Kitsap Coordinated Grant Application 2024

TECHNICAL ASSISTANCE

CAPITAL PROJECTS

JUNE 27, 2024

Welcome!

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

- Rental Housing
- Homeowner Housing Rehabilitation
- Public Facilities – Infrastructure

➢ Housekeeping

Introductions

Kitsap County Staff

Bonnie Tufts

Shannon Bauman

Joel Warren

Cory Derenburger

City of Bremerton Staff

Sarah Lynam

Agenda

- Overview of 2024 Coordinated Grant Process
- 2024 Grant Application
- SurveyMonkey Apply Basics
- Starting an Application & Demonstration
- Application Review and Awards Process
- Getting Help and Questions
- Q&A

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: Capital Project Application – complete one for each project you are requesting funding for
    - Public Facilities – Infrastructure – Shelters
    - Rental Housing
    - Homeowner Housing Rehabilitation

- **You will receive email links for each application type needed for your specific projects.**

2024 Grant Application

Kitsap County Human Services – Housing and Homelessness Division

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 includes:

- Project information
  - history and readiness
  - Timeline
  - Project Management
- Need & Population Served
  - Outreach to target population
  - Eligibility Criteria
- Project Financial Information
  - Sources of Financing & Budget
  - Funding Commitments
  - Cost Estimates

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.

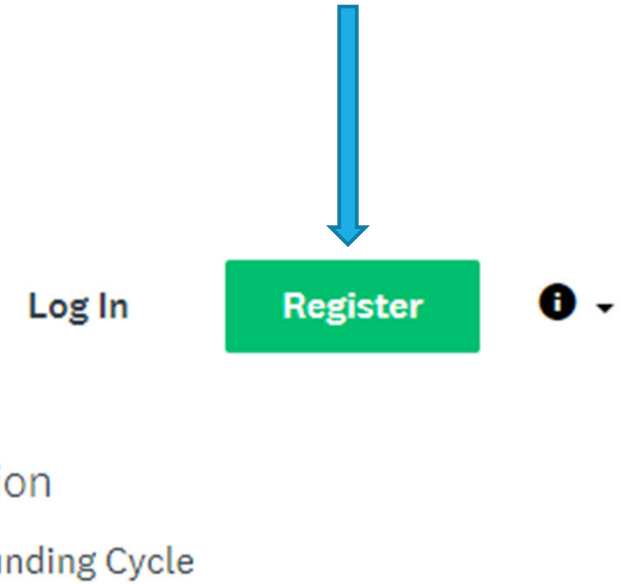
We wanted to share a few reminders with you:

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



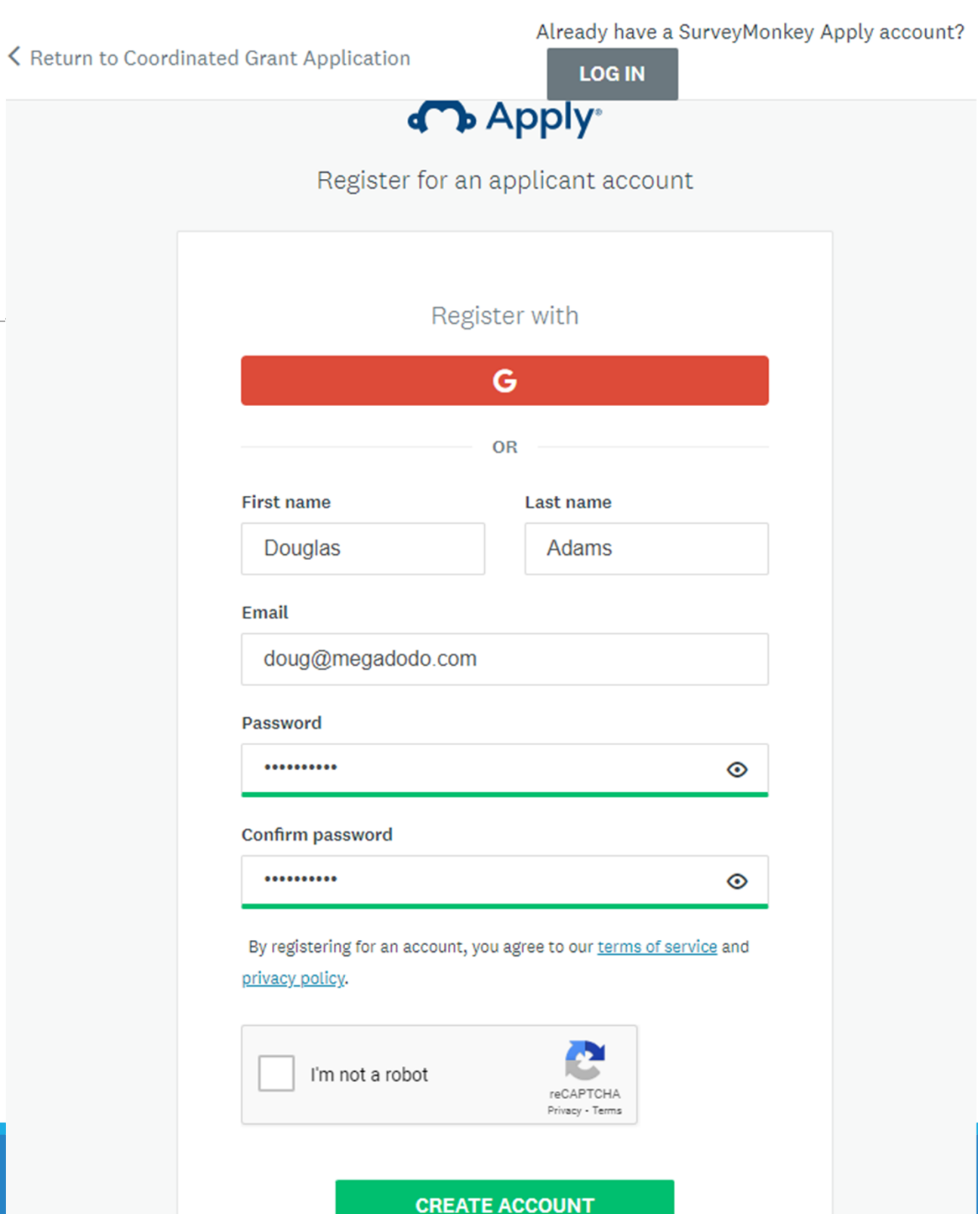
Register on Apply

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

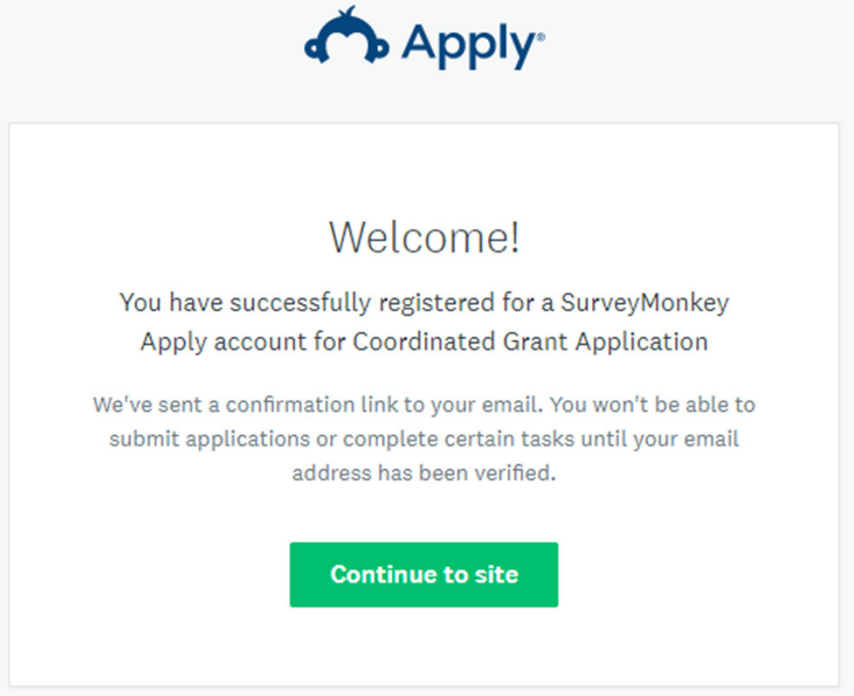
Finally “Create Account”

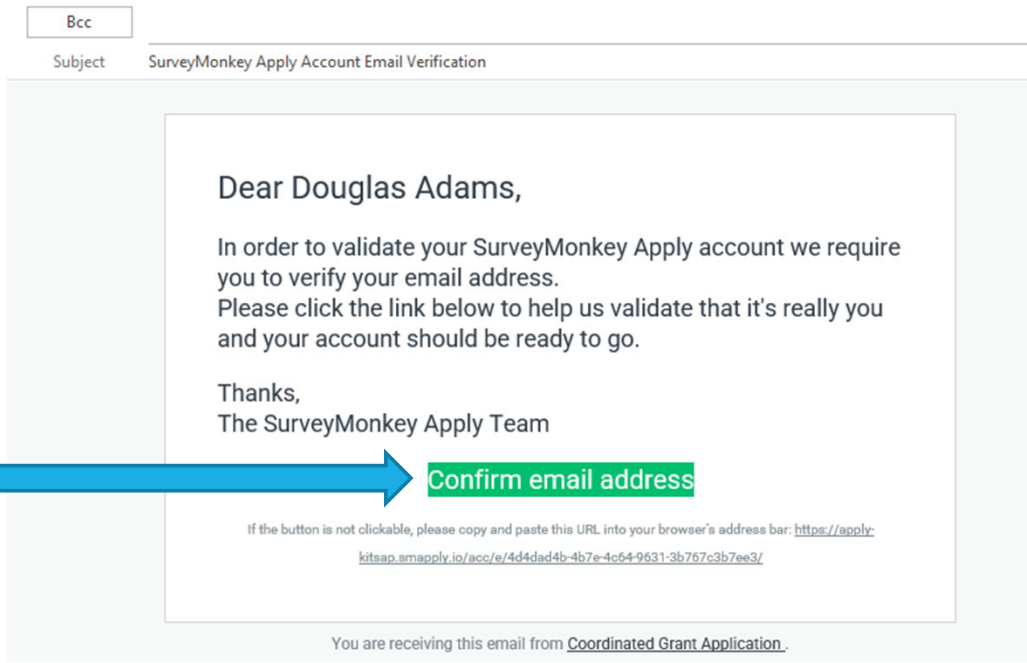


Welcome!

