



City of Bremerton/Kitsap County Coordinated Grant Application Process

2015 Coordinated Grant Notice of Funding Availability

**Community Development Block Grant Program
HOME Investment Partnership Program
Affordable Housing Grant Program
Homeless Housing Grant Program
Consolidated Homeless Grant Program**

GENERAL INFORMATION

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City of Bremerton/Kitsap County 2015 Coordinated Grant Notice of Funding



Staff Contacts

City of Bremerton CDBG/HOME

<http://www.ci.bremerton.wa.us/display.php?id=864>

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Kitsap County CDBG/HOME

http://www.kitsapgov.com/hr/block_grant_program/block_grant_program.htm

Mailing Address: Kitsap County Block Grant Office
Department of Community Development
345 6th Street, Suite 400

Staff Contacts: Bonnie Tufts, Program Manager, Kitsap County
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Shannon Bauman, Block Grant Planner, Kitsap County
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Affordable Housing Grant Program/Homeless Housing Grant Program

http://www.kitsapregionalcouncil.org/housing_cga.php

Mailing Address: Housing Grant Programs
Kitsap Regional Coordinating Council
PO Box 1934
Kingston, WA 98346

Staff Contact: Kirsten Jewell, Manager, Housing Grant Programs
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2015 Funding Allocation Schedule

| | | |
|----------------|---------------------|---|
| Friday | 4/18/2014 | 2015 Draft Policy Plan and Notice of Funding Availability available for review and public comment. Announcement in Kitsap Sun legal ads and on www.kitsapgov.com/block_grant_program/Legal_Ads.htm and on www.ci.bremerton.wa.us |
| Tuesday | 5/20/14 | Written Comment period closes |
| Wednesday | 5/21/2014 | Bremerton City Council Public Hearing on 2014 Policy Plan and Notice of Funding Availability, NDGC 1st Floor Council Chambers, 345 6th St, 5:30 pm |
| Tuesday | 5/27/2014 | Kitsap Regional Coordinating Council Public Hearing on 2015 Policy Plan and Notice of Funding Availability; NDGC Council Chambers, 345 6th Street, 10:00am |
| Wednesday | 5/28/2014 | Technical Assistance Meeting (mandatory) – Norm Dicks Government Center Meeting Chamber, 345 6th Street, 1st Floor. All prospective applicants; 9am |
| Thursday | 5/28/14 | 2015 On-line Application goes LIVE in FluidReview; links to application posted to websites. |
| | 5/29/2014-6/27/2014 | Technical Assistance available (by appointment only) |
| Tuesday | 7/1/2014 | Joint Funding Applications Due @ Noon: Online Submission Only |
| Wednesday | 7/9/2014 | GRCs Orientation – 9:00 – Noon, WSU Classroom 4 th Floor NDGC |
| | 7/2/2014-8/15/2014 | Application Review |
| | 9/3/2014-9/12/2014 | Capital/HOME GRC Interviews: Detailed schedule TBD Services/O&M GRC Interviews: Detailed schedule TBD Note: GRC will meet for 1 hour (8:30-9:30) to discuss each day's applications. |
| Monday | 9/15/2014 | GRC Deliberations; Services/O&M 9:00-12:00, Capital 1:00-4:00 |
| Friday | 9/19/2014 | Publish Draft Action Plan in Kitsap Sun and announce opening 30-day Public Comment period; funding recommendations posted on City, County and KRCC websites |
| Tuesday | 9/23/2014 | Kitsap Regional Coordinating Council – Information received in packets only. |
| Tuesday | 10/21/2014 | Written Comment period closes |
| Wednesday | 10/22/2014 | Present Proposed 2015 Funding Recommendations at City Council Study Session, NDGC City Council Office, 345 6th St, 6th Floor, 5:00PM |
| Tuesday | 10/22/2014 | Kitsap Regional Coordinating Council Public Hearing and Action on Kitsap County 2015 Action Plan and Funding Recommendations; NDGC Council Chambers, 345 6th Street, 10:00 am |
| Wednesday | 11/5/2014 | Bremerton City Council Hearing on Kitsap Joint Funding Recommendations; NDGC 1st Floor Council Chambers, 345 6th Street, 5:30PM |
| Friday | 11/14/2014 | Annual Action Plan to HUD |
| Thursday | 1/1/2015 | Program Year Begins |

About the Funding

The Coordinated Grant Application Process brings together four separate funding sources into one common application. A brief description of the funding sources is listed below. For more detailed information please refer to the CDBG/HOME Policy Plan or the AHGP/HHGP Policy Plans.

