

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 2024 Program Year Community Development Block Grant (CDBG) program funds. The City developed these funding decisions based upon Mayoral and City Council priorities as adopted in the 2020-2024 Consolidated Plan, Human Services Commission recommendations, Community Services Division staff analysis, public hearing comments, program performance information, and consultation with various service agencies and other stakeholders.

The City of Federal Way has committed to developing strategies for improving broadband access locally and sought grant funding and committed general funds to conduct robust planning beginning in 2022 with Council adoption of the task force's recommendations in August 2023. This plan will inform the CDBG program and how to best address broadband access within its purview. Additionally, the City has committed to engage in analyzing and planning for community resilience with focus on climate resiliency and will be incorporating subsequent goals and strategies into its Comprehensive Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic 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 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 2024 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. It is anticipated that \$778,309 in grant funds will be available in 2024.

3. Evaluation of past performance

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

Public service projects have successfully been implemented to provide a variety of employment and training services, housing stability and eviction prevention, and life skills and enrichment for persons with disabilities. Additionally, economic development services through microenterprise technical assistance have been successful. A transitional housing unit was added to serve families exiting homelessness. A large capital project to rehabilitate an affordable housing complex has experienced delays due to environmental review processes, but is anticipated to continue to progress. The City has experienced challenges in implementing the Housing Repair Program largely in part due to procuring contractors for a variety of reasons. The City is proposing with this Annual Action Plan, and amendments to prior plans, the selection of Habitat for Humanity as a subrecipient to implement both housing repair and minor home repair. Habitat completes many projects in house with staff and can provide more consistency of work and has a well established and broad network of contractors for projects exceeding its internal capacity. It will create better access to home repair for low- to moderate-income homeowners so that they may remain in their homes and retain higher quality housing. These steps will help address delays in implementing CDBG projects.

4. Summary of Citizen Participation Process and consultation process

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

- Notice of Funds Available for PY2023/PY2024 CDBG Public Services funds was published in the Federal Way Mirror on March 11, 2022.
- Notice of Funds Available for PY2024 CDBG Community Economic Revitalization Funding (CERF) was published in the Federal Way Mirror on June 23, 2023.
- A Notice of Public Hearing was published in the Federal Way Mirror on October 6, 2023, notifying the public of public hearings to be held on October 16, 2023 and November 21, 2023, and to announce the comment period on the 2024 Annual Action Plan.
- An opportunity for public comment will be provided on October 16, 2023, before the Human Services Commission, to receive input on the 2024 Annual Action Plan.
- A public hearing will be held on November 21, 2023, before the Federal Way City Council, to receive input on the 2024 Annual Action Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

To be added when public comments are received.

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

To be added when public comments are received.

7. Summary

To be added when public comments are received.

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. Kim Bachrach, Human Services 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 the adopted Citizen Participation Plan (CPP) for the City of Federal Way Consolidated Plan to guide the process, provide opportunities for citizen involvement throughout the development of the Consolidated Plan, and provide input for the implementation and program evaluation phases in future years via Annual Action Plans. During the process of developing the 2024 Annual Action Plan, organizations (both public and private) were consulted and local groups and residents 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 that have 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. The City works with other members of the King County Consortium (Consortium) to conduct and participate in ongoing meetings with 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. Additionally, the City has begun strategic planning for both general fund and CDBG including a number of community and organization outreach efforts with in person events, surveys, interviews, and focus groups.

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 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 South King County Human Services Funder Collaborative, which provides a more streamlined application and grant management process for human service agencies and increases 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, Annual Action Plans, 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 King County Regional Homelessness Authority and its Advisory Committee, which now serves as the Continuum of Care. The City of Federal Way recognizes the need for 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 persons experiencing homelessness 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 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.

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.

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, WA
	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 as 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 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 former Neighborhood Revitalization Strategy Area and implementing the corresponding strategies in that area. Similarly, they are focusing on other local place-based strategies and we collaborate as such to ensure funding leverage, community engagement, and broader participation in implementation. Agency representatives are in close communication regarding the Consolidated Plan, Annual Action Plans, and the included strategies. Agency was as also contacted via email to respond to the draft Annual Action Plan.
4	Agency/Group/Organization	FUSION
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children 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. Agency was as also contacted via email to respond to the draft Annual Action Plan.

