



**Housing and Homelessness Program
Kitsap County, Department of Human Services**



**2016
HOMELESS HOUSING
GRANT PROGRAM**

POLICY PLAN

Approved 5/11/15

HOMELESS HOUSING GRANT PROGRAM – 2016 POLICY PLAN

The 2016 Policy Plan outlines policies used to allocate funding for the 2016 cycle.

Contents

<u>Section</u>	<u>Page</u>
Homeless Housing Assistance Act	1
Homeless Housing Grant Program	2
Homeless Housing Plan	3
Homeless Management Information System	10
Allocation Process	11
Policies and Regulations for Uses of Funds	14
Grant Program Administrative Policies	15
Appendix A: Citizen Participation Plan	16
Appendix B: Acronyms & Glossary	23
Appendix C: Conflict of Interest Policy	28

HOMELESS HOUSING ASSISTANCE ACT

WHAT IS THE HOMELESS HOUSING ASSISTANCE ACT?

In 2005, the Washington State Legislature passed Engrossed Second Substitute House Bill 2163, the Homeless Housing and Assistance Act. This legislation set a statewide goal of reducing homelessness by 50% in 10 years. In addition to requirements at the state level, the legislation contains requirements for each county:

- Development and implementation of a county 10-Year Plan to Reduce Homelessness (also called the Homeless Housing Plan),
- Data collection about homeless people in each county through the Homeless Management Information System (HMIS),
- An Annual Point In Time Count – a census of homeless persons, and
- Creation of a countywide Homeless Housing Grant Program (HHGP) to distribute funds that accomplish the goals in the Homeless Housing Plan.

The ESSHB 2163 legislation provides a funding source for the homeless housing grant program through an additional surcharge on document recording fees. Subsequent legislation has increased the amount of the surcharge. As of April 2011, approximately 60% of the funds collected are distributed through local homeless grant programs. Grants are to be distributed for programs that directly accomplish the goals of the Homeless Housing Plan.

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

The Kitsap Continuum of Care Coalition (KCoCC) assists Kitsap County as a Technical Advisory partner, providing expertise in the following areas:

- Coordinating the required annual Homeless Point In Time Count – a voluntary census of homeless individuals
- Partnering with Kitsap County to develop the required 10-Year Homeless Housing Plans and periodic updates to the Plan, for approval by the Kitsap Board of County Commissioners, and
- Participating in developing recommendations for annual program funding priorities for adoption by the Kitsap County Board of Commissioners and inclusion in the Notice of Funding Availability (NOFA).

HOMELESS HOUSING GRANT PROGRAM**WHAT ARE HOMELESS HOUSING GRANT PROGRAM FUNDS?**

Homeless Housing Grant Program (HHGP) funds are locally collected funds that are used to fulfill the mandates of the Homeless Housing Assistance Act legislation. Grant funds are collected through a surcharge on document recording fees. The grant funds must be used to reduce homelessness through activities identified in the Kitsap Homeless Housing Plan.

WHO IS AN ELIGIBLE APPLICANT/RECIPIENT?

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

Recipients of Homeless Housing Grant funds are not excluded from receiving Affordable Housing Grant funds, or vice versa.

WHAT ARE ELIGIBLE ACTIVITIES?

Eligible activities, as provided under the legislation, include:

- (a) Rental and furnishing of dwelling units for the use of homeless persons;
- (b) Costs of developing affordable housing for homeless persons, and services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness;
- (c) Operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;
- (d) Services to prevent homelessness, such as emergency eviction prevention programs including temporary rental subsidies to prevent homelessness;
- (e) Temporary services to assist persons leaving state institutions and other state programs to prevent them from becoming or remaining homeless;
- (f) Outreach services for homeless individuals and families;
- (g) Development and management of local homeless plans including homeless census data collection; identification of goals, performance measures, strategies, and costs and evaluation of progress towards established goals;
- (h) Rental vouchers payable to landlords for persons who are homeless or below thirty percent of the median income or in immediate danger of becoming homeless; and
- (i) Other activities to reduce and prevent homelessness as identified for funding in the local plan.

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

WHAT ARE PROGRAM FUNDING PRIORITIES?

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

The funding priorities may change for each cycle.

