



Draft Consolidated Annual Performance and Evaluation Report (CAPER)



PROGRAM YEAR 2015

**FIRST PROGRAM YEAR OF THE
CONSOLIDATED PLAN 2015-19**



Prepared by

City of Federal Way

Community Services Division

Community Development Department

For more information on the CAPER contact:

Si necesita esta información en español, llame a:

Jeffrey D. Watson, Community Services Manager
(253) 835-2650

jeff.watson@cityoffederalway.com

Cynthia Ricks-Maccotan, CDBG Coordinator
(253) 835-2651

cynthia.ricks-maccotan@cityoffederalway.com

City of Federal Way

Community Development Department

33325 8th Avenue South

Federal Way, Washington 98003

www.cityoffederalway.com

City of Federal Way

Jim Ferrell

Mayor

City Council

Jeanne Burbidge

Deputy Mayor

Lydia Assefa-Dawson

Kelly Maloney

Susan Honda

Mark Koppang

Martin Moore

Dina Duclos

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.

During the first program year of the 2015-2019 Consolidated Plan, the City of Federal Way and community partners successfully utilized federal and local resources to:

- Provide 67 persons with disabilities with scholarships and classes to help them live independently;
- Expand the supply of affordable housing through acquisition, repair and resale benefiting a low-income family;
- Preserve and improve the existing housing stock through repair of 3 single-family homes and code compliance of 90 households;
- Provide employment services and 67 hours of tutoring to 19 youth;
- Support the City and County efforts to end homelessness by assisting 6 persons fleeing domestic violence with 145 bed nights of shelter, 36 hours of case management, and 288 meals;
- Improve the quality of life of 3 drug addicted infants through treatment, and intensive medical care—infants have been weaned from narcotic medicines and are thriving;
- Prevented homelessness by assisting 62 individuals (19 families) with rental assistance;
- Expand economic opportunities by assisting 69 persons with technical assistance resulting in the creation of 6 new business, 2 business expansions, creation of 9 new jobs, retention of 5 jobs; and
- Provided 6 persons with disabilities job training and placement assistance.

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 SUITABLE LIVING ENVIRONMENTS	Non-Housing Community Development		Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	101	10.10%	1000	101	10.10%
ESTABLISH SUITABLE LIVING ENVIRONMENTS	Non-Housing Community Development		Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	0	4	0.00%	100	4	4.00%
ESTABLISH SUITABLE LIVING ENVIRONMENTS	Non-Housing Community Development		Other	Other	4	0	0.00%			
EXPAND ECONOMIC OPPORTUNITIES	Non-Housing Community Development	CDBG: \$164500 / Section 108: \$3030000	Jobs created/retained	Jobs	90	14	15.56%			
EXPAND ECONOMIC OPPORTUNITIES	Non-Housing Community Development	CDBG: \$164500 / Section 108: \$3030000	Businesses assisted	Businesses Assisted	480	10	2.08%	480	8	1.67%
PROVIDE DECENT AFFORDABLE HOUSING	Affordable Housing		Homeowner Housing Rehabilitated	Household Housing Unit	81	3	3.70%	480	3	0.63%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
PROVIDE DECENT AFFORDABLE HOUSING	Affordable Housing		Tenant-based rental assistance / Rapid Rehousing	Households Assisted	2500	1613	64.52%			
PROVIDE DECENT AFFORDABLE HOUSING	Affordable Housing		Homelessness Prevention	Persons Assisted	200	62	31.00%			

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 spent the bulk of its CDBG funds to provide decent affordable housing through the homeowner repair program, community partnerships for homeless prevention programs, and homeownership efforts. The second highest priority, establish suitable living environments was achieved primarily through public services activities that help residents live independently. The third priority, to expand economic opportunities was achieved through education programs, employment training, and small business assistance.

