



**Community Development Department
Community Services Division
33325 8th Avenue S
Federal Way, WA 98003**

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YEARS COVERED BY THIS APPLICATION PROCESS

Calendar years 2021 and 2022.

PLEASE SEE APPLICATION PROCESS AND MINIMUM REQUIREMENTS DOCUMENT

APPROXIMATE FUNDING AVAILABLE

The City of Federal Way anticipates making approximately \$521,000 of general fund dollars and \$110,000 of CDBG funds available per year for 2021 and 2022.

APPLICATION ASSISTANCE

City of Federal Way staff is available to answer questions related to the City's process or content of the application. Staff will be available at four drop-in sessions for Technical Assistance:

- March 12, 1 p.m. – 4 p.m.
- March 16, 2 p.m. – 5 p.m.
- March 25, 8 a.m. – 11 a.m.
- April 1, 9 a.m. – 12 p.m.

All sessions will be located at City of Federal Way City Hall, 33325 8th Avenue South, Federal Way, WA 98003 in the Hylebos Room. If you are unable to attend a session, you may email staff. Technical assistance will be available until 4 p.m. on April 3, 2020. All questions asked at sessions or via email and staff responses will be posted each Friday with the final questions and answers posted on April 3, 2020 on the City's Community Services [website](#).

FUNDING PRIORITIES AND GOALS

In general, the City of Federal Way recognizes the need to support agencies that meet basic human service needs for Federal Way residents. Programs best able to demonstrate solid outcomes for participants while addressing equity will be viewed most favorably. In addition, the Human Services Commission will use elements of the City of Federal Way Community Needs Assessment, 2020-2024 CDBG Consolidated Plan, and City Council adopted Human Services General Fund (HSGF) strategies to guide its funding decisions. Please see the City's Community Services Division [website](#) for more detail and to access the full strategies and plans.

HSGF STRATEGIES (please see the website for additional detail)

1. Address basic needs including housing, health, and hunger (minimum of 40% of the funding).
2. Promote individual and community safety through prevention, intervention, and crisis services.
3. Promote services that foster stability and self-sufficiency for families and individuals.

APPLICATION REVIEW PROCESS

The City of Federal Way's Human Services Commission, a volunteer commission appointed by the City Council, will evaluate and rate the applications within each strategy. Late and/or incomplete applications will not be considered. The following criteria will be used for evaluation:

1. Program Description (25%)
2. Program Outcomes (35%)
3. Program Accessibility and Equity (30%)
4. Budget (10%)

The Human Services Commission reserves the right to make recommendations based on the evaluation of the applications, past performance (if applicable), strategy area, the diversity of populations served, and how programs are addressing equity/equitable access. It is anticipated that recommendations will be presented to City Council in November for consideration. Final approval will be part of the City budget adoption in December with notifications to agencies in December.

OTHER REQUIREMENTS TO APPLY FOR FUNDS

Please upload answers to the following to Share1App with your application. These questions are found on the template titled "Required City Supplemental Questions":

- A copy of your agency's current nondiscrimination policy
- Complete the template "Required City Supplemental Questions" found on the Share1app website for Federal Way and other cities as needed, then UPLOAD to SHARE1App with your application.
 - Community Development Block Grant (CDBG) funds are federal monies that require additional recordkeeping, financial tracking, and reporting.
 - Is your agency willing and able to accept CDBG funds? Please answer yes, no, or willing to discuss with City staff.
 - Does your agency have experience with federal funds?
 - Please identify which strategy your program most closely addresses. Please select only one.
 - Describe how your agency recruits, trains, and retains staff and leadership that mirror the agency's client population.
 - Experience and research have shown disproportionality based on race, sex, income, and other factors. What strategies does your agency employ to address disproportionality and equity? What changes or impacts have you seen as a result of using these strategies?