



Department of Community Development

2006 CDBG/HOME POLICY PLAN

and

APPLICATION FOR FUNDING

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CDBG/HOME STAFF CONTACTS

ADMINISTRATION AND PUBLIC SERVICE ACTIVITIES

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PLANNING AND CAPITAL PROJECTS

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Department of Community Development
345 6th Street, Suite 600
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2006 CDBG ALLOCATION SCHEDULE

Wednesday	6/29/05	Present Proposed 2006 Policy Plan/New Advisory Board Member at City Council Study Session, City Council Office, Suite 600 5:00PM
Wednesday	In process	Advertise Availability of 2006 Draft Policy Plan (Ad to be placed in <i>The Sun</i>) www.ci.bremerton.wa.us
Tuesday	7/12/05	Public Meeting on 2006 Draft Policy Plan DCD Conference Room, 345 6 th Street, Suite 600, 3:00 PM
Wednesday	7/20/05	Bremerton City Council Public Hearing on 2006 Policy Plan 345 6th Street, 5:30 PM
Wednesday	7/27/05	Final 2006 Policy Plan and Application Packet Available 345 6th Street, Suite 600, DCD www.ci.bremerton.wa.us
Tuesday	8/2/05	Technical Assistance Meeting DCD Conference Room, 345 6 th Street, Suite 600, 3:00 PM
Thursday	8/25/05	Advisory Committee Member Training DCD Conference Room, 345 6th Street, Suite 600 3:00 PM
Monday	8/29/05	Applications Due in City of Bremerton, by 5:00 p.m. DCD, 345 6th Street, Suite 600 (<i>Postmark is not acceptable</i>)
Tuesday to Friday	8/30/05 9/2/05	Staff Technical Review
Tuesday	9/6/05	Application Package to Citizen Advisory Committees
Friday to Friday	9/19/05 9/23/05	CDBG Advisory Committee Review and Interviews
Tuesday	9/27/05	Advisory Committee Recommendations to DCD Staff
Tuesday	9/29/05	Public Meeting to Comment on Funding Recommendations DCD Conference Room, 345 6th Street, 3:00 PM
Wednesday	10/12/05	City Council Committee meeting on Funding Recommendations
Wednesday	10/19/05	City Council Hearing on Funding Recommendations 345 6 th Street, 5:30PM
Thursday	10/27/05	Annual Action Plan to HUD
Sunday	1/01/06	CDBG Program Year Begins

CDBG PUBLIC SERVICE CITIZEN ADVISORY COMMITTEE

Position	Term
<ul style="list-style-type: none"> • 1 Member from the City at large H. Emily Moshay 	1/1/04-12/31/05
<ul style="list-style-type: none"> • 2 Members from the West Bremerton Area Tina Davis Faye Flemister 	1/1/04-12/31/06 1/1/04-12/31/07
<ul style="list-style-type: none"> • 2 Members from the East Bremerton Area Open Ronald Smith 	1/1/04-12/31/06 1/1/04-12/31/07

From then on 3 year staggered terms

CDBG CAPITAL AND PLANNING CITIZEN ADVISORY COMMITTEE

<ul style="list-style-type: none"> • 1 Councilmember (appointed by the Council President) Will Maupin 	1/1/04-12/31/06
<ul style="list-style-type: none"> • 1 Planning Commissioner (appointed by Commission President) Jessica Kennedy 	1/1/04-12/31/06

Three Community Members appointed by the Mayor:

<ul style="list-style-type: none"> • 1 Member from the City at large Joyce Davidson 	1/1/04-12/31/05
<ul style="list-style-type: none"> • 1 Member from the West Bremerton Area Kyle Cruver 	1/1/04-12/31/06
<ul style="list-style-type: none"> • 1 Member from the East Bremerton Area Mike Eversole 	1/1/04-12/31/07

From then on 3 year staggered term

2006 PROPOSED DISTRIBUTION OF CDBG FUNDS

Estimated Funding Available for the 2006 CDBG Allocation Process *

Estimate of 2006 Entitlement (2005 Allocation) (Revised 1/19/2006)		550,522
Estimated Residential Rehabilitaton Revolving Loan Fund (PI)		125,000
Estimated Program Income (PI) Available		275,000
Total Entitlement + PI		<u>950,522</u>
Reallocated Funds prior year projects:		45,000
Total Available for allocation		<u><u>995,522</u></u>
Available for 2006 Public Service (15% of entitlement + PI)		142,578
Available for COB DCD 2006 Planning and Admin (20% of entitlement + PI)		190,104
	subtotal	<u>332,683</u>
Residential Rehabilitation Loan Program		125,000
Available for Capital Projects (65% of entitlement + PI + recaptured capital project funds)		<u>537,839</u>
* All amounts are tentative		<u><u>995,522</u></u>

CITIZEN PARTICIPATION PLAN

INTRODUCTION

The City of Bremerton has received federal Community Development Block Grant (CDBG) funds for over 20 years. During the period 1992 through 1995 the City deferred its status to allow Kitsap County to become a urban county entitlement. The City regained its entitlement status in 1996. The City has formed a consortium with the Urban County for the period of 2002-2005 and beyond under the HOME program in order to better assure the receipt of funds under this program.

Each year the City of Bremerton is eligible to receive CDBG funds. There are specific rules and regulations governing the allocation and use of the funds, including provisions for citizen involvement in decision making.

The City of Bremerton is committed to assuring opportunities for citizen involvement in decisions concerning activities taking place within their communities. The citizen participation plan outlines opportunities for citizen involvement in community development and housing programs.

While the citizen participation plan gives citizens maximum opportunity to participate in the planning, implementation and assessment of housing and community development programs, final authority for development, modification and execution of programs lies with the Bremerton City Council.

APPLICABLE PROGRAMS

The programs covered by the citizens participation plan are the Community Development Block Grant (CDBG) Program including the Section 108 Loan Guarantee Program (an extension of the CDBG Program) and the HOME Program.

PURPOSE

The purpose of the Citizen Participation Plan is to provide an ongoing mechanism to insure widespread citizen participation whereby all citizens have an opportunity to fully express their needs and wishes for community improvement. Special efforts will be made to encourage participation by:

- low and moderate income persons, particularly those living in slum and blighted areas and residents of predominately low and moderate income neighborhoods.
- minorities and non-English speaking persons, as well as persons with disabilities.

This plan provides for representation of all of the citizens of the City of Bremerton 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.

DEFINITIONS

CITIZEN ADVISORY COMMITTEES

Two five-member committees established by the Mayor consisting of citizens representing East and West Bremerton and the City at-large. The Citizen Advisory Committees assist the Community Development Department in reviewing CDBG and HOME applications, interviewing applicants and recommending annual project allocation decisions to the Bremerton City Council. One committee recommends spending for Public Service activities, the other for Capital and Planning projects. Two of the five committee members are appointed ex officio from the City Council and the Planning Commission.

COMMUNITY OR PUBLIC MEETING

A meeting hosted by the Community Development Department to obtain citizens views and opinions concerning planning, implementation, or assessment of activities. At least ten days before the scheduled meeting, the date, location and time will be advertised in *The Sun*. Additionally, notices may be mailed to impacted citizens, organizations, local papers, and papers having minority circulation.

KITSAP REGIONAL COORDINATING COUNCIL (KRCC)

Comprised of three Kitsap County Commissioners and the Mayors of Port Orchard and Poulsbo, Mayors and City Council Representatives from Bremerton and Bainbridge Island, and representatives of the Port Gamble S'Klallam Tribe and Suquamish Tribe. Responsible for establishing policies for the administration of the HOME program.

COMMUNITY DEVELOPMENT DEPARTMENT

The City of Bremerton Community Development Department.

TECHNICAL ASSISTANCE MEETING

A meeting hosted by the Community Development Department to inform citizens and funding applicants of technical aspects relating to the CDBG and HOME programs. At least ten days before the scheduled meeting, the date, location and time will be advertised in *The Sun*. Additionally, notices may be mailed to impacted citizens and organizations.

PUBLIC HEARING

A hearing hosted by the Bremerton City Council. Notice of public hearings will be published in accordance with the City's policy for publishing notices. Whenever practical, the Community Development Department will also publish a notice of the hearing, if it relates to the programs covered under this plan. Additionally, notices may be mailed to impacted citizens, organizations, local papers, and papers having minority circulation.

FIVE YEAR CONSOLIDATED PLAN

The Consolidated Plan is the result of a process set forth by the Department of Housing and Urban Development (HUD) to replace the planning and application aspects of the Community Development Block Grant (CDBG) and HOME programs with a single document. Kitsap County HOME Consortium is required to submit the Consolidated Plan for the HOME participating jurisdiction (which consists of the Urban County and the City of Bremerton).

There are a number of specific elements in the Consolidated Plan, including:

- an assessment of housing needs (primarily of low and moderate income people) and needs of homeless people;
- an analysis of the City of Bremerton and Kitsap County's housing market;
- a discussion of the City of Bremerton and Kitsap County's strategies, priority needs, and objectives for housing and community development activities; and
- two action plans, one that describes the activities Kitsap County will undertake to address priority needs during the next program year utilizing HOME, CDBG, and Public Housing Comprehensive Grant funds and one that describes the activities the City of Bremerton will undertake to address priority needs during the next program year utilizing CDBG funds.

Governments, service providers, citizens, and non-profit/profit agencies, are encouraged to identify needs and priorities, assist in the development of strategies, and to participate in the allocation process. Following are specific opportunities available for citizens to participate in the development of the information to be incorporated in the Consolidated Plan.

1. At least one community meeting will be held to obtain the views of citizens, public agencies, and other interested parties concerning housing and community development needs, including non-housing community development needs and priorities during development of the plan.
2. The Community Development Department will specifically consult with appropriate social service agencies regarding the housing and community development needs and priorities of children, elderly persons, persons with disabilities, homeless persons and other persons served by such agencies.
3. The Community Development Department will coordinate with the Bremerton Housing Authority (BHA) and Kitsap County Consolidated Housing Authority (KCCHA) to encourage participation of residents of public and assisted housing developments, and other low income residents of targeted revitalization areas, in the process of developing and implementing the consolidated plan.
4. Agencies working with low and moderate income persons, particularly those living in slum and blighted areas and residents of predominately low and moderate income neighborhoods, minorities, non-English speaking persons, and persons with disabilities, will be contacted to encourage participation in the development of the consolidated plan.

5. The Community Development Department will place an advertisement in *The Sun* announcing the acceptance of applications for funding under the HOME/CDBG program.
6. At least one technical assistance meeting will be held within the City of Bremerton. During the meetings, the Community Development Department will provide information to citizens concerning who can apply for funds, funds expected to be available, the estimated amount of funds that will benefit low and moderate income persons, the range of activities that may be undertaken, priorities for funding, application submission requirements, the application deadline, and how decisions concerning funding will be made. Applications will be made available in a format accessible to persons with disabilities upon request.

Applications may be obtained from, and must be submitted to, the City of Bremerton Community Development Department, 345 6th Street, Suite 600, Bremerton, WA 98337-1873, 360.478.5375. Applications are also available on the City of Bremerton website: <http://www.ci.bremerton.wa.us/display.php?id=816>

- Staff at the Community Development Department is available to provide technical assistance to citizens and organizations concerning the submission of applications.
 - The Community Development Department will review applications to determine compliance with technical aspects of the programs.
 - The Citizen Advisory Committee will review all proposals and interview applicants.
7. Applicants submitting proposals will be notified in writing whether or not the Citizen Advisory Committee has recommended their proposal for funding. The notification will include the date, time and place of the public hearing before the Bremerton City Council.
 8. A summary of the action plan will be published in *The Sun* and copies will be available at public libraries listed in the resource section of this plan and the City of Bremerton office. The summary will describe the contents and purpose of the action plan, and include a list of locations where copies of the entire proposed plan may be examined, along with the date, location, and time of the Bremerton City Council Public Hearing to adopt the plan. Citizens will be provided a period of at least 30 days to review and comment on the plan. Comments or views of citizens will be considered at the public hearing, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the final consolidated plan which will be submitted to HUD.
 9. The Community Development Department will submit the Action Plan, including the projects proposed to be funded, to Kitsap County to include in the draft consolidated plan.

SECTION 108 LOAN GUARANTEE

Guarantee loan funds may be used for activities described in 24 CFR 570.703 provided such activities meet the general requirements of the CDBG program as described at 24 CFR 570.200. Eligible activities include, but are not limited to: acquisition and rehabilitation of real property; specific relocation assistance; clearance, demolition and removal activities; site preparation; specific economic development activities; acquisition, construction, reconstruction, rehabilitation, or installation of public facilities; and specific construction of housing by non-profit organizations.

The Section 108 process may be conducted in conjunction with the CDBG entitlement process. However, the Section 108 application must be addressed separately.

The following actions will occur to encourage citizen participation prior to submission of an application for loan guarantee assistance to HUD:

1. A notice will be placed in *The Sun* describing: the amount of guaranteed loan funds expected to be made available, including program income expected to be made available by the activities carried out with guaranteed loan funds; eligible activities; the estimated amount of funds planned to be used to benefit low and moderate income people; the proposed activities likely to result in displacement; and where citizens may obtain additional information about the proposed application.
2. At least one community meeting will be held to obtain the views of citizens, public agencies, and other interested parties concerning community development and housing needs and development of proposed activities. The meeting may be combined with other CDBG meetings if each subject is treated separately.
3. Technical assistance will be provided, by the Community Development Department, to those requesting assistance in developing proposals for loan guarantee assistance, particularly to groups representing persons of low and moderate income.
4. The proposed application will be presented during the City of Bremerton City Council's public hearing process for adoption. Citizens and organizations are encouraged to attend the hearing and testify concerning the application. Comments will be incorporated into the application as appropriate.
5. Requirements previously stated relating to meeting needs of non-English speaking residents, responding to citizens complaints, and addressing displacement shall apply to the Section 108 citizen participation requirements.

OTHER CITIZEN PARTICIPATION OPPORTUNITIES

IMPLEMENTATION

Each program is unique and requires an individual form of citizen involvement during the implementation phase. Each project will use the form of citizen involvement most appropriate to the project's purpose.

