



2011 Community Development Block Grant

2011 CDBG/HOME POLICY PLAN

CDBG/HOME POLICY PLAN

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THE POLICY PLAN

WHAT IS THE POLICY PLAN?

The City of Bremerton conducts a competitive annual process for Capital/Economic Development/HOME projects and a competitive process every two years for Public Service projects to determine allocation of CDBG and HOME funds. The allocation plan is forwarded to HUD annually in the Action Plan. The Policy Plan sets forth the rules and procedures followed by the jurisdiction to conduct the competitive annual process.

The Action Plan serves as an annual update to the Consolidated Plan, demonstrating to HUD annually how the jurisdiction plans to allocate Block Grant funding in order to achieve the goals set forth in the Consolidated Plan.

FIVE-YEAR CONSOLIDATED PLAN

The Consolidated Plan is the result of a process set forth by the Department of Housing and Urban Development (HUD) to provide a planning and application process for the Community Development Block Grant (CDBG) and HOME programs within a single document. The Kitsap County HOME Consortium is required to submit the Consolidated Plan for the HOME participating jurisdiction (which consists of Kitsap County and the City of Bremerton). The current Consolidated Plan, which is in place through 2010, is available online at <http://www.ci.bremerton.wa.us/display.php?id=790> or a copy can be requested from the City of Bremerton Department of Community Development. Development of the 2011-2015 Consolidated Plan is currently underway, and will be available for review and comment during September and October 2010. It will be submitted to HUD November 15, 2010, concurrently with the 2011 Action Plan.

There are a number of specific elements in the Consolidated Plan, including:

- an assessment of housing needs (primarily of low and moderate income people) and needs of homeless people;
- an analysis of the City of Bremerton and Kitsap County's housing market;
- a discussion of the City of Bremerton and Kitsap County's strategies, priority needs, and objectives for housing and community development activities; and
- two action plans, one that describes the activities Kitsap County will undertake to address priority needs during the next program year utilizing HOME, CDBG, and Public Housing Comprehensive Grant funds and one that describes the activities the City of Bremerton will undertake to address priority needs during the next program year utilizing CDBG funds.

Governments, service providers, citizens, and non-profit/profit agencies are encouraged to identify needs and priorities, assist in the development of strategies, and to participate in the annual allocation process. Following are specific opportunities available for citizens to participate in the development of the information to be incorporated in the Consolidated Plan, which is updated every five years.

1. At least one community meeting will be held to obtain the views of citizens, public agencies, and other interested parties concerning housing and community development needs, including non-housing community development needs and priorities during development of the plan.
2. The Department of Community Development will specifically consult with appropriate social service agencies regarding the housing and community development needs and priorities of children, elderly persons, persons with disabilities, homeless persons and other persons served by such agencies.
3. The Department of Community Development will coordinate with the Bremerton Housing Authority (BHA) and Kitsap County Consolidated Housing Authority (KCCHA) to encourage participation of residents of public and assisted housing and other low income residents of targeted revitalization areas, in the process of developing and implementing the Consolidated Plan.
4. Agencies working with low and moderate income persons, particularly those living in slum and blighted areas and residents of predominately low and moderate income neighborhoods, minorities, non-English speaking persons, and persons with disabilities will be contacted to encourage participation in the development of the Consolidated Plan.

Annual Allocation Process / Action Plan Submission

The City of Bremerton conducts a competitive annual process for Capital/Economic Development/HOME projects and a competitive process every two years for Public Service projects to determine allocation of CDBG and HOME funds. The public is encouraged to participate in the process and its end product: the submission of an annual Action Plan to the Department of Housing and Urban Development.

1. The Department of Community Development will place an advertisement in *The Kitsap Sun* announcing the acceptance of applications for funding under the HOME/CDBG program.
2. At least one mandatory technical assistance training will be held within the City of Bremerton. During the meetings, the Community Development Department will provide information to citizens concerning who can apply for funds, funds expected to be available, the estimated amount of funds that will benefit low and moderate income persons, the range of activities that may be undertaken, priorities for funding, application submission requirements, the application deadline, and how decisions concerning funding will be made. Applications will be made available in a format accessible to persons with disabilities upon request.

Applications may be obtained from, and must be submitted to, the City of Bremerton Department of Community Development, 345 6th Street, Suite 600, Bremerton, WA 98337-1873. Applications are also available on the City of Bremerton website: <http://www.ci.bremerton.wa.us/display.php?id=864>

- Staff at the Department of Community Development is available to provide technical assistance to citizens and organizations concerning the submission of applications.

- The Department of Community Development will review applications to determine compliance with technical requirements.
 - Applications must be submitted by the due date; postmark is not sufficient.
3. Applicants are encouraged to take part in a review of their application by appointment no later than two weeks before the application due date. This review will be conducted by Block Grant staff and cover only the technical requirements of the application.
 4. The Citizen Advisory Committee will review all proposals and interview applicants.
 5. The Citizen Advisory Committee will formulate funding recommendations based on application review and assessment, project compatibility with the Consolidated Plan goals, and applicant interviews. Recommendations are made for allocation of the projected funding, and will include a contingency plan in the event that the City receives more or less funding than anticipated. If the contingency recommendation is inadequate for any year's funding circumstances, the City's policy will be to fund or defund projects proportionately according to award priority ranking.
 6. Applicants submitting proposals will be notified in writing whether or not the Citizen Advisory Committee has recommended their proposal for funding. The notification will include the date, time and place of the public hearing before the Bremerton City Council.
 7. A summary of the draft Action Plan will be published in The Kitsap Sun and on the City's website, and copies will be available at public libraries listed in the resource section of this plan and the City of Bremerton office. The summary will describe the contents and purpose of the action plan, and include a list of locations where copies of the entire proposed plan may be examined, along with the date, location, and time of the Bremerton City Council Public Hearing to adopt the plan. Citizens will be provided a period of at least 30 days to review and comment on the plan. Comments or views of citizens will be considered at the public hearing, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the final consolidated plan which will be submitted to HUD.
 8. The Department of Community Development will submit the Action Plan, including the projects proposed to be funded, to the Department of Housing and Urban Development no later than November 15th of each calendar year.

CITIZEN PARTICIPATION PLAN

INTRODUCTION

The City of Bremerton has received federal Community Development Block Grant (CDBG) funds for over 20 years. During the period 1992 through 1995 the City deferred its status to allow Kitsap County to become an urban county entitlement. The City regained its entitlement status in 1996. The City has formed a consortium with Kitsap County for the period of 2005-2010 and beyond under the HOME program in order to better assure the receipt of funds.

Each year the City of Bremerton is eligible to receive CDBG and HOME funds. There are specific rules and regulations governing the allocation and use of the funds, including provisions for citizen involvement in decision making.

The City of Bremerton is committed to assuring opportunities for citizen involvement in decisions concerning activities taking place within their communities. The citizen participation plan outlines opportunities for citizen involvement in community development and housing programs.

While the citizen participation plan gives citizens maximum opportunity to participate in the planning, implementation and assessment of housing and community development programs, final authority for development, modification and execution of programs lies with the Bremerton City Council.

APPLICABLE PROGRAMS

The programs covered by the citizen participation plan are the Community Development Block Grant (CDBG) Program and the HOME Program.

PURPOSE

The purpose of the Citizen Participation Plan is to provide an ongoing mechanism to ensure widespread citizen participation whereby all citizens have an opportunity to fully express their needs and wishes for community improvement. Special efforts will be made to encourage participation of:

- Low and moderate-income persons, particularly those living in slum and blight designated areas
- Residents of predominately low and moderate income neighborhoods.
- Minorities and non-English speaking persons, as well as persons with disabilities.

This plan provides opportunities for representation of all of the citizens of the City of Bremerton by allowing them to have a voice in the decision-making process and giving them greater power and control over activities taking place within their communities.

DEFINITIONS

CITIZEN ADVISORY COMMITTEES (CAC)

Two five-member committees established by the Mayor consisting of citizens representing East and West Bremerton and the City at-large. The Citizen Advisory Committees assist the Department of Community Development in reviewing CDBG and HOME applications, interviewing applicants and recommending annual project allocation decisions to the Bremerton City Council. One committee recommends funding for Public Service activities and is fully comprised of appointees by the Mayor. The other recommends funding for Capital, Economic Development and Planning projects. Two of its five committee members are appointed ex officio from the City Council and the Planning Commission, and the other three are appointees of the Mayor.

COMMUNITY OR PUBLIC MEETING

A meeting hosted by the Department of Community Development to obtain citizens' views and opinions concerning planning, implementation, or assessment of activities. At least ten days before any scheduled meeting, the date, location and time will be advertised in *The Kitsap Sun* and on the City's website at www.ci.bremerton.wa.us.

KITSAP REGIONAL COORDINATING COUNCIL (KRCC)

Comprised of three Kitsap County Commissioners and the Mayors of Port Orchard and Poulsbo, Mayors and City Council Representatives from Bremerton and Bainbridge Island, and representatives of other member agencies. The KRCC is responsible for establishing policies for the overall administration of the HOME program.

DEPARTMENT OF COMMUNITY DEVELOPMENT (DCD)

The City of Bremerton Department of Community Development.

TECHNICAL ASSISTANCE MEETING

A meeting hosted by the Department of Community Development to inform citizens and funding applicants of technical aspects of the CDBG and HOME programs and to review application requirements for the upcoming year. At least ten days before the scheduled meeting, the date, location and time will be advertised in *The Kitsap Sun* and on the City's website at www.ci.bremerton.wa.us.

PUBLIC HEARING

A hearing hosted by the Bremerton City Council. Notice of public hearings will be published in accordance with the City's policy for publishing notices. Whenever practical, the DCD will publish a notice of the hearing in *The Kitsap Sun* and on the City's website if it relates to the programs covered under this plan.

SECTION 108 LOAN GUARANTEE

Guarantee loan funds may be used for activities described in 24 CFR 570.703 provided such activities meet the general requirements of the CDBG program as described at 24 CFR 570.200. Eligible activities include, but are not limited to: acquisition and rehabilitation of real property; specific relocation assistance; clearance, demolition and removal activities; site preparation; specific economic development activities; acquisition, construction, reconstruction, rehabilitation, or installation of public facilities; and specific construction of housing by non-profit organizations.

The Section 108 process may be conducted in conjunction with the CDBG entitlement process. However, the Section 108 application must be addressed separately.

The following actions will occur to encourage citizen participation prior to submission of an application for loan guarantee assistance to HUD:

1. A notice will be placed in *The Sun* describing: the amount of guaranteed loan funds expected to be made available, including program income expected to be made available by the activities carried out with guaranteed loan funds; eligible activities; the estimated amount of funds planned to be used to benefit low and moderate income people; the proposed activities likely to result in displacement; and where citizens may obtain additional information about the proposed application.
2. At least one community meeting will be held to obtain the views of citizens, public agencies, and other interested parties concerning community development and housing needs and development of proposed activities. The meeting may be combined with other CDBG meetings if each subject is treated separately.
3. Technical assistance will be provided, by the Community Development Department, to those requesting assistance in developing proposals for loan guarantee assistance, particularly to groups representing persons of low and moderate income.
4. The proposed application will be presented during the City of Bremerton City Council's public hearing process for adoption. Citizens and organizations are encouraged to attend the hearing and testify concerning the application. Comments will be incorporated into the application as appropriate.
5. Requirements previously stated relating to meeting needs of non-English speaking residents, responding to citizens complaints, and addressing displacement shall apply to the Section 108 citizen participation requirements.

Other Citizen Participation Opportunities

IMPLEMENTATION

Each CDBG / HOME funded program is unique and may receive some form of citizen involvement during the implementation phase. Each project is subject to citizen involvement but will use a form appropriate to the project's purpose.

AMENDMENTS TO THE ANNUAL ACTION PLAN

Citizens will be notified and have an opportunity to comment on any Substantial Changes or amendments proposed to the Annual Action Plan.

A *Substantial Change* will trigger an amendment to the Annual Action Plan, and includes:

1. A change in the amount to be expended on a project equal to a 10% increase or decrease to the total CDBG/HOME allocation in a specific project.
2. Canceling an approved project, or adding a new project.
3. A change to the purpose, scope, location or beneficiaries of the project as defined in the application for funds.

Amendments to the Action Plan will be recommended by the DCD and acted upon by the City of Bremerton City Council at a regularly scheduled Public Hearing. Notice of the proposed amendment will be published in *The Sun* and on the City's website at least thirty (30) days prior to the Public Hearing to allow for public comment prior to implementation of the proposed amendment. Comments or views of citizens will be considered at the public hearing, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the substantial amendment of the final consolidated plan which will be submitted to HUD.

Minor Changes: Any request for a change in the amount to be expended equal to or less than 10% increase or decrease to the CDBG/HOME allocation in a specific project, or a minor change to the purpose, scope, location or beneficiaries of the project as defined in the application for funds, shall not be considered a Substantial Change requiring citizen notification and Annual Action Plan amendment; however, prior written approval of these changes must be obtained from the Block Grant Administrator.

Minor project changes may need to be formalized as an amendment to the sub-recipient Agency's contract with City. The Agency will submit a written request for change to the Block Grant Administrator stating the specific reasons for the requested increase or decrease in funding, or change in purpose, scope, location or beneficiaries. All requests will be reviewed, and approved or denied by the Block Grant Administrator.

PERFORMANCE REPORTS

1. The City of Bremerton will prepare and submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD no later than April 15th of each year for the previous calendar year.
2. Availability of the CAPER for public review will be published in *The Kitsap Sun* and copies will be available on the City's website, at public libraries listed in the resource section of this plan and at the City of Bremerton office.
3. Citizens will be provided a period of at least 15 days to review and comment on the CAPER. Comments or views of citizens will be considered in the report, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the CAPER and submitted to HUD.

GENERAL INFORMATION

TECHNICAL ASSISTANCE

Any citizen may contact the Department of Community Development for technical assistance in relation to programs described in this Plan. The Department will help citizens understand CDBG and HOME funded programs, the procedures for submitting proposals, the Citizen Participation Plan and other program requirements so they can effectively participate in CDBG /HOME programs and the funding process.

PUBLIC SERVICE APPLICATION PROCESS

Beginning with funding year 2010, applications for Public Services funding under the CDBG program will only be accepted every two years. Applications will be accepted in the odd-numbered year for funding in the following even-numbered year (Funding Year 1) and the subsequent odd-numbered year (Funding Year 2).

Applicants applying for CDBG grants for Public Services will request grants for a two-year period, Funding Year 1 and Funding Year 2. If awarded, one half of the award will be granted and must be spent in Funding Year 1 and the second half of the award will be granted and must be spent in Funding Year 2. Separate contracts will be drawn for each Funding Year. At the end of Funding Year 1, recipients must complete an Application Renewal Form, show compliance with all CDBG regulations, have spent all funding allocated for Funding Year 1, and demonstrate adequate project progress in order to receive a contract for Funding Year 2. As with all CDBG/HOME funding, awards for both Funding Years are contingent upon receipt of funding from the U.S. Department of Housing and Urban Development.

COMPLAINTS

All written citizen complaints will be referred to the appropriate person(s) or agencies for action. Under normal circumstances, the Department of Community Development will respond to the person making the complaint within 15 days. All complaints and responses will be kept on file.

DISPLACEMENT

Proposals for CDBG and HOME funded projects that are likely to cause displacement of people or businesses are discouraged. Any proposal for funds that is likely to cause

displacement must include relocation assistance payments in the budget. Relocation assistance must be provided consistent with the federal Uniform Relocation Act.

