

Submitted
April 30, 2020

2020 Action Plan



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)
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Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The 2020 Action Plan includes projects awarded funds through an annual application process. These projects address the priorities and goals prepared by Kitsap County and the City of Bremerton, Washington 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). The Consolidated Plan period is from January 1, 2016 to December 31, 2020. This Action Plan is the fifth and final year under 2016-2020 Consolidated Plan. 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 of allocation determined by HUD. The Strategic Plan is part of the Consolidated Plan and outlines the priorities and goals which guide the allocation of funds over the five year period. New activities selected for funding in the 2020 Action Plan were determined through our Coordinated Grant Application Process (CGAP). Funding recommendations are made by a citizen committee and approved by the Kitsap County Board of Commissioners and the Bremerton City Council for Bremerton's share of HOME funds

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds will be used in 2020 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 specific activities are outlined and described in the "AP-35 Projects" section of this Action Plan.

HOUSING - Applications funded for homeowner on-going program activities include Down Payment Assistance (DPA) to low-income households; Housing Rehabilitation program; and Weatherization and/or Minor Home Repair program. Funds were also awarded for acquisition and rehabilitation as well as new construction of rental housing for vulnerable populations.

SERVICES - Funds have been awarded for programs that provide critical services to meet basic needs and promote long-term self-sufficiency. These include programs serving children and youth, food banks, and community support services.

ECONOMIC DEVELOPMENT - CDBG economic development set-aside funds continue to be awarded to a micro-enterprise program which provides technical assistance designed specifically for low-income individuals and those with limited funds who are interested in mastering the skills necessary to start and expand their own business.

HOMELESS SERVICES - Homeless Services and Operations and Maintenance projects are funded through Kitsap County's Housing and Homelessness Program.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Kitsap County and the City of Bremerton have continued to work collaboratively to use CDBG and HOME funds for projects meeting the goals outlined in the Consolidated Plan. Housing affordability continues 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. Despite these difficulties 2020 funding will be used for projects constructing new rental units and projects providing additional homebuyer assistance. Projects that preserve existing affordable housing are also funded as well as continued funding for services and microenterprise business assistance. All projects funded in the 2020 Action Plan meet goals in the 2016-2020 Consolidated Plan.

4. Summary of Citizen Participation Process and Consultation Process

Summary from citizen participation section of plan.

Kitsap County published a 2020 Policy Plan detailing the management of its CDBG and HOME programs and outlined the Policies and Procedures for projects funded through the 2020 annual application cycle. A Policy change included two separate Requests for Proposals (RFPs) instead of a single Notice of Funding Availability (NOFA) as in prior years. A 15-day written comment period was opened April 1, 2019 and a public hearing was held during the Kitsap County Board of County Commissioners' (BoCC) regularly scheduled meeting on Monday, April 22, 2019 at 5:30pm in the Commissioners Chambers, at the Kitsap County Administrative Building, 619 Division Street, Port Orchard, WA. The Kitsap Sun published the announcement and the Policy Plan was made available on the Coordinated Grant Application website. No public testimony was given, and no written comments were received.

The application process included an application for funds, and a Grant Recommendation Committee (GRC) process which included agency interviews and funding recommendations. This is the second year of the 2-year CDBG Public Service projects. Agencies are required to be in good standing with their year 1 grant, meeting all contract requirements, in order to receive funding for the second year.

The application cycle schedule was posted to the County website in early 2019 to notify interested parties of important dates in the grant process. Two separate RFP's were posted to the County's web site and subscribers notified of its publication. Each RFP provided important details including how to apply for funding and how to access the online application. RFP #1 Kitsap County and City of Bremerton Affordable Housing was issued for affordable housing projects located in Kitsap County and the City of Bremerton. RFP#2 for Kitsap County Rehabilitation of Housing and Economic Development targeted CDBG eligible housing projects and programs targeting microenterprise assistance. Applicants had an opportunity to schedule technical assistance by appointment and were required to do so if first time applicants.

A public hearing to review and approve the 2020 Kitsap Coordinated Grant Application Funding Recommendations for Community Development Block Grant and HOME Investment Partnership Programs (CDBG/HOME) was held during the Board of County Commissioners regularly scheduled meeting on Monday, October 28, 2019 at 5:30pm. The public was encouraged to attend. Notice was published in the Kitsap Sun Newspaper on September 12, 2019 which opened a 15-day written public comment period ending September 27, 2019. The City of Bremerton took separate action on the City of Bremerton HOME projects at their Bremerton City Council Public Hearing on November 13, 2019 at 5:30pm, at the Norm Dicks Government Center, First Floor Meeting Chambers, 345 6th Street, Bremerton. The Draft 2020 Action Plan was made available on the Kitsap Coordinated Grant Application website. One person provided public testimony and no written comments were received.

To meet the proper Citizen Participation requirements for this Plan, on April 27, 2020 the County published a legal ad and posted this final version of the 2020 Action Plan, along with a revised Citizen Participation Plan, for a 5-day comment period. The Citizen Participation Plan was amended to reflect the CARES Act waiver allowing a 5-day comment period. Electronic notification was sent to subscribers of the Block Grant Program website notifying of the posted documents. No comments were received on the Final 2020 Action Plan or the revised Citizen Participation Plan.

