

2026

AFFORDABLE HOUSING REQUEST FOR PROPOSALS (RFP) PACKET



Home Investment Partnerships Program (HOME)
Federal Funding



City of Yakima

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HOME Affordable Housing Program *Request for Proposals (RFP) Packet*

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***IMPORTANT NOTE: Remember that the application
(*completed and signed*) is due to ONDS by Friday, May 29, 2026!**

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Office of Neighborhood Development Services (ONDS)
112 S 8th St., Yakima, WA 98901
(509) 575-6101 – ask.ONDS@yakimawa.gov

SECTION A:
Request for Proposals (RFP) Notice
and Funding Timeline





COMMUNITY DEVELOPMENT DEPARTMENT
Bill Preston, P.E., Director

Office of Neighborhood Development Services (ONDS)
112 S 8th Street, Yakima, WA 98901
Phone: (509) 575-6101 – Email: ask.ONDS@yakimawa.gov

Request for Proposals (RFP): AFFORDABLE HOUSING

Home Investment Partnerships Program (HOME) Federal Funding

Each year, the City of Yakima receives funding through the federal Department of Housing and Urban Development (HUD), designated to primarily benefit the City's low-income residents. In the City's approved plans for the use of these funds, approximately \$2.3 million has been set aside for affordable housing development, whether new construction or rehabilitation. Organizations either planning on development affordable housing in the City of Yakima or in the process of constructing or rehabilitating such low-income housing developments are encouraged to respond to this Request for Proposals by completing and turning in the application for HOME funding.

Applications can be downloaded from the Neighborhood Development Services page of the City's website at (www.yakimawa.gov/services/neighborhood-development-services). The application for HOME funds will be found in the "Funding Opportunities" section. Applications are also available in person at ONDS. **Completed applications are due by Friday, May 29, 2026**, and can be sent via mail, email or delivered in person at ONDS. If filled out by hand, please ensure legibility. Detailed instructions for completing the application are provided in the application packet. All on-time applicants will be evaluated impartially, and selected applicants will be awarded HOME funding based on their eligibility and score.

The applicants that are awarded funds will be contacted by City staff to enter into a contract for reimbursement of their eligible expenses carried out in the construction of affordable housing as described in the application. All awards and resulting contracts will be valid through August 31, 2028, and in some cases, a longer contract timeframe may be allowed. All programs and entities must meet the federal requirements for HOME funding. The affordability period for all new construction and most rehabilitation projects will be 20 years from project completion.

Please contact the City's Office of Neighborhood Development Services (ONDS) with any inquiries regarding this Notice or the HOME application. The City reserves the right to amend the terms of this funding notice, and to circulate applicable addenda if needed.

The City of Yakima, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing or calling ONDS (contact information provided below).

Also, in accordance with Title VI of the Civil Rights Acts of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, the City hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. Qualified disadvantaged, minority, and women-owned organizations are encouraged to respond to this Notice. The City of Yakima is an equal-opportunity employer.

Email: ask.ONDS@yakimawa.gov Phone: (509) 575-6101

In person: 112 S 8th St, Yakima, WA 98901 (Monday-Friday, 8:30 am-4:00 pm)

HOME Funding Award Timeline

Date	Description
April 28, 2026	Request for Proposals (RFP) and Application Packet released
May 22, 2026	Final day for questions regarding the application (inquiries made after this date are not guaranteed to be answered)
May 29, 2026	Due date for completed applications to be received by ONDS
June 12, 2026	Notification of awards
July 17, 2026	Due date for awardees to complete HOME agreements/contracts with the City

Note: Any updates or questions answered relating to this funding opportunity will be sent out to the City of Yakima’s HOME Program email list. If you would like to be added to the City’s HOME Program email list, please send an email to ONDS at ask.ONDS@yakimawa.gov indicating your interest in the City’s HOME program. Please include the name of your organization and a contact person for your organization in your email request.

SECTION B:
HOME Funding Application





AFFORDABLE HOUSING DEVELOPMENT APPLICATION

Home Investment Partnerships Program (HOME) Federal Funding

Please complete all 4 pages and attach additional pages if more space is needed.

