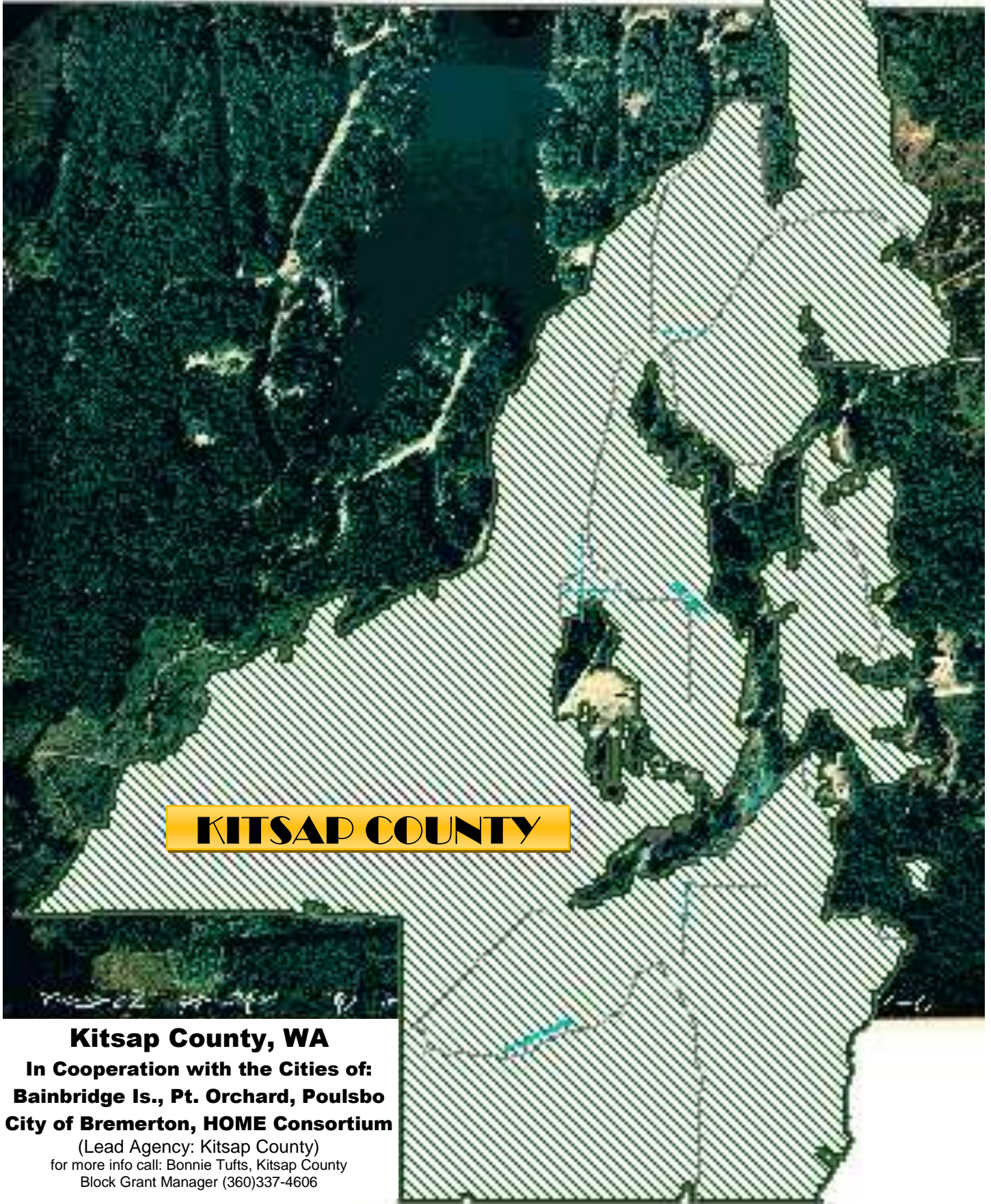


# 2016 Action Plan

**Submitted**

April 14, 2016



**KITSAP COUNTY**

## **Kitsap County, WA**

**In Cooperation with the Cities of:  
Bainbridge Is., Pt. Orchard, Poulsbo  
City of Bremerton, HOME Consortium**

(Lead Agency: Kitsap County)

for more info call: Bonnie Tufts, Kitsap County  
Block Grant Manager (360)337-4606

# ACTION PLAN - YEAR ONE 2016

## Table of Contents

FINAL SUBMISSION- April 14, 2016

### Federal Application

SF-424 – CDBG Application for Federal Assistance .....	1
SF-424 – HOME Application for Federal Assistance .....	6

### Executive Summary

ES-05 Executive Summary – 24 CFR 91.200©, 91.220(b) .....	7
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### Expected Resources

AP-15 Expected Resources – 91.420(b), 91.220(c)(1,2) .....	10
AP-20 Annual Goals and Objectives – 91.420, 91.220(c)(3)&(e).....	14

### Projects

AP-35 Projects 91.420, 91.220(d).....	17
AP-38 Project Summary.....	19
AP-50 Geographic Distribution.....	33

### Affordable Housing

AP-55 Affordable Housing 91.420, 91.220(g) .....	34
AP-60 Public Housing – 91.420, 91.220(h) .....	35
AP-65 Homeless and Other Special Needs Activities – 91.420, 91.220(i) .....	37
AP-75 Barriers to Affordable Housing – 91.420, 91.220(j) .....	39
AP-85 Other Actions – 91.420, 91.220(k) .....	40

### Program Specific Requirements

AP-90 Program Specific Requirements 91.420, 91.220(l)(1,2,4) .....	42
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### Appendices

Appendix 1 Kitsap County Recapture and Resale Policy for HOME Funded Projects .....	A-1
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**Application for Federal Assistance SF-424****\* 1. Type of Submission:**

- Preapplication  
 Application  
 Changed/Corrected Application

**\* 2. Type of Application:**

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

**\* 3. Date Received:****4. Applicant Identifier:****5a. Federal Entity Identifier:****5b. Federal Award Identifier:****State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:****\* a. Legal Name:**

