

# Kitsap Coordinated Grant Application 2026

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TECHNICAL ASSISTANCE

HOMELESS HOUSING AND SERVICES PROJECTS

JUNE 16, 2026

# Welcome!

You are at the Homeless Housing and Services Technical Assistance Session for the 2026 Coordinated Grant Application Cycle

➤ The Homeless Housing and Services 2026 Application is used for: HHGP, AHGP, and CHG funding

➤ Housekeeping

# Introductions

## **Kitsap County Housing and Homelessness Division Staff**

Carl Borg

Virginia McCaslin

Leah Noldan

Cory Derenburger

# Agenda

- Overview of 2026 Coordinated Grant Process
- 2026 Grant Application
- Filling Out the Application in SurveyMonkey Apply
- Application Review and Awards Process
- Getting Help and Questions
- Q&A

# Overview of Coordinated Grant Application Process

# Overview of 2026 Coordinated Grant Application Process

- Same online Application Platform as prior years - SurveyMonkey Apply
- Multiple funding sources will use this platform and applications will open and close on the same schedule
  - Applications open June 17
  - Application Deadline July 15<sup>th</sup> @ Noon

# Overview of 2026 Coordinated Grant Application Process

- Applications consist of two parts:
  - Part 1: Organization Application 2026 – complete once for your agency
  - Part 2: Homeless Housing and Services 2026 Application – complete one for each project for which you are requesting funding

# 2026 Grant Application



# Part 1 - Organization Information

Only submit once for ALL 2026 Coordinated Grant Applications

Part 1 includes

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

# Part 2 – Project Information

Submit ONE Part 2 Application for EACH project.

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

1. Program Description
2. Need and Population Served
3. Program Financial Information
4. Program Performance Measures
5. Low Barrier Assessment

# Part 2 – Project Information Tasks

## 1. Program Description

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

# Part 2 – Project Information Tasks

## 2. Need and Population Served

- Community Need
- Target Population and Income Level
- Community Impact
- Intake and Eligibility Criteria
- Community Collaboration
- Outreach to Target Population
- Consistency with Kitsap Homeless Crisis Response and Housing Plan and Priorities

# Part 2 – Project Information Tasks

## 3. Financial Information

- Sources of Financing & Budget
- Funding Commitments
- Board and Fundraising
- Sustainability Plan

## 4. Performance Measurement Worksheet

- Number of Households Served
- Statewide Targets (Client Outcomes and Data Quality)
- Housing Type Performance Measures
- Additional Performance Measures (Outcomes and Targets)

# Part 2 – Project Information Tasks

## 5. Low Barrier Assessment

- Programs that may be funded by the Consolidated Homeless Grant (CHG) have low barrier program requirements as defined by WA Dept of Commerce in the Consolidated Homeless Grant Guidelines.
- A checklist is provided for self-assessment.

# Complete Application

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

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

# 2026 Coordinated Grant Application

## Where to find information.....

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



# Coordinated Grant Application Basics and Demonstration

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# 2026 Coordinated Grant Application

The Coordinated Grant Application is 100% ONLINE

**Step 1:** On or after June 17<sup>th</sup> go to the Kitsap Coordinated Grant Application website <https://apply-kitsap.smapply.io/>

**Step 2:** New applicants will need to create a new account. Returning applicants will log in with an existing account.

**Step 3:** Get started!

Save your work often! You may save, log out, and resume later where you left off. Multiple members of your agency may contribute at different times to the application.

# For NEW Applicants

How to Access  
the CGA Grant  
Application  
Website and  
Create a New  
Applicant User  
Account

- Accessing the Website
- Registering a New Account

# Registering a NEW Applicant Account

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

Log In

Register



Coordinated Grant Application

June 18<sup>th</sup> Survey Monkey is making some changes to the registration and log-in pages, so these pages on the site may look different from these screenshots

# Register on Apply

Create an account for your Primary or Managing User

Passwords must be at least 8 characters, with at least 1 uppercase letter, 1 lower case letter, 1 number, and 1 special char@cter

Check “I’m not a robot” and complete the Captcha

Finally “Create Account”

[Return to Coordinated Grant Application](#)

[Already have a SurveyMonkey Apply account?](#)

LOG IN



Register for an applicant account

Register with

G

OR

First name

Douglas

Last name

Adams

Email

doug@megadodo.com

Password

.....



Confirm password

.....



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



I'm not a robot



reCAPTCHA  
[Privacy](#) - [Terms](#)

CREATE ACCOUNT

# Welcome!

After registering you will receive a confirmation email.

YOU MUST verify your account using the link in the email. You will not be able to use the applicant side of the website without clicking the verification link



Welcome!

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

We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.

[Continue to site](#)

Bcc

Subject

SurveyMonkey Apply Account Email Verification

Dear Douglas Adams,

In order to validate your SurveyMonkey Apply account we require you to verify your email address.

Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,  
The SurveyMonkey Apply Team

[Confirm email address](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar: <https://apply.kitsap.smapply.io/acc/e/4d4dad4b-4b7e-4c64-9631-3b767c3b7ee3/>

You are receiving this email from [Coordinated Grant Application](#).

# Manage your Organization

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

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

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

Complete the following:

- Organization Name
- Tax Number

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

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

CONTINUE

# Registered Successfully

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Welcome!