Community Development Block Grant

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with funding to address a wide range of unique community development needs. The program is authorized by Title I of the Community Development Act of 1974. Funds are used to assist in the development of decent housing, create suitable living environments, and expand economic opportunities primarily for persons of low and moderate income. All projects funded with CDBG must meet one of the three national objectives:

1. Principally benefit low and very low income households;
2. Reduce or prevent slum and blight; or,
3. Meet an urgent need

HOME Investment Partnership Program

The HOME Program was created by the National Affordable Housing Act of 1990 (NAHA). The Housing and Community Development Act of 1992 and the Multifamily Property Disposition Act of 1994 made important changes to the Program. The intent of the HOME Program is to:

- expand the supply of decent, safe, sanitary, and affordable housing;
- strengthen the abilities of state and local governments to provide housing;
- expand the capacity of nonprofit community based housing development organizations; and,
- leverage private sector participation in financing affordable housing.

Homeless Housing Grant Program

The Homeless Housing Grant Program was created in Washington State by Engrossed Second Substitute House Bill (ESSHB) 2163 on August 1, 2005. The law created a document recording fee on certain documents to be utilized by local jurisdictions to reduce homelessness. Administration of the grant funds are shared between local governments and the state. Eligible uses of the funds are broad as long as the program funded addresses homelessness through housing and/or services.

Affordable Housing Grant Program

The Affordable Housing for All Grant Program came about through enactment of Substitute House Bill 2060 which became law in Washington State on June 13, 2002. The law created a document recording fee on certain documents to be utilized for low-income housing.

Consolidated Homeless Grant Program

The Consolidated Homeless Grant Program is part of the WA Commerce's Consolidated Homeless Grant. The CHG is designed to support an integrated system of housing assistance to prevent homelessness and secure permanent housing for households who are unsheltered or in temporary housing. This grant provides resources to address the housing needs of people who are homeless or at-risk of homelessness, as described in local plans to end homelessness. Please see Washington State Commerce website for further clarification at

www.commerce.wa.gov/Programs/housing/Homeless/Pages/ConsolidatedStateHomelessGrantProgram

Eligible Activities

Community Development Block Grant

Eligible activities are defined in the CDBG program regulations at 24 CFR 570.201-570.207. A list of some

of the activities follows:

- Acquisition of real property by purchase, lease or donation
- Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements
- Code enforcement in deteriorated or deteriorating areas
- Clearance, demolition and removal and rehabilitation of buildings and improvements
- Removal of material and architectural barriers
- Public services (including labor, supplies and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs
- Planning activities
- Assistance to Community Based Development Organizations (CBDO) to carry out projects
- Assistance to carry out economic development projects
- Housing services such as housing counseling and energy auditing
- Assistance to facilitate and expand homeownership opportunities for low and very low income people
- Lead based paint hazard evaluation and reduction

The following activities generally are **not eligible** for CDBG funding:

- New residential housing construction, except in special circumstances
- Regular government operations
- Buildings such as city halls, police stations, or other buildings primarily for the general conduct of government (except for the removal of architectural barriers)
- Income payments such as payments to individuals or families for food, clothing, or rent, except in certain circumstances
- Political activities
- Vehicles and Equipment

Note: The above lists are not comprehensive. For a complete list of CDBG eligible or ineligible activities refer to CDBG regulations in 24 CFR 570.201 and 570.207

HOME Investment Partnership Program

The Eligible activities are defined in the HOME program regulations at 24 CFR 92.205. A list of some of the activities follows:

- Rehabilitation of residential property where property is fully repaired
- New construction of residential property
- Acquisition of residential property
- Rental assistance payments to tenants
- Relocation associated with an eligible HOME project
- A small part (up to 5%) of the Kitsap County HOME funds may be used to help pay the operating expenses of designated Community Housing Development Organizations (CHDOs) within the guidelines established by HUD

The following activities generally are **not eligible** for HOME funding:

- Project reserve accounts, except for the initial 18 months of a HOME assisted new construction project
- Emergency home repair programs
- Public housing units
- Commercial properties
- Shelters, unless they meet Section 8 Housing Quality Standards and otherwise can be considered rental housing
- Project based tenant assistance

Note: The above lists are not comprehensive. For a complete list of eligible or ineligible activities refer to

Homeless Housing Grant Program

Eligible activities are defined in the legislation for Washington State Engrossed Second Substitute House Bill (ESSHB) 2163. A list of some of the activities follows:

- Rental and furnishing of dwelling units for the use of homeless persons;
- Costs of developing affordable housing for homeless persons, and services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness;
- Operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;
- Services to prevent homelessness, such as emergency eviction prevention programs including temporary rental subsidies to prevent homelessness;
- Temporary services to assist persons leaving state institutions and other state programs to prevent them from becoming or remaining homeless;
- Outreach services for homeless individuals and families;
- Development and management of local homeless plans including homeless census data collection; identification of goals, performance measures, strategies, and costs and evaluation of progress towards established goals;
- Rental vouchers payable to landlords for persons who are homeless or below thirty percent of the median income or in immediate danger of becoming homeless; and
- Other activities to reduce and prevent homelessness as identified for funding in the local plan.

