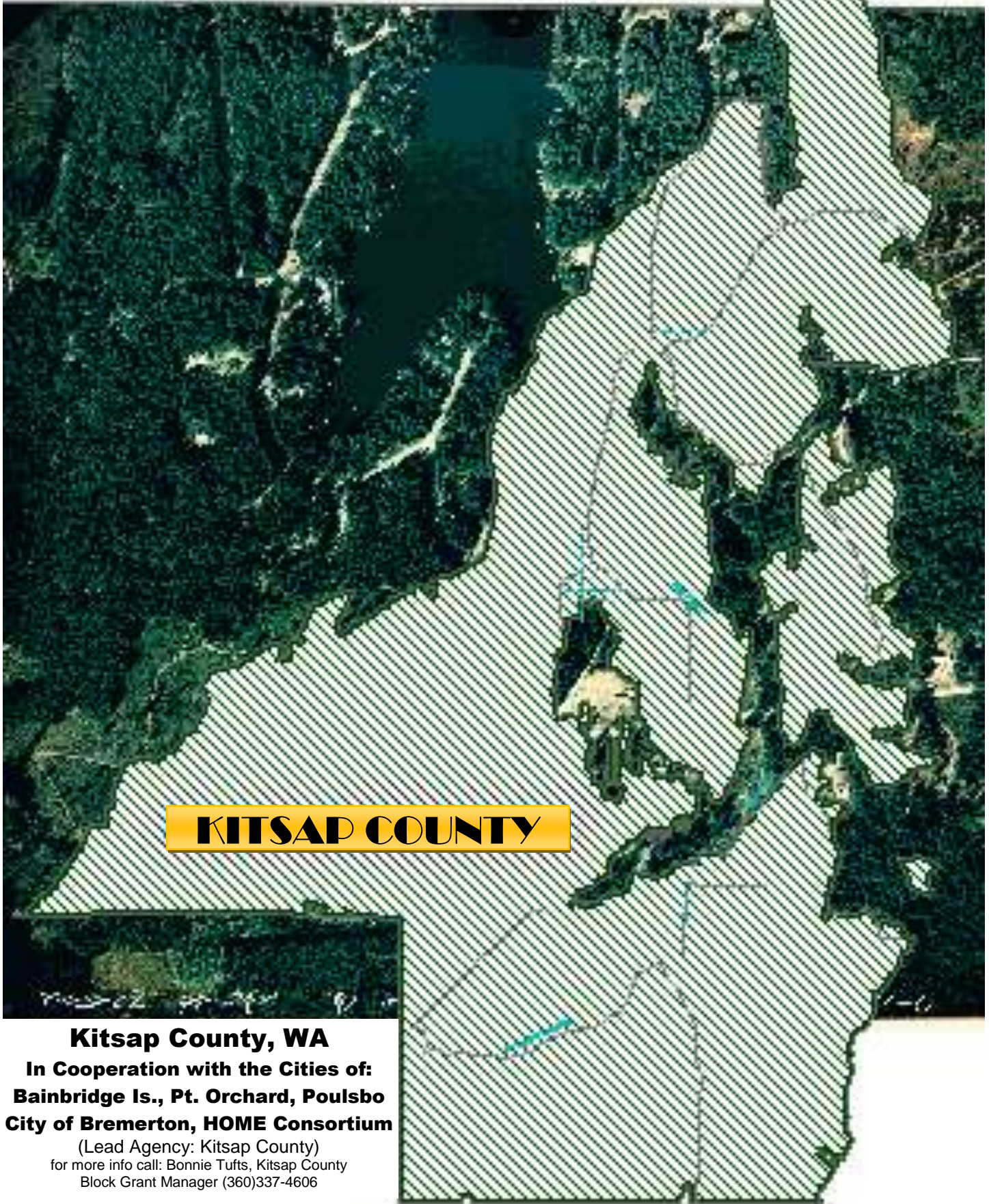


# 2017 Action Plan - Amendment 01

**Submitted**  
December 21, 2017



**KITSAP COUNTY**

## **Kitsap County, WA**

**In Cooperation with the Cities of:  
Bainbridge Is., Pt. Orchard, Poulsbo  
City of Bremerton, HOME Consortium**

(Lead Agency: Kitsap County)  
for more info call: Bonnie Tufts, Kitsap County  
Block Grant Manager (360)337-4606

## Executive Summary

### AP-05 Executive Summary - 91.200(c), 91.220(b)

#### 1. Introduction

2017 Annual Action Plan Amendment 01 is showing the name changes in project #15 and #16. In #15, the *HOME Rental Housing 2017* project is now called *YWCA Morrow Manor*. Morrow Manor also utilizes prior year funding based on moved projects in Amendments to the Action Plan 2014 and 2015. In #16, the City of Bremerton Homeownership Project is now called *Community Frameworks Built-in-Bremerton* 4. The project descriptions and the funding amounts have not changed.

Shelter America Group (SAG) Preservation project was awarded funds in the 2016 Action Plan. This project has been awarded additional funding in 2017 and therefore has been added to AP-35 as project #19.

The 2017 Action Plan includes projects awarded funds through an annual application process. These projects address the priorities and goals prepared by Kitsap County and the City of Bremerton, Washington in order to implement our community's federal program funds from the U.S. Dept. of Housing and Urban Development (HUD). These funds are Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME). The Consolidated Plan period is from January 1, 2016 to December 31, 2020. Kitsap County is designated as an Urban County and receives a direct allocation of CDBG funds. The City of Bremerton receives a direct CDBG allocation, and is part of the Kitsap County HOME Consortium. The City of Bremerton receives its share of HOME funds based on a percentage of allocation determined by HUD.

This is the second year under 2016-2020 Consolidated Plan. New activities selected for funding in the 2017 Action Plan are based on our Consolidated Grant Application Process (CGAP). Funding sources for these activities include federal HOME and CDBG funds, as well as local document recording surcharge fees that fund the Affordable Housing Grant Program (AHGP); Homeless Housing Grant Program (HHGP); and the Consolidated Homeless Grant (CHG).

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds will be used in 2017 to address the needs outlined in the Strategic Plan. HUD's objectives guiding the proposed activities are:

- Provide decent affordable housing;
- Create suitable living environments; and
- Create economic opportunities.

The following activities have been awarded funds in 2017:

### **HOUSING**

Applications funded for on-going homeowner program activities throughout Kitsap County include: Down Payment Assistance (DPA) to low-income households; Single Family Housing Rehabilitation programs; and Weatherization and/or Minor Home Repair programs.

Applications funded for rental activities include: Preservation through acquisition and rehabilitation of a senior rental housing property in South Kitsap and rehabilitation of a multi-family public housing property in Central Kitsap and construction of new special needs rental housing in the City of Poulsbo. A Community Housing Development Organization (CHDO) agency will rehabilitate rental housing for low income families.

### **SERVICES**

Funds have been awarded for programs that provided critical services to meet basic needs and promote long-term self-sufficiency. These included programs serving children and youth, food banks, and community support services throughout Kitsap County.

### **ECONOMIC DEVELOPMENT**

CDBG economic development set-aside funds continue to be awarded to a micro-enterprise program which provides technical assistance designed specifically for low-income individuals throughout Kitsap County and those with limited funds who are interested in mastering the skills necessary to start and expand their own business.