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





Manage your Organization

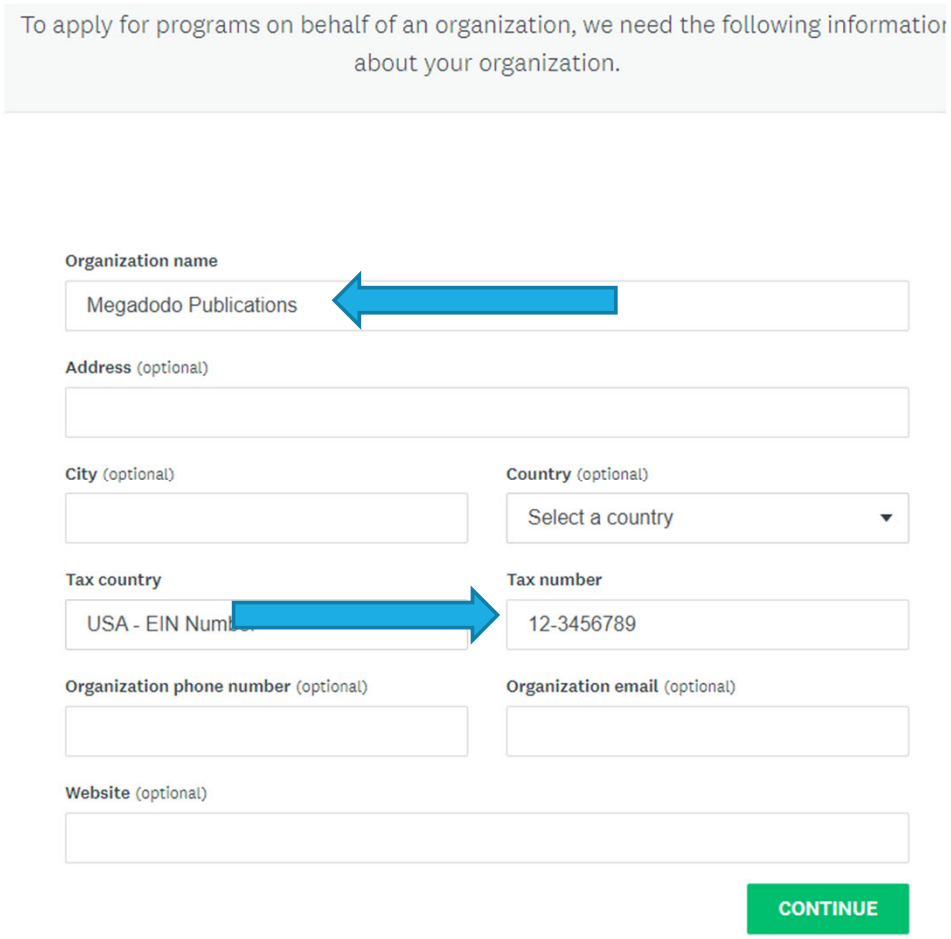
After creating your Primary account, you will need to complete some basic information about your organization.

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.

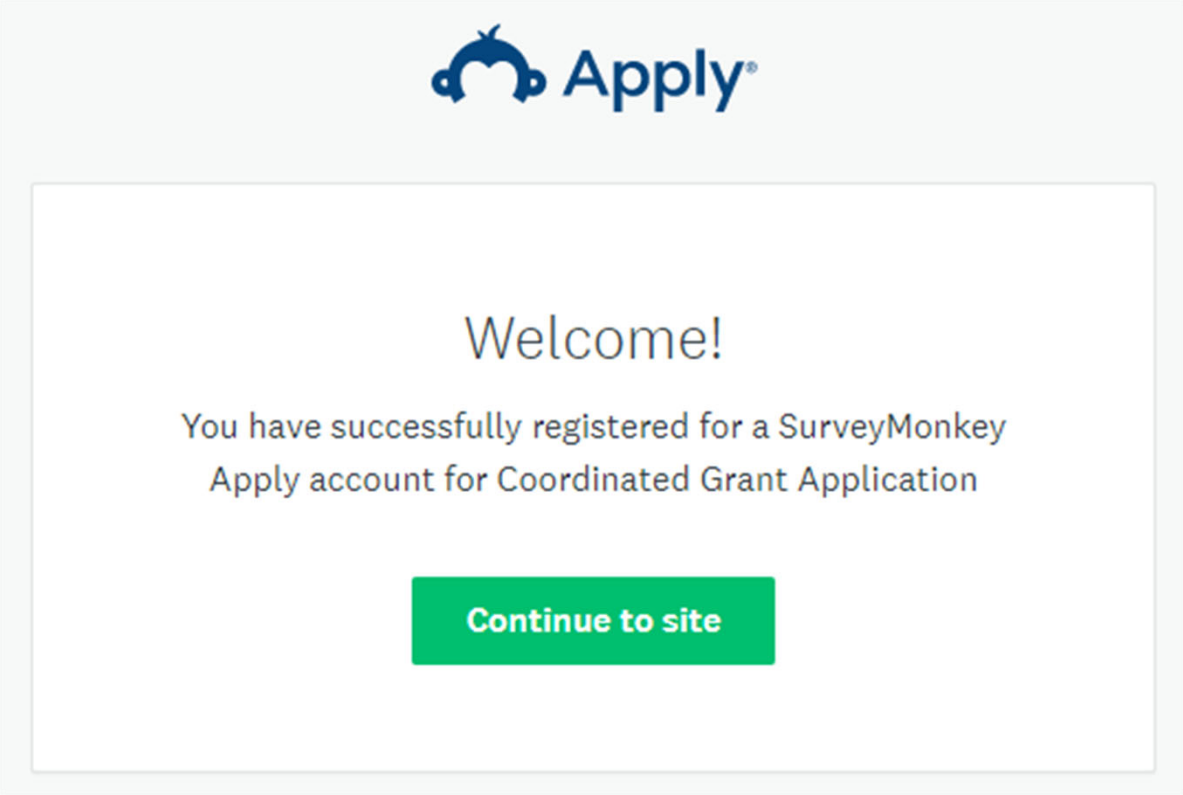
Users who register separate Primary accounts cannot collaborate on the same application.

Complete the following:

- Organization Name
- Tax Number



Registered Successfully



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:

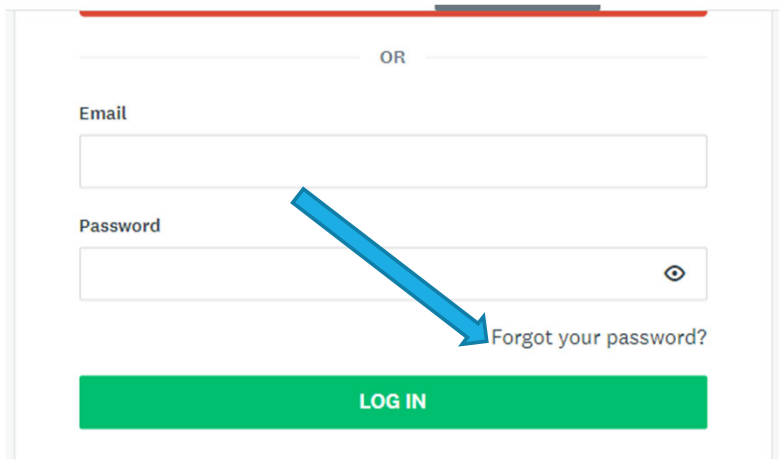
1. The remote {SHELTER OPERATIONSTA SESSION} will be held {TODAY} via Zoom.
   a. Please join the session using this link -> {http://kcowa.us/cga-shelterops-ta}
   b. If you are unable to join the session live, a recording will be made available on the Coordinated Grant Application website.
2. Applications 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.
   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/Capital_RentalHousing_2024}

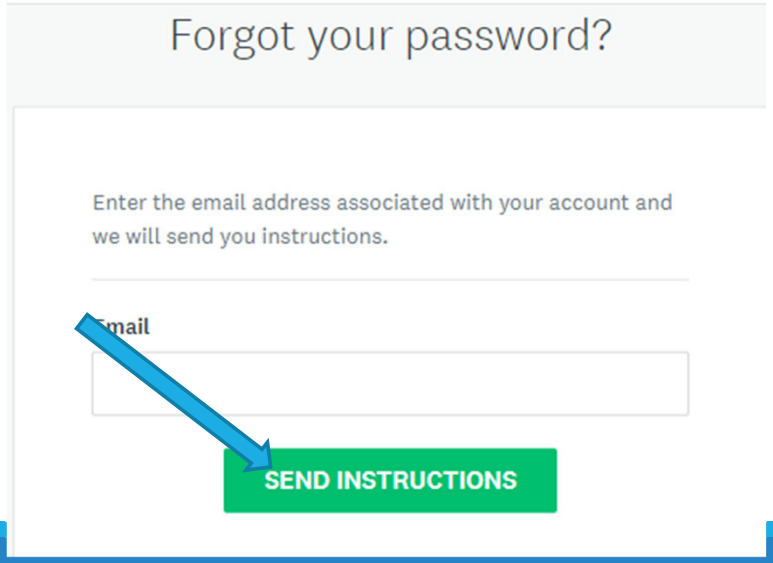
Thank you for all the work you do, and please let us know if you have any questions about the process.

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"

