

# Human Services Department Community Development Block Grant Administration Records, 1974-2000

## Overview of the Collection

<b>Creator</b>	Seattle (Wash.). Human Services Dept.
<b>Title</b>	Human Services Department Community Development Block Grant Administration Records
<b>Dates</b>	1974-2000 (inclusive)
<b>Quantity</b>	4.6 cubic feet, (12 boxes)
<b>Collection Number</b>	3618-01
<b>Summary</b>	Records documenting the Department of Human Services' administration of Community Development Block Grants from the U.S. Department of Housing and Urban Development.
<b>Repository</b>	<a href="#">Seattle Municipal Archives</a> Seattle Municipal Archives Office of the City Clerk City of Seattle PO Box 94728 98124-4728 Seattle, WA Telephone: 206-233-7807 Fax: 206-386-9025 <a href="mailto:archives@seattle.gov">archives@seattle.gov</a>
<b>Access Restrictions</b>	Records are open to the public.
<b>Languages</b>	English
<b>Sponsor</b>	Funding for processing this record series was provided through a grant from the National Historical Publications and Records Commission.

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## Historical Note

An Office of Human Resources was established in 1971 in the Executive Department to develop, implement, and manage social services for low-income and disadvantaged residents of Seattle. In 1973 it was replaced by the Department of Human Resources. DHR administered family and youth services programs, senior citizen services, community service activities, the Seattle Veterans Action Center, and the Comprehensive Residential Weatherization Program. Federal, state, and local grants comprised two-thirds of the department's operating budget. Passage of the 1986 Low Income Housing Levy increased the City's funding and policy role in housing issues. In 1991, the agency name was changed to the Department of Human Services. A year later, the Department of Housing and Human Services was created, incorporating the City housing programs and Community Development Block Grant administration from the recently abolished Department of Community Development. DHHS programs included aging services, family and youth services, housing and community services, human services,

and the City's education office. In 1999, the Office of Housing was established as an independent agency and DHHS was reorganized as the Human Services Department.

## Content Description

Community Development Block Grants, funded by the U.S. Department of Housing and Urban Development, were first issued to Seattle in 1975. The Department of Community Development, and later the Human Services Department, administer the program and distribute Seattle's grant funds to the city agencies and community-based social service organizations that carry out the projects. Block grant programs in the city are concentrated in low income neighborhoods and focus on housing rehabilitation; extension of human services such as child care, nutrition, victim advocacy, medical services, employment and training; and neighborhood improvement through economic development. Records include correspondence, allocation information, reports, planning files, project lists, departmental agreements, subject files, financial records, outreach files, and photographs relating to administration of the Community Development Block Grant program. Records primarily document Department of Human Resources or Department of Housing and Human Services block grants, including the Emergency Shelter Grant Program, Survival Services, and housing projects. Other topics include the transition of the City's housing programs to the Office of Housing. Included also are records of the Department of Community Development and Comptroller relating to CDBG administration and accounting.

## Use of the Collection

### Preferred Citation

[Item and date], Seattle Community Development Block Grant Administration Records , Record Series 3618-01 Box [number], Folder [number]. Seattle Municipal Archives.

## Administrative Information

### Arrangement

Arranged into four series: Department of Community Development Block Grant Administration, Department of Human Resources Block Grants, Community Development Block Grant Administration, and Community Development Block Grant Outreach.

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## Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

### **Department of Community Development Block Grant Administration , 1980-1991**

Container(s)	Description	Dates
Box/Folder		
1/1	Emergency Shelter Grant Program	1986-1988
1/2	Emergency Shelter Grant Program, File	1985-1987
1/3	Emergency Shelter Grant Program, Applications, Rating Sheets	1987-1989
1/4	Emergency Shelter Grant Program, Applications, Rating Sheets	1987-1989
1/5	Emergency Shelter Grants Program; New Beginnings, Open 535 27750 H87302	1987
1/6	Emergency Shelter Grants Program, Overall Administration File 27750	1988
1/7	Emergency Shelter Grant Program, Broadview Shelter Operation 535 27750, H87304 Transitional Housing H87305	1988
1/8	Emergency Shelter Grants Program, Camp Program Operations 535 27750 H87306 Open	1988
1/9	Emergency Shelter Grants Program, Bethlehem House Operations 535 27750 H87303 Open	1987-1989
1/10	Emergency Shelter Grant Program, Downtown Emergency Center Operation 535 27750 H87307	1988
1/11	Emergency Shelter Grant Program, Downtown YMCA Youth Operation 535 27750 H87308, Open	1988
1/12	Emergency Shelter Grant Program, El Centro De La Raza Operation 535 27750 H87309, Open	1988-1989
1/13	Emergency Shelter Grant Program, FPA Shelter Operations 535 27750 H87310, Open	1988
1/14	Emergency Shelter Grant Program, Lutheran Campus Center Men's and Women Operation 535 27750 H87311 and H87312, Open	1988
1/15	Emergency Shelter Grant Program, Sacred Heart Shelter Operations 535 27750 H87313, Open	1988

