



**Department of Community Development**

**2007 CDBG/HOME POLICY PLAN**

**and**

**APPLICATION FOR FUNDING**

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## CDBG/HOME STAFF CONTACTS

### ADMINISTRATION AND PUBLIC SERVICE ACTIVITIES

#### Program Administrator

Telephone: (360) 473-5375  
Fax: (360) 473-5138  
E-Mail:  
Mailing address: City of Bremerton  
Department of Community Development  
345 6<sup>th</sup> Street, Suite 600  
Bremerton, WA 98337-1873

### PLANNING AND CAPITAL PROJECTS

#### Betsy Howe, Program Coordinator

Telephone: (360) 473-5211  
Fax: (360) 473-5138  
E-Mail: [Betsy.Howe@ci.bremerton.wa.us](mailto:Betsy.Howe@ci.bremerton.wa.us)  
Mailing address: City of Bremerton  
Department of Community Development  
345 6<sup>th</sup> Street, Suite 600  
Bremerton, WA 98337-1873

## 2007 CDBG ALLOCATION SCHEDULE

Wednesday	04/12/06	Advertise Availability of 2007 Draft Policy Plan (Ad to be placed in <i>The Sun</i> ) <a href="http://www.ci.bremerton.wa.us">www.ci.bremerton.wa.us</a>
Wednesday	04/26/06	Public Meeting on 2007 Draft Policy Plan DCD Conference Room, 345 6 <sup>th</sup> Street, Suite 600, 3:00 PM
Wednesday	05/10/06	Present Proposed 2007 Policy Plan/New Advisory Board Member at City Council Study Session, City Council Office, Suite 600 5:00PM
Wednesday	05/17/06	Bremerton City Council Public Hearing on 2007 Policy Plan 345 6th Street, 5:30 PM
Friday	05/19/06	Final 2007 Policy Plan and Application Packet Available 345 6th Street, Suite 600, DCD <a href="http://www.ci.bremerton.wa.us">www.ci.bremerton.wa.us</a>
Wednesday	06/07/06	Technical Assistance Meeting City Council Chambers, 345 6 <sup>th</sup> Street, 1 <sup>st</sup> Floor
Friday	07/21/06	Applications Due in City of Bremerton, by 5:00 p.m. DCD, 345 6th Street, Suite 600 ( <i>Postmark is not acceptable</i> )
Thursday	08/03/06	Advisory Committee Member Training City Council Chambers, 345 6th Street, 1st Floor
Monday to Friday	07/24/06 08/18/06	Staff Technical Review
Monday	08/21/06	Application Package to Citizen Advisory Committees
Monday to Friday	08/28/06 09/01/06	CDBG Advisory Committee Review and Interviews
Tuesday	09/05/06	Advisory Committee Recommendations to DCD Staff
Thursday	09/07/06	Funding recommendations posted on City's website
Tuesday	09/12/06	Public Meeting to Comment on Funding Recommendations DCD Conference Room, 345 6th Street, 3:00 PM
Wednesday	09/27/06	City Council Committee meeting on Funding Recommendations Publish DRAFT Action Plan to HUD
Wednesday	10/04/06	City Council Hearing on Funding Recommendations 345 6 <sup>th</sup> Street, 5:30PM
Thursday	10/27/06	Annual Action Plan to HUD
Sunday	1/01/07	CDBG Program Year Begins

## CDBG PUBLIC SERVICE CITIZEN ADVISORY COMMITTEE

<b>Position</b>	<b>Term</b>
<ul style="list-style-type: none"> <li>• 1 Member from the City at large <b>Open</b></li> </ul>	1/1/06-12/31/08
<ul style="list-style-type: none"> <li>• 2 Members from the West Bremerton Area <b>Tina Davis</b> <b>Faye Flemister</b></li> </ul>	1/1/04-12/31/06 1/1/04-12/31/07
<ul style="list-style-type: none"> <li>• 2 Members from the East Bremerton Area <b>Open</b> <b>Ronald Smith</b></li> </ul>	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"> <li>• 1 Councilmember (appointed by the Council President) <b>Will Maupin</b></li> </ul>	1/1/04-12/31/06
<ul style="list-style-type: none"> <li>• 1 Planning Commissioner (appointed by Commission President) <b>Jessica Kennedy</b></li> </ul>	1/1/04-12/31/06