AMENDMENTS

Citizens will be notified and have an opportunity to comment on any substantial changes or amendments proposed to the Action Plan.

A *substantial change* which requires an amendment to the final statement consists of:

- A change in the amount to be expended on a line item expense project equal to a 10% increase or decrease to the total CDBG/HOME allocation to that project in the specific project.
- Canceling an approved project or adding a new project .
- A change to the purpose, scope, location or beneficiaries of the project as defined in the application for funds.

Amendments to the Action Plan will be recommended by the Community Development Department and acted upon by the City of Bremerton City Council at a regularly scheduled Public Hearing. Notice of the proposed amendment will be published in *The Sun* at least thirty (30) days prior to the Public Hearing to allow for public comment prior to implementation of the proposed amendment. Comments or views of citizens will be considered at the public hearing, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the substantial amendment of the final consolidated plan which will be submitted to HUD.

Any request for a change in the amount to be expended on a line item expense equal to or less than 10% increase or decrease to the CDBG/HOME allocation in a specific project shall not be considered a substantial amendment requiring citizen notification. However, prior written consent of the CDBG Administrator is required. The change must be submitted by the grantee in writing and shall specifically state the reasons for the requested increase and a justification for the corresponding decrease in other line-item(s). All budget requests will be reviewed and approved or denied by the Community Development Division.

PERFORMANCE REPORTS

1. A description of the performance report will be published in *The Sun* and copies will be available at public libraries listed in the resource section of this plan and at the City of Bremerton office.
2. Citizens will be provided a period of at least 15 days to review and comment on the report(s). Comments or views of citizens will be considered in the report(s), and a summary of any comments or views not accepted and the reasons therefore, will be attached to the performance report(s) which will be submitted to HUD.

GENERAL INFORMATION

TECHNICAL ASSISTANCE

Any citizen may contact the Community Development Department for technical assistance in relation to programs described in this Plan. The Department will help citizens understand the Community Development Programs, the procedures for submitting proposals, the Citizen Participation Plan and other program requirements so they can effectively participate in the Housing and Community Development Program and process.

COMPLAINTS

All written citizen complaints will be referred to the appropriate person(s) or agencies for action. Under normal circumstances, the Community Development Department will respond to the person making the complaint within 15 days. All complaints and responses will be kept on file.

DISPLACEMENT

The following actions will be or have been taken to minimize displacement: A policy has been developed stating proposals likely to cause displacement of people or businesses are discouraged. Any proposal for funds that is likely to cause displacement must include relocation assistance payments in the budget. Relocation assistance must be provided consistent with the federal Uniform Relocation Act.

EFFECTIVE DATE

This plan became effective January 1, 1996, and will remain in effect as long as Community Development Block Grant activities are ongoing or until superseded or modified by a new plan.

RESOURCES

If you have questions concerning the programs identified, or would like copies of policies described in this plan, please contact:

CDBG Program Administration:
City of Bremerton
345 6th Street, Suite 600
Bremerton, WA 98337-1873
360.478.5375

A copy of policies described in this plan will be available for review at the following Library:

Bremerton
1301 Sylvan Way
Bremerton, WA 98310
(360) 377-7601

A notification will be placed in the following newspaper which is the paper of record at least ten days before a public meeting is held concerning a program described in this plan:

The Sun

Notices may also be published in papers of racial/ethnic circulation.

The notice will indicate when and where the public meeting will be held. Meetings are often held at the following location (please see attached maps):

Norm Dicks Government Center
345 6th Street
Bremerton, WA

The following local planning department may be contacted concerning planning issues:

Bremerton Community Development
Chris Hugo, Director
345 6th Street, Suite 600
Bremerton, WA 98337-1873
360.478.5275

Part I 2006 CDBG/HOME ALLOCATION – GENERAL INFORMATION

What is the Community Development Block Grant (CDBG) Program?

- The program is authorized by Title I of the Community Development Act of 1974.
- Federal funds are provided to local governments to assist in the development of decent housing, a suitable living environment, and expanded economic opportunities primarily for persons of low and moderate income.
- CDBG funds must be used for activities determined by the federal government to be eligible, however the local government determines which eligible use is appropriate in the community.
- The City of Bremerton is an "entitlement city" and receives an annual CDBG allocation from the federal government.
- The City accepts applications from various organizations to implement CDBG activities.
- Each application, at a minimum must meet the four threshold requirements. It must: be implemented by an eligible applicant/recipient; be eligible under the CDBG program requirements; and, meet one of the three national objectives.

How much money is available?

In 2005 the City of Bremerton received \$541,603. The amount for 2006 is dependent on the federal HUD budget and will not be known until it is appropriated. We are estimating the amount to be available in 2006 to be \$541,603.

Who is an eligible applicant/recipient?

Eligible applicant/recipients include:

City departments

Other local public agencies

Public and private nonprofit organizations (501(c)(3)

Section 301(d) small business investment companies

Local development corporations

Private profit organizations may implement certain economic development and microenterprise activities.

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's requirements for contracting agencies such as insurance requirements, audit and financial requirements.

What are the three National Objectives?

An eligible CDBG activity must either:

Principally benefit low and very low income households;

Reduce or prevent slum and blight; or,

Meet an urgent need

The National Objectives are included in the CDBG regulations at 24 CFR 570.208 and described in detail in Part V pages 1 through 6 of this package.

What are eligible activities?

Eligible activities are defined in the CDBG program regulations at 24 CFR 570.201-570.207. More information concerning eligible activities, and special circumstances relating to the activities, can be found in Part V pages 6 through 10 of this package. A list of some of the activities follows:

- Acquisition of real property by purchase, lease or donation
- Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements
- Code enforcement in deteriorated or deteriorating areas
- Clearance, demolition and removal and rehabilitation of buildings and improvements
- Removal of material and architectural barriers
- Public services (including labor, supplies and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs
- Planning activities
- Assistance to Community Based Development Organizations (CBDO) to carry out projects
- Assistance to carry out economic development projects
- Housing services such as housing counseling and energy auditing
- Assistance to facilitate and expand homeownership opportunities for low and very low income people
- Lead based paint hazard evaluation and reduction

The following activities generally are **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

Are there rules or regulations that I should consider when thinking about submitting an application?

All projects are subject to environmental review, civil rights compliance, and procurement requirements. Some of the other things that may affect the amount you request, and your project, are labor standards, relocation, local hire, American Disability Act, and audit requirements.

How do I apply?

Complete an application and submit (**POSTMARK IS NOT ACCEPTABLE**) by **5:00 PM on August 29, 2005** to:

CDBG Programs
City of Bremerton Department of Community Development
345 6th Street, Suite 600
Bremerton, WA 98337

Eligible applicants will be required to take part in an interview with the Citizen Advisory Committee between September 19 and September 23, 2005.

How do I get help with the application?

Attend the pre-application workshop scheduled August 2, 2005 at 3:00 at the Department of Community Development Conference Room, 345 6th Street, Suite 600, Bremerton.
Call Betsy Howe at 473-5211 or Hugh Morgan at 473-5375 for help.

How will applications be reviewed and projects selected?

City staff will review the application to assure it is complete, the applicant and project meet the three threshold requirements, and the project is consistent with the Consolidated Plan. Projects not meeting the threshold requirements will be disqualified from consideration for funding. Such projects will not be rated.

A Citizens Advisory Committee appointed by the Mayor will review public service applications, interview applicants, rate and rank the projects utilizing the process outlined in Part II, and present their recommendation to the Bremerton City Council. A separate Committee, consisting of appointees by the Mayor plus one councilmember and one planning commissioner, will similarly review Capital and Planning applications. A public hearing will be held and the Bremerton City Council will make the final decision concerning activities to be included in the 2006 Action Plan.

The 2006 Action Plan will be sent to the U.S. Department of Housing and Urban Development by November 15, 2005 for approval.

When will funds be available?

Funding is dependent on the federal HUD budget being ratified. In "normal" years this is by March. We will not be able to sign contracts with subrecipients until we receive a contract from HUD. Remember the budget is an estimate; we will not know the actual amount until after HUD's budget is approved. Certain funds can be committed to projects after the first of the year.

What is the HOME Program?

The HOME Program was created by the National Affordable Housing Act of 1990 (NAHA). The Housing and Community Development Act of 1992 and the Multifamily Property Disposition Act of 1994 made important changes to the Program.

The intent of the HOME Program is to:

- expand the supply of decent, safe, sanitary, and affordable housing;
- strengthen the abilities of state and local governments to provide housing;
- expand the capacity of nonprofit community based housing development organizations;
- and,
- leverage private sector participation in financing affordable housing.

How much money is available?

Approximately \$451,000 in HOME funds will be available through the City in 2006. 15% or approximately \$64,500 will be available to Community Development Housing Organizations (CHDOs) and 5% or approximately \$22,500 will be available to Kitsap County for administration and 5% or approximately \$22,500 will be available to the City for administration.

What are the City's Priorities for Use of HOME funds?

HOME funds will primarily be used for projects that promote homeownership. Projects that promote rehabilitation and renovation of existing buildings will be preferred over projects that promote construction on vacant sites.

What is the Process for allocation of HOME funds?

Applications will be accepted year round

Application will be submitted to DCD

Application will be reviewed by DCD staff for technical requirements

Staff will contact Council person in District where proposed project is located.

Neighborhood meeting will be held if appropriate (Council person will determine the scope of meeting)

Applicant will present the proposed project to an interview panel.

Recommendations of the panel will be presented at City Council Committees

Recommendations of the panel will be presented to City Council

City Council will approve or deny funding

Where do I get an application or more information?

Call Betsy Howe at 473-5211 or Hugh Morgan at 473-5375 if you are interested in applying for funds under the HOME Program.

PART II 2006 CDBG ALLOCATION POLICY

How will CDBG funds be distributed among various eligible activities?

Funds available for various eligible CDBG activities are determined by Federal regulations and local priorities.

- Federal regulations limit the amount of funds which can be allocated to public service projects to 15% of the annual CDBG entitlement, plus 15% of the program income received during the City's immediately preceding program year. The City receives program income from the revolving housing loan program. These funds do not impact the annual CDBG allocation. The amount available for public services will be 15% of the federal allocation.
- The amount of funds that can be allocated to planning and administration projects, including the overall administration of the City of Bremerton's CDBG Program, is limited to 20% of the annual grant.
- Federal regulations require that a minimum of 70% of the annual grant funds go to projects that directly benefit low and moderate income persons.
- Funds allocated under the CDBG program must meet one of the priorities identified in the Kitsap County Consortium Consolidated Plan for 2001 through 2006. The City of Bremerton and Kitsap County joined together as a consortium in order to assure receiving HOME funds.

The Consolidated Plan identifies five general priorities related to housing, homeless, and non-housing community needs to be addressed with Federal funds. Please note, that activities that are included in the plan may not be prioritized in the City's Policy Plan. The Consolidated Plan priorities are listed below (the order listed does not establish any categorical priority):

1. Homelessness

To ensure that decent, accessible, affordable, and suitable housing is available in the County and Cities and to support services that meet the needs of individuals and families who are homeless or at risk of homelessness, the Kitsap County community will:

- ◆ Provide a variety of decent and safe emergency transitional and affordable permanent housing;
- ◆ Provide adequate support through coordinated systems of: resources, outreach, assessment, case management, provider collaboration, homelessness prevention, and rental assistance;
- ◆ Develop, coordinate, and maintain sufficient support services to sustain low-income and special needs populations' independent living.

2. Special Needs Populations*

To ensure that suitable, effective assistance is available for vulnerable persons in special needs populations who are in need of housing, support or care services, the Kitsap County community will:

- ◆ Maintain, improve and increase effective services and suitable housing;

- ◆ Ensure effective service delivery and housing availability through supportive ordinances and regulations;
- ◆ Support efforts to develop an entry system for special population clients that ensures links with appropriate diagnosis, placement, support and treatment;
- ◆ Increase and maintain the availability of effective, timely life skills training and work preparation to promote self sufficiency.

*Special Needs Populations include the following categories: elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons living with HIV/AIDS, persons fleeing domestic violence, persons with alcohol or other drug addiction and people affected by more than one identification.

3. Housing

To ensure access to affordable, decent, safe and appropriate transitional and permanent housing for all individuals and families, the Kitsap County community will:

- ◆ Increase the stock of affordable rental units throughout the County (except in Bremerton where an increase will be considered only when dilapidated structures are demolished or rehabilitated) through preservation, rehabilitation and construction
- ◆ Increase the number of new homeowners among low/moderate income individuals and families through fair housing efforts, education, housing counseling, financial assistance and affordable construction;
- ◆ Improve and retain existing housing stock through preservation, rehabilitation, weatherization, accessibility and planning efforts;
- ◆ Support education and training that builds community awareness of lead-based paint hazards and incorporate new studies and regulations into any planning for mitigation;
- ◆ Improve the safety and livability of neighborhoods through revitalization and/or demolition of inappropriate or dilapidated structures;

4. Community Development

To ensure the safe livability of neighborhoods, the preservation of important facilities, public access to facilities and services, and planning activities, that primarily benefit low-income persons, Kitsap County will:

- ◆ Support a continuum of social and health services for low/moderate income persons in Kitsap County;
- ◆ Provide suitable access to all public buildings in the cities and County;
- ◆ Support planning and projects that preserve or increase housing for low income and moderate income populations;
- ◆ Support local efforts toward solving public facility needs, especially those identified in capital facilities plans;
- ◆ Meet urgent Community Development needs, which pose a serious and immediate risk to public health or safety.

5. Economic Development

To ensure a thriving community, with livable wage jobs and long-term economic and social viability, Kitsap County community will:

- ◆ Support creation and retention of livable wage jobs, and essential job preparation;
- ◆ Assist low-income individuals who wish to establish, expand or stabilize a small business by providing loans and supportive technical assistance and training;
- ◆ Revisit existing economic development plans and modify them as necessary to develop and maintain infrastructures that encourage living wage jobs;
- ◆ Support the continuum of social services for low/moderate working persons in Kitsap County that promote self-sufficiency.