All postings to the Kitsap County Coordinated Grant Application web page trigger electronic notification to subscribers. All interested parties are encouraged to sign-up for electronic notification.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No written comments were received at the close of the November _____. One individual provided testimony at the public hearing and also submitted their oral testimony in writing. Concern was expressed regarding the Kitsap Community Resources Manette affordable rental housing project located in the City of Bremerton. Some of the concern expressed was about how continuing to locate projects that are exempt from property taxes in the City of Bremerton affects the tax base.

No comments were received at the closing of the 5-day written comment period on April 27, 2020.

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

There were no views or comments not accepted.

7. Summary

Kitsap County implements the goals and priorities of the 2016-2020 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.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	KITSAP COUNTY	Dept. of Human Services, Block Grant Program
HOME Administrator	KITSAP COUNTY	Dept. of Human Services, Block Grant Program

Table 1 – Responsible Agencies

Narrative

HUD has designated Kitsap County as an Urban County and as such it receives a direct allocation of Community Development Block Grant (CDBG) funds. The County and City of Bremerton form the HOME Consortium for HOME Investment Partnership funds. The City of Bremerton receives it's own allocation of CDBG funds which are not included in this Action Plan.

Consolidated Plan Public Contact Information

For more information call:

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Kitsap County works in partnership with other service providers, nonprofit organizations, the public housing authorities and other citizens and stakeholders to evaluate community needs and set goals for the five year plan period. Through a Community Needs Assessment, Housing Market Analysis and with community and stakeholder input, the County and City of Bremerton have developed Strategic Plans. Kitsap County's Strategic Plan outlines the priorities and goals which guide the allocation of funds over the five year period. The funds allocated for the 2020 grant application cycle are included in the Year 5, 2020 Action Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The allocation of CDBG and HOME funds are guided by the Strategic Plan which is a part of the Consolidated Plan. Kitsap County and the City of Bremerton have prepared a Consolidated Plan for 2016-2020 in order to implement our community's federal program funds. The purpose of the plan is to evaluate community needs and set goals for the five year plan period.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Kitsap County has a wide variety of non-profit and government agencies working together to address our community's most pressing needs. Kitsap Housing and Homelessness Coalition is actively meeting, planning and working to address homelessness. Our county has fully implemented the Homeless Management Information System (HMIS) and conducts an annual Point in Time Count. The Homeless Housing Plan has been updated in 2019 and there are groups working on veteran's homelessness and chronic homeless on the streets.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

N/A

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Grant Recommendation Committee
	Agency/Group/Organization Type	Community Volunteers Grant Selection Committee
	What section of the Plan was addressed by Consultation?	Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Grant Recommendation Committee (GRC) are a group of volunteers that have been selected by County Commissioners and City Mayors to provide input on the funding process, review applications, interview agencies and make funding recommendations, according to the needs of the community, to the Board of County Commissioners and Bremerton City Council for their approval as to the use of federal CDBG/HOME funds.
2	Agency/Group/Organization	Kitsap County
	Agency/Group/Organization Type	Other government - County Other government - Local
	What section of the Plan was addressed by Consultation?	Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Kitsap County Board of Commissioners and City of Port Orchard, Bremerton, Bainbridge Island and Poulsbo City Mayors appoint GRC members

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	State of Washington	In coordination with the Housing and Homelessness Program and the State of Washington Continuum of Care serving the Balance of State area (non-entitlement communities), the goals are addressed in the Homeless Housing Plan.

Table 3 – Other local / regional / federal planning efforts

Narrative

The county, through the various planning efforts and groups, including the Grant Recommendation Committee, Homeless Housing Grant Program, and through the Continuum of Care (operated by the State of Washington) has involved all known providers of affordable housing, public services, visionary planning efforts and citizen involvement in the development of this plan.

AP-12 Participation - 91.401, 91.105, 91.200(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

Both the City of Bremerton and Kitsap County are committed to assuring opportunities for citizen involvement in decisions concerning activities taking place within their communities. In order to facilitate citizen involvement, both jurisdictions adopt a Citizen Participation Plan. The purpose of the Citizen Participation Plan is to provide an on-going mechanism to ensure widespread citizen participation whereby all citizens have an opportunity to fully express their needs and wishes for community improvement. The plan provides opportunities for representation of all of the citizens of Kitsap County including low and moderate income persons, by allowing them to have a voice in the decision-making process and giving them greater power and control over activities taking place within their communities. This plan is made available on the County and City's websites.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Non-targeted/broad community	Kitsap County encourages interested parties to sign up for “Electronic Notifications” where the CDBG website posts a summary of <u>News and Events</u> which connects the public to the legal ad and the Annual Action Plan. Electronic Notifications automatically alert those signed up to receive a notice of any change to the site.	N/A	N/A	https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx https://www.bremertonwa.gov/198/Federal-Grants---CDBG
2	Newspaper Ad	Non-targeted/broad community	Two 15-day written public comment periods were advertised in the newspaper. April 1, 2019 thru April 16, 2019 and September 12, 2019 thru September 27, 2019 An additional 5-day written public comment period on the Final 2020 Action Plan was published on April 27 th in accordance with the updated Citizen Participation Plan.	No comments received.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	A Public Hearing was held on the 2020 Policy Plan, April 22, 2019 to take public comment on the policies for the use of funds. No public testimony was given. A second public hearing was held on the 2020 Action Plan on Oct. 28, 2019.	One person provided testimony at the Oct. 28, 2019 public hearing and provided comments and concerns regarding an affordable housing project to be located in the City of Bremerton.	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