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 provides regular input on regional and local needs and strategies. Agency has a representative on the Broadband Task Force. Agency was also contacted via email to respond to the draft Annual Action Plan.
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 Non-Homeless Special Needs 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. Additionally, the County has a representative on the broadband task force.

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. Agency was 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 Regional organization
	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.
12	Agency/Group/Organization	King County Regional Homelessness Authority
	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 Needs - Unaccompanied youth Homelessness Strategy 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 on a bi-weekly basis with a focus on sub-regional planning to significantly decrease the incidence of homelessness throughout South King County.
14	Agency/Group/Organization	City of Federal Way
	Agency/Group/Organization Type	Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Community Resilience
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The local emergency management department will access data and plan for resilience as part of the City's periodic Comprehensive Plan Update. The update will include the addition of a new chapter on climate resiliency. The chapter is anticipated to be adopted by City Council no later than quarter 4 of 2024.

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	King County 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.

Table 3 - Other local / regional / federal planning efforts

Narrative

In the development of the plan, many competing needs and goals were identified. Based on the City's competitive processes, the most responsive projects were selected to make progress towards the adopted CDBG goals.

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 2024 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.

The City conducted surveys, focus groups, and interviews of residents and nonprofit agencies to assess the needs within the City and encourage citizen participation. Overall, the engagement conducted found that residents and agencies believe that more services are needed in almost every area with particular attention to housing and homelessness services as well as health services (including physical and behavioral health).

These forms of engagement provide invaluable information. Citizen participation informs the City's goals and strategies and, in the process for the 2024 Annual Action Plan, confirmed the adopted goals and strategies. Two of the primary areas of concern are housing and economic stability, both of which are addressed in the adopted goals, objectives, and strategies.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	Means of advertising public participation opportunities and grant funding. Four CDBG-related opportunities were published in the program year; two were funding opportunities and two were for public comments.	n/a	n/a	
2	Internet Outreach	Non-English Speaking - Specify other language: Korean and Spanish Persons with disabilities Non-targeted/broad community	n/a.	n/a.	n/a.	

Table 4 – Citizen Participation Outreach

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 2024 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 2024 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	778,309	0	0	778,309	0	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	711,000	0	0	711,000	0	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 5 - 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. The PAEC will continue to recover and possibly generate jobs directly; jobs at the PAEC were impacted due to COVID-19 and measures implemented to address the pandemic. The PAEC acts 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.

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		Economic Development and Job Growth	CDBG: \$260,000	Businesses assisted: 70 Businesses Assisted
2	Preserve Affordable Housing	2020	2024	Affordable Housing		Affordable Housing	CDBG: \$246,649	Homeowner Housing Rehabilitated: 30 Household Housing Unit
3	Prevent and Address Homelessness	2020	2024	Homeless		Homelessness	CDBG: \$56,000	Homelessness Prevention: 34 Persons Assisted
4	Establish and Maintain Suitable Living Environment	2020	2024	Non-Housing Community Development		Living Environment	CDBG: \$60,000	Public service activities other than Low/Moderate Income Housing Benefit: 240 Persons Assisted

Table 6 – 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.

#	Project Name
1	Program Administration
2	Habitat for Humanity Home Repair Program
3	Habitat for Humanity Minor Home Repair Program
4	Highline College SBDC and StartZone
5	El Centro de la Raza El Centro Community Mercado
6	Apprenticeship & Non-traditional Employment for Women (ANEW)
7	Federal Way Community Center Inclusion Program
8	Orion Employment Services
9	Solid Ground Housing Stability Project

Table 7 – 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 at 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 resources into 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.

AP-38 Project Summary		
Project Summary Information.		
1	Project Name	Program Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$156,660
	Description	CDBG Planning and Administration for PY2023.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	This is planning and administration and does not directly benefit families.
	Location Description	33325 8th Avenue S, Federal Way, WA 98003
	Planned Activities	CDBG Planning and Administration
2	Project Name	Habitat for Humanity Seattle King County Home Repair Program
	Target Area	
	Goals Supported	Preserve Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$146,649
	Description	Housing repair program helping low- to moderate-income homeowners repair their homes to a safe condition.
	Target Date	09/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	10 households will benefit from the program.
	Location Description	Recipients must be homeowners in the City of Federal Way; locations determined upon homeowner applications.

