



**Kitsap County Coordinated Grant Application Process  
AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT  
2018 Notice of Funding Availability**

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Kitsap County Department of Human Services  
Block Grant Program  
&  
Housing and Homelessness Program

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Kitsap County Coordinated Grant Application  
Affordable Housing and Economic Development  
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**Staff Contacts:**

**Kitsap County Block Grant Program**

*Administers Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds*

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

Mailing Address: Kitsap County Block Grant Program  
Department of Human Services  
345 6<sup>th</sup> Street, Suite 400  
Bremerton, WA 98337

Staff Contacts: Bonnie Tufts, Block Grant Manager  
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**Kitsap County Housing and Homelessness Program**

*Administers Homeless Housing Grant Program (HHGP) and Affordable Housing Grant Program (AHGP) funds and Consolidated Homeless Grant Program (CHG) funds*

[http://www.kitsapgov.com/hs/housing/housing\\_grant.htm](http://www.kitsapgov.com/hs/housing/housing_grant.htm)

Mailing Address: Kitsap County Housing and Homelessness Program  
Department of Human Services  
345 6<sup>th</sup> Street, Suite 400  
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(360) 337-7286  
[kjewell@co.kitsap.wa.us](mailto:kjewell@co.kitsap.wa.us)

## 2018 Application Schedule

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Wednesday	3/8/2017	2018 Draft Policy Plans and Notice of Funding Availability (NOFA) available. 30 day comment period open on Policy Plans. Announcement in Kitsap Sun legal ads and on website.
Friday	4/7/2017	Written comment period closes for Policy Plans
Monday	4/10/2017	Board of County Commissioners Public Hearing on 2017 Policy Plans, Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30 PM
Thursday	4/25/2017	Technical Assistance Meeting ( <b>MANDATORY</b> ) <b>Affordable Housing and Economic Development Applications</b> WSU Classroom, 4 <sup>th</sup> Floor Norm Dicks Government Center 345 6 <sup>th</sup> Street, Bremerton, WA 98337 9:00 am
Tuesday	4/25/2017	2018 Housing Capital and Operations & Maintenance On-line Application goes LIVE in Fluid Review; links to application posted to county website.
	4/25 – 5/19/2017	Technical Assistance & Completeness Review available - by appointment only
<b>Wednesday</b>	<b>5/31/2017</b>	<b>Joint Funding Applications Due @ Noon: Online Submission Only</b>
	6/1 – 6/14/2017	Stage 1 - Applications reviewed; Disqualified applications will not move forward.
	6/15 – 7/17/2017	Stage 2 - Final application review and scoring
Monday - Wednesday	7/24 – 7/26/2017	Grant Recommendation Committee Interviews <u>Note:</u> GRC will meet for 1 hour (8:30-9:30) to discuss each day's applications. <i>Interviews will be held in the WSU Classroom</i>
Thursday	7/27/2017	GRC Deliberations; 9:00 am, WSU Classroom
Wednesday	9/27/2017	Publish Draft Action Plan and announce opening 30-day Public Comment period; funding recommendations posted on County website
Friday	10/27/2017	Written Comment period closes
Monday	11/13/2017	Board of County Commissioners Public Hearing and Action on Kitsap County 2018 Action Plan and Funding Recommendations, Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30 PM
Monday	1/1/2018	Program Year Begins

## About the Funding

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The Coordinated Grant Application Process brings together separate funding sources into a common application process. A brief description of each funding source for this NOFA is listed below. For more detailed information please refer to the Policy Plan for the appropriate funding source – CDBG/HOME, or Affordable Housing Grant Program.

### **Community Development Block Grant**

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

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

### **HOME Investment Partnership Program**

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

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

### **Affordable Housing Grant Program**

The Affordable Housing for All Grant Program came about through enactment of Substitute House Bill 2060 which became law in Washington State on June 13, 2002. The law created a document recording fee on certain documents to be utilized for affordable housing projects and maintenance. Specific allowable uses of funds are outlined in the legislation.

## Eligible Applicants

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Eligible applicant/recipients include:

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

Additionally all applicants must:

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

## Funds Available

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CDBG and HOME programs are federally funded through the Department of Housing and Urban Development (HUD). Funding levels are determined by HUD after the Federal Budget is finalized, which often occurs after the program year has begun. Kitsap County estimates funding levels in order to start the grant application process; therefore, funding amounts shown below are estimates. If HUD allocates a different amount to these programs than what was estimated, actual funding awards will be increased or decreased to accommodate the discrepancy. The estimated funds below are based on 2016 HUD allocations and will be adjusted to reflect the 2017 federal awards at the time of GRC deliberations.

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

For 2018, the minimum grant request for all applications is \$10,000 and all grants will be made for one year only (no forward commitments).

This NOFA is **ONLY** for affordable housing and economic development projects. Affordable housing includes permanent affordable housing projects, ongoing housing programs (i.e. rehabilitation, weatherization, downpayment assistance) and operations and maintenance; it **does not** include shelters. A separate NOFA will be published later in the year for Homeless and CDBG services. The information below details the eligible projects in this NOFA, along with the **estimated** amount of funds available based on fund type (using 2016 numbers), eligible activities and priorities.

