



**Kitsap County Coordinated Grant Application Process
2019 Notice of Funding Availability**

Kitsap County Department of Human Services
Block Grant Program
&
Housing and Homelessness Program

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Kitsap County Coordinated Grant Application 2019 Notice of Funding Availability

Staff Contacts:

Kitsap County Block Grant Program

Administers Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds

http://www.kitsapgov.com/hs/block_grant_program/cdbg.htm

Mailing Address: Kitsap County Block Grant Program
Department of Human Services
345 6th Street, Suite 400
Bremerton, WA 98337

Staff Contacts: Bonnie Tufts, Block Grant Manager
(360) 337-4606
btufts@co.kitsap.wa.us

Shannon Bauman, Block Grant Planner
(360) 337-7272
sbauman@co.kitsap.wa.us

Kitsap County Housing and Homelessness Program

Administers Homeless Housing Grant Program (HHGP) and Affordable Housing Grant Program (AHGP) funds and Consolidated Homeless Grant Program (CHG) funds

http://www.kitsapgov.com/hs/housing/housing_grant.htm

Mailing Address: Kitsap County Housing and Homelessness Program
Department of Human Services
345 6th Street, Suite 400
Bremerton, WA 98337

Staff Contacts: Kirsten Jewell, Program Coordinator
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2019 Application Schedule

Friday	4/27/18	2019 Draft Policy Plans available – Posted on Coordinated Grant Application Website. 15-day comment written period opens – announcement in Kitsap Sun and on Coordinated Grant Application website
Wednesday	5/9/18	Notice of Funding Availability (NOFA) for all capital and services applications – Posted to Coordinated Grant Application website
Monday	5/14/18	Written Comment Period Closes for 2019 Draft Policy Plans
Monday	5/14/18	Board of County Commissioners Public Hearing and Action on 2019 Policy Plans - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm
Tuesday	5/15/18	Technical Assistance Meeting (MANDATORY) - WSU Classroom, Norm Dicks Government Center, 345 6th Street, Suite 406, Bremerton <ul style="list-style-type: none"> • Services Applications – 9:30 – 11:30am
Wednesday	5/16/18	Technical Assistance Meeting (MANDATORY) - WSU Classroom, Norm Dicks Government Center, 345 6th Street, Suite 406, Bremerton <ul style="list-style-type: none"> • Capital Applications – 9:30 – 11:30am
Wednesday	5/16/18	Open Stage 1 Application in FluidReview; links to application posted on Coordinated Grant Application Website.
Tuesday	6/5/18	Stage 1 Application Due @ Noon: Online Submission Only via Fluid Review
	6/5 – 6/27/18	Stage 1 Applications Risk Assessment
Wednesday	6/20/18	GRC Training – WSU Classroom, Norm Dicks Government Center, 345 6th Street, Suite 406, Bremerton <ul style="list-style-type: none"> • Capital GRC – 9:30 – 11:30am • Services GRC – 1:00 – 3:00pm
Thursday	6/28/18	Email Agencies – Application did not pass Risk Assessment or Invitation to submit for Stage 2
Thursday	6/28/18	Open Stage 2 Application in Fluid Review
Thursday	7/26/18	Stage 2 Applications Due @ Noon: Online Submission Only via Fluid Review
	8/1 – 9/5/18	Stage 2 Applications – Review and Scoring (GRC, Staff, & Fiscal)
Tuesday	9/4/18	Meet with Services GRC – Discuss Applications & Formulate Interview Questions WSU Classroom, Norm Dicks Government Center, 345 6 th Street, Suite 406 9:00am – 3:00pm Bring lunch
Wednesday	9/5/18	Meet with Capital GRC – Discuss Applications & Formulate Interview Questions WSU Classroom, Norm Dicks Government Center, 345 6 th Street, Suite 406 9:00am – Noon
Monday – Thursday	9/10 – 9/13/18	Email Interview Questions to Agencies
Monday – Thursday	9/24 – 9/27/18	Services Grant Recommendation Committee Interviews WSU Classroom, Full days, GRC meets at 8:30am

