

2024 CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT

PROGRAM YEAR; JAN 1, 2024 – DEC 31, 2024



KITSAP COUNTY
AND CITY OF BREMERTON
HOME CONSORTIUM

MARCH 31, 2025
2024 CAPER

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Kitsap County is designated by HUD as an Urban County and receives a direct allocation of Community Development Block Grant (CDBG) funds. The City of Bremerton receives a direct CDBG allocation and is part of the Kitsap County HOME Consortium, receiving its share of HOME Investment Partnership (HOME) funds based on a percentage allocation determined by HUD.

The 2024 Kitsap County Consortium Consolidated Annual Performance and Evaluation Report (CAPER) captures the expenditures, accomplishments, and progress made on the strategies and goals outlined in the 2021-2025 Consolidated Plan and the 2024 Action Plan. The Consolidated Plan guides the annual allocation of our community's federal program funds from the U.S. Dept. of Housing and Urban Development (HUD).

The Kitsap County Consortium received the following grant amounts in 2024 from HUD.

Community Development Block Grant (CDBG): \$994,350

HOME Investment Partnership (HOME): \$652,637.18

HUD funding was received in late summer due to delays in passage of the federal budget. This causes some delays in normal program operation because the Kitsap County Consortium operates on Jan 1 – Dec 31 program year.

The following were accomplishments recorded in 2024:

- The Kitsap Community Resources (KCR) Weatherization Program annually provides weatherization and minor home repairs to low-income homeowners. 6 households were assisted in 2024.
- The Kitsap Consolidated Housing Authority (Housing Kitsap) Rehabilitation Program provided housing rehabilitation loans and emergency grants to address health, safe and ADA needs to 11 low-income homeowners.
- Community Frameworks Kitsap Homeownership down-payment assistance program assisted 26 homebuyers in the County and 1 in the City of Bremerton to purchase homes.
- Public services were provided to 22,425 individuals
- Economic development microenterprise assistance was provided to 18 individuals.
- West Sound Treatment Center Fuller House Rehabilitation – Interior renovations were completed on this 5-bedroom home serving homeless women with substance abuse disorders.
- Housing Resources Bainbridge (HRB) Western View Terrace Rehabilitation – deck replacement, siding replacement and painting were completed on an existing 8-unit affordable housing complex.

The following projects were completed in 2024 but not closed out until early 2025 so not reflected as accomplishments in the CR-05 Tables:

- HRB Wyatt & Madison (The Oliver): Acquisition was completed for 13 newly built rental units on Bainbridge Island for households at or below 60% AMI.
- Bremerton Housing Authority (BHA) Evergreen Bright Start: Acquisition was completed for a newly built 30-unit apartment complex in Bremerton for individuals ages 18-24 experiencing behavioral

health disabilities, homelessness or at risk of homelessness.

The following projects are underway and moving forward:

- Housing Kitsap – Golden Tides II Roof Replacement: Providing the 45-unit complex for seniors with incomes at or below 60% Area Median Income with a newly constructed roof. The roof work is complete.
- Housing Kitsap – Madrona Manor Roof Replacement: Providing the 40-unit complex for seniors with incomes at or below 45% Area Median Income with a new roof. Roof work is underway.
- South Kitsap Helpline – The project to construct a new food bank warehouse facility on an existing site is underway. A new building has been acquired to relocate the food bank and associated offices so site demolition and preparation can begin. Work is scheduled to begin in spring 2025.
- City of Poulsbo Nordic Cottages: Construction is underway on 8 new 1-bedroom units of permanent affordable housing in two buildings located in the City of Poulsbo to serve seniors and disabled individuals at or below 30% Area Median Income.
- KCR ʔəqusəbali (formerly known as Manette and renamed by the Suquamish Tribe): Offsite infrastructure work has begun for this project which includes construction of 9 units of affordable rental housing in Bremerton. The project will serve families at or below 30% AMI experiencing or at risk of homelessness.
- Housing Kitsap Southern Cross: Construction of 4 units of affordable rental housing for families on Bainbridge Island for households with incomes between 30%-50% AMI. The environmental review is underway, and construction is expected to begin in 2025.
- HRB Ericksen: Construction of 18 units of rental housing on Bainbridge Island for households at or below 50% AMI. The environmental is complete and permitting is underway. Construction is expected to begin in spring 2025.
- Helpline House New Foodbank: Construction of a new community services center and foodbank on an existing site on Bainbridge Island. The environmental review is underway and permitting is underway. Construction is expected to begin in spring 2025.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g). *Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.*

Table 1 – Accomplishments – Program Year and Strategic Plan Consolidated Plan to Date shows the accomplishments against the program year goals and 5-year strategic plan goals.

