

2019 Action Plan Amendment - 02

Submitted CDBG-CV

MAY 22, 2023



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
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Executive Summary

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

1. Introduction

The 2019 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.

The approved Action Plan was amended to include new projects allocated funding. *The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136)* made available supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV grants). Kitsap County under CV-1 provision awarded a total of \$641,438 to two separate agencies to provide rental assistance for households experiencing hardship due to COVID-19. Under the Action Plan amendment, Kitsap County received \$1,066,115 of CV-3 funds to provide rental and mortgage assistance and pay operational costs for two homeless shelters and the COVID-19 Quarantine and Isolation Centers.

A second amendment was approved which shifted allocated \$692,974 of CDBG-CV3 funding to the Mile Hill Shelter project and removed the two homeless shelters and Quarantine and Isolation Centers.

This current amendment shifts \$201,372.36 of CDBG-CV3 funds from KCR's Rental and Mortgage Assistance Program to the Pacific Building (formerly known as the Mile Hill Shelter). KCR was able to utilize other funding for rental assistance and was not expending the funds. The Pacific Building was the only other eligible CDBG-CV project that was in process and could spend the funds timely. Opportunity for citizen comments is detailed in the Citizen Participation plan and summarized below.

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 2019 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 specific activities are outlined and described in the "AP-35 Projects" section of this Action Plan.

HOUSING - Applications funded for homeowner on-going program activities include: Down Payment Assistance (DPA) to low-income households; Single Family Housing Rehabilitation programs; and Weatherization and/or Minor Home Repair programs. Preservation of rental properties include rehabilitation of multi-family housing and new construction for low income families.

SERVICES - Funds have been awarded for programs that provide critical services to meet basic needs and promote long-term self-sufficiency. These include programs serving children and youth, food banks, and community support services.

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 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 has experienced a cancelled project that required 2014 and 2015 Action Plan Amendments to cover prior year funding, reducing the expected goal percentages while increasing the amount of more current funds needing to be spent. Due to changes in housing market conditions, which have presented challenges for construction of new units and affordability for homebuyers, there has been slow progress in funded projects and few new projects coming in for funding. However, Kitsap County is on target to meet the goals in the five-year plan.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Kitsap County published a 2019 Policy Plan detailing the management of its CDBG and HOME programs and outlined the Policies and Procedures for projects funded through the 2019 annual application cycle. A 15-day written comment period was opened April 27, 2018 and a public hearing was held during the

Kitsap County Board of County Commissioners' (BoCC) regularly scheduled meeting on Monday, May 14th, 2018 in the Port Blakely Conference Room, at the Kitsap County Administrative Building, 619 Division Street, Port Orchard, WA to review and approve the 2019 Policy Plan. A Notice of Funding Availability was published with the estimated grant funds, including program income. New applicants were required to attend a Technical Assistance session, with the meeting times and location posted on the website and included in the NOFA.

The Policy Plan was made available on the County website. The full Coordinated Grant Application Process for 2019 Projected Use of Funds, including detailed funding sources, was also made available on the County website. A public hearing was held during the Kitsap County Board of County Commissioners' (BoCC) regularly scheduled meeting on Monday, October 15, 2018 at 11:00 am in the Port Blakely Conference Room, at the Kitsap County Administrative Building, 619 Division Street, Port Orchard, WA to review and approve the 2019 Kitsap Coordinated Grant Application Process Projected Use of Funds, that are included in this Kitsap County 2019 Action Plan to HUD. A legal ad was published October 5, 2018 in the Kitsap Sun and posted to our website for a 15-day comment period ending October 22, 2018. No public testimony was provided and no written comments were received. 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. The BoCC took action on the recommendations on October 31, 2018 at 9:30am. The meeting was held in the same location noted above for decision only, no public comments. The City of Bremerton took separate action on the City of Bremerton HOME projects at their Bremerton City Council meeting on November 7, 2018 at 5:30pm, at the Norm Dicks Government Center, First Floor Meeting Chambers, 345 6th Street, Bremerton.

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136) made available supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV1 and CDBG-CV3 grants) since April 2020. Funding allocated to Kitsap County under this provision will not be allocated through the normal competitive grant application cycle. The County's plan for the use of these funds is included as a substantial amendment to this approved 2019 Action Plan.

