

# 2020 CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT

PROGRAM YEAR; JAN 1, 2020 – DEC 31, 2020



KITSAP COUNTY  
AND CITY OF BREMERTON  
HOME CONSORTIUM

MARCH 31, 2020  
FINAL 2020 CAPER

# Table of Contents

CR-05 - Goals and Outcomes .....	1
CR-10 - Racial and Ethnic composition of families assisted .....	4
CR-15 - Resources and Investments 91.520(a) .....	5
CR-20 - Affordable Housing 91.520(b) .....	10
CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c) .....	12
CR-30 - Public Housing 91.220(h); 91.320(j) .....	16
CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j).....	17
CR-40 - Monitoring 91.220 and 91.230.....	19
CR-45 - CDBG 91.520(c) .....	20
CR-50 - HOME 91.520(d).....	21
<u>ATTACHMENTS:</u>	
2020 PR26 CDBG Financial Summary Report .....	23
2020 PR26 CDBG-CV (CARES ACT) Financial Summary Report.....	24

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

**91.520(a)** This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The 2020 Kitsap County Consortium Consolidated Annual Performance and Evaluation Report (CAPER) captures the expenditures, accomplishments, and progress made on the strategies and goals outlined in the 2016-2020 Consolidated Plan and the 2020 Action Plan. The Consolidated Plan guides the annual allocation of our community's federal program funds from the U.S. Dept. of Housing and Urban Development (HUD). Kitsap County is designated by HUD as an Urban County and receives a direct allocation of Community Development Block Grant (CDBG) funds. The City of Bremerton receives a direct CDBG allocation and works in partnership with the Kitsap County Consortium to administer HOME Investment Partnership (HOME) funds. The City of Bremerton receives its share of HOME funds based on a percentage allocation determined by HUD.

The CAPER outlines progress in achieving affordable housing, economic opportunity and community development goals using CDBG and HOME funding. The Kitsap County Consortium received the following grant amounts in 2020 from HUD.

- Community Development Block Grant (CDBG): \$1,090,218
- HOME Investment Partnership (HOME): \$738,735

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)** Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

2016-2020 Consolidated Plan Goals	5-Year Source Amount	Con Plan 5-Year Target	Unit of Measure	Year 1 (2016) Project Goals	Year 1 (2016) Actual	Year 2 (2017) Project Goals	Year 2 (2017) Actual	Year 3 (2018) Project Goals	Year 3 (2018) Actual	Year 4 (2019) Project Goals	Year 4 (2019) Actual	Year 5 (2020) Actual	All Years Actual	% of 5-YR Goal Complete
New Rental units created/constructed	CDBG: \$2,968,833.46 HOME: \$1,690,984.70	16	units	0	0	8	0	0	0	0	0	8	8	50%
Rental Units Rehabilitated		318	units	96	57	94	0	24	89	10	3	99	248	77%
New Homeowner Housing created/constructed		20	units	16	14	0	2	0	0	0	1	0	17	85%
Homeowner Housing Rehabilitated/weatherized		225	units	39	32	37	27	35	53	40	35	27	174	77%
Direct Financial Assistance to Homebuyers		25	households	10	0	8	10	7	3	13	3	7	23	92%
Preserve/Increase affordable housing in Bremerton	HOME: \$1,043,591.25	40	households	9	0	4	0	6	0	1	7	2	9	22%
Increase economic opportunities	CDBG: \$332,648	390	Individuals	79	75	77	41	42	35	42	35	18	204	52%
Provide Support Services	CDBG: \$583,803	110,070	individuals	22,014	18,160	23,025	17,625	22,657	16,132	23011	18,360	13,631	83,908	76%

Table 1 - Accomplishments – Program Year & Consolidated Plan to Date

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Affordable housing has been identified as a high priority for CDBG and HOME funds. Action Plan projects funded serve individuals and families below 80% AMI through weatherization and minor home repair, and homeowner and rental unit rehabilitation. While ending homelessness is still a priority in Kitsap County, projects that address homelessness were funded from Homeless Housing grant funds, Affordable Housing grant funds and Consolidated Homeless grant funds, allowing CDBG and HOME funds to be used for other priorities such as affordable housing and services not targeted specifically to homeless individuals.