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	16
American Indian or American Native	1
Native Hawaiian or Other Pacific Islander	3
Total	250
Hispanic	60
Not Hispanic	190

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

Narrative

Fifty six percent of the families served during the program year were white, 36% African-American, 24% Hispanic, and 6.4% were Asian. According to the Census, the population in the City of Federal Way is 52.5% white, 17.1% Hispanic, 13.7% Asian, and 8.8% African American. African Americans and Hispanic families are disproportionately represented amongst those in need in the City. The City will continue to work with our community partners to ensure culturally appropriate services are provided to meet the needs of our diverse citizens. In addition, we will continue to address those barriers that marginalize those most in need from achieving a suitable living environment, access to economic opportunities, and decent affordable housing.

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		2,468,000	548,553

Table 3 – Resources Made Available

Narrative

The City expended roughly 22.22% of its available CDBG allocation during the Program Year. There were a couple of projects that were allocated funding during this Program Year but will not be completed until the 2016 Program Year. The City has expanded its outreach efforts so that in the second Program Year of the Consolidated Plan, more CDBG funds will be obligated to projects that will be completed during the program year while meeting our priority goals.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

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

- The CDBG City Code Enforcement (Compliance) program was implemented only in those areas of the City where 51% or more of the residents were low income.
- The home acquisition/rehab/resale project for \$165,000 in CDBG funds was done in the Westway neighborhood, one of the highest foreclosed properties in the region. We will continue to fund projects and programs to address the foreclosures and resulting neighborhood blight in Westway.

The City also funded a Neighborhood Revitalization Strategy Area (NRSA) Plan that will be submitted to HUD in 2016. If approved, the City anticipates spending more CDBG funds to address a myriad of issues in the NRSA.

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 was able to leverage \$985,126 dollars in private, state and local resources. For every \$1 in CDBG expended during this Program Year, the City leveraged \$1.80 in other funds. Roughly \$219,278 in private funds was utilized to fund projects, including \$765,853 in local and state funds, and \$287,136 in other funds. There were no publicly owned land or property located within the jurisdiction that was used to address the needs identified in the plan.

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units		
Number of non-homeless households to be provided affordable housing units		
Number of special-needs households to be provided affordable housing units		
Total		

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance		
Number of households supported through the production of new units		
Number of households supported through the rehab of existing units		
Number of households supported through the acquisition of existing units		
Total		

Table 6 - Number of Households Supported

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

The city met its goal for the Program Year. With the completion of the coordinate entry regional access system, we are hopeful that more homeless in Federal Way will have access to shelters countywide, in addition to immediate case management. A Day Center for homeless adults and their spouses will be open in the next Program Year. A variety of community partners are planning services and outreach to those persons utilizing the Day Center, including participation to the coordinated entry to shelter and transitional housing. The addition of these two programs should increase the access to affordable housing and services to meet the needs of homeless persons.

Discuss how these outcomes will impact future annual action plans.

The City is committed to affordable housing opportunities for residents. The City will continue to invest in the preservation of existing housing, especially for owner-occupied low and moderate income residents. During the Program Year, a tax credit apartment complex was completed and the construction of another within the City commenced. The City is working with a variety of agencies to ensure any needed services are available to residents of these properties. With the completion of the NRSA Plan and HUD approval, future action plans will include programs and projects to address the needs of homeless, housing preservation, and services to help residents remain in their housing.

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.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	93	0
Low-income	54	0
Moderate-income	19	0
Total	166	0

Table 7 – Number of Persons Served

Narrative Information

The City expended the majority of its CDBG funds during the Program Year to provide assistance to low and very-low income residents. Of the activities required to serve clients that are low-income, a total of 166 persons were assisted. Eleven percent of those served were moderate-income, 33% were low-income, and 56% were extremely low-income. The City will continue to work with community partners to serve low and extremely low-income residents. In addition, the City will continue partnerships to provide services that help special needs populations, (persons with disabilities, homeless, etc.) to live independently.

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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 is not a direct service provider. However, working with our community partners, the City provides funding to agencies that participate in the All Home King County, the countywide effort to end homelessness. Part of the All Home Strategic Plan is a coordinated entry system where there will be regional access points for homeless persons to get immediate assistance including assessment. The regional entry points will enable homeless persons to have easier access to assistance. Under the previous system, intake for assessments were at a few locations. With the regional Homeless Management Information System (HMIS) and the proposed coordinated entry system, homeless persons will have easier access to intake and assessments.