### **Three Community Members appointed by the Mayor:**

<ul style="list-style-type: none"> <li>• 1 Member from the City at large <b>Open</b></li> </ul>	1/1/06-12/31/08
<ul style="list-style-type: none"> <li>• 1 Member from the West Bremerton Area <b>Open</b></li> </ul>	1/1/04-12/31/06
<ul style="list-style-type: none"> <li>• 1 Member from the East Bremerton Area <b>Mike Eversole</b></li> </ul>	1/1/04-12/31/07

From then on 3 year staggered term

<b>2007 PROPOSED DISTRIBUTION OF CDBG FUNDS</b>
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**Estimated Funding Available for the 2007 CDBG Allocation Process**

Tentative Estimate of 2007 Entitlement	(2006 allocation less anticipated 7% cut)	511,985
Tentative Program Income (PI) Available		120,000
<b>Total Entitlement + PI</b>		<b>631,985</b>
Reallocated Funds prior year projects:		0
<b>Total Available for allocation</b>		<b>631,985</b>
Available for 2006 Public Service (15% of entitlement + PI )		<b>94,798</b>
Available for COB DCD 2006 Planning and Admin (20% of entitlement + PI)		<b>126,397</b>
	subtotal	221,195
Available for Capital Projects ( 65% of entitlement + PI + recaptured capital project funds)		<b>410,790</b>
		<b>631,985</b>

# 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 an 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 2005-2008 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 citizen 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 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 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 Kitsap 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 Kitsap 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). The Consolidated Plan is available online at <http://www.ci.bremerton.wa.us/display.php?id=790> or a copy can be requested from the City of Bremerton Department of Community Development.

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 (KCCCHA) 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 Kitsap 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 Kitsap 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 Kitsap 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 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 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 /or decrease. 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 Kitsap 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 Department of Community Development 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 Department of Community Development 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)473-5211.

**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 Kitsap 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 6<sup>th</sup> 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 2007 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 three threshold requirements. It must: 1) be implemented by an eligible applicant/recipient; 2) be eligible under the CDBG program requirements (24 CFR parts 570.201-270.207); and 3) meet one of the three national objectives.

### **How much money is available?**

In 2006 the City of Bremerton received \$550,522. The amount for 2007 is dependent on the federal HUD budget and will not be known until it is appropriated. It is estimated that the program will receive a reduction in funds. We are estimating the annual entitlement to be available in 2007 at \$511,985. For more detailed estimated funding information please see page v.

### **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 micro enterprise activities.

Faith based organizations consistent with the President's initiative

*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 III 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 III 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.

### **What constitutes a complete application?**

- All required elements are included and complete (applicants will have the opportunity to repair **minor** clerical errors).
- The application must meet HUD's three Threshold Requirements:
  - The applicant is eligible as of the application due date.
  - The project or activity addresses a National Objective (for CDBG applications)
  - The project or activity is eligible under the CDBG or HOME program.

**How do I apply?**

Complete an application and submit (**POSTMARK IS NOT ACCEPTABLE**) by **4:30 PM on July 21, 2006** 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 August 28<sup>th</sup> – September 1, 2006.

**How do I get help with the application?**

Attend the pre-application workshop scheduled June 7, 2006 at the Norm Dicks Government Center Council Chambers, 345 6th Street, 1<sup>st</sup> Floor, Bremerton. Community Development workshops will be held at 9 am and Public Service workshops will be held at 1 pm. Call Betsy Howe at 473-5211 or 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 2007 Action Plan.