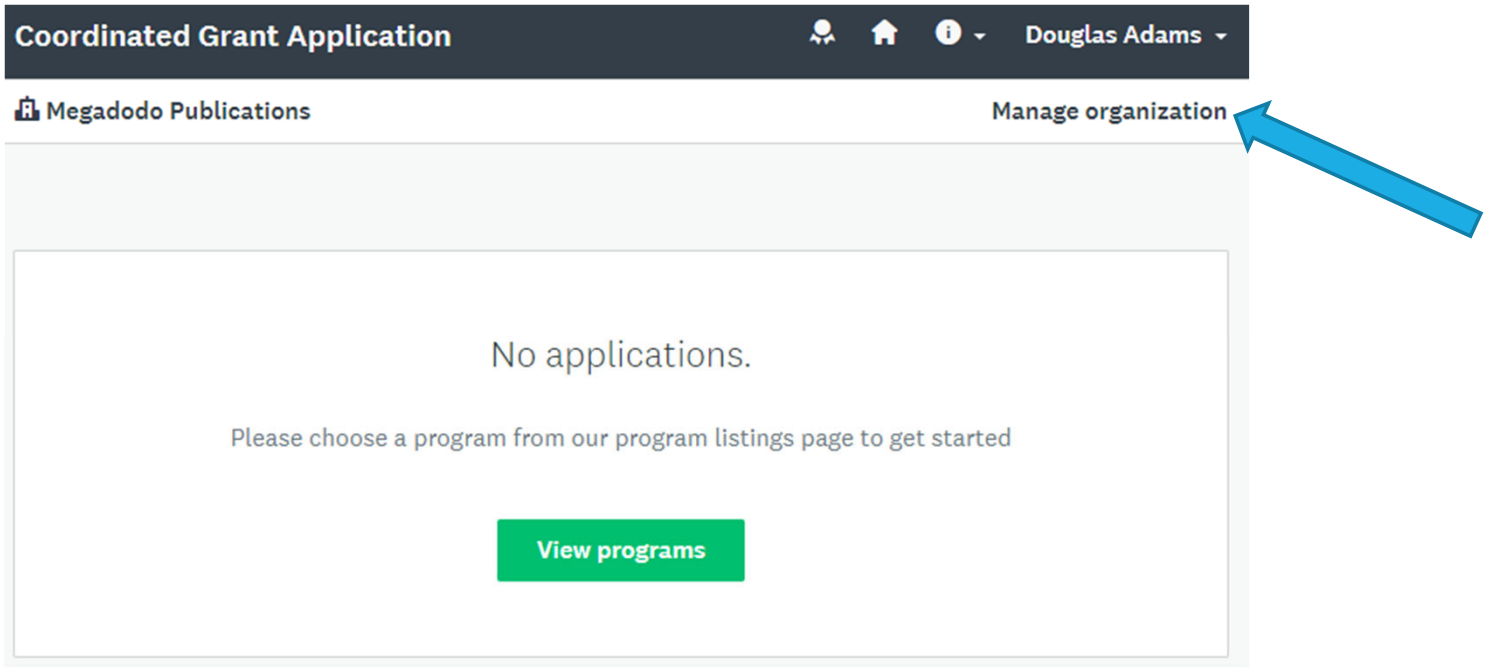




Add Members or Collaborators

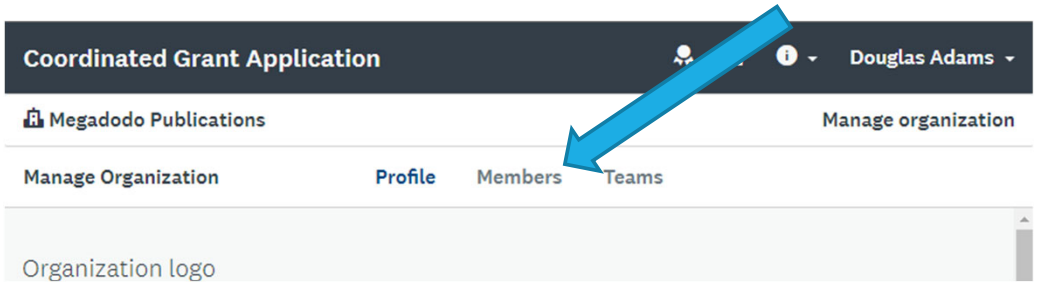
If you will have multiple users working together on an application, use the following steps to create user accounts for your members.

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

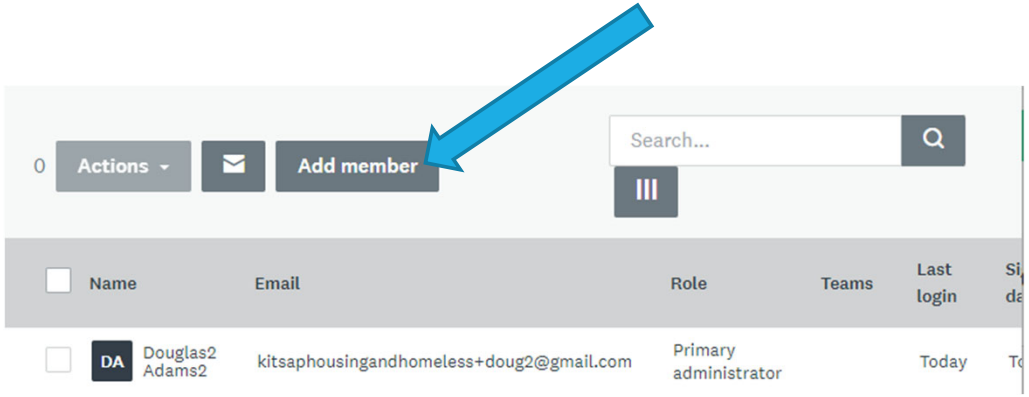


Add Members or Collaborators

From the Manage Organization page select the “Members” tab



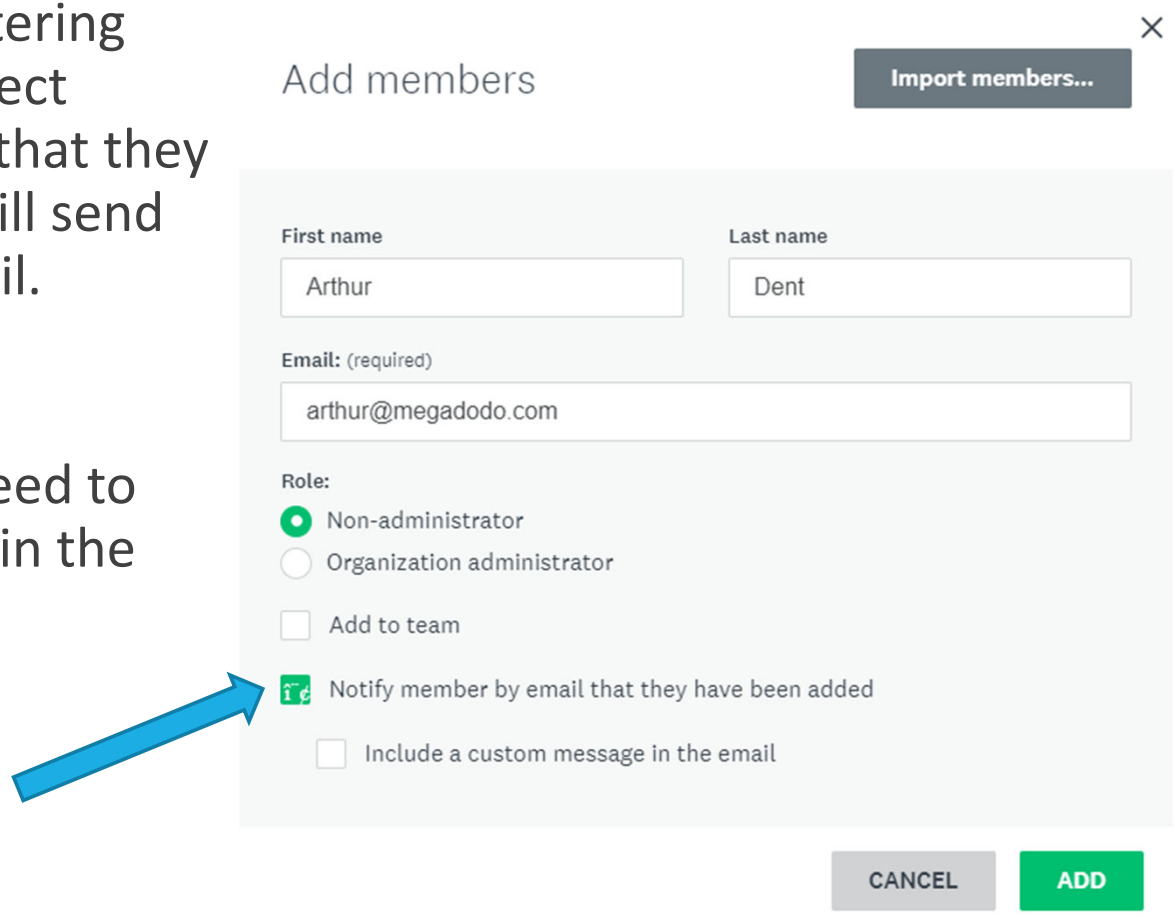
Next select the “Add member” button



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.

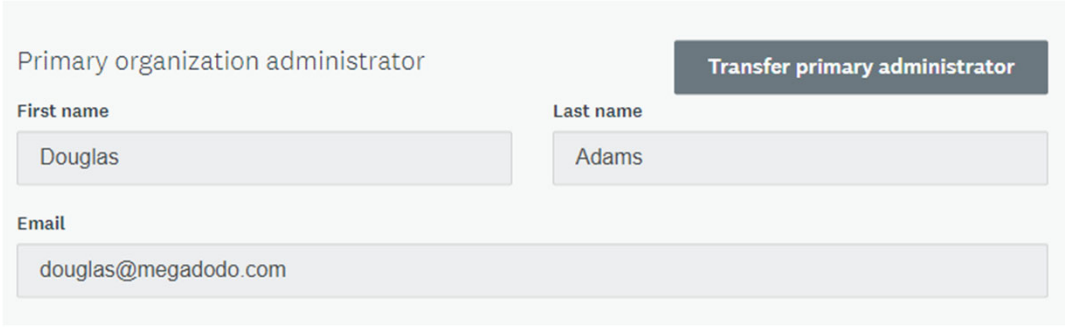
The added member will need to select the “**Join now**” link in the invitation email.



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.



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

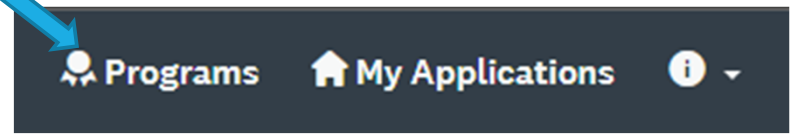
Creating a Part 2 - Shelter Operations Applications

- 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.



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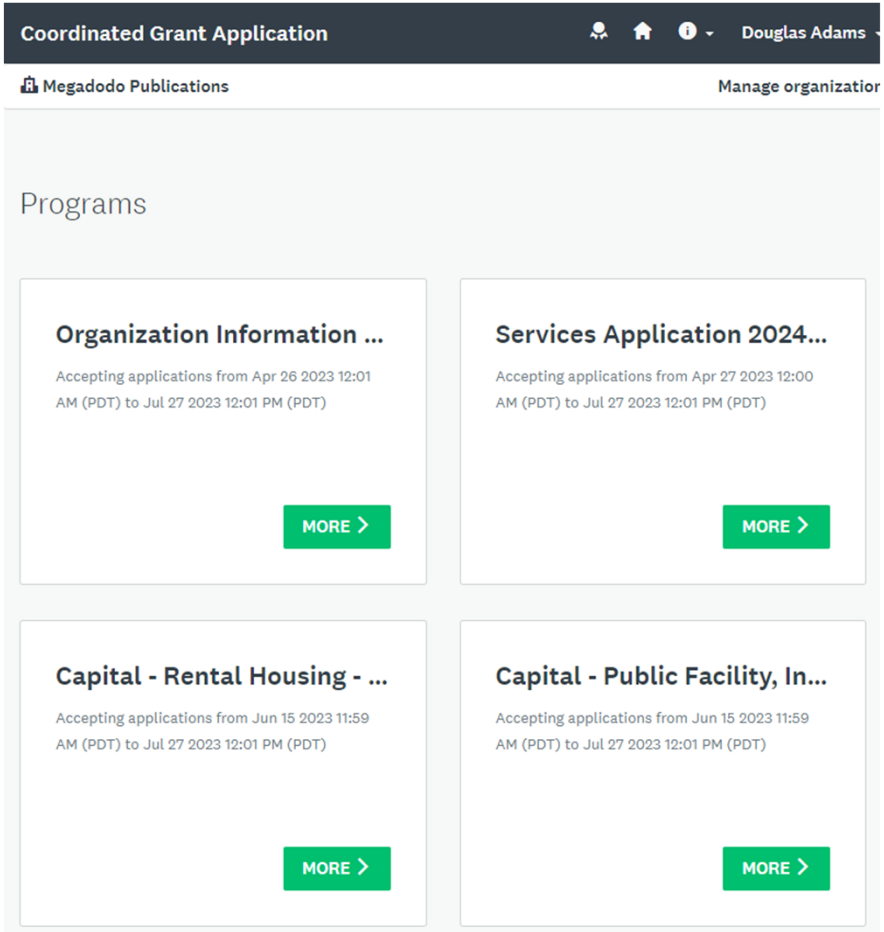
   b. Click on the link(s) below to access the project application(s):
      {PROJECT NAME} {https://apply-kitsap.smapply.io/prog/helter_operations_2024}

