



**Kitsap County Coordinated Grant  
Application Process  
2020 Affordable Housing  
Request for Proposals (RFP #1)**

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Kitsap County Department of Human Services  
Block Grant Program  
&  
City of Bremerton  
Community Development Block Grant

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# Kitsap County Coordinated Grant Application 2020 Affordable Housing Request for Proposals

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## Staff Contacts:

### **Kitsap County Block Grant Program**

*Administers Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds*

[http://www.kitsapgov.com/hs/block\\_grant\\_program/cdbg.htm](http://www.kitsapgov.com/hs/block_grant_program/cdbg.htm)

Mailing Address: Kitsap County Block Grant Program  
Department of Human Services  
345 6<sup>th</sup> Street, Suite 400  
Bremerton, WA 98337

Staff Contacts: Bonnie Tufts, Block Grant Manager  
(360) 337-4606  
[btufts@co.kitsap.wa.us](mailto:btufts@co.kitsap.wa.us)

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(360) 337-7272  
[sbauman@co.kitsap.wa.us](mailto:sbauman@co.kitsap.wa.us)

### **City of Bremerton**

*Administers Community Development Block Grant (CDBG) funds*

<http://www.ci.bremerton.wa.us/198/Federal-Grants---CDBG>

Mailing Address: City of Bremerton  
345 6<sup>th</sup> Street, Suite 100  
Bremerton, WA 98337

Staff Contacts: Sarah Achaoui, Community Development Block Grant Administrator  
(360) 473-5375  
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## 2020 Application Schedule

Wednesday	3/20/19	<b>City of Bremerton Public Hearing and Action on 2020 City of Bremerton CDBG/HOME Policy Plan</b> – Norm Dicks Government Center, Meeting Chambers, 345 6 <sup>th</sup> Street, Bremerton, 5:30pm
Monday	4/1/19	2020 Draft Kitsap County CDBG/HOME Policy Plan available – Posted on Coordinated Grant Application Website. 15-day comment written period opens – announcement in Kitsap Sun and on Coordinated Grant Application website
Tuesday	4/16/19	Written Comment Period Closes for 2020 Draft Kitsap County CDBG/HOME Policy Plan
Monday	4/22/19	<b>Board of County Commissioners Public Hearing and Action on 2020 Kitsap County CDBG/HOME Policy Plan</b> - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm
Wednesday	5/1/19	RFP #1 Kitsap County and City of Bremerton Affordable Housing Request for Proposals – Link to application posted on Coordinated Grant Application and City of Bremerton websites. Please read the RFP for eligibility and funding targets/priorities.
		Technical Assistance available - by appointment only <b>Required for first time applicants</b>
<b>Wednesday</b>	<b>5/29/19</b>	<b>Applications Due for RFP #1 @ Noon: Online Submission Only via Fluid Review</b>
Tuesday – Wednesday	6/18 – 6/19/19	Agency Interviews (if needed)/Review Committee Decision (if needed)
Thursday	6/20/19	Post Funding Recommendations to Coordinated Grant Application Website and City of Bremerton Website.
Wednesday	7/17/19	RFP #2 Kitsap County Rehabilitation of Housing and Micro- Enterprise Assistance Request for Proposals – Link to application posted on Coordinated Grant Application Website
		Technical Assistance available - by appointment only <b>Required for first time applicants</b>
<b>Thursday</b>	<b>8/15/19</b>	<b>Applications Due for RFP #2 @ Noon: Online Submission Only via Fluid Review</b>
Wednesday – Thursday	9/4 – 9/5/19	Agency Interviews (if needed)/Review Committee Decision (if needed)
Thursday	9/12/19	Post Draft 2020 Action Plan and Funding Recommendations to Coordinated Grant Application Website and City of Bremerton Websites. Open 15-day Written Public Comment period - Announcement in Kitsap Sun and Coordinated Grant Application and City of Bremerton Websites.
Friday	9/27/19	Written Comment Period Closes
Monday	10/28/19	<b>Board of County Commissioners Public Hearing and Action on Kitsap County 2020 Action Plan and Funding Recommendations</b> Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, 5:30pm
Wednesday	11/13/19	<b>Bremerton City Council Public Hearing to consider City of Bremerton 2020 Action Plan and Funding Recommendations</b> - Norm Dicks Government Center, Meeting Chambers, 345 6 <sup>th</sup> Street, Bremerton, 5:30pm
Wednesday	1/1/20	Program Year Begins

## Summary of RFP

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Kitsap County and the City of Bremerton are initiating this Request for Proposals (RFP) from qualified applicants for a minimum of two affordable housing projects, one in the City of Bremerton and a second located in the County. . Priority for Kitsap County and City of Bremerton funding will be given to a Community Housing Development Organization (CHDO) Agency undertaking one of the targeted activities described below. A CHDO is a private, nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. In order 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.

Projects located in the City of Bremerton are eligible to receive funds from the County only if the following conditions have been met:

- The project serves a special needs population county-wide;
- The City is putting funds into the same project;
- Projects in other areas of the County have been considered for funding first.

Kitsap County funding is targeted toward:

- Construction of new rental units; and
- Acquisition with or without rehabilitation of rental units.

City of Bremerton funding is targeted toward:

- Construction of new rental units;
- Acquisition with or without rehabilitation of rental units;
- Acquisition with or without rehabilitation of existing homeowner housing;
- Homebuyer assistance; and
- Construction of new homeowner units.

