



Kitsap County  
Department of Human Services

# Housing and Community Development 2027 Policy Plan



CIAH, CDBG, and HOME Programs

Contents

Executive Summary.....3

Goals and Priorities.....4

Program Basics .....6

Allocation Process .....7

General Program Rules ..... 11

Appendix A – Citizen Participation Plan ..... 11

# Executive Summary

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The Housing and Community Development (HCD) Policy Plan provides program information, program requirements, goals, objectives and annual priorities as well as the expected process and timeline for those partners that are interested in applying for Kitsap County Community Investments in Affordable Housing (CIAH), Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds. The allocation of CDBG and HOME funds are guided by the 2026-2030 Kitsap County/City of Bremerton Consolidated Plan which was submitted to the federal Department of Housing and Urban Development (HUD) in November 2025. CIAH's initial goals and priorities were defined in 2022 by a group of community members representing different industries and perspectives. The 5-year Consolidated Plan also helped inform the current CIAH priorities for the same time.

HCD funds are administered through the Kitsap County Department of Human Services and together they use a joint annual application process to award funds. The application process begins with the release of the annual Policy Plan in May, informing applications and funding decisions for the current calendar year. Funding awards are announced late in the year.



# Goals and Priorities

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## *CIAH Program*

The two primary goals are:

1. Provide supportive and affordable housing options for Kitsap County residents
2. Reduce homelessness for Kitsap County residents

Within these two goals, the County has identified four priorities, ordered by importance:

1. Develop new units of housing: affordable, supportive, transitional, and emergency (priority in that order).
2. Acquire land for the development of housing: affordable, supportive, transitional, and emergency.
3. Provide housing related services in relation to supportive, transitional, and/or emergency housing. These services may include rental assistance
4. Provide operations and maintenance support for agencies providing housing and/or housing services.

## *CDBG/HOME Program*

The overall goals of the CDBG Program are to provide decent housing, suitable living environments and economic opportunities for low-income households and neighborhoods.

Within these goals, the County has identified the following priorities:

### *CDBG Public Services:*

The following priorities are in rank order:

1. Childcare/Afterschool Programs
2. Food Assistance

### *CDBG Capital:*

The following priorities are in rank order:

1. Rehabilitation of affordable housing (rental and homeownership)
2. Preservation of affordable housing (acquisition of housing to create or preserve units of affordable housing)
3. Infrastructure related to affordable housing projects:
  - Offsite sewer/water extension and sidewalks required for affordable housing projects.
4. Economic Development Microenterprise

## *HOME:*

The overall goal of the HOME Program is to expand the supply of affordable housing for low- and very-low income households. The County has identified the following priorities:

The following priorities are of equal importance:

1. Construction or acquisition of new rental housing units
2. Acquisition of homeowner housing through down-payment assistance

## *Geographic Priorities:*

**CIAH** → The cities of Poulsbo and Bainbridge Island collect CIAH-related sales/use taxes independently from the County. Because of this, priority will be given to projects outside those two jurisdictions.

**CDBG** → The City of Bremerton receives its own allocation from HUD. CDBG eligible programs and projects located in the City should apply to the City's CDBG program. CDBG eligible programs/projects located in unincorporated Kitsap County, or the cities of Port Orchard, Poulsbo or Bainbridge Island should apply for County CDBG funds.

**HOME** → The City of Bremerton receives a share of HOME funds to be allocated to projects located in the City. The remaining share of HOME funds will be allocated for projects in unincorporated Kitsap County and the cities of Port Orchard, Poulsbo and Bainbridge Island.

## *Beneficiaries:*

All CIAH projects and HOME rental projects must benefit households earning below 60% area median income (AMI). HOME homeownership and CDBG projects must benefit households at or below 80% AMI. In addition to income limits, household characteristic requirements apply to projects as indicated in the Basic Program Information section below.

Kitsap County uses the HOME Income limits for all HCD funds. The AMI is determined by household size and is updated annually by HUD for Kitsap County. The latest AMI data can always be found on [HUD User](#). The current AMI for Kitsap County is:

HH Size	30% AMI	60% AMI	80% AMI	100% AMI
1	26,150	52,300	69,650	87,100
2	29,850	59,700	79,600	99,500
3	33,600	67,200	89,550	111,900
4	37,300	74,600	99,450	124,300

Source: [HUD Income Limits](#); Updated 6/1/2025 - The AMI data is typically updated in May/June of each year.

