



City of Bremerton  
**2018 Community Development Block Grant  
Notice of Funding Availability**

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Community Development Block Grant Program

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## Staff Contacts

### **City of Bremerton CDBG/HOME**

<http://www.ci.bremerton.wa.us/display.php?id=864>

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## 2017 Funding Allocation Schedule

2018 Application Schedule		
Wednesday	5/10/2017	Bremerton City Council Study Session to Discuss 2018 Funding Priorities. Norm Dicks Government Center, Council Conference Room, 345 6th Street, Bremerton, 5:00 pm
Friday-Friday	5/12/2017-6/16/2017	2018 Draft Policy Plans and Notice of Funding Availability (NOFA) available. 30 day comment period open on Policy Plans. Announcement in Kitsap Sun legal ads and on website.
Wednesday	6/14/2017	Bremerton City Council Study Session Reviewing Draft Policy Plan and Proposed Funding Priorities. Appointment of Project Review Committee members. Norm Dicks Government Center, Council Conference Room, 345 6th Street, Bremerton, 5:30 pm
Wednesday	6/21/2017	Bremerton City Council Public Hearing Adopting Policy Plan and Funding Priorities and Appointment of Project Review Committee Members. 5:30 pm Council Chambers, 1st Floor Norm Dicks Government Center
Friday-Friday	6/23/2017-7/21/2017	Request for Funding Proposals Released
Wednesday	6/28/2017	Technical Assistance Session <i>For all Applicants</i> . 10:00 Mayor's Conference Room, 6th Floor Norm Dicks Government Center
Friday	6/30/2017	Project Review Committee Training. 10:00 am, Mayor's Conference Room, 6th Floor, Norm Dicks Government Center
<b>Friday</b>	<b>7/14/2017</b>	<b>Request for Funding Proposals Due By Noon. Please submit 8 paper copies, and one electronic .pdf to the Department of Community Development, 6th Floor Norm Dicks Government Center</b>
Friday-Thursday	6/23/2017-7/13/2017	One-on-One Technical Assistance available by appointment. <i>Contact Sarah Achaoui (360) 473-5375 to schedule an appointment</i>
Monday-Thursday	8/21/2017-8/25/2017	Project Review Committee Interviews <u>Note</u> : PRC will meet for 1 hour (8:30-9:30) to discuss each day's applications. <i>Interviews will be held in the WSU Classroom</i>
Thursday	8/25/2017	Funding Recommendations Released <i>Notice will be posted in the Kitsap Sun legal ads and on City's website</i>

Friday-Monday	9/1/2017-10/2/2017	Draft Action Plan <i>including funding recommendations</i> released for 30-day comment period
Wednesday	10/11/2017	Bremerton City Council Study Session Reviewing adoption of funding recommendations and draft Action Plan, Norm Dicks Government Center, Council Conference Room, 345 6th Street, Bremerton 5:00 pm.
Wednesday	10/18/2017	Bremerton City Council Public Hearing and Action on City of Bremerton 2018 Action Plan and Funding Recommendations, Norm Dicks Government Center, Council Chambers, 345 6th Street, Bremerton 5:30 pm.
Wednesday	11/15/2017	Action Plan ready for submittal to HUD
Monday	1/1/2018	Program Year Begins

## About the Funding

The City of Bremerton Community Development Block Grant funding availability is for the 2018 program year beginning January 1, 2018 and culminating on December 31, 2018. A description of the funding is included below. City of Bremerton HOME funds, Homeless Housing Grant Funds, Affordable Housing Grant Program, and Consolidated Homeless Grant Incentive Programs are all through a coordinated application with Kitsap County.

### **Community Development Block Grant**

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

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

### **Consolidated Plan Goals**

All projects **must** meet one of the following Consolidated Plan Goals:

- Revitalize targeted neighborhoods;
- Improve and preserve affordable homeownership housing;
- Expand economic opportunities for very-low and low-income Bremerton residents;
- Abate Slum and Blight conditions downtown;
- Increase homeownership opportunities for low to moderate income Bremerton residents.

*If an applicant cannot demonstrate how it meets one of the Consolidated Plan goals in its funding application, the application will not be considered for funding and the applicant will be notified.*

## Council Funding Priorities

For the 2018 Program Year Bremerton City Council has chosen the following priorities for use of funds:

- Capital Projects in the Target Area
- City-Wide Job Training Programs

Proposals for Activities that do not meet these funding priorities will not be eligible for funding.

