



**City of Bremerton/Kitsap County Coordinated Grant Process**

# **2014 Coordinated Grant Notice of Funding Availability**

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

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# City of Bremerton/Kitsap County 2014 Coordinated Grant Notice Of Funding



## Staff Contacts

### **City of Bremerton CDBG/HOME**

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

Mailing Address: City of Bremerton  
Department of Community Development  
345 6<sup>th</sup> Street, Suite 600  
Bremerton, WA 98337-1873

Staff Contacts: Marie Vila, Program Administrator, City of Bremerton  
(360) 473-5375  
[marie.vila@ci.bremerton.wa.us](mailto:marie.vila@ci.bremerton.wa.us)

### **Kitsap County CDBG/HOME**

[http://www.kitsapgov.com/hr/block\\_grant\\_program/block\\_grant\\_program.htm](http://www.kitsapgov.com/hr/block_grant_program/block_grant_program.htm)

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

Staff Contacts: Bonnie Tufts, Program Manager, Kitsap County  
(360) 337-4606  
[btufts@co.kitsap.wa.us](mailto:btufts@co.kitsap.wa.us)  
Shannon Bauman, Block Grant Planner, Kitsap County  
(360) 337-7272  
[sbauman@co.kitsap.wa.us](mailto:sbauman@co.kitsap.wa.us)

### **Affordable Housing Grant Program/Homeless Housing Grant Program**

[http://www.kitsapregionalcouncil.org/housing\\_cga.php](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  
(360) 377-4900  
[kirsten@kitsapregionalcouncil.org](mailto:kirsten@kitsapregionalcouncil.org)

## 2014 Funding Allocation Schedule

Friday	4/26/2013	Advertise Availability of 2014 Draft Policy Plan and Notice of Funding Availability (Ad to be placed in The Sun and the Kitsap Newspaper Group) <a href="http://www.ci.bremerton.wa.us">www.ci.bremerton.wa.us</a> , <a href="http://www.kitsapgov.com/hr/block_grant_program/block_grant_program.htm">www.kitsapgov.com/hr/block_grant_program/block_grant_program.htm</a> ,
Wednesday	5/22/2013	Present Proposed 2014 Policy Plan and Notice of Funding Availability at Bremerton City Council Study Session, City Council Office, Ste 600 5:00pm
Monday	5/27/2013	Comment period closes
Tuesday	5/28/2013	Kitsap Regional Coordinating Council Public Hearing on 2014 Policy Plan and Notice of Funding Availability; NDGC Council Chambers, 345 6th Street, 10:00am
Thursday	5/30/2013	Technical Assistance Meeting (mandatory) – Norm Dicks Government Center Meeting Chamber, 345 6th Street, 1st Floor. All prospective applicants; 9am
Wednesday	6/5/2013	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
Thursday	6/6/2013	Final 2014 Policy Plan and On-line Application Available; links to application posted to web sites.
	5/31/2013-7/9/2013	Technical Assistance available (by appointment only)
<b>Wednesday</b>	<b>7/10/2013</b>	<b>Joint Funding Applications Due @ Noon: Online Submission Only</b>
Wednesday	7/17/2013	GRCs Orientation
	7/17/2013-8/16/2013	Application Review
	9/4/2013-9/13/2013	Capital/HOME GRC Interviews Services/O&M GRC Interviews Note: GRC will meet for 1 hour (8:30-9:30) to discuss each day's applications.
Monday	9/16/2013	GRC Deliberations; Services/O&M 9:00-12:00, Capital 1:00-4:00
Friday	9/20/2013	Publish Draft Action Plan in Kitsap Sun and the Kitsap Newspaper Group announce opening 30-day Public Comment period; funding recommendations posted on City, County and KRCC websites
Tuesday	9/24/2013	Kitsap Regional Coordinating Council – Information received in packets only.
Tuesday	10/22/2013	Kitsap Regional Coordinating Council Public Hearing and Action on Kitsap County 2014 Action Plan and Funding Recommendations; NDGC Council Chambers, 345 6th Street, 10:00 am
Wednesday	10/23/2013	Present Proposed 2014 Funding Recommendations at City Council Study Session, NDGC City Council Office, 345 6th St, 6th Floor, 5:00PM
Wednesday	11/6/2013	Bremerton City Council Hearing on Kitsap Joint Funding Recommendations; NDGC 1st Floor Council Chambers, 345 6th Street, 5:30PM
Friday	11/15/2013	Annual Action Plan to HUD
Wednesday	1/1/2014	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 Incentive Program**

The Consolidated Homeless Grant Incentive Program is part of the WA Commerce's Consolidated Homeless Grant program. This incentive funding was earned through specific homeless activities provided by Kitsap agencies for the 2013 Cycle. Pending WA legislative action and WA Commerce Program Guidelines, this grant funding source may be available in 2014.