# Program Basics

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## *CIAH Program*

CIAH is funded through sales and use taxes. The CIAH program's development was a response to the recognition of a serious housing shortage throughout Kitsap County as noted in many reports and data, most notably the ECONorthwest study that Kitsap County commissioned in 2021. Therefore, CIAH focuses funds on developing housing units.

## *What Can CIAH Fund?*

Project eligibility criteria for the CIAH program is defined by two statutes: [RCW 82.14.530](#) & [RCW 82.14.540](#). While the County does not fund or prioritize all eligible projects, the focus of the County's CIAH program are project types below:

- Construct or acquire affordable housing (emergency, transitional, and supportive)
- Construct or acquire facilities providing housing-related services
  - Acquire land for either purpose above
- Fund operations and maintenance costs of new units of affordable housing or facilities where housing-related programs are provided
- Provide housing-related services (including rental assistance)

## *Who Can CIAH Serve?*

CIAH must serve households earning less than 60% of the area median income (AMI) **and** fitting at least one of the following characteristics:

- Domestic violence survivors
- Persons who are homeless or at-risk of being homeless, including families with children
- Persons with disabilities
- Senior citizens
- Veterans
- Unaccompanied homeless youth or young adults

## *CDBG Program*

The CDBG fund is federal funds received annually through the Department of Housing and Urban Development. The CDBG program is authorized by Title I of the Community Development Act of 1974 to provide communities with funding to address a wide range of unique community development needs to benefit low- and moderate-income people.

### *What Can CDBG Fund?*

The CDBG program defines eligible activities in the program regulations at [24 CFR 570.201](#) and [570.207](#). For the 2026-2030 Consolidated Plan Kitsap County has prioritized funds for certain activities so not all eligible activities listed in the regulations will be funded or are listed below:

- Acquisition of real property
- Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements
- Rehabilitation of rental or homeownership housing
- Clearance, demolition and removal and rehabilitation of buildings and improvements
- Removal of material and architectural barriers
- Public services
- Assistance to facilitate and expand homeownership opportunities for low and very low-income people
- Economic development micro-enterprise

### *Public Service*

A maximum of 15% of the annual CDBG allocation may be used to fund youth, child care, and food bank programs.

### *Who Can CDBG Serve?*

CDBG funds must primarily serve households earning less than 80% AMI.. For microenterprise programs, 100% of the owners must qualify as low or moderate income.

## *HOME Program*

The HOME fund is federal funds received annually through the Department of Housing and Urban Development. The HOME program was created by the National Affordable Housing Act of 1990 (NAHA). The Housing and Community Development Act of 1992 and the Multifamily Property Disposition Act of 1994 made important changes to the Program. The intent of the program is to expand the supply of decent, safe, sanitary, and affordable housing for low and very low-income households and strengthen the ability of state and local governments to provide affordable housing.

### *What Can HOME Fund?*

The HOME program defines eligible activities in the program regulations at [24 CFR 92.205](#). For the 2026-2030 Consolidated Plan Kitsap County has prioritized funds for certain activities so not all eligible activities listed in the regulations will be funded or are listed below.

- Rehabilitation of residential property
- New construction of residential property
- Acquisition of residential property
- Relocation associated with an eligible HOME project

### *CHDO Operating*

A small part (up to 5%) of the annual HOME allocation may be used to help pay the operating expenses of a designated Community Housing Development Organizations (CHDOs) undertaking a HOME funded project within the guidelines established by HUD.

### *Who Can HOME Serve?*

HOME funds must serve households earning less than 60% AMI for rental housing projects. In rental projects with five or more units, 20% of the units must serve households at or below 50% AMI. For homeownership projects households must be at or below 80% AMI.

## Allocation Process

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Housing and Community Development utilizes a joint application process, issuing a Request for Proposals (RFP). A schedule is published on the [County's website](#), which details key dates for the program. A summary of that timeline is below:

**April** -> The Policy Plan will be made public and made available for comments/feedback. This includes the priorities for the upcoming grant cycle.

**April** -> Pre-application meeting information posted to website inviting expected applicants to meet with staff regarding new projects.

**May** -> Comment period ends for the Policy Plan, a public hearing is held with the Board of County Commissioners, and the Policy Plan is presented for approval.

**May** -> RFP and NOFA posted to the County's website.

**June** -> The project application link is made available.

**June/July** -> Technical assistance for completing the application is made available.

**July** -> Project and organization applications are due mid-July.

**August** -> The Capital Grant Recommendation Committee (GRC) goes through a training and begins to review applications.

