

Consolidated Annual Progress & Evaluation Report (CAPER) 2024



City of Bremerton – Block Grant Programs
345 6th Street
Bremerton, WA 98337

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Attachments

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Bremerton receives a direct CDBG allocation and is part of the Kitsap County HOME Consortium, receiving its share of HOME Investment Partnership (HOME) funds based on a percentage allocation determined by HUD.

The 2024 City of Bremerton Consolidated Annual Performance and Evaluation Report (CAPER) captures the expenditures, accomplishments, and progress made on the strategies and goals outlined in the 2021-2025 Consolidated Plan and the 2024 Action Plan. The City has demonstrated progress in most of our Consolidated Plan programs and projects. The Consolidated Plan guides the annual allocation of our community's federal program funds from the U.S. Dept. of Housing and Urban Development (HUD). The CAPER outlines progress in achieving affordable housing, economic opportunity and community development goals using CDBG. For the 2024 program year, the City received \$378,000. HUD funding was received in mid-2024 due to delays in passage of the federal budget. This causes some delays in normal program operation because the City operates on Jan 1 – Dec 31 program year. Contracts were executed in 2024; however, some projects will not have expenditures until 2025.

Completed 2024 program year projects:

- Weatherization and Minor Home Repair- Kitsap Community Resources provides weatherization and minor home repairs to low-income households within the City. In 2024, they served 2 extremely low-income homeowner households.
- Microenterprise assistance via Business Education Success Training program at Kitsap Community Resources. In addition to providing the learning course, Kitsap Community Resources continues to support students after course completing with networking opportunities and frequent check-ins. Additionally, KCR has begun teaching this same course in Spanish to reach even more individuals and create more opportunity for small business owners to learn and receive support.

Capital projects included in the 2024 Action Plan will have work completed in 2025:

- City of Bremerton Pedestrian Priority Network Sidewalk Improvements (15 & Lafayette) – this project is an extension of the 2022 funding Haddon Park project. Upgrades to the sidewalks around the park will positively benefit the parks project and create a more accessible and safe gathering space.

Projects from prior year Action Plans completed in 2024 include:

- City of Bremerton Pedestrian Priority Network Sidewalk Improvements (High Ave) – This 2023 funded project was completed in 2024 and successfully connected other CDBG funded sidewalk and curb ramp improvements.
- YWCA Administrative Building Improvements- Exterior improvements were completed in 2024 including necessary measures to prevent water intrusion to the building. The YWCA Administrative office houses vital programs directly serving vulnerable members of the community.

Overall, the City continues to make progress towards the Consolidated Plan goals.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Emergency Rental Assistance	Affordable Housing	CDBG: \$	Other	Other	200	13	6.50%			
Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	16	8.00%	48	0	0.00%
Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	5	2	40.00%			
Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	10	4	40.00%	20	4	20.00%
Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	80	48	60.00%	30	22	73.33%
Preserve and Increase Affordable Housing	Affordable Housing	CDBG: \$	Rental units constructed	Household Housing Unit	15	0	0.00%			

Preserve and Increase Affordable Housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	20		%	4	0	0.00%
Preserve and Increase Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	45	23	51.11%	4	2	50.00%
Preserve and Increase Affordable Housing	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	10	0	0.00%			
Preserve and Increase Affordable Housing	Affordable Housing	CDBG: \$	Housing for Homeless added	Household Housing Unit	25	0	0.00%			
Provide essential public facilities/infrastructure	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	168000	53972	32.13%	45000	0	0.00%
Provide Support Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	0	0.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of Bremerton’s Strategic Plan outlines the priorities and goals which guide the allocation of funds over the five-year period. The funds allocated for the 2024 grant application cycle will be included in the Year 4, Action Plan associated with the 2021-2025 Consolidated Plan.

The priorities identified for the five-year period are as follows:

- Capital projects in the City which demonstrate Low/Mod benefit
- Infrastructure and Capital improvements projects
- Projects which improve and preserve affordable housing.
- Expand economic opportunities for very-low, low, and moderate income Bremerton residents.
- The City will reevaluate funding priorities during each program year with the release of its Policy Plan and NOFA.

