



**Kitsap County Coordinated Grant  
Application Process  
2024 HOME and HOME-ARP  
Request for Proposals (RFP)**

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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 2024 HOME 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  
[btufts@kitsap.gov](mailto:btufts@kitsap.gov)

Shannon Bauman, Block Grant Planner  
[sbauman@kitsap.gov](mailto:sbauman@kitsap.gov)

### **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 Lynam, Community Development Block Grant Administrator  
[sarah.lynam@ci.bremerton.wa.us](mailto:sarah.lynam@ci.bremerton.wa.us)

## 2024 Application Schedule

Friday	3/31/2023	2024 Coordinated Grant Application Schedule Posted
Thursday	4/13/2023	Pre-Application Information & Form posted to website
Tuesday	5/23/2023	<a href="#">2024 Draft Kitsap County CDBG/HOME/HOME-ARP Policy Plan available – Posted on Coordinated Grant Application Website</a> . Legal ad published and 15-day comment written period opens – announcement in Kitsap Sun and on Coordinated Grant Application website
Friday	5/26/2023	<b>MANDATORY</b> Pre-Application Forms Due
Wednesday	5/31/2023	Post for information purposes - HOME and HOME-ARP Request for Proposals (RFPs) and CDBG Notice of Funding Availability NOFA to Coordinated Grant Application Website
Monday - Thursday	6/1/2023 – 6/28/2023	<b>MANDATORY</b> Pre-Application appointments <i>To apply for the HOME or HOME-ARP RFPs or the CDBG NOFA, all prospective applicants are required to schedule a pre-application appointment.</i>
Wednesday	6/7/2023	Written Comment Period Closes for 2024 Draft Kitsap County CDBG/HOME/HOME-ARP Policy Plan
Wednesday	06/21/2023	Public Hearing and Action on 2024 CDBG Policy Plan – City of Bremerton Council Chambers-Bremerton Government Center 345 6 <sup>th</sup> Street, Bremerton WA 5:30pm, or via Zoom
Monday	6/26/2023	<b>Board of County Commissioners Public Hearing and Action on 2024 Kitsap County CDBG/HOME/HOME-ARP Policy Plan</b> - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm, or via Zoom
Tuesday	6/27/2023	Technical Assistance Training for Capital Application 10:00 am – 12pm via Zoom
Thursday	6/29/2023	<b>Applications open at noon for:</b> <b>HOME Request for Proposals (RFPs) for Kitsap County and City of Bremerton HOME and HOME-ARP funding</b> <b>CDBG Notice of Funding Availability (NOFA) for Kitsap County Capital CDBG funds</b> Link to application posted on Coordinated Grant Application and City of Bremerton websites. Please the RFP and NOFA for eligibility and funding targets/priorities. Applicants must have had a pre-application appointment.
Thursday - Thursday	6/29/2023 – 7/27/2023	Application Technical Assistance available - by appointment only
<b>Thursday</b>	<b>7/27/2023</b>	<b>Applications Due for HOME and HOME-ARP RFPs and CDBG NOFA @ Noon: Online Submission Only via SurveyMonkey Apply. Applications also due for City of Bremerton CDBG.</b>
Tuesday - Thursday	8/29/2023 – 8/31/2023	Capital Application Agency Interviews & Deliberations – Capital GRC All day, Norm Dicks Government Center, 4 <sup>th</sup> Floor, WSU Classroom
Friday	9/15/2023	<b>Draft 2024 Action Plan and Funding Recommendations – 30-day Written Public Comment Period Opens.</b> Information posted to Kitsap Coordinated Grant Application and City of Bremerton Websites and in Kitsap Sun.
Monday	10/16/2023	Written Comment Period Closes on 2024 Action Plan
Monday	10/23/2023	<b>Board of County Commissioners Public Hearing and Action on Kitsap County 2024 Action Plan (Funding Recommendations)</b> Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, 5:30pm

Wednesday	10/25/2023	<b>City of Bremerton City Council Public Hearing – 2024 Action Plan and funding recommendations</b> 5:30 PM Bremerton Government Center Council Chambers
Wednesday	11/15/2023	2024 Action Plan Due to HUD – unless delayed by federal budget process.
Saturday	1/1/2024	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 affordable housing projects located in Kitsap County and the City of Bremerton to be funded with Home Investment Partnership (HOME) funds.

Kitsap County funding is prioritized for:

- 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, is the priority for both HOME and HOME-ARP funds.
  - 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 and will not be eligible for HOME-ARP.

City of Bremerton is prioritized for:

- HOME funds will be prioritized for rental and homeowner projects including acquisition, new construction, rehabilitation and homebuyer assistance.

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.

All HOME-ARP projects must serve individuals and families in the following specific populations:

- Homeless
- At risk of Homelessness
- Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking
- Other families requiring services or housing assistance to prevent homelessness or are at greatest risk of housing instability due to low-income and high housing cost burden.
- Veterans & their families that meet the above criteria.