### **HOMELESS SERVICES**

Homeless Services and Operations and Maintenance projects are funded through Kitsap County's Housing and Homelessness Program.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Kitsap County and the City of Bremerton have continued to work collaboratively to use CDBG and HOME funds in the most efficient way possible. Kitsap County experienced a cancelled project that required 2014 and 2015 Action Plan Amendments. This resulted in a new project funded in 2017. Although some projects are delayed, goals appear to be on target to be reached by the end of the 5-year period.

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

Projects included in this 2017 Amendment 01 were submitted during the 2018 Coordinated Grant Application cycle. The projects were reviewed and recommended for funding by the Grant Recommendation Committee. A legal ad was published on September 27, 2017 which opened the 30-day written comment period, whereby citizens could provide their input on the Annual Action Plan and Amendment. This Amendment 01, and all other projects that will be included in the 2018 Annual Action Plan were posted on our Kitsap County and the City of Bremerton website. No comments were received on the amendments. A public hearing with the Bremerton City Council was held on October 18, 2017 and a public hearing with the Board of County Commissioners was held on November 13, 2017. The 2017 Amendment 01 was approved.

Kitsap County published a 2017 Policy Plan detailing the management of its CDBG and HOME programs for the 2017 annual application cycle. A Notice of Funding was published with the estimated grant funds, including program income. The 2017 application process included a single application for funds, and a single Grant Recommendation Committee (GRC) process to include agency interviews and funding recommendations. Applicants were required to attend a Technical Assistance session, with the meeting times and location posted on the website. The Policy Plan was made available on the County website. The full Coordinated Grant Application Process for 2017 Projected Use of Funds, including detailed funding sources, was also made available on the County website. A public hearing to review and approve the 2017 Kitsap Coordinated Grant Application Funding Recommendation for Community Development Block Grant and HOME Investment Partnership Programs (CDBG/HOME) were held during the Kitsap County Board of County Commissioners' (BoCC) regularly scheduled meeting on Monday, November 14, 2016 at 5:30 pm in the Commissioners Chambers, at the Kitsap County Administrative Building, 619 Division Street, Port Orchard WA. The public was encouraged to attend and/or make written comment. A legal ad was posted September 21, 2016 for a 30-day comment period ending October 21, 2016. All postings to the Coordinated Grant Application web page trigger electronic notification of subscribers. All interested parties are encouraged to sign-up for electronic notification.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Agency support was voiced during the public hearing. Two letters were received during the written comment period; one from Kitsap Sexual Assault Center expressed their gratitude for the interview process being made comfortable for staff and Board members; and another letter from the YWCA expressing appreciation for the hard work and dedication of each of the agencies who applied for funds and staff for maximizing the limited funds. They also expressed their concern over reduction of Homeless Housing Grant funds for their Home Safe Program.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments were accepted.

## **7. Summary**

Kitsap County implements the goals and priorities of the 2016-2010 Consolidated Plan through an annual competitive grant award process. All funds will be used for projects that serve individuals and families below 80% AMI and will be included in the annual Action Plan as submitted to HUD.

**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	KITSAP COUNTY	Dept. of Human Services, Block Grant Program	
HOME Administrator	KITSAP COUNTY	Dept. of Human Services, Block Grant Program	

**Table 1 – Responsible Agencies**

**Narrative**

Kitsap County is the Lead Agency

**Consolidated Plan Public Contact Information**

For more information call:

Bonnie Tufts, Kitsap County Block Grant Manager

(360) 337-4606

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

Kitsap County works in partnership with other service providers, nonprofit organizations, the public housing authorities and other citizens and stakeholders to evaluate community needs and set goals for the five year plan period. Through a Community Needs Assessment, Housing Market Analysis and with community and stakeholder input, the County and City of Bremerton have developed Strategic Plans. Kitsap County's Strategic Plan outlines the priorities and goals which guide the allocation of funds over the five year period. The funds allocated for the 2017 grant application cycle is included in the Year 2, 2017 Action Plan.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The allocation of CDBG and HOME funds are guided by the Strategic Plan which is a part of the Consolidated Plan. Kitsap County and the City of Bremerton have prepared a Consolidated Plan for 2016-2020 in order to implement our community's federal program funds. The purpose of the plan is to evaluate community needs and set goals for the five year plan period.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Kitsap County has a wide variety of non-profit and government agencies working together to address our community's most pressing needs. Kitsap Continuum of Care Coalition is actively meeting, planning and working to address homeless. Our county has fully implemented HMIS and conducts an annual Point in Time Count. The Homeless Housing Plan has been updated in 2015 and there are groups working on veteran's homelessness and chronic homeless on the streets.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

n/a

**2. Agencies, groups, organizations and others who participated in the process and consultations**



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Grant Recommendation Committee
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Publicly Funded Institution/System of Care Other government - Federal Other government - State Other government - County Other government - Local Regional organization Planning organization Business Leaders Civic Leaders Business and Civic Leaders

<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Housing Need Assessment  Public Housing Needs  Homeless Needs - Chronically homeless  Homeless Needs - Families with children  Homelessness Needs - Veterans  Homelessness Needs - Unaccompanied youth  Homelessness Strategy  Non-Homeless Special Needs  Market Analysis  Economic Development  Anti-poverty Strategy  Lead-based Paint Strategy</p>
<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>The Grant Recommendation Committee (GRC) members make funding recommendations using the following process: a. Review, evaluate, and score each application using review and scoring guides specific to each application type; b. Conduct interview with each applicant and score applicant interview.</p>

**Identify any Agency Types not consulted and provide rationale for not consulting**

n/a

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	State of Washington	In coordination with the Housing and Homelessness Program and the State of Washington Continuum of Care serving the Balance of State area (non-entitlement communities), the goals are addressed in the Homeless Housing Plan.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative**

The county, through the various planning efforts and groups, including the Grant Recommendation Committee, Homeless Housing Grant Program, and through the Continuum of Care (operated by the State of Washington) has involved all known providers of affordable housing, public services, visionary planning efforts and citizen involvement in the development of this plan.

## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

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. In order to facilitate citizen involvement, both jurisdictions adopt a Citizen Participation Plan. The purpose of the Citizen Participation Plan is to provide an on-going mechanism to ensure widespread citizen participation whereby all citizens have an opportunity to fully express their needs and wishes for community improvement. The plan provides opportunities for representation of all of the citizens of Kitsap County including low and moderate income persons, by allowing them to have a voice in the decision-making process and giving them greater power and control over activities taking place within their communities. This plan is made available on the County and City's websites.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing all Kitsap County area residents	n/a	n/a	n/a	<a href="http://www.kitsapgov.com/hs/block_grant_program/Application_Cycle.htm">http://www.kitsapgov.com/hs/block_grant_program/Application_Cycle.htm</a>
2	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing all citizens of interest	n/a	n/a	n/a	

3	30-day Written Comment Period	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>all citizens of interest</p>		<p>Two letters were received. One from Kitsap Sexual Assault Center of Port Orchard dated October 1, 2016 expressing their gratitude for the interview process being made comfortable for their staff and Board member; and one from the YWCA of Bremerton dated October 19, 2016 appreciating the hard work and dedication of each of the agencies who applied for funds and staff for maximizing the limited funds. They also expressed concern over the reduction of Homeless Housing Grant funds for their Home Safe Program.</p>	All comments were accepted	
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4	Public Hearing	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>all citizens of interest</p>	<p>Applicant agencies attended the public hearing held during the Kitsap County Board of County Commissioners' (BoCC) regularly scheduled meeting on Monday, November 14, 2016 at 5:30 pm in the Commissioners' Chambers, at the Kitsap County Administrative Building, 619 Division Street, Port Orchard WA 98367. A public hearing with the Bremerton City Council was held on October 18, 2017 and a public hearing</p>	<p>YWCA provided oral testimony in support of their comments made via letter submitted October 19, 2016.</p>	<p>All comments were welcomed.</p>	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
			with the Board of County Commissioners was held on November 13, 2017. The 2017 Amendment 01 was approved.			

