

General Instructions

Kitsap County & City of Bremerton Applications 2024

General Application Instructions

The Application has two parts, and you must complete both application types. The Organization Information Application is designed to collect information pertaining to your entire organization. The project application types are designed to collect project specific information. The two applications must be submitted by the application due date for your application to be considered complete. You may submit more than one project application throughout the Coordinated Grant Application cycle, but the Organization Application only needs to be submitted one time.



Outlined below is general information to get you started, including screen shots to help you navigate through the screens. Note, inside SurveyMonkey, application types are referred to as Programs until an agency starts the process and names them, then it is called an application.

Step 1: All applications are accessed through SurveyMonkey Apply. Go to: <https://apply-kitsap.smapply.io>

To sign in from the main page go to the top right side of the screen and click on the Log In. If you are a new user, click on Register to become a registered user.

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, 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>.

Getting Started

Step 2: On the next screen you will enter the organization name and EIN number for the applicant agency. The organization must be registered, then members are added under the organization. Individuals are not eligible to submit applications.

Coordinated Grant Application Kitsap CGA

Organization name

Address (optional)

City (optional) Country (optional)

Tax country Tax number

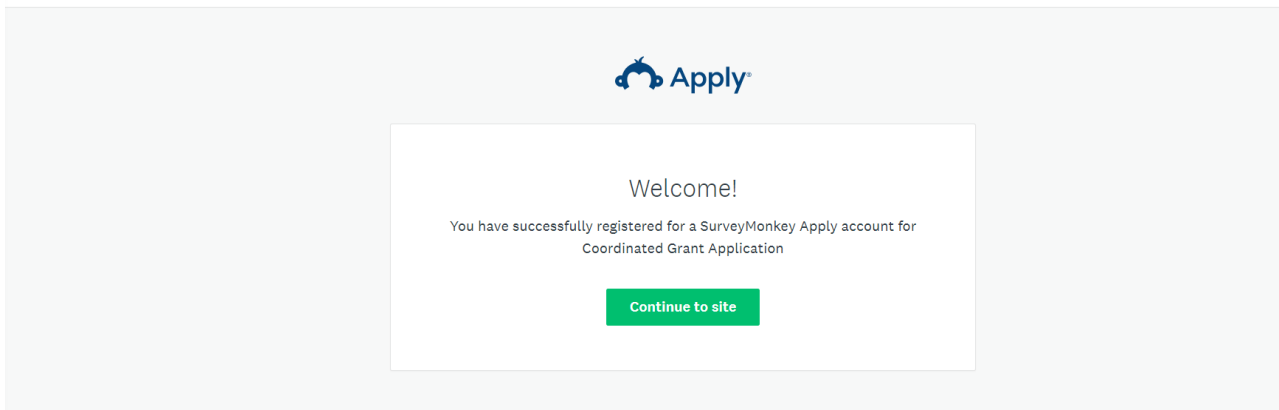
Organization phone number (optional) Organization email (optional)

Website (optional)

