

# Kitsap Coordinated Grant Application 2019

---

TECHNICAL ASSISTANCE TRAINING

HOUSING & ECONOMIC DEVELOPMENT

MAY 16, 2018

9:30AM

# Welcome!

You are at the Technical Assistance Session for the 2019  
Coordinated Grant Application Cycle

Affordable Housing, Capital Economic Development  
Projects and CHDO Operating Applications

- Housekeeping
- Make sure you have signed in!

# Introductions

## Kitsap County Block Grant Staff

Bonnie Tufts

Shannon Bauman

Shirley Rodney

## Kitsap County Housing and Homelessness Staff

Kirsten Jewell

Cory Derenburger

## Around the room

# Agenda

- What's New for 2019
- Overview of Funding Streams
- Review of Application
- Fluid Review Basics
- Application Review and Awards Process
- Getting Help and Questions

# Coordinated Grant Application – Timeline

5/14/18	Policy Plan Approval
5/16/18	Technical Assistance (Mandatory)
5/16/18	Stage 1 Application Opens in Fluid Review
5/17 – 6/4	Technical Assistance available by phone, email or by appointment
6/5/18	<b>Stage 1 Applications Due - Noon</b>
6/28/18	Stage 2 Applications Open – by invitation
7/26/18	<b>Stage 2 Applications Due - Noon</b>
9/10 – 9/13	Interview Questions emailed to Agencies
10/1 – 10/3	Capital Grant Recommendation Committee Interviews
10/5/18	Funding Recommendations Posted to Websites

# What's New for 2019

## Two-Stage Application Process

- Stage 1: Risk Assessment to evaluate organizational & fiscal capacity, grant contract performance and eligibility.
- Stage 2: Agencies invited to submit project application(s)
- All Applications follow the same schedule

## Interviews

- GRC Questions emailed ahead of time
- GRC may decide not to conduct interviews for non-competitive funds.

# What's New for 2019

## Policy Changes for all funding

- Public comment periods changed from 30 days to 15 days
- At-Large GRC position added

## CDBG/HOME Policy Changes

- Audit requirement
- 2 year awards for Public Service

# Stage 1: Risk Assessment

Stage 1 Application - submitted once and includes:

- Agency information (Part 1 in prior years)
- Short summary of proposed projects

Risk Assessment – template included in NOFA

- Staff will review for:
  - Eligibility
  - Organizational Capacity & Management
  - Financial Stability
  - History of Performance



# Stage 1 Application Key Elements

## **Review of Key Elements**

- Agency Budgets & Financial Statements
- Board Minutes & Bylaws
- Org. Chart
- Fiscal & Procurement Policies
  - Policies on file vs. submit
  - Procedures
- Blank/Incomplete forms

# Stage 2: Project Application

Applicants will be notified of the results of Stage 1 Review, either:

- Application is moving to Stage 2; or
- Application is disqualified and reason

## Stage 2 Application

- Contains project information, very similar to Part 2 from prior years.
- Scored by the GRC and Staff

# Stage 2 Application Key Elements

## Review of Key Elements

- Project Budgets
- Sources of Financing
- Performance Measurement Worksheet
  - O&M and Homeless projects
- Terms
  - Project vs. Program
  - Unduplicated
  - Glossary under the Resources Tab
- Blank/Incomplete forms
- Follow the instructions when completing narrative questions.

# Stage 2: Project Application Types

For Stage 6 there are three application types:

- Operations & Maintenance
- CHDO Operating
- Economic Development Micro-Enterprise
- Economic Development Capital
- Housing Rental
- Housing Homeownership

# Stage 1 Application in Fluid Review

The screenshot shows a web application interface for 'Coordinated Grant Application' for the 'Kitsap County 2019 Funding Cycle'. The top navigation bar includes links for 'Resources', 'General Instructions', 'Coordinated Grant Application Webpage', 'Settings', and 'Help'. The main content area features a 'Home' link, a 'Submissions' section with a personalized greeting 'Hi, Shannon' and a message 'You haven't submitted anything yet.', and a 'Create a new submission?' section. This section contains instructions to select an application type from a drop-down menu and name the submission using a specific format: 'Agency name or acronym FIRST followed by the project name'. A 'Get Started' button is located at the bottom of the submission instructions.