Affordable Housing Grant Program

Eligible activities are defined in the legislation for Substitute House Bill 2060. A list of eligible activities follows:

- Provide funding for operation and ongoing maintenance of emergency shelters (*not including capital improvements*);
- Provide funding for operation and ongoing maintenance (*not including capital improvements*) of housing, including transitional housing, that is eligible for WA State Housing Trust Fund grants. [Note that the WA State Housing Trust Fund requires that facilities serve the target population for at least 40 years.];
- Provide funding for capital projects serving persons at or below 50% median income for at least 25 years, including:
 - Provide funding to build new single-family housing units, including duplexes, multifamily housing, and single room occupancies.
 - Build emergency or youth shelters;
 - Build group homes or special-needs housing;
 - Provide funding to rehabilitate housing (repair/replace roofs, walls, electrical systems, doors, floors, cabinets, ceilings, bathrooms, etc.);
 - Acquisition of housing;
 - Acquisition of land for future housing;
 - Payment of soft costs (not bricks/mortar) associated with housing development.
- Provide short-term rental/mortgage assistance consistent with the requirements of the 2060 legislation.

Consolidated Homeless Grant Program

CHG funds support a variety of activities, including operation of temporary shelter systems 90 days or less and housing services exceeding 90 days but less than 24 months.

Facility Support

- ✓ Lease or rent payment on a building. (If a Lead/Sub Grantee owns the building or has a mortgage payment on the building, they may not charge the grant "rent" and then reimburse themselves.)
- ✓ Utilities (gas /propane, land line phone, electric, internet, water and sewer, garbage removal).
- ✓ Maintenance (janitorial/cleaning supplies, pest control, fire safety, materials and contract or staff maintenance salaries and benefits associated with providing the maintenance, mileage for maintenance staff).
- ✓ Security and janitorial (salaries and benefits associated with providing security, janitorial services).
- ✓ Essential facility equipment and supplies (e.g. common-use toiletries, food served in shelters, bedding, mats, cots, towels, microwave, etc.).
- ✓ Expendable transportation costs directly related to the transportation of eligible households (bus tokens and fuel for a shelter van).
- ✓ Hotel/Motel expenses for less than 90 days when no suitable shelter bed is available.
- ✓ On-site and off-site management costs related to the building.
- ✓ Facility specific insurance (mortgage insurance is not allowable) and accounting.
- ✓ Move in costs for permanent housing including: truck rental and hiring a moving company, application fees, background check fees, credit check fees, rent/security/utility deposits and first month's rent, and costs of urinalyses for drug testing of household members if necessary/required for housing.
- ✓ Other expenses as approved by Commerce.

The following expenses are not eligible:

- Direct services other than those described above.
- Replacement or operating reserves.
- Debt service.
- Construction or rehabilitation of shelter facilities.
- CHG facility support in combination with CHG funded rent and rent/utility assistance.
- Any costs that are the responsibility of the tenant.
- Cable television service.

Allowable Expenses for Program Operations for Facility Support:

- ✓ Housing Stability. Includes activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of households and helping them obtain housing stability. Services and activities may include developing, securing, and coordinating services including:

- SSI/SSDI through SSI/SSDI Outreach, Access, and Recovery (SOAR)
 - Affordable Care Act activities that are specifically linked to the households stability plan;
 - Case management activities related to accessing Work Source employment services;
 - Monitoring and evaluating household progress;
 - Assuring that households' rights are protected; and
 - Developing an individualized housing and service plan, including a path to permanent housing stability subsequent to assistance.
- ✓ Housing search and placement. Includes services or activities designed to assist households in locating, obtaining, and retaining suitable housing. Services or activities may include: tenant counseling, assisting households to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and mediation and outreach to property owners related to locating or retaining housing.
 - ✓ Outreach. Includes services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs. Not all households assessed will be eligible for assistance. Time spent assessing a household, whether or not deemed eligible, is an allowable expense under this activity.
 - ✓ Data collection and entry
 - ✓ Salaries/benefits for program staff
 - ✓ Office space, utilities, supplies, equipment (up to \$1,000 per grant period unless approved in advance by Commerce), telephone, internet, and training/conferences/travel/per diem
 - ✓ General liability insurance and automobile insurance
 - ✓ Other costs as approved in advance by Commerce