Table 1 - Accomplishments – Program Year

Goal	Category	Outcome				
Increase Economic Opportunities	Non-Housing Community Development	Indicator	Expected	Actual	Unit of Measure	Percent complete
		Facade treatment/business building rehabilitation	0	0	Business	0.00%
		Persons assisted	24	18	Businesses Assisted	75.00%
Preserve and Increase Affordable Housing City of B	Affordable Housing	Indicator	Expected	Actual	Unit of Measure	Percent complete
		Rental units Acquired	30	1	Household Housing Unit	3%
Preserve and Increase Affordable Housing Kitsap Co	Affordable Housing	Indicator	Expected	Actual	Unit of Measure	Percent complete
		Rental units constructed	22	0	Household Housing Unit	0.00%
		Rental units rehabilitated	40	8	Household Housing Unit	0.20%
		Homeowner Housing Added	0	0	Household Housing Unit	0.00%
		Homeowner Housing Rehabilitated	31	17	Household Housing Unit	55%
		Direct Financial Assistance to Homebuyers	20	26	Households Assisted	135.00%
Provide Support Services	Non-Housing Community Development	Indicator	Expected	Actual	Unit of Measure	Percent complete
		Public service activities other than Low/Moderate Income Housing Benefit	8276	22,425	Persons Assisted	270.96%

Provide essential public facilities/infrastructure	Non-Housing Community Development	Indicator	Expected	Actual	Unit of Measure	Percent complete
		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	8500	7	Persons Assisted	0.08%
		Homeless Person Overnight Shelter	0	0	Persons Assisted	0.00%
		Overnight/Emergency Shelter/Transitional Housing Beds added	0	0	Beds	0.00%

Table 2 Accomplishments – Strategic Plan to Date

Goal	Category	Outcome				
Increase Economic Opportunities	Non-Housing Community Development	Indicator	Expected	Actual	Unit of Measure	Percent complete
		Facade treatment/business building rehabilitation	0	0	Business	0.00%
		Persons assisted	92	138	Businesses Assisted	150.00%
Preserve and Increase Affordable Housing City of B	Affordable Housing	Indicator	Expected	Actual	Unit of Measure	Percent complete
		Rental units constructed	3	0	Household Housing Unit	0.00%
		Rental units rehabilitated	0	0	Household Housing Unit	0.00%
		Direct Financial Assistance to Homebuyers	3	0	Households Assisted	0.00%
Preserve and Increase Affordable Housing Kitsap Co	Affordable Housing	Indicator	Expected	Actual	Unit of Measure	Percent complete
		Rental units constructed	13	0	Household Housing Unit	0.00%
		Rental units rehabilitated	38	0	Household Housing Unit	0.00%
		Homeowner Housing Added	0	0	Household Housing Unit	0.00%
		Homeowner Housing Rehabilitated	96	113	Household Housing Unit	117.71%

		Direct Financial Assistance to Homebuyers	29	29	Households Assisted	100.00%
Provide Support Services	Non-Housing Community Development	Indicator	Expected	Actual	Unit of Measure	Percent complete
		Public service activities other than Low/Moderate Income Housing Benefit	40999	53,419	Persons Assisted	130.29%
Provide essential public facilities/infrastructure	Non-Housing Community Development	Indicator	Expected	Actual	Unit of Measure	Percent complete
		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	5800	807	Persons Assisted	13.91%
		Homeless Person Overnight Shelter	0	0	Persons Assisted	0.00%
		Overnight/Emergency Shelter/Transitional Housing Beds added	0	0	Beds	0.00%

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Affordable housing has been identified as a high priority for CDBG and HOME funds. Action Plan projects that are funded serve households with incomes below 80% AMI. While addressing homelessness is a priority in Kitsap County, projects that directly address homelessness are first funded from other County sources (Homeless Housing grant funds, Affordable Housing grant funds and Consolidated Homeless grant funds), allowing CDBG and HOME funds to be used for affordable housing and services not targeted specifically to homeless individuals.

Kitsap County uses a 15% set-aside of CDBG for public services. The 2024 Action Plan projects include services that help the most vulnerable populations, including extremely low-income households, elderly, children, the disabled, and low-income individuals and families.

