



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

Sarah Bridgeford, Community Services Manager
(253) 835-2650 or sarah.bridgeford@cityoffederalway.com
Phon Sivongxay, CDBG/Human Services Coordinator
(253) 835-2651 or phon.sivongxay@cityoffederalway.com

APPROXIMATE FUNDING AVAILABLE

The City of Federal Way anticipates making approximately \$536,000 of general fund dollars and \$116,000 of CDBG funds available per year for 2023 and 2024.

APPLICATION ASSISTANCE

City of Federal Way staff listed above is available to answer questions related to the City's process or content of the application. Staff will be available at drop-in sessions for Technical Assistance. All sessions will be held remotely and accessed by following this [link](#) or dial in using your phone by calling (206) 337-9723. Meeting ID: 974 1183 3242 and Passcode: 161716.

- March 21, 1 p.m. – 3 p.m.
- March 30, 4 p.m. – 6 p.m.
- April 4, 10 a.m. – 12 p.m.
- April 13, 8 a.m. – 10 a.m.

Additionally, the Cities of Auburn, Federal Way, and Kent will cohost a session on Community Development Block Grant (CDBG) funding as federal funding has different requirements. If you are willing to or may be willing to receive CDBG funds, attendance is highly encouraged, but optional.

- March 28, 9 a.m. – 11 a.m. ***CDBG specific session; if willing to accept CDBG funds, this is highly encouraged, but optional.** To join this session, please follow this [link](#) or dial in using your phone by calling 888-475-4499 and using Meeting ID: 872 1357 8249 and Passcode: 157405.

If you are unable to attend a session, you may email staff. Technical assistance will be available until 4 p.m. on April 14, 2022. All questions asked at sessions or via email will be posted each Friday with staff responses; final questions and answers will be posted April 15, 2022 at [website](#).

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 including the diversity of populations served and how programs are addressing equitable

access, past performance (if applicable), and strategy area. It is anticipated that recommendations will be presented to City Council in November for consideration. Final Council approval will be part of the City budget adoption in December with notifications to agencies in December.

CITY-SPECIFIC REQUIREMENTS AND PRIORITIES

Please refer to the city minimum requirements chart for detailed information on what the City of Federal Way requires in order to be considered for and/or to receive funding. Please note, the City of Federal Way has a minimum request amount of \$5,000.

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 access and equity will be viewed most favorably. The Human Services Commission will use elements of the Federal Way Community Needs Assessment, 2020-2024 CDBG Consolidated Plan, and City Council adopted Human Services General Fund strategies to guide its funding decisions. Please see the City's Community Services Division [website](#) to access the 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.

OTHER REQUIREMENTS TO APPLY FOR FUNDS

Please upload the following to Share1App with your application:

- A copy of your agency's current nondiscrimination policy
- Answers to the following questions on the supplemental questions form.
 - Please identify which strategy your program most closely addresses.
 - The City anticipates making approximately \$116,000 in Community Development Block Grant (CDBG) funds available. CDBG funds are federal monies that require additional recordkeeping, financial tracking, and reporting processes. Is your agency willing and able to accept CDBG funds?
 - Which of the following applies to your program? (New program, existing program not funded by the City of Federal Way, program funded by Federal Way, but CDBG would allow for expansion, program is funded by Federal Way CDBG dollars, or none of the above.)
 - Please describe your organization's experience in executing this type of project funded with CDBG funds. Include experience administering CDBG. If no experience with CDBG funds, please explain experience with other federal funds.
 - All projects funded with City of Federal Way CDBG funds must meet the National Objective of benefiting low- and/or moderate-income (LMI) persons. How does the proposed project meet and qualify under a CDBG national objective?
 - a. Limited Clientele Presumed Benefit Activity (project exclusively serves a group of persons generally presumed to be principally LMI).
 - b. Limited Clientele Direct Benefit Activity (project is limited exclusively to Low- to Moderate-Income (LMI) persons).