## Eligible Activities

This list is broken down by priority area. Please ensure your project both match a Council Priority and are an eligible activity.

### 1. Capital Projects in the Target Area

Eligible activities are defined in the CDBG program regulations at 24 CFR 570.201 and 570.207.

Examples Include:

- Acquisition of real property by purchase, lease or donation;
- Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements;
- Childcare center improvements
- Clearance, demolition and removal and rehabilitation of buildings and improvements;
- Removal of material and architectural barriers;
- Planning activities;
- Preservation, rehabilitation or restoration of historic properties;
- Acquisition, rehabilitation, or construction of rental housing;
- Rehabilitation of privately owned buildings and improvements for residential purposes;
- Façade Improvement
- Assistance to private individuals and entities, including profit making and nonprofit organizations, to acquire for the purpose of rehabilitation, and to rehabilitate properties for use or resale for residential purposes;

## 2. City-Wide Economic Development for Job Training Programs

### ***Examples Include:***

- Assistance to carry out economic development projects for job training purposes;

The following activities are generally **not eligible** for CDBG funding:

- New residential housing construction, except in special circumstances
- Regular government operations
- Buildings such as city halls, police stations, or other buildings primarily for the general conduct of government (except for the removal of architectural barriers)
- Income payments such as payments to individuals or families for food, clothing, or rent, except in certain circumstances
- Political activities
- Vehicles and Equipment

*Note: The above lists are not comprehensive. For a complete list of eligible or ineligible activities refer to CDBG regulations in 24 CFR 570.201 and 570.207*

## Eligible Applicants

### **Community Development Block Grant**

Eligible applicant/recipients include:

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

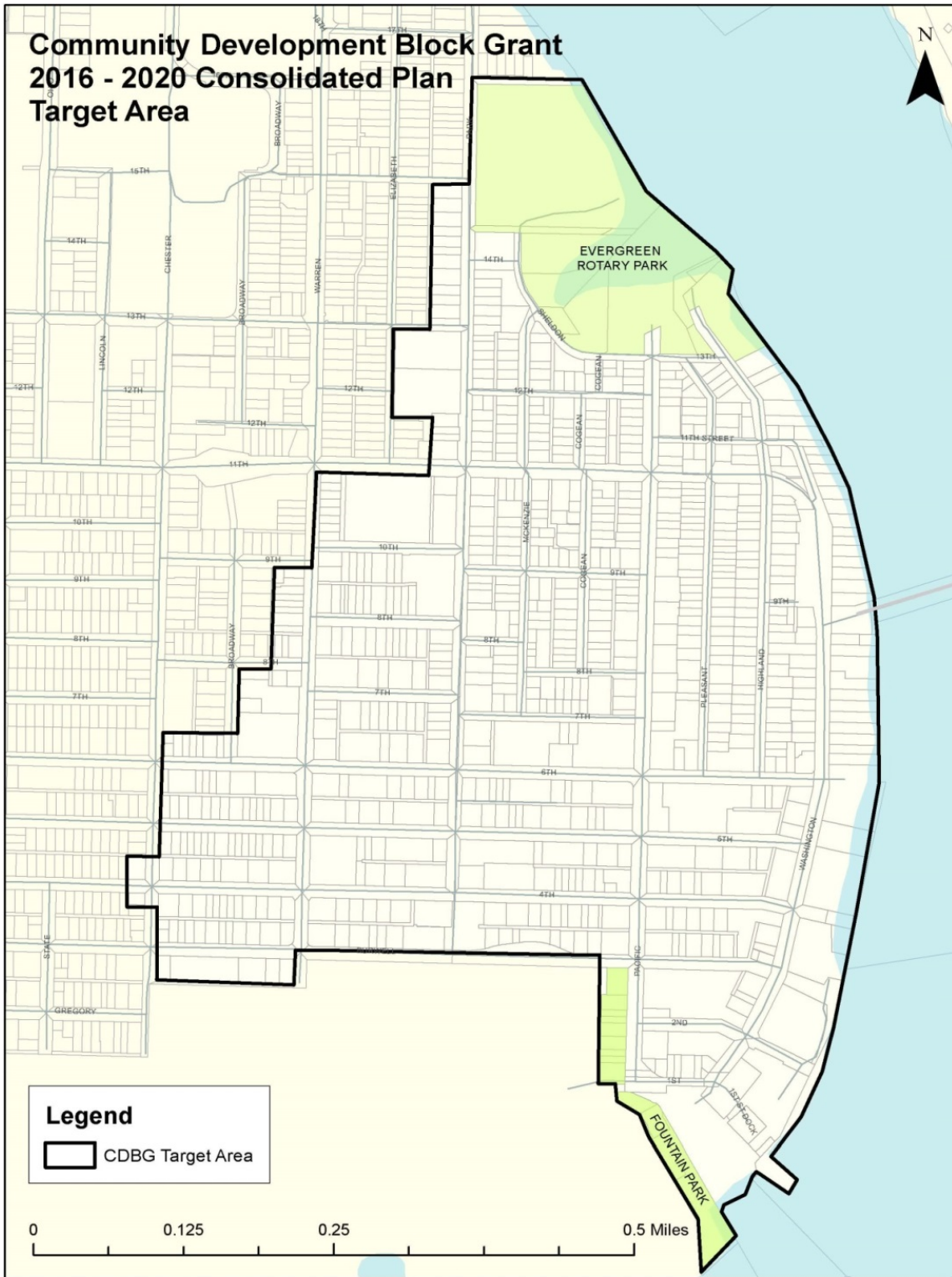
Additionally applicants must:

- Demonstrate an active governing body or board of directors with skills and experience to provide leadership and direction to the agency.
- Demonstrate the legal, financial, and programmatic ability to administer the proposed project; and,
- Meet the City requirements for contracting agencies such as insurance requirements, audit and financial requirements.
- Demonstrate timely expenditure of funds and ability to complete the project in an efficient manner.



## Target Area

**Funding Focus Areas.** The City of Bremerton will be targeting its funds for Capital Projects in the following area (next page) *Please note that this geographic restriction is not applicable to the Economic Development Projects.*



***All Activities, with the exception of City-Wide economic development will need to take place within this target area, or the project will be deemed ineligible.***

## 2018 Funds Available

CDBG programs are federally funded through the Department of Housing and Urban Development. Funding levels are determined by HUD after the Federal Budget is finalized, which often occurs after the program year has begun. The City of Bremerton estimates funding levels in order to start the grant application process; therefore, funding amounts shown in the table below are estimates. If HUD allocates a different amount to these programs than what was estimated, actual funding awards will be increased or decreased to accommodate the discrepancy. The estimated funds below are based on 2017 allocations and historic funding trends.

The following table shows an overall view of the total **estimated** amount of funds available in this application cycle by the application type and funding sources. Please note that the City of Bremerton is basing this estimate on an amount of \$400,000. There is no designated amount for application type, applicants are encouraged to apply for the amount of funding they need to complete a project. Please note that projects with multiple sources of funding will be more competitive than projects that are utilizing CDBG as their **only** funding source.

The tables on the following pages give a more detailed view by funding source; showing the estimated amount of funds available as well as the proposed distribution of those funds.

## 2018 Proposed Distribution of City of Bremerton CDBG Funds

### Estimated Funding Available for the 2018 CDBG Allocation Process

Estimate of 2018 Entitlement	\$400,000
Total Entitlement	\$400,000
Reallocated funds prior year	\$32,015
Total Available for Allocation	\$432,015
Program Income	\$105,398
Estimated Allocation of 2018 Funds:	
Available for 2018 Planning and Admin (20% of entitlement + PI)	\$80,000
Remaining Amount Available for grant applications:	\$457,413
<i>Subtotal Available for grant applications</i>	\$457,413
<b>Total Allocation of Funds</b>	<b>\$537,413</b>

## Project Types

The information below details two project types along with possible eligible activities and priorities.

### 1. CDBG Economic Development City-Wide for Job Training Programs

- Eligible activities include assistance to carry out economic development projects for job training purposes.
- Priority is to increase economic opportunities for low-income individuals.