All rental projects must serve households at or below 80% Area Median Income (AMI) and HOME assisted units must serve households at or below 60% AMI, with 20% serving at or below 50% AMI.

NOTE: Kitsap County will issue a second RFP (RFP #2 on the calendar) later in the year for Rehabilitation of Housing and Economic Development. The City of Bremerton will also conduct a separate process for their CDBG funding. Refer to the City's website for the calendar information on that process.

## About the Funding

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The Coordinated Grant Application Process brings together separate funding sources into a common application process. A brief description of each funding source for this RFP is listed below. For more detailed information regarding funding requirements and policies that will apply if your project is funded, please refer to the Kitsap County CDBG/HOME Policy Plan.

### **Community Development Block Grant**

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with funding to address a wide range of unique community development needs. The program is authorized by Title I of the Community Development Act of 1974. Funds are used to assist in the development of decent housing, create suitable living environments, and expand economic opportunities primarily for persons of low and moderate income. All projects funded with CDBG must meet one of the three national objectives:

1. Principally benefit low and very low income households;
2. Reduce or prevent slum and blight; or,
3. Meet an urgent need

### **HOME Investment Partnership Program**

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; and,
- leverage private sector participation in financing affordable housing.

## Eligible Applicants

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Eligible applicant/recipients include:

- 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
- Private profit organizations may implement certain economic development and microenterprise activities

Additionally all applicants must:

- 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; and
- Have a current audit to be eligible for CDBG or HOME funds.

## Funds Available

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CDBG and HOME programs are federally funded through the Department of Housing and Urban Development (HUD). Funding levels are determined by HUD after the Federal Budget is finalized, which often occurs after the program year has begun. Kitsap County estimates funding levels in order to start the grant application process; therefore, funding amounts shown below are estimates.

<b>Kitsap County Funding</b>	
<b>Funding Source</b>	<b>Amount</b>
2018 – 2020 CHDO Funds	208,383.35
Program Income	40,385.57
2020 HOME	338,628.00
2020 CDBG	225,000.00
<b>Total</b>	<b>\$812,396.92</b>

<b>City of Bremerton Funding</b>	
<b>Funding Source</b>	<b>Amount</b>
2018 – 2020 CHDO Funds	102,637.40
2019 HOME Funds	166,787.00
2020 HOME	166,787.00
Program Income	23,213.70
<b>Total</b>	<b>\$459,425.10</b>

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. Funding may be allocated to one project (for each jurisdiction) that meets the priority and targets identified in this RFP, or funding can be split between multiple projects. Additionally, a CHDO agency is not restricted to just CHDO funds.

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

**Match Requirements:**

Projects will have a 25% match requirement as required for HOME funded activities.

## Application Access and Submission

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This RFP utilizes an online application system, FluidReview. You will select two separate applications from the home page, Organization Information 2020 and Affordable Housing RFP 2020 – Rental or Homeownership. Both must be completed and submitted in order to meet the application requirements for this RFP.

- **Organization Information Application** - This application provides overall agency information including policies/procedures and fiscal information.
  - Completing (and submitting) the Organization Information Application will allow your agency to submit the Project Information application for any Coordinated Grant Application throughout the 2020 application cycle including Kitsap County and City of Bremerton CDBG and Homeless Housing Grant funds. Material in Applicant Information (i.e. audit, budget) may be updated for later application submissions, if needed.
- **Affordable Housing RFP Application (Rental or Homeownership)** - This application provides project information including description, need and population served, timeline, development experience, property management, and financial information. There is a separate application for rental housing and homeownership housing.

The applications for this RFP will be available beginning Wednesday, May 1, 2019. Access to the application website requires a computer with internet capability. No other method of application will be accepted.

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

- The Organization Information 2020 Application
  - An Eligibility and Risk Assessment will be completed by staff to evaluate organizational and fiscal capacity along with grant contract performance and eligibility.



- The Affordable Housing RFP 2020 (Rental or Homeownership) Application
  - A review and score will be completed by GRC and staff evaluating developer capacity, project timeline, commitment of other funds
  - Interviews will be scheduled, and questions will be provided prior to the interview.

**Application submission deadline is Wednesday, May 29, 2019 at Noon.**

The application review and rating process is detailed in the Citizen Participation Plan, an appendix to the Kitsap County CDBG/HOME Policy Plan.

The application web address 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 Block Grant Program and Housing and Homelessness Program.

## Application Assistance

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Assistance will be provided to applicants in a variety of ways.

1. **Technical Assistance** will be available by appointment and is REQUIRED for first time applicants. Please use the contact information at the front of this RFP to schedule an appointment with staff.
2. **Application Technical Assistance** with the online application host, FluidReview, will be available during the application period through the application site.

## Contracting

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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
- Kitsap County CDBG/HOME Guidebook

### Additional Notes:

1. CDBG and HOME 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 and CDBG, 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 CDBG and HOME, including City of Bremerton HOME projects. The program year begins January 1, 2020 and the following applies to CDBG and HOME projects.
    - o Capital contracts must receive a notice to proceed before costs can be incurred.
    - o Contracts for Federal funds operate on a reimbursement basis.
    - o 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, 2020 for CDBG and HOME funded projects. Reports are to be submitted to each funder you are under contract with.