

Kitsap Coordinated Grant Application 2024

TECHNICAL ASSISTANCE

SHELTER OPERATIONS

JUNE 26, 2024

Welcome!

You are at the Shelter Technical Assistance Session for the 2024 Coordinated Grant Application Cycle

- The Shelter Application is used for:
 - Homeless Housing Grant Program (HHGP)
 - Affordable Housing Grant Program (AHGP)
 - Emergency Housing Fund (EHF)

- Housekeeping

Introductions

Kitsap County Staff

Cory Derenburger – Program Specialist

Virginia McCaslin – Grants Program Analyst

Agenda

- Overview of Funding Sources
- Overview of 2024 Coordinated Grant Process
- 2024 Grant Application
- Filling Out the Application in SurveyMonkey Apply
- Application Review and Awards Process
- Getting Help and Questions
- Q&A

Overview of Funding Sources

Funding Overview

Existing Funding Sources will continue at a reduced level:

- Affordable Housing Grant Program (AHGP)
- Homeless Housing Grant Program (HHGP)

New funding added:

- Emergency Housing Fund (EHF)

EHF Overview

New funding designated to backfill/maintain FY23 “emergency housing capacity” from sun-setting funds:

- ESG-CV
- Shelter Program Grant
- Hotel Leasing and Rapid Re-Housing Funds, and
- Local document recording fees

EHF Overview

Allowable uses follow the CHG/SDG guidelines, but per legislation restricted to “emergency housing” activities:

- Street outreach
- Diversion
- Emergency shelter including hotel/motel leasing
- Sanctioned encampments
- Transitional housing
- Rapid Re-housing
- Housing search and placement, and
- Housing stability case management

EHF Overview

EHF funded programs must follow the WA State Department of Commerce Guidelines for the Consolidated Homeless Grant (CHG).

Updated Cost Categories are in development.

- Facility Costs
 - New cost category to be added.
- Shelter Building Operations and Maintenance
 - Some eligible expenses will be moved to the Facility Costs category.
- Shelter Program Operations
- Case Management for Housing Stability

Facility Costs

Facility costs including:

- lease or rent payment on the shelter building,
- maintenance (janitorial/cleaning supplies, pest control, fire safety, materials and contract or staff maintenance salaries and benefits associated with providing the maintenance, mileage for maintenance staff),
- security and janitorial (salaries and benefits associated with providing security, janitorial services),
- essential facility equipment and supplies (e.g. common-use toiletries, food served in shelters, bedding, mats, cots, towels, microwave, etc.),
- expendable transportation costs directly related to the transportation of eligible households (bus tokens and fuel for a shelter van),
- on-site and off-site management costs related to the building,
- facility specific insurance (mortgage insurance is not allowable) and;
- accounting costs for securing permanent housing including: application fees, background check fees, credit check fees, utility deposits, and costs of urinalyses for drug testing of household members if necessary/required for housing.

Indirect administrative expenses are not allowed for facilities costs.

Shelter Building O&M

Shelter building operations and maintenance, including building maintenance, landscaping, utilities, equipment repair (but not replacement or upgrade of equipment or property with a useful life of over one year), real estate taxes, and other expenses related to operating the shelter building which are not covered under the category of facilities costs.

Indirect administrative expenses are not allowed for shelter building operations and maintenance.

Shelter Program Operations

Shelter program operations, including staff salaries and benefits for program administration (but NOT case management expenses), advertising, program supplies, office supplies, staff training and travel, program audit, accounting, client direct services (paid to other entities on behalf of services provided to the client, but not including rent or housing-related costs or food, e.g. bus tokens), program administrative costs, and indirect administrative costs (only if the agency has a federally negotiated indirect rate).

Case Management for Housing Stability

Case management for housing stability, including salaries and benefits for case management staff, staff travel, training, and other costs directly related to providing case management that supports housing. Case managers must use the Kitsap County Housing Stability Planning and Progress Reports (HSPPR) to assist clients.

Case managers should be, at a minimum, trained in ACES/Resiliency, trauma-informed care, racial equity, gender identity, progressive engagement, and mental health first aid.

Overview of Coordinated Grant Application Process

Overview of 2024 Coordinated Grant Application Process

- Same online Application Platform as prior years - SurveyMonkey Apply
- Multiple funding sources will use this platform and applications will open and close on the same schedule
 - Applications open June 29
 - Application Deadline July 27th @ Noon

Overview of 2024 Coordinated Grant Application Process

- Applications consist of two parts:
 - Part 1: Organization Application – complete once for your agency
 - Part 2: Services Application – complete one for each project you are requesting funding for
 - One application for the same project can be used for multiple funding sources
- **You will receive email links for each application type you need to complete.**

2024 Grant Application

Part 1 - Organization Information

Only submit once for ALL 2024 Coordinated Grant Applications

Part 1 includes

- Applicant Organization Information
 - Organizational Chart
- Board Information
- Agency Budgets, Financial Statements & Audit
- Fiscal & Procurement Policies
- Non-Discrimination Policies & Procedures

Part 2 – Project Information

Submit ONE Part 2 Application for EACH project.

Part 2, Shelter Operations Application, is divided into 4 tasks:

1. Program Description
2. Program Requirements
3. Financial Information 2024
4. Program Performance Measures

Complete Application

Don't forget that a complete application consists of two parts:

1. Organization Information Application has been submitted for the Agency (only required once)
2. Project Application has been submitted

2024 Coordinated Grant Application

Where to find information.....

- **Application Schedule** has key dates
- **NOFA's/RFP's** have information regarding eligibility, amount of money available, application access and submission, staff contact info.
- **Policy Plans** have detailed information including regulations and requirements for each fund type.
- **SurveyMonkey Apply** is the online platform for submission of applications and has the application instructions and links to forms.
- Staff is available by email for questions and technical assistance.