Kitsap County receives an annual formula allocation of CDBG funds as an Urban County. The County and City of Bremerton form a consortium for HOME funds. Kitsap County receives program income each year from loans made with HOME and CDBG funds in prior years. These funds are re-allocated through the annual grant cycle and included in the Action Plan. The table below lists the funds expected to be available in Kitsap County to address the goals and priority needs outlined in the 2016-2020 Consolidated Plan.

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	1,090,385	48,756.42	20,450	1,159,591	0	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 funding.

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	738,887	301,364	399,939	1,440,190	0	Kitsap County evaluates projects eligible for HOME funds at the time of application for sources of HOME match. All projects are expected to have some source of match.

Table 2 - 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 Budget and Sources of Financing form to indicate what other funding is expected to be used for the project. All HOME projects must indicate what they will use as the 25% match for their project. When a written agreement is executed for projects awarded CDBG or HOME funds, agencies must update the Sources of Financing 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, to allow for project underwriting, before funds are committed and a written agreement is executed. Match is recorded on the Match Log at the time of contract execution when all other funding sources are required to be committed.

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 compete 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 Grant Application Process targeting homelessness and operations and maintenance projects, allowing CDBG and HOME to address other priorities in the Plan.

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

N/A

Discussion

N/A

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: \$166,618	Public service activities other than Low/Moderate Income Housing Benefit: 17785 Persons Assisted
2	Increase economic opportunities	2016	2020	Non-Housing Community Development		Economic Opportunity - Kitsap County	CDBG: \$72,314	Other: 31 Other
3	Preserve and Increase Affordable Housing	2016	2020	Affordable Housing		Affordable Housing - Kitsap County	CDBG: \$702,582 HOME: \$1,155,664.81	Rental units constructed: 48 Household Housing Unit Rental units rehabilitated: 1 Household Housing Unit Homeowner Housing Rehabilitated: 40 Household Housing Unit Direct Financial Assistance to Homebuyers: 2 Households Assisted
4	Preserve/Increase affordable housing in Bremerton	2016	2020	Affordable Housing		Affordable Housing in City of Bremerton	HOME: \$206,149.48	Rental units rehabilitated: 32 Household Housing Unit Direct Financial Assistance to Homebuyers: 1 Households Assisted

Table 3 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve and Increase Affordable Housing
	Goal Description	Kitsap County continues 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.
2	Goal Name	Provide Support Services
	Goal Description	Kitsap County set-aside 15% of the CDBG allocation for Public Service projects. Service priorities were given for programs that provided critical services to meet basic needs and which promote long-term self-sufficiency.
3	Goal Name	Increase economic opportunities
	Goal Description	Economic growth and job opportunities are encouraged in Kitsap County. 10% of the CDBG Capital allocation for projects have been set-aside for projects that create and/or retain jobs. The award to the micro-enterprise program is designed specifically for low-income individuals and those with limited funds, who are interested in mastering the skills necessary to start and expand their own business. Individuals are assisted with Economic Opportunities (Other) in the Business Education, Support and Training (BEST) Program.
4	Goal Name	Preserve/Increase affordable housing in Bremerton
	Goal Description	The City of Bremerton share of the 2020 HOME funds is for use on projects located in the City of Bremerton and is based on the HOME Consortium Percentage released annually by HUD. In 2020 the City of Bremerton is adding program income to Direct Financial Assistance to Homebuyers under Community Frameworks BIB 4 which counts 1 unit. The City of Bremerton and Kitsap County are combined in their efforts to fund two capital projects for rental housing. The Bremerton outcomes of the rental projects are 28 for Kitsap Mental Health Services Pendleton Place and 4 for the Manette Housing project which includes the use of CHDO funds. The details of these projects are found in the projects section of AP-38.

AP-35 Projects - 91.420, 91.220(d)

Introduction

CDBG and HOME funds are allocated to organizations that provide low-income households with housing and services. Funds were allocated for 2020 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.

2020 Action Plan projects include new construction of rental housing, acquisition and rehabilitation of existing housing for developmentally disabled adults, rehabilitation and weatherization and minor home repair of homeowner housing, and homebuyer assistance. Funded projects also include microenterprise business assistance for low-income individuals developing businesses, as well as funding for food programs, services for children, at-risk youth and victims of domestic violence.