Funding Priorities for the HHGP are set each year using the following process:

- 1) A special meeting of Kitsap Continuum of Care Coalition members who are stakeholders in the HHGP Program will be held, with a facilitated brainstorming session on the topic of Homeless Housing Plan implementation priorities and funding priorities for the next grant cycle.
- 2) The Housing Funding Leadership Group will use that input from the Kitsap Continuum of Care Coalition, as well as their knowledge and experience, to develop recommended Homeless Housing Plan implementation priorities and grant cycle funding priorities.
- 3) The priorities developed by the Housing Funding Leadership Group will go back to the Kitsap Continuum of Care Coalition for comment and concurrence.
- 4) These recommended funding priorities will be presented to the Kitsap County Board of Commissioners for approval as part of the Notice of Funding Availability (NOFA).

Funding Priorities for each cycle are available on the Kitsap County Housing and Homelessness Program webpage and in the Coordinated Grant Application Process Notice of Funding Availability.

HOMELESS HOUSING PLAN

WHAT IS THE HOMELESS HOUSING PLAN?

Kitsap County, with the Kitsap Continuum of Care Coalition (CoCC), coordinates the development and updating of the Homeless Housing plan for Kitsap.

The first state-mandated 10-Year Homeless Housing Plan was submitted to the state in 2005, as mandated by the HB 2163 legislation. Subsequent plans were developed and refined. The latest update to the Plan, undertaken in 2012, included major revisions and changes to reflect the current situation.

The goal of the Kitsap Homeless Housing Plan is to assess needs, analyze data, coordinate and link resources to avoid duplications, and identify community-wide collaborative approaches. The Plan includes action areas, objectives, and strategies that will end homelessness by providing the spectrum of subsidized housing, services, and affordable permanent housing that enable individuals and families to become self-sufficient.

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

The 2012 Homeless Housing Plan identified three main purposes of the Plan, in addition to fulfilling the legislative mandate:

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

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

The Kitsap Homeless Housing Plan is being updated again during 2015.

WHAT ARE THE KEY PARTS OF THE 2012 KITSAP HOMELESS HOUSING PLAN?

PLAN PRINCIPLES

The following vision, mission, statement of purpose, values, and goals are the foundational principles that support the objectives and strategies that make up this plan:

Vision: All Kitsap County citizens will have access to safe, decent, and affordable housing.

Mission: Reduce homelessness by 50% in Kitsap County between 2005 and 2015.

Statement of Purpose: The Kitsap Homeless Housing Plan's purpose is to guide the ongoing evolution of housing and supportive services in Kitsap County in order to support the goal of reducing county-wide homelessness by 50% by 2015.

Values:

Efficiency – Increase efficiency of existing housing and services system through coordination, collaboration, and communication among agencies to assist those who are homeless.

Flexibility – Emphasize ability of housing and services strategies to easily adjust to emerging trends and needs, both in the homeless population and in the housing market.

(Funding) Sustainability – Implement strategic distribution of available funding streams, identify and pursue additional funding sources.

Innovation – Incorporate best and evidence-based practices reflecting current research and local adaptation

Awareness – Build public and political will to ensure that our community, through education and outreach, commits to participate in and support implementation of the Homeless Housing Plan.

Evaluation – Collect relevant data to demonstrate progress, community impact, and success.

Goals of the Plan:

- Provide safe, decent, affordable housing for all homeless populations.
- Prevent homelessness and the reoccurrence of homelessness.
- Reduce the trauma of being homeless.
- Reduce the duration of individual and family homelessness.
- Ensure access to the supportive services necessary for housing retention.

Key Action Areas Summary

Six objectives are identified as the critical path to reducing homelessness. These are the major focus areas of the plan. Specific strategies to achieve each objective are outlined after the Key Action Area Summary, which provides an overview of each objective and its strategies.

Together these objectives represent a structural shift from the 2008 Plan. The 2008 Plan outlined the objectives and strategies in terms of types of housing and programs. The 2012 Plan shifts the focus of the objectives to the client perspective: the client journey from the need for immediate housing (or homeless prevention, if possible) through the ultimate goal of regaining economic self-sufficiency.

If possible, homelessness will be prevented. For households that become homeless, the first priority is to provide immediate housing stabilization and assessment. Once this phase is complete, housing and services specific to the household's needs may be provided. These tailored housing and services may take many different forms, ranging from placement into

permanent housing with a short-term shallow subsidy to permanent supportive housing for individuals who will need long-term subsidized housing and supportive services. Ultimately, the goal is to assist households to regain economic self-sufficiency. This will require having an adequate supply of affordable housing, job training and/or placement into employment with a living wage, and other affordable social services such as medical, dental and behavioral health care. Appropriate housing solutions for currently under-served populations will be critical to addressing their specific needs.