The 2007 Action Plan will be sent to the U.S. Department of Housing and Urban Development by November 15, 2006 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 sub recipients 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 Investment Partnerships 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 \$425,547 in HOME funds will be available through the City in 2007. 15% or approximately \$63,832 will be available to Community Development Housing Organizations (CHDOs) and 5% or approximately \$21,277 will be available to Kitsap County for administration and 5% or approximately \$21,277 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 the City's Department of Community Development (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 may present the proposed project to an interview panel.

(If Panel is used):

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 473-5375 if you are interested in applying for funds under the HOME Program.

## PART II 2007 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 2006 through 2010. 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 can be viewed in its entirety online at: <http://www.ci.bremerton.wa.us/display.php?id=790>. 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;
- ◆ Provide critical supportive services to support housing options for the homeless.

### 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 and City 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;
- ◆ Promote equal treatment of all who seek homeownership by removing impediments to fair housing.

### **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 community wide planning efforts;
- ◆ 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 skills;
- ◆ 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;
- ◆ Encourage and foster new businesses offering living wage jobs in the County.

What is the proposed distribution of 2007 CDBG funds?

<b>Public/Human Services</b>	\$94,798
<i>15% maximum</i>	
<b>Planning &amp; Administration</b>	\$126,397
<i>20% maximum</i>	
<b>Capital Projects</b>	\$410,790
<b>ESTIMATED TOTAL</b>	\$631,985

**Note:** The amount the City will receive in 2007 is an estimate. We will not know the actual amount until Congress approves the federal HUD budget.

### **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

## **How will Projects be selected for funding?**

All 2007 applications will be reviewed and rated against the City of Bremerton policies for the use of these funds. The Review Team, which will consist of CDBG program staff, City accountants, and a Citizens' Advisory Committee, will review the submission requirements, agency capacity, and the program/project. An interview with the Citizens' Advisory Committee will also be considered. The review process is summarized below:

### **Step 1 – Submission Requirements**

CDBG Staff will review the application to ensure:

- Application is complete (applicants may have the opportunity to repair minor clerical errors)
- Applicant meets eligibility requirements as of the application due date
- Project or activity addresses a national objective
- Project or activity is eligible under the CDBG program
- Project is consistent with the Consolidated Plan and Priority Needs

### **Step 2 – Technical review**

A review team, composed of CDBG staff and City accountants, will review the organizational capacity of the agency (see rating sheet on page 12), and the fiscal capacity of the agency (see rating sheet on page 13). Performance records of previous CDBG or HOME recipients will also be considered. Results of this Review will be shared with the Citizens' Advisory Committee before interviews.

### **Step 3 – Project Proposal Review and Interviews**

The Citizens' Advisory Committee assigned to each group of projects will review all applications, meet with the Review Team to review technical scoring, and conduct agency interviews. They will consider Priority Needs, project and agency effectiveness and readiness, Family Policy Principles, and the mix of overall requests. They will deliberate (using the Citizen Advisory Committee Application Review Sheet on page 14) and compile a list of funding recommendations. These recommendations will be presented and discussed at a public meeting on September 12, 2006 at the City's Department of Community Development conference room (see calendar on page iii of this Plan). The recommendations will then be presented to the Bremerton City Council at a Public Hearing on October 4, 2006. The final funding decision will be made by the City Council at the same Public Hearing. CDBG staff will submit the 2007 Action Plan to HUD on November 1, 2006.