#	Project Name
1	CDBG Administration 2020
2	HOME Administration 2020
3	Boys & Girls Clubs - SK Elementary After School Program
4	Boys & Girls Clubs - SK Teen Program
5	Bremerton Foodline - Food Bank Operations
6	Central Kitsap Food Bank - Food Bank Operations
7	Helpline House - Food Bank Operations
8	Lindquist Dental - General Operations
9	Meals on Wheels Kitsap - Project Homecoming
10	SK Helpline - Food Bank Operations
11	WSU - Adulthood 101
12	YMCA - Child Care Scholarships
13	YWCA - Bilingual Legal Advocacy
14	Foundation for the Challenged - Homes XIII Bremerton
15	Housing Kitsap - Home Rehabilitation Program 2020
16	KCR - Weatherization 2020
17	KCR - BE\$T 2020
18	KCR - Manette Housing
19	KMHS - Pendelton Place
20	Future Housing Project - CDBG Rental Rehabilitation
21	Community Frameworks - Kitsap Homeownership 2019
22	Community Frameworks - Bremerton Homeownership 2019
23	Future Housing Project - HOME Rental

Table 4 – Project Information

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

In 2020 funds were allocated according to the priorities outlined in the Consolidated Plan. Within these priorities. Public Service funds were awarded to organizations providing services that help the most vulnerable populations, including extremely low-income households, elderly, children and the disabled. Capital funds were awarded to housing projects serving low-income households and CDBG Economic Development set-aside funds were awarded for micro-enterprise assistance.

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.

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG Administration 2020
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$218,077
	Description	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 2020 CDBG entitlement may be used for planning and administrative costs to deliver the CDBG program requirements.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	N/A
2	Project Name	HOME Administration 2020
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	HOME: \$78,376
	Description	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.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	N/A
3	Project Name	Boys & Girls Clubs - SK Elementary After School Program
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$11,000
	Description	CDBG Public Service Funds will be used to support staff costs for the Boys & Girls Club South Kitsap Elementary Program. The South Kitsap Elementary Program provides after school programs designed for ages 6 to 11 Monday through Friday for 3-4 hours per day located at Madrona Heights School. Site Coordinators implement program activities that help youth grow to be productive, caring, and responsible citizens. They are also responsible for planning, promoting, and evaluating Club programs. They ensure safety of youth, and are responsible for cultivating relationships with school staff
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	115 youth
	Location Description	South Kitsap
	Planned Activities	Project supports a portion of staff costs for programs which provide youth development after school and in the summer to help them grow to be productive, caring, and responsible citizens.
4	Project Name	Boys & Girls Clubs - SK Teen Program
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County

	Funding	CDBG: \$10,413
	Description	CDBG funding will support staff costs for the SK Teen Program site at Madrona Heights School. Staff is responsible for implementing program activities and for planning, promoting, and evaluating Club program goals that are to improve academic achievement, increase social-emotional skills and positive student behavior and attendance and increase family involvement. Staff ensure the safety of youth and are responsible for cultivating relationships with school staff.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	23 youth
	Location Description	South Kitsap
	Planned Activities	Provide a safe positive place with programs that teach teens the importance of good decision-making and how to gain skills they need to be successful in life. Staff responsibilities include planning, promoting, recruiting, and working closely with school education staff.
5	Project Name	Bremerton Foodline - Food Bank Operations
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$21,141
	Description	CDBG Public Service funds will provide emergency food assistance to those in need in the Bremerton School District boundary including individuals living in unincorporated Kitsap County. Food purchases from various suppliers including but not limited to Food Lifeline, Northwest Harvest, JP works, SAARs and Smart Food service.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	1400 extremely low/low income households.
	Location Description	Bremerton

	Planned Activities	To provide clients with a wide variety of well-balanced nutritious food choices including protein, dairy, fresh produce, breads and cereals, and canned food.
6	Project Name	Central Kitsap Food Bank - Food Bank Operations
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$23,141
	Description	CDBG Public Service funds 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 low/very 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
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	4100 extremely low/low income households.
	Location Description	Central Kitsap School District Boundaries
	Planned Activities	Employees' salaries will allow the food bank to maintain and operate daily and offer regular services for food distribution and access.
7	Project Name	Helpline House - Food Bank Operations
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$23,141
	Description	CDBG Public Service funds will be used toward a portion of the Food Bank Manager's salary. The goal of the Food Bank Program is to make nutritious food available free of cost to members of the community.
	Target Date	12/31/2020

	Estimate the number and type of families that will benefit from the proposed activities	1200 extremely low/low income households.
	Location Description	Bainbridge Island (BI) and for people who work on BI or whose children go to school on BI.
	Planned Activities	Helpline’s Food Bank seeks to alleviate hunger for families on Bainbridge Island and some in the surrounding area. Specific activities are to: 1. Provide nutritious food; 2. Refer food bank users to the social work team for eligibility assessment for other food provider services such as SNAP; 3. Ensure all Health District Guidelines for food storage and maintenance are complied with; 4. Comply with all food related contracts i.e. Northwest Harvest, Food Lifeline, Emergency Food Assistance Program, TEFAP (Government Commodities); and 5. Recruit, train and manage volunteer staff who operate the program.
8	Project Name	Lindquist Dental - General Operations
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$10,000
	Description	CDBG Public Service funds will be used to support the general operations of the Bremerton Dental Clinic serving low-income Kitsap County children and youth ages 0-20 in need of low or no cost dental care.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	2300 children and youth ages 0-20.
	Location Description	Bremerton