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

Program Page

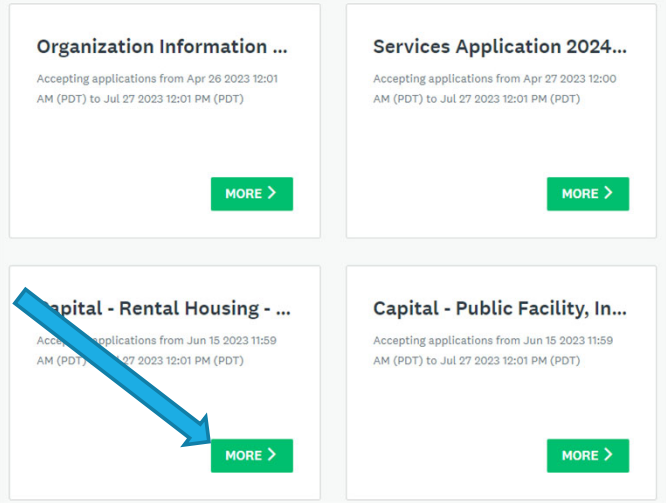
The Programs page will display all the available Application Types occurring during the Coordinated Grant Application process, including:

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



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



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      {PROJECT NAME} {https://apply-kitsap.smapply.io/prog/Capital_RentalHousing_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.

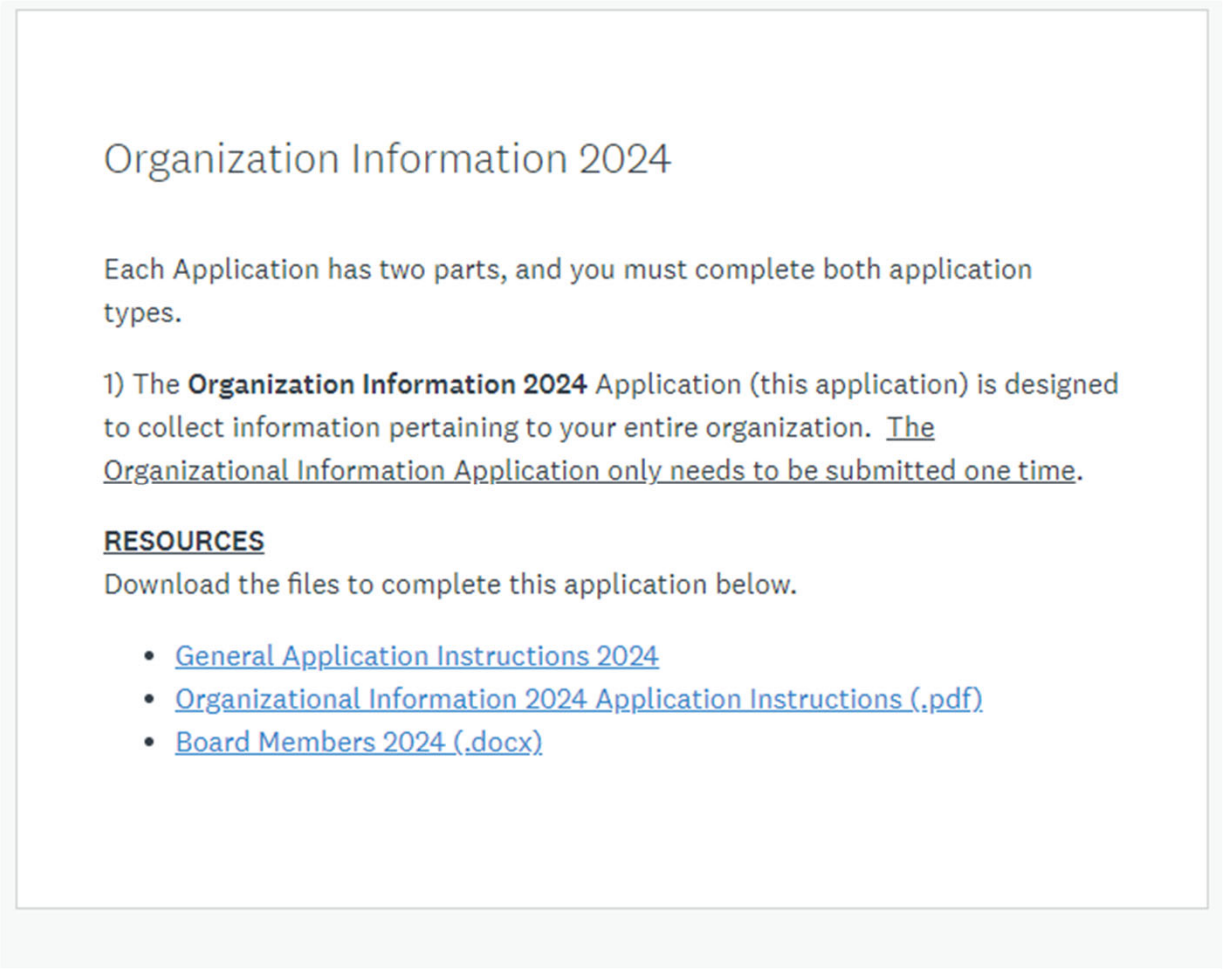
Forms and Worksheets

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.

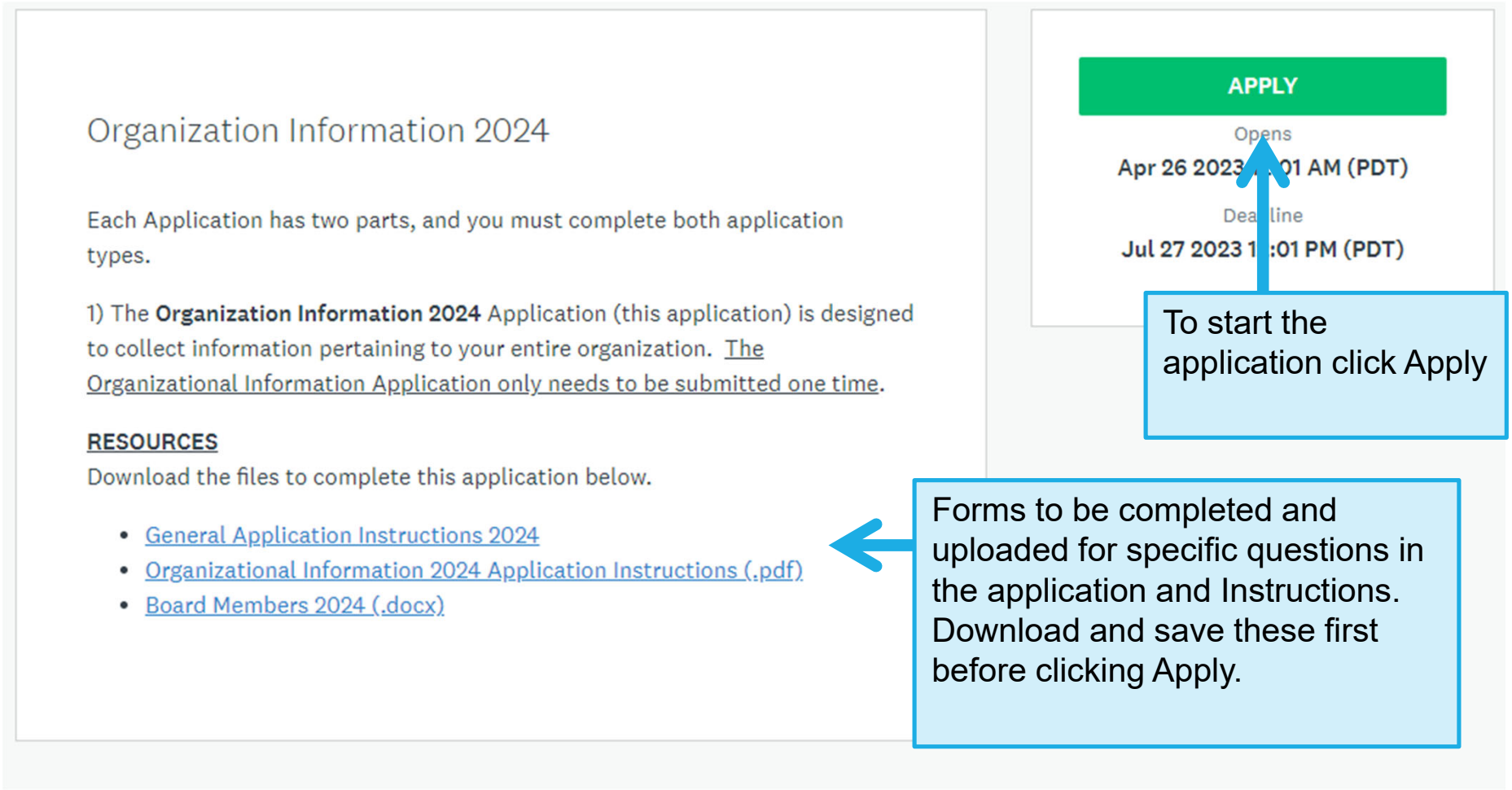
1) The **Organization Information 2024** Application (this application) is designed to collect information pertaining to your entire organization. The Organizational Information Application only needs to be submitted one time.

RESOURCES

Download the files to complete this application below.

