

Kitsap Coordinated Grant
Application
2022 Emergency
Shelter Operations
RFP

Technical Assistance Training

July 8, 2021

11am – 12:30pm



Welcome!

You are at the Technical Assistance Session for the 2022 Coordinated Grant Application Cycle

Emergency Shelter Operations Request for Proposals (RFP)

- Housekeeping
- Make sure your name is correct on the Zoom!

Introductions

Kitsap County Housing and Homelessness Staff

Kirsten Jewell, Manager

Leah Noldan, Contracts Coordinator

Cory Derenburger, Program Specialist



Agenda

- Overview of 2022 Coordinated Grant Process
- Overview of Funding Streams
- Cycle Schedule
- 2022 Grant Application/Required Questions
- Filling Out the Application in SurveyMonkey Apply
- Application Review and Awards Process
- Getting Help and Questions



Overview of Coordinated Grant Application Process



Overview of 2022 Coordinated Grant Application Process

- Targeting funding more specifically through RFPs
- Four different application opportunities at different times:
 - 1) HOME RFP
 - 2) CDBG NOFA
 - 3) Homeless Housing and Services NOFA
(all homeless programs except shelters)
 - 4) **Shelter Operations RFP**

Overview of 2022 Coordinated Grant Application Process

- New Application Platform SurveyMonkey Apply replaces Fluid Review
- Re-aligned grant funding with state requirements
- Shelter Bed Rate Model vs. Competitive Award
- Homeless Services and O&M Awards combined into one grant application
- Homeless Services and O&M Awards combined into single contract per homeless program

Overview of Funding Streams



Homeless Housing Grant Program (HHGP)

- Benefits homeless households + move them towards stable housing
- Eligible uses: limited to activities listed in the 2019 Kitsap Homeless Crisis Response and Housing Plan
- Priorities—
 - Priority is given to projects that serve people experiencing unsheltered and/or chronic homelessness and contribute directly to their moving to shelter and/or stable housing.
 - Up to 25% of funding is available for new programs that serve people experiencing unsheltered and/or chronic homelessness.

Affordable Housing Grant Program (AHGP)

- Benefits households below 50% AMI
- Eligible uses
 - Operating costs for emergency shelters;
 - Operations and maintenance costs of housing eligible to receive housing trust funds;
 - Acquisition, construction and rehab. of affordable housing;
 - Rental assistance.
- Priorities
 - Operating costs for emergency shelters and licensed overnight youth shelters.
 - Supporting building operation and maintenance costs of housing projects or units within housing projects eligible to receive [Washington State] housing trust funds, that are affordable to very low-income households with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses.

2022 Funds Available – Shelter Bed Rate Model

Shelter Bed Rate Model:

- Shelters must meet certain requirements
- Different types of shelters defined
- Fixed rate per bed on an annual basis – require at least 90% utilization rate
- Combined funding
 - HHGP for Program Operations and Case Management
 - AHGP for Building O&M
- Recognize this is not all the funding needed
- Requirement to demonstrate add'l funding plan

2022 Funds Available – Shelter Bed Rate Model

Shelter Bed Rate Model:

- Estimated rates (not all funding collected yet):
 - Drop-In Shelters = \$2,373
 - Continuous Stay Shelters = \$4,198
 - Enhanced Services Shelters = To be negotiated
- Anticipate that 2nd year of funding available through a renewal process

2022 Cycle Schedule

Included in RFP

6/28/21	Policy Plan approved by Board of County Commissioners
7/8/21	Request for Proposal (RFP) Released – Posted on Coordinated Grant Application Website.
7/8/21	Bidders Conference/Technical Assistance Training for Shelter Operations Respondents
7/8/21	Shelter Operations Application/Response Questions available online @ 4:00pm.
8/12/21	Shelter Operations Application/Response Questions Due @ Noon : Online Submission Only via SurveyMonkey Apply
10/7/21	Draft 2022 Action Plan and Funding Recommendations Posted to Coordinated Grant Application. Open 15-day Written Public Comment period - Announcement in Kitsap Sun and Coordinated Grant Application website.
10/25/21	Written Comment Period Closes
10/25/21	Board of County Commissioners Public Hearing and Action on Kitsap Housing and Homelessness Program Grant Funding Recommendations Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, 11:00am or via Zoom
1/1/22	Program Year Begins

2022 RFP Questions



Part 1 - Organization Information

Only submit once for ALL 2022 Coordinated Grant Applications

Part 1 includes

- Applicant Organization Information
 - Organizational Chart
- Board Information – Minutes & Bylaws
- Agency Budgets & Financial Statements
- Fiscal & Procurement Policies
- Other Policies & Procedures



Part 1 - Organization Information

Staff will review for:

- Eligibility
- Organizational Capacity & Management
- Financial Stability
- History of Performance
- Eligibility for Funding Sources
- Blank/incomplete forms

Applicants will be notified if the application is disqualified and reason

Part 2 – Program Information

Submit ONE Part 2 Application for EACH program.

