

## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) TECHNICAL ASSISTANCE SESSION Q&A

### CITIES OF AUBURN, FEDERAL WAY, & KENT

MARCH 28, 2022

**Because it is a consortium, are cities sharing resources? If I already receive CDBG funds from the City of Auburn, do I need to apply to other cities that are part of the consortium?** You must apply directly to each city you wish to request funds from. Auburn, Federal Way, and Kent use the same application. For Bellevue and Joint Agreement Cities (Burien, Kirkland, Redmond, Renton, and Shoreline), please check their supplemental forms and/or contact them directly to learn about their processes.

**Is this funding one time only or from one city only?** Agencies may apply to and receive funds from multiple cities. If awarded funds from multiple cities, track time and costs directly to each city and request reimbursement only for the city specific and eligible costs.

**How does residency verification work for people experiencing homelessness? Or for a service not located in the funding jurisdiction?** For homeless services, in most cases, cities will allow the program to define how residency is determined as long as the process is consistently applied for all program participants. Further, jurisdictions recognize that not all services are located within the funding jurisdiction and regularly fund services located outside of the city. Use the same residency verification process and track costs based on residency.

**Can we get a link to this application?** <https://www.redmond.gov/1000/Application-Process> Auburn, Federal Way, and Kent use the same application for both CDBG and general fund grant funding.

**It seems like there are a lot more requirements for CDBG; what is the benefit?**

The City of Auburn is making approximately \$95,000 of Community Development Block Grant (CDBG) funds available in addition to the \$1,100,000 of General Funds, Kent is similar with approximately \$170,000 of CDBG funds and \$1,050,000 of General Funds, and Federal Way anticipates \$115,000 of CDBG funds and \$536,000 of General Funds.

CDBG funds are more complex to manage than General Funds, and require more internal systems for payroll/time tracking, procurement, and data collection. If an agency is currently receiving other federal funds or CDBG funds from another jurisdiction, this type of funding may be relatively easy to incorporate and track. Additionally, having experience with federal funding, such as CDBG, may open the door to other federal funding once a program/agency has federal funding experience and that may make it worth it. Further, the application process is competitive for both general funds and CDBG funds with most cities receiving significantly more requests than available funding. However, CDBG funds may not be the best fit for your program.

**Is self-attestation by families re: their income enough? Or do paystubs have to be collected?** Generally, source documentation must be collected for each household. For Auburn, if a family has any form of income, the grantee must collect source documentation. If there is no income, self-certification can be used. In some circumstances, other forms of documentation may be accepted if there is a dispute over income. City of Federal Way would consider self-certification in some circumstance provided that the form

includes certain language around fraud and ability to contact participant should HUD monitor and wish to verify; additionally, any program that asks to use self-certification would need source documentation for a minimum of 30% of clients.

**Can proof of food stamps letter from DSHS be consider as income verification?** Potentially. It is up to the grantee to retain documentation that the other state or federal program has income limits that are at least as strict as the [CDBG income limits](#). Cities may verify in advance at a high level, but the grantee would need to document the other federal or state program's income limits qualified for CDBG at the time eligibility was determined.