SECTION 1—Applicant Overview

A) Organization Name	
B) Organizational Legal Structure & Status	
C) Tax ID # and Unique Entity ID	
D) Primary Contact	
E) Primary Contact's role in the organization	
F) Primary Contact's Email & Phone Number	
G) Primary Contact's Mailing Address	

SECTION 2—Project Overview

A) Name of proposed project	
B) Location of proposed project	
C) Estimated TOTAL project cost	
D) Amount of HOME funds being requested	
E) Proposed # of HOME units	

SECTION 3—Project Specifics

<p>A) Describe the proposed project in detail. What are all the proposed development activities involved?</p> <p><i>Attach additional sheets or attachments if needed.</i></p>		10 points
<p>B) What is the estimated month and year of project completion?</p>		5 points
<p>C) What are the intended outcomes of the proposed project?</p>		5 points
<p>D) Is there a target population in mind for the project? If so, provide details.</p>		5 points
<p>E) Would any outreach methods be used to inform the public about the project?</p>		5 points
<p>F) What specific measurements would you use to monitor your progress to achieving the project's goals?</p>		5 points

SECTION 4—Financial Feasibility

<p>A) Would the project have other funding sources?</p> <p>If so, please list sources and amounts.</p>		10 points
<p>B) What specific costs would the HOME funds be used for?</p>		10 points
<p>C) How soon would you be able to submit eligible HOME reimbursement requests?</p>		5 points (+ 5 extra points if by 8/31/26)
<p>D) What are your plans for financial sustainability for the proposed housing?</p>		5 points
<p>E) Describe your organization’s financial management history and capacity.</p>		5 points

SECTION 5—Organizational Capacity

<p>A) What is your organization’s experience in managing federally-funded housing development? Provide examples if possible.</p>		10 points
<p>B) What is your organization’s experience in working with low-income residents of Yakima?</p>		5 points
<p>C) What are the qualifications of the staff members that would be involved in the proposed project?</p>		5 points
<p>D) Describe the data collection tools that you would use to gather the necessary compliance data for Federal reporting/monitoring.</p>		5 points

SECTION 6—Official Certification

I hereby certify that, to the best of my knowledge, all information in this application is true and correct, and that the applicant is willing to comply with all contractual obligations with the City of Yakima if the project proposed in this application is awarded funding. By signing this response to a competitive solicitation, I also certify that the applicant and its principals have no actual or perceived conflict of interest and are not currently suspended or debarred by any department or agency from participating in federally-funded contracts. I also agree to notify the City of Yakima immediately of any changes made to the proposed project as described in this application, regardless of whether or not a grant award decision has been made.

Name & Title of Authorized Representative: _____

Signature: _____ Date: _____

SECTION C:
Guidelines for Completing the Application





COMMUNITY DEVELOPMENT DEPARTMENT
Bill Preston, P.E., Director

Office of Neighborhood Development Services (ONDS)
112 S 8th Street, Yakima, WA 98901
Phone: (509) 575-6101 – Email: ask.ONDS@yakimawa.gov

Instructions for Completing the City of Yakima’s HOME Affordable Housing RFP Application

General Information

The 4-page HOME Affordable Housing Construction/Rehabilitation Application is found in Section B of this packet. Please ensure that the application is filled out completely and properly before delivering to ONDS. The following instructions are meant to help you provide complete answers to the questions on the application. These are things you should consider when formulating your answers to application questions. If you are seeking full points in the grading of your application, you should evaluate your application answers in light of the instruction guidance. Incomplete applications will be rejected or returned to the applicant. Space on the application is limited, so feel free to add more pages and/or supporting documents as needed.

City Staff will evaluate each application. Sections 1-2 of the application are informational only and are not scored. Sections 3-5 are scored, with the maximum points available for each question indicated in the column to the far right. There are 100 total available points.

SECTION 1—Applicant Overview

- 1A. Full legal name, and DBA name (doing business as) if applicable
- 1B. Organizational structure (Corporation, LLC, etc.) and status (non-profit, for-profit, government agency, etc.)
- 1C. Tax ID# used for Federal tax returns, and Unique Entity ID used for Federal contracting.
- 1D-G. Information for the responsible person in the organization that the City can contact regarding this application.

SECTION 2—Program Overview

- 2A. If already existing, what is the project called? If not existing yet, what would it be called?

2B. Please include the site address for the proposed project and the County parcel number(s).

2C. Total anticipated project costs, including all funding sources.

2D. The amount of funding being requested from the City by means of this application. There is no minimum for this RFP; the maximum limit for this RFP is \$2.3 million, which is the total amount of HOME funds currently available for affordable housing development. Also keep in mind the HOME-designated minimum and maximum per-unit subsidy amounts. The current minimum HOME per-unit subsidy is \$1,000 and the current maximum HOME per-unit subsidy is \$187,658 for a 0-bedroom unit, \$215,122 for a 1-bedroom unit, \$261,595 for a 2-bedroom unit, \$338,419 for a 3-bedroom unit, and \$371,477 for a 4-bedroom unit (as per HOME Investment Partnerships Program-Maximum Per-Unit Subsidy Limit Methodology and Amount; Notice for Comment. A Notice by the Housing and Urban Development Department on 04/10/2026).

