

Department of Community Development

2008 CDBG/HOME POLICY PLAN

and

APPLICATION FOR FUNDING

CDBG/HOME POLICY PLAN

Contents

CDBG/HOME Staff Contacts	iii
2008 CDBG / HOME Allocation Schedule	iv
CDBG Public Service Citizen Advisory Committee	v
CDBG Capital,Economic Development and Planning Citizen Advisory Committee; HOME Projects Committee.....	v
2008 Proposed Distribution of CDBG Funds.....	vi
2008 Proposed Distribution of HOME Funds.....	vi
Citizen Participation Plan.....	vii
Five Year Consolidated Plan.....	ix
Annual Allocation Process / Action Plan Submission.....	x
Part I: 2008 CDBG/HOME Allocation – General Information	1
PART II: 2008 CDBG / HOME Allocation Policy	6
PART III: 2008 CDBG National Objectives and Eligibility Requirements ...	18
PART IV: 2008 CDBG / HOME Applications	27
Public/Human Services Application	
Planning Application	
Capital Projects Application.....	
HOME Projects Application.....	

CDBG/HOME STAFF CONTACTS

Marie Vila, Program Administrator

Telephone: (360) 473-5375
Fax: (360) 473-5278
E-Mail: marie.vila@ci.bremerton.wa.us

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

Program Coordinator

Telephone: (360) 473-5211
Fax: (360) 473-5278

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

2008 CDBG / HOME ALLOCATION SCHEDULE

Monday	04/02/2007	Advertise Availability of 2008 Draft Policy Plan (Ad to be placed in <i>The Sun</i>) www.ci.bremerton.wa.us
Wednesday	04/25/2007	Present Proposed 2008 Policy Plan/New Advisory Board Members at City Council Study Session, City Council Office, Suite 600 5:00PM
Wednesday	05/02/2007	Bremerton City Council Public Hearing on 2008 Policy Plan 345 6th Street, 5:30 PM
Friday	05/04/2007	Final 2008 Policy Plan and Application Packet Available 345 6th Street, Suite 600, DCD www.ci.bremerton.wa.us
Wednesday	06/06/2007	Technical Assistance Meeting City Council Chambers, 345 6 th Street, 1 st Floor
Friday	07/20/2007	Applications Due in City of Bremerton, by 5:00 p.m. DCD, 345 6th Street, Suite 600 (<i>Postmark is not acceptable</i>)
Thursday	08/02/2007	Citizen Advisory Committee Member Training City Council Chambers, 345 6th Street, 1st Floor
Mon-Fri	07/23/2007 -08/17/2007	Staff Technical Review
Monday	08/27/2007	Application Package to Citizen Advisory Committees
Mon-Fri	09/17/2007 -09/21/2007	Citizen Advisory Committee Review and Interviews
Friday	09/21/2007	Citizen Advisory Committee Recommendations to DCD Staff
Wednesday	09/26/2007	Advertise funding recommendations and Public Comment period; funding recommendations posted on City's website
Tuesday	10/9/2007	Public Meeting to Comment on Funding Recommendations DCD Conference Room, 345 6th Street, 3:00 PM
Wednesday	10/10/2007	City Council Committee meeting on Funding Recommendations Publish DRAFT Action Plan to HUD
Wednesday	10/24/2007	Present Proposed 2008 Funding Recommendations at City Council Study Session, City Council Office, Suite 600 5:00PM
Wednesday	11/07/2007	City Council Hearing on Funding Recommendations 345 6 th Street, 5:30PM
Friday	11/09/2007	Annual Action Plan to HUD
Tuesday	01/01/2008	Program Year Begins

CDBG PUBLIC SERVICE CITIZEN ADVISORY COMMITTEE

Position	Term
<ul style="list-style-type: none"> • 1 Member from the City at large Judy Friedberg-Nerf 	1/1/06-12/31/08
<ul style="list-style-type: none"> • 2 Members from the West Bremerton Area Open position Faye Flemister 	1/1/07-12/31/09 1/1/04-12/31/07
<ul style="list-style-type: none"> • 2 Members from the East Bremerton Area Barbara Mail Open position 	1/1/06-12/31/08 1/1/07-12/31/09

From then on 3 year staggered terms

CDBG CAPITAL, ECONOMIC DEVELOPMENT AND PLANNING CITIZEN ADVISORY COMMITTEE; HOME PROJECTS COMMITTEE

<ul style="list-style-type: none"> • 1 Councilmember (appointed by the Council President) Dianne Robinson 	1/1/07-12/31/07
<ul style="list-style-type: none"> • 1 Planning Commissioner (appointed by Commission President) Jessica Kennedy 	1/1/07-12/31/07

Three Community Members appointed by the Mayor:

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

From then on 3 year staggered term

2008 PROPOSED DISTRIBUTION OF CDBG FUNDS

Estimated Funding Available for the 2008 CDBG Allocation Process

Tentative Estimate of 2008 Entitlement	524,000
Tentative Program Income (PI) Available	20,000
Total Entitlement + PI	544,000
Reallocated Funds prior year projects:	0
Total Available for allocation	544,000
Available for 2006 Public Service (15% of entitlement + PI)	81,600
Available for COB DCD 2006 Planning and Admin (20% of entitlement + PI)	108,800
Available for Capital Projects and Economic Development (65% of entitlement + PI + recaptured capital project funds)	353,600
Total Entitlement + PI	544,000

2008 PROPOSED DISTRIBUTION OF HOME FUNDS

2007 HOME Allocation	422,250
2007 Program Income	63,897
2008 HOME Allocation	422,250
Total Entitlement + PI	1,067,790
Available for American Dream Downpayment Initiative (2006, 2007)	17,000
Available for COB DCD Planning and Admin (10% of 2006-2007 entitlement, after ADDI)	82,750
Available for CHDO Projects (15% of 2007 & 2008 entitlement)	124,125
Available for COB Down Payment Assistance Program commitment	100,000
Available for any HOME Project	743,915
Total Entitlement + PI	1,067,790

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 Kitsap County for the period of 2005-2008 and beyond under the HOME program in order to better assure the receipt of funds.

Each year the City of Bremerton is eligible to receive CDBG and HOME 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 and the HOME Program.

PURPOSE

The purpose of the Citizen Participation Plan is to provide an ongoing mechanism to ensure 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 of:

- 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 opportunities 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 (CAC)

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 Department of Community Development in reviewing CDBG and HOME applications, interviewing applicants and recommending annual project allocation decisions to the Bremerton City Council. One committee recommends funding for Public Service activities and is fully comprised of appointees by the Mayor. The other recommends funding for Capital, Economic Development and Planning projects. Two of its five committee members are appointed ex officio from the City Council and the Planning Commission, and the other three are appointees of the Mayor.

COMMUNITY OR PUBLIC MEETING

A meeting hosted by the Department of Community Development to obtain citizens' views and opinions concerning planning, implementation, or assessment of activities. At least ten days before any scheduled meeting, the date, location and time will be advertised in *The Kitsap Sun* and on the City's website at www.ci.bremerton.wa.us.

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. The KRCC is responsible for establishing policies for the overall administration of the HOME program.

DEPARTMENT OF COMMUNITY DEVELOPMENT (DCD)

The City of Bremerton Department of Community Development.

TECHNICAL ASSISTANCE MEETING

A meeting hosted by the Department of Community Development to inform citizens and funding applicants of technical aspects of the CDBG and HOME programs and to review application requirements for the upcoming year. At least ten days before the scheduled meeting, the date, location and time will be advertised in *The Kitsap Sun* and on the City's website at www.ci.bremerton.wa.us.

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 DCD will publish a notice of the hearing in *The Kitsap Sun* and on the City's website if it relates to the programs covered under this plan.