## ORGANIZATIONAL CAPACITY

Name of Applicant \_\_\_\_\_

<b>Board and Staff Profile</b>	<b>0-20 Points</b>	<b>Score</b>
Board reflects a diverse representation of the community including minority and consumer participation, professionals from the community at large, persons with low incomes, and consumer advocates	<b>0-10 Points</b>	
Board membership provides sufficient opportunities for community participation (i.e. board vacancies, size and term length)	<b>0-10 Points</b>	
<b>Organizational Chart</b>	<b>0-15 Points</b>	
Organizational structure of the agency is clearly defined	<b>0-5 Points</b>	
Program is adequately staffed / supervised	<b>0-5 Points</b>	
Chart reflects sufficient staffing and structure for the requested services / project identified in the application	<b>0-5 Points</b>	
<b>Organizational Data</b>	<b>0-10 Points</b>	
Includes documentation that authorizes organization to conduct CDBG/HOME activities (i.e. 501(c)(3), public charter, business license, etc.), along with Statement of Experience, IRS 990, and Secretary of State CHO-1 and Annual Report	<b>0-5 Points</b>	
Proposed Project aligns with the Mission Statement	<b>0-5 Points</b>	
<b>Non-Discrimination Policies</b>	<b>0-5 Points</b>	
Agency has adopted a policy of non-discrimination based on handicap, gender, race, etc. for all staff, volunteers, clients and participants, and does not deny program benefits for any persons needing reasonable accommodation	<b>0-5 Points</b>	
<b>Total Rating:</b>		
Comments: _____ _____ _____		
Reviewer: _____ Title: _____ Date: _____		

## ORGANIZATIONAL FINANCIAL MANAGEMENT

Name of Applicant \_\_\_\_\_

<b>For Non-Profits Only</b>	<b>0-15 Points</b>	<b>Score</b>
<b>IRS 990</b> is consistent with submitted audit and Secretary of State Annual Report	<b>0-5 Points</b>	
<b>Secretary of State CHO-1 Form</b> (for non-profits) is consistent with submitted audit and Secretary of State Annual Report	<b>0-10 Points</b>	
<b>Secretary of State Non-Profit Corporate Annual Report</b> is consistent with submitted audit and agency's own annual report	<b>0-5 Points</b>	
<b>Organizations other than Non-Profits</b>	<b>0-15 Points</b>	
Records and program documents support investment in activities to Benefit low-income individuals	<b>0-5 Points</b>	
Organization clearly demonstrates reinvestment in community	<b>0-5 Points</b>	
Demonstrates compliance with Generally Acceptable Accounting Principles	<b>0-5 Points</b>	
<b>For All Organizations</b>	<b>0-35 Points</b>	
<b>Audit of Financial Statements</b> Agency has independent review or audit by a CPA (as required by HUD) for the last fiscal year	<b>0-5 Points</b>	
<b>Independent Review</b> <b>OR Audit</b>	<b>0-10 Points</b>	
Audit or financial statement demonstrates adequate financial management (includes Management report)	<b>0-5 Points</b>	
<b>Independent Review</b> <b>OR Audit</b>	<b>0-10 Points</b>	
<b>Annual Report</b> Agency's Annual Report is completed for the last fiscal year	<b>0-15 Points</b>	
<b>Total Rating:</b>		
Comments: _____ _____ _____		
Reviewer: _____ Title: _____ Date: _____		

## CITIZEN ADVISORY BOARD APPLICATION REVIEW SHEET

### 1. Review of Organizational Capacity Report:

Are there remaining questions from the review sheet?

### 2. Review of Organizational Financial Management:

Are there remaining questions from the review sheet?

### 3. Review of Application:

#### A. Narrative Questions

- i. Does the proposed project fit within the organization's mission and history?
- ii. Does the project description:
  1. Address a national objective and community need?
  2. Show that the project will address a significant portion of the identified unmet need with the requested funds?
  3. Show that the requesting agency will partner with other community agencies?
  4. Address the needs of low and very low income people?
- iii. Does the project's outreach plan and history demonstrate opportunities for persons with disabilities, limited English speaking, and minority clients to gain access to the project?
- iv. What will be the positive changes projected for this project and can they be documented, evaluated and monitored?

B. Are project budget and resources adequate and reasonable for the expected outcome(s)?

C. Are the program goals and outcomes clear and specific?

D. Does the project fit within the agency's Mission Statement?

E. Has the organization successfully managed CDBG / HOME funds effectively in past grants?

F. Does the Annual Report reflect a well run organization with the capacity to manage the proposed project?

G. If funding request is to support the salary of a position does the job description reflect the requested need within the project?

