



Kitsap Eviction Prevention Assistance



July 2022 By and For
Community Organizations
Funding Opportunity

5/20/2022

10a – 11:30a

(via Zoom)





Kitsap Eviction Prevention Assistance



Welcome!

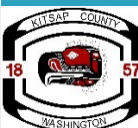




Kitsap Eviction Prevention Assistance



1. Overview and Timeline
2. Eligible Applicants
3. What's the Same?
4. What's New?
5. Eligible Activities
6. Application Access and Submission
7. Evaluation of Applications
8. Awards
9. Q & A
10. Contact Information





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Overview and Timeline

Two Goals: Eviction prevention and equity

Seeking: “By and For” community organizations to provide:

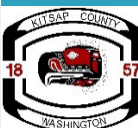
KEPA outreach, education, and assistance submitting applications through Kitsap Community Resources (KCR).

- *Rental assistance and utility assistance distribution to be performed by KCR.*

Recipients: Multiple recipients

Projected amount of funds available: \$279,149.00

Term: July 1, 2022 through December 31, 2022



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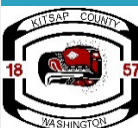


Overview and Timeline

The following is the County's best estimate of the schedule of events*. The schedule is subject to change as deemed necessary by the County.

Monday	5/16/22	July 2022 By and For Community Organizations RFP posted on KEPA website.
Friday	5/20/22	Technical Assistance Training for Applicants: 10:00am - 11:30am Zoom link: https://us06web.zoom.us/j/6702499167
Friday	5/20/22	KEPA By and For Community Organizations Assisting Diverse Populations application available online @ 12:00pm.
Friday – Friday	5/20/22 – 6/3/22	Application period open. Technical assistance available by phone or email
Friday	6/3/22	Proposals DUE by 4:00pm PST: Online Submission Only via http://kcowa.us/kepa-partner
Monday - Thursday	6/6/22 – 6/9/22	Review and Evaluation Process
Friday	6/10/22	Award Notifications
Friday	7/1/22	Contract Term Begins
Saturday	12/31/22	Contract Term Ends

**Note that this is an abbreviated procurement process under Kitsap County's emergency resolution KC-047-2020.*



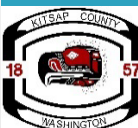


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Eligible Applicants

“By and For Organizations” are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community’s central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+; individuals with disabilities or who are deaf; and Native Americans.” - (Washington State Department of Commerce)





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Eligible Applicants

May be a non-profit, for-profit, church, or other type of organization.

- Must have a Federal Tax Identification Number (TIN).
- Must have a Federal Unique Entity Identifier (UEI).
- Must be in good standing with Washington Secretary of State (if applicable).
- Must serve people living in Kitsap County.
- Must be able to contract with Kitsap County.



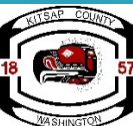


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What's the Same?

- Activity Categories
 - Outreach and Education
 - Application Assistance
- Application Assistance
 - Amount based on past performance
 - No decrease to amount per application

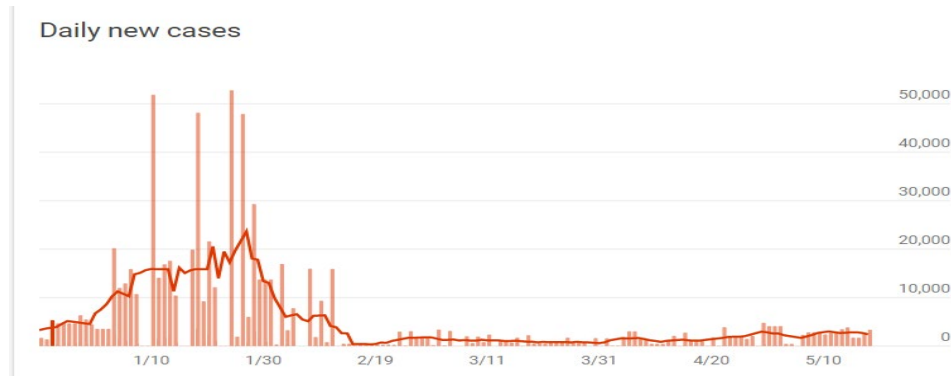


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Why Change?