Eligible Applicants

Community Development Block Grant and HOME

Eligible applicant/recipients include:

- City or County governments
- Public and private nonprofit organizations (501(c)3)
- Section 301(d) small business investment companies
- Local development corporations
- Private profit organizations may implement certain economic development and microenterprise activities.
- Faith based organizations

Additionally applicants must:

- Demonstrate an active governing body or board of directors with skills and experience to provide leadership and direction to the agency.
- Demonstrate the legal, financial, and programmatic ability to administer the proposed project; and,
- Meet the County/City requirements for contracting agencies such as insurance requirements, audit and financial requirements.

Affordable Housing/Homeless Housing Grant Programs

Eligible recipients of the funding from SHB 2060 shall be public housing authorities, IRS-certified non-profit agencies/providers of affordable housing, Cities, Towns, the County, Tribes, and for-profit developers.

Consolidated Homeless Grant Program

The Consolidated Homeless Grant Program is part of the WA Commerce's Consolidated Homeless Grant. The CHG is designed to support an integrated system of housing assistance to prevent homelessness and secure permanent housing for households who are unsheltered or in temporary housing. This grant provides resources to address the housing needs of people who are homeless or at-risk of homelessness, as described in local plans to end homelessness. Please see Washington State Commerce website for further clarification at

www.commerce.wa.gov/Programs/housing/Homeless/Pages/ConsolidatedStateHomelessGrantProgram.

Funding Priorities

Each grant program in the Coordinated Application has different funding priorities. Some of these priorities are based on legislated mandate, and others are derived through community input.

CDBG and HOME

The priorities for CDBG and HOME funds are outlined in the 2011-2015 City of Bremerton and Kitsap County Consortium Consolidated Plan. The five priority need areas identified in the Plan are:

1. Housing
2. Non-Homeless Special Needs Housing
3. Homeless
4. Community Development
5. Economic Development

The Plan provides objectives and strategies for how our community will meet the Priority Needs and will be used to guide funding allocations; all projects must meet at least one objective and strategy.

The 2011-2015 City of Bremerton and Kitsap County Consortium Consolidated Plan may be viewed at:

<http://www.ci.bremerton.wa.us/display.php?id=790>

http://www.kitsapgov.com/hs/block_grant_program/Plans.htm

More information about funding priorities may also be found in the City of Bremerton/Kitsap County CDBG/HOME Policy Plan.

Affordable Housing Grant Program and Homeless Housing Grant Program

The Affordable Housing Grant Program and Homeless Housing Grant Program funding priorities are determined annually through a collaborative process of the Kitsap Continuum of Care Coalition and the Kitsap Housing Funders Leadership Group, and approved by the Kitsap Regional Coordinating Council.

AHGP priorities are determined by type of housing allowed in the legislation. HHGP priorities must be consistent with the Kitsap Homeless Housing Plan.

The priorities proposed for approval by the KRCC Executive Board on May 27, 2014 for the 2015 Cycle are as follows:

The 2015 priorities for the Affordable Housing and Homeless Housing Grant Programs consist of three aspects:

1) Program Resources/Innovation. Recognizing that funding sources are diminishing even as the community need is increasing, organizations must respond with programs that are maximizing access to resources and focusing on successful outcomes. Priority should be given to applications that demonstrate:

- **Partnering & collaboration**, including specific examples with other programs and organizations
- **Leveraging resources**, including other grant funding, community matches, or in-kind donations
- **Specific outcomes & metrics**, and demonstrating the program's ability to meet them
- **Innovation**, specifically how the program evolved or changed to improve outcomes, respond to best practices, or provide better service to clients

2) Balance support for existing programs AND new programs. Community investments have been made in many existing programs and grant support for these programs is essential to their viability. Losing these valuable housing and services programs would be extremely detrimental to the community and would undermine significant past efforts to create them. At the same time, emerging needs require that new solutions be developed, which will also need to be supported by long-term community investments.

The grant awards should balance the need to support existing successful programs with funding for new programs.