2E. The number of units that would be funded with the City's HOME funds, if awarded, and therefore subject to monitoring for 15-20 years as HOME units. The affordability period depends on the dollar amount and type of development; the affordability period would be established during the contracting phase after a project is awarded HOME funds and included in the signed contract.

SECTION 3—Program Specifics

3A. Indicate all steps in the proposed project, including acquisition, demolition, new construction, rehabilitation, etc.

3B. The City would consider the date of completion as the day that the project receives its Certificate of Occupancy. Assuming all goes according to plan, when exactly would that be?

3C. What are the specific goals for the project in terms of occupancy and timeline?

3D. Is there a target population for the program (e.g. low-income, very low-income, the unhoused)?

3E. Describe how both the general population and the project's target population (if applicable) would find out about the project.

3F. What specific measure(s) will you use to determine if the project has reached its goals or not? Is there a plan in place for monitoring progress and for making improvements if the project's goals are not being achieved? If so, describe that plan.

SECTION 4—Financial Feasibility

4A. Are there matching funds from your organization or any other sources of funds for the proposed project?

4B. Provide a general project budget, specifying the line items that you are planning to be reimbursed by the City's HOME funding.

4C. How soon could the City expect to receive reimbursement requests for allowable project expenses? 5 points extra will be awarded to respondents who can guarantee (as much as possible) that at least one reimbursement request will be submitted to the City before August 31, 2026.

4D. Describe how the project will operate over the next 20 years to maintain housing affordability.

4E. Include specific staff experience and qualifications, and any audit responses, if applicable.

SECTION 5—Organizational Capacity

5A. Describe organizational experience and expertise regarding Federal grants.

5B. Describe previous and current housing projects/programs/outreach that your organization runs or participates in, especially targeting low-income Yakima residents.

5C. Describe individual experience and expertise for staff that would be directly involved in planning, administering, overseeing and monitoring the proposed project.

5D. Will there be an application for interested parties to fill out to access the affordable housing? How will low-income persons served be counted and documented for HUD monitoring purposes?

SECTION 6—Official Certification

This section should be completed by the individual in the organization with the highest position of responsibility, or their authorized representative.

This section must be completed; otherwise, the application will be considered incomplete!

SECTION D:
HOME Affordable Housing
Policy Manual





COMMUNITY DEVELOPMENT DEPARTMENT
Bill Preston, P.E., Director

Office of Neighborhood Development Services (ONDS)
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Phone: (509) 575-6101 – Email: ask.ONDS@yakimawa.gov

HOME Affordable Housing Program

Policy & Procedure Manual

General Information

The HOME Program was created by the National Affordable Housing Act of 1990 (NAHA) and has been amended periodically by subsequent legislation. The purpose of the HOME Program is to provide decent affordable housing for low-income households, expand the capacity of nonprofit housing agencies, strengthen state and local government coordination to provide housing, and leverage private sector participation.

The HOME program funds activities such as building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to people at or below 80% of the federal median income guideline established by HUD. Each year, the City of Yakima works with various partners to consider applications for affordable housing activities to be supported by HOME funds.

The funding priorities for the City's HOME program are based on community needs. These needs are outlined every year in the Annual Action Plan submitted to HUD.

The HOME program has specific requirements that must be met prior to any HOME funds being committed to a project. The regulations require that a Participating Jurisdiction (PJ) must commit funds to a “specific local project” and cannot commit funds in anticipation of a project or on the assumption that a project will come together when additional funding sources are identified. Under the HOME Program, there must be a “specific local project” before the commitment is made.

Prior to executing a legally binding written agreement committing HOME funds to a specific local project, the PJ must meet all of the requirements of the definition of “commitment” per the Federal HOME rules, as well as all of the project assessment requirements contained in 24 CFR 92.250(b) regarding “underwriting and subsidy layering.” Prior to committing HOME funds, the PJ must meet all of the following requirements and keep documentation of compliance in each area.

This HOME policy and procedure manual is based on the complete HOME rules (24 CFR part 92), clarified and revised by the HOME Final Rule effective February 5, 2025, referred to as the HOME Investment Partnerships Program: Program Updates and Streamlining.