**Table 4 – Citizen Participation Outreach**



## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

Kitsap County, as an Urban County, receives a direct allocation of Community Development Block Grant (CDBG) funds from HUD. Kitsap County and the City of Bremerton together formed a consortium for Home Investment Partnership (HOME) funds from HUD. The County is the lead agency responsible for administration of HOME funds. The City of Bremerton receives a direct allocation of CDBG funds from HUD and is responsible for administration of their funds.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	952,807	0	24,204	977,011	0	Kitsap County strongly encourages leveraging of funds from other sources including State, local and private sources. Projects are evaluated at the time of application for other sources of funding.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	538,496	40,082	199,541	778,119	0	Kitsap County evaluates projects eligible for HOME funds at the time of application for sources of HOME match. All projects are expected to have some source of match.

Table 2 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

At the time of application, all applicants for CDBG or HOME funds must submit a Sources of Funding form to indicate what other funding is expected to be used for the project. All HOME projects must indicate what they will use as match for their project. When a written agreement is executed for projects awarded CDBG or HOME funds, agencies must update the sources of funding and provide a detailed budget to show how expected funds will be used. For HOME funded projects, documentation of commitment for all other funding in the project is required before funds are committed and a written agreement is executed.

In addition to these resources the jurisdiction expects other federal, state and local resources will be available to address the needs identified in

the Consolidated Plan. CDBG and HOME funds are typically used along with local funds, allowing projects to complete for additional funding provided by tax credits, bonds and state financing programs. Local Homeless Housing and Affordable Housing Grant funds are awarded through the Coordinated Application Process targeting homelessness and operations and maintenance projects, allowing CDBG and HOME to address other priorities in the Plan. HOME projects are required to demonstrate at least 25% match in their budget at the time of application for funds. Match is recorded on the Match Log at the time of contract execution when all other funding sources are required to be committed.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

N/A

**Discussion**

N/A

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserve and Increase Affordable Housing	2016	2020	Affordable Housing		Affordable Housing - Kitsap County	CDBG: \$583,346 HOME: \$407,664	Rental units constructed: 8 Household Housing Unit Rental units rehabilitated: 94 Household Housing Unit Homeowner Housing Rehabilitated: 37 Household Housing Unit Direct Financial Assistance to Homebuyers: 8 Households Assisted
2	Preserve/Increase affordable housing in Bremerton	2016	2020	Affordable Housing		Affordable Housing in City of Bremerton	HOME: \$114,312	Direct Financial Assistance to Homebuyers: 4 Households Assisted
3	Increase economic opportunities	2016	2020	Non-Housing Community Development		Economic Opportunity - Kitsap County	CDBG: \$54,469	Other: 77 Other
4	Provide Support Services	2016	2020	Non-Housing Community Development		Services - Kitsap County	CDBG: \$148,635	Public service activities other than Low/Moderate Income Housing Benefit: 41296 Persons Assisted

**Table 3 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Preserve and Increase Affordable Housing
	<b>Goal Description</b>	<p>Kitsap County continues to utilize CDBG/HOME funds in 2017 in ways that balance the affordable housing needs for both low-income and special needs individuals/families with rental and homeownership opportunities throughout the County. 2017 awards provides rental rehabilitation to Housing Kitsap's Park Place Apartments, an existing 86-unit apartment in Central Kitsap consisting of mixed-use property where half of the households are at or below 60% of the area median income and half are market rate. Western View Terrace, on Bainbridge Island, is owned in part by Housing Resources Board (HRB) who rents 8 units to families who qualify at 80% area median income and below.</p> <p>2016 and 2017 CDBG funds were awarded the Shelter America Group - Kitsap Co Portfolio which also allows the preservation of one senior rental housing property. Since the count was reported in the 2016 Action Plan, it will not be counted again in 2017 to avoid double-counting. Another HOME funded rental project will provide 8 additional units for special needs housing.</p> <p>2017 Home Owner Rehabilitation is provided to approximately 37 Kitsap County households from the Housing Kitsap Home Rehabilitation Program and the KCR Weatherization and Minor Home Repair in order to help preserve affordable housing units in Kitsap County.</p> <p>2017 also provides Direct Homeownership assistance to approximately 8 qualified homebuyers through the Housing Kitsap Down Payment Assistance Program.</p>
2	<b>Goal Name</b>	Preserve/Increase affordable housing in Bremerton
	<b>Goal Description</b>	<p>The City of Bremerton share of the 2017 HOME funds is for use on projects located in the City of Bremerton and is based on the HOME Consortium Percentage released annually by HUD. In 2017, 4 housing units are anticipated in the City's Homeownership Project which will provide direct homeownership assistance to qualified homebuyers.</p>

<b>3</b>	<b>Goal Name</b>	Increase economic opportunities
	<b>Goal Description</b>	Economic growth and job opportunities are encouraged in Kitsap County. 10% of the CDBG Capital allocation for projects have been set-aside for projects that create and/or retain jobs. The award in 2017 to the micro-enterprise program is designed specifically for low-income individuals and those with limited funds, who are interested in mastering the skills necessary to start and expand their own business.
<b>4</b>	<b>Goal Name</b>	Provide Support Services
	<b>Goal Description</b>	Kitsap County set-aside 15% of the CDBG allocation for Public Service projects. Service priorities were given for programs that provided critical services to meet basic needs and which promote long-term self-sufficiency.

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

Funds are allocated to organizations that provide low-income households with housing and services. The County is committed to fund services that reach those with the most need in the most efficient and accessible way possible. Funds were allocated for 2017 through a competitive grant application process and project funding was based on the priorities outlined in the Consolidated Plan as well as the organizational and fiscal capacity of the organization carrying out the project.

Action Plan projects include new construction, rehabilitation, acquisition of existing housing units, weatherization and minor home repair, and homebuyer assistance.

The Shelter America Group (**SAG**) included in the **2016 Action Plan** for the *Kitsap County Portfolio Preservation* project receives additional funding in **2017** to enable completion of the acquisition and rehabilitation of four USDA 515 Housing Program rental properties which will continue to assure their affordability to the residents of Kitsap County.

2017 funded projects also include an economic development opportunity for low-income individuals to access the existing job market, as well as opportunities to be employed at a job that pays a decent wage.

Services that help the most vulnerable populations, including extremely low-income households, elderly, children and the disabled, and projects that help low-income individuals and families overcome difficult and sometimes traumatic circumstances are funded in this 2017 Action Plan.

The primary obstacle to addressing underserved need in the community is lack of funding. Most programs and projects submitted in the annual application cycle are not able to be fully funded.