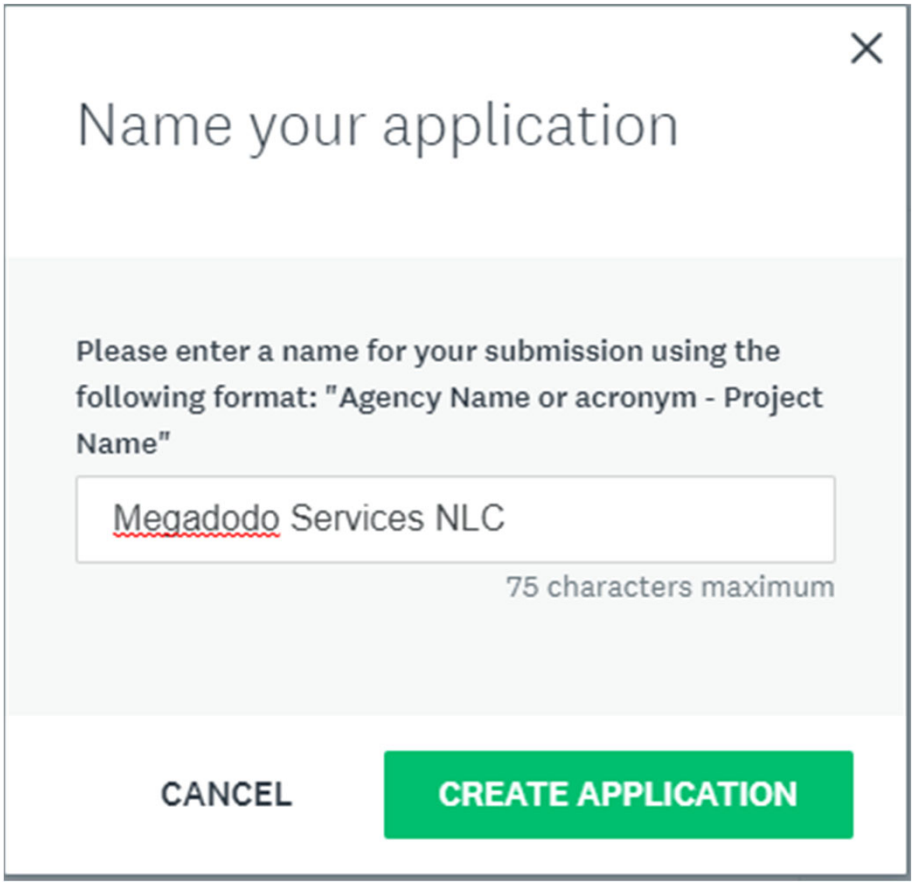
- General Application Instructions 2024
- Organizational Information 2024 Application Instructions (.pdf)
- Board Members 2024 (.docx)

Part 1 - Organizational Information Application



Name the Application

Name the Organizational Information Application by the Agency Name

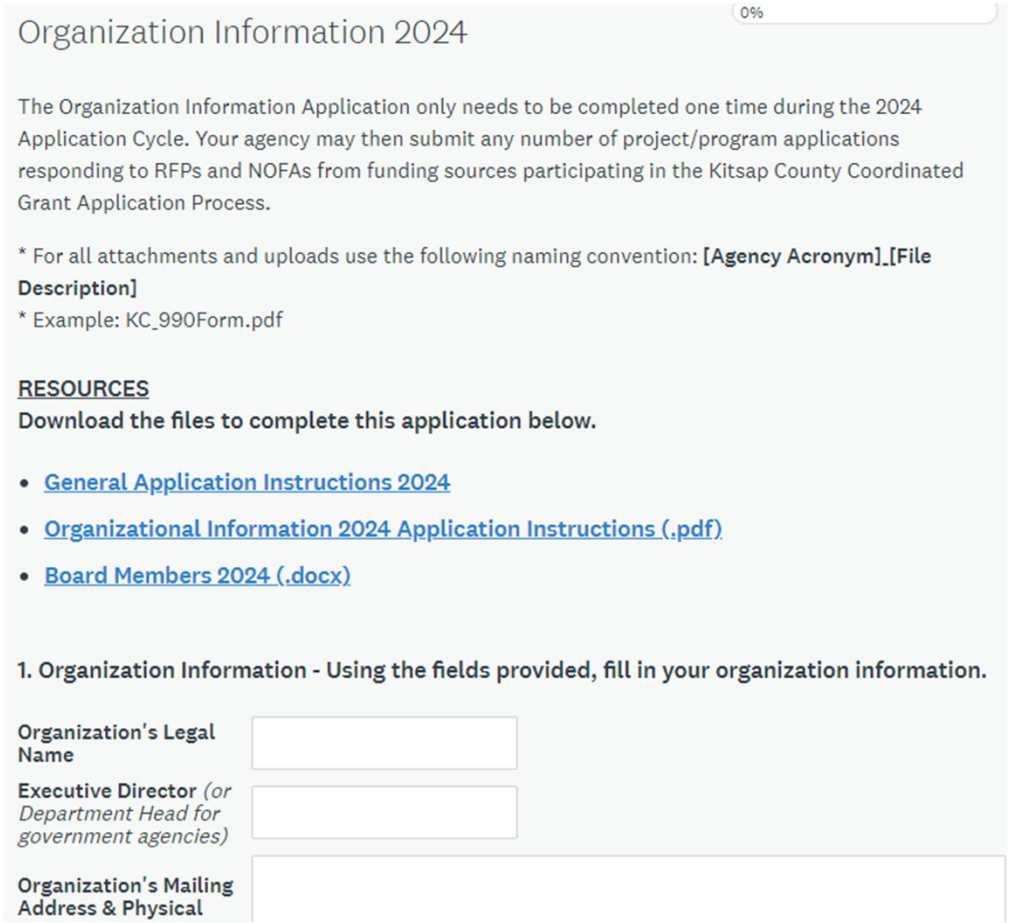


Part 1 - Organizational Information Application

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

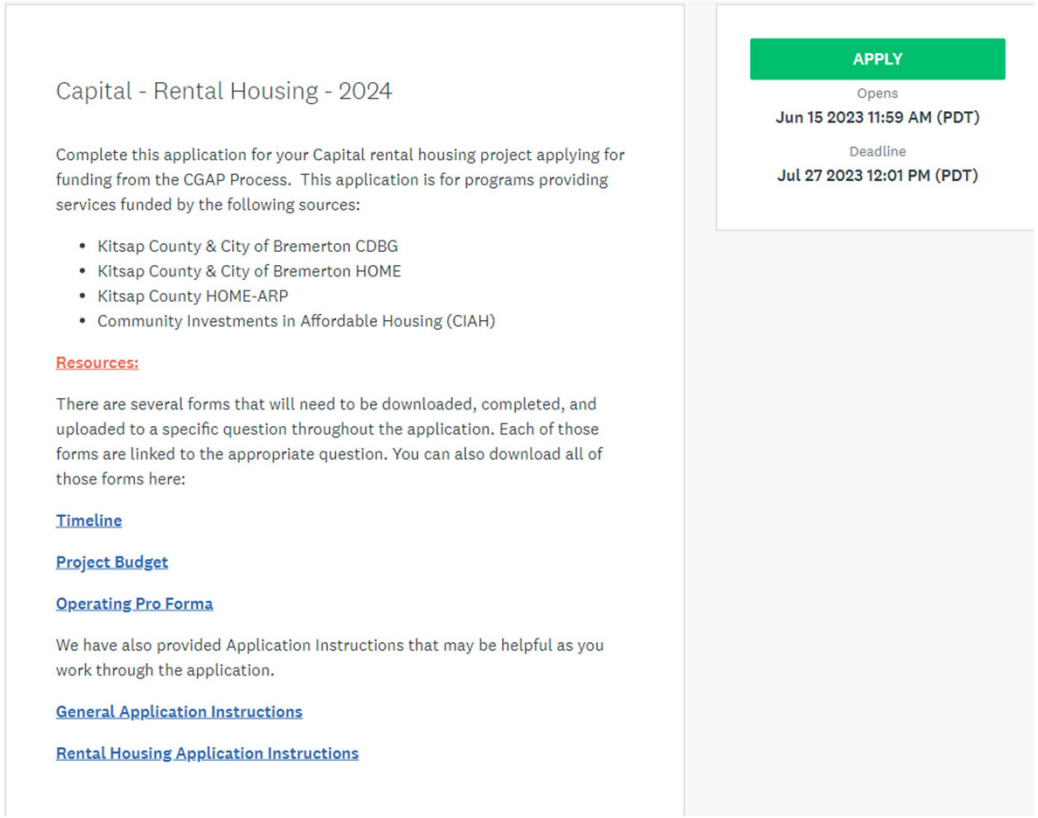
- You must complete all questions on a page before you can proceed to the next.
- Save your work frequently – use the “Save and Continue Editing” button
- Safest method: download instructions and complete all narratives and forms prior to working in SurveyMonkey Apply.
- Less safe: working directly in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

Part 2 – Capital Applications

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

Capital Applications Available include:

- Capital - Rental Housing – 2024
- Capital - Public Facility, Infrastructure, Shelter – 2024
- Capital - Housing Rehab - 2024



Capital - Rental Housing - 2024

Complete this application for your Capital rental housing project applying for funding from the CGAP Process. This application is for programs providing services funded by the following sources:

- Kitsap County & City of Bremerton CDBG
- Kitsap County & City of Bremerton HOME
- Kitsap County HOME-ARP
- Community Investments in Affordable Housing (CIAH)

Resources:

There are several forms that will need to be downloaded, completed, and uploaded to a specific question throughout the application. Each of those forms are linked to the appropriate question. You can also download all of those forms here:

Timeline

Project Budget

Operating Pro Forma

We have also provided Application Instructions that may be helpful as you work through the application.

General Application Instructions

Rental Housing Application Instructions

APPLY

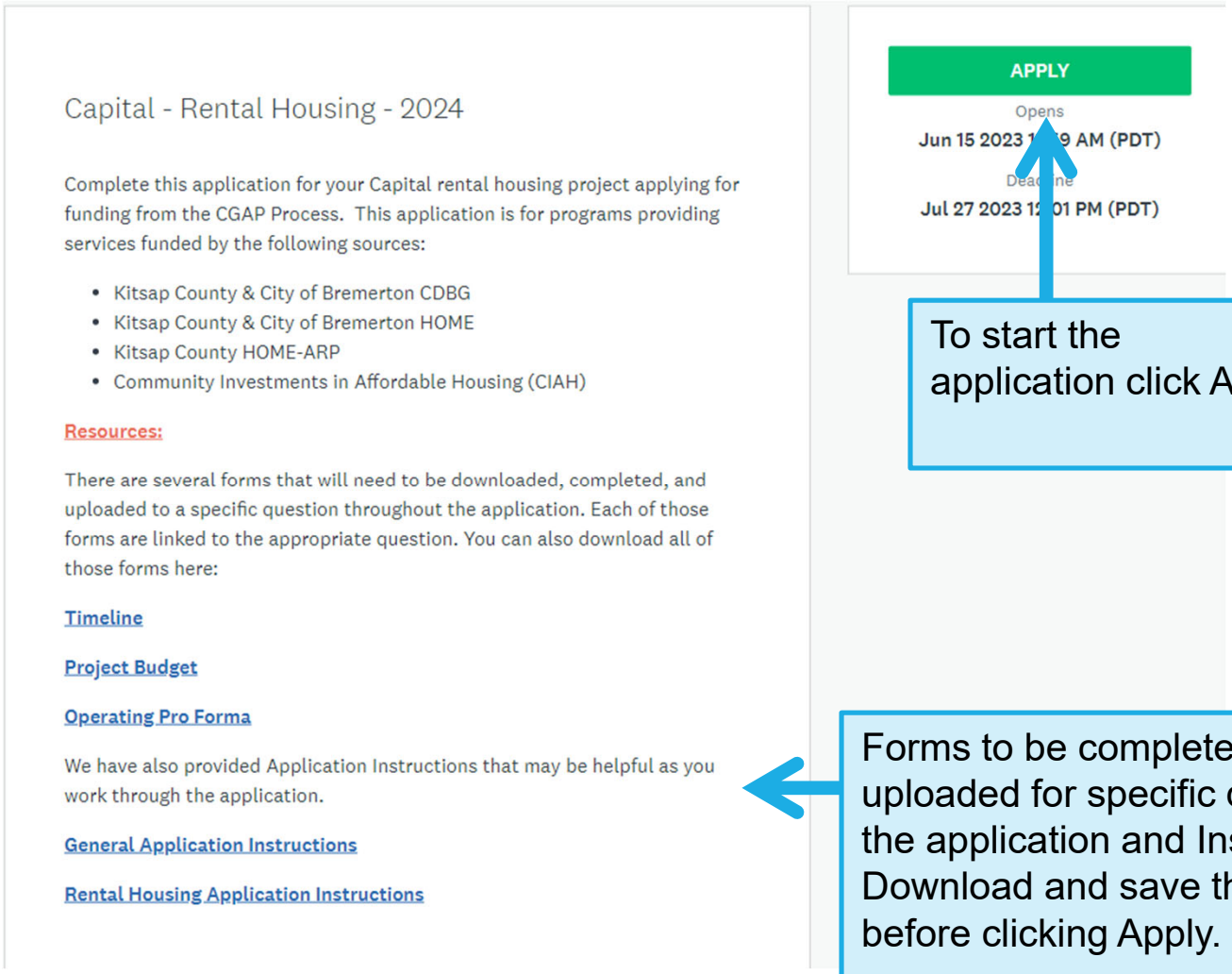
Opens

Jun 15 2023 11:59 AM (PDT)

