



**Kitsap County Coordinated Grant
Application Process
2023 CDBG Funding
Notice of Funding Availability (NOFA)**

Kitsap County Department of Human Services
Block Grant Program

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Staff Contacts:

Kitsap County Block Grant Program

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

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

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2023 Application Schedule

Tuesday	5/24/2022	2023 Draft Kitsap County CDBG/HOME Policy Plan available – Posted on Coordinated Grant Application Website. 15-day comment written period opens – announcement in Kitsap Sun and on Coordinated Grant Application website
Wednesday	6/8/2022	Written Comment Period Closes for 2022 Draft Kitsap County CDBG/HOME Policy Plan
Tuesday	6/14/2022	For information purposes - HOME Request for Proposal (RFP) and CDBG Notice of Funding Availability NOFA posted to Coordinated Grant Application Website
Monday - Wednesday	6/20/2022 – 6/29/2022	MANDATORY Pre-Application appointments for all HOME project proposals, all CDBG capital projects and any new programs . <i>In order to apply for the HOME RFP or the CDBG NOFA, all prospective applicants with a HOME or CDBG capital project or a <u>new</u> program are required to schedule a pre-application appointment.</i>
Monday	6/27/2022	Board of County Commissioners Public Hearing and Action on 2023 Kitsap County CDBG/HOME Policy Plan - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm, and via Zoom
Thursday	6/30/2022	Applications open for: HOME Request for Proposals (RFP) for Kitsap County and City of Bremerton HOME funding CDBG Notice of Funding Availability (NOFA) for Kitsap County CDBG funds including Public Services. Link to application posted on Coordinated Grant Application and City of Bremerton websites. Please read the RFP and NOFA for eligibility and funding targets/priorities.
Thursday - Thursday	6/30/2022 – 7/28/2022	Technical Assistance available - by appointment only
Thursday	7/28/2022	Applications Due for HOME RFP and CDBG NOFA @ Noon: Online Submission Only via SurveyMonkey Apply
Wednesday	8/3/2022	Services GRC Training – 9am-11am Capital GRC Training – 1pm – 3pm Via Zoom
Tuesday - Wednesday	8/30/2022 – 8/31/2022	Capital Application Agency Interviews and Deliberations – Capital GRC All day, Norm Dicks Government Center, 4 th Floor, WSU Classroom
Tuesday - Wednesday	9/6/2022 – 9/7/2022	Public Service Application Agency Interviews & Deliberations– Services GRC All day, Norm Dicks Government Center, 4 th Floor, WSU Classroom
Tuesday	9/13/2022	Draft 2023 Action Plan and Funding Recommendations – 30-day Written Public Comment Period Opens. Information posted to Kitsap Coordinated Grant Application and City of Bremerton Websites and in Kitsap Sun.
Thursday	10/13/2022	Written Comment Period Closes
Monday	10/24/2022	Board of County Commissioners Public Hearing and Action on Kitsap County 2023 Action Plan (Funding Recommendations) Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm and via Zoom
Wednesday	10/26/2022	City of Bremerton Public Hearing and Action on Funding Recommendations Norm Dicks Government Center, Meeting Chambers, 345 6 th Street, Bremerton, 5:30pm

Tuesday	11/15/2022	2023 Action Plan Due to HUD – unless delayed by federal budget process.
Sunday	1/1/2023	Program Year Begins

Summary of NOFA

Kitsap County is releasing this Notice of Funding Availability (NOFA) for CDBG funds for projects and programs in unincorporated Kitsap County, Port Orchard, Poulsbo and Bainbridge Island.

Kitsap County funding is targeted toward:

- Public services serving children and youth, special needs populations and providing food assistance.
- Rehabilitation and weatherization of homeownership housing.
- Rehabilitation of rental housing;
- Economic Development programs including micro-enterprise assistance (businesses with 5 or fewer employees).
- Public facilities and infrastructure projects linked to affordable housing, provision of high priority public services, or located in HUD designated Low-Mod Areas.

All projects and programs must serve individuals or households at or below 80% Area Median Income (AMI), be an eligible activity under CDBG regulations and meet a National Objective.

Most Homeless programs are not eligible for CDBG Public Service Funds. Homeless programs are prioritized for Homeless Housing Grant Program funds. Programs that provide services to homeless populations, that are not eligible for Homeless Housing Grant Funds, may be eligible but require review by the Kitsap County Block Grant Program office to determine eligibility. Please contact our office to set up an appointment to discuss your program.

NOTE: The City of Bremerton is conducting a separate process for their CDBG funding. Refer to the City's website for the calendar and information on that process.

About the Funding

The Coordinated Grant Application Process brings together separate funding sources into a common application process to utilize citizen appointments to the Grant Recommendation Committees and shared access to the online application platform. A brief description of the funding source for this NOFA is listed below. For more detailed information regarding funding requirements and policies that will apply if your project is funded, please refer to the Kitsap County CDBG/HOME Policy Plan posted on the Coordinated Grant Application page of the website [Coordinated Grant Application Process \(kitsapgov.com\)](https://www.kitsapgov.com/Coordinated-Grant-Application-Process).

Community Development Block Grant

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with funding to address a wide range of unique community development needs.

