

2022 | *Community Development Block Grant Program*



CITY OF  
BREMERTON

**Consolidated Annual  
Progress & Evaluation  
Report (CAPER)  
03/13/2023**

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

#### **91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The 2022 City of Bremerton Consolidated Annual Performance and Evaluation Report (CAPER) captures the expenditures, accomplishments, and progress made on the strategies and goals outlined in the 2021-2025 Consolidated Plan and the 2022 Action Plan. The City has demonstrated progress in most of our Consolidated Plan programs and projects. The Consolidated Plan guides the annual allocation of our community's federal program funds from the U.S. Dept. of Housing and Urban Development (HUD). The CAPER outlines progress in achieving affordable housing, economic opportunity and community development goals using CDBG. For the 2022 program year, the City received \$406,109. Funding was not received until mid-2022 due to delays in passage of the federal budget. Contracts were executed in 2022, however some projects will not have expenditures until 2023.

Projects included in the 2022 Action Plan will have work completed in 2023:

- Haddon Park Accessible Playground Resurfacing
- City of Bremerton Pedestrian Priority Network SideWalk Improvements

Projects from prior year Action Plans completed in 2022 include:

- ADA improvements to Pendergast, Kitsap Lake, Lions, and Sheridan Parks
- ADA sidewalk improvements in Evergreen Park

Overall, the City of Bremerton made progress in all of our Consolidated Plan programs and projects. Highlights include:

#### **AFFORDABLE HOUSING**

Affordable housing projects were funded by HOME funding this year. Goal information for this was included in the Kitsap County Annual Action Plan. The City will also fund projects with the City's American Rescue Plan Act funding-such as employment training, microenterprise assistance, weatherization and minor home repair. With the American Rescue Plan funds, the City was able to provide funding to the Kitsap Community Resources home weatherization program assisting 3 households.

HOMELESSNESS

The City continues to work with the Bremerton Housing Authority to administer CV3 funds for emergency rental assistance. Funds will be fully spent by mid 2023. In 2022, 13 households were assisted with emergency rental assistance.

PUBLIC FACILITIES AND INFRASTRUCTURE

The City, utilizing its Public Works and Parks Departments will undertake two large projects in 2023. 2022 City CDBG funds were prioritized for high priority public facilities and infrastructure projects which support ADA accessibility, and support City parks in HUD designated Low/Mod service areas. The playground resurfacing for Haddon Park is planned for 2023.

Projects completed at the end of 2022 include ADA upgrades to four City Parks. Improvements will make park areas accessible to more individuals in low/mod income areas. Accessibility improvements completed in 2022 included restroom door upgrades, accessible gates and concrete pathways, new accessible picnic tables and drinking fountains. Additionally City crews completed construction of a new sidewalk in Evergreen Park to improve ADA accessibility to the existing trails. The new trail will be approximately 5 ft wide and 400 ft long connecting with the existing Park Ave sidewalk with the park trail at the east side of the park.

ECONOMIC DEVELOPMENT

With American Rescue Plan funding, in 2022 The Coffee Oasis, through their HOPE Inc. Job Training program provided employment training, job preparation, and internship opportunities to at risk youth between the ages of 16-25.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Emergency Rental Assistance	Affordable Housing	CDBG: \$	Other	Other	200	180	90.00 %			

Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	16	8.00%			
Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Businesses	5	0	0.00%			
Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	10	0	0.00%			
Increase Economic Opportunities	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	80	0	0.00%			
Preserve and Increase Affordable Housing	Affordable Housing	CDBG: \$	Rental units constructed	Household Housing Unit	15	0	0.00%			
Preserve and Increase Affordable Housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	20	0	0.00%	25	0	0.00%
Preserve and Increase Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	45	6	13.33%	30	0	0.00%
Preserve and Increase Affordable Housing	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	10	10	100.00%	5	1	20.00%

Preserve and Increase Affordable Housing	Affordable Housing	CDBG: \$	Housing for Homeless added	Household Housing Unit	25	0	0.00%			
Provide essential public facilities/infrastructure	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	168000	51412	30.60%	45000	45000	100.00%
Provide essential public facilities/infrastructure	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				

Provide essential public facilities/infrastructure	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				
Provide essential public facilities/infrastructure	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	0	47				
Provide Support Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	0	0.00%			

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City of Bremerton’s Strategic Plan outlines the priorities and goals which guide the allocation of funds over the five year period. The funds allocated for the 2022 grant application cycle will be included in the Year 2, Action Plan associated with the 2021-2025 Consolidated Plan.