1) Maximize agency and system capacity to provide homeless housing and services as efficiently and effectively as possible.

At a time when demand is increasing and resources are decreasing, doing more with less is imperative. Increasing the efficiency and effectiveness of the homeless housing system through maximizing system coordination, provider capacity, and overall system capacity is one way to accomplish this.

Support for ongoing community investment in **coordination of providers** through the Continuum of Care Coalition and in the **coordinated entry program and coordinated waitlist** is key, as is implementing process improvements in these programs and developing new funding strategies.

A new approach for improving efficiency and effectiveness is by improving how case management is delivered. Currently each provider defines and provides case management services differently, with little formal coordination between providers that share clients. There are many areas for **improvement in providing coordinated, consistent and comprehensive case management**. Case management is a vast and complex area to tackle, and will require leadership, commitment and participation, but will result in improved system efficiency and better service for clients. (Please see the Case Management section of this Plan for more information.)

Provider capacity continues to be a limiting factor in providing additional housing and services. **Increasing provider capacity** will require maintaining existing funding sources and identifying/developing new funding sources and investments to support additional units of homeless housing and services and exploring other capacity building initiatives. Some existing providers require assistance with expertise and experience to expand their programs. This assistance can take the form of developing pilot projects, providing opportunities for professional development, leveraging the experience of other communities, and developing funding to hire additional staff with expertise.

Maximizing system capacity can be accomplished through **continued support and improvements to data collection and dissemination**, on-going policy leadership, demonstrating and communicating community impact, and coordination of funding sources.

Community Communication to the public and our elected officials is also critical. Raising awareness of the issue within our community and among our elected leaders is essential to creating the community and political involvement to work on the problem. **Leadership** on the issue of homelessness by our elected officials is paramount to making the policy changes that are needed to pave the way for increased resources. Advocacy at the state and federal level increases the likelihood of the needed funding streams to implement this plan flowing into Kitsap County. Strategies to improve community communication and leadership include periodic Homeless Summit events, media outreach and supporting the Continuum of Care Coalition's **Community Outreach and Education Committee**.

2) Prevent homelessness whenever possible.

The most cost-effective way to decrease homelessness is to prevent the endless flow of individuals and families who become homeless. In most cases, a household on the brink of homelessness can avert the crisis with a small amount of financial support and the necessary supportive services to regain financial and housing stability. Contrast this minimal cost for prevention with the immense cost to the family, to social service agencies, public services, and the community when someone becomes homeless. By focusing on preventing homelessness, we can most effectively reduce homelessness.

Preventing homelessness will take the form of **gap assistance** to prevent eviction, foreclosure, or job loss and **landlord/tenant mediation** or legal services to prevent eviction. It also includes **on-going rental subsidy programs** for low-income households who need long-term supports, and assistance with **reducing housing costs**, such as weatherization and utility assistance.

Adding housing assistance funds that can address more situations will enable individuals and households at risk of homelessness with circumstances that currently prohibit them from receiving prevention funds to gain or remain in housing.

We can prevent homelessness by **pro-actively planning for housing and services for individuals re-entering the community** from jails, correctional facilities, foster care, hospitals, mental health programs, and homeless shelters and programs.

Prevention also includes improving financial stability for at-risk households, such as **job training and placement, basic life skills, financial literacy, and education**.

3) Provide immediate housing stabilization, assessment, crisis management, and connection with services for homeless households.

The first priority for serving homeless individuals and households is to get them into a stable housing situation where they can receive an assessment, assistance with crisis management, and be connected with the appropriate services. This immediate housing stabilization often begins in **Emergency Shelter**: a safe, temporary landing place that can provide safety, security,

and the opportunity to begin to identify and evaluate next steps toward re-gaining housing and self-sufficiency.

Continuum of Care Coalition providers currently offer shelter programs to many different homeless populations, including families, women and children, men, youth, and survivors of domestic violence. Current emergency shelter programs allow stays of up to 90 days. More shelter beds are needed for all of these populations, as well as for certain homeless populations where there are no shelter options currently available (i.e. couples and single men with high housing barriers).

In addition, an **overnight shelter is needed**, where homeless households can have a safe place to stay one night at a time. This type of shelter does not generally include case management, but can lead to placement in a longer-term shelter and connection with supportive services. This type of shelter is particularly important, as it will replace the need for severe weather shelters, which currently operate on an as-needed basis with volunteers support.

In the meantime, to address the current lack of capacity, we must **continue to explore innovative solutions** to assist homeless people while they wait for shelter and permanent housing.