#	Project Name
1	CDBG Administration 2017
2	HOME Administration 2017
3	Boys & Girls Clubs - SK Elementary After School Program
4	Boys and Girls Clubs - SK New Teen Initiative
5	Bremerton Foodline - Food Purchases
6	Central Kitsap Food Bank - Payroll Costs 2017
7	Helpline House - Community Connections
8	Kitsap Sexual Assault - Child Abuse Intervention
9	SK Helpline - Employee Funding Assistance
10	YMCA - Child Care Scholarships
11	Housing Kitsap - Park Place Apartment Exterior Repair
12	Housing Kitsap - SF Rehab Program 2017
13	KCR - Weatherization 2017



#	Project Name
14	KCR - BE\$T 2017
15	YWCA Morrow Manor
16	Community Frameworks - Built in Bremerton 4
17	HRB - Western View Terrace
18	Housing Kitsap - Down Payment Assistance (DPA) 2017
19	SAG - KC Portfolio Preservation

**Table 4 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	CDBG Administration 2017
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$190,561
	<b>Description</b>	CDBG Grant administration is the general management and coordination of the CDBG/HOME programs, including federal regulation compliance, annual monitoring, citizen participation and development of other sources of funding for community development. 20% of our 2017 CDBG entitlement may be used for planning and administrative costs to deliver the CDBG program requirements. 10% of our 2017 HOME allocation will be retained for use in administrative costs to deliver the HOME program.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
2	<b>Project Name</b>	HOME Administration 2017
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	HOME: \$56,601
	<b>Description</b>	HOME Grant administration is the general management and coordination of the CDBG/HOME programs, including federal regulation compliance, annual monitoring, citizen participation and development of other sources of funding for community development. 10% of HOME allocation will be retained for use in administrative costs to deliver the HOME program requirements.
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>3</b>	<b>Project Name</b>	Boys & Girls Clubs - SK Elementary After School Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$19,140
	<b>Description</b>	CDBG Public Service Funds will be used to support a portion of the salary of a SK Elementary Site Coordinator which provides youth development programs at Madrona Heights and Cedar Heights Elementary Schools. The Boys & Girls Clubs provide after school and summer programs to 361 youth ages 6 to 11 years of age to help them grow to be productive, caring, and responsible citizens.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Project supports a portion of the salary of a Site Coordinator, which provides youth development programs after school and in summer programs to help them grow to be productive, caring, and responsible citizens.
<b>4</b>	<b>Project Name</b>	Boys and Girls Clubs - SK New Teen Initiative
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$15,390

	<b>Description</b>	CDBG Public Service funds are used to support the Teen Coordinator position in the South Kitsap School District at Madrona Heights Elementary and Cedar Heights Junior High, and Summer Camp at East Port Orchard Elementary Schools. The Teen Initiative provides activities for youth development to Kitsap County area teens, including youth with developmental disabilities ages 12-18 during non-school hours. Over 50% of teens served are below 50% of AMI.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide a safe positive place with programs that teach teens the importance of good decision-making and how to gain skills they need to be successful in life. The Teen Coordinator responsibilities include planning, promoting, recruiting, and working closely with school education staff.
<b>5</b>	<b>Project Name</b>	Bremerton Foodline - Food Purchases
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$25,390
	<b>Description</b>	CDBG Public Service funds will provide emergency food assistance to those in need in Kitsap County. Food purchases include transportation costs from Food Lifeline for food delivery.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
<b>Planned Activities</b>	CDBG funds are being used for the sole purpose of purchasing food for the Bremerton Foodline.	

<b>6</b>	<b>Project Name</b>	Central Kitsap Food Bank - Payroll Costs 2017
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$25,390
	<b>Description</b>	2017 CDBG Public Service funds will be used to support employee salaries of the Executive Director, Office Manager/Bookkeeper, Food Bank Supervisor and the warehouse Manager/Driver to maintain and operate daily and regular services for food distribution and access to 25,084 unduplicated low/very income individuals in the Central Kitsap School District Boundary. In addition to the walk-in food bank, Central Kitsap Food Bank also serves seniors who are shut-ins.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Employees' salaries will allow the food bank to maintain and operate daily and offer regular services for food distribution and access.
<b>7</b>	<b>Project Name</b>	Helpline House - Community Connections
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	CDBG Public Service funds will be used toward a portion of one social worker's salary. Community Connections is a program of four master's degree social workers who provide individual assessments, referrals, support services and limited financial assistance as a bridge to stability for community members.
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	CDBG funding will support a portion of a social worker to provide individual assessments, referrals, support services and limited financial assistance as a bridge to stability for community members.
<b>8</b>	<b>Project Name</b>	Kitsap Sexual Assault - Child Abuse Intervention
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$15,390
	<b>Description</b>	CDBG Public Service funds will be utilized for a portion of a salary of the Child and Family Advocate who will provide advocacy and crisis intervention services for 53 sexually abused children and developmentally disabled adults and for their non-offending family members/caregivers.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	The Child and Family Advocate will provide advocacy and crisis intervention services for sexually abused children and developmentally disabled adults and for their non-offending family members/caregivers.
<b>9</b>	<b>Project Name</b>	SK Helpline - Employee Funding Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$25,390

	<b>Description</b>	CDBG Public Service Funds will support the salary of the Executive Director which is critical to successful operation of the SK Helpline and its programs which help local citizens in crisis; providing food, some financial support, and help to navigate the social service program system.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	South Kitsap Helpline helps local citizens in crisis by providing them with food, some financial support, and help to navigate the social service program system.
<b>10</b>	<b>Project Name</b>	YMCA - Child Care Scholarships
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Support Services
	<b>Needs Addressed</b>	Services - Kitsap County
	<b>Funding</b>	CDBG: \$12,545
	<b>Description</b>	CDBG Public Service funds will provide extremely low, very low, and low income parents/families with scholarships that will enable their children to attend the YMCA Child Care program. With the requested funding, 34 children will receive scholarships to participate in before and after school child care.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	



	<b>Planned Activities</b>	YMCA Child Care supports low-income parents and families by providing safe, high-quality, affordable, and convenient before and after school child care to children attending Kitsap County elementary schools. Child Care provides these children with high-quality academic, health, and social-emotional enriching activities that promote academic achievement and improve health and well-being.
<b>11</b>	<b>Project Name</b>	Housing Kitsap - Park Place Apartment Exterior Repair
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	CDBG: \$177,248
	<b>Description</b>	2017 CDBG Capital Funds of \$153,044.60 plus \$24,204.33 2016 CDBG unspent AD funds for a total of \$177,248.93 will allow Housing Kitsap to renovate the exterior of 2 buildings of the 86-unit Park Place apartment complex, including roof and siding sheathing replacement. Grant funds will cover labor and building material costs. Park Place is located in Central Kitsap near the Kitsap County Fairgrounds. It is a low income Housing Tax Credit property and will remain affordable.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	CDBG funds will pay for hard construction costs to replace roofs and siding on two buildings at Park Place Apartments. The property does not have sufficient cash flow or replacement reserves to pay for this needed rehabilitation.
<b>12</b>	<b>Project Name</b>	Housing Kitsap - SF Rehab Program 2017
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	CDBG: \$217,431

