



## Consolidated Annual Performance and Evaluation Report (CAPER)

PROGRAM YEAR 2022

THIRD PROGRAM YEAR OF THE  
2020-2024 CONSOLIDATED PLAN



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## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The purpose of the Consolidated Annual Performance and Evaluation Report (CAPER) is to inform the U.S. Department of Housing and Urban Development (HUD) and the community of the activities and accomplishments resulting from the investment of Community Development Block Grant (CDBG) and other resources for the period of January 1, 2022 to December 31, 2022. \$556,000 in general funds were used in conjunction with CDBG to provide a wide range of human services. The City successfully executed the activities outlined in the CAPER.

The City accomplished many of its goals in the 2022 program year with CDBG funded activities providing public services and economic development activities to Federal Way residents. Services included life skills training for persons with disabilities, four employment and training programs, transitional housing case management, and homelessness prevention. The City deployed COVID-19 response funds to continue assistance to 36 businesses, provide financial counseling to 7 new residents and ongoing services to 20 additional people, and rent assistance to keep 41 households housed.

Some projects didn't meet performance targets, but still provided critical services to achieve the goals set in the Consolidated Plan and Annual Action Plan. Despite the efforts to reopen with precautions, COVID-19 variants and the staffing difficulty agencies faced impacted programs. Highline's StartZone, serving residents in the former Neighborhood Revitalization Strategy Area in North Federal Way, and its citywide Economic Development Program, served low- and moderate-income microenterprise businesses and startups. Housing repair completed four projects with more in process from application through construction in 2023. Delays were experienced primarily due to low response to bids resulting in multiple Request for Bids processes for most projects. The City is exploring solutions to the issues with Housing Repair for 2023 and future years.

The Performing Arts and Event Center, supported with the Section 108 loan, has returned to pre-COVID-19 employment levels with five full-time staff and 36 part-time staff.

The City began its Broadband Taskforce to better understand needs in the community, CDBG program staff participated on the taskforce. The report is to be issued in the first or second quarter of 2023 and may guide actions to be taken related to the CDBG program. The City is also continuing its work to add a chapter to its comprehensive plan on climate resiliency. Similar to broadband, CDBG staff are participating to inform

strategies to address needs of low- to moderate income households and inform use of future CDBG funds in addressing climate resiliency.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Establish and Maintain Suitable Living Environment	Non-Housing Community Development	CDBG: \$ / General Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	1247	83.13%	0	189	
Establish and Maintain Suitable Living Environment	Non-Housing Community Development	CDBG: \$ / General Fund: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	250	38	15.20%	0	0	
Expand Economic Opportunities	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	60	3	5.00%	12	3	25%
Expand Economic Opportunities	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	42	127	302.38%	50	35	70.00%
Preserve Affordable Housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	50	86	172.00%	0	0	

Preserve Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	40	10	25.00%	12	4	33.33%
Prevent and Address Homelessness	Homeless	CDBG: \$ / General Fund: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	0	0.00%	0	0	
Prevent and Address Homelessness	Homeless	CDBG: \$ / General Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	836		31	71	229.03%
Prevent and Address Homelessness	Homeless	CDBG: \$ / General Fund: \$	Homeless Person Overnight Shelter	Persons Assisted	0	263		0	0	
Prevent and Address Homelessness	Homeless	CDBG: \$ / General Fund: \$	Homelessness Prevention	Persons Assisted	200	138	69.00%	0	41	

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

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

stability presented the largest challenges.

The investment in housing repair continues as an important tool to retain affordable homeownership, keeping people in their homes, and helping homeowners retain the asset and through planning processes in 2022, the City has included the addition of a minor home repair in 2023.