Part 2 includes:

- Program information
- Type of Shelter (with definitions)
 - Drop-In Shelter
 - Continuous Stay Shelter
 - Enhanced Services Shelter
- Type of expenses
 - Building O&M
 - Program Operations
 - Case Management for Housing Stability



Part 2 – Program Information

Submit ONE Part 2 Application for EACH program.

Part 2 includes: (program requirements from RFP)

- Coordinated Entry Referrals
- Data Collection & Entry
- Coordination with other agencies
- Non-discrimination
- Not requiring religious activities to receive services
- Utilization Rate
 - *Question removed for this application, still expected in performance*
- Complaint Process
- Staff Training requirements

Part 2 – Program Information

Submit **ONE Part 2 Application for EACH program.**

Part 2 includes: (program requirements from RFP)

- Housing Stability Case Management
- Performance Measurements
 - **REQUIRED** – Waiting on Commerce for new PMs; will be added into sub-contracts
 - **Additional** – **AT LEAST TWO**

Part 2 – Program Information

Submit **ONE Part 2 Application** for **EACH** program.

- Program Financial Information
 - Program Budget
 - Sources of Financing
 - Funding Commitments
 - Board role in fundraising
 - Sustainability Plan
- Revised Program Budget Form
 - **Fill in WHITE Boxes only!**



Part 2 – Program Information

Submit ONE Part 2 Application for EACH program.

Frequent issues with applications:

- Shelter Program Budget
- Sources of Financing
- Performance Measures
- Missing forms/uploads on Organization Application
- Unclear in background about what program does
- Unclear about exactly how funds will be spent

Attachments Review –
Shelter Budget and Sources of Financing



Filling Out the Application In SurveyMonkey Apply



2022 Grant Application

Application is 100% ONLINE

Step 1: Application goes live **7/8/21 at 4:00pm**. Anytime after that, go to the Kitsap Coordinated Grant Application website:

<https://apply-kitsap.smapply.io/>

Step 2: Set up an account

Follow the instructions to set up an account. An e-mail will be sent to you from “noreply@mail.smapply.net” to confirm your registration; please click the link in the e-mail to finalize registration. Now log in with your e-mail and password, and follow the instructions.

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.

Login Sequence

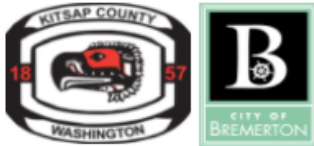
Log In

Register



Coordinated Grant Application

Kitsap County 2022 Funding Cycle & City of Bremerton 2022 Funding Cycle



Welcome to the Kitsap Coordinated Grant Application site!

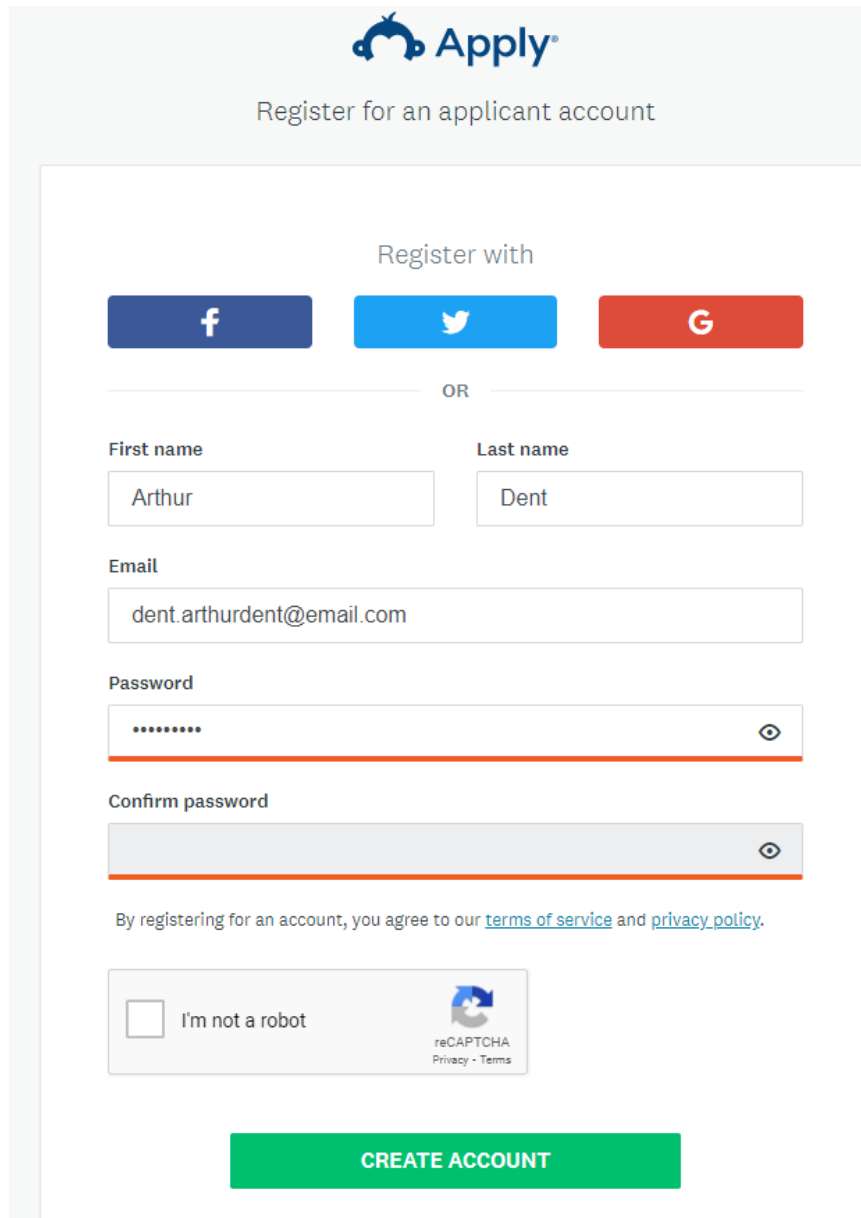
The Coordinated Grant Application Process brings together separate funding sources utilizing a common application site. This site is used for applications for federal Kitsap County and City of Bremerton CDBG and HOME funds and local Affordable Housing, Homeless Housing, and Consolidated Homeless Grant funds. We hope this online application is a positive and efficient experience for you and your agency. The site will be used by both Kitsap County and the City of Bremerton for the RFP's and NOFA's issued during 2021 for the 2022 application cycle. Agencies will be able to submit one Organization Information Application that can be used for all RFP's and NOFA's. There will be no applications this year for Kitsap County CDBG Public Service.

For information regarding the application process, including the schedules and instructions, visit our websites.

- Kitsap County <https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>
- City Bremerton <https://www.bremertonwa.gov/198/Federal-Grants---CDBG>.



Login Sequence – new user setup



The screenshot shows the 'Apply' registration page. At the top, the 'Apply' logo is displayed. Below it, the text 'Register for an applicant account' is centered. The main section is titled 'Register with' and features three social media login buttons: Facebook (f), Twitter, and Google (G). Below these is an 'OR' separator. The registration form includes fields for 'First name' (Arthur), 'Last name' (Dent), 'Email' (dent.arthurdent@email.com), 'Password' (masked with dots), and 'Confirm password' (empty). A checkbox for 'I'm not a robot' is present, along with a reCAPTCHA logo and links for 'Privacy' and 'Terms'. A large green 'CREATE ACCOUNT' button is at the bottom.

Apply[®]

Register for an applicant account

Register with

f Twitter G

OR

First name Last name

Arthur Dent

Email

dent.arthurdent@email.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

Login Sequence – new user confirmation



Welcome!

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

We've sent a confirmation link to your email. You won't be able to submit
applications or complete certain tasks until your email address has been verified.

[Continue to site](#)



User Profile Organization Information



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

Organization name

Kitsap County Human Services

Address (optional)

345 6th St Suite 400

City (optional)

Bremerton

Country (optional)

United States of America

Tax country

USA - EIN Number

Tax number

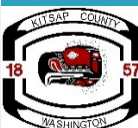
Organization phone number (optional)

Organization email (optional)

kitsaphousingandhomeless@gmail.com

Website (optional)

CONTINUE



Login Sequence – successfully registered



Welcome!

