



**KitsapCounty**

Human Services

# Housing and Community Development 2027 Request for Proposals (RFP)



**CIAH and HOME Programs**

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## HCD Program Contacts

### Community Investments in Affordable Housing (CIAH)

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Port Orchard, WA 98366

*Staff Contacts:* Joel Warren, Program Supervisor  
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### HOME Investment Partnership Program (HOME)

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Department of Human Services  
614 Division St, MS-23  
Port Orchard, WA 98366

*Staff Contacts:* Bonnie Tufts, Block Grant Manager  
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360-337-4606

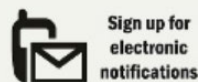
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360-337-7272

## RFP & Program Updates

Any information or updates regarding this RFP will be posted on the County website, and notifications will be sent to any agency or organization signed up to receive Coordinated Grant Application Process electronic notifications.

To sign up go to: [Kitsap County](#)

The link will take you to the Kitsap County Electronic Notification System where you can sign up. You can also sign up to receive updates for the County Block Grant Program or any of the other grant programs associated with the Coordinated Grant Application Process.



[Subscribe to the County's Electronic Notification System](#)

Applicants pursuing a new housing project should meet with County staff to discuss the project, covering program eligibility, rules, and regulations.

## 2027 CIAH and HOME Application Schedule

<b>April</b>	
Draft Policy Plan published	4/20
Policy Plan comment period	4/20 – 5/5
<b>May</b>	
Board of County Commissioners Public Hearing - Action Plan priorities & Policy Plan	5/11
HCD RFP and NOFA published to website	5/14
HCD applicants meet with County staff	5/18 – 6/12
<b>June</b>	
Grant application technical training	6/17 @ 10a-Noon
<b>2027 Grant applications open</b>	<b>6/17 @ Noon</b>
Ongoing application technical assistance	6/17 – 7/17
<b>July</b>	
<b>2027 Grant applications due</b>	<b>7/17 @ Noon</b>
<b>August</b>	
Application Review & Scoring	8/1 – 9/3
<b>September</b>	
Staff presentations and Capital GRC discussion	9/2 – 9/3
Staff and GRC Deliberations	9/10
<b>October</b>	
Draft 2027 Funding Recommendations and Action Plan released for 30-day comment period	9/21
Board of County Commissioners Work Study • Action Plan & GRC Funding Recommendations	10/19
Board of County Commissioners Public Hearing • Action Plan & GRC Funding Recommendations	10/26
Bremerton City Council Study Session Action Plan & Funding Recommendations	10/28
Bremerton City Council Public Hearing • Action Plan & Funding Recommendations • Takes action on Bremerton HOME funds	11/4
<b>November</b>	
Submission of 2027 Action Plan to HUD	11/15

## Summary of RFP

Kitsap County is seeking applicants for a competitive combined request for proposals (RFP) process including two programs:

- Community Investments in Affordable Housing (**CIAH**)
- HOME Investment Partnership (**HOME**)

### **CIAH**

The CIAH program is funded through local sales/use taxes collected throughout Kitsap County, except for Poulsbo and Bainbridge Island, where those jurisdictions collect and implement these tax funds apart from the County.

The intent of the CIAH program is to be a local source of funds that support the development of affordable housing projects across the entire spectrum of housing types.

### **HOME**

The HOME Program is a federal program, funded by the Department of Housing and Urban Development (HUD), administered by Kitsap County. 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

The HOME program is funded by the Department of Housing and Urban Development (HUD), administered by Kitsap County. The HOME program was created by the National Affordable Housing Act of 1990 (NAHA) to expand the supply of decent, safe, sanitary, and affordable housing for low and very low-income households and strengthen the ability of state and local governments to provide affordable housing.

All guidelines and policies for the funds below are not included in this RFP but are detailed in the **2027 HCD Policy Plan** posted on the Coordinated Grant Application page of the website [Coordinated Grant Application Process \(kitsapgov.com\)](https://www.kitsapgov.com/Coordinated-Grant-Application-Process). It is the applicant's responsibility to read and understand the funding requirements and restrictions.

## Funds Available

### **CIAH**

The amount of CIAH funding available each year varies based on the amount of sales/use tax brought in.

- **The total amount of CIAH funding made available for the 2027 program year will be \$6,000,000.**

## HOME

The amount of funding available each year is determined by HUD after the Federal Budget is finalized and approved by Congress. This typically occurs after the County's program year has begun; therefore, the HOME funding announced in the RFP is an estimate of funds.

- The total amount of **HOME** funding made available for the 2027 program year is estimated to be **\$1,014,818.86**.
  - \$414,680.59 – County
  - \$195,932.19 – City of Bremerton
  - \$404,206.08 – CHDO

HUD requires 15% of the annual allocation to be set aside for Community Housing Development Organizations (CHDO). To qualify, organizations must meet certain requirements pertaining to legal status, organizational structure, capacity, and experience. Please contact staff for additional information.

## Eligible Applicants

Those organizations eligible to receive **CIAH** and **HOME** funds are:

- Nonprofit Agencies
- Units of Government
- Housing Authorities
- Corporation, Limited Liability Company, General Partnership, Joint Venture, or Limited Partnership
  - This must ultimately be controlled by a nonprofit or public corporation to obtain a tax credit or another housing or service-related objective.
- Faith-based organizations

## Program Priorities

For the 2027 program year, CIAH and HOME have the following priorities:

### **CIAH** Priorities

1. Develop new units of housing: affordable, supportive, transitional, and emergency (priority in that order).
2. Acquire land for the development of housing: affordable, supportive, transitional, and emergency.
3. Provide housing related services in relation to supportive, transitional, and/or emergency housing. These services may include rental assistance
4. Provide operations and maintenance support for agencies providing housing and/or housing services.