	<b>Description</b>	2017 CDBG funds will be used for preservation of owner-occupied affordable housing serving incomes 50% below the area median income. Priority is given to elderly, disabled and veteran populations. The funds will provide 10 to 14 loans and/or emergency grants to repair health, safety and ADA needs to owner occupied homes.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	2017 CDBG Funds will be used for construction hard costs, personnel and administrative expenses
<b>13</b>	<b>Project Name</b>	KCR - Weatherization 2017
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	CDBG: \$188,666
	<b>Description</b>	CDBG will fund weatherization and minor home repair measures for 25 low-income households. Funds will be used for contractor labor and materials, program staff wages/benefits, and support costs. KCR works with pre-approved Kitsap County contractors who meet required certification, performance, and insurance standards.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	2017 CDBG Funds will be used to install weatherization measures and minor home repairs for 25 households, resulting in 30% reduction in energy usage.
	<b>Project Name</b>	KCR - BE\$T 2017

14	<b>Target Area</b>	
	<b>Goals Supported</b>	Increase economic opportunities
	<b>Needs Addressed</b>	Economic Opportunity - Kitsap County
	<b>Funding</b>	CDBG: \$54,469
	<b>Description</b>	2017 CDBG Grant funds will be used for the BE\$T program to increase economic opportunities for low-income individuals by providing entrepreneurial training, technical assistance (one-on-one business and legal coaching/mentoring) and other ongoing business support services to foster business stability and growth leading to self-sufficiency and success.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	CDBG Grant funds will be used for program staff, office supplies, advertising, communications, program administration, equipment repairs and utilities, class workbooks, grants for graduates that need assistance, and annual showcase event booth fees and tent.
15	<b>Project Name</b>	YWCA Morrow Manor
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	HOME: \$415,097
	<b>Description</b>	Amendment 01 to the 2017 Action Plan adds prior year funding of \$199,540.70 as well as \$215,557 original HOME funding to show a total of \$415,097.70 due to moved projects in Amendments to 2014/2015 Action Plans replacing a cancelled project. 2017 HOME funds is being used by YWCA for Morrow Manor in this Amendment 01. The amount of \$215,556 will be used for developing new units of permanent rental housing serving households at 50% AMI and below and/or special needs populations. 2016 Prior Year Action Plan funds of \$199,540.70 is included in this activity; and 2018 Action Plan will include additional funding if approved under an existing project.

	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Construction of 10 rental units to be made available to household at 50% annual median income and below and/or special needs populations.
<b>16</b>	<b>Project Name</b>	Community Frameworks - Built in Bremerton 4
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve/Increase affordable housing in Bremerton
	<b>Needs Addressed</b>	Affordable Housing in City of Bremerton
	<b>Funding</b>	HOME: \$114,312
	<b>Description</b>	Amendment 01 to the Action Plan 2017 only changed the name from the City of Bremerton's Homebuyer Program to current Community Frameworks Built in Bremerton 4 program. 2017 HOME funds of \$87,263 plus \$27,049.20 of Program Income totalling \$114,312.20 are used to provide down payment assistance for approximately 4 homebuyers participating in a homeownership program where the homes are rehabilitated and made available for sale to low-income homebuyers who fall under the 80% Area Median Income limits.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	downpayment assistance
<b>17</b>	<b>Project Name</b>	HRB - Western View Terrace
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing

	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	HOME: \$80,774
	<b>Description</b>	2017 HOME CHDO funds will provide Housing Resources Board to install energy efficient ductless heat pumps in 8 units of Western View Terrace apartments and allow remodel of kitchens and add new flooring in 5 of the units.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Rehabilitate 8 units to upgrade kitchens and replace flooring and heating ducts.
<b>18</b>	<b>Project Name</b>	Housing Kitsap - Down Payment Assistance (DPA) 2017
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	HOME: \$10,280
	<b>Description</b>	2017 HOME funds will provide Housing Kitsap Direct Homebuyer Assistance to purchase a home in their Mutual Self Help Housing Program offering low income participants the opportunity of affordable homeownership in rural America. Participants work together in groups to build each other homes and contribute approximately 1200 hours of labor. USDA's Rural Housing Services and down payment assistance fills the gap between the cost to built a home and the maximum loan amount available to the households.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	Funds provide down payment assistance, personnel and administrative costs and recording fees.
<b>19</b>	<b>Project Name</b>	SAG - KC Portfolio Preservation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Preserve and Increase Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing - Kitsap County
	<b>Funding</b>	2017 = \$101,053 (total for 2016/17 = \$288,633)
	<b>Description</b>	HOME Funds in 2016 of \$187,580 and 2017 of \$101,053 will be used for acquisition and rehabilitation of rental housing including the 42-unit Silvercrest Apartments located in Silverdale; 40-unit Conifer Ridge Apartments located in Port Orchard; and 28 units at Laurelwood in Gig Harbor. The 39 unit complex known as Winton Woods I, that was previously included in the project, has been removed. Kitsap County HOME funds along with other public and private funding sources will be used to finance the project. Kitsap County HOME funds will be used specifically for the Conifer Ridge Apartments for construction costs.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

All of Kitsap County's allocation of CDBG funds and portion of HOME funds will be directed to projects county-wide, outside the City of Bremerton, that serve low-income populations. The City of Bremerton HOME funds will be targeted to housing in the City.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 5 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The county does not distribute funds specifically on a geographic basis. Kitsap County's low-income population is fairly broadly throughout the county. The county is committed to funding services and housing that reach those with the most need.

The projects funded during the 2017 Coordinated Grant Application Process serve North Kitsap; Central Kitsap; County-wide services and housing; and South Kitsap areas. The HOME funds portion set-aside for the City of Bremerton will provide homebuyer assistance in the City Limits of Bremerton. The full description of each activity and its location is available in Projects Table AP35 of this Action Plan.

### **Discussion**

## Affordable Housing

### AP-55 Affordable Housing - 91.420, 91.220(g)

#### Introduction

The County will continue to utilize CDBG/HOME funds in ways that balance the affordable housing needs for both low-income and special needs individuals/families with rental and homeownership opportunities throughout the County. CDBG/HOME funding will be used, wherever possible, in ways that increase and maximize other funding sources to projects. USDA Rural Development, State Housing Trust Funds, Low-Income Housing Tax Credits, Homeless Housing Grant Program (2163), SHOP funds, Affordable Housing Grant Program (2060), private grants and foundations are but a few of the funding sources that our low-income housing partners will seek funding with CDBG/HOME commitments in hand. Self-help homeownership as well as down payment assistance for existing housing stock will be supported. The segments of the population that have been identified as having special housing needs are the elderly and frail elderly, persons with mental, physical or developmental disabilities, persons with HIV/AIDS, persons with alcohol or drug addiction, victims of domestic violence and persons discharged from institutions.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	153
Special-Needs	0
Total	153

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	18
Rehab of Existing Units	131
Acquisition of Existing Units	4
Total	153

**Table 7 - One Year Goals for Affordable Housing by Support Type**

#### Discussion



## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

The two public housing authorities in Kitsap County, Bremerton Housing Authority and Kitsap County Consolidated Housing Authority dba 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. Kitsap County Consolidated Housing Authority dba Housing Kitsap has made significant strides in reorganizing and rehabilitating their subsidized and public housing portfolio. At the same time they are looking at how best to preserve existing subsidized housing with expiring affordability periods. There are all types of families on the Housing Kitsap Public Housing and Housing Choice Voucher waiting lists; however, the largest number of applicants are elderly and/or disabled families looking for Housing Choice Vouchers, 2 bedroom fully accessible units and 1 bedroom units.