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

[Continue to site](#)

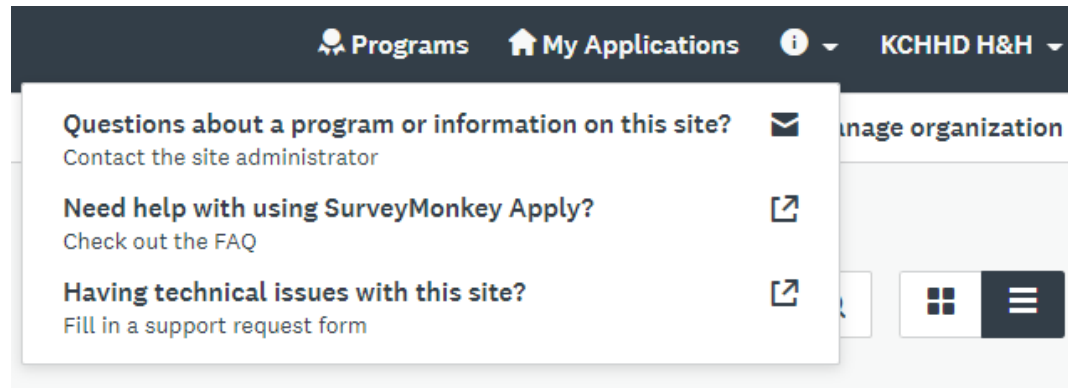


2022 Grant Application

If you need assistance...

Technical Assistance: SurveyMonkey Apply

For technical assistance with web-related issues like uploading or downloading files, how to review or print your application, trouble with the site, or other website related troubles. Use the various “Help” links from the SurveyMonkey Apply user bar.



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 one of us by email or phone.

User's Application Dashboard

No applications.

Please choose a program from our program listings page to get started



[View programs](#)



Part 1 Application in SM Apply


Coordinated Grant Application Programs My Applications KCHHD H&H

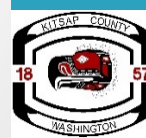
Kitsap County Human Services Manage organization

Programs  

Program	Open date	Deadline	
City of Bremerton 2022 CDBG Capital			MORE >
City of Bremerton 2022 Job Training Application			MORE >
Shelter Operations RFP 2022	Jun 16 2021 12:00 AM (PDT)	Aug 12 2021 12:01 PM (PDT)	MORE >
Homeless Housing and Services NOFA 2022	Jun 16 2021 01:20 AM (PDT)	Aug 12 2021 12:01 PM (PDT)	MORE >
City of Bremerton 2022 Microenterprise Application			MORE >
HOME - Homeowner 2022	Jun 9 2021 02:00 PM (PDT)		MORE >
Organization Information 2022	May 27 2021 11:00 AM (PDT)		MORE >

Part 1 – Select Organization Information 2022





Part 1 Application in SM Apply

Coordinated Grant Application Programs My Applications KCHHD H&H

Kitsap County Human Services Manage organization

Organization Information 2022

Part 1 – Organizational information 2022 - Select Apply

APPLY
Opens
May 27 2021 11:00 AM (PDT)

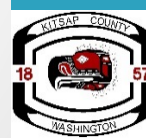
Name your application

Please enter a name for your submission. Use Agency Name or Acronym

My Organization
75 characters maximum

CANCEL **CREATE APPLICATION**

Type in your Organization Name and select "Create Application"



2022 Grant Application – Tasks and Members

Coordinated Grant Application

Programs My Applications Kitsap CGA

Kitsap County Manage organization

0 of 1 tasks complete

Last edited: May 27 2021 11:35 AM (PDT)

REVIEW SUBMIT

Kitsap County

Kitsap CGA
kitsapcga@gmail.com
View & edit

Add Member or Team

Organization Information 2022

Preview

Rename
Download
Delete

APPLICATION ACTIVITY

Your tasks

Organization Information 2022

To begin working on your application click the link under Your Tasks (i.e. *Organization Information 2022*), or the right arrow, and start filling in the application.