The priorities identified for the five year period are as follows:

- Capital projects in the City which demonstrate Low/Mod benefit
- Infrastructure and Capital improvements projects
- Projects which improve and preserve affordable housing;
- Expand economic opportunities for very-low, low, and moderate income Bremerton residents;
- The City will reevaluate funding priorities during each program year with the release of its Policy Plan and NOFA.

Capital projects selected in the 2022 program year specifically benefit low and moderate income residents. Though work was not completed during the program year, both capital projects selected will have benefit for residents for years to come. Projects selected for CDBG funding for the 2022 program year include:

- Haddon Park Accessible Playground Resurfacing- \$132,000
- City of Bremerton Pedestrian Priority Network SideWalk Improvements - \$192,887

Additionally, the CDBG Project Review Committee selected two projects in 2022 to fund with American Rescue Plan funds. The City has partnered with The Coffee Oasis in the HOPE Inc. Job Training program which provides a comprehensive plan for preparing and equipping street and homeless youth ages 16-25 years old for employment opportunities in the community. Kitsap Community Resources Weatherization and Minor Home Repair program was also selected for American Rescue Plan funding. Typical improvements include health and safety measures, and energy efficiency repairs.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	<b>CDBG</b>
White	133
Black or African American	27
Asian	1
American Indian or American Native	6
Native Hawaiian or Other Pacific Islander	39
<b>Total</b>	<b>206</b>
Hispanic	24
Not Hispanic	0

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

City of Bremerton CDBG projects support all individuals and households that qualify regardless of race or ethnicity. The numbers for activities with area benefit National Objectives are pulled from census tract data for the service area for which the particular CDBG activity provides a benefit to. These numbers are also including those who have been served under the CDBG CV3 grant. Some of the racial and ethnic data reported in the accomplishment data on the project level did not populate into the race descriptions provided in this table.



## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	412,382	54,272

Table 3 - Resources Made Available

### Narrative

The resources made available in 2022 include the City's CDBG entitlement award plus any unspent prior year funds as well as any program income earned in the program year. Program income is generated from payoffs or payments made on CDBG funded loans. CDBG rules state that program income must be used before any entitlement is used, and often this causes unspent entitlement funds to roll into the new program year.

The City, as an entitlement community receives a direct allocation of Community Development Block Grant (CDBG) funds from HUD. Kitsap County and the City of Bremerton together formed a consortium for Home Investment Partnership funds from HUD. The County is the lead agency responsible for administration of HOME funds. The City receives its own allocation of CDBG funds from HUD and runs its own CDBG funding process separate from, but alongside the County.

The City has received \$533,431 in CDBG-CV 3 funds through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to stabilize low-income households experiencing hardship due to COVID 19. Most of CV3 has been spent down but a remaining balance of \$36,756.64 remains.

The Kitsap County HOME Consortium has also received an allocation of the HOME American Rescue Plan (HOME-ARP) funds in the amount of \$2,653,349 to address the needs of individuals and families who are homeless, at risk of homelessness, or are in other vulnerable populations. The amount available to City projects is about \$800,000. Funds will be allocated towards eligible projects after completion and approval of the HUD required allocation plan.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

No geographic target areas were in place this year.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

All applicants for CDBG and HOME funds submitted a form to indicate what other funding and match was expected to be used for their project. Upon written agreement the agency updated the sources of funding and provided a detailed budget to show how funds are used.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	13
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	3
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>0</b>	<b>16</b>

