Activities	Navigation services to access available social services, as well as private and public benefit programs with focus on predominantly Latinx families including limited English speakers.
9	Project Name	FUSION Transitional Housing
	Target Area	
	Goals Supported	Prevent and Address Homelessness
	Needs Addressed	Homelessness
	Funding	CDBG: \$20,000
	Description	Strengths-based case management for families with children who are experiencing homelessness and in FUSION's transitional housing program.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	31 individuals experiencing homelessness will benefit.

	Location Description	Case management is provided in the community and at the transitional housing units. FUSION has an office located at 1505 S 328th St, Federal Way, WA 98003
	Planned Activities	Case management is provided to families for stability planning and securing permanent housing.
10	Project Name	Partner in Employment - Employment and Training
	Target Area	
	Goals Supported	Establish and Maintain Suitable Living Environment
	Needs Addressed	Living Environment
	Funding	CDBG: \$10,000
	Description	Program works to improve long-term economic stability of refugees and immigrants by securing employment and providing wrap around services.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	5 individuals will benefit.
	Location Description	Services may be community based or at the office at 21400 International Blvd, Suite 302, SeaTac, WA 98198
	Planned Activities	Employment services, language acquisition, housing stabilization, and job training.
11	Project Name	Highline College StartZone (North Federal Way)
	Target Area	North Federal Way
	Goals Supported	Expand Economic Opportunities
	Needs Addressed	Economic Development and Job Growth
	Funding	CDBG: \$30,000
	Description	Technical Assistance to microenterprise business owners, entrepreneurs, and start-up businesses located in North Federal Way (Neighborhood Revitalization Strategy Area).
	Target Date	12/31/2021

	Estimate the number and type of families that will benefit from the proposed activities	18 individuals will receive technical assistance.
	Location Description	Activities will be provided at Highline College (2400 S. 240th Street, Des Moines, WA 98198) and in North Federal Way to the extent possible.
	Planned Activities	Business advisors will provide one-to-one technical assistance and advising to business owners looking to start or grow their businesses as well as educational interventions that are aimed at enhancing small business, self-employment, and micro-enterprise in Federal Way.
12	Project Name	Highline College Economic Development Program
	Target Area	
	Goals Supported	Expand Economic Opportunities
	Needs Addressed	Economic Development and Job Growth
	Funding	CDBG: \$30,000
	Description	Technical Assistance to microenterprise business owners, entrepreneurs, and start-up businesses located in Federal Way.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	24 individuals will benefit.
	Location Description	Activities will be provided at Highline College (2400 S. 240th Street, Des Moines, WA 98198).
Planned Activities	Business advisors will provide one-to-one technical assistance and advising to business owners looking to start or grow their businesses as well as educational interventions that are aimed at enhancing small business, self-employment, and micro-enterprise in Federal Way.	

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Federal Way will direct assistance throughout the community as needed. One project in 2021 will continue to focus on economic opportunity in North Federal Way, a higher needs area that is a continuation of the Neighborhood Revitalization Strategy Area. Housing repair will be promoted in the area, but not dedicated solely to North Federal Way.

Geographic Distribution

Target Area	Percentage of Funds
North Federal Way	4

Table 7 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Persons and households in need exist throughout the City and resources are to be allocated as needed. The North Federal Way area was identified for having both barriers and opportunities. The area continues to have concentrations of low-to moderate-income households and concentrations of ethnic and minority populations as well as a variety of housing problems.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

This section of the Annual Action Plan summarizes actions the City will undertake during the Program Year to reduce barriers to affordable housing. The City is engaging in the development of a Housing Action Plan (HAP) that will inform the Housing Element of the City's Comprehensive Plan. The HAP includes an evaluation of policies that may affect residential development including the development of affordable housing. The Planning Division is lead with Community Services supporting the development of the HAP. The HAP is scheduled for completion in 2021.

Actions it planned 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

The development of the Housing Action Plan (HAP) will inform actions and will be available in 2021 for planning. However, the City has taken steps to address affordable housing and follow up actions will continue to occur. In 2019, the City adopted a tax authorized by the State of Washington allowing for a recapture of a portion of the existing sales tax. These funds support affordable housing. The City is a member jurisdiction of the South King Housing and Homelessness Partners (SKHHP). SKHHP is anticipated to establish a Housing Capital Fund allowing for the sales tax revenue to be pooled with other jurisdictions to increase leverage and better support the development and retention of affordable housing. The City anticipates providing updates on the HAP and the Housing Capital Fund as they are available. Additionally, the City deferred to King County on another revenue opportunity. King County is enacting a new tax for affordable housing and connected services. The King County proposed program will focus on providing affordable housing to the chronically homeless, a population that is difficult to serve and frequently needs the deepest level of subsidy to attain affordable housing. The City will partner with King County for the implementation of the program and access for the City's citizens.

Discussion

Public policies can have a direct impact on the development of affordable housing. As mentioned above, the City is currently in the process of developing a Housing Action Plan (HAP), which may consider policies that have the potential of creating barriers to all housing, but will also specifically identify barriers to affordable housing. Such policies may include zoning regulations, development fees, approval and permitting

systems, manufactured and modular housing, and others. The HAP will provide analysis of the current policies and potential recommendations and action steps the City may take.

