



2026

Community Development Block Grant (CDBG)

Project Review Committee

Funding Recommendations

September 29, 2025

City of Bremerton
Block Grant Programs

The recommendations of the City of Bremerton Community Development Block Grant (CDBG) Project Review Committee are released for a 30-day public comment period (September 29-October 30)

Written comments may be submitted to:

**City of Bremerton Block Grant Program
345 6th Street, Suite 100 Bremerton, WA 983374
or via email at CDBG@bremertonwa.gov**

Minutes from the Committee's meetings are attached here following the funding recommendations.

2026 CDBG Project Review Committee Funding Recommendations
Project Descriptions

CDBG STAFF ADMINISTRATION FUNDING

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 CDBG entitlement plus program income may be used for planning and administrative costs to deliver the CDBG program requirements. Those funds not being used for administration and planning purposes will be rolled into project use.

MICROENTERPRISE FUNDING -

Kitsap Community Resources: Business Education Support and Training

The BE\$T program is designed for low-income individuals and those with limited funds who are interested in mastering the skills necessary to start or expand their own business. The grant amount will cover wage compensation for two professional business basics class instructors, including one bilingual instructor able to deliver content in Spanish. The program includes an 8-week business basics training course, peer-led monthly networking groups, and one-on-one consultations upon graduation with instructors and volunteer mentors.

CDBG CAPITAL FUNDING - Public Facilities

Bremerton Public Works-Pedestrian Priority Network Infrastructure Improvements

Funds will be used for ADA accessible curb ramp upgrades at the intersection of 5th St and Hewitt Ave. This site is along the pedestrian priority network and is one of several pedestrian ingress and egress routes for employees of Puget Sound Naval Shipyard (PSNS) and military personnel. This site is also in close proximity to City parks and the downtown business district. Beyond what is budgeted for this site, funds may be used toward other locations in need of ADA curb ramp improvements at the discretion of the Public Works Department in accordance with current City planning documents.

Catholic Community Services - Benedict House - Shelter Improvements

Funds will be used for vital and necessary improvements to Bremerton's only men's shelter. Built in 2006, the building is in need of bathroom remodels, new fire doors to meet fire code requirements, and HVAC system upgrades. The shelter with 24 emergency shelter beds and 3 respite care beds, currently serves 110 individuals annually with individualized case management, 3 meals daily, free laundry services, computer and internet access, and transportation assistance.

CDBG CAPITAL FUNDING - Preservation of Affordable Housing

Kitsap Community Resources-Weatherization and Minor Home Repair

Funds will be used to provide weatherization and minor home repair services for a minimum of 5 homes within the City of Bremerton. The funds will specifically be used for contractor labor and materials to install weatherization measures such as surface insulation (attics, walls, floors, and heating ducts), energy efficient heat systems, priority air sealing, and installation of ventilation. Funds will also be used to achieve additional home repairs such as roofing, plumbing, and electrical repairs necessary to ensure the preservation of installed measures. Health and safety improvements will also be prioritized, including shower grab bars, slips trips and falls, and wheelchair ramps.

DRAFT FUNDING RECS FOR PRC DISCUSSION - NOT APPROVED

2026 Estimated HUD Entitlement	\$300,000
+ Estimated Program Income	\$5,000
Available Prior Year Funds (for capital projects)	\$130,409
- CDBG Administration (20% of entitlement+ program income)	\$61,000.00
Available for CDBG Projects	\$374,409.00

Capital Projects:			
Applicant	Project Name	Amount of Request	
Catholic Community Services	Benedict House Rehab	\$152,000.00	\$ 152,000.00
Kitsap Community Resources	KCR Weatherization	\$50,000.00	\$ 50,000.00
City of Bremerton	ADA Curb Ramps	\$142,025.00	\$ 112,409.00
Kitsap Community Resources	KCR BE\$T	\$60,000.00	\$ 60,000.00
WeeCare (Upwards)	BOOST Microenterprise	\$80,000.00	\$ -

Total Requested:	\$484,025.00	\$374,409.00
Total Estimated amount available for Capital Projects	\$374,409.00	\$374,409.00
	-\$109,616.00	\$0.00

Contingencies

If the City receives more than \$300,000 in CDBG entitlement funds, then additional funds will go to City of Bremerton Public Works Dept for ADA curb ramp upgrades up to their budget of \$142,025. If the City receives less than \$300,000 in CDBG entitlement funds, the amount awarded to City of Bremerton Public Works Dept for ADA curb ramp upgrades will be decreased. Should any contingencies beyond those above occur, the CDBG Project Review Committee with reconvene.