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

[Continue to site](#)



# For RETURNING and NEW Applicants

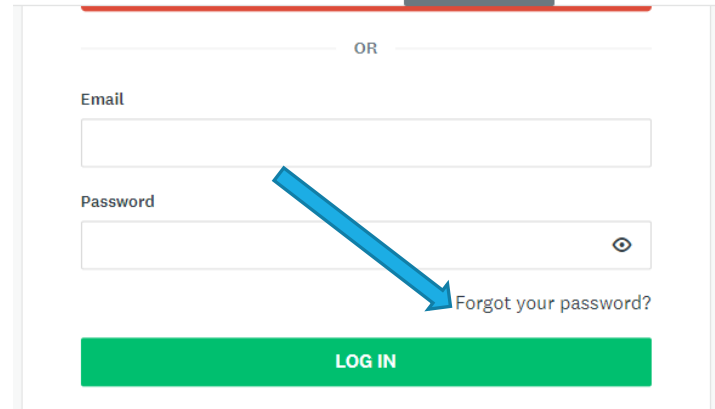
How to Access  
the CGA Grant  
Application  
Website and  
Manage your  
accounts

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

# Password Reset

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

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



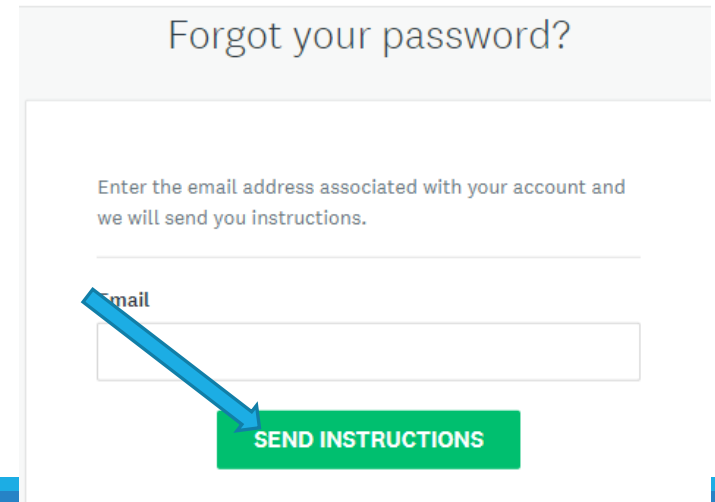
OR

Email

Password

[Forgot your password?](#)

LOG IN



Forgot your password?

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

Email

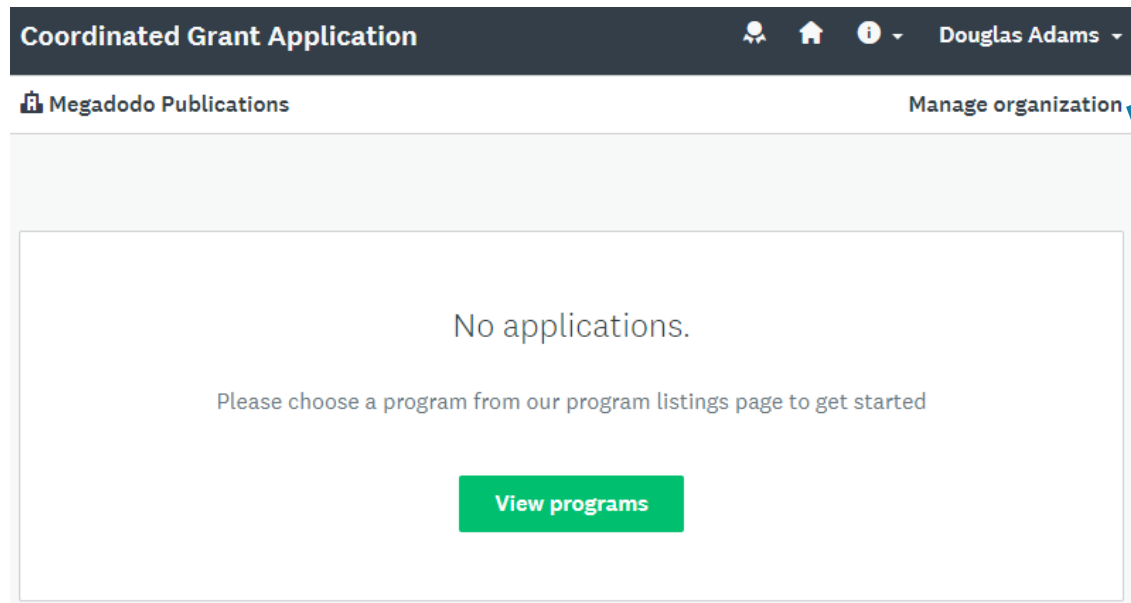
SEND INSTRUCTIONS

# Add Members or Collaborators

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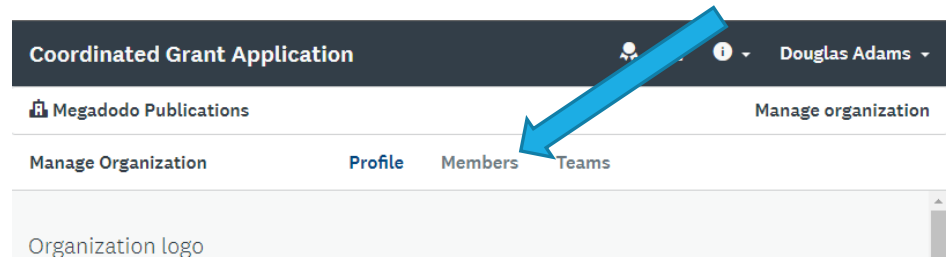
If you will have multiple users working together on an application, use the following steps to create user accounts for your members.