Kitsap County opened two separate 5-day written public comment periods for amendments to the 2019 Action Plan to include the use of CDBG-CV Funds. Two 5-day written public comment periods were published in the newspaper, one for CDBG-CV1 on April 20, 2020 and the other for CDBG-CV3 on January 5, 2021. No comments were received.

An additional 5-day written public comment period was published in the newspaper on March 4, 2022, for the change in use of CDBG-CV3 funds. Initial projects utilizing the CDBG-CV3 funds of \$692,974 were able to use FEMA for the homeless shelter operations and the quarantine and isolation centers. This frees up funds to be used for the Mile Hill Shelter project, as detailed in AP-35 projects. No written comments were received. Additionally, a public hearing was held during the Board of County Commissioners regular scheduled meeting on March 14, 2022 with notice of the public hearing published in the newspaper on March 2, 2022 and posted to the Kitsap County Block Grant Program website.

An additional 5-day written public comment period was published in the newspaper on March 16, 2023 for the shift of CDBG-CV3 funds from the remaining balance in Kitsap Community Resources' rental and mortgage assistance to the Mile Hill Shelter project, as detailed in AP-35 projects. Written comments were accepted May 16, 2023 through May 21, 2023 via email to the Kitsap County Block Grant Program btufts@co.kitsap.wa.us or sbauman@co.kitsap.us.us.

The amendment was presented for approval to the Kitsap County Board of County Commissioners' (BoCC) at their morning Work Study meeting on Monday, May 22, 2023, in the Commissioners Chambers, at the Kitsap County Administrative Building, 619 Division Street, Port Orchard, WA, and made available via Zoom.

Information was posted to the County's web site and electronic notification was sent to all subscribers. Instructions for submission of written comments are included in the Citizen Participation Plan and on the web site.

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.

Two comments were received during the open comment period and both were favorable of the reallocation of funds for the building rehabilitation.

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

Two comments were received after the comment period closed and were not 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 2019 grant application cycle are included in the Year 4, 2019 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 Housing and Homelessness Coalition is actively meeting, planning and working to address homelessness. Our county has fully implemented the Homeless Management Information System (HMIS) and conducts an annual Point in Time Count. The Homeless Housing Plan has been updated in 2019 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	Agency/Group/Organization	Grant Recommendation Committee
	Agency/Group/Organization Type	Community Volunteers Grant Selection Committee
	What section of the Plan was addressed by Consultation?	Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Grant Recommendation Committee (GRC) are a group of volunteers that have been selected by County Commissioners and City Mayors to provide input on the funding process, review applications, interview agencies and make funding recommendations, according to the needs of the community, to the Board of County Commissioners and Bremerton City Council for their approval as to the use of federal CDBG/HOME funds.
2	Agency/Group/Organization	Kitsap County
	Agency/Group/Organization Type	Other government - County Other government - Local
	What section of the Plan was addressed by Consultation?	Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Kitsap County Board of Commissioners and City of Port Orchard, Bremerton, Bainbridge Island and Poulsbo City Mayors appoint GRC members

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

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	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>All Kitsap County area residents</p>	<p>Kitsap County encourages interested parties to sign up for Electronic Notifications where the CDBG website posts a summary of News and Events which connects the public to the legal ad and the Annual Action Plan. Electronic Notifications automatically alert those signed up to receive a notice of any change to the site.</p>	N/A	N/A	<p>https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx</p> <p>https://www.bremertonwa.gov/198/Federal-Grants---CDBG</p>
2	Newspaper Ad	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Two 15-day written comment periods were advertised in the newspaper April 1, 2019 thru April 16, 2019 and September 12, 2019 thru September 27, 2019. A 5-day CDBG-CV1 written public comment period was advertised in the newspaper on April 20, 2020 during 2019 Action Plan Amendment process in accordance with the</p>	<p>Two comments were received during the open comment period and both were favorable of the reallocation of funds for the building rehabilitation.</p>	N/A	

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)
		All Kitsap County area residents	<p>updated Citizen Participation Plan, along with another 5-day written comment period publication for use of CDBG-CV3 funds with comments welcomed from January 5, 2021 through January 11, 2021.</p> <p>An additional 5-day written public comment period was published in the newspaper on March 4, 2022, for the change in use of CDBG-CV3 funds, with comments welcome through March 9, 2022.</p> <p>An additional 5-day written comment period was published in the newspaper of record on May 16, 2023, for the change in use of CDBG-CV3 funds, with comments welcome through May 21, 2023.</p>			
3	Public Hearing	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	Applicant agencies attended the public hearing held during the Kitsap County Board of County Commissioners' (BoCC) regularly scheduled meeting on Monday, October 15, 2018 at 11:00am held in the Port Blakely Conference Room, at the Kitsap County	All comments were welcomed. No comments received.	N/A	

