



Housing and Homelessness Division  
Kitsap County, Department of Human Services

## 2022 - 2023 POLICY PLAN

for the

Homeless Housing Grant Program  
Affordable Housing Grant Program  
Consolidated Homeless Grant Program

***Released for Public Comment 5/28/21***

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## Sources of Funding

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### **AFFORDABLE HOUSING GRANTS**

Substitute House Bill 2060 became law in Washington State in 2002. It created a document recording fee, collected at the local Auditor's Office, on certain documents to be utilized for low-income housing. Administration of the fund is shared between local governments and the State. The local portion of funds is administered pursuant to an inter-local agreement between Kitsap County and the Cities within the County and is managed by Kitsap County Human Services.

Affordable Housing Grant Program (AHGP) funds are locally collected funds that are used to fulfill the mandates of the Affordable Housing for All legislation (SHB 2060, and subsequent legislation that amends SHB 2060). The grant funds must be used to acquire, rehab, or create affordable housing, or provide building operations and maintenance of affordable housing and shelters.

### **HOMELESS HOUSING GRANTS**

In 2005, the Washington State Legislature passed Engrossed Second Substitute House Bill 2163, the Homeless Housing and Assistance Act. This legislation mandated that each county focus on reducing homelessness. Each county is required to (1) develop and periodically update a Homeless Housing Plan, (2) collect funds to pay for its implementation through a document recording surcharge at the county Auditor level, (3) collect data about homeless persons and the services they receive to evaluate progress, and (4) coordinate efforts among homeless service providers.

Subsequent legislation has added reporting requirements and increased the amount of the surcharge. As of June 2018, approximately 65% of the funds collected are distributed through local Homeless Housing Grant Programs (HHGP). The grant funds must be used to reduce homelessness through activities identified in the Kitsap Homeless Crisis Response and Housing Plan.

The four Kitsap cities (Bainbridge Island, Bremerton, Port Orchard, and Poulsbo) and Kitsap County agreed to implement the legislative requirements through a county-wide program, managed by Kitsap County Human Services.

### **CONSOLIDATED HOMELESS GRANTS**

The Consolidated Homeless Grant (CHG) program is funded through the portion of document recording fees that are not retained locally and are transmitted to the Washington State Department of Commerce. Commerce distributes these funds back to counties through contracts for specific homeless housing and services. These grant funds are administered by the Kitsap County Housing and Homelessness Division and sub-contracted to eligible service providers. The funds are governed by Commerce's CHG Guidelines.

## Eligibility for Grants

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### ELIGIBLE ORGANIZATIONS

Eligible applicant/recipients include: public housing authorities, IRS-certified non-profit agencies/providers of affordable housing, Cities, Towns, the County, Tribes, and for-profit developers.

### ELIGIBLE ACTIVITIES

#### 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. In compliance with state law and Commerce guidance, a new version of the Kitsap Homeless Crisis Response and Housing Plan that complies with new state-issued guidelines was approved by the Board of Commissioners on November 25, 2019.

Applicants may include requests for administrative overhead and indirect costs in their applications; however, they are the lowest funding priority. The goal of the program is to have the maximum amount of funds go to provide direct services.

#### Affordable Housing Grants

Eligible uses for Affordable Housing Grants are specifically enumerated in the authorizing legislation:

- Acquisition, construction, or rehabilitation of housing projects or units within housing projects that are affordable to very low-income households with incomes at or below 50% of the area median income, including units for homeownership, rental units, seasonal and permanent farmworker housing units, units reserved for victims of human trafficking and their families, and single room occupancy units;
- Supporting building operation and maintenance costs of housing projects or units within housing projects that are eligible to receive housing trust funds, that are affordable to very low-income households with incomes at or below 50% of the area median income, and that require a supplement to rent income to cover ongoing operating expenses;
- Rental assistance vouchers for housing units that are affordable to very low-income households with incomes at or below 50% of the area median income, including rental housing vouchers for victims of human trafficking and their families, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program, consistent with or similar to the United States Department of Housing and Urban Development's Section 8 rental assistance voucher program standards; and
- Operating costs for emergency shelters and licensed overnight youth shelters.

Applicants may include requests for administrative overhead and indirect costs in their applications; however, they are the lowest funding priority. The goal of the program is to have the maximum amount of funds go to provide direct services.

For the purposes of the Affordable Housing Grant Program, operations and maintenance expenses are defined by the Washington State Housing Trust Fund allowable uses for the Housing Trust Fund Operating and Maintenance Fund Program, as outlined in the Program Guidelines, available at this

website: <https://deptofcommerce.app.box.com/s/f89ytc0qtime7dl6wpgke5h2zl1jwzlm> or in the Housing Trust Fund Handbook, Chapter 6, Section 604.2 Eligible Uses.

#### Consolidated Homeless Grants

Eligible uses of Consolidated Homeless Grants (CHG) are determined by the Washington State Department of Commerce in their periodically published CHG Guidelines.

### **PROGRAM FUNDING PRIORITIES**

The volunteer citizen advisory boards, called Grant Recommendation Committees (GRC), use funding priorities to help determine which programs/projects should be recommended for funding in each cycle.

The funding priorities may change for each cycle.