EFFECTIVE DATE

This plan became effective January 1, 1996, and will remain in effect as long as Community Development Block Grant activities are ongoing or until superseded or modified by a new plan.

RESOURCES

If you have questions concerning the programs identified, or would like copies of this plan or any related Federal regulations, please contact:

CDBG Program Administrator:
City of Bremerton
345 6th Street, Suite 600
Bremerton, WA 98337-1873
(360)473-5211.

A copy of policies described in this plan will be available for review at the following Library:

Bremerton
1301 Sylvan Way
Bremerton, WA 98310
(360) 377-7601

A notification will be placed in the following newspaper which is the paper of record at least ten days before a public meeting is held concerning a program described in this plan:

The Kitsap Sun

Notices may also be published on the City's website www.ci.bremerton.wa.us.

The notice will indicate when and where the public meeting will be held. Meetings are often held at the following location

Norm Dicks Government Center
345 6th Street
Bremerton, WA

The following local planning department may be contacted concerning planning issues:

City of Bremerton Department of Community Development
Andrea Spencer, Director
345 6th Street, Suite 600
Bremerton, WA 98337-1873
360-473-5283

Part I CDBG/HOME ALLOCATION – GENERAL INFORMATION

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 CDBG staff to discuss Federal regulations.

What is the Community Development Block Grant (CDBG) Program?

- The program is authorized by Title I of the Community Development Act of 1974.
- Federal funds are provided to local governments to assist in the development of decent housing, a suitable living environment, and expanded economic opportunities primarily for persons of low and moderate income.
- CDBG funds must be used for activities determined by the federal government to be eligible, however the local government determines which eligible use is appropriate in the community.
- The City of Bremerton is an "entitlement city" and receives an annual CDBG allocation from the federal government.
- The City accepts applications from various organizations to implement CDBG activities.
- Each application, at a minimum must meet the three threshold requirements. It must: 1) be implemented by an eligible applicant/recipient; 2) be eligible under the CDBG program requirements (24 CFR parts 570.201-270.207); 3) meet one of the three national objectives; and 4) be complete as of the due date.

How much money is available?

See current CDBG/HOME Policy Plan Supplement for projected funding and distribution information

Who is an eligible applicant/recipient?

Eligible applicant/recipients include:

City departments

Other local public agencies

Public and private nonprofit organizations (501(c)(3)

Section 301(d) small business investment companies

Local Community Based Development Organizations as described in 24 CFR 270.204(c)

Private for-profit organizations may implement certain economic development and micro enterprise activities.

Faith based organizations consistent with the President's initiative

Additionally applicants must:

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

What are the three National Objectives?

An eligible CDBG activity must either:
Principally benefit low and very low income households;
Reduce or prevent slum and blight; or,
Meet an urgent need

The National Objectives are included in the CDBG regulations at 24 CFR 570.208 and described in detail in Part III of this package.

What are eligible activities?

Eligible activities are defined in the CDBG program regulations at 24 CFR 570.201- 570.207. More information concerning eligible activities, and special circumstances relating to the activities, can be found in Part III of this package. 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 in certain situations
- 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
- Certain project delivery costs

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
- Income payments such as payments to individuals or families for food, clothing, or rent, except in certain circumstances
- Political activities
- Vehicles and/or Equipment

Are there rules or regulations that I should consider when thinking about submitting an application?

All projects are subject to environmental review, civil rights compliance, and procurement requirements. Some of the other things that may affect the amount you request, and your project, are labor standards, relocation, local hire, the Americans with Disabilities Act, and audit requirements. If your agency has never applied for Block Grant funding, or if you are considering requesting funding for construction, please contact Block Grant staff.

Public Service applications are only accepted every two years. Please see description of this process under General Information.

What constitutes a complete application?

All required elements are included and complete. **No changes of any kind will be permitted after the application due date.** Applicants are encouraged to take part in a review of their application by appointment no later than two weeks before the application due date. This review will be conducted by Block Grant staff and cover only the technical requirements of the application.

The application must meet HUD's three Threshold Requirements:

- The applicant is eligible as of the application due date.
- The project or activity addresses a National Objective (for CDBG applications)
- The project or activity is eligible under the CDBG or HOME program.

How do I apply?

Complete an application and submit by the application due date to:

CDBG / HOME Programs
City of Bremerton Department of Community Development
345 6th Street, Suite 600
Bremerton, WA 98337

Eligible applicants will be required to take part in an interview with the Citizen Advisory Committee.

Please check the current CDBG/HOME Policy Plan Supplement for the CDBG/HOME Allocation Schedule for specific dates and times.

How do I get help with the application?

Attend the mandatory pre-application Technical Assistance workshop. Please check the current CDBG/HOME Policy Plan Supplement for the CDBG/HOME Allocation Schedule for specific dates and locations.

Contact Block Grant staff for more information. Contact information is included in the current CDBG/HOME Policy Plan Supplement.

How will applications be reviewed and projects selected?

Block Grant staff will review the application to assure it is complete, the applicant and project meet the threshold requirements, and the project is consistent with the Consolidated Plan. Projects not meeting the threshold requirements will be disqualified and not considered for funding. Such projects will not be rated.

A Citizens Advisory Committee appointed by the Mayor will review public service applications, interview applicants, rate and rank the projects utilizing the process outlined in Part II, and present their recommendation to the Bremerton City Council. A separate Committee, consisting of appointees by the Mayor plus one member of the City Council and one member of the Planning Commission, will similarly review Capital, Economic Development, Planning, and HOME applications.

A public hearing will be held and the Bremerton City Council will make the final decision concerning activities to be recommended for funding in the Action Plan.

The Action Plan will be sent to the U.S. Department of Housing and Urban Development (HUD) no later than November 15 of the preceding program year for approval.

When will funds be available?

Funding is dependent on the federal HUD budget being ratified. In "normal" years this is by March. We will not be able to sign contracts with sub recipients until we receive a contract from

HUD. Remember the budget is an estimate; we will not know the actual amount until after HUD's budget is approved. Certain funds can be committed to projects after the first of the year; please contact CDBG staff with any questions.

What is the HOME Program?

The HOME Investment Partnerships Program was created by the National Affordable Housing Act of 1990 (NAHA). The Housing and Community Development Act of 1992; 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;
- Leverage private sector participation in financing affordable housing.

HOME funded projects are subject to many of the same requirements as CDBG, such as environmental review, civil rights compliance, and procurement requirements. Some of the other things that may affect the amount you request, and your project, are labor standards, relocation, local hiring requirements, the Americans with Disabilities Act, and audit requirements. Contact Block Grant staff early in your project with questions regarding these requirements.

HOME funds also carry many requirements specific to the HOME program. These requirements and regulations can be found at 24 CFR Part 92. If you have a HOME project in mind, it is recommended you meet with City CDBG/HOME staff early on to make sure it would qualify under the HOME program.

How much money is available?

Please refer to the current CDBG/HOME Policy Plan Supplement for general funding and distribution information.

HOME rules for affordable housing set the maximum subsidy for each unit at the Section 221(d)(3) limit. This limit is set by HUD's Office of Multi-Family Housing Programs. This limit is currently set at \$157,410 for a 1 bedroom unit. Please contact Block Grant staff for limits on other unit sizes.

In addition, the City of Bremerton has a maximum per-unit subsidy limit for homeownership projects of \$30,000 per unit for all types of units.

Match Contribution

The City of Bremerton also requires HOME projects to leverage other funding. The city requires a minimum leveraging ratio of 1:2, or two dollars of other funding for every HOME dollar requested. The 1:2 match ratio may be applied to the entire project, not just to the HOME subsidized units.

How do I apply?

Complete an application and submit by the application due date to:

CDBG / HOME Programs
City of Bremerton Department of Community Development
345 6th Street, Suite 600
Bremerton, WA 98337

Eligible applicants will be required to take part in an interview with the Citizen Advisory Committee.

Please check the current CDBG/HOME Policy Plan Supplement for the CDBG/HOME Allocation schedule for specific dates and times.

Electronic submittal of the Application is not accepted. Applications must be mailed or hand delivered by the due date. Postmarks are not acceptable.

What are the City's Priorities for Use of HOME funds?

The City will give priority to HOME projects located in the Anderson Cove and Downtown Designated Blight Zones (please contact the Department of Community Development for a map of these areas).

In the absence of qualified, viable projects that fit the City's vision, the City Council may elect to set aside HOME funds for future use, including for a City-initiated affordable housing project.

What is the Process for allocation of HOME funds?

Applicants will use the HOME application format (attached). Please check the current CDBG/HOME Policy Plan Supplement for the CDBG/HOME Allocation Schedule for specific due dates and times.

Block Grant staff will review the application to ensure it is complete, the applicant and project meet the threshold requirements, and the project is consistent with the Consolidated Plan. Projects not meeting the threshold requirements will be disqualified and not considered for funding. Such projects will not be rated.

The Citizens Advisory Committee responsible for reviewing Capital, Economic Development and Planning applications will also review HOME applications, interview applicants, rate and rank the projects utilizing the process outlined in Part II, and present their recommendation to the Bremerton City Council.

A public hearing will be held and the Bremerton City Council will make the final decision concerning activities to be recommended for funding in the Action Plan.

The Action Plan will be sent to the U.S. Department of Housing and Urban Development (HUD) by the end of November preceding the program year for approval.

Where do I get more information?

Contact Block Grant staff if you are interested in applying for funds under the HOME Program. Contact information is included in the current CDBG/HOME Policy Plan Supplement.

PART II CDBG / HOME ALLOCATION POLICY

How will CDBG funds be distributed among various eligible activities?

Funds available for various eligible CDBG activities are determined by Federal regulations and local priorities.

- Federal regulations limit the amount of funds which can be allocated to public service projects to 15% of the annual CDBG entitlement, plus 15% of the program income during the immediately preceding program year . Please note: Public Service funds are allocated annually, however applications for Public Service Projects are only accepted on the odd-numbered years. Please see Part I – General Information for a full description of this process.
- The amount of funds that can be allocated to planning and administration projects, including the overall administration of the City of Bremerton's CDBG Program, is limited to 20% of the annual grant.
- Federal regulations require that a minimum of 70% of the annual grant funds go to projects that directly benefit low and moderate income persons; the City's goal is for 100% of CDBG funding to benefit low and moderate income persons.

How will HOME funds be distributed among various eligible activities?

- The amount of funds that can be allocated to the overall administration of the HOME Program is limited to 10% of the annual grant. Because the City and Kitsap County are joined in a consortium, the City's administrative costs are limited to 5% of the annual grant, with 5% allocated to Kitsap County for overall administration.
- 90% of the City's annual HOME grant will be allocated on a competitive basis to eligible affordable housing projects in the City of Bremerton; at least 15% will be allocated to activities undertaken by Community Housing Development Organizations (CHDOs). In lieu of quality, competitive applications, the City may initiate a project, subject to City Council approval and public hearing.
- Program income from the City's Downpayment Assistance Program, funded with HOME funds from past years, will be primarily used to fund new Downpayment Assistance loans for low and moderate income first time homebuyers in the City of Bremerton.

Funds allocated under both the CDBG and HOME programs must meet one of the priorities identified in the 2011-2015 Kitsap County Consortium Consolidated Plan. The City of Bremerton and Kitsap County are joined as a consortium in order to receive HOME funds. The 2011-2015 Consolidated plan re-write is currently underway, and will be submitted to HUD concurrently with the 2011 Action Plan on November 15, 2010.

The Consolidated Plan identifies five general priorities related to housing, homeless, and non-housing community needs to be addressed with Federal funds. Please note, that activities that are included in the plan may not be prioritized in the City's Policy Plan. The Consolidated Plan can be viewed in its entirety on the City's website at: <http://www.ci.bremerton.wa.us/display.php?id=790>. The Consolidated Plan priorities are listed below (the order listed does not establish any categorical priority):

1. Homelessness

To ensure that decent, accessible, affordable, and suitable housing is available in the County and Cities and to support services that meet the needs of individuals and families who are homeless or at risk of homelessness, the Kitsap County community will:

- ◆ Provide a variety of decent and safe emergency transitional and affordable permanent housing;
- ◆ Provide adequate support through coordinated systems of: resources, outreach, assessment, case management, provider collaboration, homelessness prevention, and rental assistance;
- ◆ Provide critical supportive services to support housing options for the homeless.

2. Special Needs Populations*

To ensure that suitable, effective assistance is available for vulnerable persons in special needs populations who are in need of housing, support or care services, the Kitsap County community will:

- ◆ Maintain, improve and increase effective services and suitable housing;
- ◆ Ensure effective service delivery and housing availability through supportive ordinances and regulations;
- ◆ Support efforts to develop an entry system for special population clients that ensures links with appropriate diagnosis, placement, support and treatment;
- ◆ Increase and maintain the availability of effective, timely life skills training and work preparation to promote self sufficiency.

*Special Needs Populations include individuals falling into one or more of the following categories: elderly, frail elderly, persons with disabilities (severe mental, physical, developmental), persons living with HIV/AIDS, persons fleeing domestic violence, persons with alcohol or other drug addiction.

3. Housing

To ensure access to affordable, decent, safe and appropriate transitional and permanent housing for all individuals and families, the Kitsap County community will:

- ◆ Increase the stock of affordable rental units throughout the County and City through preservation, rehabilitation and construction
- ◆ Increase the number of new homeowners among low/moderate income individuals and families through fair housing efforts, education, housing counseling, financial assistance and affordable construction;
- ◆ Improve and retain existing housing stock through preservation, rehabilitation, weatherization, accessibility and planning efforts;
- ◆ Support education and training that builds community awareness of lead-based paint hazards and incorporate new studies and regulations into any planning for mitigation;

- ◆ Improve the safety and livability of neighborhoods through revitalization and/or demolition of inappropriate or dilapidated structures;
- ◆ Promote equal treatment of all who seek homeownership by removing impediments to fair housing.

4. **Community Development**

To ensure the safe livability of neighborhoods, the preservation of important facilities, public access to facilities and services, and planning activities, that primarily benefit low-income persons, the Kitsap County community will:

- ◆ Support a continuum of social and health services for low/moderate income persons in Kitsap County;
- ◆ Provide suitable access to all public buildings in the cities and County;
- ◆ Support planning and projects that preserve or increase housing for low income and moderate income populations;
- ◆ Support local efforts toward solving public facility needs, especially those identified in community wide planning efforts;
- ◆ Meet urgent Community Development needs, which pose a serious and immediate risk to public health or safety.

5. **Economic Development**

To ensure a thriving community, with livable wage jobs and long-term economic and social viability, the Kitsap County community will:

- ◆ Support creation and retention of livable wage jobs, and essential job preparation skills;
- ◆ Assist low-income individuals who wish to establish, expand or stabilize a small business by providing loans and supportive technical assistance and training;
- ◆ Revisit existing economic development plans and modify them as necessary to develop and maintain infrastructures that encourage living wage jobs;
- ◆ Encourage and foster new businesses offering living wage jobs in the County.

What are the other policies and regulations that apply?

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 CDBG / HOME staff to discuss Federal regulations.

◆ **Consistency with applicable City, County, and/or State Codes and Policies**

To be considered for funding, projects must be consistent with adopted codes and other applicable policies, plans and standards.

◆ **Approval of the Implementing Agency**

Proposals submitted by applicants other than the Agency, City or County Department that will implement them must be reviewed and approved by the appropriate implementing Agency, City, or County Department prior to submittal.