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)
		<p>Residents of Public and Assisted Housing</p> <p>All citizens of interest</p>	<p>Administrative Building, 619 Division Street, Port Orchard, WA. A public hearing with the Bremerton City Council was held on November 7, 2018 at 5:30pm in the Norm Dicks Government Center Meeting Chambers, 345 6th Street, Bremerton, WA.</p> <p>A public hearing on the change of use for the CDBG-CV3 funds was held during the BOCC regularly scheduled meeting on Monday, March 14, 2022, at 5:30pm, at the Kitsap County Administrative Building, 619 Division Street, Port Orchard, WA.</p>			

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

Kitsap County strongly encourages leveraging of CDBG funds from other sources including State, local and private sources. Projects are evaluated at the time of application for other sources of funding.

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.

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	1,072,790	28,667	80,717	1,182,175	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	673,887	188,927	320,140	1,182,954	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.
Other	public - federal	Other	1,707,553	0	0	1,707,553	0	The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136) made available supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV grants).

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 Financing form to indicate what other funding is expected to be used for the project. All HOME projects must indicate what they will use as the 25% match for their project. When a written agreement is executed for projects awarded CDBG or HOME funds, agencies must update the Sources of Financing 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, to allow for project underwriting, before funds are committed and a written agreement is executed. Match is recorded on the Match Log at the time of contract execution when all other funding sources are required to be committed.

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 compete 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 Grant Application Process targeting homelessness and operations and maintenance projects, allowing CDBG and HOME to address other priorities in the Plan.

If appropriate, describe publicly 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: \$731,704 HOME: \$866,720	Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 40 Household Housing Unit Direct Financial Assistance to Homebuyers: 13 Households Assisted
2	Provide Support Services	2016	2020	Non-Housing Community Development		Services - Kitsap County	CDBG: \$149,913	Public service activities other than Low/Moderate Income Housing Benefit: 24,011 Persons Assisted
3	Preserve/Increase affordable housing in Bremerton	2016	2020	Affordable Housing		Affordable Housing in City of Bremerton	HOME: \$244,359	Direct Financial Assistance to Homebuyers: 1 Households Assisted
4	Increase economic opportunities	2016	2020	Non-Housing Community Development		Economic Opportunity - Kitsap County	CDBG: \$75,000	Other: 42 Other
5	Public Facilities	2016	2017	Non-Homeless Special Needs		Homeless Housing & Services	CDBG-CV3: \$692,947	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 75 Persons Assisted

Table 3 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve and Increase Affordable Housing
	Goal Description	<p>Kitsap County continues to utilize CDBG/HOME funds in 2019 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. A total of 63 affordable housing units will be assisted.</p> <p>2019 CDBG awards provide rental rehabilitation to 10 units of the Island Home Apartment Complex by Housing Resources Board; 28 homeowner units through the KCR Weatherization and Minor Home Repair program; and 12 homeowner units of rehabilitation through the Housing Kitsap's Home Rehabilitation Program in order to help preserve affordable housing units in Kitsap County.</p> <p>2019 HOME awards also provide assistance in Kitsap County for qualified homebuyers. Down Payment Assistance will provide 7 households assistance through Community Frameworks - Kitsap County Homeownership program. 19 units will be developed by Habitat for Humanity in the Lupine Lane project, 3 of which will be HOME-assisted. Program Income received from Housing Kitsap's Homeownership Program of \$99,840.49 will be utilized for down payment assistance to approximately 3 homebuyers.</p>
2	Goal Name	Provide Support Services
	Goal Description	<p>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.</p> <p>Public service activities other than Low/Moderate Income Housing Benefit assist a total of 24,020 persons.</p>