H. Does the salary summary reflect an adequate and balanced salary structure?

I. Does the annual report support the activities described in the application and does the report reflect a commitment to the goals of the CDBG program?

J. Does the project's history demonstrate a commitment and well thought out plan and need?

K. For Capital Projects, does the Operating / Management Plan demonstrate the ability of the organization to carry out and maintain the proposed project?

- L. For Capital Projects, does the operating budget / proforma provide for a realistic ongoing financial support of the proposed project?
- M. For Capital Projects requiring a relocation plan, does the plan meet the required criteria and is it fully presented?

**4. Overall Rating:**

- \_\_\_\_\_ High Priority; would like to see funded
- \_\_\_\_\_ Needed Project; should be funded if funding is available
- \_\_\_\_\_ Not a priority; should not be funded

## **PART III 2007 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 Micro enterprises
  - (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

#### **III. Meet an Urgent Community Need**

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 03/06/06*

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 us 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 2005 (if this is an existing service);
- State what percent of the clients/households served in 2005 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 Micro enterprises**

When assistance is to be provided to a micro enterprise (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 micro enterprise 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.

## **III. Meet an Urgent Community Need**

Use of this category is extremely rare. It is designed only for activities that alleviate emergency conditions. Urgent need activities must meet the following criteria:

- The existing conditions must pose a serious and immediate threat to the health and/or welfare of the community;
- The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);
- The recipient is unable to finance the activity on its own; and
- Other sources of funding are not available.

## 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 IV 2007 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) by **July 21, 2006 4:30 PM at:***

City of Bremerton  
Department of Community Development  
345 6<sup>th</sup> 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.

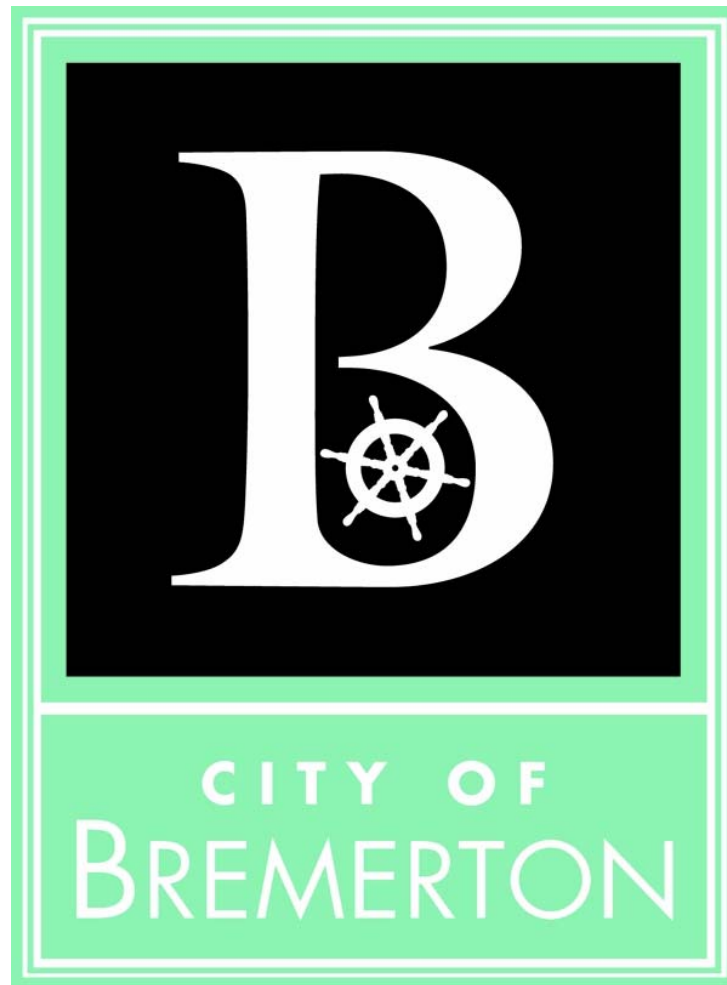
<b>Activity Type</b>	<b>Required Attachments</b>
Public Service	A, B, C
Planning	A, B, C
Housing	A, B, D
Capital Projects	A, B, E

