



**STATE OF WASHINGTON
DEPARTMENT OF COMMERCE**

NOTICE OF FUNDING OPPORTUNITY (NOFO)

NOFO NO. CHIP202607

NOTE: Please read this entire document before submitting a response. Responses that do not meet one or more requirements stated herein may be disqualified and not scored.

PROJECT TITLE: 2026 Connecting Housing to Infrastructure

APPLICATION DUE: September 30, 2026 at midnight, Pacific Time

ESTIMATED TIME PERIOD FOR CONTRACT: Costs incurred on or after July 1, 2025 to June 30, 2027, subject to reappropriation by the legislature

APPLICANT ELIGIBILITY: This NOFO is open to those applicants which satisfy the minimum qualifications stated herein.

FUNDING SOURCE AND METHOD: This is state capital funding. Payments will be made on a **reimbursement basis** for eligible expenses.

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1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Washington Department of Commerce, hereafter called "COMMERCE," is initiating this Notice of Funding Opportunity (NOFO) to solicit applications from those qualified and interested in grant funding to support water, sewer, and stormwater infrastructure to new housing projects that include affordable¹ units that serve and benefit low-income households (up to 80% area median income).

1.2 OBJECTIVES

Funding for this program is provided from the 2025-2027 Capital Budget, State Building Construction Account

Commerce will be allocating funds based on the requests received and the eligibility and intended use of the funds. Awards will be governed by state building construction account rules.

On April 1, 2026, Governor Ferguson signed into law the 2026 Supplemental Capital Budget,² *The appropriation in this section is provided solely for grants or deferred loans to local governments and public utility districts to defray the cost of waiving a portion of or all of the fees normally applied to developers for utility connection charges and related street improvements related to new affordable housing projects for low and moderate income households.* These funds are intended to be supplemental project financing for necessary utility connection costs for affordable housing projects in cities and counties that passed a sales and use tax for affordable housing or a housing levy.³

1.3 MINIMUM QUALIFICATIONS

Minimum qualifications include:

- Application initiated by a city, county, or public utility district applying in coordination with the developer of new housing projects that include affordable units that serve and benefit low-income households (up to 80% area median income).
- The project must be located within a jurisdiction that imposed a sales and use tax under RCW 82.14.530(1)(a)(ii), 82.14.530(1)(b)(i)(B), 82.14.540, or 84.52.105. See "[Entities Eligible for Grant](#)" toward the end of this guidance.
- Subject project must include units of affordable housing. If the project is a mixed-income project, at least 25% of the units must be affordable to households earning up to 80% AMI.

¹ "Affordable housing" has the same meaning as in RCW 43.185A.010, and means residential housing for rental occupancy which, as long as the same is occupied by low-income households, requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family's income. In the context of homeownership, the definition from the [Housing Trust Fund Handbook](#) applies (Section 701.7): "affordability occurs when a household's monthly housing costs are generally no more than 38 percent of monthly household income and total debt is no more than 45 percent of monthly household income. Housing costs include mortgage principal, interest, property taxes, homeowner insurance, homeowner association fees, and land lease fees, as applicable. Total debt includes other debt and utilities."

² [State 2025-2027 Capital Budget, 2026 Capital Budget – Supplemental Section 1014 \(page 22\)](#)

³ See the list of "Entities Eligible for Grant" [near the end](#) of this document. If you passed a levy and are not on this list, please call the program manager.

- The affordable housing project must demonstrate that it will begin construction within 24 months of the grant award. Before the grant contract is executed, recipients must demonstrate that the project is ready to proceed.
- Affordable housing units must remain affordable for at least 25 years
- All projects need be enrolled in a monitoring and auditing program to monitor affordability for a minimum of 25 years. In most cases this is accomplished through other public funding sources such as Housing Trust Fund, Washington Housing Finance Commission or covenants of affordability running with the land, or a local government monitoring process.

If the project is independent, Commerce will require a covenant and/or note and deed of trust as part of securitization,⁴ and will require the project to be entered into a database for regular monitoring of affordability.