3) Funding Focus Areas. Listed in the chart below are funding focus areas for the eligible activities for each of the grant programs. *(See chart on next page.)*

| | Homeless Housing Grant Program | Affordable Housing Grant Program |
|-----------------------------|---|---|
| Limits on Priorities | Can be anything in Homeless Housing Plan | Legislation limits; see below for list of possibilities |
| 2015 Focus Areas | <p>Funding Priorities are divided into three focus areas with bullet points areas meant to illustrate the breadth of the priority, not to limit the uses. <u>The Focus Areas are all of equal priority, and are not ranked.</u></p> <p>Prevention, including but not limited to:</p> <ul style="list-style-type: none"> • Case management & supportive services for prevention • Emergency rental assistance <p>Crisis, including, but not limited to:</p> <ul style="list-style-type: none"> • Case management and supportive services for crisis management • Emergency Shelter support, including ones filling un-met gaps in service • Supportive services <p>Stabilization, including, but not limited to:</p> <ul style="list-style-type: none"> • Case management for stabilization • Rental subsidy • Access to additional units of transitional and permanent housing • Supportive housing and services <p>An additional Priority is Coordination /Organization/System Efficiency. This approach is meant to ensure that, as a community, we are balancing the goals of ending homelessness, addressing immediate homeless client needs, and ensuring that there is permanent stable affordable housing available for long-term needs. Additionally, the most efficient use of these limited funds is ensured through coordinating and system-enhancing activities.</p> <p>Case management is a key component of many homeless programs. However, Kitsap lacks an agreed-upon & consistent definition of case management. A community-wide definition (or defined levels of case management) would assist in providing more consistent levels of client service and evaluation of programs. It is recommended that this topic be addressed over the coming year.</p> | <p><u>They are listed in priority order.</u></p> <p>(1) Supporting building operation and maintenance costs of housing projects or units within housing projects eligible to receive housing trust funds, that are affordable to very low-income households with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses;</p> <p>(2) Acquisition, construction, or rehabilitation of housing projects or units within housing projects that are affordable to very low-income households with incomes at or below fifty percent of the area median income, including units for homeownership, rental units, seasonal and permanent farm worker housing units, and single room occupancy units;</p> <p>The following allowable uses of funds are a low funding priority from AHGP funds for the 2015 cycle:</p> <p>(3) Rental assistance vouchers for housing units that are affordable to very low-income households with incomes at or below fifty percent of the area median income, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program, consistent with or similar to the United States department of housing and urban development's section 8 rental assistance voucher program standards; and</p> <p>(4) Operating costs for emergency shelters and licensed overnight youth shelters.</p> |

2015 Funds Available

CDBG and HOME programs are federally funded through the Department of Housing and Urban Development. Funding levels are determined by HUD after the Federal Budget is finalized, which often occurs after the program year has begun. Kitsap County and the City of Bremerton estimate funding levels in order to start the grant application process; therefore, funding amounts shown in the table below are estimates. If HUD allocates a different amount to these programs than what was estimated, actual funding awards will be increased or decreased to accommodate the discrepancy. The estimated funds below are based on 2014 allocations.

The Affordable Housing Grant Program and the Homeless Housing Grant Program grant funds are considered local funds. Washington State legislation created a surcharge on certain types of documents being recorded at the Auditor's Office in each county. A portion of the funds collected is remitted to Washington State for distribution through statewide housing & homeless programs. The portion of the funds that remains in each county is used to further the goals of the legislation through local grant programs. In Kitsap, these are the Affordable Housing Grant Program and the Homeless Housing Grant Program. Funds for each grant cycle are collected in advance; therefore grant award amounts are final, unless legislative action affects the funding or eligibility.

The Consolidated Homeless Grant funds are funded through the Washington State Department of Commerce. Funding amounts are determined by Commerce after the State Budget is finalized and based on community input. The amount included in the NOFA is an estimate and actual awards will be increased or decreased to accommodate any discrepancy.

For 2015, the minimum grant request is \$10,000. All grants will be made for one year only (no forward commitments).

The following table shows an overall view of the total *estimated* amount of funds available in this application cycle by the application type and funding sources.

| Application Type | Amount of Funds Available | Funding Sources |
|--|----------------------------------|---|
| Public Services and Operations & Maintenance | \$200,842 | Bremerton/Kitsap CDBG |
| Capital (including economic development) | \$1,789,615 | Bremerton/Kitsap CDBG & HOME |
| Flexible Funding (could be any of the above application types) | \$1,407,826 | Homeless Housing Grant Program, Affordable Housing Grant Program Consolidated Homelss Grant |
| Total | \$3,398,283 | All funding sources |

The tables on the following pages give a more detailed view by jurisdiction and funding source; showing the estimated amount of funds available as well as the proposed distribution of those funds.

