



**Kitsap County Coordinated Grant Application Process
HOMELESS AND CDBG SERVICES
2018 Notice of Funding Availability**

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

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Kitsap County Coordinated Grant Application
Affordable Housing and Economic Development
2018 Notice of Funding Availability

Staff Contacts:

Kitsap County Block Grant Program

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

http://www.kitsapgov.com/hs/block_grant_program/cdbg.htm

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

Staff Contacts: Bonnie Tufts, Block Grant Manager
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btufts@co.kitsap.wa.us

Shannon Bauman, Block Grant Planner
(360) 337-7272
sbauman@co.kitsap.wa.us

Kitsap County Housing and Homelessness Program

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

http://www.kitsapgov.com/hs/housing/housing_grant.htm

Mailing Address: Kitsap County Housing and Homelessness Program
Department of Human Services
345 6th Street, Suite 400
Bremerton, WA 98337

Staff Contacts: Kirsten Jewell, Program Coordinator
(360) 337-7286
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2018 Application Schedule

Wednesday	3/8/2017	2018 Draft Policy Plans and Notice of Funding Availability (NOFA) available. 30 day comment period open on Policy Plans. Announcement in Kitsap Sun legal ads and on website.
Friday	4/7/2017	Written comment period closes for Policy Plans
Monday	4/10/2017	Board of County Commissioners Public Hearing on 2017 Policy Plans, Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30 PM
Thursday	6/22/2017	Technical Assistance Meeting (MANDATORY) Homeless and CDBG Services Applications WSU Classroom, 4 th Floor Norm Dicks Government Center 345 6 th Street, Bremerton, WA 98337 9:00 am
Thursday	6/22/2017	2018 Homeless and CDBG Services On-line Application goes LIVE in Fluid Review; links to application posted to county website.
	6/22 – 7/14/2017	Technical Assistance & Completeness Review available - by appointment only
Monday	7/31/2017	Joint Funding Applications Due @ Noon: Online Submission Only
	8/1 – 8/14/2017	Stage 1 - Applications reviewed; Disqualified applications will not move forward.
	8/15 – 9/11/2017	Stage 2 - Final application review and scoring
Monday - Thursday	9/18 – 9/21/2017	Grant Recommendation Committee Interviews <u>Note:</u> GRC will meet for 1 hour (8:30-9:30) to discuss each day's applications. <i>Interviews will be held in the WSU Classroom</i>
Friday	9/22/2017	GRC Deliberations; 9:00 am, WSU Classroom
Wednesday	9/27/2017	Publish Draft Action Plan and announce opening 30-day Public Comment period; funding recommendations posted on County website
Friday	10/27/2017	Written Comment period closes
Monday	11/13/2017	Board of County Commissioners Public Hearing and Action on Kitsap County 2018 Action Plan and Funding Recommendations, Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30 PM
Monday	1/1/2018	Program Year Begins

About the Funding

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

Community Development Block Grant

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

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

Homeless Housing Grant Program

The Homeless Housing Grant Program was created in Washington State by Engrossed Second Substitute House Bill (ESSHB) 2163 on August 1, 2005. The law created a document recording fee on certain documents to be utilized by local jurisdictions to reduce homelessness. Administration of the grant funds are shared between local governments and the state. Eligible uses of the funds are broad as long as the funded program meets goals and strategies identified in the Kitsap Homeless Housing Plan.

Consolidated Homeless Grant Program

The Consolidated Homeless Grant Program is part of the WA Commerce's Consolidated Homeless Grant.

The CHG is designed to support an integrated system of housing assistance to prevent homelessness and secure permanent housing for households who are unsheltered or in temporary housing. This grant provides resources to address the housing needs of people who are homeless or at-risk of homelessness, as described in local plans to end homelessness.

Please see Washington State Commerce website for further clarification at:

www.commerce.wa.gov/Programs/housing/Homeless/Pages/ConsolidatedStateHomelessGrantProgram

Eligible Applicants

Eligible applicant/recipients include:

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

Additionally all applicants must:

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

Funds Available

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

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

Consolidated Homeless Grant funds are the state portion of document recording fees that are collected locally. The Department of Commerce uses these funds to contract with Kitsap County for specific types of homeless housing and services. Kitsap County sub-contracts these funds to local non-profits and organizations to provide the direct housing and services to clients experiencing homelessness. These funds are estimated based on historical collection of document recording fees, so they may change depending on actual amounts collected. Award amounts, allowable activities, and reporting requirements are also subject to legislative action. For 2018, the minimum grant request for all applications is \$10,000 and all grants will be made for one year only (no forward commitments).

This NOFA is **ONLY** for Homeless and CDBG Services. Homeless applications include programs providing services or capital projects to serve homeless populations. A separate NOFA was published earlier this year for Affordable Housing and Economic Development projects. The information below details the eligible programs and projects in this NOFA, along with the **estimated** amount of funds available based on fund type (using 2016 numbers), eligible activities and priorities.

CDBG SERVICES

Kitsap County Public Services - \$145,905 (Estimated) CDBG

Eligible Activities:

Activities include, but are not limited to, services for food banks, child care, youth, abused and neglected children, and education.

Priorities:

1. Priority will be given for programs that provide critical services to meet basic needs and promote long-term self-sufficiency.

HOMELESS

Homeless Public Facilities and Services - \$957,120

- Homeless Housing Grant Program: \$850,000 (Estimated)
- Consolidated Homeless Grant Program: \$45,000 (Estimated)

Eligible Activities:

Activities those that provide assistance to homeless individuals as identified in the Kitsap Homeless Housing Plan including but not limited to case management and supportive services, emergency shelter, outreach services, and rental assistance.

Priorities:

1. Priority is given to new and existing projects that serve people experiencing unsheltered and/or chronic homelessness.
2. Up to 25% of funding is available for new programs that serve people experiencing unsheltered and/or chronic homelessness.

Application Access and Submission

The Coordinated Grant Application utilizes an online application system, FluidReview. The 2018 application for Homeless and CDBG Services funds will be available beginning Thursday, June 22, 2017. Access to the application website requires a computer with internet capability. No other method of application will be accepted.

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

To sign up go to:

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

Application submission deadline is Monday, July 31, 2017 at Noon.

Application Assistance

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

1. **MANDATORY Technical Assistance Session**
This mandatory session will be held **Thursday, June 22, 2017 at 9:00am**, at the Norm Dicks Government Center, WSU Classroom, 345 6th Street, Room 401, Bremerton, WA 98337.
2. **One-on-One Technical Assistance and Completeness Review** may be scheduled through July 14, 2017 by contacting staff listed in the front of the NOFA.
3. **Application Technical Assistance** with the online application host, FluidReview, will be available during the application period through the application site.