

Kitsap County
Affordable Housing Programs
2025 Request for Proposals (RFP)



Community Investments in Affordable Housing (CIAH)
HOME Investment Partnerships (HOME)



Kitsap County
Department of Human Services

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Program Contacts

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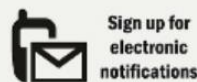
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RFP & Program Updates

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:

<https://spf.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>. On the right side of the page click on the link to receive text or email updates. 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

2025 Application Schedule

Below is the schedule for the **CIAH** and **HOME** programs. For the schedule of all grants made available through the Coordinated Grant Process, see the County's [website here](#), or [click here to access the schedule directly](#).

5/1/24	Draft Policy Plans published on Coordinated Grant Application website.
5/3/24	Application Intent Forms Open
5/24/24	RFPs and NOFAs posted to website for information purposes
6/3/24 – 6/14/24	Application Intent Form Meetings
6/7/24	Written Comment Period Closes for 2024 Draft Policy Plan
6/10/24	Board of County Commissioners Public Hearing and Action on 2024 CDBG/HOME and CIAH Policy Plan - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, <u>5:30pm</u> , or via <i>Zoom</i> .
6/18/24	Technical Assistance training applications: <u>1p-3p</u> via <i>Zoom</i> Recording will be made available online. <ul style="list-style-type: none"> • Access to the training will be made available on the Coordinated Grant Application website. • The link will also be emailed to the organizational contact that submitted the pre-application.
6/18/24	Applications available online @ Noon
6/18/24 – 7/16/24	Application Technical Assistance available via Zoom, email, and phone
7/16/24	Applications Due @ Noon Online submissions only
7/17/24 – 9/10/24	Grant Recommendation Committee and County staff review and score applications.
9/12/24	Draft 2025 CDBG/HOME Annual Action Plan released and CDBG, HOME, and CIAH funding recommendations released. Posted to Kitsap Coordinated Grant Website and in Kitsap Sun. Written 30-day comment period begins.
10/14/24	Board of County Commissioners Public Hearing and Action on 2025 Kitsap Coordinated Grant Programs Grant Funding Recommendations Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, <u>5:30pm</u> , or via <i>Zoom</i>
10/15/24 – 12/31/24	Begin contracting phase for 2025 CIAH awards
1/1/25	Program Year Begins

[About the Funding](#)

Kitsap County is putting forward a combined request for proposals (RFP) from qualified applicants for affordable housing projects that have submitted an application intent form in 2024. This RFP includes funds from two programs:

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

CIAH

The CIAH Program was formally established in 2023, funded by two separate sales and use taxes enacted by the County Commissioners; one sales and use tax of 0.1% and one at 0.0146%. The CIAH program is funded through these taxes collected through 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, and also support the delivery of social/health-related services in need.

HOME

The HOME Program was created by the National Affordable Housing Act of 1990 (NAHA). The Housing and Community Development Act of 1992 and 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

Funds Available

CIAH funds are County funds, administered through the Human Services Department. The amount of funding available each year will vary based on the amount of sales/use tax brought in throughout the previous calendar year.

- The total amount of CIAH funding made available for the 2025 program year will be \$7,150,000.

HOME funds are federally funded through the Department of Housing and Urban Development (HUD). 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 2025 program year will be \$650,262.
 - \$479,923 County
 - \$170,339 City of Bremerton

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested.

Multiple Year's Funding:

- Capital housing projects awarded funds in a prior year may be eligible to apply for one additional year of funding if the project is moving forward and adequate progress is being made to secure all other funds necessary to complete the project.
- On-going housing programs must demonstrate adequate progress in meeting the prior year's contract obligations including timely expenditure of funds. If an organization has two years of funding awarded and are not yet under contract for at least one of the years, they are not eligible to apply.

HOME-Specific Regulations

HOME require a portion of HOME funds be set-aside for Community Housing Development Organizations (CHDOs). A CHDO is a private, nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. To qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience. For

information about how to qualify as a CHDO please contact Block Grant Staff. Additionally, a CHDO agency is not restricted to just CHDO funds.

Funding awards could be up to the amounts listed above however if all funding is not allocated, it may be included in the next application opportunity.

The minimum grant request is \$10,000 and there is no maximum.

All guidelines and policies for the funds below are not included in this RFP but are detailed in the 2025 CDBG HOME 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.

County/City of Bremerton Joint Funding of Projects

Projects located in the City of Bremerton will be funded from the City's share of HOME funds. Projects located in the City of Bremerton are only eligible for County funds if:

- the project serves a special needs population as defined Appendix E of the 2025 CDBG HOME Policy Plan,
- meets a high priority need as described in the Consolidated Plan,
- demonstrates some benefit to County residents; and
- is also being funded by the City. County funds awarded cannot exceed the amount of funds awarded by the City.
- These projects would be a lower priority for County funds.

Match Requirements:

Projects will have a 25% match requirement as required for HOME funded activities. Match is not required for HOME-ARP.