Shifting toward normal procurement and contracting practices



E-RAP
1.0



T-RAP
1.0



T-RAP
2.0



E-RAP
2.0



Future
Opportunities





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The Change Process

Funding Type	Changes Implemented
E-RAP 1.0	Fast contracting need; low accountability
T-RAP 1.0	More definitions added to proposals
T-RAP 2.0	<u>1st round:</u> Additional detail required in proposals <u>2nd round:</u> Accountability and reporting added
E-RAP 2.0	Limited funding Priority on application assistance Normal level of accountability Routine reporting Calculated based on performance
Future Opportunities	Limited funding Priority on application assistance Normal level of accountability Routine reporting Calculated based on performance



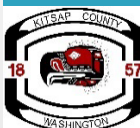


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What's New?

- Based on Feedback Received
 - More information is provided up front
 - More financially stable for small organizations
- Education and Outreach: Maximum award of \$20,000
- Application Assistance
 - Bonus of \$100 for each eligible, confirmed application submitted
 - Focus on eligible applications submitted
- Clear proposal evaluation criteria
- Monthly Reporting
 - Reduces conflicting data, resolve concerns more quickly
 - Transparency with partner organizations
 - Increase knowledge about outreach activities occurring





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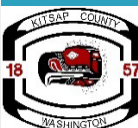
Eligible Activities

Outreach and Education

- Specific activities as a means of advertising the KEPA program
- Purpose of encouraging KEPA applications made through KCR
- Includes: holding events, distributing information at existing events or venues, social media campaigns, email distribution, audio/video advertising
- Maximum \$20,000

Application Assistance

- Includes: Helping tenants fill out KEPA applications or procure required documentation, working with landlords to get paperwork completed, assisting people to complete and submit KEPA applications to KCR.



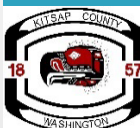


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Application Assistance

- A flat rate, guaranteed monthly amount is calculated based on a rate of \$200 per application.
- An additional \$100 will be paid for each eligible, verified application submitted during the reporting month, up to the total contracted number of applications for the term.
 - To be included on Reimbursement Requests as a separate line item
 - For consideration as a valid submitted application:
 - Must be submitted to KCR
 - Must be submitted during the contract period
 - Must be a new applicant (has not already applied with a different organization or directly to KCR/BHA/HK)
- Awards for application assistance will be based on:
 - Prior recipients: Previous contract performance data
 - New recipients: Proposed number





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Application Access and Submission

- <http://kcowa.us/kepa-partner>
- The application includes:
 - Cognito form responses
 - Excel budget worksheet
- All requested organizational information is required.

**Proposals are due no later than 4:00pm on 6/3/2022
for priority consideration.**

***Proposals submitted after the deadline (but before 8/1/2022) may be considered if additional funding is available. Contracts resulting from late proposals will not be back-dated.*





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Application – Organizational Information

Organizational Information

Using the form fields provided, fill in your organization information.

Organization's Legal Name *

Name of Executive Director or Officer *

(Person authorized to sign the contract)

Name of Contact Person

If same as Director / Officer, you may leave this blank

Director's / Officer's Phone Number *

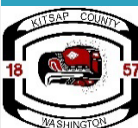
Contact Person's Phone Number

If same as Director / Officer, you may leave this blank

Director's / Officer's Email Address *

Contact Person's Email Address

If same as Director / Officer, you may leave this blank





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Application – Organizational Information

Organization's Mailing Address *

Address Line 1

Address Line 2

City State Zip Code

Is the organization's mailing address the same as the physical address?

Yes No

Enter your Organization's EIN *

Input field for EIN

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity. All organizations recognized by the IRS will have an EIN

Upload a copy of W-9 Request for Taxpayer Identification Number and Certification (Unless it has been provided to Kitsap County within the last year)

Upload or drag files here.

Download a W-9 form from www.irs.gov/FormW9. Complete, sign, scan, and attach a copy of your W-9.

Enter your Organization's UEI *

Input field for UEI

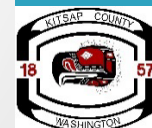
An Unique Entity Identifier (UEI) is now the primary means of identifying entities registered for federal awards government-wide in the System for Award Management (SAM) at sam.gov

Does your organization have liability insurance? *

Input field for liability insurance status

Upload a copy of Liability Insurance

Upload or drag files here.





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Application – Organizational Information

What is your preferred method of receiving reimbursements? *

Mission Statement *

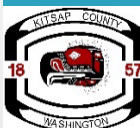
In the text box provided, please answer the following questions:

- What is your organization's Mission Statement?
- What does your organization do to accomplish the mission?
- What populations(s) does your organization serve?