Stage 1 - there is only one application type to select. Stage 2 will have a drop down with all of the project types.



# Stage 1 Application Dashboard

Coordinated Grant Application  
Kitsap County 2019 Funding Cycle

Resources General Instructions Coordinated Grant Application Webpage Settings Help

Your submission has been created.

Home » Shannon Bauman

Shannon Bauman (KCCS268123313)

Stage 1 Kitsap County Agency Applications

Task	Deadline	Status	Actions
<a href="#">Kitsap County Stage 1 - Applicant Information</a>	06/05/2018 12:00:00 PM PDT	INCOMPLETE	<a href="#">Start</a>
<a href="#">Submit Application</a>	06/05/2018 12:00:00 PM PDT	PREREQUISITES NOT MET	

Activity

+ Shannon Bauman created Shannon Bauman for Shannon Bauman  
May 10, 2018, 09:46 AM

**Members**

- Shannon Bauman (Owner)
- Add Member
- Edit Members

**Additional Attachments**

- Add Document
- Withdraw Submission
- Create Another Submission

This screen is your application dashboard. Click on **Start** to start working on your application.



# 2019 Coordinated Grant Application

## Where to find information.....

- **Application Schedule** has key dates
- **NOFA** has 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.
- Staff is available by email, phone or in person by appointment for questions and technical assistance.

# 2019 Coordinated Grant Application

- Questions?
- Break
- Stage 1 Application opens today by 4:00 pm.
- The deadline for submission is June 5th!

<http://kitsap.fluidreview.com>



# Overview of Funding Streams

---

# 2019 Coordinated Grant Application

FEDERAL FUNDS - US Dept. of HUD funds

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME)

LOCAL FUNDS – WA legislation, document recording surcharge

- Affordable Housing Grant Program (AHGP)

# Federal CDBG & HOME Priorities

## **Kitsap County**

- First priority for CDBG & HOME funds will be given to projects for the creation of new rental housing serving households at 50% AMI and below and/or serving special needs populations.
- Second priority will be given to other low income affordable housing projects with highest priority given to projects serving households at 50% AMI and below or special needs populations.
- ED set-aside prioritized for projects which increase economic opportunities for low-income individuals.

## **City of Bremerton Priority for City HOME funds**

- Priority is for projects that increase homeownership opportunities for low to moderate income Bremerton residents through improving and preserving affordable housing in the Bremerton City Limits.

# Local – AHGP

## Affordable Housing Grant Program

- Benefits households below 50% AMI
- Eligible uses
  - Operations and maintenance costs of housing eligible to receive housing trust funds;
  - Acquisition, construction and rehab. of affordable housing;
  - Rental assistance;
  - Operating costs for emergency shelters.
- Priorities
  - Building operations and maintenance costs and operating costs for emergency shelters.
  - Housing that serves households at or below 30% AMI

# Estimated Funds Available

- Kitsap County Housing - \$1,538,918.53
  - CDBG \$667,873.73
  - HOME \$871,044.98
    - \$145,862.69 in HOME is required to be used by a Community Housing Development Organization (CHDO)
- City of Bremerton Housing - \$251,449.85 HOME
  - \$71,842.81 in HOME is required to be used by a Community Housing Development Organization (CHDO)
- Operations & Maintenance - \$300,000 AHGP
- Kitsap County Economic Development - \$68,646 CDBG

# 2019 Coordinated Grant Application

---

# 2019 Coordinated Grant Application

Application is 100% ONLINE

Step 1: On or after May 16th go to the Kitsap Coordinated Grant Application website:

[www.kitsap.fluidreview.com](http://www.kitsap.fluidreview.com)

Step 2: Set up an account

Follow the instructions to set up an account. An e-mail will be sent to you from “KCGA Automated Email” to confirm your registration; please click the link in the e-mail to finalize registration. Now log in with your e-mail and password, and follow the instructions.

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.

# 2019 Coordinated Grant Application

If you need assistance...