- Application should request funding for eligible expenses only (water, sewer, stormwater and/or waived system development fees).
- If the project is located in a jurisdiction fully planning under the Growth Management Act, the project must be located within the urban growth area.

Applications that do not clearly meet or exceed all minimum qualifications listed above are non-responsive and will not be evaluated.

All project eligibility requirements noted in this section and pre-contracting conditions must be met prior to executing a contract and before any funds are reimbursed.

1.4 FUNDING

COMMERCE intends to award multiple contract(s) for infrastructure projects to support the construction of new housing projects that include affordable units that serve and benefit low-income households (up to 80% area median income) as described in this NOFO.

2025-2027 Biennium Fund Distribution	
Amount	Eligible Applicants
\$30 million	This amount is set aside for grants to local governments or public utilities within a city or county with a population of 150,000 or less, and imposed a sales and use tax under RCW 82.14.530(1)(a)(ii), 82.14.530(1)(b)(i)(B), 82.14.540, or 84.52.105.
\$55 million	These grants are for cities and counties of any size that imposed a sales and use tax under RCW 82.14.530(1)(a)(ii), 82.14.530(1)(b)(i)(B), 82.14.540, or 84.52.105 and the public utility districts that serve them.

⁴ The need for securitization will be reviewed on a case-by-case basis based on the principal funder. In some cases, Commerce may be able to provide support for monitoring affordability, by entering the project into Commerce's database for annual monitoring and periodic audits to assure affordable units remain so.

\$5 million	This amount was set aside for a pilot project for grants to local governments or public utilities within Chelan, Douglas and Okanogan counties.
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Total funding to be distributed in the 2026 round of funding is \$31,000,000. COMMERCE has budgeted an amount not to exceed \$2,000,000 per project.

In the event additional funding becomes available during the period of performance, any contract requesting additional funding related specifically to the costs of SDCs and/or pre-approved utility improvements to water, sewer, and stormwater systems awarded may be amended by no more than 25% to provide for additional related services. Additional funding is not guaranteed.

Any contract awarded as a result of this NOFO is contingent upon the availability of funding.

1.5 PERIOD OF PERFORMANCE

Projects funded with State Building Construction Account funds may only be used to cover eligible costs incurred during the period of *July 1, 2025 through June 30, 2027*. Capital projects can take longer to complete. Understanding this, the legislature will usually re-appropriate funds. Amendments extending the period of performance by two-year periods, shall be at the sole discretion of COMMERCE in accordance with legislative reappropriation of State Capital funding.

1.6 CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington (RCW). Applicants are encouraged to familiarize themselves with the requirements prior to submitting an application that includes current or former state employees.

1.7 DEFINITIONS

Definitions for the purposes of this NOFO include:

Apparent Successful Grantee/Bidder/Vendor/Contractor/Awardee: The applicant selected to receive funding, subject to successful completion of contract negotiations and execution of a written contract.

Application: A formal description of the project and request for funding submitted in response to this Notice of Funding Opportunity.

COMMERCE or AGENCY: The Department of Commerce is the agency of the state of Washington that is issuing this NOFO.

Contract: A written, legally binding agreement to financially support the infrastructure of the named project, also called a Grant or Interagency Agreement.

Exhibit: Document attached to this NOFO, also referred to as Attachment.

Grantee: Applicant awarded funding by COMMERCE based on the application Also called Awardee, Recipient, or Vendor.

Notice of Funding Opportunity: Formal procurement or solicitation document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of a NOFO is to permit the Applicant community to suggest various approaches to meet the need at or below a given funding level.

1.8 ADA

COMMERCE complies with the Americans with Disabilities Act (ADA). Applicants may contact the NOFO Coordinator to receive this Notice of Funding Opportunity in Braille or on tape.