Which population do you serve that will receive this outreach? *

An Eligibility and Risk Assessment will be completed by County staff to evaluate organizational and fiscal capacity along with grant contract performance and eligibility. The Risk Assessment may be waived if a Risk Assessment has been successfully completed in the twelve (12) months prior to the application date.

Has your organization performed a Risk Assessment for Kitsap County's Housing and Homelessness Division in the last twelve (12) months? *





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Application – Eligibility

By and For Organization Eligibility

Washington State Department of Commerce defines "By and For Organizations" as those that are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community's central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.

Is the organization operated by and for the community they serve? *

Is the organizations' primary mission and history serving the specific community they're operated by? *

Is the organization culturally based, directed, and substantially controlled by individuals from the community it serves? *

Does the organization embody the community's central cultural values? *





Kitsap Eviction Prevention Assistance



Application – Activities

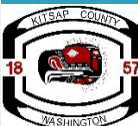
Activities Provided

Organizations may propose to perform one or both of the following activities.

1. **Outreach and Education** – This includes specific activities as a means of advertising the KEPA program with the purpose of encouraging KEPA Applications made through KCR. Activities under this scope may include but are not limited to: holding events, distributing information at existing events or venues, posting on social media, email distributions, and audio/video advertising.
2. **Application Assistance** – This includes helping tenants to fill out KEPA applications or procure required documentation, working with landlords to get paperwork completed, and other activities to assist people completing and submitting KEPA applications to KCR. Funds may be used for staff time, printing KEPA Pre-applications, interpreter services for non-English speakers, assistance completing the KEPA Pre-Application, assistance with tenants' providing documentation (immigration status documentation is NOT required), and/or other activities specified in the proposal and contract to best assist the population that they work with.

Select the activities you would like to contract for below and you will be prompted for more information about the activities your organization will provide and your requested budget. *

- Outreach and Education
- Application Assistance





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Application – Outreach and Education

Select the activities you would like to contract for below and you will be prompted for more information about the activities your organization will provide and your requested budget. *

- Outreach and Education
- Application Assistance

Outreach and Education Proposal and Budget

Please provide information about how you propose to use these funds between 7/1/2022 and 12/31/2022. **Detail regarding the proposed use of the funds is required.** You must be able to demonstrate ability and a plan to provide outreach and/or directly assist households in submitting rental assistance applications and self-certification forms.

Supporting documentation will be required for each outreach activity with the monthly reports.

The maximum award amount for Outreach and Education activities is \$20,000.

Outreach Activities (select all which apply):

- Hosting events
- Distributing information at events/venues
- Social media campaigns
- Email distribution
- Audio/video advertising

Other





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Application – Summary of Outreach Activities

Summary of Outreach Activities:

Describe how your organization plans to perform education and outreach activities. You must be able to demonstrate ability and a plan to provide outreach and/or directly assist households in submitting rental assistance applications and self-certification forms.

Reach *

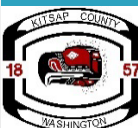
Indicate the number of households you will reach through these activities

Staff *

The proposal must specify how many staff members will be working on KEPA (or what portion of their time) AND what specifically they will be doing to generate KEPA applications.

Summary *

Describe in detail the types of outreach activities that will be performed, the methods of outreach, who will be performing outreach, the households that will be the target population of the outreach, and how these outreach and education methods are expected to lead to households learning about and applying for assistance to the KEPA program.





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Application – Outreach and Education Budget

Budget

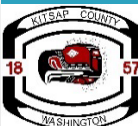
- Proposals shall identify the total costs, fees, and charges and provide a budget which shows how proposed costs are allocated by task, including estimates of staff time if applicable. Payment of costs, fees, and other charges not identified in the award shall be the responsibility of the applicant organization and shall not be reimbursed by the County.
- Download Budget Worksheet [here](#) (zip)

Total Outreach and Education Budget *

Enter the *TOTAL OUTREACH AND EDUCATION BUDGET* amount from the KEPA Outreach Budget Form.xlsx.

Attach your completed KEPA Outreach Budget Form *

or drag files here.