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 provide a planning and application process for the Community Development Block Grant (CDBG) and HOME programs within a single document. The Kitsap County HOME Consortium is required to submit the Consolidated Plan for the HOME participating jurisdiction (which consists of Kitsap County and the City of Bremerton). The Consolidated Plan, which is in place until 2010, 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 annual allocation process. Following are specific opportunities available for citizens to participate in the development of the information to be incorporated in the Consolidated Plan, which is updated every five years.

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 Department of Community Development 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 Department of Community Development will coordinate with the Bremerton Housing Authority (BHA) and Kitsap County Consolidated Housing Authority (KCCHA) to encourage participation of residents of public and assisted housing 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.

Annual Allocation Process / Action Plan Submission

The City of Bremerton conducts a competitive annual process to determine allocation of CDBG and HOME funds. The public is encouraged to participate in the process and its end product, the submission of an annual Action Plan to the Department of Housing and Urban Development.

1. The Department of Community Development will place an advertisement in *The Kitsap Sun* announcing the acceptance of applications for funding under the HOME/CDBG program.
2. At least one mandatory technical assistance training 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 Department of Community Development, 345 6th Street, Suite 600, Bremerton, WA 98337-1873. 360-473-5375. Applications are also available on the City of Bremerton website: <http://www.ci.bremerton.wa.us/display.php?id=864>

- Staff at the Department of Community Development is available to provide technical assistance to citizens and organizations concerning the submission of applications.
 - The Department of Community Development will review applications to determine compliance with technical requirements.
 - The Citizen Advisory Committee will review all proposals and interview applicants.
3. Applicants are encouraged to take part in a review of their application by appointment no later than two weeks before the application due date. This review will be conducted by DCD staff and cover only the technical requirements of the application.
 4. Applicants will be interviewed by the Citizens Advisory Committee.
 5. 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.
 6. A summary of the draft Action Plan will be published in *The Kitsap Sun* and on the City's website, 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.

5. The Department of Community Development will submit the Action Plan, including the projects proposed to be funded, to the Department of Housing and Urban Development no later than November 30th of each calendar year.

Other Citizen Participation Opportunities

IMPLEMENTATION

Each CDBG / HOME funded program is unique and may receive some form of citizen involvement during the implementation phase. Each project is subject to citizen involvement but will use a form appropriate to the project's purpose.

AMENDMENTS TO THE ANNUAL ACTION PLAN

Citizens will be notified and have an opportunity to comment on any substantial changes or amendments proposed to the Annual 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 in a 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 DCD 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* and on the City's website 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 or decrease. All budget requests will be reviewed and approved or denied by the CDBG / HOME Program Administrator.

PERFORMANCE REPORTS

1. The City of Bremerton will prepare and submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD no later than April 15th of each year for the previous calendar year.
2. Availability of the CAPER for public review will be published in *The Kitsap Sun* and copies will be available on the City's website, at public libraries listed in the resource section of this plan and at the City of Bremerton office.
3. Citizens will be provided a period of at least 15 days to review and comment on the CAPER. Comments or views of citizens will be considered in the report, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the CAPER and 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 CDBG and HOME funded programs, the procedures for submitting proposals, the Citizen Participation Plan and other program requirements so they can effectively participate in CDBG /HOME programs and the funding 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

Proposals for CDBG and HOME funded projects that are 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 this plan or any related Federal regulations, please contact:

CDBG Program Administrator:
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 on the City's website www.ci.bremerton.wa.us.

The notice will indicate when and where the public meeting will be held. Meetings are often held at the following location

Norm Dicks Government Center
345 6th Street
Bremerton, WA

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

City of Bremerton Department of Community Development
Andrea Spencer, Director
345 6th Street, Suite 600
Bremerton, WA 98337-1873
360-473-5283

Part I 2008 CDBG/HOME ALLOCATION – GENERAL INFORMATION

CDBG and HOME funds are Federal funds. Use of Federal funds may affect the way your agency does business. If you are applying for Federal funds for the first time, you are strongly encouraged to meet with CDBG staff to discuss Federal regulations.

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); 3) meet one of the three national objectives; and 4) be complete as of the due date.

How much money is available?

See page vi for funding and distribution information

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 Community Based Development Organizations as described in 24 CFR 270.204(c)

Private for-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 oversight, 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 in certain situations
- 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
- Income payments such as payments to individuals or families for food, clothing, or rent, except in certain circumstances
- Political activities
- Vehicles and/or Equipment

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, the Americans with Disabilities Act, and audit requirements.

What constitutes a complete application?

All required elements are included and complete. **No changes of any kind will be permitted after the application due date.** Applicants are encouraged to take part in a review of their application by appointment no later than two weeks before the application due date. This

review will be conducted by DCD staff and cover only the technical requirements of the application

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 by the application due date to:

CDBG / HOME 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..

Please check the 2008 CDBG/HOME Allocation Schedule on page iv for specific dates and times.

How do I get help with the application?

Attend the mandatory pre-application Technical Assistance workshop . Please check the 2008 CDBG/HOME Allocation Schedule on page iv for specific dates and locations.

Call Marie Vila at 360-473-5375 for more information.

How will applications be reviewed and projects selected?

DCD staff will review the application to assure it is complete, the applicant and project meet the threshold requirements, and the project is consistent with the Consolidated Plan. Projects not meeting the threshold requirements will be disqualified and not considered 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 member of the City Council and one member of the Planning Commission, will similarly review Capital, Economic Development , Planning, and HOME applications.

A public hearing will be held and the Bremerton City Council will make the final decision concerning activities to be recommended for funding in the 2008 Action Plan.

The 2008 Action Plan will be sent to the U.S. Department of Housing and Urban Development (HUD) no later than November 30, 2007 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; please contact CDBG staff with any questions.

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 ; 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;
- Leverage private sector participation in financing affordable housing.

HOME funded projects are subject to many of the same requirements as CDBG, such as 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 hiring requirements, the Americans with Disabilities Act, and audit requirements. Contact DCD staff early in your project with questions regarding these requirements.

HOME funds also carry many requirements specific to the HOME program. These requirements and regulations can be found at 24 CFR Part 92. If you have a HOME project in mind, it is recommended you meet with City CDBG/HOME staff early on to make sure it would qualify under the HOME program.

How much money is available?

Please refer to page vi for general funding and distribution information.

HOME rules for affordable housing set the maximum subsidy for each unit at the Section 221(d)(3) limit. This limit is set by HUD's Office of Multi-Family Housing Programs. This limit is currently set at \$131,753 per unit.

In addition, the City of Bremerton has a maximum per-unit subsidy limit for homeownership projects of \$30,000 per unit for all types of units.

Match Contribution

The City of Bremerton also requires HOME projects to leverage other funding. The city requires a minimum leveraging ratio of 1:2, or two dollars of other funding for every HOME dollar requested. The 1:2 match ratio may be applied to the entire project, not just to the HOME subsidized units.

How do I apply?

Complete an application and submit by the application due date to:

CDBG / HOME 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..

Please check the 2008 CDBG/HOME Allocation Schedule on page iv for specific dates and times.

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

The City will give priority to HOME projects located in the Anderson Cove and Downtown Designated Blight Zones (please contact the Department of Community Development for a map of these areas).

In the absence of qualified, viable projects that fit the City's vision, the City Council may elect to set aside HOME funds for future use, including for a City-initiated affordable housing project.

What is the Process for allocation of HOME funds?

Applicants will use the HOME application format (attached). Please check the 2008 CDBG/HOME Allocation Schedule for specific due dates and times.

DCD staff will review the application to ensure it is complete, the applicant and project meet the threshold requirements, and the project is consistent with the Consolidated Plan. Projects not meeting the threshold requirements will be disqualified and not considered for funding. Such projects will not be rated.

The Citizens Advisory Committee responsible for reviewing Capital, Economic Development and Planning applications will also review HOME 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 public hearing will be held and the Bremerton City Council will make the final decision concerning activities to be recommended for funding in the 2008 Action Plan.