2015 Proposed Distribution of City of Bremerton CDBG Funds

Estimated Funding Available for the 2015 CDBG Allocation Process

| | |
|---------------------------------------|----------------|
| Estimate of 2015 Entitlement | 376,880 |
| Tentative Program Income Available | 0 |
| Total Entitlement + PI | 376,880 |
| Reallocated Funds Prior Year | 0 |
| Total Available for Allocation | 376,880 |

Estimated Allocation of 2015 CDBG Funds

| | |
|--|----------------|
| Available for 2015 Planning and Admin (20% of entitlement + PI) | 75,376 |
| Available for 2015 Public Service (15% of entitlement + 15% prior year PI) | 56,532 |
| Available for Capital Projects | 200,475 |
| Available for Down-Payment Assistance | 20,000 |
| Available for Economic Development Projects | 24,497 |
| <i>Subtotal - Available for grant applications</i> | <i>301,504</i> |
| Total Allocation of funds | 376,880 |

2015 Proposed Distribution of City of Bremerton HOME Funds

Estimated Funding Available for the 2015 HOME Allocation Process

| | |
|--|----------------|
| Prior Year Uncommitted HOME Allocation | 193,416 |
| 2015 Program Income | 10,000 |
| 2015 HOME Allocation - EN projected | 247,252 |
| Total HOME Allocation Available - by Source | 450,668 |

Estimated Allocation of 2015 HOME Funds

| | |
|---|----------------|
| Available for 2015 Planning and Administration (10% 2014 award + 10 PI) | 25,725 |
| Available for CHDO Project (15% of 2015 award) | 37,088 |
| Available for Down-Payment Assistance | 55,000 |
| Available for any HOME Project | 332,855 |
| <i>Subtotal - Available for grant applications</i> | <i>424,943</i> |
| Total Allocation of Funds | 450,668 |

2015 Proposed Distribution of Kitsap County CDBG Funds

Estimated Funding Available for the 2015 CDBG Allocation Process

| | |
|---------------------------------------|----------------|
| Estimate of 2015 Entitlement | 962,072 |
| Tentative Program Income Available | 0 |
| Total Entitlement + PI | 962,072 |
| Reallocated Funds Prior Year | 0 |
| Total Available for Allocation | 962,072 |

Estimated Allocation of 2015 CDBG Funds

| | |
|---|----------------|
| Available for 2015 Planning and Admin (20% of entitlement + PI) | 192,414 |
| Available for 2015 Public Service (15% of entitlement) | 144,310 |
| Available for Capital Projects | 562,813 |
| Available for Economic Development | 62,535 |
| <i>Subtotal - Available for Grant Applications</i> | <i>769,658</i> |
| Total Allocation of Funds | 962,072 |

2015 Proposed Distribution of Kitsap County HOME Funds

Estimated Funding Available for the 2015 HOME Allocation Process

| | |
|---|----------------|
| Estimate of 2015 HOME Allocation - EN projected | 588,696 |
| Prior Year Uncommitted HOME Allocation | 222,818 |
| 2015 Program Income | 43,593 |
| Total HOME Allocation Available | 855,107 |

Estimated Allocation of 2015 HOME Funds

| | |
|---|----------------|
| City of Bremerton Set-aside | 247,252 |
| Available for 2015 Planning and Administration (10% 2015 EN + PI) | 38,503 |
| Available for CHDO Project (15% of 2015 entitlement) | 51,217 |
| Available for any HOME Project | 518,135 |
| <i>Subtotal - Available for Grant Applications</i> | <i>569,352</i> |
| Total Allocation of Funds | 855,107 |

2015 Proposed Distribution of Affordable Housing Grant Funds

Estimated Funding Available for 2014 AHGP Allocation Process

| | |
|--|----------------|
| 2014 AHGP - Turn-Back Funds | \$TBD |
| 2014 AHGP - Funds collected July 1, 2012 - June 30, 2013 (estimated) | 225,000 |
| Total AHGP Allocation Available | 225,000 |

| | |
|----------------------------------|----------------|
| Available for any AHGP Project | 225,000 |
| Total Allocation of Funds | 225,000 |

2015 Proposed Distribution of Homeless Housing Grant Funds

Estimated Funding Available for 2014 HHGP Allocation Process

| | |
|--|------------------|
| 2015 HHGP - Turn-Back Funds | TBD |
| 2015 HHGP - Funds collected July 1, 2012 - June 30, 2013 (estimated) | 1,100,000 |
| Total HHGP Allocation Available | 1,100,000 |
| 2015 HHGP - Coordinated Entry Contract | 313,300 |
| Available for any HHGP Project | 786,700 |
| Total Allocation of Funds | 1,100,000 |

2015 Proposed Distribution of Consolidated Homeless Grant Funds

Estimated Funding Available for 2015 CHG Allocation Process

| | |
|---|-----------------|
| 2015 Permanent Supportive Housing Incentive Funds | \$82,826 |
| Total CHG Allocation Available | \$82,826 |
| Available for any CHG Project | \$82,826 |
| Total Allocation of Funds | \$82,826 |

How to Access and Submit Application

Online Application will be available beginning Thursday, June 6, 2013. No other method of application will be accepted. You will need a computer with internet capability in order to access the application website.

