



**Kitsap County Coordinated Grant
Application Process
2025 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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2025 Application Schedule

Dates	Description
3/20/24	2025 Grant Cycle Schedule Posted
5/1/24	Draft Policy Plans Published on Coordinated Grant Application website. 15-day written comment period opens – includes CDBG , HOME , CIAH , City CDBG
5/3/24	Application Intent Form available for CDBG , HOME , CIAH , City CDBG MANDATORY pre-application appointments are required for NEW Capital Projects and ALL CDBG Foodbank and Childcare Programs * Application Intent Form will be posted on the CGAP website
5/17/24	Written Comment Period Closes for 2025 Draft Policy Plans - CDBG , HOME , CIAH , City CDBG
5/24/24	RFPs and NOFAs posted to website for information purposes
6/7/24	Application Intent Forms Due (CDBG , HOME , CIAH , City CDBG)
6/10/24	Board of County Commissioners <u>Public Hearing and Action</u> on 2025 Policy Plans - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm, or via Zoom. - CDBG , HOME , CIAH
6/18/24	Technical Assistance training for <u>Capital applications</u> : 1pm-3pm via Zoom Recording will be made available online (CDBG , HOME , CIAH , City CDBG)
6/18/24	Grant Applications available online @ Noon. (CDBG , HOME , CIAH , City CDBG)
6/18/24 – 7/16/24	Application Technical Assistance available by phone, email, or Zoom.
7/16/24	Grant Applications Due @ Noon Online submission only, via SurveyMonkey Apply web portal
8/16/24	Staff and Capital GRC Discussion. Staff and GRC organize questions to send to applicants. Norm Dicks Government Center, 4 th Floor, WSU Classroom. CDBG , HOME , CIAH * Difference from last cycle: There will be <u>NO INTERVIEWS</u> this year.
9/10/24	Staff and Capital GRC deliberations Norm Dicks Government Center, 4 th Floor, WSU Classroom. CDBG , HOME , CIAH
9/12/24	Draft 2025 Funding Recommendations and Action Plan released - Posted to Kitsap Coordinated Grant Website and in Kitsap Sun. Written 30-day comment period begins. CDBG , HOME , CIAH
10/14/24	Board of County Commissioners <u>Public Hearing</u> on 2025 Grant Funding Recommendations Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm, or via Zoom CDBG , HOME , CIAH
1/1/25	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:

- 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.
- Public Service applications will be open this year for food programs and childcare/afterschool programs only.

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 projects are not eligible for CDBG 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 project.

NOTE: The City of Bremerton is conducting a separate review process for their CDBG funding. Refer to the City's website information [Federal Grants - Community Development Block Grant | Bremerton, WA - Official Website \(bremertonwa.gov\)](https://www.bremertonwa.gov/federal-grants-community-development-block-grant).

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 Principally benefit low and very low-income households.

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
2025 CDBG Capital and Microenterprise	\$850,480
2025 CDBG Public Service	\$145,000
Total All CDBG	\$995,480

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 2025 the minimum grant request for all applications is \$10,000 and there is no maximum for capital projects. Public Service projects have a maximum of \$30,000.

All guidelines and policies for the funds below are not included in this NOFA but are detailed in the **2025 CDBG HOME Policy Plan**. It is the applicant’s responsibility to read and understand the funding requirements and restrictions.

County/City of Bremerton Joint Funding of Projects

The City of Bremerton has its own allocation of CDBG funds. Projects located in the City of Bremerton are only eligible for County CDBG funds if:

- the project serves a special needs population as defined Appendix E of the 2025 CDBG HOME Policy Plan,
- meets a high priority need as described in the Consolidated Plan,
- demonstrates some benefit to County residents; and
- is also being funded by the City. County funds awarded cannot exceed the amount of funds awarded by the City.
- These projects would be a lower priority for County funds.

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 Assistance

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

1. **Mandatory Application Intent forms** were **REQUIRED** for all new capital projects and all food bank and childcare/after school program proposals. Forms were due by June 7, 2024. If an Application Intent form was not submitted, you are not eligible to submit an application during this funding round.
2. **Capital Application Technical Assistance** will be provided by staff for interested applicants on June 18, 2024 from 1pm – 3pm via Zoom (*link will be available on the Coordinated Grant Application Process webpage*).
3. **Application Technical Assistance** with the online application host, Survey Monkey Apply, will be available during the application period through the application site.
4. **General 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 email.

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 2025** application plus **one of the following project applications**:

- Housing Rehabilitation 2025
- Services 2025
- Public Facilities-Infrastructure 2025

If your agency plans to submit multiple applications the Organization Information 2025 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 2025 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 Tuesday, June 18, 2024. 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 Tuesday, July 16, 2024 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 any other grant program associated with the Coordinated Grant Application Process.

Application Scoring

CDBG applications will be scored based on responses to the project application. Each question within the application will identify a maximum score for that individual response. Capital GRC members and County staff will score capital applications. Public Service projects will be reviewed and scored by staff.

Regardless of strict numerical ranking, the scoring does not operate to vest in an applicant or project any right to a commitment of CDBG funds. Kitsap County will, in all instances, commit CDBG funds consistent with sound and reasonable judgment, and consistency with CDBG requirements and adopted policies.

There are no project interviews being conducted for the 2025 grant cycle. Rather, County staff will present the same aspects of each project to the Capital GRC members in a short

PowerPoint presentation. The Capital GRC will discuss the merits of each project and formulate funding recommendations. Public Service projects will be awarded funding as in prior years with food banks receiving up to \$30,000 and childcare/after school programs funded with remaining funds equally up to \$30,000. The minimum award remains at \$10,000.

Funding Recommendations will be announced on September 12, 2024, and will be discussed at a public hearing on October 14, 2024.

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 [Coordinated Grant Application Process \(kitsap.gov\)](https://www.kitsap.gov/hs/Pages/Coordinated-Grant-Application-Process.aspx)
- Kitsap County CDBG/HOME Guidebook [kitsap.gov/hs/Pages/CDBG--Guidebook.aspx](https://www.kitsap.gov/hs/Pages/CDBG--Guidebook.aspx)

Additional Notes:

1. CDBG funds are Federal funds. Use of Federal funds may affect the way your agency does business.
 - a. If you are awarded CDBG funds Block Grant staff will work with you on the federal requirements applicable to your project.
 - 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, 2025, 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.

Quarterly Reports – Quarterly reports are due the 15th of the month following the close of the quarter. Report forms will be provided and are required even prior to contract execution. The first Quarterly Report is due April 15, 2025 via email.