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

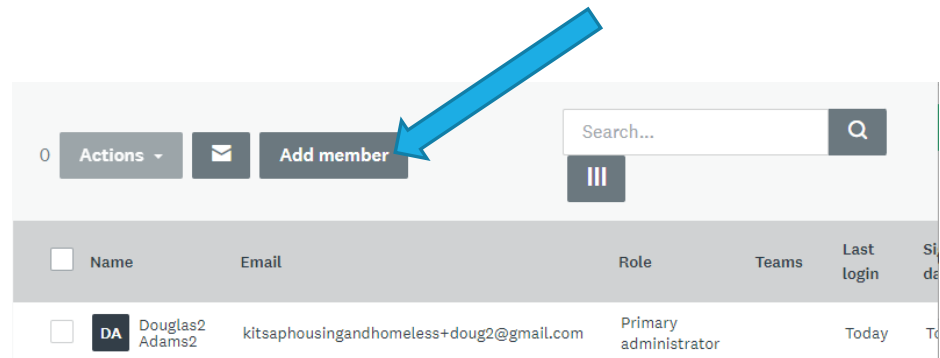


# Add Members or Collaborators

From the Manage Organization page select the “Members” tab



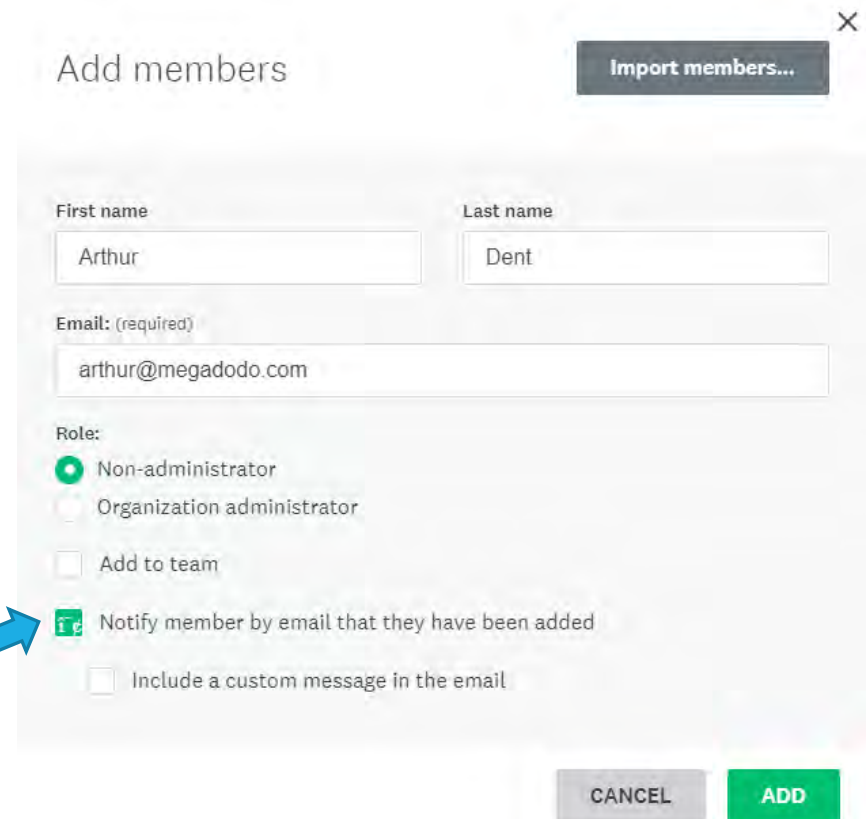
Next select the “Add member” button



# Add Members or Collaborators

Create the member by entering their name, email, and select “Notify member by email that they have been added”. This will send the user an invitation email.

The added member will need to select the “**Join now**” link in the invitation email.



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

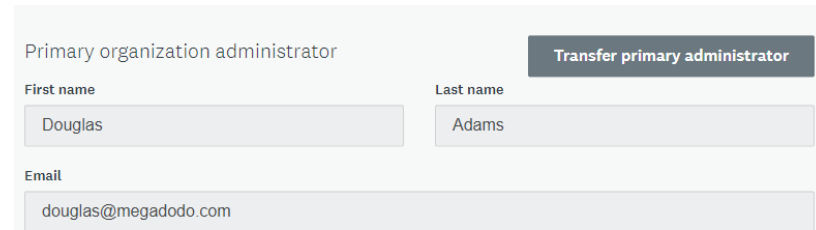
- First name:** Arthur
- Last name:** Dent
- Email: (required):** arthur@megadodo.com
- Role:**
  - ☒ Non-administrator
  - ☐ Organization administrator
- ☐ Add to team
- ☒ Notify member by email that they have been added
- ☐ Include a custom message in the email

At the bottom right of the modal are two buttons: "CANCEL" and "ADD". A blue arrow points from the text "select the 'Join now' link" to the "Notify member by email" checkbox.

# Transferring Primary Account

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

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



The screenshot shows a web form titled "Primary organization administrator". It contains three input fields: "First name" with the value "Douglas", "Last name" with the value "Adams", and "Email" with the value "douglas@megadodo.com". A dark button labeled "Transfer primary administrator" is located in the top right corner of the form area.