KITSAP COUNTY

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

91-6001348

**\* c. Organizational DUNS:**

0718551910000

**d. Address:****\* Street1:**

345 6TH STREET SUITE 400

**Street2:****\* City:**

BREMERTON

**County/Parish:****\* State:**

WA: Washington

**Province:****\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

98337-1873

**e. Organizational Unit:****Department Name:**

HUMAN SERVICES

**Division Name:**

BLOCK GRANT PROGRAM

**f. Name and contact information of person to be contacted on matters involving this application:****Prefix:****\* First Name:**

BONNIE

**Middle Name:****\* Last Name:**

TUFTS

**Suffix:****Title:**

BLOCK GRANT MANAGER

**Organizational Affiliation:****\* Telephone Number:**

360-337-4606

**Fax Number:****\* Email:**

BTUFTS@CO.KITSAP.WA.US

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**\* 12. Funding Opportunity Number:**

B-16-UC-53-0005

\* Title:

2016 COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

CDBG FUNDS WILL BE USED FOR PUBLIC SERVICES, WEATHERIZATION, HOUSING REHABILITATION, PUBLIC FACILITIES, AND ADMINISTRATION.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="972,705.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="1,501.78"/>
* f. Program Income	<input type="text" value="22,829.00"/>
* g. TOTAL	<input type="text" value="997,035.78"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\* 2. Type of Application:

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

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5b. Federal Award Identifier:

**State Use Only:**

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Department Name:

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BLOCK GRANT PROGRAM

**f. Name and contact information of person to be contacted on matters involving this application:**

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\* Last Name:

TUFTS

Suffix:

Title:

BLOCK GRANT MANAGER

Organizational Affiliation:

\* Telephone Number:

360-337-4606

Fax Number:

\* Email:

BTUFTS@CO.KITSAP.WA.US

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**11. Catalog of Federal Domestic Assistance Number:**

14-239

CFDA Title:

HOME INVESTMENT PARTNERSHIP PROGRAM

**\* 12. Funding Opportunity Number:**

M16-DC530205

\* Title:

2016 HOME FORMULA

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

HOME FUNDS WILL BE USED FOR NEW CONSTRUCTION OF AFFORDABLE HOUSING, ACQUISITION AND PRESERVATION OF EXISTING HOUSING, HOMEBUYER ASSISTANCE AND ADMINISTRATION.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="535,175.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="88,370.13"/>
* f. Program Income	<input type="text" value="94,700.59"/>
* g. TOTAL	<input type="text" value="718,245.72"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:



\* Date Signed:



# Executive Summary

## ES-05 Executive Summary - 91.200(c), 91.220(b)

### 1. Introduction

Kitsap County and the City of Bremerton, Washington have prepared a Consolidated Plan in order to implement our community's federal program funds from the U.S. Dept. of Housing and Urban Development (HUD). These funds are Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME). This plan is for the period of January 1, 2016 to December 31, 2020. Kitsap County is designated as an Urban County and receives a direct allocation of CDBG funds. The City of Bremerton receives a direct CDBG allocation, and works in partnership with the Kitsap County Consortium to administer HOME funds. The City of Bremerton receives its share of HOME funds based on a percentage allocation determined by HUD.

The Consolidated Plan follows requirements of the U.S. Department of Housing and Urban Development (HUD), and uses HUD's format and data tables required for plans adopted after November 15, 2012. The purpose of this plan to evaluate community needs and set goals for the five year plan period. Through a Community Needs Assessment, Housing Market Analysis and with community input, the County and City of Bremerton have developed a Strategic Plan. The Strategic Plan outlines the priorities and goals which guide the allocation of funds over the five year period. The County and City will each develop an Action Plan annually which will include projects awarded funds through an annual application process. These projects will address the priorities and goals over the 5-year period.

### 2. Summary of the objectives and outcomes identified in the Plan

Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds will be used over the next five years to address the needs outlined in the Strategic Plan. HUD's objectives guiding the proposed activities are:

- Provide decent affordable housing;
- Create suitable living environments; and
- Create economic opportunities.

The following are the priorities outlined in the Strategic Plan portion of this document. These will guide the investment of CDBG and HOME funds in Kitsap County and the City of Bremerton:

#### Kitsap County Strategic Plan Priorities

- Preservation of existing affordable housing, and construction or acquisition of new housing, for very low and extremely low income households (50% AMI and below). Permanent housing

targeting extremely low and very low income households and/or special needs populations will be a priority;

- Increased economic opportunities for low-income individuals; and
- Provision of critical services to meet basic needs and promote long-term self-sufficiency.

### **City of Bremerton Strategic Plan Priorities**

- Revitalize targeted neighborhoods;
- Improve and preserve affordable homeownership housing;
- Expand economic opportunities for very-low and low-income Bremerton residents;
- Abate Slum and Blight conditions downtown;
- Increase homeownership opportunities for low to moderate income Bremerton residents.

While ending homelessness is still a priority in Kitsap County, projects that address homelessness will be funded from Homeless Housing grant funds and will not be a high priority for CDBG and HOME funds. Objectives and strategies to reduce and eliminate homelessness are included in the Kitsap County Homeless Housing Plan and referenced in the Consolidated Plan. Homeless sections of this plan were completed with information from the Homeless Housing Plan Update in 2015.

### **3. Evaluation of past performance**

Kitsap County and the City of Bremerton have continued to work collaboratively to use CDBG and HOME funds in the most efficient way possible. Funds declined significantly over the past five year period, which resulted in fewer people being served in the community. Production of new housing units has slowed and the allocation of funds has resulted in some difficult choices. Although the previous 5-year Strategic Plan anticipated a small decrease in funding levels, the unforeseen federal entitlement program funding cuts resulted in a challenging five year period. However, the County and City of Bremerton have implemented the strategies of the 2011-2015 Consolidated Plan. Past accomplishments include:

- Provided funding for construction of **45 new units** of rental housing and **14 new units** of homeownership housing;
- Funded the rehabilitation of **447 units** of rental housing;
- Provided **45 homebuyers** with assistance to purchase homes;
- Weatherized and provided minor home repair to **90 households**;
- Provided funds for rehabilitation of **41 single-family homes**;
- Provided food and services to over **8,000 individuals annually**;
- Provided microenterprise and small business development assistance to **491 individuals**; and
- Funded **four** public facilities.