	Planned Activities	Provide preventative, restorative and endodontic treatment, referral to low-cost orthodontic services and community outreach programs. Also provide a comprehensive exam including oral health education, x-rays, cleanings and if needed, a treatment plan. Treatment might include sealants, fluoride varnishes, fillings, extractions, root canals, space maintainers, permanent crowns, and/or emergency care and then return for regularly-scheduled six month checks.
9	Project Name	Meals on Wheels Kitsap - Project Homecoming
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$12,641
	Description	CDBG funds will be used only to purchase nutritious meals for delivery to homebound seniors recently discharged from a hospital or rehabilitation facility.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	95 homebound seniors
	Location Description	Kitsap County
Planned Activities	Project Homecoming is an expansion of Meals on Wheels, Kitsap's successful home delivered meals program which provides well-balanced and nutritious food to medically homebound seniors. They receive a two-week supply (one meal per day) of nutritious meals delivered by volunteers directly to the client's home upon discharge.	
10	Project Name	SK Helpline - Food Bank Operations
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$23,141

	Description	CDBG Public Service Funds will support the salary of the Executive Director which is critical to successful operation of the SK Helpline and its programs which help local citizens in crisis; providing food, some financial support, and help to navigate the social service program system.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	7700 extremely low/low income individuals.
	Location Description	South Kitsap
	Planned Activities	South Kitsap Helpline helps local citizens in crisis by providing them with food, some financial support, and help to navigate the social service program system.
11	Project Name	WSU - Adulting 101
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$11,000
	Description	CDBG Public Service funds will support the salary of a part-time employee to assist with program administration of the Adulting 101 program which provides homeless and at risk youth in Kitsap County with skills and resources to help be active and engaged members of the community. 6 classes, provided at sites serving homeless and at-risk youth, provide job skills including resume building and interview skills, social-emotional skills and basic training in computer programs.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	35 at-risk youth
	Location Description	Kitsap County

	Planned Activities	Job skills including application, resume building and interview skills, social-emotional skills such as professionalism and customer services, and basic training in computer/Microsoft/Google program. Attending a minimum of 6 classes at 4 sites: 1. Online Job Hunting and Applications; 2. Computer Skills; 3. Cover Letters and Resumes, Mock Interviewing; 4. Organizational/ Professional Skills; 5. Financial Literacy and Predatory Lending; 6. Creative Capstone.
12	Project Name	YMCA - Child Care Scholarships
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$11,000
	Description	CDBG Public Service funds will provide extremely low, very low, and low income parents/families with scholarships that will enable their children to participate in the YMCA before and after school Child Care Program.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	31 youth
	Location Description	13 elementary school locations in Bremerton, Central Kitsap, and South Kitsap School Districts.
Planned Activities	The program activities focus on the holistic development of children focusing on improving academic excellence, health and wellness, and social-emotional skills that support every child in developing to their full potential.	
13	Project Name	YWCA - Legal Advocacy Services
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$10,000

	Description	CDBG Public Service funds will support the Salary of a legal advocacy, specifically a bilingual program manager/advocate, to include program supplies and equipment, program administration and client direct services support. The program goal is to end domestic violence by providing assistance and support to navigate the criminal or civil legal system.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	786 domestic violence victims
	Location Description	Kitsap County
	Planned Activities	The program provides support navigating the criminal or civil legal system. This includes safety planning, court accompaniment, filing for orders of protection, advocacy-based counseling, and other referral services. Bilingual/bicultural advocacy is available for immigrant and non-English speaking victims.
14	Project Name	Foundation for the Challenged - Homes XIII Bremerton
	Target Area	12/31/2022
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	CDBG: \$150,600
	Description	Funds will be used for a portion of the acquisition costs, plus developer fee, of a three-bedroom house outside the City of Bremerton. The house will be remodeled for wheelchair accessibility and will provide affordable and accessible housing to 3 extremely low-income individuals with developmental disabilities who receive 24/7 in-home support and training services through State Operated Living Alternatives (SOLA). Tenants will pay 30% of their income, minus utility allowance, for rent.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	3 rental units in a three-bedroom house for extremely low-income individuals with developmental disabilities

	Location Description	Bremerton - outside city limits
	Planned Activities	Acquisition of a three-bedroom house outside the City of Bremerton which will be remodeled for wheelchair accessibility and will provide affordable and accessible housing to 3 extremely low income individuals with developmental disabilities.
15	Project Name	Housing Kitsap - Home Rehabilitation Program 2020
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	CDBG: \$245,222
	Description	CDBG funds will be used by Housing Kitsap for preservation of owner-occupied affordable housing serving incomes 50% below the area median income. Priority is given to elderly, disabled and veteran populations. The funds will provide loans and/or emergency grants to repair health, safety and ADA needs to owner occupied homes.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	12 low-income households
	Location Description	Kitsap County
	Planned Activities	CDBG Funds will be used for construction hard costs, personnel and administrative expenses.
16	Project Name	KCR - Weatherization 2020
	Target Area	3-30-2021
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	CDBG: \$202,100
	Description	CDBG funds will be used by Kitsap Community Resources (KCR) to complete weatherization and minor home repair measures for low-income households. Funds will be used for contractor labor and materials, program staff wages/benefits, and support costs. KCR works with pre-approved Kitsap County contractors who meet required certification, performance, and insurance standards.

