

# Kitsap Coordinated Grant Application 2024

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TECHNICAL ASSISTANCE

SERVICES PROJECTS

JUNE 26, 2024

# Welcome!

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

- The Services Application is used for:
  - Homeless Housing and Services (HHGP/AHGP)
  - Mental Health Chemical Dependency and Therapeutic Courts Projects
  - Kitsap County and City of Bremerton CDBG Economic Development Microenterprise
  - City of Bremerton CDBG Job Training
  
- Housekeeping

# Introductions

## Kitsap County Staff

Bonnie Tufts

Shannon Bauman

Joel Warren

Cory Derenburger

Virginia McCaslin

Hannah Shockley

## City of Bremerton Staff

Sarah Lynam

# Agenda

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

# Overview of 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 27<sup>th</sup> @ Noon

# Overview of 2024 Coordinated Grant Application Process

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

# 2024 Grant Application



# Part 1 - Organization Information

Only submit once for ALL 2024 Coordinated Grant Applications

Part 1 includes

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

# Part 2 – Project Information

Submit ONE Part 2 Application for EACH project.

Part 2, Project Information Application, is divided into 5 tasks:

1. Pre-Application Identified Funding Sources
2. Program Narrative 2024
3. Need and Population 2024
4. Financial Information
5. Performance Measurement Worksheet

# Part 2 – Project Information Tasks

## 1. Pre-Application Identified Funding Sources

- You will need to select the funding source identified for your project during the pre-application process. This information will also be provided in the email with the application links.
- The application questions are determined by the funding source(s) you select
- Funding sources:
  - Kitsap County & City of Bremerton Microenterprise
  - City of Bremerton CDBG Job Training
  - Mental Health, Chemical Dependency, and Therapeutic Courts 1/10<sup>th</sup> Treatment Sales Tax (MHCDTC)
  - Homeless Housing & Services
  - Community Investments in Affordable Housing

# Part 2 – Project Information Tasks

## 2. Program Narrative 2024

- Program Information – location, service area, number served
- Funding Request and What They Will Be Used For
- Contact Information
- Type of Program and Program Summary
- Program History, Challenges and Best Practices
- Program Staff

# Part 2 – Project Information Tasks

## 3. Need and Population Served 2024

- Community Need and Impact
  - Does the project meet an objective and priority in the funding plan?
- Target Population and Income Level
- Benefit to Unduplicated Individuals
- Community Collaboration
- Outreach to target population
- Eligibility Criteria

# Part 2 – Project Information Tasks

## 4. Financial Information

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

## 5. Performance Measurement Worksheet

- Varies by funding source
- You will only see form(s) you need to complete

# Complete Application

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

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

# 2024 Coordinated Grant Application

## Where to find information.....

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



# Coordinated Grant Application Basics and Demonstration

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# 2024 Coordinated Grant Application

The Coordinated Grant Application is 100% ONLINE

**Step 1:** On or after June 29<sup>th</sup> 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

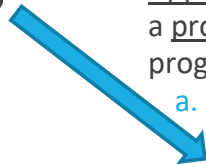
- Accessing the Website
- Registering a New Account

# Accessing the CGA Website

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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](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](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

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



Coordinated Grant Application

2024 Kitsap County & City of Bremerton Funding Cycle

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# 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”

[Return to Coordinated Grant Application](#)

Already have a SurveyMonkey Apply account?

LOG IN



Register for an applicant account

Register with



OR

First name

Douglas

Last name

Adams

Email

doug@megadodo.com

Password

.....



Confirm password

.....



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



I'm not a robot



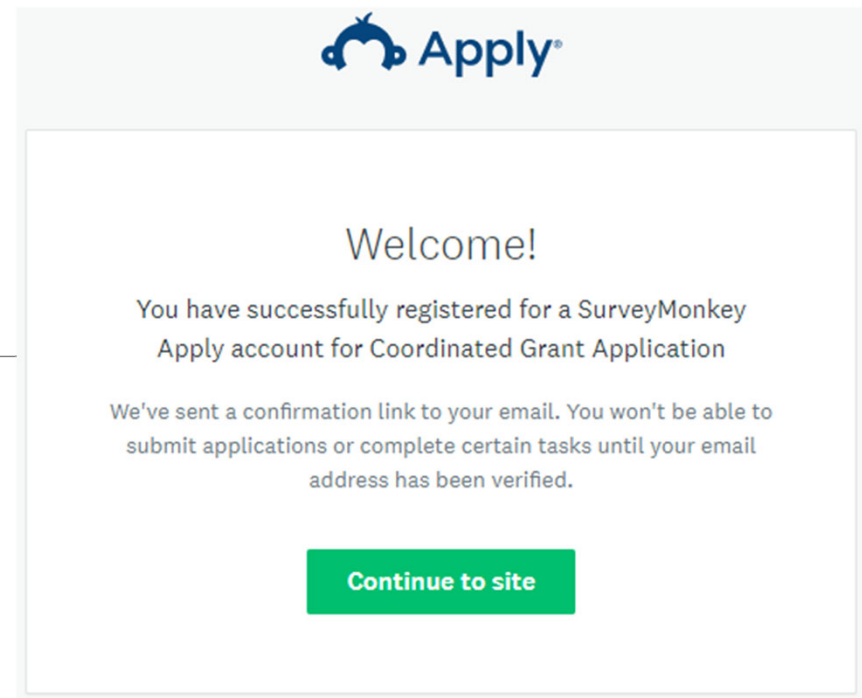
reCAPTCHA  
Privacy - Terms

CREATE ACCOUNT

# Welcome!

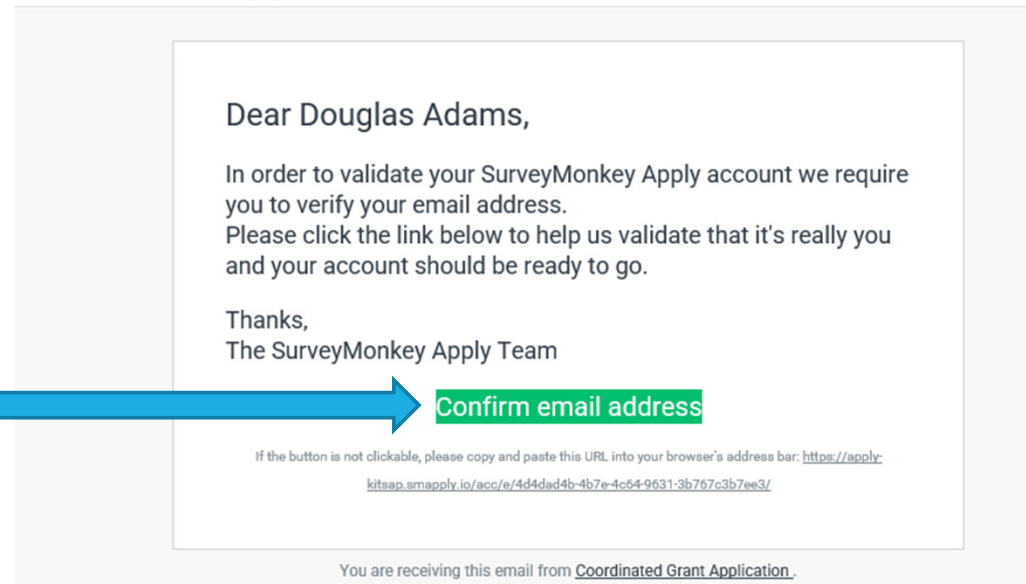
After registering you will receive a confirmation email.

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



Bcc

Subject SurveyMonkey Apply Account Email Verification



# Manage your Organization

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

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

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

Complete the following:

- Organization Name
- Tax Number

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

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

CONTINUE



# Registered Successfully

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Welcome!

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

[Continue to site](#)

# For RETURNING and NEW Applicants

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

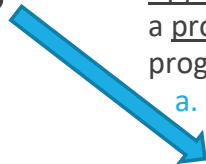
- Accessing the Website
- Resetting Passwords
- Adding Members or Collaborators
- Changing your Primary Account User

# Accessing the CGA Website

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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:

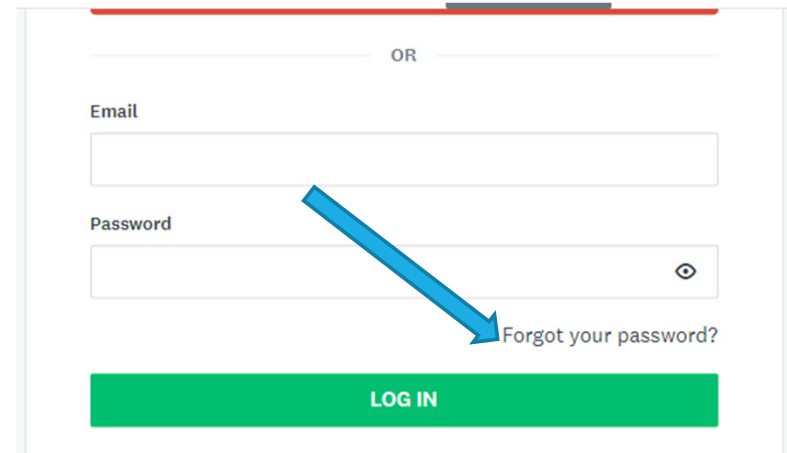
1. The remote {SERVICES TA SESSION} will be held {TODAY} via Zoom.
  - a. Please join the session using this link -> <http://kcowa.us/cga-services-ta>
  - b. If you are unable to join the session live, a recording will be made available on the [Coordinated Grant Application](#) website.
2. Applications 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](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}](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.

# Password Reset

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

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



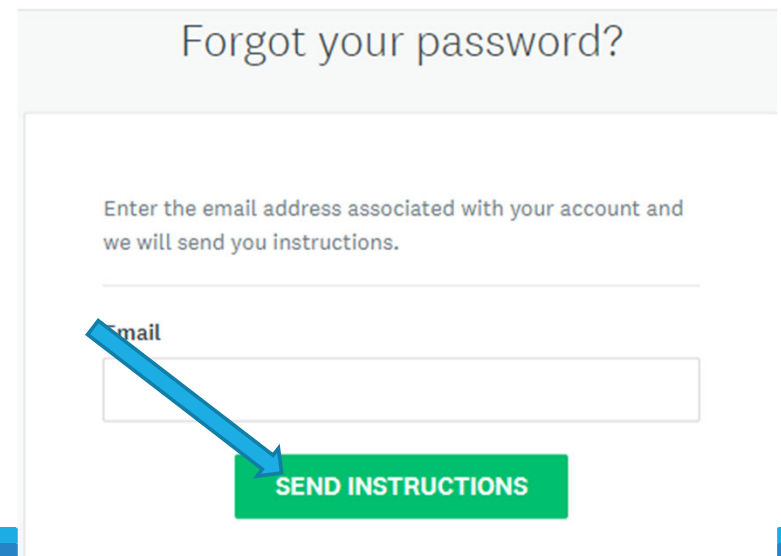
OR

Email

Password

[Forgot your password?](#)

LOG IN



Forgot your password?

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

Email

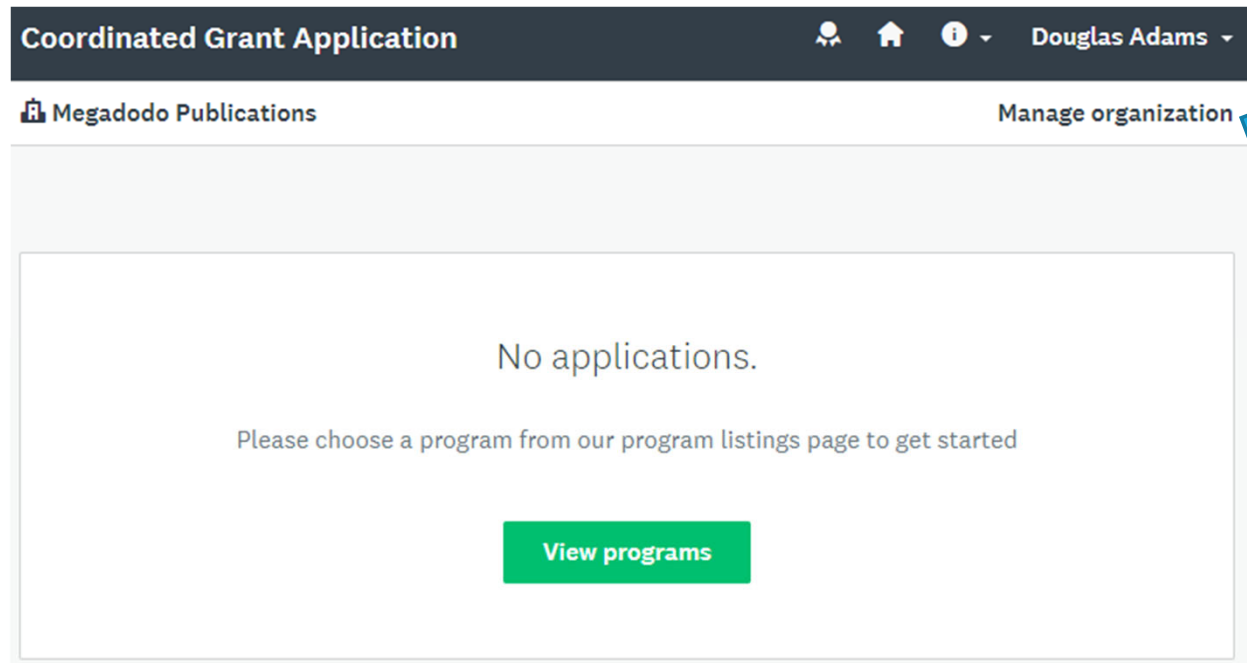
SEND INSTRUCTIONS

# Add Members or Collaborators

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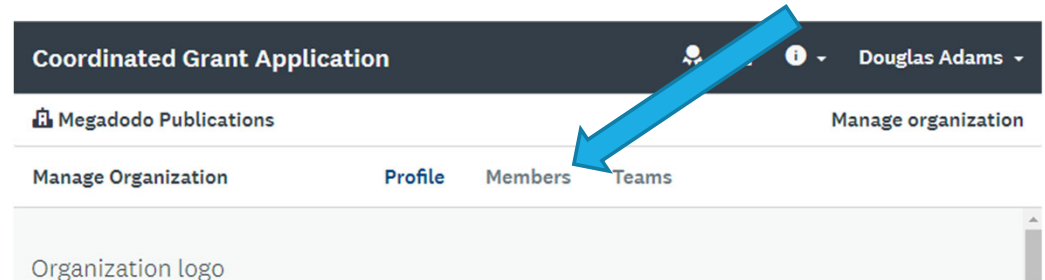
If you will have multiple users working together on an application, use the following steps to create user accounts for your members.

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

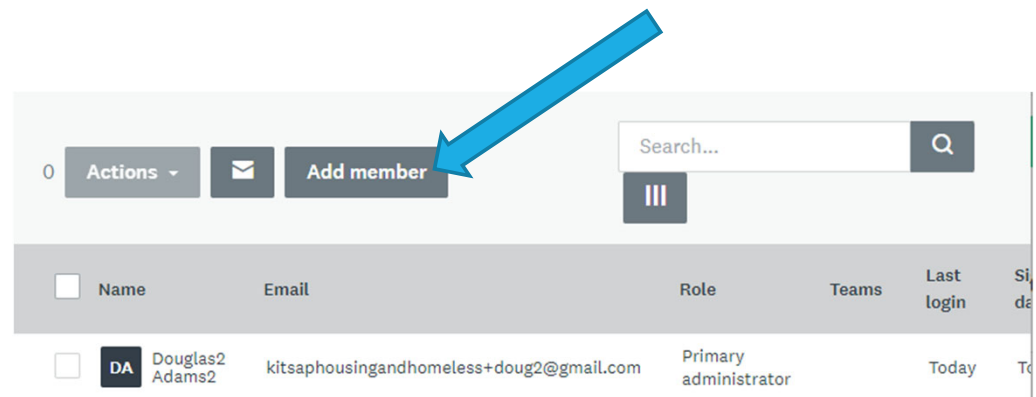


# Add Members or Collaborators

From the Manage Organization page select the “Members” tab



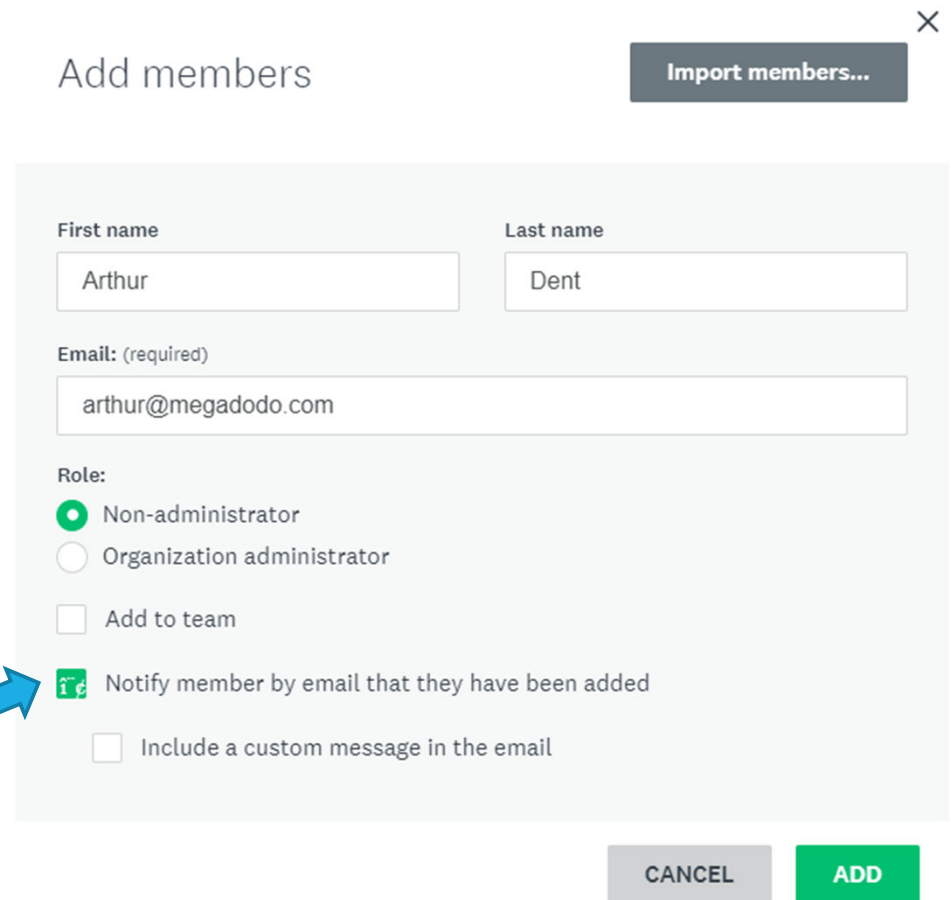
Next select the “Add member” button



# 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.



The screenshot shows a modal window titled "Add members" with a close button (X) in the top right corner. Below the title is a button labeled "Import members...". The form contains the following fields and options:

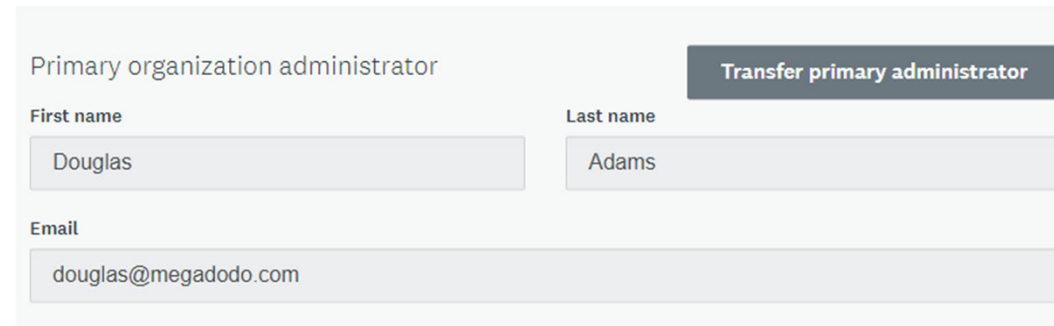
- First name:** Arthur
- Last name:** Dent
- Email: (required):** arthur@megadodo.com
- Role:**
  - Non-administrator
  - Organization administrator
  - Add to team
  - Notify member by email that they have been added
  - Include a custom message in the email

At the bottom right of the form are two buttons: "CANCEL" (grey) and "ADD" (green). A blue arrow points from the text on the left to the "Notify member by email" option.

# Transferring Primary Account

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

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



The screenshot shows a web form titled "Primary organization administrator". At the top right of the form is a dark button labeled "Transfer primary administrator". Below the title, there are three input fields: "First name" containing "Douglas", "Last name" containing "Adams", and "Email" containing "douglas@megadodo.com".

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



# Creating An Application

Starting an Application

Creating a Part 1 –  
Organizational Information  
2024 Application

Creating a Part 2 - Services  
Applications 2024

Creating a Part 2 - Capital  
Application

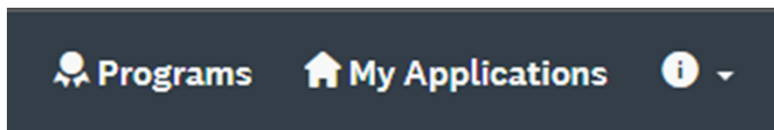
Creating a Part 2 - Shelter  
Operations Applications

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

# Overview of the CGA Website

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

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



Hi Douglas,

Thank you for meeting to talk through your project.

We wanted to share a few reminders with you:

1. The remote **{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.

# Program Page

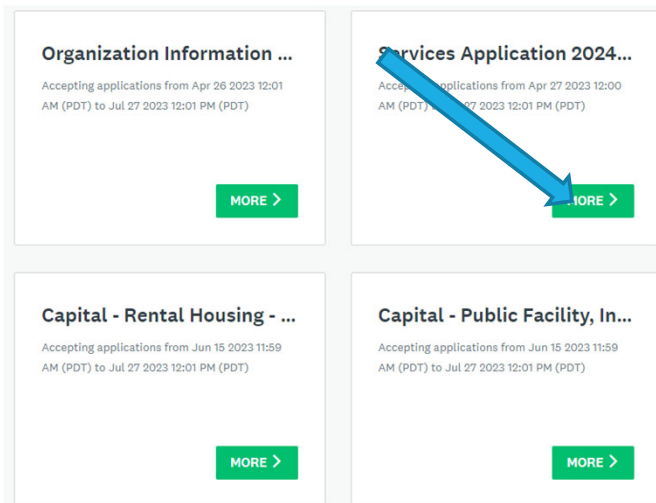
The Programs page will display all the available Application Types occurring during the Coordinated Grant Application process, including:

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

The screenshot shows a web interface for 'Coordinated Grant Application'. At the top, there is a dark header with the title 'Coordinated Grant Application', a user profile icon, a home icon, a notification icon, and the name 'Douglas Adams'. Below the header, there is a navigation bar with 'Megadodo Publications' on the left and 'Manage organization' on the right. The main content area is titled 'Programs' and contains four application type cards. Each card has a title, a subtitle, and a 'MORE >' button. The cards are: 1. 'Organization Information ...' with subtitle 'Accepting applications from Apr 26 2023 12:01 AM (PDT) to Jul 27 2023 12:01 PM (PDT)'. 2. 'Services Application 2024...' with subtitle 'Accepting applications from Apr 27 2023 12:00 AM (PDT) to Jul 27 2023 12:01 PM (PDT)'. 3. 'Capital - Rental Housing - ...' with subtitle 'Accepting applications from Jun 15 2023 11:59 AM (PDT) to Jul 27 2023 12:01 PM (PDT)'. 4. 'Capital - Public Facility, In...' with subtitle 'Accepting applications from Jun 15 2023 11:59 AM (PDT) to Jul 27 2023 12:01 PM (PDT)'.

# Starting an Application

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



- The applications consist of two parts, an Organizational Information Application which is only submitted once for your organization and a project application which is submitted for each project or program you are applying for.
  - The Organizational Information Application can be accessed by clicking on this link [https://apply-kitsap.smapply.io/prog/organization\\_information\\_2024](https://apply-kitsap.smapply.io/prog/organization_information_2024)
  - Click on the link(s) below to access the project application(s):  
[{PROJECT NAME} https://apply-kitsap.smapply.io/prog/services\\_application\\_2024](https://apply-kitsap.smapply.io/prog/services_application_2024)

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

# Each Program Page will Contain

## **General Instructions**

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

## **Application Instructions**

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

## **Forms and Worksheets**

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

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

# Part 1 – Organizational Information 2024

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

## Organization Information 2024

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

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

### **RESOURCES**

Download the files to complete this application below.

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

# Part 1 - Organizational Information Application

## Organization Information 2024

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

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

### **RESOURCES**

Download the files to complete this application below.

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

**APPLY**

Opens

Apr 26 2023 12:01 AM (PDT)

Deadline

Jul 27 2023 12:01 PM (PDT)

To start the application click Apply

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

# Name the Application

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Name the Organizational Information Application by the Agency Name

✕

## Name your application

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

75 characters maximum

CANCEL

CREATE APPLICATION



# Part 1 - Organizational Information Application

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

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

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

## Organization Information 2024 0%

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

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

\* Example: KC\_990Form.pdf

### RESOURCES

Download the files to complete this application below.

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

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

Organization's Legal Name

Executive Director (or Department Head for government agencies)

Organization's Mailing Address & Physical

# Part 1 - Organizational Information Application

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- 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 – Services Application 2024

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

## Services Application 2024 \* Test\*

Complete this application for each Services project for which you are 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 Microenterprise
- City of Bremerton CDBG Job Training
- Mental Health, Chemical Dependency, and Therapeutic Courts 1/10th Treatment Sales Tax (MHCDTC)
- Homeless Housing & Services (HHGP/AHGP)
- Community Investments in Affordable Housing (CIAH)

Please note that each funding source may have questions, measures, and tasks specific to each application. If your project is eligible for multiple funding sources you will need to complete all questions, measures, and tasks specific to each funding source.

### **RESOURCES**

Download the files, by fund type as needed, to complete this application below.

- [General Application Instructions 2024](#)
- [Bremerton CDBG Job Training Application Instructions & Docs \(.zip\)](#)
- [Community Investments \(CIAH\) Application Instructions & Docs \(.zip\)](#)
- [Homeless Housing and Services Application Instructions & Docs \(.zip\)](#)
- [MHCDTC Treatment Sales Tax Application Instructions & Docs \(.zip\)](#)
- [KC & Bremerton CDBG Microenterprise Application Instructions & Docs \(.zip\)](#)

APPLY

Opens

Apr 27 2023 12:00 AM (PDT)

Deadline

Jul 27 2023 12:01 PM (PDT)

# Part 2 – Services Application 2024

Megadodo Publications

Manage organization

## Services Application 2024 \* Test\*

Complete this application for each Services project for which you are 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 Microenterprise
- City of Bremerton CDBG Job Training
- Mental Health, Chemical Dependency, and Therapeutic Courts 1/10th Treatment Sales Tax (MHCDTC)
- Homeless Housing & Services (HHGP/AHGP)
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- [Homeless Housing and Services Application Instructions & Docs \(.zip\)](#)
- [MHCDTC Treatment Sales Tax Application Instructions & Docs \(.zip\)](#)
- [KC & Bremerton CDBG Microenterprise Application Instructions & Docs \(.zip\)](#)

APPLY

Opens

Apr 27 2023 12:00 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

✕

## Name your application

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

75 characters maximum

CANCEL

CREATE APPLICATION

# Services Application Dashboard

The screenshot displays the 'Services Application Dashboard' for 'Megadodo Publications'. At the top left, the organization name 'Megadodo Publications' is shown with a logo, and at the top right, there is a 'Manage organization' link. The main content area is divided into several sections. On the left, a task progress indicator shows '0 of 1 tasks complete' with a progress bar. Below this, it states 'Last edited: Jun 23 2023 01:40 PM (PDT)' and provides 'REVIEW' and 'SUBMIT' buttons. A 'Deadline: Jul 27 2023 12:01 PM (PDT)' is also listed. Below the task progress, there is a section for 'Megadodo Publications' team management, showing a member 'Douglas2 Adams2' with a 'View & edit' link and a prominent green 'Add Member or Team' button. On the right, the application details for 'Services Application 2024 \* T...' are shown, including the title 'MDNLC - Housing and Treatment Services', the organization name, and the ID 'SERV24--0000000075'. There are 'Preview' and menu options for this application. Below the application details, a 'Your tasks' section lists 'Pre-Application Identified Funding Sources' with a document icon and a circular progress indicator. Two blue callout boxes with arrows point to specific elements: one points to the 'Add Member or Team' button, and the other points to the 'Pre-Application Identified Funding Sources' link.

You can add members you created from the primary account here to collaborate on the application

Task #1 – Select this link to select the funding sources the project was identified as eligible to apply for during the pre-application appointment

# Pre-Application Identified Funding Sources

Services Application 2024 \* Test\*

**MDNLC - Housing and Treatment Services**

ID: SERV24--0000000075

Pre-Application Identified Funding Sources

0 of 1 tasks complete

Last edited: Jun 23 2023 01:40 PM (PDT)

REVIEW SUBMIT

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

Pre-Application Identified Funding Sources

Form for "Pre-Application Identified Funding Sources" Draft saved

Select the Funding Source identified for this project during the pre-application process

Select the Funding Sources Identified for this project during the Pre-Application Process

- Kitsap County & City of Bremerton CDBG Microenterprise
- City of Bremerton CDBG Job Training
- Mental Health, Chemical Dependency, and Therapeutic Courts 1/1 (MHCDTC)
- Homeless Housing & Services (HHGP/AHGP)
- Community Investments in Affordable Housing (CIAH)

Next "Mark as Complete"

MARK AS COMPLETE

Select each fund type identified as eligible as noted in your Pre-Application follow-up email. Select all funding types that apply to the project.

This step will create the required tasks to complete.

# Additional Tasks Created

Services Application 2024 \* Test\*

**MDNLC - Housing and Treatment Services**

ID: SERV24--000000075

- Pre-Application Identified Funding Sources
- Program Narrative 2024
- Need and Population 2024
- Financial Information 2024
- 1/10th of 1% for MH Eligibility Requirements
- Performance Measures Worksheet

1 of 8 tasks complete

Last edited: Jun 23 2023 01:48 PM (PDT)

Pre-Application Identified Funding Sources  
Completed Jun 23 2023 01:48 PM (PDT)

**Form for "Pre-Application Identified Funding Sources"**

Select the Funding Source identified for this project during the pre-application process

**Select the Funding Sources Identified for this project during the Pre-Application Process**

Responses Selected:

Mental Health, Chemical Dependency, and Therapeutic Courts 1/10th Treatment

After Marking this Pre-Application Identified Funding Sources task as complete, the required tasks for each fund sources will be populated in the application panel on the left

Every task must be completed before your Part 2 Application can be submitted



# Instructions, Forms, and Worksheets

[← Back to application](#)

Services Application 2024 \* Test\*  
**MDNLC - Housing and Treatment Services**  
ID: SERV24--0000000075

- ✓ Pre-Application Identified Funding Sources
- Program Narrative 2024 >
- Need and Population 2024
- Financial Information 2024
- 1/10th of 1% for MH Eligibility Requirements
- Performance Measures

○ Program Narrative 2024

## Program Description 2024

This application is for **SERVICES** applications

### PROGRAM DESCRIPTION

#### RESOURCES

Download the files, by fund type as needed, to

- [General Application Instructions 2024](#)
- [Bremerton CDBG Job Training Application In](#)
- [Community Investments \(CIAH\) Application](#)
- [Homeless Housing and Services Application](#)
- [MHCDTC Treatment Sales Tax Application In](#)
- [KC & Bremerton CDBG Microenterprise Appli](#)

You can find all of the instructions and forms needed in the “Program Description” task at the top of the page

Links to forms and references will also be linked within the questions as needed.

# Application Dashboard

The Application Dashboard will display:

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

The screenshot displays the Application Dashboard for 'Services Application 2024 \* ...'. It features a progress bar indicating '1 of 8 tasks complete' and a 'Last edited' timestamp of 'Jun 23 2023 02:46 PM (PDT)'. Below the progress bar are 'REVIEW' and 'SUBMIT' buttons. A 'Deadline' of 'Jul 27 2023 12:01 PM (PDT)' is also shown. The user profile for 'Megadodo Publications' is visible, along with the user 'Douglas2 Adams2' (kitsaphousingandho...). The 'Your tasks' section lists three items: 'Pre-Application Identified Funding Sources' (completed), 'Program Narrative 2024' (started), and 'Need and Population 2024' (not started).

1 of 8 tasks complete

Last edited: Jun 23 2023 02:46 PM (PDT)

REVIEW SUBMIT

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

Megadodo Publications

Douglas2 Adams2  
kitsaphousingandho...  
View & edit

Services Application 2024 \* ... Preview

MDNLC - Housing and Treatment Services

Megadodo Publications ID: SERV24--0000000075

APPLICATION ACTIVITY

Your tasks

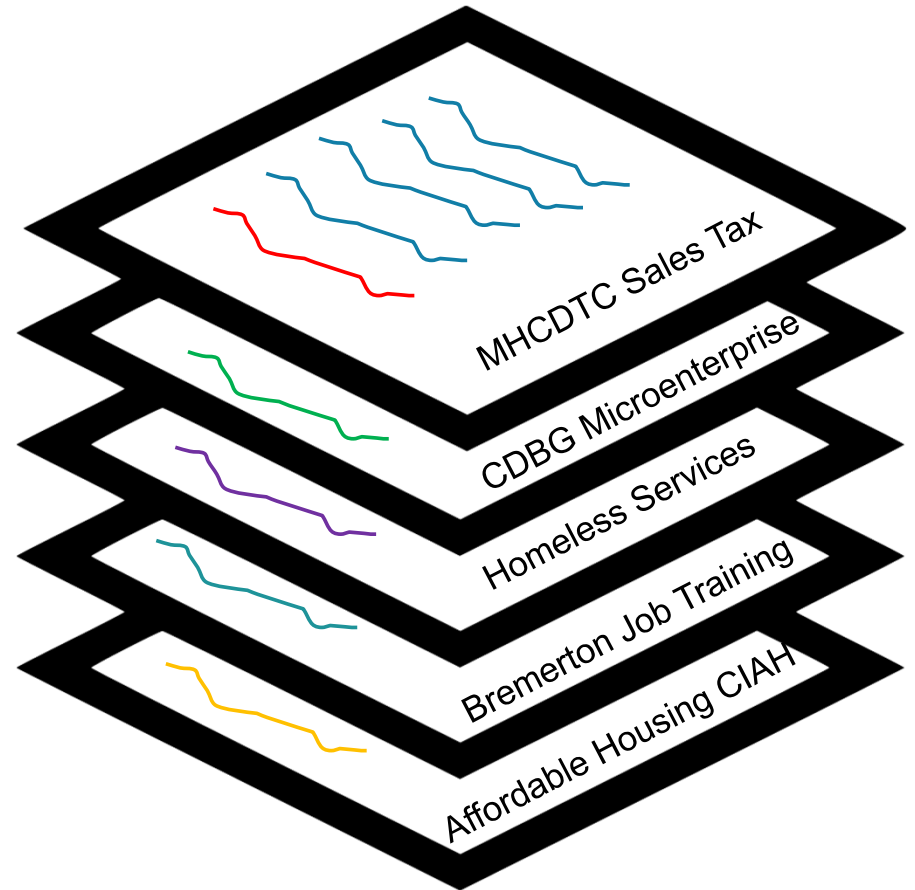
- ✓ Pre-Application Identified Funding Sources  
Completed on: Jun 23 2023 02:45 PM (PDT)
- ◐ Program Narrative 2024  
Last edited: Jun 23 2023 02:46 PM (PDT)
- Need and Population 2024

# If Applying for Multiple Funding Sources

If the project has been identified as eligible for multiple funding sources, the completed application will be submitted simultaneously to each funding source reviewer staff and committee/board.