Friday	9/28/18	Services GRC Deliberations; 9:00am, WSU Classroom
Monday – Wednesday	10/1 – 10/3/18	Capital Grant Recommendation Committee Interviews WSU Classroom Full days, GRC meets at 8:30am
Thursday	10/4/18	Capital GRC Deliberations; 9:00am, WSU Classroom
Friday	10/5/18	Post Draft 2019 Action Plan and Funding Recommendations to Coordinated Grant Application Website and City of Bremerton Website open 15-day Written Public Comment period - Announcement in Kitsap Sun and Coordinated Grant Application Website
Monday	10/22/18	Written Comment Period Closes
Monday	10/22/18	Board of County Commissioners Public Hearing and Action on Kitsap County 2019 Action Plan and Funding Recommendations Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm
Wednesday	11/7/18	Bremerton City Council Public Hearing and Action on City of Bremerton HOME Funding Recommendations - Norm Dicks Government Center, Meeting Chambers, 345 6 th Street, Bremerton, 5:30pm
Tuesday	1/1/19	Program Year Begins

About the Funding

The Coordinated Grant Application Process brings together separate funding sources into a common application process. A brief description of each funding source for this NOFA is listed below. For more detailed information regarding funding requirements and policies that will apply if your project is funded, please refer to the Policy Plan for the appropriate funding source – CDBG/HOME, or Homeless Housing, Affordable Housing and Consolidated Homeless Grant Programs.

Community Development Block Grant

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with funding to address a wide range of unique community development needs. The program is authorized by Title I of the Community Development Act of 1974. Funds are used to assist in the development of decent housing, create suitable living environments, and expand economic opportunities primarily for persons of low and moderate income. All projects funded with CDBG must meet one of the three national objectives:

1. Principally benefit low and very low income households;
2. Reduce or prevent slum and blight; or,
3. Meet an urgent need

HOME Investment Partnership Program

The HOME Program was created by the National Affordable Housing Act of 1990 (NAHA). The Housing and Community Development Act of 1992 and the Multifamily Property Disposition Act of 1994 made important changes to the Program. The intent of the HOME Program is to:

- expand the supply of decent, safe, sanitary, and affordable housing;
- strengthen the abilities of state and local governments to provide housing;
- expand the capacity of nonprofit community based housing development organizations; and,
- leverage private sector participation in financing affordable housing.

Homeless Housing Grant Program

The Homeless Housing Grant Program (HHGP) was created in Washington State by Engrossed Second Substitute House Bill (ESSHB) 2163 on August 1, 2005. The law created a document recording fee on certain documents to be utilized by counties to reduce homelessness. Administration of the grant funds are shared between local governments and the state. Eligible uses of the funds are broad as long as the funded program meets goals and strategies identified in the Kitsap Homeless Crisis Response and Housing Plan.

Consolidated Homeless Grant Program

The Consolidated Homeless Grant (CHG) Program is part of the WA Commerce's Consolidated Homeless Grant.

The CHG is designed to support an integrated system of housing assistance to prevent homelessness and secure permanent housing for households who are unsheltered or in temporary housing. This grant provides resources to address the housing needs of people who are homeless or at-risk of homelessness, as described in local plans to end homelessness.

Please see Washington State Commerce website for further clarification at:

www.commerce.wa.gov/Programs/housing/Homeless/Pages/ConsolidatedStateHomelessGrantProgram

Affordable Housing Grant Program

The Affordable Housing for All Grant Program (AHGP) came about through enactment of Substitute House Bill 2060 which became law in Washington State on June 13, 2002. The law created a document recording fee on certain documents to be utilized for affordable housing projects and maintenance. Specific allowable uses of funds are outlined in the legislation and policy plan.

Eligible Applicants

Eligible applicant/recipients include:

- City or County governments
- Public Housing Authorities
- Public and private nonprofit organizations 501(c)(3)
- Section 301(d) small business investment companies
- Local development corporations
- Faith based organizations
- Private profit organizations may implement certain economic development and microenterprise activities

Additionally all applicants must:

- Demonstrate an active governing body or board of directors with skills and experience to provide leadership and direction to the agency;
- Demonstrate the legal, financial, and programmatic ability to administer the proposed project;
- Meet the County/City requirements for contracting agencies such as insurance requirements, audit and financial requirements; and
- Have a current audit to be eligible for CDBG or HOME funds.