#### **4. Summary of citizen participation process and consultation process**

Development of this plan is the result of evaluation of information and data from a variety of sources, including the preparation of a Community Needs Assessment and Housing Market Analysis, consultations with local municipalities and agencies, an online survey, community meetings and public hearings. Homeless sections of the Consolidated Plan were completed with information developed during the update of the Homeless Housing Plan undertaken in 2015. All of the input received from the outreach conducted in 2015 has been considered and incorporated into the priorities and goals for the plan. All public comments received during public comment periods will be addressed and included in the final Consolidated Plan before submission to HUD.

#### **5. Summary of public comments**

One citizen comment was received during the 15-day open public comment period in August. The comment is that "we need to encourage more business and industry and reduce the requirements on buildings and development. We should work with the state to create tax free zones for light industry. This will create the jobs we need and lift people out of poverty. If we stimulate our economy there will be more tax dollars to take care of the elderly and disabled."

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments and views were accepted.

#### **7. Summary**

Kitsap County will implement the goals and priorities of the 2016-2010 Consolidated Plan through an annual competitive grant award process. All funds will be used for projects that serve individuals and families below 80% AMI and will be included in the annual Action Plan as submitted to HUD.

## **Expected Resources**

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

### **Introduction**

Kitsap County, as an Urban County, receives a direct allocation of Community Development Block Grant (CDBG) funds from HUD. Kitsap County 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.

## Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	972,705	22,829	1,502	997,036	3,890,820	Kitsap County strongly encourages leveraging of funds from other sources including State, local and private sources. Projects are evaluated at the time of application for other sources of funds.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	535,175	94,701	88,370	718,246	2,140,700	Kitsap County evaluates projects eligible for HOME funds at the time of application for source of HOME match. All projects are expected to have some source of match.

Table 1 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

At the time of application, all applicants for CDBG or HOME funds must submit a Sources of Funding form to indicate what other funding is expected to be used for the project. All HOME projects must indicate what they will use as match for their project. When a written agreement is executed for projects awarded CDBG or HOME funds, agencies must update the sources of funding and provide a detailed budget to show how expected funds will be used. For HOME funded projects, documentation of commitment for all other funding in the project is required before funds are committed and a written agreement is executed.

In addition to these resources the jurisdiction expects other federal, state and local resources will be available to address the needs identified in the Consolidated Plan. CDBG and HOME funds are typically used along with local funds, allowing projects to complete for additional funding provided by tax credits, bonds and state financing programs. Local Homeless Housing and Affordable Housing Grant funds are

awarded through the Coordinated Application Process targeting homelessness and operations and maintenance projects, allowing CDBG and HOME to address other priorities in the Plan. Leveraging of funds is strongly encouraged and nearly all projects funded with CDBG and HOME funds have other sources of funds. HOME projects are required to demonstrate at least 25% match in their budget at the time of application for funds. Match is recorded on the Match Log at the time of contract execution when all other funding sources are required to be committed.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Not applicable.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Support Services	2016	2020	Non-Housing Community Development		Services - Kitsap County	CDBG: \$148,166	Public service activities other than Low/Moderate Income Housing Benefit: 22014 Persons Assisted
2	Preserve and Increase Affordable Housing	2016	2020	Affordable Housing		Affordable Housing - Kitsap County Affordable Housing in City of Bremerton	CDBG: \$574,763 HOME: \$465,265	Rental units rehabilitated: 138 Household Housing Unit Homeowner Housing Added: 16 Household Housing Unit Homeowner Housing Rehabilitated: 51 Household Housing Unit Direct Financial Assistance to Homebuyers: 6 Households Assisted



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Increase economic opportunities	2016	2020	Non-Housing Community Development		Economic Opportunity - Kitsap County	CDBG: \$50,000	Other: 79 Other
4	Preserve/Increase affordable housing in Bremerton	2016	2020	Affordable Housing		Affordable Housing in City of Bremerton	HOME: \$189,567	Direct Financial Assistance to Homebuyers: 6 Households Assisted
5	Public Facilities	2016	2017	Non-Homeless Special Needs		Public Facilities - Kitsap County	CDBG: \$25,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 181 Persons Assisted

**Table 2 – Goals Summary**

### Goal Descriptions

1	<b>Goal Name</b>	Provide Support Services
	<b>Goal Description</b>	Kitsap County will set-aside 15% of the CDBG allocation plus 15% of prior years' program income for Public Service projects.
2	<b>Goal Name</b>	Preserve and Increase Affordable Housing
	<b>Goal Description</b>	Kitsap County has identified affordable housing as a high priority for CDBG and HOME funds.
3	<b>Goal Name</b>	Increase economic opportunities
	<b>Goal Description</b>	Kitsap County has set-aside 10% of the CDBG Capital allocation for projects that create and/or retain jobs.

<b>4</b>	<b>Goal Name</b>	Preserve/Increase affordable housing in Bremerton
	<b>Goal Description</b>	The City of Bremerton will use its share of HOME funds for homebuyer down payment assistance.
<b>5</b>	<b>Goal Name</b>	Public Facilities
	<b>Goal Description</b>	CDBG funds will be used for public facilities in 2016 only. Public Facilities are a low priority in the Consolidated Plan. CDBG capital funds are prioritized for housing projects.

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

Funds are allocated to organizations that provide low-income households with housing and services. The county is committed to fund services that reach those with the most need in the most efficient and accessible way possible. Funds were allocated for 2016 through a competitive grant application process and project funding was based on the priorities outlined in the Consolidated Plan as well as the organizational and fiscal capacity of the organization carrying out the project.

Action Plan projects include new construction, rehabilitation, acquisition of existing housing units, weatherization and minor home repair, and homebuyer assistance.

Projects also include an economic development opportunity for low-income individuals to access the existing job market, as well as opportunities to be employed at a job that pays a decent wage.

Services that help the most vulnerable populations, including extremely low-income households, elderly, children and the disabled, and projects that help low-income individuals and families overcome difficult and sometimes traumatic circumstances are funded in this Action Plan.

The primary obstacle to addressing underserved need in the community is lack of funding. Most programs and projects submitted in the annual application cycle are not able to be fully funded.