Eligible Applicants

Those organization eligible to receive CIAH and HOME funds are:

- City or County governments
- Public Housing Authorities
- Public and private nonprofit organizations 501(c)(3)
- Section 301(d) small business investment companies
- Local development corporations
- Faith based organizations

CIAH funds may be awarded to a corporation, limited liability company, general partnership, joint venture, or limited partnership in some circumstances.

- The entity must ultimately be controlled by a nonprofit or public corporation to obtain a tax credit or another housing or service-related objective.

To be awarded HOME funds, the applicant must meet all of the following:

- Demonstrate an active governing body or board of directors with skills and experience to provide leadership and direction to the agency.
- Demonstrate the legal, financial, and programmatic ability to administer the proposed project.
- Meet the County/City requirements for contracting agencies such as insurance requirements, audit, and financial requirements.
- Have a current audit.

Program Priorities

The CIAH and HOME programs are designed to fund capital projects. Because they are funded by different levels of government, and have varied requirements based on their source, the programs may have slightly different priorities each year.

CIAH Priorities

For the 2025 program year, CIAH has the following priorities:

1. Develop new units of supportive housing, affordable housing, transitional housing, and shelter beds.
2. Acquire land for the development of supportive housing, transitional housing, or shelter beds.

If all eligible projects that meet one of the above priorities are funded, and there is CIAH funding remaining to disburse, the CIAH program may then address applications that provide either of the following criteria:

- Provide housing or behavioral-health related services in relation to supportive housing. These services may include rental assistance.
- Provide operations and maintenance support for new units of supportive housing.

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

HOME Priorities

For the 2025 program year, HOME has the following priorities:

- Affordable housing projects located in unincorporated Kitsap County and the cities of Bainbridge Island, Poulsbo and Port Orchard.
 - Rental housing, including construction of new units, acquisition and rehabilitation; .

- Homebuyer assistance (i.e. down-payment assistance) will be considered a lower priority for funding in years where there are high priority rental project applications. New construction of homeowner housing will be a low priority.

HOME funds awarded to projects located within the City of Bremerton are prioritized for:

- rental and homeowner projects including acquisition, new construction, rehabilitation, and homebuyer assistance.

Population Served

CIAH and HOME funds have slightly different requirements for who the program must serve. Please understand each requirement and consider how your project will meet the requirements outlined below.

Both programs must meet certain income requirements. Area Median Income (AMI) is determined by household size and is updated annually by the Department of Housing and Urban Development (HUD), typically in May of each year. For the 2025 program year, the AMI for Kitsap County is:

HH Size	30% AMI	60% AMI	80% AMI	100% AMI
1	25,150	50,300	67,050	83,800
2	28,750	57,500	76,600	95,800
3	32,350	64,700	86,200	107,800
4	35,900	71,800	95,750	119,700

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.

Kitsap County and the City of Bremerton have each also issued a Notice of Funding Availability (NOFA) for CDBG funding. The City of Bremerton will conduct a separate review process for their CDBG funding. Refer to the City website for additional information, [Federal Grants - Community Development Block Grant | Bremerton, WA - Official Website \(bremertonwa.gov\)](#)

Application Process

The application process for CIAH and HOME fund is identical. There is one application portal, and one application for both funds, the applicant does not need to explicitly identify which funding source they are applying for. However, applicants for capital projects will be asked if they wish to be considered for federal funds.

After submitting an [Application Intent Form](#), County staff will schedule a meeting to discuss the project and the next steps in the application process. Applicants are required to complete two separate applications for this RFP.

1. Organization Information Application (completed 1 time per organization)
2. *Project Specific Application* (1 time per project/grant request)

There will be several different *Project Specific Application* based on the project type. For example, a rental housing project will have a different application than a homeownership project or emergency shelter project. Which *Project Specific Application* an applicant will be asked to complete will be decided in the Application Intent meeting with County staff.

1. Organization Information Application
 - a. This application will ask an agency to provide overall agency information including policies, financial information, and general organizational procedures. Each agency will complete one Organization Information Application per program year. An organization will complete one Organization Information Application, and then may submit more than one Project Specific Application
2. Project Specific Application
 - a. This application will provide specific details about the project, including need, population served, timeline, financial sustainability, among other details.

Application Access and Submission

The application system is online only, utilizing Survey Monkey Apply. To access Survey Monkey Apply go to: <https://apply-kitsap.smapply.io>. No other method of application will be accepted.

The applications will be made available on June 18, 2024.

Applications are due at Noon on July 16, 2024.

Application Assistance

Assistance will be provided through a variety of ways.

1. Attending an Application Intent appointment with County staff is required for all applicants. County staff will contact each organization to schedule a meeting. All meetings will be held remotely, via Zoom or Microsoft Teams.
2. Application Technical Assistance will be provided via Zoom on June 18, 2024 @ 1p. This session is not required, and the recording will be made available.
 - a. Links to these will be made available via email.
3. General Assistance is available throughout the application process, addressing forms, uploads, submitting the application, and general questions. Applicants may contact the appropriate County program 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 based on responses to the prompts.