CITY OF BREMERTON

COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT REVIEW COMMITTEE MINUTES OF INITIAL DELIBERATION MEETING August 28, 2025

CALL TO ORDER:

CDBG Administrator Sarah Lynam called the meeting of the Community Development Block Grant Project Review Committee to order at 1:00 p.m.

ATTENDANCE

Committee Members Present

Chuck Henderson, Citizen-At-Large

Grace Crowley, Citizen-At-large

Rick Tift, Planning Commissioner

Andrea Spencer, Director, Department of Community Development

Sharon Schwartz, Project Assistant, Department of Community Development

Staff Present

Sarah Lynam, CDBG Administrator

Committee Members Absent

Jeff Coughlin, Councilmember

Mike Riley, Director, Department of Financial Services

MEETING PROCESS

The Committee met for orientation and pre-deliberation on Thursday, August 28, 2025 where staff presented each project, project's risk score, and the project's overall score. Staff also presented information about the availability of funds and other CDBG regulatory considerations. The Committee had an initial review of each project and had preliminary deliberations. The Committee prepared questions for agency interviews.

DELIBERATIONS BY PROJECT

BHA

Applicant pulled project from consideration due to federal requirements and potential delays/additional costs.

BOOST

Committee members expressed interest in seeing the internal controls audit mentioned in the organization's single audit. Committee members requested staff reach out to City of Bellevue to ask about program outcomes.

Committee member asked if the new preschool build geared towards shipyard and military families will affect Boost's efforts? Staff to follow up with more information about BOOST DoD partnerships.

CCS

Committee members expressed interest in seeing the internal controls audit mentioned in the organization's single audit. Do they have other improvements they can make? Staff will follow up with information prior to interview.

COB

Committee members would like information about how Public Works select their sites. Why these curbs ramp improvements and not one of the other hundreds that need to be fixed? Ms. Lynam informed the Committee that past projects have come in under budget every year. Committee agreed that they should keep this in mind with their ask. Committee members asked why they picked this area when its not a huge shipyard egress area. Can they pivot to work around some of the schools? What other source of funding do they have for curb ramps? Do they get money from car tabs? Staff will follow up with information prior to interview.

KCR BEST

What have the outcomes been over the last few years?

KCR WIX

SVDP

Concerns about them meeting their proposed deadline without permits submitted yet. Committee member asked about the amount of funding committed and if there were any additional federal funds already in this project? Due to the size and scale of the project Staff informed the Committee that all federal requirements would apply.

NEXT MEETING

The next meeting of the Community Development Block Grant Project Review Committee will be held on Tuesday, September 9, 2025.

ADJOURNMENT

The meeting was adjourned at 2:17 p.m.

DRAFT

CITY OF BREMERTON

COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT REVIEW COMMITTEE MINUTES OF INTERVIEW DAY 1 MEETING September 9, 2025

CALL TO ORDER:

CDBG Administrator Sarah Lynam called the meeting of the Community Development Block Grant Project Review Committee to order at 12:45 p.m.

ATTENDANCE

Committee Members Present

Chuck Henderson, Citizen-At-Large

Grace Crowley, Citizen-At-large

Rick Tift, Planning Commissioner

Jeff Coughlin, Councilmember

Mike Riley, Director, Department of Financial Services

Andrea Spencer, Director, Department of Community Development

Sharon Schwartz, Project Assistant, Department of Community Development

Staff Present

Sarah Lynam, CDBG Administrator

MEETING PROCESS

The Committee met for deliberation and interviews on Tuesday, September 9, 2025 where applicants for CDBG capital funding presented their projects. Presenters were allowed 15 minutes, with 20 minutes allowed for Q&A from the Committee members. The Committee also took the opportunity between interviews to discuss and debrief.

DELIBERATIONS BY PROJECT

CCS Benedict House Renovation

Julie, Janae, Gabe and Faatima from CCS presented on their Benedict House renovations funding request. Providing a brief overview of the program and how it provides services in the community. CDBG PRC asked CCS to provide a more up to date accurate funding request based on getting rid of security cameras and adding other construction needs. It was acknowledged that this application was the top scorer, and that Kitsap County would not be reviewing this application.

KCR Weatherization

Nate and Irmgard from KCR presented on their Weatherization program funding ask. KCR braids together multiple sources of funding to complete weatherization work. There are protections in place so that owners cannot increase rent if value from homes go up if weatherization increases it. The Committee asked questions about the increased cost of performing this type of work and running the program. It was noted that 3 homes had weatherization projects completed in 2024. The City also has a general fund contract with KCR for weatherization.

City of Bremerton Public Works – ADA curb ramps

Chris, Gunnar and Ron from the CoB PW&U Department provided a PowerPoint presentation on ADA curb ramp upgrades at 2 intersections. Questions arose about why those specific intersections were chosen and if they provide notifications to neighbors. Committee noted that CoB has budget for these types of projects, but that there is limited other funding.

SVDP- Stella Maris Shelter Expansion

Joe from SVdP and Geoffrey and Beth from Beacon Development Group provided a brief overview of their project ask. Beacon noted that it might not be the best fit because of federal regulations and how it would apply over the entirety of the project not just this specific ask, potentially increasing the costs and delaying timeline to opening. Questions were raised on if SVdP would withdraw their application for funding consideration.

Other Discussion

A question was brought up about prior year CDBG funding based on recent public comments related to projects on 4th Street. Director of DCD provided some context on funding priorities that the City Council had years ago, as well as the priorities that were in prior Consolidated Plans. During the specific timeframe the priority was to focus money in the downtown area because it was severely blighted. Staff provided context to the two economic development projects on 4th Street which received CDBG funding in 2017. These activities included facade improvements and fire sprinklers in the blighted area. These projects were allowed and eligible. Furthermore, funds awarded to the Quincy Square project in FY18 but due to delays, were reallocated to the YWCA shelter.

Staff briefly reviewed the amount of available funds and how the projects ranked.

NEXT MEETING

The next meeting of the Community Development Block Grant Project Review Committee will be held on Thursday, September 11, 2025. The Committee will hold interviews for the two micro-enterprise project applicants and make their final funding decisions.

ADJOURNMENT

The meeting was adjourned at 4:46 p.m.

DRAFT

CITY OF BREMERTON

COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT REVIEW COMMITTEE MINUTES OF INTERVIEWS DAY 2 MEETING September 11, 2025

CALL TO ORDER:

CDBG Administrator Sarah Lynam called the meeting of the Community Development Block Grant Project Review Committee to order at 8:45 a.m.

ATTENDANCE

Committee Members Present

Chuck Henderson, Citizen-At-Large

Grace Crowley, Citizen-At-large

Rick Tift, Planning Commissioner

Jeff Coughlin, Councilmember

Mike Riley, Director, Department of Financial Services

Andrea Spencer, Director, Department of Community Development

Sharon Schwartz, Project Assistant, Department of Community Development

Staff Present

Sarah Lynam, CDBG Administrator

MEETING PROCESS

The Committee met for deliberations and interviews on Thursday, September 11, 2025, where applicants for CDBG capital funding presented their projects. Presenters were allowed 15 minutes, with 20 minutes allowed for Q&A from the Committee members. The Committee also took the opportunity between interviews to discuss and debrief.

DELIBERATIONS BY PROJECT

BOOST by Upwards LLC

Melanie Faure of Upwards provided a PowerPoint presentation outlining their program and funding request. BOOST highlighted their success in the City of Bellevue and what they had been able to accomplish with providing tools and one-on-one training to home daycare businesses thus far. Committee members asked about their government (including Army National Guard) and private company partnerships. Upwards was awarded FY '25 CDBG funds, however due to delays at the federal level, they have not been able to start their City of Bremerton BOOST program. Questions were raised about scalability and what their baseline costs could be in order to operate in the jurisdiction.

KCR BEST

Arber and John from KCR provided a PowerPoint presentation on the BEST program and their funding request. They highlighted their 8-week business class program, which are taught in both English and Spanish. Providing three success stories over the past couple of years. In the past five years they've successfully helped two childcare businesses

launch, with a third currently going through the program right now. Committee members praised the BEST program efforts and the difference it makes in the community.

FUNDING PRIORITIES

SVdP has pulled their application from consideration. It was noted that these submitted projects align with the city council's goals of projects which support affordable housing and economic opportunity. Staff presented options for funding based on project ranking, the interview process, and committee input. The committee decided to fully fund CCS Benedict House (\$152,000), KCR BEST (\$60,000), KCR Weatherization (\$50,000) and partially fund the CoB ADA curb ramps (\$119,975). The committee decided not to fund Upwards's BOOST program this year, however noted that we should encourage them to apply next year, when they should have some program data to show their program effectiveness. Several committee members noted that after listening to the KCR BEST presentation, it ranked ahead of the ADA curb ramp application for them. If the City receives more funding than projected, the contingency would be to use those monies to fully fund the ADA curb ramps ask (\$142,025) with any remaining rolling over to the following year.

NEXT MEETING

Not Applicable. The committee is adjourned until next year for the FY27 CDBG funding cycle.

ADJOURNMENT

The meeting was adjourned at 11:47 a.m.