The Application web address will be posted on the City, County and KRCC websites, and information will be sent to the Coordinated Grant interested parties e-mail list. Notifications will also be available to any agency or organization who signs up on the Kitsap County Block Grant web site to receive notices. To sign up go to:

http://www.kitsapgov.com/hs/block_grant_program/Application_Cycle.htm

and at the top of the page click on the link to receive text or email updates. This link will take you to the Kitsap County Electronic Notification System where you can sign up.

Application submission deadline is July 1, 2014 at NOON

Where to Submit Applications

An application is considered complete if it meets the following criteria:

- The applicant has attended the **mandatory** technical assistance session on May 28, 2014.
- Application submitted **ONLINE** via FluidReview
- Application submitted **ON TIME** (July 1, 2014 at noon)
- All required application questions/sections are completed in an adequate manner.

Assistance with the Application

A **Mandatory Technical Assistance** Session will be held at on **May 28, 2014, 9am** in the Norm Dicks Government Center 1st Floor Meeting Chambers.

One-on-One Technical Assistance may be scheduled through June 27, 2014 by contacting the staff listed in the front of this notice.

Application Technical Assistance with the online application host, FluidReview, will be available during the application period (May 28 – July 1) through the application site.

Application Review and Rating Process

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested

Applications not meeting the requirements will be disqualified from consideration for funding and will not move any further through the process.

Written notice will be sent to the disqualified Applicant.

All applications will go through the following review and rating process.

1. Initial Eligibility Screening
 - a. Application is complete.
 - b. Applicant meets eligibility requirements as of the application due date.
 - c. Project or activity is an eligible use of funds.
2. Staff Technical Review
 - a. Organizational Financial Review – Accountants from the City/County will review for Agency financial soundness.
 - b. Organizational Capacity – Staff will review the capacity of the agency to manage grants based on previous grant performance, board makeup, organizational structure (including staffing), organizational data, etc.
 - c. Project Priority Review – Staff will review project goals and population served for alignment with the Funding Priorities.
3. Grant Recommendation Committee (GRC) - The committee will make funding decisions using the following process:
 - a. Review and evaluate each application using review and scoring guides.
 - b. Conduct interviews with each applicant; review responses using review and scoring guides.
 - Non-capital interviews (services, O&M, microcredit ED, CHDO operating) will be 20 minutes in length which includes 10 minute agency presentation and 10 minute question/answer.
 - Capital interview will be 35 minutes in length which includes 15 minute agency presentation and 20 minute question/answer.
 - Interview length for agencies with multiple submissions of the same type (non-capital, for example), may be shortened.
 - c. Assign a priority ranking and recommended funding level to all projects.
 - d. Staff matches ranking with available and appropriate funding sources.
 - e. GRC finalizes recommendations and sends to the KRCC and the Bremerton City Council.
4. Bremerton City Council and Kitsap Regional Coordinating Council – Public hearings to consider the Grant Recommendation Committee recommendations will be held before the Bremerton City Council and the Kitsap Regional Coordinating Council. Those two Boards will make the final funding approval.
5. Approved funding recommendations which include Federal funds are sent to HUD for approval in the annual Action Plan.

Grant Recommendation Committee (GRC)

The Grant Recommendation Committees review and recommend funding for the Coordinated Grant Application. GRC members read applications, review agency and financial capacity analyses, conduct applicant interviews, score, rank and develop funding recommendations. Recommendations are then

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presented to the Bremerton City Council and Kitsap Regional Coordinating Council, which make final funding decisions.

GRC volunteers are selected based on their knowledge of the community's needs and willingness to donate their time to GRC activities. GRC members must demonstrate the specific skills, qualifications and background needed to evaluate applications and recommend funding, such as:

- | | |
|---------------------------------|--|
| Affordable housing | Grant writing or grant management experience |
| Architecture and planning | Homeless programs |
| Compliance monitoring | Housing development |
| Practical experience with HUD | Mortgage lending |
| Construction project management | Non-profit community service provider experience |
| Economic development | Project management experience |
| Finance and accounting | Real estate |

2015 Grant Recommendation Committee Makeup

There are two Grant Recommendation Committees: "Services", and "Capital". Each committee has eight members, and members are appointed annually. Within each committee, members are assigned to a team to review and rate a subset of the grant applications submitted. Each application is reviewed by a minimum of 4 GRC members. Each application is assigned a lead GRC member, and the lead provides additional information to the GRC members who did not review the project. All GRC members take part in the Applicant interviews.