Coordinated Grant Application Basics Demonstration

2024 Coordinated Grant Application

The Coordinated Grant Application is 100% ONLINE

Step 1: On or after June 29th go to the Kitsap Coordinated Grant Application website using the links provided in the email from our office.

Step 2: New applicants will need to create a new account. Returning applicants will log in with an existing account.

Step 3: Get started!

Save your work often! You may save, log out, and resume later where you left off. Multiple members of your agency may contribute at different times to the application.

For NEW Applicants

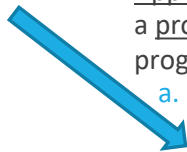
How to Access the CGA Grant Application Website and Create a New Applicant User Account

- Accessing the Website
- Registering a New Account

Accessing the CGA Website

You will receive an email following the TA Session. This email will include instructions and links to the application forms you will need to complete to submit your Services Application(s).

Access the website using this link, or visit the main, or access the landing page at:
<https://apply-kitsap.smapply.io/>



Hi Douglas,

Thank you for meeting to talk through your project.

We wanted to share a few reminders with you:

1. The remote **{SERVICES TA SESSION}** will be held **{TODAY}** via Zoom.
 - a. Please join the session using this link -> **{http://kcowa.us/cga-services-ta}**
 - b. If you are unable to join the session live, a recording will be made available on the [Coordinated Grant Application](#) website.
2. Applications will open on June 29 and close on July 27.
3. The applications consist of two parts, an Organizational Information Application which is only submitted once for your organization and a project application which is submitted for each project or program you are applying for.
 - a. The Organizational Information Application can be accessed by clicking on this link **{https://apply-kitsap.smapply.io/prog/organization_information_2024}**
 - b. Click on the link(s) below to access the project application(s):
{PROJECT NAME} {https://apply-kitsap.smapply.io/prog/services_application_2024}

Thank you for all the work you do, and please let us know if you have any questions about the process.

Registering a NEW Applicant Account

Select the “Register” link along the top of the website to begin registering a new applicant primary account

Log In

Register



Coordinated Grant Application

2024 Kitsap County & City of Bremerton Funding Cycle

Register on Apply

Create an account for your Primary or Managing User

Passwords must be at least 8 characters, with at least 1 uppercase letter, 1 lower case letter, 1 number, and 1 special char@cter

Check “I’m not a robot” and complete the Captcha

Finally “Create Account”



Register for an applicant account

Register with

G

OR

First name

Douglas

Last name

Adams

Email

doug@megadodo.com

Password

.....



Confirm password

.....



By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot



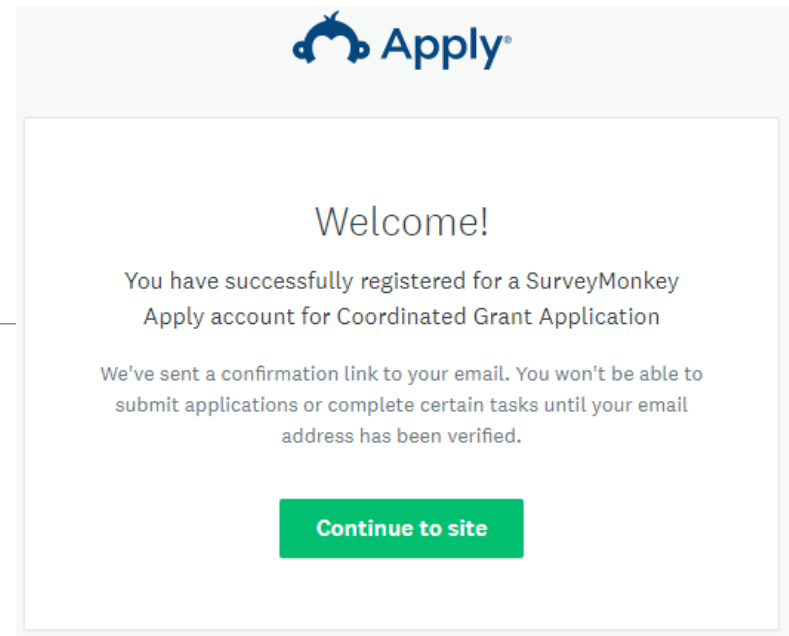
reCAPTCHA
Privacy - Terms

CREATE ACCOUNT

Welcome!

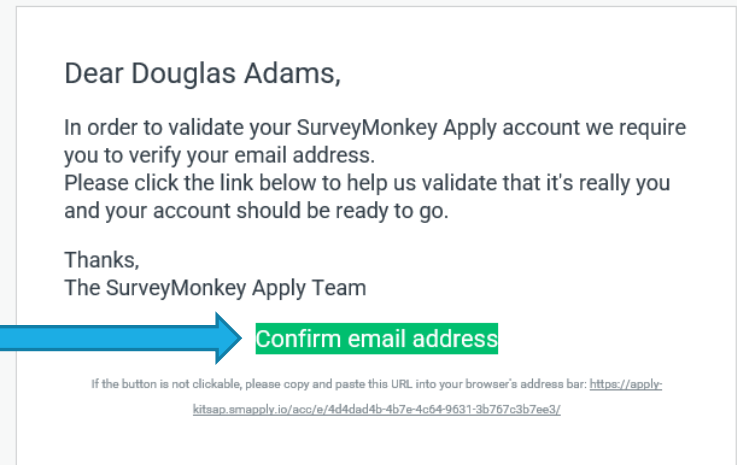
After registering you will receive a confirmation email.

YOU MUST verify your account using the link in the email. You will not be able to submit your application or complete some steps without clicking the verification link



Bcc

Subject SurveyMonkey Apply Account Email Verification



You are receiving this email from [Coordinated Grant Application](#).

Manage your Organization

After creating your Primary account, you will need to complete some basic information about your organization.

This will allow you to create an organization, where you may add multiple members/users who can work on an application collaboratively. We will discuss adding additional members shortly.

Users who register separate Primary accounts cannot collaborate on the same application.