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AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The City of Federal Way has been and will remain involved in collaborative efforts that serve the needs of low- and moderate-income persons and households, the homeless, and those with special needs. The City participates on numerous committees, boards, and the like and works directly with agencies and organizations that provide services in order to enhance the level and quality of services in Federal Way and throughout South King County.

Actions planned to address obstacles to meeting underserved needs

The City is working with other communities in South King County to establish and enhance strong networks for community development and human services delivery. This includes working with service providers, stakeholders, the faith-based community, other government agencies, and those we serve directly to identify and overcome or mitigate barriers to meeting underserved needs. There are both on-going discussions among the parties to share information about current issues, as well as longer term planning to develop strategies, build public awareness, and enhance the support of elected officials for increased resources for the underserved.

The City worked with local cities to implement a Parallel Application process to the Human Services General Fund process. The Parallel Application focused on underserved, underrepresented, and underfunded communities with particular focus on organizations and programs serving communities of color, immigrants, and/or refugees. For 2017-2018, the City funded five programs for a total of \$14,500 per year and has seen great success and will be providing \$15,000 to three programs for both 2019 and 2020.

Actions planned to foster and maintain affordable housing

The City operates the Home Repair Program, which is funded by CDBG and serves low- and moderate-income homeowners in Federal Way. The program provides emergency and standard repair and renovation services that help families remain in their homes. The program is a means of retaining and enhancing affordable housing and serves to support aging in place, as well as strengthening the neighborhoods in which the homes are located. The program does not specifically target households with elderly individuals, but does serve primarily older adults and often incorporates renovations that assist individuals in staying in their home longer with additions such as ramps, bathroom upgrades including grab bars and accessible showers, and so on.

The City of Federal Way also joined the newly established South King County Housing and Homelessness Partnership (SKHHP) in collaboration with other cities in south King County and King County. SKHHP will

focus on assisting the region in meeting affordable housing and homeless needs.

Actions planned to reduce lead-based paint hazards

The City of Federal Way works to reduce lead-based paint hazards by complying with and requiring subrecipients to comply with the Lead-Based Paint requirements set forth in 24 CFR Part 35. This includes meeting the requirements for notification, identification, and stabilization of deteriorated paint; identification and control of lead-based paint hazards; and identification and abatement of lead-based paint hazards. The Protect Your Family from Lead in Your Home pamphlet developed by the EPA, HUD, and the U.S. Consumer Product Safety Commission is also distributed.

Actions planned to reduce the number of poverty-level families

Actions to reduce the number of poverty level families include funding small business and micro-enterprise training and technical assistance. Additionally, actions include maintaining and enhancing relationships with school-based mentoring programs that lead to increased graduation and college acceptance and outreach to increase opportunities for low-income residents to obtain livable wage jobs.

Actions planned to develop institutional structure

In 2020, the Community Services Division will:

- Update the Division website to include pertinent information for community-based organizations for planning and program implementation purposes, and for individuals seeking resources for community development.
- Continue to advocate for additional resources for a coordinated approach to community development and planning to address poverty issues, affordable housing, job creation, and community revitalization initiatives.

Continue to participate in collaborative efforts with other funders, private sector groups, and agency coalitions such as the Continuum of Care.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Federal Way has regularly fostered relationships between these entities and will continue to develop and participate in these collaborations, including the South King Council of Human Services, South King County Housing Development Group, the King County Housing Development Consortium, and South King Housing and Homelessness Partnership (SKHHP). As part of the SKHHP work group, the City of Federal Way and other local cities work with agencies to develop the system and advocate for

coordination between housing and social service agencies.

Discussion

The expressed goal of the CDBG Program is to reduce the number of people living in poverty. The City gives funding priority to programs that, in addition to complying with federal regulations, address a priority outlined in the Consolidated Plan, and are consistent with all of the goals and objectives identified.

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Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

As a member of the King County HOME Consortium, the City of Federal Way will engage in housing activities, collaborations, and partnerships to enhance opportunities for equitable development and the creation/preservation of affordable housing. The Consortium will plan for and support fair housing strategies and initiatives designed to affirmatively further fair housing choice and to increase access to housing and housing programs.

We value working together collectively to continue the work to develop a cohesive and coordinated homeless system that is grounded in the principle of Housing First and fosters shared outcomes. We are not a one size fits all system and as such, we invest in projects that ensure that homeless households from all sub-populations:

- are treated with dignity and respect;
- are returned to permanent housing as quickly as possible;
- receive strength-based services that emphasize recovery, as needed;
- are supported to graduate from temporary homeless housing as rapidly as possible and from permanent supportive housing as soon as they are ready;
- receive only what they need to return to housing quickly and to be as self-reliant as possible.

To establish and maintain a suitable living environment and expand economic opportunities for low- and moderate-income people, our investments across the Consortium in low-income communities, and for the benefit of low-income people, help to ensure equitable opportunities for good health, happiness, safety, self-reliance, and connection to community. Specific strategies include: 1) improve the ability of health and human services agencies to serve our low-and moderate-income residents safely and effectively; 2) improve the living environment in low-and moderate-income neighborhoods and communities; and 3) expand economic opportunities for low- to moderate-income residents of the Consortium.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed

0

2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

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