**September** -> Funding recommendations are made public, and the community is encouraged to provide feedback.

**October** -> The comment period ends; a public hearing is held with the Board of County Commissioners and funding recommendations are approved.

**November/December** -> Statements of work (SOW), contracts, and expenditure plans are formed.

**December/January** -> Monitoring of prior year awards and open contracts.

**January** -> The program year begins.

## *Grant Recommendation Committee*

All submitted project applications will be reviewed by the Capital Grant Recommendation Committee (GRC) and county staff. The GRC is comprised of up to 8 members as follows:

- Four members appointed by Kitsap County Commissioners including members representing North Kitsap, Central Kitsap, South Kitsap, and an at-large position.
- Four members, one each appointed by the cities of Bremerton, Bainbridge Island, Port Orchard, and Poulsbo.
- Appointments for GRC members are made annually by each jurisdiction for a one-year term. GRC members can be re-appointed to serve successive terms and/or additional terms.

HCD staff present all project applications in lieu of applicant interviews or presentations, focusing on the same aspects of each application, to mitigate bias or the appearance of bias. Similarly, HCD staff also score projects and take an active part in the deliberations that result in the funding recommendations.

## *Applicant Process*

Below are the summarized steps in the process from the applicant's perspective.

1. Schedule a pre-application meeting with HCD staff for capital projects.
2. Attend a pre-application appointment to discuss the project, eligible funding, and pertinent program requirements.
3. Submit the Organization Information Application.
  - a. This application is submitted one time per year, regardless of the number of project applications an applicant submits.
4. Submit the Project Application.
5. Provide staff with any follow-up information requested by the Grant Recommendation Committee (GRC).
6. The GRC deliberates and scores applications based on the scoring matrix and the goals and priorities of the HCD programs for the given year.

Awards will be announced in September of each year and will be discussed at a public hearing in October of each year.

# General Program Rules

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## *Eligible Recipients*

The eligible recipients are:

- Nonprofit Agencies
- Units of Government
- Housing Authorities
- Corporation, Limited Liability Company, General Partnership, Joint Venture, or Limited Partnership
  - This must ultimately be controlled by a nonprofit or public corporation to obtain a tax credit or another housing or service-related objective.
- Faith-based organizations

## *Project Timelines*

### *Capital Projects*

**CIAH** recipients for construction, rehabilitation, and acquisition will have six (6) years to complete projects. Project start is determined to begin January 1 in the year immediately following the award announcement. Project completion means that the scope of work has been completed, and the final invoice has been submitted.

**CDBG** recipients for construction and/or rehabilitation will have two (2) years from the contract execution date to complete projects. Project start is determined to begin January 1 or later in the year immediately following the award announcement and contracts will be written in mid- to late-summer, once the county receives funding from HUD. An extension of 1-year to the project start may be authorized at the discretion of HCD staff, for extenuating circumstances beyond the organization's control. Funding draws must occur regularly. Project completion means all contract items have been satisfied and the final invoice for CDBG funds has been processed.

**HOME** recipients will receive a conditional commitment of funds and will have six (6) years to complete projects. Projects will have two (2) years from the HUD Funding Agreement date to meet the following requirements for contracting and commitment of funds:

- a. Completion of NEPA environmental review;
- b. Completion of CHDO Certification if receiving CHDO Set-aside funds; and
- c. Completion of project underwriting and developer capacity review including commitment and documentation of all project fundings sources.

Funding draws must begin within one (1) year of contract execution and must be submitted regularly. Project completion means all contract requirements have been satisfied and the

final invoice for HOME funds has been processed. Completion is required no later than four years from the date of commitment. Rental projects must be leased within six (6) months of project completion and homeowner properties must be sold within twelve (12) months of project completion.

### *Service, Operations & Maintenance, Economic Development Microenterprise*

Recipients of CIAH for non-capital projects (services, operations & maintenance, etc.) will have two (2) years to complete projects. Project start is determined to begin January 1 in the year immediately following the award announcement. Project completion means that the scope of work has been completed, and the final invoice has been submitted.

Recipients of CDBG for non-capital projects (public service, micro-enterprise) will have one (1) year to complete the project. Project start is determined to begin January 1 in the year immediately following the award announcement. Project completion means all reports have been submitted and the final invoice for CDBG funds has been submitted.