Complete the following:

- Organization Name
- Tax Number

To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name	
<input type="text" value="Megadodo Publications"/>	
Address (optional)	
<input type="text"/>	
City (optional)	Country (optional)
<input type="text"/>	<input type="text" value="Select a country"/>
Tax country	Tax number
<input type="text" value="USA - EIN Number"/>	<input type="text" value="12-3456789"/>
Organization phone number (optional)	Organization email (optional)
<input type="text"/>	<input type="text"/>
Website (optional)	
<input type="text"/>	

CONTINUE

Registered Successfully



Welcome!

You have successfully registered for a SurveyMonkey
Apply account for Coordinated Grant Application

[Continue to site](#)

For RETURNING and NEW Applicants

How to Access
the CGA Grant
Application
Website and
Manage your
accounts

- Accessing the Website
- Resetting Passwords
- Adding Members or Collaborators
- Changing your Primary Account User

Accessing the CGA Website

You will receive an email following the TA Session. This email will include instructions and links to the application forms you will need to complete to submit your Services Application(s).

Access the website using this link, or visit the main, or access the landing page at:
<https://apply-kitsap.smapply.io/>

Hi Douglas,

Thank you for meeting to talk through your project.

We wanted to share a few reminders with you:

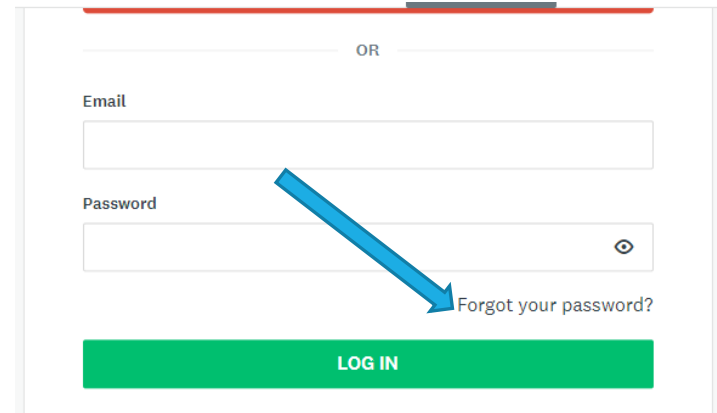
1. The remote {SHELTER OPERATIONSTA SESSION} will be held {TODAY} via Zoom.
 - a. Please join the session using this link -> {<http://kcowa.us/cga-shelterops-ta>}
 - b. If you are unable to join the session live, a recording will be made available on the [Coordinated Grant Application](#) website.
2. Applications will open on June 29 and close on July 27.
3. The applications consist of two parts, an Organizational Information Application which is only submitted once for your organization and a project application which is submitted for each project or program you are applying for.
 - a. The Organizational Information Application can be accessed by clicking on this link {https://apply-kitsap.smapply.io/prog/organization_information_2024}
 - b. Click on the link(s) below to access the project application(s):
{PROJECT NAME} {https://apply-kitsap.smapply.io/prog/helter_operations_2024}

Thank you for all the work you do, and please let us know if you have any questions about the process.

Password Reset

Are you a New or Existing User and you have forgotten your password?

1. Go to the homepage at <https://apply-kitsap.smapply.io/>
2. Click **“Log In”**
3. Under the Password field click **“Forgot your password?”**
4. Enter the email address that you use to log into the site
5. Click **“Send Instructions”**
6. Click the link in the email you receive
7. Enter a new password
8. Click **“Reset Password”**



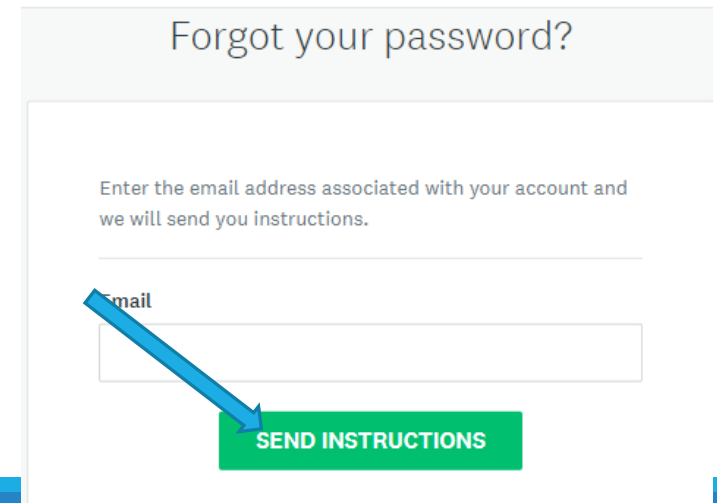
OR

Email

Password

[Forgot your password?](#)

LOG IN



Forgot your password?

Enter the email address associated with your account and we will send you instructions.