Over the last 8 years Bremerton Housing Authority (BHA) has transformed its inventory of public housing units. In 2007, BHA had two public housing developments, West Park (581 units) and Tara Heights (21 units). The revitalization plan for West Park resulted in a reduction in public housing units from 581 to 179, but an increase in total affordable units from 581 to 624 (a combination of replacement public housing, tenant protection Housing Choice Vouchers, Low Income Housing Tax Credit units, project-based Section 8 vouchers, Section 202 project-based rental assistance, and first time homebuyer assistance). In 2014, BHA completed a HUD Rental Assistance Demonstration (RAD) conversion of the 21-unit Tara Heights development from public housing to project-based Section 8 rental assistance. All units remain affordable with no net loss in inventory available to lower-income households.

### **Actions planned during the next year to address the needs to public housing**

Over the next year, Housing Kitsap plans to continue to make investments in their public housing stock. They will use CDBG funding to make capital improvements such as exterior painting, roofing, siding, and accessibility upgrades.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Both Housing Kitsap and the Bremerton Housing Authority have activities to increase resident involvement and address the economic and social needs of public housing residents. Bremerton Housing Authority has a HUD Resident Opportunity Supportive Services grant to provide linkage to community educational, job search, childcare and job training opportunities. The Summit, located in the Bay Vista redevelopment project, is the focal point for resident services and provides offices for the Community

Connections Team, a computer lab, training room, and the Bay Vista Cafe, a hand-on job training facility.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A

**Discussion**

## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

The Homeless Housing Grant Program, the Consolidated Homeless Grant Program, and the Affordable Housing Grant Program participate in the Coordinated Grant Application process to address the need of the homeless populations. All funding applications related to homelessness will be funded from these sources in Kitsap County. The Kitsap Homeless Housing Plan will guide the allocation of resources. \$1,120,603 of Homeless Housing Grant Program (HHGP) funds and \$236,272 of Affordable Housing Grant Program (AHGP) funds were allocated to a variety of projects addressing homelessness for 2017. These projects include services and housing for homeless individuals and families as well as programs designed to prevent homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Outreach to homeless persons in 2017 will include community-wide referrals to the coordinated entry program, the Housing Solutions Center, which provides intake, assessment and referrals to emergency housing and support services.

The new Kitsap Connect program works to identify the highest utilizers of emergency services, provide behavioral health and physical health case management, and connections with housing and other needed resources.

The Kitsap Rescue Mission programs include multiple community meals, a day room program, mobile showers, and outreach to encampments and unsheltered individuals.

The Salvation Army's social services program provides two meals a day, hygiene services (showers and laundry), as well as supplies for outdoor living.

Each year, in conjunction with the annual Point in Time Count survey, the Kitsap Continuum of Care Coalition sponsors a Project Connect event with vendors providing services and information to over 500 low-income and homeless guests. Services provided include hygiene kits, haircuts, diapers, vision screenings, pet vaccinations, medical exams, immunizations, and a hot meal. Housing resources are also

offered, both directly and through connection with the coordinated entry program.

### **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 waiting list for shelter.

In 2017, Kitsap County's homeless housing inventory included 113 residential emergency shelter beds (up to 90 days) – comprised of shelters for women with children, shelters for families, one shelter for men, 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.

In December of 2016, an additional 52 night-by-night shelter beds at the Salvation Army were added through March 2017. Another 20 night-by-night shelter beds at the Kitsap Rescue Mission opened in 2017 and is now operating year round.

94 transitional housing units provided 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 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 making shelter stays as short as possible 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. Homeless households are prioritized for subsidized housing through the Housing Kitsap Housing Stabilization Program, and several Bremerton Housing Authority programs provide Section 8 vouchers for households successfully transitioning to permanent housing.

Kitsap providers strive to reduce the number of households that return to homelessness after graduating to permanent housing. In 2016 these households that returned to homelessness comprised only 4.58% of the total number of households enrolled in homeless housing programs.

In 2017, homelessness 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.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

In 2017 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 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.

West Sound Youth for Christ will continue to provide independent living case management for foster kids who are aging out of the system to improve housing stability outcomes. All of these programs that coordinated exits to stable housing from systems of care are unable to serve all individuals in need of these services. In 2016, this program supported 30 former-foster youth to maintain independent housing, supported 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.

## **Discussion**

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

Kitsap County and the City of Bremerton, like all jurisdictions in Washington State, have land use policies implementing the Growth Management Act. In general these policies drive new development towards designated urban growth areas that can support higher densities and better infrastructure such as sewers, public water supply, storm-water controls, more efficient transportation systems and public parks.

Kitsap County and its cities engage in ongoing efforts to advance policy for increasing the supply of affordable housing. Effort has been made to coordinate planning activities among jurisdictions, streamline the permit process and include incentives for affordable housing development.

### **Actions it planned 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**

Through the planning process for the Kitsap County Comprehensive Plan update, goals and strategies have been identified to address barriers to affordable housing and included in the Housing Element. County staff, along with local housing providers and developers, will continue to work together to identify and implement policies that encourage and increase the production of affordable housing.

### **Discussion**

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

There is a significant and growing need for affordable housing, and agencies including CHDOs with the ability to successfully develop new units in Kitsap County. A challenging environment for obtaining financing for the construction of new affordable rental units, as well as preservation of existing subsidized properties, has resulted in a growing need in the rental housing market. The County will continue to explore new and innovative ways to increase affordable housing and expand economic opportunities for low-income individuals and families, in spite of the decline in Federal and State funding.

### **Actions planned to address obstacles to meeting underserved needs**

Kitsap County has a wide variety of non-profit and government agencies working together to address our community's most pressing needs. Kitsap Continuum of Care Coalition is actively meeting, planning and working to address homeless. Our county has fully implemented HMIS and conducts an annual Point in Time Count. The Homeless Housing Plan was updated in 2015 and there are groups working on veteran's homelessness and chronic homeless on the streets.

### **Actions planned to foster and maintain affordable housing**

Kitsap County has made affordable housing a high priority for CDBG and HOME funds. The Kitsap Homeless Housing Plan contains strategies to address housing barriers experienced by people experiencing homelessness. Kitsap County has also implemented the Housing Solutions Center to provide people experiencing housing problems a single point of contact for information and referral. Through the projects funded for 2016, Kitsap County will continue to foster and maintain affordable housing throughout the county.

### **Actions planned to reduce lead-based paint hazards**

Housing units assisted with CDBG and HOME funds are evaluated for potential lead hazard. Programs providing rehabilitation or weatherization services have staff trained in lead hazard evaluation and lead

safe work practices.

### **Actions planned to reduce the number of poverty-level families**

Kitsap County will continue to target grant funds towards projects that serve the lowest income households.

### **Actions planned to develop institutional structure**

Kitsap County has a wide variety of non-profit and government agencies working together to address our community's most pressing needs. Kitsap Continuum of Care Coalition is actively meeting, planning and working to address homeless. Our county has fully implemented HMIS and conducts an annual Point in Time Count. The Homeless Housing Plan was updated in 2015 and there are groups working on veteran's homelessness and chronic homeless on the streets.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

Through a coordinated application process each year CDBG and HOME funds along with Homeless Housing Grant funds and Affordable Housing Grant funds are awarded. These funding sources are administrated by the County and staff is housed in the Dept. of Human Services. The City of Bremerton's HOME funds are also allocated through the Coordinated Grant Application process. The City of Bremerton uses the RFP process to allocate its CDBG funds.