### *Matching Funds*

**CIAH** does not have a match requirement.

**CDBG** requires match of 5% or greater for all capital construction and rehabilitation projects. Match is not applicable to on-going homeownership programs.

**HOME** requires match of 25% or greater in other non-federal funds is required for all HOME projects.

### *Multiple Year's Funding for Projects*

#### *Capital Projects*

Capital housing or public facility and infrastructure projects awarded **CDBG** and/or **HOME** funds in a prior year may be eligible to apply for **one additional year** of funding if the project is moving forward and adequate progress is being made to secure all other funds necessary to complete the project.

Capital housing projects awarded **CIAH** funds in a prior year are eligible to apply for funding in subsequent years provided the project is moving forward and progress has been made to secure other financing.

#### *Housing Programs*

For on-going housing programs awarded CDBG and/or HOME funds, the agency must demonstrate adequate progress in meeting the prior year's contract obligations including timely expenditure of funds. If an organization has two years of funding awarded and not yet under contract for at least one of the years, they are not eligible to apply for additional funds and must wait until the next grant cycle to apply.

## *[Affordability Period](#)*

**CIAH** requires a 40-year period of affordability (POA) for all capital housing projects. This 40-year affordability period also applies to acquisition of land and/or units. Projects that do not meet the affordability period will be required to pay back the award in full.

**HOME** funded projects are subject to an affordability period which places certain restriction on occupancy, resale, and rent. The number of years of affordability is determined based on the type of project and the HOME investment. Projects that do not meet the affordability period will be required to pay back the award in full.

**CDBG** funded projects are required to restrict the use of the property which was acquired and/or improved to the intended purpose for which the funds were awarded. Projects that do not meet the affordability period will be required to pay back the award in full.

Deed or Covenant: **All HCD** funds require a document recorded against the property to secure the financial investment and compliance with the affordability period.

## *[Carryforward Funds](#)*

There may be grant cycles where some funds made available during the application process are not expended and/or committed. Similarly, a project may be funded and later found ineligible, unable to meet contracting requirements, or may not expend all the awarded amount upon project completion. When there are HCD funds not committed based on any of the scenarios described above, those funds will be made available in the following grant cycle.

## *[Market Assessment](#)*

**HOME** funded projects require a market assessment. Applicants should recognize that the application review process will look at aspects of a project that ensure the project is meeting a clear need and considers the location of the project from the lens of the population being served.

## *[Contracting](#)*

CIAH uses standard Kitsap County contracting forms. CDBG and HOME utilize contract templates specific to the funding sources. For examples of these contracts, please see the [Human Services Contracts site](#). Contract templates are reviewed annually and updated as needed to maintain compliance with any shifting requirements.

## *[Financing Methods](#)*

The HCD funds are grant-based programs reimbursing eligible expenses, except in cases where a loan is needed to secure tax credits or other leveraged funding. Loan terms will be negotiable and be determined at the time of underwriting review.

## *Prevailing Wage*

**CIAH** funded capital projects are subject to the State of Washington Prevailing Wage laws ([Chapter 39.12 RCW](#)).

**CDBG and HOME** funded capital construction projects over \$2,000 must comply with federal Department of Labor Davis Bacon and Related Acts ([29 CFR parts 1, 3, and 5](#)) requirements in the payment of prevailing wage rates except:

- HOME funded projects with less than 12 'HOME assisted' units.
- CDBG housing projects with less than 8 residential units.

Projects triggering both State and Federal Wages: For projects that trigger both, the agency will pay the higher wage standard defined by State and Federal regulations. Other laws applicable include the Contract Work Hours and Safety Standards Act, the Copeland Act, and the Fair Labor Standards Act.

## *Monitoring and Reporting Plan*

Monitoring is conducted for all open contracts to review policies and procedures, project financial information, and other documents as needed to gain a full picture of compliance with the HCD program requirements and the contract.

There will be reporting requirements and virtual project check-ins to ensure the project continues to meet the goals and objectives of the HCD funds. HCD funding subrecipients can expect quarterly and/or annual reports to be required.

During the period of affordability rental housing projects will be required to submit annual documents for desk review monitoring to demonstrate ongoing compliance. Every three years on-site monitoring will be done to review tenant files and inspect units. Homeownership projects will be required to submit documents for desk review to demonstrate ongoing compliance.

## *Project Closeout*

Project closeout should occur as soon as possible after project completion so in case there are excess HCD funds with the project, those funds may be put to work in other eligible projects. Detailed closeout requirements are found in the contracting documents.