4) Provide the appropriate tailored subsidized housing and supportive services for homeless households.

Once households are stabilized in emergency shelter they are assessed, and the appropriate next stage of housing and services is determined. Recognizing that each individual or household has become homeless for a different reason and has different barriers to address to regain housing and self-sufficiency, each one requires an individualized combination of housing and services.

Depending on the household's needs or barriers, the solution may include Rapid Re-housing, Transitional Housing, Harm Reduction Housing, Housing First, Recovery Housing, or Permanent Supportive Housing.

Current research and best practices indicate high rates of success in housing retention by moving homeless households into permanent housing situations as soon as possible, and providing wrap-around supportive services as needed. This philosophical approach includes Rapid Re-housing, which includes low barrier intervention with short shallow subsidies, and Housing First, which is a high-barrier intervention for people who require supportive services and long-term subsidies. Harm Reduction housing is one approach under the Housing First Model. *[Please see the Housing First section of this Plan for more information on this model.]*

Some households will require 12-24 month supports, such as **Transitional Housing** or long-term supports, such as **Permanent Supportive Housing**.

Harm Reduction Housing programs and **Recovery Housing** programs address the needs of individuals and households with persistent ongoing addiction disease or mental illness, who need specific housing environments and supportive services to be successful.

More of each of these types of subsidized housing is needed to meet the needs of homeless households, if they are to succeed in retaining housing and economic independence.

Employment services, such as assessment of job readiness, workforce training, and job placement, should be integrated as early as possible into a homeless household's array of services. This is particularly applicable for low-barrier programs, such as Rapid Re-housing.

In addition to housing-related case management and supportive services, homeless households also need **access to social services** that provide the tools for people to overcome the crises and dire circumstances that led to their homelessness. Social services include a wide range of activities including providing mental health services, financial literacy classes, recovery programs, and many others. Current supportive services must be expanded to meet the needs of all homeless people requiring these services to overcome barriers to housing.

5) Promote economic independence for low-income and formerly homeless households through ensuring availability of affordable housing, affordable social services, and job training and placement to promote self-sufficiency.

To regain self-sufficiency, low-income households must have access to: affordable housing, affordable social services, and living-wage jobs.

Support for existing affordable housing units is essential. **Additional units of housing** for low income residents could be developed through relationships with private landlords and developers to increase access for individuals and families who are homeless to **existing housing stock**. **Evaluating and removing unnecessary regulatory barriers** to developing new affordable housing and creating incentives for developers can attract development of additional units of affordable housing.

Affordable social services ensure continued self-sufficiency, so that normal mental and physical health, financial, legal, employment, or housing situations that arise do not result in at-risk households re-entering the cycle of homelessness.

Living-wage jobs are critical to financial security and maintaining housing. Living-wage jobs allow sufficient income for households to be able to spend no more than 30% of income on housing. Supporting existing workforce training, career path exploration and development, and placement programs and providing increased access to these types of programs will provide opportunities for long-term economic independence. Integrating vocational training into homeless case management provides the best practice for continued self-sufficiency.

6) Focus on homeless populations currently under-served in our community and gaps in existing housing and homeless services.

Certain homeless populations require specific services or housing situations to be able to acquire and sustain housing. Some programs exist to serve particular populations, such as veterans, mentally ill, and survivors of domestic violence; the current capacity of these programs does not fully meet the needs. In addition, several homeless sub-populations in Kitsap still lack access to decent housing or shelter. These sub-populations include the **chronically homeless** and **individuals who are re-entering the community** from jails, correctional facilities, hospitals, mental institutions, and foster care.

Additionally, an emerging homeless population has been identified: **aging and elderly**. As the “baby boomer” population ages, it is likely that there will be a corollary increase in older homeless households. The specific needs and requirements for this population should be researched and planning should be undertaken to pro-actively prepare.

Because of their special needs, these populations have little hope of regaining housing without programs specifically geared to their needs. Kitsap needs to develop these programs in order to move these sub-populations out of homelessness.

In the 2008 Plan, youth were identified as an underserved population. While it is recognized that youth require specific tailored services, thanks to excellent efforts by Continuum of Care Coalition providers, many programs now specifically serve youth. In the 2012 Plan, youth housing and programs are integrated into Objectives 1 – 5.

By focusing efforts on these action areas we can take the steps necessary to ensure that all individuals can have safe, decent and affordable housing.

The full text of the Kitsap Homeless Housing Plan, including a list of activities that are eligible for funding, is available on the Kitsap County website or by request.