2. GENERAL INFORMATION FOR APPLICANTS

2.1 NOFO COORDINATOR

The NOFO Coordinator is the sole point of contact in COMMERCE for this NOFO. All communication between the Applicant and COMMERCE upon release of this NOFO shall be with the NOFO Coordinator, as follows:

Name	Mischa Venables
E-Mail Address	Mischa.Venables@commerce.wa.gov

Any other communication will be considered unofficial and non-binding on COMMERCE. Applicants are to rely only on written statements and guidance issued by the NOFO Coordinator. **Communication regarding this funding opportunity directed to parties other than the NOFO Coordinator may result in disqualification of the Applicant.**

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Notice of Funding Opportunity	July 20, 2026
Question & answer period	July 20, 2026 – September 16, 2026
Pre-Application Due	September 15, 2026
Pre-Application Conference	July 16, 2026
Applications due	September 30, 2026
Evaluate Applications	October 1, 2026 – December 31, 2026
Announce “Apparent Successful Grantee” and send notification via e-mail to unsuccessful Applicants	January 15, 2027
Hold debriefing conferences (if requested)	January 18, 2027 – February 2, 2027
Negotiate contract	February 8, 2027
Earliest date contract may be signed	February 8, 2027

COMMERCE reserves the right to revise the above schedule.

2.3 QUESTION AND ANSWER PERIOD

COMMERCE will accept questions about this NOFO sent to the NOFO Coordinator at the email address listed in Section 2.1 during this period.

2.4 PRE-APPLICATION CONFERENCE

A pre-Application conference will be held on **July 16, 2026** at **2:00** p.m., Pacific time. The pre-Application conference will be virtual only, on Zoom. Register for this meeting at [Connecting Housing to Infrastructure Program \(CHIP\) – Washington State Department of Commerce](#). All prospective Applicants are encouraged attend; however, attendance is not mandatory.

COMMERCE will be bound only to COMMERCE written answers to questions. Questions arising at the pre-Application conference will be documented and answered in written form.

2.5 PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE

Applications submitted in response to this NOFO shall become the property of COMMERCE. All Applications received shall remain confidential until the Apparent Successful Grantee is announced; thereafter, all Applications are subject to disclosure as provided for in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the application that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Applicant is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right-hand corner of the page. Marking the entire application exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Applicant has marked as "Proprietary Information," COMMERCE will notify the Applicant of the request and of the date that the records will be released to the requester unless the Applicant obtains a court order enjoining that disclosure. If the Applicant fails to obtain the court order enjoining disclosure, COMMERCE will release the requested information on the date specified. If an Applicant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, COMMERCE shall maintain the confidentiality of the Applicant's information per the court order.

A charge will be made for copying and shipping as allowed by law. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the NOFO Coordinator is required. All requests for information should be directed to the NOFO Coordinator.

2.6 SUBMISSION OF APPLICATIONS

The Application must be received into Zoom Grants no later than Midnight, Pacific Time, September 30, 2026.

Applications must be written in English and submitted electronically through ZoomGrants. All applicants must use an online application called ZoomGrants to apply for this grant. Hard copies will not be accepted. Applicants will first need to make a ZoomGrants account and complete pre-application screening questions in ZoomGrants before completing the full application for submittal.

To make a ZoomGrants account and to access the CHIP grant application, click here: [2026 Connecting Housing to Infrastructure Program](#)

Once the pre-application screening is completed, it will be reviewed by Commerce within two business days. Pre-applications for the first round of funding must be received by September 15, 2026, to meet the application deadline of September 30, 2026. If the applicant meets the minimum requirements to apply for this grant, the pre-application will be approved, and the applicant will be notified that they may complete the remainder of the application.

Before beginning the application, we suggest you find answers to the questions so you will have everything you need on hand. When working in ZoomGrants, your application information will be saved automatically, and you can log in and out multiple times. For complete instructions about using the ZoomGrants, help is available at [ZoomGrants help](#).

2.7 REVISIONS TO THE NOFO

In the event it becomes necessary to revise any part of this NOFO, addenda will be provided via e-mail to all individuals who have submitted applications or pre-applications on ZoomGrants

2.8 ACCEPTANCE PERIOD

Applications must provide 107 days for review by COMMERCE from the due date of September 30, the final day Applications are due to January 15, the date of apparent award notification or declination.