Primary organization administrator		Transfer primary administrator
First name	Last name	
Douglas	Adams	
Email		
douglas@megadodo.com		

# Creating An Application

Starting an Application

Creating a Part 1 –  
Organizational Information  
2026 Application

Creating a Part 2 – Homeless  
Housing and Services 2026

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

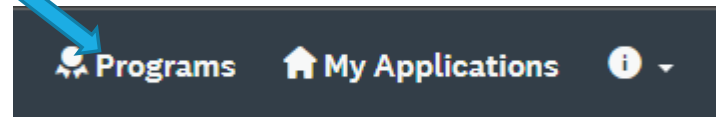
# Overview of the CGA Website

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

If you are a returning user, you may see applications from prior cycles upon login.

To create an application, navigate to the “Programs” Link in the SM Apply Menu bar.





# Program Page

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

- Organizational Information 2026
- Homeless Housing and Services Applications 2026

The screenshot displays the 'Programs' page with a search bar at the top right. Below the header, there are three program cards. The first card, 'Mental Health, Chemical Dependency, an...', includes application dates from June 1 to June 30, 2025, and a 'MORE >' button. The second card, 'Organization Information 2026', provides details on application deadlines (6/4 for Shelter Ops, 6/30 for MHCOTC, 7/15 for CDBG/HOME/CIAP, and 7/15 for Homeless Housing and Services) and a 'MORE >' button. The third card, 'Homeless Housing & Services 2026', shows application dates from June 17 to July 15, 2025, and a 'MORE >' button.

Programs

Search programs...

**Mental Health, Chemical Dependency, an...**  
Accepting applications from Jun 1 2025 09:59 AM (PDT) to Jun 30 2025 12:01 PM (PDT)  
Complete this application for each 2026 MHCOTC project for which you are applying for funding from the CGAP Process.  
[MORE >](#)

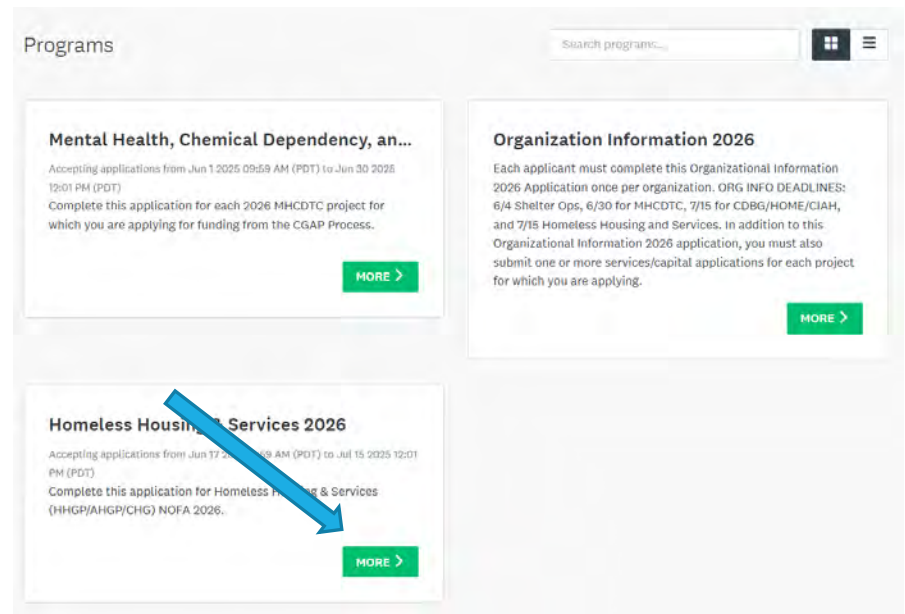
**Organization Information 2026**  
Each applicant must complete this Organizational Information 2026 Application once per organization. ORG INFO DEADLINES: 6/4 Shelter Ops, 6/30 for MHCOTC, 7/15 for CDBG/HOME/CIAP, and 7/15 Homeless Housing and Services. In addition to this Organizational Information 2026 application, you must also submit one or more services/capital applications for each project for which you are applying.  
[MORE >](#)

**Homeless Housing & Services 2026**  
Accepting applications from Jun 17 2025 11:59 AM (PDT) to Jul 15 2025 12:01 PM (PDT)  
Complete this application for Homeless Housing & Services (HHGP/AHGP/CHG) NOFA 2026.  
[MORE >](#)

# Starting an Application

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To Start an Application, from the Program Page select a “**More >**” Link to see details about the program application



# Each Program Page will Contain

## **General Instructions**

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

## **Application Instructions**

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

## **Forms and Worksheets**

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

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

# Part 1 – Organizational Information 2026

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

## Organization Information 2026

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

1) The **Organization Information 2026** Application (this application) is designed to collect information pertaining to your entire organization. The Organizational Information Application only needs to be submitted one time.

Organization Information 2026 Applications are due:

- June 4th 2025 for SFY 2026 Shelter Operations
- June 30th 2025 for MHCDTC
- July 15th for CDBG/HOME, CIAH, Homeless Housing & Services

2) The second part of your application will be to complete one or more of the following services/capital/shelter applications for each of your projects to which you are applying.

### RESOURCES

Download the files to complete this application below.