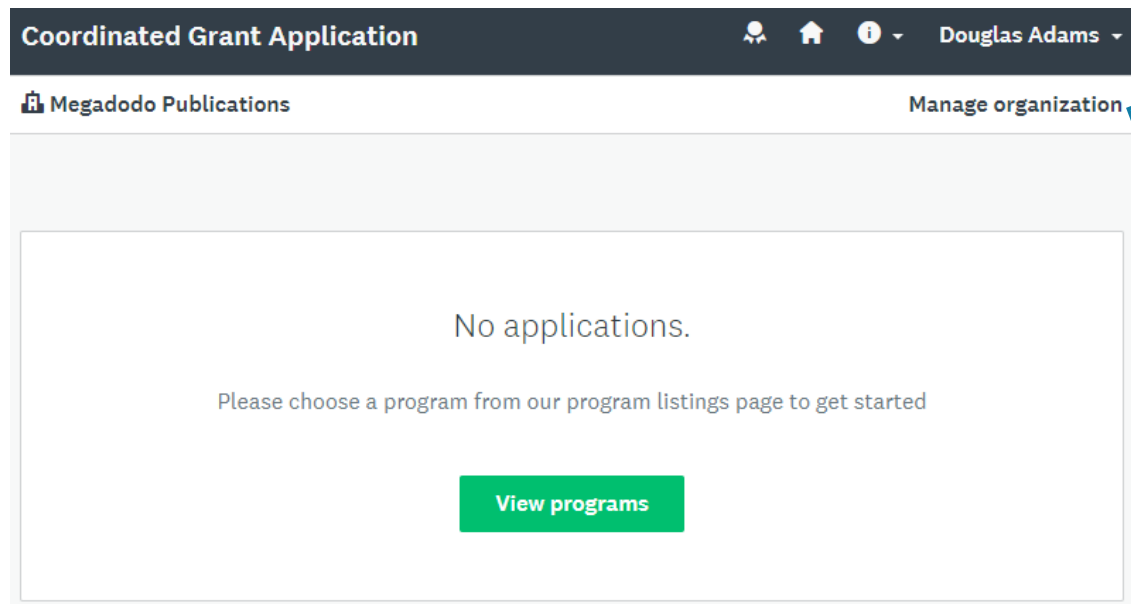
Email

SEND INSTRUCTIONS

Add Members or Collaborators

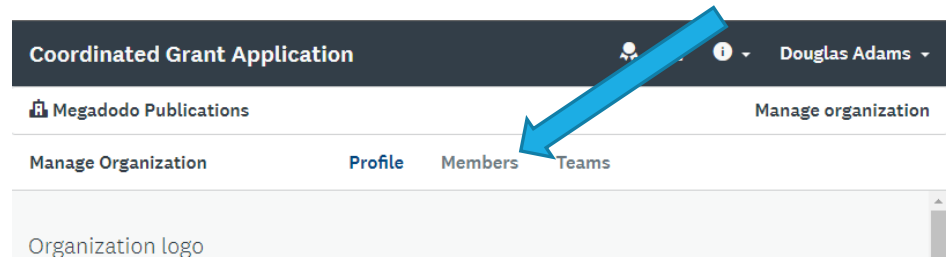
If you will have multiple users working together on an application, use the following steps to create user accounts for your members.

After Logging in with the Primary Account, Select “Manage Organization” from the menu bar.

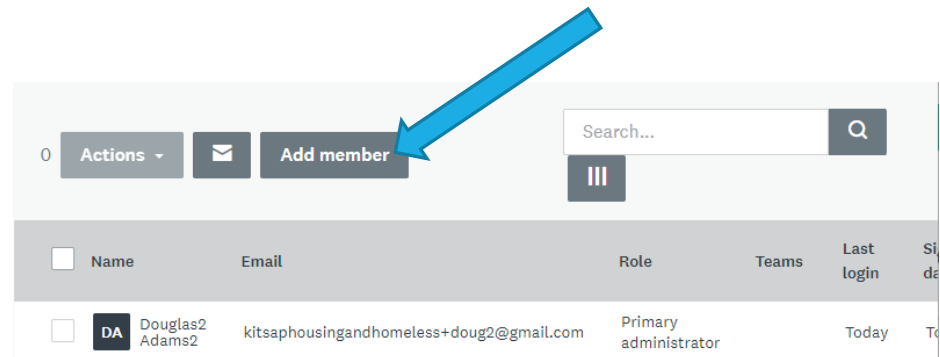


Add Members or Collaborators

From the Manage Organization page select the “Members” tab



Next select the “Add member” button



Add Members or Collaborators

Create the member by entering their name, email, and select “Notify member by email that they have been added”. This will send the user an invitation email.

The added member will need to select the “**Join now**” link in the invitation email.

Add members ✕


[Import members...](#)

First name

Last name

Email: (required)

Role:

- Non-administrator
- Organization administrator
- Add to team
-  Notify member by email that they have been added
- Include a custom message in the email

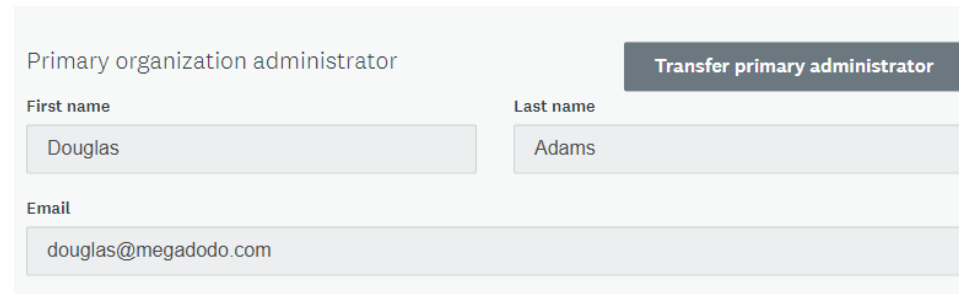
[CANCEL](#)

[ADD](#)

Transferring Primary Account

When an organization is first registered, the user that registered the organization will become the Primary Administrator. If you are the Primary Administrator you have the option of transferring this access to another member of the organization:

1. Login as an organization administrator
2. Click on **Manage Organization** in the top right corner
3. Click **Profile**
4. Click **Transfer Primary Administrator**
5. Select the new primary administrator
6. Click **Transfer**. You will be removed as the primary administrator of the organization and will be given Non-Administrative permissions to access the organization's applications.



The screenshot shows a web form titled "Primary organization administrator". It contains three input fields: "First name" with the value "Douglas", "Last name" with the value "Adams", and "Email" with the value "douglas@megadodo.com". A dark grey button labeled "Transfer primary administrator" is positioned to the right of the "Last name" field.

NOTE: If you are currently an organization administrator and wish to become the Primary Administrator, *for example, if the original Primary Administrator has left the Organization*, we would recommend contacting CGA Staff for further assistance.