## 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

### **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 HOME regulations in 24 CFR 92.205*

### **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 Incentive Program**

If this program is implemented for 2014, eligible activities for Incentive Funds will be determined by WA State legislative action and WA Commerce Program Guidelines.

## **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 Incentive Program**

If this program is implemented for 2014, eligible recipients for Incentive Funds will be determined by WA State legislative action and WA Commerce Program Guidelines.

## **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/hr/block\\_grant\\_program/block\\_grant\\_program.htm](http://www.kitsapgov.com/hr/block_grant_program/block_grant_program.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 may also be viewed at the KRCC's website after May 29, 2013 at:  
[http://www.kitsapregionalcouncil.org/housing\\_cga.php](http://www.kitsapregionalcouncil.org/housing_cga.php)

## 2014 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. We anticipate cuts to 2014 program funding.

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.

Consolidated Homeless Grant Incentive Program funds may be available, pending WA legislative action and WA Commerce Program Guidelines.

For 2014, 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.

<b>Application Type</b>	<b>Amount of Funds Available</b>	<b>Funding Sources</b>
Public Services and Operations & Maintenance	\$173,504	Bremerton/Kitsap CDBG
Capital	\$1,246,784	Bremerton/Kitsap CDBG & HOME
Flexible Funding (could be any of the above application types)	\$1,525,000	Homeless Housing Grant Program, Affordable Housing Grant Program
<b>Total</b>	<b>\$2,945,288</b>	<b>All funding sources</b>

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.

## 2014 Proposed Distribution of City of Bremerton CDBG Funds

Estimate of 2014 Entitlement	377,497
Tentative Program Income Available	0
Total Entitlement + PI	377,497
Reallocated Funds Prior Year	0
<b>Total Available for Allocation</b>	<b>377,497</b>

### Estimated Allocation of 2013 CDBG Funds

Available for 2014 Planning and Admin (20% of entitlement + PI)	75,499
Available for 2014 Public Service (15% of entitlement + 15% prior year PI)	56,625
Available for Capital Projects	200,836
Available for Down-Payment Assistance	20,000
Available for Economic Development Projects	24,537
<i>Subtotal - Available for grant applications</i>	<i>301,998</i>
<b>Total Allocation of funds</b>	<b>377,497</b>

## 2014 Proposed Distribution of City of Bremerton HOME Funds

### Estimated Funding Available for the 2014 HOME Allocation Process

Prior Year Uncommitted HOME Allocation	0
2014 Program Income	10,000
2014 HOME Allocation - EN projected	228,575
<b>Total HOME Allocation Available - by Source</b>	<b>238,575</b>

### Estimated Allocation of 2013 HOME Funds

Available for 2014 Planning and Administration (10% 2014 award + 10 PI)	23,858
Available for CHDO Project (15% of 2014 award)	34,286
Available for Down-Payment Assistance	30,000
Available for any HOME Project	150,431
<i>Subtotal - Available for grant applications</i>	<i>214,718</i>
<b>Total Allocation of Funds</b>	<b>238,575</b>

## 2014 Proposed Distribution of Kitsap County CDBG Funds

### Estimated Funding Available for the 2014 CDBG Allocation Process

Estimate of 2014 Entitlement	779,200
Tentative Program Income Available	10,000
Total Entitlement + PI	789,200
Reallocated Funds Prior Year	0
<b>Total Available for Allocation</b>	<b>789,200</b>

### Estimated Allocation of 2014 CDBG Funds

Available for 2014 Planning and Admin (20% of entitlement + PI)	157,840
Set-aside Capital for Housing Kitsap's returned Program Income	8,000
Available for 2014 Public Service (15% of entitlement)	116,880
Available for Capital Projects	455,832
Available for Economic Development	50,648
<i>Subtotal - Available for Grant Applications</i>	<i>623,360</i>
<b>Total Allocation of Funds</b>	<b>789,200</b>