Environmental Review

The HOME program requires that all HOME-assisted projects complete an environmental review as defined in 24 CFR Part 58. The City of Yakima, as the Responsible Entity, is responsible for all necessary public notifications, any public hearings required, and final submission of the environmental review to the U.S. Department of Housing and Urban Development (HUD) along with the Request for the Release of Funds (RROF). The applicant will be responsible for all the remaining elements of the environmental review. During the environmental review process, developers are prohibited from committing or expending any funds (including non-Federal funds) to any physical or choice-limiting actions on the site prior to an environmental clearance as required by Part 58. Physical and choice-limiting actions include, but are not limited to, property acquisition, demolition, movement, rehabilitation, conversion, repair and/or construction. This prohibition applies regardless of whether federal or non-federal funds are used, and taking a choice-limiting action prior to completion of the required environmental clearance process will result in the denial of any HOME funds from the City of Yakima. Once the environmental review is completed and a Release of Funds (ROF) issued by HUD, the project may proceed.

Market Demand Assessment

An assessment of the current neighborhood market demand must be obtained by the developer for all HOME-funded rental and homebuyer development projects. Adequate demand for each project may be determined by reviewing neighborhood and other relevant market data.

The affordable housing developer must prove that there is an adequate amount of demand for the type and number of housing units that are being developed. Market demand assessment is needed for all of the units in the project, not just those units that are designated as HOME-assisted.

The assessment should include an analysis of local market trends, a clear definition of the market area from whom the buyers or renters can reasonably be expected to be drawn, and analysis of the demand, supply, and competition. The City will determine, based on its own local policies and information about the local market and trends specific to the neighborhood in which the project will be located, whether the market assessment truly reflects the current demand. This determination will be made and documented by the City before a contract is signed with an awardee.

Market assessments and data sources must be recent to be relevant. To be considered valid, the assessment must be performed within 12 months prior to the commitment of HOME funds.

Note: This requirement is not applicable to the rehabilitation of owner-occupied housing (as defined at 24 CFR 92.254(b)) or to HOME-funded down payment assistance programs pursuant to 24 CFR 92.254(a) that do not include HOME-funded development activity.

Other Funding Sources

The developer will be required to report all financing for the project, including non-HOME sources. For rental housing, both the construction and permanent financing must be secured.

All necessary financing commitments must be in writing and the documentation retained in the City's files. All award or commitment letters received from funders must be dated prior to the date of the HOME written agreement. It is not necessary that other financing sources have actually "closed" or been disbursed. Documentation of secured financing can include award letters, letters of intent, offer letters, term sheets, or other commitments which are conditioned upon the receipt of HOME funds. These must be non-speculative sources identified and secured in the amount necessary to complete the project. The City will assess these written financial commitments to ensure that they are in fact firm commitments and that:

- ✓ The terms and amounts are consistent with the City's financial underwriting of the project
- ✓ All sources are compatible with HOME program requirements (e.g. affordability restrictions, income targeting, unit mix by income level)
- ✓ All funds can reasonably be expected to close prior to the disbursement of HOME funds.

In the case of projects with Low Income Housing Tax Credits, the project must have received a reservation of credits from the state or local housing credit agency (e.g., applicable state or local housing finance agency) and be able to provide a good faith offer of equity investment from an investor prior to the execution of a HOME commitment.

Preliminary Awards

In accordance with the HOME rules, the City may make a preliminary award of HOME funds for a proposed project, contingent on conditions such as obtaining other financing for the project. A preliminary award is *not* a commitment to a project, according to HUD's definition of commitment. The City may see the need to make a preliminary award of HOME funds for a proposed project to facilitate applications for other financing, and as such, a preliminary award letter may be issued as the result of the competitive RFP funding process. Since preliminary awards are not firm commitments, they are not reported to HUD and not yet eligible for HOME funds. However, once all financing is secured, a legally binding agreement must be executed, and it is this legally binding HOME written agreement that will constitute a commitment.

Note: A preliminary award is not the same as a "conditional commitment" pending completion of Environmental Review requirements. ONDS will not make a preliminary award of HOME funds for a specific project prior to completion of environmental review requirements, unless the preliminary award also meets the requirements for a conditional commitment pending completion of environmental review.

Project Budget

In addition to having secured financing, the developer will need to identify a complete budget for the project in sufficient detail to determine total project development costs and its funding, including proposed sources and uses. The City will ensure that the amount of HOME funding in the project complies with the following requirements:

- ✓ It does not exceed the maximum per-unit subsidy amount;

- ✓ It is at least \$1,000 per unit; and
- ✓ It supports only eligible costs that are both necessary and reasonable.