CDBG-CV funds were also provided to the Pacific Building Shelter (formerly named Mile Hill Shelter). These funds, along with CDBG-CV funds from the Department of Commerce, and were used to renovate an existing 75,000 square foot county-owned building in Port Orchard, previously used as a fitness center, into a 75-bed temporary shelter to address COVID-19 impacts for 125 Kitsap County homeless individuals annually. Renovation of the building was completed in 2024, and occupancy began in January 2025.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	15,176	25
Black or African American	2,259	0
Asian	914	0
American Indian or Alaskan Native	1756	0
Native Hawaiian or Other Pacific Islander	268	1
American Indian or Alaskan Native & White	88	0
Other multi-racial	2,077	1
Total	22,450	27
Hispanic	1,676	0
Not Hispanic	8,857	27

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Race and ethnicity data for CDBG projects is collected on a quarterly basis. Demographic data for households assisted through the HOME program is collected in the HOME Completion Reports submitted at project completion. Data is self-reported, and beneficiaries may elect to not report information. Kitsap County includes the category “Other Multi-Racial and American Indian/Alaskan Native” in data collected and it is reported in IDIS, however CR-10 Table 2 has not been modified in the CAPER template to show this data. In the 2024 Program Year 1,737 individuals identified as Other Multi-Racial and 88 identified as American Indian/Alaskan Native.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds Public - Federal	Resources Made Available	Amount Expended During Program Year
CDBG	1,991,370.70	826,771.31
HOME	5,794,944.70	1,293,190.65

Table 3 - Resources Made Available

Narrative

The resources made available in 2024 include Kitsap County’s HUD Award for CDBG and HOME plus Program Income received from loan repayments and unexpended funds at the end of 2023.

Kitsap County received a direct allocation of \$1,707,553 in CDBG-CV funds through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to stabilize low-income households experiencing hardship due to COVID 19. A total of \$1,587,222.06 has been expended through Dec. 31, 2024. The County received an additional \$340,365 CDBG-CV funds from the Department of Commerce, expending \$317,361.66 by year end 2024. The final CDBG-CV project, the Pacific Building Shelter, completed construction in late 2024. Occupancy began in early 2025, final funds were drawn and close out occurred in March 2025.

The Kitsap County HOME Consortium received an allocation of the HOME American Rescue Plan (HOME-ARP) funds in the amount of \$2,653,349 to address the needs of individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. The HOME-ARP Allocation Plan was submitted through the 2021 Action Plan as an Amendment and approved by HUD in May 2023. A total of \$2,520,750 in HOME-ARP funding has been awarded to three projects.

- \$402,977 has been awarded to Bremerton Housing Authority for a Housing Navigator position to provide homelessness prevention support services to assist households in using Housing

Choice Vouchers to secure permanent housing. 772 households were assisted in 2024.

- \$579,922.59 was awarded to Bremerton Housing Authority for acquisition of Wheaton Landing, a newly built 23-unit apartment building. These units will provide affordable housing for low-income families experiencing homelessness, particularly those with children attending school in the Bremerton School District. Acquisition completed in early 2025.
- \$1,537,781 was awarded to Housing Resources Bainbridge for new construction of the 18-unit Ericksen affordable rental housing project. Construction is expected to begin in 2025.

Identify the geographic distribution and location of investments – N/A

Narrative

Kitsap County does not implement target areas for distribution of HUD funds. All of Kitsap County's CDBG and HOME funds were directed to projects county-wide, outside the City of Bremerton, that serve low-income populations. The City of Bremerton HOME funds are targeted for housing within the City limits. The county is committed to funding services and housing that reach those with the most need. Projects for 2024 have served all areas of the county.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

All applicants for CDBG and HOME funds provided a sources of financing form to indicate the other funding and matching funds they expected to use for their project. Upon written agreement, the agency updated the form and provided a detailed budget to show how funds are used. Projects that require HOME matching funds are included in the Match Contribution table below for the 2024 Federal Fiscal Year.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	15,283,813.64
2. Match contributed during current Federal fiscal year	261,190.00
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	15,545,003.64
4. Match liability for current Federal fiscal year	8,207.49
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	

