



**Kitsap County Coordinated Grant
Application Process
2024 CDBG Funding
Notice of Funding Availability (NOFA)**

Kitsap County Department of Human Services
Block Grant Program

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Staff Contacts:

Kitsap County Block Grant Program

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

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

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
 btufts@kitsap.gov

 Shannon Bauman, Block Grant Planner
 sbauman@kitsap.gov

2024 Application Schedule

Friday	3/31/2023	2024 Coordinated Grant Application Schedule Posted
Thursday	4/13/2023	Pre-Application Information & Form posted to website
Tuesday	5/23/2023	2024 Draft Kitsap County CDBG/HOME/HOME-ARP Policy Plan available – Posted on Coordinated Grant Application Website . Legal ad published and 15-day comment written period opens – announcement in Kitsap Sun and on Coordinated Grant Application website
Friday	5/26/2023	MANDATORY Pre-Application Forms Due
Wednesday	5/31/2023	Post for information purposes - HOME and HOME-ARP Request for Proposals (RFPs) and CDBG Notice of Funding Availability NOFA to Coordinated Grant Application Website
Monday - Thursday	6/1/2023 – 6/28/2023	MANDATORY Pre-Application appointments <i>To apply for the HOME or HOME-ARP RFPs or the CDBG NOFA, all prospective applicants are required to schedule a pre-application appointment.</i>
Wednesday	6/7/2023	Written Comment Period Closes for 2024 Draft Kitsap County CDBG/HOME/HOME-ARP Policy Plan
Wednesday	06/21/2023	Public Hearing and Action on 2024 CDBG Policy Plan – City of Bremerton Council Chambers-Bremerton Government Center 345 6 th Street, Bremerton WA 5:30pm, or via Zoom
Monday	6/26/2023	Board of County Commissioners Public Hearing and Action on 2024 Kitsap County CDBG/HOME/HOME-ARP Policy Plan - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm, or via Zoom
Tuesday	6/27/2023	Technical Assistance Training for Capital Application 10:00 am – 12pm via Zoom
Thursday	6/29/2023	Applications open at noon for: HOME Request for Proposals (RFPs) for Kitsap County and City of Bremerton HOME and HOME-ARP funding CDBG Notice of Funding Availability (NOFA) for Kitsap County Capital CDBG funds Link to application posted on Coordinated Grant Application and City of Bremerton websites. Please the RFP and NOFA for eligibility and funding targets/priorities. Applicants must have had a pre-application appointment.
Thursday - Thursday	6/29/2023 – 7/27/2023	Application Technical Assistance available - by appointment only
Thursday	7/27/2023	Applications Due for HOME and HOME-ARP RFPs and CDBG NOFA @ Noon: Online Submission Only via SurveyMonkey Apply. Applications also due for City of Bremerton CDBG.
Tuesday - Thursday	8/29/2023 – 8/31/2023	Capital Application Agency Interviews & Deliberations – Capital GRC All day, Norm Dicks Government Center, 4 th Floor, WSU Classroom
Friday	9/15/2023	Draft 2024 Action Plan and Funding Recommendations – 30-day Written Public Comment Period Opens. Information posted to Kitsap Coordinated Grant Application and City of Bremerton Websites and in Kitsap Sun.
Monday	10/16/2023	Written Comment Period Closes on 2024 Action Plan
Monday	10/23/2023	Board of County Commissioners Public Hearing and Action on Kitsap County 2024 Action Plan (Funding Recommendations) Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, 5:30pm

Wednesday	10/25/2023	City of Bremerton City Council Public Hearing – 2024 Action Plan and funding recommendations 5:30 PM Bremerton Government Center Council Chambers
Wednesday	11/15/2023	2024 Action Plan Due to HUD – unless delayed by federal budget process.
Saturday	1/1/2024	Program Year Begins

Summary of NOFA

Kitsap County is releasing this Notice of Funding Availability (NOFA) for CDBG funds for projects and programs in unincorporated Kitsap County, Port Orchard, Poulsbo and Bainbridge Island.

Kitsap County funding is targeted toward:

- Rehabilitation and weatherization of homeownership housing.
- Rehabilitation of rental housing.
- Economic Development programs including micro-enterprise assistance (businesses with 5 or fewer employees).
- Public facilities and infrastructure projects linked to affordable housing, provision of high priority public services, or located in HUD designated Low-Mod Areas.

All projects and programs must serve individuals or households at or below 80% Area Median Income (AMI), be an eligible activity under CDBG regulations and meet a National Objective.

Most Homeless projects are not eligible for CDBG Funds. Homeless programs are prioritized for Homeless Housing Grant Program funds. Programs that provide services to homeless populations, that are not eligible for Homeless Housing Grant Funds, may be eligible but require review by the Kitsap County Block Grant Program office to determine eligibility. Please contact our office to set up an appointment to discuss your project.

NOTE: The City of Bremerton is conducting a separate review process for their CDBG funding. Refer to the City's website information.

About the Funding

The Coordinated Grant Application Process brings together separate funding sources into a common application process to utilize citizen appointments to the Grant Recommendation Committees and shared access to the online application platform. A brief description of the funding source for this NOFA is listed below. For more detailed information regarding funding requirements and policies that will apply if your project is funded, please refer to the Kitsap County CDBG/HOME Policy Plan posted on the Coordinated Grant Application page of the website [Coordinated Grant Application Process \(kitsapgov.com\)](https://www.kitsapgov.com/Coordinated-Grant-Application-Process).