## *Audit Requirements*

An annual financial audit performed by an independent auditor is required for all organizations.

## *Federal Requirements*

**CDBG and HOME** funds in a capital project can trigger various federal regulations. Some or all the regulations below will pertain to a capital project and can impact project cost.

### *NEPA Environmental Review*

All CDBG and HOME funded projects must have a NEPA compliant environmental review process completed before any funds, including funds committed from other sources, can be spent on the project ([24 CFR part 58](#)).

### *Acquisition & Relocation*

CDBG or HOME funded projects involving acquisition, demolition or rehabilitation must comply with the Uniform Relocation Assistance & Real Property Acquisition ([49 CFR Part 24](#)) and Minimizing the Loss of Low and Very Low-Income Dwelling Units ([24 CFR part 42](#)) requirements. Displacement of people or businesses by a project is discouraged and will require an Anti-displacement and Relocation Assistance Plan and relocation payments.

### *Fair Housing and Equal Opportunity*

All CDBG or HOME funded projects must comply with the Federal laws, executive orders and regulations pertaining to fair housing and equal opportunity including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Equal Opportunity in Housing, Age Discrimination Act of 1975, and the Violence Against Women Act.

### *Handicapped Accessibility*

CDBG and HOME funded projects are subject to applicable accessibility requirements under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1978 and the Fair Housing Act.

### *Build America Buy America Act ([2 CFR Part 184](#))*

CDBG or HOME funded projects with a total project cost of \$350,000 or more and involving rehabilitation or construction work will be subject to the requirements of the Build America Buy America Act (BABA) which requires all iron, steel, manufactured products, and construction materials used are produced in the United States. Documentation will be required for all materials used on the project.

### *Section 3*

Capital projects that receive more than \$300,000 of CDBG and/or HOME and involve construction, demolition, rehabilitation, or other public construction must comply with Section 3 of the Housing and Urban Development Act of 1968 requirements for training and employment to low-income persons.

### *Equal Opportunity for Employment and Contracting*

CDBG and HOME funded capital construction projects exceeding \$10,000 are subject to Equal Employment Opportunity ([41 CFR Part 60](#)) and Minority/Women's Business Enterprise ([24 CFR 85.36\(e\)](#)).

### *Lead-Based Paint Hazard (24 CFR Part 35)*

Housing built before 1978, assisted with HOME or CDBG funds, is subject to the Lead-Based Paint Poisoning Prevention Act. The law imposes requirements related to:

- Disclosure of known hazards and what has been done to reduce them;
- Treatment, relocation during treatment, and ongoing inspection of unit.

### *Compliance with Codes & Standards for Rehabilitation and New Construction*

- a. All capital projects funded with CDBG or HOME must comply with local building and fire codes.
- b. Whenever HOME funds are used for rehabilitation, the work must be performed according to Kitsap County's written rehabilitation standards, and the unit must be brought up to the applicable state or local codes.
- c. All housing must comply with the applicable accessibility requirements for persons with disabilities.

### *Uniform Administrative Requirements*

CDBG and HOME subrecipients must comply with Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

An annual audit performed by an independent auditor is required for all organizations.

### *SAM Registration & Unique Entity ID*

Registration in the system for Award Management (SAM) is required and must be kept current throughout the term of the CDBG or HOME contract. SAM assigns a Unique Entity ID. This number is requested on the HCD application and is used for contracting.

### *Procurement*

Organizations using CDBG or HOME funds to purchase goods or services must have a formalized written procurement procedure in place prior to contracting for any goods or services. Subrecipients must follow the procurement rules in [2 CFR part 200](#) and apply the requirements to all costs associated with the project regardless of the portion CDBG is paying for. Organizations receiving HOME funds as an owner/sponsor/developer are not subject to these requirements.

## Appendix A



Kitsap County  
Department of Human Services

# Housing and Community Development Citizen Participation Plan



**CIAH, CDBG, and HOME Programs**

## *Introduction*

Kitsap County is designated as a consortium community by the U.S. Department of Housing and Urban Development (HUD). The geographic area of the Kitsap County Consortium includes the cities of Port Orchard, Poulsbo Bainbridge Island, and unincorporated Kitsap County. The Consortium receives both Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds which are managed by Kitsap County as the lead agency of the consortium.

