



## Kittitas County Human Services

### **Affordable Housing Grant**

### 2025 Funding Proposals

### Guidelines and Instructions

#### **Key Dates**

Applications Open	January 2, 2025
Applications Due	January 24, 2025
Award Recipients Announced	March 2025
Performance Period	April 2025 – March 2027

#### **Funding**

Total Funds Available	\$250,000
Award Floor	\$10,000
Award Ceiling	\$250,000

## **Section 1: Eligible Projects, Fund Source, and Administration**

### **A. Projects Eligible for Funding**

Within these allowable uses outlined by RCW above, Kittitas County is seeking proposals that increase the available inventory of affordable housing in Kittitas County through the **acquisition, rehabilitation, and construction** of affordable housing.

Additional details can be found in the [Kittitas County Homeless and Affordable Housing Five Year Plan](#).

### **B. Funding Source and Use Requirements**

Kittitas County generates revenue to support homelessness and affordable housing projects through two different methods authorized by the Washington State Legislature.

#### *The Document and Recording Surcharge*

Pursuant to RCW 36.22.250, Kittitas County retains a portion of funds collected by the document recording surcharge.

#### *The Affordable and Supportive Housing Sales and Use Tax Credit*

Pursuant to RCW 82.14.540, Kittitas County adopted ordinances 2020-004 and 2020-006 to access a Washington State sales and use tax credit made available to counties specifically to fund affordable and supportive housing. This revenue is available for 20 years from initiation in 2020.

### **C. Administration**

The BOCC has primary responsibility for administration of the program funds. The BOCC has delegated contract oversight and fiscal monitoring to the Kittitas County Public Health Department.

### **D. Review Committee**

All proposals will go through a review and recommendation process by the Homelessness and Affordable Housing Committee (HAHC). The BOCC shall make the final determinations of awards and is under no obligation to accept the recommendations of HAHC.

HAHC is an advisory committee of the BOCC formed in 2005 by resolution 2005-98 and reformed in 2008 by resolution 2008-174, and again in 2020 by resolution 2020-033. This committee comprises local stakeholders and subject matter experts in the areas of homelessness and affordable housing. HAHC is tasked by the BOCC to receive and make recommendations on grant applications and provide accountability for use of funds.

HAHC works to reduce and prevent homelessness and associated risks of homelessness to the citizens of Kittitas County. The committee is guided by principals of coordinating with community agencies, sustainability, and working proactively.

## **Section 2: Eligibility and Application Requirements**

### **A. Eligible Recipients**

Eligible applicants are:

- nonprofit organizations
- tribes
- government agencies
- private entities offering relevant services in Kittitas County

Organizations must have a Federal Tax Identification Number (also known as Employer Identification Number/EIN), be in good standing with Washington State and Kittitas County, and not have been debarred.

All applicants must have established, appropriate financial internal controls and accounting procedures to ensure proper dispersal and accounting of funds awarded.

Applicants must have general and professional liability insurance with coverage for the activities of this grant with minimum occurrence and aggregate limits as described further in this disclosure. Please see Attachment C: Proof of Insurance for more information.

### **B. Application Requirements and Submission**

Applications for funding will be accepted from January 2, 2025 through January 24, 2025 at 5:00pm.

All application documents are provided on the committee webpage at <https://www.co.kittitas.wa.us/boards/boards.aspx?board=homelessness-affordable-housing>. Application requirements and steps for submission can be found in application instructions. There is no limit to the number of applications that a single entity may submit for different project proposals.

### **C. Reporting requirements**

Successful applicants will provide quarterly progress reports and a final report at the end of the contract detailing the use of funds, and a summary of progress toward achievement of the project. Reports will be submitted to KCPHD, who will distribute reports to the committee and the BOCC. These entities retain the ability to request clarification or additional information of the applicant as needed to assess project progress and/or appropriate use of funds.

In addition to reports, successful applications will be required to present to the committee and the BOCC at least once during the funding period.

A lack of meeting the reporting requirements may result in delayed reimbursement payments, denial of invoices, or contract termination.

All reporting requirements will be outlined in detail during the contracting process for successful applicants.

## **Section 3: Available Funds and Timeline**

### **A. Fund Availability**

Kittitas County estimates that the following total funding will be available for the 2025 funding cycle.

Affordable Housing: \$250,000

The amount of funds available is dependent on estimated annual tax or fee revenue, existing fund balance, and ongoing incumbered funds. Funding levels are anticipated to fluctuate from year to year. Kittitas County retains the ability to adjust funding totals if actual annual tax revenue is less than projected.