2.9 COMPLAINT PROCESS

Potential Applicants may submit a complaint to COMMERCE based on any of following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to COMMERCE at any time prior to 5 days before the Application response deadline. The complaint must meet the following requirements:

- The complaint must be in writing;
- The complaint must be sent to the NOFO coordinator in a timely manner;
- The complaint should clearly articulate the basis for the complaint; and
- The complaint should include a proposed remedy.

The NOFO coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on WEBS. The Director of COMMERCE will be notified of all complaints and will be provided a copy of COMMERCE'S response. The complaint may not be raised again during the protest period. COMMERCE'S action or inaction in response to the complaint is final. There is no appeal process.

2.10 RESPONSIVENESS

All Applications will be reviewed by the NOFO Coordinator to determine compliance with administrative requirements and instructions specified in this NOFO. The Applicant is specifically notified that failure to comply with any part of this NOFO may result in disqualification of the Application as incomplete and/or non-responsive.

Disqualified applications will be notified after the announcement of the Apparent Successful Grantees.

Disqualified Applicants will be informed of the reason for disqualification; this shall constitute a debriefing conference for the purposes of Section 4.6, Protest Procedure.

COMMERCE reserves the right at its sole discretion to waive minor administrative irregularities.

2.11 MOST FAVORABLE TERMS

COMMERCE reserves the right to make an award without further discussion of the Application submitted. Therefore, the Application should be submitted initially on the most favorable terms which the Applicant can propose. There will be no best and final offer procedure. COMMERCE reserves the right to contact an Applicant for clarification of its Application.

The Apparent Successful Grantee should be prepared to accept this NOFO for incorporation into a contract resulting from this NOFO. Contracts will contain information as represented in the Application. The Application will become a part of the official procurement file on this matter without obligation to COMMERCE.

2.12 CONTRACT GENERAL TERMS & CONDITIONS

The Apparent Successful Grantee will be expected to enter into a contract which is substantially the same as the example contract and its general terms and conditions attached as Exhibit D. This sample contract is for information and review only and should not be returned with your Application. In no event is a Applicant to submit its own standard contract terms and conditions in response to this NOFO. All proposed edits to the contract terms and conditions must be submitted as an attachment to Exhibit A, Certifications and Assurances form. COMMERCE will review requested edits and accept or reject the same at its sole discretion.

2.13 COSTS TO PROPOSE

COMMERCE will not be liable for any costs incurred by the Applicant in preparation of a Application submitted in response to this NOFO, travel to or conduct of a presentation, or any other activities related to responding to this NOFO.

2.14 NO OBLIGATION TO CONTRACT

This NOFO does not obligate the state of Washington or COMMERCE to contract for services specified herein.

2.15 REJECTION OF APPLICATIONS

COMMERCE reserves the right at its sole discretion to reject any and all Applications received without penalty and not to issue a contract as a result of this NOFO.

2.16 COMMITMENT OF FUNDS

The Director of COMMERCE or delegate is the only individual who may legally commit COMMERCE to the expenditures of funds for a contract resulting from this NOFO.

2.17 ELECTRONIC PAYMENT

The state of Washington prefers to utilize electronic payment in its transactions. The successful Grantees must have or obtain a Statewide Vendor Number (SWV) from the Office of Financial Management to be paid by COMMERCE. Please enter the full SWV number on the application that would be used for reimbursement funding. For more information, visit: www.ofm.wa.gov.

3. APPLICATION SPECIFIC INFORMATION

3.1 ELIGIBLE COSTS

Developers of affordable housing projects should work with the city, county, utility provider or project developer to identify the water, sewer, and stormwater infrastructure costs which support the housing project.

Eligible costs include:

- **Waived system development charges under** RCW 35.92.380, RCW 36.94.370, or RCW 54.24.080. *Waiver or delay of collection of tap-in charges, connection or hookup fees for low-income persons.*
 - o Awards are contingent on an adopted ordinance and documentation of waived system development charges for the affordable housing units.
- **Utility improvements to water, wastewater or stormwater systems** necessary for the housing project, in the right of way and on the property.
 - o The housing project must include at least 25% affordable housing units consistent with the grant criteria.
 - o Where applicable, the extension must be consistent with the approved comprehensive plans under the Growth Management Act and must be within the established boundaries of the urban growth area and should be included in an adopted capital facilities plan.