Creating An Application

Starting an Application

Creating a Part 1 –
Organizational Information
2024 Application

Creating a Part 2 - Services
Applications 2024

Creating a Part 2 - Capital
Application

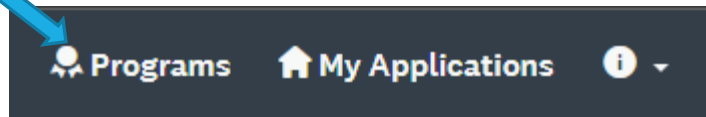
Creating a Part 2 - Shelter
Operations Applications

- Overview of the Coordinated Grant Application Site
- Viewing the Available Application Types
- Creating An Organizational Information and a Project Application

Overview of the CGA Website

After Logging in to the Coordinated Grant Application Website, you will default to the “My Applications” page.

To create an application, follow the links provided in your Pre-Application follow-up email, or navigate to the “Programs” Link in the SM Apply Menu bar.



Hi Douglas,

Thank you for meeting to talk through your project.

We wanted to share a few reminders with you:

1. The remote {SHELTER OPERATIONSTA SESSION} will be held {TODAY} via Zoom.
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 - b. Click on the link(s) below to access the project application(s):
{PROJECT NAME} {https://apply-kitsap.smapply.io/prog/helter_operations_2024}

Thank you for all the work you do, and please let us know if you have any questions about the process.

Program Page

The Programs page will display all the available Application Types occurring during the Coordinated Grant Application process, including:

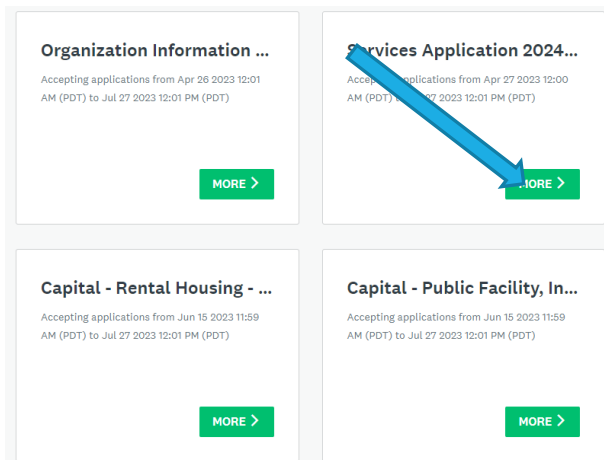
- **Organizational Information 2024**
- Services Applications 2024
- Capital – Rental Housing – 2024
- Capital – Public Facility, Infrastructure, Shelter – 2024
- **Shelter Operations 2024**

The screenshot displays the 'Coordinated Grant Application' interface. At the top, there is a dark header with the text 'Coordinated Grant Application' and user information 'Douglas Adams'. Below the header, the page title 'Megadodo Publications' and a 'Manage organization' link are visible. The main content area is titled 'Programs' and contains four cards, each representing an application type. Each card includes a title, a description of the application period, and a green 'MORE >' button.

Application Type	Accepting Applications From	Accepting Applications To
Organization Information ...	Apr 26 2023 12:01 AM (PDT)	Jul 27 2023 12:01 PM (PDT)
Services Application 2024...	Apr 27 2023 12:00 AM (PDT)	Jul 27 2023 12:01 PM (PDT)
Capital - Rental Housing - ...	Jun 15 2023 11:59 AM (PDT)	Jul 27 2023 12:01 PM (PDT)
Capital - Public Facility, In...	Jun 15 2023 11:59 AM (PDT)	Jul 27 2023 12:01 PM (PDT)

Starting an Application

To Start an Application, open an application link from your Pre-Application Follow-up email from CGA staff, or from the Program Page select a “More>” Link to see details about the program application



- The applications consist of two parts, an Organizational Information Application which is only submitted once for your organization and a project application which is submitted for each project or program you are applying for.
 - The Organizational Information Application can be accessed by clicking on this link https://apply-kitsap.smapply.io/prog/organization_information_2024
 - Click on the link(s) below to access the project application(s):
[{PROJECT NAME} {https://apply-kitsap.smapply.io/prog/services_application_2024}](https://apply-kitsap.smapply.io/prog/services_application_2024)

Thank you for all the work you do, and please let us know if you have any questions about the process.

Each Program Page will Contain

General Instructions

General info about navigating the online application, downloading/uploading, submitting, reviewing and editing. We recommend printing these instructions for easy reference.

Application Instructions

Question-by-question guidance on answering questions and filling out the application. We recommend using these to create a Word document to complete narrative questions and then paste them into the application.

Forms and Worksheets

Most Applications will contain a Budget and Sources of Financing Worksheet, Performance Measures, and other documents created by CGA Staff that you will need to complete and attach to your application.

These forms are available now before the Applications go live and are also linked within the applications themselves.

Part 1 – Organizational Information 2024

Every Applicant
MUST complete
this Part 1 –
Organizational
Information
Application ONE
TIME

Organization Information 2024

Each Application has two parts, and you must complete both application types.

1) The **Organization Information 2024** Application (this application) is designed to collect information pertaining to your entire organization. The Organizational Information Application only needs to be submitted one time.

RESOURCES

Download the files to complete this application below.

- [General Application Instructions 2024](#)
- [Organizational Information 2024 Application Instructions \(.pdf\)](#)
- [Board Members 2024 \(.docx\)](#)

Part 1 - Organizational Information Application

Organization Information 2024

Each Application has two parts, and you must complete both application types.

1) The **Organization Information 2024** Application (this application) is designed to collect information pertaining to your entire organization. The Organizational Information Application only needs to be submitted one time.

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- [Board Members 2024 \(.docx\)](#)

APPLY

Opens

Apr 26 2023 12:01 AM (PDT)

Deadline

Jul 27 2023 12:01 PM (PDT)

To start the application click Apply

Forms to be completed and uploaded for specific questions in the application and Instructions. Download and save these first before clicking Apply.

Name the Application

Name the Organizational Information Application by the Agency Name

×

Name your application

Please enter a name for your submission using the following format: "Agency Name or acronym - Project Name"

75 characters maximum

CANCEL **CREATE APPLICATION**

Part 1 - Organizational Information Application

Every Applicant must submit ONE Organizational Application 2024 for their Organization.