## AFFORDABLE HOUSING

### Kitsap County Housing - \$1,305,890.70 (Estimated) CDBG and HOME

- 569,033 (Estimated) CDBG
- \$736,857.70 HOME – Kitsap County Projects
  - \$199,540.70 2016 Funds – To utilize these funds the project must have all sources of funding committed to the project by May 1, 2018 and be ready to execute a contract.
  - \$214,891 (estimated) 2017 Funds – To utilize these funds the project must have all sources of funding committed to the project by May 1, 2019 and be ready to execute a contract.
  - \$322,426 (estimated) 2018 Funds – To utilize these funds the project must have all sources of funding committed to the project by May 1, 2020 and be ready to execute a contract.
    - The estimated total includes \$53,738 for Community Housing Development Organizations (CHDO) agencies Organizations developing affordable housing.
    - A CHDO agency can use more than the allotted CHDO funds.

#### ***Eligible Activities:***

New construction, acquisition and preservation of existing housing, rehabilitation and weatherization, and homebuyer assistance.

#### ***Priorities:***

1. First priority for Kitsap County CDBG and HOME funds will be given to projects for the creation of **new rental housing** serving households at 50% AMI and below and/or special needs populations.
  - Provided the parameters for funding commitments, as stated above, can be met, there is not a limit to the amount of CDBG and HOME funds that can be recommended for one project.

- CDBG funds cannot pay for new construction of housing but may be used for acquisition of land and pre-development costs.
- 2. Secondary priority will be given to other low income affordable housing projects with highest priority given to projects serving households at 50% AMI and below or special needs populations, including:
  - Preservation of existing rental units through acquisition and rehabilitation;
  - New construction of homeowner housing;
  - Rehabilitation (including weatherization) of homeowner housing;
  - Direct financial assistance to homebuyers.

Note: CDBG Public Facilities were identified as a low priority in the 2016-2020 Consolidated Plan. Funding will not be available for Public Facilities in 2018.

### **City of Bremerton Housing - \$244,927 (Estimated) HOME**

- \$244,927 HOME – City of Bremerton Projects
  - \$86,120 (estimated) 2017 Funds – To utilize these funds the project must have all sources of funding committed to the project by May 1, 2019 and be ready to execute a contract.
  - \$158,807 (estimated) 2018 Funds – To utilize these funds the project must have all sources of funding committed to the project by May 1, 2020 and be ready to execute a contract.
    - The estimated total includes \$26,468 for CHDO agencies developing affordable housing.
    - A CHDO agency can use more than the allotted CHDO funds.

#### ***Eligible Activities:***

Acquisition, preservation, or rehabilitation of existing housing, and homebuyer assistance.

#### ***Priorities:***

1. Funding priority for City of Bremerton HOME funds is for projects that increase homeownership opportunities for low to moderate income Bremerton residents through improving and preserving affordable housing in the Bremerton City Limits.

### **Operations & Maintenance - \$229,122 AHGP**

#### ***Eligible Activities:***

Activities that benefit very-low income households (50% and below AMI) through: (1) operations and maintenance costs of housing projects or units within housing projects eligible to receive housing trust funds, and that require a supplement to rental income to

cover ongoing operating expenses; (2) acquisition, construction or rehabilitation of housing projects; (3) rental assistance; and (4) operating costs for emergency shelters.

***Priorities:***

1. Priority is given to projects supporting building operations and maintenance costs and operating costs for emergency shelters.
2. Legislation mandates that the Affordable Housing Grant Program give grant funding priority to eligible housing activities that serve extremely low-income households with incomes at or below thirty percent (30%) of the area median income.

## **ECONOMIC DEVELOPMENT**

### **Kitsap County Economic Development - \$63,226 (Estimated) CDBG**

***Eligible Activities:***

Eligible activities include assistance to microenterprise businesses, and economic development projects as defined under 24 CFR Part 570, Subpart C.

***Priorities:***

1. Priority is to increase economic opportunities for low-income individuals.

## **Application Access and Submission**

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The Coordinated Grant Application utilizes an online application system, FluidReview. The 2018 application for Affordable Housing and Economic Development funds will be available beginning Thursday, April 25, 2017. Access to the application website requires a computer with internet capability. No other method of application will be accepted.

The application web address will be posted on the County website, and notifications will be sent to any agency or organization signed up to receive Coordinated Grant Application Process electronic notifications.

To sign up go to:

[http://www.kitsapgov.com/hs/block\\_grant\\_program/Application\\_Cycle.htm](http://www.kitsapgov.com/hs/block_grant_program/Application_Cycle.htm). At the top of the page click on the link to receive text or email updates. The link will take you to the Kitsap County Electronic Notification System where you can sign up. You can also sign up to receive updates for the Block Grant Program and Housing and Homelessness Program.

**Application submission deadline is Wednesday, May 31, 2017 at Noon.**

## Application Assistance

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Assistance will be provided to applicants in a variety of ways.

1. **MANDATORY Technical Assistance Session**

This mandatory session will be held **Thursday, April 25, 2017 at 9:00am**, at the Norm Dicks Government Center, WSU Classroom, 345 6<sup>th</sup> Street, Room 401, Bremerton, WA 98337.

2. **One-on-One Technical Assistance and Completeness Review** may be scheduled through May 19, 2017 by contacting staff listed in the front of the NOFA.

3. **Application Technical Assistance** with the online application host, FluidReview, will be available during the application period through the application site.