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Application – Excel Budget

Kitsap Eviction Prevention Assistance Program (KEPA)

Outreach Partner Organizations Outreach & Education Budget Form

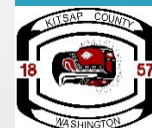
Proposals shall identify the total costs, fees, and charges and provide a budget which shows how proposed costs are allocated by task, including estimates of staff time if applicable. Payment of costs, fees, and other charges not identified in the award shall be the responsibility of the applicant organization and shall not be reimbursed by the County.

Your Outreach Budget should show all costs to operate your outreach & education program (i.e. staff costs, supplies, etc.)

Enter estimated fees or Costs for activities and expenses that will be incurred under each activity type to which your organization will be performing as an outreach and education activity. Each indicated Fees or Costs will require a DESCRIPTION OF EXPENSES. Each activity with indicated costs or fees will require an OUTPUT.

INPUT AND CONDITIONALLY REQUIRED FIELDS WILL BE HIGHLIGHTED IN ORANGE

Enter the estimated costs associated with your outreach activities	Estimated staff hours (if applicable)	Estimated Fees or Costs	Description of Expenses	Output
Hosting events				Briefly list the # of events, event names/dates, and # of anticipated attendees below
Staffing Expenses for all Events		\$ -		
Printing Expenses for all Events		\$ -		
Other Event (Hosting) Expenses (describe)		\$ -		
Other Event (Hosting) Expenses (describe)		\$ -		
Other Event (Hosting) Expenses (describe)		\$ -		
Other Event (Hosting) Expenses (describe)		\$ -		
SUBTOTAL	0	\$ -		



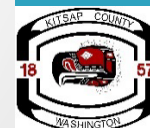


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Application – Excel Budget

Distributing information at existing events/venues			List the # of events and locations/events/venues below
Staffing Expenses for all Events		\$ -	
Printing Expenses for all Events		\$ -	
Other Event (Distribution) Expenses (describe)		\$ -	
Other Event (Distribution) Expenses (describe)			
Other Event (Distribution) Expenses (describe)		\$ -	
Other Event (Distribution) Expenses (describe)		\$ -	
SUBTOTAL	0	\$ -	



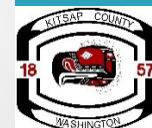


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Application – Excel Budget

				List the estimated <u>total</u> number of posts for <u>each</u> platform used below	
				Total # of posts	Platform URL address for your org's media page(s)
Social media campaigns					
Facebook					
Twitter					
Instagram					
Other platform (please specify)					
Other platform (please specify)					
Staffing Expenses for all Social Media Campaigns		\$ -			
Promotional boosts for all Social Media Campaigns		\$ -			
Other Social Media Expenses (describe)		\$ -			
Other Social Media Expenses (describe)		\$ -			
Other Social Media Expenses (describe)		\$ -			
Other Social Media Expenses (describe)		\$ -			
SUBTOTAL	0	\$ -		0	



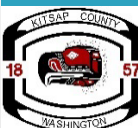


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Application – Excel Budget

Audio/video advertising			List the total # of audio/video ads produced, advertising platform/location
Staffing Expenses for Audio/Video Advertising		\$ -	
Other Audio/Video Advertising Expenses (describe)		\$ -	
Other Audio/Video Advertising Expenses (describe)		\$ -	
Other Audio/Video Advertising Expenses (describe)		\$ -	
Other Audio/Video Advertising Expenses (describe)		\$ -	
Other Audio/Video Advertising Expenses (describe)		\$ -	
SUBTOTAL	0	\$ -	



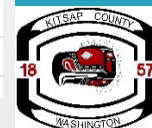


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Application – Excel Budget

Other: please specify (change this heading)			Please specify a quantifiable output of the "Other" outreach activity and estimated number of households reached and a detailed description of the activity.
Staffing Expenses for Other Outreach and Education Activity		\$ -	
Printing Expenses for Other Outreach and Education Activity		\$ -	
Electronic Distribution Expenses for Other Outreach and Education Activity		\$ -	
<i>Other Expenses for Other Outreach and Education Activity (describe)</i>		\$ -	
<i>Other Expenses for Other Outreach and Education Activity (describe)</i>		\$ -	
<i>Other Expenses for Other Outreach and Education Activity (describe)</i>		\$ -	
<i>Other Expenses for Other Outreach and Education Activity (describe)</i>		\$ -	
SUBTOTAL	0	\$ -	
TOTAL OUTREACH AND EDUCATION BUDGET		\$ -	
<i>(NOT TO EXCEED \$20,000)</i>			





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Application – Application Assistance Proposal and Budget

Select the activities you would like to contract for below and you will be prompted for more information about the activities your organization will provide and your requested budget. *

Outreach and Education

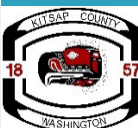
Application Assistance

Application Assistance Proposal and Budget

Has your organization previously received KEPA-related funds for application assistance? *

Yes ▼

- Award amounts for organizations which have previously received KEPA funds for Application Assistance activities shall be based on previous contract performance. Previous contract performance data may be requested from the County. See the RFP for additional details.