#	Project Name
1	CDBG Administration
2	General HOME Administration
4	KCR - Weatherization
5	HK - Heritage Apt Paint/Siding
6	HK - Single Family Rehab Program
7	Martha & Mary Health Services - Phone System Replacement
8	SAG - KC Portfolio Preservation
9	HK - Downpayment Assistance Program
10	HRB - Ferncliff Village Townhomes
11	Community Frameworks - Built in Bremerton 3
12	KCR - BEST Micro Enterprise Program
13	Boys & Girls Clubs - SK Teen Initiative
14	Boys & Girls Clubs - SK Elementary After School Program
15	CK Food Bank - 2016 Salaries
16	Helpline House - Community Connections
17	Kitsap Sexual Assault Center - Child Abuse Intervention
18	SK Helpline - Employee Funding Assistance

#	Project Name
19	YMCA - Child Care Scholarships

**Table 3 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$199,107
	<b>Description</b>	CDBG Grant administration is the general management and coordination of the CDBG/HOME programs, including federal regulation compliance, annual monitoring, citizen participation and development of other sources of funding for community development. 20% of our CDBG entitlement may be used for planning and administrative costs to deliver the CDBG program requirements. 10% of our HOME allocation will be retained for use in administrative costs to deliver the HOME program requirements.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
2	<b>Project Name</b>	General HOME Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	HOME: \$62,985.22

	<b>Description</b>	HOME Grant administration is the general management and coordination of the CDBG/HOME programs, including federal regulation compliance, annual monitoring, citizen participation and development of other sources of funding for community development. 10% of HOME allocation will be retained for use in administrative costs to deliver the HOME program requirements.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>3</b>	<b>Project Name</b>	KCR - Weatherization
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	CDBG: \$196,604
	<b>Description</b>	CDBG Funds will be used to provide Weatherization and minor home repair to 41 low-income households throughout Kitsap County. Priority is given to the elderly, people with disabilities, and children. The focus of the work is on improving the energy efficiency, health and safety of homes.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	41 low-income households at 80% and below AMI. • High residential energy users • Households with a high energy burden 4 of 9 • Elderly (60 years of age and older) • Persons with disabilities • Children under the age of six • Native Americans, with emphasis on households residing on reservations.
	<b>Location Description</b>	County-wide.

	<b>Planned Activities</b>	To provide Weatherization and minor home repair throughout Kitsap County. Priority is given to the elderly, people with disabilities, and children. The focus of the work is on improving the energy efficiency, health and safety of homes. This program specifically addresses the Housing Priority Needs 91.215(b) – Preserve and improve energy efficiency of affordable housing units through weatherization and other efficiency measures.
4	<b>Project Name</b>	HK - Heritage Apt Paint/Siding
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	CDBG: \$136,291
	<b>Description</b>	CDBG Funds will be used for siding repairs and painting of the exterior of the Heritage Apartments, a 56-unit apartment complex serving extremely low income households, including households with children.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The exterior of 56 units of rental property at Heritage Apartments.
	<b>Location Description</b>	145 Lippert Drive W, Port Orchard, WA. 98366
	<b>Planned Activities</b>	Using the funds for repairing the siding and painting the exterior of the Heritage Apartments, a 56-unit apartment complex serving extremely low income households, including households with children.
5	<b>Project Name</b>	HK - Single Family Rehab Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	CDBG: \$223,604

	<b>Description</b>	CDBG Funds will be used to provide home rehabilitation loans or emergency grants to 10-14 households for repair, health, safety and ADA needs to owner occupied homes for low and very low income residents in Kitsap County. Preservation of housing for the elderly, disabled and families is the goal of the program.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The target population is households with incomes at 50% or below the area median income (AMI) with priority given to the disabled, disabled veterans and elderly populations.
	<b>Location Description</b>	County-wide
	<b>Planned Activities</b>	The Rehabilitation Program addresses health and safety repairs, disabled accessibility, energy conservation, building conservation (i.e. roofing, windows, siding etc.) and exterior blight. All projects must be owner-occupied and the participants primary residence.
<b>6</b>	<b>Project Name</b>	Martha & Mary Health Services - Phone System Replacement
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facilities
	<b>Needs Addressed</b>	Public Facilities - Kitsap County
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	CDBG funds will help with cost of purchase and installation of a Voice over Internet Protocol (VoIP) system, which will improve medical provider connections, benefit residents, and support low-income, frail elderly, whose care is subsidized in Martha & Mary Health Services long-term skilled nursing care, short-term rehabilitation, palliative care, and memory care facility in Poulsbo.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	181 residents will benefit from this upgrade to the Health and Rehabilitation facility. Target population for Martha and Mary Health Services is frail elderly persons and their families.
	<b>Location Description</b>	19160 Front Street NE, Poulsbo, WA 98370



	<b>Planned Activities</b>	Grant funds will help purchase/install a Voice over Internet Protocol (VoIP) system, improve medical provider connections, benefit residents, and support low-income, frail elderly, whose care we subsidize.
<b>7</b>	<b>Project Name</b>	SAG - KC Portfolio Preservation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	HOME: \$187,580
	<b>Description</b>	CDBG and HOME Funds will be used for acquisition of the 42-unit Silvercrest Apartments in Silverdale and 40-unit Conifer Ridge Apartments in Port Orchard, which are two existing senior projects that are in need of preservation and rehabilitation. Conifer Ridge was financed under the USDA 515 Housing Program in the 1980s and is eligible for loan prepayment by the current owners which would nullify the property status as low income senior and disabled housing. The threatened federal assets involve a below market interest credit federally supported loan and significant direct Rental Assistance tenant subsidies.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Preserving 82 units of senior households.
	<b>Location Description</b>	Silvercrest Apartments in Silverdale and Conifer Ridge Apartments in Port Orchard are 2 senior rental housing in Kitsap County Geographic Services Area: 912.01, 912.04, 912.03, 914, 916, 923,924, 928.01, 922.
<b>Planned Activities</b>	Conifer Ridge was financed under the USDA 515 Housing Program in the 1980's and is eligible for loan prepayment by the current owners which would nullify the property's status as low income senior and disabled housing. SAG would aid to acquire and preserve the low income programs governing operations and affordable rent levels, but would also renovate the buildings pursuant to a Capital Needs Assessment to ensure sustainable usefulness, add green sustainable features, and assure their availability for the next 50 years for the benefit of low-moderate income seniors in Kitsap County.	
<b>8</b>	<b>Project Name</b>	HK - Downpayment Assistance Program