Examples of eligible costs may include, but are not limited to:

- Extending an existing public facility within an urban growth area, like a water or sewer line, to serve an affordable housing project.
- Water and sewer line upsizing to serve sub-areas of increased density, such as station areas or town centers.
- Utility improvements necessary to allow infill development within an established area, such as a larger pump or upgrading pipes, split combined sewer/stormwater systems, and eligible best management practices including conveyance to, and stormwater treatment and flow control as required to meet local and state stormwater management requirements.
- Regional stormwater systems or upgrades necessary to support high density housing development.
- System development charges or connection fees for new affordable housing development to connect to public utilities, when the fees have been waived.⁵ For example, if 50% of system development charges for sewer and water for affordable housing units were waived, this program can reimburse the 50% waived fees.

The improvements should be sufficient to facilitate the affordable housing project. All costs must be directly related to the scope of work of the project being funded.

The cost per household should be reasonable to support the number of housing units, acknowledging this will vary across the grant program.

Eligible project activities and costs include costs related to the utility connections:

⁵ From the capital budget, "System development charges" means charges for new drinking water, wastewater or stormwater connections when a local government or public utility has waived standard fees normally applied to developers for connection charges on affordable housing projects.

- Design, architectural, and engineering work;
- Building permits/fees;
- Archeological/historical review;
- Construction labor and materials;
- Construction management from external sources only⁶;
- Demolition/site preparation;
- Capitalized equipment for sewer, water, and stormwater projects;
- Landscaping specifically related to utility improvement (please discuss with program staff); and
- Real property when purchased specifically for the utility project, and associated costs directly associated with property acquisition such as appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, easements of record, and legal expenses.

Expenditures must be supported with source documentation. Examples of documentation include invoices, purchase orders, change orders, itemized continuation sheets, receipts of payment, accounts payable statements, check copies, and timesheets.

3.2 INELIGIBLE COSTS

State Building Construction Account Funds are not eligible to reimburse the following activities:

- Internal administrative activities,
- Computers or office equipment,
- Feasibility study activities,
- Fundraising activities,
- Lease payments for rental of equipment or facilities,
- Mortgages and property leases (including long-term), or
- Rolling stock (such as vehicles and generators).

ELIGIBLE PROJECT TYPES

A wide variety of housing types can be supported:

- Cooperatives or community land trust ownership with limited equity
- Rental apartments
- Townhouses
- Cottage communities

Projects providing both rental housing and owner-occupied housing are eligible to apply.

INELIGIBLE PROJECT TYPES

Project types not eligible for this program are:

- Assisted living facilities/ adult family homes
- Military barracks
- Emergency shelters
- Seasonal farmworker housing
- Dormitories
- Short-term transitional housing

⁶ Construction management and observation is on-site management and/or supervision of the work site and workers thereon. This is an eligible project cost. Construction management does not include work typically performed by off-site consultants or consultant organizations, grant writers, project managers, or employees of the grantee, unless the employee is hired solely and specifically to perform on-site construction management as defined above.

This is not an inclusive list; if you have questions about whether CHIP is right for your project, please send an email to CHIPgrants@commerce.wa.gov to discuss your project's eligibility

4. EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

Responsive Applications will be evaluated strictly in accordance with the requirements stated in this NOFO and any addenda issued. The evaluation of Applications will be accomplished by one or more evaluation team(s) designated by COMMERCE, which will determine the ranking of the Applications.

COMMERCE, in its sole discretion, may elect to invite top-scoring Applicants as finalists for a virtual presentation or interview.

The NOFO Coordinator may contact the Applicant for clarification of any portion of their Application. Applicants are not permitted to submit, resubmit, correct, or change any materials of any kind after the date and time stated in Section 2.6 SUBMISSION OF APPLICATIONS.

