



**Kitsap County Coordinated Grant  
Application Process  
2022 CDBG Funding  
Notice of Funding Availability (NOFA)**

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Kitsap County Department of Human Services  
Block Grant Program

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Kitsap County Coordinated Grant Application  
2022 CDBG Funding  
Notice of Funding Availability

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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](http://www.kitsapgov.com/hs/block_grant_program/cdbg.htm)

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## 2022 Application Schedule

Friday	5/28/2021	<b>2022 Draft Kitsap County CDBG/HOME Policy Plan available – Posted on Coordinated Grant Application Website. 15-day comment written period opens</b> – announcement in Kitsap Sun and on Coordinated Grant Application website
Monday	6/14/2021	Written Comment Period Closes for 2022 Draft Kitsap County CDBG/HOME Policy Plan
Monday - Wednesday	6/21/2021 – 6/30/2021	<b>MANDATORY</b> Pre-Application appointments for <b>all HOME project proposals, all CDBG capital projects and any new programs</b> . <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	6/21/2021	For information purposes - HOME Request for Proposal (RFP) and CDBG Notice of Funding Availability NOFA posted to Coordinated Grant Application Website
Monday	6/28/2021	<b>Board of County Commissioners Public Hearing and Action on 2022 Kitsap County CDBG/HOME Policy Plan</b> - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm, or via Zoom
Thursday	7/1/2021	<b>Applications open for:</b> <b>HOME Request for Proposals (RFP) for Kitsap County and City of Bremerton HOME funding</b> <b>CDBG Notice of Funding Availability (NOFA) for Kitsap County CDBG funds</b> 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	7/1/2021 – 7/29/2021	Technical Assistance available - by appointment only
<b>Thursday</b>	<b>7/29/2021</b>	<b>Applications Due for HOME RFP and CDBG NOFA @ Noon: Online Submission Only via SurveyMonkey Apply</b>
Wednesday	8/4/2021	Capital GRC Training – 9am – 11am Via Zoom
Tuesday - Wednesday	8/31/2021 – 9/1/2021	Capital Application Agency Interviews and Deliberations – Capital GRC All day, Location TBD or Via Zoom
Friday	9/10/2021	Draft 2022 Action Plan which includes the recommendations Post to Kitsap Coordinated Grant Application and City of Bremerton Websites and in Kitsap Sun. Open 30-day Written Public Comment period
Monday	10/11/2021	Written Comment Period Closes
Monday	10/25/2021	<b>Board of County Commissioners Public Hearing and Action on 2022 Action Plan (Funding Recommendations)</b> Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm or via Zoom
Wednesday	11/3/2021	<b>City of Bremerton Public Hearing and Action on Funding Recommendations</b> Norm Dicks Government Center, Meeting Chambers, 345 6 <sup>th</sup> Street, Bremerton, 5:30pm

Monday	11/15/2021	2022 Action Plan Due to HUD
Friday	1/1/2022	Program Year Begins

## Summary of NOFA

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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:

- 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.

Public Service applications will not be open this year. Funds awarded in 2021 for Public Services were for a two-year period.

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

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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.

### **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

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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

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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.

<b>Kitsap County Funding</b>	
<b>Funding Source</b>	<b>Amount</b>
2022 CDBG Capital & Economic Development	\$718,305.00
Prior year funds	\$162,603.41
<b>Total All CDBG</b>	<b>\$880,908.41</b>

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 2021, the minimum grant request for all applications is \$10,000 and there is no maximum.

All guidelines and policies for the funds below are not included in this NOFA but are detailed in the **2022 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

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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 2022** application plus **one of the following project applications:**

- KC CDBG Housing Rehabilitation 2022
- KC CDBG Microenterprise 2022
- KC CDBG Public Facilities-Infrastructure 2022

If your agency plans to submit multiple applications the Organization Information 2022 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 2022 application cycle including Kitsap County and City of Bremerton CDBG funds. If your agency previously submitted this application, you may go into that application and update material (i.e., audit, budget, board members), if needed.

2. **Project Application** - These applications provide project information including description, need and population served, timeline, and financial information. There are separate applications for rehabilitation of housing, microenterprise assistance, and public facilities-infrastructure.

The applications for this NOFA will be available beginning Thursday, July 1, 2021. 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 29, 2021 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

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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

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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, 2022 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, 2022 for CDBG funded projects. Reports are to be submitted to the Kitsap County Block Grant Program.