The 2008 Action Plan will be sent to the U.S. Department of Housing and Urban Development (HUD) by the end of November preceding the program year for approval.

Where do I get more information?

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

PART II 2007 CDBG / HOME 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; the City's goal is for 100% of CDBG funding to benefit low and moderate income persons.

How will HOME funds be distributed among various eligible activities?

- The amount of funds that can be allocated to the overall administration of the HOME Program is limited to 10% of the annual grant. Because the City and Kitsap County are joined in a consortium, the City's administrative costs are limited to 5% of the annual grant, with 5% allocated to Kitsap County for overall administration.
- 90% of the City's annual HOME grant will be allocated on a competitive basis to eligible affordable housing projects in the City of Bremerton; at least 15% will be allocated to activities undertaken by Community Housing Development Organizations (CHDOs).
- Program income from the City's Downpayment Assistance Program, funded with HOME funds from past years, will be primarily used to fund new Downpayment Assistance loans for low and moderate income first time homebuyers in the City of Bremerton.

Funds allocated under both the CDBG and HOME programs 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 are joined as a consortium in order to receive 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 individuals falling into one or more of the following categories: elderly, frail elderly, persons with disabilities (severe mental, physical, developmental), persons living with HIV/AIDS, persons fleeing domestic violence, persons with alcohol or other drug addiction.

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, the Kitsap County community 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, the 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 are the other policies and regulations that apply?

CDBG and HOME funds are Federal funds. Use of Federal funds may affect the way your agency does business. If you are applying for Federal funds for the first time, you are strongly encouraged to meet with CDBG / HOME staff to discuss Federal regulations.

- ◆ **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 / HOME Assisted Property**

HUD requires that facilities acquired, constructed or improved with CDBG and/or HOME funds be "publicly owned" and that the CDBG / HOME public interest be protected. The public (CDBG / HOME) 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 / HOME 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 / HOME 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. All HOME assisted properties must provide public benefit during a designated Period of Affordability as described in 24 CFR part 92 F.

◆ **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, sexual orientation, age, marital status, or the presence of any disability. Discrimination is prohibited in the provision of a service or facility funded with CDBG / HOME funds, and in all other aspects of administering a CDBG / HOME proposal including contracting, procurement, and employment.

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

Any CDBG / HOME 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 / HOME Program to discourage CDBG / HOME proposals that would cause displacement of people or businesses. Any proposal for CDBG / HOME 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 \$500,000 or more in federal funds annually (whether CDBG / HOME alone or CDBG / HOME 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.

◆ **Environmental Review**

All CDBG / HOME projects must comply with the National Environmental Policy Act (NEPA). NEPA clearance must be obtained from the City of Bremerton and/or Kitsap County before any funds are committed in a CDBG / HOME funded project.

◆ **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 / HOME 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 / HOME 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 principles, 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 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, the City Auditor, 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 / HOME Staff will review the application to ensure:

- Application is complete. **NOTE: No changes or additions will be allowed after the due date.** Refer to the 2008 CDBG/HOME Allocation Schedule on page iv for due dates and times.
- Applicant meets eligibility requirements as of the application due date.
- Project or activity addresses a national objective (for CDBG projects)
- Project or activity is eligible under the CDBG / HOME program(s).
- Project is consistent with the Consolidated Plan and Priority Needs.

Step 2 – Technical review

A review team, composed of CDBG staff and the City Auditor, will review the organizational capacity of the agency (see rating sheet on page 14), and the fiscal capacity of the agency (see rating sheet on page 15). Performance records of previous CDBG or HOME recipients will also be considered. Results of this review will be shared with the applicants and with the Citizens' Advisory Committee before interviews.

Step 3 – Project Proposal Review and Interviews

The Citizens' Advisory Committee (CAC) assigned to each group of projects will review all applications, meet with CDBG staff 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. Agency interviews will be 20 minutes long and consist of ten minutes for the applicant agency to present their request in a format of their choice, and another ten minutes for questions and answers with the CAC. Applicants are encouraged to keep their presentations succinct in order to make the best use of their time. Any materials distributed during the interview will be collected afterward and will not be considered part of the official application.

The CAC will deliberate using the Citizen Advisory Committee Application Review Sheet on page 16 and compile a list of funding recommendations.

These recommendations will be presented and discussed at a public meeting. The recommendations will then be presented to the Bremerton City Council at a Public Hearing. The final funding decision will be made by the City Council at the same Public Hearing. CDBG / HOME staff will submit the Final Action Plan to HUD no later than the end of November preceding the program year.

Please refer to the 2008 CDBG/HOME Allocation Schedule on page iv for specific dates, times and locations.

ORGANIZATIONAL CAPACITY

Name of Applicant _____

Board and Staff Profile	0-20 Points	Score
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	0-10 Points	
Board membership provides sufficient opportunities for community participation (i.e. board vacancies, size and term length)	0-10 Points	
Organizational Chart		
Organizational structure of the agency is clearly defined	0-5 Points	
Program is adequately staffed / supervised	0-5 Points	
Chart reflects sufficient staffing and structure for the requested services / project identified in the application	0-5 Points	
Organizational Data		
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	0-5 Points	
Proposed Project aligns with the Mission Statement	0-5 Points	
Non-Discrimination Policies		
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	0-5 Points	
Total Rating:		
Comments: _____ _____ _____		
Reviewer: _____ Title: _____ Date: _____		

ORGANIZATIONAL FINANCIAL MANAGEMENT

Name of Applicant _____

For Non-Profits Only	0-15 Points	Score
IRS 990 is consistent with submitted audit and Secretary of State Annual Report	0-5 Points	
Secretary of State CHO-1 Form (for non-profits) is consistent with submitted audit and Secretary of State Annual Report	0-10 Points	
Secretary of State Non-Profit Corporate Annual Report is consistent with submitted audit and agency's own annual report	0-5 Points	
Organizations other than Non-Profits	0-15 Points	
Records and program documents support investment in activities to Benefit low-income individuals	0-5 Points	
Organization clearly demonstrates reinvestment in community	0-5 Points	
Demonstrates compliance with Generally Acceptable Accounting Principles	0-5 Points	
For All Organizations	0-35 Points	
Audit of Financial Statements Agency has independent review or audit by a CPA (as required by HUD) for the last fiscal year	0-5 Points	
Independent Review OR Audit	0-10 Points	
Audit or financial statement demonstrates adequate financial management (includes Management report)	0-5 Points	
Independent Review OR Audit	0-10 Points	
Annual Report Agency's Annual Report is completed for the last fiscal year	0-15 Points	
Total Rating:		
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 2008 CDBG NATIONAL OBJECTIVES AND ELIGIBILITY REQUIREMENTS

As stated in Part I, each CDBG 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. HOME funded projects need not meet a national objective.

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 provides some detail on the way(s) in which CDBG projects can meet a national objective. More information on the three CDBG National Objectives can be found at 24 CFR Part 570.208.

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 HOUSEHOLD	EXTREMELY LOW INCOME (BELOW 30% MFI*)	VERY LOW INCOME (31% - 50% MFI*)	LOW INCOME (51% - 80% MFI*)
1	\$13,800	\$23,000	\$36,800
2	\$15,750	\$26,300	\$42,050
3	\$17,750	\$29,550	\$47,300
4	\$19,700	\$32,850	\$52,550
5	\$21,300	\$35,550	\$56,750
6	\$22,850	\$38,100	\$60,950
7	\$24,450	\$40,750	\$65,150
8	\$26,000	\$43,350	\$69,350

*MFI = Median Family Income is determined periodically by the Department of Housing and Urban Development (HUD) on the basis of state and local earnings data and is published for cities and counties. These figures represent percentages of MFI for Bremerton – Silverdale Metropolitan Statistical Area (MSA) published by HUD March 20, 2007. The Median Family Income for Bremerton – Silverdale MSA is \$65,700 for a four-person household.