HOMELESS MANAGEMENT INFORMATION SYSTEM

WHAT IS THE HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)?

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

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

Washington State Department of Commerce has mandated that all agencies receiving state funding for homeless housing or services (Homeless Housing (2163), TANF, Housing & Essential Needs, etc.) must also participate in HMIS.

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

Data is collected from all of the agencies participating in and submitted to WA Commerce. Through an agreement with WA Commerce, agencies may submit data in one of two ways: 1) through a state-provide online software system that will share data “in real time” between participating Kitsap agencies, or 2) collecting the data in an agency’s own software system and periodically uploading it to the WA Commerce system.

WA Commerce and Kitsap County provide training and support for the state-provided HMIS software.

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

All agencies that receive Homeless Housing Grant funds must enter all required client data into HMIS for the funded program(s).

ALLOCATION PROCESS

HOW DO I KNOW WHEN FUNDS ARE AVAILABLE?

On an annual basis, Kitsap County shall publish and advertise a Notice of Funding Availability (NOFA). This notice will set forth the annual program priorities; the duration of funds to be awarded or distributed; the deadline for submission of funding applications; and any other pertinent information related to the process.

HOW ARE FUNDS ALLOCATED?

Kitsap County shall conduct a competitive funding application process for Homeless Housing Grant Program funds. These funds are part of the Kitsap Coordinated Grant Application Process: a single grant application is made available in May of each year and a public process is used to determine funding allocations. This public process is detailed in the Citizen Participation Plan (**Appendix A**).

HOW MUCH MONEY IS AVAILABLE?

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

The projected amount available for distribution is included in the Coordinated Grant Application Process Notice of Funding Availability (NOFA), available at the Kitsap County website.

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

ARE MULTI-YEAR AWARDS AVAILABLE?

Multi-year grant awards may be allowed, for up to three years.

This can happen in two ways:

- 1) Funds from the current cycle can be committed to be spent over multiple years.
- 2) Funds that are anticipated to be collected for future cycles can be committed for expenditure in future years.

Because the actual amount of document recording fees collected vary annually, the maximum that may be committed for expenditure in future years is expressed as a target percentage in relation to the State of Washington's forecast of annual program revenue. This percentage may be adjusted by the Kitsap County Board of Commissioners in consideration of available funds and priorities.

Unless modified by future Kitsap Board of County Commissioner action, up to 60% of the WA state Office of Financial Management's projected funds available for the current cycle may be committed for multi-year awards.

Multi-year awards may not be available during all cycles, if there are administrative or policy reasons to restrict awards to a single year.

Each year, the Coordinated Grant Application Process Notice of Funding Availability will include the projected amount available for multi-year awards, if they are available.

ARE FUNDS SET ASIDE FOR SPECIFIC PURPOSES?

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

Set-asides may be outlined in the Homeless Housing Grant Program Funding Priorities or approved separately by the Kitsap County Board of Commissioners.

HOW CAN MY ORGANIZATION APPLY?

Interested organizations can find the application and all associated information on the Kitsap County website at <http://www.kitsapgove.com/hs/housing>. The schedule for the annual application cycle, including the due date for applications, is available on the website.

CAN MORE THAN ONE ORGANIZATION MAKE A JOINT APPLICATION?

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

WHEN WILL FUNDS BE AVAILABLE?

Funds approved in the annual application cycle are available to be expended as of January 1. Annual contracts for public service and operations and maintenance are for a 12 month period, January 1 to December 31. Capital contracts are generally for an 18 month period, January 1 to June 30 of the following year.

GEOGRAPHIC EQUITY

Kitsap County is committed to ensuring that funds are distributed in a manner that balances needs that exist throughout the County and program users' access to services. Geographic distribution of funds shall be evaluated as part of the periodic program review. The overall

intent is to ensure that, over time, all areas of Kitsap County receive appropriate levels of funding through this grant program.

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

POLICIES & REGULATIONS FOR USE OF FUNDS

HOW ARE PROGRAMS/PROJECTS MONITORED?

Kitsap County, in conjunction with the Kitsap Continuum of Care Coalition, will monitor all projects for compliance with the funding terms and conditions in the contract(s). Funding recipients must prepare a simple quarterly program report, including HMIS data, to Kitsap County.

On-site monitoring and performance evaluation may be conducted as well.

GRANTEE QUARTERLY AND ANNUAL REPORTING

Grantees are required to submit quarterly reports and annual reports on funds expended, program activities, and program outcomes to Kitsap County.