What is the proposed distribution of 2006 CDBG funds?

Public/Human Services	\$111,240
<i>15% maximum</i>	
Planning & Administration	\$148,321
<i>20% maximum</i>	
Capital Projects	\$482,042
ESTIMATED TOTAL	\$741,603

Note: The amount the City will receive in 2006 is an estimate. We will not know the actual amount until Congress approves the federal HUD budget.

How will Projects be selected for funding?

- City staff will review applications to assure they are complete and meet threshold requirements. Projects that do not meet threshold requirements will not be considered for funding.
- Applications that are complete and meet threshold requirements will be provided to members of the Citizen Advisory Committee for review.
- Each applicant will have the opportunity to orally present their project and answer questions concerning the application during a brief interview with the Advisory Committee.
- Based on the application and the interview, each member of the Committee will rate the application according to criteria described in this section. Activities in each category (public service, housing, capital/economic development, and planning,) will be rated in comparison with other activities in the same category.
- The scores of the Committee members, on each activity, will be averaged to determine the final activity score.
- Once projects have been rated and ranked, funds will be awarded to projects as follows:
 - Projects will be ranked in numerical order according to their rating. The Advisory Committee may recommend a redistribution of the funds among the

categories based on the number and quality of applications received. Funds will be awarded according to the (eligible and reasonable) amount requested by the applicant until the amount available in the category is allocated. The minimum award for public service activities is \$7,500, and the maximum is \$25,000.

- The recommendation to be forwarded to the City Council will consist of the projects in each category that receive the highest ranking score based on the funding distribution described above or redistributed as described above.
- Applicants will be notified of the status of their applications.
- A public hearing will be held and the Bremerton City Council will make the final decision concerning activities to be included in the 2006 Action Plan.

What are the five threshold requirements?

- The application was received by the due date (Postmarks are not accepted)
- The application is substantially complete (applicants will have the opportunity to repair *minor* clerical errors).
- The applicant is eligible as of the application due date.
- The project or activity addresses a national objective.
- The project or activity is eligible under the CDBG program.

What are the Criteria each of the applications will be rated on?

The City anticipates receiving more eligible proposals that address priorities identified in the Consolidated Plan than can be funded. The following criteria will be utilized to select activities to be funded. The actual rating form that will be used to evaluate applications is included in part III. You are **strongly encouraged** to review it and make sure you respond to the criteria when completing the questions required in the application. It is unlikely that any application will address all of the criteria.

PUBLIC/HUMAN SERVICE CRITERIA

Public service activities include, but are not limited to: child care, health care, job training, recreation programs, education programs, public safety services, fair housing activities, services for senior citizens, services for homeless persons, and drug abuse counseling and treatment. The minimum grant award will be \$7,500 and the maximum award will be \$25,000.

The criteria to be used to evaluate public service activities is based on issues identified by service organizations, the Continuum of Care Coalition, Navigating Change meetings and the Family Policy Principals developed by the State of Washington. Projects that address the following criteria will receive priority:

- 1** Activities that address priorities identified in community planning efforts. (0-30 pts)
- 2** Projects that are effective in addressing the identified need.
Appropriateness and impact (0-10pts)
Project Design (0-10pts)
Cost (0-10pts)
- 3** Projects that are a collaboration between 2 or more agencies to best serve a client group. (0-10 pts)
- 4** Projects that address a basic need (food, shelter, or clothing). (0-10 pts)
- 5** Projects that have the greatest impact on the lives of clients in relation to the cost of services will receive a priority. (0-10 pts)
- 6** Projects that address a defined problem through prevention and thus reduce crises and the need for future services. (0-10 pts)
- 7** Projects that include a fair and realistic system for measuring both short-range and long range progress. (0-10 pts)
- 8** Projects that directly address child care issues, prepare people to get a job, and or employ people who are currently on TANF will receive priority. (0-10pts)
- 9** Projects that address a problem that results in a health or safety hazard for low and very low income persons. (0-10 pts)
- 10** Quality points--Citizen Advisory Members have the option of providing up to +10 or -10 points for projects that are either exceptional or projects they feel will have a negative impact on the community. (-10+10 pts)

HOUSING ACTIVITIES CRITERIA

Increasing the opportunity for homeownership and providing support to homeowners is the City's priority concerning use of CDBG funds in relation to housing. CDBG funds will not be used to support private rental housing. Housing projects include but are not limited to housing rehabilitation projects, weatherization, and increasing housing opportunities for the homeless.

Projects that address the following criteria will receive priority:

- 1 Activities that address priorities identified in community planning efforts. (0-30 pts)
- 2 Projects that are effective in addressing the identified need.
 - Appropriateness and impact (0-10pts)
 - Project Design (0-10pts)
 - Cost (0-10pts)
- 3 Projects that promote homeownership either through rehabilitation or homebuyer assistance programs. (0-30 pts)
- 4 Projects that leverage private funds or other public funds. (0-10 pts)
- 5 Projects that have the greatest` impact on the lives of clients in relation to the cost of the activity will receive a priority. (0-10 pts)
- 6 Loans will receive priority over grants. (0-10 pts).
- 7 Projects that will bring units to a condition to meet federal housing quality standards. (0-10 pts)
- 8 Projects that include post-assistance maintenance requirements. (0-10 pts)
- 9 Quality points--Citizen Advisory Members have the option of providing up to +10 or -10 points for projects that are either exceptional or projects they feel will have a negative impact on the community. (-10-+10 pts)

CAPITAL PROJECTS CRITERIA

Capital proposals include a variety of projects such as community centers, senior centers, health and day care centers, water and sewer facility improvements, parking, street improvements, parks and playgrounds.

Projects that address the following criteria will receive priority:

- 1 Activities that address priorities identified in community planning efforts. (0-30 pts)
- 2 Projects that are effective in addressing the identified need
 - Appropriateness and impact (0-10pts)
 - Project Design (0-10pts)
 - Cost (0-10pts)
- 3 Projects that address slum and blighting conditions in areas meeting the definition of a slum and blight area under state or local law. (0-10 pts)
- 4 Projects that include post assistance maintenance and operation requirements. (0-10 pts)
- 5 Projects that have the greatest` impact on the lives of clients in relation to the cost of the activity will receive a priority. (0-10 pts)
- 6 Projects that address a problem that results in a health or safety hazard for low and very low income persons. (0-10 pts)
- 7 Projects that leverage private funds or other public funds. (0-10 pts)
- 8 Quality points--Citizen Advisory Members have the option of providing up to +10 or -10 points for projects that are either exceptional or projects they feel will have a negative impact on the community. (-10-+10 pts)

What are the other policies and regulations that apply?

◆ **Consistency with applicable City, County, and/or State Codes and Policies**

To be considered for funding, projects must be consistent with adopted codes and other applicable policies, plans and standards.

◆ **Approval of the Implementing Agency**

Proposals submitted by applicants other than the Agency, City or County Department that will implement them must be reviewed and approved by the appropriate implementing Agency, City, or County Department prior to submittal.

◆ **Legally Binding Public Interest in CDBG Assisted Property**

HUD requires that facilities acquired, constructed or improved with CDBG funds be "publicly owned" and that the CDBG public interest be protected. The public (CDBG) interest will be secured, when appropriate, through a lien on the property recorded as a deed of trust, and a promissory note explaining the sale and change of use provisions that accompany CDBG assisted real property. The specific terms and

conditions of the public interest security agreements will vary depending on the type of project assisted.

◆ **Restrictions on the Change-of-Use of CDBG Assisted Property**

All CDBG recipients must agree to restrict the use of the property to the intended purpose for which the funds were awarded for a minimum of 5 years after close out of the project. This is to ensure compliance with HUD requirements restricting the change in use of property acquired, constructed or improved with CDBG assistance, and to ensure continued public benefit.

◆ **Restriction on Assessments**

CDBG funds may not be used for public improvement projects where a portion of the projects is to be financed by assessments to area property owners, unless the project is structured such that CDBG funds are used to pay the assessments of all low and very low income property owners. The analysis of incomes of affected persons must be done ahead of time and submitted as part of the application for CDBG funds.

◆ **Guidelines for Evaluation and Selecting Economic Development Projects**

The City of Bremerton will utilize the guidelines provided at 24 CFR 570.209 relative to project costs and financial requirements and standards for evaluating public benefit.

◆ **Equal Opportunity**

All CDBG proposals must comply with federal, state, local laws, and executive orders which prohibit discrimination on the grounds of race, creed, color, national origin, sex, age, marital status, or the presence of any disability. Discrimination is prohibited in the provision of a service or facility funded with CDBG funds, and in all other aspects of administering a CDBG proposal including contracting, procurement, and employment.

◆ **Minimizing the Loss of Low and Very Low Income Dwelling Units**

Any CDBG proposal that would directly result in any occupied or vacant low and very low income dwelling units being (1) demolished, or (2) converted to a use other than as low and very low income housing must include a realistic plan to provide replacement housing within three years of the commencement of the demolition or rehabilitation relating to conversion.

◆ **Minimizing Displacement and Providing Relocation Assistance**

It is the policy of the City of Bremerton CDBG Program to discourage CDBG proposals that would cause displacement of people or businesses. Any proposal for CDBG funds that is likely to cause displacement must include relocation assistance payments in the budget. Relocation assistance must be provided consistent with the federal Uniform Relocation Act.

◆ **Federal Wage Rates (Davis-Bacon)**

Pursuant to the Davis-Bacon Act, federal wage rates apply to almost all construction projects over \$2,000. Applications that involve construction must consider Davis-Bacon wage rates in the budget.

There are few exceptions to the Davis-Bacon Act such as public agency use of force account crews and the rehabilitation of single family homes and small multi-family buildings.

◆ **Federal Audit Requirements**

Private non-profit agencies expending \$300,000 or more in federal funds annually (whether CDBG alone or CDBG in conjunction with other federal funds) must have an annual audit conducted by an independent auditor in accordance with OMB A-133 Audit Standards for Private Non-Profit Organizations. Agencies are responsible to meet this audit requirement.

◆ **Lead-Based Paint Abatement**

Any proposed homeownership, rental housing, rehabilitation or acquisition project that involves a (1) pre-1978 structure, and (2) would likely house a child age 6 or less must be informed of the possible hazards of lead based paint and a plan must be developed for addressing the presence of lead based paint under 24 CFR 35.105. Costs for abatement must be included in the rehabilitation budget.

◆ **Supplanting**

Federal regulations prohibit using CDBG funds to supplant (replace or substitute for) local funds for public services or ongoing responsibilities of general local government. The intent of this federal regulation is to prevent local government from using the availability of federal CDBG dollars as an excuse to reduce local funding commitments.

◆ **Architectural Barriers Act (ABA) and the Americans with Disabilities Act (ADA)**

The ABA requires certain buildings or other facilities that receive Federal funds to be designed, constructed or altered in accordance with standards that insure accessibility to, and use by physically handicapped people. The ADA provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further requires that facilities for first occupancy are readily accessible and that architectural and structural barriers are removed when possible in existing facilities.

◆ **Family Policy Principles**

In the early 1990s the State of Washington conducted a number of focus groups throughout the State. Approximately 400 people, who were receiving human services at the time were asked to describe the characteristics of services that would be most effective for them. The Family Policy Principles reflect their collective response, and form the basis for the Washington State Human Service Policy. The principals, which have been incorporated in the rating of applications, are listed next:

Family-oriented services and supports that:

- Respond to the changing nature of families;
- Respond to what individuals and families say they need, and

- Meet those needs in a way that maintains their dignity and respects their choices.

Culturally relevant services and supports that:

- Explicitly recognize the culture and beliefs of each family and use these as resources on behalf of the family;
- Provide equal access to culturally unique communities in planning and programs, and day-to-day work, and actively address instances where clearly disproportionate needs exist; and
- Enhance every culture's ability to achieve self-sufficiency and contribute in a productive way to the larger community.

Coordinated services that:

- Develop strategies and skills for collaborative planning, problem solving, and service delivery;
- Encourage coordination and innovation by providing both formal and informal ways for people to communicate and collaborate in planning and programs;
- Allow clients, vendors, community people, and other agencies to creatively provide the most effective, responsive, and flexible services; and
- Commit to an open exchange of skills and information; and expect people throughout the system to treat each other with respect, dignity, and understanding.

Locally planned services and supports that:

- Operate on the belief that each community has special characteristics, needs and strengths;
- Include a cross-section of local community partners from the public and private sectors, in the planning and delivery of services and supports; and
- Support these partners in addressing the needs of their communities through both short range and long range planning and in establishing priorities within state and federal standards.

Community based prevention that:

- Encourages and supports state residents to create positive conditions in their communities to promote the well being of families and reduce crises and the need for future services.

Outcome-based services and supports that:

- Include a fair and realistic system for measuring both short-range and long-range progress and determining whether efforts make a difference;
- Use outcomes and indicators that reflect the goals that communities establish for themselves and their children;
- Works towards these goals and outcomes at all staff levels and in every agency; and
- Provide a mechanism for informing the development of program policies.

Customer service that:

- Provides a climate that empowers staff to deliver quality programs and services;
- Is provided by courteous, sensitive, and competent professionals; and
- Uphold the dignity and respect of individuals and families by providing appropriate staff recognition, information, training, skills and support.

Creativity that:

- Increases the flexibility of funding and programs to promote innovation in planning, development, and provision of quality services; and
- Simplifies and reduces or eliminates rules that are barriers to coordination and quality services.

PART III 2006 CDBG RATING CRITERIA

This section contains rating forms for each of the application categories

2006 CDBG PUBLIC SERVICES RATING CRITERIA

1. In order to encourage the development of community priorities and to maximize the impact of the limited CDBG funds, activities that address priorities identified in community planning efforts will receive higher consideration.