3	Goal Name	Preserve/Increase affordable housing in Bremerton
	Goal Description	<p>The City of Bremerton share of the 2019 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 2019, 1 housing units is anticipated in the Community Frameworks' Bremerton Homeownership Program which will provide direct homeownership assistance to qualified homebuyers.</p> <p>The number of units for a Future Rental Housing Project that originated in the 2018 Action Plan will only show the increased award from the 2019 City of Bremerton HOME funds in the amount of \$200,145. The number of units is not duplicated in 2019 Action Plan.</p>
4	Goal Name	Increase economic opportunities
	Goal Description	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 2019 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. 2019 Action Plan will show 42 individuals assisted with Economic Opportunities (Other) in the Business Education, Support and Training (BEST) Program.
5	Goal Name	Public Facilities
	Goal Description	CDBG funds initially provided for public facilities only in Action Plan Year One - 2016. This was due to public facilities being a low priority in the Consolidated Plan. However, due to CDBG-CV3 funding which is to prevent, prepare for and respond to the coronavirus, and that \$692,974 of these funds are being freed from the shelter operations and the quarantine and isolation centers because they were able to utilize FEMA funds, this 2019 Action Plan Amendment will shift those projects to be used to renovate an existing commercial building to create a homeless shelter.

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 2019 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.

2019 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.

#	Project Name
1	CDBG Administration 2019
2	HOME Administration 2019
3	Boys & Girls Clubs - SK Elementary After School Program
4	Boys & Girls Clubs - SK Teen Program
5	Bremerton Foodline - Food Bank Operations
6	Central Kitsap Food Bank - Food Bank Operations
7	Helpline House - Food Bank Operations
8	Lindquist Dental - General Operations
9	Meals on Wheels Kitsap - Project Homecoming
10	SK Helpline - Food Bank Operations
11	WSU - Adulting 101
12	YMCA - Child Care Scholarships
13	YWCA - Bilingual Legal Advocacy
14	Housing Kitsap - Home Rehabilitation Program 2019
15	HRB - Island Home Rehabilitation
16	KCR - Weatherization 2019
17	KCR - BE\$T 2019
18	HOME Rental Housing 2018-2019
19	Community Frameworks - Kitsap Homeownership 2019
20	Housing Kitsap - HOME DPA 2019
21	Habitat for Humanity - Lupine Lane
22	Community Frameworks - Bremerton Homeownership 2019
23	Kitsap Community Resources – COVID Countywide Rental/Mortgage Assistance Program
24	Housing Kitsap - HK COVID Rental/Mortgage Assistance Program
28	Mile Hill Shelter - CDBG-CV3 Project

Table 4 – Project Information

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

In 2019 funds were allocated according to the priorities outlined in the Consolidated Plan. Within these priorities Public Service funds were awarded to organizations providing services that help the most vulnerable populations, including extremely low-income households, elderly, children and the disabled. Capital funds were awarded to housing projects serving low-income households and CDBG Economic Development set-aside funds were awarded for micro-enterprise assistance.

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.

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG Administration 2019
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$214,558
	Description	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 2019 CDBG entitlement may be used for planning and administrative costs to deliver the CDBG program requirements.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
2	Project Name	HOME Administration 2019
	Target Area	

	Goals Supported	
	Needs Addressed	
	Funding	HOME: \$71,875
	Description	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.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	2019
3	Project Name	Boys & Girls Clubs - SK Elementary After School Program
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$11,000
	Description	CDBG Public Service Funds will be used to support staff costs for the Boys & Girls Club South Kitsap Elementary Program. The South Kitsap Elementary Program provides after school programs designed for ages 6 to 11 Monday through Friday for 3-4 hours per day located at Madrona Heights School. Site Coordinators implement program activities that help youth grow to be productive, caring, and responsible citizens. They are also responsible for planning, promoting, and evaluating Club programs. They ensure safety of youth and are responsible for cultivating relationships with school staff.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	350 youth

	Location Description	South Kitsap
	Planned Activities	Project supports a portion of staff costs for programs which provide youth development after school and in the summer to help them grow to be productive, caring, and responsible citizens.
4	Project Name	Boys & Girls Clubs - SK Teen Program
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$10,413
	Description	CDBG funding will support staff costs for the SK Teen Program site at Madrona Heights School. Staff is responsible for implementing program activities and for planning, promoting, and evaluating Club program goals that are to improve academic achievement, increase social-emotional skills and positive student behavior and attendance and increase family involvement. Staff ensure the safety of youth and are responsible for cultivating relationships with school staff.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	125 youth
	Location Description	South Kitsap
	Planned Activities	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. Staff responsibilities include planning, promoting, recruiting, and working closely with school education staff.
5	Project Name	Bremerton Foodline - Food Bank Operations
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$20,000

	Description	CDBG Public Service funds will provide emergency food assistance to those in need in the Bremerton School District boundary including individuals living in unincorporated Kitsap County. Food purchases from various suppliers including but not limited to Food Lifeline, Northwest Harvest, JP works, SAARs and Smart Foodservice.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	2100 extremely low/low income households.
	Location Description	Bremerton
	Planned Activities	To provide clients with a wide variety of well-balanced nutritious food choices including protein, dairy, fresh produce, breads and cereals, and canned food.
6	Project Name	Central Kitsap Food Bank - Food Bank Operations
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$22,000
	Description	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 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.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	4809 extremely low/low income households
	Location Description	Central Kitsap School District Boundaries.
	Planned Activities	Employees' salaries will allow the food bank to maintain and operate daily and offer regular services for food distribution and access.