Table 6 – Number of Households Supported

### Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

2022 funding is not received until half-way through 2022. Once written agreements are executed for projects the funds may be expended, however most projects will not report accomplishments until work has been completed which in many cases is not until the following year. This data is not captured in the table above which only reflects 2022. The City's affordable housing efforts included above include the City's CDBG CV Emergency Rental Assistance Program. The City, through its HOME funding-administered by Kitsap County as the City is a member of the HOME Consortium, those accomplishments are reported in the Kitsap County CAPER. Of the numbers listed above the 13 assisted through CDBG CV3 were included. A total of 3 units were assisted by prior year CDBG funds through Kitsap Community Resources Weatherization Program. The construction and rehabilitation of housing has been impacted by supply chain issues, a shortage of labor and rising prices.

**Discuss how these outcomes will impact future annual action plans.**

While affordable housing is a significant priority for the City of Bremerton, utilizing CDBG alone is not enough of an incentive for affordable housing development. CDBG can be utilized to support affordable housing development, but agency capacity its often a hinderance towards housing development. When there are not enough resources to leverage, and considering the long term investment affordable housing requires in order to be properly sustained, there are many different partnerships and resources which must be leveraged in order for a successful affordable housing development to be successful. The City has worked diligently to develop policies and procedures to support affordable housing, including amending the MFTE program. The City has worked to strengthen its partnership with the Bremerton Housing Authority in order to gain an understanding of the current gaps in affordable housing and to create an action strategy in order to meet these gaps. The City began work with Kitsap County to develop the HOME ARPA Allocation Plan. The intent is for funds to be utilized to make a significant impact on the affordable housing inventory. The allocation plan will go through a public participation process in February/March of 2023.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	8	0
Low-income	5	0
Moderate-income	0	0
<b>Total</b>	<b>13</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

The City of Bremerton Block Grant program strives to couple the needs of the community with the resources that it has available. While affordable housing is a critically important goal, one program years resources may not be enough to make an impact, so it looks to provide funding and resources to other goals and priorities which can make a significant impact on our low income community. For this program year, that investment was made to improve the City's public facilities, particularly in providing safe passage to schools, improving City facilities, and . Additionally the City looks to providing support to its homeless youth in providing job training programs, and improving the City's housing stock by investing in low income homeowners and renters having a safe place to live. All CDBG funded activities carried out in 2022 provided resources to low and moderate income citizens that met the 80% and below area median income threshold per household in the City. Numbers listed above are projects which track the income of its participants. Public facility projects do not track incomes, rather provide a benefit on an area-wide basis so its numbers are not included above. However, the income of the particular service area was taken into consideration and for a project to be allowed in this area, the area must be a majority low/moderate income.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Housing Solutions Center of Kitsap County (HSC, opened in 2012) is our coordinated entry program, a single point of entry where all residents seeking assistance with housing or homeless services are welcomed, assessed, and referred to appropriate housing and resources for which they are eligible. It serves 99% of clients within 72 hours of contact. In addition, this program provides outreach to unsheltered individuals in partnership with peer support community mental health workers. There are 4 locations in the county where the Housing Solutions Center can be accessed, to make this service more available throughout the geography of the county.

In 2022 the Housing Solutions Center served 2,427 households (including 3,499 individuals), comprised of 1,312 literally homeless households, 1,115 households at risk of homelessness, and 294 households fleeing domestic violence. Updates will be forthcoming for 2022 year assistance. In 2020 Kitsap Community Resources launched the Recovery Outreach and Stabilization Team (ROAST). This team performs outreach services to people experiencing unsheltered homelessness, adults and youth exiting the criminal justice system, and people accessing costly interventions such as hospital emergency rooms and crisis services. The goal of the program is to assist vulnerable adults, youth, and the hardest to serve with supports to develop and maintain housing stability and reduce recidivism to the justice system and crisis services.