Each application consists of 3 components:

- 2007 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. 2007 CDBG Funding Application Form
    2. Response to Rating Factors
    3. Project Feasibility Attachment (C, D, or E, depending on the application category)

### **Technical Assistance**

A technical assistance meeting will be held Wednesday, June 7, 2006, at 345 6<sup>th</sup> Street, Bremerton in the Council Chambers.



**2007 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 / Checklist**

### **2007 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, bylaws or business license #)
- A-4 Non-Discrimination Policies

#### **Attachment B (Organizational Financial Management)**

- \*\*B-1 Most Recent Monthly financial statement including year-to-date information.
- B-2 Most recent Financial Audit or Financial Statement prepared by a CPA including findings. If your audit exceeds 50 pages, please include an executive summary and one full copy of the audit.
- B-3 A statement of experience including operating statements and lender references and record of performance, qualifications, capacity to carry out the project described in this application and the agency's capacity to manage grants.
- B-4 IRS 990 (for non-profits)
- B-5 Secretary of State CHO-1 Form (for non-profits) also known as the Charitable Solicitations Renewal Form.
- B-6 Secretary of State Non-Profit Corporate Annual Report (for non-profits)

#### **Attachment C (Project Feasibility)**

- \*\*C-1 Total Budget, Form 1
  - \*\*C-2 2007 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 Commitment letters from other funding sources for this project
  - C-7 Job Description (if requesting funding for personnel)
  - C-8 Mission Statement
  - \*\*C-9 Agency CDBG/HOME History Form
  - \*\*C-10 Salary Summary for entire Agency
  - C-12 Annual Report. If your report exceeds 50 pages, please include a summary and one copy of the full report.
- \*\*Form provided within packet**



## 2007 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 II 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 criterion 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 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 \_\_\_\_\_

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

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 III of this manual).**

- Principally benefit low and very low income
  - Area Benefit
  - 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
      - (b)  Agency Requires Client Information
      - (c)  Income Eligibility Requirement (Direct Benefit)
    - (d)  Nature/location
      - Removal of Architectural Barriers
      - Assistance to Owners of Micro enterprises
      - Employment Support Services
  - Housing Activities (Residential)
  - Job Creation or Retention - Economic Development
- Reduce or eliminate Slum or Blight

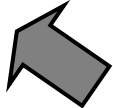
• \_\_\_\_\_ **Identify how you think your project is eligible according to CDBG requirements.**

\_\_\_\_\_ *Part III 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

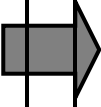
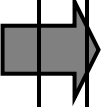
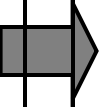
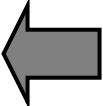
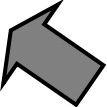
## Attachment C-5 Outcome Evaluation

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 4<sup>th</sup> 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	



## Attachment C-9 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 12/31/05	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 C-10**  
**Salary Summary Public Service Projects**

Agency Name: \_\_\_\_\_ Project Name \_\_\_\_\_

Description	2007 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
<b>Salary Information</b>	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
<b>Totals</b>	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
<b>Total Salary and Fringe Costs</b>	



**2007 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 / Checklist**

### **2007 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

##### **Attachment B (Organizational Financial Management)**

- B-1 Most recent monthly financial statement
- B-2 Most recent Financial Audit or Financial Statement prepared by a CPA, including findings.
- 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 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)

##### **Attachment C (Project Feasibility)**

- C-2 Commitment letters from other funding sources for this project
- \*\*C-3a Sources of Financing
- \*\*C-3b Uses of Financing
- C-4 Project History
- \*\*C-5 Agency CDBG/HOME History form
- C-6 Mission Statement
- \*\*C-7 Salary Summary
- C-8 Annual Report

\*\*Form provided within packet



# 2007 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 II 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 criterion is not applicable to your application. Limit your response to a maximum of 4 pages.