◆ **Legally Binding Public Interest in CDBG / HOME Assisted Property**

HUD requires that facilities acquired, constructed or improved with CDBG and/or HOME funds be "publicly owned" and that the CDBG / HOME public interest be protected. The public (CDBG / HOME) interest will be secured, when appropriate, through a lien on the property recorded as a deed of trust, and a promissory note explaining the sale and change of use provisions that accompany CDBG / HOME assisted real property. The specific terms and conditions of the public interest security agreements will vary depending on the type of project assisted.

◆ **Restrictions on the Change-of-Use of CDBG / HOME Assisted Property**

All CDBG recipients must agree to restrict the use of the property to the intended purpose for which the funds were awarded for a minimum of 5 years after close out of the project. This is to ensure compliance with HUD requirements restricting the change in use of property acquired, constructed or improved with CDBG assistance, and to ensure continued public benefit.

All HOME assisted properties must provide public benefit during a designated Period of Affordability as described in 24 CFR 92.252.(e) for rental property and 24 CFR 92.254(a)(4) for homeownership property. Additionally, the PJ will designate in the subrecipient contract the method to be used—either Resale or Recapture (24 CFR 92.294(a)(5)—for maintaining affordability for each HOME assisted property.

◆ **Restriction on Assessments**

CDBG funds may not be used for public improvement projects where a portion of the projects is to be financed by assessments to area property owners, unless the project is structured such that CDBG funds are used to pay the assessments of all low and very low income property owners. The analysis of incomes of affected persons must be done ahead of time and submitted as part of the application for CDBG funds.

◆ **Guidelines for Evaluation and Selecting Economic Development Projects**

The City of Bremerton will utilize the guidelines provided at 24 CFR 570.209 relative to project costs and financial requirements and standards for evaluating public benefit.

◆ **Equal Opportunity**

All CDBG proposals must comply with federal, state, local laws, and executive orders which prohibit discrimination on the grounds of race, creed, color, national origin, sex, sexual orientation, age, marital status, or the presence of any disability. Discrimination is prohibited in the provision of a service or facility funded with CDBG / HOME funds, and in all other aspects of administering a CDBG / HOME proposal including contracting, procurement, and employment.

◆ **Minimizing the Loss of Low and Very Low Income Dwelling Units**

Any CDBG / HOME proposal that would directly result in any occupied or vacant low and very low income dwelling units being (1) demolished, or (2) converted to a use other than as low and very low income housing must include a realistic plan to provide replacement housing within three years of the commencement of the demolition or rehabilitation relating to conversion.

◆ **Minimizing Displacement and Providing Relocation Assistance**

It is the policy of the City of Bremerton CDBG / HOME Program to minimize the number of CDBG / HOME proposals that would cause displacement of people or businesses. Any proposal for CDBG / HOME funds that is likely to cause displacement must include relocation assistance payments in the budget. Relocation assistance must be provided consistent with the federal Uniform Relocation Act.

◆ **Federal Wage Rates (Davis-Bacon)**

Pursuant to the Davis-Bacon Act, federal wage rates apply to almost all construction projects over \$2,000. Applications that involve construction must consider Davis-Bacon wage rates in the budget.

There are few exceptions to the Davis-Bacon Act such as public agency use of force account crews and the rehabilitation of single family homes and small multi-family buildings.

◆ **Federal Audit Requirements**

Private non-profit agencies expending \$500,000 or more in federal funds annually (whether CDBG / HOME alone or CDBG / HOME in conjunction with other federal funds) must have an annual audit conducted by an independent auditor in accordance with OMB A-133 Audit Standards for Private Non-Profit Organizations. Agencies are responsible to meet this audit requirement.

◆ **Environmental Review**

All CDBG / HOME projects must comply with the National Environmental Policy Act (NEPA). NEPA clearance must be obtained from the City of Bremerton and/or Kitsap County before any funds are committed or spent in a CDBG / HOME funded project.

◆ **Lead-Based Paint Abatement**

Any proposed homeownership, rental housing, rehabilitation or acquisition project that involves a (1) pre-1978 structure, and (2) would likely house a child age 6 or less must be informed of the possible hazards of lead based paint and a plan must be developed for addressing the presence of lead based paint under 24 CFR 35.105. Costs for abatement must be included in the rehabilitation budget.

◆ **Supplanting**

Federal regulations prohibit using CDBG / HOME funds to supplant (replace or substitute for) local funds for public services or ongoing responsibilities of general local government. The intent of this federal regulation is to prevent local government from

using the availability of federal CDBG / HOME dollars as an excuse to reduce local funding commitments.

◆ **Architectural Barriers Act (ABA) and the Americans with Disabilities Act (ADA)**

The ABA requires certain buildings or other facilities that receive Federal funds to be designed, constructed or altered in accordance with standards that insure accessibility to, and use by physically handicapped people. The ADA provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further requires that facilities for first occupancy are readily accessible and that architectural and structural barriers are removed when possible in existing facilities.

◆ **Family Policy Principles**

In the early 1990s the State of Washington conducted a number of focus groups throughout the State. Approximately 400 people, who were receiving human services at the time were asked to describe the characteristics of services that would be most effective for them. The Family Policy Principles reflect their collective response, and form the basis for the Washington State Human Service Policy. The principles, which have been incorporated in the rating of applications, are listed next:

Family-oriented services and supports that:

- Respond to the changing nature of families;
- Respond to what individuals and families say they need, and
- Meet those needs in a way that maintains their dignity and respects their choices.

Culturally relevant services and supports that:

- Explicitly recognize the culture and beliefs of each family and use these as resources on behalf of the family;
- Provide equal access to culturally unique communities in planning and programs, and day-to-day work, and actively address instances where clearly disproportionate needs exist; and
- Enhance every culture's ability to achieve self-sufficiency and contribute in a productive way to the larger community.

Coordinated services that:

- Develop strategies and skills for collaborative planning, problem solving, and service delivery;
- Encourage coordination and innovation by providing both formal and informal ways for people to communicate and collaborate in planning and programs;
- Allow clients, vendors, community people, and other agencies to creatively provide the most effective, responsive, and flexible services; and
- Commit to an open exchange of skills and information; and expect people throughout the system to treat each other with respect, dignity, and understanding.

Locally planned services and supports that:

- Operate on the belief that each community has special characteristics, needs and strengths;
- Include a cross-section of local community partners from the public and private sectors, in the planning and delivery of services and supports; and

- Support these partners in addressing the needs of their communities through both short range and long range planning and in establishing priorities within state and federal standards.

Community based prevention that:

- Encourages and supports state residents to create positive conditions in their communities to promote the well being of families and reduce crises and the need for future services.

Outcome-based services and supports that:

- Include a fair and realistic system for measuring both short-range and long-range progress and determining whether efforts make a difference;
- Use outcomes and indicators that reflect the goals that communities establish for themselves and their children;
- Works towards these goals and outcomes at all staff levels and in every agency; and
- Provide a mechanism for informing the development of program policies.

Customer service that:

- Provides a climate that empowers staff to deliver quality programs and services;
- Is provided by courteous, sensitive, and competent professionals; and
- Uphold the dignity and respect of individuals and families by providing appropriate staff recognition, information, training, skills and support.

Creativity that:

- Increases the flexibility of funding and programs to promote innovation in planning, development, and provision of quality services; and simplifies and reduces or eliminates rules that are barriers to coordination and quality services

How will Projects be selected for funding?

All applications will be reviewed and rated against the City of Bremerton policies for the use of these funds. The Review Team, which will consist of CDBG program staff, the City Auditor, and a Citizens' Advisory Committee, will review the submission requirements, agency capacity, and the program/project. An interview with the Citizens' Advisory Committee will also be considered. The review process is summarized below:

Step 1 – Submission Requirements

CDBG / HOME Staff will review the application to ensure:

- Application is complete. **NOTE: No changes or additions will be allowed after the due date.** Refer to the current CDBG/HOME Policy Plan Supplement for the CDBG/HOME Allocation Schedule for due dates and times.
- Applicant meets eligibility requirements as of the application due date.
- Project or activity addresses a national objective (for CDBG projects)
- Project or activity is eligible under the CDBG / HOME program(s).
- Project is consistent with the Consolidated Plan and Priority Needs.

Step 2 – Technical review

A review team, composed of CDBG staff and the City Auditor, will review the organizational capacity of the agency (see rating sheet on page 14), and the fiscal capacity of the agency (see rating sheet on page 15). Performance records of previous CDBG or HOME recipients will also be considered. Results of this review will be shared with the applicants and with the Citizens' Advisory Committee before interviews.

Step 3 – Project Proposal Review and Interviews

The Citizens' Advisory Committee (CAC) assigned to each group of projects will review all applications, meet with CDBG staff to review technical scoring, and conduct agency interviews. They will consider Priority Needs, project and agency effectiveness and readiness, Family Policy Principles, and the mix of overall requests. Agency interviews will be 20 minutes long and consist of ten minutes for the applicant agency to present their request in a format of their choice, and another ten minutes for questions and answers with the CAC. Applicants are encouraged to keep their presentations succinct in order to make the best use of their time. Any materials distributed during the interview will be collected afterward and will not be considered part of the official application.

The CAC will consider applications based on the Citizen Advisory Committee Sample Application Review Sheet on page 16 and compile a list of funding recommendations.

These recommendations will be presented and discussed at a public meeting. The recommendations will then be presented to the Bremerton City Council at a Public Hearing. The final funding decision will be made by the City Council at the same Public Hearing. CDBG / HOME staff will submit the Final Action Plan to HUD no later than the end of November preceding the program year.

Please refer to the current CDBG/HOME Policy Plan Supplement for the CDBG/HOME Allocation Schedule for specific dates, times and locations.

City of Bremerton
Staff Application Review Sheet 2011

Scoring: High/Good = 3; Med/Neutral = 2; Low = 1

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9	Agency 10	Agency 11
Board and Staff											
Does the Board reflect a diverse representation of the community, including minority, consumer, professional, low income, and advocate participation?											
Does the size and length of terms allow sufficient opportunities for participation?											
Organization											
Is the organizational structure of the agency clearly defined?											
Does this project align with the overall mission of the organization?											
Does this program have adequate staff and support to successfully implement this program?											
Does the Agency have a robust policy of nondiscrimination in all areas (race, gender, religion, sexual orientation, etc.)? Does it include staff, volunteers, clients, and participants?											
Financial											
Are the project budget and resources adequate and reasonable for the project scope and expected outcomes?											
Does the agency leverage funding from other sources (other grants, private donations, etc.)											
Total											

ORGANIZATIONAL FINANCIAL MANAGEMENT

Name of Applicant _____

For Non-Profits Only	0-15	Score
Points		
IRS 990 is consistent with submitted audit and Secretary of State Annual Report	0-5	
Points		
Secretary of State CHO-1 Form (for non-profits) is consistent with submitted audit and Secretary of State Annual Report	0-10	
Points		
Secretary of State Non-Profit Corporate Annual Report is consistent with submitted audit and agency's own annual report	0-5 Points	
Organizations other than Non-Profits	0-15 Points	
Records and program documents support investment in activities to Benefit low-income individuals	0-5 Points	
Organization clearly demonstrates reinvestment in community	0-5 Points	
Demonstrates compliance with Generally Acceptable Accounting Principles	0-5 Points	
For All Organizations	0-35	
Points		
Audit of Financial Statements Agency has independent review or audit by a CPA (as required by HUD) for the last fiscal year		
Independent Review	0-5 Points	
OR Audit	0-10 Points	
Audit or financial statement demonstrates adequate financial management (includes Management report)		
Independent Review	0-5 Points	
OR Audit	0-10 Points	
Annual Report Agency's Annual Report is completed for the last fiscal year	0-15 Points	
	Total Rating:	

City of Bremerton Citizen Advisory Committee
 Application Review Sheet

Scoring: High/Good = 3; Med/Neutral = 2; Low = 1

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9
Project									
Does the project fit into the organization's overall mission? (narrative, E-11)									
Does the agency have a clear strategy for the project, including long and short-term goals?									
Does it address unmet needs or the basic needs of an at-risk population? (narrative, City Comprehensive Plan, Consolidated Plan)									
What positive outcomes (changes or improvements) will result from this project? Is it measurable or quantifiable? (narrative)									
Is there a well designed outreach plan? Can persons with disabilities, limited English speakers, and other minority clients gain access to the project? (narrative, E-11)									
Agency									
Does the agency's history demonstrate stability, capacity, and growth? (narrative)									
Does the agency have established partnerships with other community agencies? Will they partner with other agencies on this project? (narrative)									
Does the agency's history demonstrate their ability to develop a plan/project, execute that plan/project, and achieve measurable success? (narrative)									
Financial									
Does the project budget and proforma provide for realistic and ongoing support of this project? (narrative, E-1,3,7)									
Does the agency leverage funding from other sources (other grants, private donations, etc.) (E-1a,b)									
If a relocation plan or neighborhood notification is required for this project, is it feasible and fully presented? (E-9,10)									
Will the funding requested address a significant portion of unmet need? Is there data documenting the need and supporting how this need will be addressed? (E-1,2,3,12)									
Does the operating/management plan demonstrate the experience and ability needed to carry out this project? (E-3,7)									
Does the agency's salary overall salary structure seem reasonable and balanced? (E-13)									
Total									

City of Bremerton Comprehensive Plan (Dec 2004)

Housing Initiatives

Promote private and public efforts to preserve existing quality housing stock. (H1A)
Promote improvement of housing stock by using public resources to remove or abate blighting influences. (H2B)
Encourage programs that allow Seniors to remain in their homes as long as possible. (H3F)
Support efforts to provide emergency and group housing. (H3I)
Disperse below-market housing through the city to avoid concentrations in particular areas.

Land Use Initiatives

Create an environment that will promote growth.
Designate neighborhood and employment centers that provide mixed-use environments which serve as the primary focus for growth.
Support community wide access to amenities and services.

Community Character Themes

Quality Housing with Broader Choices (CC2C)
Business Support with increased opportunity
Community Service focusing on assets

Environmental

Promote sustainable growth and activities (E1)
Encourage environmentally responsible development (E10)
Use the brownfields approach to identify and restore economically valuable properties. (E10A)

Economic Development

Encourage supportive environments for growth of small businesses.(EC4J)
Encourage a diversified economic base to increase elasticity in the local economy. (EC4L)
Support opportunities for owner-occupied housing (EC6C)
Attract new employment throughout the city (EC6E)
Encourage mixed use developments (EC2C)

Consolidated Plan for Kitsap County and City of Bremerton (2006-2010)

Housing Goals:

Increase the stock of affordable housing units throughout county and city through preservation, rehabilitation, and construction.
Increase the number of new homeowners among low/moderate income individuals and families through fair housing efforts, education, and housing counseling.
Improve and retain existing housing stock through preservation, rehabilitation, weatherization, accessibility, and planning efforts.
Maintain education and training that builds community awareness of lead based paint hazards and incorporate new studies and regulations into any planning for mitigation.
Improve the safety and livability of neighborhoods through revitalization and/or demolition of inappropriate or dilapidated structures.
Promote the equal treatment of all who seek homeownership by removing impediments to fair housing.

Homeless Needs:

Provide a sufficient variety and quantity of decent and safe emergency, transitional, and affordable permanent housing.
Provide adequate support through coordinated systems of: resources, outreach, assessment, case management, provider collaboration, homelessness prevention, rental assistance and advocacy
Provide critical supportive services to support housing options for the homeless.

Community Development Goals:

Support a continuum of social and health services for low/moderate income persons.
Provide suitable access to all public buildings in the cities and County by removing architectural barriers.
Support planning projects that assess or identify services and housing to support low income individuals, families, neighborhoods, and special needs.
Support local efforts towards solving public facility needs, especially those identified in community wide planning efforts.
Meet urgent Community Development needs, which pose a serious and immediate risk to public health and safety.

