**Kitsap County**

**Coordinated Grant Application Process**

**2022 - 2023 Homeless Housing and Services**

**(non-shelter)**

**Notice of Funding Availability**

Kitsap County Department of Human Services

Housing and Homelessness Division

# Table of Contents

## Staff Contacts:

### Kitsap County Housing and Homelessness Division

*Administers Homeless Housing Grant Program (HHGP) and Affordable Housing Grant Program (AHGP) funds*

https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx

Mailing Address:        Kitsap County Housing and Homelessness Division
                Department of Human Services
                345 6th Street, Suite 400
                Bremerton, WA  98337

Staff Contacts:        Kirsten Jewell, Division Manager
                (360) 337-7286
                kjewell@co.kitsap.wa.us

                Leah Noldan, Contracts Coordinator
                (360) 337-7289
                lnoldan@co.kitsap.wa.us

                Cory Derenburger, Program Specialist
                (360) 337-7287
                cderenbu@co.kitsap.wa.us

## 2022 – 2023 Cycle Application Schedule

| | | |
|---|---|---|
| Friday | **5/28/21** | **2022 Draft Kitsap Housing and Homelessness Grant Program Policy Plan released – Posted on Coordinated Grant Application Website. 15-day written comment period opens – announcement in Kitsap Sun and on Coordinated Grant Application website** |
| Monday | 6/14/21 | Written Comment Period Closes for 2022 Draft Kitsap Housing and Homeless Grant Program Policy Plan |
| Monday | 6/28/21 | **Board of County Commissioners Public Hearing and Action on 2022 Kitsap Housing and Homelessness Grant Program Policy Plan -** Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm, or via Zoom |
| Thursday | 7/8/21 | Notice of Funding Availability (NOFA) and Shelter Request for Proposals (RFP) Released – Posted on Coordinated Grant Application Website. |
| **Thursday** | **7/8/21** | **Technical Assistance Training for Homeless Housing and Services (non-shelter) Applicants:   9am – 11am** |
| **Thursday** | **7/8/21** | **Homeless Housing and Services (non-shelter) Grant Application available online @ 4:00pm.** |
| Thursday – Wednesday | 7/8/21 – 8/11/21 | Technical assistance available by phone or email |
| **Thursday** | **8/12/21** | **Homeless Housing and Services (non-shelter) Grant Applications DUE @ Noon: Online Submission Only via SurveyMonkey Apply web portal** |
| Thursday | 8/19/21 | GRC Training, 10am – 12pm via Zoom |
| Tuesday - Wednesday | 9/28/21 – 9/29/21 | Agency Interviews (to be scheduled), virtual or in-person to be determined |
| Thursday | 9/30/21 | GRC Deliberations, 9am – 12pm, virtual or in-person to be determined |
| Thursday | 10/7/21 | Draft 2022 Funding Recommendations Posted to Kitsap Coordinated Grant Website and in Kitsap Sun.  Open 15-day Written Public Comment period |
| Monday | 10/25/21 | Written Comment Period Closes |
| Monday | 10/25/21 | **Board of County Commissioners Public Hearing and Action on Kitsap Housing and Homelessness Program Grant Funding Recommendations** Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, 5:30pm, or via Zoom |
| Friday | 1/1/22 | Program Year Begins |

## Summary of Notice of Funding Availability

Kitsap County (hereinafter referred to as "the County") is offering this Notice of Funding Availability, seeking applications from qualified agencies for the provision of housing and services that support the goals identified in the Homeless Crisis Response and Housing Plan: make homelessness rare, brief, and one-time.  https://www.kitsapgov.com/hs/Pages/HH-Homeless-Crisis-Response-and-Housing-Plan.aspx

It is anticipated that the County will contract with multiple organizations for provision of various homeless housing and services interventions that, together, make up Kitsap County's Homeless Crisis Response System.

Respondents should carefully review this NOFA and the minimum program requirements for eligible types of homeless housing and services.

## About the Funding

A brief description of each funding source for this NOFA is listed below.  For more detailed information regarding funding requirements and policies that will apply if your program is funded, please refer to the Kitsap County Homeless Housing Grant Program, Affordable Housing Grant Program, and Consolidated Homeless Grant Policy Plan (hereinafter referred to as "the Policy Plan").