## **Technical Assistance: Fluid Review**

For technical assistance with web-related issues like uploading or downloading files, how to review or print your application, trouble with the site, or other website related troubles. Use the various “Help” links throughout the site, or by calling Fluid Review toll-free at **888-438-3749**

## **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 one of us.



# 2019 Coordinated Grant Application

## Instructions and Resources...

### 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 the questions. We recommend printing these instructions for easy reference.

### Resources

Click [here](#) for copies of downloadable forms, census info, links and maps, HUD Area Median Income data, etc. This is a pop-up window, so you can keep it open while you work on the application.

# 2019 Coordinated Grant Application

## **...about the application:**

- 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 going into Fluid Review.
- Less safe: working directly in Fluid Review, using “placeholder” answers, and uploading “temporary files”.
- Less safe can mean incomplete submissions!

# Fluid Review

## Basics

---

# Login Sequence

## Coordinated Grant Application

Kitsap County 2019 Funding Cycle

[General Instructions](#)

[Help](#)



[General Instructions](#)

**KITSAP COUNTY DEPARTMENT OF HUMAN SERVICES  
BLOCK GRANT AND HOUSING & HOMELESSNESS PROGRAMS**

**CITY OF BREMERTON  
COMMUNITY DEVELOPMENT BLOCK GRANT**

### Welcome to the Kitsap Coordinated Grant Application site!

The Coordinated Grant Application Process brings together separate funding sources utilizing a common application site. Here you will find information on the grant application processes, links to important documents describing funding policies and priorities, and the ONLINE Application. We hope this online application is a positive and efficient experience for you and your agency. The Kitsap Coordinated Grant Application site will be used by both Kitsap County and the City of Bremerton, but separate application schedules will be utilized.

### Kitsap County Application Process

This process will be used for:

- Kitsap County CDBG and HOME funds for affordable housing projects, ongoing housing programs, and public services serving Kitsap County, excluding the City of Bremerton;

### Sign In

Email:

sbauman@co.kitsap.wa.us

Password:

•••••

[Forgot your password?](#)

### Need An Account?

# Login Sequence – new user setup

type your email correctly!

Already have an account? [Log in here.](#)

First name

Last name

Email

Create a password


 

Confirm your password

Upload a Picture:

Time Zone:

By registering, you agree to receive email communications from us. You may unsubscribe at any time.

# Login Sequence – new user confirmation

## Coordinated Grant Application

Kitsap County 2017 Funding Cycle

[Home](#)

### Thank You for Registering

You will be receiving a confirmation email shortly to confirm the registration. **Please click on the link in the email** to confirm the registration and activate your account.

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

If you did not receive your confirmation email, you can enter your email address below to have it resent.

Email:

Resend

# Application – resources

The screenshot shows the 'Coordinated Grant Application' interface for the 'Kitsap County 2019 Funding Cycle'. At the top, a navigation bar contains links for 'Resources', 'General Instructions', 'Coordinated Grant Application Webpage', 'Settings', and 'Help'. Four blue arrows point from a central callout box to these four links. The callout box contains the following text: 'Read the **General Instructions** first. The **Help** link will direct you to technical support. **Settings** link will walk you through password and access settings. The **Coordinated Grant Application Webpage** will take you to the County website.'

**Coordinated Grant Application**  
Kitsap County 2019 Funding Cycle

Resources General Instructions Coordinated Grant Application Webpage Settings Help

Your submission has been created.

Home » Shannon Bauman

Shannon Bauman (MCCS-268123313)

Stage 1 Kitsap County Agency Applications

Task	Deadline	Status	Actions
<a href="#">Kitsap County Stage 1 - Applicant Information</a>	06/05/2018 12:00:00 PM PDT	INCOMPLETE	<a href="#">Start</a>
<a href="#">Submit Application</a>	06/05/2018 12:00:00 PM PDT	PREREQUISITES NOT MET	

Shannon Bauman (Owner)