Capital projects selected in the 2024 program year specifically benefit low- and moderate-income residents. Though work was not completed during the program year, the creation of 8 new curb ramps and 2 ADA compliant alley driveways along 15th St and 440 lineal feet of sidewalk along N Lafayette Ave. will build upon the ADA accessible infrastructure in previous CDBG awards including the planned improvements to Haddon Park. In alignment with the City's ADA transition plan and goals, this project will improve ADA access to transit, city parks, schools, and improve walkability for pedestrians by removing barriers for those with disabilities and provide connected corridors for foot traffic. This connected project will have long lasting impacts to the surrounding area.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	21
Black or African American	5
Asian	1
American Indian or American Native	1
Native Hawaiian or Other Pacific Islander	2
Total	30
Hispanic	2
Not Hispanic	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

City of Bremerton CDBG projects support all individuals and households that qualify regardless of race or ethnicity. Race and ethnicity data for CDBG projects is collected on a quarterly basis. Data is self-reported, and beneficiaries may elect to not report information.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	383,304	321,242

Table 3 - Resources Made Available

Narrative

The resources made available in 2024 include the City's CDBG entitlement award plus any unspent prior year funds as well as any program income earned in the program year. Program income is generated from payoffs or payments made on CDBG funded loans. CDBG rules state that program income must be used before any entitlement is used, and often this causes unspent entitlement funds to roll into the new program year. The City, as an entitlement community receives a direct allocation of Community Development Block Grant (CDBG) funds from HUD. Kitsap County and the City of Bremerton together formed a consortium for Home Investment Partnership funds from HUD. The County is the lead agency responsible for administration of HOME funds. The Kitsap County HOME Consortium has also received an allocation of the HOME American Rescue Plan (HOME ARP) funds in the amount of \$2,653,349 to address the needs of individuals and families who are homeless, at risk of homelessness, or are in other vulnerable populations. The HOME ARP Allocation Plan was submitted through the County's 2021 Action Plan as an Amendment and approved by HUD in May 2023.

The amount available for City projects is about \$800,000. Funds were awarded to Bremerton Housing Authority for a Housing Navigator position to provide homelessness prevention support services to assist households in using Housing Choice Vouchers to secure permanent housing. 235 households county wide were reached via the Housing Navigator position in 2024. \$579,922.59 was also awarded to Bremerton Housing Authority for acquisition of Wheaton Landing, a newly built 23-unit apartment building. These units will provide affordable housing for low-income families experiencing homelessness, particularly those with children attending school in the Bremerton School District. Acquisition is expected to be completed in 2025.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

No geographic target areas were in place this year.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

All applicants for CDBG and HOME funds submitted a form to indicate what other funding and match was expected to be used for their project. Upon written agreement the agency updated the sources of funding and provided a detailed budget to show how funds are used.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	4	2
Number of households supported through Acquisition of Existing Units	0	0
Total	4	2

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

A total of 2 units were assisted by prior year CDBG funds through Kitsap Community Resources Weatherization Program. The construction and rehabilitation of housing has been impacted by supply chain issues, a shortage of labor and rising prices. The City has also made a commitment to fund this program via general funding in the hopes of completing more housing rehab projects in future years. The City, through its HOME funding administered by Kitsap County as the City is a member of the HOME Consortium, those accomplishments are reported in the Kitsap County CAPER.

Discuss how these outcomes will impact future annual action plans.

While affordable housing is a significant priority for the City of Bremerton, utilizing CDBG alone is not enough of an incentive for affordable housing development. CDBG can be utilized to support affordable housing development, but agency capacity is often a hindrance towards housing development. When there are not enough resources to leverage, and considering the long-term investment affordable housing requires to be properly sustained, there are many different partnerships and resources which must be leveraged in order for a successful affordable housing development to be successful. The City has worked diligently to develop policies and procedures to support affordable housing. The City has worked to strengthen its partnership with the Bremerton Housing Authority to gain an understanding of the current gaps in affordable housing and to create an action strategy in order to meet these gaps. The City in partnership with Kitsap County successfully funded the allocation of 23 brand new units of affordable housing at Wheaton Landing in 2024.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	2	0
Low-income	0	0
Moderate-income	0	0
Total	2	0