**Homeless Housing Grant Program**
The Homeless Housing Grant Program (HHGP) was created in Washington State by Engrossed Second Substitute House Bill (ESSHB) 2163 on August 1, 2005.  The law created a document recording fee on certain documents to be utilized by counties to reduce homelessness. Administration of the grant funds are shared between local governments and the state.  Eligible uses of the funds are broad as long as the funded program meets goals and strategies identified in the Kitsap Homeless Crisis Response and Housing Plan.

**Affordable Housing Grant Program**
The Affordable Housing for All Grant Program (AHGP) came about through enactment of Substitute House Bill 2060 which became law in Washington State on June 13, 2002. The law created a document recording fee on certain documents to be utilized for affordable housing projects and maintenance.   Specific allowable uses of funds are outlined in the legislation and policy plan.

The Affordable Housing Grant Program and the Homeless Housing Grant Program grant funds are considered local funds. A portion of the funds collected is remitted to Washington State for distribution through statewide housing and homeless programs. The State uses their portion of the funds for the Consolidated Homeless Grant program, which is contracted with counties and sub-contracted to homeless service providers.  The portion of the funds that remains in each

county is used to further the goals of the legislation through local grant programs in accordance with their homeless housing plan.

## Eligible Applicants

Eligible applicant/recipients include:
- City or County governments
- Public Housing Authorities
- Public and private nonprofit organizations 501(c)(3)
- Local development corporations
- Faith based organizations

Additionally, all applicants must:
- Demonstrate an active governing body or board of directors with skills and experience to provide leadership and direction to the agency;
- Demonstrate the legal, financial, and programmatic ability to administer the proposed program or project; and
- Meet the County requirements for contracting agencies such as insurance requirements, audit, and financial requirements.

## Funds Available

Funds for Affordable Housing Grants and Homeless Housing Grants for each grant cycle are collected in advance; therefore, grant award amounts are final, unless legislative action affects the funding or eligibility.

For 2022 - 2023, the minimum award for responses to this NOFA is $10,000.  Awards are for one year; a second year of funding is anticipated to be available through a renewal process.

Not all guidelines and policies for the funds below are included in this NOFA; they are detailed further in the Policy Plan. It is the applicant's responsibility to read and understand the funding requirements and restrictions.

At the time of this NOFA being issued, funds are still being collected for distribution in the 2020 Cycle.  Therefore, the following are estimated annual funds available for the 2022 - 2023 Cycle:
- Homeless Housing Grant Program: $650,000
- Affordable Housing Grant Program: $ 175,000

## Priorities

The following are the priorities for these funding sources:

Homeless Housing Grant Program
1. Priority is given to projects that serve people experiencing unsheltered and/or chronic homelessness and contribute directly to their moving to shelter and/or stable housing.
2. Up to 25% of funding is available for new programs that serve people experiencing unsheltered and/or chronic homelessness.

Affordable Housing Grant Program
1. Operating costs for emergency shelters and licensed overnight youth shelters. *[Note: emergency shelter operations costs are available under a separate Shelter Operations 2022 - 2023 Request for Proposals.]*
2. Supporting building operation and maintenance costs of housing projects or units within housing projects eligible to receive [Washington State] housing trust funds, that are affordable to very low-income households with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses.

## Eligible Activities

Applications must include activities that are eligible for funding and are included in the most recent update to the Kitsap Homeless Crisis Response and Housing Plan.

Permanent Affordable Housing programs (as defined below) must have received in the past, or be currently eligible to receive, Washington State Housing Trust funds (per SHB2060 legislation).

**Program expense types**
This application includes allowable expenses of both program operations and building operations and maintenance, with both uses of funding able to be included in a single program budget.

*Funding for emergency shelter operations is not included in this NOFA; funding for that intervention is included in the 2022 - 2023 Shelter Operations Request for Proposals.*

Expenses may include the following categories:
- **Building operations and maintenance**, including janitorial staff and supplies, building maintenance, landscaping, utilities, property management expenses, equipment repair (but not replacement or upgrade of equipment or property with a useful life of over one year), real estate taxes, building insurance, building security, and other expenses related to operating the building out of which the program operates.