### **Discussion**



## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

100% of CDBG funds will be used for activities that benefit low- and moderate income persons. 15% of Kitsap County's CDBG funds are allocated to Public Service projects. The remaining CDBG funds are used for Capital projects and economic development projects.

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

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

#### HOME Investment Partnership Program (HOME)

##### Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is

as follows:

n/a

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

HOME assisted homebuyers assisted through the Housing Kitsap Down Payment Assistance (DPA) program and the City of Bremerton's Homeownership Program are subject to Recapture provisions. Kitsap County's Recapture and Resale provisions are include in the Appendix 1 of the 2016-2020 Consolidated Plan (*Kitsap County Recapture and Resale Policy for HOME Funded Projects*). There is also be an attachment of Appendix 1 to this Action Plan.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

If a program or project does not meet its affordability requirements through change in ownership, change in use, or other failure to adhere to contractual obligations, Resale or Recapture provisions are triggered in order to continue the HOME investment to its intended recipient. Either Resale or Recapture provisions are set forth in each project/program's contract as well as in each HOME written agreement executed with the homebuyer. Homeownership projects funded with HOME are subject to the following period of affordability which is included in the HOME written agreement for each homeowner:

<b><u>HOME assistance provided per unit</u></b>	<b><u>Period of Affordability</u></b>
Under \$15,000	5 Years
Between \$15,000 to \$40,000	10 Years
Over \$40,000	15 Years

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debt.

## Attachments

Citizen Participation Comments

**Kitsap Sexual Assault Center**

P.O. Box 1936 • Port Orchard, WA 98366  
Crisis and Support (360) 479-8500  
Business (360) 479-1788  
Fax (360) 895-8696

OCT 11 2016

October 5, 2016

Bonnie Tufts  
Kitsap County Department of Administrative Services  
Block Grant Program  
345 6<sup>th</sup> Street, Suite 400  
Bremerton, WA 98337

Dear Bonnie:

On behalf of Kitsap Sexual Assault's Board of Directors and Staff, we sincerely thank you and the Kitsap County Block Grant Program for awarding the estimated \$15,000 to support our Child Abuse Intervention Program. Please extend our gratitude to Shannon and the interview committee. You made the interview process very comfortable for our staff and Board member. Again, thank you!

Best Regards,



Sandi Carlton  
Executive Director

United Way • CDBG Agency

# YWCA IS ON A MISSION

October 19, 2016

Shannon Bauman  
Kirsten Jewell  
Kitsap County Human Services  
345 6th Street, Suite 400  
Bremerton, WA 98337

Re: Public Comment

YWCA Kitsap County appreciates the opportunity to respond to the funding recommendations made as a result of the 2017 Coordinated Grant Application process. Our response is focused on the Homeless Housing Grant Program funding recommendations.

YWCA also appreciates the hard work and dedication of each of the agencies applying for this limited funding. YWCA is part of the Continuum of Care and works very closely with these agencies to try to reduce homelessness in Kitsap County.

As you know, YWCA Kitsap County is the only local agency designated by the State of Washington to provide domestic violence services. We know that you're also aware that domestic violence is a leading cause of homelessness. As was mentioned in our application and during the panel interview, women and families living with domestic violence often must choose between abuse and homelessness. When they turn to homeless service providers, they are sometimes turned away because of barriers related to their victimization. YWCA feels that it is our responsibility to shoulder what responsibility we can to impact this problem and developed our Home Safe Program last year.

Home Safe focuses on women and families who are homeless due to domestic violence who for reasons associated with domestic violence do not qualify for services through Housing Solutions Center. The Homeless Housing Grant Program deemed this Housing First program worthy of investment in its 2016 funding cycle, investing \$30,000 towards the salary of the Home Safe Program Manager. The remainder of the expense of this position is funded through HUD.

eliminating racism  
empowering women  
**ywca**

YWCA Kitsap County  
PO Box 539, Bremerton, WA 98337  
P 360.479.0522 F 360.479.0484  
[ywcakitsap.org](http://ywcakitsap.org)

The Home Safe program has already had great impact over the past six months. Sara Harvey, our Home Safe Program Manager, is now serving on the Executive Committee of the Continuum of Care. In just six months, the program has served sixty seven women and children and also served as leverage for Bremerton Housing Authority to designate 10 units of housing for YWCA families receiving services through the Home Safe Program. Without the Home Safe Program those units cannot be utilized for women and families fleeing domestic violence.

We are therefore quite concerned by the recommendation of the Homeless Housing Grant Program committee to cut the funding of the Home Safe Program nearly fifty percent to \$17,000 from the \$30,000 funded last year. We certainly hope that these recommendations do not indicate a lack of commitment to women and children fleeing domestic violence or a lack of commitment to our county's efforts to support its only Housing First project.

YWCA is looking forward to meeting with you to discuss our 2016 application in more detail. In the meantime, we want you to know how much we appreciate your work to maximize the impact of funding under the Homeless Housing Grant Program.

Sincerely,



Denise Frey  
Executive Director



Harriette Bryant  
President, Board of Directors

cc: Charlotte Garrido, County Commissioner

## Grantee Unique Appendices

### Appendix 1 Kitsap County Recapture and Resale Policy for HOME Funded Projects

#### Recapture

All direct assistance to homebuyers funded with HOME will follow recapture provisions as follows:

1. The homebuyer must enter into restrictive covenant outlining recapture requirements.
2. The PJ will record a lien on the property securing the asset until expiration of the Period of Affordability.
3. The homebuyer may sell the home at any time during the Period of Affordability, to any willing buyer, and at the price the market will bear.
4. In the event of voluntary or involuntary sale during the Period of Affordability, the PJ will recapture the HOME investment not to exceed net proceeds which is enforced through a HOME Agreement executed with the homebuyer at closing of the loan.

Net Proceeds = [Sale Price] – [Non-HOME Debt] – [Closing Costs]

#### Resale

All other homebuyer projects where HOME funds are used in the development of housing will follow resale provisions as follows:

1. The length of the affordability period (based on the dollar amount of HOME funds invested in the unit; either 5, 10, or 15 years)
2. Subject property must be homebuyer's principal residence at all times during the Period of Affordability.
3. Property is sold to an income qualified homebuyer with an income between 51-80 percent of Area Median Income for Kitsap County, as published by HUD. The property must be sold at a price that is "affordable to a reasonable range of low-income buyers." The sales price shall be set such that the amount of Principal, Interest, Taxes and Insurance does not exceed 30% of the new buyer's annual income. The Kitsap County Block Grant Program must approve the resale price.
4. The owner shall receive a fair return on their investment. Fair Return on Investment means the total homeowner investment which includes the total cash contribution (excluding standard maintenance) plus the approved capital improvements as described below:

A-1

- a) The cost of any capital improvements, documented with receipts provided by the homeowner, including but not limited to:
    - i. Any additions to the home such as a bedroom, bathroom, or garage;
    - ii. Replacement of heating, ventilation, and air conditioning systems;
    - iii. Accessibility improvements such as bathroom modifications for disabled or elderly, installation of wheel chair ramps and grab bars, any and all of which must have been paid for directly by the Owner and which were not installed through a federal, state, or locally-funded grant program; and
    - iv. Outdoor improvements such as a new driveway, walkway, retaining wall, or fence.
  - b) All capital improvements will be visually inspected to verify their existence.
5. The **Housing Price Index (HPI)** of the **Federal Housing Finance Agency** will be used as the index to determine fair return on investment. The percentage of change as calculated by the HPI projects what a house purchased at a point in time would be worth today if it appreciated (or depreciated) at the average rate for all homes in the areas. The calculation shall be performed for the Bremerton-Silverdale Metropolitan Statistical Area (MSA).
6. Calculating Fair Return on Investment: Calculating the Fair Return to the original homeowner would be as follows:

Step 1: Owner cash contribution at closing + capital improvements x HPI% change= fair return on initial & capital investments

Step 2: The results are then added to the owner's cash contribution + capital improvements to get the total return to the original homebuyer at sale.