There are several different ways that CDBG activities can benefit low, very low, and extremely 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, very low and extremely 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 very low and extremely 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, Very Low and Extremely 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, very low and extremely 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 2006 (if this is an existing service);
- State what percent of the clients/households served in 2006 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.
- Ⓞ Purchase of vehicles and equipment.

PART IV 2007 CDBG / HOME 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 **the due date at:***

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

APPLICATION SUBMISSION

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

Activity Type	Required Attachments
CDBG Public Service	A, B, C
CDBG Planning	A, B, C
CDBG Capital Projects	A, B, E
HOME Housing	A, B, D

Each application consists of 3 components:

- 2008 CDBG Funding Application Form
 - Response to Narrative Questions
 - Attachments
-
- ◆ Provide **one** original application submission and **one** full copy consisting of the 3 components described above (include all attachments).
 - ◆ Provide **five** additional copies of the application submission consisting of:
 1. 2008 CDBG or HOME Funding Application Form
 2. Response to Narrative Questions
 3. Project Feasibility Attachment (C, D, or E, depending on the application category)

Technical Assistance

A mandatory Technical Assistance training will be provided by staff. See the 2008 CDBG/HOME Allocation Schedule on page iv for specific dates, times and locations..



2008 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

2008 CDBG Funding Application Form

Response to Narrative Questions

Attachments

Attachment A (Organizational Capacity)

- A-1 An organizational chart showing all staff, board members and volunteer positions
- A-2 Organizational Data (i.e. 501 (c)(3), public charter, bylaws or business license #)
- A-3 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 and 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 Agency Staff and Board Profile including names, addresses and associations.
- **C-5 Program Goals and Outcome Data
- C-6 Commitment letters from other funding sources for this project
- C-7 Job Description (if requesting funding for personnel)
- **C-8 National Objective and Eligibility Determination
- C-9 Mission Statement
- **C-10 Agency CDBG/HOME History Form
- **C-11 Salary Summary for entire Agency
- C-12 Annual Report.

****Form provided within packet**



2008 CDBG FUNDING APPLICATION FORM

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

Public Service Planning 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

Narrative Questions

Following each question are instructions to guide the type of information requested. Please type your responses and begin each page with the corresponding question number. The entire section must be limited to four (4) single sided pages of **Times New Roman 12 point type**. **Additional pages will not be considered.**

1. **Provide a brief history of the agency / organization.** When, how and by whom was the organization formed? How has it evolved and changed over the years? Give a brief description of your current programs and tell how they inter-relate.
2. **Describe the project / program for which you are seeking funds. Include the following information:**
 - a. Project Specifics: Give a description of the proposed project including services that will be provided. Does the project address health and safety issues?
 - b. Community Need: Is the project you are proposing identified / prioritized in a community or agency plan? If so, explain how and identify the plan. Estimate the unmet need for this service in the community being served. How much of the unmet need will the program address?
 - c. Partners: Will you develop partnership agreements with other community agencies to accomplish this project? What will be the nature of these partnerships?
 - d. Target Population: Who will be served? Describe the client population by geography. If the project serves Kitsap County as a whole, provide the percentage of clients living in Bremerton that will be served.
 - e. Client Income: How does this project target low and very low income populations?
 - f. Funds: How will the requested funds be used? Be specific. Explain how you determined costs and the status of other funding.
3. **Describe the outreach plan to be used to ensure that eligible persons have access to your project / program.** Include a discussion about outreach and access to persons with disabilities, limited English speaking, and minority clients. What is your organization's history in serving these populations?
4. **What will change in the lives of individuals, families, and the community as a result of this funding?** How do you know that your program / project will be effective? Site evidence of other successful models, or your own track record as examples of successful results. How will the change be documented, monitored and evaluated?
5. **Describe your organization's incorporation of family policy principles as described on pages 11-12 of this packet.**

Staff & Board Profile C-4	Racial Categories											Ethnicity	Total Minorities		Senior & Low Income Totals		Total
	OCCUPATION CATEGORIES	White	Black/African American	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pac. Islander	American Indian/Alaskan Native & White	Asian & White	Black/African American & White	American Indian / Alaskan Native & Black/African Am.	Other Multi-Racial		Ethnicity: Also Hispanic	Total Female Minority	Total Male Minority	Also Senior Citizen	
Directors																	
Administrators																	
Professionals																	
Technicians																	
Protective Service Worker																	
Para Professionals																	
Office-Clerical																	
Skilled Craft																	
Service Maintenance																	
Volunteers																	
Other																	

Affirmative Action: What is your organization doing to increase or maintain appropriate representation of race, gender, age, income that supports your organization's unbiased treatment of volunteers, (including Board members) or staff. (IE Hiring practices, advertising, promotion, & job applicants)?

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

Agency Name	Project Name		
Source (Name)	Committed	Conditional	Tentative
Federal: <u>CDBG</u> _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ (<u>Application amount</u>) \$ _____
State: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Local: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Applicant: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Private: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
In-kind: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Subtotals:	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDING SOURCES \$ _____			

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

Agency Name _____

Project Name _____

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

ATTACHMENT C-8 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.

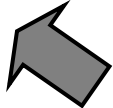
Part III provides additional information concerning eligibility requirements.

- 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

****Please attach documentation showing how your agency complies with National Objective requirements. Please see Part III of this manual or contact CDBG staff for further information.**

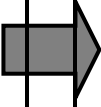
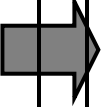
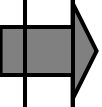
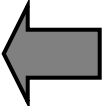
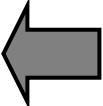
Attachment C-5 Outcome Evaluation

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



**Attachment C-5
Outcome Evaluation**

PROCESS			OUTCOME		
Resources	Activities	Outputs	Outcomes	Goals	



Attachment C-10
Agency CDBG/HOME History Form

Agency Name _____ Project Name _____

Provide a history of your agency's management of CDBG and/or HOME Projects since 2002.

Year	Project	Dollar Amount	Funds Expended by 06/30/07	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.? Please attach a copy of your current policy.

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-11
Salary Summary Public Service Projects

Agency Name: _____ Project Name _____

Description	2008 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
Salary Information	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
Totals	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
Total Salary and Fringe Costs	



2008 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

2008 CDBG Funding Application Form

Response to Narrative Questions

Attachments

Attachment A (Organizational Capacity)

- A-1 An organizational chart showing all staff, board members and volunteer positions
- A-2 Organizational Data (i.e. 501 (c)(3), public charter...)
- A-3 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-1 Project History
- C-2 Commitment letters from other funding sources for this project
- **C-3a Sources of Financing
- **C-3b Uses of Financing
- **C-4 Agency CDBG/HOME History form
- C-5 Mission Statement
- **C-6 Salary Summary
- C-7 Annual Report
- **C-8 Agency Board and Staff Profile including names, addresses and associations

**Form provided within packet



2008 CDBG FUNDING APPLICATION FORM

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

Public Service Planning 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

Narrative Questions

Please type your responses and begin each page with the corresponding question number. The entire section must be limited to four (4) single sided pages of **Times New Roman, 12 point type**. **Additional pages will not be considered.**

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.

Staff & Board Profile C-8	Racial Categories										Ethnicity	Total Minorities		Senior & Low Income Totals		Total
OCCUPATION CATEGORIES	White	Black/African American	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pac. Islander	American Indian/Alaskan Native & White	Asian & White	Black/African American & White	American Indian / Alaskan Native & Black/African Am.	Other Multi-Racial	Ethnicity: Also Hispanic	Total Female Minority	Total Male Minority	Also Senior Citizen	Also Low - Income	Total - Unduplicated (count each person only once)
Directors																
Administrators																
Professionals																
Technicians																
Protective Service Worker																
Para Professionals																
Office-Clerical																
Skilled Craft																
Service Maintenance																
Volunteers																
Other																
Affirmative Action: What is your organization doing to increase or maintain appropriate representation of race, gender, age, income that supports your organization's unbiased treatment of volunteers, (including Board members) or staff. (IE Hiring practices, advertising, promotion, & job applicants)?																