2020 Action Plan projects include services that help the most vulnerable populations, including extremely low income households, elderly, children and the disabled and low income individuals and families.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	12490	19
Black or African American	411	4
Asian	401	0
American Indian or American Native	183	0
Native Hawaiian or Other Pacific Islander	146	0
<b>Total</b>	<b>13,631</b>	<b>23</b>
Hispanic	457	0
Not Hispanic	13,174	23

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

Kitsap County projects support all individuals and households that qualify regardless of racial and ethnic status of families. Data is collected regarding the racial and ethnic status of families assisted with CDBG and HOME funds on a quarterly basis.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds Public - Federal	Resources Made Available	Amount Expended During Program Year
CDBG	1,159,591	404,118.26
HOME	1,440,190	30,946.40

**Table 3 - Resources Made Available**

### Narrative

The resources made available in 2020 include Kitsap County's HUD Award for CDBG and HOME plus Program Income received from loan repayments.

Kitsap County, as an Urban County, receives a direct allocation of Community Development Block Grant (CDBG) funds from HUD. Kitsap County and the City of Bremerton together formed a consortium for Home Investment Partnership (HOME) funds from HUD. The County is the lead agency responsible for administration of HOME funds. The City of Bremerton receives a direct allocation of CDBG funds from HUD and is responsible for administration of their funds.

Expenditure of 2020 HOME funds continue to be a challenge. Changes in housing market conditions have made homebuyer housing more expensive to purchase and new construction of affordable rental housing very expensive. Rehabilitation and construction costs continue to be an issue for agencies undertaking capital projects. Additionally, specific requirements for use of the funding adds to the length of time to disburse funds. Therefore, expenditure of funds continues to be slow. The ability of non-profit agencies to timely manage projects is challenging.

The 2019 Action Plan Amendment includes the additional funding made available from the CARES Act CDBG-CV Funds. Kitsap County has received CDBG-CV funds through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to stabilize housing for low income households experiencing hardship due to COVID 19. Funds have been allocated to Kitsap Community Resources and Housing Kitsap to assist households with emergency short term rental assistance and mortgage assistance. The funds will be used by each agency to provide short term assistance for a maximum of 6 months, for households currently at or below 80% Area Median Income, affected by COVID-19, and not currently receiving any federal, state, or local housing subsidy. The first round of CDBG Cares Act funding was approved by the Board of County Commissioners at their work study on April 15, 2020 and the CDBG-CV funding source totaled \$641,438.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
n/a	n/a	n/a	n/a

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

All of Kitsap County's allocation of CDBG funds and portion of HOME funds were directed to projects

county-wide, outside the City of Bremerton that serve low-income populations. The City of Bremerton HOME funds are targeted to housing within the City limits. The county does not distribute funds specifically on a geographic basis. Kitsap County's low-income population is fairly broadly distributed throughout the county. The county is committed to funding services and housing that reach those with the most need. Projects for 2020 have served North Kitsap; Central Kitsap; and South Kitsap areas, including the cities of Poulsbo, Port Orchard, and Bainbridge Island.

**Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

All applicants for CDBG and HOME funds submitted a form to indicate what other funding and match was expected to be used for their project. Upon written agreement the agency updated the sources of funding and provided a detailed budget to show how funds are used. Projects that require HOME matching funds are included in the Match Contribution table below for the 2020 Federal Fiscal Year.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	\$13,268,231
2. Match contributed during current Federal fiscal year	\$85,055
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$13,353,286
4. Match liability for current Federal fiscal year	\$102,070
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$13,251,216

**Table 5 – Fiscal Year Summary - HOME Match Report**



Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
KC-128-17 #1049	04/05/2018	10,961	0	0	0	0	0	10,961
KC-128-17 #990	04/05/2018	11,845	0	0	0	0	0	11,845
KC-128-17 #991	04/05/2018	12,200	0	0	0	555	0	12,200
KC-128-17 #992	04/05/2018	14,250	0	0	0	0	0	14,250
KC-130-18 #985	04/05/2018	11,750	0	38,500	0	0	0	11,750
KC-130-18 #986	04/05/2018	10,010						10,010
KC-130-18 KC-246-20 #988	04/05/2018	15,000						150,00
KC-363-19 #1028	08/12/2018	11,728						11,728

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report - Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA \$	Balance on hand at end of reporting period
\$639,360.61	\$504,324.72	\$3,936.70	0	\$1,139,748.63

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	1,997,437	0	0	0	0	1,997,437
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	3	0	0	0	0	3
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	1,997,437	0	1,997,437			
Number	3	0	3			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	9	0
Number of Non-Homeless households to be provided affordable housing units	42	36
Number of Special-Needs households to be provided affordable housing units	73	8
<b>Total</b>	<b>124</b>	<b>44</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	79	8
Number of households supported through Rehab of Existing Units	40	27
Number of households supported through Acquisition of Existing Units	5	9
<b>Total</b>	<b>124</b>	<b>44</b>

Table 12 – Number of Households Supported

### Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

In 2020 several projects for new rental housing were funded. These projects are in the planning and development phase and will not have completed units to report as actual accomplishments for several years. A goal for acquisition of units reflects the annual goal for down payment assistance. HOME funded down payment assistance was provided for two homebuyers in the City of Bremerton and seven homebuyers in the County from prior year funds completed in 2020 and therefore shown as actual.

### Discuss how these outcomes will impact future annual action plans.

If projects are unable to meet planned outcomes they will be cancelled, and the funds will be re-allocated through the competitive grant process. Projects making progress will be monitored to ensure they can meet contract and regulatory requirements for completion.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	06	0
Low-income	43	0
Moderate-income	31	9
<b>Total</b>	<b>134</b>	<b>9</b>

**Table 13 – Number of Households Served**

### **Narrative Information**

The Block Grant Program continues to award a significant percentage of CDBG and HOME funds for the acquisition, preservation and construction of affordable housing. Several rental housing projects were funded in 2020 for special need populations including rental units for homeless families, individuals with mental illness and units for individuals with developmental disabilities.

All HOME funded activities carried out in 2020 provided affordable housing opportunities to low-and moderate-income citizens that met the 80% and below median income threshold per household in the City of Bremerton and Kitsap County.

In 2020, homelessness continued to be a significant and pressing problem in Kitsap County. Data indicated that there continues to be underserved needs among those living in poverty, and in particular, those with chronic mental illness, substance abuse disorders, and other barriers to housing stability. The single biggest contributing factor to homelessness is a severe shortage of affordable housing. Since 2014 the average rent has increased \$298/month and vacancy rates are consistently under 5%.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

In 2011 Kitsap County implemented a coordinated entry program, the Housing Solutions Center, for all homeless individuals and households, providing individualized assessment and referrals to appropriate housing resources. It serves 99% of clients within 72 hours of contact. In addition, this program provides outreach to unsheltered individuals in partnership with peer support community mental health workers. There are 4 locations in the county where the Housing Solutions Center can be accessed, to make this service more available throughout the geography of the county.

In 2020 the Housing Solutions Center served 1,747 households (including 2,465 individuals), comprised of 1,021 literally homeless households, 726 households at risk of homelessness, and 179 households fleeing domestic violence.

In 2020 Kitsap Community Resources launched the Recovery Outreach and Stabilization Team (ROAST). This team performs outreach services to people experiencing unsheltered homelessness, adults and youth exiting the criminal justice system, and people accessing costly interventions such as hospital emergency rooms and crisis services. The goal of the program is to assist vulnerable adults, youth, and the hardest to serve with supports to develop and maintain housing stability and reduce recidivism to the justice system and crisis services.

The Salvation Army's social services program provides two meals a day, hygiene services (showers and laundry), as well as supplies for outdoor living.

Each year, in conjunction with the annual Point in Time Count survey, the Kitsap Housing and Homelessness Coalition sponsors a Project Connect event with vendors providing services and information in 3 location to over 250 low-income and homeless guests. Services provided include hygiene kits, haircuts, diapers, vision screenings, pet vaccinations, medical exams, immunizations, and a hot meal. Housing resources are also offered, both directly and through connection with the coordinated entry program.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Kitsap's coordinated entry program, the Housing Solutions Center, includes a community-wide emergency housing waiting list for shelter. At the end of 2020 the average number of days a household (including families and individuals) spent on the waiting list for shelter was 15 days, lower than 2019 which averaged 18 days.

At the beginning of 2020, Kitsap County’s homeless housing inventory included 118 residential emergency shelter beds (up to 90 days) – comprised of shelters for women with children, shelters for families, one shelter for men, and a shelter for survivors of domestic violence. There are an additional 6 shelter beds dedicated for unaccompanied young adults. These shelter programs also offer referrals to other community services. Due to the COVID-19 pandemic and the Governor’s “Stay Home, Stay Safe” orders, an extra 125 emergency shelter beds were made available, expanding to 243 residential emergency shelter beds. All existing shelter beds were converted from operating on an overnight model to providing 24-hour sheltering.

The Kitsap Rescue Mission shelter expanded to the County Fairgrounds Pavilion to offer additional temporary shelter for up to 80 people per night. The Salvation Army additionally operates a night-by-night winter season shelter (serving an average of 63 individuals per night) December 1st to March 31st which accepts single adults, couples, families, and pets. To address the pandemic public health crisis, the Salvation Army was expanded to 70 beds and continued beyond its typical season.

151 transitional housing units provided housing for up to two years for families who need case management and supports to regain self-sufficiency.

Rapid rehousing programs serve as many households as possible within program and funding constraints and the shortage of affordable housing units.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Due to the COVID-19 pandemic, Washington state instituted an eviction moratorium February 29th, 2020, which has been extended through March 31, 2021r. This moratorium along with additional rental assistance programs reduced the number of households at-risk of losing housing seeking navigation services at the Housing Solutions Center.

The largest of these rental assistance eviction prevention programs provided \$3.1 Million in assistance to 1,090 households at 50% or less of the Area Median Income in 2020.

In 2020, homelessness prevention programs provided 301 households short-term rental assistance for eviction prevention, as well as first/last/deposit funding for households with sufficient income to maintain housing after these supports.

Kitsap Community Resource’s Recovery Outreach and Stabilization Team (ROAST) outreaches to people experiencing unsheltered homelessness, adults and youth exiting the criminal justice system, and people accessing emergency rooms and crisis services. The ROAST team assists vulnerable adults, youth exiting

systems of care and corrections programs to assist clients to develop and maintain housing stability and reduce recidivism to the justice system and crisis services.

Kitsap Mental Health Services operates a program working with jail inmates with mental health issues prior to discharge to coordinate their housing upon exit. The West Sound Treatment Center manages a program to work with people with substance abuse disorders who are exiting jails to successfully transition to housing programs.

Olive Crest provides independent living case management for foster kids who are aging out of the system to improve housing stability outcomes. In 2020, this program supported 22 former-foster youth to maintain independent housing, supported with life-skills training. Coffee Oasis provides housing case management, employment training and placement and housing supports for youth coming out of foster care, juvenile justice programs and mental health programs.

All of these programs that coordinate exits to stable housing from systems of care are not able to serve all individuals in need of these services due to lack of funding resources.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Priority is given to making shelter stays as short as possible and utilizing rapid rehousing programs whenever possible, as funding permits. Housing case management and early connections with employment, education, and skill-building services assist households to increase self-sufficiency and avoid future homelessness.

Kitsap providers strive to reduce the number of households that return to homelessness after graduating to permanent housing. In 2020 these households that returned to homelessness within 2 years comprised 17.31% of the total number of households enrolled in homeless housing programs, nearly identical to the 17.32% returns to homelessness in 2019 but increase from 11.19% in 2018.

Several programs work with homeless clients to get them into permanent housing as soon as possible. Housing Kitsap's Housing Stabilization Program facilitates homeless households' access to housing authority units with housing subsidies and case management. Kitsap Community Resources' Rapid Rehousing Program provides short-term graduated subsidies and housing case management for homeless families. Bremerton Housing Authority programs provide Section 8 vouchers for households successfully transitioning to permanent housing.



However, the COVID-19 pandemic and the federal and state eviction moratorium has significantly impacted the rental housing market, reducing the number of units that are turning over and making it even more difficult to assist people moving out of homelessness to make the transition to permanent housing.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

In 2020 the two public housing authorities did not apply for funding for any rental housing projects. The Kitsap County Consolidated Housing Authority dba Housing Kitsap applied for and was awarded funding for their single-housing rehabilitation program. The program addresses the urgent health and safety needs of low-income homeowners in the county.

Bremerton Housing Authority and Kitsap County Consolidated Housing Authority dba Housing Kitsap, work with their housing residents to meet their needs as well as encourage their participation in programs that will lead to greater self-sufficiency. Housing Kitsap continued to make investments in their public housing stock.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

Both Housing Kitsap and the Bremerton Housing Authority have activities to increase resident involvement and address the economic and social needs of public housing residents. Bremerton Housing Authority has a Resident Occupant Self-Sufficiency Coordinator. The main purpose of this position is to be a resource coordinator for Public Housing residents to help them gain community connections and work towards self-sufficiency. Housing Kitsap and the Bremerton Housing Authority have activities to increase resident involvement and address the economic and social needs of public housing residents. Bremerton Housing Authority has a Resident Occupant Self-Sufficiency Coordinator. The main purpose of this position is to be a resource coordinator for Public Housing residents to help them gain community connections and work towards self-sufficiency.

### **Actions taken to provide assistance to troubled PHAs**

The Kitsap County Consolidated Housing Authority (dba Housing Kitsap) is considered a troubled Public Housing Authority due to its financial situation. The Block Grant Office continues to work closely with the agency on projects. Project primarily include housing rehabilitation and down-payment assistance programs run through the Single-Family Housing division, and some rental rehabilitation projects.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

In 2020 Kitsap County completed an affordable housing study. The study, completed by consultants ECONorthwest, outlined a number of recommendations to address the shortage of affordable housing in the county. Recommendations included evaluating land use controls and growth policies mandated through the state's Growth Management Act to understand if these are barriers to affordable housing.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The County continues to explore new and innovative ways to increase affordable housing and expand economic opportunities for low-income individuals and families, in 2020 funding was allocated for a new rental housing project serving chronic homeless living with mental illness, substance use disorders and other disabling conditions. This has been an underserved population in our community. Funding was also provided to construct new rental housing for homeless families and funding was provided for the acquisition and rehabilitation of a single-family home to provide housing for 3 developmentally disabled adults. Housing for these populations is greatly needed.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Housing units assisted with CDBG and HOME funds are evaluated for potential lead hazard. Programs providing rehabilitation or weatherization services have staff trained in lead hazard evaluation and lead safe work practices.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Kitsap County will continue to target grant funds towards projects that serve the lowest income households including provision of food bank services, childcare and youth programs and rental housing for those with incomes below 50% AMI.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Kitsap County has a wide variety of non-profit and government agencies working together to address our community's most pressing needs including homelessness and affordable housing.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Through a coordinated application process each year Kitsap County CDBG and HOME funds along with City of Bremerton HOME funds, Homeless Housing Grant funds, Consolidated Homeless Grant funds and Affordable Housing Grant funds are awarded. This process has improved coordination of funding and allows better targeting of funds. These funding sources are administrated by the County and staff is housed in the Department of Human Services.

The Kitsap Housing and Homelessness Coalition is comprised of a variety of service and housing providers, primarily serving low-income populations. The Coalition meets monthly to share information and hear information presented on special topics of interest including updates on State legislation and grant funding. Special ad hoc committees meet to address outside homelessness and severe weather and also to plan the annual Project Connect event held during the Point in Time count.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

An Analysis of Impediments to Fair Housing was completed and we continue to implement the recommendations of the analysis in both the City and the County. This analysis concluded that the major impediments to fair housing opportunities in Kitsap County and the City of Bremerton included the lack of referrals of housing complaints to appropriate agencies; a likely pattern of discrimination against people with disabilities; a likely pattern of mortgage lending discrimination against people of color; a sharp increase in the cost of housing in Kitsap County and lack of multi-family housing. The City and the County are working to raise awareness and understanding of fair housing choice. Fair housing is discussed at contract time and again at monitoring with all subrecipients of CDBG and HOME funds for housing. Fair housing information is also incorporated into First Time Homebuyer education classes and Predatory Lending workshops.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Organizations selected to provide services utilizing CDBG/HOME funds sign a written agreement which outlines roles and obligations of the County and agency and provides a framework for monitoring. A Block Grant staff member reviews the agreement with each agency and explains rules and regulations prior to its execution. Organizations awarded funds are required to provide quarterly reports as well as other reports throughout the year as determined by the specific type of project. All CDBG funded activities which qualify under Low/Mod Limited Clientele (LMC) or Low/Mod Housing (LMH) benefit are required to collect data and report the number of individuals or households served by income, race and ethnicity. Agencies are asked during annual monitoring how they conduct outreach to minority populations and contractors when the project involves hiring contractors for construction work.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Kitsap County follows a Citizen Participation Plan that was prepared to facilitate and encourage public participation and involvement in the Consolidated Plan process and the City's and County's CDBG and HOME program, especially by low- and moderate-income persons. The plan adopted annually as part of the CDBG/HOME Policy Plan identifies the public participation requirements as identified by federal regulations (24 CFR Part 91). The Consolidated Annual Performance and Evaluation Report (CAPER) is prepared and made available on the City of Bremerton and Kitsap County websites and notice is published through the local newspaper for a 15-day review and comment period prior to submitting the report to HUD.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

No program objective changes are anticipated at this time.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations.**

**Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.**

On-site monitoring visits are conducted on rental housing projects subject to period of affordability requirements as required in §92.504(d). Staff maintains a spreadsheet indicating which properties are due for monitoring and inspection each year, based on the frequency required under HOME rules. Projects are reviewed for rent requirements, income determination, management, affirmative marketing, tenant selection policies, property performance and maintenance. Normally tenant files are reviewed, and inspections of units are completed.

Due to the COVID-19 pandemic no on-site monitoring visits were conducted for 2020. Property owners were contacted via email and the following documents were requested: Rent & Occupancy Report, wait list, rent schedule, annual operating budget, balance sheet, income statement, annual audit, copy of current lease & addendums, rental application, management plan, copies of advertisements, HOME Program Certificate of Suitable Occupancy, rent approval form if a rent increase is proposed.

Documents were reviewed and an email was sent to close out the monitoring once all documents are received. It is anticipated that on-site monitoring will resume in late 2021. All projects due for on-site monitoring that were not conducted in 2020 will be included.

## **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

Each HOME funded project must provide a description, at contract execution and during annual on-site monitoring, of the methods of affirmative marketing that have been undertaken for the project. Block Grant staff provides technical guidance for new projects to ensure affirmative marketing is conducted. Organizations are provided the Kitsap County Affirmative Marketing Plan and are required to completed HUD form 935.2 for their project.

## **Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**


2020 program income total for HOME was \$504,324.72 of which \$83,008.22 was recaptured loan funds within the period of affordability. Program Income is allocated through our competitive grant cycle and included in the annual Action Plan. Some funds are re-allocated to the agency whose program generated them, some are used for other new affordable housing projects and a small portion is used for cost of administration.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

N/A



# Attachment - 2020 PR26 CDBG Financial Summary Report

 <div style="display: inline-block; vertical-align: middle; text-align: center;">                     Office of Community Planning and Development                      Integrated Disbursement and Information System                      PR26 - CDBG Financial Summary Report                      Program Year 2020                      KITSAP COUNTY, WA                 </div> <div style="float: right; text-align: right;">                     3/4/2021                 </div>	
<b>PART I: SUMMARY OF CDBG RESOURCES</b>	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	906,228.53
02 ENTITLEMENT GRANT	1,090,218.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	35,580.38
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	2,032,026.91
<b>PART II: SUMMARY OF CDBG EXPENDITURES</b>	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,380,406.08
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,380,406.08
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	207,161.32
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	1,587,567.40
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	444,459.51
<b>PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD</b>	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	577,378.53
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	803,027.55
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,308,406.08
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%
<b>LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS</b>	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION PY: PY: PY:	
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%
<b>PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS</b>	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	155,618.00
28 P5 UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 P5 UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL P5 OBLIGATIONS	0.00
31 TOTAL P5 OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	155,618.00
32 ENTITLEMENT GRANT	1,090,218.00
33 PRIOR YEAR PROGRAM INCOME	60,945.53
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO P5 CAP	0.00
35 TOTAL SUBJECT TO P5 CAP (SUM, LINES 32-34)	1,151,163.53
36 PERCENT FUNDS OBLIGATED FOR P5 ACTIVITIES (LINE 31/LINE 35)	13.52%
<b>PART V: PLANNING AND ADMINISTRATION (PA) CAP</b>	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	207,161.32
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	207,161.32
42 ENTITLEMENT GRANT	1,090,218.00
43 CURRENT YEAR PROGRAM INCOME	35,580.38
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,125,798.38
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	18.40%

# Attachment

## 2020 PR26 CDBG-CV (CARES ACT)

### Financial Summary Report

	Office of Community Planning and Development U.S. Department of Housing and Urban Development Integrated Disbursement and Information System	DATE: 03-04-21 TIME: 17:19 PAGE: 1
<b>PR26 - CDBG-CV Financial Summary Report</b>		
<b>KITSAP COUNTY, WA</b>		
<b>PART I: SUMMARY OF CDBG-CV RESOURCES</b>		
01 CDBG-CV GRANT		1,707,553.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT		0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT		0.00
04 TOTAL AVAILABLE (SUM, LINES 01-03)		1,707,553.00
<b>PART II: SUMMARY OF CDBG-CV EXPENDITURES</b>		
05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS & PLANNING/ADMINISTRATION		425,729.29
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION		0.00
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS		0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)		425,729.29
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )		1,281,823.71
<b>PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT</b>		
10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS		0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING		395,272.62
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES		425,729.29
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)		821,001.91
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)		425,729.29
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)		192.85%
<b>PART IV: PUBLIC SERVICE (PS) CALCULATIONS</b>		
16 DISBURSED IN IDIS FOR PUBLIC SERVICES		425,729.29
17 CDBG-CV GRANT		1,707,553.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)		24.93%
<b>PART V: PLANNING AND ADMINISTRATION (PA) CAP</b>		
19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION		0.00
20 CDBG-CV GRANT		1,707,553.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)		0.00%