Funding Priorities for each competitive grant cycle are also available in the Notice of Funding Availability (NOFA).

#### 2022 - 2023 Priorities – Homeless Housing Grant Program

Eligible activities are those that provide assistance to homeless individuals through activities identified in the 2019 Kitsap Homeless Crisis Response and Housing Plan.

For 2022 and 2023, priority is given to emergency shelter programs that meet certain requirements and respond to the Request for Proposals for these services.

Priority is also given to new and existing projects that serve people experiencing unsheltered and/or chronic homelessness.

Up to 25% of funding is available for new programs that serve people experiencing unsheltered and/or chronic homelessness.

#### 2022 & 2023 Priorities – Affordable Housing Grant Program

Prioritized uses of funds are for operations and maintenance for emergency shelters that are also funded with Homeless Housing Grant Program funds. Second priority is operations and maintenance for housing units that are affordable to very-low income households with incomes at or below 50% of the area median income.

#### 2022 & 2023 Priorities – Consolidated Homeless Grant Program

The Washington State legislature, through its Biennium Budget, and the Department of Commerce determine CHG amounts that are set-aside for certain programs – the CHG Rental Assistance Program, the Temporary Assistance for Needy Families Program, and the Housing and Essential Needs Program. CHG funds will be sub-contracted for these programs on the state fiscal year timeline (7/1/21 – 6/30/2023). For the 2021 – 2023 contract period, all non-specified funds will be spent on Kitsap County's Coordinated Entry Program, which is a required activity by the Department of Commerce. Contracts with the current providers for these services will be amended to extend the time period to include this biennial period or new contracts will be executed if Commerce requirements indicate that this is needed.

## Homeless Crisis Response and Housing Plan

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The Kitsap County Housing and Homelessness Division, in partnership with the Kitsap Housing and Homelessness Coalition (KHHC), coordinates the development and periodic updating of the Kitsap Homeless Crisis Response and Housing Plan.

The first 10-Year Homeless Housing Plan was submitted to the state in 2005, as mandated by the HB 2163 legislation. Subsequent plans have been developed and refined every few years. An update to the Plan in 2018 included major revisions and changes to reflect the current situation and needs of the community. A compliance update in 2019 added specific elements that were required by the state.

The goal of the Kitsap Homeless Crisis Response and Housing Plan is to assess needs, analyze data, coordinate and link resources to avoid duplications, and identify community-wide collaborative approaches. The Plan includes goals, core strategies, and new action steps that will end homelessness by providing the spectrum of subsidized housing, services, and affordable permanent housing that enable individuals and families to attain and maintain stable housing.

The Plan addresses issues of homelessness through: analyzing the needs of homeless people throughout Kitsap County by reviewing the Homeless Point In Time count data, coordinated entry intake data, anecdotal information from providers in the community, and by gathering information from people experiencing homelessness.

The 2019 Kitsap Homeless Crisis Response and Housing Plan identifies three main purposes of the Plan, in addition to fulfilling the legislative mandate:

- Blueprint for Implementation: A clear and concise agreement about the community's plan to reduce homelessness.
- Tool for Advocacy: An informational focal point to inspire the local community and leadership to embrace homelessness as a priority for action.
- Reference for Funders: An articulation of the community's priorities for funding, and to meet the federal, state, and local requirements that the funded programs be part of the community's homelessness plan.

The plan lays out broad objectives and strategies to guide government, non-profit agencies, and other partners to attain the desired outcomes necessary to reduce homelessness.

The full text of the Kitsap Homeless Housing Plan, including a list of core strategies and new action steps that are eligible for funding, is available on the Kitsap County website ([www.kitsapgov.com/hs/Pages/HH-Housing-and-Homelessness-Landing.aspx](http://www.kitsapgov.com/hs/Pages/HH-Housing-and-Homelessness-Landing.aspx)) or by request.

The Kitsap Homeless Housing Plan is anticipated to be updated again in 2022, unless mandated to be done at on a different timeline by the state Department of Commerce.

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## Homeless Management Information System

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The Homeless Management Information System (HMIS) is an electronic record system that enables information gathering about, and continuous case management of, homeless persons across agencies in a particular jurisdiction (city, county, state). Homeless service providers collect information about their clients and input it in the HMIS so that it can be matched with information from other providers to get accurate counts of homeless clients and the services they need.

The U.S. Department of Housing and Urban Development (HUD) has mandated that all agencies who receive federal funds for homeless housing or services, must participate in an HMIS. HUD outlines the specific data points that must be collected for each homeless client.

Washington State Department of Commerce has mandated that all agencies receiving state funding for homeless housing or services (Homeless Housing Grant Program, Consolidated Homeless Grant program, TANF, Housing and Essential Needs, etc.) must also participate in HMIS.

Commerce is responsible for operating an HMIS for counties that participate in federal funding through the Balance of State Continuum of Care process, including Kitsap County. Kitsap County Housing and Homelessness Division is responsible for managing the Kitsap HMIS.

Data is collected from all of the agencies required to participate in HMIS and submitted to Commerce. Through an agreement with Commerce, agencies submit data through a state-provide online software system. Commerce and Kitsap County Housing and Homelessness Division provide training and support for the state-provided HMIS software.