Deadline

Jul 27 2023 12:01 PM (PDT)

Part 2 – Capital Applications



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General Application Instructions

Rental Housing Application Instructions

APPLY

Opens

Jun 15 2023 1[illegible]9 AM (PDT)

Deadline

Jul 27 2023 12:01 PM (PDT)

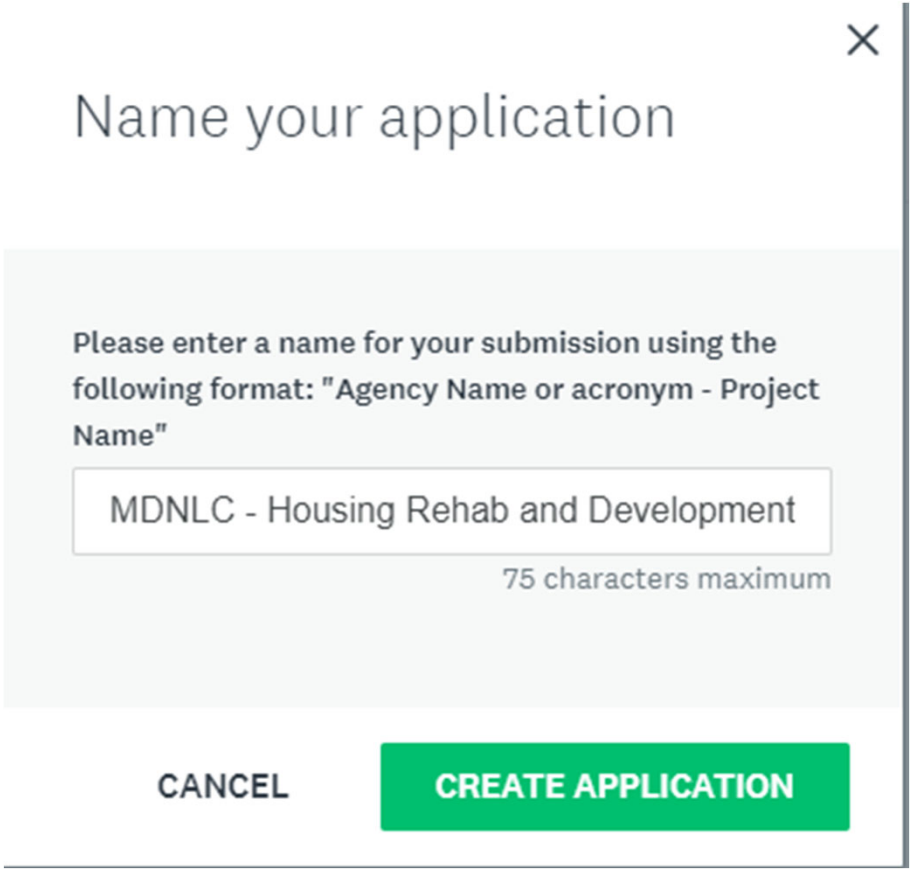
To start the application click Apply

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

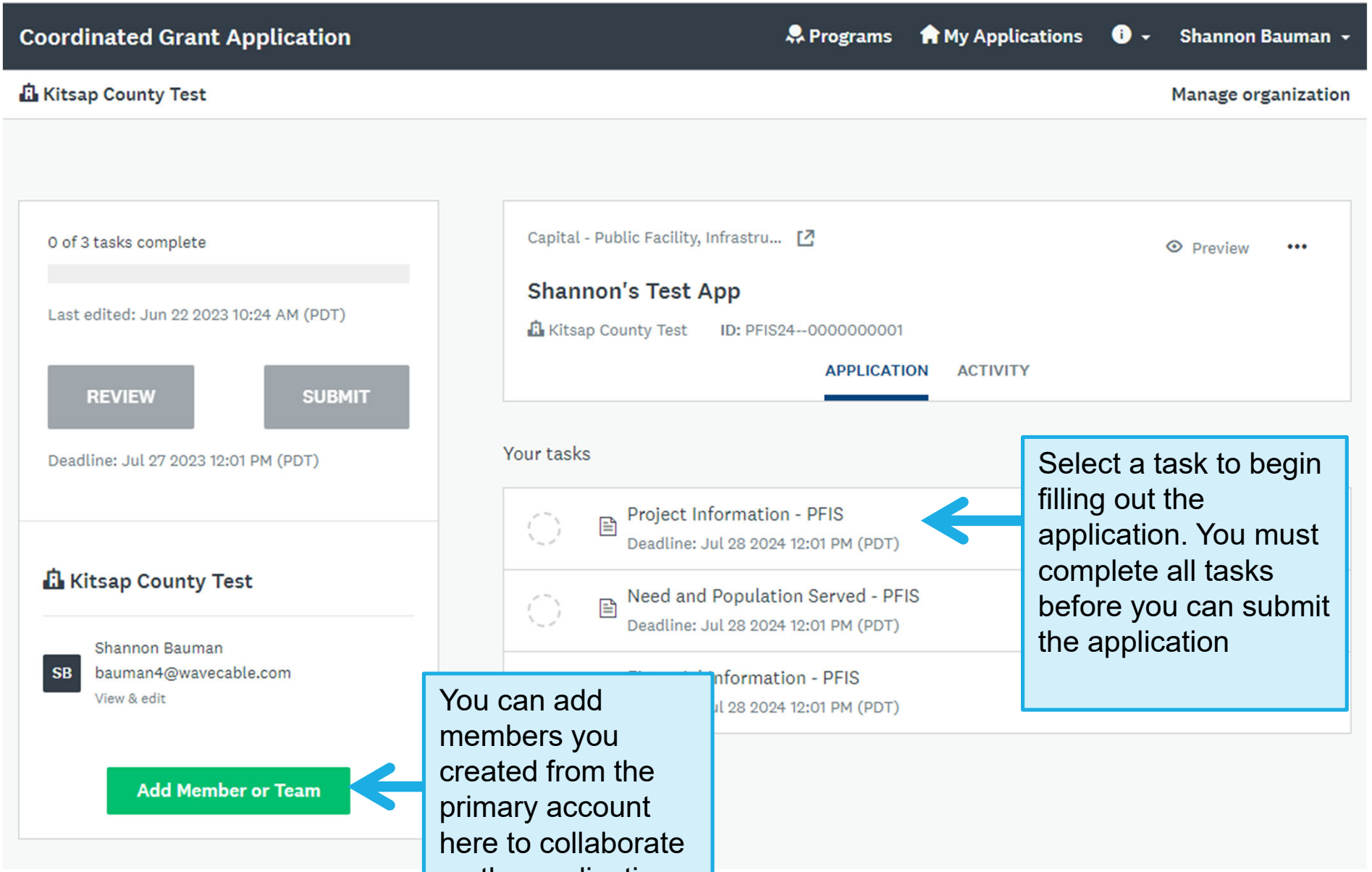
Name the Application

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



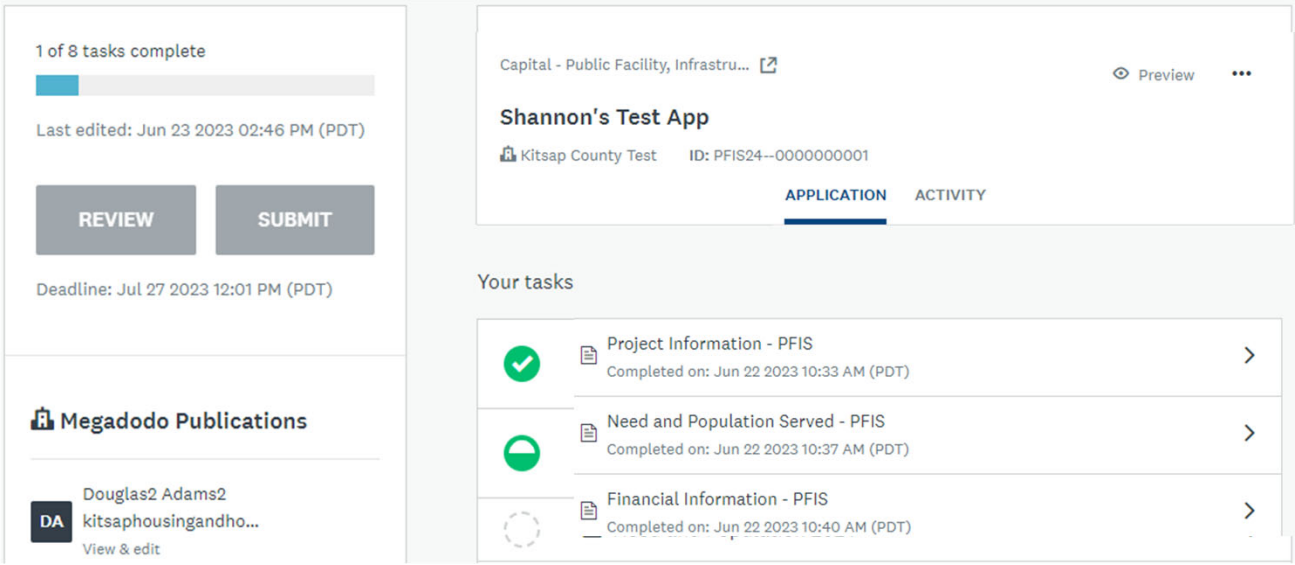
Application Dashboard



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



Part 2 – Project Information Tasks

1. Program Information

- Funding request
- Location(s) of the project(s), number of housing units, brief description
- Project Activity Information
- Consideration for Federal Funds (PFIS & Rental)
- Upload a map (PFIS & Rental)
- Narrative and History
- Readiness
- Site Control Status
- Timeline
- Development Expertise
- Management Experience and Plan
- Eligibility and Affordability (Rental Housing)
- Environmental Review