7	Project Name	Helpline House - Food Bank Operations
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$22,000
	Description	CDBG Public Service funds will be used toward a portion of the Food Bank Manager's salary. The goal of the Food Bank Program is to make nutritious food available free of cost to members of the community.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	1284 extremely low/low income households.
	Location Description	Bainbridge Island (BI) and for people who work on BI or whose children go to school on BI.
Planned Activities	Helpline's Food Bank seeks to alleviate hunger for families on Bainbridge Island and some in the surrounding area. Specific activities are to: 1. Provide nutritious food; 2. Refer food bank users to the social work team for eligibility assessment for other food provider services such as SNAP; 3. Ensure all Health District Guidelines for food storage and maintenance are complied with; 4. Comply with all food related contracts i.e. Northwest Harvest, Food Lifeline, Emergency Food Assistance Program, TEFAP (Government Commodities); and 5. Recruit, train and manage volunteer staff who operate the program.	
8	Project Name	Lindquist Dental - General Operations
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$10,000
	Description	CDBG Public Service funds will be used to support the general operations of the Bremerton Dental Clinic serving low-income Kitsap County children and youth ages 0-20 in need of low or no cost dental care .
	Target Date	12/31/2019

	Estimate the number and type of families that will benefit from the proposed activities	2300 children and youth ages 0-20.
	Location Description	Bremerton
	Planned Activities	Provide preventative, restorative and endodontic treatment, referral to low-cost orthodontic services and community outreach programs. Also provide a comprehensive exam including oral health education, x-rays, cleanings and if needed, a treatment plan. Treatment might include sealants, fluoride varnishes, fillings, extractions, root canals, space maintainers, permanent crowns, and/or emergency care and then return for regularly-scheduled six month checks.
9	Project Name	Meals on Wheels Kitsap - Project Homecoming
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$11,500
	Description	CDBG funds will be used only to purchase nutritious meals for delivery to homebound seniors recently discharged from a hospital or rehabilitation facility.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	137 homebound seniors
	Location Description	Kitsap County
	Planned Activities	Project Homecoming is an expansion of Meals on Wheels, Kitsap's successful home delivered meals program which provides well-balanced and nutritious food to medically homebound seniors. They receive a two-week supply (one meal per day) of nutritious meals delivered by volunteers directly to the client's home upon discharge.
10	Project Name	SK Helpline - Food Bank Operations
	Target Area	
	Goals Supported	Provide Support Services

	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$22,000
	Description	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.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	12000 extremely low/low income individuals
	Location Description	South Kitsap
	Planned Activities	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
11	Project Name	WSU - Adulting 101
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$11,000
	Description	CDBG Public Service funds will support the salary of a part-time employee to assist with program administration of the Adulting 101 program which provides homeless and at risk youth in Kitsap County with skills and resources to help be active and engaged members of the community. 6 classes, provided at sites serving homeless and at-risk youth, provide job skills including resume building and interview skills, social-emotional skills and basic training in computer programs.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	100 at-risk youth
	Location Description	Kitsap County

	Planned Activities	Job skills including application, resume building and interview skills, social-emotional skills such as professionalism and customer services, and basic training in computer/Microsoft/Google program. Attending a minimum of 6 classes at 4 sites: 1. Online Job Hunting and Applications; 2. Computer Skills; 3. Cover Letters and Resumes, Mock Interviewing; 4. Organizational/ Professional Skills; 5. Financial Literacy and Predatory Lending; 6. Creative Capstone.
12	Project Name	YMCA - Child Care Scholarships
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$11,000
	Description	CDBG Public Service funds will provide extremely low, very low, and low income parents/families with scholarships that will enable their children to participate in the YMCA before and after school Child Care Program.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	20 youth
	Location Description	13 elementary school locations in Bremerton, Central Kitsap, and South Kitsap School Districts.
Planned Activities	The program activities focus on the holistic development of children focusing on improving academic excellence, health and wellness, and social-emotional skills that support every child in developing to their full potential.	
13	Project Name	YWCA - Bilingual Legal Advocacy
	Target Area	
	Goals Supported	Provide Support Services
	Needs Addressed	Services - Kitsap County
	Funding	CDBG: \$10,000
	Description	CDBG Public Service funds will support the Salary of a legal advocacy, specifically a bilingual program manager/advocate, to include program supplies and equipment, program administration and client direct services support. The program goal is to end domestic violence by providing assistance and support to navigate the criminal or civil legal system.