	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	CDBG: \$18,263 HOME: \$105,779
	<b>Description</b>	HOME Funds will be used as Down Payment Assistance (DPA) to fill the gap between the cost to build a home and the maximum loan amount available to the household participating in Housing Kitsap's Mutual Self-Help Program located. The funding will serve approximately 6 very low income households. The Mutual Self-Help participants work together in groups of 8 to 10 building each other homes and contributing approximately 1,200 hours of labor which reduces the overall construction costs and is paired with an affordable mortgage from USDA's Rural Housing Services and down payment assistance to make homeownership possible for the very low income households served county-wide.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	6 very low income homebuyers will be served.
	<b>Location Description</b>	County-wide
	<b>Planned Activities</b>	Down Payment Assistance Program (DPA) funds are used to fill the gap between the cost to build the home and maximum loan amount available to participants based upon their income. The USDA 523 Grant funds used to operate the Mutual Self-Help Program require Housing Kitsap to meet their grant goals; one goal is 40% of all homes must be provided to participants with very low incomes.
<b>9</b>	<b>Project Name</b>	HRB - Ferncliff Village Townhomes
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	HOME: \$172,193.90

	<b>Description</b>	HOME Funds will be used for the construction of Ferncliff Townhomes which is a 16 unit homeownership project on Bainbridge Island. This project provides affordability to individuals and families at low and moderate incomes and will provide working people and retirees with the opportunity to own their own home in a high cost housing market where they are excluded.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Ferncliff Townhomes is a 16 unit new construction homeownership project that will be affordable to individuals and families at low and moderate income levels.
	<b>Location Description</b>	Curtis Loop NE, Bainbridge Island WA 98110
	<b>Planned Activities</b>	This project is the second phase of a low/moderate income subdivision (completed in fall of 2013) of 24 single family homes and common spaces that include a community garden, playground, public walking trail and open space. It is located 1/3 mile north of the ferry on Ferncliff Avenue, near services and transportation. The project is designed to be “net-zero ready” with a highly efficient heating system, solar orientation, enhanced insulation, triple paned windows and wiring for future installation of a photovoltaic system. It is part of a clustered development that has been designed to preserve trees and vegetation and will consist of two and three bedroom townhomes, including four accessible homes. Ferncliff Townhomes will become part of HRB’s Community Land Trust (CLT). A Community Land Trust provides permanently affordable housing for the community and allows low and moderate income families to become homeowners.
<b>10</b>	<b>Project Name</b>	Community Frameworks - Built in Bremerton 3
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve/Increase affordable housing in Bremerton
	<b>Needs Addressed</b>	Affordable Housing in City of Bremerton
	<b>Funding</b>	HOME: \$189,708.30

	<b>Description</b>	HOME Funds will be used to provide Down Payment Assistance (DPA) for approximately 6 homebuyers participating in the Built in Bremerton homeownership program, and to pay administrative costs such as affirmatively marketing the program and processing homebuyer applications and closings. Built in Bremerton is a local homeownership program in which Community Frameworks purchases vacant foreclosed, or otherwise dilapidated homes within Bremerton City Limits. The homes are rehabilitated and made available for sale to low-income homebuyers who fall under the 80% Area Median Income limits.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	6 low-income households
	<b>Location Description</b>	City of Bremerton City Limits
	<b>Planned Activities</b>	Community Frameworks purchases vacant, foreclosed or other dilapidated homes within Bremerton's City Limits and rehabs the homes to quality housing standards, removing hazardous substances, increasing the energy efficiency, upgrading systems and features, and adding curb appeal. One rehab is complete, the homes are available for sale to low-income homebuyers at 80% Area Median Income or below. HOME funds are then used for downpayment assistance for the homebuyers in the form of a 30-year One Pay Note at 3% interest. Funds are also used to pay administrative costs of the program such as affirmatively marketing the program and processing homebuyer applications and closings.
<b>11</b>	<b>Project Name</b>	KCR - BEST Micro Enterprise Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase economic opportunities
	<b>Needs Addressed</b>	Economic Opportunity - Kitsap County
	<b>Funding</b>	CDBG: \$50,000

	<b>Description</b>	CDBG Funds will be used to support 79 Bremerton and Kitsap County residents in creating small taxpaying businesses through the Business Education Support and Training (BE\$T) program. BE\$T is a micro-enterprise program that provides business training, ongoing business support and facilitates access to capital to help clients with limited financial resources develop their business. In 2016 we plan to guide and support 79 Bremerton and Kitsap County residents as they create small taxpaying businesses.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	BEST supports 79 Bremerton and Kitsap County residents as they create small tax-paying businesses.
	<b>Location Description</b>	845 8th Street, Bremerton WA 98337
	<b>Planned Activities</b>	BE\$T is a micro-enterprise program that provides business training, ongoing business support and facilitates access to capital to help clients with limited financial resources develop their business.
<b>12</b>	<b>Project Name</b>	Boys & Girls Clubs - SK Teen Initiative
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$12,522
	<b>Description</b>	CDBG Funds requested will be used to support the Teen Coordinator position in the South Kitsap School District at Madrona Heights. The teen initiative provides activities and youth development for 200 area teens ages 13 to 18 during non-school hours. Over 50% of teens served are below 50% of AMI.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 youth ages 13-18, including youth with developmental disabilities.