Kitsap agencies that provide homeless housing and services participate in the Kitsap HMIS Collaborative, an agreement to share client data in “real time” between agencies. Kitsap’s data-sharing system provides benefits such as improved client service, accurate data and reporting for funding sources, and better outcome tracking.

All agencies that receive Homeless Housing Grants, Affordable Housing Grants (other than capital), and Consolidated Homeless Grant funds are required to enter specified client data into HMIS for the funded program(s).

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## Funding Cycle

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### NOTICE OF FUNDING AVAILABILITY

For Emergency Shelter Programs, a Request for Proposals (RFP) will be issued that outlines specific types of shelter program services that Kitsap County wants to contract for.

A Notice of Funding Availability (NOFA) will be issued for all other homeless housing and services programs. This notice sets forth the annual program priorities; the duration of funds to be awarded or

distributed; the deadline for submission of funding applications; and any other pertinent information related to the process.

For this state biennial funding period (July 1, 2021 through June 30, 2023), Consolidated Homeless Grant program sub-contracts, including the CHG Rental Assistance Program, the Temporary Assistance for Needy Families Program, the Housing and Essential Needs Program, and the Kitsap County Coordinated Entry Program will be funded through contract extensions with existing contractors for these programs, or with new contracts with these providers if required or advised by the Department of Commerce.

Kitsap County conducts a competitive funding application process for the Homeless Housing Grant Program and Affordable Housing Grant Program (if funds are available). A public process is used to determine funding allocations. This public process is detailed in the Notice of Funding Availability and in the Citizen Participation Plan (**Appendix A**).

### FUNDS AVAILABLE

The amount of funds available for each of the funding sources for the application cycle is determined by the amount collected through document recording surcharges collected during the prior period. Generally, this period is July of the prior calendar year through June of the current calendar year. In addition, carryover funds from prior cycles and turn-back funds from prior grants that were not expended are also available for distribution.

The projected amount available for distribution is included in the Requests for Proposals and the Notice of Funding Availability (NOFA), which are available on the Kitsap County website.

Applicants should request a minimum of \$10,000 per application. Grant awards will typically not be awarded for less than \$10,000 except at the recommendation of the Grant Recommendation Committee and approval of the Kitsap County Board of Commissioners for special circumstances.

For CHG grants, the funds available are dependent on the contracted amount with the Department of Commerce.

### MULTI-YEAR AWARDS

Contracts for emergency shelter programs, homeless housing and services, and operations and maintenance will be for a 12-month period, January 1 to December 31, with a second year of funding available through a renewal process.

Capital contracts are generally for an 18-month period, January 1 to June 30 of the following year.

CHG contracts are for a 24-month period on the state fiscal year, July 1 to June 30.

### SET ASIDES

Grant funds may be designated for certain purposes to further specific program goals, as determined by the program funding priorities and the Kitsap County Board of Commissioners.



## Application Process

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### APPLICATION PROCESS

Interested organizations can find the application and all associated information on the Kitsap County website at [www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx](http://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx). The schedule for the application cycle, including the due dates for applications, is also available on the website.

### TECHNICAL ASSISTANCE SESSION

Technical Assistance Sessions are offered to assist organizations in learning about the specific application requirements and processes. For the 2022 - 2023 Cycle, attendance at the appropriate Technical Assistance Session is required for:

- New applicants that have never before applied for Housing and Homelessness Division funding;
- Applicants that were not awarded Housing and Homelessness Division funding for the 2020 - 2021 cycle;
- All respondents to the Emergency Shelter Program RFP.

For all other organizations, the Technical Assistance Session is optional (and encouraged).

The dates and times of the Technical Assistance Sessions are included in the 2022 - 2023 Cycle Schedule, the Notice of Funding Availability (NOFA), and the Shelter Request for Proposals.

### JOINT APPLICATIONS

Collaborative applications are encouraged. Two or more organizations may submit an application proposing a joint project or program. One organization must be identified as the contracting organization, responsible for all contracting, fiscal, and reporting requirements.

### FUNDING TIMELINE

Funds approved for year one of the 2022 - 2023 application cycle are available to be expended as of January 1 and must be expended by December 31 of that year. Contracts for emergency shelter programs, homeless housing and services, and operations and maintenance are for a 12-month period, January 1 to December 31, with a second year of funding available through a renewal process.

Capital contracts are generally for an 18-month period, January 1 to June 30 of the following year.

CHG contracts are for a 24-month period on the state fiscal year, July 1 to June 30.

### GEOGRAPHIC EQUITY

Kitsap County is committed to ensuring that funds are distributed in a manner that balances needs that exist throughout the County and program users' access to services. Geographic distribution of funds shall be evaluated as part of the periodic program review. The overall intent is to ensure that, over time, all areas of Kitsap County receive appropriate levels of funding through this grant program.

Grant Recommendation Committees are directed to consider geographic equity as part of their funding recommendations but are not required to make recommendations for awards based on geographic equity.

## Policies and Regulations for Use of Funds

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### **MONITORING**

The Kitsap County Housing and Homelessness Division monitors all projects for compliance with the funding terms and conditions in the contract(s). On-site monitoring and performance evaluation are generally conducted once per year. In addition, Commerce may perform periodic audits and monitorings.

