Kittitas County Human Services

Affordable Housing Grant

2025 Application

Application Instructions

Thank you for your interest in applying for funding through Kittitas County. Detailed information on the funding background and requirements are found in the 2025 Request for Proposals Guidelines and Instructions. Please review the Guidelines and Instructions thoroughly before completing this application.

To be considered for funding, please complete each of the following sections. All elements of this application are required to be completed in full.

1. RFP Summary Form
2. Application Narrative
3. Required Attachments

All application documents must be submitted via email to healthandhumanservices@co.kittitas.wa.us. Incomplete applications will not be considered.

The application email must use the subject line: Homelessness/Affordable Housing Submission [*YOUR AGENCY NAME*]. Example: Homelessness/Affordable Housing Submission Kittitas County.

All attachments to the email must be in PDF format and titled with the agency name, the name of the document, and the year. Example: Kittitas County Budget Worksheet 2025

All required attachments can be found on the Kittitas County Homelessness and Affordable Housing Committee webpage at
https://www.co.kittitas.wa.us/boards/boards.aspx?board=homelessness-affordable-housing.

1. RFP Summary Form

Please complete the following form in its entirety and attach as a PDF to your submission email.

Project Title	
Agency Name	
Agency Type	Nonprofit 501(c)(3) Private business entity Governmental/public agency Tribe
Federal Tax ID	
Unified Business Identifier (UBI)	
Total Funding Request	
Project Proposal Summary (50 words or less).	

Applicant Eligibility

YES/NO - Is your agency operating in/providing services in Kittitas County?

YES/NO - Is your agency in good standing with Washington State and Kittitas County?

YES/NO - Has your agency been debarred from operations?

Applicant Contact Information

Mailing Address	
Physical Address (if different)	
Website (if applicable)	

Primary project contact name	
Primary contact title	
Primary contact email	
Primary contact phone	

Fiscal contact name	
Fiscal contact title	
Fiscal contact email	
Fiscal contact phone	

Authorized signatory name	
Signatory title	
Signatory email	
Signatory phone	

2. Application Narrative

Please provide responses to each of the following questions as a PDF attachment to your submission email.

All word counts are recommended maximums.

A. **Applicant Profile and Qualifications (500 words)**
   Tell us about your organization including the purpose of your work, your goals, any history and experience working in homelessness and affordable housing projects, programs and services, experience managing public funds, and anything else that describes the organization's qualifications.

B. **Project Description and Design (1,000 words)**
   Explain the project being proposed and how it will address affordable housing in Kittitas County.

C. **Project Timeline**
   Please provide an estimated timeline of key project objectives and activities, including any applicable regulatory processes outlined in state or local code and other possible entitlement risks. The timeline can be attached as a PDF.

D. **Population and Geographic Area to be Served (400 words)**
   Describe the priority population and geographic area that will be served by this project and why that population and geographic area have been selected. Please describe how the priority population identified is represented in the planning and/or implementation of this project.

E. **Capability and Capacity (500 words)**
   Describe your agency's capabilities and capacity to execute this specific project.

F. **Licenses (300 words)**
   Does this project require specific licensed staff or contractors to provide services? If so, please summarize. Successful applications will be asked to provide proof of license.

G. **Budget Narrative (300 words)**
   Describe how the funds will be used to support the proposed project. Why is this an effective use of funds? Please be sure to fully align with data provided in Attachment B: Budget Worksheet.

H. **Other Support (300 words)**
   Describe any monetary, in-kind, donations, grants, or other types of support that will be used for the project. Include both confirmed and potential funding sources.

I. **Partial Funding (300 words)**
   If this project were to receive only partial funding from this source, how would the project be impacted? How would the proposal be adjusted for less than the requested amount of funds?

J. **Sustainability (300 words)**
   Describe how the project will build sustainability to operate beyond the funding period.

K. Previous Awardees Applying for Continuation of Previously Funded Projects (500 words)
Please provide a summary of your previous project's key accomplishments and any barriers to implementation during the previous funding cycle.

3. Required Attachments

Please provide the following documents as separate PDF attachments to your submission email.

- Attachment A: Budget Worksheet

- Letters of Support (2)

- W-9 Request for Taxpayer Identification Number and Certification Form

- Attachment B: Proof of Insurance

- 501(c)(3) Status Letter (if applicable)

- Indirect Cost Allocation Documentation (if applicable)

- Attachment C: Certification and Authorized Signature