## 2014 Proposed Distribution of Kitsap County HOME Funds

### Estimated Funding Available for the 2014 HOME Allocation Process

Estimate of 2014 HOME Allocation - EN projected	505,747
2014 Program Income	58,045
<b>Total HOME Allocation Available - by Source</b>	<b>563,792</b>

### Estimated Allocation of 2014 HOME Funds

City of Bremerton Set-aside	224,552
Available for 2014 Planning and Administration (10% 2014 EN + PI)	33,925
Housing Kitsap Downpayment Program Income Set-aside	13,500
Available for CHDO Project (15% of 2014 entitlement)	42,179
Available for any HOME Project	249,636
<i>Subtotal - Available for Grant Applications</i>	<i>291,815</i>
<b>Total Allocation of Funds</b>	<b>563,792</b>

## 2014 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)	275,000
<b>Total AHGP Allocation Available</b>	<b>275,000</b>

Available for any AHGP Project	275,000
<b>Total Allocation of Funds</b>	<b>275,000</b>

## 2014 Proposed Distribution of Homeless Housing Grant Funds

### Estimated Funding Available for 2014 HHGP Allocation Process

2014 HHGP - Turn-Back Funds	\$TBD
2014 HHGP - Continuum of Care Coalition Activities Set-Aside	\$TBD
2014 HHGP - Coordinated Entry Set-Aside	\$TBD
2014 HHGP - Funds collected July 1, 2012 - June 30, 2013 (estimated)	1,250,000
<b>Total HHGP Allocation Available</b>	<b>1,250,000</b>

Available for any HHGP Project	1,250,000
<b>Total Allocation of Funds</b>	<b>1,250,000</b>

## 2014 Proposed Distribution of Consolidated Homeless Grant Incentive Program

### Estimated Funding Available for 2014 CHGIP Allocation Process

2014 System of Care Incentive Funds	\$TBD
2014 Permanent Supportive Housing Incentive Funds	\$TBD
<b>Total CHGIP Allocation Available</b>	<b>\$TBD</b>

Available for any CHGIP Project	\$TBD
<b>Total Allocation of Funds</b>	<b>\$TBD</b>

## 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.

**Application web address will be posted on the City, County and KRCC websites, and information will be sent to the Coordinated Grant e-mail list.**

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**Application submission deadline is July 10, 2013 at NOON**

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## 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 30, 2013.
- Application submitted **ONLINE** via Review Room
- Application submitted **ON TIME** (July 10, 2013 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 30, 2013, 9am** in the Norm Dicks Government Center 1<sup>st</sup> Floor Meeting Chambers.

**One-on-One Technical Assistance** may be scheduled through July 9, 2013 by contacting the staff listed in the front of this notice.

**Application Technical Assistance** with the online application host, Review Room, will be available during the application period (June 6 - July 10) 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 send 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 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

#### **2014 Grant Recommendation Committee Makeup**

There are two Grant Recommendation Committees: "Services", and "Capital". Each committee has eight members, and members are appointed to two-year, staggered terms. 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 \$73,100 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](http://www.huduser.org).

### Median Family Income Bremerton-Silverdale MSA; Effective December, 2012

NUMBER IN HOUSEHOLD	EXTREMELY LOW INCOME (BELOW 30% MFI*)	VERY LOW INCOME (31% - 50% MFI*)	60% MFI	LOW INCOME (51% - 80% MFI*)
1	\$15,400	\$25,600	\$30,720	\$40,950
2	\$17,600	\$29,250	\$35,100	\$46,800
3	\$19,800	\$32,900	\$39,480	\$52,650
4	\$21,950	\$36,550	\$43,860	\$58,500
5	\$23,750	\$39,500	\$47,400	\$63,200
6	\$25,500	\$42,400	\$50,880	\$67,900
7	\$27,250	\$45,350	\$54,420	\$72,550
8	\$29,000	\$48,250	\$57,900	\$77,250

\*MFI = Median Family Income 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. These figures represent percentages of MFI for Bremerton – Silverdale Metropolitan Statistical Area (MSA) published by HUD December, 2012.

## 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/hr/block\\_grant\\_program/block\\_grant\\_program.htm](http://www.kitsapgov.com/hr/block_grant_program/block_grant_program.htm))
- AHGP, HHGP and CHGIP Policy Plan ([http://www.kitsapregionalcouncil.org/housing\\_cga.php](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, 2014.
    - 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, 2014. 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.