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

Agency Name _____ Project Name _____

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

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

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

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

Attachment C-4 Agency CDBG/HOME History Form

Agency Name _____ Project Name _____

Provide a history of your agency's management of CDBG and/or HOME Projects since 2002

Year	Project	Dollar Amount	Funds Expended by 06/30/07	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-6

Salary Summary Planning Projects

Agency Name: _____ Project Name _____

Description	2008 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
Salary Information	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
Totals	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
Total Salary and Fringe Costs	



2008 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

2008 CDBG Funding Application Form

Response to Narrative Questions

Attachments

Attachment A (Organizational Capacity)

- A-1 An organizational chart showing all staff, board members and volunteer positions
- A-2 Organizational Data (i.e. 501 (c)(3), bylaws, public charter or business license #)
- A-3 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)
- **E-15 Agency Board and Staff Profile with names, addresses and associations

****Form provided within packet**



2008 CDBG FUNDING APPLICATION FORM

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

Public Service Planning 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 Narrative Questions

Following each question are instructions to guide the type of information requested. Please type your responses and begin each page with the corresponding question number. The entire section must be limited to four (4) single sided pages of **Times New Roman 12 point type**. **Additional pages will not be considered.**

1. Provide a brief history of the agency / organization. When, how and by whom was the organization formed? How has it evolved and changed over the years? Give a brief description of your current programs and tell how they inter-relate.

2. Describe the project / program for which you are seeking funds. Include the following information:

- a. Project Specifics: Give a description of the proposed project including services that will be provided. Does the project address health and safety issues?
- b. Community Need: Is the project you are proposing identified / prioritized in a community or agency plan? If so, explain how and identify the plan. Estimate the unmet need for this service in the community being served. How much of the unmet need will the program address?
- c. Partners: Will you develop partnership agreements with other community agencies to accomplish this project? What will be the nature of these partnerships?
- d. Target Population: Who will be served? Describe the client population by geography. If the project serves Kitsap County as a whole, provide the percentage of clients living in Bremerton that will be served.
- e. Client Income: How does this project target low and very low income populations?
- f. Funds: How will the requested funds be used? Be specific. Explain how you determined costs and the status of other funding.

3. Describe the outreach plan to be used to ensure that eligible persons have access to your project / program. Include a discussion about outreach and access to persons with disabilities, limited English speaking, and minority clients. What is your organization's history in serving these populations?

4. What will change in the lives of individuals, families, and the community as a result of this funding? How do you know that your program / project will be effective? Site evidence of other successful models, or your own track record as examples of successful results. How will the change be documented, monitored and evaluated?

5. Describe your organization's incorporation of family policy principles as described on pages 11-12 of this packet.

6. Describe your organization's construction management and property management experience. What project(s) has the organization constructed in the past and how large were they in physical size, complexity and cost compared to the proposed project? Has your organization received Federal funding for previous construction projects? Discuss the experience of the staff who will be assigned to construction management, record keeping and facility maintenance once completed. Give a brief project schedule and estimate when the CDBG funds will be used. Provide a brief maintenance plan, including how maintenance will be funded.

Staff & Board Profile E-15	Racial Categories										Ethnicity	Total Minorities		Senior & Low Income Totals		Total
OCCUPATION CATEGORIES	White	Black/African American	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pac. Islander	American Indian/Alaskan Native & White	Asian & White	Black/African American & White	American Indian / Alaskan Native & Black/African Am.	Other Multi-Racial	Ethnicity: Also Hispanic	Total Female Minority	Total Male Minority	Also Senior Citizen	Also Low -Income	Total - Unduplicated (count each person only once)
Directors																
Administrators																
Professionals																
Technicians																
Protective Service Worker																
Para Professionals																
Office-Clerical																
Skilled Craft																
Service Maintenance																
Volunteers / Other																
Affirmative Action: What is your organization doing to increase or maintain appropriate representation of race, gender, age, income that supports your organization's unbiased treatment of volunteers, (including Board members) or staff. (IE Hiring practices, advertising, promotion, & job applicants)?																

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

Agency Name _____ Project Name _____

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

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

Agency Name _____

Project Name _____

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

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

****Please attach documentation showing how your agency complies with National Objective requirements. Please see Part III of this manual or contact CDBG staff for further information.**

**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 with in 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 2002.

Year	Project	Dollar Amount	Funds Expended by 06/30/07	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.? Please attach a copy of your current policy.

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	2008 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
Salary Information	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
Totals	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
Total Salary and Fringe Costs	



2008 Community Development Block Grant

HOME PROJECT APPLICATION

Use this application for projects which provide decent, affordable housing through construction, rehabilitation, rental and homeownership subsidies

HOME APPLICATION

Application Contents / Checklist

2007 / 2008 HOME Funding Application Form

Response to Rating Factors

Attachments

Attachment A (Organizational Capacity)

- A-1 An organizational chart showing all staff, board members and volunteer positions
- A-2 Organizational Data (i.e. 501 (c)(3), public charter...)
- A-3 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 Commitment letters from other funding sources for this project
- D-2 Management Plan
- D-3 Plans and Specs for the Project
- D-4 Relocation Plan, if appropriate
- **D-5 Preliminary Environmental Review Checklist
- **D-6 Agency CDBG/HOME History Form
- **D-7 Salary Summary
- D-8 Annual Report. If your report exceeds 50 pages, please include a summary and one copy of the full report. Include Agency Mission Statement
- **D-9 Agency Board Profile, attach the names and addresses of Board Members

****Form provided within packet**



2007 / 2008 HOME FUNDING APPLICATION FORM

HOME Funding 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)? Yes No
If not, are you planning on becoming a Certified CHDO? Yes No

Authorized Signature _____ Date _____



CITY OF BREMERTON HOME PROJECT RATING FACTORS

1. Applicant Profile

Applicant Profile (see attached instructions):

2. Projected use of HOME funds -- Proposed Project

Proposed project:

- New construction
- Substantial rehabilitation (> \$25,000)
- Moderate rehabilitation (< \$25,000)
- Tenant Based-Assistance
- Other _____.

Tenure of recipients: *check one*

- Renters
- Owners

3. Need

Describe the need for the proposed project. The description should include characteristics such as cause, extent, and location of the specific need and should be in measurable and quantitative terms. Describe how you determined that the project is the most appropriate method to address the need and the proposed impact the project is expected to have.

4. General Project Information

Explain how the project is consistent with the Consolidated Plan:

Is the project identified / prioritized in any other community or agency plan? If so, identify the plan and explain how the project fits with the plan.

Project address:

City:
Bremerton

State:
WA

Zip Code:

Identify the service area of the project:

 Please attach a project map that identifies the project location(s)

5. Sources of Financing – All Project Funding Sources


Source (Name)	Committed	Conditional	Tentative
a. Federal: <u>HOME</u> _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ (<u>Application Amount</u>) \$ _____
b. State: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
c. Local: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
d. Applicant: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
e. Private: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
f. In-kind: _____ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Subtotals:	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDING SOURCES \$ _____			

6. Uses of Financing – All Funding Sources

Project Cost	Amount	HOME (City)	HOME (County)	Other Source of Funds
ACQUISITION COSTS: Acquisition Homebuyer assistance Other _____ SUBTOTAL				
RELATED SOFT COSTS Appraisal Architect Engineering Design Processing/Settlement and Financing Costs Audit Affirmative Marketing Operating Reserve Other _____ SUBTOTAL				
DEVELOPMENTAL HARD COSTS New Construction Rehabilitation Improvements Demolition Other _____ SUBTOTAL				
OTHER COSTS Relocation CHDO operating expenses Tenant Based Assistance Other _____ SUBTOTAL				
OPERATING COSTS (<i>generally not HOME costs</i>) Services Rent/Mortgage Subsidies Operating Other _____ SUBTOTAL				
TOTAL PROJECT COST				

***Note: Total Project Cost must be equal to Total all Funding Sources on the Source of Funds statement.*

7. Sources of Cost Estimates

 Summarize and attach cost estimates

Attach: earnest money agreement, option or closing statement for land and/or building(s); construction cost estimate; construction contract or preliminary bid(s); agreements governing the various reserves which are capitalized at closing; appraisal; and if low income housing tax credits are utilized, documentation on the syndication costs from the organization/individual who will syndicate and sell the offering. Provide supporting documentation for all other costs.