Homelessness continues to be a priority for the City with the intent of considering capital projects in the 2020-2024 Consolidated Plan period. In 2021, the City ran a competitive application process that awarded a combined \$305,000 to programs providing transitional housing for individuals experiencing homelessness and technical assistance to 50 microenterprise business owners. The microenterprise assistance was successfully implemented in 2022. The acquisition of a transitional housing unit was delayed due to the delay in CDBG funds and will complete in the first quarter of 2023. COVID-19 has created a situation where housing instability has increased with households being unable to pay full rent and accruing debt throughout the pandemic. The City continued to prioritize rent assistance projects in 2022 to stabilize households facing eviction due to the pandemic.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	141
Black or African American	89
Asian	23
American Indian or American Native	17
Native Hawaiian or Other Pacific Islander	8
<b>Total</b>	<b>278</b>
Hispanic	22
Not Hispanic	308

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

### Narrative

During the program year, CDBG funds assisted 330 persons. The racial categories listed above do not include all of the racial categories that are tracked by subrecipients in compliance with the racial categories that HUD requires programs to track. For example, programs track Other/Multi-racial, Black/African American AND White, etc.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	774,863	485,067
General Fund	public - local	556,000	556,000

**Table 3 - Resources Made Available**

### Narrative

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

- Entitlement funds: \$357,861 in 2022
- CDBG-CV funds: \$89,210 were expended in 2022
- Program income: \$37,996

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
North Federal Way	0	0	

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

The City's CDBG funding during the 2022 Program Year was used Citywide, though a 2021 project for microenterprise assistance continued into 2022 to complete within the first quarter. While there were no applications specifically for the North Federal Way area, priority was given for broader recovery from COVID-19.

## **Leveraging**

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

The City's general fund grants in the amount of \$556,000 matched CDBG funded projects.

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



**CR-20 - Affordable Housing 91.520(b)**

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**Table 5 – Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through Rental Assistance	40	41
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	12	4
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>52</b>	<b>45</b>

**Table 6 – Number of Households Supported**

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

The City has not met housing repair targets for the Consolidated Plan to date. COVID-19 impacted the program both in homeowners accessing the program and contractors being available to complete work. Four homeowners had repairs completed with four in progress that will complete in 2023. The City anticipates meeting the goals set in the 2020-2024 Consolidated Plan.

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

There will be no impact on future annual action plans as the projects are anticipated to complete.

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

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	34	0
Low-income	8	0
Moderate-income	3	0
<b>Total</b>	<b>45</b>	<b>0</b>

**Table 7 – Number of Households Served**

### **Narrative Information**

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

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

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

The City invested \$39,000 in outreach to persons experiencing homelessness through the City's Human Services General Fund (HSGF) supported projects. These projects included street outreach by mental health professionals and a community day center. In addition, the City partners with currently unfunded outreach teams from two additional agencies to work with individuals to connect them to services. The City funds and supports Crisis Connection's 2-1-1, which provides critical information and referral services, many of which are related to homelessness. While many residents call 2-1-1 directly, City staff also provide information on resources by telephone and in person when individuals request services. Staff talk with residents to assess their needs and make appropriate referrals to local nonprofits.

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

Case management at a family transitional housing program is funded by CDBG with an additional \$91,000 in general funds towards shelter and transitional housing. City general funds provided support for service delivery at two local shelters, one for families and one for individuals, and one regional shelter for domestic violence survivors. Unfortunately, the individual shelter was to move to a permanent location and experienced unexpected delays. No shelter for individuals is currently located in the City.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City invested Human Services General Fund (HSGF) grants in four programs dedicated to providing financial assistance to help stabilize individuals and families and prevent them from becoming homeless.

With \$71,000, the four programs served 345 households with 1,009 individuals. Additionally, \$249,576 of CDBG-CV Public Services funding was used by the Multi-Service Center and Catholic Community Services to stabilize households comprised of 354 individuals with rental assistance.

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

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

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

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

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

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

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

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

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

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

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

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

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

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

In October 2021, the City Council approved the Housing Action Plan (HAP) for Federal Way. This plan provides a strategic road map for actions the city can take to encourage housing production, greater housing diversity, and expand housing choices for residents of all income levels. The HAP includes an assessment of housing needs, community and stakeholder engagement, and housing policy and code review used to inform objectives and implementing strategies to address housing needs. The City began the Housing Action Plan Implementation process in 2022 and will incorporate plans into the Comprehensive Plan update to be adopted in 2024.