Funds Available

CDBG and HOME programs are federally funded through the Department of Housing and Urban Development (HUD). Funding levels are determined by HUD after the Federal Budget is finalized, which often occurs after the program year has begun. Kitsap County estimates funding levels in order to start the grant application process; therefore, funding amounts shown below are estimates. If HUD allocates a different amount to these programs than what was estimated, actual funding awards will be increased or decreased to accommodate the discrepancy.

The Affordable Housing Grant Program and the Homeless Housing Grant Program grant funds are considered local funds. Washington State legislation created a surcharge on certain types of documents being recorded at the Auditor's Office in each county. A portion of the funds collected is remitted to Washington State for distribution through statewide housing and homeless programs. The State uses their portion of the funds for the Consolidated Homeless Grant program, which is contracted with counties and sub-contracted to homeless service providers. The portion of the funds that remains in each county is used to further the goals of the legislation through local grant programs in accordance with their homeless housing plan. Funds for Affordable Housing Grants and Homeless Housing Grants for each grant cycle are collected in advance; therefore grant award amounts are final, unless legislative action

affects the funding or eligibility. Funds for Consolidated Homeless Grants are estimated, because they are based on the availability of state contracted funding.

For 2019, the minimum grant request for all applications is \$10,000 and CDBG Services has a maximum award of \$30,000. Additionally, CDBG Services will have 2-year (renewal) awards.

All guidelines and policies for the funds below are not included in this NOFA, but are detailed in the Policy Plan for the appropriate funding source. It is the applicant's responsibility to read and understand the funding requirements and restrictions.

CDBG SERVICES

Kitsap County Public Services - \$158,413 (estimated) CDBG

Eligible Activities:

Activities include, but are not limited to, services for food banks, child care, youth, abused and neglected children, and education.

Priorities:

1. Priority will be given for programs that provide critical services to meet basic needs and promote long-term self-sufficiency.

HOMELESS

Homeless Facilities and Services - \$1,000,000 (estimated)

- Homeless Housing Grant Program: \$975,000 (Estimated)
- Consolidated Homeless Grant Program: \$25,000 (Estimated)

Eligible Activities:

Activities that provide assistance to homeless individuals and impact making homelessness rare, and/or brief, and/or one-time, as identified in the Kitsap Homeless Housing Plan and/or identified in the CHG Guidelines as eligible interventions, including but not limited to case management and supportive services, emergency shelter, outreach services, and rental assistance.

Priorities:

1. Priority is given to new and existing projects that serve people experiencing unsheltered and/or chronic homelessness.
2. Up to 25% of funding is available for new programs that serve people experiencing unsheltered and/or chronic homelessness.

ECONOMIC DEVELOPMENT

Kitsap County Economic Development - \$68,646 (estimated) CDBG

Eligible Activities:

Eligible activities include assistance to microenterprise businesses, and economic development projects as defined under 24 CFR Part 570, Subpart C.

Priorities:

1. Priority is to increase economic opportunities for low-income individuals.

HOUSING

Kitsap County Housing - \$1,538,918.53 (estimated) CDBG and HOME

- \$667,873.55 (estimated) CDBG – Kitsap County Projects
 - \$50,059.73 Prior Year Unspent - To utilize these funds the organization must be ready to execute a contract in 2019, or earlier. These funds are available for immediate use by a project.
 - \$617,813.82 (estimated) 2019 Funds – To utilize these funds the organization must be ready to execute a contract in 2019.
- \$871,044.98 (estimated) HOME – Kitsap County Projects
 - \$393,071.36 (estimated) 2018 Funds – To utilize these funds the project must have all sources of funding committed to the project within 18 months of HUD’s Funding Agreement execution date for 2018 funds and be ready to execute a contract.
 - The estimated total includes \$72,931.35 for Community Housing Development Organizations (CHDO) agencies Organizations developing affordable housing.
 - A CHDO agency can use more than the allotted CHDO funds.
 - \$477,973.02 (estimated) 2019 Funds – To utilize these funds the project must have all sources of funding committed to the within 18 months of HUD’s Funding Agreement execution date for 2019 funds and be ready to execute a contract.
 - The estimated total includes \$72,931.34 for Community Housing Development Organizations (CHDO) agencies Organizations developing affordable housing.
 - A CHDO agency can use more than the allotted CHDO funds.

Eligible Activities:

New construction, acquisition and preservation of existing housing, rehabilitation and weatherization, and homebuyer assistance.