### **REPORTING REQUIREMENTS**

Grantees are required to submit quarterly reports and annual reports on funds expended, program activities, program outcomes, and contracted performance measures to the Kitsap County Housing and Homelessness Division.

### **COORDINATION WITH COORDINATED ENTRY PROGRAM**

Programs receiving grant funding for homeless housing or service provision are required to sign a Partner Agency Agreement and coordinate with Kitsap's coordinated entry program (the Housing Solutions Center of Kitsap County) for client intake, basic assessment, vulnerability scoring, and referrals. In addition, grantees are required to comply with the Housing Solutions Center Partner Agency Guiding Principles pertaining to standards of services for clients.

### **EXPENDITURE OF FUNDS**

Grant-funded projects should be ready to proceed during the contract period of the awarded funds. Kitsap County expects and monitors for the timely expenditure of allocated funds to projects. Grant funds must be fully spent by the end of the grant contract period. If the funds are not expended during the contract period, they will be retained for re-distribution in a future grant cycle.

### **WARRANTS FOR USE OF HOUSING**

Capital projects that receive grant funds must remain in use for low-income households for no less than 25 years from the date of the receipt of grant funds. A Warrant for Low-Income Use for 25 years for capital projects is required for applications that are selected for funding.

The SHB 2060 legislation specifies under eligible uses that projects funded for building operations and maintenance costs must be eligible to receive housing trust funds. Applicants selected for funding for these types of funds must submit a Warrant that their project is eligible to receive housing trust funds.

### **PROCUREMENT**

Organizations using these grant funds to purchase goods or services must have a formalized written procurement procedure in place prior to contracting for any goods or services. The procurement policy

must outline the process that the organization follows to purchase goods and services and how it prevents conflicts of interest and fraud in purchasing.

## Administrative Policies

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### **PROGRAM ADMINISTRATION**

The Kitsap County Board of Commissioners sets policy concerning the use of Homeless Housing Grants and Affordable Housing Grants funds and distribution of funding to eligible applicants. The Washington State Department of Commerce sets policy concerning the use and distribution of Consolidated Homeless Grant funds.

Funding for the administration of the grant program is provided from the administrative portion of the surcharge revenues allowable by legislation, administrative funding through the Department of Commerce grants, and a small portion of the Homeless Housing Grant Program funding.

### **PROGRAM MONITORING AND REPORTING**

The Kitsap County Housing and Homelessness Division prepares and submits all required reports and performance measures to the State, as required by law. Grantee organizations are required to submit data to the Division as requested to complete the reports. Periodically, reports on the use of these grant funds are made to the Kitsap County Board of Commissioners and are available to the public.

# Appendix A

## Citizen Participation Plan

Updated May 2021

## Citizen Participation Plan

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### INTRODUCTION

The Homeless Housing Grant Program (HHGP), the Affordable Housing Grant Program (AHGP), the Consolidated Homeless Grant Program (CHG), and the Kitsap County CDBG and HOME Programs are part of the Kitsap Coordinated Grant Application Process.

The County periodically conducts a competitive funding cycle for these grant funds. A Coordinated Grant Application Schedule is published on the County's web site in the spring and the County sends electronic notification to all subscribers. The schedule contains dates for the written comment periods, times and dates for public hearings, and other important dates. This Citizen Participation Plan outlines in detail the funding allocation process and opportunities for citizen involvement.

This process includes separate applications and/or responses to different NOFAs and RFPs, depending on the type of project or program. It includes shared Grant Recommendation Committees (GRCs) and coordinated funding recommendations. Funding recommendations are approved by the Kitsap County Board of Commissioners.

This Citizen Participation Plan is consistent with the Citizen Participation Plan for the CDBG and HOME programs.

### PURPOSE

The purpose of the Citizen Participation Plan and the Grant Recommendation Committees (GRCs) is to provide an on-going mechanism to ensure widespread citizen participation whereby all citizens have an opportunity to fully express their needs and wishes for community improvement.

This plan provides opportunities for representation of all of the citizens of Kitsap County by allowing them to have a voice in the decision-making process and giving them greater power and control over activities taking place within their communities.

### ALLOCATION PROCESS / NOTICE OF GRANT AWARDS

Kitsap County conducts a competitive process to determine allocation of grant funds from the sources listed above. The public is encouraged to participate in the process and its end product – an approved portfolio of funding awards.

#### A. Policy Plan

In the spring of each year a notice will be published in the newspaper of record and posted to the County's website to provide an opportunity for comment on the Policy Plan. This notice will begin a 15-day comment period and include the date and time of public hearings to take citizen comments.

Notifications will be available to any agency or organization who signs up on the Kitsap County website to receive automatic notices about the Coordinated Grant Process. To sign up, go to: <http://www.kitsapgov.com> and at the very bottom of the page click on the link "NEWS SIGN UP". This link will take you to the Kitsap County Electronic Notification System where you can sign up to receive text or email updates.