	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	28 low income households
	Location Description	Kitsap County excluding Bremerton City Limits
	Planned Activities	Install weatherization measures and minor home repairs for low income households, resulting in 30% reduction in energy usage.
17	Project Name	KCR - BE\$T 2020
	Target Area	
	Goals Supported	Increase economic opportunities
	Needs Addressed	Economic Opportunity - Kitsap County
	Funding	CDBG: \$72,314
	Description	CDBG Grant funds will be used by Kitsap Community Resources for the BE\$T program to increase economic opportunities for low income individuals by providing entrepreneurial training, technical assistance (one-on-one business and legal coaching/mentoring) and other ongoing business support services to foster business stability and growth leading to self-sufficiency and success.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	31 low-income individuals
	Location Description	Kitsap County
	Planned Activities	CDBG Grant funds will be used for program staff, project support, office supplies, advertising, communications, program administration, equipment repairs, utilities, class workbooks, grants for graduates that need assistance, and annual showcase event booth fees and tent.
18	Project Name	KCR - Manette Housing
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing Preserve and Increase Affordable Housing in Bremerton

	Needs Addressed	Affordable Housing - Kitsap County Affordable Housing in City of Bremerton
	Funding	HOME: \$414,001
	Description	Funds will be used for acquisition of land, architectural and engineering costs, and building permit fees for the development for 9-units, three (3) townhouse style triplexes. Each triplex will have two 2-bedroom units and one 3-bedroom unit. One of the 2-bedroom units in each triplex will be one level, ADA accessible, and available for a veteran. The units will be available for households at or below 30% of area median income, prioritizing based on the Housing Solutions Center vulnerability assessment. Rental assistance will be provided through Section 8 vouchers.
	Target Date	12/31/2029
	Estimate the number and type of families that will benefit from the proposed activities	9 units of housing with one providing ADA accessibility for a veteran and those at or below 30% area median income prioritized by Housing Solutions Center vulnerability assessment.
	Location Description	City of Bremerton - Manette
	Planned Activities	Funds will be used for acquisition of land, architectural and engineering costs, and building permit fees for the development for 9-units. The units will be available for households at or below 30% of area median income, prioritizing based on the Housing Solutions Center vulnerability assessment. Rental assistance will be provided through Section 8 vouchers.
19	Project Name	KMHS - Pendelton Place
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing Preserve/Increase affordable housing in Bremerton
	Needs Addressed	Affordable Housing - Kitsap County Affordable Housing in City of Bremerton
	Funding	HOME: \$750,000

	Description	HOME Funds will be used for the construction of a 70-unit permanent supportive and affordable housing facility for residents of Kitsap County, 18 and older, experiencing chronic homelessness and living with persistent mental illness, substance use disorders and/or other disabling conditions. The complex will consist of 35 studios, 35 1-bedroom, common space (including 2 respite beds), and office space for onsite housing staff and visiting service providers. Rental assistance will be provided through Project Based Vouchers for 56-units and McKinney funds, through BHA, for 14-units.
	Target Date	12/31/2029
	Estimate the number and type of families that will benefit from the proposed activities	70 Permanent Supportive Housing for residence experiencing chronic homelessness and living with persistent mental illness, substance use disorders and/or other disabling conditions
	Location Description	5454 Kitsap Way, Bremerton in Kitsap County
	Planned Activities	HOME funds will pay for the costs associated with constructing the housing facility and expected off-site improvements such as sidewalks, parking and utility connections.
20	Project Name	Future Housing Project - CDBG Rental Rehabilitation
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	CDBG: \$104,660
	Description	A project in the next cycle will utilize CDBG funding for a rental rehabilitation low-income housing project utilizing program income and entitlement funds made available.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	10 rental rehabilitation for low-income housing
	Location Description	Kitsap County
	Planned Activities	An affordable housing project will be associated with these CDBG funds.