Match Requirements:

Capital construction and rehabilitation projects must meet a 5% match requirement for CDBG funded activities and a 25% match requirement for HOME funded activities.

Priorities:

1. First priority for Kitsap County CDBG and HOME funds will be given to projects for the creation of **new rental housing** serving households at 50% AMI and below and/or special needs populations.
 - Provided the parameters for funding commitments, as stated above, can be met, there is not a limit to the amount of CDBG and HOME funds that can be recommended for one project.
 - CDBG funds cannot pay for new construction of housing but may be used for acquisition of land and pre-development costs.
2. Secondary priority will be given to other low income affordable housing projects with highest priority given to projects serving households at 50% AMI and below or special needs populations, including:
 - Preservation of existing rental units through acquisition and rehabilitation;
 - New construction of homeowner housing;
 - Rehabilitation (including weatherization) of homeowner housing;
 - Direct financial assistance to homebuyers.

CDBG Public Facilities were identified as a low priority in the 2016-2020 Consolidated Plan. Funding will not be available for Public Facilities in 2019.

City of Bremerton Housing - \$251,449.85 (estimated) HOME

- \$251,449.85 (estimated) HOME – City of Bremerton Projects
 - \$35,921.4 2018 CHDO Funds – To utilize these funds the project must have all sources of funding committed within 18 months of HUD’s Funding Agreement execution date for 2018 funds and be ready to execute a contract.
 - This funding is for CHDO agencies developing affordable housing.
 - A CHDO agency can use more than the allotted CHDO funds.
 - \$215,528.45 (estimated) 2019 Funds – To utilize these funds the project must have all sources of funding committed to the project within 1 months of HUD’s Funding Agreement execution date for 2019 funds and be ready to execute a contract.
 - The estimated total includes \$35,921.41 for CHDO agencies developing affordable housing.
 - A CHDO agency can use more than the allotted CHDO funds.

Eligible Activities:

Acquisition, preservation, or rehabilitation of existing housing, and homebuyer assistance.

Priorities:

1. Funding priority for City of Bremerton HOME funds is for projects that increase homeownership opportunities for low to moderate income Bremerton residents through improving and preserving affordable housing in the Bremerton City Limits.

OPERATIONS & MAINTENANCE

Operations & Maintenance - \$300,000 (estimated) AHGP

Eligible Activities:

Activities that benefit very-low income households (50% and below AMI) through: (1) operations and maintenance costs of housing projects or units within housing projects eligible to receive housing trust funds, and that require a supplement to rental income to cover ongoing operating expenses; (2) acquisition, construction or rehabilitation of housing projects; (3) rental assistance; and (4) operating costs for emergency shelters.

Priorities:

1. Priority is given to projects supporting building operations and maintenance costs and operating costs for emergency shelters.
2. Legislation mandates that the Affordable Housing Grant Program give grant funding priority to eligible housing activities that serve extremely low-income households with incomes at or below thirty percent (30%) of the area median income.

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested. Additionally, there is no guarantee of CDBG or HOME funding to lower priority projects even if funds are available. The GRC reserves the right to hold funding for the next application opportunity for higher priority projects.

Application Access and Submission

The Coordinated Grant Application utilizes an online application system, FluidReview. The 2019 application will be a two-stage application process:

- Stage 1: Agencies will submit one agency application which will include a summary of all proposed projects.
 - An Eligibility and Risk Assessment will be completed by staff to evaluate organizational and fiscal capacity along with grant contract performance and eligibility. See Appendix A for Eligibility and Risk Assessment Tool.

Applications for Stage 1 will be available beginning Wednesday, May 16, 2018. Access to the application website requires a computer with internet capability. No other method of application will be accepted.

Stage 1 Application submission deadline is Tuesday, June 5, 2018 at Noon.

- Stage 2: This portion of the application is by invitation only. Agencies passing the Stage 1 Risk Assessment will be invited to submit an application for each project or program found eligible in the Stage 1 submission.
 - Stage 2 applications will be scored by all GRC members and staff.
 - Interviews will be scheduled and questions will be provided prior to the interview.

Applications for Stage 2 will be available beginning Thursday, June 28, 2018. Access to the application will be limited to those that have been invited.

Stage 2 Application submission deadline is Thursday, July 26, 2018 at Noon.