The need for the specific activity is clearly defined and prioritized in a community wide plan. (If the plan does not clearly prioritize the activity, it does not fall in this category).	30
The need for the specific activity is clearly identified in a community wide plan.	20
The need for the specific project is clearly defined and prioritized in an agency plan.	10
The need for the specific project is clearly defined in the application (not in community or agency plan).	5
The need for the project is not clearly defined.	0

2. Projects that are well developed and effective in addressing an identified need will receive priority. For each sub-section (a, b, and c) choose one score of 0, 5, or 10 points.

a. Appropriateness and impact:	
The solution is appropriate to address the need and will have a major impact on the problem or condition.	10
The solution is appropriate to address the need and will have an impact on the problem or condition.	5
The solution will have little impact on the problem or condition.	0
b. Project Design:	
The design of the proposed project is well thought out. The application includes a realistic schedule for completion, identifies and controls potential problems.	10
The proposed project is adequately thought out. The schedule is adequate and potential obstacles are identified.	5
The proposed project does not include a realistic schedule nor identify or control potential problems.	0
c. Cost:	
Costs are well defined. The project is ready to proceed if funded.	10
Costs are realistic. The project is ready, with minor issues, to proceed if funded.	5
Costs are questionable. There appear to be major issues that may delay the project if funded.	0

3. Projects that are a collaboration between 2 or more agencies to best serve a client group will receive priority. (Choose one score.)

Two or more agencies are/will be working together to provide the specific service to the clients (joint application with a lead agency).	10
Two or more agencies will coordinate with each other to provide the specific service.	5
There is little or no coordination with other agencies.	0

4. Projects that address a basic need (food, shelter, or clothing) will receive priority.

The project addresses a basic need (food, shelter, or clothing).	10
The project does not address a basic need.	0

5. Projects that have the greatest impact on the lives of clients in relation to the cost of services will receive a priority. (This factor is designed to prioritize projects that maximize benefits with limited funds.)

a. Impact on the lives of clients is major in relation to cost of services	10
b. Impact on the lives of clients is average in relation to cost of services.	5
c. Impact on the lives of clients is minor in relation to cost of services.	0

6. Projects that address a defined problem through prevention and thus reduce crises and the need for future services will receive priority. (Choose 0, 5, or 10 points for the score.)

The project directly addresses a defined problem through prevention. (Points are based on the degree to which the issue is defined and the extent to which the project prevents the problem).	5-10
The project does not address a problem through prevention.	0

7. Project that include a fair and realistic system for measuring both short-range and long range progress will receive priority. (Choose 0, 5, or 10 points for the score.)

Results of the project are defined in short and long term outcomes rather than in units. (Points are based on the degree to which the outcome is defined and can be measured.)	5-10
Results of the project are not defined in "planned outcomes"	0

8. Projects that directly address child care issues, prepare people to get a job, and or employ people who are currently on TANF will receive priority. (Choose 0 or 15 points.)

The project directly addresses child care issues, prepares people to get a job and/or employs people who currently are on TANF.	15
The project does not directly address any of the above issues.	0

9. Projects that address a problem that results in a health and/or safety hazard for low and very low income persons will receive a priority. (Choose 0, 5, or 10 points for the score.)

The project addresses a problem creating health and/or safety hazards for low and very low income persons. (point spread based on the degree the health and safety problem is defined and the extent to which the project will address the need)	5-10
The project does not address a problem creating health and safety hazards for low and very low income persons.	0

10. Quality points: Citizen Advisory members have the option of providing up to +10 or -10 points for projects that are either exceptional or projects they feel will have a negative impact on the community. A specific reason for awarding points, either + or- must be stated.

Explanation:

**2006 CDBG ADVISORY COMMITTEE COMPILATION SHEET
PUBLIC SERVICE APPLICATIONS**

Applicant _____

Project Name _____

Rating Factors	CAC #1	CAC #2	CAC #3	CAC #4	CAC #5
1. Need/Community Planning (0-30)					
2a. Appropriateness and Impact (0-10)					
2b. Project Design (0-10)					
2c. Cost (0-10)					
3. Collaboration (0-10)					
4. Basic Need (0-10)					
5. Benefit (0-10)					
6. Prevention (0-10)					
7. Progress measures (0-10)					
8. Child care/employment (0-15)					
9. Health and Safety Hazards (0-10)					
10. Quality Points (-10-+10)					
Total (-10-145) +					

Total of five CAC ratings = _____ divided by 5 _____ = RATING

Individual rating form of five CAC members to be attached

2006 CDBG PLANNING RATING CRITERIA

1. Plans that result in the development of specific community priorities will receive priority.

The plan will result in the development of specific community priorities	30
The plan will result in the development of general community priorities	15
The plan will not result in priorities.	0

2. Plans that upon implementation will benefit low and moderate income persons will receive priority.

The plan will benefit low and moderate income persons	20
The plan will not benefit low and moderate income persons	0

3. Projects that are a collaboration between 2 or more agencies will receive priority.

Two or more agencies are/will be working together to develop the plan.	10
Two or more agencies will coordinate with each other to develop the plan	5
No coordination with other agencies	0

4. Projects that plan and promote neighborhood and local improvements will receive priority.

The plan will promote neighborhood and local improvements	10
The plan will not promote neighborhood and local improvements	0

5. Quality points: Citizen Advisory members have the option of providing up to +10 or -10 points for projects that are either exceptional or projects they feel will have a negative impact on the community. A specific reason for awarding points, either + or- must be stated.

Explanation:	

**2006 CDBG ADVISORY COMMITTEE COMPILATION SHEET
PLANNING APPLICATIONS**

Applicant _____

Project Name _____

Rating Factors	CAC #1	CAC #2	CAC #3	CAC #4	CAC #5
1. Development of Specific Community Priorities (0-30)					
2. Benefit to low and moderate income persons (0-20)					
3. Collaboration (0-10)					
4. Neighborhood and local improvements (0-10)					
5. Quality Points (-10-+10)					
Total (-10-80) +					

Total of five CAC ratings = _____ divided by 5 _____ = RATING

Individual rating form of five CAC members to be attached

2006 CDBG HOUSING RATING CRITERIA

1. In order to encourage the development of community priorities and to maximize the impact of the limited CDBG funds, activities that address priorities identified in community planning efforts will receive higher consideration.

The need for the specific activity is clearly defined and prioritized in a community wide plan. (If the plan does not clearly prioritize the activity, it does not fall in this category).	30
The need for the specific activity is clearly identified in a community wide plan.	20
The need for the specific project is clearly defined and prioritized in an agency plan.	10
The need for the specific project is clearly defined in the application (not in community or agency plan).	5
The need for the project is not clearly defined.	0

2. Projects that are well thought out and effective in addressing the identified need will receive priority. For each sub-section (a,b, and c) choose one score of 0, 5, or 10 points.

a. Appropriateness and impact:	
The solution is appropriate to address the need and will have a major impact on the problem or condition.	10
The solution is appropriate to address the need and will have an impact on the problem or condition.	5
The solution will have little impact on the problem or condition.	0
b. Project Design:	
The design of the proposed project is well thought out. The application includes a realistic schedule for completion, identifies and controls potential problems.	10
The proposed project is adequately thought out. The schedule is adequate and potential obstacles are identified	5
The proposed project does not include a realistic schedule nor identify or control potential problems.	0
c. Cost:	
Cost are well defined. The project is ready to proceed if funded.	10
Costs are realistic. The project is ready, with minor issues, to proceed if funded.	5
Costs are questionable. There appear to be major issues that may delay proceeding with the project if funded.	0

3. Projects that promote homeownership either through rehabilitation or homebuyer assistance programs will receive priority. (Choose 0 or 30 points.)

The project is entirely for homeownership activities	30
The project is not entirely for homeownership activities	0

4. Projects that leverage private funds or other public funds will receive priority. (0, 5, or 10 points)

Each activity leverages one dollar or more of private/other funds for each dollar of CDBG funds.	10
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Each activity leverages between 50 and 99 cents of private/other funds for each dollar of CDBG funds.	5
Each activity leverages less than 50 cents of private/other funds for each dollar of CDBG funds.	0

5. Projects that have the greatest impact on the lives of clients in relation to the cost of services will receive a priority. (0, 5, or 10 points)

Impact on the lives of clients is major in relation to cost of services	10
Impact on the lives of clients is average in relation to cost of services	5
Impact on the lives of clients is minor in relation to cost of services	0

6. Loans will receive priority over grants. (0, 5, or 10 points)

Project provides loans	10
Project provides grants and loans	5
Project provides grants	0

7. Projects that will bring units to a condition to meet federal housing quality standards will receive priority. (0, 5, or 10 points)

Project will bring all units assisted to a condition to meet federal housing quality standards	10
Project will bring at least half of all units assisted to a condition to meet federal housing quality standards	5
Project will bring less than half of the units to a condition to meet federal housing quality standards.	0

8. Programs that include post-assistance maintenance requirements will receive priority. (0 or 10)

Housing program includes adopted post-assistance maintenance requirements	10
Housing program does not include adopted post –assistance maintenance requirements	0

9. Quality points: Citizen Advisory members have the option of providing up to +10 or -10 points for projects that are either exceptional or projects they feel will have a negative impact on the community. A specific reason for awarding points, either + or- must be stated.

Explanation:	
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**2006 CDBG ADVISORY COMMITTEE COMPILATION SHEET
HOUSING APPLICATIONS**

Applicant _____

Project Name _____

Rating Factors	CAC #1	CAC #2	CAC #3	CAC #4	CAC #5
1. Need/Community Planning (0-30)					
2a. Appropriateness and Impact (0-10)					
2b. Project Design (0-10)					
2c. Cost (0-10)					
3. Promotes Homeownership (0-30)					
4. Leveraging (0-10)					
5. Benefit (0-10)					
6. Loan (0-10)					
7. Standard Condition (0-10)					
8. Maintenance (0-10)					
9. Quality Points (-10-+10)					
Total (-10-150) +					

Total of five CAC ratings = _____ divided by 5 _____ = RATING

Individual rating form of five CAC members to be attached

2006 CDBG CAPITAL PROJECT RATING CRITERIA

1. In order to encourage the development of community priorities and to maximize the impact of the limited CDBG funds, activities that address priorities identified in community planning efforts will receive higher consideration.

The need for the specific activity is clearly defined and prioritized in a community wide plan. (If the plan does not clearly prioritize the activity, it does not fall in this category).	30
The need for the specific activity is clearly identified in a community wide plan.	15
The need for the specific project is clearly defined and prioritized in an agency plan.	10
The need for the specific project is clearly defined in the application (not in community or agency plan)	5
The need for the project is not clearly defined	0

2. Projects that are well thought out and effective in addressing the identified need will receive priority. (For each subsection a, b, and c, choose one score.)

a. Appropriateness and impact:	
The solution is appropriate to address the need and will have a major impact on the problem or condition.	10
The solution is appropriate to address the need and will have an impact on the problem or condition.	5
The solution will have little impact on the problem or condition.	0
b. Project Design:	
The design of the proposed project is well thought out. The application includes a realistic schedule for completion, identifies and controls potential problems.	10
The proposed project is adequately thought out. The schedule is adequate and potential obstacles are identified.	5
The proposed project does not include a realistic schedule nor identify or control potential problems.	0
c. Cost and project readiness :	
<u>Budget is completed, all funds have been committed, site is under applicant's control (if applicable).</u>	20
Costs are well defined. The project is ready to proceed <u>when all funds are committed and released.</u>	10
Costs are realistic. The project is ready, with minor issues, to proceed if funded.	5
Costs are questionable. There appear to be major issues that may delay proceeding with the project if funded.	0

3. Activities that address slum and blighting conditions in areas meeting the definition of a slum and blight area under state or local law will receive a priority.

Activity addresses slum and blight conditions in an area determined to be blighted	10
Activity does not occur in an area determined to be blighted	0

4. Programs that include post-assistance maintenance and operation requirements will receive priority.

Project includes adopted post-assistance maintenance requirements	10
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Project does not include adopted post-assistance maintenance requirements	0
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5. Projects that have the greatest impact on the lives of clients in relation to the cost of services will receive a priority. (This factor is designed to prioritize projects that maximize benefits with limited funds.)

Impact on the lives of clients is major in relation to cost of services	10
Impact on the lives of clients is average in relation to cost of services	5
Impact on the lives of clients is minor in relation to cost of services	0

6. The project will address a problem that results in a health and/or safety hazard for low and very low income persons.

The project addresses a problem creating health and/or safety hazards for low and very low income persons. (points are based on the degree the health and safety problem is defined and the extent to which the project will address the need)	5-10
The project does not address a problem creating health and safety hazards for low and very low income persons.	0

7. Projects that leverage private funds or other public funds will receive priority.

Each activity leverages one dollar or more of private/other funds for each dollar of CDBG funds.	10
Each activity leverages between 50 and 99 cents of private/other funds for each dollar of CDBG funds.	5
Each activity leverages less than 50 cents of private/other funds for each dollar of CDBG funds.	0

8. Quality points: Citizen Advisory members have the option of providing up to +10 or -10 points for projects that are either exceptional or projects they feel will have a negative impact on the community. A specific reason for awarding points, either + or- must be stated.

Explanation:	
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**2006 CDBG ADVISORY COMMITTEE COMPILATION SHEET
CAPITAL PROJECT APPLICATIONS**

Applicant _____

Project Name _____

Rating Factors	CAC #1	CAC #2	CAC #3	CAC #4	CAC #5
1. Need/Community Planning (0-30)					
2a. Appropriateness and Impact (0-10)					
2b. Project Design (0-10)					
2c. Cost (0-20)					
3. Slum and Blight (0-10)					
4. Operation and Maintenance (0-10)					
5. Benefit (0-10)					
6. Health and Safety (0-10)					
7. Leverage (0-10)					
8. Quality Points (-10-+10)					
Total (-10-130) +					

Total of five CAC ratings = _____ divided by 5 _____ = RATING

Individual rating form of five CAC members to be attached

PART IV 2006 NATIONAL OBJECTIVES AND ELIGIBILITY REQUIREMENTS

As stated in Part I, each activity must meet a national objective and must be eligible in order to be funded. The following information is provided to assist you in defining the eligibility and national objective that your activity meets and the type of information you need to provide to the City. Specific regulations that govern the CDBG program are available in our office.