	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	786 domestic violence victims
	Location Description	Kitsap County
	Planned Activities	The program provides support navigating the criminal or civil legal system. This includes safety planning, court accompaniment, filing for orders of protection, advocacy-based counseling, and other referral services. Bilingual/bicultural advocacy is available for immigrant and non-English speaking victims.
14	Project Name	Housing Kitsap - Home Rehabilitation Program 2019
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	CDBG: \$280,682
	Description	CDBG funds will be used by Housing Kitsap 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 loans and/or emergency grants to repair health, safety and ADA needs to owner occupied homes.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	12 low-income households
	Location Description	Kitsap County
	Planned Activities	CDBG Funds will be used for construction hard costs, personnel and administrative expenses.
15	Project Name	HRB - Island Home Rehabilitation
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County

	Funding	CDBG: \$251,021
	Description	CDBG funds will be used for health and safety upgrades and updates to Housing Resources Bainbridge's 10 unit Island Home Apartment complex built in 1992.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	10 rental units
	Location Description	Bainbridge Island
	Planned Activities	Specifically: - Installation of Hardie Plank siding and labor to remove old; siding and dispose.- Painting of the buildings once new siding is installed. - New windows and labor to remove old windows and install new. - purchase and installation of kitchen cabinetry - purchase and installation of kitchen countertops - purchase and installation of range hoods over stoves - purchase and installation of new sinks and fixtures - purchase and installation of vinyl plank flooring - funds for demolition and removal/recycling of old materials (counters, cabinets, carpet, flooring etc..). - Project management fee.
16	Project Name	KCR - Weatherization 2019
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	CDBG: \$200,000
	Description	CDBG funds will be used by Kitsap Community Resources (KCR) to complete weatherization and minor home repair measures for 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.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	28 low income households

	Location Description	Kitsap County excluding Bremerton City Limits
	Planned Activities	Install weatherization measures and minor home repairs for low income households, resulting in 30% reduction in energy usage.
17	Project Name	KCR - BE\$T 2019
	Target Area	
	Goals Supported	Increase economic opportunities
	Needs Addressed	Economic Opportunity - Kitsap County
	Funding	CDBG: \$75,000
	Description	CDBG Grant funds will be used by Kitsap Community Resources 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.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	42 low-income individuals
	Location Description	Kitsap County
	Planned Activities	CDBG Grant funds will be used for program staff, project support, office supplies, advertising, communications, program administration, equipment repairs, utilities, class workbooks, grants for graduates that need assistance, and annual showcase event booth fees and tent.
18	Project Name	HOME Rental Housing 2018-2019
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	HOME: \$291,086.28
	Description	HOME funds will be used for new construction of rental housing serving households at 50% AMI and below and/or special needs populations. HOME funds of 2018 include Kitsap County and City CHDO of \$108,852.75 (a change from \$428,992.76).HOME funds of 2019 include Kitsap County and City CHDO of \$101,085.58 plus City Entitlement funds of \$166,787 plus City Recaptured funds of \$23,213.70 for 2019 fund total of \$291,086.28. The project total both years will be funded at \$399,939.03.