You can also add Members or a Team by clicking on the green button on the left side of your screen (to add members you must first add them using the “Manage Organization” link)

2022 Grant Application – Resources

Coordinated Grant Application

Programs My Applications Shannon Bauman

Kitsap County Test Manage organization

← Back to application

[Organization Information 2022](#)

Kitsap Test Org Info

ID: 2022-0000000002

Organization Information 2022

Submitted

Submitted on: Jun 16 2021 03:09 PM (PDT)

1 of 1 tasks complete

Organization Information 2022

Completed Jun 16 2021 02:51 PM (PDT)

Organization Information 2022

The Organization Information Application only needs to be completed one time during the 2022 Application Cycle. Your agency may then submit any number of project/program applications responding to the RFP's and NOFA's on the 2022 Coordinated Grant Application page for Kitsap County and City of Bremerton CDBG and HOME funds or Kitsap County Homeless Housing, Affordable Housing or Consolidated Homeless Grant funds.

Resource Links:

[Application Instructions 2022 - Organization Information](#)

1. Organization Information

Organization Information 2022

The Resource Links section has links to Instructions, Forms, and other useful information.



2022 Grant Application – Resources

Instructions and Resources...

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 the questions. We recommend printing these instructions for easy reference.

- Part 1 - Organization Application Instructions
- Part 2 - Program Application Instructions

Resources

Includes copies of downloadable forms, census info, policy plans, and other helpful information. This is a pop-up window, so you can keep it open while you work on the application.

2022 Grant Application – Resources

Where to find information:

- **Application Schedule** has key dates
- **RFP** has information regarding eligibility, amount of money available, application access and submission, staff contact info.
- **Policy Plan** has detailed information including regulations and requirements for each fund type.
- Staff is available by email, phone or in person by appointment for questions and technical assistance.

2022 Grant Application

Filling out the 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 going into SurveyMonkey Apply.
- Less safe: working directly in SurveyMonkey Apply, using “placeholder” answers, and uploading “temporary files”.
- Less safe can mean incomplete submissions!

Application – Part 2

Coordinated Grant Application [Programs](#) [My Applications](#) [KCHHD H&H](#)

Kitsap County Human Services [Manage organization](#)

0 of 1 tasks complete

Last edited: Jun 30 2021 09:40 AM (PDT)

Organization Information 2022 [Preview](#)

Housing & Homelessness Example

Kitsap County Human Services ID: 2022-0000000003

[APPLICATION](#) [ACTIVITY](#)

Kitsap County Human Services [Manage organization](#)

Programs

Search programs..

Program	Open date	Deadline	
City of Bremerton 2022 CDBG Capital			
City of Bremerton 2022 Job Training Application			MORE >
Shelter Operations RFP 2022	Jun 16 2021 12:00 AM (PDT)	Aug 12 2021 12:01 PM (PDT)	MORE >
Homeless Housing and Services NOFA 2022	Jun 16 2021 01:20 AM (PDT)	Aug 12 2021 12:01 PM (PDT)	MORE >
City of Bremerton 2022 Microenterprise Application			MORE >
HOME - Homeowner 2022	Jun 9 2021 02:00 PM (PDT)	Jul 29 2021 12:01 PM (PDT)	MORE >
Organization Information 2022	May 27 2021 11:00 AM (PDT)	See my application	MORE >

Create second application submission for Part 2.



Application Shelter RFP – Apply

Coordinated Grant Application

Programs

My Applications

Info

KCHHD H&H

Kitsap County Human Services

Manage organization

Shelter Operations RFP 2022

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.

APPLY

Opens

Jun 16 2021 12:00 AM (PDT)

Deadline

Aug 12 2021 12:01 PM (PDT)



Application Shelter RFP – Apply


all (ARDF) and the homeless housing grant

te
r
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is
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te
h

Name your application ×

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

KCHHD – Emergency Shelter 

75 characters maximum

CANCEL **CREATE APPLICATION**

My Applications Screen

The “My Applications” link will show the “My Applications” screen with the applications you have created.



Coordinated Grant Application | Programs | **My Applications** | KCHHD H&H

Kitsap County Human Services | Manage organization

All Applications ▾

Organization Information 2022
Housing & Homelessness E...
2022-0000000003
Kitsap County Human Services

0 of 1 tasks complete

START

Last edited: Jun 30 2021 09:40 AM (...)