COORDINATION WITH THE HOUSING SOLUTIONS CENTER

Programs receiving HHGP grant funding for homeless housing or service provision are expected to coordinate with Kitsap's coordinated entry program, the Housing Solutions Center of Kitsap County, for client intake and referrals.

TIMELY EXPENDITURE OF FUNDS

Grant-funded projects should be ready to proceed during the program year of the awarded funds. Kitsap County expects and monitors for the timely expenditure of allocated funds to projects. Grant funds must be fully spent by December 31st of the award year, or as defined in the grant contract. If the funds are not expended during the contract period, they will be retained for distribution in a future grant cycle.

USE OF FUNDS FOR LOW-INCOME-USE FOR 25 YEARS

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

GRANT PROGRAM ADMINISTRATIVE POLICIES**PROGRAM ADMINISTRATION**

The Kitsap County Board of Commissioners shall set policy concerning the use of Homeless Housing (ESSHB 2163) funds and distribution of funding to eligible applicants.

The Kitsap Continuum of Care Coalition (KCoCC) shall act as the technical advisory body to the Council Executive Board, through a Memorandum of Understanding:

- The KCoCC shall help coordinate the annual Kitsap Homeless Point In Time Count of Homeless Persons, in coordination with WA Commerce, and submit required Count reports to WA Commerce.
- The KCoCC shall participate in developing periodic updates to the Kitsap Homeless Housing Plan and recommend the Plan to the Kitsap County Board of Commissioners for adoption, and subsequent submission to the State for inclusion in the statewide Homeless Housing Plan. The CoCC shall participate in the development of specific annual funding priorities for the use of each year's Homeless Housing Grant Program funds and recommend these priorities to the BoCC for adoption.
- The KCoCC shall partner with Kitsap County to gather data and submit required reports to the State, including the Annual Report.

PROGRAM ADMINISTRATION FUNDING

Funding for the administration of the program will be provided from the 6% administrative portion of the HHGP surcharge revenues allowable by the legislation. The Kitsap County Department of Human Services partners with the Kitsap County Auditor's Office in administration of the funds; the Auditor's office issue contracts and warrants for payment of the grant funds.

PROGRAM MONITORING AND REPORTING

Kitsap County, in conjunction with the KCoCC, shall prepare and submit all required reports and performance measures to the State, as required by law. Periodically, a report on the Homeless Housing Grant Program shall be made to the Kitsap County Board of Commissioners.

PROGRAM REVIEW

The Homeless Housing Grant Program shall be reviewed every three years, to coincide with the Affordable Housing Grant Program review, with input from non-profit agencies and other interested parties. The next review is planned for 2016.

Appendix A

Citizen Participation Plan

CITIZEN PARTICIPATION PLAN

INTRODUCTION

The Homeless Housing Grant Program (HHGP) is part of the Kitsap Coordinated Grant Application Process, which also includes the Affordable Housing Grant Program (AHGP) and the Kitsap County CDBG and HOME Programs. The Kitsap Coordinated Grant Application Process includes a single application for funds, a single Grant Recommendation Committee (GRC) process and coordinated funding recommendations. Funding recommendations are approved by the Kitsap County Board Commissioners for HHGP, AHGP, and County CDBG/HOME.

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

PURPOSE

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

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

ANNUAL ALLOCATION PROCESS / NOTICE OF GRANT AWARDS

Kitsap County conducts a competitive annual process to determine allocation of Homeless Housing Grant Program (HHGP) funds, using the Kitsap Coordinated Grant Application Process. The public is encouraged to participate in the process and its end product – an approved portfolio of HHGP funding awards.

A. Notice of Funding Availability & Application

In March or April of each year a notice will be published in the newspaper of record to announce funding availability and provide opportunity for comment on the HHGP Policy Plan. This notice will begin a 30-day comment period and include the date and time of public hearings to take citizen comments. Notifications will also be sent to any agency or organization who signs up on the Kitsap County Coordinated Grant Application website to receive automatic notices. To sign up, go to: <http://www.kitsapgov.com> and at the top of the page click on the link to receive text or email updates. This link will take you to the Kitsap County Electronic Notification System where you can sign up.