  Indirect administrative expenses are not allowed for building operations and maintenance.

Buildings must house extremely low-income households with incomes at or below fifty percent (50%) of the area median income.

- **Homeless housing or services <u>program</u> operations**, including staff salaries and benefits for supervision and program administration, advertising, program supplies, office supplies, telephone, client transportation, program audit, accounting, client direct services (paid to other entities on behalf of services provided to the client, but not including rent or housing-related costs or food, *e.g.* bus tokens), program administrative costs, and indirect administrative costs.

  Rental assistance is an allowable program expense for Permanent Supportive Housing and Permanent Affordable Housing programs (see below).

  Targeted eviction prevention is allowable for households at imminent risk of homelessness within 14 days.

- **<u>Case management</u> for housing stability**, including salaries and benefits for case management staff, staff travel, training, and other costs directly related to providing case management that supports housing. Case mangers must use the Kitsap County Housing Stability Planning and Progress Reports (HSPPR) to assist clients.  Case managers should be, at a minimum, trained in ACES/Resiliency, trauma-informed care, racial equity, gender identity, progressive engagement, and mental health first aid.

## <u>Eligible types of homeless housing and services</u>

Eligible activities that provide assistance to homeless individuals and impact making homelessness rare, and/or brief, and/or one-time, as identified in the Kitsap Homeless Crisis Response and Housing Plan:

- **Homeless Outreach and Survival**
  - Person-to-person outreach to engage people experiencing homelessness who are otherwise not accessing services for the purpose of connecting them with emergency shelter, housing, or other critical services
  - Provision of outdoor survival gear (*e.g.* tents, sleeping bags, tarps)
  - Provision of bus tokens and transportation assistance
  - Assistance for showers, laundry, and personal hygiene supplies
  - Assistance with state IDs, drivers' licenses, and other legal documentation
  - Funds may not be provided directly to individuals; gift cards are not allowed
- **Targeted Prevention/Diversion**
  - Can include diversion from homelessness activities through problem-solving conversations, linkages to mainstream and natural supports, and/or flexible and light touch financial expenses (non-housing expenses that prevent homelessness)
  - Can include program operations expenses in the form of assistance for alternative housing options (*e.g.* Tiny House Village fees, Safe Park, home share, etc.)

- **Transitional Housing**
  - Households come directly from unsheltered or sheltered homelessness
  - Provide Housing Stability Case Management, using the Kitsap County Housing Stability Planning and Progress Reports (HSPPR)
  - Stays are limited to no longer than 24 months, with exceptions possible
  - For O&M funding, building must have received in the past, or be currently eligible to receive, Washington State Housing Trust funds, and require supplemental rental income to cover ongoing operating expenses
- **Permanent Supportive Housing**
  - Must prioritize households coming directly from homelessness
  - Provide Housing Stability Case Management, using the Kitsap County Housing Stability Planning and Progress Reports (HSPPR)
  - Provide access to, but do not require participation in, additional supportive services
  - Household incomes must be 30% AMI or below AND individual must have a disability (including mental health, substance use disorders, or physical disability)
  - Funding may be for program operations in the form of rental assistance or for building operations and maintenance
  - For O&M funding, building must have received in the past, or be currently eligible to receive, Washington State Housing Trust funds, and require supplemental rental income to cover ongoing operating expenses
- **Permanent Affordable Housing**
  - Household incomes must be 50% AMI or below
  - Funding may be for program operations in the form of rental assistance or for building operations and maintenance
  - May or may not offer supportive services
  - Individuals do not have to have a disability to be eligible
  - For O&M funding, building must have received in the past, or be currently eligible to receive, Washington State Housing Trust funds, and require supplemental rental income to cover ongoing operating expenses
- **Other Homeless Services**
  - Can include other services and assistance to households experiencing homelessness that directly contributes to their attaining and maintaining shelter and/or stable housing

**Program Requirements**

All funded programs must meet the following minimum requirements in their provision of services:

- **Coordinated Entry Referrals:** Work with the Housing Solutions Center to ensure that they have updated information about the program and can make appropriate referrals.
- **Data Collection and Entry:** Enter all client information into HMIS, following Department of Commerce and HUD data standards that are applicable to the program. Data must be entered within 5 business days of a household's enrollment into the program or changes in the household's program status or household information.