The application review and rating process is detailed in the Citizen Participation Plan, an appendix to each Policy Plan.

The application web address will be posted on the County website, and notifications will be sent to any agency or organization signed up to receive Coordinated Grant Application Process electronic notifications.

To sign up go to:

<https://spf.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>. On the right side of the page click on the link to receive text or email updates. The link will take you to the Kitsap County Electronic Notification System where you can sign up. You can also sign up to receive updates for the Block Grant Program and Housing and Homelessness Program.

Application Assistance

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

1. **MANDATORY Technical Assistance Session**

There will be two days for the mandatory sessions, based on application type. The sessions will be held at the Norm Dicks Government Center, WSU Classroom, 345 6th Street, Room 401, Bremerton, WA 98337.

- CDBG Services, Homeless, and Economic Development Micro-Enterprise
Tuesday, May 15, 2018, 9:30am – 11:30am

- Housing, Economic Development, Operations & Maintenance
Wednesday, May 16, 2018, 9:30am – 11:30am
- 2. **One-on-One Technical Assistance** may be scheduled by contacting staff listed at the beginning of the NOFA.
- 3. **Application Technical Assistance** with the online application host, FluidReview, will be available during the application period through the application site.

Contracting

All projects approved for funding must follow the regulatory requirements associated with each of the funding sources. Please refer to the following documents for guidance:

- Kitsap County CDBG/HOME Policy Plan
- Kitsap County CDBG/HOME Guidebook
- AHGP, HHGP, and CHG Policy Plan
- AHGP, HHGP, and CHG Guidelines

Additional Notes:

1. CDBG and HOME funds are Federal funds. Use of Federal funds may affect the way your agency does business.
 - a. If you are applying for Federal funds for the first time, you are strongly encouraged to meet with Block Grant staff to discuss federal regulations.
 - b. In addition to the rules and requirements of HOME and CDBG, there are several additional broad Federal regulations that must be followed including rules regarding non-discrimination and equal access, employment, contracting and procurement, environmental requirements, Davis Bacon, record keeping and financial controls.
2. Contracting – Your agency will be required to enter into a contract with the Kitsap County.
 - a. Kitsap County manages the grant contracts for CDBG and HOME, including City of Bremerton HOME projects. The program year begins January 1, 2019 and the following applies to CDBG and HOME projects.
 - Public Service contracts may begin incurring costs at the start of the contract year.
 - Capital contracts must receive a notice to proceed before costs can be incurred.
 - Contracts for Federal funds operate on a reimbursement basis.
 - A contract may not be executed until mid-year, based on when the federal budget is approved and the County receives a contract from HUD.

Depending on your project, your contract term may coincide with the program year start date.

- b. Kitsap County manages the grant contracts for awards from the Affordable Housing Grant Program, Homeless Housing Grant Program, and Consolidated Homeless Grant Program.
 - o The program year begins January 1, 2019.
 - o Refer to the Policy Plans for further information on contracting requirements.
3. Reporting Requirements – Reporting is required on all projects receiving funds through the Coordinated Grant Application Process.
- a. Quarterly Reports – It is your responsibility to submit quarterly performance and demographic reports. The first Quarterly Report is due April 15, 2019 for CDBG and HOME funded projects and April 15, 2019 for AHGP, HHGP, and CHG funded projects. Reports are to be submitted to each program you are under contract with.
 - b. HMIS Reporting – All AHGP, HHGP, and CHG projects are required to report in the Homeless Management and Information System (HMIS) in addition to any other required quarterly reports. For further information about HMIS, please consult the HHGP Policy Plan. Capital construction projects are exempted from this requirement.

Appendix A

Stage 1 – Eligibility and Risk Assessment Tool

(used by Coordinated Grant Staff for Stage 1 of Application Process)

2019 COORDINATED GRANT APPLICATION Stage 1 - Eligibility & Risk Assessment

Applicant Name: _____

Proposed Project(s): _____

Activity Description(s) & Proposed Use of Funds: _____

Project service area: City of Bremerton Kitsap County Both

	Yes	No	N/A
Applicant is Eligible for Stage 2	<input type="checkbox"/>	<input type="checkbox"/>	

Proposed Project(s) eligible for: AHGP CHG HHGP CDBG HOME

Notes and Areas of Concern:

Reviewed By: _____

Date: _____

Stage 1 - Eligibility & Risk Assessment

A. Applicant Eligibility

	Yes	No	N/A
1. Is the proposed project type(s) eligible? (Services, Capital Housing, Capital Homeless, O&M, ED Microenterprise)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the proposed project eligible for one of the funding sources? (HHGP, AHGP, CHG, CDBG, HOME)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the applicant an eligible applicant as described in the funding regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is applicant eligible to receive funds (i.e., currently not disbarred or suspended from receiving federal funds)? https://www.sam.gov/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the applicant in good standing with current County contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the organization have an independent annual audit (federal CDBG/HOME only)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the proposed projects(s) meet one of the following? a. Priority identified in the Kitsap County and City of Bremerton Consolidated Plan 2016-2020; b. Strategy identified in the Kitsap Homeless Crisis Response and Housing Plan; c. Priority identified for Affordable Housing Grant funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Did the applicant attend the mandatory TA Session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant passed the Eligibility Review: **Yes** **No** (if no, applicant is not eligible to move on to Stage 2)

B. Organizational Capacity & Management

	Yes	No	N/A
1. Is the organizational structure of the applicant organization clearly defined? (Agency History, Org. Chart & Parent Org. Info.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the organization had changes to key staff or positions in the past 12 months? (Narrative question)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the board reflect a diverse representation of the community including minority & consumer participation, professionals from the community at large, persons with low income, and consumer advocates? (Board Member Form, Staff & Board Profile Question)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does board membership provide sufficient size and structure for community participation (i.e. board vacancies, size and term length)? (Board Member Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the board actively involved in the leadership of the organization and providing adequate financial oversight, involvement in fundraising and strategic planning? (Board Involvement Question, Board minutes & bylaws)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Concerns regarding agency organizational capacity:

C. Financial Stability

	Yes	No	N/A
1. Does the organization demonstrate financial capacity overall and capacity to undertake the proposed program/project? (Agency Budget, Income Statement/Profit & Loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the organization have reserve funds? (Balance Sheet, Cash Flow Statement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the organization have adequate internal financial oversight? (narrative question)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the organization have experience managing government grant funds? (narrative question)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the organization receive an audit, financial review, or compilation? (Audit question, including audit type and audit findings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Is the organization involved in any litigation, have IRS problems or unresolved audit findings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Did the organization file an IRS 990 tax return?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the organization have policies and procedures regarding Fiscal Control, Procurement/Purchasing and Non-Discrimination? If yes, do we have a copy of the most recent? If no, review and evaluate uploaded documents. a. Does the Fiscal Control Policy & Procedures adequately describe the fiscal management system including cash controls, expenditure authorization process, separation of duties, banking, account reconciliation, budgetary controls, financial reporting and board oversight. Are policies Board approved? b. Does organization have a Purchasing/Procurement Policy & Procedures that address standards used for purchasing goods and services, and competitive process used to obtain best quality and price? Are policies Board approved? c. Does the agency have a policy of non-discrimination based on all State and Federal protected classes for staff, volunteers, clients and participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. (For Federal Funds) Is the organization familiar with procedures for the determination and allowance of costs in connection with federal grants and contracts in accordance with 2 CFR Part 200?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Concerns regarding financial stability:

D. History of Performance

	Yes	No	N/A
1. Has the agency has received funds in prior year(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have prior projects been completed on schedule and within original budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the agency had problems managing funds in prior years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the agency spent federal/local funds timely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the agency spent down 90% of the total grant contract by the end of the term?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the agency have outstanding monitoring issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Does the Agency report timely and accurately for previous contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the agency responsive; responding to staff requests in a timely way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Concerns regarding history of performance with grant funds:

Staff to fill out Fund Eligibility Sections for each proposed project.