8. Total Per-Unit Cost

Total Project Development Cost:

Total Number of Units in the Project:

Cost per unit:

9. Match Contribution

- a. Total HOME funds requested \$ _____
b. Match contribution \$ _____
c. Match is _____ % of HOME request

d. Description of match contribution:

10. Use of HOME funds

- a. Development hard costs \$ _____
b. Acquisition costs \$ _____
c. Related soft costs \$ _____
d. Relocation costs \$ _____
e. Costs related to TBRA \$ _____
f. CHDO operating expenses \$ _____
g. Total HOME-Assisted Cost: \$ _____
h. Total Number of HOME-assisted Units \$ _____
j. HOME cost per unit \$ _____

***Note: A maximum HOME subsidy of \$30,000 per unit is allowed for homeownership projects and \$131,753 per unit for rental projects. See page 4 of the Policy Plan.**

11. Project Objectives / Tasks / Schedule

List the specific tasks to complete and manage this project, the total amount required to meet the task, the amount that will be paid using HOME funds, the source of any other funds needed to complete the task, the date when you will start the task and the date when it will be completed. Include tasks through the period of affordability.

Specific tasks	Total Cost	HOME Cost	Other Sources	Start Date	End Date
• See Attached					
•					
•					
•					
•					
•					
•					
•					
•					
•					

12. Long Term Affordability

Indicate the number of years the project will be retained as affordable housing for your target income level and how this will be accomplished, for example, land covenants or deed restrictions. (See Policy Plan and attached instructions for requirements.) If the project is for assistance to homebuyers, include a specific description of the resale/recapture procedures that will be used.

Project will remain affordable for _____ years

13. Minority and Women Owned Businesses

Identify the types of notices, bid procedures, and direct outreach that will occur in regard to recruitment of minority and women owned businesses for this project.

14. Affirmative Marketing

(see attached instructions)

If your project is for

- **homeownership you must answer questions 15 and 16 (you do not need to answer questions 17, 18, 19, 20, or 21) and include the attachments in 22.**
- **rental housing you do not need to answer questions 15, 16, 20 or 21, but you must answer 17, 18, 19 and include the attachments in 22.**
- **tenant based assistance you do not need to answer questions 15, 16, 17, 18, 19, or 21, but you must answer 20 and include the attachments in 22.**

15. Homeownership Requirements

Describe the method of assuring that

- (1) All of the HOME funds will assist low income homebuyers, or existing low-income homeowners, whose family incomes are at or below 80% of the area median family income (see page 19 of the Policy Plan).
- (2) The assisted housing will be the owner's principal residence; and
- (3) The purchase price of the property, or the appraised value of a property already owned after rehabilitation will be less than 95% of the median area purchase price.

16. Home Ownership Income Targeting

Please provide the information requested in the following table							
Size of House and Income Level	Number of Houses / Units	Monthly Payment (PITI)	Targeted Maximum HH income	Assumed Family / Household Size	PITI divided by monthly Income	Median Income* adjusted for family size	Comments
ONE BEDROOM							
_____ % of Median Income*							
_____ % of Median Income							
_____ % of Median Income							
TWO BEDROOM							
_____ % of Median Income							
_____ % of Median Income							
_____ % of Median Income							
THREE BEDROOM							
_____ % of Median Income							
_____ % of Median Income							
_____ % of Median Income							
FOUR BEDROOM							
_____ % of Median Income							
_____ % of Median Income							
_____ % of Median Income							
TOTAL							

*Median Income = Median Family Income. Median Family Income is determined periodically by the Department of Housing and Urban Development (HUD) on the basis of state and local earnings data and is published for cities and counties. See Page 19 of the Policy Plan.

17. Rental Operating Statement

Provide operating statements for # of years project will remain affordable to very low and low income households. After year 5, projections may be in 5-year increments. (you may provide a more detailed statement in your own format)

A. Operating Income:

Gross Rent Receipts less Vacancy Rate _____%	_____
Other Income	_____
_____	_____
_____	_____

Total Operating Income

B. Operating Expenses

Sewer/Water	_____
Electricity	_____
Gas	_____
Garbage	_____
Maintenance	_____
Management	_____
Advertising	_____
Reserves	_____
Other Expenses	_____
_____	_____
_____	_____

Total Operating Expenses

C. Net Operating Income \$ _____

D. Total Debt Service \$ _____

(complete table below)

E. Net Cash flow \$ _____

(Net Operating Income less Debt Service Total)

Debt Service:

Loans or other

	<u>Amount</u>	<u>Monthly Payment</u>	<u>Annual Payment</u>
Loan 1	\$ _____	\$ _____	\$ _____
Loan 2	\$ _____	\$ _____	\$ _____
Loan 3	\$ _____	\$ _____	\$ _____
Total Annual Debt Service		\$ _____	\$ _____

18. Project Rent Schedule

Provide the information requested in the following table

Type of Unit	# of units	Targeted Family Size	Targeted Household Income	Proposed Monthly Rent	Tenant paid Utilities/ Services**	Tenant Monthly Rent Plus Utilities	Type of subsidy (if any)	Proposed rent as % of income
SRO								
% of Median Income*								
% of Median Income								
% of Median Income								
ONE BEDROOM								
% of Median Income								
% of Median Income								
% of Median Income								
TWO BEDROOM								
% of Median Income								
% of Median Income								
% of Median Income								
THREE BEDROOM								
% of Median Income								
% of Median Income								
% of Median Income								
TOTAL								

** List utilities and services to be paid by tenant:

*Median Income = Median Family Income. Median Family Income is determined periodically by the Department of Housing and Urban Development (HUD) on the basis of state and local earnings data and is published for cities and counties. See Page 19 of the Policy Plan.

19. HOME Rents

Describe the process that will be established to assure that the rents charged in HOME assisted rental projects do not exceed the allowable amount under HOME program regulations. (see attached instructions)

20. Tenant Based Rental Assistance

Describe actions you will take to assure the project meets the requirements of 92.210 and 92.211 including tenant selection policies, lease requirements, rent reasonableness, terms of any rental assistance contract and maximum subsidies.

21. Additional Information

Provide any additional information you think may help us evaluate your application. Please limit the amount of additional information to four pages.

22. Attachments.

Please provide the following attachments with your application and copies:

Attachment A (Organizational Capacity)

- A-1 An organizational chart showing all staff, board members and volunteer positions
- A-2 Organizational Data (i.e. 501 (c)(3), public charter...)
- A-3 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 Commitment letters from other funding sources for this project
- D-2 Management Plan
- D-3 Plans and Specs for the Project
- D-4 Relocation Plan, if appropriate
- **D-5 Preliminary Environmental Review Checklist
- **D-6 Agency CDBG/HOME History Form
- **D-7 Salary Summary
- D-8 Annual Report (include Agency Mission Statement).
- **D-9 A Board profile, attach the names and addresses of Board Members

****Form provided within packet**

**Attachment D-5
HOME 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

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? _____

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 D-6
Agency CDBG/HOME History Form**

Agency Name _____ Project Name _____

Provide a history of your agency's management of CDBG and/or HOME Projects since 2002.

Year	Project	Dollar Amount	Funds Expended by 06/30/07	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.? Please attach a copy of your current policy.