[General Application Instructions 2026](#)

[Organizational Information 2026 Application Instructions \(.docx in .zip\)](#)

[Board Members 2026 \(.docx in .zip\)](#)

[Prior Funding 2026 \(.docx in .zip\)](#)

# Part 1 - Organizational Information Application

## Organization Information 2026

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

1) The **Organization Information 2026** Application (this application) is designed to collect information pertaining to your entire organization. The Organizational Information Application only needs to be submitted one time.

Organization Information 2026 Applications are due:

- June 4th 2025 for SFY 2026 Shelter Operations
- June 30th 2025 for MHCDTC
- July 15th for CDBG/HOME, CIAH, Homeless Housing & Services

2) The second part of your application will be to complete one or more of the following services/capital/shelter applications for each of your projects to which you are applying.

### **RESOURCES**

Download the files to complete this application below.

[General Application Instructions 2026](#)

[Organizational Information 2026 Application Instructions \(.docx in .zip\)](#)

[Board Members 2026 \(.docx in .zip\)](#)

[Prior Funding 2026 \(.docx in .zip\)](#)

APPLY

Deadline

Jul 15 2025 12:00 PM (PDT)

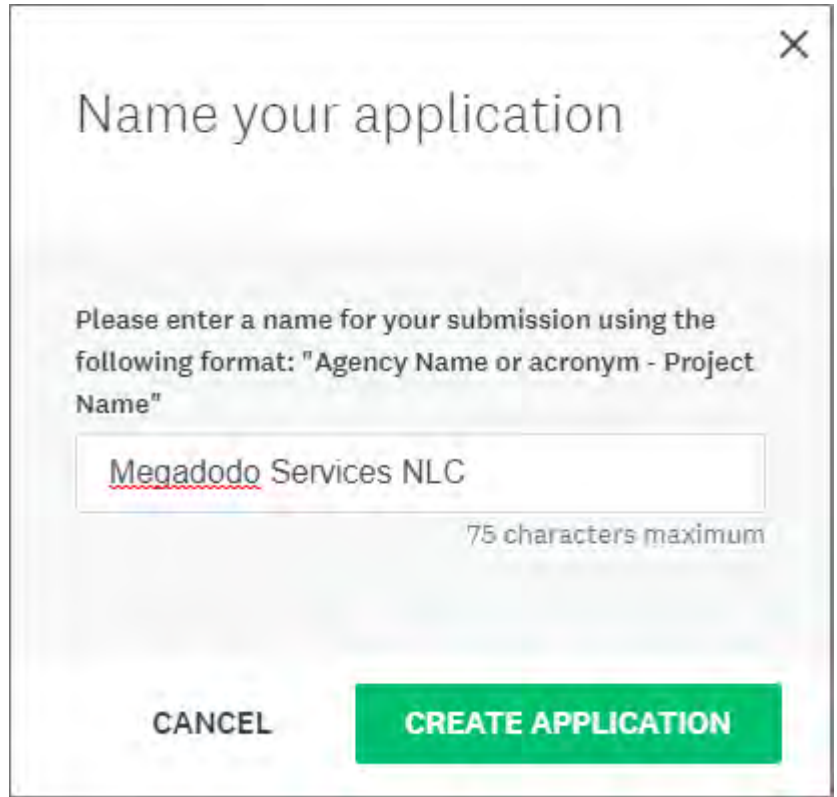
To start the application click Apply

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

# Name the Application

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Name the Organizational  
Information Application by the  
Agency Name



A screenshot of a web application dialog box titled "Name your application". The dialog box has a close button (X) in the top right corner. Below the title, there is a text input field containing the text "Megadodo Services NLC". Below the input field, there is a character count "75 characters maximum". At the bottom of the dialog box, there are two buttons: "CANCEL" and "CREATE APPLICATION". The "CREATE APPLICATION" button is green and highlighted.

Name your application

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

Megadodo Services NLC

75 characters maximum


CANCEL CREATE APPLICATION

# Part 1 - Organizational Information Application

**Every Applicant must submit ONE Organizational Application 2026 for their Organization.**

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

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

 Organization Information 2026 - Task Page 1 ...

### Organization Information 2026 - Task Page 1

The Organization Information Application only needs to be completed one time during the 2026 Application Cycle. Your agency may then submit any number of project/program applications responding to RFPs and NOFAs from funding sources participating in the Kitsap County Coordinated Grant Application Process.

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

\* Example: KC\_990Form.pdf

**Resource Links:**

- [Application Instructions 2025 - Organization Information](#) (.pdf)
- [Board Members 2026](#) (.docx in .zip)
- [Prior Funding 2026](#) (.docx in .zip)

**1. Organization Information**

Organization's Legal Name

Executive Director

# Part 1 - Organizational Information Application

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- You must complete all questions on a page before you can proceed to the next.
- Save your work frequently – use the “Save and Continue Editing” button
- Safest method: download instructions and complete all narratives and forms prior to working in SurveyMonkey Apply.
- Less safe: working directly in SurveyMonkey, using “placeholder” answers, and uploading “temporary files”.
  - Less safe can mean incomplete submissions!



# Part 2 – Homeless Housing and Services 2026 Applications

Every Applicant  
must complete a  
Part 2 –  
Homeless  
Housing and  
Services 2026  
Application

## Homeless Housing & Services 2026

Complete this application for Homeless Housing & Services (HHGP/AHGP/CHG) NOFA.