At the conclusion of the public comment period, the Kitsap County Board of Commissioners will approve the Policy Plan. Upon approval of the Policy Plan, information about the funding processes and technical assistance will be available from:

Housing and Homelessness Division  
Kitsap County Department of Human Services  
345 6<sup>th</sup> Street, Suite 400, Bremerton, WA 98337

<https://www.kitsapgov.com/hs/Pages/HH-Housing-and-Homelessness-Landing.aspx>  
<https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>

or by contacting staff:

Kirsten Jewell, [kjewell@co.kitsap.wa.us](mailto:kjewell@co.kitsap.wa.us), 360-337-7286

#### **B. Requests for Proposals and Notice of Funding Availability**

For emergency shelter programs awards, a separate Request for Proposals (RFP) will be posted to the County's web site and electronic notification sent to subscribers. The RFP will include the response schedule, respondent eligibility, estimated funds available, response format and access, deadlines for submission, response review and rating process, and information on funding awards and contracting. Responses to this RFP will be submitted electronically through FluidReview.

For other homeless services funding, a separate Notice of Funding Availability (NOFA) will be posted to the County's web site and electronic notification sent to subscribers. The NOFA includes the application schedule, eligible applicants, estimated funds available, application access and deadlines for submission, application review and rating process, funding awards, and contracting information. Applications must be submitted electronically through the appropriate online portal and require access to the internet.

NOFA and RFP Response forms and applications will be made available in a format accessible to persons with disabilities and persons with Limited English Proficiency upon request.

Application instructions and due dates are included in the Requests for Proposals (RFPs) and in the Notice of Funding Availability (NOFA).

For CHG funding, separate Requests for Proposals (RFPs) will be posted to the County's web site and electronic notification sent to subscribers. The RFPs will include the timeline for submissions, respondent eligibility, estimated funds available, response format and access, deadlines for submission, response review and rating process, and information on funding awards and contracting. These RFPs will use the county procurement system and be submitted through the Kitsap County Purchasing Office. *[Note: this process will not be used for CHG funding for the 2021 – 2023 contracting period.]*

#### **C. Technical Assistance**

Technical assistance sessions will be held for those interested in applying for funding. During the sessions, staff will provide information to citizens concerning who can apply for funds, funds expected to be available, the range of activities that may be undertaken, priorities for funding, application submission requirements, the application deadline, and how decisions concerning

funding will be made. The date and time of the technical assistance sessions will be published in the NOFA and RFP and included in the schedules posted on the web site.

Organizations who have never made an application or who did not receive funding for 2020 or who are responding to the RFP for emergency shelters are **required** to attend the appropriate Technical Assistance session; attendance for all other organizations is optional but encouraged.

In addition to the Technical Assistance described above, Kitsap County Housing and Homelessness Division staff are also available by appointment for one-on-one Technical Assistance to provide guidance to citizens and organizations regarding specific project considerations. At any time, any citizen may contact Kitsap County Housing and Homelessness Division staff for technical assistance or general information in relation to programs described in this Plan. The staff will help citizens understand HHGP, AHGP, and CHG funded programs, the procedures for submitting proposals, the Citizen Participation Plan, and other program requirements so they can effectively participate in the funding process.

#### **D. RFP Responses and NOFA Application Submittal**

Emergency Shelter program RFP responses and competitive homeless housing and services NOFA applications must be submitted electronically through the county's online portal.

Responses to the CHG-funded programs will use the Kitsap County procurement process and be submitted to the Kitsap County Purchasing Office. *[Note: this process will not be used for CHG funding for the 2021 – 2023 contracting period.]*

All required questions and attachments for responses/applications must be completed and submitted by the stated deadline in order to be considered for funding.

#### **E. RFP Responses/Application Review and Rating Process**

Emergency Shelter RFP responses will be reviewed, ranked, and scored using specific criteria that is outlined in the RFP. Interviews of these respondents is not anticipated, but Kitsap County reserves the right to interview respondents if necessary.

For the Emergency Shelter RFP, it is anticipated that multiple organizations will be selected to contract with Kitsap County. These contracts will use a performance-based contracting model.

A single respondent for each of the CHG-funded RFPs will be selected to contract with Kitsap County. *[Note: this process will not be used for CHG funding for the 2021 – 2023 contracting period.]*

Competitive NOFA applications will go through a multi-stage review process.

- Stage 1 is a risk assessment and application review, utilizing specific criteria to determine if the applicant and proposed projects are eligible and the agency has the required organizational and fiscal capacity. IF an application is found not eligible, then the applicant will be notified via email that their project is not eligible and the reason why.
- Stage 2 includes a scoring process by citizen reviewers and staff. It also includes interviews.

- Stage 3 includes development of funding award recommendations by the citizen review committee, and final approval by the Board of County Commissioners.

The review process for each stage is detailed below.

### **Stage 1: Risk Assessment and Project Review**

1. Applications are first reviewed for eligibility using the following criteria:
  - a. Applicant organization and proposed program or project is eligible for the source of funds;
  - b. Applicant has the organizational and management capacity to carry out the proposed project;
  - c. Applicant has sufficient financial capacity;
  - d. Project or program meets a priority AND strategy identified in the Kitsap Homeless Crisis Response and Housing Plan; and
  - e. Applicant can demonstrate a positive history of performance with prior grant funds.

If an application is determined to be ineligible or does not pass the risk assessment, the applicant will be notified by email.

### **Stage 2: Application Review and Interviews**

Following Stage 1, applications are reviewed and scored and applicants are interviewed.