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-7
Salary Summary Capital Projects

Agency Name _____ Project Name _____

Description	2008 Projected Budget
Number of professional FTEs	
Number of clerical FTEs	
Number of all other FTEs	
Salary Information	
Salary of Director	
Salaries of Professional Staff	
Salaries of Clerical Staff	
Other Salaries Description _____	
Description _____	
Description _____	
Description _____	
Totals	
Total Payroll Cost (including payroll taxes)	
Total Cost of Benefits	
Total Cost of Retirement	
Total Salary and Fringe Costs	

HOME Application Instructions

General Applicant Information:

APPLICANT:	The organization submitting the application
ADDRESS:	Address of applicant agency
CONTACT PERSON/TITLE:	For this project
TELEPHONE NUMBER:	For applicant agency and the contact person
TITLE AND SIGNATURE OF AUTHORIZED OFFICIAL	The title and signature of the person authorized to sign contracts for the organization.

Indicate, in this section, if you are applying for the CHDO set aside. A CHDO checklist or a letter indicating you have been predetermined to be a CHDO in The City of Bremerton, must be submitted with the application. The applicant has the option of having the application considered only in the CHDO set-aside competition, or considered in both the CHDO set aside competition and the general competition.

1. Applicant Profile:

The organization that will administer the project must describe its record of performance, qualifications, and capacity to carry out the project described in the application. Any recent (within the past year) housing activities that have been administered should be described. The applicants role, and if appropriate the role other entities will have, in carrying out the proposed project (i.e. developer, owner, investor, manager, etc.) must be described.

2. Projected Use of HOME Funds

Indicate if the proposed project is:

New construction

- newly built or built within the last 12 months
- adding additional unit(s) outside existing walls

Rehabilitation

- Substantial: development cost per unit is greater than \$25,000
- Moderate: development cost per unit is less than \$25,000

Homeowner Assistance

Tenant Based Rental Assistance

Indicate if proposed recipients of HOME assistance will be renters or owners.

3. Need

Describe the need for the project. How long has the need existed. Are any other activities currently being undertaken in the community to address the need? If appropriate, identify any new emerging needs that are not met through any of the existing agencies or programs. Where did you get the information included in this section? Quantify information when possible

4. General Project Information

- Describe what your project is. Provide sufficient detail to give the reader a clear understanding of the nature of the activity to be undertaken. Include "who, what, where, how, and why." Be as specific as possible. This is an opportunity to "make the case" for your project.
- Include information concerning the housing standards that will be met.
- List the specific objectives to be met.

Displacement of people or businesses is discouraged. If your proposal is likely to result in displacement, discuss it in this section and include relocation assistance, as appropriate, in the use of funds section.

- Explain how the project is consistent with the Consolidated Plan. See page 6 of the Policy Plan for more information
- Explain how / if the project is prioritized in another community or agency plan.

Address: Provide the street address for the project. If project sites have not been identified, provide the address of the Agency applying for the funds.

Service Area: Provide the service area for the "project" not the Agency, unless the service areas are the same. Identify the neighborhood, City or County by Name.

Project area Map: Attach a map that best shows the "project service area. Identify the project location on the map.

5. Sources of Financing- All Funding Sources:

Please list the sources of all funds required to complete the project.

- Federal:** list all specific sources of federal funds required to complete the project. Indicate if the amounts are committed, conditional or tentative. Provide the date you will be given a notice of a firm commitment or denial if the funds are conditional or tentative.
- State:** list all specific sources of State funds required to complete the project. Indicate if the amounts are committed, conditional or tentative. Provide the date you will be given a notice of a firm commitment or denial if the funds are conditional or tentative.
- Local:** list all specific sources of local funds required to complete the project. Indicate if the amounts are committed, conditional or tentative. Provide the date you will be given a notice of a firm commitment or denial if the funds are conditional or tentative.
- Applicant:** list all specific sources of funds to be provided by the applicant that are required to complete the project. Indicate if the amounts are committed, conditional or tentative. Provide the date you will know if the funds will be committed for any amounts listed as conditional or tentative.
- Private:** list all specific sources of private funds required to complete the project. Indicate if the amounts are committed, conditional or tentative. Provide the date you will be given a notice of a firm commitment or denial if the funds are conditional or tentative.
- In kind contribution:** includes volunteers, supplies and other contributions for which a cash value can be assigned. Attach a description of any in-kind contribution listed, including dollar value and the basis for the value determination.
- Subtotals:** provide the total of lines a through f for the amount in the committed column, conditional column, and tentative column.

- h. **Total All Funding Sources** This is the sum total of the three columns in item g (subtotal)

6. Uses of Financing - All Funding Sources

Identify the budget required for the specific project.

Amount: List the costs, by category for the total project budget.

Subtotal: Provide the total for each of the sections.

Source of Funds: Identify the specific source of funds that will be utilized for the budgeted cost.

7. Sources of Cost Estimates

Indicate the source of cost estimates used to determine funds, and distribution of funds, required to complete the project.

8. Total Per Unit Cost

Total project development cost: This amount should be the same amount as in question 7 "Total Project Cost."

Total number of Units in the Project: Identify the number of units in the project.

Cost per unit: Divide the total project development cost by the cost per unit.

9. Match Contribution

a. **Total HOME funds requested:** This amount should be the same as in question 9(g).

b. **Match contribution:** The amount of match contribution that will be provided.

c. **Match percentage:** The match contribution (b) divided by the HOME funds requested (a).

d. **Description of the match contribution:** Include a detailed description of the source of the contribution. (For example if the contribution is cash, land or real property, describe where it is coming from; if the match is donated or voluntary labor describe who will provide it). Include the status of the contribution, is it committed, conditional, or tentative. Explain the status.

10. Use of HOME funds

Identify costs that are proposed to be paid with HOME funds. Eligible costs are described in HOME regulations 92.206 and are briefly outlined below.

a. **Developmental Hard Costs** are the actual cost of constructing or rehabilitating housing. Costs to demolish existing structures and for improvements to the project site that are in keeping with improvements of surrounding, standard projects, and costs to make utility connections are considered developmental hard costs.

b. **Acquisition Costs** are the costs of acquiring improved or unimproved real property.

c. **Related Soft Costs** are other reasonable and necessary costs incurred by the owner and associated with the financing, or development (or both) of new construction, rehabilitation or acquisition of housing assisted with HOME funds. These costs include, but are not limited to:

- Architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups;

- Costs to process and settle financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys, fees, private appraisal fees and fees for an independent cost estimate, builders or developers fees;
 - Costs of a project audit
 - Costs to provide information services such as affirmative marketing and fair housing information to prospective homeowners and tenants;
 - For new construction or substantial rehabilitation, the cost of funding an initial operating deficit reserve, which is a reserve to meet any shortfall in project income during the period of project rent up and which may only be used to pay operating expenses, reserve for replacements and debt service.
- d. Relocation Costs:** are costs of relocation payments and other relocation assistance for permanently and temporarily relocated individuals, families, businesses, non-profit organizations, and farm operation where assistance is required.
- e. Costs Related to Tenant Based Assistance** are rental assistance and security deposit payments made to provide tenant-based rental assistance for a family.
- f. CHDO Operating Expenses:**
- g. Total HOME Assisted Costs:** The total of 11 a through f.
- h. Total Number of HOME Assisted Units:** The total number of units that will be assisted with HOME funds.
- i. HOME Cost Per unit:** The total HOME assisted costs (g) divided by the total number of HOME assisted units (h).

11. Project Objectives/Tasks/Schedule

Specific tasks: Separate the project into tasks, including those tasks which are necessary for project start up, like hiring staff or consultants. List the tasks in this column. For any tasks that will be done by an agency other than the applicant agency, indicate the implementing agency in the same column. These tasks should relate to the objectives described in 5.