Upon approval of the Policy Plan by the Kitsap County Board of Commissioners, information about the application and technical assistance will be available from:

Housing and Homelessness Program
Kitsap County Department of Human Services
345 6th Street, Suite 400, Bremerton, WA 98337
<http://www.kitsapgov.com/hs/housing>
or by contacting staff:
Kirsten Jewell, kjewell@co.kitsap.wa.us, 360-337-7286

Applications will be made available in a format accessible to persons with disabilities upon request. Application instructions and due date are included in the Notice of Funding Availability (NOFA) and will be provided at the technical assistance session and on the Kitsap County website.

Applications must be submitted electronically via the internet.

B. Technical Assistance

At least one technical assistance session will be held for those interested in applying for funding. During the session, staff will provide information to citizens concerning who can apply for funds, funds expected to be available, the range of activities that may be undertaken, priorities for funding, application submission requirements, the application deadline, and how decisions concerning funding will be made. The date and time of the technical assistance session(s) will be published in the NOFA, and included in the schedule posted on the web site.

In addition to the Technical Assistance described above, Kitsap County Housing and Homelessness Program staff is also available by appointment for one-on-one Technical Assistance to provide guidance to citizens and organizations regarding specific project considerations.

At any time, any citizen may contact Kitsap County Housing and Homelessness Program staff for technical assistance or general information in relation to programs described in this Plan. The staff will help citizens understand HHGP and AHGP funded programs, the procedures for submitting proposals, the Citizen Participation Plan and other program requirements so they can effectively participate in HHGP and AHGP programs and the funding process.

C. Application Review Process & Grant Recommendation Committees

Applications will be reviewed by Kitsap County Housing and Homelessness Program staff and/or CDBG staff to determine compliance with technical requirements including eligibility. Applications which are not found to be eligible for Homeless Housing Grant Program, Affordable Housing Grant Program, CDBG, or HOME funds will be disqualified and

the applicant will be notified. Eligible applications will be reviewed and evaluated by staff for organizational and financial capacity and will also be provided to a Grant Recommendation Committee (GRC) for consideration.

There are two Grant Recommendation Committees (GRCs):

- The Services GRC reviews applications for supportive services, public services, and all homeless projects.
- The Capital GRC reviews applications for housing, capital improvements, economic development, CHDO operating, and Operations & Maintenance.

Both GRCs play an integral role in the allocation of HHGP, AHGP, CDBG and HOME federal funds according to the needs of the community.

While all GRC members must be well versed in the needs of the community and be willing to participate in all the activities relevant to the GRCs, each individual GRC requires that members demonstrate specific skills and qualifications:

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

Each GRC will be comprised of seven members as follows:

- Four members, one each appointed by the cities of Bremerton, Bainbridge Island, Port Orchard, and Poulsbo, and
- Three members appointed by the Kitsap County Board of Commissioners, one for each Commissioner district.

Appointments for GRC members are made each spring by each jurisdiction. GRC members are appointed for one-year terms and can be re-appointed to serve successive and/or additional terms.

The GRC will review all applications, interview applicants, and develop recommendations for funding based how the applications address needs, objectives identified in the

Consolidated Plan and/or Homeless Housing Plan, organizational and financial capacity of the organization to carry out the program/project, project feasibility, funding priorities, and funding availability.

Applicant interviews will be conducted with the GRC. Applicants will have the opportunity to present their project and the GRC will have an opportunity to ask questions. At the conclusion of interviews the GRC will formulate a funding recommendation for approval by the Kitsap County Board of Commissioners.

D. Conflict of Interest

- a. No member of the GRC shall be beneficially interested, directly or indirectly, in any grant applications which may be made by, through, or under the recommendation of the GRC, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein (from RCW 42.23.030)
- b. No member of the GRC shall engage in any activity, including participation in the selection, award, or administration of a grant award or contract if a conflict of interest, real or apparent, exists.
- c. Additional information on Remote Interest and Potential Bias by Prior Association can be found in the full Conflict of Interest Policy under Appendix F.

E. Funding Recommendations & Notice of Grant Awards

Organizations submitting applications will be notified whether or not the GRC has recommended their application for funding. The notification will include the date, time, and place of the public hearings, during which the recommendations will be considered by the Kitsap County Board of Commissioners.

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

PUBLIC HEARINGS

Public hearings are held in order to obtain the public's view and to provide the public with the County's responses to public questions and proposals. A public hearing is held in May for the approval of the next year's Policy Plans. A second hearing is held in October or November to

review the proposed use of funds before the Kitsap County Board of Commissioners makes the grant awards.