- **Coordination with other Agencies:**  Participate in the monthly meetings of the Kitsap Housing and Homelessness Coalition.  Actively coordinate additional meetings as needed with other agencies that provide social services to provide the most comprehensive and seamless provision of care for clients as possible.
- **Reporting:**  Submit all applicable reports to Kitsap County and the Department of Commerce by the published deadlines and respond in a timely way to County information requests and countywide reports.
- **Non-Discrimination:**  Ensure equal access for people experiencing homelessness regardless of race, national origin, gender identity, sexual orientation, marital status, age, veteran or military status, disability, or the use of an assistance animal.
- **Religious Activities:**  No funding provided through this grant may be used to support or engage in any explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, nor may the provision of services provided be conditioned upon a program participant's engaging in any such explicitly religious activities.
- **Complaint Process:**  Have a written complaint/grievance policy approved by the agency's Board of Directors, provide information about the complaint/grievance process to shelter clients upon their enrollment in the program, and ensure that complaint forms are readily available to clients in the shelter.
- **Staff Training:**  Staff working with clients should be, at a minimum, trained in ACES/Resiliency, trauma-informed care, progressive engagement, racial equity, gender identity, and mental health first aid.
- **Housing Stability Case Management:**  Programs that provide case management must use the Kitsap County Housing Stability Planning and Progress Report (HSPPR) to assist clients with setting housing stability goals and tracking progress.  HSPPRs are part of the client record-keeping requirements.
- **Budget and Fundraising:**  Funding from these grant sources should not be the sole funding for the program.  Agency must demonstrate that other funds are able to be secured to support the program operations.  (This information should be provided on the Program Budget documents in the Application.)
- **Performance Measurement:**  Work towards achieving the countywide performance measures, including the specific performance measures in the agency contract.  Washington State is in the process of determining new performance metrics for different types of homeless and housing programs.  Once these statewide performance metrics are determined, Kitsap County will incorporate them into our countywide performance measurement system and will include them in the appropriate sub-contracts, including responses to this RFP.

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested. The County reserves the right to hold funding for the next application opportunity for higher priority projects.

## Application Access and Submission

The Coordinated Grant Application utilizes an online application system, Survey Monkey Apply. Access to the application website requires a computer with internet capability. No other method of application will be accepted.

To apply: select two separate applications from the Survey Monkey Apply home page – Organization Information 2022 and Homeless Housing and Services NOFA 2022. <u>Both</u> must be completed and submitted by the deadline in order to meet the application requirements for this NOFA.

- **Organization Information Application** - This application provides overall agency information including policies/procedures and fiscal information.

  - ➢ Completing (and submitting) the Organization Information Application will allow your agency to submit the Project Information application for any Coordinated Grant Application throughout the 2022 application cycle including Kitsap County and City of Bremerton CDBG and Homeless Housing Grant funds. Material in Applicant Information (i.e. audit, budget) may be updated for later application submissions, if needed. *If your agency has already submitted the Organizational Information Application for a CDBG Affordable Housing RFP response for the 2020 Cycle, you do not need to submit this application a second time.*

- **Homeless Housing and Services 2022 Application** - This application provides program information including the type of program, program staff information, program description, the community need and benefit from the program, and financial feasibility of the program.

<u>Both applications must be completed and submitted</u> by the due date for the application to be considered complete.

The link to applications for this RFP will be available on Thursday, July 8, 2021.

<p style="text-align:center"><strong style="color:red">Application submission deadline is Thursday, August 12, 2021 at Noon.</strong></p>

## Application Assistance

Assistance will be provided to applicants in a variety of ways:
1. **Technical Assistance Session**
   A Technical Assistance Training will be offered to assist applicants with information about submitting a complete application. The TA Training is **MANDATORY for programs that did not receive funding in 2020. Programs that received funding in 2020 are not required to attend but are highly encouraged to do so, particularly since the online application platform has changed.**

➢ Homeless Housing and Services NOFA Technical Assistance Training
Thursday, July 8, 2021, 9:00am – 11:00am
Zoom Webinar, Registration:  Technical Assistance Training for Homeless Housing and Services (non-shelter)  https://us02web.zoom.us/webinar/register/WN__AtR_6r-Sj6rqgNT5tRIxw

2. **One-on-One Technical Assistance** may be scheduled by contacting staff listed at the beginning of the RFP.

