



**Kitsap County Coordinated Grant
Application Process**

**2020 CDBG Rehabilitation of Housing
and Economic Development Micro
Enterprise**

Request for Proposals (RFP #2)

Kitsap County Department of Human Services

Block Grant Program

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Kitsap County Coordinated Grant Application
2020 CDBG Rehabilitation of Housing and Economic Development
Request for Proposals

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

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2020 Application Schedule

Wednesday	3/20/19	City of Bremerton Public Hearing and Action on 2020 City of Bremerton CDBG/HOME Policy Plan – Norm Dicks Government Center, Meeting Chambers, 345 6 th 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	Board of County Commissioners Public Hearing and Action on 2020 Kitsap County CDBG/HOME Policy Plan - 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 Required for first time applicants
Wednesday	5/29/19	Applications Due for RFP #1 @ Noon: Online Submission Only via Fluid Review
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 - Issued
		Technical Assistance available - by appointment only Required for first time applicants
Thursday	8/15/19	Applications Due for RFP #2 @ Noon: Online Submission Only via Fluid Review
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	Board of County Commissioners Public Hearing and Action on Kitsap County 2020 Action Plan and Funding Recommendations Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, 5:30pm
Wednesday	11/13/19	Bremerton City Council Public Hearing to consider City of Bremerton 2020 Action Plan and Funding Recommendations - Norm Dicks Government Center, Meeting Chambers, 345 6 th Street, Bremerton, 5:30pm
Wednesday	1/1/20	Program Year Begins

Summary of RFP

Kitsap County is initiating this Request for Proposals (RFP) from qualified applicants for rehabilitation of homeownership housing or rental housing projects or programs and Economic Development Micro-Enterprise Assistance Programs, serving residents outside the City of Bremerton.

Kitsap County funding is targeted toward:

- Rehabilitation of homeownership housing;
- Weatherization of homeownership housing;
- Rehabilitation of rental housing; and
- Programs assisting micro-enterprise businesses (5 or fewer employees).

All projects and programs must serve individuals or households at or below 80% Area Median Income (AMI).

NOTE: The City of Bremerton is conducting a separate process for their CDBG funding. Refer to the City's website for the calendar and information on that process.

About the Funding

The Coordinated Grant Application Process brings together separate funding sources into a common application process to utilize citizen appointments to the Grant Recommendation Committees and shared access to the online application platform. A brief description of the 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

Eligible Applicants

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

The CDBG program is 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.

Kitsap County Funding	
Funding Source	Amount
2020 CDBG for Housing Rehabilitation Projects and Programs	402,582.50
2020 CDBG for Economic Development Micro-Enterprise Assistance	69,731.00
Total	\$472,313.50

The Economic Development amount shown is based on 10% of the capital funds available in a given year. \$225,000 of CDBG capital funds were allocated earlier in the year through RFP #1 for affordable housing projects. The Grant Recommendation Committee has the discretion to recommend more or less than the amount shown above for Economic Development and the adjustment will be made from the amount available for Rehabilitation projects and programs.

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 that meets the priority and targets identified in this RFP, or funding can be split between multiple projects.

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 5% match requirement as detailed in the CDBG/HOME Policy Plan for capital CDBG funded activities.

Application Access and Submission

This RFP utilizes an online application system, FluidReview. To access FluidReview go to <https://kitsap.fluidreview.com/>

Two separate applications are required to be completed and submitted to meet the application requirements for this RFP. Your agency must submit the Organization Information 2020 plus **EITHER** Rehabilitation of Housing RFP 2020 – Rental, Rehabilitation of Housing RFP 2020 – Homeownership, or Economic Development Micro-Enterprise RFP 2020.

If your agency submitted the Organization Information 2020 application earlier this year for the Affordable Housing RFP#1, for one of the Homeless RFPs, or for the City of Bremerton NOFA, you will not be required to complete and submit that application again. In that case, you will only select one of the project applications from the homepage.

- **Organization Information Application** - This application provides overall agency information including policies/procedures and fiscal information.
 - Completing (and submitting) the Organization Information Application allows 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. If your agency

previously submitted this application, you can go into that application and update material (i.e. audit, budget, board members), if needed.

- **Rehabilitation of Housing and Micro-Enterprise RFP Application** - These applications provide project information including description, need and population served, timeline, and financial information. There is a separate application for rehabilitation of housing and economic development micro-enterprise.

The applications for this RFP will be available beginning Wednesday, July 17, 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.
- Rehabilitation of Housing and Micro-enterprise 2020 Applications
 - A review and score will be completed by GRC and staff evaluating developer capacity, project timeline, commitment of other funds
 - Interviews will be scheduled, GRC and staff will ask questions during the interview.

Application submission deadline is Thursday, August 15, 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.

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 Block Grant Program and Housing and Homelessness Program.

Application Assistance

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 CDBG 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

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 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 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 projects. The program year begins January 1, 2020 and the following applies to CDBG projects.
 - Capital contracts must receive a notice to proceed before costs can be incurred.
 - Contracts for Federal funds operate on a reimbursement basis.
 - 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 funded projects. Reports are to be submitted to the Kitsap County Block Grant Program.