21	Project Name	Community Frameworks - Kitsap Homeownership 2019
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	\$32,424
	Description	HOME funds are being used for Community Frameworks' Kitsap County Homeownership program to provide direct homebuyer subsidy in the form of down payment assistance to qualifying low-income homebuyers at or below 80% of Area Median Income. Prior year 2018 HOME funds of \$320,140.01 and 2018 Program Income of \$29,435.99 are funding this project for a total of \$349,576.00. In 2020 Action Plan an additional \$32,424 of 2019 Program Income is being added.
	Target Date	12/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	A total of 1 low income housing unit has been added in 2020 Action Plan. This brings the total affordable housing units in this project to 8.
	Location Description	Kitsap County
	Planned Activities	Provide down payment assistance to qualifying low-income homebuyers at or below 80% of Area Median Income
22	Project Name	Community Frameworks - Bremerton Homeownership 2019
	Target Area	
	Goals Supported	Preserve/Increase affordable housing in Bremerton
	Needs Addressed	Affordable Housing in City of Bremerton
	Funding	\$38,596
	Description	HOME 2018 Program Income funds will be used in Community Frameworks' Bremerton Homeownership program for Down Payment Assistance (DPA). It is an affordable homeownership program pairing HOME funds with internal and lender-partner funds to provide up to 20% Down Payment Assistance (DPA) and closing cost assistance to program-qualified, mortgage ready homebuyers at or below 80% AMI. An additional \$38,596 of Program Income is being added to the 2020 Action Plan.
	Target Date	12/31/2026

	Estimate the number and type of families that will benefit from the proposed activities	1 low income housing unit
	Location Description	City of Bremerton Limits
	Planned Activities	Provide direct homeownership in the form of down payment assistance to homebuyers who qualify at or below 80% AMI
23	Project Name	Future Housing Project - HOME Rental
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	HOME: \$126,793.01
	Description	A future housing project will provide 2 rental housing units to extremely low to low-income households in Kitsap County.
	Target Date	12/31/2029
	Estimate the number and type of families that will benefit from the proposed activities	2 units of rental housing to extremely low or low-income households.
	Location Description	Kitsap County
	Planned Activities	To provide units of rental housing under the HOME program for extremely low and low-income households.

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

Kitsap County allocates funding on a competitive basis to eligible organizations who carry out programs and projects in all areas of the County. All of Kitsap County's allocation of CDBG funds will be directed to projects serving low-income populations county-wide, outside the City of Bremerton. County HOME funds are allocated to housing projects serving low-income households, with households at or below 50% AMI and special populations the priority.

Geographic Distribution

Target Area	Percentage of Funds

Table 4 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The county does not distribute funds specifically on a geographic basis. CDBG projects funded through the 2020 Coordinated Grant Application Process serve individuals and households county-wide. HOME funds have been awarded to two affordable housing projects located in the City of Bremerton. The County and City issued an RFP for affordable housing with the County's priority for creation of new units of rental housing and the City's priority for creation of new units of rental and homeowner housing. The two rental projects awarded both County and City HOME funds are located within the city due to their need for project-based rental assistance which was only available in the City of Bremerton. These projects meet the high priority need for additional units of rental units affordable to households with very low incomes.

Discussion

N/A

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

Funding affordable housing projects is a high priority for CDBG and HOME funds. 2020 Action Plan projects include new construction of rental housing, acquisition and rehabilitation of existing housing for developmentally disabled adults, rehabilitation and weatherization/minor home repair of homeowner housing, and homebuyer assistance.

One Year Goals for the Number of Households to be Supported	
Homeless	9
Non-Homeless	42
Special-Needs	73
Total	124

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	79
Rehab of Existing Units	40
Acquisition of Existing Units	5
Total	124

Table 5 - One Year Goals for Affordable Housing by Support Type

Discussion

N/A

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, own and operate a number of public housing units. Bremerton Housing Authority has 206 public housing units and 1,856 Housing Choice Vouchers. Housing Kitsap has 206 public housing units and 403 Housing Choice Vouchers.

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

2020 CDBG and HOME funds will not be used for public housing. Both Housing Kitsap and the Bremerton Housing Authority continue to invest in current properties to complete maintenance and upgrades to ensure properties are safe and sustainable into the future.

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.

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

N/A

Discussion

N/A

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

Introduction

Targeted funding to address Homelessness in Kitsap County comes from The Homeless Housing Grant Program, the Consolidated Homeless Grant Program, and the Affordable Housing Grant Program and participate in the Coordinated Grant Application process to address the needs of homeless populations. The Kitsap Homeless Housing Plan will guide the allocation of resources. Kitsap County also receives McKinney Vento grant funds annually through the Continuum of Care Balance of State. All projects related to providing services and temporary housing for homeless populations will be funded from these sources in Kitsap County.

Permanent housing serving homeless and special needs populations is funded through CDBG and HOME.

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

The Consolidated Plan does not have goals for reducing and ending homelessness. The goals and actions are contained in the Kitsap Homeless Crisis Response and Housing Plan. This plan, updated in 2019, includes an Action Plan with specific goals, strategies, performance indicators and timelines for addressing homelessness. These goals go beyond a one-year time period and are:

- Make homelessness rare
- Make homelessness brief
- Make homelessness one-time
- Continuously improve the homeless crisis response system; and
- Expand community engagement

Projects to meet these goals are funded through the Coordinated Grant Application process each year. In addition, member agencies of the Continuum of Care (Kitsap Housing and Homelessness Coalition) work towards these goals. The annual Point in Time County, Homeless Management Information System and County data is used to measure progress towards meeting these goals.