COMMERCE reserves the right to award the contract(s) to the Applicant(s) whose Application is deemed to be in the best interest of COMMERCE and the state of Washington.

After evaluating the written Applications COMMERCE may elect to schedule virtual presentations or interviews of top-scoring Applicants. If so, COMMERCE will contact the top-scoring Applicants from the written evaluation to schedule a date and time to meet on a platform such as Zoom or Microsoft Teams. Any commitments made by the Applicant during a virtual presentation or interview will be considered binding.

The scores from the written evaluation and the virtual presentation combined, together will determine the Apparent Successful Grantee.

4.2 APPLICATION REVIEW

Commerce will review applications based on the schedule noted in the [Application Review](#) section, under General Information. Applications will be reviewed to meet threshold criteria and prioritization criteria. Projects that are selected in the first round will receive an award letter. Notification emails will be sent to project contacts for projects that are not awarded.

4.3 SCORING AND WEIGHTING

Commerce will score and prioritize applications for funding based on the following criteria:

Category	Base	Higher	Weight
Readiness to proceed	Project will not break ground until January 2029 (minimum)	Project beginning between July 2025 and January 2027	2
Access to public transit, walksheds, proximity to services	Minimal access to public transportation or walksheds. Project is not located near local services	Close access to public transportation and/or walksheds. Project is near local services such as schools, groceries, medical facilities, community involvement	1
Need for this type of project in the community	Application does not adequately show the need for	Application clearly states the need for this type of housing in the community, backed up by	1.5

	this type of housing in the community	housing needs assessment or other supporting documents	
Would this improvement benefit the community beyond just this project	Project will provide 25% affordable housing units and the utility improvement will only benefit the project applying.	The utility improvement will create opportunities for additional development to occur, will allow neighbors with septic systems to be served by sewer, or other benefit beyond just this project.	1
Budget	Minimum: Total project budget, requested amounts for water/sewer/stormwater utility improvement and/or waived SDCs, lack of secured funding	Clear and thorough total project budget, including 100% committed funding sources other than CHIP funding, clearly described amounts for water/sewer/stormwater utility improvement and/or waived SDCs	1
Leverage Private Funding	No – all other funding for the project is public funding	Yes – a combination of foundations, bank financing, donations, and other fundraising	1.5
Demonstrated commitment to the project	Required documentation supporting application narrative	Documentation attached that dovetails with narrative, letters of support, clear community partners of coordinating services, and committed funding	1
Project consistency with GMA	Project not included in goals and policies and/or capital facilities plan.	Clearly documented part of capital facilities plan, comprehensive plan	1
Existing SDC waiver Program	No	Yes – jurisdiction has a blanket waiver of system development charges/general facilities charges for affordable housing	.5
Cost per unit (total funding request / # of affordable units)	High cost per affordable unit	Low cost per affordable unit	1

The scoring baseline for each category is 1-10 points and is weighted as shown in column 4 above. In addition to the above scoring criteria, the application awards may be subject to geographical distribution and coordination with other public funders.

4.3 NOTIFICATION TO APPLICANTS

COMMERCE will notify the Apparent Successful Grantee(s) of their selection in writing upon completion of the evaluation process. Applicants who were not selected for further negotiation or award will be notified separately. Notification may also be made to the COMMERCE public website, Washington Electronic Business Solution (WEBS), or other publicly accessible locations.

4.4 DEBRIEFING OF UNSUCCESSFUL APPLICANTS

Any applicant who has submitted an application and received notice that they were not selected for contract negotiation may request a debriefing. The request for a debriefing conference must be received by the NOFO Coordinator within three (3) business days after the Unsuccessful Applicant Notification is e-mailed to the Applicant. The debriefing must be scheduled within three (3) business days of the request.

Discussion at the debriefing conference is strictly limited to the following:

- Evaluation and scoring of that Applicant's Application;
- Any written comments from evaluators related to that Applicant;
- Review of Applicant's final score in comparison with the other final scores **without** identifying the other Applicants or reviewing their Applications.