The City will review the sources and uses statements or other records that indicate that there are sufficient HOME-eligible costs associated with the project to support the amount of HOME funds provided. The developer must provide cost estimates so that the City can evaluate whether the costs are reasonable and that the HOME portion of the funding is only used for HOME-eligible expenses, in accordance with 24 CFR 92.205 - 92.207 and 92.214.

Underwriting and Subsidy Layering

Prior to committing funds to a project, the City will complete an underwriting and subsidy layering analysis of the project to ensure that the HOME funds invested (alone or in combination with other governmental assistance) are reasonable and necessary, and sufficient to provide quality affordable housing that is financially viable for a reasonable period of time (at least the period of affordability, usually 20 years minimum).

Underwriting is the analysis of project risks and compliance to determine if the public investment is reasonable and the project can be expected to meet all applicable program requirements for the affordability period.

For multi-unit HOME projects in which not all the units will be HOME-assisted, the City will complete a cost allocation analysis as part of underwriting and subsidy layering analysis. Cost allocation is required to determine the actual HOME eligible costs that may be charged to the program in accordance with 24 CFR 92.206(d). This analysis will also determine the minimum number of required HOME units and minimum period of affordability.

Subsidy layering involves the assessment of whether the proposed amount and form of HOME assistance is appropriate, given the amount and form of project investment by other sources.

The City retains the right to use the underwriting information and analysis of a contractor or other project funder. The City will still document its own determination that the project meets the Yakima City Council's standards as per the authorization by the Council in entering into a contractual agreement with the developer or owner as specified in the signed agreement. In order to demonstrate compliance with this requirement, the agreement will specifically contain a copy of the underwriting and subsidy layering analysis for the Council's review. A signed agreement will affirm the review and approval of the underwriting and subsidy layering analysis, including dated signatures by both the City's representative and the Owner or Developer.

Timeliness

The City must review and determine that a viable project schedule is in place, specifically that construction will start within 12 months of the agreement date. Also, all HOME-assisted rental units must have initial occupancy within 18 months of project completion. Applications will be given points based on how soon a project can get started and reimbursement requests filed with the City.

Project Completion

In accordance with 24 CFR 92.205(e)(2), a PJ must complete each project within a maximum of 4 years of the date of commitment of funds to the project. For commitments to specific local projects, this 4-year completion requirement will begin the date the HOME written agreement is executed. For commitments to programs, the start of this 4-year completion deadline period will begin when the State recipient or sub-recipient executes a HOME written agreement committing funds to a specific local project, in accordance with the definition of “commitment” at 24 CFR 92.2 and all of the prerequisite requirements outlined in this notice.

Site and Neighborhood Standards

Prior to the commitment of HOME funds to a “specific local project”, a site and neighborhood standards analysis must have been completed and a determination made by the City that the site is or can be made accessible. A PJ must administer its program in a manner that provides housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act and the Fair Housing Act and promotes greater choice of housing opportunities (24 CFR 92.251). If a site cannot be made accessible, it should not be selected for funding.

Written Agreement Requirements

The HOME Program regulations at 24 CFR 92.502(b) and 92.504(c) require that, before setting up a HOME project in IDIS or disbursing any HOME funds for the project, the PJ must enter into a written agreement that includes all of the required provisions of 24 CFR 92.504(c) for the project. It is the executed written agreement that evidences a commitment of HOME funds.

The agreement must be legally binding, signed by all parties to the agreement, and all signatures must be dated. An agreement that is dated only on the first page does not meet the requirements for a commitment. If the signatures of the parties to the agreement have different dates, it is the last dated signature that is the date of the execution of the commitment. Note that if state or local law requires approval of the agreement by the chief executive or legislative body, it is not legally binding until the approval is given.

Resale/Recapture

The City of Yakima uses the “Full Recapture” provision in the following manner. If the recipient of HOME funds decides to sell, rent, or dispose of the property at any time before the expiration of the affordability period, “Full Recapture” provisions go into effect. In the event of voluntary sale or foreclosure, the City will require full repayment of the entire HOME direct subsidy amount.

The Recapture amount is based on net proceeds from the voluntary sale or foreclosure. The net proceeds of a sale are the sales price minus non-HOME repayments and any closing cost if applicable. As per 24 CFR 92.545(ii)(A), the amount recaptured cannot exceed the net proceeds, if any.