### **A. Performance Period**

The performance period for these funds will default to two years and is expected to begin in April of 2025, however applicants may request an alternate performance period if the need is clearly articulated in the project description.

Funding must be spent within the contracted program period. There will be no automatic rollover of unspent funds, and contract amendments to extend program periods will generally not be considered. Exceptions due to unforeseen circumstances, especially capital construction and acquisition projects, may be approved by special request to the committee and the BOCC.

Initial funding is not an assurance or guarantee of ongoing funding past the contracted performance period.

Requests for continued funding must be submitted as a part of the established RFP process.

### **B. Funding disbursement**

Funds are distributed via monthly reimbursement of actual costs.

Kittitas County requires adequate backup documentation to support costs in each invoice. This includes a general ledger from the financial accounting system detailing transactions and expenditure dates for allowable activities within the period of performance. Payroll expenses must show employee names, hourly rate, number of hours, total pay, and project code. Benefits can be one line item but should include project code. Non-payroll expenses must include a copy of the receipt or payment invoice.

All invoicing instructions will be provided to successful applicants during the contracting process.

### **C. Contracting agency**

Successful applicants will contract with Kittitas County. Contract oversight, invoicing, and reporting will be administered by the Kittitas County Public Health Department.

## **Section 4: Use of Funds**

### **A. Allowable expenses**

As part of the application process, applicants will complete a budget template. Expenses must support the project's proposed scope of work outlined in the narrative questions and be reasonable and necessary to achieve the project goals.

Per Kittitas County, allowable expenses include, but are not limited to, salaries, wages, benefits, capital projects and construction, direct client services, promotion, outreach activities, professional development, travel, equipment, and subcontracts. In general, the purchase of food or beverages, clothing, and incentives is not an allowable expense, however specific allowable expenses for each successful project will be detailed in the contracting process for successful applicants. Any expenses not included in the contract will require written approval by Kittitas County.

### **B. Indirect costs**

If the applicant has a federally approved indirect cost rate method, applicants may request use of the established rate by providing documentation of rate establishment. Applicants who do not use an established federally approved indirect cost rate may budget up to 10% of the funds received. Indirect costs are limited to overhead expenses incurred for common or joint purposes and in support of all programs. Costs coded to individual programs are considered direct costs, and should be billed as line items, and not included in indirect costs.

### **C. Subcontracting**

Successful applicants may only subcontract work contemplated under this grant if it obtains the prior written approval of Kittitas County. If Kittitas County approves subcontracting, the applicant shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, Kittitas County in writing may:

- require the applicant to amend its subcontracting procedures as they relate to this grant;
- prohibit the applicant from subcontracting with a particular person or entity; or
- require the applicant to rescind or amend a subcontract.

Every subcontract shall bind the subcontractor to follow all applicable terms of this grant. The applicant is responsible to Kittitas County if the subcontractor fails to comply with any applicable term or condition of this grant. The applicant shall appropriately monitor the activities of the subcontractor to assure fiscal conditions of this grant. In no event shall the existence of a subcontract operate to release or reduce the liability of the applicant to Kittitas County for any breach in the performance of the applicant's duties.

## **Section 5: Proposal Review and Selection**

### **A. Application scoring**

Applications will be scored according to the scoring matrix, found in Attachment D and on the committee website.

The funding recommendations will be presented by the committee to the BOCC during a regularly scheduled Commissioners Agenda meeting. Applicants will be encouraged to attend the meeting to address potential questions from the BOCC as they consider the recommendation.

### **B. Final funding decisions**

All final decisions on funding are made by the Kittitas County Board of County Commissioners.



## Application Elements

All applications must include the following:

- **RFP Summary Form and Completed Application Narrative**  
Applicants must complete the application in its entirety. Incomplete application forms will not be considered.
- **Budget Worksheet (Attachment A)**  
The budget proposal form should align with your budget narrative description in the completed application.
- **Letters of Support (2)**  
Letters should be written by people and/or agencies who have worked closely with the applicant in a substantive capacity and should speak to the applicant's ability to fulfill the proposed scope of work.
- **W-9 Request for Taxpayer Identification Number and Certification Form**
- **Proof of Insurance (Attachment B)**  
Proof of insurance is required for all successful applicants. Please provide proof of insurance as outlined in Attachment B.
- **501(c)(3) Status Letter (if applicable)**
- **Indirect Cost Allocation Documentation (if applicable)**
- **Certification and Authorized Signature (Attachment C)**

*Please use links on the committee webpage to access electronic documents.*