What are the National Objectives? (Benefit Criteria)

An eligible CDBG activity must *either* (1) principally benefit low and very low income households, (2) reduce or prevent slum and blight, or (3) meet an urgent need. The vast majority of the City's CDBG activities are designed to benefit low and very low income persons and households. The following outlines the way in which CDBG projects can meet a national objective. The criteria are then described in more detail.

I. Principally benefit low and very low income

- A. Area Benefit
- B. Limited Clientele
 - (1) At least 51% of beneficiaries are low or very low income persons/households
 - (a) Presumed Benefit
 - (b) Agency Requires Client Information
 - (c) Income Eligibility Requirement (Direct Benefit)
 - (d) Nature/location
 - (2) Removal of Architectural Barriers
 - (3) Assistance to Owners of Microenterprises
 - (4) Employment Support Services
- C. Housing Activities (Residential)
- D. Job Creation or Retention - Economic Development

II. Reduce or Eliminate Slum or Blight

- A. Area Basis
- B. Spot Basis

Potential applicants must be able to demonstrate that their proposed CDBG activity addresses one of these national objectives in one of several ways described below.

I. Benefit Low and Very Low Income Persons

To meet this national objective, an applicant must document that the proposed project will benefit predominantly low and very low income persons or households. A low income person/household is one whose annual income does not exceed 80% of the area median income for the City of Bremerton. The following shows income limits by household size for the City of Bremerton.

INCOME LIMITS

NUMBER IN FAMILY	LOW INCOME
1	\$35,550
2	\$40,650
3	\$45,700
4	\$50,800
5	\$54,850
6	\$58,950
7	\$63,000
8	\$67,050

**Bremerton SMSA, Published by HUD, Gross Annual Income, Effective 1/01/05*

There are several different ways that CDBG activities can benefit low and very low income persons:

A. Area Benefit

This is defined as an activity, the benefits of which are available to all residents in a particular area, where at least 51% of the residents are low and very low income persons. In addition, the area must be primarily residential.

Examples of area benefit activities include parks (that serve the immediate area), water and sewer projects, sidewalks and streets, and other public improvements that are available to all residents in a particular area.

Applicants must:

- Attach a map with the boundaries of the project's service area delineated (the surrounding geographic area in which all or most of the people benefiting from the project reside):
- Explain why that particular geographic area is the service area for the project;
- Indicate on the map residential and commercial areas within the service area boundary; and
- Provide documentation that 51% or more of the residents within the service area are low and very low income persons/households.

If you would like assistance in determining if your project is in a low income area, please contact Shirley or Michelle at 473-5211 or 473-5375.

B. Limited Clientele

- 1. An activity which benefits a limited clientele, at least 51% of whom are low or very low income persons/households. There are four types of activities in this category:**

a. Presumed Benefit An activity may benefit one of the following groups who are presumed by HUD to be principally low and very low income: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, and migrant farm workers.

Applicants must:

- Demonstrate that the facility or service is designed for and used predominantly by one of the groups identified above.

b. Agency Requires Client Information Which Shows 51% or More are Low and Very low Income For example, community health clinic and most other agencies keep information on client income and family size. The information will be able to document whether or not 51% or more of the clientele are persons whose family income does not exceed low and very low income limits for Kitsap County. Note: Income qualification criteria from other programs (such as state poverty guidelines) may be substituted provided those criteria are at least as restrictive as the HUD income limits.

Applicants must:

- Provide documentation of the total number of clients/households served in 1997 (if this is an existing service);
- State what percent of the clients/households served in 1997 were low or very low income (or met criteria that are stricter);
- Provide a copy of the income qualification criteria that were used to screen clients and to determine the percent that were low and very low income;
- Provide a copy of the client intake form highlighting the questions regarding family size and income levels; and
- Agree to maintain documentation of the client's incomes for the CDBG contract period.

c. Income Eligibility Requirements (Direct Benefit) This means that the agency uses income screening to limit the benefits of the CDBG funded activity to only those persons who are low and very low income. For example, a housing counseling program would screen potential clients and use the CDBG funds to pay for the counseling only of those who are income eligible.

Applicants must:

- Screen clients by family size and income;
- Provide a copy of the client intake form highlighting the questions regarding family size and income levels; and
- Describe how the program/project would limit the benefits of the CDBG funded activity exclusively to low and very low income persons/households.

d. Nature/Location of Activity Allows Conclusion of Primarily Low and Very Low Income Benefit This means that the activity is of such a nature and in such a location that it may be concluded that the clientele will be primarily low and very low income; for example, a food bank near an assisted housing project.

Applicants must:

- Explain how the nature, and if applicable, the location of the proposed project, establishes that it is used primarily for low and very low income persons.

2. Removal of Architectural Barriers

A project which removes material or architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned non-residential buildings, facilities and improvements, and the common areas of residential structures containing more than one dwelling unit is considered a limited clientele activity. Note: This refers to the removal of existing barriers. It does not apply to new construction.

3. Assistance to Owners of Microenterprises

When assistance is to be provided to a microenterprise (a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise) the owner must qualify as low or moderate income. Note: for microenterprise projects under the limited clientele national objective justification, the low and moderate income threshold applies only to the owner, there are no income requirements for the workers the owner employs.

4. Employment Support Services

If CDBG assistance is only provided for training or supportive services (peer support programs, counseling, child care, transportation, and other similar services) to assist business(es), the percentage of low and moderate income persons assisted may be less than 51% if the proportion of the total cost borne by CDBG funds is no greater than the proportion of the total number of persons assisted who are low or moderate income. For example: A new business moves into town and begins an on-site day care program for workers. The total cost of the day care is \$10,000. There are 40 children 3 of which meet qualifications as low and moderate income. The maximum amount chargeable to the CDBG program is \$750.00. ($\$10,000/40 = \$250 \times 3 = \750).

Applicants must:

- Maintain data documenting the total cost of the service, Screen clients by family size and income; and provide a copy of the client intake form highlighting the questions regarding family size and income levels.

C. Housing Rehabilitation Activities (Residential)

These are activities providing or improving permanent residential structures which are or will be occupied by low and very low income households. It does not include group homes or shelters for the homeless, which are considered limited clientele activities.

Applicants must:

- Screen households for family size and income eligibility. If a residential structure contains two dwelling units, at least one must be occupied by low or moderate income households. If it contains more than 2 units, at least 51% must be occupied by low and moderate income households.

D. Job Creation or Retention Activities

These are economic development activities which are designed to create or retain permanent jobs, where at least 51% of the jobs, computed on a full-time equivalent basis, can be documented to employ low and very low income persons for the geographic area where it is located. **There are very specific elements of this national objective. Please contact the Community Development staff to discuss your project prior to submitting an application.**

II. Reduce or Eliminate Slum and Blight

An activity may meet the national objective of reducing or eliminating slum and blight, instead of benefiting low and very low income people. There are two different ways that CDBG activities can meet this second national objective.

A. Area Basis

A project must be located in an area defined as a slum or blighted area under state or local law; the conditions which qualified the area as slum or blight must be on record; and the project must specifically address one or more of these conditions.

B. Spot Basis

A CDBG project to eliminate slum and blight on a spot basis (for example, outside of a locally designated slum or blighted area) must be limited to activities necessary to eliminate specific conditions posing a threat to the public health or safety. The health or safety hazard must be identified, and the scope of the project must be limited to correcting the hazard.

What are Eligible Activities?

To be considered for funding, a CDBG proposal must also be an eligible activity under the federal CDBG regulations. A variety of activities serving low and very low income people are eligible activities as well as any special requirements or limitations that apply to use of CDBG funds.

The applicant should recognize that the City may have local priorities within each of these categories of federally eligible activities that reflect local needs. Local priority policies are described in Part II of this document.

- ❖ Acquisition of real property in whole or in part by public agencies or private non-profit organizations which is:
 - blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth;
 - appropriate for rehabilitation or conservation activities; and,

- appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources and scenic areas; the provision of recreational opportunities, or the guidance of urban development;
- ❖ Acquisition, construction, reconstruction or installation (including design features and improvements that promote energy efficiency of these) of public works facilities (except of buildings for the general conduct of government), and site or other improvements;
- ❖ Code enforcement in deteriorated or deteriorating areas where such enforcement together with public and private improvements or services are expected to arrest the decline of the area;
- ❖ Clearance, demolition, removal, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements, such as interim assistance, and financing of public or private acquisition for rehabilitation, and rehabilitation of privately owned properties, including the renovation of closed school buildings;
- ❖ Special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;
- ❖ Relocation payments and assistance to individuals, families or businesses displaced permanently or temporarily by a CDBG funded project consistent with the Federal Uniform Relocation Act;
- ❖ Public/human services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by such unit, or received by such unit from the State) during any part of the twelve-month period immediately preceding the date of submission of the CDBG Action Plan;
- ❖ Planning activities necessary to:
 - develop a comprehensive community development plan;
 - develop policy-planning management capacity to rationally and effectively determine needs, set long and short term objectives, devise programs and activities to meet these objectives, and carry out management, coordination, and monitoring of activities necessary for effective planning implementation;
- ❖ Provide assistance including loans and grants for activities carried out by public and private non-profit organizations including:
 - acquisition of real property;
 - acquisition, construction, reconstruction, rehabilitation and installation of certain public facilities, site improvements and utilities; and commercial or industrial buildings or structures and other commercial or industrial real property improvements; and
 - planning;

- ❖ Assistance to Community Based Development Organizations (CBDO) to carry out neighborhood revitalization, community economic development, or energy conservation. A CBDO is an organization with specific characteristics such as: it is organized under State or local law to engage in community development activities; has as its primary purpose the improvement of the physical, economic or social environment of the area; may be either non profit or for profit provided any monetary profit to its shareholders must be only incidental to its operation; it must maintain at least 51% of its governing body's membership for low and moderate income residents of its geographical area of operation, owners or senior officers of private establishments, or representatives of low and moderate income neighborhood organizations located in the area of operation. The Development staff is available to review other requirements with entities interested in becoming CBDOs.
- ❖ Provide assistance to private, for-profit entities, when the assistance is appropriate to carry out an economic development project (that shall minimize to the extent practical, displacement of existing businesses and jobs in neighborhoods) that:
 - create or retain jobs for low and very low income people;
 - prevents or eliminates slums and blight;
 - meets urgent needs;
 - creates or retains businesses owned by community residents;
 - assists businesses that provide goods or services needed by, and affordable to, low and very low income residents;
 - provide technical assistance to promote any of the activities described above;
- ❖ Provide technical assistance to public or non-profit entities to increase the capacity of that entity to carry out eligible neighborhood revitalization or economic development activities;
- ❖ Housing services such as housing counseling, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant based rental assistance and other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate under CDBG or under Title II of the Cranston-Gonzales National Affordable Housing Act;
- ❖ Provide assistance to public and private organizations, agencies and other non-profit and for profit entities to enable such entities to facilitate economic development by:
 - providing credit such as through direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs for the establishment, stabilization and expansion of micro enterprises;
 - providing technical assistance, advice and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in micro-enterprise activities) to owners of micro-enterprises and persons developing micro-enterprises; and
 - providing general support, such as peer support programs, counseling, child care, transportation, and other similar services to owners of micro-enterprises and persons developing micro-enterprises;
- ❖ Provide direct assistance to facilitate and expand homeownership among persons of low and very low income by using such assistance to:

- subsidize interest rates and mortgage principal amounts for low and very low income homebuyers;
 - finance the acquisition by low and very low income homebuyers of housing that is occupied by the homebuyers;
 - acquire guarantees for mortgage financing obtained by low and very low income homebuyers from private lenders, except that funds may not be used to directly guarantee such mortgage financing and grantees may not directly provide such guarantees;
 - provide up to 50% of any down payment required from low and very low income homebuyers; or
 - pay reasonable closing costs normally associated with the purchase of a home incurred by a low or very low income homebuyer.
- ❖ Lead based paint hazard evaluation and reduction, as defined in Section 104 of the Residential Lead Based Paint Hazard Reduction Act of 1992.

What are *ineligible* Activities?

- ⊗ New Residential Housing Construction - CDBG funds generally cannot be used to construct new residential housing units, although activities in support of new housing construction may be eligible. (exception: CBDOs may use CDBG funds for new housing construction) Please note that group homes and shelters are not considered residential housing and are eligible for CDBG for new construction.
- ⊗ Regular Government Operations - CDBG funds cannot be used to fund the ongoing responsibilities of general local government.
- ⊗ Government Buildings - Government buildings such as city halls, police stations, jails and other buildings predominantly for the general conduct of government are not generally eligible for CDBG assistance. A major exception is rehabilitation to remove architectural barriers, which is eligible, even in government buildings.
- ⊗ Income payments - CDBG funds cannot be used for income payments such as payments for income maintenance or housing allowances.
- ⊗ Political Activities - CDBG funds cannot be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities.

PART V 2006 CDBG APPLICATIONS

INTRODUCTION:

Applications have been designed to gather necessary information about your organization and project to determine compliance with federal CDBG requirements and consistency with local policies for use of funds. Applications should be clear and concise.

APPLICATION DUE DATE:

*Applications must be received (postmark NOT acceptable) , **August 29, 2005 at: 5:00 p.m.***

City of Bremerton
Department of Community Development
345 6th Street, Suite 600
Bremerton, WA 98337-1873

APPLICATION SUBMISSION

Four separate application packages are provided in this section. The application you use will be determined based on the type of project you are proposing.

Activity Type	Required Attachments
Public Service	A1-5, B1-8, C1-6
Planning	A1-5, B1-8, C3, C7
Housing	A1-5, B1-8, D1-7
Capital Projects	A1-5, B1-8, E1-8

Each application consists of 3 components:

- 2005 CDBG Funding Application Form
 - Response to Rating Factors
 - Attachments
-
- ◆ Provide **one** original application submission consisting of the 3 components described above (include all attachments).
 - ◆ Provide **five** additional copies of the application submission consisting of:
 1. 2005 CDBG Funding Application Form
 2. Response to Rating Factors
 3. Project Feasibility Attachment (C, D, or E, depending on the application category)
 - ◆ If you are able, email one copy of the 2005 CDBG Funding Application Form (page 3 of the application) to Hugh Morgan at Hugh.Morgan@ci.bremerton.wa.us.