3. **Application Technical Assistance** with the online application host, Survey Monkey Apply, will be available during the application period through the application site.

## Evaluation of Applications

Responses to this RFP will be evaluated as follows:

- Organization Information 2022 Application
  - ➢ An Eligibility and Risk Assessment will be completed by staff to evaluate organizational and fiscal capacity along with grant contract performance and eligibility. See Appendix A for Eligibility and Risk Assessment Tool.

- Homeless Housing and Services 2022 Application
  - ➢ This portion of the application will be scored by Grant Recommendation Committee members and staff.
  - ➢ See Appendix A for Application Scoring Criteria.
  - ➢ Interviews will be scheduled, and questions may be provided prior to the interview, at the discretion of the GRC.

The application review and rating process is detailed in the Citizen Participation Plan, an appendix to the Policy Plan.

## Awards

Recommendations for grant awards will be announced as part of a larger package of recommendations for funding awards from various Coordinated Grant Application funding sources to the Board of County Commissioners.  Please reference the Application Schedule listed above for the timing of the recommendations announcement, public comment period, public hearing, and action by the Commissioners.

## Contracting

Agencies that are awarded funding will be required to enter into a contract with the County. The contract will be issued by Kitsap County as a Housing and Homelessness Division Grant contract. All standard provisions of a Housing and Homelessness Division contract will apply.

The contract term is January 1, 2022 through December 31, 2022. A second year of funding is anticipated to be available through a renewal process and contract amendment. Please refer to additional contracting requirements in the Policy Plan.

## Notifications

The application web address will be posted on the County website, and notifications will be sent to any agency or organization signed up to receive Coordinated Grant Application Process electronic notifications.

To sign up go to:
https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx
On the right side of the page click on the link to receive text or email updates. The link will take you to the Kitsap County Electronic Notification System where you can sign up. You can also sign up to receive updates for the Block Grant Program and Housing and Homelessness Program.

## Reservations

Kitsap County reserves the right to reject any and all proposals, and to waive informality, technical defect, or clerical error in any proposal, as the interest of Kitsap County may require. All cost incurred in the preparation of the proposal will be borne entirely by the submitter. All materials submitted to Kitsap County become the property of Kitsap County and become public record.

# Appendix A

Eligibility and Risk Assessment Tool
(used by Coordinated Grant Staff for Organization Information)

Application Evaluation Criteria
(used by Coordinated Grant Staff and GRC for scoring Program/Project Information)

## 2022 COORDINATED GRANT APPLICATION
## Eligibility & Risk Assessment

Applicant Name: _____
Proposed Project(s): _____
Requested Amount: _____
Activity Description(s) & Proposed Use of Funds: _____
Project service area:  ☐ City of Bremerton  ☐ Kitsap County  ☐ Both

|  | Yes | No | N/A |
|---|---|---|---|
| **Applicant is Eligible** | ☐ | ☐ | |

**Proposed Project(s) applying for** (all that apply)**:**

☐ Homeless Outreach and Survival
☐ Targeted Prevention/Diversion
☐ Case Management for Housing Stability Planning
☐ Transitional Housing
☐ Permanent Supportive Housing
☐ Permanent Affordable Housing
☐ Other Homeless Services