A-2



Grantee SF-424's and Certification(s)

HOME

OMB Number: 4040-0004  
Expiration Date: 5/31/2016

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
		* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: _____	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____		5b. Federal Award Identifier: _____
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: KITSAP COUNTY		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 91-2001349		* c. Organizational DUNS: 0719551910900
d. Address:		
* Street 1:	345 6TH STREET SUITE 400	
* Street 2:	_____	
* City:	BREMERTON	
* County/Parish:	_____	
* State:	WA: Washington	
* Province:	_____	
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	98337-1873	
e. Organizational Unit:		
Department Name: HUMAN SERVICES		Division Name: BLOCK GRANT PROGRAM
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____	* First Name: JONATHAN	
Middle Name: _____	_____	
* Last Name: JONES	_____	
Suffix: _____	_____	
Title: BLOCK GRANT MANAGER		
Organizational Affiliation: _____		
* Telephone Number: 360-337-4006	Fax Number: _____	
* Email: JONES@CO.KITSAP.WA.US	_____	

Application for Federal Assistance SF-424		
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="B: County Government"/> Type of Applicant 2: Select Applicant Type: <input type="text"/> Type of Applicant 3: Select Applicant Type: <input type="text"/> * Other (specify): <input type="text"/>		
<b>* 10. Name of Federal Agency:</b> <input type="text" value="U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT"/>		
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14-239"/> CFDA Title: <input type="text" value="HOME INVESTMENT PARTNERSHIP PROGRAM"/>		
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="ML7-DC530205"/> * Title: <input type="text" value="2017 HOME FORMULA"/>		
<b>13. Competition Identification Number:</b> <input type="text"/> Title: <input type="text"/>		
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>		
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="HOME FUNDS WILL BE USED FOR NEW CONSTRUCTION OF AFFORDABLE HOUSING, ACQUISITION AND PRESERVATION OF EXISTING HOUSING, HOMEBUYER ASSISTANCE AND ADMINISTRATION."/>		
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>		

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:  \* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="538,490.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="40,082.00"/>
* g. TOTAL	<input type="text" value="578,572.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes" provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:


\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	6b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: KITSAP COUNTY		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 91-6001348	* c. Organizational DUNS: 0713551910000	
<b>d. Address:</b>		
* Street1: 345 OTH STREET SUITE 400	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: BERTHOOD	<input type="text"/>	
County/Parish: <input type="text"/>	<input type="text"/>	
* State: <input type="text"/>	WA: Washington	
Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text"/>	USA: UNITED STATES	
* Zip / Postal Code: 98337-1875	<input type="text"/>	
<b>e. Organizational Unit:</b>		
Department Name: HUMAN SERVICES	Division Name: BLOCK GRANT PROGRAM	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text"/>	* First Name: BONNIE	
Middle Name: <input type="text"/>	<input type="text"/>	
* Last Name: JUFFS	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: BLOCK GRANT MANAGER	<input type="text"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 360-337-6608	Fax Number: <input type="text"/>	
* Email: STUFTS@CO.KITSAP.WA.US		

Application for Federal Assistance SF-424	
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="B: County Government"/>	
<b>Type of Applicant 2: Select Applicant Type:</b> <input type="text"/>	
<b>Type of Applicant 3: Select Applicant Type:</b> <input type="text"/>	
<b>* Other (specify):</b> <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text" value="U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14-210"/>	
<b>CFDA Title</b> <input type="text" value="COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="R-17-HO-53-0005"/>	
<b>* Title:</b> <input type="text" value="2017 COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT"/>	
<b>13. Competition Identification Number:</b> <input type="text"/>	
<b>Title:</b> <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/>	
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="CDBG FUNDS WILL BE USED FOR PUBLIC SERVICES, WEATHERIZATION, HOUSING REHABILITATION, PUBLIC FACILITIES, AND ADMINISTRATION."/>	
Attach supporting documents as specified in agency instructions.	
<input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**  
 \* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**  
 \* a. Start Date:  \* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="952,507.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="24,204.33"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="977,011.33"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**  
 a. This application was made available to the State under the Executive Order 12372 Process for review on   
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**  
 Yes  No  
 If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1301)**  
 \*\* I AGREE  
 \*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.


**Authorized Representative:**

Prefix:  \* First Name:   
 Middle Name:   
 \* Last Name:   
 Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:



# Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

<input type="checkbox"/> This certification does not apply.
<input checked="" type="checkbox"/> This certification is applicable.

## NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will --
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted --
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

6-27-2017

Date

Charlotte Garrido

Name

Chair, Kitsap County Board of Commissioners

Title

619 Division Street MS-4

Address

Port Orchard, WA 98366

City/State/Zip

360-337-7146

Telephone Number



- This certification does not apply.
- This certification is applicable.

**Specific CDBG Certifications**

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2015, 2016 and 2017 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

KITSAP COUNTY

---

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000a), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

**Compliance with Laws** -- It will comply with applicable laws.

  
Signature/Authorized Official

6-27-2017

Date

Charlotte Garrido

Name

Chair, Kitsap County Board of  
Commissioners

Title

619 Division Street MS-4

Address

Port Orchard WA 98366

City/State/Zip

(360) 337-7146

Telephone Number

- This certification does not apply.
- This certification is applicable.

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

<hr style="border-top: 1px solid black;"/>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Signature/Authorized Official	Date
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
Name	
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
Title	
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
Address	
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
City/State/Zip	
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
Telephone Number	

- This certification does not apply.
- This certification is applicable.

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



Signature / Authorized Official

6-27-2017

Date

Charlotte Garrido

Name

Chair, Kitsap County Board of Commissioners

Title

619 Divison Street MS-4

Address

Port Orchard WA 98366

City/State/Zip

(360) 337-7146

Telephone Number

- This certification does not apply.**  
 **This certification is applicable.**

### HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

\_\_\_\_\_  
Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.  
 This certification is applicable.

#### ESG Certifications

I, \_\_\_\_\_, Chief Executive Officer of \_\_\_\_\_, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related

authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Signature/Authorized Official	Date
Name	
Title	
Address	
City/State/Zip	
Telephone Number	

- This certification does not apply.
- This certification is applicable.

**APPENDIX TO CERTIFICATIONS**

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Drug-Free Workplace Certification**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code). Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
Kitsap County Courthouse	619 Division Street	Port Orchard	Kitsap County	WA	98366
Norm Dicks Government Ctr	345 6th Street	Bremerton	Kitsap County	WA	98337

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution,



KITSAP COUNTY

dispensing, use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- All "direct charge" employees;
- all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- b. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subcontractors or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan



Signature / Authorized Official

b-2/-2017

Date

Charlotte Garrido

Name

Chair, Kitsap County Board of Commissioners

Title

619 Division Street MS-4

Address

Port Orchard WA 98366

City/State/Zip

(360) 337-7146

Telephone Number