Shelter Operations RFP 2022
KCHHD - Emergency Shelter
9986676843
Kitsap County Human Services
Deadline: Aug 12 2021 12:01 PM (PD)

0 of 1 tasks complete

START

Last edited: Jun 30 2021 02:26 PM (...)



Application - Submittal

After inputting your responses and selecting “Mark as Complete” you will be returned to your Application Dashboard. Your application is not automatically submitted. Review your application and select “Submit” to complete your application. You will receive a confirmation email.

Please note: You may edit until the application period closes.

Coordinated Grant Application

Kitsap County Human Services

[← Back to application](#)

[Shelter Operations RFP 2022](#)

KCHHD - Emergency Shelter

ID: 9986676843

  **KCHHD RFP 2022 Shelter Operations** 




1 of 1 tasks complete

Last edited: Jun 30 2021 02:36 PM (PDT)

REVIEW

SUBMIT 

Deadline: Aug 12 2021 12:01 PM (PDT)

  **KCHHD RFP 2022 Shelter Operations**
Completed Jun 30 2021 02:36 PM (PDT) Deadline: Aug 12 2021 12:01 PM (PDT) 

Download

Reset

Edit 

Shelter Operations RFP 2022

This application is for the provision of emergency shelter beds, serving Kitsap residents who do not have their permanent housing and/or need a temporary place to sleep.

PROGRAM DESCRIPTION

1. Program Information

In the form fields provided, please enter the following information:

Enter a shelter name	Emergency Shelter *TEST*
Enter the location(s) where the shelter services will be provided	345 6th st
Enter the service area of the program	Kitsap
Give a brief description of the shelter and its	brief description

Application - Submittal

Coordinated Grant Application

Programs My Applications KCHHD H&H

Kitsap County Human Services

Manage organization

All Applications ▾

Once applications are submitted, the task shows as **✓ SUBMITTED**. BOTH Organizational Information and Shelter RPF applications must be “submitted” to be complete.

Organization Information 2022

Housing & Homelessness E...

2022-0000000003

Kitsap County Human Services

0 of 1 tasks complete

START

Last edited: Jun 30 2021 09:40 AM (...)

Shelter Operations RFP 2022

KCHHD - Emergency Shelter

9986676843

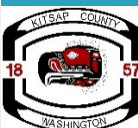
Kitsap County Human Services

Deadline: Aug 12 2021 12:01 PM (PP)

✓ SUBMITTED

VIEW

Submitted on: Jun 30 2021 02:42 P...



Review and Awards Process



Review and Award Process

Part 1: Risk Assessment & Eligibility Review

- Technical Assistance meeting – Make sure you have signed in!
- Application must be submitted by **Noon, August 12, 2021**
- Staff reviews for organization and program eligibility

Part 2: RFP Questions/Answers Reviewed


- Scored on meeting requirements and questions answered completely
- Scores above a certain threshold → recommendation for funding at bed rate
- New shelters may get interviewed and/or additional questions

Assistance



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.



Getting Help

- Kirsten Jewell
Kitsap County Housing and Homelessness Program
360-377-7286
kjewell@co.kitsap.wa.us
- Cory Derenburger
Kitsap County Housing and Homelessness Program
360-337-7287
cderenbu@co.kitsap.wa.us

Available to answer questions via phone, email, or by appointment.



Reading List

We recommend that you print out and review the following BEFORE beginning the application:

- Shelter Operations RFP
- General Instructions
- Part 1 – 2022 Application Instructions – Organization
- Part 2 – 2022 Application Instructions – Shelter RFP
- 2022 Shelter Program Budget
- 2022 Sources of Financing
- 2022 Performance Measure Worksheet
- Determining Data Quality – Timeliness using Clarity HMIS Reports



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! Applications are due: **August 12 by Noon.**

Resources

- Kitsap Regional Library is a Funding Information Network partner of the Foundation Center. They provide free public access to grant-maker directories, books, and three fully searchable databases – for more information contact Peggy Branaman at pbranaman@KRL.org or (360)779-2915, ext. 9501
- Other Foundation Center Online Resources
 - www.foundationcenter.org
 - www.Grantspace.org



APPLY ONLINE

<https://apply-kitsap.smapply.io/>

To receive the most up-to-date information regarding the application please sign up for the Kitsap County Electronic Notifications system. Go to www.kitsapgov.com and click on NEWS SIGN UP at the bottom of the page. Be sure to sign up for the Coordinated Grant Application page.



Questions?