The Salvation Army's social services program provides two meals a day, hygiene services (showers and laundry), as well as supplies for outdoor living. Each year, in conjunction with the annual Point in Time Count survey, the Kitsap Housing and Homelessness Coalition sponsors Project Connect events with vendors providing services and information in 3 locations to over 250 low-income and homeless guests. Services provided include hygiene kits, haircuts, diapers, vision screenings, pet vaccinations, medical exams, immunizations, and a hot meal. Housing resources are also offered, both directly and through connection with the coordinated entry program. Kitsap County was unable to hold these Project Connect events in 2021 and 2022 due to COVID-19 restrictions but plans to resume them for the 2023 Point in Time Count.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Kitsap's coordinated entry program, the Housing Solutions Center, includes a community-wide emergency housing waiting list for shelter. At the end of 2022 the average number of days a household (including families and individuals) spent on the waiting list for shelter was 96 days, higher than 2021 which averaged 82 days.

This increase is due, at least in part, to the static low-income rental housing market which created a bottleneck in shelter beds during the pandemic.

At the beginning of 2022, Kitsap County's homeless housing inventory included 499 residential emergency shelter beds (up to 90 days) – comprised of shelters for women with children, shelters for families, one shelter for men, and a shelter for survivors of domestic violence. There are an additional 6 shelter beds dedicated for unaccompanied young adults. These shelter programs also offer referrals to other community services. Due to the COVID-19 pandemic and the Governor's "Stay Home, Stay Safe" orders, an extra 147 emergency shelter beds were made available, expanding to 252 residential emergency shelter beds through 2022. All existing shelter beds were converted from operating on an overnight model to providing 24-hour sheltering.

The Kitsap Rescue Mission shelter expanded temporarily to a hotel to offer additional temporary shelter for up to 77 people per night. The Salvation Army additionally operates a night-by-night winter season shelter December 1st to March 31st which accepts single adults, couples, families, and pets. To address the pandemic public health crisis, the Salvation Army was expanded to 70 beds and continued beyond the typical season and will close at the end of April 2023. 122 transitional housing units provided housing for up to two years for families who need case management and supports to regain self-sufficiency. Rapid rehousing programs serve as many households as possible within program and funding constraints and the shortage of affordable housing units.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Due to the COVID-19 pandemic, Washington state instituted an eviction moratorium February 29th, 2020, which ended October 31, 2021. This moratorium along with additional rental assistance programs reduced the number of households at-risk of losing housing seeking navigation services at the Housing Solutions Center. Before ending the eviction moratorium, additional tenant protections were implemented in Washington State Eviction Law, some temporary and some permanent, including Right to Counsel and the Eviction Resolution Program to help tenants with housing stability services.

A combination of rental assistance eviction prevention programs funded through the Federal Corona Virus Relief Act provided assistance to individuals and families at 50% or less of the Area Median Income in 2022. Many households that were affected during the COVID-19 pandemic are still in the process of being served by these temporary programs.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Priority is given to making shelter stays as short as possible and utilizing rapid rehousing programs whenever possible, as funding permits. Housing case management and early connections with employment, education, and skill-building services assist households to increase self-sufficiency and avoid future homelessness.

Several programs work with homeless clients to get them into permanent housing as soon as possible. Housing Kitsap's Housing Stabilization Program facilitates homeless households' access to housing authority units with housing subsidies and case management. Kitsap Community Resources' Rapid Rehousing Program provides short-term graduated subsidies and housing case management for homeless families. Bremerton Housing Authority programs provide Section 8 vouchers for households successfully transitioning to permanent housing.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City of Bremerton's Housing Authority work with their housing residents to meet their needs as well as encourage their participation in programs that will lead to greater self-sufficiency. The City of Bremerton is currently using a significant amount of Unrestricted cash reserves and Public Housing Capital fund to make investments in their public housing stock. The City is contracted with the Housing Authority for CV 3 funds which continue to support those affected by the pandemic. These households who were served under these grants are those who are not generally assisted through the Housing Authority.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The Bremerton Housing Authority have activities to increase resident involvement and address the economic and social needs of public housing residents. Bremerton Housing Authority has a Resident Occupant Self-Sufficiency Coordinator. The main purpose of this position is to be a resource coordinator for Public Housing residents to help them gain community connections and work towards self-sufficiency.