Regardless of strict numerical ranking, the scoring does not operate to vest in an applicant or project any right to a commitment of CIAH or HOME funds. Kitsap County will, in all instances, commit CIAH and HOME funds consistent with sound and reasonable judgment, and consistency with HOME requirements and adopted policies.

There are no project interviews being conducted for the 2025 grant cycle. Rather, County staff will present the same aspects of each project to the Capital GRC members in a short PowerPoint presentation. The GRC will discuss the merits of each project and formulate funding recommendations.

Some example of evaluation criteria include:

- Project readiness
- Cost

- Leveraged funds
- Partnerships
- Sustainability
- Period of affordability (for capital projects)
- CIAH or HOME project priority

Funding Recommendations will be announced on September 12, 2024, and will be discussed at a public hearing on October 14, 2024.

Conditional Commitment

All HOME awards will be made as a conditional commitment. Conditional commitments may be contingent upon:

1. Approval of Kitsap County's Annual Action Plan.
2. Kitsap County's receipt of HOME funds from HUD.
3. All other funding sources for the project committed and documented with letters of commitment from the funder.
4. All requirements for environmental review under NEPA completed including receipt of HUD Authority to Use Grant Funds if applicable.
5. Project underwriting and developer capacity review completed.
6. Have all necessary contract requirements completed to enable contract execution with the County and commitment in HUD's Integrated Disbursement and Information System (IDIS).

Capital Grant Recommendation Committee

Each submitted application for CIAH and HOME funding will be reviewed by County staff and scored by the Capital Grant Recommendation Committee (GRC).

The Capital GRC is an eight-member committee that is formed to review submitted applications for CIAH, HOME and capital CDBG funds. The eight members are selected in the following ways:

1 member to represent each North, Central, and South Kitsap, selected by that Commissioner. (3 members total)

1 member to represent each City within the County: Bremerton, Poulsbo, Bainbridge Island, and Port Orchard. Each member is selected by the mayor. (4 members total)

1 member chosen at-large, selected by the Board of County Commissioners.

County and At-large members are selected from a pool of applicants that have submitted the necessary application forms and demonstrated some level of experience in a variety of areas relevant to CIAH, CDBG, or HOME funds.

Contracting/Commitment Process

CIAH Process

Projects that are awarded CIAH funds will work with the Program Supervisor to move the project through the contracting phase. The CIAH Program Supervisor will be responsible for supporting the awarded agency through all the program and County requirements relevant to the awarded project. Once awarded funds, expect to schedule a meeting in Q4 of 2025 to walk through the process in finer detail.

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 2025 CIAH Policy Plan for additional program information.

HOME Process

Projects receiving a Conditional Commitment of HOME funds will be assigned a Project Manager responsible for moving projects to formal commitment (i.e., execution of binding legal agreements obligating HOME funding). The Project Manager will be responsible for managing final underwriting of the project, ensuring any general or special conditions of the award are met, negotiating project-specific terms, and coordinating the contract review and contract execution process.

Following commitment of funds, the Project Manager will also be the primary point of contact for the owner through for processing draw requests, reviewing construction progress and compliance with federal labor standards, approvals on any proposed contract changes, coordination of project site inspections, the start of marketing, and lease-up of rental properties.

All projects approved for funding must follow the regulatory requirements associated with each of the funding sources. Please refer to the following documents for guidance:

- Kitsap County CDBG/HOME Policy Plan - [Coordinated Grant Application Process \(kitsap.gov\)](#)
- Kitsap County CDBG/HOME Guidebook - [kitsap.gov/hs/Pages/CDBG--Guidebook.aspx](#)

Additional Notes:

1. HOME and HOME-ARP funds are Federal funds. Use of Federal funds may affect the way your agency does business.

- a. If you are applying for Federal funds for the first time, you are strongly encouraged to meet with Block Grant staff to discuss federal regulations.
 - b. In addition to the rules and requirements of HOME, there are several additional broad Federal regulations that must be followed including rules regarding non-discrimination and equal access, employment, contracting and procurement, environmental requirements, Davis Bacon, record keeping and financial controls.
2. Contracting – Your agency will be required to enter into a contract with the Kitsap County.
 - a. Kitsap County manages the grant contracts for HOME, including City of Bremerton projects. The program year begins January 1, 2024, and the following applies to HOME projects.
 - b. Capital contracts must receive a notice to proceed before costs can be incurred.
 - c. Contracts for Federal funds operate on a reimbursement basis.
 - d. A contract may not be executed until mid-year, based on when the federal budget is approved, and the County receives a contract from HUD, and all other project financing is secured.
3. Reporting Requirements – Reporting is required on all projects receiving funds through the Coordinated Grant Application Process.
 - a. Quarterly Reports – It is your responsibility to submit quarterly performance and demographic reports. The first Quarterly Report is due April 15, 2025 for HOME funded projects. Reports are to be submitted to each funder you are under contract with.