Technical Assistance

A technical assistance meeting will be held Tuesday, August 2nd, 3:00 p.m. at 345 6th Street, Suite 600, in the Community Development Office, Bremerton.



2006 Community Development Block Grant

**PUBLIC/HUMAN SERVICES
APPLICATION**

Use this application for projects or programs which involve public services delivered to low-income Bremerton Residents.

CDBG PUBLIC SERVICE APPLICATION

Application Contents

2006 CDBG Funding Application Form

Response to Rating Factors

Attachments

Attachment A (Organizational Capacity)

- **A-1 A Board Profile, attach the names and addresses of Board Members
- A-2 An organizational chart showing all staff, board members and volunteer positions
- A-3 Organizational Data (i.e. 501 (c)(3), public charter...)
- A-4 Non-Discrimination Policies
- A-5 Mission Statement

Attachment B (Organizational Financial Management)

- **B-1 Agency CDBG/HOME History Form
- B-2 Summary of most recent Financial Audit or Financial Statement prepared by an Accounting Firm.
- B-3 A statement of experience including operating statements and lender references and record of performance, qualifications, and capacity to carry out the project described in this application
- B-4 Annual Report
- B-5 IRS 990 (for non-profits)
- B-6 Secretary of State CHO-1 Form (for non-profits)
- B-7 Secretary of State Non-Profit Corporate Annual Report (for non-profits)
- **B-8 Salary Summary

Attachment C (Project Feasibility)

- **C-1 Total Budget, Form 1
- **C-2 2003 Agency Budget, Form 2
- **C-3a Sources of Financing
- **C-3b Uses of Financing
- C-4 National Objective and Eligibility Determination
- C-5 Outcome Evaluation
- C-6 Job Description (if requesting funding for personnel)

**Form provided within packet



2006 CDBG FUNDING APPLICATION FORM

Check the appropriate box to identify the type of funds for which you are applying:

Public Service Planning Housing Capital Improvement

CDBG Fund Request \$ _____

Project Title _____
(If this project has been previously funded, please use the same title)

Project Description Funds will be used to *(25 words or less with specific numbers/goals):*

Project Location *(physical address)* _____

Geographic Service Area _____
Census Tract(s) _____

Number of Unduplicated People Directly Benefiting from this Project _____

Applicant Name _____

Mailing Address _____

Agency Director _____
Name Telephone #
e-mail address

Staff Contact _____
Name and Title Telephone and Fax #
e-mail address

Federal Tax I.D. # _____

Type of Organization: **Public Agency** _____
Private Nonprofit _____
Other *(Specify)* _____

Are you a Certified Housing Development Organization (CHDO) or Certified Community Based Development Organization (CBDO)? Yes No

If not, are you planning on becoming a Certified CHDO or CBDO? Yes No

Authorized Signature _____ Date _____

PUBLIC SERVICE APPLICATION

Response to Rating Factors

Your project will be rated on the rating criteria as given in Part IV of the Policy Plan. Review the factors carefully and identify below how your project relates to the criteria. It is unlikely that any application will address all of the criteria. Indicate by N/A if the criteria is not applicable to your application. Limit your response to a maximum of 4 pages.

Briefly describe your project: (3 to 4 sentences)

1. Is the project you are proposing identified/prioritized in a community or agency plan? If so, explain how, identify the plan, and provide sufficient information to address rating criteria number 1.
2. Question 2 has three sections
 - a. Describe how you determined that the project is the most appropriate method to address the need. Describe the impact the project will have on the problem or condition the project is addressing.
 - b. Provide a schedule for completion of the project including specific milestones to be accomplished. Describe any potential obstacles in completing the project.
 - c. Describe how you determined costs. What is the status of any other funds needed to complete the project. Clarify the information in the budget forms if necessary.
3. Describe if you are collaborating or coordinating with other agencies to provide the service. Attach documentation if available.
4. Describe how the project addresses a basic need (food, shelter, or clothing).
5. Describe the impact the project will have on the lives of the people using the services/facility in relation to the cost of the service/facility.
6. Describe how the project will directly address the defined problem through prevention and thus reduce crises and the need for future services.
7. Describe how you will determine the success of the project. Results of the project that are defined in short and long term outcomes will receive a priority. Attachment C-6 can be used to help document this criteria.
8. Describe how the project directly addresses child care issues, preparing people to get a job and/or employs people who are currently on TANF.
9. Describe how the project addresses a problem that creates health and safety hazards for low and very low income persons

ATTACHMENT A-1 AGENCY STAFF AND BOARD PROFILE

AGENCY NAME: _____

PROJECT NAME: _____

CATEGORIES	Total Employees		Total* Minority		African American*		Asian/Pacific Islander*		Hispanic*		Native American/ Alaskan Native*		Senior Citizen (Over 60)		LOW INCOME	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
BOARD OF DIRECTORS																
OFFICIALS & ADMIN.																
PROFESSIONALS																
TECHNICIANS																
PROTECTIVE SVC. WORKERS																
PARA PROFESSIONALS																
OFFICE - CLERICAL																
SKILLED CRAFT																
SERVICE - MAINT.																
VOLUNTEERS																
OTHER																

Provide any documentation of affirmative action taken or proposed to increase minority/female representation on Board of Directors, volunteers or in the permanent work force.

Signature and Title of Applicant: _____ Date: _____

Attachment B-1 Agency CDBG/HOME History Form

Agency Name _____ Project Name _____

Provide a history of your agency's management of CDBG and/or HOME Projects since 2001.

Year	Project	Dollar Amount	Funds Expended by 12/31/03	CDBG or HOME	City or County Funds
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>

What is the agency's insurance program for general liability/officers and board/volunteers, etc.?

Does the agency have any threatened or pending litigation?

No Yes (if yes, attach explanation)

Does the agency have any audit or IRS problems?

No Yes (if yes, attach explanation)

Authorized Signature _____ Date _____

ATTACHMENT B-8
Salary Summary Public Service Projects

Agency Name: _____ Project Name _____

Description	2006 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
Salary Information	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
Totals	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
Total Salary and Fringe Costs	

Attachments C1 & C2 are separate files

Attachment C-3(a)
Sources of Financing - All Project Funding Sources

Agency Name _____ Project Name _____

Source (Name)	Committed	Conditional	Tentative
Federal: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
State: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Local: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Applicant: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Private: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
In-kind: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Subtotals:	\$ _____	\$ _____	\$ _____

TOTAL ALL FUNDING SOURCES \$ _____

Attachment C-3(b)
Use of Financing - All Funding Sources

Agency Name _____ Project Name _____

Project Cost	Amount	CDBG/HOME Funds	Other Source of Funds
PERSONNEL Managers Staff _____			
SUBTOTAL			
SUPPLIES/EQUIPMENT Office Supplies Equipment _____			
SUBTOTAL			
*ADMINISTRATION Advertising Audit Insurance/Bonds Postage/Printing Rent/Utilities Communication Training/Travel Transportation _____			
SUBTOTAL			
ACQUISITION COSTS Acquisition _____			
SUBTOTAL			
DEVELOPMENT SOFT COSTS Appraisal Design and A & E Processing/Settlement and Financing Marketing Operating Reserve _____			
SUBTOTAL			
DEVELOPMENT HARD COSTS Clearance/Demolition Construction Rehabilitation Improvements _____			
SUBTOTAL			
OTHER COSTS Relocation Operating/Maintenance expenses _____			
SUBTOTAL			

TOTAL PROJECT COST			
--------------------	--	--	--

**If your agency has an administrative overhead rate pre-approved, please attach documentation.*

ATTACHMENT C-4

National Objective and Eligibility Determination

Agency Name _____

Project Name _____

Indicate the national objective your project meets. Attach the documentation specified for the national objective (refer to PART V of this manual).

- Principally benefit low and very low income
 - Area Benefit (*Part V pages 1 and 2*)
 - Limited Clientele
 - At least 51% of beneficiaries are low or very low income persons/households (identify a, b, c, or d below; documentation will be determined by the letter selected)
 - (a) Presumed Benefit (*Part V page 1*)
 - (b) Agency Requires Client Information (*Part V page 3*)
 - (c) Income Eligibility Requirement (Direct Benefit)(*Part V pages 3 & 4*)
 - (d) Nature/location (*Part V page 4*)
 - Removal of Architectural Barriers (*Part V page 4*)
 - Assistance to Owners of Microenterprises (*Part V page 4*)
 - Employment Support Services (*Part V page 4 & 5*)
 - Housing Activities (Residential) (*Part V page 5*)
 - Job Creation or Retention - Economic Development (*Part V page 5*)
- Reduce or eliminate Slum or Blight (*Part V page 5*)

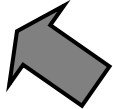
• _____ **Identify how you think your project is eligible according to CDBG requirements.**

_____ *Part V pages 6 through 10 provides additional information concerning eligibility requirements.*

- Acquisition of real property
- Acquisition, construction reconstruction or installation of public works facilities
- Code enforcement
- Clearance, demolition, removal, and rehabilitation of buildings and improvements
- Removal of material and architectural barriers which restrict the mobility and accessibility
- Public/human service
- Planning activities
- Assistance to Community Based Development Organizations (CBDO)
- Economic development project
- Housing services
- Assistance to facilitate economic development
- Assistance to expand homeownership
- Lead based paint hazard evaluation and reduction

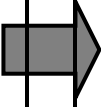
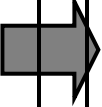
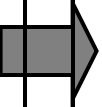
Attachment C-5 Outcome Evaluation

PROCESS			OUTCOME		
Resources	Activities	Outputs	Outcomes	Goals	
<p>Staff</p> <p>Violence Prevention Curriculum</p> <p>Partnerships: University, Counseling Center, Sheriff, Schools</p> <p>Participants</p>	<p>Delivery of violence prevention curriculum in the schools (pre-K through 4th Grade)</p> <p>Intensive Violence prevention groups to high risk youth</p> <p>DARE</p> <p>Family empowerment</p>	<p>4-6 hours of violence prevention education for 1890 students</p> <p>480 students receive intensive prevention training in 10 week groups of 6-10 students each</p> <p>185 at-risk families receive outreach assistance.</p>	<p>Improvement in healthy peer social communication</p> <p>reduction of violent behaviors in schools</p> <p>improved school related behaviors</p> <p>increase in family support</p> <p>consumer satisfaction</p>	<p>Violence prevention</p>	



**Attachment C-5
Outcome Evaluation**

PROCESS			OUTCOME		
Resources	Activities	Outputs	Outcomes	Goals	



Checklist for Public Service Application

- Application is complete and signed by authorized official
- All narrative questions have been answered and are included
- Board and Staff Profile with the names, addresses and associations of Board Members attached (A-1)
- Organizational chart showing all staff, board members and volunteer positions (A-2)
- Organizational Data (501(c)(3), public charter, etc.) (A-3)
- Non-Discrimination Policies (A-4)
- Mission Statement (A-5)
- Agency CDBG/HOME History Form (B-1)
- Summary of most recent financial audit (B-2)
- A statement of experience (B-3)
- Annual Report (B-4)
- IRS 990 (for non-profits) (B-5)
- Secretary of State CHO-1 Form (for non-profits) (B-6)
- Secretary of State Non-Profit Corporate Annual Report (for non-profits) (B-7)
- Salary Summary (B-8)
- Total Budget, Form 1 (C-1)
- 2003 Agency Budget, Form 2 (C-2)
- Sources of Financing (C-3(a))
- Uses of Financing (C-3(b))
- Commitment letters (C-4)
- Outcome Evaluation (C-5)
- Job Description (If requesting funding for personnel) (C-6)
- National Objective and Eligibility Determination (C-7)
- Attachments to demonstrate compliance with national objective
- The original plus five copies of the application are included



2006 Community Development Block Grant

PLANNING APPLICATION

Use this application for projects or programs which involve the development or implementation of community plans.

CDBG PLANNING APPLICATION

Application Contents

2006 CDBG Funding Application Form

Response to Rating Factors

Attachments

Attachment A (Organizational Capacity)

- **A-1 A Board Profile, attach the names and addresses of Board Members
- A-2 An organizational chart showing all staff, board members and volunteer positions
- A-3 Organizational Data (i.e. 501 (c)(3), public charter...)
- A-4 Non-Discrimination Policies
- A-5 Mission Statement

Attachment B (Organizational Financial Management)

- **B-1 Agency CDBG/HOME History Form
- B-2 Summary of most recent Financial Audit or Financial Statement prepared by an Accounting Firm.
- B-3 A statement of experience including operating statements and lender references and record of performance, qualifications, and capacity to carry out the project described in this application
- B-4 Annual Report
- B-5 IRS 990 (for non-profits)
- B-6 Secretary of State CHO-1 Form (for non-profits)
- B-7 Secretary of State Non-Profit Corporate Annual Report (for non-profits)
- **B-8 Salary Summary

Attachment C (Project Feasibility)

- **C-3a Sources of Financing
- **C-3b Uses of Financing
- C-7 Commitment letters from other funding sources for this project

**Form provided within packet



2006 CDBG FUNDING APPLICATION FORM

Check the appropriate box to identify the type of funds for which you are applying:

Public Service Planning Housing Capital Improvement

CDBG Fund Request \$ _____

Project Title _____
(If this project has been previously funded, please use the same title)

Project Description Funds will be used to *(25 words or less with specific numbers/goals):*

Project Location *(physical address)* _____

Geographic Service Area _____
Census Tract(s) _____

Number of Unduplicated People Directly Benefiting from this Project _____

Applicant Name _____

Mailing Address _____

Agency Director _____
Name Telephone #
e-mail address

Staff Contact _____
Name and Title Telephone and Fax #
e-mail address

Federal Tax I.D. # _____

Type of Organization: **Public Agency** _____
Private Nonprofit _____
Other *(Specify)* _____

Are you a Certified Housing Development Organization (CHDO) or Certified Community Based Development Organization (CBDO)? Yes No

If not, are you planning on becoming a Certified CHDO or CBDO? Yes No

Authorized Signature _____ Date _____

PLANNING APPLICATION

Response to Rating Factors

Your project will be rated on the rating criteria as given in Part IV of the Policy Plan. Review the factors carefully and identify below how your project relates to the criteria. It is unlikely that any application will address all of the criteria. Indicate by N/A if the criteria is not applicable to your application. Limit your response to a maximum of 4 pages.