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 County and City websites for the RFPs, NOFAs and other important information.

## About the Funding

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The Coordinated Grant Application Process brings together separate funding sources into a common application process. This RFP is for Kitsap County and City of Bremerton HOME funds and Kitsap County HOME-ARP funds. 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. A brief description of HOME and HOME-ARP funds is provided below.

### **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.

### **HOME – American Rescue Plan**

To address the need for homelessness assistance and supportive services, Congress appropriated American Rescue Plan (ARP) funds to be administered through HOME to perform activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. The eligible activities include:

- Development and support of affordable housing,
- Tenant-based rental assistance,
- Provision of supportive services; and
- Acquisition and development of non-congregate shelter units.

## 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

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.

## 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>
2024 HOME Funds	423,499
Program Income	182,266
2024 HOME CHDO Funds	84,700
2023 HOME CHDO Funds	119,295
HOME-ARP Funds	1,537,781
<b>Total</b>	<b>\$2,347,541</b>

<b>City of Bremerton Funding</b>	
<b>Funding Source</b>	<b>Amount</b>
2024 HOME Funds	172,979
2024 HOME CHDO funds	34,595
Reallocated HOME funds	367,728
<b>Total</b>	<b>\$575,303</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.



### **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 for additional funds and must wait until the next grant cycle to submit an application.

HOME regulations 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. 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. 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.

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 **2024 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.

### **Match Requirements:**

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

## **Application Assistance**

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

1. **Mandatory Pre-application forms** are **REQUIRED** for all project proposals and were due by May 26, 2023. If a pre-application form was not submitted, you are not eligible to submit an application during this funding round.
2. **Capital Application Technical Assistance** will be provided by staff for interested applicants on June 27, 2023 from 10am – Noon via Zoom (*link will be available on the Coordinated Grant Application Process webpage*).

3. **Application Technical Assistance** with the online application host, Survey Monkey Apply, will be available during the application period through the application site.
4. **General Assistance** is available for questions about the application, forms, uploads and submitting the application. Use the contact information in this RFP to contact staff by email.

## Application Access and Submission

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This RFP utilizes an online application system, Survey Monkey Apply. To access Survey Monkey Apply go to <https://apply-kitsap.smapply.io>.

Two separate applications are required to be completed and submitted to meet the application requirements for this RFP. Once you have established a log-in you will see the different application types, open date and deadline for submission.

Your agency must submit the **Organization Information 2024** application plus **one of the following project applications**:

- Rental Housing 2024
- HOME Homebuyer Housing 2024

If your agency plans to submit multiple applications, the Organization Information 2024 application only needs to be completed once. Once it has been completed, you will just select one of the project applications from the homepage for each project or program you are applying for.

1. **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 during the 2024 application cycle.
2. **Project Application** - These applications provide project information including description, need and population served, timeline, and financial information. There are separate applications for rehabilitation of housing, microenterprise assistance, and public facilities-infrastructure.

The applications for this RFP will be available beginning Thursday, June 29, 2023. 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.

**Application submission deadline is Thursday, July 27, 2023 at Noon.**

Application review and rating will be conducted by staff and members of the Grant Recommendation Committee (GRC) according to the process outlined in the Citizen Participation Plan, Appendix A, of the CDBG/HOME Policy Plan and posted on the Coordinated Grant Application web page.

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.

## Initial Application Review and Preliminary Awards

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Upon submission of a proposal for HOME or HOME-ARP funds, Block Grant staff will conduct a review and analysis of the project and developer(s) as presented in the application. Applications will be scored based on criteria in the RFP and the decision to recommend a project for a conditional commitment will be made by the Capital Grant Recommendation Committee with final approval by the Board of County Commissioners and Bremerton City Council for Bremerton HOME funds. Regardless of strict numerical ranking, the scoring does not operate to vest in an applicant or project any right to a commitment of HOME or HOME-ARP funds. Kitsap County will, in all instances, commit HOME or HOME-ARP funds consistent with sound and reasonable judgment, and consistency with HOME or HOME-ARP requirements and adopted policies.

All HOME and HOME-ARP 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 and HOME-ARP 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; and
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).

## Contracting/Commitment Process

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Projects receiving a Conditional Commitment will be assigned to a Project Manager responsible for moving projects to formal commitment (i.e., execution of binding legal agreements obligating HOME or HOME-ARP 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
- Kitsap County CDBG/HOME Guidebook

### 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 and HOME-ARP, 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 and HOME-ARP, including City of Bremerton projects. The program year begins January 1, 2024, and the following applies to HOME and HOME-ARP 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, 2024 for HOME and HOME-ARP funded projects. Reports are to be submitted to each funder you are under contract with.