	<b>Location Description</b>	Boys and Girls Clubs of South Puget Sound, 2150 Fircrest Dr SE, Port Orchard, 98366
	<b>Planned Activities</b>	Funding will support the new Teen Coordinator position for South Kitsap. The program provides youth programming with trained staff youth professionals on a consistent basis that youth can count on. Teens will pay a membership fee of \$5 per month to participate. Teens will have a safe positive place to go during high crime hours following the school day. Staff will conduct programs to teach kids the importance of good decision making and how to gain the skills they need to be successful in life.
<b>13</b>	<b>Project Name</b>	Boys & Girls Clubs - SK Elementary After School Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$12,442
	<b>Description</b>	CDBG Funds requested will be used to support a portion of the salary of a SK Elementary Site Coordinator at one site which provides youth development programs at Sidney Glen and Orchard Heights Elementary Schools. The Boys & Girls Clubs provide after school and summer programs to 800 youth ages 6 to 12 years of age to help them grow to be productive, caring, and responsible citizens.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	800 youth ages 6-12 years of age
	<b>Location Description</b>	South Kitsap Elementary Schools at Sidney Glen and Orchard Heights.
	<b>Planned Activities</b>	Project supports a portion of the salary of a Site Coordinator, which provides youth development programs after school and in summer programs to help them grow to be productive, caring, and responsible citizens.
<b>14</b>	<b>Project Name</b>	CK Food Bank - 2016 Salaries
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services

	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$34,454
	<b>Description</b>	CDBG funds requested will be used to support employee salaries of the Executive Director, Office Manager/Bookkeeper, Food Bank Supervisor and the Warehouse Manager/Driver to maintain and operate daily and regular services for food distribution and access to 6,600 unduplicated low income individuals in the Central Kitsap School District Boundary. In addition to the walk-in food bank, Central Kitsap Food Bank also serves seniors who are shut-ins.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	6,600 low-income persons and seniors who are shut-ins will be served food and emergency rations for people in Kitsap County who would otherwise experience food shortages without the daily services provided.
	<b>Location Description</b>	CK Food Bank, 3537 NW Anderson Hill Rd., Silverdale, WA 98393
	<b>Planned Activities</b>	CDBG funds will pay a portion of the five (5) part-time CKFB staff salaries. There are two administrative positions, Executive Director and Office Manager/ Bookkeeper and three (3) support positions, Food Bank Manager 1 & 2 and Warehouseman/ Driver, all of which are needed to accomplish the daily operations of administration, inventory management (food), food distribution and deliveries.
15	<b>Project Name</b>	Helpline House - Community Connections
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$18,686
	<b>Description</b>	CDBG Funds requested will be used for partial salary costs of one professional social worker as part of the agency's Community Support Services program. The program utilizes four master's level social workers and will provide one-to-one scheduled and on-call assessments, referrals, support services and limited financial assistance as a bridge to stability for 1,312 individuals on Bainbridge Island and surrounding communities. More than 50% of those served are below 50% of AMI.
	<b>Target Date</b>	12/31/2016

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,312 below 80% AMI will be served.
	<b>Location Description</b>	282 Knechtel Way NE, Bainbridge Island
	<b>Planned Activities</b>	Helpline provides information, referral, and application support for individuals needing basic needs met and also provides crisis intervention, case management, and mental health counseling when needed. Community Connections (CC) partially funds 4 master's degree social workers who provide individual assessments, referrals, support services, and limited financial assistance as a bridge to stability for community members. Grant funds will be used toward a portion of 1 social worker's salary.
16	<b>Project Name</b>	Kitsap Sexual Assault Center - Child Abuse Intervention
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$14,857
	<b>Description</b>	CDBG funds requested will be used to for a portion of a Child & Family Advocate's salary who will provide advocacy and crisis intervention services for 40 children and persons with developmental disabilities who have been sexually abused and for their non-offending family members/caregivers.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	40 children and persons with developmental disabilities who have been sexually abused and their non-offending family members/caregivers.
	<b>Location Description</b>	Kitsap Sexual Assault Center, 600 Kitsap Street, Port Orchard, WA 98366
	<b>Planned Activities</b>	Funds will be utilized for the Child & Family Advocate's salary who will provide advocacy, support and crisis intervention services for 40 children and persons with developmental disabilities who have been sexually abused and for their non-offending family members/caregivers.



17	<b>Project Name</b>	SK Helpline - Employee Funding Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$34,445
	<b>Description</b>	CDBG funds requested will be used for a portion of payroll costs for the Executive Director, Operations Coordinator/Bookkeeper and a new part-time administrative support position at the food bank. South Kitsap Helpline provides groceries and other assistance including utility bills, rental assistance, prescriptions, gas vouchers and motel stays for 13,000 unduplicated individuals in the South Kitsap School District Boundary.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	13,000 low-income individuals and families
	<b>Location Description</b>	SK Helpline, 1012 Mitchell Avenue, Port Orchard WA 98366
	<b>Planned Activities</b>	CDBG funds will provide people in crisis with healthy food, limited financial assistance (to help with utility/mortgage/rental costs, transportation vouchers, prescriptions) and access to other resources that can help our low-income neighbors better meet their on-going basic needs.
18	<b>Project Name</b>	YMCA - Child Care Scholarships
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$20,760
	<b>Description</b>	CDBG funds requested will be used to provide 62 scholarships to allow eligible low-income children (ages 5 - 12) to participate in YMCA Child Care before and after school and as day camp during school breaks.
	<b>Target Date</b>	12/31/2016

<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p>62 low-income elementary school-aged children in 14 Kitsap County schools</p>
<p><b>Location Description</b></p>	<p>Bremerton, Central Kitsap, and South Kitsap elementary schools</p>
<p><b>Planned Activities</b></p>	<p>After school childcare scholarships are provided for low-income elementary school-aged children at 4 Central Kitsap and 3 South Kitsap school sites. The program is state-licensed, includes structured activities, and incorporates evidence-based best practices that ensure high-quality youth development. Staff works collaboratively with school teachers and parents to align our activities with what is being taught in the classroom and to meet the unique needs of each student.</p>

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

All of Kitsap County’s allocation of CDBG funds and portion of HOME funds will be directed to projects county-wide, outside the City of Bremerton, that serve low-income populations. The City of Bremerton HOME funds will be targeted to housing in the City.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 4 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

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.

The projects funded during the 2016 Coordinated Grant Application Process serve North Kitsap; Central Kitsap; County-wide services and housing; and South Kitsap areas. The HOME funds portion set-aside for the City of Bremerton will provide homebuyer assistance in the City Limits of Bremerton. The full description of each activity and its location is available in Projects Table AP35 of this Action Plan.