The City utilized \$11,416 in CDBG funds during the Program Year to provide shelter and case management to homeless women. Thirty-six case management hours which including outreach, assessment, case management, and referral were provided to six homeless women in the City.

In addition the CDBG funds, the City annually provides general funds to support a variety of human services programs. During the Program Year, the City expended \$15,385 in general funds to programs that provided 412 hours of case management that included outreach and assessments of 128 homeless households.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City spent \$11,416 in CDBG funds to assist 6 persons fleeing domestic violence with 145 bed nights of shelter, 36 hours of case management, and 288 meals. The City also provided \$199,014 in general funds to agencies that assisted 847 persons with 7,669 shelter bednights and 7,384 of transitional housing bednights.

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 supported two programs with \$30,611 in CDBG funds to provide youth employment services and rental assistance. Nineteen youth received 67 hours of tutoring and 13 received job placement with an average wage of \$11.17 an hour. Nineteen families (62 persons) received rental assistance and 16 families were still housed after 6 months of receiving assistance.

In addition to the CDBG, the City provided general funds for homeless prevention including:

- \$106,014 for programs that provided rent and utility assistance to 529 households;
- \$55,909 for childcare, after school programs, mentoring, education and youth employment programs, case management, and other services for 5,294 youth;
- \$35,000 for 5677 hours of mental health counseling to 128 youth and their families;
- \$58,378 to provide medical services to 6,466 households, 7,679 dental care visits to 2,679 households, and 574 pediatric services to 90 children;
- \$35,000 for domestic violence and sexual assault services to 218 persons and 20 households including 2044 hours of legal assistance and 659 of counseling;
- \$17,150 to provide 48 households with 1668 volunteer hours of housing repair assistance; and
- \$86,011 to food and clothing programs that assisted over 12,000 persons with over 61,000 meals.

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

Many of the City's funded programs in the previous question provide services to prevent individuals and families who were recently homeless from becoming homeless again.

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). The Housing Authority owns three public housing developments, one subsidized housing property and a moderate-income apartment complex within the City limits.

Public Housing

- Evergreen Court – for families, persons with disabilities and seniors age 55+. Unit mix: 22 - 2 BR/1BA, and 8 – 3 BR/1 BA.
- Federal Way Homes – for families, persons with disabilities and seniors age 55+. Units: 3 – 3 BR/1BA.
- King Court – for families, persons with disabilities and seniors age 55+. Units: 21 – 2 BR/1 BA, 9 – 3 BR/1.5BA.

Laurel Gardens is a subsidized development complex for families, persons with disabilities and seniors age 55+. Laurel Gardens is managed by a private company. There are 60 – 2 BR/1BA, 23 – 3 BR/1 BA, and 8 – 4 BR/1.5 BA units.

Cove East is a moderate income complex serving families, persons with disabilities, individuals, persons with disabilities, and seniors age 55+. Cove East is also managed by a private company. The apartment complex is for those who can almost afford market rate housing. Tenants pay a flat rent, not a percentage of their income. Unit mix: 48 – studio/1 BA, 72 – 1 BR/1 BA, 24 – 2 BR/1 BA, and 46 – 2 BR/2BA.

During the Program Year, KCHA provided 1,613 Section 8 Housing Choice Vouchers to Federal Way residents. The Voucher program provides a subsidy to low-income households. Participants locate their housing often in the private market and some subsidized properties such as Laurel Gardens and Cove East.

The City Community Development Staff are active participants in the South King County Joint Planners and Development Work Group. The Work Group includes KCHA, local jurisdictions, developers and others who want to affect housing policy, development and similar issues within the region. City staff continues to support and provide input on KCHA administration, policies and programs through the Work Group.