### RESOURCES

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

- [General Application Instructions 2026](#)
- [Homeless Housing and Services Application Instructions & Docs \(.zip\)](#)

**APPLY**

Jun 17 2025 11:59 AM (PDT)

Deadline

Jul 15 2025 12:01 PM (PDT)

# Part 2 – Services Application 2026

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## Homeless Housing & Services 2026

Complete this application for Homeless Housing & Services (HHGP/AHGP/CHG) NOFA.

### RESOURCES

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

- [General Application Instructions 2026](#)
- [Homeless Housing and Services Application Instructions & Docs \(.zip\)](#)

**APPLY**

Opens

Jun 17 2025 12:59 AM (PDT)

Deadline

Jul 15 2025 12:01 PM (PDT)

To start the application click Apply

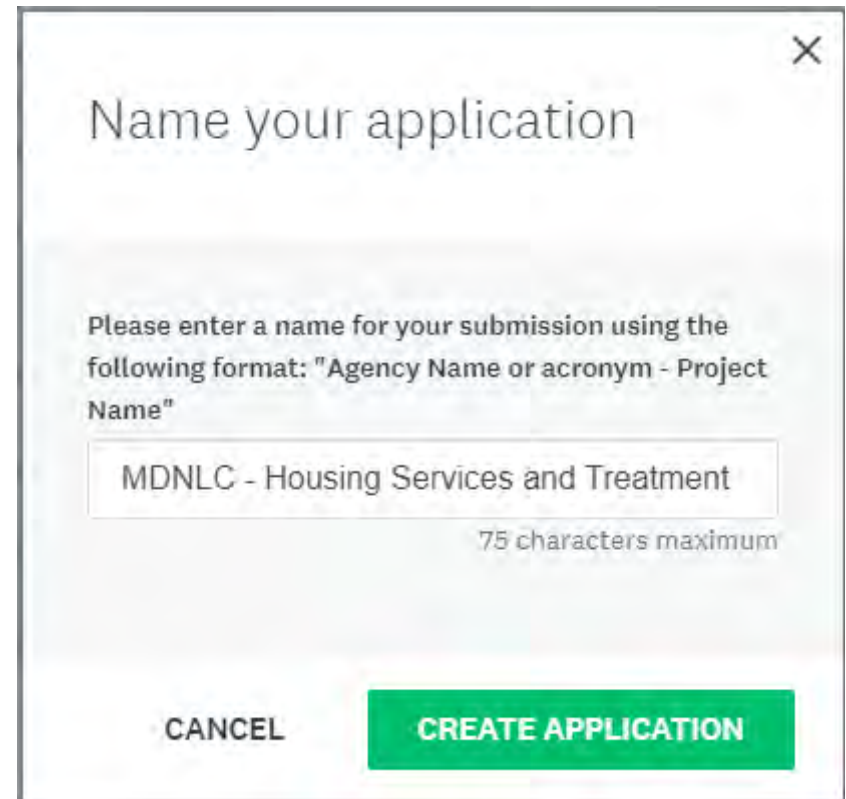
Forms to be completed and uploaded for specific questions in the application and Instructions. Download and save these first before clicking Apply.

# Name the Application

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Give the application a name for the project or program.

Please make sure to include your **Agency Name or Acronym** with the project name, so that staff and reviewers will know which Projects are submitted by the Agency



A screenshot of a web application dialog box titled "Name your application" with a close button (X) in the top right corner. The dialog contains a text input field with the placeholder text "Please enter a name for your submission using the following format: 'Agency Name or acronym - Project Name'". The input field contains the text "MDNLC - Housing Services and Treatment". Below the input field, it says "75 characters maximum". At the bottom of the dialog, there are two buttons: "CANCEL" and "CREATE APPLICATION".

Name your application

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

MDNLC - Housing Services and Treatment

75 characters maximum

CANCEL CREATE APPLICATION

# Application Dashboard

Kitsap County Coordinated Grant Applicati...

Programs My Applications Douglas Adams ▾

Kitsap Housing & Homelessness Manage organization

0 of 4 tasks complete

Last edited: May 12 2025 08:51 AM (PDT)

REVIEW

SUBMIT

Megadodo Inc.

CD

Cory Derenburger  
cderenbu@kitsap.gov  
[View & edit](#)

Add Member or Team

SFY 2026-2027 Shelter Opera...

Preview

**MDodo Inc - Milliways Shelter**

Kitsap Housing & Homelessness ID: HH-SORFP26-0000000002 Status: In Application

Stage

APPLICATION

ACTIVITY

Your tasks

Program Description

Program Requirements

Program Performance Measures

Select a task to begin filling out the application. You must complete all tasks before you can submit the application

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

# Application Dashboard

The Application Dashboard will display:

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

The screenshot displays the Application Dashboard interface. On the left, a progress bar indicates '1 of 4 tasks complete' with a blue bar. Below it, the text 'Last edited: May 12 2025 08:59 AM (PDT)' is shown. Two buttons, 'REVIEW' and 'SUBMIT', are visible. The main content area shows the application title 'MDodo Inc - Milliways Shelter' and the status 'In Application'. Below this, a list of tasks is shown: 'Program Description' (completed), 'Program Requirements' (in progress), 'Financial Information' (not started), and 'Shelter Operations Program Performance Measures' (not started). The 'SUBMIT' button is highlighted in green.