This Application has 3 Pages. You must complete each Page before you may move to the next page

- Page 1 – Organization Info
 - Upload Org Chart, Board Members Worksheet, Bylaws, and Annual Board Minutes
- Page 2 – Staff and Budget
 - Upload Agency Budget, Financial Statements, Balance Sheet, Cash Flow, and Audit as needed
- Page 3 – Financial, Fiscal, and Policies
 - Upload IRS 990 tax return, Agency Annual Report (if available), Fiscal Control Policies, Procurement Policies, and Non-Discrimination Policies

Organization Information 2024 0%

The Organization Information Application only needs to be completed one time during the 2024 Application Cycle. Your agency may then submit any number of project/program applications responding to RFPs and NOFAs from funding sources participating in the Kitsap County Coordinated Grant Application Process.

* For all attachments and uploads use the following naming convention: **[Agency Acronym]_[File Description]**

* Example: KC_990Form.pdf

RESOURCES

Download the files to complete this application below.

- [General Application Instructions 2024](#)
- [Organizational Information 2024 Application Instructions \(.pdf\)](#)
- [Board Members 2024 \(.docx\)](#)

1. Organization Information - Using the fields provided, fill in your organization information.

Organization's Legal Name

Executive Director (or Department Head for government agencies)

Organization's Mailing Address & Physical

Part 1 - Organizational Information Application

- You must complete all questions on a page before you can proceed to the next.
- Save your work frequently – use the “Save and Continue Editing” button
- Safest method: download instructions and complete all narratives and forms prior to working in SurveyMonkey Apply.
- Less safe: working directly in SurveyMonkey, using “placeholder” answers, and uploading “temporary files”.
 - Less safe can mean incomplete submissions!

Part 2 – Shelter Operations 2024

Every Applicant
must complete a
Part 2 – Shelter
Operations 2024
Application for
EACH Shelter
Project for which
they are
submitting

Shelter Operations 2024

The Affordable Housing Grant Program (AHGP) and the Homeless Housing Grant Program (HHGP) are funds authorized by the Washington State Legislature and are collected through a fee on certain transactions recorded at the Auditor's Office. These funds are used to support the operations of emergency shelters and homeless service programs.

Homeless Housing Grants

Eligible activities for Homeless Housing Grants are identified in the 2019 Kitsap Homeless Crisis Response and Housing Plan, under Core Strategies and New Action Steps. They must directly contribute to making homelessness rare, brief, and one-time in Kitsap County, or improve the Kitsap Homeless Crisis Response System.

- [Click here to view the AHGP, HHGP, and CHG Policy Plan](#)

Resource Links

- [2024 Shelter Operations RFP](#)
- [General Application Instructions](#)
- [Download All \(.zip\) - 2022 Shelter Operations RFP files](#)

APPLY

Opens

Jul 8 2021 04:00 PM (PDT)

Deadline

Sep 27 2023 12:01 PM (PDT)

Part 2 – Shelter Operations 2024

Shelter Operations 2024

The Affordable Housing Grant Program (AHGP) and the Homeless Housing Grant Program (HHGP) are funds authorized by the Washington State Legislature and are collected through a fee on certain transactions recorded at the Auditor's Office. These funds are used to support the operations of emergency shelters and homeless service programs.

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Resource Links

- [2024 Shelter Operations RFP](#)
- [General Application Instructions](#)
- [Download All \(.zip\) - 2022 Shelter Operations RFP files](#)

APPLY

Opens

Jul 8 2021 09:00 PM (PDT)

Deadline

Sep 27 2023 12:01 PM (PDT)

To start the application click Apply

Forms to be completed and uploaded for specific questions in the application and Instructions. Download and save these first before clicking Apply.

Name the Application

Give the application a name for the project or program.

Please make sure to include your **Agency Name or Acronym** with the project name, so that staff and reviewers will know which Projects are submitted by the Agency

✕

Name your application

Please enter a name for your submission using the following format: "Agency Name or acronym - Project Name"

75 characters maximum

CANCEL

CREATE APPLICATION

Application Dashboard

Coordinated Grant Application Programs My Applications Shannon Bauman

Kitsap County Test Manage organization

0 of 3 tasks complete

Last edited: Jun 22 2023 10:24 AM (PDT)

REVIEW **SUBMIT**

Deadline: Jul 27 2023 12:01 PM (PDT)

Shannon's Test App

Kitsap County Test ID: PFIS24--0000000001

APPLICATION ACTIVITY

Your tasks

- Project Information - PFIS
Deadline: Jul 28 2024 12:01 PM (PDT)
- Need and Population Served - PFIS
Deadline: Jul 28 2024 12:01 PM (PDT)
- Information - PFIS
Deadline: Jul 28 2024 12:01 PM (PDT)

Add Member or Team

Shannon Bauman
bauman4@wavecable.com
View & edit

Annotations:

- Blue box:** Select a task to begin filling out the application. You must complete all tasks before you can submit the application. (Arrow points to the first task)
- Blue box:** You can add members you created from the primary account here to collaborate on the application. (Arrow points to the 'Add Member or Team' button)

Application Dashboard

The Application Dashboard will display:

- Tasks that are complete (green circle with check)
- Tasks that have been started (half full circle)
- Tasks that have not been started (empty circle)
- Number of tasks complete
- When ALL Tasks are complete the Submit Button will show in green, and applicants will be able to review and submit the application

The screenshot displays the Application Dashboard interface. On the left, a progress bar shows '1 of 8 tasks complete' with a blue bar. Below it, 'Last edited: Jun 23 2023 02:46 PM (PDT)' and 'Deadline: Jul 27 2023 12:01 PM (PDT)' are shown. There are 'REVIEW' and 'SUBMIT' buttons. Below this is the 'Megadodo Publications' logo and user information for 'Douglas2 Adams2' with a 'View & edit' link. On the right, the application title is 'Shannon's Test App' with a 'Preview' link. Below the title, 'Kitsap County Test' and 'ID: PFIS24--0000000001' are shown. There are 'APPLICATION' and 'ACTIVITY' tabs. Below this is a 'Your tasks' section with three items: 'Project Information - PFIS' (completed on Jun 22 2023 10:33 AM), 'Need and Population Served - PFIS' (completed on Jun 22 2023 10:37 AM), and 'Financial Information - PFIS' (completed on Jun 22 2023 10:40 AM). Each task has a status icon: a green checkmark, a half-full green circle, and an empty circle.