	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
19	Project Name	Community Frameworks - Kitsap Homeownership 2019
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	HOME: \$349,576
	Description	HOME funds are being used for Community Frameworks' Kitsap County Homeownership program to provide direct homebuyer subsidy in the form of down payment assistance to qualifying low-income homebuyers at or below 80% of Area Median Income. Prior year 2018 HOME funds of \$320,140.01 and 2018 Program Income of \$29,435.99 are funding this project for a total of \$349,576.00.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	7 low-income homebuyers
	Location Description	Kitsap County
	Planned Activities	Down Payment Assistance
20	Project Name	Housing Kitsap - HOME DPA 2019
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	HOME: \$99,840.49

	Description	HOME funds from program income of repaid loans 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 home ownership 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 provides the construction loan and down payment assistance fills the gap between the cost to build a home and the maximum loan amount available to the households.
	Target Date	12/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	3 low-income homebuyers
	Location Description	Kitsap County
	Planned Activities	Direct Down Payment Assistance
21	Project Name	Habitat for Humanity - Lupine Lane
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	HOME: \$349,576
	Description	2019 HOME funds plus 2018 Program Income funds of \$10,949.58 will be used by Habitat for Humanity of Kitsap County for the Lupine Lane project which is to construct 19 single family homes for low to very low income (30-80% AMI) families, 3 of which will be HOME assisted.
	Target Date	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	3 low to very low-income homebuyers
	Location Description	Silverdale-Kitsap County
	Planned Activities	Down Payment Assistance
22	Project Name	Community Frameworks - Bremerton Homeownership 2019
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing

	Needs Addressed	Affordable Housing - Kitsap County
	Funding	HOME: \$21,000
	Description	HOME 2018 Program Income funds will be used in Community Frameworks' Bremerton Homeownership program for Down Payment Assistance (DPA). It is an affordable homeownership program pairing HOME funds with internal and lender funds to provide up to 20% Down Payment Assistance (DPA) and closing cost assistance to program-qualified, mortgage ready homebuyers at or below 80% AMI. An additional \$38,596 of Program Income is being added to the 2020 Action Plan. The total of all funds for this project is \$59,596.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	1 low-income homebuyers
	Location Description	within Bremerton City Limits
	Planned Activities	The goals of the project are to provide homeownership opportunities to households at or below 80% of Kitsap County's Area Median Income who otherwise couldn't purchase a quality home on their own, to create and preserve affordable housing stock in Bremerton through provision of homebuyer down payment assistance, and to stabilize older neighborhoods suffering from the effects of derelict properties and transient occupancy by rehabilitating distressed housing in Bremerton city limits.
23	Project Name	Kitsap Community Resources – COVID Countywide Rental/Mortgage Assistance Program
	Target Area	Countywide (outside the City of Bremerton)
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	CDBG-CV: \$563,206.64
	Description	The Action Plan Amendment funds from CDBG-CV1 and CDBG-CV3 will be used to administer a Countywide (outside the City of Bremerton) COVID Rental and Mortgage Assistance Program up to 6 consecutive months. The program will provide short-term assistance to meet the critical needs of low-income households 80% and below Area Median Income County-wide, impacted by COVID.

	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	450 80% and below median income households
	Location Description	Countywide
	Planned Activities	The goal of the program is to provide short-term rental and mortgage assistance to keep low-income high-risk tenants, located throughout the county and affected by COVID, stably housed until they can work again. Funds provide emergency income payments for short-term rental assistance as well as mortgage assistance up to 6 consecutive months.
24	Project Name	Housing Kitsap – HK COVID Rental/Mortgage Assistance Program
	Target Area	
	Goals Supported	Preserve and Increase Affordable Housing
	Needs Addressed	Affordable Housing - Kitsap County
	Funding	CDBG-CV: \$250,000
	Description	Funds will be used to administer a COVID Rental/Mortgage Assistance Program directed toward high risk residence in Housing Kitsap units. Funds provide emergency income payments for short-term rental assistance as well as mortgage assistance up to 6 consecutive months to 80% and below Area Median Income residence affected by COVID.
	Target Date	12/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	200 80% and below Area Median Income households affected by COVID.
	Location Description	Countywide