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

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

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

- Inclusion Program received \$30,000 to provide 120 persons with disabilities scholarships to take multiple life skills classes that prepare them to live independently;
- Employment Services Program offered by Orion received \$11,000 to assist three persons with disabilities with job readiness and placement assistance, of whom two were placed in jobs by the end of the year.

The City Council hired a fulltime Diversity, Equity, and Inclusion Analyst to serve as a subject matter expert on Title VI/VIII, diversity, equity and inclusion, and community outreach. The Analyst worked cross-functionally to perform highly responsible, complex, professional, administrative, and technical work and began the work by connecting with community groups, elected officials, and commissions and/or committees on DEI-related efforts. Additionally, this staff person researched training opportunities for subrecipients of the City's CDBG program and began development of tools for fair housing.

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

All housing rehabilitation projects complied with the lead-based paint requirements. As appropriate,

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

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

As part of the City's COVID-19 response planning, a multi-year financial counseling program was funded. The program focuses on the financial stability and growth of low- to moderate-income households by providing services assisting in improved credit, reduction in debt, and asset building. Additionally, the program staff will refer households to other services that may including employment and education intended to help households increase income. The City also provided \$44,000 in CDBG funds for four public services programs that provide employment assistance and educational programs, an increase in both funding and funded programs from the prior Program Year. The programs all met performance targets providing increased opportunity to residents to improve income via training and employment services.

Highline College's two programs collectively received \$90,000 in CDBG funds to assist clients with technical assistance to support existing businesses and startups. Highline's programs included a citywide program. The program provides services designed to increase business stability and growth and the tools provided will hopefully support economic recovery and future growth of microenterprises.

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

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

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

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

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

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

The City engaged a third-party consultant in the development of a Housing Action Plan (HAP) and the subsequent Housing Action Plan Implementation, which is currently underway. This includes a needs assessment, zoning and code review, and housing strategies. The work concluded on the plan concluded in 2021 and will inform the Comprehensive Plan update including the housing element. While the focus of the HAP is broader than the scope of the AI or the City's CDBG program, many of the AI goals are addressed throughout the development of the HAP. Community Services staff have participated in the project with the Planning Division as lead. The HAP process has included discussions on housing stability, community engagement, affordable housing preservation and development, and a zoning and code review to increase housing supply. The adopted HAP's housing objectives are listed below:

- Promote new market-rate and affordable housing construction that expands housing choices and is inclusive to community needs.
- Encourage homeownership opportunities and support equitable housing outcomes.
- Plan for forecasted growth and ensure the built environment promotes community development and increases the quality of life for Federal Way's existing and future residents.
- Preserve existing affordable housing stock to reduce displacement pressure.

The HAP's adopted strategies that overlap the AI goals are listed below:

- Ensure that financial and regulatory incentives for mixed-income housing are effective.
- Review school impact fees on multifamily housing.
- Coordinate affordable housing development and preservation with nonprofit developers, community groups, and the South King Housing and Homelessness Partners (SKHHP).
- Protect tenants and support pathways to homeownership.

Additionally, the addition of the full-time Diversity, Equity, and Inclusion Analyst will offer dedicated time to Title VIII and housing including more direct implementation of adopted strategies in the Analysis of Impediments.



## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

During the Program Year, CDBG Public Services programs and capital and economic development programs received virtual monitoring due to the continued impact of COVID-19. There were no concerns identified in material review.

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

As part of ongoing monitoring activities, the City has developed a technical assistance plan for existing subrecipients and new subrecipients for the 2022 Program Year. Technical assistance will be designed to ensure ongoing compliance and review of CDBG requirements. As mentioned in 2021, one project did not maintain required records, but has the knowledge, experience, and dedication to effectively implement a federally funded project and be in compliance with regulations. Staff continued to work with them and collect supporting documentation to ensure compliance and that residents have access to needed service; however, the project was a pilot and did not fully implement in 2022.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The CAPER's Notice of Public Comment Period was advertised in the City's Newspaper of Record. Citizen comments and suggestions are being encouraged regarding development of the Program Year CAPER

during the public comment period that began February 22, 2022 and ends March 21, 2022. Citizen comments are encouraged for submission via telephone, letters, email, and mail.