	15,536,796.15
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Table 4 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
KC-422-22 CFW DPA – #1104	3/29/24	19,250	0	0	0	0	0	19,250
KC-422-22 CFW DPA – #1107	6/21/24	20,730	0	0	0	0	0	20,730
KC-422-22 CFW DPA – #1121	9/13/24	99,355	0	0	0	0	0	99,355
KC-422-22 CFW DPA - #1122	9/13/24	99,355	0	0	0	0	0	99,355
KC-422-22 CFW DPA – #1123	9/13/24	22,500	0	0	0	0	0	22,500

Table 5 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
1,344,774.27	119,777.30	817,278.63	0	647,272.94

Table 6 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0

Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 7 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 8 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition		
Parcels Acquired	0	0
Businesses Displaced	0	0
Nonprofit Organizations Displaced	0	0
Households Temporarily Relocated, not Displaced	0	0

Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 9 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	7	0
Number of Non-Homeless households to be provided affordable housing units	47	44
Number of Special-Needs households to be provided affordable housing units	70	8
Total	124	52

Table 10 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	22	0
Number of households supported through Rehab of Existing Units	71	25
Number of households supported through Acquisition of Existing Units	31	27
Total	124	52

Table 11 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Capital projects are often not completed in the same year they are funded. Contract execution requires commitment of all project funding, underwriting, and environmental clearance. In addition, lengthy timelines for securing other funding, pre-development permit approvals, and designs result in projects taking many years to reach construction and completion. Projects do not report accomplishments until work has been completed, which in many cases is not until the following year, or several years in the case of new development.

Discuss how these outcomes will impact future annual action plans.

If projects are unable to meet planned outcomes and timelines to expenditure they will be cancelled, and the funds will be re-allocated through our competitive grant process. Projects making progress will be monitored to ensure they can meet contract and regulatory requirements for completion. Ongoing programs or projects that have been slow to spend may not be awarded funds in future grant cycles, until the balance of existing funds is spent down and the need for more funding can be demonstrated.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	2	0
Low-income	3	2
Moderate-income	20	25
Total	25	27

Table 12 – Number of Households Served

Narrative Information

The Block Grant Program continues to award a significant percentage of CDBG and HOME funds for the acquisition, preservation, and construction of affordable housing. All HOME-funded activities carried out in 2024 provided affordable housing opportunities to households at or below 80% area median income for Kitsap County, as established by HUD.

In 2024, homelessness and a lack of affordable housing continued to be a significant and pressing problem in Kitsap County. Data indicated that there continues to be underserved needs among those living in poverty and, in particular, those with chronic mental illness, substance abuse disorders, and other barriers to housing stability.

CR-25 - Homeless and Other Special Needs. Evaluate the

jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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, last 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: (1) Make homelessness rare; (2) Make homelessness brief; (3) Make homelessness one-time; (4) Continuously improve the homeless crisis response system; and (5) 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 Count, Homeless Management Information System, and other County data are used to measure progress towards meeting these goals. Outreach to homeless persons includes referrals to the coordinated entry program, called 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 Project Connect events with vendors providing services and information to over 500 low-income and homeless guests. Services provided include hygiene kits, haircuts, diapers, medical exams, immunizations, and a hot meal. Housing resources are also offered, both directly and through connections 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.

Outreach is also performed through actions from both formal and informal street outreach teams including Homeless Encampment Action Response and Transitions (HEART), Recovery Empowerment Advocacy and Linkage (REAL) programs, CK, Poulsbo, and Bainbridge Island Community Assistance, Referral and Education Services (CARES), the Coffee Oasis Youth Outreach, Commonstreet Consulting, and Rock the Block. These outreach programs coordinate with each other and with the Housing Solutions Center to assess, serve, and refer people living outdoors or with substance use disorders to assistance.

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 priority pool for shelter and transitional housing. Kitsap County's homeless housing inventory includes residential emergency shelter beds – comprised of shelters for women and women with children, shelters for families, a shelter for men, and 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 low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, 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 Community Resources operates an Eviction Prevention Program which provides housing-focused case management and temporary rent support to households at risk of homelessness and coordinates with By & For Outreach Organizations to assist low-income underserved marginalized populations. 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 and provide 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. The Bremerton Housing Authority has acquired 30 units of newly-built rental housing for young adults ages 18-24 who are exiting foster care or facing homelessness. Residents are provided services to ensure housing stability.