- Add Member
- Edit Members

**Additional Attachments**

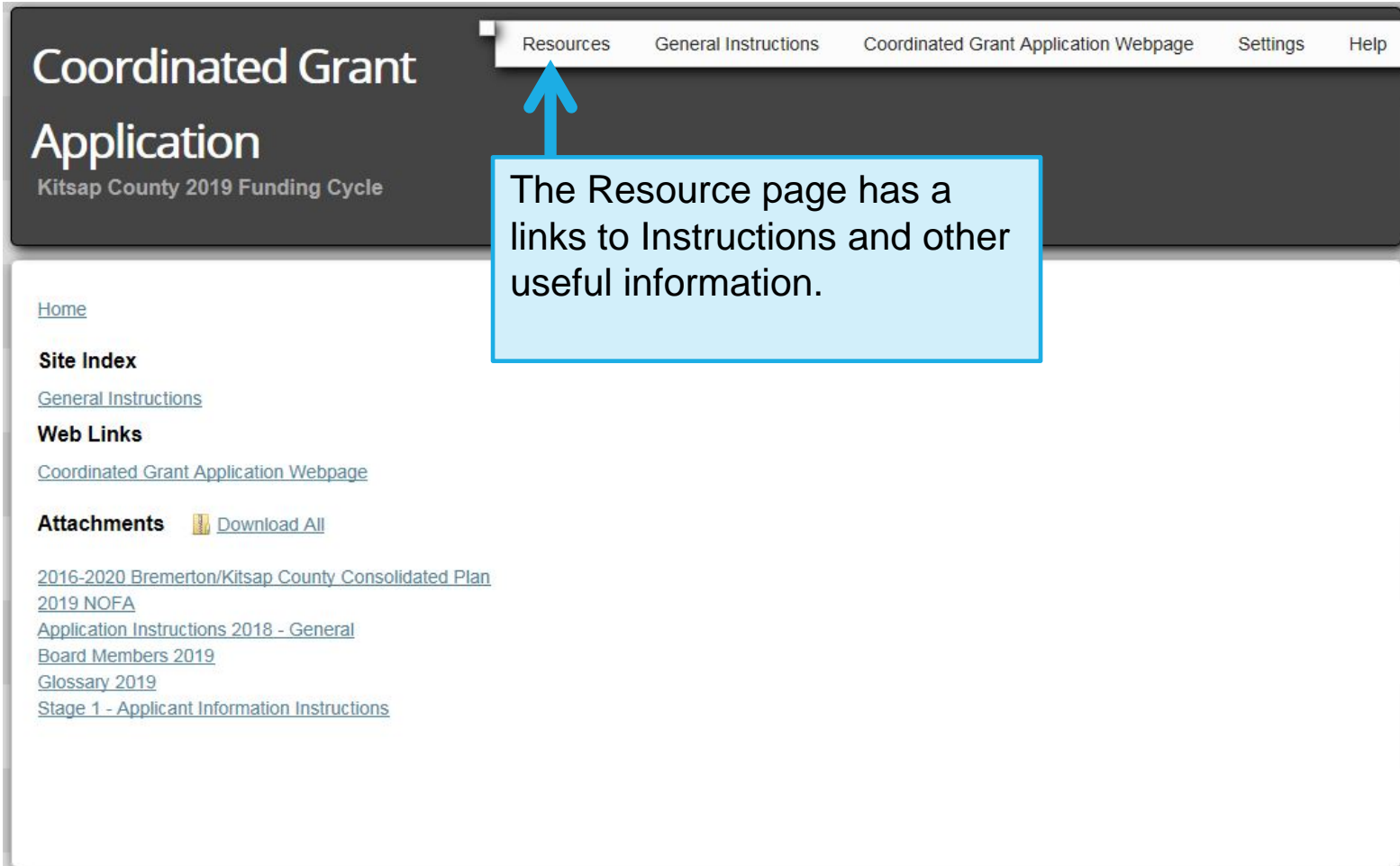
- Add Document
- Withdraw Submission
- Create Another Submission

**Activity**

- Shannon Bauman created Shannon Bauman for Shannon Bauman

May 10, 2018, 09:46 AM

# Application - resources



The screenshot shows the top navigation bar of the Coordinated Grant Application website. The main header on the left reads "Coordinated Grant Application" with the subtitle "Kitsap County 2019 Funding Cycle". The navigation menu includes "Resources", "General Instructions", "Coordinated Grant Application Webpage", "Settings", and "Help". A blue callout box with an arrow points to the "Resources" link, containing the text: "The Resource page has a links to Instructions and other useful information."

**Coordinated Grant Application**  
Kitsap County 2019 Funding Cycle

Resources   General Instructions   Coordinated Grant Application Webpage   Settings   Help


[Home](#)

**Site Index**

[General Instructions](#)

**Web Links**

[Coordinated Grant Application Webpage](#)

**Attachments**  [Download All](#)

[2016-2020 Bremerton/Kitsap County Consolidated Plan](#)

[2019 NOFA](#)

[Application Instructions 2018 - General](#)

[Board Members 2019](#)

[Glossary 2019](#)

[Stage 1 - Applicant Information Instructions](#)



# Demonstration - Completing an Application in Fluid Review

# 2019 Coordinated Grant Application

## **Things to be aware of for CDBG & HOME Projects:**

- Environmental Clearance
- Davis Bacon
- Acquisition and Relocation issues
- Timely expenditure of funds & project completion
- 5 to 20 Year Period of Affordability/Restricted Use
- Match Requirement

# 2019 Coordinated Grant Application

## **Things to be aware of for AHGP O&M Funded Projects:**

- Warrant for 25-year Use for Low-Income Housing

# Review and Awards Process

---

# Review & Award Process

## Stage 1: Risk Assessment & Eligibility Review

- Agency must attend Technical Assistance meeting – Make sure you have signed in!
- Application must be submitted by **Noon, June 5, 2018**

## Stage 2: Project Application

- If agency passed Stage 1 – invited to complete Stage 2 Application

# Review & Award Process

## **Stage 2: Eligible Applications Reviewed & Scored by Staff and GRC**

- ✓ Organizational & Financial Capacity
- ✓ Program Soundness
- ✓ Community Need & Benefit
- ✓ Program Financial Feasibility

# Review and Award Process

## Interviews

- GRC questions will be emailed to agency - addressed at the interview
- Interviews will be scheduled Oct. 1 – Oct. 3
- O&M and ED Microenterprise are 20 minutes; all others are 35 minutes
- You may bring anyone you like, but include those who can best answer questions about the overall agency and the specific project.

# Review and Award Process

## GRC Recommendations

- GRC discusses projects & recommends project funding on Oct. 4th
- Staff works with GRC to match funding sources to projects based on eligibility
- GRC finalizes funding recommendations
- Funding recommendations are posted Oct. 5th
- GRC recommendations are forwarded to the Kitsap Board of County Commissioners for public hearing and approval.



# Assistance

---

# Getting Help

## Technical Assistance for Online Application

- Fluid Review staff will provide technical assistance for web application related issues.
- Click “**Help**” link at top-right of Fluid Review webpage and follow the instructions.
- Questions about forms or narrative questions in the application should be directed to CGA staff.

# Getting Help

- Kirsten Jewell

Kitsap County Housing and Homelessness Program

360-377-7286

[kjewell@co.kitsap.wa.us](mailto:kjewell@co.kitsap.wa.us)

- Bonnie Tufts

Kitsap County CDBG/HOME Programs

360-337-4606

[btufts@co.kitsap.wa.us](mailto:btufts@co.kitsap.wa.us)

- Shannon Bauman


Kitsap County CDBG/HOME Programs

360-337-7272

[sbauman@co.kitsap.wa.us](mailto:sbauman@co.kitsap.wa.us)



## 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!
- 

# Resources

- Kitsap Regional Library is a Funding Information Network partner of the Foundation Center. They provide free public access to grant-maker directories, books, and three fully searchable databases – for more information contact Peggy Branaman at [pbranaman@KRL.org](mailto:pbranaman@KRL.org) or (360)779-2915, ext. 9501
- Other Foundation Center Online Resources
  - [www.foundationcenter.org](http://www.foundationcenter.org)
  - [www.Grantspace.org](http://www.Grantspace.org)

APPLY ONLINE

<http://kitsap.fluidreview.com>

To receive the most up-to-date information regarding the application please sign up for the Kitsap County Electronic Notifications system. Go to [www.kitsapgov.com](http://www.kitsapgov.com) and click on NEWS SIGN UP at the bottom of the page. Be sure to sign up for the Coordinated Grant Application page.