1. Staff and Grant Recommendation Committee members (see below for description of GRC role) review and score the project/program application utilizing specific scoring criteria such as project/program soundness, community need, project/program impact, and fund source priorities.
2. Grant Recommendation Committee (GRC) members will hold interviews for all competitive grant applications. Applicants will have the opportunity to present their project and the GRC will have an opportunity to ask questions. Interview length will depend on application type:
  - a. Homeless Housing/Services and Operations and Maintenance applications will be 20-minute interviews, including a 10-minute agency presentation and 10-minute Q&A period.
  - b. Homeless Capital applications will be 35-minute interviews, including a 15-minute agency presentation and 20-minute Q&A period.

### **Stage 3: Funding Awards**

The funding recommendations go through a multi-step process, prior to finalizing the award amount.

1. **Grant Recommendation Committee (GRC)** - All applications will have a final score comprised of the staff application review score, GRC application review score, and GRC interview score. The GRC will use the finalized score of the applications to assist in developing funding recommendations and contingencies.
2. **Kitsap County Board of Commissioners (BoCC)** – The Board receives the recommendations from the Grant Recommendation Committees, holds a public comment period and a public hearing, and approves final awards and contingencies.



3. **Final Awards and Contracts** – Funding recommendations are made based on estimated funds. Once the actual amounts are known for each fund type, grant awards will be adjusted based on the contingency set by the GRCs and approved by the Board of Commissioners.

#### F. Grant Recommendation Committee

There are two Grant Recommendation Committees (GRCs):

- The Services GRC reviews applications for homeless services, rental assistance, and all homeless projects. This same committee also reviews applications for the CDBG Services grants.
- The Capital GRC reviews Affordable Housing and Economic Development GRC applications, which include capital housing, economic development, and CHDO operating assistance for the CDBG/HOME program.

Both GRCs play an integral role in the allocation of CDBG and HOME federal funds, HHGP, and AHGP funds according to the needs of the community. While all GRC members must be well-versed in the needs of the community and be willing to participate in all the activities relevant to the GRCs, each individual GRC seeks members who demonstrate specific skills and experience.

- The Services GRC seeks members who have experience in one or more of the following capacities: background working with non-profit community service providers as an employee, volunteer, board member or consumer; background with homeless programs; grant experience, project management, compliance monitoring and/or practical experience with HUD regulations.
- The Capital GRC seeks members who have experience in one or more of the following areas: affordable housing; construction or project management; mortgage lending; housing development; economic development; real estate; or architecture.

Each GRC will be comprised of up to 8 members as follows:

- Four members appointed by Kitsap County Commissioners, including members representing North Kitsap, Central Kitsap, South Kitsap, and an At-Large position.
- Four members, one each appointed by the cities of Bremerton, Bainbridge Island, Port Orchard, and Poulsbo.

GRC members are appointed to serve a two-year term by each jurisdiction and can be re-appointed to serve successive terms and/or additional terms.

#### G. Conflict of Interest

- a. No member of the GRC shall be beneficially interested, directly or indirectly, in any grant applications which may be made by, through, or under the recommendation of the GRC, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein (from RCW 42.23.030)

- b. No member of the GRC shall engage in any activity, including participation in the selection, award, or administration of a grant award or contract if a conflict of interest, real or apparent, exists.
- c. Additional information on Remote Interest and Potential Bias by Prior Association can be found in the full Conflict of Interest Policy under Appendix C.

#### **H. Funding Recommendations & Notice of Grant Awards**

Organizations submitting RFP responses will be notified of the successful respondent(s). Competitive NOFA applicants will be notified whether or not the GRC has recommended their application for funding. The notification will include the date, time, and place of the public hearings, during which the recommendations will be considered by the Kitsap County Board of Commissioners.

All projects approved for funding will be included in the Notice of Grant Awards. A summary of each Notice of Grant Awards will be published on the Kitsap County website. The summaries will describe the contents and purpose of the Notice of Grant Awards and will include a list of locations where copies of the entire Notice of Grant Awards may be examined. Citizens will be provided a period of at least 30 days to review and comment on the plans. Comments or views of citizens will be considered at the public hearing.

#### **PUBLIC HEARINGS**

Public hearings are held in order to obtain the public's view and to provide the public with the County's responses to public questions and proposals. A public hearing is held in the Spring for the adoption of the next Policy Plan. A second hearing is held in the Fall to review the proposed use of funds before the Kitsap County Board of Commissioners makes the grant awards.

Notification of the public hearings and of the comment periods will be published in the newspaper of record and will afford citizens, public agencies, and other interested parties a reasonable opportunity to examine the proposed plans and to submit comments.

Public hearings will be held during the regular meeting of the Kitsap County Board of Commissioners. Typically these are held in the Commissioners Chambers of the Kitsap County Administrative Building in Port Orchard. However, occasionally a Commissioners meeting is held in a publicized alternative location or via an electronic platform. These meeting times, locations, and agendas can be obtained at <http://www.kitsapgov.com>, by clicking on the Commissioner Meeting Agendas link.