### **Actions taken to provide assistance to troubled PHAs**

NA



## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Here are the zoning changes adopted in 2022 that promoted affordable housing in Bremerton.

Ordinance No. 5458 - Amended Title 20 of the Bremerton Municipal Code regarding “Cottage Housing Development, Duplex & Townhomes, Bonus Density for Affordable Housing Development, and Definition Updates”. Affordable housing types often called "missing middle" housing include medium-density housing like duplexes, triplexes, townhouses, courtyard style apartments, cottage clusters, or accessory dwelling units. These types of housing developments were largely outlawed in the post-war period in favor of single-family housing units

- Cottage Housing - Allow for multiple small homes on a single lot within the Low Density Zone and Medium Density Residential Zone.
- Duplex & Townhomes - Permit these housing types within the Low Density Residential Zone, as long as maximum density requirements are met.
- Density Bonus - Codify a State required density bonus for religious organizations that provide affordable housing, and extend this entitlement to the Bremerton Housing Authority.
- Definition Updates - Updates to the definitions section of the zoning code for Cottage Housing and revising Maximum Density.

Ordinance No. 5440 - In 2019 the City undertook a process to prepare a land use plan for the Eastside Village Center. The purpose of this plan was to both prepare for population and employment growth, and also to be ready for the changing market conditions due to the imminent departure of Harrison Hospital from the Center. The City commissioned a market study to better understand the economic circumstances of the area. The results of this study spurred planning efforts geared toward tailoring area's development regulations to better suit the projected shift in future land-use patterns. After in-depth study, a robust public process, and unanimous recommendation of Planning Commission, the City Council adopted the Eastside Village Subarea Plan (Ordinance 5401) in October 2020.

In 2022, amendments to the Subarea Plan were proposed to help ensure Center growth targets. The amendments proposed were adopted by City Council and included: an increase to maximum structure height removal of maximum density requirements, consolidation of zoning districts, and adoption of the Design Review Board process. These amendments will better implement the Vision of the Subarea Plan, which calls for a residential focused center with diverse, high density housing types for all ages and incomes supported by a commercial core and flexible opportunities for employment-generating uses.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City of Bremerton commits to ensuring that underserved needs are met, and will work towards the following goals:

Disperse below market rate, publicly assisted, affordable, and rental housing throughout the City in a way that accommodates Bremerton's fair share of the Countywide need. Disperse such housing throughout the City of avoid concentrations in any particular area and encouraging development close to employment and public transportation.

Provide opportunities for the production of new housing for all incomes, ages, and families types through infill by stimulating growth of non-traditional housing types such as townhomes, cottage housing, accessory dwelling units, and duplexes in locations where they will seamlessly infill into the fabric of the existing neighborhoods.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Kitsap Community Resources, Community Frameworks, and the Bremerton Housing Authority all utilize trained assessors and inspectors for special handling of the pre-1978 housing stock. In the City of Bremerton, all housing projects funded with CDBG or HOME funds are required to complete the Lead Safe Housing Rule checklist and follow proper procedures for housing built before 1978.

For single family housing programs (funded with ARPA funds in 2022), Kitsap Community Resource's weatherization staff are trained in lead based paint education and lead safe work practices. Both agencies educate clients on lead facts and hand out literature including the required EPA pamphlet. Contractors and crews working on pre-1978 homes are all trained and certified in lead safe work practices and attend refresher courses. The City also requires a lead based paint hazard assessment on all properties receiving rehabilitation assistance, and the level of assessment depends on the activity.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The purpose of all the City of Bremerton's goals, objectives, and projects carried out in the 2022 program year and listed in the 2022 Year One Action Plan (refer to AP-20 and AP-35 in the 2022 year one action plan) is aimed at reducing the number of families in poverty. The City of Bremerton strongly supports the efforts of service providers in the community to end homelessness, help individuals gain self-sufficiency, and provide affordable housing and important job training activities. The HUD CDBG entitlement grant allows the City of Bremerton to invest at a minimum \$400,000 annually to reduce the number of poverty-level families. Specifically, the following actions were taken to achieve the anti-poverty goal:

- Provided funding for critical infrastructure updates to City public facilities and sidewalks and walkways to allow for enjoyment of the facilities for all persons regardless of ability
- Emergency rental assistance for those facing difficulty paying their rent as a result of the Covid-19 pandemic. This rental assistance has been critical to ensure those who may be facing difficulty do not end up losing their housing.