	Planned Activities	Housing repair will be provided to low to- moderate-income homeowners under 80% of the AMI. This work may include (but is not limited to) replacement or repairs to the home exterior (roof, deck, siding, window, paint, and/or doors, safe access modifications such as ramps or railings, and other repairs needed. Services may be loan or grant based.
3	Project Name	Habitat for Humanity Seattle King County Home Minor Home Repair Program
	Target Area	
	Goals Supported	Preserve Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$100,000
	Description	Minor home repair for homeowners aged 62 and older in Federal Way.
	Target Date	09/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	20 households will benefit from this program.
	Location Description	Recipients must be homeowners in the City of Federal Way; locations determined upon homeowner applications.
Planned Activities	The project will serve homeowners aged 62 and older in Federal Way who need minor home repairs to continue to live safely in their homes. This includes, but is not limited to, repairs to walkways, decks, or ramps; updates to unsafe flooring; installation of grab bars; repairs to doors, windows, or garages; minor plumbing or electrical repairs; and updates or replacement of smoke and CO detectors and more efficient lighting. Program will be a grant based program.	
4	Project Name	Highline SBDC and StartZone
	Target Area	
	Goals Supported	Expand Economic Opportunities
	Needs Addressed	Economic Development and Job Growth
	Funding	CDBG: \$100,000
	Description	Technical Assistance to microenterprise business owners, entrepreneurs, and start-up businesses.

	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	50 individuals will receive technical assistance.
	Location Description	Activities will be provided at Highline College (2400 S. 240th Street, Des Moines, WA 98198).
	Planned Activities	One-on-one technical assistance and advising to business owners looking to start or grow their businesses.
5	Project Name	El Centro de la Raza El Centro Community Mercado
	Target Area	
	Goals Supported	Expand Economic Opportunities
	Needs Addressed	Economic Development and Job Growth
	Funding	CDBG: \$160,000
	Description	Pre-development phase of El Centro Community Mercado (Market).
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	Funds will support the pre-development phase of the El Centro Community Mercado. The Mercado will provide accessible open-air public gathering space and 35+ commercial stalls. It will encompass 16,925 SQFT of combined indoor and outdoor space. Funds will support the site and building design -architecture, civil engineering, and a traffic impact analysis.
	Location Description	34100 and 34110 Pacific Highway South, Federal Way, WA 98003
	Planned Activities	20 businesses will be assisted.
6	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: \$12,000
	Description	8 individuals will receive job training and employment services/case management.
	Target Date	12/31/2024

	Estimate the number and type of families that will benefit from the proposed activities	8 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.
7	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	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	225 persons with disabilities 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.
8	Project Name	Orion Employment Services
	Target Area	
	Goals Supported	Establish and Maintain Suitable Living Environment
	Needs Addressed	Living Environment
	Funding	CDBG: \$28,000
	Description	Employment Services for adults with disabilities.

	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	3 individuals with disabilities 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.
9	Project Name	Solid Ground Housing Stability Project
	Target Area	
	Goals Supported	Prevent and Address Homelessness
	Needs Addressed	Homelessness
	Funding	CDBG: \$56,000
	Description	Rent or move-in assistance to low- or moderate-income households.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	34 individuals will receive assistance.
	Location Description	Activities will be provided at multiple locations.
Planned Activities	One-time rental assistance for households facing eviction or deposit and first month's rent for households exiting homelessness. Participants complete a plan for future housing stability.	

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.

Geographic Distribution

Target Area	Percentage of Funds
North Federal Way	0

Table 8 - 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.

Discussion

N/A

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 planning for the implementation of its Housing Action Plan (HAP) and updating the Housing Element of the City's Comprehensive Plan.

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 for planning. However, the City has taken steps to address affordable housing and follow-up actions will continue to occur. Below is a list of HAP strategies and actions the City has implemented to remove barriers to affordable housing.