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 serving the most vulnerable 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. Kitsap Community Resources also operates a program to provide Permanent Supportive Housing to Chronically Homeless Families. Bremerton Housing Authority programs provide Housing Choice Vouchers for households successfully transitioning to permanent housing.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Consolidated Plan addresses two housing authorities, the Kitsap County Consolidated Housing Authority (Housing Kitsap) and the Bremerton Housing Authority. CDBG and HOME funds are not used for public housing, however funds are used by both housing authorities to rehabilitate existing subsidized housing and acquire new units. In 2024, Housing Kitsap was awarded funds for rehabilitation of Madrona Manor, a 40-unit rental housing property serving seniors with incomes at or below 45% area median income. Housing Kitsap was also awarded funding for their single-housing rehabilitation program and for development of 4 new units of rental housing. The Bremerton Housing Authority was awarded funds to purchase 30 newly-built units of rental housing to serve vulnerable young adults.

Bremerton Housing Authority and Housing Kitsap work with their housing residents to meet their needs, as well as encourage their participation in programs that will lead to greater self-sufficiency. Both housing authorities continue to make investments in subsidized rental housing, and BHA continues to make investments in its public housing stock.

Housing Kitsap successfully completed the Streamlined Voluntary Conversion which was effective 4/1/2024. Units are mostly subsidized with Project Based Rental Vouchers, some with Tenant Based assistance, and when those residents vacate, those units will be added to the Project Based Contract, thus maintaining these units as subsidized into the next 20 years, with an additional 20 years as a contract extension option.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership.

While Housing Kitsap no longer holds any of its own public housing units, Bremerton Housing Authority does, and BHA works to encourage resident involvement in the management of the public housing they live in through adequate staffing of resident support positions and a commitment to good communication. BHA staffs Community Connections Manager, Family Self-Sufficiency Coordinator, and Rental Assistance Program Coordinator positions to help residents communicate with management, as well as gain

community connections and work towards self-sufficiency, which hopefully leads to homeownership for some.

Kitsap County's Block Grant Program also helps fund a down payment assistance program for low-income homebuyers, managed by Community Frameworks, a nonprofit organization.

Actions taken to provide assistance to troubled PHAs.

Housing Kitsap is no longer troubled. The County has, partially because the Board of County Commissioners also serve on the Board of the County's housing authority, been instrumental in providing support to Housing Kitsap to maintain its satisfactory status. Kitsap County continues to work closely with both Housing Kitsap and BHA to fund high priority housing projects that preserve and increase affordable housing.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

Several types of planning, permitting, environmental and building code-related policies conflict with housing affordability and supply in certain ways, but Kitsap County has been making a significant effort to minimize these conflicts in recent years. Kitsap County's 2024 Comprehensive Plan outlines several goals to reduce such conflicts:

- While the size of Urban Growth Areas were generally not expanded, maximum densities and/or heights were increased in most types of zones, particularly in Regional and Countywide Centers. This will help increase the supply of housing and help affordability, especially since most housing in urban centers will come in the form of units in multi-family developments, which are generally cheaper than single-family homes.
- The Comp Plan promotes multi-family and missing middle housing through regulation revisions and incentives, such as relaxed lot line requirements.
- Minimum parking requirements, which add to the cost of housing significantly, have been relaxed for multi-family housing developments and all housing near frequent public transit. Draft legislation is also advancing through the Washington State Legislature that would require most jurisdictions to cut their parking requirements by more than 50%. This may cut requirements in Kitsap County by 75% in some cases. In addition, the City of Bremerton is moving toward eliminating nearly all parking requirements in its downtown core.
- Regulations for Accessory Dwelling Units have been relaxed in several ways, such as halving impact fees and not requiring new parking near frequent transit stops.
- The County's permitting department has also set new ambitious goals for efficiency in permit approvals that should cut approval times, which would increase timeframe certainty for housing