Total Cost: Enter the cost of accomplishing the task if it is included in the total project cost whether or not HOME funds will be used for the particular task. Some start up costs may be borne by the agency's existing administrative capacity and not charged to the project. The tasks should still be listed in columns b, c, and d. The total of this column should equal the "total project cost" on question 7.

HOME Cost: Enter the amount of HOME funds you will use for each task. The total of this column should equal the amount requested from the HOME program

Other Sources: Enter the amount of any other funds you will use to complete each task.

Start Date: Indicate when you will begin each task. Be thoughtful and specific. Your performance will be monitored using these dates.

End Date: Indicate when you will complete each task. be thoughtful and specific. Your performance will be monitored using these dates.

12. Long Term Affordability

Describe the policies and procedures to assure units remain affordable.

Projects involving homeownership

One of the purposes of the HOME Program is to increase the supply of affordable housing units over an extended period of time. To this end, homebuyer units must remain affordable for up to 15 years, dependent on the amount of HOME funds invested in each unit. Generally, If the original homebuyer retains title to the property for the full period of affordability, no resale/recapture provisions apply. However, if the property is transferring during the period of affordability the applicant must assure continued affordability in one of two ways:

Creation of another affordable unit. Procedures must be outlined to recapture the HOME assistance that was provided to the original buyer and invest it in another homebuyer unit. If proceeds are insufficient to recapture the entire subsidy, the rules permit recapturing a portion of the subsidy based on length of ownership. The HOME investment subject to recapture is the HOME assistance that enables the homebuyer to buy the dwelling. -or-

Sale of the property to another low-income buyer who will use it as their principal residence. Procedures must be outlined to assure the sale of the property is at a price which allows for a fair return on equity in addition to being affordable to the subsequent low-income buyer.

Projects involving rental units:

Describe the policies and procedures to assure that units will remain affordable for the following terms based on the per unit amount of HOME funds:

Rehabilitation of up to \$15,000	5 years
Rehabilitation between \$15,000 and \$40,000	10 years
Rehabilitation of \$40,000 +	15 years
New Construction (any amount)	20 years

13. Minority and Women Owned Businesses

The HOME program requires the encouragement and use of minority and women owned business enterprises in the implementation of HOME program activities. Describe your plans for affirmative marketing to minority and women owned businesses. Identify the types of notices, bid procedures and direct outreach that will occur in this regard.

14. Affirmative Marketing

HOME regulations require affirmative marketing of housing units assisted with HOME funds. Describe the methods of affirmative marketing that will be undertaken as part of the HOME-assisted project. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons from all racial, ethnic, and gender groups

At a minimum, project sponsors will be required to use affirmative fair housing marketing practices in soliciting renters or buyers, determining their eligibility, and concluding all transactions. Any HOME assisted housing must comply with the following procedures for the duration of the applicable compliance period:

- Project sponsor advertising of vacant units must include the Equal Housing Opportunity logo or statement (newspapers, radio, television, brochures, leaflets, sign in a window, etc.)
- The project sponsor will be required to solicit applications for vacant units from persons in the housing market who are not likely to apply for the housing

without special outreach (e.g. use of community organizations, places of worship, employment centers, fair housing groups, etc)

- The project sponsor must maintain records containing documentation of all marketing efforts (e.g. copies of newspaper advertisements, memorandums of telephone calls, copies of letters, etc.). A listing of all tenants residing in each unit at the time of application submittal through the end of the compliance period must also be maintained. Records to assess the results of the affirmative fair housing marketing actions must be available for inspection by The City of Bremerton HOME administrators.

15. Homeownership Requirements

Describe the method of assuring that

- All of the HOME funds will benefit families whose incomes are at or below 80% of the area median income.
- The assisted housing will be the owner's principal residence
- The purchase price of the property or the appraised value of a property already owned, after rehabilitation will be less than 95 percent of the median area purchase price.

16. Ownership Income Targeting

Provide the information requested for HOME assisted units

Size of House and Income Level: Under the bedroom size, indicate the targeted income.

Number of Houses: Identify the number of HOME assisted houses by bedroom size and targeted income

Monthly PITI: Identify the projected Principal, Interest Taxes, and Insurance (PITI) by bedroom size and targeted income.

Targeted Maximum Household Income: Identify the maximum targeted income by bedroom size and percent of median income.

Assumed Family Size: Provide targeted family size by bedroom size and percent of median income.

PITI divided by Monthly Income: Divide the monthly PITI by the monthly targeted household income.

Median Income adjusted for family size: Identify the median income based on the family size (see attached chart)

17. Operating Statement

Provide operating statements for the number of years the project will remain affordable to very low and low income households. After year 5, projections may be in 5 year increments.

18. Projected Rent Schedule

Rental projects must provide the information requested for units assisted with HOME funds.

List by type of unit, the number of units, the targeted family size, the targeted household income, the proposed monthly rent, the tenant paid utilities and services

(identify utilities and services to be paid by the tenant at the bottom of the chart), the type of subsidy if any (this should have been discussed previously) and the proposed rent divided by the monthly income.

19. Home Rents

Describe the process you will establish to assure that:

- 80% of the HOME assisted units in the project have rents which are 30% of adjusted income for households at 65% of median income, minus tenant paid utilities. (HOME regulations require that 80% .the lower of either:
 - * The Section 8 Fair Market Rents (FMR) for existing housing., minus tenant paid utilities -OR-
 - * rents which are 30% of adjusted income for households at 65% of median income, minus tenant paid utilities.
- At least 20% of HOME assisted units have rents that are equal to or less than 30% of annual incomes for households at 50% of median income minus tenant paid utilities. Properties with 1 or 2 units are exempt from this rule.

20. Tenant Based Rental Assistance (if applicable) / Tenant Selection Policies

Describe the status of your program in relation to the regulations at 92.210 and 92.211. The requirements are briefly listed below.

General Requirements – Tenant Selection Policies for all HOME assisted units:

- Families must be selected in accordance with written tenant selection policies and criteria that are consistent with the requirements of 92.211 (2). Do you already have selection procedures or will you develop them after contract award;
- Rents must be reasonable, based on rents that are charged for comparable unassisted rental units
- The lease between the tenant and owner must comply with requirements of 92.253;
- The housing occupied by a family receiving tenant-based assistance must meet the Section 8 housing quality standards;

Rental Assistance

- The rental assistance contract providing assistance with HOME funds may not exceed 24 months, but may be renewed, subject to the availability of HOME funds;
- The amount of monthly assistance that may be provided to a family may not exceed the difference between the standard unit rent and 30% of the family's monthly income;
- The standard for the rent will be based on either local market conditions; or may not be less than 80% of the Section 8 Fair Market Rents, or more than the FMR;
- A minimum tenant contribution to the rent must be established;

Security deposits

- Loans or grants can be provided to low income families for security deposits, even when other tenant based assistance is not provided;
- The HOME funds that may be provided for a security deposit may not exceed the equivalent of two month's rent for the unit;

21. Additional Information

Provide any additional information you think may help us evaluate your application.

Staff & Board Profile D-9	Racial Categories										Ethnicity	Total Minorities		Senior & Low Income Totals		Total
OCCUPATION CATEGORIES	White	Black/African American	Asian	American Indian/Alaskan Native	Native Hawaiian/Other Pac. Islander	American Indian/Alaskan Native & White	Asian & White	Black/African American & White	American Indian / Alaskan Native & Black/African Am.	Other Multi-Racial	Ethnicity: Also Hispanic	Total Female Minority	Total Male Minority	Also Senior Citizen	Also Low - Income	Total - Unduplicated (count each person only once)
Directors																
Administrators																
Professionals																
Technicians																
Protective Service Worker																
Para Professionals																
Office-Clerical																
Skilled Craft																
Service Maintenance																
Volunteers / Other																

Affirmative Action: What is your organization doing to increase or maintain appropriate representation of race, gender, age, income that supports your organization's unbiased treatment of volunteers, (including Board members) or staff. (IE Hiring practices, advertising, promotion, & job applicants)?