Economic Development Goals:

Support creation and retention of sustainable livable wage jobs, and essential job preparation skills.
Assist low income individuals who wish to establish, expand, or stabilize a small business by providing loans and supportive technical assistance and training.
Revisit existing economic development plans and policies and modify them as necessary to develop and maintain infrastructures that encourage livable wage jobs.
Encourage and foster new businesses offering living wage jobs in the County.

Special Needs Goals:

Maintain, improve, and increase effective services and suitable housing.
Ensure effective service delivery and housing availability through supportive ordinances and regulations.
Support efforts to develop an entry system for special population clients that ensure links with appropriate diagnosis, placement, support, and treatment.
Increase and maintain the availability of effective, timely life skills, training, and work preparation to promote self sufficiency.

PART III CDBG NATIONAL OBJECTIVES AND ELIGIBILITY REQUIREMENTS

As stated in Part I, each CDBG activity must meet a national objective and must be eligible in order to be funded. The following information is provided to assist you in defining the eligibility and national objective that your activity meets and the type of information you need to provide to the City. Specific regulations that govern the CDBG program are available in our office. HOME funded projects need not meet a national objective.

What are the National Objectives? (Benefit Criteria)

An eligible CDBG activity must *either* (1) principally benefit low and very low income households, (2) reduce or prevent slum and blight, or (3) meet an urgent need. The vast majority of the City's CDBG activities are designed to benefit low and very low income persons and households. The following provides some detail on the way(s) in which CDBG projects can meet a national objective. More information on the three CDBG National Objectives can be found at 24 CFR Part 570.208.

I. Principally benefit low and very low income

- A. Area Benefit
- B. Limited Clientele
 - (1) At least 51% of beneficiaries are low or very low income persons/households
 - (a) Presumed Benefit
 - (b) Agency Requires Client Information
 - (c) Income Eligibility Requirement (Direct Benefit)
 - (d) Nature/location
 - (2) Removal of Architectural Barriers
 - (3) Assistance to Owners of Micro enterprises
 - (4) Employment Support Services
- C. Housing Activities (Residential)
- D. Job Creation or Retention - Economic Development

II. Reduce or Eliminate Slum or Blight

- A. Area Basis
- B. Spot Basis

III. Meet an Urgent Community Need

Potential applicants must be able to demonstrate that their proposed CDBG activity addresses one of these national objectives in one of several ways described below.

I. Benefit Low and Very Low Income Persons

To meet this national objective, an applicant must document that the proposed project will benefit predominantly low and very low income persons or households. A low income person/household is one whose annual income does not exceed 80% of the area median income for the City of Bremerton.

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 Bremerton – Silverdale MSA is listed in the current CDBG/HOME Policy Plan Supplement.

There are several different ways that CDBG activities can benefit low, very low, and extremely low income persons:

A. Area Benefit

This is defined as an activity, the benefits of which are available to all residents in a particular area, where at least 51% of the residents are low, very low and extremely low income persons. In addition, the area must be primarily residential.

Examples of area benefit activities include parks (that serve the immediate area), water and sewer projects, sidewalks and streets, and other public improvements that are available to all residents in a particular area.

Applicants must:

- Attach a map with the boundaries of the project's service area delineated (the surrounding geographic area in which all or most of the people benefiting from the project reside):
- Explain why that particular geographic area is the service area for the project;
- Indicate on the map residential and commercial areas within the service area boundary; and
- Provide documentation that 51% or more of the residents within the service area are low very low and extremely low income persons/households.

If you would like assistance in determining if your project is in a low income area, please contact us Block Grant staff. Contact information is listed in the current CDBG/HOME Policy Plan Supplement.

B. Limited Clientele

1. An activity which benefits a limited clientele, at least 51% of whom are low or very low income persons/households. There are four types of activities in this category:

a. Presumed Benefit An activity may benefit one of the following groups who are presumed by HUD to be principally low and very low income: abused

children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, and migrant farm workers.

Applicants must:

- Demonstrate that the facility or service is designed for and used predominantly by one of the groups identified above.

b. Agency Requires Client Information Which Shows 51% or More are Low, Very Low and Extremely Low Income For example, community health clinic and most other agencies keep information on client income and family size. The information will be able to document whether or not 51% or more of the clientele are persons whose family income does not exceed low, very low and extremely low income limits for Kitsap County. Note: Income qualification criteria from other programs (such as state poverty guidelines) may be substituted provided those criteria are at least as restrictive as the HUD income limits.

Applicants must:

- Provide documentation of the total number of clients/households served during program year (if this is an existing service);
- State what percent of the clients/households served during program year were low or very low income (or met criteria that are stricter);
- Provide a copy of the income qualification criteria that were used to screen clients and to determine the percent that were low and very low income;
- Provide a copy of the client intake form highlighting the questions regarding family size and income levels; and
- Agree to maintain documentation of the client's incomes for the CDBG contract period.

c. Income Eligibility Requirements (Direct Benefit) This means that the agency uses income screening to limit the benefits of the CDBG funded activity to only those persons who are low and very low income. For example, a housing counseling program would screen potential clients and use the CDBG funds to pay for the counseling only of those who are income eligible.

Applicants must:

- Screen clients by family size and income;
- Provide a copy of the client intake form highlighting the questions regarding family size and income levels; and
- Describe how the program/project would limit the benefits of the CDBG funded activity exclusively to low and very low income persons/households.

d. Nature/Location of Activity Allows Conclusion of Primarily Low and Very Low Income Benefit This means that the activity is of such a nature and in such a location that it may be concluded that the clientele will be primarily low and very low income; for example, a food bank near an assisted housing project.

Applicants must:

- Explain how the nature, and if applicable, the location of the proposed project, establishes that it is used primarily for low and very low income persons.

2. Removal of Architectural Barriers

A project which removes material or architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned non-residential buildings, facilities and improvements, and the common areas of residential structures containing more than one dwelling unit is considered a limited clientele activity. Note: This refers to the removal of existing barriers. It does not apply to new construction.

3. Assistance to Owners of Micro enterprises

When assistance is to be provided to a micro enterprise (a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise) the owner must qualify as low or moderate income. Note: for micro enterprise projects under the limited clientele national objective justification, the low and moderate income threshold applies only to the owner; there are no income requirements for the workers the owner employs.

4. Employment Support Services

If CDBG assistance is only provided for training or supportive services (peer support programs, counseling, child care, transportation, and other similar services) to assist business(es), the percentage of low and moderate income persons assisted may be less than 51% if the proportion of the total cost borne by CDBG funds is no greater than the proportion of the total number of persons assisted who are low or moderate income. For example: A new business moves into town and begins an on-site day care program for workers. The total cost of the day care is \$10,000. There are 40 children, 3 of which meet qualifications as low and moderate income. The maximum amount chargeable to the CDBG program is \$750.00. ($\$10,000/40 = \$250 \times 3 = \750).

Applicants must:

- Maintain data documenting the total cost of the service, Screen clients by family size and income; and provide a copy of the client intake form highlighting the questions regarding family size and income levels.

C. Housing Rehabilitation Activities (Residential)

These are activities providing or improving permanent residential structures which are or will be occupied by low and very low income households. It does not include group homes or shelters for the homeless, which are considered limited clientele activities.

Applicants must:

- Screen households for family size and income eligibility. If a residential structure contains two dwelling units, at least one must be occupied by

low or moderate income households. If it contains more than 2 units, at least 51% must be occupied by low and moderate income households.

D. Job Creation or Retention Activities

These are economic development activities which are designed to create or retain permanent jobs, where at least 51% of the jobs, computed on a full-time equivalent basis, can be documented to employ low and very low income persons for the geographic area where it is located. **There are very specific elements of this national objective. Please contact the Community Development staff to discuss your project prior to submitting an application. Contact information is included in the current CDBG/HOME Policy Plan Supplement.**

II. Reduce or Eliminate Slum and Blight

An activity may meet the national objective of reducing or eliminating slum and blight, instead of benefiting low and very low income people. There are two different ways that CDBG activities can meet this second national objective.

A. Area Basis

A project must be located in an area defined as a slum or blighted area under state or local law; the conditions which qualified the area as slum or blight must be on record; and the project must specifically address one or more of these conditions.

B. Spot Basis

A CDBG project to eliminate slum and blight on a spot basis (for example, outside of a locally designated slum or blighted area) must be limited to activities necessary to eliminate specific conditions posing a threat to the public health or safety. The health or safety hazard must be identified, and the scope of the project must be limited to correcting the hazard.

III. Meet an Urgent Community Need

Use of this category is extremely rare. It is designed only for activities that alleviate emergency conditions. Urgent need activities must meet the following criteria:

- The existing conditions must pose a serious and immediate threat to the health and/or welfare of the community;
- The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);
- The recipient is unable to finance the activity on its own; and
- Other sources of funding are not available.

What are Eligible Activities?

To be considered for funding, a CDBG proposal must also be an eligible activity under the federal CDBG regulations. A variety of activities serving low and very low income people are eligible activities as well as any special requirements or limitations that apply to use of CDBG funds.

The applicant should recognize that the City may have local priorities within each of these categories of federally eligible activities that reflect local needs. Local priority policies are described in Part II of this document.

- ❖ Acquisition of real property in whole or in part by public agencies or private non-profit organizations which is:
 - blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth;
 - appropriate for rehabilitation or conservation activities; and,
 - appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources and scenic areas; the provision of recreational opportunities, or the guidance of urban development;
- ❖ Acquisition, construction, reconstruction or installation (including design features and improvements that promote energy efficiency of these) of public works facilities (except of buildings for the general conduct of government), and site or other improvements;
- ❖ Code enforcement in deteriorated or deteriorating areas where such enforcement together with public and private improvements or services are expected to arrest the decline of the area;
- ❖ Clearance, demolition, removal, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements, such as interim assistance, and financing of public or private acquisition for rehabilitation, and rehabilitation of privately owned properties, including the renovation of closed school buildings;
- ❖ Special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;
- ❖ Relocation payments and assistance to individuals, families or businesses displaced permanently or temporarily by a CDBG funded project consistent with the Federal Uniform Relocation Act;
- ❖ Public/human services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by such unit, or received by such unit from the State) during any part of the twelve-month period immediately preceding the date of submission of the CDBG Action Plan;

- ❖ Planning activities necessary to:
 - develop a comprehensive community development plan;
 - develop policy-planning management capacity to rationally and effectively determine needs, set long and short term objectives, devise programs and activities to meet these objectives, and carry out management, coordination, and monitoring of activities necessary for effective planning implementation;

- ❖ Provide assistance including loans and grants for activities carried out by public and private non-profit organizations including:
 - acquisition of real property;
 - acquisition, construction, reconstruction, rehabilitation and installation of certain public facilities, site improvements and utilities; and commercial or industrial buildings or structures and other commercial or industrial real property improvements; and
 - planning;

- ❖ Assistance to Community Based Development Organizations (CBDO) to carry out neighborhood revitalization, community economic development, or energy conservation. A CBDO is an organization with specific characteristics such as: it is organized under State or local law to engage in community development activities; has as its primary purpose the improvement of the physical, economic or social environment of the area; may be either non profit or for profit provided any monetary profit to its shareholders must be only incidental to its operation; it must maintain at least 51% of its governing body's membership for low and moderate income residents of its geographical area of operation, owners or senior officers of private establishments, or representatives of low and moderate income neighborhood organizations located in the area of operation. The Development staff is available to review other requirements with entities interested in becoming CBDOs.

- ❖ Provide assistance to private, for-profit entities, when the assistance is appropriate to carry out an economic development project (that shall minimize to the extent practical, displacement of existing businesses and jobs in neighborhoods) that:
 - create or retain jobs for low and very low income people;
 - prevents or eliminates slums and blight;
 - meets urgent needs;
 - creates or retains businesses owned by community residents;
 - assists businesses that provide goods or services needed by, and affordable to, low and very low income residents;
 - provide technical assistance to promote any of the activities described above;

- ❖ Provide technical assistance to public or non-profit entities to increase the capacity of that entity to carry out eligible neighborhood revitalization or economic development activities;

- ❖ Housing services such as housing counseling, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant based rental assistance and other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate under CDBG or under Title II of the Cranston-Gonzales National Affordable Housing Act;

- ❖ Provide assistance to public and private organizations, agencies and other non-profit and for profit entities to enable such entities to facilitate economic development by:
 - providing credit such as through direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs for the establishment, stabilization and expansion of micro enterprises;
 - providing technical assistance, advice and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in micro-enterprise activities) to owners of micro-enterprises and persons developing micro-enterprises; and
 - providing general support, such as peer support programs, counseling, child care, transportation, and other similar services to owners of micro-enterprises and persons developing micro-enterprises;

- ❖ Provide direct assistance to facilitate and expand homeownership among persons of low and very low income by using such assistance to:
 - subsidize interest rates and mortgage principal amounts for low and very low income homebuyers;
 - finance the acquisition by low and very low income homebuyers of housing that is occupied by the homebuyers;
 - acquire guarantees for mortgage financing obtained by low and very low income homebuyers from private lenders, except that funds may not be used to directly guarantee such mortgage financing and grantees may not directly provide such guarantees;
 - provide up to 50% of any down payment required from low and very low income homebuyers; or
 - pay reasonable closing costs normally associated with the purchase of a home incurred by a low or very low income homebuyer.

- ❖ Lead based paint hazard evaluation and reduction, as defined in Section 104 of the Residential Lead Based Paint Hazard Reduction Act of 1992.

What are Ineligible Activities?

- ⊗ New Residential Housing Construction - CDBG funds generally cannot be used to construct new residential housing units, although activities in support of new housing construction may be eligible. (exception: CBDOs may use CDBG funds for new housing construction) Please note that group homes and shelters are not considered residential housing and are eligible for CDBG for new construction.
- ⊗ Regular Government Operations - CDBG funds cannot be used to fund the ongoing responsibilities of general local government.
- ⊗ Government Buildings - Government buildings such as city halls, police stations, jails and other buildings predominantly for the general conduct of government are not generally eligible for CDBG assistance. A major exception is rehabilitation to remove architectural barriers, which is eligible, even in government buildings.
- ⊗ Income payments - CDBG funds cannot be used for income payments such as payments for income maintenance or housing allowances.
- ⊗ Political Activities - CDBG funds cannot be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities.
- ⊗ Purchase of vehicles and equipment.

PART IV CDBG / HOME APPLICATIONS

INTRODUCTION:

Applications have been designed to gather necessary information about your organization and project to determine compliance with federal CDBG requirements and consistency with local policies for use of funds. Applications should be clear and concise.

APPLICATION DUE DATE:

*Applications must be received (postmark NOT acceptable) by **the due date at:***

City of Bremerton
 Department of Community Development
 345 6th Street, Suite 600
 Bremerton, WA 98337-1873

Electronic submittal of the Application is not accepted.

APPLICATION SUBMISSION

Four separate application packages are provided in this section. The application you use will be determined based on the type of project you are proposing.

Activity Type	Required Attachments
CDBG Public Service	n/a
CDBG Planning	n/a
CDBG Capital Projects	A, B, E
HOME Housing	A, B, D

Each application consists of 3 components:

- CDBG or HOME Funding Application Form
 - Response to Narrative Questions
 - Attachments
- ◆ Provide **one** original application submission and **one** full copy consisting of the 3 components described above (include all attachments).
 - ◆ Provide **five** additional copies of the application submission consisting of:
 1. CDBG or HOME Funding Application Form
 2. Response to Narrative Questions
 3. Project Feasibility Attachment (C, D, or E, depending on the application category)

Technical Assistance

A mandatory Technical Assistance training will be provided by staff. See the current CDBG/HOME Policy Plan Supplement for the CDBG/HOME Allocation Schedule for specific dates, times and locations.