developers and therefore lower costs.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The County continues to explore new and innovative ways to increase affordable housing and expand economic opportunities for low-income individuals and families. In 2021, Kitsap County passed a 1/10th of 1% tax for affordable housing. The funds collected from this tax were formalized into the Community Investments in Affordable Housing (CIAH) program in early 2023. The CIAH program is developed to align with the aspects of the HOME program to simplify its use and understanding for housing developers in the County. The CIAH program has partnered with the CDBG and HOME programs in both timing and priority-setting. Since its inception, the CIAH program has awarded \$14.4M in housing and service projects, with several of those projects overlapping funding awards with HOME funds. The cities of Poulsbo and Bainbridge Island also passed this tax and will be funding projects in these cities. The CIAH program is estimating a release of \$5.5M each year, continuing to align with the HOME and CDBG programs where possible.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Housing units assisted with CDBG and HOME funds built before 1978 are evaluated for potential lead hazard. If the construction process will disturb painted surfaces that contain lead, the contractors are required to implement safe work practices and obtain a final clearance report. Housing Programs providing rehabilitation or weatherization services have staff trained in lead hazard evaluation and lead-safe work practices. Additionally, all homeowners having rehabilitation or weatherization work performed on their home, or homebuyers receiving downpayment assistance to purchase a home built pre-1978, are provided with the lead-safe pamphlet.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Kitsap County continues to target grant funds towards projects that serve the lowest income households including provision of food bank services, childcare and youth programs, housing weatherization and rehabilitation programs, as well as rental housing for those with incomes below 60% AMI.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Kitsap County continued in 2024 to work collaboratively with a wide variety of non-profit and government agencies to address our community's most pressing needs, including homelessness and affordable housing. Through a coordinated application process each year, Kitsap County CDBG and HOME funds, City of Bremerton HOME funds, local Homeless Housing Grant funds, Affordable Housing Grant funds, Community Investments in Affordable Housing, and Mental Health, Chemical Dependency and Therapeutic Courts funds are awarded. This process has improved coordination of funding, allows better targeting of funds, and increases public transparency and participation. These funding sources are administrated by the County and staff is housed within the

Department of Human Services.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Kitsap County continues to encourage efforts to provide services and housing in the county through coordination of funding and technical assistance to agencies seeking to develop capital projects.

Several Kitsap County nonprofits have worked together to develop a “Kitsap Affordable Housing Consortium” working to coordinate housing projects among nonprofits and promote sharing experience, expertise, and resources. The Consortium has drafted a Charter, and meets monthly to continue refining roles, duties, and expectations. The Kitsap County Health District has appointed a staff member to function as an independent facilitator of the charter development process. The Consortium will form three committees, each staffed with a different executive director from a housing provider, active within Kitsap. The Consortium will aim to achieve four objectives:

1. Collaborate with a developed consortium network to reduce barriers.
2. Commit to understanding community needs.
3. Cultivate partnerships with people and agencies that can acquire resources for Kitsap.
4. Communicate with partners and government agencies as a collective voice.

The Kitsap Housing and Homelessness Coalition (Continuum of Care), which is comprised of a variety of service and housing providers serving low-income populations, also enhances local coordination. The Coalition meets monthly to share information and hear presentations on special topics of interest, including updates on State legislation and grant funding. Special ad hoc committees meet to address outside homelessness and severe weather, and to plan the annual Project Connect event held during the Point in Time count. Kitsap County staff participate in these meetings to both share information and continue coordination among community organizations. One notable outcome of this coordination is Bremerton Housing Authority connecting with Bremerton’s main emergency shelter provider to make Section 8 Housing Vouchers available for eligible households exiting shelters to permanent housing.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

An Analysis of Impediments to Fair Housing was completed and we continue to implement the recommendations of the analysis. This analysis concluded that the major impediments to fair housing opportunities in Kitsap County and the City of Bremerton included a lack of referrals of housing complaints to appropriate agencies; a likely pattern of discrimination against people with disabilities; a likely pattern of mortgage lending discrimination against people of color; a sharp increase in the cost of housing in Kitsap County, and lack of multi-family housing. To help combat this, fair housing rules and

requirements are discussed at contract time and again at monitoring with all subrecipients of CDBG and HOME funds for housing. Fair housing information is also incorporated into First Time Homebuyer education classes and Predatory-Lending workshops.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Organizations awarded CDBG/HOME funds sign a written agreement which outlines roles and obligations of the County and recipient agency, which provides a framework for monitoring. Organizations awarded funds are required to provide quarterly reports as well as other reports throughout the year, as determined by the specific type of project. All CDBG-funded activities which qualify under Low/Mod Limited Clientele (LMC) or Low/Mod Housing (LMH) benefit are required to collect data and report the number of individuals or households served by income, race and ethnicity. HOME-funded projects require submission of quarterly narrative reports and submission of the HOME Completion Report at the time of the final draw of funds. Staff work closely with agencies undertaking capital projects to meet requirements for environmental review, procurement (including outreach to women and minority businesses), Davis Bacon and labor standards, Section 3, and equal opportunity and accessibility. Periodic check-in meetings are scheduled to provide information and discuss progress, or reasons for lack progress.