	Planned Activities	The goal of the program is to provide short-term rental/mortgage assistance to keep very low-income high-risk residence, located in Housing Kitsap units and affected by COVID, stably housed until they can work again.
28	Project Name	Pacific Building (Mile Hill Shelter) - CDBG-CV3 Project
	Target Area	
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities - Kitsap County
	Funding	CDBG-CV3: \$894,346.36
	Description	The Salvation Army, Kitsap Rescue Mission (Pavilion) and the Quarantine and Isolation Centers projects originally included in the 2019 Action Plan were able to utilize funds through FEMA which freed up the CDBG-CV3 funds to be used for a different project. Additionally, KCR was able to utilize some other funding for rental assistance and was not able to spend all of the CDBG-CV3 funds allocated to that program. This amendment shifts the balance of KCR's rental and mortgage assistance funding to the Pacific Building (Mile Hill Shelter) . This project entails the renovation of an existing building, formerly used as a fitness center off Mile Hill in Port Orchard, for the purpose of creating a shelter for homeless individuals. Renovations will include installation of a new fire suppression and fire alarm system, roof replacement, installation of a security system, upgrade of HVAC system, addition of hygiene facilities (adding showers, sinks, toilets, urinals), ADA upgrades and improvements, addition of some interior partition walls, various health and safety upgrades, addition of sidewalks and exterior ramps and landings, siding repair, possible new sewer connection, and new water hydrant. The building footprint will remain the same. Project will include ground disturbance. Appropriate land use, zoning, and building improvement permits will be submitted through the Kitsap County Department of Community Development. Building is in a commercial zone and will be converted from "fitness center" to an "institutional" use under Kitsap County code.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	125 homeless individuals
Location Description	Mile Hill, Port Orchard, WA	

	Planned Activities	Renovations of an existing building for the purpose of creating a shelter for homeless individuals, to include, but not limited to fire suppression and security system, new roof, HVAC system, showers, ADA improvements, siding, sidewalks, sewer connection and water hydrant, along with all land use and Kitsap County code requirements for a commercial zone facility.
	Target Date	12/31/2025

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

Target Area	Percentage of Funds

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 distributed throughout the county. The county is committed to funding services and housing that reach those with the most need.

The projects funded during the 2019 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

N/A

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.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	47
Special-Needs	0
Total	47

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	50
Acquisition of Existing Units	0
Total	50

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

Discussion

N/A

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 continues to make investments in their public housing stock.

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

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 Resident Occupant Self-Sufficiency Coordinator. The main purpose of this position is to be a resource coordinator for Public Housing residents to help them gain community connections and work towards self-sufficiency.

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 hands-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

N/A

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 needs 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. The Homeless Housing Grant Program (HHGP) funds and Affordable Housing Grant Program (AHGP) funds were allocated to a variety of projects addressing homelessness. 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 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 night-by-night shelter, a day room program, mobile showers, case management, 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 Housing and Homelessness 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. Project Connect has expanded to provide service fairs in two other parts of the County North Kitsap and South Kitsap - so that more residents could access these services.

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.

Kitsap County’s homeless housing inventory includes 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.

The Kitsap Rescue Mission offers a 20-bed night-by-night shelter which operates year-round. The Salvation Army additionally operates a night-by-night winter season shelter (serving an average of 53 individuals per night) December 1st-31st which accepts single adults, couples, families, and pets. Transitional housing units provide 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.

The Compass Vocational Program provides homeless-specific employment services, doing outreach in shelters and providing workshops, one-on-one job search support, and connection with other job training resources.

Several programs work with homeless clients to get them into permanent housing as soon as possible. Housing Kitsap's Housing Stabilization Program facilitates homeless households' access to housing authority units with housing subsidies and case management. Kitsap Community Resources' Rapid Rehousing Program provides short-term graduated subsidies and housing case management for homeless families. Bremerton Housing Authority programs provide Section 8 vouchers for households successfully transitioning to permanent housing.

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.

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.

Olive Crest provides independent living case management for foster kids who are aging out of the system to improve housing stability outcomes. This program has supported former-foster youth to maintain independent housing, support 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.

All of these programs that coordinate exits to stable housing from systems of care are unable to serve all individuals in need of these services due to lack of funding resources.

Discussion

N/A

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

N/A

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

Introduction

There is a significant and growing need for affordable housing, and agencies including CHDOs struggle to have the ability to successfully develop new units in Kitsap County. A challenging environment exists for obtaining financing for the construction of new affordable rental units, as well as preservation of existing subsidized properties, and 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 Housing and Homeless Coalition is actively meeting, planning and working to address homelessness. Our county has fully implemented HMIS and conducts an annual Point in Time Count. The Homeless Housing Plan was updated in 2018 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, 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 Housing and Homeless 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 2018 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 a separate NOFA to allocate its CDBG funds.

Discussion

N/A

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 housing 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
Total Program Income:	0

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. An 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(l)(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 downpayment assistance programs are subject to Recapture provisions. Kitsap County's Recapture and Resale provisions are included in Appendix 1 of the 2016-2020 Consolidated Plan (Kitsap County Recapture and Resale Policy for HOME Funded Projects).

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:

<u>HOME assistance provided per unit</u>	<u>Period of Affordability</u>
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.

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 wheelchair 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