## Affordable Housing

### AP-55 Affordable Housing - 91.220(g)

#### Introduction

The County will continue to utilize CDBG/HOME funds in ways that balance the affordable housing needs for both low-income and special needs individuals/families with rental and homeownership opportunities throughout the County. CDBG/HOME funding will be used, wherever possible, in ways that increase and maximize other funding sources to projects. USDA Rural Development, State Housing Trust Funds, Low-Income Housing Tax Credits, Homeless Housing Grant Program (2163), SHOP funds, Affordable Housing Grant Program (2060), private grants and foundations are but a few of the funding sources that our low-income housing partners will seek funding with CDBG/HOME commitments in hand. Self-help homeownership as well as down payment assistance for existing housing stock will be supported. The segments of the population that have been identified as having special housing needs are the elderly and frail elderly, persons with mental, physical or developmental disabilities, persons with HIV/AIDS, persons with alcohol or drug addiction, victims of domestic violence and persons discharged from institutions.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	22,008
Special-Needs	303
Total	22,311

**Table 5 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	22
Rehab of Existing Units	190
Acquisition of Existing Units	6
Total	218

**Table 6 - One Year Goals for Affordable Housing by Support Type**

## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

The two public housing authorities in Kitsap 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.

Kitsap County Consolidated Housing Authority dba Housing Kitsap has made significant strides in reorganizing and rehabilitating their subsidized and public housing portfolio. At the same time they are looking at how best to preserve existing subsidized housing with expiring affordability periods. There are all types of families on the Housing Kitsap Public Housing and Housing Choice Voucher waiting lists; however, the largest number of applicants are elderly and/or disabled families looking for Housing Choice Vouchers, 2 bedroom fully accessible units and 1 bedroom units.

Over the last 8 years Bremerton Housing Authority (BHA) has transformed its inventory of public housing units. In 2007, BHA had two public housing developments, West Park (581 units) and Tara Heights (21 units). The revitalization plan for West Park resulted in a reduction in public housing units from 581 to 179, but an increase in total affordable units from 581 to 624 (a combination of replacement public housing, tenant protection Housing Choice Vouchers, Low Income Housing Tax Credit units, project-based Section 8 vouchers, Section 202 project-based rental assistance, and first-time homebuyer assistance). In 2014, BHA completed a HUD Rental Assistance Demonstration (RAD) conversion of the 21-unit Tara Heights development from public housing to project-based Section 8 rental assistance. All units remain affordable with no net loss in inventory available to lower-income households.

### **Actions planned during the next year to address the needs to public housing**

Over the next year, Housing Kitsap plans to continue to make investments in their public housing stock. They will use CDBG funding to make capital improvements such as exterior painting, roofing, siding, and accessibility upgrades.

### **Actions 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 HUD Resident Opportunity Supportive Services grant to provide linkage to community educational, job search, childcare and job training opportunities. The Summit, located in the Bay Vista redevelopment project, is the focal point for resident services and provides offices for the Community Connections Team, a computer lab, training room, and the Bay Vista Cafe, a hand-on job training facility.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A

## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

The Homeless Housing Grant Program, the Consolidated Homeless Grant Program, and the Affordable Housing Grant Program participate in the Coordinated Grant Application process to address the need of the homeless populations. All funding applications related to homelessness will be funded from these sources in Kitsap County. The Kitsap Homeless Housing Plan will guide the allocation of resources.

\$897,120 of Homeless Housing Grant Program (HHGP) funds and \$229,122 of Affordable Housing Grant Program (AHGP) funds were allocated to a variety of projects addressing homelessness for 2016. These projects include services and housing for homeless individuals and families as well as programs designed to prevent homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

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

Outreach to homeless persons in 2016 will include community-wide referrals to the coordinated entry program, the Housing Solutions Center, which provides intake, assessment and referrals to emergency housing and support services. 2016 programs for unsheltered persons include Salvation Army's social services program and new hygiene center, as well as existing faith-based outreach to unsheltered individuals.

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

In 2016 the range of existing emergency shelter options (include shelters for men, shelters for women with children, shelters for families, a shelter for survivors of domestic violence, and a shelter for unaccompanied young adults) will continue operations and referrals to other community services. Transitional housing units will provide housing for up to two years for families who need case management and supports to regain self-sufficiency.

#### **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 will be 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. The Compass Vocational Program provides homeless-specific employment services, beginning during shelter stays. Homeless households are prioritized for subsidized housing through the Housing Kitsap Housing Stabilization Program, and several Bremerton Housing Authority programs provide Section 8 vouchers for households successfully transitioning to permanent housing.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

In 2016 existing prevention programs will provide 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 Mental health will continue its program working with jail inmates with mental health issues prior to discharge to coordinate their housing upon exit. West Sound Treatment Center is piloting a program to work with people with substance abuse disorders who are exiting jails. West Sound Youth for Christ will continue to provide independent living case management for foster kids who are aging out of the system to improve housing stability outcomes. All of these programs that coordinated exits to stable housing from systems of care are unable to serve all individuals in need of these services.

## **Discussion**

N/A



## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

Kitsap County and the City of Bremerton, like all jurisdictions in Washington State, have land use policies implementing the Growth Management Act. In general these policies drive new development towards designated urban growth areas that can support higher densities and better infrastructure such as sewers, public water supply, storm-water controls, more efficient transportation systems and public parks.

Kitsap County and its cities engage in ongoing efforts to advance policy for increasing the supply of affordable housing. Effort has been made to coordinate planning activities among jurisdictions, streamline the permit process and include incentives for affordable housing development.

**Actions it planned 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**

Through the planning process for the Kitsap County Comprehensive Plan update, goals and strategies have been identified to address barriers to affordable housing and included in the Housing Element. County staff, along with local housing providers and developers, will continue to work together to identify and implement policies that encourage and increase the production of affordable housing.

### **Discussion**

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

There is a significant and growing need for affordable housing, and agencies including CHDOs with the ability to successfully develop new units in Kitsap County. A challenging environment for obtaining financing for the construction of new affordable rental units, as well as preservation of existing subsidized properties, has resulted in a growing need in the rental housing market. The County will continue to explore new and innovative ways to increase affordable housing and expand economic opportunities for low-income individuals and families, in spite of the decline in Federal and State funding.

