**Kitsap County Coordinated Grant Process**

**Public Facilities, Infrastructure, and Shelter Application Instructions**

* r programs.

This application is for public facilities and infrastructure activities including:

* Public facility acquisition, rehabilitation or construction;
* Parks, water/sewer improvements, sidewalks, clearance and demolition.

**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.
4. **Agency Information** – In the form fields provided, please enter the following information:
	* Enter the staff contact for this application
	* Enter the staff contact’s title
	* Enter the staff contact’s phone number
	* Enter the staff contact’s email address
5. **Project Information** – In the form fields provided, please enter the following information:
	* Enter the location of the project (address or street)
	* Enter the service area of the project
	* Enter the number of **unduplicated** individuals that will benefit from the project
	* Give a brief description of your project. **(Word Limit – 100)**
	* List the specific costs the requested grant funds will pay for **(Word Limit – 100)**
	* Enter project type (new construction, rehab. acquisition, demolition)
	* Indicate if you want to be considered for federal funds. (CDBG, HOME, HOME-ARP)
6. **Please Upload a map showing the location of your project within the County (if applicable)**
7. **Project Narrative** **(Word Limit - 300)**– In the text box provide a detailed description of your project and include:
* Provide a description of the proposed project including all geographically or functionally related parts, whether or not they will be funded with Coordinated Grant funds. Include geographic location, target population and any unique project characteristics.
* Describe specifically how Coordinated Grant funds will be used in the project.
* Does the project target a specific neighborhood or community.
* If this application is for a public facility (building) please describe what kind of programming the facility will house, who it will serve, and how the facility is critical to delivery of the programming.
1. **Project History (Word Limit - 200)–** In the text box provided:
	* give a brief history or background of the project to be funded,
	* how the project fits with the overall mission of the organization, and
	* how your organization determined the need for this project.
2. **Project Readiness (Word Limit - 300)–** In the text box provide a brief narrative to describe where the project is with respect to the following:
	* Environmental review – Will a Phase I ESA be required? Has it been completed? Has the project been reviewed for SEPA?
	* Land Use/Permits – What permits are required? Is the project currently zoned for the proposed use? If no what is the plan to obtain necessary approval.
	* Have all other funding sources been secured? If not, what is the anticipated timeline to secure other funding?
	* For construction or major rehabilitation – What is the status of engineering/architectural plans?
	* Feasibility and/or market studies – Has a feasibility or market study been completed?
	* Relocation of existing tenants – Is the site currently occupied by residential or commercial building tenants? If so, will relocation be necessary to complete the proposed scope of work?
	* Community Engagement – Have you informed the surrounding community of the project and conducted proactive outreach? If yes, describe that outreach and the outcomes. If no, how will you do so?
3. **Site Control Status –** There are two parts to this question.
	1. Indicate by checking the appropriate selection if your agency has site control
	2. Upload site control documentation.
		* Site control documentation can include, deed of trust, current option, current purchase and sale agreement, current title report showing the agency holding fee simple title, or an executed lease.
		* If no site control, skip the upload and move to the next question.
4. **Timeline –** Download the form, Timeline 2023, complete the form and upload.
5. **Discuss the project timeline (Word Limit – 200)** **–** In the text box provided discuss the following:
* Timing of the project
* Why a funding commitment is necessary during this funding round
* If awarded, when Coordinated Grant funds are expected to be expended
* When you anticipate having all other funding assembled and committed
1. **Project Management Experience (Word Limit – 200)** **–** In the text box provided describe the following:
	* Organization’s experience implementing similar projects including timelines, budgets, funding requirements and deliverables.
	* Do you have staff in-house with experience; will you hire outside professional services for the project; and does your project include a “team” of people with difference roles.
	* If your project includes construction/rehabilitation work, describe your organization’s experience with construction
	* If the project will be developed through a formal partnership agreement with a developer, describe the experience and financial capacity of the developer
	* Describe your organizations experience with federal regulations
2. Management Plan

Indicate if your agency has a board approved Management Plan which details the operations and maintenance of your project that can be provided upon request. The Management Plan should describe things such as:

* + Management of the property, outside company or use of in-house staff
	+ Facility maintenance including landscaping, in-house staff or contracts
	+ Responsibility for the financial oversight of the facility
	+ Security and emergency plan
	+ Schedule for routine maintenance of the building and property systems
1. **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, demolition, 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. **Project Need (Word Limit – 200)**
	* Please describe why the project is needed by the community it will serve.
	* How will your project address unmet need in the community.
2. **Public Facility Intake (Word Limit – 200)**

If your project is public infrastructure you may skip this question.

In the text box provided describe the following:

* + The eligibility requirements for entry to your project including how you determine eligibility; and
	+ Requirements for project participation.
1. **Public Facility Outreach (Word Limit - 200)**

If your project is public infrastructure you may skip this question.

In the text box provided, please answer the following:

* + Describe the target population you hope to serve
		- Describe how you will outreach to potential beneficiaries
		- Describe how you will reach persons with disabilities
		- Describe your outreach to limited English-speaking persons and minority populations
1. **Eligibility Criteria –** Please check one or more of the criteria below.

See the [CDBG/HOME Policy Plan](https://apply-kitsap.smapply.io/protected/r/FkmBTc_C-GJ6iD28zx8OmMjdxwM6qbz1XFuiwusn6cYBcrIQ4UGWFoHLDDIZwCfj_ODUyERz2-N1nKPW069A3A%3D%3D/Capital_Budget_and_Financing_6.21.xlsx) for additional guidance on the CDBG criteria.

See the [CIAH Policy Plan](https://www.kitsapgov.com/hs/HOUSINGBLOCK/CIAH%202024%20Policy%20Plan.pdf#page=5) for additional guidance on the CIAH criteria.

* + **Presumed Benefit** – project provides benefit to one of the following groups presumed by HUD to be principally low and very low income: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, migrant farm works and persons living with HIV/AIDS.
	+ **Income Documentation Requirement** – project requires documentation on family size and income to show that at least 51 percent of the clientele served are low income.
	+ **Direct Benefit** – use income screening to limit the benefits of the CDBG funded activity to only those persons who are low and very low income.
	+ **Low-Mod Area** – the project serves a neighborhood that contains low-mod census block groups.
	+ **Income & Category Requirement (CIAH Only) –** Project will verify income below 60% AMI and one of the following categories: persons with behavioral health disabilities, veterans, elderly, persons who are homeless or at-risk of homelessness, unaccompanied youth/young adults, persons with disabilities, domestic violence survivors.

**PROJECT FINANCIAL INFORMATION**

1. **Project Financing –** Download the Excel form, Capital Project Finance Sheet 2024 and fill it out depicting your project. The workbook has several sheets (Project Sources, Project Budget, and Project Financing Costs). The first tab has instructions, please read them carefully.

Upload the completed form.

1. **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.
2. **Cost Estimates–** There are two parts to this question.
	1. In the text box provided, please explain the following: **(Word Limit - 200)**
* 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 requested grant funds.
	1. Upload bids/estimates
		+ If you have obtained preliminary estimates for your project, please upload them.
		+ If no, skip the upload and move to the next question.
1. Sustainability **(Word Limit - 200)–** In the text box provided, describe your agency’s plan for financial sustainability for this project.

**Confirm your agency has submitted the Organization Information 2023 Application**

**This is the end of the Public Facility and Infrastructure application.**