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

The City continues to work with KCHA to include residents of public housing and Section 8 Housing Choice Vouchers in KCHA administration and property management. The City supports KCHA Resident Services and their efforts to enroll residents in the Family Self-Sufficiency program which includes homeownership opportunities. The City is considering a partnership with KCHA Family Self-Sufficiency to promote homeownership. Habitat for Humanity Seattle-King County is a sub-recipient of City CDBG. Habitat acquires abandoned, foreclosed and/or blighted properties in the City with CDBG funds. The property is renovated and then sold to a low-income resident at an affordable price. Through a partnership with KCHA, successful Family Self-Sufficiency participants could purchase renovated Habitat homes.

Actions taken to provide assistance to troubled PHAs

KCHA is a high performing public housing authority.

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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)

Federal Way Community Development staff meets regularly to monitor regulations, ordinances, policies, zoning, building codes, and development fees to ensure the requirements do not create an unnecessary or extraneous barrier to affordable housing. In addition, the City participates in the South King County Joint Planners and Development Work Group to identify and eradicate regional policies that constrain affordable housing.

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

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

- Inclusion Program received \$36,312 to provide 67 persons with disabilities scholarships to take multiple life skills classes that prepare them to live independently;
- Homeless Shelter received \$11,416 to provide 6 homeless women with 145 bednights of shelter, 36 hours of case management and 288 meals; and
- Rehabilitation Services Program received \$9,513 to assist 6 disabled persons with job readiness and placement assistance.

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

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.

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

The City provided \$175,000 in CDBG for emergency housing repair. During the Program Year, 3 residents were assisted. In addition, there are at least ten households at various stages of the home repair process. Roughly \$18,888 in CDBG funds provided Emergency rent assistance to 62 low-income persons (19 families) in the City to help them remain in their housing. Highline Community College received

\$88,700 in CDBG funds to assist 89 clients with technical assistance that resulted in 6 new businesses, creation of 9 new jobs, 2 business expansions, and retention of 5 jobs.

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

City staff continued to share information and resources through their attendance at meetings of the South King County Regional Human Services Planner's meetings. The City's Community Services staff continued to meet with Highline Community College SBDC and Start Zone staff to provide technical assistance to entrepreneurs interested in starting new and expanding existing business.

CDBG Program staff posted CDBG Program materials and announcements, such as the availability of the Environmental Review Record, Annual Plan, CAPER, and NOFA documents in the local newspaper and on the City's website www.cityoffederalway.com and distributed copies of all materials to the general public, non-profit organizations, and elected officials when available.

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 with the region. The City staff will continue involvement with the SKCHS to improve the coordination between public and private housing and social service agencies.

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 Code Compliance (formerly Enforcement) and City's Legal Department activities ensured adequate decent, safe, and sanitary housing is available in the City's low-income areas that include much of the City's rental housing stock, ensuring that an adequate supply of rental housing is available to meet Section 8 standards for those residents with Housing Choice Vouchers. During the Program Year, Code Compliance successfully closed 90 cases in predominately low-income neighborhoods through the City.

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

Desk monitoring of CDBG projects and activities was conducted on a frequent basis throughout 2014. The Emergency Housing Repair Program monitored each and every project during the program year. Every project file was thoroughly examined. Individual project sites were visited at the scope development phase and during various phases of construction. The Public Services activities were monitored on a quarterly basis. Reports were reviewed to ensure that contract targets were being met, demographic information was being collected, and expenditures were reviewed. The remote monitoring of invoices submitted for payment and quarterly reports did not reveal any instances of non-compliance.

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, on the City's web site, and at the Federal Way branches of the King County Public Library. Citizen comments and suggestions were encouraged regarding development of the Program Year CAPER during the comment period ending _____, via the telephone, letters, or through the use of e-mail (comments will be added to this section after the close of the comment period).

The draft CAPER was emailed to many agencies and community partners. Public hearings regarding the CAPER were held at the May 16, 2016 Human Services Commission and the City Council meeting on June 21, 2016. The CAPER was posted on the City's website at www.cityoffederalway.com during the public comment period. A hard copy of the CAPER was made available at City Hall and both public libraries in Federal Way.

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.

Staff will engage in a marketing effort to promote the two commercial business assistance programs, as well as the City's Emergency Housing Repair program.

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

No

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

N/A

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