Container(s)	Description	Dates
1/16	Emergency Shelter Grant Program, Salvation Army Catherine Booth House Operation 535 27750 H87314	1988-1989
1/17	Emergency Shelter Grant Program, Salvation Army Red Shield Lodge Operation 535 27750 H87315, Open	1988
1/18	Emergency Shelter Grant Program, Seattle Emergency Housing Operation 535 27750 H87316, Open	1988
1/19	Emergency Shelter Grant Program, Seattle Indian Center Operation 535 27750, Open	1988
1/20	Emergency Shelter Grant Program, Seattle Youth And Community Services Operation 535 27750 H87318 Open	1988
1/21	Emergency Shelter Grant Program, St Martin De Porres Operation 535 27750 H8 7319, Open	1988
1/22	Emergency Shelter Grant Program, Travelers Aid Operation 535 27750H87370, Open	1988-1989
1/23	Emergency Shelter Grant Program, Downtown YWCA Shelter Operation 535 27750 H87321, Open	1988
1/24	Emergency Shelter Grant Program, East Cherry YWCA Shelter 535 27750 H87322, Open	1988
1/25	Emergency Shelter Grant Program, Washington Association of Churches Refugee Program 535 27750 H87323, Open	1988-1989
1/26	Emergency Shelter Grant Program, Sacred Heart Day Community Service 535 27750 H87324	Undated
1/27	Emergency Shelter Grant Program, Committee Notes	1987-1989
1/28	Emergency Shelter Grant Program, Budget Summaries	1990
2/1	Emergency Shelter Grant Program, Budget Summaries	1990
2/2	Emergency Shelter Grant Program, Budget Summaries	1990
2/3	Emergency Shelter Grant Program, Aloha House Renovation 27027	1989-1990

Container(s)	Description	Dates
2/4	Emergency Shelter Grant Program	1990
2/5	1991 Emergency Shelter Grants Program	1991
2/6	Department of Community Development CDBG Administration	1988-1991
2/7	1990 Census Tract and Block Group Data	1980-1993
2/8	Department of Community Development Administration, El Rey Transitional Housing Grant	1989
2/9	Department of Community Development Study Team	1991
2/10	1991 Department Agreements	1991
2/12	Grantee Performance Report (Incl History)	1987-1993
2/13	Housing and Urban Development Community Block Grant Preliminary Applications	1990-1991
2/14	Letters to Agencies and Departments Receiving 1991 CDBG Allocations	1991
2/15	Section 504 Performance Record	1990-1991
2/16	1991 State Audit (Performed 1992)	1991-1992

## Department of Human Resources Block Grants, 1974-1989

Container(s)	Description	Dates
<b>Box/Folder</b>		
3/1	Listing of Agency / Project Files From 1975-1988	Undated
3/2	General Planning	1974-1975
3/3	Allocations	1975-1985
3/4	General Correspondence	1976
3/5	General Correspondence	1977-1978

Container(s)	Description	Dates
3/6	CDBG Second Year	1976-1977
3/7	CDBG Second Year	1976-1977
3/8	CDBG Fourth Year	1978
3/9	CDBG Fourth Year	1978
3/10	CDBG Fifth Year Agency Site Visits	1979
3/11	Applications Sixth Year	1979-1980
4/1	CDBG Sixth Year	1979-1980
4/2	Sixth Year Allocation, Notes From Meetings With Proposers	1981
4/3	Planning	1978-1982
4/4	Allocations 1984	1983
4/5	10th Year, 1984	1983
4/6	Evaluation / Monitoring, Office of Management And Budget	1983
4/7	11th Year, 1985	1984-1985
4/8	CDBG 1986	1985
4/9	CDBG 1986	1985-1986
4/10	Survival Services	1986-1987
4/11	Survival Services Allocation, 1988	1987-1989

## Community Development Block Grants Administration, 1981 -2000

Container(s)	Description	Dates
<a href="#">Box/Folder</a>		
5/1	Accounting Communications	1982-1989