The City of Bremerton receives CDBG funds as its own CDBG entitlement, and HOME funds through its membership in a Consortium with Kitsap County. Both the City of Bremerton and Kitsap County are committed to assuring opportunities for citizen involvement in decisions concerning activities taking place within their communities.

Kitsap County has enacted a 0.1% sales/use tax that is collected to address affordable housing needs in the County. These funds are implemented through the Community Investments in Affordable Housing (CIAH) program. Poulsbo and Bainbridge Island opt to collect these sales/use taxes locally, therefore they do not participate in the CIAH program.

To facilitate community involvement, Kitsap County has adopted a Citizen Participation Plan. This Plan outlines in detail the funding allocation process including Action Plan approval, amendments to the Action Plan and Consolidated Plan, and opportunity for citizen involvement.

## *Purpose*

The purpose of the Citizen Participation Plan is to provide clarity for Kitsap residents how they may participate in different parts of the process Kitsap County takes to allocate its CIAH, CDBG, and HOME funds.

This plan provides guidelines that dictate what the County and program staff must undertake to accommodate community members' input. Ultimately, this plan is meant to provide clear guidance for community members that are interested in making their voice known as it relates to these three County programs.

## *Programs*

The Citizen Participation Plan outlines the engagement strategies and plans for the Human Services Housing and Community Development programs.

### *Community Investments in Affordable Housing (CIAH)*

CIAH is funded through sales and use taxes. The CIAH program's development was a response to the recognition of a serious housing shortage throughout Kitsap County as

noted in many reports and data, most notably the ECONorthwest study that Kitsap County commissioned in 2021. Therefore, CIAH focuses funds on developing housing units.

### *Community Development Block Grant (CDBG)*

The CDBG fund is federal funds received annually through the Department of Housing and Urban Development. The CDBG program is authorized by Title I of the Community Development Act of 1974 to provide communities with funding to address a wide range of unique community development needs to benefit low- and moderate-income people. 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 (emergency or natural disaster)

### *HOME Investment Partnerships (HOME)*

The HOME fund is federal funds received annually through the Department of Housing and Urban Development. The HOME program was created by the National Affordable Housing Act of 1990 (NAHA). The Housing and Community Development Act of 1992 and the Multifamily Property Disposition Act of 1994 made important changes to the Program. The intent of the HOME Program is to:

- Expand the supply of decent, safe, sanitary, and affordable housing with a primary emphasis on rental housing;
- Strengthen the abilities of state and local governments to provide housing;
- Expand the capacity of nonprofit community-based housing development organizations; and,
- Leverage private sector participation in financing affordable housing.

### *Overview of Opportunities to Engage*

Because HCD programs are planned ahead of time, there are always known processes for the community to engage with. Although the precise dates may change, the planning processes will not change. Generally, the community can expect the following each year:

1. Policy Plan → Spring (~May) of every year a 15-day comment period is opened, and a public hearing follows for approval of next year's Policy Plan.
2. Action Plan → Fall (~October) of every year a 30-day comment period is opened, and a public hearing follows for approval of the annual funding recommendation and the Annual Action Plan.
3. Performance Report → Winter (~March) of every year a 15-day comment period is opened and an informal presentation is made to the County Commissioners before submission of the annual report.

Kitsap County public hearings are held during the regular meeting of the Board of County Commissioners in the commissioner chambers of the Kitsap County Administrative Building. BOCC meeting times and agendas can be obtained at: <http://www.kitsapgov.com> click on Commissioner Meeting Agendas. Public Hearing locations are fully handicap accessible and the public can attend in person or online via Zoom. The location is accessible to those with disabilities.

## **Public Comments**

Interested persons may submit comments in writing during the public comment periods, or orally at the public hearings. Written comments should be directed to:

Kitsap County Block Grant Program

614 Division St., MS-23

Port Orchard, WA 98366

Or via email to Bonnie Tufts at [btufts@kitsap.gov](mailto:btufts@kitsap.gov)

## ***Participation in Planning***

The HCD programs operate on an annual basis, and many of the ways to engage with the programs are planned months in advance. The following are the planning processes that occur regularly where community input is appreciated.

### ***1. Policy Plan / Request For Proposals / Notice of Funding Availability***

Kitsap County conducts a competitive annual process to allocate CIAH, CDBG, and HOME, funds. The public is encouraged to participate in the process and provide feedback on the end product—the annual Action Plan submitted to HUD. The City of Bremerton conducts its own separate process for allocating CDBG funds.