Briefly describe your project: (3 to 4 sentences)

6. Describe the anticipated results of the planning activity. Explain if the plan will result in the development of specific community priorities.
7. Describe who will benefit from implementation of the planning effort and how they will benefit.
8. Describe if you are collaborating or coordinating with other agencies to develop the plan. Attach documentation if available.
4. Does the plan promote neighborhood and local improvements? Explain.

ATTACHMENT A-1 AGENCY STAFF AND BOARD PROFILE

AGENCY NAME: _____

PROJECT NAME: _____

CATEGORIES	Total Employees		Total* Minority		African American*		Asian/Pacific Islander*		Hispanic*		Native American/ Alaskan Native*		Senior Citizen (Over 60)		LOW INCOME	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
BOARD OF DIRECTORS																
OFFICIALS & ADMIN.																
PROFESSIONALS																
TECHNICIANS																
PROTECTIVE SVC. WORKERS																
PARA PROFESSIONALS																
OFFICE - CLERICAL																
SKILLED CRAFT																
SERVICE - MAINT.																
VOLUNTEERS																
OTHER																

Provide any documentation of affirmative action taken or proposed to increase minority/female representation on Board of Directors, volunteers or in the permanent work force.

Signature and Title of Applicant: _____ Date: _____

Attachment B-1 Agency CDBG/HOME History Form

Agency Name _____ Project Name _____

Provide a history of your agency's management of CDBG and/or HOME Projects since 2000.

Year	Project	Dollar Amount	Funds Expended by 12/31/03	CDBG or HOME	City or County Funds
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>

What is the agency's insurance program for general liability/officers and board/volunteers, etc.?

Does the agency have any threatened or pending litigation?

No Yes (if yes, attach explanation)

Does the agency have any audit or IRS problems?

No Yes (if yes, attach explanation)

Authorized Signature _____ Date _____

ATTACHMENT B-8
Salary Summary Planning Projects

Agency Name: _____ Project Name _____

Description	2005 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
Salary Information	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
Totals	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
Total Salary and Fringe Costs	

Attachment C-3(a)
Sources of Financing - All Project Funding Sources

Agency Name _____ Project Name _____

Source (Name)	Committed	Conditional	Tentative
Federal:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
State:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Local:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Applicant:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Private:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
In-kind:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Subtotals:	\$ _____	\$ _____	\$ _____

TOTAL ALL FUNDING SOURCES \$ _____

Attachment C-3(b)
Use of Financing - All Funding Sources

Agency Name _____ Project Name _____

Project Cost	Amount	CDBG/HOME Funds	Other Source of Funds
PERSONNEL Managers Staff _____			
SUBTOTAL			
SUPPLIES/EQUIPMENT Office Supplies Equipment _____			
SUBTOTAL			
*ADMINISTRATION Advertising Audit Insurance/Bonds Postage/Printing Rent/Utilities Communication Training/Travel Transportation _____			
SUBTOTAL			
ACQUISITION COSTS Acquisition _____			
SUBTOTAL			
DEVELOPMENT SOFT COSTS Appraisal Design and A & E Processing/Settlement and Financing Marketing Operating Reserve _____			
SUBTOTAL			
DEVELOPMENT HARD COSTS Clearance/Demolition Construction Rehabilitation Improvements _____			
SUBTOTAL			
OTHER COSTS Relocation Operating/Maintenance expenses _____			
SUBTOTAL			

TOTAL PROJECT COST			
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**If your agency has an administrative overhead rate pre-approved, please attach documentation.*

Checklist for Planning Application

- Application is complete and signed by authorized official
- All narrative questions have been answered and are included
- Board and Staff Profile with the names, addresses and associations of Board Members attached (A-1)
- Organizational chart showing all staff, board members and volunteer positions (A-2)
- Organizational Data (501(c)(3), public charter, etc.) (A-3)
- Non-Discrimination Policies (A-4)
- Mission Statement (A-5)
- Agency CDBG/HOME History Form (B-1)
- Summary of most recent financial audit (B-2)
- A statement of experience (B-3)
- Annual Report (B-4)
- IRS 990 (for non-profits) (B-5)
- Secretary of State CHO-1 Form (for non-profits) (B-6)
- Secretary of State Non-Profit Corporate Annual Report (for non-profits) (B-7)
- Salary Summary (B-8)
- Sources of Financing (C-3(a))
- Uses of Financing (C-3(b))
- Commitment letters (C-4)
- The original plus five copies of the application are included



2006 Community Development Block Grant

HOUSING PROJECTS APPLICATION

Use this application for projects which involve the acquisition, rehabilitation, and/or construction of real property for residential use.

CDBG HOUSING APPLICATION

Application Contents

2006 CDBG Funding Application Form

Response to Rating Factors

Attachments

Attachment A (Organizational Capacity)

- **A-1 A Board Profile, attach the names and addresses of Board Members
- A-2 An organizational chart showing all staff, board members and volunteer positions
- A-3 Organizational Data (i.e. 501 (c)(3), public charter...)
- A-4 Non-Discrimination Policies
- A-5 Mission Statement

Attachment B (Organizational Financial Management)

- **B-1 Agency CDBG/HOME History Form
- B-2 Summary of most recent Financial Audit or Financial Statement prepared by an Accounting Firm.
- B-3 A statement of experience including operating statements and lender references and record of performance, qualifications, and capacity to carry out the project described in this application
- B-4 Annual Report
- B-5 IRS 990 (for non-profits)
- B-6 Secretary of State CHO-1 Form (for non-profits)
- B-7 Secretary of State Non-Profit Corporate Annual Report (for non-profits)
- **B-8 Salary Summary

Attachment D (Project Feasibility)

- **D-1(a) Sources of Financing
- **D-1(b) Uses of Financing
- D-2 Commitment letters from other funding sources for this project
- D-3 Management Plan
- **D-4 National Objective and Eligibility Determination

Additionally, include the following Attachments if you propose any one activity with a total project cost greater than \$50,000.

- D-5 Operating Pro Forma
- D-6 Plans and Specs for the Project
- D-7 Relocation Plan, if appropriate

**Form provided within packet



2006 CDBG FUNDING APPLICATION FORM

Check the appropriate box to identify the type of funds for which you are applying:

Public Service Planning Housing Capital Improvement

CDBG Fund Request \$ _____

Project Title _____
(If this project has been previously funded, please use the same title)

Project Description Funds will be used to *(25 words or less with specific numbers/goals):*

Project Location *(physical address)* _____

Geographic Service Area _____
Census Tract(s) _____

Number of Unduplicated People Directly Benefiting from this Project _____

Applicant Name _____

Mailing Address _____

Agency Director _____
Name Telephone #
e-mail address

Staff Contact _____
Name and Title Telephone and Fax #
e-mail address

Federal Tax I.D. # _____

Type of Organization: **Public Agency** _____
Private Nonprofit _____
Other *(Specify)* _____

Are you a Certified Housing Development Organization (CHDO) or Certified Community Based Development Organization (CBDO)? Yes No

If not, are you planning on becoming a Certified CHDO or CBDO? Yes No

Authorized Signature _____ Date _____

2005 Housing Application Response to Rating Factors

Your project will be rated on the rating criteria as given in Part IV of the Policy Plan. Review the factors carefully and identify below how your project relates to the criteria. It is unlikely that any application will address all of the criteria. Indicate by N/A if the criteria is not applicable to your application. Limit your response to a maximum of 4 pages.

Briefly describe your project: (3 to 4 sentences)

9. Is the project you are proposing identified/prioritized in a community or agency plan? If so, explain how, identify the plan, and provide sufficient information to address rating criteria number 1.
10. Question 2 has three sections
 - d. Describe how you determined that the project is the most appropriate method to address the need. Describe the impact the project will have on the problem or condition the project is addressing.
 - e. Provide a schedule for completion of the project including specific milestones to be accomplished. Describe any potential obstacles in completing the project.
 - f. Describe how you determined costs. What is the status of any other funds needed to complete the project. Clarify the information on the budget form if necessary.
11. Does your project promote homeownership either through rehabilitation or homebuyer assistance programs? Explain.
12. Does your project leverage private funds or other public funds? How much will the CDBG funds leverage? Attach documentation if available.
13. Describe the impact the project will have on the lives of the people using the services/facility in relation to the cost of the service/facility.
14. Does your project provide grants or loans? What are the terms?
15. Do you require that units are brought to federal housing quality standards (HQS)? If so how do you determine that they are brought to HQS.
16. Does your housing program have adopted post assistance maintenance requirements? Attach a copy of the requirements if it does.
17. Describe how the project addresses a problem that results in health and safety hazards for low and very low income persons

ATTACHMENT A-1 AGENCY STAFF AND BOARD PROFILE

AGENCY NAME: _____ PROJECT NAME _____

CATEGORIES	Total Employees		Total* Minority		African American*		Asian/Pacific Islander*		Hispanic*		Native American/ Alaskan Native*		Senior Citizen (Over 60)		LOW INCOME	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
BOARD OF DIRECTORS																
OFFICIALS & ADMIN.																
PROFESSIONALS																
TECHNICIANS																
PROTECTIVE SVC. WORKERS																
PARA PROFESSIONALS																
OFFICE - CLERICAL																
SKILLED CRAFT																
SERVICE - MAINT.																
VOLUNTEERS																
OTHER																

Provide any documentation of affirmative action taken or proposed to increase minority/female representation on Board of Directors, volunteers or in the permanent work force.

Signature and Title of Applicant: _____ Date: _____

Attachment B-1 Agency CDBG/HOME History Form

Agency Name _____ Project Name _____

Provide a history of your agency's management of CDBG and/or HOME Projects since 1999.

Year	Project	Dollar Amount	Funds Expended by 12/31/03	CDBG or HOME	City or County Funds
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>

What is the agency's insurance program for general liability/officers and board/volunteers, etc.?

Does the agency have any threatened or pending litigation?

No Yes (if yes, attach explanation)

Does the agency have any audit or IRS problems?

No Yes (if yes, attach explanation)

Authorized Signature _____ Date _____

Attachment D-1(a)
Sources of Financing - All Project Funding Sources

Agency Name _____ Project Name _____

Description	2005 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
Salary Information	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
Totals	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
Total Salary and Fringe Costs	

Attachment D-1(b)
Use of Financing - All Funding Sources

Agency Name _____ Project Name _____

Project Cost	Amount	CDBG/HOME Funds	Other Source of Funds
PERSONNEL Managers Staff <hr/> SUBTOTAL			
SUPPLIES/EQUIPMENT Office Supplies Equipment <hr/> SUBTOTAL			
*ADMINISTRATION Advertising Audit Insurance/Bonds Postage/Printing Rent/Utilities Communication Training/Travel Transportation <hr/> SUBTOTAL			
ACQUISITION COSTS Acquisition <hr/> SUBTOTAL			
DEVELOPMENTAL SOFT COSTS Appraisal Design and A & E Processing/Settlement and Financing Marketing Operating Reserve <hr/> SUBTOTAL			
DEVELOPMENTAL HARD COSTS Clearance/Demolition Construction Rehabilitation Improvements <hr/> SUBTOTAL			
OTHER COSTS Relocation Operating/Maintenance expenses <hr/> SUBTOTAL			

TOTAL PROJECT COST			
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**If your agency has an administrative overhead rate pre-approved, please attach documentation.*

ATTACHMENT D-4 National Objective and Eligibility Determination

Agency Name _____ Project Name _____

Indicate the national objective your project meets. Attach the documentation specified for the national objective (refer to PART V of this manual).

- Principally benefit low and very low income
 - Area Benefit (*Part V pages 1 and 2*)
 - Limited Clientele
 - At least 51% of beneficiaries are low or very low income persons/households (identify a, b, c, or d below; documentation will be determined by the letter selected)
 - (a) Presumed Benefit (*Part V page 1*)
 - (b) Agency Requires Client Information (*Part V page 3*)
 - (c) Income Eligibility Requirement (Direct Benefit)(*Part V pages 3 & 4*)
 - (d) Nature/location (*Part V page 4*)
 - Removal of Architectural Barriers (*Part V page 4*)
 - Assistance to Owners of Microenterprises (*Part V page 4*)
 - Employment Support Services (*Part V page 4 & 5*)
 - Housing Activities (Residential) (*Part V page 5*)
 - Job Creation or Retention - Economic Development (*Part V page 5*)
- Reduce or eliminate Slum or Blight (*Part V page 5*)

• **_____ Identify how you think your project is eligible according to CDBG requirements.**

_____ *Part V pages 6 through 10 provides additional information concerning eligibility requirements.*

- Acquisition of real property
- Acquisition, construction reconstruction or installation of public works facilities
- Code enforcement
- Clearance, demolition, removal, and rehabilitation of buildings and improvements
- Removal of material and architectural barriers which restrict the mobility and accessibility
- Public/human service
- Planning activities
- Assistance to Community Based Development Organizations (CBDO)
- Economic development project
- Housing services
- Assistance to facilitate economic development
- Assistance to expand homeownership
- Lead based paint hazard evaluation and reduction

Checklist for Housing Application

- Application is complete and signed by authorized official
- All narrative questions have been answered and are included
- Board and Staff Profile with the names, addresses and associations of Board Members attached (A-1)
- Organizational chart showing all staff, board members and volunteer positions (A-2)
- Organizational Data (501(c)(3), public charter, etc.) (A-3)
- Non-Discrimination Policies (A-4)
- Mission Statement (A-5)
- Agency CDBG/HOME History Form (B-1)
- Summary of most recent financial audit (B-2)
- A statement of experience (B-3)
- Annual Report (B-4)
- IRS 990 (for non-profits) (B-5)
- Secretary of State CHO-1 Form (for non-profits) (B-6)
- Secretary of State Non-Profit Corporate Annual Report (for non-profits) (B-7)
- Salary Summary (B-8)
- Sources of Financing (D-1(a))
- Uses of Financing (D-1(b))
- Commitment letters (D-2)
- Management Plan (D-3)
- National Objective and Eligibility Determination (D-4)
- Attachments to demonstrate compliance with national objective
- Operating Pro Forma (D-5)
- Plans and Specs for the Project (D-6)
- Relocation Plan, if appropriate (D-7)
- The original plus five copies of the application are included



2006 Community Development Block Grant

CAPITAL PROJECTS APPLICATION

Use this application for projects which involve public facilities or the acquisition, rehabilitation, and/or construction of real property.