Notice of the draft CAPER was emailed to many agencies and community partners. A public hearing regarding the CAPER will be held at the February 27, 2022 Human Services Commission. The CAPER was posted on the City's website at [www.cityoffederalway.com](http://www.cityoffederalway.com) during the public comment period. Hard copies of the CAPER will be made available upon request.

Comments will be added should any be received.

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

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

While there are a number of projects in process or delayed, there is no need to adjust program objectives or plans.

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

No

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

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

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

While there are a number of projects in process or delayed, there is no need to adjust program objectives or plans.

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

No

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

### CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

**Table 8 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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**Table 9 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

The City had no Section 3 projects in 2022.



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

DATE: 02-22-23  
 TIME: 19:54  
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	774,863.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	37,996.05
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	34,037.65
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	846,896.70

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	237,711.91
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	237,711.91
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	154,982.20
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	392,694.11
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	454,202.59

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	189,716.01
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	189,716.01
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.81%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

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

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	135,096.82
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	135,096.82
32 ENTITLEMENT GRANT	774,863.00
33 PRIOR YEAR PROGRAM INCOME	10,807.91
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	785,670.91
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	17.20%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	154,982.20
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	154,982.20
42 ENTITLEMENT GRANT	774,863.00
43 CURRENT YEAR PROGRAM INCOME	37,996.05
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	812,859.05
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	19.07%



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System  
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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17  
 Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18  
 Report returned no data.

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	3	236	6728082	Inclusion Program	05B	LMC	\$30,000.00
					05B	Matrix Code	\$30,000.00
2022	4	237	6728153	YES Employment Services	05H	LMC	\$6,746.14
2022	5	234	6728152	Orion Employment Services	05H	LMC	\$11,000.00
2022	6	233	6728078	ANEW Pre-Apprenticeship Training	05H	LMC	\$9,000.00
2022	9	238	6728080	PIE Employment Services	05H	LMC	\$10,000.00
					05H	Matrix Code	\$36,746.14
2020	17	217	6673445	MSC COVID Rent Assistance	05Q	LMC	\$30,049.87
2020	17	217	6735972	MSC COVID Rent Assistance	05Q	LMC	\$18,300.81
					05Q	Matrix Code	\$48,350.68
2022	8	235	6728079	FUSION Transitional Housing Case Management	05Z	LMC	\$20,000.00
					05Z	Matrix Code	\$20,000.00
2021	11	225	6673434	StartZone (NRSA)	18C	LMC	\$10,187.07
2021	12	224	6673436	Economic Development Programs	18C	LMC	\$10,736.93
2022	10	240	6728798	Highline Economic Development Programs	18C	LMC	\$33,695.19
					18C	Matrix Code	\$54,619.19
Total							\$189,716.01

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2022	3	236	6728082	No	Inclusion Program	B22MC530015	EN	05B	LMC	\$30,000.00
								05B	Matrix Code	\$30,000.00
2022	4	237	6728153	No	YES Employment Services	B22MC530015	EN	05H	LMC	\$6,746.14
2022	5	234	6728152	No	Orion Employment Services	B22MC530015	EN	05H	LMC	\$11,000.00
2022	6	233	6728078	No	ANEW Pre-Apprenticeship Training	B22MC530015	EN	05H	LMC	\$9,000.00
2022	9	238	6728080	No	PIE Employment Services	B22MC530015	EN	05H	LMC	\$10,000.00
								05H	Matrix Code	\$36,746.14
2020	17	217	6673445	Yes	MSC COVID Rent Assistance	B19MC530015	EN	05Q	LMC	\$30,049.87
2020	17	217	6735972	Yes	MSC COVID Rent Assistance	B19MC530015	EN	05Q	LMC	\$18,300.81
								05Q	Matrix Code	\$48,350.68
2022	8	235	6728079	No	FUSION Transitional Housing Case Management	B22MC530015	EN	05Z	LMC	\$20,000.00
								05Z	Matrix Code	\$20,000.00
				No	Activity to prevent, prepare for, and respond to Coronavirus					\$86,746.14
				Yes	Activity to prevent, prepare for, and respond to Coronavirus					\$48,350.68
Total										\$135,096.82