#### **PUBLIC COMMENTS**

Interested persons may submit comments in writing during the public comment periods, or orally at the public hearings. Written comments should be directed to:

Housing and Homelessness Division  
Kitsap County, Department of Human Services  
345 6<sup>th</sup> Street, Suite 400  
Bremerton, WA 98342  
[kjewell@co.kitsap.wa.us](mailto:kjewell@co.kitsap.wa.us)

## COMPLAINTS

All written citizen complaints will be referred to the appropriate person(s) or agencies for action. Under normal circumstances Housing and Homelessness Division staff will respond to the person making the complaint within 15 days. All complaints and responses will be kept on file.

## RESOURCES

**Newspaper of Record:** Notification will be placed in the following newspaper under Legal Notices at least ten days before a public meeting is held concerning a program described in this plan:

**The Kitsap Sun or Kitsap Newspaper Group**  
*(Kitsap County selects the Newspaper of Record each June)*

Notices may also be published on the Kitsap County website:

<https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>  
<https://www.kitsapgov.com/hs/Pages/HH-Housing-and-Homelessness-Landing.aspx>

The notice will indicate when and where the public meeting will be held. Meetings are generally held at the following location:

Kitsap County Administrative Building, Commissioners Chambers  
614 Division Street  
Port Orchard, WA 98366

The Kitsap County Housing and Homelessness Division utilizes Kitsap County's electronic notification system. Interested parties may sign up to receive email and text message updates on Kitsap Coordinated Grant Application activities. Go to [www.kitsapgov.com](http://www.kitsapgov.com) and click on the button on the bottom right of the page that says **"NEWS SIGN UP"**.

# Appendix B

## Acronyms & Glossary

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## Acronyms

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**AHGP.** Affordable Housing Grant Program

**BoCC.** Kitsap County Board of Commissioners

**CDBG.** Community Development Block Grant

**CHG.** Consolidated Homeless Grant

**GRC.** Grant Recommendation Committee

**HB.** House Bill (of the Washington State legislature)

**HHGP.** Homeless Housing Grant Program

**HMIS.** Homeless Management Information System

**HOME.** Although capitalized, this is not an acronym.

**HUD.** U.S. Department of Housing and Urban Development

**IRS.** U.S. Internal Revenue Service

**KHHC.** Kitsap Housing and Homelessness Coalition

**NOFA.** Notice of Funding Available

**WA.** State of Washington

**WA Commerce.** Washington State Department of Commerce.

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## Definitions

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**Administrative Expenses.** Those expenses directly associated with the recipient's administration of a project or program, such as salaries, supplies, equipment, accounting, phones, audits, benefits, travel, and indirect costs.

**Affordability.** Affordability is achieved when a household's rent or mortgage payment, plus utilities, does not exceed 30% of the monthly income for the targeted income group as adjusted for household size.

**Cash Flow.** Gross income minus vacancy rate, operating expenses, reserves, debt service, and taxes.

**Grant Recommendation Committee (GRC)**. A group of eight citizens meeting specific qualifications, who develop funding recommendations for approval by the Kitsap Board of County Commissioners.

**Citizen Participation Plan**: This plan is prepared to facilitate and encourage public participation and involvement in the Housing and Homelessness Grant Program.

**Committed Funds**. Funds committed to a project by a project funding source. The award amount, terms and uses of the committed funds are documented in a letter to the applicant. A copy of this award letter is included with the application.

**Conditional Funds**. Funds committed, with conditions, to a project by a project funding source. The conditions of the commitment, amount, terms, and uses are documented in a letter to the applicant. A copy of the letter is included with the application.

**Consultant Fees**. Fees paid to a third party developer consultant for costs associated with implementation of a project.

**Homeless Housing Grant Program (HHGP)**. The local grant program established by WA State legislation, House Bill 2163, and subsequently amended by various other legislative bills. This grant program has also been referred to in the past as “2163 Program,” “Homeless Housing Assistance Act Grant Program,” and “HHAA.”

**Homelessness**. The Kitsap Homeless Housing Plan defines this as: an individual or family who is not able to acquire and maintain permanent, safe, affordable, and decent housing.

**Homeless Housing**. Various types of homeless housing are defined as follows in the Kitsap Homeless Housing Plan:

**Emergency Shelter** – Different shelter types include night-by-night stays or continuous stays at no cost. Continuous stay shelters include case management to assist in the development of individualized Housing Stability Plans and connection with supportive services such as job search assistance, child care, financial counseling, etc. Enhanced shelters offer a wider array of on-site supportive services.

**Transitional or Supportive Housing** – Allows a stay of 1-2 years with rent typically set at 30% of client’s income. Supportive services are included to prepare individuals to obtain housing and live self-sufficiently.

**Permanent Supportive Housing** – Permanent housing offered at below market rates that can serve particular populations in need of ongoing supportive services and assistance, such people with mental health issues, people who are developmentally disabled, those with chronic substance use disorders, or others with special needs.

**Supportive Services** – Services, other than providing physical housing, that assist an individual or household to remove barriers to acquiring and maintaining housing.

Community Land Trust – An affordable housing program wherein a nonprofit community land trust acquires and holds land, on behalf of the community, and leases it to individuals who own buildings on the land, thereby maintaining affordable housing.