The program is authorized by Title I of the Community Development Act of 1974. Funds are used to assist in the development of decent housing, create suitable living environments, and expand economic opportunities primarily for persons of low and moderate income. All projects funded with CDBG must meet one of the three national objectives:

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

Eligible Applicants

Eligible applicant/recipients include:

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

Additionally, all applicants must:

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

Funds Available

The CDBG program is federally funded through the Department of Housing and Urban Development (HUD). Funding levels are determined by HUD after the Federal Budget is finalized, which often occurs after the program year has begun. Kitsap County estimates funding levels in order to start the grant application process; therefore, funding amounts shown below are estimates.

Kitsap County Funding	
Funding Source	Amount
2023 CDBG capital and microenterprise	\$675,597
2023 CDBG for Public Service	\$155,907
Total All CDBG	\$831,504

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested. Funding may be allocated to one capital project that meets the priority and targets identified in this NOFA, or funding can be split between multiple projects.

Funding awards could be up to the amounts listed in the tables above however if all funding is not allocated, it may be included in the next application opportunity.

For 2023, the minimum grant request for all applications is \$10,000 and there is no maximum for capital projects. The grant maximum for public services is \$30,000.

All guidelines and policies for the funds below are not included in this NOFA but are detailed in the **2023 CDBG HOME Policy Plan**. It is the applicant’s responsibility to read and understand the funding requirements and restrictions.

Match Requirements:

CDBG capital projects will have a 5% match requirement as detailed in the CDBG/HOME Policy Plan for capital CDBG funded activities.

Application Access and Submission

This NOFA utilizes an online application system hosted by Survey Monkey Apply. To access Survey Monkey Apply go to

<https://apply-kitsap.smapply.io>

Two separate applications are required to be completed and submitted to meet the application requirements for this NOFA. Once you have established a log-in you will see the different application types, open date and deadline for submission.

Your agency must submit the **Organization Information 2023** application plus **one of the following project applications:**

- KC CDBG Housing Rehabilitation 2023
- KC CDBG Microenterprise 2023

- KC CDBG Public Facilities-Infrastructure 2023
- KC CDBG Public Service 2023

If your agency plans to submit multiple applications the Organization Information 2023 application only needs to be completed once, you will not be required to complete and submit that application again. Once it has been completed, you will just select one of the project applications from the homepage for each project or program you are applying for.

1. **Organization Information Application** - This application provides overall agency information including policies/procedures and fiscal information. Completing and submitting the Organization Information Application allows your agency to submit the Project Information application for any Coordinated Grant Application during the 2023 application cycle including Kitsap County and City of Bremerton CDBG funds.
2. **Project Application** - These applications provide project information including description, need and population served, timeline, and financial information. There are separate applications for public service, rehabilitation of housing, microenterprise assistance, and public facilities-infrastructure.

The applications for this NOFA will be available beginning Thursday, June 30, 2022. Access to the application website requires a computer with internet capability. No other method of application will be accepted.

Both applications must be completed and submitted by the due date for your application to be considered complete.

Application submission deadline is Thursday, July 28, 2022 at Noon.

Application review and rating will be conducted by staff and members of the Grant Recommendation Committee (GRC) according to the process outlined in the Citizen Participation Plan, Appendix A, of the CDBG/HOME Policy Plan and posted on the Coordinated Grant Application web page.

Any information or updates regarding this NOFA will be posted on the County website, and notifications will be sent to any agency or organization signed up to receive Coordinated Grant Application Process electronic notifications.

To sign up go to:

<https://spf.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>. On the right side of the page click on the link to receive text or email updates. The link will take you to the Kitsap County Electronic Notification System where you can sign up. You can also sign up to receive updates for the County Block Grant Program and Housing and Homelessness Program.

Application Assistance

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

1. **Mandatory Pre-application appointments** will be **REQUIRED** for all CDBG capital projects and any new programs. Please use the contact information at the front of this NOFA to schedule an appointment with staff.
2. **Application Technical Assistance** with the online application host, Survey Monkey Apply, will be available during the application period through the application site.
3. **Assistance** is available for questions about the application, forms, uploads and submitting the application. Use the contact information in this RFP to contact staff by phone or email.

Contracting

All projects approved for funding must follow the regulatory requirements associated with each of the funding sources. Please refer to the following documents for guidance:

- Kitsap County CDBG/HOME Policy Plan
- Kitsap County CDBG/HOME Guidebook

Additional Notes:

1. CDBG funds are Federal funds. Use of Federal funds may affect the way your agency does business.
 - a. If you are applying for Federal funds for the first time, you are strongly encouraged to meet with Block Grant staff to discuss federal regulations.
 - b. In addition to the rules and requirements of CDBG, there are several additional broad Federal regulations that must be followed including rules regarding non-discrimination and equal access, employment, contracting and procurement, environmental requirements, Davis Bacon, record keeping and financial controls.
2. Contracting – Your agency will be required to enter into a contract with the Kitsap County.
 - a. Kitsap County manages the grant contracts for CDBG projects. The program year begins January 1, 2023, and the following applies to CDBG projects.
 - Capital contracts must receive a notice to proceed before costs can be incurred.
 - Contracts for Federal funds operate on a reimbursement basis.

- A contract may not be executed until mid-year, based on when the federal budget is approved, the County receives a contract from HUD, and all other project financing is secured.
3. Reporting Requirements – Reporting is required on all projects receiving funds through the Coordinated Grant Application Process.
- a. Quarterly Reports – It is your responsibility to submit quarterly performance and demographic reports. The first Quarterly Report is due April 15, 2023 for CDBG funded projects. Reports are to be submitted to the Kitsap County Block Grant Program.