1 of 4 tasks complete

Last edited: May 12 2025 08:59 AM (PDT)

REVIEW SUBMIT

**Megadodo Publications**

**CD** Cory Derenburger  
cderenbu@kitsap.gov  
View & edit

Add Member or Team

SFY 2026-2027 Shelter Opera... [Preview](#)

**MDodo Inc - Milliways Shelter**

**Kitsap Housing & Homelessness** ID: HH-SORFP26-0000000002 Status: In Application

Stage

**APPLICATION** ACTIVITY

Your tasks

✓	Program Description	Completed on: May 12 2025 08:59 AM (PDT)	>
◐	Program Requirements	Last edited: May 12 2025 08:59 AM (PDT)	>
○	Financial Information		>
○	Shelter Operations Program Performance Measures		>

# To Edit a Completed Task

The screenshot displays the 'Coordinated Grant Application' interface. At the top, a dark navigation bar includes 'Programs', 'My Applications', and a user profile for 'Shannon Bauman'. Below this, a header for 'Kitsap County Test' is visible. The main content area is divided into two columns. The left column contains a sidebar with a list of tasks: 'Pre-Application Identified Funding Sources', 'Program Narrative 2024' (highlighted with a green checkmark and a right arrow), 'Need and Population 2024', 'Financial Information 2024', and 'Performance Measures Worksheet'. A progress bar indicates '2 of 5 tasks complete', and the last edit timestamp is 'Jun 22 2023 11:53 AM (PDT)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The right column shows the details for the 'Program Narrative 2024' task, which is marked as 'Completed Jun 22 2023'. It includes a 'Program Description 2024' section, a 'RESOURCES' list with links to various application instructions, and input fields for 'Agency Name' (Shannon's Test) and 'Program Name' (Services Test). A 'Total Amount of Funds Requested for 1 Program Year' section is also present. A blue callout box with a right-pointing arrow highlights the 'Program Narrative 2024' task in the sidebar and the 'Edit' option in the pop-up menu that appears when the task is clicked. The pop-up menu also includes 'Download' and 'Reset' options.

Coordinated Grant Application

Programs My Applications Shannon Bauman

Kitsap County Test

Manage organization

← Back to application

Services Application 2024 \* Test\*

**Shannon's Test Project**

ID: SERV24---0000000070

- ✓ Pre-Application Identified Funding Sources
- ✓ Program Narrative 2024
- Need and Population 2024
- Financial Information 2024
- Performance Measures Worksheet

2 of 5 tasks complete

Last edited: Jun 22 2023 11:53 AM (PDT)

REVIEW SUBMIT

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

✓ Program Narrative 2024 Completed Jun 22 2023

**Program Description 2024**

This application is for SERVICES applications

**PROGRAM DESCRIPTION**

RESOURCES

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

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

Agency Name

Shannon's Test

Program Name

Services Test

Total Amount of Funds Requested for 1 Program Year

Enter the amount of funds you are requesting for this program from this grant process.

Choose the task you want to edit and then click here to select Edit from the pop-up menu

Download

Reset

Edit

# Part 2 – Project Information Tasks

## Services Budget and Financing Worksheet

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

2026 Sources of Financing - All Projects				
Organization Name: Megadodo Services				
Program: Housing and Case Management				
Funding Source	Committed	Conditional	Contingent	TOTAL
<b>2026 CGAP Grant Request</b>				
Total CGAP Requested Funds (AHGP/HHGP/CHG)			125,000	\$ 125,000
Total Requested Funds			\$ 125,000	\$ 125,000
<b>Federal</b>				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Federal	-	\$ -	\$ -	\$ -
<b>State</b>				
Dept of Commerce	210,000			\$ 210,000
DSHS Contract	65,000			\$ 65,000
				\$ -
				\$ -
				\$ -
Total State	\$ 275,000	\$ -	\$ -	\$ 275,000
100%				

The Project Request Amount

Other Funding for the Project

Project Request

Project Name: Megadodo Services  
Program: Housing and Case Management

Total Services Program Budget

Total CGAP Requested Funds	%	Total Other Funds	%	Total
FBI, DHS, HHS, HUD, IIR, J, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UY, UV, UW, UX, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ		(Federal, State, Local, Applicant, Private)		

Sources of Financing Totals

\$	125,000	31%	\$	275,000	7%	\$	400,000
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Enter the estimated costs associated with your project/program from CGAP Sources and from Other Funds

Personnel

Managers and Staff (program related)	\$	65,000	16%	\$	85,000	21%	\$	150,000	38%
Fringe Benefits	\$	10,000	3%	\$	30,000	8%	\$	40,000	10%
SUBTOTAL	\$	75,000	19%	\$	115,000	29%	\$	190,000	48%

Supplies & Equipment

Equipment			0%	\$	3,000	1%	\$	3,000	1%
Office Supplies	\$	1,500	0%	\$	2,500	1%	\$	4,000	1%
Other (describe):							\$	-	
SUBTOTAL	\$	1,500	0%	\$	5,500	1%	\$	7,000	2%

Administration

Advertising/Marketing			0%	\$	700	0%	\$	700	0%
Audit/Accounting	\$	500	0%	\$	900	0%	\$	1,400	0%
Communication	\$	650	0%	\$	650	0%	\$	1,300	0%
Fees and Taxes							\$	-	
Indirect Administrative Expenses							\$	-	
Insurance/Bonds							\$	-	
Legal Services							\$	-	
Training							\$	-	
Travel/Transportation							\$	-	
Other (describe):	\$	650	0%	\$	700	0%	\$	1,350	0%
SUBTOTAL	\$	1,800	0%	\$	2,950	1%	\$	4,750	1%



# Submitting a Completed Application

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

You may edit your application after you have submitted until the application closes at Noon on July 15<sup>th</sup>.