Briefly describe your project: (3 to 4 sentences)

1. Describe the anticipated results of the planning activity. Explain if the plan will result in the development of specific community priorities.
  
2. Describe who will benefit from implementation of the planning effort and how they will benefit.
  
3. 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 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 \_\_\_\_\_

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

<b>SUBTOTAL</b>			
OTHER COSTS Relocation Operating/Maintenance expenses _____			
<b>SUBTOTAL</b>			
<b>TOTAL PROJECT COST</b>			

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

## Attachment C-5 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 12/31/05	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 C-7**  
**Salary Summary Planning Projects**

Agency Name: \_\_\_\_\_ Project Name \_\_\_\_\_

Description	2007 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
<b>Salary Information</b>	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
<b>Totals</b>	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
<b>Total Salary and Fringe Costs</b>	



**2007 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 / Checklist**

### **2007 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

#### **Attachment B (Organizational Financial Management)**

- B-1 Most recent monthly financial statement including year-to-date information
- B-2 Most recent Financial Audit or Financial Statement prepared by a CPA, including findings. If your audit exceeds 50 pages, please include an executive summary and one copy of the full audit.
- B-3 A statement of experience including operating statements and lender references and record of performance, qualifications, capacity to carry out the project described in this application, and capacity to manage grants.
- 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)

#### **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
- D-5 Operating Pro Forma
- D-6 Plans and Specs for the Project
- D-7 Relocation Plan, if appropriate
- D-8 Mission Statement
- \*\*D-9 Agency CDBG/HOME History Form
- \*\*D-10 Salary Summary
- D-11 Annual Report. If your report exceeds 50 pages, please include a summary and one copy of the full report.

**\*\*Form provided within packet**



## 2007 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  
e-mail address*

\_\_\_\_\_  
*Telephone #*

Staff Contact

\_\_\_\_\_  
*Name and Title  
e-mail address*

\_\_\_\_\_  
*Telephone and Fax #*

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 \_\_\_\_\_

## 2007 Housing Application Response to Rating Factors

**Your project will be rated on the rating criteria as given in Part II 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 criterion 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
  - 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.
3. Does your project promote homeownership either through rehabilitation or homebuyer assistance programs? Explain.
4. Does your project leverage private funds or other public funds? How much will the CDBG funds leverage? Attach documentation if available.
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. Does your project provide grants or loans? What are the terms?
7. 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.
8. Does your housing program have adopted post assistance maintenance requirements? Attach a copy of the requirements if it does.
9. 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 D-1(a)**  
**Sources of Financing - All Project Funding Sources**

Agency Name \_\_\_\_\_ Project Name \_\_\_\_\_

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

## 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 _____			
<b>SUBTOTAL</b>			
SUPPLIES/EQUIPMENT Office Supplies Equipment _____			
<b>SUBTOTAL</b>			
*ADMINISTRATION Advertising Audit Insurance/Bonds Postage/Printing Rent/Utilities Communication Training/Travel Transportation _____			
<b>SUBTOTAL</b>			
ACQUISITION COSTS Acquisition _____			
<b>SUBTOTAL</b>			
DEVELOPMENTAL SOFT COSTS Appraisal Design and A & E Processing/Settlement and Financing Marketing Operating Reserve _____			
<b>SUBTOTAL</b>			
DEVELOPMENTAL HARD COSTS Clearance/Demolition Construction Rehabilitation Improvements _____			
<b>SUBTOTAL</b>			
OTHER COSTS Relocation Operating/Maintenance expenses _____			
<b>SUBTOTAL</b>			
<b>TOTAL PROJECT COST</b>			