In addition, Kitsap County conducts an annual monitoring visit with all agencies providing services and housing programs. Capital projects are monitored on an ongoing basis throughout the development and completion of the project. The county utilizes a checklist modeled after HUD monitoring checklists for CDBG and HOME to conduct reviews. Monitoring meetings were conducted online via Zoom in 2024. The process includes review of project and client files, as well as financial policies and procedures. Our check into financial procedures includes reviewing audits, compliance with project agreements, timely expenditure of funds, and other regulatory requirements. We also review how recipients conduct outreach to minority populations and contractors when the project involves hiring contractors for construction work. Any problems, concerns or follow-up are noted in a monitoring letter. No outstanding issues remain from our 2024 monitoring.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Kitsap County follows a Citizen Participation Plan that was prepared to facilitate and encourage public participation and involvement in the planning process for Consolidated Plans and Annual Action Plans, and the implementation of Bremerton's and the County's CDBG and HOME program. The Citizen Participation Plan, adopted annually as part of the CDBG/HOME Policy Plan, identifies the public participation requirements as identified by federal regulations (24 CFR Part 91). The Consolidated Annual Performance and Evaluation Report (CAPER) is prepared and made available on the City of Bremerton and Kitsap County websites and notice is provided through the County's electronic notification system (gov delivery) and published in the local newspaper for a 15-day written comment period prior to submittal of the report to HUD. The CAPER was published on 3/12/2025 for a 15-day comment period. No comments were received.

Notification of the CAPER's availability for comments is made through several media channels. A legal ad in the Kitsap Sun, directly on the Kitsap County CDBG Program website, and also delivered via text or email to residents signed up to receive news on the County's CDBG Program.

In addition, though not technically associated with the CAPER specifically, Kitsap County holds multiple public hearings per year at Board of County Commissioner meetings to obtain the public's view of the program. One occurs each spring, for the development and approval of the next year's Policy Plan. A second hearing is held each fall to review the proposed use of funds and adopt the Annual Action Plan. Past years' performance is discussed and is always relevant to current and future years' plans.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

No program objective changes are anticipated at this time.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations.

On-site monitoring visits are conducted on rental housing projects subject to period of affordability requirements per §92.504(d). Staff maintains a Period of Affordability spreadsheet indicating which

properties are due for monitoring and inspection each year, based on the frequency required under HOME rules.

All Property owners are contacted via email annually to request an updated Rent & Occupancy Report, HOME Program Certificate of Suitable Occupancy, and Rent Approval form. On-site inspections and review of tenant files occurs within 12 months after project completion for new projects and every three years thereafter. For 2024, desk monitoring was conducted. Onsite inspections and review of tenant files was not required.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.

Each HOME-funded project must provide a description, at contract execution and during annual on-site monitoring, of the methods of affirmative marketing that have been undertaken for the project. Block Grant Program staff provides technical guidance for new projects to ensure affirmative marketing is conducted. Organizations are provided the Kitsap County Affirmative Marketing Plan and are required to completed HUD form 935.2 for their project.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

2024 program income total for HOME was \$119,777.30 of which \$53,157.30 was recaptured loan funds within the period of affordability. Program Income is allocated through our competitive grant cycle and included in the Annual Action Plan. Some funds are re-allocated to the agency whose program generated them, some are used for other new affordable housing projects, and a small portion is used for administration.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Kitsap County continues to fund all types of affordable housing projects, including creation of new units, preservation of existing housing with expiring affordability restrictions, rehabilitation of existing units, and for down-payment assistance for homebuyers. Organizations contemplating new projects are encouraged to discuss projects with the Block Grant Program early in the process in order to understand how CDBG or HOME funds may be used to support their project. HOME funds require a 25% match. All HOME-funded projects leverage significantly more funding from other sources, including Low Income Housing Tax Credits, the State Housing Trust Fund, and other local funds.

Kitsap County continues to monitor all HOME-funded housing in a period of affordability. This includes managing a loan portfolio of rental housing projects and tracking repaid homebuyer loans. Repaid loans are allocated through the annual grant cycle for affordable housing projects and homebuyer assistance.