### 2. Capital Projects in the Target Area

*Applicants project's must take place within the CDBG Target Area*

- Acquisition of real property by purchase, lease or donation;
- Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements;
- Childcare center improvements;
- Clearance, demolition and removal and rehabilitation of buildings and improvements;
- Removal of material and architectural barriers;
- Planning activities;
- Preservation, rehabilitation or restoration of historic properties;
- Acquisition, rehabilitation, or construction of rental housing;
- Rehabilitation of privately owned buildings and improvements for residential purposes;
- Façade Improvement
- Assistance to private individuals and entities, including profit making and nonprofit organizations, to acquire for the purpose of rehabilitation, and to rehabilitate properties for use or resale for residential purposes;

## How to Access and Submit Application

Online Application will be available to download from the City's website beginning Friday, June 23rd. You will need a computer with internet capability in order to access the City's website to access the application.

**Application link will be posted on the City website, and information will be sent to the City's interested party e-mail list.**

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**Application submission deadline is July 14th, 2017 at Noon**

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## Where to Submit Applications

An application is considered complete if it meets the following criteria:

- Applicant must have attended the **mandatory** technical assistance session on June 28, 2017.
- Application submitted **IN PERSON**
- Application submitted **ON TIME** (July 14<sup>th</sup> at noon)
- All required application questions/sections/attachment are completed in an adequate manner.
- 9 paper copies, along with one .pdf submitted with original signed application.

## Assistance with the Application

A **Mandatory Technical Assistance** Session for all applicants will be held on **June 28th at 10:00 am** in the Norm Dicks Government Center Mayor's Conference Room, 6<sup>th</sup> Floor.

**One-on-One Technical Assistance** may be scheduled between June 23rd-July 13th by contacting the staff listed in the front of this notice.

## Application Review and Rating Process

***This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested***

***Applications not meeting the requirements will be disqualified from consideration for funding and will not move any further through the process.***

***Written notice will be sent to the disqualified Applicant.***

Applicants will need to demonstrate that they are able to spend down funds in a timely manner and that they have the capacity to complete the project.

All applications will go through the following review and rating process.

1. Initial Eligibility Screening
  - a. Application is complete.
  - b. Applicant meets eligibility requirements as of the application due date.
  - c. Project or activity is an eligible use of funds.
  
2. Staff Technical Review
  - a. Organizational Financial Review – RFP’s will be reviewed City will review for Agency financial soundness.
  - b. Organizational Capacity – Staff will review the capacity of the agency to manage grants based on previous grant performance, board makeup, organizational structure (including staffing), organizational data, etc.
  - c. Project Priority Review – Staff will review project goals and population served for alignment with the Funding Priorities.
  
3. Project Review Committee (PRC) - The committee will make funding decisions using the following process:
  - a. Review and evaluate each application using review and scoring guides.
  - b. Conduct interviews with each applicant; review responses using review and scoring guides.
    - Non-capital interviews (City-Wide Economic Development) will be 20 minutes in length which includes 10 minute agency presentation and 10 minute question/answer.
    - Capital interview will be 35 minutes in length which includes 15 minute agency presentation and 20 minute question/answer.
    - Interview length for agencies with multiple submissions of the same type (non-capital, for example), may be shortened.
  - c. Assign a priority ranking and recommended funding level to all projects.
  - d. Staff matches ranking with available and appropriate funding sources.
  - e. PRC finalizes recommendations and sends to the Bremerton City Council.
  
4. Bremerton City Council – Public hearings to consider the Project Review Committee recommendations will be held before the Bremerton City Council. Council will make the final funding approval.
5. Approved funding recommendations which include Federal funds are send to HUD for approval in the annual Action Plan. Projects awarded funds must be included in the 2018 (Year 3) Action Plan to the 2016-2020 Consolidated Plan and submitted to HUD for approval. The Action Plan cannot be finalized until the City of Bremerton receives federal award amounts from HUD.
6. Final Awards-Funding recommendations were made based on estimated funds. Once the actual amounts are known, project awards will be adjusted based on the contingency set by the PRC and approved by the Bremerton City Council.

## Project Review Committee (PRC)

The Project Review Committee reviews and recommends funding for the CDBG Grant Application. PRC members read applications, review agency and financial capacity analyses, conduct applicant interviews, score, rank and develop funding recommendations. Recommendations are then presented to the Bremerton City Council, which make final funding decisions.