#### **Policy Plan.**

In the spring of each year a notice will be published in the Kitsap Sun, and posted to the County's web site, to provide an opportunity for comment on the HCD Policy Plan. This notice will begin a 15-day comment period on the Policy Plan (including the Citizen Participation Plan) and includes the date and time of public hearings where people may make a public comment about the Policy Plan.

#### **Request for Proposals and Notice of Funding Availability**

Following the Policy Plan process, the County will publish a Request for Proposals (RFP) and Notice of Funding Availability (NOFA) to the County's web site and electronic notification sent to subscribers. The RFP and NOFA will include the application schedule, applicant eligibility, estimated funds available, application access and deadlines for submission, application review and rating process, and information on funding awards and contracting.

## Notifications

Notifications will be available to any agency or organization that signs up on the Kitsap County web site to receive notices. To sign up go to: <https://www.kitsap.gov/> and scroll to the bottom of the page and click on "NEWS SIGN UP" button. This link will take you to the Kitsap County Electronic Notification System where you can sign up to receive text or email updates.

## *2. Annual Action Plan / Funding Recommendations*

Kitsap County HCD will publish funding recommendations based on applications received and scored through the competitive RFP process. These annual funding recommendations are presented at a Kitsap County Board of County Commissioners Public Hearing for approval. This typically occurs in October, but the date and time is always published on the County website, delivered through GovDelivery electronic notifications, and published in the Kitsap Sun.

All applications approved for funding will be included in the County's Action Plan and include contingencies for increases or decreases in actual award amounts from HUD. A legal ad will be published in the Kitsap Sun and the Action Plan and information on providing public comment and attending the public hearing will be posted on the County's webpage. Citizens will have at least 30 days to review and comment on the plan and funding recommendations. Comments or views of citizens will be considered at the public hearings, and a summary of any comments or views not accepted and the reasons will be attached to the final Action Plan which will be submitted to HUD.

Kitsap County staff will submit the Action Plan, including the projects proposed to be funded, to HUD by November 15<sup>th</sup> of each calendar year, except in years where the federal budget has been delayed and actual funding awards are not known. In these years the Action Plan will be submitted after the County has been notified of its actual award amounts.

## Grant Recommendation Committee

The Capital Grant Recommendation Committee (GRC) reviews all applications submitted during the HCD RFP/NOFA annual allocation process.

The Capital GRC plays an integral role in the allocation of CIAH, CDBG, and HOME funds. While all GRC members are well-versed with the needs of their community and willing to participate in all the activities relevant to the GRC, the capital GRC seeks members with experience in one or more of the following areas:

- Affordable housing; fair housing; construction or project management; mortgage lending; housing development; economic development; real estate; architecture finance and accounting grant management; regulatory compliance; workforce

housing; practical experience with HUD regulations; lived experience with affordable housing, social services, emergency shelter, and supportive housing.

The GRC is comprised of up to 8 members as follows:

- Four members appointed by Kitsap County Commissioners including members representing North Kitsap, Central Kitsap, South Kitsap, and an at-large position.
- Four members, one each appointed by the cities of Bremerton, Bainbridge Island, Port Orchard, and Poulsbo.
- Appointments for GRC members are made annually by each jurisdiction for a one-year term. GRC members can be re-appointed to serve successive terms and/or additional terms.

### Applicant Process

Below are the summarized steps in the process from the applicant's perspective.

7. Schedule a pre-application meeting with HCD staff for capital projects.
8. Attend a pre-application appointment to discuss the project, eligible funding, and pertinent program requirements.
9. Submit the Organization Information Application.
  - a. This application is submitted one time per year, regardless of the number of project applications an applicant submits.
10. Submit the Project Application.
11. Provide staff with any follow-up information requested by the Grant Recommendation Committee (GRC).
12. The GRC deliberates and scores applications based on the scoring matrix and the goals and priorities of the HCD programs for the given year.

Awards will be announced in September of each year and will be discussed at a public hearing in October of each year.

### *3. Performance Reports*

Kitsap County HCD will prepare and submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD no later than March 31<sup>st</sup> of each year. The CAPER is a report on outcomes and accomplishments for the previous program year.

The CAPER will be made available for public review. Notice of Availability will be published in the newspaper of record and copies will be available on the County's website:

<https://www.kitsapgov.com/hs/Pages/CDBG-CAPER-Performance-Reports.aspx>.