Other projects completed in 2022 with non-CDBG (ARPA) funding also promoted this goal including the weatherization and minor home repair programs for renters and owners. Often homeowners and tenants face necessary repairs to their home which become very costly. Low income homeowners and renters generally do not have the funds to make these necessary upgrades which occasionally puts the residents in an unsafe situation. This program provides assistance and focuses on the health and safety of the home as well as conservation measures to assist in decreasing energy costs.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City has pledged to improve coordinated, effective planning programs that improve access to affordable housing Specifically to promote intergovernmental cooperation and agreements that support strategies and programs to achieve City housing goals: Promoting increased housing density to provide a broader customer base for more affordable public services including utilities. To eliminate unnecessary regulatory impediments to the development of affordable housing. To promote private and public efforts to provide adequate capital for rehabilitation of housing projects; such efforts should include commitments to remove or abate blighting influences near or within residential areas. The following goals have been updated to support the foundation of Bremerton’s housing strategy for the future. These goals and policies are to support the overall housing vision. The goals which have been updated to include the following: Protecting and enhancing Bremerton’s existing quality housing stock, Encouraging the development of a variety of new housing options and densities to meet the changing needs of Bremerton’s residents, supporting access to quality and affordable housing for all residents, and implementing and coordinating strategies which promote public and private efforts to facilitate improvements to the housing stock. Each of these goals have subgoals and action steps which are revisited on a regular basis and changed as needed.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City creates strategic partnerships in order to enhance the availability of resources and in order to leverage services provided to low and moderate income residents and neighborhoods. Annually the City, Bremerton Housing Authority, and Kitsap Housing and Homelessness Coalition sign a ‘Consistency with the Consolidated Plan’ document. This document ensures that activities taken throughout the year are consistent with the strategic goals outlined in the Consolidated Plan.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The City supports the Fair Housing Center of Washington. The mission of the Fair Housing Center of Washington is to assure equal access to housing, and other related services to the residents of Washington. The organization achieves this purpose through education, investigation, and enforcement of applicable laws. The City provides information both on its website, through its Code Enforcement Officers, and as requested for individuals who reside in the City and may have an allegation of discrimination relating to a housing transaction. The Fair Housing Center of Washington then conducts an intake to ensure that the housing issue relates specifically to a protected class under Federal, State or Local fair housing laws.

The City has pledged through its Comprehensive Plan update to support efforts to provide for a variety of housing options such as:

- Emergency group housing, homeless shelters and short term housing to meet the needs of the lower income categories.
- Respond to the special needs of the growing elderly population within the City. Encourage a full range of housing options including retirement housing complexes in all residential zones particularly in areas with direct proximity to services and amenities. Encourage programs which allow elderly to remain in their homes as long as possible.
- Provide for integration of special needs housing within the community by allowing for government-assisted housing, housing for low-income families, manufactured housing, group homes, and foster care facilities.
- Encourage construction to meet and exceed ADA standards whenever possible.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City of Bremerton (as an entitlement grantee, and member of HOME Consortium) is responsible for monitoring its sub-recipients' and Kitsap County (as an Urban County, and Consortium lead agency) is responsible for monitoring its sub-recipients' activities to ensure compliance with all applicable federal requirements at 24 CFR 570, 24 CFR 576, and 24 CFR 92 for individual project goals, and local CDBG and HOME program requirements. The City of Bremerton selects sub-recipients for CDBG program activities and executes contracts for all funded activities. These contracts meet the applicable program and federal requirements. The County executes HOME written agreements for sub-recipients, including sub-recipients within the City of Bremerton and monitors projects funded within the HOME program. All projects funded are reviewed for eligibility and compliance by the CDBG administrator, and approved by the Bremerton City Council prior to insertion in the Annual Action Plan.

