**Kitsap County CDBG 2025**

**Homeownership Housing Application Instructions**

* r programs.

This application is for homeowner housing activities including:

* Single Family Housing Rehabilitation programs
* Weatherization and/or Minor Home Repair programs
* Homebuyer down-payment assistance

**PROJECT INFORMATION**

1. **Enter Agency Name**
2. **Enter Project Name**
3. **Total Amount of Funds Requested** – Enter the amount of funds you are requesting for this project.
	* Are you seeking a grant or loan (check the box)
	* List the specific costs the requested grant funds will pay for **(Word Limit – 100)**
4. **Agency Information** – Please enter the following information:
	* Staff contact for this application
	* Title
	* Phone
	* Email address
5. **Project Information** – There are multiple parts to this question.
6. From the list provided select the type of homeowner housing activity being proposed for the project (check all that apply).
	* Rehabilitation/weatherization
	* Down-payment assistance
	* New construction
	* Acquisition
7. From the list provided select the type of ownership structure for the project.
8. **Project Location – if you are applying for an on-going housing program skip this question.**
	* Enter the address where the program is administered
	* Enter the service area (the area from which people can be served by this project)
	* Describe how the location positively impacts the population to be served
	* Please upload a map showing the location of your program office
9. **Project Narrative** **(Word Limit - 300)**– In the text box provide a detailed description of your project and include:
* project type (owner occupied, renters, self-help, mobile home in mobile home park)
* number of households assisted, target population and how the design of the project will meet the needs of targeted special needs populations (if any)
* does it target a specific neighborhood or community
* financial assistance to be provided to the homebuyer (e.g. loan or grant) and the terms; and
* any unique project characteristics
1. **Project History (Word Limit - 200)–** In the text box provided:
	* Give a brief history or background of the project to be funded, including who has historically supported this project (Board, community partners, other funders etc.).
2. **Project Readiness and Timeline (Word Limit - 400)–** In the text box provide a brief narrative to describe where the project is with respect to the following:
	* Describe why the project is ready to receive CGAP funding
	* If awarded CGAP funds, when do you expect to fully spend the award?
	* What permits are required and how do they impact the timing of the program and the expenditure of funds
	* Are there known issues or circumstances other than anything previously identified in this application that may delay the project? If so, describe the issue and the proposed solution, including a timeframe.
3. **Timeline**: Download the form Timeline 2025, complete the form, and upload it here.
4. **Site Control Status (Word Limit - 200)**

How do you verify ownership of the property prior to beginning work?

1. **Project Management Experience (Word Limit – 200)** **–** In the text box provided describe the following:
	* Organization’s experience implementing similar projects
	* Do you have staff in-house with experience and does your program include a “team” of people with different roles
	* If your project includes construction/rehabilitation work, describe your organization’s experience with construction
	* Describe your organizations experience with federal regulations
2. **Environmental Review**

Upon submission of the application your agency agrees not to expend public or private funds (HUD, other Federal funds, or non-Federal funds) or execute a legally binding agreement for property acquisition, rehabilitation, conversion, repair or construction pertaining to this project and that any work on the project site must cease until environmental clearance has been achieved. Further the use of funds, execution of a contract, or working on the site before completing the environmental review process requires the denial of any Federal funds.

* Acknowledge that your agency understands the environmental requirements by checking “I agree.”

**NEED & POPULATION SERVED**

1. **Benefit to Unduplicated Households -** In the boxes provided:
	* Estimate the total number of **unduplicated** households that will benefit from this program in each income category.
	* Enter zero if there are no households for a given category.
	* Enter the total of all categories in the last box.
	* Select the appropriate target population for this project, if applicable.
2. **Intake & Eligibility Criteria** **(Word Limit – 200)**

Describe the eligibility requirements for entry to your program including how do you determine income eligibility; and requirements for participation.

1. **Outreach Plan (Word Limit - 200) -** Please answer the following:
* Describe your outreach plan to the program’s target population
* Describe the marketing strategy to potential participants that meets fair housing standards and ensures that eligible persons know how to apply to the program.
	+ - This strategy should be designed to attract tenants of all types, regardless of race/color, national origin, religion, sex/gender, familial status, disability, marital status, sexual orientation, and military/veteran status.
1. **Community Need and Impact (Word Limit – 200)** **–** Answer each of the bulleted items:
	* Describe the specific need this project addresses and why this project will successfully meet that need.
	* Identify which County program priority from the RFP this project addresses, and then how this project addresses that priority.

**PROJECT FINANCIAL INFORMATION**

1. **Project Financing –** Download the Excel form, Homeownership Housing Finance Sheet 2025 and fill it out depicting your project. The workbook has several sheets (Project Sources, Project Budget, and Project Financing). The first tab has instructions, please read them carefully. Upload the completed form.
	* Funds that are committed or conditional should have a letter or email from the funder
		+ Conditional funding would be conditioned on something like local matching funds
	* The total of all sources should equal the total budget
	* The total CGAP funds request at the top of the form should equal Question 3
2. **Funding Commitments**
	* Indicate if you have funds shown in the committed or conditional columns on the Sources of Financing form
		+ If yes, upload documentation from the funding source to show the commitment. This is typically a letter or an email from the funder.
		+ If no, you may skip the upload and proceed to the next question.
3. **Match –** Down-payment Assistance Programs only

Describe the source and approximate values of match for your project.

* An award of HOME funds will trigger a match of 25% or greater in non-federal funds for the project.
	+ The City of Bremerton HOME funds require a leveraging ratio of 1:2, or two dollars of other funding for every HOME dollar.
	+ The HOME match requirement may be met in several ways, please see the HOME Appendix in the CDBG/HOME Policy Plan for eligible sources of match
1. **Cost Estimates (Word Limit - 200) –** Please explain the following:
* How did you determine the costs shown in the budget?;
* Was a feasibility study completed or did you obtain preliminary cost estimates from another source knowledgeable about your specific type of project; and
* What specific costs will be covered by the Coordinated Grant Application funds.
1. **Sustainability (Word Limit - 200)–** Describe your agency’s plan for financial sustainability for this program.

**Confirm your agency has submitted the Organization Information 2025 Application**

**This is the end of the Homeowner Housing Application.**