Comparisons between Applications or evaluations of the other Applications is not allowed. COMMERCE will not discuss any items other than the three bullet points above. Debriefing conferences may be conducted on the telephone or by other electronic means and will be scheduled for a maximum of thirty (30) minutes. COMMERCE reserves the right to end a debriefing for any reason.

4.5 PROTEST PROCEDURE

Protests may be filed only by Applicants who submitted a response to this NOFO and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed five (5) business days to file a protest with the NOFO Coordinator. Protests must be received by the NOFO Coordinator no later than 5:00pm Pacific time on the fifth business day following the debriefing. Protests must be submitted by email. Applicants may choose to copy COMMERCE'S Central Contracts Office at formalprotest@commerce.wa.gov. Do not copy any other COMMERCE staff.

Applicants protesting this NOFO shall follow the procedures described below. Protests that do not follow these procedures will not be considered. This protest procedure constitutes the sole administrative remedy available to Applicants under this NOFO.

All protests must be in writing, addressed to the NOFO Coordinator, and signed by the protesting party or an authorized agent. The protest must state the NOFO number, the grounds for the protest from the list below with specific facts, and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in this NOFO or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be dismissed as without merit if they address issues such as an evaluator's professional judgment on the quality of a application, or COMMERCE'S assessment of its own and/or other agencies' needs or requirements.

Scores received are not a valid basis of protest and will be dismissed as without merit unless included with facts supporting bias, discrimination, or conflict of interest on the part of an evaluator.

Upon receipt of a protest, a protest review will be held by COMMERCE. COMMERCE'S Chief Contracts Officer, or other employee delegated by the Director who was not involved in the award process, will consider the record along with all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may directly impact the actual interest of another Applicant, such Applicant may be given an opportunity to submit its views and any relevant information on the protest.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE'S action; or
- Find only technical or harmless errors in COMMERCE'S process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
 - o Correct the error(s) and re-evaluate all applications, or
 - o Cancel this NOFO and begin a new process, or
 - o Make other findings and determine other courses of action as appropriate.

If COMMERCE does not find merit in the protest, COMMERCE may enter into a contract with the Apparent Successful Grantee(s). If the protest is determined to have merit, one of the options above will be taken.

5. NOFO EXHIBITS

Exhibit A Certifications and Assurances

Exhibit B Entities Eligible for CHIP Grant

Additional Documents:

- Example Grant Contract with General Terms and Conditions
- Word document of application for drafts/collaboration

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the Application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the Application are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single Application.
3. The attached Application is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this Application, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this NOFO or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this Application. All Applications become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Application.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Applicant and will not be knowingly disclosed by him/her prior to opening, directly or indirectly, to any other Applicant or to any competitor.
7. I/we agree that submission of the attached Application constitutes acceptance of the NOFO contents and the attached example contract and general terms and conditions. If there are any proposed edits to these terms, I/we have described those edits in detail on a page attached to this document.
8. No attempt has been made or will be made by the Applicant to induce any other person or organization to submit or not to submit a Application for the purpose of restricting competition.
9. I/we grant COMMERCE the right to contact references and any others who may have pertinent information regarding the ability of the Applicant and the lead staff person to perform the services contemplated in this NOFO.
10. If any staff member(s) who will perform work on this contract has retired from the state of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
11. I/we are not debarred from doing business with the state of Washington or the United States.

I/We have reviewed the Contract and General Terms and Conditions and I/we: *(check one)*

- ☐ **are** submitting proposed contract edits. If proposed contract edits are being submitted for consideration, I/we have attached them to this form. *(See Section 2.14)*
- ☐ **are not** submitting proposed contract edits. *(Default if neither are checked)*

On behalf of the Applicant submitting this Application, my signature below attests to the accuracy of the above statement as well as my authority to bind the submitting organization.