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
5/2	Accounting Communications	1992-1994
5/3	Audit Finding	1988-1992
5/4	Grants Management Accounting Project Overview	1981-1982
5/5	Grants Management Accounting Project Memos	1978-1982
5/6	Loan Program UDAG	1982-1983
5/7	Multi-Family Rehab Program	1982
5/8	State Funded Loans	1990-1991
5/9	State Grant	1991
5/10	25th Anniversary (CDBG ) Fact Sheet	1999
5/11	Accountability Work Team	1993-1996
5/12	Action Plan Changes	1997-1998
5/13	Action Table Changes after 10/29/1998	1998
5/14	Allocation Logs CDBG / HSP	1997-1999
6/1	Applications	1992-1994
6/2	Budget, 1999-2000	1998
6/3	Budget, 1999-2000	1998
6/4	Community-Based Development Organizations: Seattle Economic Development Fund, Seattle Economic Development Association, Seattle Business Assistance Center	1997
6/5	CDBG / Human Services Program Issue	1999
6/6	Consolidated Plan	1997-1998
7/1	Consolidated Plan	1997-1999

<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
7/2	Correspondence	1993-2000
7/3	Economic Development Toolbox, A Practical Guide To Constructing Your Economic Development Programs	1997
7/4	Economic Development Toolbox, A Practical Guide To Constructing Your Economic Development Programs	1997
7/5	Economic Development Toolbox, A Practical Guide To Constructing Your Economic Development Programs	1997
7/6	Fair Housing Comment	1999
7/7	Fair Housing Plan	1994-1999
7/8	Float Loan Program	1999
7/9	Funding Plan	1997
7/10	Grantee Performance Reporting	1994-1996
7/11	Grantee Performance Reporting	1998
8/1	Grantee Performance Reporting - IDIS	1996-1998
8/2	Housing Administration	1995-1997
8/3	Housing Administration	1996-1998
8/4	Housing Division to Office of Housing Transition	1998-1999
8/5	Office of Housing / Human Services Department Memorandum of Agreement	1999
8/6	Housing Development Capacity Issue	1996-1997
8/7	HUD Report Pieces	1997
9/1	HUD Section 3-Covered Construction Projects	1994-1995
9/2	HUD Section 3-Covered Construction Projects	1995



<b>Container(s)</b>	<b>Description</b>	<b>Dates</b>
9/3	HUD Section 3-Covered Construction Projects	1996
9/4	I-200 Federal WMBE	1998
9/5	Indirect Rate Agreements	1995-1998
9/6	Managing CDBG, Guidebook For Grantees	1992
9/7	Managing CDBG, Guidebook For Grantees	1992
9/8	Month-End Reports National Housing Rehabilitation Programs	1992-1993
9/9	National Community Development Association	1997
10/1	Objectives and Projected Use of Funds	1991
10/2	Policy Plan	1991
10/3	Post Mortem Issues	1995-1996
10/4	Program Plans	1994
10/5	Project Lists / Program Plans	1995-1996
10/6	Proposed Project Lists	1999
10/7	Repayment of Interest Earned on Federal Advances	1988-1994
10/8	Reprogramming Requests	1995-1997
10/9	Reprogramming CDBG Funds	1997
10/10	Reprogramming CDBG Funds	1994-1998
11/1	Reprogramming Activity	1998-1999
11/2	Service Capacity Task Force	1997
11/3	Statements of Activities	1992-1994

## **Community Development Block Grant Outreach, 1988-1999**

Container(s)	Description	Dates
Box/Folder		
11/4	Community Development Week	1989
11/5	Community Development Week Plans	1989
11/6	Ads for National Community Development Week	1988-1989
11/7	Community Development Week (Includes Photographs)	1991
11/8	Community Development Week	1992
11/9	Community Development Week	1994-1999
12/1	Community Development Week	1995
12/2	CDBG Event	1996
12/3	CDBG Week	1999
12/4	CDBG Photo Booklet (Washington State)	1989
12/5	Tour	1989
12/6	CDBG Tour	1992
12/7	Tours	1990-1994

## Names and Subjects

### Subject Terms :

Community Development Block Grant Program (Seattle, Wash.)  
 Community development--Washington (State)--Seattle  
 Emergency housing--Washington (State)--Seattle  
 Housing--Washington (State)--Seattle  
 Shelters for the homeless--Washington (State)--Seattle

### Corporate Names :

Seattle (Wash.). Human Services Dept.  
 Seattle (Wash.). Dept. of Community Development  
 Seattle (Wash.) Dept. of Housing and Human Services  
 United States. Dept. of Housing and Urban Development

### Geographical Names :

Seattle (Wash.)

**Other Creators :**

**Corporate Names :**

Seattle (Wash.). Dept. of Human Resources  
(creator)

Finding aid prepared by Janet Ness  
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