| **Notes and Areas of Concern:** |
|---|
| |

Reviewed By: _____     Date: _____

### A.    Applicant Eligibility

| | Yes | No | N/A |
|---|---|---|---|
| 1.   Is the proposed program type(s) eligible? | ☐ | ☐ | ☐ |
| 2.   Is the proposed program eligible for one of the funding sources? (HHGP, AHGP) | ☐ | ☐ | ☐ |
| 3.   Is the applicant an eligible applicant as described in the funding regulations? | ☐ | ☐ | ☐ |
| 4.   Is applicant eligible to receive funds (i.e., currently not disbarred or suspended from receiving federal funds)? https://www.sam.gov/ | ☐ | ☐ | ☐ |
| 5.   Is the applicant in good standing with current County contracts? | ☐ | ☐ | ☐ |
| 6.   Does the organization have an independent annual audit or financial review? | ☐ | ☐ | ☐ |
| 7.   Does the proposed projects(s) meet one of the following? <br> a.   Strategy identified in the Kitsap Homeless Crisis Response and Housing Plan; <br> b.   Priority identified for Affordable Housing Grant funds. | ☐ | ☐ | ☐ |
| 8.   Did the applicant attend the TA Session?  (Not required for 2020-funded programs) | ☐ | ☐ | ☐ |

**Applicant passed the Eligibility Review:**     ☐ **Yes**     ☐ **No**

## B. Organizational Capacity & Management

| | Yes | No | N/A |
|---|---|---|---|
| 1. Is the organizational structure of the applicant organization clearly defined? (Agency History, Org. Chart & Parent Org. Info.) | ☐ | ☐ | ☐ |
| 2. Has the organization had changes to key staff or positions in the past 12 months? (Narrative question) | ☐ | ☐ | ☐ |
| 3. Does the board reflect a diverse representation of the community including minority & consumer participation, professionals from the community at large, persons with low income, and consumer advocates? (Board Member Form, Staff & Board Profile Question) | ☐ | ☐ | ☐ |
| 4. Does board membership provide sufficient size and structure for community participation (i.e. board vacancies, size and term length)? (Board Member Form) | ☐ | ☐ | ☐ |
| 5. Is the board actively involved in the leadership of the organization and providing adequate financial oversight, involvement in fundraising and strategic planning? (Board Involvement Question, Board minutes & bylaws) | ☐ | ☐ | ☐ |

**Concerns regarding agency organizational capacity:**

## C. Financial Stability

| | Yes | No | N/A |
|---|---|---|---|
| 1. Does the organization demonstrate financial capacity overall and capacity to undertake the proposed program/project? (Agency Budget, Income Statement/Profit & Loss) | ☐ | ☐ | ☐ |
| 2. Does the organization have reserve funds? (Balance Sheet, Cash Flow Statement) | ☐ | ☐ | ☐ |
| 3. Does the organization have adequate internal financial oversight? (narrative question) | ☐ | ☐ | ☐ |
| 4. Does the organization have experience managing government grant funds? (narrative question) | ☐ | ☐ | ☐ |
| 5. Does the organization receive an audit, financial review, or compilation? (Audit question, including audit type and audit findings) | ☐ | ☐ | ☐ |
| 6. Is the organization involved in any litigation, have IRS problems or unresolved audit findings? | ☐ | ☐ | ☐ |
| 7. Did the organization file an IRS 990 tax return? | ☐ | ☐ | ☐ |
| 8. Does the organization have policies and procedures regarding Fiscal Control, Procurement/Purchasing and Non-Discrimination? If yes, do we have a copy of the most recent? If no, review and evaluate uploaded documents. <br> a. Does the Fiscal Control Policy & Procedures adequately describe the fiscal management system including cash controls, expenditure authorization | ☐ | ☐ | ☐ |

| | | | |
|---|---|---|---|
| process, separation of duties, banking, account reconciliation, budgetary controls, financial reporting and board oversight. Are policies Board approved? | | | |
| b. Does organization have a Purchasing/Procurement Policy & Procedures that address standards used for purchasing goods and services, and competitive process used to obtain best quality and price? Are policies Board approved? | | | |
| c. Does the agency have a policy of non-discrimination based on all State and Federal protected classes for staff, volunteers, clients and participants? | | | |

**Concerns regarding financial stability:**

## D. History of Performance

| | Yes | No | N/A |
|---|---|---|---|
| 1. Has the agency has received funds in prior year(s)? | ☐ | ☐ | ☐ |
| 2. Have prior projects been completed on schedule and within original budget? | ☐ | ☐ | ☐ |
| 3. Has the agency had problems managing funds in prior years? | ☐ | ☐ | ☐ |
| 4. Has the agency spent federal/local funds timely? | ☐ | ☐ | ☐ |
| 5. Has the agency spent down at least 90% of the total grant contract by the end of the term? | ☐ | ☐ | ☐ |
| 6. Does the agency have outstanding monitoring issues? | ☐ | ☐ | ☐ |
| 7. Does the Agency report timely and accurately for previous contracts? | ☐ | ☐ | ☐ |
| 8. Is the agency responsive; responding to staff requests in a timely way? | ☐ | ☐ | ☐ |

**Concerns regarding history of performance with grant funds:**

## This Section To Be Completed For HHGP Fund Eligibility

| | Yes | No | N/A |
|---|---|---|---|
| **Project:** | | | |
| 1. Does the project serve households who are homeless or at imminent risk of becoming homeless? | ☐ | ☐ | ☐ |
| 2. Does the project directly contribute to making homelessness rare and/or brief and/or one-time? (One of these is acceptable.) | ☐ | ☐ | ☐ |
| 3. Does the project meet one of the strategies in the 2018 Kitsap Homeless Crisis Response and Housing Plan? | ☐ | ☐ | ☐ |
| 4. Is the project one of the eligible intervention types? | ☐ | ☐ | ☐ |
| **Is the project eligible for HHGP Funds?** | ☐ | ☐ | ☐ |

**Notes or Areas of Concern:**

## This Section To Be Completed For AHGP Fund Eligibility

| | Yes | No | N/A |
|---|---|---|---|
| **Project:** | | | |
| 1. Does the project benefit very-low income households (50% and below AMI) through one of the following:<br>  a. Operations & maintenance costs of housing projects or units within housing projects eligible to receive WA State Housing Trust Funds, and that require a supplement to rental income to cover ongoing operating expenses;<br>  b. Acquisition, construction or rehabilitation of housing projects;<br>  c. Rental assistance; and<br>  d. Operating costs for emergency shelters | ☐ | ☐ | ☐ |
| 2. Does the project meet the AHGP funding priorities?<br>  a. Projects supporting building operations and maintenance costs and operating costs for emergency shelters.<br>  b. Housing activity that serves extremely low-income households with incomes at or below 30% AMI. | ☐ | ☐ | ☐ |
| **Is the project eligible for AHGP Funds?** | ☐ | ☐ | ☐ |

**Notes or Areas of Concern:**

## KITSAP COORDINATED GRANT APPLICATION
## 2022 Application Evaluation Criteria – Scoring Sheet
## Project/Program Information

**Agency:** _____

**Program Name:** _____

An eligibility review and risk assessment will be completed by Coordinated Grant Application staff. All projects meeting eligibility thresholds and meeting risk assessment requirements will be subject to this Application Evaluation Review, which is completed separately by CGA staff and by Grant Recommendation Committee members for all eligible projects. Applications are reviewed and evaluated based on written information and attachments provided by the applicant.

Scoring Instructions:
1. Read the entirety of the application.
2. Evaluate each application independently using the questions below.
3. Assign a score from 0 – 10 for each of the three areas (Project Soundness, Community Need and Benefit, Financial Feasibility).
4. When thinking about scoring, use 5 as the starting place for a project that is "average". Assign more points for excellent projects/programs; assign fewer points for those that are of poorer quality.
5. Remember that you are not scoring the quality of the application, but the quality of the program.
6. Take notes on a program strengths, weaknesses, and any questions you would like the agency to answer. You can use the paper version of the Application Evaluation Criteria to take notes, if you wish.
7. Enter scores into Survey Monkey Apply. You are also encouraged to enter your comments, notes, and questions into Survey Monkey Apply.
8. Thank you!

### 1.  PROJECT SOUNDNESS

Evaluation Question:  Does the application demonstrate that the project has sufficient planning, staffing, and performance measurement to be effective and efficient?

Score (0 – 10 points): _____

Comments, notes, and questions:

## 2.  COMMUNITY NEED AND BENEFIT

Evaluation Question:  Does the application demonstrate that there is a need for this project/program in the community, and that the project will have a significant and beneficial impact on the people who need it?

Score (0 – 10 points): _____

Comments, notes, and questions:


## 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?

Score (0 – 10 points): _____

Comments, notes, and questions: