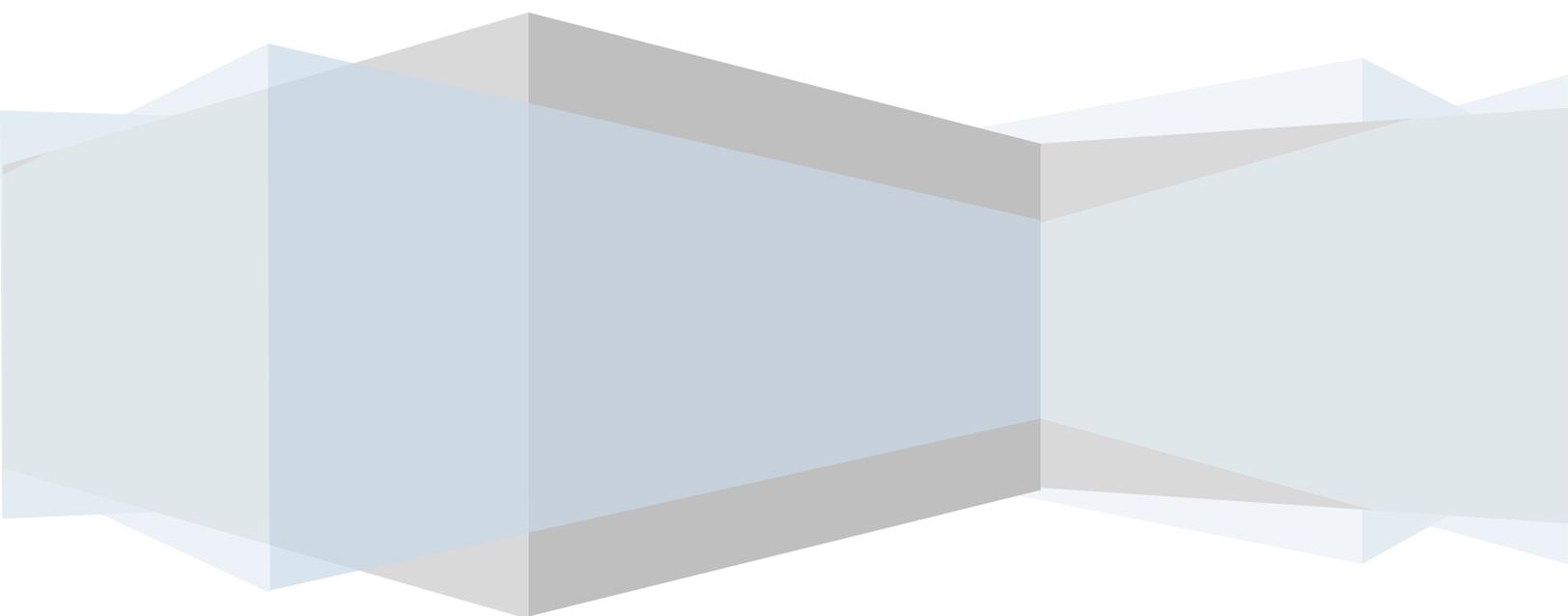


Introduction

CDBG/HOME Guidebook



INTRODUCTION

Congratulations on being selected to receive a Community Development Block Grant (CDBG) or HOME Investment Partnership (HOME) award! The Kitsap County CDBG and HOME programs are funded by the federal Department of Housing and Urban Development (HUD), and administered by the County's Block Grant Division of the Department Human Services.

One of our responsibilities, as grant administrators, is to ensure that federal and local program requirements are met. Federal requirements are included in a number of statutes and federal administrative interpretations. The purpose of this Guidebook is to provide a reference manual for you as a recipient of a CDBG or HOME grant award and to ensure you are aware of and manage your project in a manner consistent with federal and local requirements.

The Guidebook provides policies and procedures to help your organization comply with the requirements of both CDBG and HOME as well as other applicable federal regulation. We have also provided the regulatory citation to assist you in understanding where the regulation can be found in the federal code.

Grant recipients are cautioned that federal requirements may apply to non CDBG or HOME funded portions of a project or to activities which are undertaken prior to receipt of a grant award. For example, federal labor requirements may apply to demolition activities necessary for construction of a CDBG or HOME funded facility, even if the subrecipient uses their own funds for the demolition. Similarly, for a HOME funded housing project the Uniform Relocation Assistance regulations may apply, even though private funds may have been used for the acquisition of the project and HOME dollars for the rehabilitation of the units. Agencies with CDBG or HOME funds for capital projects are strongly encouraged to review this guidebook and discuss their project with Block Grant staff before entering into legally binding agreements or performing work at the project site.

The Guidebook is divided into nine chapters which describe the various procedures and requirements for subrecipients of CDBG and HOME funds. In addition, other useful information referenced in the text is included in the attached appendices. If you have questions please do not hesitate to contact the Block Grant office, our contact information has been provided on the next page. Our goal is to partner with you to accomplish your federally funded project.

Staff Contacts

Kitsap County Block Grant Program

<https://www.kitsapgov.com/hs/Pages/CDBG--LANDING.aspx>

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

Staff Contacts: Bonnie Tufts, Program Manager, Kitsap County
(360) 509-8727
btufts@kitsap.gov

Shannon Bauman, Program Analyst, Kitsap County
(360) 552-5288
sbauman@kitsap.gov

Shirley Rodney, Program Specialist, Kitsap County
(360) 337-7285
srodney@kitsap.gov