GRC positions are filled by appointment. The Mayor of the City of Bremerton appoints two members to each committee, Kitsap County Commissioners appoint three members to each committee, and the cities of Bainbridge, Port Orchard and Poulsbo appoint one member each to each committee.

HUD Income Limits

Median Family Income (MFI) is determined periodically by the Department of Housing and Urban Development (HUD) on the basis of state and local earnings data and is published for cities and counties.

The Median Family Income for the Bremerton-Silverdale MSA effective December, 2012 is \$74,000 for a four-person household. HUD updates income limits annually each December. The most up-to-date income limits will apply to all CDBG and HOME funded projects. They may be found at www.huduser.org.

**Median Family Income
Bremerton-Silverdale MSA; Effective December, 2013**

| NUMBER IN HOUSEHOLD | EXTREMELY LOW INCOME (BELOW 30% MFI*) | VERY LOW INCOME (31% - 50% MFI*) | LOW INCOME (51% - 80% MFI*) |
|----------------------------|--|---|------------------------------------|
| 1 | \$15,500 | \$25,900 | \$41,450 |
| 2 | \$17,800 | \$29,600 | \$47,400 |
| 3 | \$20,000 | \$33,300 | \$53,300 |
| 4 | \$22,200 | \$37,000 | \$59,200 |
| 5 | \$24,000 | \$40,000 | \$63,950 |
| 6 | \$25,800 | \$42,950 | \$68,700 |
| 7 | \$27,550 | \$45,900 | \$73,450 |
| 8 | \$29,350 | \$48,850 | \$78,150 |

*MFI = Median Family Income is determined periodically by the Department of Housing and Urban Development (HUD) on the basis
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If Your Agency is Awarded Funds

If your project/program is awarded funding, you will need to understand and follow the regulatory requirements associated with each of the funding sources.

Please refer to the following documents for guidance:

- Bremerton/Kitsap County CDBG/HOME Policy Plan (<http://www.ci.bremerton.wa.us/display.php?id=864>)
- Bremerton/Kitsap County CDBG/HOME Guidebook (http://www.kitsapgov.com/hs/block_grant_program/Guidebook.htm)
- AHGP, HHGP and CHG Policy Plans (http://www.kitsapregionalcouncil.org/housing_cga.php)

Things you should know:

1. CDBG and HOME funds are Federal funds. Use of Federal funds may affect the way your agency does business.
 - If you are applying for Federal funds for the first time, you are strongly encouraged to meet with Block Grant staff to discuss Federal regulations.
 - In addition to the rules and requirements of HOME and CDBG, there are several additional broad Federal rules that must be followed including rules surrounding non-discrimination and equal access, employment, contracting and procurement, environmental requirements, record keeping and financial controls.
2. Contracting
 - Your agency will be required to enter into a contract with the jurisdiction providing the funding, either the City of Bremerton, Kitsap County or Kitsap Regional Coordinating Council.
 - The City of Bremerton and Kitsap county manage their CDBG and HOME contracts separately. However, for both jurisdictions, the following applies:
 - Public Service contracts may begin incurring costs at the start of the contract year.
 - Capital contracts must receive a notice to proceed before costs can be incurred.
 - Contracts for federal funds operate on a reimbursement basis.
 - The Kitsap Regional Coordinating Council (KRCC) manages the grant contracts for awards from the Affordable Housing Grant Program and the Homeless Housing Grant Program, in partnership with the Kitsap County Auditor's Office.
 - The Auditor's Office uses information provided by the KRCC Grant Program Manager to issue contracts to grantees.
 - The KRCC Grant Program Manager monitors grantees and approves reimbursement requests.
 - The program year begins January 1, 2015.
 - NOTE: If you are a recipient of federal funds you may not receive a contract until mid-year, based on when the federal budget is approved and when the City/County receive a contract from HUD. Depending on your project, your contract term may coincide with the program year start date.
3. Reporting Requirements
 - Quarterly Reports: It is your responsibility to submit quarterly performance and demographics reports, beginning January 1, 2015. Reports are to be submitted to each funding agency you are under contract with.
 - HMIS Reporting: Homeless projects/programs will be required to report in the Homeless Management and Information System (HMIS) system in addition to any other required quarterly reports. For further information about HMIS, please consult the HHGP Policy Plan.