



Kitsap County
Department of Human Services

Kitsap County

Community Investments in Affordable Housing



2024 Request for Proposals (RFP)

Contents

- Program Contacts 3
- 2024 Application Schedule 3
- Summary of RFP 4
- Application Process 6
- Application Scoring 7
- Contracting Process 8

Program Contacts

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2024 Application Schedule

Below is the CIAH-only program schedule. 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](#).

CIAH-Only Schedule

| Date | Description |
|------------------|---|
| 4/13/23 | Draft Policy Plans Published on Coordinated Grant Application website. 15-day written comment period opens |
| 5/26/23 | MANDATORY Pre-Application Forms Due |
| 5/31/23 | RFPs and NOFAs posted to website for information purposes |
| 6/1/23 – 6/28/23 | MANDATORY Pre-Application Appointments |
| 6/7/23 | Written Comment Period Closes for 2024 Draft Policy Plan |
| 6/26/23 | Board of County Commissioners Public Hearing and Action on 2024 Policy Plan - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm , or via <i>Zoom</i> . |
| 6/27/23 | Technical Assistance training applications: 10a-12p 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. |

| | |
|---------------------|--|
| | <ul style="list-style-type: none"> The link will also be emailed to the organizational contact that submitted the pre-application. |
| 6/29/23 | Applications available online @ Noon |
| 6/29/23 – 7/27/23 | Application Technical Assistance available via Zoom, email, and phone |
| 7/27/23 | Applications Due @ Noon Online submissions only. Survey Monkey Apply web portal. |
| 8/3/23 – 8/31/23 | Grant Recommendation Committee and County staff review and score applications. |
| 8/29/23 – 8/31/23 | <i>In-person</i> applicant Interviews @ Norm Dicks Government Center (4 th Floor), WS Classroom, Bremerton. <i>Zoom option available if necessary.</i> Grant Recommendation Committee deliberations |
| 9/15/23 | Draft 2024 Funding Recommendations released - Posted to Kitsap Coordinated Grant Website and in Kitsap Sun. Written 30-day comment period begins. |
| 10/16/23 | Written 30-day comment period closes. |
| 10/23/23 | Board of County Commissioners Public Hearing and Action on 2024 Kitsap Coordinated Grant Programs Grant Funding Recommendations Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, 5:30pm , or via <i>Zoom</i> |
| 10/24/23 – 12/31/23 | Begin contracting phase for 2024 awards |
| 1/1/24 | Program Year Begins |

Summary of RFP

Kitsap County is putting forward a request for proposals (RFP) from qualified applicants that have submitted a pre-application in May.

- The total amount of CIAH funding made available for the 2024 program year will be \$7,250,000.**
- There is no minimum or maximum grant request.
- An applicant may be funded at a level different from the request made on an application.

The 2024 cycle includes some funds accrued in 2022, so applicants should expect slightly less funding in subsequent years. It is important to note the amount of CIAH funding available each year may shift because the fund is generated from sales tax.

Eligible Applicants

Those organization eligible to receive CIAH funding are:

- Nonprofit Agencies
- Units of Government
- Housing Authority
- 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.

Prioritized Activities

For the 2024 program year, CIAH funding will be prioritizing:

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.

CIAH funds will be prioritized for the development of new supportive housing, transitional housing, shelter beds, and land acquisition for that purpose; once those applications are addressed, the CIAH program will then address applications that meet the following priorities:

3. Provide housing or behavioral-health related services in relation to supportive housing. These services may include rental assistance.
4. 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](#).

Eligible Activity Recipients

Of those prioritized activities listed above, the projects that get funded must serve individuals and/or households that earn less than 60% of the area median income (AMI).

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 2024 program year, the AMI for Kitsap County is:

| HH Size | 30% AMI | 60% AMI | 100% AMI |
|---------|---------|---------|----------|
| 1 | 22,900 | 45,800 | 76,300 |
| 2 | 26,150 | 52,300 | 87,200 |
| 3 | 29,400 | 58,900 | 98,100 |
| 4 | 32,650 | 65,300 | 108,900 |

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.

Application Process

During the month of June, County staff will schedule a meeting with every organization that submitted a pre-application to discuss the project and the next steps in the application process. Applicants can expect to be asked 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 June pre-application 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 may complete one Organization Information Application, and then 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

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 29, 2023.

Applications are due at Noon on July 27, 2023.

Application Assistance

Assistance may be provided through a variety of ways.

1. Attending a **pre-application appointment is required** for all applicants. County staff will contact each pre-app submission, scheduling those pre-application appointments in June. All pre-application appointments will be help remotely, via Zoom or Microsoft Teams.
2. **Application Technical Assistance** will be provided via Zoom on June 26, 2023. These sessions are not required and recordings will be made available.
 - a. Service Applications -> **10a-12p** via *Zoom*
 - b. Capital Applications -> **10a-12p** via *Zoom*
 - c. 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

Each submitted application for CIAH funding will be reviewed by County staff and scored by the Capital Grant Recommendation Committee (GRC). The scoring rubric will be made available when the applications are available (June 29, 2023).

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

- 1 member to represent North Kitsap, selected by that Commissioner.
- 1 member to represent Central Kitsap, selected by that Commissioner.
- 1 member to represent South Kitsap, selected by that Commissioner.
- 1 member to represent Bremerton, chosen by the Mayor of Bremerton.
- 1 member to represent Poulsbo, chosen by the Mayor of Poulsbo.

1 member to represent Bainbridge Island, chosen by the Mayor of Bainbridge Island.

1 member to represent Port Orchard, chosen by the Mayor of Port Orchard.

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

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 wide variety of areas relevant to CIAH, CDBG, or HOME funds.

Some example of evaluation criteria include:

- Project readiness
- Cost
- Leveraged funds
- Partnerships
- Sustainability
- Period of affordability (for capital projects)
- CIAH Project priority

Awards will be announced in September of each year and will be discussed at a public hearing in October of each year.

Contracting Process

Those projects that receive CIAH funding for the 2024 program year, will be awarded Conditional Commitment letters. Upon completion of the following conditions, the County will enter contract with the organization awarded the funding.

- Must have documented all committed funding sources for the project that equal the total project need.
- Any required environmental assessments have been completed.
- Project underwriting has been completed.

Organizations will have 2 years from notification of CIAH funds being committed to complete these conditions.