#1: Promote a dense, walkable mixed-use City Center

- Audit City Center-Core (CC-C) and City Center-Frame (CC-F) zones to ensure developments standards are supportive of Transit Oriented Development (TOD).
- Adopt amendments to development regulations to remove barriers to multifamily development. (Ordinance 23-958)

#4: Encourage ADU production

- Remove regulatory barriers to ADU production and streamlined permitting. Also examine fees charged for the permitting of ADUs and

look for reductions. (Ordinance 23-963 and 23-962)

- Promote ADU development through community workshops.

#5: Ensure that incentives for mixed-income housing are effective

- Evaluate the financial incentives and impacts of the existing mixed-income provisions on multifamily development.
- Adopt amendments to the Affordable Housing Regulations to provide incentives for the affordable units created. (Ordinance 23-958)
- Monitor the income-qualified units created by these provisions.
- Expand residential target areas eligible for MFTE program. (Ordinance 23-969 and 23-964)

#6: Review school impact fees on MF housing

- Codify maximum school impact fees for multifamily housing and adopt updates to fee schedule to immediately reduce impact fee costs to developers. (Ordinance 23-958, Resolution 22-831)

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 established 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. 2024 will be the second year where these funds will support projects to develop or retain 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 has enacted a new tax for affordable housing and connected services. The King County proposed program will focus on providing affordable housing to the chronically homeless persons, a population that is difficult to serve and frequently needs the deepest level of subsidy to attain affordable housing. King County has acquired a site in the City of Federal Way and anticipates it will be open in fall 2024.

The City of Federal Way is scheduled to adopt the Comprehensive Plan Periodic Update by December of 2024. As part of this work, the city will be preparing to comply with recently passed legislation such as E2SHB 1110 related to expanding opportunity for Middle Housing, EHB 1337

related to ADUs, and ESHB 1293 related to design review standards.

Discussion

Public policies can have a direct impact on the development of affordable housing. As mentioned above, the City developed a Housing Action Plan (HAP) and may implement strategies that have the potential of creating barriers to all housing, but will also specifically identify barriers to affordable housing. Such proposed actions include zoning regulations, development fees, approval and permitting systems, manufactured and modular housing, and others. The HAP provides analysis of the current policies and recommendations and action steps the City may take.

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, people experiencing homelessness, and those with special needs. The City participates on numerous committees, boards, and collaborations 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.

The City has taken specific steps to better plan to address digital equity including broadband access and climate resiliency. The steps so far as the first to engage in strategic planning for both broadband and climate resiliency citywide, including CDBG related elements.

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.

In November 2021, City Council approved adding a chapter on Community Resilience to the City's Comprehensive Plan as part of its major, periodic update. The City engaged a consultant and is engaging in an approval process for a draft chapter. Additionally, the city approved a Broadband Advisory Task Force to create a strategic plan to address broadband access and digital equity. Grant funds were sought and acquired as well as a general fund commitment to conduct the planning process and the task force concluded its work in making recommendations for broadband access to City Council in August 2023.

Actions planned to foster and maintain affordable housing

The City has historically operated 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. While allowable and often part of larger projects, the City's Housing Repair Program is not well suited for smaller repairs that often

allow older adults to remain in their homes. The City developed a minor home repair program for older adults focusing on aging in place and retaining their homes. However, the City continued to experience programmatic delays in securing contractors for projects due to contractor capacity, frequency/consistency of work being too low, requirements with federal funds, and other reasons. As a result, the City bid for a third-party subrecipient for each program as several nonprofits offer similar services and by the nature and scope, would potentially mitigate the issues and delays the City encounters. Both Housing Repair Program and the Minor Home Repair Program will be contracted to Habitat for Humanity as a subrecipient to implement the programs using prior year funds. It is anticipated that if this goes well, the City will continue to engage a subrecipient and allocate funding each year to continue these types of programs.

Additionally, the City will consider a low-income homebuyers assistance program to facilitate additional pathways to homeownership for low- and moderate-income residents and consider this for the 2025-2029 Consolidated Plan.

The City of Federal Way continues participation in the recently 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. 2023 marked the first year in which SKHHP provided funding for capital projects to create affordable housing.

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. Further, the City has invested \$650,000 through American Rescue Plan Act (ARPA) funds into workforce development and financial literacy to help promote debt reduction and financial access/stability as well

as career pathways.

Actions planned to develop institutional structure

In 2024, 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.

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%

Discussion

N/A