**MOST** questions in the Program Narrative, Need and Population, and Financial Information tasks are common questions which will be answered one time.

Each fund source **MAY** have some specific questions, tasks, or Performance Measures that are *unique to that fund source*. The Application will combine these common questions/tasks and fund specific questions/tasks into a single application. Applicants will be conditionally shown questions and tasks relevant to the selected fund sources.



# To Edit a Completed Task

The screenshot shows a web application interface for a "Coordinated Grant Application". The user is logged in as "Shannon Bauman". The application is titled "Services Application 2024 \* Test\*" and "Shannon's Test Project". The ID is "SERV24--0000000070".

The left sidebar shows a list of tasks:

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

A progress bar indicates "2 of 5 tasks complete". The last edited date is "Jun 22 2023 11:53 AM (PDT)". There are "REVIEW" and "SUBMIT" buttons. A deadline is listed as "Jul 27 2023 10:01 PM (PDT)".

The main content area shows the "Program Narrative 2024" task, which is completed on "Jun 22 2023". The task title is "Program Description 2024". The description states: "This application is for SERVICES applications".

The "PROGRAM DESCRIPTION" section includes a "RESOURCES" section with the following links:

- General Application Instructions 2024
- Bremerton CDBG Job Training Application Instructions & Docs (.zip)
- Community Investments (CIAH) Application Instructions & Docs (.zip)
- Homeless Housing and Services Application Instructions & Docs (.zip)
- MHCDTC Treatment Sales Tax Application Instructions & Docs (.zip)
- KC & Bremerton CDBG Microenterprise Application Instructions & Docs (.zip)

The "Agency Name" field is filled with "Shannon's Test". The "Program Name" field is filled with "Services Test".

The "Total Amount of Funds Requested for 1 Program Year" section is currently empty, with a prompt: "Enter the amount of funds you are requesting for this program from this grant process."

A blue callout box with the text "Choose the task you want to edit and then click here to select Edit from the pop-up menu" points to a three-dot menu icon next to the "Program Narrative 2024" task. A blue arrow points from this menu to a pop-up menu that contains the options "Download", "Reset", and "Edit".

# Part 2 – Project Information Tasks

## 4. Services Budget and Financing Worksheet

- In the Sources of Financing worksheet input your request from ALL CGAP funding sources to which you are applying and input other funding sources information for your shelter from Federal, State, Other Local (excluding funding from this request), Applicant, Private Sources, and In-Kind.

The Project Request Amount

2024 Sources of Financing Worksheet					
Organization Name:	Megadod				
Program:	Housing a				
Funding Source	Committed	Condition	Tentative	TOTAL	
<b>2024 CGAP Services Grant Request</b>					
Total CGAP Requested Funds (CDBG, HOME, AHGP/HHGP, MHCDTC, CIAH)			125,000	\$ 125,000	
<b>Total Requested Funds</b>			<b>\$ 125,000</b>	<b>\$ 125,000</b>	
<b>Federal</b>					
				\$ -	
				\$ -	
				\$ -	
				\$ -	
<b>Total Federal</b>		\$ -	\$ -	\$ -	
<b>State</b>					
Dept of Commerce	210,000			\$ 210,000	
DSHS Contract	65,000			\$ 65,000	
				\$ -	
				\$ -	
				\$ -	
<b>Total State</b>	<b>\$ 275,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,000</b>	
	100%				

Other Funding for the Project

# Part 2 – Project Information Tasks

## 4. Services Budget and Financing Worksheet

- In the Total Program Budget worksheet, complete the budget worksheet to describe how funding from this CGAP process will be budgeted to support the program, and how Other funding sources will also be used to operate the program.

**4 Total Services Program Budget**

Project Name: Megadodo Services  
 Program: Housing and Case Management

	Total CGAP Requested Funds	%	Total Other Funds	%	Total
	(CGAP, HOME, AHGP/HHGP, HUDTC, CIAH)		(Federal, State, Local, Applicant, Private)		
<b>Sources of Financing Totals</b>	\$ 125,000	31%	\$ 275,000		\$ 400,000
Enter the estimated costs associated with your project/program from CGAP Sources and from Other Funds					
<b>Personnel</b>					
Managers and Staff (program related)	\$ 65,000	16%	\$ 85,000	21%	\$ 150,000 38%
Fringe Benefits	\$ 10,000	3%	\$ 30,000	8%	\$ 40,000 10%
<b>SUBTOTAL</b>	\$ 75,000	19%	\$ 115,000	29%	\$ 190,000 48%
<b>Supplies &amp; Equipment</b>					
Equipment		0%	\$ 3,000	1%	\$ 3,000 1%
Office Supplies	\$ 1,500	0%	\$ 2,500	1%	\$ 4,000 1%
Other (describe):					\$ -
<b>SUBTOTAL</b>	\$ 1,500	0%	\$ 5,500	1%	\$ 7,000 2%
<b>Administration</b>					
Advertising/Marketing		0%	\$ 700	0%	\$ 700 0%
Audit/Accounting	\$ 500	0%	\$ 900	0%	\$ 1,400 0%
Communication	\$ 650	0%	\$ 650	0%	\$ 1,300 0%
Fees and Taxes					\$ -
Indirect Administrative Expenses					\$ -
Insurance/Bonds					\$ -
Legal Services					\$ -
Training					\$ -
Travel/Transportation					\$ -
<b>Other (describe):</b>	\$ 650	0%	\$ 700	0%	\$ 1,350 0%
<b>SUBTOTAL</b>	\$ 1,800	0%	\$ 2,950	1%	\$ 4,750 1%

**The Project Request Amount** (points to \$125,000)

**Other Funding for the Project** (points to \$275,000)

# Submitting a Completed Application

Once you have completed all the tasks for your application you will see green check marks. When all tasks have been completed the SUBMIT button will turn green and allow you to submit your application. You will receive an email from the system.