Signature of Applicant

Date

Printed Name

Title

Entities Eligible for CHIP Grant

Grants are available to local governments or public utilities located within a jurisdiction that imposed a sales and use tax under RCW 82.14.530(1)(a)(ii), 82.14.530(1)(b)(i)(B), 82.14.540, or 84.52.105. An individual city is still an eligible applicant if it is located within a county that has imposed one of these taxes. These include the following local governments or public utilities in the following jurisdictions:⁷

Implemented the housing and related services sales and use tax authorized under RCW 82.14.530

Authorizes counties, cities, and towns to place a ballot proposition before the voters for a sales tax up to 0.1% for affordable housing and related services. At least 60% of the revenue must be used for constructing affordable housing, constructing mental and behavioral health-related facilities, or funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided. The affordable housing and facilities may only be provided to people within specified population groups whose income is 60% or less of the county median income (see RCW 82.14.530(2)(b)). The remaining funds must be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services. No more than 10% of the revenue may be used to supplant existing local funds.

City		County
Anacortes	North Bend	Clallam
Bellevue	Olympia	Island
Bellingham	Port Angeles	Jefferson
Covington	Renton	King
East Wenatchee	Snoqualmie	Kitsap
Ellensburg	Spokane	Pacific
Issaquah	Tacoma	Pierce
Kent	Vancouver	San Juan
Longview	Wenatchee	Snohomish
Maple Valley		Whatcom

Affordable housing property tax levy authorized under RCW 84.52.105

Counties and cities may impose additional regular property tax levies up to \$0.50 per thousand dollars assessed valuation each year for up to ten years to finance affordable housing for very low-income households when specifically authorized to do so by a majority of voters of the taxing district. This tax may not be imposed until the legislative authority declares the existence of an emergency with respect to the availability of housing that is affordable to very low-income households, and the legislative authority adopts an affordable housing finance plan in conformity with state and federal laws regarding affordable housing. (Program information is not collected by the state, so the following list may be missing eligible jurisdictions.)

Bellingham Resolution 2018-09 (2018, 10-year levy)	Seattle Ordinance 120823
Vancouver, Proposition 1 (2018, 7-year levy)	

⁷ If you passed a levy and are not on these lists, please call the program manager.

Implemented the affordable housing sales and use tax under RCW 82.14.540

City			County
Airway Heights	Liberty Lake	Stanwood	Adams
Anacortes	Longview	Stevenson	Asotin
Arlington	Lynnwood	Sumner	Benton
Auburn/King RTA	Maple Valley	Tacoma	Chelan
Bainbridge Island	Marysville	Tukwila	Clallam
Bellevue RTA	Medina	Tumwater	Clark
Bonney Lake RTA	Mercer Island	University Place	Columbia
Bothell	Mill Creek	Vancouver	Cowlitz
Bremerton	Monroe	Washougal	Douglas
Burien	Moses Lake	Wenatchee	Franklin
Burlington	Mount Vernon	Winthrop	Garfield
Carnation	Mukilteo	Winthrop	Grant
Cashmere	Newcastle	Woodinville RTA	Grays Harbor
Chelan City	Normandy Park	Woodway	Island
Clyde Hill	North Bend	Yakima City	Jefferson
Covington	Olympia	Yarrow Point	King County RTA
Dayton	Omak	Yelm	Kitsap
Des Moines	Pasco		Kittitas
Duvall	Port Angeles		Klickitat
East Wenatchee	Port Orchard		Lewis
Edmonds	Port Townsend		Lincoln
Ellensburg	Poulsbo		Mason
Enumclaw	Puyallup		Okanogan
Everett RTA	Quincy		Pacific
Federal Way	Redmond RTA		Pend Oreille
Fife	Renton RTA		Pierce County RTA
Forks	Ridgefield		San Juan
Issaquah RTA	Sammamish RTA		Skagit
Kalama	SeaTac		Skamania
Kenmore	Seattle		Snohomish County RTA
Kent RTA	Sedro Woolley		Spokane
Kirkland	Sequim		Thurston
Lacey	Shoreline		Wahkiakum
Lake Forest Park	Snohomish City		Walla Walla
Lake Stevens	Snoqualmie		Whatcom
Lakewood	Spokane City		Whitman
Leavenworth	Spokane Valley		Yakima

*RTA = Regional Transit Authority