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Application – Application Assistance Proposal and Budget

Application Assistance Proposal and Budget

Has your organization previously received KEPA-related funds for application assistance? *

No

Please provide the target number of KEPA applications your organization anticipates assisting tenants with and turning into Kitsap Community Resources between 7/1/2022 and 12/31/2022*.

A multiplier of \$200 per application is used to determine the maximum grant amount. This amount is compensation for your organization assisting tenants with up to the target number of applications indicated. All funds are provided on a reimbursement basis through the Kitsap County's reimbursement process.

The maximum target number of applications for this proposal is 300 applications.

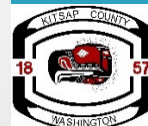
Once your organization has reached the target number of applications indicated in your contract, your organization may submit a proposal for an additional number of target applications for this period, as long as funding is available.

**If KEPA rental assistance funding is spent down before 6/30/2022, then Kitsap County may need to change the timeframe for spending down these fund, and will provide notice to organizations if this is the case.*

Target Number of Applications *

Application Assistance Budget Total

\$0.00





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Application – Submit/Save

Application and Award Process

- The first round of applications will be reviewed after 6/3/2022.
- Applications received after the deadline but before 8/1/2022 may be considered if additional funding is available.
- Contracted organizations will be reimbursed by Kitsap County for actual expenses, using a reimbursement request form. Contracted organizations will complete a simple report with each reimbursement request that details their contracted activities.
- Contracted organizations will complete a monthly reporting form.

For more information or questions about this application for this grant opportunity please contact:

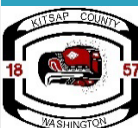
Virginia McCaslin
Grants Program Analyst
Housing and Homelessness Division
Kitsap County Department of Human Services
vmccaslin@kitsap.gov

For Cognito technical assistance please contact:

Cory Derenburger
Housing and Homelessness Division Specialist
Kitsap County Department of Human Services
cderenbu@kitsap.gov

Submit

Save



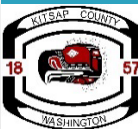


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Evaluation of Applications

- Proposals shall be scored by a panel of County staff.
- Scoring will be used to determine which applications receive a higher percentage of their requested funding.
- Proposals are reviewed and evaluated based on written information and attachments provided by the applicant.





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Evaluation of Applications

1. PROJECT SOUNDNESS

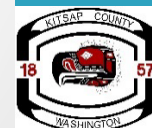
Evaluation Question: Does the application demonstrate that the project has sufficient planning, staffing, and performance measurement to effectively and efficiently perform the work proposed?

2. COMMUNITY BENEFIT

Evaluation Question: Does the application demonstrate that the proposed activities will benefit the community and contribute to the goal of eviction prevention by maximizing reach and/or access to and support with the application process?

3. FINANCIAL FEASIBILITY

Evaluation Question: Does the information in the application demonstrate that the project/program has the financial planning and resources to be carried out as described in the application? Are the proposed costs eligible, reasonable, and clearly defined?





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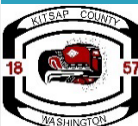


Awards

- Notification via email
- Contract term: July 1, 2022 through December 31, 2022

Technical Assistance

- Technical Assistance with Cognito Form:
Cory Derenburger
Division Specialist
cderenbu@kitsap.gov
- Questions about the RFP:
Virginia McCaslin
Grants Program Analyst
vmccaslin@kitsap.gov





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Questions?





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Thank you!

Contact Information:

Kirsten Jewell, Division Manager

kjewell@kitsap.gov (360) 979-6027

Corey Derenburger, Division Specialist

cderenbu@kitsap.gov (360) 337-7287

Leah Noldan, Contracts Coordinator

lnoldan@kitsap.gov (360) 337-7289

Virginia McCaslin, Grants Program Analyst

vmccaslin@kitsap.gov (360) 979-6358