2011 Community Development Block Grant

**2011 CDBG/HOME POLICY PLAN
SUPPLEMENT**

CDBG/HOME FUNDING PROCESS

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CDBG/HOME STAFF CONTACTS

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E-Mail: marie.vila@ci.bremerton.wa.us

Mailing address: City of Bremerton
Department of Community Development
345 6th Street, Suite 600
Bremerton, WA 98337-1873

Program Coordinator

Telephone: (360) 473-5211
Fax: (360) 473-5278
E-mail:

Mailing address: City of Bremerton
Department of Community Development
345 6th Street, Suite 600
Bremerton, WA 98337-1873

2011 CDBG / HOME ALLOCATION SCHEDULE

Monday	04/05/2010	Advertise Availability of 2011 Draft Policy Plan (Ad to be placed in <i>The Sun</i>) www.ci.bremerton.wa.us
Wednesday	04/28/2010	Present Proposed 2011 Policy Plan/New Advisory Board Members at City Council Study Session, City Council Office, Suite 600 5:00PM
Wednesday	05/05/2010	Bremerton City Council Public Hearing on 2011 Policy Plan 345 6th Street, 5:30 PM
Monday	05/10/2010	Final 2011 Policy Plan and Application Packet Available 345 6th Street, Suite 600, DCD www.ci.bremerton.wa.us
Wednesday	05/26/2010	Technical Assistance Meeting (mandatory) – Capital/HOME Applications only, City Council Chambers, 345 6 th Street, 1 st Floor, 9-11am (<i>City of Bremerton is NOT accepting Public Service applications for 2011</i>)
Friday	07/16/2010	Applications Due to City of Bremerton, by 4:30 p.m. DCD, 345 6th Street, Suite 600 (<i>Postmark is not acceptable</i>)
Mon-Fri	07/19/2010 -08/20/2010	Staff Technical Review
Wednesday	08/25/2010	Citizen Advisory Capital Committee Member Training City Council Chambers, 345 6th Street, 6th Floor
Wednesday	08/25/2010	Application Package to Citizen Advisory Committee for review
Monday-Fri	09/13/2010 -09/17/2010	Capital/HOME Citizen Advisory Committee Review and Interviews
Friday	09/17/2010	Citizen Advisory Committee Recommendations to DCD Staff
Monday	09/27/2010	Publish Draft Action Plan and announce Public Comment period in Kitsap Sun; funding recommendations posted on City's website
Tuesday	10/05/2010	Public Meeting to Comment on Funding Recommendations DCD Conference Room, 345 6th Street, 3:00 PM
Wednesday	10/27/2010	Present Proposed 2011 Funding Recommendations at City Council Study Session, City Council Office, Suite 600 5:00PM
Wednesday	11/03/2010	City Council Hearing on 2011 Funding Recommendations 345 6 th Street, 5:30PM
Monday	11/15/2010	2011 Annual Action Plan to HUD
Wednesday	01/01/2011	2011 Program Year Begins

2011 CDBG PUBLIC SERVICE CITIZEN ADVISORY COMMITTEE

Position	Term
<ul style="list-style-type: none"> • 1 Member from the City at large Erin Wallace-Shepard 	1/1/07-12/31/09
<ul style="list-style-type: none"> • 2 Members from the West Bremerton Area Tina Davis Faye Flemister 	1/1/07-12/31/09 1/1/08-12/31/10
<ul style="list-style-type: none"> • 2 Members from the East Bremerton Area Holly James Don Bolles 	1/1/09-12/31/11 1/1/07-12/31/09

From then on 3 year staggered terms

2010 CDBG CAPITAL, ECONOMIC DEVELOPMENT AND PLANNING CITIZEN ADVISORY COMMITTEE; HOME PROJECTS COMMITTEE

<ul style="list-style-type: none"> • 1 Councilmember (appointed by the Council President) Greg Wheeler 	1/1/10-12/31/10
<ul style="list-style-type: none"> • 1 Planning Commissioner (appointed by Commission President) TBD 	1/1/10-12/31/10

Three Community Members appointed by the Mayor:

<ul style="list-style-type: none"> • 1 Member from the City at large Robbyn Myers 	1/1/09-12/31/11
<ul style="list-style-type: none"> • 1 Member from the West Bremerton Area Joyce Davison 	1/1/08-12/31/10
<ul style="list-style-type: none"> • 1 Member from the East Bremerton Area Jordy Andrew 	1/1/08-12/31/10

From then on 3 year staggered term

2011 PROPOSED DISTRIBUTION OF CDBG FUNDS

Estimated Funding Available for the 2011 CDBG Allocation Process

Estimate of 2011 Entitlement	574,814
Tentative Program Income (PI) Available	55,000
Total Entitlement + PI	629,814
Reallocated Funds prior year	0
Total Available for allocation	629,814
Available for 2011 Public Service (15% of entitlement + 15% prior year PI)	91,472
Available for COB DCD 201 Planning and Admin (20% of entitlement + PI)	125,963
Available for Capital Projects and Economic Development (65% of entitlement + PI + recaptured capital project funds)	412,379
Total Entitlement + PI	629,814

2011 PROPOSED DISTRIBUTION OF HOME FUNDS

Prior Year Uncommitted Home Allocation	\$461,277.00
2011 Program Income	\$50,000.00
2011 HOME Allocation - projected	\$425,000.00
Total HOME Allocation Available - by Source	\$936,277.00
Available for Planning and Administration (10% 2011 EN, + 10% PI, not inc ADDI)	\$47,500.00
Available for CHDO Projects (15% of 2009, 2010, 2011 entitlements)	\$200,608.00
Downpayment Program Set-aside (2008 Council Action)	\$80,000.00
Available for any HOME Project	\$608,169.00
Total HOME Allocation Available	\$936,277.00
Estimated Available for American Dream Downpayment Initiative (2006-2011)	\$0.00

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 March, 2009 is \$70,900 for a four-person household.

HUD updates income limits annually. FY2009 Income Limits had not been release as of the 2010 Policy Plan publication date. 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 March, 10, 2009

NUMBER IN HOUSEHOLD	EXTREMELY LOW INCOME (BELOW 30% MFI*)	VERY LOW INCOME (31% - 50% MFI*)	LOW INCOME (51% - 80% MFI*)
1	\$14,900	\$24,800	\$39,700
2	\$17,000	\$28,350	\$45,350
3	\$19,150	\$31,900	\$51,050
4	\$21,250	\$35,450	\$56,700
5	\$22,950	\$38,300	\$61,250
6	\$24,650	\$41,100	\$65,750
7	\$26,350	\$43,950	\$70,300
8	\$28,050	\$46,800	\$74,850

*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 March, 2009.



2011 Community Development Block Grant

CAPITAL PROJECTS APPLICATION

Use this application for projects which involve public facilities or the acquisition, rehabilitation, and/or construction of real property.

CDBG CAPITAL APPLICATION Application Contents / Checklist

****Please read the instruction sheet before completing the application.**

✓	Form	Form Name	Form Provided
		CDBG Funding Application Form	Yes
		Response to Narrative Questions	No
Attachment A – Organizational Capacity			
	A-1	Organizational Chart	No
	A-2	Organizational Data	No
	A-3	Non-Discrimination Policies	No
	A-4	Mission Statement	No
	A-5	Agency CDBG/HOME History Form	Yes
	A-6	Copy of Agency's Liability Insurance Certificate	No
	A-7	Explanation of any issues	No
	A-8	Salary Summary	Yes
	A-9	Annual Report	No
	A-10(a)	Agency Board and Staff Profile	Yes
	A-10(b)	List of Board Members and Information	No
Attachment B – Organizational Financial Management			
	B-1	Most recent Monthly Financial Statement, including YTD information	No
	B-2	Most recent Audit, including findings	No
	B-3	Statement of Experience	No
	B-4	IRS 990 (for non profits)	No
	B-5	Secretary of State CHO-1 Form	No
	B-6	Secretary of State Non-Profit Corporate Report	No
Attachment E – Project Feasibility			
	E-1	Sources of Financing	Yes
	E-2	Uses of Financing	Yes
	E-3	Commitment Letters	No
	E-4	Management Plan	No
	E-5	National Objective and Eligibility Determination	Yes
	E-6	Preliminary Environmental Review	Yes
	E-7	Purchase and Sales Agreement	No
	E-8	Operating Pro Forma	No
	E-9	Plans and Specifications for Project	No
	E-10	Relocation Plan	No
	E-11	Neighborhood Notification Plan	No



2011 CDBG FUNDING APPLICATION FORM

Check the appropriate box to identify the type of funds for which you are applying:

~~Public Service~~ ~~Planning~~ Capital Improvement

CDBG Fund Request \$ _____

Project Title _____
(If this project has been previously funded, please use the same title)

Project Description Funds will be used to *(25 words or less with specific numbers/goals):*

Project Location *(physical address)* _____

Geographic Service Area _____
Census Tract(s) _____

Number of Unduplicated People Directly Benefiting from this Project _____

Applicant Name _____

Mailing Address _____

Agency Director _____
Name Telephone #
e-mail address

Staff Contact _____
Name and Title Telephone and Fax #
e-mail address

Federal Tax I.D. # (req'd) _____

Type of Organization: **Public Agency** _____
Private Nonprofit _____
Other *(Specify)* _____

Are you a Certified Housing Development Organization (CHDO) or Certified Community Based Development Organization (CBDO)? Yes No
If not, are you planning on becoming a Certified CHDO or CBDO? Yes No

Authorized Signature _____ Date _____

CAPITAL APPLICATION

Response to Narrative Questions

Following each question are instructions to guide the type of information requested. Please type your responses and begin each page with the corresponding question number. The entire section must be limited to four (4) single sided pages of **Times New Roman 12 point type**. **Additional pages will not be considered.**

1. Provide a brief history of the agency / organization. When, how and by whom was the organization formed? How has it evolved and changed over the years? Give a brief description of your current programs and tell how they inter-relate.

2. Describe the project / program for which you are seeking funds. Include the following information:

- a. Project Specifics: Give a description of the proposed project including services that will be provided. Does the project address health and safety issues?
- b. Community Need: Is the project you are proposing identified / prioritized in a community or agency plan? If so, explain how and identify the plan. Estimate the unmet need for this service in the community being served. How much of the unmet need will the program address?
- c. Partners: Will you develop partnership agreements with other community agencies to accomplish this project? What will be the nature of these partnerships?
- d. Data: Please describe how your agency collects data on the programs it provides and the population it serves. How is this data used to improve your organizations and its programs?
- e. Target Population: Who will be served? Describe the client population by geography. If the project serves Kitsap County as a whole, provide the percentage of clients living in Bremerton that will be served.

3. Describe the outreach plan to be used to ensure that eligible persons have access to your project / program. How does this project target low and very low income populations? Include a discussion about outreach and access to persons with disabilities, limited English speaking, and minority clients. What is your organization's history in serving these populations?

4. What will change in the lives of individuals, families, and the community as a result of this funding? How do you know that your program / project will be effective? Site evidence of other successful models, or your own track record as examples of successful results. How will the change be documented, monitored and evaluated?

5. Describe your organization's incorporation of family policy principles as described on pages 11-12 of this packet.

6. Describe your organization's construction management and property management experience. What project(s) has the organization constructed in the past and how large were they in physical size, complexity and cost compared to the proposed project? Has your organization received Federal funding for previous construction projects? Discuss the experience of the staff who will be assigned to construction management, record keeping and facility maintenance once completed. Give a brief project schedule and estimate when the CDBG funds will be used. Provide a brief maintenance plan, including how maintenance will be funded.

Attachment A-5 Agency CDBG/HOME History Form

Agency Name _____ Project Name _____

Provide a history of your agency's management of CDBG and/or HOME Projects since 2004.

Year	Project	Dollar Amount	Funds Expended by 06/30/10	CDBG or HOME	City or County Funds
2004				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
2005				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
2006				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
2007				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
2008				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
2009				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
2010				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>

Authorized Signature _____ Date _____

ATTACHMENT A-8 Salary Summary

Agency Name _____ Project Name _____

Description	2010 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
Salary Information	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
Totals	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
Total Salary and Fringe Costs	

Staff & Board Profile A-10(a)	Racial Categories										Ethnicity	Total Minorities		Senior & Low Income Totals		Total
	White	Black/African American	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pac. Islander	American Indian/Alaskan Native & White	Asian & White	Black/African American & White	American Indian / Alaskan Native & Black/African Am.	Other Multi-Racial		Ethnicity: Also Hispanic	Total Female Minority	Total Male Minority	Also Senior Citizen	
Board Members																
Director(s)																
Administrators																
Professionals																
Technicians																
Protective Service Worker																
Para Professionals																
Office-Clerical																
Skilled Craft																
Service Maintenance																
Volunteers / Other																

Attachment E-1 Sources of Financing - All Project Funding Sources

Agency Name _____ Project Name _____

Source (Name)	Committed	Conditional	Tentative
Federal: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
State: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Local: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Applicant: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Private: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
In-kind: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Subtotals:	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDING SOURCES \$ _____			

Attachment E-2 Use of Financing - All Funding Sources

Agency Name _____

Project Name _____

Project Cost	Amount	CDBG/HOME (County)	CDBG/HOME (City)	Other Source of Funds
PERSONNEL Managers Staff <hr/> SUBTOTAL				
SUPPLIES/EQUIPMENT Office Supplies Equipment <hr/> SUBTOTAL				
*ADMINISTRATION Advertising Audit Insurance/Bonds Postage/Printing Rent/Utilities Communication Training/Travel Transportation <hr/> SUBTOTAL				
ACQUISITION COSTS Acquisition <hr/> SUBTOTAL				
DEVELOPMENT SOFT COSTS Appraisal Design and A & E Processing/Settlement and Financing Marketing Operating Reserve <hr/> SUBTOTAL				
DEVELOPMENT HARD COSTS Clearance/Demolition Construction Rehabilitation Improvements <hr/> SUBTOTAL				
OTHER COSTS Relocation Operating/Maintenance expenses Environmental * <hr/> SUBTOTAL				
TOTAL PROJECT COST				

* A portion of each award may be utilized by Block Grant for costs of conducting environmental review. Please ask for an estimate.

ATTACHMENT E-5

National Objective and Eligibility Determination

Agency Name _____ Project Name _____

Section A: An eligible CDBG activity must meet **one of the following three** national objectives.

- Place a check in the box next to the objective your project meets and
- Check the box indicating how the project meets that objective.
- Attach the documentation specified for the National Objective (refer to Part III of the Policy Plan for details on required documentation.)

- 1. Principally benefit low and very low income (through):**
- Area Benefit
 - Limited Clientele - (chose one of the below, documentation will be determined by the letter selected.)
 - (a) Presumed Benefit
 - (b) Agency Requires Client Information
 - (c) Income Eligibility Requirement
 - (d) Nature/Location
 - Removal of Architectural Barriers
 - Assistance to Owners of Microenterprises
 - Employment Support Services
 - Housing Activities (Residential)
 - Job Creation or Retention - Economic Development
- 2. Reduce or Eliminate Slum or Blight**
- 3. Meet an Urgent Need**

Section B: Check the appropriate box to indicate how your project is eligible according to CDBG requirements:

- Acquisition of real property
- Acquisition, construction, reconstruction or installation of public works facilities
 - Acquisition, construction, reconstruction or conversion of housing units
 - Site improvements
 - Code enforcement
 - Clearance, demolition, removal, and rehabilitation of buildings and improvements
 - Removal of material and architectural barriers which restrict the mobility and accessibility
 - Public service
 - Planning activities
 - Assistance to Community Based Development Organizations (CBDO)
 - Economic development project
 - Housing services
 - Assistance to facilitate economic development
 - Assistance to expand homeownership
 - Lead based paint hazard evaluation and reduction

**Attachment E-6
CDBG Capital Projects
Preliminary Environmental Review Questionnaire**

At the site under consideration for the project, please make an observation for each of the seven Compliance Factors listed below. Enter a "Y" for Yes or "N" for No in the space for the given condition. Fill in the blank with the appropriate answer for all other questions.