Notification of the public hearings and of 30-day comment periods will be published in the newspaper of record and will afford citizens, public agencies, and other interested parties a reasonable opportunity to examine the proposed plans and to submit comments. Public hearings will be held during the regular meeting of the Kitsap County Board of Commissioners in the Commissioners Chambers of the Kitsap County Administrative Building in Port Orchard. These meeting times and agendas can be obtained at <http://www.kitsapgov.com>

PUBLIC COMMENTS

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

Housing and Homelessness Program
Kitsap County, Department of Human Services
345 6th Street, Suite 400
Bremerton, WA 98342
kjewell@co.kitsap.wa.us

COMPLAINTS

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

RESOURCES

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

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

Notices may also be published on the Kitsap County website:

<http://www.kitsapgov.com/hs/housing>

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

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

The Kitsap County Housing and Homelessness Program utilizes Kitsap County's electronic notification system. Interested parties may sign up to receive email and text message updates on Kitsap Coordinated Grant Application activities. Go to www.kitsapgov.com and click on the button on the right that says **Sign up for electronic notifications**.

Appendix B

Acronyms & Glossary

ACRONYMS

AHGP. Affordable Housing Grant Program

BoCC. Kitsap County Board of Commissioners

CDBG. Community Development Block Grant

GRC. Grant Recommendation Committee

HB. House Bill (of the Washington State legislature)

HHGP. Homeless Housing Grant Program

HMIS. Homeless Management Information System

HOME. Although capitalized, this is not an acronym.

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

IRS. U.S. Internal Revenue Service

KCoCC. Kitsap Continuum of Care Coalition

NOFA. Notice of Funding Available

WA. State of Washington

WA Commerce. Washington State Department of Commerce.

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

The Kitsap County Homeless Housing Plan includes the following definitions of homelessness:

- Chronic – experience homelessness for a year or longer or three or more episodes of homelessness in three years.
- Episodic – multiple episodes of homelessness that are short or long term.
- Situational or transitional – one time and short-term experience.

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

Emergency Shelter – Allows a stay of up to 90 days at no cost. Generally, includes supportive services such as job search assistance, child care, financial counseling, etc...

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

Permanent Supportive Housing – Permanent housing offered at below market rates that can serve particular populations in need of ongoing supportive services and assistance, such as the mentally or developmentally disabled, those with chronic substance abuse, or others with special needs.

Supportive Services – Services, other than providing physical housing, that assist an individual or household to remove barriers to acquiring and maintaining housing (Objective 8 in the Homeless Housing Plan includes a list of examples).

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

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

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

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

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

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

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

Program Year: The program year for the HHGP and AHGP programs is January 1 through December 31, which is the same as the County’s fiscal year.

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

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

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

Appendix C

Conflict of Interest Policy

Conflict of Interest Policy

Kitsap Coordinated Grant Application Process

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

1) Conflict of Interest:

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

2) Remote Interest:

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

4. GRC members should physically leave the room when the remaining GRC members discuss the matter. This removes any potential claim that the GRC member has attempted to exert undue influence over the other GRC members.
- 3) Potential Bias by Prior Association:
- a. A GRC member may have a “potential bias by prior association” if they have had an interest or remote interest in the past, but do not meet these definitions during the time they are serving on the GRC, or who have personal prior experience with an applicant including serving as a board member in the past, being employed in the past, or being a current or past volunteer. In the event of a potential bias by prior association:
 - i. The GRC member should disclose to the GRC and staff the nature of their prior association at the beginning of the application review process.
 - ii. They should not score that grant application.
 - iii. The GRC member may be present for the interview and discussion of the grant application, but should not attempt to influence any other GRC member in the recommendation or award of a contract. If a GRC member does not feel that they can be objective for the interview and/or the discussion, they may choose to physically remove themselves.
- 4) Conflicts Disclosed. The staff should advise GRC members before the process begins that members need to disclose, in advance, any remote interest, potential bias by prior association that they have, or relatives serving as staff to any applicants. It is recommended that the disclosures be done in writing.
- 5) Voting and Recommendations.
- a. The GRC member should recuse themselves from voting on any recommendation that would include applications in which they have a remote interest in or with whom they have a potential bias by prior association.
 - b. If the final recommendations of the GRC are consolidated into a single motion, then the GRC member may participate in the vote so long as their participation in the discussion does not influence or attempt to influence the outcome with respect to the applicant in which they have a remote interest in or with whom they have a potential bias by prior association.
- 6) Alternate GRC. If there are two or more GRCs in a funding cycle or process, and a member has a conflict of interest, remote interest, or potential bias by prior association with an application that one of the GRCs is reviewing, that member may serve on a different GRC without reservation or restriction.