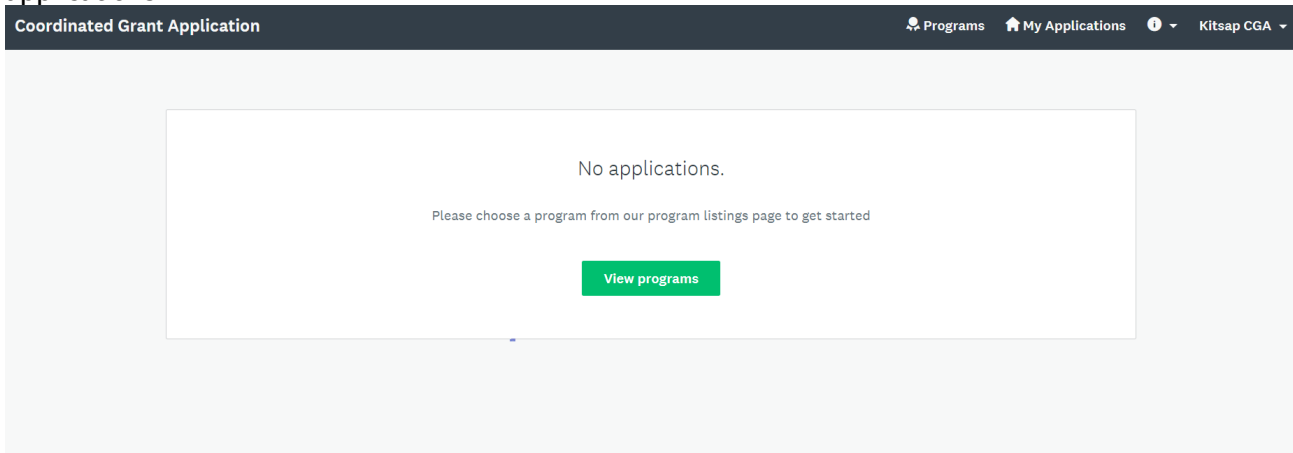
[CONTINUE](#)

Step 3: On the next screen you will get a message indicating you have registered and can continue on to start an application.

[Return to Coordinated Grant Application](#)



Step 4: On the next screen select the green View programs button to see the Programs accepting applications.



Step 5: Once you click on **View programs**, the next screen will show the Programs currently open and accepting applications. If this is the first time you have applied during the 2024 Coordinated Grant cycle you must complete the *Organization Information 2024* application as well as any project applications. Go to Step 6 for instructions. If you have completed the *Organization Information 2024* application previously, you may skip to Step 10. If you have updated information for a previously submitted *Organization Information 2022* application, you can edit the existing application.

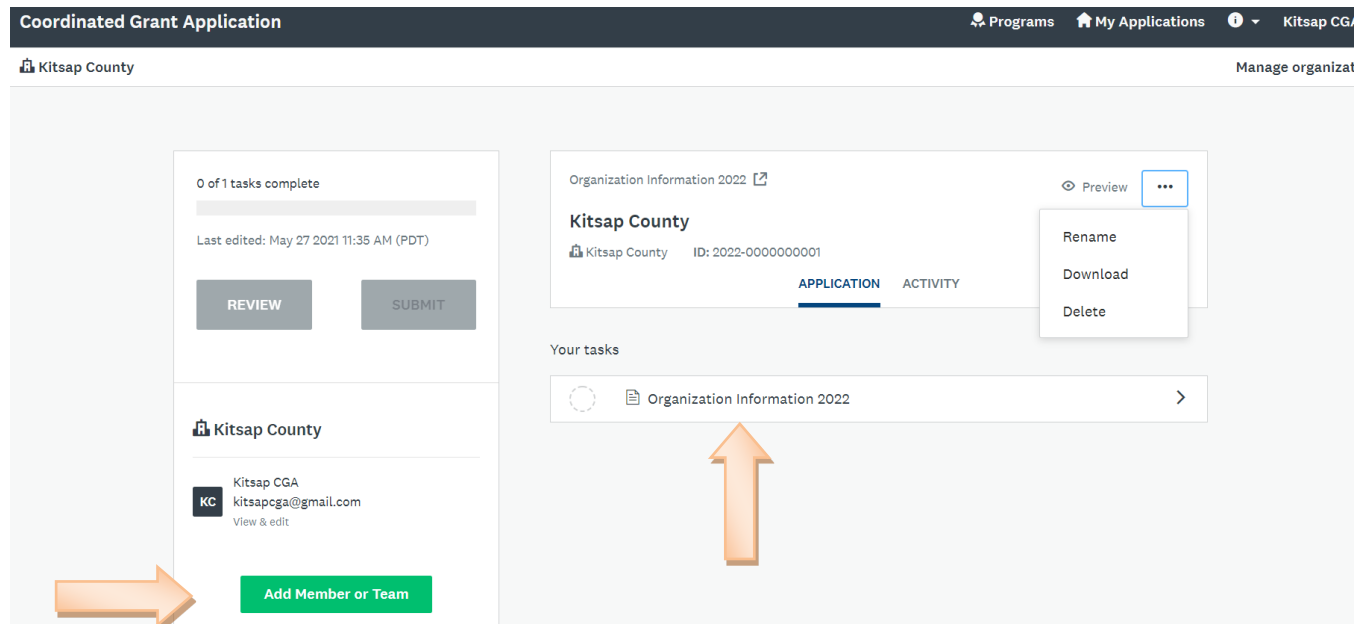
Step 6: The first application type you need to complete is *Organization Information 2024*. In the screenshot example below, there are two programs accepting applications. When you click on the **More** button inside the *Organization Information 2022* box, it will take you to the screen where you can start the application by clicking on the Apply button.