Community Development Block Grant

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with funding to address a wide range of unique community development needs. The program is authorized by Title I of the Community Development Act of 1974. Funds are used to assist in the development of decent housing, create suitable living environments, and

expand economic opportunities primarily for persons of low and moderate income. All projects funded with CDBG must Principally benefit low and very low-income households;

Eligible Applicants

Eligible applicant/recipients include:

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

Additionally, all applicants must:

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

Funds Available

The CDBG program is federally funded through the Department of Housing and Urban Development (HUD). Funding levels are determined by HUD after the Federal Budget is finalized, which often occurs after the program year has begun. Kitsap County estimates funding levels in order to start the grant application process; therefore, funding amounts shown below are estimates.

Kitsap County Funding	
Funding Source	Amount
2024 CDBG capital and microenterprise	\$658,710
Total All CDBG	\$658,710

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested. Funding may be allocated to one capital project that meets the priority and targets identified in this NOFA, or funding can be split between multiple projects.

Funding awards could be up to the amounts listed in the tables above however if all funding is not allocated, it may be included in the next application opportunity.

For 2024, the minimum grant request for all applications is \$10,000 and there is no maximum for capital projects.

All guidelines and policies for the funds below are not included in this NOFA but are detailed in the **2024 CDBG HOME Policy Plan**. It is the applicant's responsibility to read and understand the funding requirements and restrictions.

Match Requirements:

CDBG capital projects will have a 5% match requirement as detailed in the CDBG/HOME Policy Plan for capital CDBG funded activities.

Application Assistance

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

1. **Mandatory Pre-application forms** were **REQUIRED** for all project proposals and were due by May 26, 2023. If a pre-application form was not submitted, you are not eligible to submit an application during this funding round.
2. **Capital Application Technical Assistance** will be provided by staff for interested applicants on June 27, 2023 from 10am – Noon via Zoom (*link will be available on the Coordinated Grant Application Process webpage*).
3. **Application Technical Assistance** with the online application host, Survey Monkey Apply, will be available during the application period through the application site.
4. **General Assistance** is available for questions about the application, forms, uploads and submitting the application. Use the contact information in this RFP to contact staff by email.

Application Access and Submission

This NOFA utilizes an online application system hosted by Survey Monkey Apply. To access Survey Monkey Apply go to <https://apply-kitsap.smapply.io>.

Two separate applications are required to be completed and submitted to meet the application requirements for this NOFA. Once you have established a log-in you will see the different application types, open date and deadline for submission.

Your agency must submit the **Organization Information 2024** application plus **one of the following project applications**:

- Housing Rehabilitation 2024
- Services 2024
- Public Facilities-Infrastructure 2024

If your agency plans to submit multiple applications the Organization Information 2024 application only needs to be completed once, you will not be required to complete and submit that application again. Once it has been completed, you will just select one of the project applications from the homepage for each project or program you are applying for.

1. **Organization Information Application** - This application provides overall agency information including policies/procedures and fiscal information. Completing and submitting the Organization Information Application allows your agency to submit the Project Information application for any Coordinated Grant Application during the 2023 application cycle including Kitsap County and City of Bremerton CDBG funds.
2. **Project Application** - These applications provide project information including description, need and population served, timeline, and financial information. There are separate applications for public service, rehabilitation of housing, microenterprise assistance, and public facilities-infrastructure.

The applications for this NOFA will be available beginning Thursday, June 29, 2023. Access to the application website requires a computer with internet capability. No other method of application will be accepted.

Both applications must be completed and submitted by the due date for your application to be considered complete.

Application submission deadline is Thursday, July 27, 2023 at Noon.

Application review and rating will be conducted by staff and members of the Grant Recommendation Committee (GRC) according to the process outlined in the Citizen

Participation Plan, Appendix A, of the CDBG/HOME Policy Plan and posted on the Coordinated Grant Application web page.

Any information or updates regarding this NOFA will be posted on the County website, and notifications will be sent to any agency or organization signed up to receive Coordinated Grant Application Process electronic notifications.

To sign up go to:

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

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

Additional Notes:

1. CDBG 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 CDBG, there are several additional broad Federal regulations that must be followed including rules regarding non-discrimination and equal access, employment, contracting and procurement, environmental requirements, Davis Bacon, record keeping and financial controls.
2. Contracting – Your agency will be required to enter into a contract with the Kitsap County.
 - a. Kitsap County manages the grant contracts for CDBG projects. The program year begins January 1, 2024, and the following applies to CDBG projects.
 - Capital contracts must receive a notice to proceed before costs can be incurred.
 - Contracts for Federal funds operate on a reimbursement basis.

- A contract may not be executed until mid-year, based on when the federal budget is approved, the County receives a contract from HUD, and all other project financing is secured.
3. Reporting Requirements – Reporting is required on all projects receiving funds through the Coordinated Grant Application Process.
- a. Quarterly Reports – It is your responsibility to submit quarterly performance and demographic reports. The first Quarterly Report is due April 15, 2024 for CDBG funded projects. Reports are to be submitted to the Kitsap County Block Grant Program.