PRC volunteers are selected based on their knowledge of the community's needs and willingness to donate their time to PRC activities. PRC members must demonstrate the specific skills, qualifications and background needed to evaluate applications and recommend funding, such as:

Affordable housing	Grant writing or grant management
Architecture and planning	Homeless programs
Compliance monitoring	Housing development
Practical experience with HUD	Mortgage lending
Construction project management	Non-profit community service provider
Economic development	Project management experience
Finance and accounting	Real estate

### **2018 Project Review Committee Makeup**

There is one project review committee for all CDBG applications. The committee is comprised of 6 members: Three members are City of Bremerton staff volunteers (Director, Department of Community Development, Project Assistant-Department of Community Development, Assistant Finance Director, Finance Department), and two members are volunteers from the community, one is a Planning Commissioner (Nick Wofford) and one is a City Council representative (Councilman Greg Wheeler). The committee members are assigned to review and rate each of the grant applications submitted and all PRC members take part in the Applicant interviews.

PRC positions are filled by appointment. The Mayor of the City of Bremerton appoints two members to the PRC committee.

## HUD Income Limits

Median Family Income (MFI) is determined periodically by the Department of Housing and Urban Development (HUD) on the basis of state and local earnings data and is published for cities and counties.

The Median Family Income for the Bremerton-Silverdale MSA effective March, 2017 is \$77,119 for a four-person household. *(In keeping with HUD Policy, the median family income estimate is rounded to the nearest \$100): \$77,100.*

HUD updates income limits annually each December. The most up-to-date income limits will apply to all CDBG and HOME funded projects. Contact your Block Grant Administrator for the most current Income Limits.

**Median Family Income  
Bremerton-Silverdale MSA; Effective April 2017**

<b>NUMBER IN HOUSEHOLD</b>	<b>EXTREMELY LOW INCOME (BELOW 30% MFI*)</b>	<b>VERY LOW INCOME (31% - 50% MFI*)</b>	<b>LOW INCOME (51% - 80% MFI*)</b>
1	\$16,250	\$27,000	\$43,200
2	\$18,550	\$30,850	\$49,400
3	\$20,850	\$34,700	\$55,550
4	\$24,600	\$38,550	\$61,700
5	\$28,780	\$41,650	\$66,650
6	\$32,960	\$44,750	\$71,600
7	\$37,140	\$47,850	\$76,550
8	\$41,320	\$50,900	\$81,450

\*MFI = Median Family Income is determined periodically by the Department of Housing and Urban Development (HUD) on the basis of state and local earnings data and is published for cities and counties. These figures represent percentages of MFI for Bremerton – Silverdale Metropolitan Statistical Area (MSA) published by HUD April, 2017.



## If Your Agency is Awarded Funds

If your project/program is awarded funding, you will need to understand and follow the regulatory requirements associated with each of the funding sources.

Please refer to the following documents for guidance:

- Bremerton CDBG/HOME Policy Plan  
<http://www.ci.bremerton.wa.us/198/Federal-Grants---CDBG>
- Bremerton CDBG/HOME Guidebook  
<http://www.ci.bremerton.wa.us/213/Subrecipient-CDBG-HOME-Guidebook>

Things you should know:

1. CDBG funds are Federal funds. Use of Federal funds may affect the way your agency does business.
  - If you are applying for Federal funds for the first time, you are required to meet with Block Grant staff to discuss Federal regulations.
  - In addition to the rules and requirements of CDBG, there are several additional broad Federal rules that must be followed including rules surrounding non-discrimination and equal access, employment, contracting and procurement, environmental requirements, record keeping and financial controls.
2. Contracting
  - Your agency will be required to enter into a contract with the jurisdiction providing the funding, the City of Bremerton.
  - The City of Bremerton manages their CDBG and HOME contracts separately. However, for both jurisdictions, the following applies:
    - Capital contracts must receive a notice to proceed before costs can be incurred.
    - Contracts for federal funds operate on a reimbursement basis.
  - The program year begins January 1, 2018.
    - NOTE: If you are a recipient of federal funds you may not receive a contract until mid-year, based on when the federal budget is approved and when the City receives a contract from HUD. Depending on your project, your contract term may coincide with the program year start date.
3. Reporting Requirements
  - Quarterly Reports: It is your responsibility to submit quarterly performance and demographics reports, beginning January 1, 2018. Reports are to be submitted to each funding agency you are under contract with.