The screenshot shows the 'Coordinated Grant Application' interface for 'Kitsap Housing & Homelessness'. The header includes 'Coordinated Grant Application', 'Programs', 'My Applications', and 'Your Name Here'. The main content area is titled 'Programs' and features a search bar and view toggle icons. Two program cards are displayed: 'Organization Information 2024' (accepting applications from Apr 26 2023 12:01 AM (PDT) to Jul 27 2023 12:01 PM (PDT)) and 'Services Application 2024' (accepting applications from Jun 29 2023 11:59 AM (PDT) to Jul 27 2023 12:01 PM (PDT)). Both cards have a green 'MORE >' button. A blue callout bubble points to the view toggle icons with the text 'Click here to change the view'. Another blue callout bubble points to the 'MORE >' button with the text 'Click "More"'.

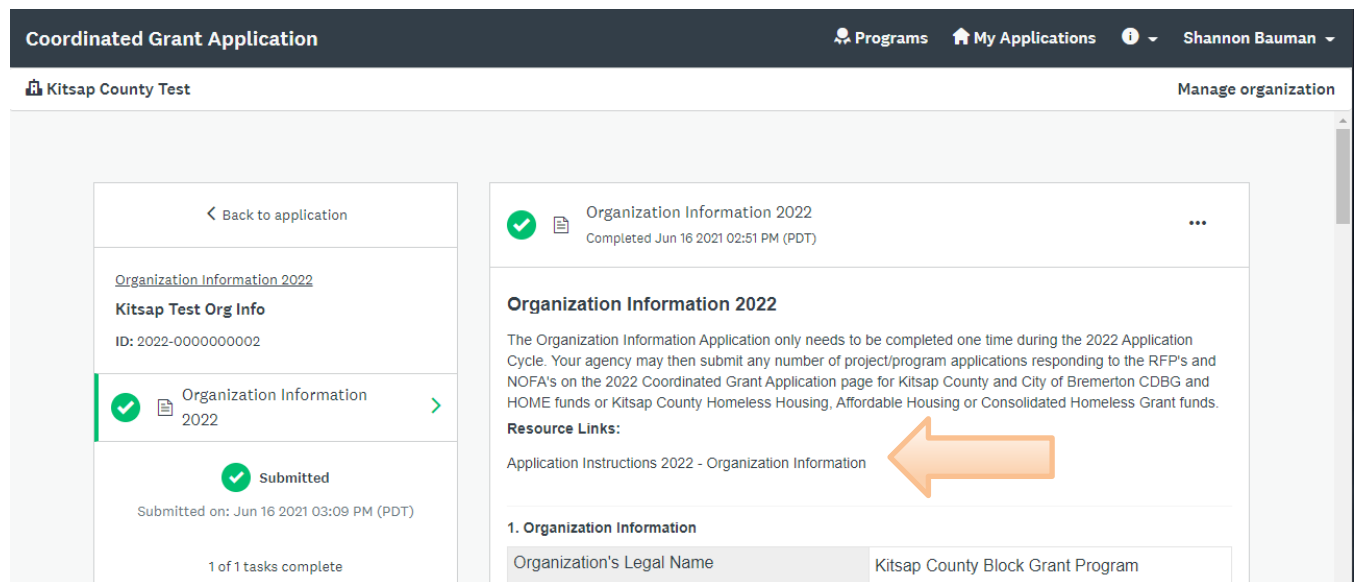
Step 7: Click on Apply. A popup window will appear asking you to name your application. **Use your agency name for this Organizational Information 2024 application.** Once you name the application, the next screen is where you will start filling out application.

The screenshot shows the 'Coordinated Grant Application' interface for 'Kitsap County'. The header includes 'Coordinated Grant Application', 'Programs', 'My Applications', and 'Kitsap CGA'. The main content area is titled 'Organization Information 2022'. The card displays a 'See my application' button and a green 'APPLY' button. Below the 'APPLY' button, it says 'Opens May 27 2021 11:00 AM (PDT)'.

Step 8: The next screen will show you the application you just named as a Task. Once you have completed a task it will show the date it was completed. To begin working on your application click the link under Your Tasks (i.e. *Organization Information 2024*), 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 (see screenshot above).



To access the instructions for the Organization Information application once inside the application screen, click on the link under **Resource Links**. Instructions are also available on the Kitsap County Coordinated Grant Webpage and the City of Bremerton CDBG Webpage.



1. As you move through the application you will see information is collected in several ways including:
 - a. **Text boxes** – text boxes are provided for information you will enter directly. Simply click in the box and begin typing. Please be aware of the word limits. You will receive an error

message if you exceed the word limit. It will be easier to type narrative in MSWord and cut and paste it into the text boxes. This will allow you to track your word counts and spell check.



- b. **Downloadable forms** – Forms provided for download are in MS Word or Excel. For questions that say download the form, hover with your cursor over the name of the form and click on the link. A small dialog box will open, click **Open file** and save the form to your computer. Enter the required information and save using the following file name convention: **(agency acronym) (document name)**
 - **Example: KCBoardMembers.docx** would be the name for the Board Members form completed and submitted by Kitsap County.
 - When you are ready to upload click the **Upload a file** button on the screen, browse your computer to find your file and upload it to your application.
 - c. **Uploading documents** – Documents which your agency creates (i.e. not on a Downloaded form) should be in one of the following file types:
 - PDF or Microsoft Office 2007 and newer (.docx,.xlsx)
 - Microsoft Office 2005 and older - supported but not recommended (.doc,.xls)
 - Uploaded documents must follow the same file name convention as explained above under downloadable forms: **(agency acronym) (document name)** Please keep your document name as short as possible. The system will automatically add a unique number to the document to link it to your specific application.
 - You must create a single file to upload for each question.
2. You may also find certain questions are not applicable to your type of project or your type of agency. Follow the instructions, answer the main question then based on your answer you may be instructed to skip the follow-up and move to the next question.
 3. As you move through the application you will be able to **Save & Continue Editing** which will save your work and leave you on the same page; or click **Next** or **Previous** to move to a different page. If there is missing information, it will alert you and you must fill in the information before proceeding. You are at the end of the task when you see a button to **Mark as Complete**.

Step 9: If you click **Mark as Complete** you will be sent back to your Dashboard. You can still View, Edit or Delete the task. To edit, click on the ellipsis and select Edit. When you are ready you can click **Submit**. Your application will remain open for editing until the application submission date. Make sure to download and save a copy of your application. Click on the ellipsis and select the **Download** to save a copy on your computer.

The screenshot shows the 'Coordinated Grant Application' interface. At the top, there is a navigation bar with 'Programs', 'My Applications', and a user profile for 'Shannon Bauman'. Below this, the 'Kitsap County Test' organization is selected. The main content area is divided into two panels. The left panel shows '1 of 1 tasks complete' with a progress bar and a 'Last edited: Jun 16 2021 02:51 PM (PDT)' timestamp. It contains 'REVIEW' and 'SUBMIT' buttons. The right panel displays 'Organization Information 2022' for 'Kitsap Test Org Info' with ID '2022-0000000002'. It has tabs for 'APPLICATION' and 'ACTIVITY'. A dropdown menu is open, showing options: 'Preview', 'Rename', 'Download', and 'Delete'. An orange arrow points to the 'Download' option. Below this, a 'Your tasks' section shows a completed task 'Organization Information 2022' with a green checkmark and completion time 'Jun 16 2021 02:51 PM (PDT)'.

You will also see links at the top of your screen: **Programs, My Applications, Help** , **Your Account, and Managing your Organization.**



- ① **Coordinated Grant Application and Applicant Agency:** In the top left corner of the screen, you will see Coordinated Grant Application and just below that will be the name of your applicant agency.
- ② **To Manage Information about your Agency:** To edit organization information click on Manage organization in the upper right of your screen. This will allow you to edit the agency profile, members, and teams. Additional information on Members and Teams can be found in the sites FAQ, found by clicking on the information button  in the upper right corner.
 - **Profile:** This will bring up a screen allowing you to edit the agency name, address, EIN-number, phone number, and email, as well as the primary administrator for the organization.
 - **Members:** This will show a list of the members assigned to the organization applications. There are 3 different member roles.
 - Primary Administrator – This is the primary contact for the organization. They create the organization on the site and has full administrative control over the organization’s members and applications.
 - Administrator’s - Also have control over member’s and the applications but can only edit and remove non-administrative members or inactive administrators.
 - Non-Administrative Members - Can edit applications on behalf of the organization but cannot edit members or manage the organization’s profile. They also cannot create or submit applications for the organization.
 - **Teams:** You can create teams to help you organize your agency’s members. A list of all teams created will show up here. You can also edit or add teams.
- ③ **To See Available Program Applications:** Click on **Programs** in the upper right of your screen. This will bring up all the Program Applications that are open. If you have started any applications, you can click on “**See My Application**” and it will take you to that application. If you have not started an application under a Program, click on the green **More** button to be taken to the screen to apply.
- ④ **To See Applications started by your Agency:** Click on the **My Applications** button at the top right of your screen.
- ⑤ **To Get Help:** Click on  dropdown at the top right of the page.
- ⑥ **To Change your Account Settings and Logout:** Click on your name in the upper right corner.

Step 10: Once you have submitted an *Organization Information 2024* Application you will need to click on **Programs** in the upper right part of the screen to create the project application. Here you will select an application type from open programs. You should select one of the following options:

For Services Applications - Part 2

- Bremerton CDBG Job Training
- Community Investments (CIAH)
- Homeless Housing and Services
- MHCDTC Treatment Sales Tax
- KC & Bremerton CDBG Microenterprise

For Capital Applications - Part 2

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

For Shelter Operations - Part 2

- Shelter Operations 2024

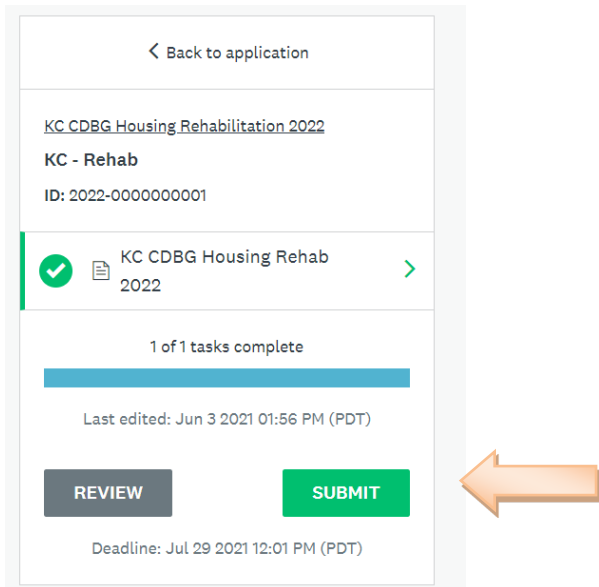
IMPORTANT: To name the project application you must enter your agency name or acronym FIRST and then the project name, then click on the Apply button.

Links to the instruction are available at the beginning of the application under Project Information Resource Links as shown in the screen shot below.

The screenshot displays the 'Coordinated Grant Application' interface. At the top, there is a navigation bar with 'Programs', 'My Applications', and a user profile for 'Shannon Bauman'. Below this, the user is identified as 'Kitsap County Test' with a 'Manage organization' link. The main content area is split into two panels. The left panel shows a sidebar with a 'Back to application' link, the application title 'HOME - Homeowner 2022', a sub-title 'KC Test Homeowner App', and an ID '2022-0000000001'. It also features a progress indicator '0 of 1 tasks complete', a 'Last edited' timestamp, and 'REVIEW' and 'SUBMIT' buttons. The right panel displays 'HOME Homeowner 2022 Project Information' with a 0% progress bar. It lists activities: 'Acquisition with or without rehabilitation of existing homeowner housing;', 'Homebuyer assistance;', and 'Construction of new homeowner units.'. Below this is a 'PROJECT INFORMATION' section with 'Resource Links' including 'Application Instructions 2022 - HOME Homebuyer' and '2021 HUD Income Limits'. An orange arrow points to the 'Application Instructions 2022 - HOME Homebuyer' link.

Once you have started your application you will complete it in the same manner as the Organization Information application. Make sure to hit Submit before the application deadline. You should also download a copy of the application for your records.

Step 11: Once you have completed your second application, click on **My Applications** at the top of the screen to view your submissions. You should see all applications, the status and if they have been submitted. Completed, does not mean submitted. If it does not say Submitted, you will need to click on the application and then on the click the Submit button.



- **To Edit an existing application:** On the My Applications page you will see all applications your agency has created. To edit an application that has been submitted, click on **View** button. This will take you to the application, then click on the ellipsis and select edit. Once inside your application scroll down to the question you would like to update. After you have completed your edits, you will need to click on **Mark as Complete** again. To edit an application that has not been submitted, click on the **Continue** button. This will take you to your application. Once you have made edits click on **Save & Continue**, or when completed click on Mark as Complete. You will need to hit **Submit** if the application has not been submitted.

Frequently Asked Questions

1. **What if I want to save what I have done and come back later?** You can click on the Save & Continue button at the bottom of the page. You can sign out and when you log back into your application your changes will have been saved.
2. **Can I go back into my application and correct something after I have hit the Submit button?** Yes, up until the deadline you will be able to make changes. Log back into your application, make the necessary changes, and click on the Mark as Complete button.
3. **What if I have technical difficulties?** If you experience technical problems with the site, click on the Help link and select the appropriate assistance from the pop-up menu.
 - For clarification about an application question or forms you may contact any of the following staff members:

Kitsap County Applications CDBG, HOME, and HOME-ARP

Bonnie Tufts at btufts@kitsap.gov

Shannon Bauman at sbauman@kitsap.gov

City of Bremerton Applications CDBG

Sarah Lynam at sarah.lynam@ci.bremerton.wa.us

Kitsap County Applications AHGP, HHGP, CHG

Virginia McCaslin at vmccaslin@kitsap.gov

Cory Derenburger at cderenbu@kitsap.gov

Kitsap County 1/10th of 1% for Mental Health Sales Tax (MHCDC)

Hannah Shockley at hshockle@kitsap.gov

Community Investments in Affordable Housing

Joel Warren at jwarren@kitsap.gov