For a full list of the types of projects that CIAH funding may fund, please see the [CIAH Program website](#).

## HOME Priorities

The following priorities are of equal importance:

- Construction or acquisition of new rental housing units
- Acquisition of homeowner housing through down-payment assistance

## Population Served

All CIAH projects and HOME rental projects must benefit households earning below 60% area median income (AMI). HOME homeownership must benefit households at or below 80% AMI. In addition to income limits, household characteristic requirements apply.

Kitsap County uses the HOME income limits for all HCD funds. The AMI is determined by household size and is updated annually by HUD for Kitsap County. The latest AMI data can always be found on [HUD User](#). The current AMI for Kitsap County is:

HH Size	30% AMI	60% AMI	80% AMI	100% AMI
1	\$ 27,250	\$ 54,480	\$ 72,600	\$ 90,800
2	\$ 31,150	\$ 62,220	\$ 83,000	\$ 103,700
3	\$ 35,050	\$ 70,020	\$ 93,350	\$ 116,700
4	\$ 38,900	\$ 77,760	\$ 103,700	\$ 129,600

Source: [HUD Income Limits; Effective 6/1/2026](#) - The AMI data is typically updated in May/June of each year.

## CIAH Requirements

CIAH-funded projects must serve individuals and/or households that earn less than 60% of the area median income (AMI).

Along with income requirements, CIAH-funded projects must serve individuals and/or families with at least one of the following characteristics:

- Persons with behavioral health disabilities;
- Veterans;
- Senior citizens;
- Persons who are homeless or at-risk of being homeless, including families with children;
- Unaccompanied homeless youth or young adults;
- Persons with disabilities; or
- Domestic violence survivors.

## HOME Requirements

All HOME projects must serve households at or below 80% Area Median Income (AMI). HOME assisted rental units must serve households at or below 60% AMI. In projects of 5 or more HOME-assisted units at least 20% of the units must be serving households at or below 50% AMI. Rental projects may be mixed income.

## Application Process

There is one application portal, and one application for both funds. The applicant does not identify which funding source they are applying for but will be asked if they wish to be considered for federal funds.

**All applicants are required to complete two separate applications for this RFP.**

1. Organization Information Application (completed 1 time per organization)
  - This application will ask an agency to provide overall agency information including policies, financial information, and general organizational procedures.
  
2. Project Specific Application (1 per project)
  - This application provides specific details about the project, including need, population served, timeline, financial sustainability, among other details. There are separate applications for:
    - Rental housing
    - Homeowner housing
    - Public facility, infrastructure, and shelter

## Application Access and Submission

The application system is online only, utilizing Survey Monkey Apply.

<https://apply-kitsap.smapply.io>.

**The Organization Information applications will be made available on June 1, 2026.**

**Project specific applications will open June 17, 2026**

**Applications are due at Noon on July 17, 2026.**

Both applications must be completed and submitted by the due date for your application to be considered complete.

## Application Assistance

Assistance will be provided through a variety of ways.

1. Applicants should meet with County staff for all new projects. All meetings will be held remotely, via Microsoft Teams.
2. Application Technical Assistance will be provided via Zoom on June 17, 2026 @ 10a. This session is not required, and the recording will be made available.
  - a. Links will be available on County websites.
    - i. [Coordinated Grant County Page](#)
    - ii. [Block Grant Page](#)
    - iii. [CIAH Page](#)
3. General Assistance is available throughout the application process, addressing forms, uploads, submitting the application, and general questions. Applicants may contact County HCD staff via email or phone.

## Application Scoring

**CIAH** and **HOME** applications will be scored based on responses to the project application. Each question within the application will identify a maximum score for that individual response, and the Capital GRC members and County staff will score applications.

Scores assigned to each application are used as a tool in deliberations. A score and any subsequent ranking against other applications does not constitute a guarantee of commitment of any HCD funds. Kitsap County will, in all instances, commit CIAH and HOME funds consistent with sound and reasonable judgment, and consistency with program requirements and adopted policies.

County staff will present the same aspects of each project to the Capital GRC members. The GRC will discuss the merits of each project and formulate funding recommendations.

Some of the evaluation criteria include:

- Project readiness and timeline
- Budget
- Leveraged and committed funds
- Partnerships
- Sustainability
- CIAH or HOME project priority

Funding recommendations will be announced on September 21, 2026, and will be presented at a public hearing on October 26, 2026.

## Contracting/Commitment Process

### CIAH Process

Projects that are awarded CIAH funds must work with the Program Supervisor to move the project through the contracting phase. Project start is determined to begin January 1 in the year immediately following the award announcement.

All projects awarded CIAH funds are required to follow all State and County regulations related to the project. Note that this may include prevailing wage requirements. Please refer to the 2027 HCD Policy Plan for additional program information.

### HOME Process

Projects that are awarded HOME funds will receive a conditional commitment and must work with staff to move the project to formal commitment (i.e., execution of binding legal agreements obligating HOME funding) within 2 years. All funds are provided on a reimbursement basis, and work cannot start and costs cannot be incurred until an environmental review is complete and a Notice to Proceed is issued.

All projects awarded HOME funds are required to follow all Federal and County regulations related to the project. Note that this may include federal prevailing wage, Section 3, and Build America Buy America requirements. Please refer to the [2027 HCD Policy Plan](#) and the [CDBG/HOME Guidebook](#) for additional information.