**Interlocal Agreement.** Agreements made to ensure the cooperation of units of local government which form consortiums for the purpose of obtaining funding.

**Low- and Moderate-Income Households (LMI):** These are households earning less than 80% of the area median income (AMI). They are broken down into the following income designations:

- **Extremely Low-Income:** households with incomes less than 30% of the area median family income adjusted for household size.
- **Low-Income:** households with incomes between 31% and 50% of the area median income, adjusted for household size.
- **Moderate-Income:** households with incomes between 51% and 80% of the area median income, adjusted for household size.

**Low- and Moderate-Income Area Neighborhood (LMA):** In general, this is defined as census tracts or block groups where a minimum of 51% of the residents have low or moderate incomes (i.e. not exceeding 80% of the area median income).

**Median Family Income:** HUD releases income limits annually for its programs. Income limits are calculated using American Community Survey and Census data. Data for Kitsap County is based on the Bremerton-Silverdale Metropolitan Statistical Area (MSA). Incomes are indexed by household size.

**Operating Support:** Financial assistance used to supplement the day-to-day operations of a project.

**Program:** An ongoing set of services that are provided to clients in order to achieve specific results. A program may also include the provision of housing.

**Program Year:** The program year for the HHGP and AHGP programs is January 1 through December 31, which is the same as the County's fiscal year. CHG contracts may run on a calendar year, or the state fiscal year (July 1 – June 30).

**Project:** A specific time-limited set of tasks to be executed within certain cost constraints and other defined parameters.

**Project Management.** Costs directly related to managing the project to the point of completion normally paid to a third party.

**Project Soundness.** The feasibility, sensibility, and effectiveness of the project to meet a defined community need and the organizational strength and capacity to bring the project to completion.

**Proposed Funds.** Funds which have been or will be requested from a potential project funding source.

# Appendix C

## Conflict of Interest Policy

Kitsap Coordinated Grant Application Process  
Conflict of Interest Policy

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From time to time, community volunteers who are appointed to the Grant Recommendation Committees (GRC) have prior experience with one of the applicants or programs requesting grant funding. The following guidelines are intended to clarify what should happen in these cases to avoid real or perceived conflict of interest.

1) Conflict of Interest:

- a. No member of the GRC shall be beneficially interested, directly or indirectly, in any grant applications which may be made by, through, or under the recommendation of the GRC, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein (from RCW 42.23.030)
- b. No member of the GRC shall engage in any activity, including participation in the selection, award, or administration of a grant award or contract if a conflict of interest, real or apparent, exists.

2) Remote Interest:

- a. A GRC member is not interested in a contract, within the meaning of 1.a. above, if the member only has a “remote interest” in the contract and the extent of the interest is disclosed to the GRC and staff at the beginning of the review process and is noted in the official minutes prior to the recommendation of the contract. (from RCW 42.23.040)
  - i. As used in this section “remote interest” means:
    1. That of a non-salaried officer of a non-profit corporation;
    2. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
    3. That of a landlord or tenant of a contracting party;
    4. That of a holder of less than one percent of the shares of a corporation or cooperative which is a contracting party.
  - ii. Even if the GRC member’s interest is only remote, the member cannot influence or attempt to influence any other GRC member in the award of a contract they are remotely interested in. For purposes of this provision, influence or attempt to influence includes any of the following:
    1. Scoring the grant application;
    2. Discussing the grant application with other GRC members;
    3. Joining the audience, acting on behalf of the applicant, or interacting in any manner with members of the GRC;
    4. GRC members should physically leave the room when the remaining GRC members discuss the matter. This removes any potential claim that the GRC member has attempted to exert undue influence over the other GRC members.

3) Potential Bias by Prior Association:

- a. A GRC member may have a “potential bias by prior association” if they have had an interest or remote interest in the past, but do not meet these definitions during the time they are serving on the GRC, or who have personal prior experience with an

applicant including serving as a board member in the past, being employed in the past, or being a current or past volunteer. In the event of a potential bias by prior association:

- i. The GRC member should disclose to the GRC and staff the nature of their prior association at the beginning of the application review process.
  - ii. They should not score that grant application.
  - iii. The GRC member may be present for the interview and discussion of the grant application, but should not attempt to influence any other GRC member in the recommendation or award of a contract. If a GRC member does not feel that they can be objective for the interview and/or the discussion, they may choose to physically remove themselves.
- 4) Conflicts Disclosed. The staff should advise GRC members before the process begins that members need to disclose, in advance, any remote interest, potential bias by prior association that they have, or relatives serving as staff to any applicants. It is recommended that the disclosures be done in writing.
- 5) Voting and Recommendations.
  - a. The GRC member should recuse themselves from voting on any recommendation that would include applications in which they have a remote interest in or with whom they have a potential bias by prior association.
  - b. If the final recommendations of the GRC are consolidated into a single motion, then the GRC member may participate in the vote so long as their participation in the discussion does not influence or attempt to influence the outcome with respect to the applicant in which they have a remote interest in or with whom they have a potential bias by prior association.
- 6) Alternate GRC. If there are two or more GRCs in a funding cycle or process, and a member has a conflict of interest, remote interest, or potential bias by prior association with an application that one of the GRCs is reviewing, that member may serve on a different GRC without reservation or restriction.