Project Name and Address: _____

ENVIRONMENTAL COMPLIANCE FACTORS

1.) HISTORIC PRESERVATION

- Does the project involve a building greater than 50 years old? _____
- If yes, does the project involve rehabilitation of some sort? _____
- Are you aware of any historically significant events that have taken place at the site? _____

Note: If the structure is greater than 50 years old and rehabilitation is proposed, the State Historic Preservation Officer (SHPO) must be contacted (as well as any local historic office). If the property is on the National Register of Historic Places (NRHP), eligible for listing, located in a Historic District, or adjacent to a NHRP, additional action may be required.

2.) FLOODPLAIN MANAGEMENT

- Is the property where the proposed project is located in a Coastal High Hazard Area, flood way or have a finished floor below the 100 year flood plain? _____
- Does the project propose the development of impervious surfaces (roof or concrete)? _____
- If yes, approximately how many square feet of impervious surface will be developed? _____

Note: Property in a flood plain will require flood insurance. If you need help making this determination, you may contact the City of Bremerton, Community Development Office at (360) 473-5211 for information regarding the Floodplain areas of Bremerton.

3.) COASTAL ZONE MANAGEMENT

- Is the proposed project site within 200 ft. of the Ordinary High Water Mark? _____

"**Ordinary high water mark**" on all lakes, streams, and tidal water is that mark that will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, as to mark upon the soil a character distinct from that of the abutting upland, in respect to vegetation as that condition exists on June 1, 1971, as it may naturally change thereafter, or as it may change thereafter in accordance with permits issued by a local government or the department: PROVIDED, That in any area where the ordinary high water mark cannot be found, the ordinary high water mark adjoining salt water shall be the line of mean higher high tide and the ordinary high water mark adjoining fresh water shall be the line of mean high water.

4.) WETLANDS PROTECTION

- Does the site or the adjacent areas of the proposed project have the appearance of a swamp, marsh, or slough? _____
- Does the project appear to be wet (standing water) at any time of the year? _____

5.) NOISE

- Is the proposed project site within 1,000 feet of a Highway (usually a four lane road) _____
- or within 3,000 feet of a Railroad? _____

6.) ENDANGERED SPECIES

- Is the proposed project site a habitat area for any endangered species? _____

7.) AIR

- Do you know if the proposed project site has any asbestos located on the property? _____

8.) HAZARDS

A.) Explosive or Flammable Tanks

- Does the site for the proposed project have any visible storage tanks for a flammable substance with in a quarter (1/4) of a mile? _____
- Is the proposed site within a quarter (1/4) of a mile from a loading terminal for a flammable substance? _____
- Does the proposed site have high pressure gas lines or overhead transmission lines present within 200 square feet? _____

B.) Hazardous Waste

- Will the proposed project be located on fill land? _____
- If yes, what materials were used for the fill? _____
- Is the project area on or near a site suspected of posing a potential environmental hazard such as a dump, land fill, or industrial location containing hazardous wastes? _____

9.) LAND USE HISTORY

- What, if any, prior uses existed on the property?

I UNDERSTAND THAT UPON SUBMITTAL OF THIS APPLICATION, NO FURTHER FUNDS, OF ANY KIND, CAN BE SPENT ON THIS PROJECT UNTIL A HUD APPROVED ENVIRONMENTAL REVIEW IS COMPLETE. FUNDS BEING SPENT ON THE PROJECT AFTER APPLICATION SUBMITTAL COULD JEOPARDIZE THE ELIGIBILITY OF THE PROJECT FOR HUD FUNDS.

Note: A “Yes” response to any of these questions may be an indicator that some form of mitigation could be required for the project.

Signature of Agency Director

Name (PRINTED)

Date



2011 Community Development Block Grant

HOME PROJECT APPLICATION

Use this application for projects which provide decent, affordable housing through construction, rehabilitation, rental and homeownership subsidies

HOME APPLICATION

Application Contents / Checklist

HOME Funding Application Form

Response to Rating Factors

Attachments

Attachment A (Organizational Capacity)

- A-1 An organizational chart showing all staff, board members and volunteer positions
- A-2 Organizational Data (i.e. 501 (c)(3), public charter...)
- A-3 Non-Discrimination Policies

Attachment B (Organizational Financial Management)

- B-1 Most recent monthly financial statement including year-to-date information
- B-2 Most recent Financial Audit or Financial Statement prepared by a CPA, including findings. If your audit exceeds 50 pages, please include an executive summary and one copy of the full audit.
- B-3 A statement of experience including operating statements and lender references and record of performance, qualifications, capacity to carry out the project described in this application, and capacity to manage grants.
- B-4 IRS 990 (for non-profits)
- B-5 Secretary of State CHO-1 Form (for non-profits)
- B-6 Secretary of State Non-Profit Corporate Annual Report (for non-profits)

Attachment D (Project Feasibility)

- D-1 Commitment letters from other funding sources for this project
- D-2 Management Plan
- D-3 Plans and Specs for the Project
- D-4 Relocation Plan, if appropriate
- **D-5 Preliminary Environmental Review Checklist
- **D-6 Agency CDBG/HOME History Form
- **D-7 Salary Summary
- D-8 Annual Report. If your report exceeds 50 pages, please include a summary and one copy of the full report. Include Agency Mission Statement
- **D-9 Agency Board Profile, attach the names and addresses of Board Members

****Form provided within packet**



2011 HOME FUNDING APPLICATION FORM

HOME Funding Request \$ _____

Project Title _____
(If this project has been previously funded, please use the same title)

Project Description Funds will be used to *(25 words or less with specific numbers/goals):*

Project Location *(physical address)* _____

Geographic Service Area _____
Census Tract(s) _____

Number of Unduplicated People Directly Benefiting from this Project _____

Applicant Name _____

Mailing Address _____

Agency Director _____
Name Telephone #
e-mail address

Staff Contact _____
Name and Title Telephone and Fax #
e-mail address

Federal Tax I.D. # (req'd) _____

Type of Organization: **Public Agency** _____
Private Nonprofit _____
Other *(Specify)* _____

Are you a Certified Housing Development Organization (CHDO)? Yes No
If not, are you planning on becoming a Certified CHDO? Yes No

Authorized Signature _____ Date _____



CITY OF BREMERTON HOME PROJECT RATING FACTORS

1. Applicant Profile

Applicant Profile (see attached instructions):

2. Projected use of HOME funds -- Proposed Project

<p>Proposed project:</p> <p><input type="checkbox"/> New construction</p> <p><input type="checkbox"/> Substantial rehabilitation (> \$25,000)</p> <p><input type="checkbox"/> Moderate rehabilitation (< \$25,000)</p> <p><input type="checkbox"/> Tenant Based-Assistance</p> <p><input type="checkbox"/> Other ____.</p>	<p>Tenure of recipients: <i>check one</i></p> <p><input type="checkbox"/> Renters</p> <p><input type="checkbox"/> Owners</p>
--	--

3. Need

Describe the need for the proposed project. The description should include characteristics such as cause, extent, and location of the specific need and should be in measurable and quantitative terms. Describe how you determined that the project is the most appropriate method to address the need and the proposed impact the project is expected to have.

4. General Project Information

Explain how the project is consistent with the Consolidated Plan:

Is the project identified / prioritized in any other community or agency plan? If so, identify the plan and explain how the project fits with the plan.

Project address:

City:
Bremerton

State:
WA

Zip Code:

Identify the service area of the project:

 Please attach a project map that identifies the project location(s)

5. Sources of Financing – All Project Funding Sources

Source (Name)	Committed	Conditional	Tentative
a. Federal: <u>HOME</u> _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ (<u>Application Amount</u>) \$ _____
b. State: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
c. Local: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
d. Applicant: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
e. Private: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
f. In-kind: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Subtotals:	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDING SOURCES	\$ _____		

6. Uses of Financing – All Funding Sources

Project Cost	Amount	HOME (City)	HOME (County)	Other Source of Funds
ACQUISITION COSTS: Acquisition Homebuyer assistance Other _____ SUBTOTAL				
RELATED SOFT COSTS Appraisal Architect Engineering Design Processing/Settlement and Financing Costs Audit Affirmative Marketing Operating Reserve Other _____ SUBTOTAL				
DEVELOPMENTAL HARD COSTS New Construction Rehabilitation Improvements Demolition Other _____ SUBTOTAL				
OTHER COSTS * Relocation CHDO operating expenses Tenant Based Assistance Other _____ SUBTOTAL				
OPERATING COSTS (<i>generally not HOME costs</i>) Services Rent/Mortgage Subsidies Operating Other _____ SUBTOTAL				
TOTAL PROJECT COST **				

* A portion of each award may be utilized by Block Grant for costs of conducting environmental review. Please ask for an estimate.

**Note: Total Project Cost must be equal to Total all Funding Sources on the Source of Funds statement.

7. Sources of Cost Estimates

 Summarize and attach cost estimates

Attach: earnest money agreement, option or closing statement for land and/or building(s); construction cost estimate; construction contract or preliminary bid(s); agreements governing the various reserves which are capitalized at closing; appraisal; and if low income housing tax credits are utilized, documentation on the syndication costs from the organization/individual who will syndicate and sell the offering. Provide supporting documentation for all other costs.

8. Total Per-Unit Cost

Total Project Development Cost:

Total Number of Units in the Project:

Cost per unit:

9. Match Contribution

a. Total HOME funds requested

\$ _____

b. Match contribution

\$ _____

c. Match is _____ % of HOME
request

d. Description of match contribution:

10. Use of HOME funds

a. Development hard costs \$ _____

b. Acquisition costs \$ _____

c. Related soft costs \$ _____

d. Relocation costs \$ _____

e. Costs related to TBRA \$ _____

f. CHDO operating expenses \$ _____

g. Total HOME-Assisted Cost: \$ _____

h. Total Number of HOME-assisted Units \$ _____

j. HOME cost per unit \$ _____

***Note: A maximum HOME subsidy of \$30,000 per unit is allowed for homeownership projects and \$157,410 per 1-BR unit for rental projects. See page 4 of the Policy Plan.**

11. Project Objectives / Tasks / Schedule

List the specific tasks to complete and manage this project, the total amount required to meet the task, the amount that will be paid using HOME funds, the source of any other funds needed to complete the task, the date when you will start the task and the date when it will be completed. Include tasks through the period of affordability.

Specific tasks	Total Cost	HOME Cost	Other Sources	Start Date	End Date
• See Attached					
•					
•					
•					
•					
•					
•					
•					
•					
•					

12. Long Term Affordability

Indicate the number of years the project will be retained as affordable housing for your target income level and how this will be accomplished, for example, land covenants or deed restrictions. (See Policy Plan and attached instructions for requirements.) If the project is for assistance to homebuyers, include a specific description of the resale/recapture procedures that will be used.

Project will remain affordable for ____ years

13. Minority and Women Owned Businesses

Identify the types of notices, bid procedures, and direct outreach that will occur in regard to recruitment of minority and women owned businesses for this project.

14. Affirmative Marketing

(see attached instructions)

If your project is for

- **homeownership you must answer questions 15 and 16 (you do not need to answer questions 17, 18, 19, 20, or 21) and include the attachments in 22.**
- **rental housing you do not need to answer questions 15, 16, 20 or 21, but you must answer 17, 18, 19 and include the attachments in 22.**
- **tenant based assistance you do not need to answer questions 15, 16, 17, 18, 19, or 21, but you must answer 20 and include the attachments in 22.**

15. Homeownership Requirements

Describe the method of assuring that

- (1) All of the HOME funds will assist low income homebuyers, or existing low-income homeowners, whose family incomes are at or below 80% of the area median family income (see page 19 of the Policy Plan).
- (2) The assisted housing will be the owner's principal residence; and
- (3) The purchase price of the property, or the appraised value of a property already owned after rehabilitation will be less than 95% of the median area purchase price.

16. Home Ownership Income Targeting

Please provide the information requested in the following table

Size of House and Income Level	Number of Houses / Units	Monthly Payment (PITI)	Targeted Maximum HH income	Assumed Family / Household Size	PITI divided by monthly Income	Median Income* adjusted for family size
ONE BEDROOM						
_____ % of Median Income*						
_____ % of Median Income						
_____ % of Median Income						
TWO BEDROOM						
_____ % of Median Income						
_____ % of Median Income						
_____ % of Median Income						
THREE BEDROOM						
_____ % of Median Income						
_____ % of Median Income						
_____ % of Median Income						
FOUR BEDROOM						
_____ % of Median Income						
_____ % of Median Income						
_____ % of Median Income						
TOTAL						

*Median Income = Median Family Income. 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. See Page 19 of the Policy Plan.

17. Rental Operating Statement

Provide operating statements for # of years project will remain affordable to very low and low income households. After year 5, projections may be in 5-year increments. (you may provide a more detailed statement in your own format)

A. Operating Income:

Gross Rent Receipts less Vacancy Rate _____%

Other Income _____

Total Operating Income _____

B. Operating Expenses

Sewer/Water _____

Electricity _____

Gas _____

Garbage _____

Maintenance _____

Management _____

Advertising _____

Reserves _____

Other Expenses _____

Total Operating Expenses _____

C. Net Operating Income \$ _____

D. Total Debt Service \$ _____
(complete table below)

E. Net Cash flow \$ _____
(Net Operating Income less Debt Service Total)

**Debt Service:
Loans or other**

	<u>Amount</u>	<u>Monthly Payment</u>	<u>Annual Payment</u>
Loan 1	\$ _____		\$ _____
Loan 2	\$ _____	\$ _____	\$ _____
Loan 3		\$ _____	\$ _____
Total Annual Debt Service	\$ _____	\$ _____	\$ _____
			\$ _____

18. Project Rent Schedule

Provide the information requested in the following table

Type of Unit	# of units	Targeted Family Size	Targeted Household Income	Proposed Monthly Rent	Tenant paid Utilities/ Services**	Tenant Monthly Rent Plus Utilities
SRO						
% of Median Income*						
% of Median Income						
% of Median Income						
ONE BEDROOM						
% of Median Income						
% of Median Income						
% of Median Income						
TWO BEDROOM						
% of Median Income						
% of Median Income						
% of Median Income						
THREE BEDROOM						
% of Median Income						
% of Median Income						
% of Median Income						
TOTAL						

** List utilities and services to be paid by tenant:

***Median Income = Median Family Income.** 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. See Page 19 of the Policy Plan.

19. HOME Rents

Describe the process that will be established to assure that the rents charged in HOME assisted rental projects do not exceed the allowable amount under HOME program regulations. (see attached instructions)

20. Tenant Based Rental Assistance

Describe actions you will take to assure the project meets the requirements of 92.210 and 92.211 including tenant selection policies, lease requirements, rent reasonableness, terms of any rental assistance contract and maximum subsidies.

21. Additional Information

Provide any additional information you think may help us evaluate your application. Please limit the amount of additional information to four pages.