CR-58 - Section 3

Identify the number of individuals assisted and the types of assistance provided:

Total Labor Hours	CDBG	HOME
Total Number of Activities	1	0
Total Labor Hours	696	
Total Section 3 Worker Hours	162	
Total Targeted Section 3 Worker Hours		

Table 13 – Total Labor Hours


Qualitative Efforts - Number of Activities by Program	CDBG	HOME
Outreach efforts to generate job applicants who are Public Housing Targeted Workers		
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.		
Direct, on-the job training (including apprenticeships).	1	
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.		
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).		
Outreach efforts to identify and secure bids from Section 3 business concerns.		
Technical assistance to help Section 3 business concerns understand and bid on contracts.		
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.		
Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.		
Held one or more job fairs.		
Provided or connected residents with supportive services that can provide direct services or referrals.		
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.		
Assisted residents with finding childcare.		
Assisted residents to apply for or attend community college or a four year educational institution.		
Assisted residents to apply for or attend vocational/technical training.		
Assisted residents to obtain financial literacy training and/or coaching.		
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.		
Provided or connected residents with training on computer use or online technologies.		
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.		
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.		
Other. Outreach to local employment agencies that assist individuals with job opportunities and job placement.		
Other. Posting through advertisements of the Section 3 opportunities	1	

Table 14 – Qualitative Efforts - Number of Activities by Program

Narrative:

The one CDBG project that was subject to Section 3 was a capital rehabilitation project that provided health and safety upgrades including new siding, windows, decks, and painting at a multi-family apartment complex.

Attachment - 2024 PR26 CDBG Financial Summary Report

	Office of Community Planning and Development	DATE:
	U.S. Department of Housing and Urban Development	TIME:
	Integrated Disbursement and Information System	PAGE:
	PR26 - CDBG Financial Summary Report	
	Program Year 2024	
	KITSAP COUNTY , WA	

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	958,652.26
02 ENTITLEMENT GRANT	994,350.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	38,368.44
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,991,370.70

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	369,888.65
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	250,372.58
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	620,261.23
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	162,921.84
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	43,588.24
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	826,771.31
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	1,164,599.39

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	131,764.24
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	238,124.41
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	250,372.58
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	620,261.23
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

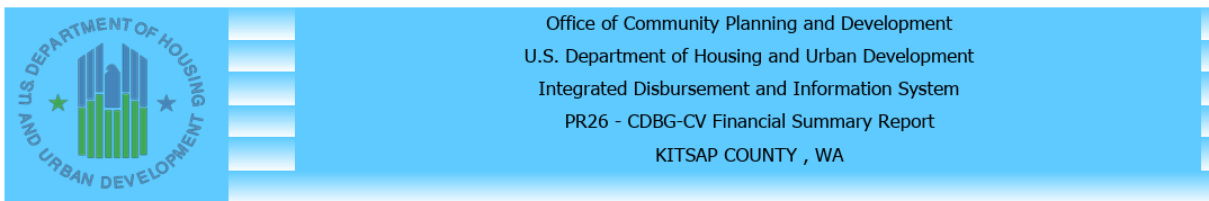
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	113,013.40
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	31,986.60
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	145,000.00
32 ENTITLEMENT GRANT	994,350.00
33 PRIOR YEAR PROGRAM INCOME	97,020.14
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,091,370.14

36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	13.29%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	162,921.84
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	43,588.24
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	206,510.08
42 ENTITLEMENT GRANT	994,350.00
43 CURRENT YEAR PROGRAM INCOME	38,368.44
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,032,718.44
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	20.00%

Attachment 2024 PR26 CDBG-CV (CARES ACT) Financial Summary Report



PART I: SUMMARY OF CDBG-CV RESOURCES

- 01 CDBG-CV GRANT
- 02 FUNDS RETURNED TO THE LINE-OF-CREDIT
- 03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT
- 04 TOTAL CDBG-CV FUNDS AWARDED

PART II: SUMMARY OF CDBG-CV EXPENDITURES

- 05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION
- 06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION
- 07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS
- 08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)
- 09 UNEXPENDED BALANCE (LINE 04 - LINE8)

PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT

- 10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS
- 11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING
- 12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES
- 13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)
- 14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)
- 15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)

PART IV: PUBLIC SERVICE (PS) CALCULATIONS

- 16 DISBURSED IN IDIS FOR PUBLIC SERVICES
- 17 CDBG-CV GRANT
- 18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)

PART V: PLANNING AND ADMINISTRATION (PA) CAP

- 19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION
- 20 CDBG-CV GRANT
- 21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)