Table 7 – Number of Households Served

Narrative Information

The City of Bremerton Block Grant program strives to couple the needs of the community with the resources that it has available. While affordable housing is a critically important goal, one program year's resources may not be enough to make an impact, so it looks to provide funding and resources to other goals and priorities which can make a significant impact on our low-income community. For this program year, that investment was made to improve the City's public facilities, particularly in providing safe passage to schools, improving City facilities, and preserving affordable housing. Additionally, the City looks to improving the City's housing stock by investing in low-income homeowners and renters having a safe place to live. All CDBG funded activities carried out in 2024 provided resources to low- and moderate-income citizens that met the 80% and below area median income threshold per household in the City. Numbers listed above are projects which track the income of its participants. Public facility projects do not track incomes, rather provide a benefit on an area-wide basis so its numbers are not included above. However, the percent Area Median Income of the particular service area was taken into consideration and

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The goals and actions are contained in the Kitsap Homeless Crisis Response and Housing Plan. This plan, last updated in 2019, includes an Action Plan with specific goals, strategies, performance indicators and timelines for addressing homelessness. These goals go beyond a one-year time period and are: (1) Make homelessness rare; (2) Make homelessness brief; (3) Make homelessness one-time; (4) Continuously improve the homeless crisis response system; and (5) Expand community engagement. Projects to meet these goals are funded through the Coordinated Grant Application process each year. In addition, member agencies of the Continuum of Care (Kitsap Housing and Homelessness Coalition) work towards these goals.

The annual Point in Time Count, Homeless Management Information System, and other County data are used to measure progress towards meeting these goals. Outreach to homeless persons includes referrals to the coordinated entry program, called the Housing Solutions Center, which provides intake, assessment and referrals to emergency housing and support services. Each year, in conjunction with the annual Point in Time Count survey, the Kitsap Housing and Homelessness Coalition sponsors Project Connect events with vendors providing services and information to over 500 low-income and homeless guests. Services provided include hygiene kits, haircuts, diapers, medical exams, immunizations, and a hot meal. Housing resources are also offered, both directly and through connections 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.

Outreach is also performed through actions from both formal and informal street outreach teams including Homeless Encampment Action Response and Transitions (HEART), Recovery Empowerment Advocacy and Linkage (REAL) programs, CK, Poulsbo, and Bainbridge Island Community Assistance, Referral and Education Services (CARES), the Coffee Oasis Youth Outreach, Commonstreet Consulting, and Rock the Block. These outreach programs coordinate with each other and with the Housing Solutions Center to assess, serve, and refer people living outdoors or with substance use disorders to assistance.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Housing Solutions Center includes a community-wide emergency housing priority pool for shelter and transitional housing. Kitsap County's homeless housing inventory includes residential emergency shelter beds – comprised of shelters for women and women with children, shelters for families, a shelter for men, and 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.

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 low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, 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. The City continues to partner with Bremerton Housing Authority to provide \$1000,000 per year for rental assistance to at risk households. Additionally, the City budgets \$100,000 annually for the weatherization and minor home repair program through Kitsap Community Resources. The goal of this program is to low utility costs and evaluate any health and safety improvements to keep folks in their homes longer.

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 serving the most vulnerable 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. County wide providers strive to reduce the number of households that return to homelessness after graduating to permanent housing. 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. Kitsap Community Resources also operates a program to provide Permanent Supportive Housing to Chronically Homeless Families. Bremerton Housing Authority programs provide Housing Choice Vouchers for households successfully transitioning to permanent housing.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Bremerton's Housing Authority work with their housing residents to meet their needs as well as encourage their participation in programs that will lead to greater self-sufficiency. The City of Bremerton is currently using a significant amount of Unrestricted cash reserves and Public Housing Capital fund to make investments in public housing stock.

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

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 taken to provide assistance to troubled PHAs

NA

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The City is currently in the process of updating the Comprehensive Plan. Bremerton's Comprehensive Plan provides guidance for how the City will grow and develop over the next 20 years. The Comprehensive Plan is the centerpiece of local planning efforts and relays the goals and policies that will guide the day-to-day decisions of elected officials and local government staff. The City Comprehensive Plan update will be completed by December 2024. Included in the Comprehensive Plan are the following Draft Housing Goals and Policies:

- Protect and enhance Bremerton's existing quality housing stock.
- Encourage the development of a variety of new housing options and densities to meet the changing needs of Bremerton's residents.
- Support access to quality and affordable housing for all Bremerton residents.
- Implement and coordinate strategies that promote public and private efforts to facilitate improvements to the housing stock.
- Protect and enhance Bremerton's existing quality housing stock.

Public comments have been highly encouraged. All public comments will be presented to the City Planning Commission for review and consideration.

Additionally, the City published an updated version of the "Assessment of Bremerton's Affordable Housing Policies & Regulations" on the City's website in March of 2023. This document identifies the current City efforts and vision for affordable housing and identifies promising strategies that the City can consider helping increase affordable housing within the City.

<https://www.bremertonwa.gov/DocumentCenter/View/7035/Infill-Toolkit-PDF>

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Bremerton commits to ensuring that underserved needs are met and will work towards the following goals: Disperse below market rate, publicly assisted, affordable, and rental housing throughout the City in a way that accommodates Bremerton's fair share of the Countywide need. Disperse such housing throughout the City of avoid concentrations in any particular area and encouraging development close to employment and public transportation. Provide opportunities to produce new housing for all incomes, ages, and family types through infill by stimulating growth of non-traditional housing types such as townhomes, cottage housing, accessory dwelling units, and duplexes in locations where they will seamlessly infill into the fabric of the existing neighborhoods.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Kitsap Community Resources, Community Frameworks, and the Bremerton Housing Authority all utilize trained assessors and inspectors for special handling of the pre-1978 housing stock. In the City of Bremerton, all housing projects funded with CDBG or HOME funds are required to complete the Lead Safe Housing Rule checklist and follow proper procedures for housing built before 1978. For single family housing programs, Kitsap Community Resource's weatherization staff are trained in lead-based paint education and lead safe work practices. Both agencies educate clients on lead facts and hand out literature including the required EPA pamphlet. Contractors and crews working on pre-1978 homes are all trained and certified in lead safe work practices and attend refresher courses. The City also requires a lead-based paint hazard assessment on all properties receiving rehabilitation assistance, and the level of assessment depends on the activity

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The purpose of all the City of Bremerton's goals, objectives, and projects carried out in the 2024 program year and listed in the 2024 Action Plan (refer to AP-20 and AP-35) are aimed at reducing the number of families in poverty. The City of Bremerton strongly supports the efforts of service providers in the community to end homelessness, help individuals gain self-sufficiency, and provide affordable housing and important job training activities. The HUD CDBG entitlement grant allows the City of Bremerton to invest at a minimum around \$400,000 annually to reduce the number of poverty-level families. Specifically, the following actions were taken to achieve the antipoverty goal:

- Provided funding for critical infrastructure updates to City public facilities and sidewalks and walkways to allow for enjoyment of the facilities for all persons regardless of ability
- The weatherization and minor home repair programs for renters and owners. Often homeowners and tenants face necessary repairs to their home which become very costly. Low-income homeowners and renters generally do not have the funds to make these necessary upgrades which occasionally puts the residents in an unsafe situation. This program provides assistance and focuses on the health and safety of the home as well as conservation measures to assist in decreasing energy costs.
- The Kitsap Community Resources Business Education Support Training is designed for low-income individuals to learn and master skills necessary to start or grow their microenterprise business.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City has pledged to improve coordinated, effective planning programs that improve access to affordable housing. Specifically to promote intergovernmental cooperation and agreements that support strategies and programs to achieve City housing goals: Promoting increased housing density to provide a broader customer base for more affordable public services including utilities. To eliminate unnecessary regulatory impediments to the development of affordable housing. To promote private and public efforts to provide adequate capital for rehabilitation of housing projects; such efforts should include commitments to remove or abate blighting influences near or within residential areas. The following goals have been updated to support the foundation of Bremerton's housing strategy for the future. These goals and policies are to support the overall housing vision. The goals which have been updated to include the following: Protecting and enhancing Bremerton's existing quality housing stock, Encouraging the development of a variety of new housing options and densities to meet the changing needs of Bremerton's residents, supporting access to quality and affordable housing for all residents, and implementing and coordinating strategies which promote public and private efforts to facilitate improvements to the housing stock. Each of these goals have subgoals and action steps which are revisited on a regular basis and changed as needed.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City creates strategic partnerships in order to enhance the availability of resources and in order to leverage services provided to low- and moderate-income residents and neighborhoods. Annually the City, Bremerton Housing Authority, and Kitsap Housing and Homelessness Coalition sign a 'Consistency with the Consolidated Plan' document. This document ensures that activities taken throughout the year are consistent with the strategic goals outlined in the Consolidated Plan.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City supports the Fair Housing Center of Washington. The mission of the Fair Housing Center of Washington is to assure equal access to housing, and other related services to the residents of Washington. The organization achieves this purpose through education, investigation, and enforcement of applicable laws. The City provides information both on its website, through its Code Enforcement Officers, and as requested for individuals who reside in the City and may have an allegation of discrimination relating to a housing transaction. The Fair Housing Center of Washington then conducts an intake to ensure that the housing issue relates specifically to a protected class under Federal, State or Local fair housing laws. The City has pledged through its Comprehensive Plan update to support efforts to provide for a variety of housing options such as:

- Emergency group housing, homeless shelters and short-term housing to meet the needs of the lower income categories.
- Respond to the special needs of the growing elderly population within the City.
- Encourage a full range of housing options including retirement housing complexes in all residential zones particularly in areas with direct proximity to services and amenities.
- Encourage programs which allow elderly to remain in their homes as long as possible.
- Provide for integration of special needs housing within the community by allowing for government assisted housing, housing for low-income families, manufactured housing, group homes, and foster care facilities.
- Encourage construction to meet and exceed ADA standards whenever.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Bremerton (as an entitlement grantee, and member of HOME Consortium) is responsible for monitoring its sub-recipients' and Kitsap County (as an Urban County, and Consortium lead agency) is responsible for monitoring its sub-recipients' activities to ensure compliance with all applicable federal requirements at 24 CFR 570, 24 CFR 576, and 24 CFR 92 for individual project goals, and local CDBG and HOME program requirements. The City of Bremerton selects sub-recipients for CDBG program activities and executes contracts for all funded activities. These contracts meet the applicable program and federal requirements. The County executes HOME written agreements for sub-recipients, including subrecipients within the City of Bremerton and monitors projects funded within the HOME program. All projects funded are reviewed for eligibility and compliance by the CDBG administrator and approved by the Bremerton City Council prior to insertion in the Annual Action Plan. The City monitors contracts for compliance with the specific program requirements applicable to the project including general management, performance goals, financial management, data collection, reporting, eligibility determinations, environmental review, non-discrimination, minority business outreach, and labor standards compliance, etc. The City of Bremerton also provides annual technical assistance to interested applicants for CDBG funds to assure compliance with applicable federal requirements.

After a contract is executed, the City frequently conducts desk monitoring to ensure continued regulatory compliance. This may include review of procurement processes, attendance at pre-construction meetings to review project requirements with contracts, meetings to review specific requirements, and assistance in creating bid documents. A variety of monitoring techniques are used during the implementation of HUD funding activities by staff to review sub-recipient compliance with federal regulations and the funding agreement. Through risk assessment, phone conversations, written correspondence, desk monitoring, reviewing specific requirements for each project, and on-site monitoring visits, staff is able to review each funded project and program to ensure that the applicable CDBG and HOME program's regulatory requirements are met. When necessary, the City of Bremerton will take corrective actions to preserve program integrity with funded sub-recipients. Detailed information on the monitoring processes is outlined in the 2024 Policy Plan, and the City of Bremerton CDBG/HOME subrecipients manual. Lastly, the City of Bremerton uses the Consolidated Annual Performance and Evaluation Report (CAPER) as a tool for monitoring performance against the Consolidated Plan and Annual Action Plan goals.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

On March 12th, 2024, citizens will be notified of the availability of the 2024 CAPER in the City's official paper of record, the Kitsap Sun. The notice will inform the public of the 15-day public comment period. The Community Development Block Grant Administrator will notify the Bremerton City Council of the availability of this document. The 2024 CAPER, along with the following IDIS reports: PR03, PR05, PR07, PR23, PR26 and PR27 will be posted on the City of Bremerton's website.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City's 2024 projects selected for CDBG funding include a large-scale sidewalk improvement project that is currently underway and will be completed during the 2025 program year. Projects underway also include a large-scale park project from 2022 which connects to the 2024 funded public works project. The City is currently working with Kitsap County to streamline its Coordinated Grant application process. The goal is to improve the application process for our grant applicants and make communication and project review more efficient