22. Attachments.

Please provide the following attachments with your application and copies:

Attachment A (Organizational Capacity)

- A-1 An organizational chart showing all staff, board members and volunteer positions
- A-2 Organizational Data (i.e. 501 (c)(3), public charter...)
- A-3 Non-Discrimination Policies

Attachment B (Organizational Financial Management)

- B-1 Most recent monthly financial statement including year-to-date information
- B-2 Most recent Financial Audit or Financial Statement prepared by a CPA, including findings. If your audit exceeds 50 pages, please include an executive summary and one copy of the full audit.
- B-3 A statement of experience including operating statements and lender references and record of performance, qualifications, capacity to carry out the project described in this application, and capacity to manage grants.
- B-4 IRS 990 (for non-profits)
- B-5 Secretary of State CHO-1 Form (for non-profits)
- B-6 Secretary of State Non-Profit Corporate Annual Report (for non-profits)

Attachment D (Project Feasibility)

- D-1 Commitment letters from other funding sources for this project
- D-2 Management Plan
- D-3 Plans and Specs for the Project
- D-4 Relocation Plan, if appropriate
- **D-5 Preliminary Environmental Review Checklist
- **D-6 Agency CDBG/HOME History Form
- **D-7 Salary Summary
- D-8 Annual Report (include Agency Mission Statement).
- **D-9 A Board profile, attach the names and addresses of Board Members

****Form provided within packet**

**Attachment D-5
HOME Capital Projects
Preliminary Environmental Review Questionnaire**

At the site under consideration for the project, please make an observation for each of the seven Compliance Factors listed below. Enter a "Y" for Yes or "N" for No in the space for the given condition. Fill in the blank with the appropriate answer for all other questions.

Project Name and Address: _____

ENVIRONMENTAL COMPLIANCE FACTORS

1. HISTORIC PRESERVATION

- Does the project involve a building greater than 50 years old? _____
- If yes, does the project involve rehabilitation of some sort? _____
- Are you aware of any historically significant events that have taken place at the site? _____

Note: If the structure is greater than 50 years old and rehabilitation is proposed, the State Historic Preservation Officer (SHPO) must be contacted (as well as any local historic office). If the property is on the National Register of Historic Places (NRHP), eligible for listing, located in a Historic District, or adjacent to a NHRP, additional action may be required.

2. FLOODPLAIN MANAGEMENT

- Is the property where the proposed project is located in a Coastal High Hazard Area, flood way or have a finished floor below the 100 year flood plain? _____
- Does the project propose the development of impervious surfaces (roof or concrete)? _____
- If yes, approximately how many square feet of impervious surface will be developed? _____

Note: Property in a flood plain will require flood insurance. If you need help making this determination, you may contact the City of Bremerton, Community Development Office at (360) 473-5211 for information regarding the Floodplain areas of Bremerton.

3. COASTAL ZONE MANAGEMENT

- Is the proposed project site within 200 ft. of the Ordinary High Water Mark? _____

"Ordinary high water mark" on all lakes, streams, and tidal water is that mark that will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, as to mark upon the soil a character distinct from that of the abutting upland, in respect to vegetation as that condition exists on June 1, 1971, as it may naturally change thereafter, or as it may change thereafter in accordance with permits issued by a local government or the department: PROVIDED, That in any area where the ordinary high water mark cannot be found, the ordinary high water mark adjoining salt water shall be the line of mean higher high tide and the ordinary high water mark adjoining fresh water shall be the line of mean high water.

1. WETLANDS PROTECTION

- Does the site or the adjacent areas of the proposed project have the appearance of a swamp, marsh, or slough? _____
- Does the project appear to be wet (standing water) at any time of the year? _____

2. NOISE

- Is the proposed project site within 1,000 feet of a Highway (usually a four lane road) _____
- or within 3,000 feet of a Railroad? _____

3. ENDANGERED SPECIES

- Is the proposed project site a habitat area for any endangered species? _____

4. AIR

- Do you know if the proposed project site has any asbestos located on the property? _____

5. HAZARDS

Explosive or Flammable Tanks

- Does the site for the proposed project have any visible storage tanks for a flammable substance with in a quarter (1/4) of a mile? _____
- Is the proposed site within a quarter (1/4) of a mile from a loading terminal for a flammable substance? _____
- Does the proposed site have high pressure gas lines or overhead transmission lines present within 200 square feet? _____

Hazardous Waste

- Will the proposed project be located on fill land? _____
- If yes, what materials were used for the fill? _____
- Is the project area on or near a site suspected of posing a potential environmental hazard such as a dump, land fill, or industrial location containing hazardous wastes? _____

6. LAND USE HISTORY

- What, if any, prior uses existed on the property?

I UNDERSTAND THAT UPON SUBMITTAL OF THIS APPLICATION, NO FURTHER FUNDS, OF ANY KIND, CAN BE SPENT ON THIS PROJECT UNTIL A HUD APPROVED ENVIRONMENTAL REVIEW IS COMPLETE. FUNDS BEING SPENT ON THE PROJECT AFTER APPLICATION SUBMITTAL COULD JEOPARDIZE THE ELIGIBILITY OF THE PROJECT FOR HUD FUNDS.

Note: A “Yes” response to any of these questions may be an indicator that some form of mitigation could be required for the project.

Signature of Agency Director

Name (PRINTED)

Date



Attachment D-6 Agency CDBG/HOME History Form

Agency Name _____ Project Name _____

Provide a history of your agency's management of CDBG and/or HOME Projects since 2003.

Year	Project	Dollar Amount	Funds Expended by 06/30/09	CDBG or HOME	City or County Funds
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>

What is the agency's insurance program for general liability/officers and board/volunteers, etc.? Please attach a copy of your current policy.

Does the agency have any threatened or pending litigation?

No Yes (if yes, attach explanation)

Does the agency have any audit or IRS problems?

No Yes (if yes, attach explanation)

Authorized Signature _____ Date _____

ATTACHMENT D-7
Salary Summary Capital Projects

Agency Name _____ Project Name _____

Description	2010 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
Salary Information	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
Totals	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
Total Salary and Fringe Costs	

Staff & Board Profile D-9	Racial Categories										Ethnicity	Total Minority
OCCUPATION CATEGORIES	White	Black/African American	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pac. Islander	American Indian/Alaskan Native & White	Asian & White	Black/African American & White	American Indian / Alaskan Native & Black/African Am.	Other Multi-Racial	Ethnicity: Also Hispanic	Total Female Minority
Directors												
Administrators												
Professionals												
Technicians												
Protective Service Worker												
Para Professionals												
Office-Clerical												
Skilled Craft												
Service Maintenance												
Volunteers / Other												

Affirmative Action: What is your organization doing to increase or maintain appropriate representation of race, gender, age, in organization's unbiased treatment of volunteers, (including Board members) or staff. (IE Hiring practices, advertising, promotion,

CITY OF BREMERTON

HOME

Application Instructions

General Applicant Information:

APPLICANT:	The organization submitting the application
ADDRESS:	Address of applicant agency
CONTACT PERSON/TITLE:	For this project
TELEPHONE NUMBER:	For applicant agency and the contact person
TITLE AND SIGNATURE OF AUTHORIZED OFFICIAL	The title and signature of the person authorized to sign contracts for the organization.

Indicate, in this section, if you are applying for the **CHDO set aside**. A CHDO checklist or a letter indicating you have been predetermined to be a CHDO in The City of Bremerton, must be submitted with the application.

1. Applicant Profile:

The organization that will administer the project must describe its record of performance, qualifications, and capacity to carry out the project described in the application. Any recent (within the past year) housing activities that have been administered should be described. The applicants role, and if appropriate the role other entities will have, in carrying out the proposed project (i.e. developer, owner, investor, manager, etc.) must be described.

2. Projected Use of HOME Funds

Indicate if the proposed project is:

New construction

newly built or built within the last 12 months
adding additional unit(s) outside existing walls

Rehabilitation

Substantial: development cost per unit is greater than \$25,000
Moderate: development cost per unit is less than \$25,000

Homeowner Assistance

Tenant Based Rental Assistance

Indicate if proposed recipients of HOME assistance will be renters or owners.

3. Need

Describe the need for the project. How long has the need existed. Are any other activities currently being undertaken in the community to address the need? If appropriate, identify any new emerging needs that are not met through any of the existing agencies or programs. Where did you get the information included in this section? Quantify information when possible

4. General Project Information

- Describe what your project is. Provide sufficient detail to give the reader a clear understanding of the nature of the activity to be undertaken. Include "who, what, where, how, and why." Be as specific as possible. This is an opportunity to "make the case" for your project.
- Include information concerning the housing standards that will be met.
- List the specific objectives to be met.

Displacement of people or businesses is discouraged. If your proposal is likely to result in displacement, discuss it in this section and include relocation assistance, as appropriate, in the use of funds section.

- Explain how the project is consistent with the Consolidated Plan. See page 6 of the Policy Plan for more information
- Explain how / if the project is prioritized in another community or agency plan.

Address: Provide the street address for the project. If project sites have not been identified, provide the address of the Agency applying for the funds.

Service Area: Provide the service area for the "project" not the Agency, unless the service areas are the same. Identify the neighborhood, City or County by Name.

Project area Map: Attach a map that best shows the "project service area. Identify the project location on the map.

5. Sources of Financing- All Funding Sources:

Please list the sources of all funds required to complete the project.

- Federal:** list all specific sources of federal funds required to complete the project. Indicate if the amounts are committed, conditional or tentative. Provide the date you will be given a notice of a firm commitment or denial if the funds are conditional or tentative.
- State:** list all specific sources of State funds required to complete the project. Indicate if the amounts are committed, conditional or tentative. Provide the date you will be given a notice of a firm commitment or denial if the funds are conditional or tentative.
- Local:** list all specific sources of local funds required to complete the project. Indicate if the amounts are committed, conditional or tentative. Provide the date you will be given a notice of a firm commitment or denial if the funds are conditional or tentative.
- Applicant:** list all specific sources of funds to be provided by the applicant that are required to complete the project. Indicate if the amounts are committed, conditional or tentative. Provide the date you will know if the funds will be committed for any amounts listed as conditional or tentative.
- Private:** list all specific sources of private funds required to complete the project. Indicate if the amounts are committed, conditional or tentative. Provide the date you will be given a notice of a firm commitment or denial if the funds are conditional or tentative.
- In kind contribution:** includes volunteers, supplies and other contributions for which a cash value can be assigned. Attach a description of any in-kind contribution listed, including dollar value and the basis for the value determination.
- Subtotals::** provide the total of lines a through f for the amount in the committed column, conditional column, and tentative column.
- Total All Funding Sources** This is the sum total of the three columns in item g (subtotal)

6. Uses of Financing - All Funding Sources

Identify the budget required for the specific project.

Amount: List the costs, by category for the total project budget.

Subtotal: Provide the total for each of the sections.

Source of Funds: Identify the specific source of funds that will be utilized for the budgeted cost.

7. Sources of Cost Estimates

Indicate the source of cost estimates used to determine funds, and distribution of funds, required to complete the project.

8. Total Per Unit Cost

Total project development cost: This amount should be the same amount as in question 7 "Total Project Cost."

Total number of Units in the Project: Identify the number of units in the project.

Cost per unit: Divide the total project development cost by the cost per unit.

9. Match Contribution

a. Total HOME funds requested: This amount should be the same as in question 9(g).

b. Match contribution: The amount of match contribution that will be provided.

c. Match percentage: The match contribution (b) divided by the HOME funds requested (a).

d. Description of the match contribution: Include a detailed description of the source of the contribution. (For example if the contribution is cash, land or real property, describe where it is coming from; if the match is donated or voluntary labor describe who will provide it). Include the status of the contribution, is it committed, conditional, or tentative. Explain the status.

10. Use of HOME funds

Identify costs that are proposed to be paid with HOME funds. Eligible costs are described in HOME regulations 92.206 and are briefly outlined below.

a. Developmental Hard Costs are the actual cost of constructing or rehabilitating housing. Costs to demolish existing structures and for improvements to the project site that are in keeping with improvements of surrounding, standard projects, and costs to make utility connections are considered developmental hard costs.

b. Acquisition Costs are the costs of acquiring improved or unimproved real property.

c. Related Soft Costs are other reasonable and necessary costs incurred by the owner and associated with the financing, or development (or both) of new construction, rehabilitation or acquisition of housing assisted with HOME funds. These costs include, but are not limited to:

- Architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups;
- Costs to process and settle financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys, fees, private appraisal fees and fees for an independent cost estimate, builders or developers fees;
- Costs of a project audit

- Costs to provide information services such as affirmative marketing and fair housing information to prospective homeowners and tenants;
 - For new construction or substantial rehabilitation, the cost of funding an initial operating deficit reserve, which is a reserve to meet any shortfall in project income during the period of project rent up and which may only be used to pay operating expenses, reserve for replacements and debt service.
- d. **Relocation Costs:** are costs of relocation payments and other relocation assistance for permanently and temporarily relocated individuals, families, businesses, non-profit organizations, and farm operation where assistance is required.
 - e. **Costs Related to Tenant Based Assistance** are rental assistance and security deposit payments made to provide tenant-based rental assistance for a family.
 - f. **CHDO Operating Expenses:**
 - g. **Total HOME Assisted Costs:** The total of 11 a through f.
 - h. **Total Number of HOME Assisted Units:** The total number of units that will be assisted with HOME funds.
 - i. **HOME Cost Per unit:** The total HOME assisted costs (g) divided by the total number of HOME assisted units (h).

11. Project Objectives/Tasks/Schedule

Specific tasks: Separate the project into tasks, including those tasks which are necessary for project start up, like hiring staff or consultants. List the tasks in this column. For any tasks that will be done by an agency other than the applicant agency, indicate the implementing agency in the same column. These tasks should relate to the objectives described in 5.

Total Cost: Enter the cost of accomplishing the task if it is included in the total project cost whether or not HOME funds will be used for the particular task. Some start up costs may be borne by the agency's existing administrative capacity and not charged to the project. The tasks should still be listed in columns b, c, and d. The total of this column should equal the "total project cost" on question 7.

HOME Cost: Enter the amount of HOME funds you will use for each task. The total of this column should equal the amount requested from the HOME program

Other Sources: Enter the amount of any other funds you will use to complete each task.

Start Date: Indicate when you will begin each task. Be thoughtful and specific. Your performance will be monitored using these dates.

End Date: Indicate when you will complete each task. be thoughtful and specific. Your performance will be monitored using these dates.

12. Long Term Affordability

Describe the policies and procedures to assure units remain affordable.

Projects involving homeownership

One of the purposes of the HOME Program is to increase the supply of affordable housing units over an extended period of time. To this end, homebuyer units must remain affordable for up to 15 years, depending on the amount of HOME funds invested in each unit. Generally, if the original homebuyer retains title to the property for the full period of affordability, no resale/recapture provisions apply. However, if the property is transferred during the period of affordability the applicant must assure continued affordability in one of two ways:

All HOME assisted properties must provide public benefit during a designated Period of Affordability as described in 24 CFR 92.252.(e) for rental property and 24 CFR 92.254(a)(4) for homeownership property. Additionally, the PJ will designate in the subrecipient contract the method to be used—either Resale or Recapture (24 CFR 92.294(a)(5)—for maintaining affordability for each HOME assisted property.

Recapture: allows creation of another affordable unit. Procedures must be outlined to recapture the HOME assistance that was provided to the original buyer and invest it in another homebuyer unit. If proceeds are insufficient to recapture the entire subsidy, the rules permit recapturing a portion of the subsidy based on length of ownership. The HOME investment subject to recapture is the HOME assistance that enables the homebuyer to buy the dwelling. -or-

Resale: requires sale of the property to another low-income buyer who will use it as their principal residence. Procedures must be outlined to assure the sale of the property is at a price which allows for a fair return on equity in addition to being affordable to the subsequent low-income buyer.