Part 2 – Project Information Tasks

1. Program Description

- Program Information – location, service area, number served
- Type of Shelter Beds Provided
- Types of Expenses and What They Will Be Used For
- Contact Information
- Type of Program and Program Summary
- Program History, Challenges and Best Practices
- Program Staff

Part 2 – Project Information Tasks

2. Program Requirements

- Coordinated Entry Referrals
- Bed Availability Tool
- Data Collection and Entry
- Project Start/Exit Timeliness
- Coordination with other Agencies
- Complaint Process
- Evidence-based Practices
- Housing Stability Case Management
- Advancing Racial Equity

Part 2 – Project Information Tasks

3. Financial Information

- Sources of Financing & Budget
- Funding Commitments
- Program Staff and Job Descriptions
- Board and Fundraising
- Sustainability Plan

Part 2 – Project Information Tasks

Shelter Operations Budget and Financing

- In the Sources of Financing worksheet select your shelter bed types and input the number of beds to determine your Award estimate based on the annual bed rate
 - Bed rate was increased 5% from 2020 cycle.
- Input other funding sources information for your shelter from Federal , State, Other Local (excluding funding from this request), Applicant, Private Sources, and In-Kind.

2024 Sources of Financing - All Project Funding Sources					
Organization Name:		Megadodo Services			
Shelter Name:		Miliways Shelter			
2024 Shelter Operations RFP Bed Rate Calculation	Select Type of Shelter Beds (choose from picklists below)	Enter the number of beds provided (assuming a 90% utilization rate)	Estimated Annual Bed Rate	Estimated Award	
	Continuous Stay Shelter	25	\$5,290.00	\$ 132,250	
	Drop-In Shelter	15	\$2,990.00	\$ 44,850	
	Enhanced Services Shelter	7	TBD	TBD	
Funding Source		Committed	Conditional	Tentative	TOTAL
2024 Shelter Operations RFP Bed Rate Calculation					
Total Continuous-Stay Shelter and Drop-in Shelter Estimated Awards			177,100	\$ 177,100	
Enhanced Services Shelter Total Request (only if operating Enhanced Services Shelter)				\$ -	
Total Shelter Operations Award Estimate			\$ 177,100	\$ 177,100	

Part 2 – Project Information Tasks

Shelter Operations Budget and Financing

- In the Total Program Budget worksheet, complete the budget worksheet to describe how the program anticipates using the Total funding from AHGP/HHGP/EHF funding, and from other funding sources to operate the shelter program.

2024 Total Shelter Program Budget						
Organization Name:		Megadodo Services				
Shelter Name:		Miliways Shelter				
Categories/Line Items	Total Shelter Operations Estimated Awards (AHGP, HHGP, EHF)	%	Total Other Funds (Federal, State, Local, Applicant, Private)	%	Total Program Budget	%
Sources of Financing Totals	\$ 177,100	53%	\$ 155,000	47%	\$ 332,100	
Enter the estimated costs associated with your project/program from CGAP Sources and from Other Funds						
Personnel						
Managers and Staff (program related)	\$ 125,000	38%	\$ 125,000	38%	\$ 250,000	75%
Fringe Benefits	\$ 20,000	6%	\$ 20,000	6%	\$ 40,000	12%
SUBTOTAL	\$ 145,000	44%	\$ 145,000	44%	\$ 290,000	87%
Supplies & Equipment						
Equipment					\$ -	
Office Supplies		0%	\$ 1,500	0%	\$ 1,500	0%
Other (describe):	\$ 750	0%		0%	\$ 750	0%
SUBTOTAL	\$ 750	0%	\$ 1,500	0%	\$ 2,250	1%
Administration						
Advertising/Marketing					\$ -	
Audit/Accounting	\$ 500	0%	\$ 500	0%	\$ 1,000	0%
Communication	\$ 250	0%	\$ 150	0%	\$ 400	0%
Fees and Taxes					\$ -	
Indirect Administrative Expenses					\$ -	
Insurance/Bonds					\$ -	
Legal Services					\$ -	
Training	\$ 7,500	2%	\$ 2,000	1%	\$ 9,500	3%
Travel/Transportation					\$ -	
Other (describe):					\$ -	
SUBTOTAL	\$ 8,250	2%	\$ 2,650	1%	\$ 10,900	3%

Part 2 – Project Information Tasks

4. Performance Measurement Worksheet

- Complete 2-3 Measures using the Homelessness Division Program Performance Measures Guide and Worksheet

This is an example of the worksheet.

This is a fillable form – use the grey fillable form fields to write in your measures

Don't worry if the formatting in the document breaks when filling in the form.

Program Performance Measure #1

IDENTIFIED Problem or Need – What problem or need is your program trying to address or solve? How do you know this is a need, priority, gap, or barrier that has been identified in Kitsap County?