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	1	232	6697067	Planning and Administration	20		\$126,693.53
2022	1	232	6727993	Planning and Administration	20		\$28,288.67
					20	Matrix Code	\$154,982.20
Total							\$154,982.20



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

01 CDBG-CV GRANT	1,100,282.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL AVAILABLE (SUM, LINES 01-03)	1,100,282.00

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

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	833,261.60
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	833,261.60
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )	267,020.40

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

10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	833,261.60
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	833,261.60
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	833,261.60
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%

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

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	795,761.60
17 CDBG-CV GRANT	1,100,282.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	72.32%

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

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





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

Report returned no data.

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

Report returned no data.

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount	
2020	14	206	6455275	COVID 19 RESPONSE	05L	LMC	\$43,407.00	
	15	205	6455281	Expanded Day Center	05Z	LMC	\$124,693.04	
	16	204	6455282	REACH Out	05Z	LMC	\$56,000.00	
	17	217	6548028	MSC COVID Rent Assistance	05Q	LMC	\$126,344.93	
	18	216	6589930	Business Development COVID Response	18C	LMC	\$37,500.00	
	19	227	6548008	CCS Emergency Assistance	05Q	LMC	\$59,450.31	
2021	14	214	6589942	Back On Track COVID Response Financial Counseling	05Z	LMC	\$42,102.83	
			6673423	Back On Track COVID Response Financial Counseling	05Z	LMC	\$16,957.39	
			6728144	Back On Track COVID Response Financial Counseling	05Z	LMC	\$55,540.65	
			6735968	Back On Track COVID Response Financial Counseling	05Z	LMC	\$0.21	
			6735971	Back On Track COVID Response Financial Counseling	05Z	LMC	\$16,711.82	
	15	211	6589919	Expanded Day Center	05Z	LMC	\$89,300.00	
	16	212	6589921	REACH Out	05Z	LMC	\$63,799.22	
	17	215	6547991	COVID - 19 RESPONSE	05L	LMC	\$37,673.20	
	<b>Total</b>							<b>\$833,261.60</b>

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount	
2020	14	206	6455275	COVID 19 RESPONSE	05L	LMC	\$43,407.00	
	15	205	6455281	Expanded Day Center	05Z	LMC	\$124,693.04	
	16	204	6455282	REACH Out	05Z	LMC	\$56,000.00	
	17	217	6548028	MSC COVID Rent Assistance	05Q	LMC	\$126,344.93	
	19	227	6548008	CCS Emergency Assistance	05Q	LMC	\$59,450.31	
2021	14	214	6589942	Back On Track COVID Response Financial Counseling	05Z	LMC	\$42,102.83	
			6673423	Back On Track COVID Response Financial Counseling	05Z	LMC	\$16,957.39	
			6728144	Back On Track COVID Response Financial Counseling	05Z	LMC	\$55,540.65	
			6735968	Back On Track COVID Response Financial Counseling	05Z	LMC	\$0.21	
			6735971	Back On Track COVID Response Financial Counseling	05Z	LMC	\$16,711.82	
	15	211	6589919	Expanded Day Center	05Z	LMC	\$89,300.00	
	16	212	6589921	REACH Out	05Z	LMC	\$63,799.22	
	17	215	6547991	COVID - 19 RESPONSE	05L	LMC	\$37,673.20	
	<b>Total</b>							<b>\$795,761.60</b>

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

Report returned no data.