### **Actions planned to address obstacles to meeting underserved needs**

Kitsap County has a wide variety of non-profit and government agencies working together to address our community's most pressing needs. Kitsap Continuum of Care Coalition is actively meeting, planning and working to address homeless. Our county has fully implemented HMIS and conducts an annual Point in Time Count. The Homeless Housing Plan is being updated in 2015 and there are groups working on veteran's homelessness and chronic homeless on the streets.

### **Actions planned to foster and maintain affordable housing**

Kitsap County has made affordable housing a high priority for CDBG and HOME funds. The Kitsap Homeless Housing Plan contains strategies to address housing barriers experienced by people experiencing homelessness. Kitsap County has also implemented the Housing Solutions Center to provide people experiencing housing problems a single point of contact for information and referral. Through the projects funded for 2016, Kitsap County will continue to foster and maintain affordable housing throughout the county.

### **Actions planned to reduce lead-based paint hazards**

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 planned to reduce the number of poverty-level families**

Kitsap County will continue to target grant funds towards projects that serve the lowest income households.

### **Actions planned to develop institutional structure**

Kitsap County has a wide variety of non-profit and government agencies working together to address our community's most pressing needs. Kitsap Continuum of Care Coalition is actively meeting, planning and working to address homeless. Our county has fully implemented HMIS and conducts an annual Point in Time Count. The Homeless Housing Plan was updated in 2015 and there are groups working on veteran's homelessness and chronic homeless on the streets.

**Actions planned to enhance coordination between public and private housing and social service agencies**

Through a coordinated application process each year CDBG and HOME funds along with Homeless Housing 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 Dept. of Human Services. The City of Bremerton's HOME funds are also allocated through the Coordinated Grant Application process. Beginning in 2015 the City of Bremerton will utilize an RFP process to allocate its CDBG funds which will be targeted towards economic development.

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

100% of CDBG funds will be used for activities that benefit low- and moderate income persons. 15% of Kitsap County's CDBG funds are allocated to Public Service projects. The remaining CDBG funds are used for Capital projects and economic development projects.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

N/A

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in CFR 92.254, is as follows:

HOME assisted homebuyers assisted through the Housing Kitsap DPA program and Community Frameworks Built in Bremerton Program are subject to Recapture provisions. Resale provisions will be used for the Ferncliff Village project. Kitsap County's Recapture and Resale provisions are included in the Appendix of this Consolidated Plan.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

If a program or project does not meet its affordability requirements through change in ownership, change in use, or other failure to adhere to contractual obligations, Resale or Recapture provisions are triggered in order to continue the HOME investment to its intended recipient. Either Resale or Recapture provisions are set forth in each project/program's contract as well as in each HOME written agreement executed with the homebuyer. Homeownership projects funded with HOME are subject to the following period of affordability which is included in the HOME written agreement for each homeowner:

<b><u>HOME assistance provided per unit</u></b>	<b><u>Period of Affordability</u></b>
Under \$15,000	5 Years
Between \$15,000 to \$40,000	10 Years
Over \$40,000	15 Years

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debt.

## Appendix 1

### Kitsap County Recapture and Resale Policy for HOME Funded Projects

#### **Recapture**

All direct assistance to homebuyers funded with HOME will follow recapture provisions as follows:

1. The homebuyer must enter into restrictive covenant outlining recapture requirements.
2. The PJ will record a lien on the property securing the asset until expiration of the Period of Affordability.
3. The homebuyer may sell the home at any time during the Period of Affordability, to any willing buyer, and at the price the market will bear.
4. In the event of voluntary or involuntary sale during the Period of Affordability, the PJ will recapture the HOME investment not to exceed net proceeds which is enforced through a HOME Agreement executed with the homebuyer at closing of the loan.

Net Proceeds = [Sale Price] – [Non-HOME Debt] – [Closing Costs]

#### **Resale**

All other homebuyer projects where HOME funds are used in the development of housing will follow resale provisions as follows:

1. The length of the affordability period (based on the dollar amount of HOME funds invested in the unit; either 5, 10, or 15 years)
2. Subject property must be homebuyer's principal residence at all times during the Period of Affordability.
3. Property is sold to an income qualified homebuyer with an income between 51-80 percent of Area Median Income for Kitsap County, as published by HUD. The property must be sold at a price that is "affordable to a reasonable range of low-income buyers." The sales price shall be set such that the amount of Principal, Interest, Taxes and Insurance does not exceed 30% of the new buyer's annual income. The Kitsap County Block Grant Program must approve the resale price.
4. The owner shall receive a fair return on their investment. Fair Return on Investment means the total homeowner investment which includes the total cash contribution (excluding standard maintenance) plus the approved capital improvements as described below:

- a) The cost of any capital improvements, documented with receipts provided by the homeowner, including but not limited to:
    - i. Any additions to the home such as a bedroom, bathroom, or garage;
    - ii. Replacement of heating, ventilation, and air conditioning systems;
    - iii. Accessibility improvements such as bathroom modifications for disabled or elderly, installation of wheel chair ramps and grab bars, any and all of which must have been paid for directly by the Owner and which were not installed through a federal, state, or locally-funded grant program; and
    - iv. Outdoor improvements such as a new driveway, walkway, retaining wall, or fence.
  - b) All capital improvements will be visually inspected to verify their existence.
5. The **Housing Price Index (HPI)** of the **Federal Housing Finance Agency** will be used as the index to determine fair return on investment. The percentage of change as calculated by the HPI projects what a house purchased at a point in time would be worth today if it appreciated (or depreciated) at the average rate for all homes in the areas. The calculation shall be performed for the Bremerton-Silverdale Metropolitan Statistical Area (MSA).
6. Calculating Fair Return on Investment: Calculating the Fair Return to the original homeowner would be as follows:

Step 1: Owner cash contribution at closing + capital improvements x HPI% change= fair return on initial & capital investments

Step 2: The results are then added to the owner's cash contribution + capital improvements to get the total return to the original homebuyer at sale.