CDBG CAPITAL APPLICATION

Application Contents

2006 CDBG Funding Application Form

Response to Rating Factors

Attachments

Attachment A (Organizational Capacity)

- **A-1 A Board Profile, attach the names and addresses of Board Members
- A-2 An organizational chart showing all staff, board members and volunteer positions
- A-3 Organizational Data (i.e. 501 (c)(3), public charter...)
- A-4 Non-Discrimination Policies
- A-5 Mission Statement

Attachment B (Organizational Financial Management)

- **B-1 Agency CDBG/HOME History Form
- B-2 Summary of most recent Financial Audit or Financial Statement prepared by an Accounting Firm.
- B-3 A statement of experience including operating statements and lender references and record of performance, qualifications, and capacity to carry out the project described in this application
- B-4 Annual Report
- B-5 IRS 990 (for non-profits)
- B-6 Secretary of State CHO-1 Form (for non-profits)
- B-7 Secretary of State Non-Profit Corporate Annual Report (for non-profits)
- B-8 Salary Summary

Attachment E (Project Feasibility)

- **E-1a Sources of Financing
- **E-1b Use of Financing
- E-2 Commitment letters from other funding sources for this project
- E-3 Management Plan
- E-4 National Objective and Eligibility Determination
- **E-5 Preliminary Environmental Review Checklist

Additionally, include the following Attachments if you propose any one activity with a total project cost greater than \$50,000.

- E-6 Operating Pro Forma
- E-7 Plans and Specs for the Project
- E-8 Relocation Plan, if appropriate

**Form provided within packet



2006 CDBG FUNDING APPLICATION FORM

Check the appropriate box to identify the type of funds for which you are applying:

Public Service Planning Housing Capital Improvement

CDBG Fund Request \$ _____

Project Title _____
(If this project has been previously funded, please use the same title)

Project Description Funds will be used to *(25 words or less with specific numbers/goals):*

Project Location *(physical address)* _____

Geographic Service Area _____
Census Tract(s) _____

Number of Unduplicated People Directly Benefiting from this Project _____

Applicant Name _____

Mailing Address _____

Agency Director _____
Name Telephone #
e-mail address

Staff Contact _____
Name and Title Telephone and Fax #
e-mail address

Federal Tax I.D. # _____

Type of Organization: **Public Agency** _____
Private Nonprofit _____
Other *(Specify)* _____

Are you a Certified Housing Development Organization (CHDO) or Certified Community Based Development Organization (CBDO)? Yes No
If not, are you planning on becoming a Certified CHDO or CBDO? Yes No

Authorized Signature _____ Date _____

CAPITAL APPLICATION

Response to Rating Factors

Your project will be rated on the rating criteria as given in Part IV of the Policy Plan. Review the factors carefully and identify below how your project relates to the criteria. It is unlikely that any application will address all of the criteria. Indicate by N/A if any criterion is not applicable to your application. Limit your response to a maximum of 4 pages.

Briefly describe your project (3 to 4 sentences).

18. Is the project you are proposing identified / prioritized in a community or agency plan? If so, explain how, identify the plan, and provide sufficient information to address rating criterion number 1.

19. Question 2 has three sections:

- g. Describe how you determined that the project is the most appropriate method to address the need. Describe the impact the project will have on the problem or condition the project is addressing.
- h. Provide a schedule for completion of the project including specific milestones to be accomplished. Describe any potential obstacles in completing the project.
- i. Describe how you determined costs. What is the status of any other funds needed to complete the project. Clarify the information on the budget form if necessary.

20. Does the project address slum and blighting conditions in an area meeting the definition of a slum and blight area under state or local law? Attach documentation.

21. Will your program require additional maintenance funding after initial assistance from CDBG? Attach a copy of the requirements if it does.

22. Describe the impact the project will have on the lives of the people using the services/facility in relation to the cost of the service/facility.

23. Describe how the project addresses a problem resulting in health and safety hazards for low and very low income persons.

24. Does your project leverage private funds or other public funds? How much will the CDBG funds leverage? Attach documentation if available.

ATTACHMENT A-1 AGENCY STAFF AND BOARD PROFILE

AGENCY NAME: _____

PROJECT NAME: _____

CATEGORIES	Total Employees		Total* Minority		African American*		Asian/Pacific Islander*		Hispanic*		Native American/ Alaskan Native*		Senior Citizen (Over 60)		LOW INCOME	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
BOARD OF DIRECTORS																
OFFICIALS & ADMIN.																
PROFESSIONALS																
TECHNICIANS																
PROTECTIVE SVC. WORKERS																
PARA PROFESSIONALS																
OFFICE - CLERICAL																
SKILLED CRAFT																
SERVICE - MAINT.																
VOLUNTEERS																
OTHER																

Provide any documentation of affirmative action taken or proposed to increase minority/female representation on Board of Directors, volunteers or in the permanent work force.

Signature and Title of Applicant: _____ Date: _____

Attachment B-1 Agency CDBG/HOME History Form

Agency Name _____ Project Name _____

Provide a history of your agency's management of CDBG and/or HOME Projects since 2000.

Year	Project	Dollar Amount	Funds Expended by 12/31/03	CDBG or HOME	City or County Funds
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>
				CDBG <input type="checkbox"/>	COUNTY <input type="checkbox"/>
				HOME <input type="checkbox"/>	CITY <input type="checkbox"/>

What is the agency's insurance program for general liability/officers and board/volunteers, etc.?

Does the agency have any threatened or pending litigation?

No Yes (if yes, attach explanation)

Does the agency have any audit or IRS problems?

No Yes (if yes, attach explanation)

Authorized Signature _____ Date _____

ATTACHMENT B-8
Salary Summary Capital Projects

Agency Name _____ Project Name _____

Description	2005 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
Salary Information	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
Totals	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
Total Salary and Fringe Costs	

Attachment E-1(a)
Sources of Financing - All Project Funding Sources

Agency Name _____ Project Name _____

Source (Name)	Committed	Conditional	Tentative
Federal: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
State: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Local: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Applicant: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Private: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
In-kind: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Subtotals:	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDING SOURCES \$ _____			

Attachment E-1(b)
Use of Financing - All Funding Sources

Agency Name _____ Project Name _____

Project Cost	Amount	CDBG/HOME Funds	Other Source of Funds
PERSONNEL Managers Staff _____			
SUBTOTAL			
SUPPLIES/EQUIPMENT Office Supplies Equipment _____			
SUBTOTAL			
*ADMINISTRATION Advertising Audit Insurance/Bonds Postage/Printing Rent/Utilities Communication Training/Travel Transportation _____			
SUBTOTAL			
ACQUISITION COSTS Acquisition _____			
SUBTOTAL			
DEVELOPMENT SOFT COSTS Appraisal Design and A & E Processing/Settlement and Financing Marketing Operating Reserve _____			
SUBTOTAL			
DEVELOPMENT HARD COSTS Clearance/Demolition Construction Rehabilitation Improvements _____			
SUBTOTAL			
OTHER COSTS Relocation Operating/Maintenance expenses _____			
SUBTOTAL			
TOTAL PROJECT COST			

**If your agency has an administrative overhead rate pre-approved, please attach documentation.*

ATTACHMENT E-4 National Objective and Eligibility Determination

Agency Name _____ Project Name _____

Indicate the national objective your project meets. Attach the documentation specified for the national objective (refer to PART V of this manual).

- Principally benefit low and very low income
- Area Benefit (*Part V pages 1 and 2*)
- Limited Clientele
 - At least 51% of beneficiaries are low or very low income persons/households (identify a, b, c, or d below; documentation will be determined by the letter selected)
 - (a) Presumed Benefit (*Part V page 1*)
 - (b) Agency Requires Client Information (*Part V page 3*)
 - (c) Income Eligibility Requirement (Direct Benefit)(*Part V pages 3 & 4*)
 - (d) Nature/location (*Part V page 4*)
 - Removal of Architectural Barriers (*Part V page 4*)
 - Assistance to Owners of Microenterprises (*Part V page 4*)
 - Employment Support Services (*Part V page 4 & 5*)
- Housing Activities (Residential) (*Part V page 5*)
- Job Creation or Retention - Economic Development (*Part V page 5*)
- Reduce or eliminate Slum or Blight (*Part V page 5*)

• **Identify how you think your project is eligible according to CDBG requirements.**

_____ *Part V pages 6 through 10 provides additional information concerning eligibility requirements.*

- Acquisition of real property
- Acquisition, construction reconstruction or installation of public works facilities
- Code enforcement
- Clearance, demolition, removal, and rehabilitation of buildings and improvements
- Removal of material and architectural barriers which restrict the mobility and accessibility
- Public/human service
- Planning activities
- Assistance to Community Based Development Organizations (CBDO)
- Economic development project
- Housing services
- Assistance to facilitate economic development
- Assistance to expand homeownership
- Lead based paint hazard evaluation and reduction

**Attachment E-5
CDBG Capital Projects
Preliminary Environmental Review Questionnaire**

At the site under consideration for the project, please make an observation for each of the seven Compliance Factors listed below. Enter a "Y" for Yes or "N" for No in the space for the given condition. Fill in the blank with the appropriate answer for all other questions.

Project Name and Address: _____

ENVIRONMENTAL COMPLIANCE FACTORS

1.) HISTORIC PRESERVATION

- Does the project involve a building greater than 50 years old? _____
- If yes, does the project involve rehabilitation of some sort? _____
- Are you aware of any historically significant events that have taken place at the site? _____

Note: If the structure is greater than 50 years old and rehabilitation is proposed, the State Historic Preservation Officer (SHPO) must be contacted (as well as any local historic office). If the property is on the National Register of Historic Places (NRHP), eligible for listing, located in a Historic District, or adjacent to a NHRP, additional action may be required.

2.) FLOODPLAIN MANAGEMENT

- Is the property where the proposed project is located in a Coastal High Hazard Area, flood way or have a finished floor below the 100 year flood plain? _____
- Does the project propose the development of impervious surfaces (roof or concrete)? _____
- If yes, approximately how many square feet of impervious surface will be developed? _____

Note: Property in a flood plain will require flood insurance. If you need help making this determination, you may contact Shirley Aird at the City of Bremerton, Community Development Office at (360) 473-5211 for information regarding the Floodplain areas of Bremerton.

3.) COASTAL ZONE MANAGEMENT

- Is the proposed project site within 200 ft. of the Ordinary High Water Mark? _____

"Ordinary high water mark" on all lakes, streams, and tidal water is that mark that will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, as to mark upon the soil a character distinct from that of the abutting upland, in respect to vegetation as that condition exists on June 1, 1971, as it may naturally change thereafter, or as it may change thereafter in accordance with permits issued by a local government or the department: PROVIDED, That in any area where the ordinary high water mark cannot be found, the ordinary high water mark adjoining salt water shall be the line of mean higher high tide and the ordinary high water mark adjoining fresh water shall be the line of mean high water.

4.) WETLANDS PROTECTION

- Does the site or the adjacent areas of the proposed project have the appearance of a swamp, marsh, or slough? _____
- Does the project appear to be wet (standing water) at any time of the year? _____

5.) NOISE

- Is the proposed project site within 1,000 feet of a Highway (usually a four lane road) _____
- or within 3,000 feet of a Railroad? _____

6.) ENDANGERED SPECIES

- Is the proposed project site a habitat area for any endangered species? _____

7.) AIR

- Do you know if the proposed project site has any asbestos located on the property? _____

8.) HAZARDS

A.) Explosive or Flammable Tanks

- Does the site for the proposed project have any visible storage tanks for a flammable substance within a quarter (1/4) of a mile? _____
- Is the proposed site within a quarter (1/4) of a mile from a loading terminal for a flammable substance? _____

- Does the proposed site have high pressure gas lines or overhead transmission lines present within 200 square feet? _____

B.) Hazardous Waste

- Will the proposed project be located on fill land? _____
- If yes, what materials were used for the fill? _____
- Is the project area on or near a site suspected of posing a potential environmental hazard such as a dump, land fill, or industrial location containing hazardous wastes? _____

9.) LAND USE HISTORY

- What, if any, prior uses existed on the property?

Note: A “Yes” response to any of these questions may be an indicator that some form of mitigation could be required for the project.

Signature of Applicant or Agency Representative

Name (PRINTED)

Date

Checklist for Capital Application

- Application is complete and signed by authorized official
- All narrative questions have been answered and are included
- Board and Staff Profile with the names, addresses and associations of Board Members attached (A-1)
- Organizational chart showing all staff, board members and volunteer positions (A-2)
- Organizational Data (501(c)(3), public charter, etc.) (A-3)
- Non-Discrimination Policies (A-4)
- Mission Statement (A-5)
- Agency CDBG/HOME History Form (B-1)
- Summary of most recent financial audit (B-2)
- A statement of experience (B-3)
- Annual Report (B-4)
- IRS 990 (for non-profits) (B-5)
- Secretary of State CHO-1 Form (for non-profits) (B-6)
- Secretary of State Non-Profit Corporate Annual Report (for non-profits) (B-7)
- Sources of Financing (E-1(a))
- Uses of Financing (E-1(b))
- Commitment letters (E-2)
- Management Plan (E-3)
- National Objective and Eligibility Determination (E-4)
- Attachments to demonstrate compliance with national objective
- Operating Pro Forma (E-5)
- Plans and Specs for the Project (E-6)
- Relocation Plan, if appropriate (E-7)
- The original plus five copies of the application are included