Part 2 – Project Information Tasks

2. Need and Population Served

- Household Income Categories
- Intake & Eligibility Criteria
- Outreach Plan
- Community/Project Need and Impact

Part 2 – Project Information Tasks

3. Financial Information

- Capital Budget & Finance Worksheet
- Funding Commitments
- Cost Estimates
- Match (Rental Housing)
- Operating Pro Forma (Rental Housing)
- Sustainability Plan

Part 2 – Project Information Tasks

Capital Budget and Financing

- In the Capital Sources worksheet input the Requested amount from CGAP funds.
- 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:
Program:

Funding Source	Requested	Conditional	Committed	TOTAL
Total CGAP Requested Funds (CDBG, HOME, HOME-ARP, AHGP/HHGP, MHCDTC, CIAH)				$ -
Total Requested Funds	$ -	$ -	$ -	$ -
Federal				
				$ -
				$ -
				$ -
				$ -
				$ -
Total Federal	$ -	$ -	$ -	$ -
State				
				$ -

Part 2 – Project Information Tasks

Capital Budget and Financing

- In the Capital Financing Costs worksheet input the estimated development costs associated with financing the capital project for Reserves/Contingency, Interest, Construction Loan/Fees, Bridge Loan Fees, Permanent Loan Fees, and Bond Issuance Fees

2024 Capital Project Financing

Organization Name:					
Program:					
Enter your estimated development costs associated with financing your capital project.					
	Requested CGAP Funds	**Non-CGAP Funds**	**Estimated Costs**	**Cost per Square Foot**	**Cost as % of Total**
Reserves / Contingency					
Lease Up / Operating / Services			$0.00	#DIV/0!	#DIV/0!
Development			$0.00	#DIV/0!	#DIV/0!
Other:			$0.00	#DIV/0!	#DIV/0!
Other:			$0.00	#DIV/0!	#DIV/0!
SUBTOTAL	$0	$0	$0.00	#DIV/0!	#DIV/0!
Interest					
Construction Period			$0.00	#DIV/0!	#DIV/0!
Bridge Loan			$0.00	#DIV/0!	#DIV/0!
Other:			$0.00	#DIV/0!	#DIV/0!
Other:			$0.00	#DIV/0!	#DIV/0!
SUBTOTAL	$0	$0	$ -	#DIV/0!	#DIV/0!
Construction Loan Costs/Fees					
Lender Inspection Fees			$0.00	#DIV/0!	#DIV/0!

Part 2 – Project Information Tasks

Capital Budget and Financing

- In the Capital Budget worksheet input the estimated development costs associated with financing the capital project for Acquisition Costs, Construction/Rehab Costs, Development Costs, and General Fees

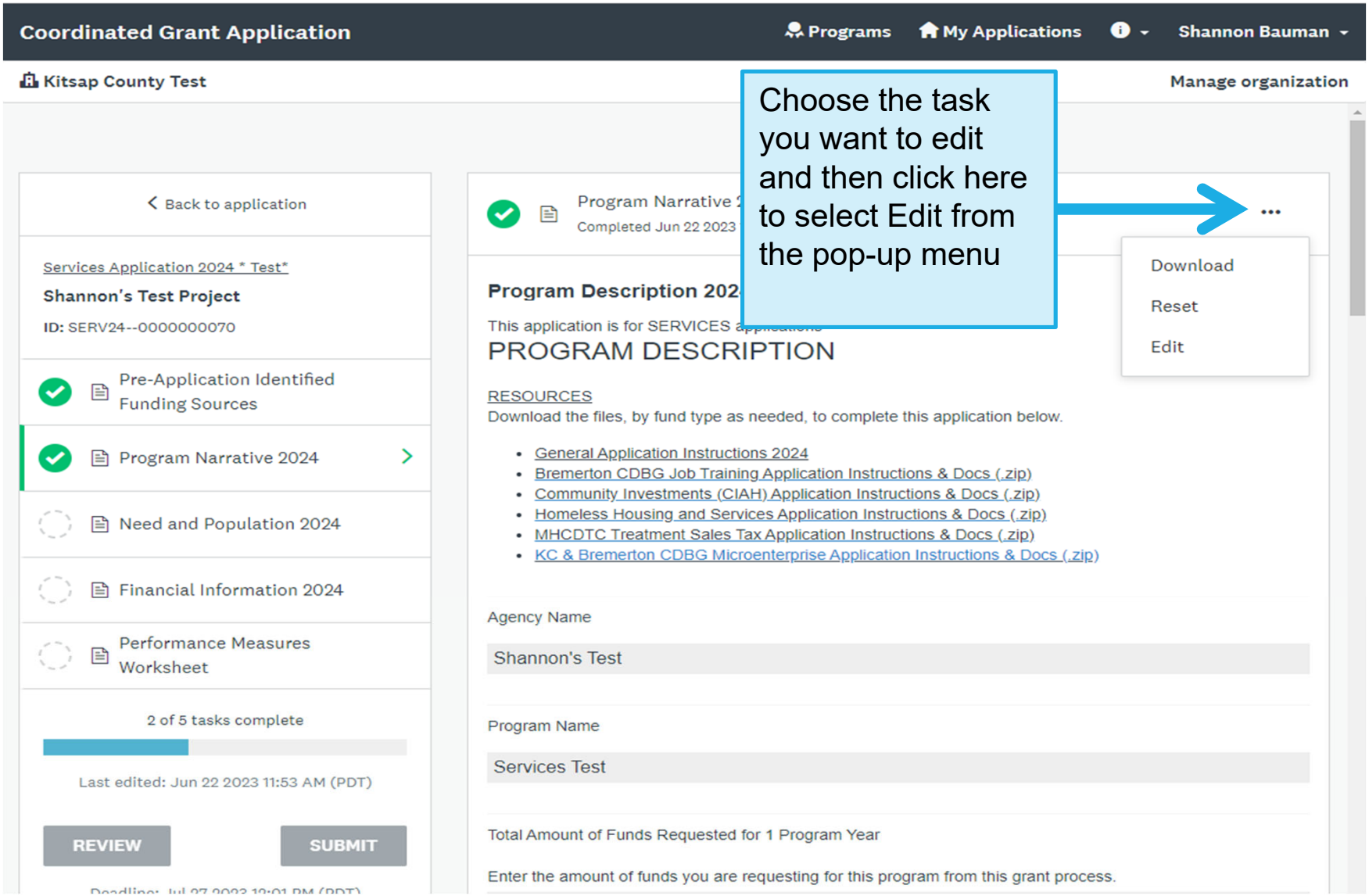
2024 Capital Project Budget

Organization Name:	
Program:	
Square Footage:	

Enter the estimated costs associated with your project from CGAP Sources and Other Funds

	Requested CGAP Funds	Non-CGAP Funds	Estimated Costs	Cost per Square Foot	Cost as % of Total
Acquisition Costs					
Purchase Price			$0.00	#DIV/0!	#DIV/0!
Land			$0.00	#DIV/0!	#DIV/0!
Improvements			$0.00	#DIV/0!	#DIV/0!
Liens and Other Taxes			$0.00	#DIV/0!	#DIV/0!
Closing/Recording			$0.00	#DIV/0!	#DIV/0!
Extension Fees			$0.00	#DIV/0!	#DIV/0!
Other:			$0.00	#DIV/0!	#DIV/0!
Other:			$0.00	#DIV/0!	#DIV/0!
SUBTOTAL	$0	$0	$ -	#DIV/0!	#DIV/0!
Construction/Rehab. Costs					
Off-site Work			$0.00	#DIV/0!	#DIV/0!
On-site Work			$0.00	#DIV/0!	#DIV/0!
Site Remediation			$0.00	#DIV/0!	#DIV/0!

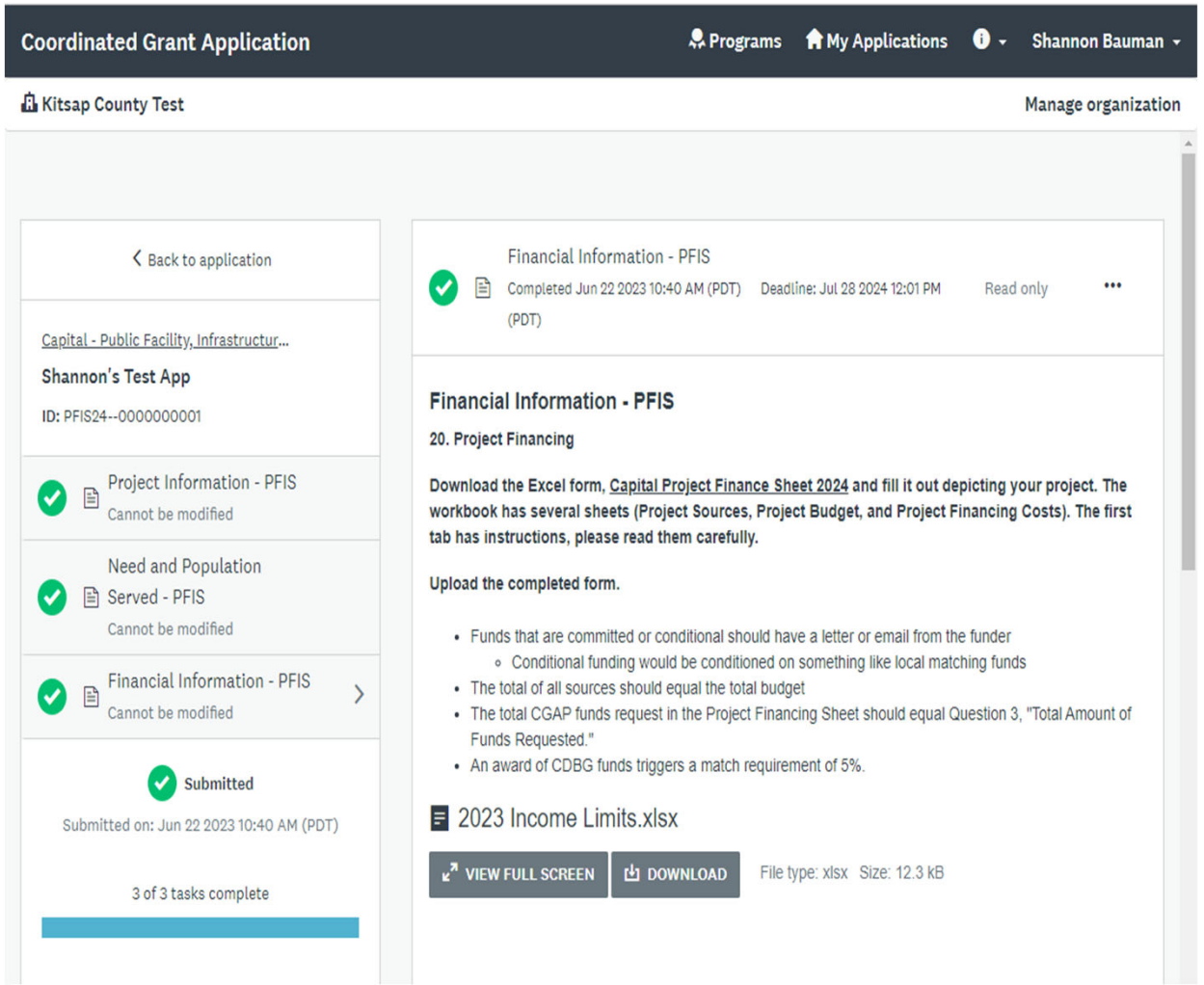
To Edit a Completed Task



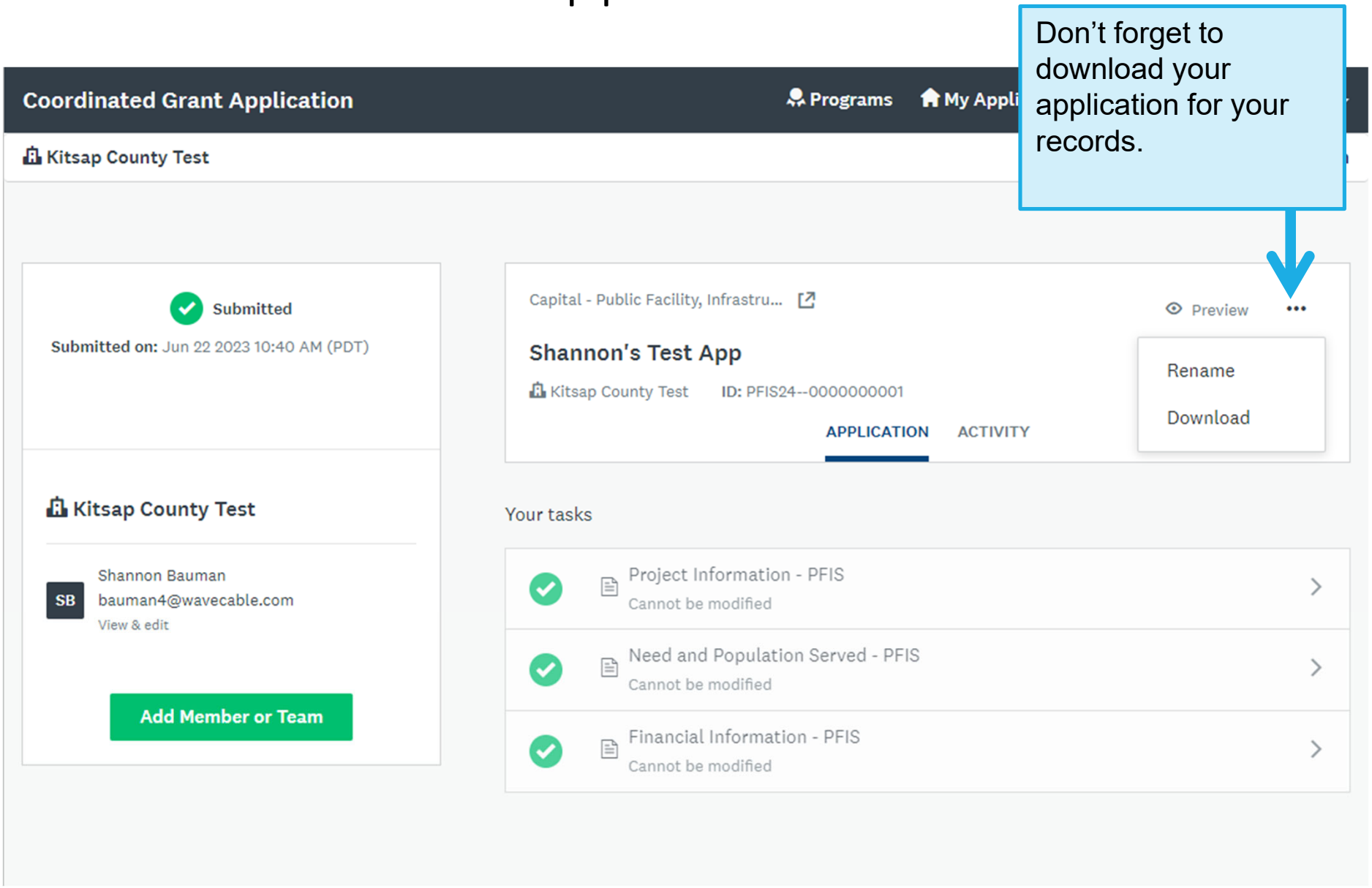
Submitting a Completed Application

Once you have completed all the tasks for your application you will see green check marks. Once you submit it you will see a green check mark next to Submitted. You will also receive an email from the system.

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



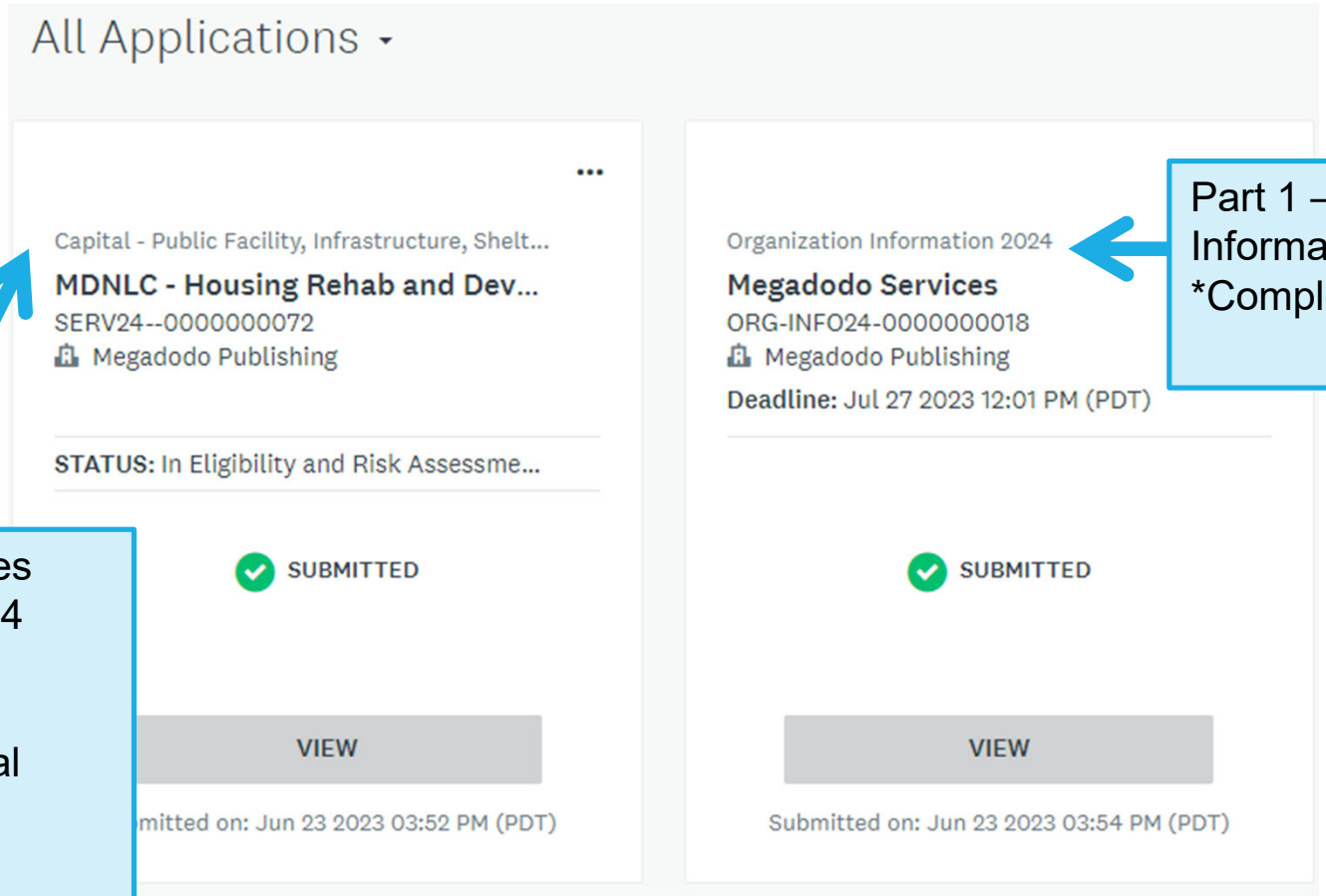
To Download Your Application



Every Application Must Include Both to be Complete

PART 1 – ORGANIZATIONAL INFORMATION 2024

PART 2 – CAPITAL APPLICATION 2024



Part 1 – Organizational Information 2024 *Complete*

Part 2 – Services Application 2024 *Complete*

For each Capital Project

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!

Getting Help

Technical Assistance for Online Application

- SurveyMonkey Apply staff will provide technical assistance for web application related issues.
- Click link at top-right of SurveyMonkey Apply webpage and follow the instructions.
- Questions about forms or narrative questions in the application should be directed to CGA staff.

2024 Coordinated Grant Application

Things to be aware of for CDBG & HOME Projects:

- Environmental Clearance
- Davis Bacon & Section 3
- Acquisition and Relocation issues
- Timely expenditure of funds & project completion
- 5 to 20 Year Period of Affordability/Restricted Use
- Match Requirement
- Procurement

2024 Coordinated Grant Application

Things to be aware of for CIAH Funded Projects:

- Period of Affordability
- Reimbursement Basis
- New Program – Send questions

Review and Awards Process

Review & Award Process

Part 1: Risk Assessment & Eligibility Review

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

Part 2: Eligible Applications Reviewed & Scored by Staff and Grant Recommendation Committee (GRC)

- Overall Project Description
- Timeline – readiness to proceed
- Project Management Experience
- Need and Population Served
- Project Financial Feasibility

Review and Award Process

Interviews

- **Kitsap County**: In person interviews with the Capital GRC will take place on the 4th Floor WSU Classroom at the Bremerton Government Center in Bremerton
- **City of Bremerton**: Interviews with the Project Review Committee will be via Zoom
- Interviews will be scheduled Aug. 29-31
- Capital interviews are 35 minutes, ED Microenterprise are 20 minutes.
- The interview schedule will be emailed in August
- You may bring anyone you like but include those who can best answer questions about the overall agency and the specific project.

Review and Award Process

GRC Recommendations

- GRC discusses projects & recommends project funding after all the interviews have concluded.
- Staff works with GRC to match funding sources to projects based on eligibility
- Funding recommendations are posted Sept. 15th for a 30-day public comment period
- GRC recommendations are forwarded to the Kitsap Board of County Commissioners for public hearing and approval Oct. 23.
- City of Bremerton recommendations are forwarded to the City Council for a public hearing and approval Nov. 1.

Assistance

Getting Help

- Bonnie Tufts
  Kitsap County CDBG/HOME Programs
  btufts@kitsap.gov
- Shannon Bauman
  Kitsap County CDBG/HOME Programs
  sbauman@kitsap.gov
- Joel Warren
  Kitsap County CIAH Program
  jwarren@kitsap.gov
- Sarah Lynam
  City of Bremerton CDBG
  Sarah.Lynam@ci.Bremerton.wa.us

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