The screenshot displays the application submission interface. On the left, a progress bar indicates '6 of 6 tasks complete'. Below this, the 'Last edited' timestamp is 'Jun 23 2023 03:52 PM (PDT)'. There are two buttons: a grey 'REVIEW' button and a green 'SUBMIT' button. A blue arrow points from a text box to the 'SUBMIT' button. The 'Deadline' is 'Jul 27 2023 12:01 PM (PDT)'. Below this, the user's profile for 'Megadodo Publishing' is shown, including the name 'Douglas Adams', email 'doug@megadodo.com', and a 'View & edit' link. At the bottom of this section is a green button labeled 'Add Member or Team'. On the right, there are tabs for 'APPLICATION' and 'ACTIVITY'. Below the tabs, a list of tasks is shown, each with a green checkmark icon and a right arrow. The tasks are: 'Program Description' (Completed on: Jun 22 2023 03:51 PM (PDT)), 'Program Requirements' (Completed on: Jun 22 2023 03:52 PM (PDT)), 'Financial Information' (Completed on: Jun 22 2023 03:53 PM (PDT)), and 'Shelter Operations Program Performance Measures' (Completed on: Jun 22 2023 03:53 PM (PDT)). A blue text box with the text 'Appears when all tasks are complete' has a blue arrow pointing to the 'SUBMIT' button.

6 of 6 tasks complete

Last edited: Jun 23 2023 03:52 PM (PDT)

REVIEW SUBMIT

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

Megadodo Publishing

Douglas Adams  
doug@megadodo.com  
View & edit

Add Member or Team

Preview

APPLICATION ACTIVITY

Your tasks

- ✓ Program Description  
Completed on: Jun 22 2023 03:51 PM (PDT)
- ✓ Program Requirements  
Completed on: Jun 22 2023 03:52 PM (PDT)
- ✓ Financial Information  
Completed on: Jun 22 2023 03:53 PM (PDT)
- ✓ Shelter Operations Program Performance Measures  
Completed on: Jun 22 2023 03:53 PM (PDT)

Appears when all tasks are complete

# COMPLETE Applications Must Include

## PART 1 – ORGANIZATIONAL INFORMATION 2026


## PART 2 – SERVICES APPLICATION 2026

All Applications ▾


Services Application 2024 \* Test\*

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

SERV24--0000000072

 Megadodo Publishing

**STATUS:** In Eligibility and Risk Assessme...

 SUBMITTED


[VIEW](#)

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


Organization Information 2026

**Megadodo Services**

ORG-INFO24-0000000018

 Megadodo Publishing

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

 SUBMITTED

[VIEW](#)

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


Part 1 – Organizational  
Information 2026  
\*Complete\*

Part 2 – Services  
Application 2026  
\*Complete\*

For each Services  
project



## 5 TIPS FOR A GREAT APPLICATION

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


# Application Assistance

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# 2026 Coordinated Grant Application

If you need assistance...

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

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

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

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

# Review and Awards Process

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# Review & Award Process

## **Part 1: Risk Assessment & Eligibility Review**

*(risk assessment criteria is included in the NOFA)*

- Staff will review all applications submitted for organization and program eligibility

## **Part 2: Eligible Applications Reviewed & Scored by Staff and Grant Recommendation Committee (GRC)**

*(scoring sheet is included in the NOFA)*

- Project Soundness
- Community Need and Benefit
- Project Financial Feasibility

# Review and Award Process

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

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

- In person staff/applicant presentations with the GRC will take place August 26-27<sup>th</sup>.
- Presentations are 10 minutes. Q&A is 10 minutes.
- The presentation schedule will be emailed in August.
- You may bring anyone you like but include those who can best answer questions about the overall agency and the specific project.
- After all presentations have concluded, the GRC discusses projects & recommends project funding.



# Review and Award Process

## Recommendations

- Review committees discuss projects & recommend project funding after all the presentations and Q&A have concluded.
- Funding recommendations for HHGP/AHGP/CHG are posted Sept. 23<sup>rd</sup> for a 30-day public comment period.
- Recommendations for Kitsap County funds are forwarded to the Kitsap Board of County Commissioners for public hearing and approval Oct. 27<sup>th</sup>.

# Assistance

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# Getting Help

- Carl Borg  
Program Manager  
[ceborg@kitsap.gov](mailto:ceborg@kitsap.gov)
- Virginia McCaslin  
Grants Programs Analyst  
[vmccaslin@kitsap.gov](mailto:vmccaslin@kitsap.gov)
- Leah Noldan  
Contracts Coordinator  
[lnoldan@kitsap.gov](mailto:lnoldan@kitsap.gov)
- Cory Derenburger  
Division Specialist  
[cderenbu@kitsap.gov](mailto:cderenbu@kitsap.gov)

# Q&A

We will answer questions that came in during the session and then answer any additional questions – use the Raise Hand feature and we will call on you