Projects involving rental units:

Describe the policies and procedures to assure that units will remain affordable for the following terms based on the per unit amount of HOME funds:

Purchase or Rehabilitation of up to \$15,000	5 years
Purchase or Rehabilitation between \$15,000 and \$40,000	10 years
Purchase or Rehabilitation of \$40,000 +	15 years
New Construction (any amount)	20 years

13. Minority and Women Owned Businesses

The HOME program requires the encouragement and use of minority and women owned business enterprises in the implementation of HOME program activities. Describe your plans for affirmative marketing to minority and women owned businesses. Identify the types of notices, bid procedures and direct outreach that will occur in this regard.

14. Affirmative Marketing

HOME regulations require affirmative marketing of housing units assisted with HOME funds. Describe the methods of affirmative marketing that will be undertaken as part of the HOME-

assisted project. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons from all racial, ethnic, and gender groups

At a minimum, project sponsors will be required to use affirmative fair housing marketing practices in soliciting renters or buyers, determining their eligibility, and concluding all transactions. Any HOME assisted housing must comply with the following procedures for the duration of the applicable compliance period:

- Project sponsor advertising of vacant units must include the Equal Housing Opportunity logo or statement (newspapers, radio, television, brochures, leaflets, sign in a window, etc.)
- The project sponsor will be required to solicit applications for vacant units from persons in the housing market who are not likely to apply for the housing without special outreach (e.g. use of community organizations, places of worship, employment centers, fair housing groups, etc)
- The project sponsor must maintain records containing documentation of all marketing efforts (e.g. copies of newspaper advertisements, memorandums of telephone calls, copies of letters, etc.). A listing of all tenants residing in each unit at the time of application submittal through the end of the compliance period must also be maintained. Records to assess the results of the affirmative fair housing marketing actions must be available for inspection by The City of Bremerton HOME administrators.

15. Homeownership Requirements

Describe the method of assuring that

- All of the HOME funds will benefit families whose incomes are at or below 80% of the area median income. Income must be determined using one of HUD three approved methods (<http://www.hud.gov/offices/cpd/affordablehousing/library/modelguides/1780.pdf>).
- The assisted housing will be the owner's principal residence
- The purchase price of the property or the appraised value of a property already owned, after rehabilitation will be less than 95 percent of the median area purchase price.

16. Ownership Income Targeting

Provide the information requested for HOME assisted units

Size of House and Income Level: Under the bedroom size, indicate the targeted income.

Number of Houses: Identify the number of HOME assisted houses by bedroom size and targeted income

Monthly PITI: Identify the projected Principal, Interest Taxes, and Insurance (PITI) by bedroom size and targeted income.

Targeted Maximum Household Income: Identify the maximum targeted income by bedroom size and percent of median income.

Assumed Family Size: Provide targeted family size by bedroom size and percent of median income.

PITI divided by Monthly Income: Divide the monthly PITI by the monthly targeted household income.

Median Income adjusted for family size: Identify the median income based on the family size (see attached chart)

17. Operating Statement

Provide operating statements for the number of years the project will remain affordable to very low and low income households. After year 5, projections may be in 5 year increments.

18. Projected Rent Schedule

Rental projects must provide the information requested for units assisted with HOME funds.

List by type of unit, the number of units, the targeted family size, the targeted household income, the proposed monthly rent, the tenant paid utilities and services (identify utilities and services to be paid by the tenant at the bottom of the chart), the type of subsidy if any (this should have been discussed previously) and the proposed rent divided by the monthly income.

19. Home Rents

Describe the process you will establish to assure that:

- 80% of the HOME assisted units in the project have rents which are 30% of adjusted income for households at 65% of median income, minus tenant paid utilities. (HOME regulations require that 80% .the lower of either:
 - * The Section 8 Fair Market Rents (FMR) for existing housing., minus tenant paid utilities -OR-
 - * rents which are 30% of adjusted income for households at 65% of median income, minus tenant paid utilities.
- At least 20% of HOME assisted units have rents that are equal to or less than 30% of annual incomes for households at 50% of median income minus tenant paid utilities. Properties with 1 or 2 units are exempt from this rule.

20. Tenant Based Rental Assistance (if applicable) / Tenant Selection Policies

Describe the status of your program in relation to the regulations at 92.210 and 92.211. The requirements are briefly listed below.

General Requirements – Tenant Selection Policies for all HOME assisted units:

- Families must be selected in accordance with written tenant selection policies and criteria that are consistent with the requirements of 92.211 (2). Do you already have selection procedures or will you develop them after contract award;
- Rents must be reasonable, based on rents that are charged for comparable unassisted rental units
- The lease between the tenant and owner must comply with requirements of 92.253;
- The housing occupied by a family receiving tenant-based assistance must meet the Section 8 housing quality standards;

Rental Assistance

- The rental assistance contract providing assistance with HOME funds may not exceed 24 months, but may be renewed, subject to the availability of HOME funds;
- The amount of monthly assistance that may be provided to a family may not exceed the difference between the standard unit rent and 30% of the family's monthly income;

- The standard for the rent will be based on either local market conditions; or may not be less than 80% of the Section 8 Fair Market Rents, or more than the FMR;
- A minimum tenant contribution to the rent must be established;

Security deposits

- Loans or grants can be provided to low income families for security deposits, even when other tenant based assistance is not provided;
- The HOME funds that may be provided for a security deposit may not exceed the equivalent of two month's rent for the unit;

21. Additional Information

Provide any additional information you think may help us evaluate your application.

CDBG/HOME APPLICATION INSTRUCTIONS

Submittal for all projects must include:

- One (1) Original and One (1) Copy of the entire application
- Five (5) Application Packets consisting of the following:
 - Application Form
 - Responses to Narrative Questions
 - Attachment C (~~Public Services~~) **OR**
 - Attachment E (Capital/Economic Development)

NOTE: Public Service Applications not accepted for 2011

Please read the following instructions before completing the application:

General Instructions – Please label all pages with the appropriate attachment number. If a particular attachment does not apply to your project, please insert a page with that attachment number and mark it “Not Applicable”.

Application Form – Complete the application form, including signature of your organization’s director.

Narrative Questions – Answer all narrative questions. Please type your responses and begin each question with the corresponding question number. This section must be limited to four (4) single sided pages of Times New Roman 12 point type. Additional pages will not be considered.

Attachment A – Organizational Capacity

Attachment	Instructions	Form Provided?
A-1	Organizational chart showing: <ul style="list-style-type: none"> • All staff, board members, and volunteer positions • This must include all staff positions regarding the project for which you are applying. 	No
A-2	Organizational Data:	No

	<ul style="list-style-type: none"> Provide a copy of your 501(c)(3), public charter, or business license # 	
A-3	<p>Non-discrimination Policies:</p> <ul style="list-style-type: none"> Provide a copy of your organization's non-discrimination policies to include employees, volunteers, and clients/tenants. 	No
A-4	<p>Mission Statement:</p> <ul style="list-style-type: none"> Please attach your organization's mission statement. 	No
A-5	<p>Agency CDBG/HOME History Form:</p> <ul style="list-style-type: none"> Please complete with your organization's previous and current awards from the City of Bremerton and/or Kitsap County. 	Yes
A-6	<p>Insurance Certificate:</p> <ul style="list-style-type: none"> Please attach a copy of your organization's insurance certificate showing general liability coverage for officers, board members, and volunteers. 	No
A-7	<p>If your organization has any threatened or pending litigation, IRS issues, or unresolved audit findings, please attach an explanation of these issues.</p>	No
A-8	<p>Salary Summary Form:</p> <ul style="list-style-type: none"> Please complete with salary information for your entire organization. 	Yes
A-9	<p>Annual Report:</p> <ul style="list-style-type: none"> If this report exceeds 50 pages, please include one copy of the full report and 1 copy of the summary. 	No
A-10(a)	<p>Staff and Board Profile Form:</p> <ul style="list-style-type: none"> Please complete this form for your staff and board. 	Yes
A-10(b)	<p>List of Board Members:</p> <ul style="list-style-type: none"> Please provide the following information for each member of your board: Name, Address (city/town only), Associations, Dates of current service term, and # of terms served. <ul style="list-style-type: none"> Associations – This information is intended to explain/illustrate why this person is qualified to serve on the board of your organization. You may include their profession, business, training, experience, etc. Dates of current service term -how long will this person serve in his/her current term? For example - Board Members serve a 3 year term – 2008-2010 # of terms served – how many terms has this person served on your board, including the current term? 	No

Attachment B – Organizational Financial Management

Please note – Financial forms must be consistent with one another and reflect information from the same fiscal year.

Attachment	Instructions	Form Provided?
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B-1	Most recent monthly financial statement including year-to-date information	No
B-2	Most recent financial audit report prepared by a CPA, including findings. If your audit exceeds 50 pages, please include one full copy of the audit and 1 copy of an executive summary	No
B-3	A narrative statement of the agency's financial capacity and experience to include the following: <ul style="list-style-type: none"> • Operating Statements • Lending References • Record of Performance • Qualifications of the individual(s) responsible for financial oversight • Internal Financial Controls • Accounting Procedures • Capacity to carry out project described in this application 	No
B-4	IRS 990 form (for non-profits)	No
B-5	Secretary of State CHO-1 form (non-profits), also known as the Charitable Solicitations Renewal Form.	No
B-6	Secretary of State Non-Profit Corporate Annual Report (non-profits)	No

Attachment C – Project Feasibility (Public Services)

NOTE: Public Service Applications not accepted for 2011

Attachment	Instructions	Form Provided?
C-1	Total Agency Budget Form – The budget must: <ul style="list-style-type: none"> • Represent the entire organization that is requesting funding • Provide actual year-end revenue and expenses for 2009 (column 1) • Provide year-end estimates based on year-to-date revenue and expenses for 2010 (column 2) • Provide estimated revenue and expenses for 2011 (column 3) • Provide the variance between 2010 and 2011 budgets (variance between column 2 & column 3) 	Yes
C-2	2011 Agency Budget Form (Detail) - The budget must: <ul style="list-style-type: none"> • Represent the entire organization that is requesting funding. The requested CDBG/HOME funding must be identified to a program/project in the budget. • Provide detail of each program within the organization. The revenue and expenses shown on this form for the program you request funds for should match the revenue and expenses shown on C-3 and C-4. <p>More detailed instructions for C-1 & C-2 are available upon request</p>	Yes
C-3	2011 Sources of Financing Form:	Yes

	<ul style="list-style-type: none"> • Include total program/project costs when showing funding sources. • Total on this form must match the total the total for the program/project shown on Attachment C-2 and C-4 	
C-4	<p>2011 Uses of Financing Form:</p> <ul style="list-style-type: none"> • Include total program/project costs by category. • Total must match the total on C-3. 	Yes
C-5	<p>Commitment Letters from other funding sources for this project:</p> <ul style="list-style-type: none"> • Any funding source listed in the “Committed” or “Conditional” column of Attachment C-3 must have a letter provided here • Commitment letters are not letters of general support for your project, but rather letters committing to funding a specified dollar amount to the project. 	No
C-6	<p>Program Goals and Outcome Data (Logic Model):</p> <ul style="list-style-type: none"> • Illustrate how this program/project will achieve its goals by describing the Resources, Activities and Outputs that will lead to Outcomes and Goal attainment. • A sample logic model is attached as an example. 	Yes
C-7	<p>Job Description(s):</p> <ul style="list-style-type: none"> • Provide job description(s) for any position in which you are requesting CDBG funding 	No
C-8	<p>National Objective and Eligibility Determination:</p> <ul style="list-style-type: none"> • Section A – CDBG funding must meet one of three National Objectives. Please indicate which National Objective this program/project will meet. If you checked Limited Clientele, please indicate how this is determined. Please see Part III of the Policy Plan to determine how to provide documentation for your choice. • Section B – Please select how the program/project is eligible. 	Yes

Attachment E – Project Feasibility (Capital and Economic Development Projects)

Attachment	Instructions	Form Provided?
E-1	<p>2011 Sources of Financing Form:</p> <ul style="list-style-type: none"> • Include total program/project costs when showing funding sources. • Total on this form must match the total the total for the program/project shown on Attachment E-2 	Yes
E-2	<p>2011 Uses of Financing Form:</p> <ul style="list-style-type: none"> • Include total program/project costs by category. • Total must match the total on E-1. 	Yes
E-3	<p>Commitment Letters from other funding sources for this project:</p> <ul style="list-style-type: none"> • Any funding source listed in the “Committed” or “Conditional” column of Attachment E-1 must have a letter provided here • Commitment letters are not letters of general support for your project, but rather letters 	No

	committing to funding a specified dollar amount to the project.	
E-4	<p>Management Plan that describes the management and operation of the facility proposed in this application, to include:</p> <ul style="list-style-type: none"> • Who will manage the property? • Who is responsible for financial oversight of the facility? • Description of the security and emergency plan • Schedule of routine maintenance of the building and/or property systems <p>For Rental Properties, in addition please include the following:</p> <ul style="list-style-type: none"> • How will the property be marketed? • Is there a waiting list and how is it managed? • Are there special types of households that received special attention or are able to be advanced on the waiting list? • How is tenant eligibility determined and when/how is it recertified? • Are income limits specified for all units? Are the rent limits tied to HUD Fair Market Rent? • When and how are rents increased? 	No
E-5	<p>National Objective and Eligibility Determination:</p> <ul style="list-style-type: none"> • Section A – CDBG funding must meet one of three National Objectives. Please indicate which National Objective this program/project will meet. If you checked Limited Clientele, please indicate how this is determined. Please see Part III of the Policy Plan to determine how to provide documentation for your choice. • Section B – Please select how the program/project is eligible. 	Yes
E-6	<p>Please complete the Preliminary Environmental Checklist, including the Organization's Director signature.</p> <p><i>Please note: Upon submittal of this application, no further funds of any kind can be spent on the project until a HUD approved Environmental Review is complete</i></p>	Yes
E-7	<p>Please include one of the below as Documentation of Site Control:</p> <ul style="list-style-type: none"> • Deed of Trust showing ownership of this property • Current Options • Current Purchase and Sale Agreement • Executed lease agreement for the length of the commitment to serve low income households • Executed disposition or development agreement • Current Title Report showing the entity holding a fee simple title. <p>Exceptions to this documentation are allowed for down-payment assistance, weatherization, and homeowner rehabilitation.</p>	No
E-8	<p>Operating Pro-Forma – Please provide an operating expense budget for the proposed facility. For an example, please contact Block Grant Staff</p>	No
E-9	<p>Plans, Specs, and Schedules for the Project – For new construction and rehabilitation projects, please provide:</p> <ul style="list-style-type: none"> • Preliminary Plans and Specs • Project Schedule showing project milestones, 	No

	<ul style="list-style-type: none"> • specific tasks and completion dates • Recent cost estimates for the project 	
E-10	<p>Relocation Plan (if applicable) –</p> <ul style="list-style-type: none"> • Any project that is funded or partially funded with CDBG or HOME funds and causes permanent or temporary displacement of people or businesses must include a relocation plan and include relocation assistance payments in the budget. For more information, please contact Block Grant Staff. 	No
E-11	<p>Neighborhood Notification Plan (if appropriate) must include:</p> <ul style="list-style-type: none"> • Information on how you have provided notice to the surrounding neighborhood for your proposed project <ul style="list-style-type: none"> ○ Could include community meetings, mailings, or public hearings on the proposed project. 	No