The Problem or Need this program will help to address is:

	Output (activity)	Short-Term Outcome	Intermediate Outcomes	Long-Term Outcomes
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			** may not apply to short-term programs	** may not apply to short-term programs
<i>HOW MUCH change (# or %) and WHEN?</i>	Target <input type="text"/>	Target <input type="text"/>	Target <input type="text"/>	Target <input type="text"/>
<i>HOW WILL WE KNOW? How and where is data collected?</i>	Measurement Strategy <input type="text"/>	Measurement Strategy <input type="text"/>	Measurement Strategy <input type="text"/>	Measurement Strategy <input type="text"/>
<i>WHEN will it occur? HOW MUCH change will occur or what level of accomplishment will there be? WHO will do it? WHAT will change or be accomplished? HOW WILL WE KNOW the change occurred?</i>	Output Performance Measure <input type="text"/>	Short-Term Outcome Performance Measure <input type="text"/>	Intermediate Outcome Performance Measure <input type="text"/>	Long-Term Outcome Performance Measure <input type="text"/>

To Edit a Completed Task

The screenshot shows a web application interface for "Coordinated Grant Application". At the top, there is a dark navigation bar with "Programs", "My Applications", and a user profile for "Shannon Bauman". Below this, the page title is "Kitsap County Test" and "Manage organization" is visible on the right.

The main content area is divided into two columns. The left column contains a task list for "Services Application 2024 * Test*" under "Shannon's Test Project". The tasks are:

- Pre-Application Identified Funding Sources (Completed)
- Program Narrative 2024 (Completed, highlighted with a green bar and a right-pointing arrow)
- Need and Population 2024 (Not Started)
- Financial Information 2024 (Not Started)
- Performance Measures Worksheet (Not Started)

Below the task list is a progress indicator showing "2 of 5 tasks complete" and a "Last edited: Jun 22 2023 11:53 AM (PDT)" timestamp. At the bottom of the left column are "REVIEW" and "SUBMIT" buttons.

The right column shows the details for the "Program Narrative 2024" task, which is marked as "Completed Jun 22 2023". The title is "Program Description 2024". Below the title is a "RESOURCES" section with a list of links for downloading application instructions and documents. The form fields below include:

- Agency Name: Shannon's Test
- Program Name: Services Test
- Total Amount of Funds Requested for 1 Program Year: (Empty field)

A blue callout box with white text is overlaid on the right side of the task list. It contains the text: "Choose the task you want to edit and then click here to select Edit from the pop-up menu". A blue arrow points from the callout box to the three-dot menu icon next to the "Program Narrative 2024" task. The pop-up menu is open, showing three options: "Download", "Reset", and "Edit".

Submitting a Completed Application

Once you have completed all the tasks for your application you will see green check marks. Once all tasks are complete the **SUBMIT** button will turn green and can be selected to submit your application. You will receive an email from the system.

You may edit your application after you have submitted until the application closes at Noon on July 27th.

The screenshot displays a user interface for managing an application. On the left, a progress bar indicates '6 of 6 tasks complete'. Below this, a 'REVIEW' button is greyed out, and a 'SUBMIT' button is green. The last edited time is 'Jun 23 2023 03:52 PM (PDT)' and the deadline is 'Jul 27 2023 12:01 PM (PDT)'. The user profile for 'Megadodo Publishing' is shown, with the name 'Douglas Adams', email 'doug@megadodo.com', and a profile picture with initials 'DA'. An 'Add Member or Team' button is at the bottom.

On the right, the application details for 'MDNLC - Miliways Shelter' are shown. The status is 'APPLICATION' and 'ACTIVITY'. The tasks list shows four completed items:

- Program Description (Completed on: Jun 22 2023 03:51 PM (PDT))
- Program Requirements (Completed on: Jun 22 2023 03:52 PM (PDT))
- Financial Information (Completed on: Jun 22 2023 03:53 PM (PDT))
- Shelter Operations Program Performance Measures (Completed on: Jun 22 2023 03:53 PM (PDT))

Every Application Must Include Both to be Complete

PART 1 – ORGANIZATIONAL INFORMATION 2024

PART 2 – SHELTER OPERATIONS APPLICATION 2024

All Applications ▾

<p>Shelter Operations 2024</p> <p>MDNLC - Miliways Shelter</p> <p>SERV24--0000000072</p> <p> Megadodo Publishing</p> <hr/> <p>STATUS: In Eligibility and Risk Assessme...</p> <hr/> <p> SUBMITTED</p> <p>VIEW</p> <p>Submitted on: Jun 23 2023 03:52 PM (PDT)</p>	<p>Organization Information 2024</p> <p>Megadodo Services</p> <p>ORG-INFO24-0000000018</p> <p> Megadodo Publishing</p> <p>Deadline: Jul 27 2023 12:01 PM (PDT)</p> <hr/> <p> SUBMITTED</p> <p>VIEW</p> <p>Submitted on: Jun 23 2023 03:54 PM (PDT)</p>
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Part 2 – Services Application 2024
Complete

For each Shelter Project

Part 1 – Organizational Information 2024
Complete



5 TIPS FOR A GREAT APPLICATION


- Give the full story about your project within the parameters of the question and instructions provided.
 - Have someone else proofread – checking for clarity, content & continuity (and typos)
 - Double check your math – do the budget forms correctly!!!
 - Make sure you have uploaded the correct forms
 - Don't wait until the last minute to submit your application!
- 

Assistance

2024 Coordinated Grant Application

If you need assistance...

Technical Assistance: Survey Monkey Apply

For technical assistance for trouble with the site, or other website related issues. Click on the icon  in the upper right-hand corner and click on one of the options

Application Assistance: Coordinated Grant Staff

If you don't understand what the application is requesting, how the forms or attachments work, whether your project is eligible, or any other issues related to agency or project information, contact CGA Staff.

Review and Awards Process

Review & Award Process

Risk Assessment & Eligibility Review

- Staff will review all applications submitted for organization and program eligibility

Recommendations

- Funding recommendations for HHGP/AHGP and CDBG are posted Sept. 15th for a 30-day public comment period.

Getting Help

- Virginia McCaslin
Kitsap County HHGP/AHGP Programs
vmccaslin@kitsap.gov
- Cory Derenburger
Kitsap County HHGP/AHGP Programs
cderenbu@kitsap.gov

Q&A

We will answer questions that came in during the session and then answer any additional questions – use the Raise Hand feature and we will call on you