Outreach to homeless persons includes referrals to the coordinated entry program, the Housing Solutions Center, which provides intake, assessment and referrals to emergency housing and support services. 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 to over 500 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. Project Connect has expanded to provide service fairs in two other parts of the County - North Kitsap and South Kitsap - so that more residents could access these services.

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 and transitional housing.

Kitsap County’s homeless housing inventory includes residential emergency shelter beds (up to 90 days) – comprised of shelters for women with children, shelters for families, one shelter for men, 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.

Transitional housing units provide 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 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.

Kitsap providers strive to reduce the number of households that return to homelessness after graduating to permanent housing. 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.

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.

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 will continue to offer 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. This program has supported former-foster youth to maintain independent housing, support 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 unable to serve all individuals in need of these services due to lack of funding resources.

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. Generally, 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

N/A

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

Introduction

There is a significant and growing need for affordable housing, and agencies including CHDOs struggle to have the capacity to successfully develop new units in Kitsap County. A challenging environment exists for obtaining financing for the construction of new affordable rental units, as well as preservation of existing subsidized properties, and 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.

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 underserved needs. Presently there is a great need for affordable rental housing, particularly for households with incomes at or below 50% area median income and for those with special needs. The 2020 Action includes projects serving chronically homeless individuals, homeless families and adults with developmental disabilities.

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, 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 including awarding funds for public service..

Actions planned to develop institutional structure

Kitsap County has a well-developed institutional structure to provide service delivery and provide funding for capital projects. The County has continued to look for ways to improve its processes for

grant management and efficient contracting with its partners in the community. Through a coordinated application process each year CDBG and HOME funds along with Homeless Housing Grant funds and Affordable Housing Grant funds are awarded. 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. The City of Bremerton uses a separate NOFA to allocate its CDBG funds.

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

Many housing and social service agencies are members of the Kitsap Housing and Homelessness Coalition. Member organizations meet monthly to share information and coordinate efforts to serve the most vulnerable populations. The County Block Grant Program and Housing and Homeless Program have on-going conversations with housing agencies in the County to understand the challenges associated with housing and what plans they have for developing new projects.

Discussion

N/A

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 housing 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	48,756
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
Total Program Income:	48,756

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 92.254, is as follows:

HOME assisted homebuyers assisted through downpayment assistance programs are subject to Recapture provisions. Kitsap County's Recapture and Resale provisions are include in the Appendix 1 of the 2016-2020 Consolidated Plan (Kitsap County Recapture and Resale Policy for HOME Funded Projects).

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:

<u>HOME assistance provided per unit</u>	<u>Period of Affordability</u>
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-1](#)

- 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.

A-2

Application for Federal Assistance SF-424	
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
* If Revision, select appropriate letter(s): _____ * Other (Specify): _____	
* 3. Date Received: 03/16/2020	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: 98337-1878	_____
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 PROGRAM 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 (CDBG) PROGRAM

*** 12. Funding Opportunity Number:**

B-20-UC-53-0005

* Title:

2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 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, SINGLE FAMILY AND MULTI-FAMILY HOUSING REHABILITATION, ACQUISITION, PUBLIC FACILITIES, MICROENTERPRISE, 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="1,090,385.00"/>
* 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="20,449.93"/>
* f. Program Income	<input type="text" value="48,756.42"/>
* g. TOTAL	<input type="text" value="1,159,591.35"/>

*** 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:

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

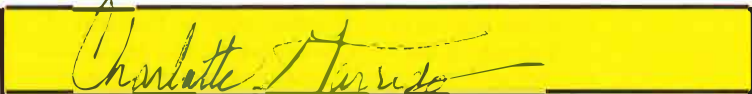
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE CHAIR, KITSAP COUNTY BOARD OF COMMISSIONERS
APPLICANT ORGANIZATION KITSAP COUNTY	DATE SUBMITTED 3-23-2020

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:

03/16/2020

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:

98337-1878

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 PROGRAM 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 (HOME) PROGRAM

*** 12. Funding Opportunity Number:**

M20-DC530205

* Title:

2020 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.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="738,887.00"/>
* 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="399,939.03"/>
* f. Program Income	<input type="text" value="301,364.25"/>
* g. TOTAL	<input type="text" value="1,440,190.28"/>

*** 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:

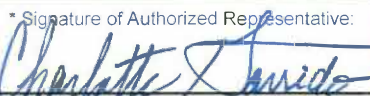
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:



Date Signed

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

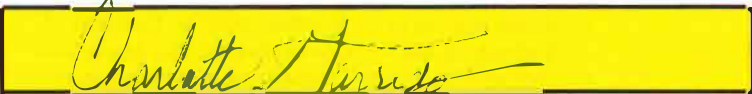
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
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11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE CHAIR, KITSAP COUNTY BOARD OF COMMISSIONERS
APPLICANT ORGANIZATION KITSAP COUNTY	DATE SUBMITTED 3-23-2020

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.


Signature of Authorized Official

3/16/20
Date

Chair, Kitsap County Board of Commissioners
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2020 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.


Signature of Authorized Official

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OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

n/a
Signature of Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

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Signature of Authorized Official Date

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Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

n/a

Signature of Authorized Official

Date

Title

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

n/a

Signature of Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.