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

The screenshot displays a web application interface for a services application. On the left, a progress bar indicates '6 of 6 tasks complete'. Below the progress bar, it shows 'Last edited: Jun 23 2023 03:52 PM (PDT)'. There are two buttons: 'REVIEW' (grey) and 'SUBMIT' (green). Below these buttons, it shows 'Deadline: Jul 27 2023 12:01 PM (PDT)'. The user profile for 'Megadodo Publishing' is shown, with the name 'Douglas Adams', email 'doug@megadodo.com', and a 'View & edit' link. A green button labeled 'Add Member or Team' is at the bottom of the profile section.

On the right, the application title is 'Services Application 2024 \* Test\*'. Below the title, it shows 'MDNLC - Housing and Treatment Services' and 'Megadodo Publications ID: SERV24--0000000072'. There are two tabs: 'APPLICATION' (selected) and 'ACTIVITY'. Below the tabs, a section titled 'Your tasks' lists six completed tasks, each with a green checkmark and a right-pointing arrow:

- Pre-Application Identified Funding Sources (Completed on: Jun 22 2023 03:51 PM (PDT))
- Program Narrative 2024 (Completed on: Jun 22 2023 03:52 PM (PDT))
- Need and Population 2024 (Completed on: Jun 22 2023 03:53 PM (PDT))
- Financial Information 2024 (Completed on: Jun 22 2023 03:53 PM (PDT))
- Performance Measures Worksheet (Completed on: Jun 22 2023 03:54 PM (PDT))
- Homeless Services Program Performance Measures (Completed on: Jun 22 2023 03:55 PM (PDT))

# COMPLETE Applications Must Include

## PART 1 – ORGANIZATIONAL INFORMATION 2024

## PART 2 – SERVICES APPLICATION 2024

All Applications ▾

Services Application 2024 \* Test\*

**MDNLC - Housing and treatment ...**

SERV24--0000000072

Megadodo Publishing

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STATUS: In Eligibility and Risk Assessme...

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✓ SUBMITTED

VIEW

Submitted on: Jun 23 2023 03:52 PM (PDT)

Organization Information 2024

**Megadodo Services**

ORG-INFO24-0000000018

Megadodo Publishing

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

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✓ SUBMITTED

VIEW

Submitted on: Jun 23 2023 03:54 PM (PDT)

Part 2 – Services Application 2024 \*Complete\*

For each Services project

Part 1 – Organizational Information 2024 \*Complete\*



## 5 TIPS FOR A GREAT APPLICATION

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


# Application Assistance

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# 2024 Coordinated Grant Application

If you need assistance...

## **Technical Assistance: Survey Monkey Apply**

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

## **Application Assistance: Coordinated Grant Staff**

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

# Review and Awards Process

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# 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

The committee reviewing your application, and the review process, will vary depending on the funding source for your project.

## Homeless Housing and Services (HHGP/AHGP) Funding:

- In person interviews with the GRC will take place on the 4<sup>th</sup> Floor WSU Classroom at the Norm Dicks Government Center in Bremerton.
- Interviews will be scheduled Sept. 5-7
- Services interviews 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.
- After all interviews have concluded, the GRC discusses projects & recommends project funding.

# Review and Award Process

## MHCDTC Funding:

- A virtual Question and Answer Session with the Citizen Advisory Committee (CAC) will be held with new applicants and those new last year
- Online submission of responses to CAC questions are due Sept. 15 by 3pm
- Q & A Sessions will be scheduled Sept. 18-22
- Q & A Sessions are 20 minutes
- The schedule will be emailed in August
- After the Q & A Sessions have concluded, the CAC discusses projects & recommends project funding.

# Review and Award Process

## Kitsap County and City of Bremerton CDBG Funding (Microenterprise and Job Training):

- Kitsap County: In person interviews with the Capital GRC will take place on the 4<sup>th</sup> 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
- Interviews for ED Microenterprise and Job Training 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

## Recommendations

- Review committees discuss projects & recommend project funding after all the interviews or Q & A Sessions have concluded.
- Funding recommendations for HHGP/AHGP and CDBG are posted Sept. 15<sup>th</sup> for a 30-day public comment period.
- MHCDTC Community Advisory Committee approves funding recommendations Oct. 17<sup>th</sup>.
- Recommendations for Kitsap County funds 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 public hearing and approval Nov. 1.

# Assistance

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# Getting Help

- Virginia McCaslin  
Kitsap County HHGP/AHGP Programs  
[vmccaslin@kitsap.gov](mailto:vmccaslin@kitsap.gov)
- Cory Derenburger  
Kitsap County HHGP/AHGP Programs  
[cderenbu@kitsap.gov](mailto:cderenbu@kitsap.gov)
- Hannah Shockley  
Kitsap County MHCDTC Program  
[hshockle@kitsap.gov](mailto:hshockle@kitsap.gov)
- Joel Warren  
Kitsap County CIAH Program  
[jwarren@kitsap.gov](mailto:jwarren@kitsap.gov)
- Bonnie Tufts  
Kitsap County CDBG/HOME Programs  
[btufts@kitsap.gov](mailto:btufts@kitsap.gov)
- Shannon Bauman  
Kitsap County CDBG/HOME Programs  
[sbauman@kitsap.gov](mailto:sbauman@kitsap.gov)
- Sarah Lynam  
City of Bremerton CDBG  
[Sarah.Lynam@ci.bremerton.wa.us](mailto: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