***\*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 III of this manual).**

- Principally benefit low and very low income
  - Area Benefit
  - 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
      - (b)  Agency Requires Client Information
      - (c)  Income Eligibility Requirement (Direct Benefit)
      - (d)  Nature/location
    - Removal of Architectural Barriers
    - Assistance to Owners of Microenterprises
    - Employment Support Services
  - Housing Activities (Residential)
  - Job Creation or Retention - Economic Development
- Reduce or eliminate Slum or Blight

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

\_\_\_\_\_ *Part III 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 D-9 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 12/31/05	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 D-10**  
**Sources of Financing - All Project Funding Sources**

Agency Name \_\_\_\_\_ Project Name \_\_\_\_\_

Description	2007 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
<b>Salary Information</b>	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
<b>Totals</b>	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
<b>Total Salary and Fringe Costs</b>	



2007 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 / Checklist

### 2007 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), bylaws, public charter or business license #)
- A-4 Non-Discrimination Policies

##### **Attachment B (Organizational Financial Management)**

- B-1 Most recent monthly financial statement including year-to-date information
- B-2 Most recent Financial Audit or Financial Statement prepared by a CPA including findings. If your audit exceeds 50 pages, please include an executive summary and one copy of the full audit.
- B-3 A statement of experience including operating statements and lender references and record of performance, staff qualifications, and capacity to carry out the project described in this application.
- B-4 IRS 990 (for non-profits)
- B-5 Secretary of State CHO-1 Form (for non-profits), also known as the Charitable Solicitations Renewal Form.
- B-6 Secretary of State Non-Profit Corporate Annual Report.

##### **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
- E-6 Purchase and Sale Agreement, if applicable
- E-7 Operating Pro Forma
- E-8 Plans and Specs for the Project
- E-9 Relocation Plan, if appropriate
- E-10 Neighborhood Notification Plan, if appropriate
- E-11 Mission Statement
- \*\*E-12 Agency CDBG/HOME History Form
- \*\*E-13 Salary Summary
- E-14 Annual Report (if your report exceeds 50 pages, please include five summaries and one copy of the full report)

**\*\*Form provided within packet**



# 2007 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 II 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).

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 supporting information.

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 on the budget form if necessary.

3. 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.

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

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 addresses a problem resulting in health and safety hazards for low and very low income persons.

7. 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 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:	\$ _____	\$ _____	\$ _____
<b>TOTAL ALL FUNDING SOURCES</b> \$ _____			

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

Agency Name \_\_\_\_\_ Project Name \_\_\_\_\_

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

*\*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 III of this manual).**

- Principally benefit low and very low income
- Area Benefit
- 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
    - (b)  Agency Requires Client Information
    - (c)  Income Eligibility Requirement (Direct Benefit)
    - (d)  Nature/location
  - Removal of Architectural Barriers
  - Assistance to Owners of Microenterprises
  - Employment Support Services
- Housing Activities (Residential)
- Job Creation or Retention - Economic Development
- Reduce or eliminate Slum or Blight

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

\_\_\_\_\_ *Part III 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 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?

**I UNDERSTAND THAT UPON SUBMITTAL OF THIS APPLICATION, NO FURTHER FUNDS, OF ANY KIND, CAN BE SPENT ON THIS PROJECT UNTIL A HUD APPROVED ENVIRONMENTAL REVIEW IS COMPLETE. FUNDS BEING SPENT ON THE PROJECT AFTER APPLICATION SUBMITTAL COULD JEOPARDIZE THE ELIGIBILITY OF THE PROJECT FOR HUD FUNDS.**

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 Agency Director*

\_\_\_\_\_  
*Name (PRINTED)*

\_\_\_\_\_  
*Date*

## Attachment E-12 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 12/31/06	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 E-13**  
**Salary Summary Capital Projects**

Agency Name \_\_\_\_\_ Project Name \_\_\_\_\_

Description	2007 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
<b>Salary Information</b>	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
<b>Totals</b>	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
<b>Total Salary and Fringe Costs</b>	