Copies are also available from the Kitsap County Block Grant Program Office, 614 Division St., MS-23, Port Orchard, Washington. The report will be made available in a format

accessible to persons with disabilities and persons with Limited English Proficiency upon request.

Citizens will be provided a period of at least 15 days to review and comment on the CAPER. Comments or views of citizens will be considered in the report, and a summary of any comments or views not accepted and the reasons, will be attached to the CAPER and submitted to HUD.

HCD also creates an Executive Summary report, which is a simplified version of the CAPER that focuses on outcomes, accomplishments, financial data, and projects currently in the pipeline. This report is made available alongside the CAPER on the County website.

#### *4. Five Year Consolidated Plan*

The Consolidated Plan is the result of a process set forth by the Department of Housing and Urban Development (HUD) to provide a planning and application process for the CDBG and HOME programs within a single document. Kitsap County worked with the City of Bremerton in development of the 2026-2030 Consolidated Plan. This plan will guide funding for the 5-year period. The Kitsap County and City of Bremerton Consolidated Plan, including each year's Action Plan is available online at:

- [Plans \(kitsapgov.com\)](https://www.kitsapgov.com/plans)
- A printed copy may be requested from the Kitsap County or City of Bremerton Block Grant Programs. The plan will be made available in a format accessible to persons with disabilities and persons with Limited English Proficiency upon request.

There are a number of specific elements in the 5-Year Consolidated Plan, including:

- **Needs Assessment:** an assessment of housing needs (primarily of low- and moderate-income people) and needs of homeless people.
- **Housing Market Analysis:** an analysis of the City of Bremerton's and Kitsap County's housing market.
- **Strategic Plan:** a discussion of the City of Bremerton's and Kitsap County's priority needs to establish goals and objectives for implementing strategies which address housing and community development activities.

#### *Participation in Amendments to Plans*

The community is notified and will have an opportunity to comment on any substantial amendments proposed to the Annual Action Plan or Consolidated Plan.

#### *Substantial Amendments to the Action Plan*

Substantial amendments include:

- Changes in the use of CDBG or HOME funds from one eligible activity to another
- Adding a new activity, not previously included in an Action Plan
- A substantial change to the purpose, scope, location or beneficiaries of the project as defined in the application for funds and approved by the GRC.

CIAH, CDBG, and HOME activities awarded funds which have a substantial change in the purpose, scope, beneficiaries, location or budget will be evaluated by HCD Staff and may be required to submit a new application for funding in the next application cycle.

Projects not expending their full CIAH, CDBG, or HOME award will not trigger a substantial amendment. These funds will be re-obligated during the following year's regular application cycle.

Programs generating program income, as identified in a written agreement, must return the program income to Kitsap County and may receive the funds in a new written agreement to assist additional individuals. Funds will be included in an Action Plan. This use of the program income will not trigger a substantial amendment

### *Minor Changes*

Any request for a change in the amount to be expended on a program or project budget line item, or a minor change to the purpose, scope, location or beneficiaries as defined in the application for funds, shall not be considered a Substantial Amendment requiring citizen notification.

Minor changes may need to be formalized as an amendment to the Contract with the County. The Agency will submit a written request for change to the Block Grant Administrator stating the specific reasons for the requested increase or decrease in funding, or change in purpose, scope, location or beneficiaries. All requests will be reviewed and approved or denied by the Housing and Community Development Program.

### *Complaints*

All written citizen complaints will be referred to the appropriate person(s) or agencies for action. Under normal circumstances, the Block Grant Program will respond to the person making the complaint within 15 days. All complaints and responses will be kept on file.

### *Resources*

**Newspaper of Record:** Notification will be placed in the Kitsap Sun under Legal Notices at least ten days before a public meeting is held concerning a program described in this plan:

Notices are also published on the County website: [CDBG -LANDING \(kitsapgov.com\)](http://kitsapgov.com)

The notice will indicate when and where the public hearing will be held. Public hearings will be held at the following location:

Kitsap County Administrative Building, Commissioners Chambers

619 Division Street

Port Orchard, WA 98366

Kitsap County Block Grant Program utilizes Kitsap County's electronic notification system. Interested parties may sign up to receive email and text message updates on Block Grant Program activities. Go to [www.kitsapgov.com](http://www.kitsapgov.com) scroll to the bottom of the page and click on the button NEW SIGN UP. Notices will be made available in a format accessible to persons with disabilities and persons with Limited English Proficiency upon request.