The City monitors contracts for compliance with the specific program requirements applicable to the project including: general management, performance goals, financial management, data collection, reporting, eligibility determinations, environmental review, non-discrimination, minority business outreach, and labor standards compliance, etc. The City of Bremerton also provides annual technical assistance to interested applicants for CDBG funds to assure compliance with applicable federal requirements. After a contract is executed, the City frequently conducts desk monitoring to ensure continued regulatory compliance. This may include review of procurement processes, attendance at pre-construction meetings to review project requirements with contracts, meetings to review specific requirements, and assistance in creating bid documents.

A variety of monitoring techniques are used during the implementation of HUD funding activities by staff to review sub-recipient compliance with federal regulations and the funding agreement. Through risk assessment, phone conversations, written correspondence, desk monitoring, reviewing specific requirements for each project, and on-site monitoring visits, staff is able to review each funded project and program to ensure that the applicable CDBG and HOME program's regulatory requirements are met. When necessary, the City of Bremerton will take corrective actions to preserve program integrity with funded sub-recipients. Detailed information on the monitoring processes are outlined in the 2022 Policy Plan, and the City of Bremerton CDBG/HOME subrecipients manual.

Lastly, the City of Bremerton uses the Consolidated Annual Performance and Evaluation Report (CAPER) as a tool for monitoring performance against the Consolidated Plan and Annual Action Plan goals.

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

On March 13th, 2023 citizens were notified of the availability of the 2022 CAPER in the City's official paper of record, the Kitsap Sun. The notice informed the public of the 15 day public comment period. The Community Development Block Grant Administrator notified the Bremerton City Council of the availability of this document. The 2022 CAPER, along with the following IDIS reports: PR03, PR05, PR07, PR23, PR26 and PR27 are posted on the City of Bremerton's website. There were no written comments submitted during the 15 day public comment period.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City's 2022 projects selected for CDBG funding are large scale public facility improvements that are currently underway and will be completed during the 2023 program year. The City is currently working with Kitsap County to streamline its Coordinated Grant application process. The goal is to improve the application process for our grant applicants and make communication and project review more efficient.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

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**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

### CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

**Table 8 – Total Labor Hours**

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

**Table 9 – Qualitative Efforts - Number of Activities by Program**



## **Narrative**

None of the projects selected for funding in 2022 were subject to Section 3.

# Attachment

## PR26 - CDBG Financial Summary Report



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System

DATE: 03-10-23  
 TIME: 16:25  
 PAGE: 1

PR26 - CDBG Financial Summary Report

Program Year 2022  
 BREMERTON , WA

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	406,109.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	9,070.82
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	415,179.82

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	54,272.13
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	54,272.13
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	54,272.13
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	360,907.69

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	54,272.13
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	54,272.13
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	406,109.00
33 PRIOR YEAR PROGRAM INCOME	15,341.07
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	421,450.07
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	0.00
42 ENTITLEMENT GRANT	406,109.00
43 CURRENT YEAR PROGRAM INCOME	9,070.82
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	415,179.82
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	0.00%



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 PR26 - CDBG Financial Summary Report  
 Program Year 2022  
 BREMERTON , WA

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17  
 Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18  
 Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2021	3	493	6680229	ADA Upgrades Kitsap Lake Park	03F	LMA	\$29,629.66
2021	3	495	6714984	Lions Park ADA Upgrades to Tennis Courts	03F	LMA	\$6,313.60
2021	3	495	6727679	Lions Park ADA Upgrades to Tennis Courts	03F	LMA	\$16,547.81
2021	3	496	6714984	Sheridan Park Community Center ADA Upgrades	03F	LMA	\$1,781.06
					03F	Matrix Code	<u>\$54,272.13</u>
Total							\$54,272.13

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27  
 Report returned no data.

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37  
 Report returned no data.