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City's 2024 projects selected for CDBG funding include a large-scale sidewalk improvement project that is currently underway and will be completed during the 2025 program year. Projects underway also include a large-scale park project from 2022 which connects to the 2024 funded public works project. The City is currently working with Kitsap County to streamline its Coordinated Grant application process. The goal is to improve the application process for our grant applicants and make communication and project review more efficient

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0				
Direct, on-the job training (including apprenticeships).	0				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0				
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0				
Outreach efforts to identify and secure bids from Section 3 business concerns.	0				
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0				
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0				
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0				
Held one or more job fairs.	0				
Provided or connected residents with supportive services that can provide direct services or referrals.	0				
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0				
Assisted residents with finding child care.	0				
Assisted residents to apply for, or attend community college or a four year educational institution.	0				
Assisted residents to apply for, or attend vocational/technical training.	0				
Assisted residents to obtain financial literacy training and/or coaching.	0				
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0				
Provided or connected residents with training on computer use or online technologies.	0				
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0				
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0				
Other.	0				

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

None of the projects selected for funding in 2024 were subject to Section 3

Attachments

PR 26 - CDBG Financial Summary



PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	669,708.00
02 ENTITLEMENT GRANT	378,904.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	14,117.98
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,062,129.98

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	321,242.09
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	321,242.09
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	76,460.00
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	397,702.09
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	664,427.89

PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	321,242.09
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	321,242.09
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	378,904.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	378,904.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	76,460.00
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	76,460.00
42 ENTITLEMENT GRANT	378,904.00
43 CURRENT YEAR PROGRAM INCOME	14,117.98
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	392,421.98
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	19.48%



LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

No data returned for this view. This might be because the applied filter excludes all data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2023	5	510	6914665	YWCA Exterior Improvements	03E	LMC	\$83,000.00
					03E	Matrix Code	\$83,000.00
2022	2	500	6905875	Burwell Place	03L	LMA	\$14,277.08
2022	2	500	6919791	Burwell Place	03L	LMA	\$4,149.11
2022	2	501	6905876	5th Street at Chester Ave	03L	LMA	\$40,704.33
2023	2	507	6966557	High Avenue Curb Ramp Improvements	03L	LMA	\$79,111.57
					03L	Matrix Code	\$138,242.09
2023	3	508	6909464	Weatherization and Minor Home Repair	14F	LMH	\$50,000.00
					14F	Matrix Code	\$50,000.00
2023	4	509	6909464	Business Education Support and Training	18C	LMC	\$50,000.00
					18C	Matrix Code	\$50,000.00
Total							\$321,242.09

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

No data returned for this view. This might be because the applied filter excludes all data.

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2024	1	511	6961481	CDBG Administration 2024	21A		\$76,460.00
					21A	Matrix Code	\$76,460.00
Total							\$76,460.00

PR 05

IDIS - PR05

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REPORT FOR PROGRAM : CDBG
 PGM YR : 2024
 PROJECT : ALL
 ACTIVITY : ALL

Program Year/ Project	IDIS Act ID	Activity Name	Prior Year	Voucher Number	Line Item	Voucher Status	LOCCS Send Date	Grant Year	Grant Number	Fund Type	Drawn Amount		
2024 1 CDBG Administration	511	CDBG Administration 2024		6951481	1	Completed	10/29/2024	2024	B24MC530011	PI	\$4,000.00		
				6951481	2	Completed	10/29/2024	2024	B24MC530011	EN	\$72,460.00		
											Activity Total	\$76,460.00	
												Project Total	\$76,460.00
2024 3 Weatherization and Minor Home Repair	513	Weatherization and Minor Home Repair		6978980	3	Completed	1/28/2025	2024	B24MC530011	EN	\$23,516.94		
												Activity Total	\$23,516.94
												Project Total	\$23,516.94
2024 4 Business Education Support Training	514	Business Education Support Training - Bremerton		6978980	1	Completed	1/28/2025	2024	B24MC530011	EN	\$9,857.56		
				6978980	2	Completed	1/28/2025	2024	B24MC530011	PI	\$9,757.61		
												Activity Total	\$19,615.17
												Project Total	\$19,615.17
												Program Year 2024 Total	\$119,592.11

IDIS - PR05

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