This Section To Be Completed For HHGP & CHG Fund Eligibility

	Yes	No	N/A
Project:			
1. Does the project serve households who are homeless or at imminent risk of becoming homeless?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the project directly contribute to making homelessness rare and/or brief and/or one-time? (One of these is acceptable.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the project meet one of the strategies in the 2018 Kitsap Homeless Crisis Response and Housing Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the project one of the eligible interventions for CHG?			
Is the project eligible for Homeless Housing Grant Funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project eligible for Consolidated Homeless Grant Funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes or Areas of Concern:

This Section To Be Completed For AHGP Fund Eligibility

	Yes	No	N/A
Project:			
1. Does the project benefit very-low income households (50% and below AMI) through one of the following: <ul style="list-style-type: none"> a. Operations & maintenance costs of housing projects or units within housing projects eligible to receive WA State Housing Trust Funds, and that require a supplement to rental income to cover ongoing operating expenses; b. Acquisition, construction or rehabilitation of housing projects; c. Rental assistance; and d. Operating costs for emergency shelters 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the project meet the priorities identified in the NOFA? <ul style="list-style-type: none"> a. Projects supporting building operations and maintenance costs and operating costs for emergency shelters. b. Housing activity that serves extremely low-income households with incomes at or below 30% AMI. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project eligible for AHGP Funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes or Areas of Concern:

This Section To Be Completed For CDBG Fund Eligibility

Project:			
Is the project eligible under the following regulations: <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> • Acquisition 570.201(a) • Public Facilities 570.201(c) • Public Services 570.201(e) • Rehabilitation 570.202 • Micro Business Assistance 570.201(o)(1) 			
Does the project meet a CDBG National Objective? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> • Area Benefit - 570.208(a)(1) • Limited Clientele Presumed Benefit - 570.208(a)(2)(A) • Limited Clientele Agency Requires Client Info. - 570.208(a)(2)(B) • Limited Clientele Income Eligibility Requirement - 570.208(a)(2)(C) • Limited Clientele Nature/Location of Activities - 570.208(a)(2)(D) • Assistance to Owners of Micro-enterprise - 570.208(a)(2)(iii) • Employment Support Services - 570.208(a)(2)(iv) • Housing Activities (residential) - 570.208(a)(3) • Job Creation/Retention - 570.208(a)(4) 			
Matrix Code:			
Organization Type:			
Use of Funds: <input type="checkbox"/> Housing <input type="checkbox"/> Public Service <input type="checkbox"/> Economic Development			
If micro-enterprise, does the project specify it will provide assistance to a commercial enterprise that has 5 or fewer employees, one or more of whom owns the enterprise?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Did the project trigger the 5% Match requirement for capital projects?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2016-2020 Consolidated Plan Priority: <ul style="list-style-type: none"> • Provision of critical services to meet basic needs and promote long-term self-sufficiency. • Increase economic opportunities for low-income individuals • Creation of new rental housing serving households at 50% AMI and below and/or serving special needs populations. • Preservation of existing rental units through acquisition and rehabilitation • New construction of homeowner housing • Rehabilitation/weatherization of homeowner housing • Direct financial assistance to homebuyers (i.e. down-payment assistance) 			
HUD Objective: <input type="checkbox"/> Decent Housing <input type="checkbox"/> Suitable Living Environment <input type="checkbox"/> Economic Opportunity			
HUD Outcome: <input type="checkbox"/> Affordability <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Sustainability			
Is the activity eligible for CDBG funds? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Notes or Areas of Concern:

This Section To Be Completed For HOME Fund Eligibility

Project:	
Is the project a HOME eligible activity under 24 CFR 92.205? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> • Acquisition of existing housing (including assistance to homebuyers) • New Construction of housing • Reconstruction or Rehabilitation of nonluxury housing • Acquisition of vacant land for construction of housing 	
Project Location:	
Matrix Code:	
Organization Type:	
Is organization Certified as a CHDO? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2016-2020 Consolidated Plan Priority: <ul style="list-style-type: none"> • Provision of critical services to meet basic needs and promote long-term self-sufficiency. • Increase economic opportunities for low-income individuals • Creation of new rental housing serving households at 50% AMI and below and/or serving special needs populations. • Preservation of existing rental units through acquisition and rehabilitation • New construction of homeowner housing • Rehabilitation/weatherization of homeowner housing • Direct financial assistance to homebuyers (i.e. down-payment assistance) 	
HUD Objective: <input type="checkbox"/> Decent Housing <input type="checkbox"/> Suitable Living Environment <input type="checkbox"/> Economic Opportunity	
HUD Outcome: <input type="checkbox"/> Affordability <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Sustainability	
Is the activity eligible for County HOME funds? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the activity eligible for City of Bremerton HOME funds? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Notes or Areas of Concern: