



QUARTERLY GRANTEE MEETING

NOVEMBER 8, 2023

AGENDA



INTRODUCTIONS

CGAP UPDATE

EMERGENCY HOUSING FUND (EHF)

CHG INFLATIONARY FUNDING

REIMBURSEMENT REQUESTS

QUARTERLY REPORTS

GRANT GUIDELINES



INTRODUCTIONS

COORDINATED GRANT APPLICATION PROCESS

Public Hearing held 10/23/2023

Info Sheets to follow

Feedback Welcome

CGAP WEBPAGE



Kitsap County

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COORDINATED GRANT APPLICATION PROCESS



2024 Coordinated Grant Application Cycle

Funding Recommendations Posted

Kitsap County has posted funding awards for Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), HOME American Rescue Plan (HOME-ARP), Homeless Housing Grant Program (HHGP), Affordable Housing Grant Program (AHGP), and Community Investments in Affordable Housing (CIAH) funding. To view the recommendations, click on the links below. The **CDBG and HOME recommendations** are also included in the 2024 Action Plan, [view the plan here](#).

Capital Grant Recommendation Committee (GRC) Recommendations:

[2024 Capital Project Summary](#)

[2024 Capital Project Funding Recommendations](#)

Services Grant Recommendation Committee (GRC) Recommendations:

[2024 Services Project Summary](#)

[2024 Services Project Funding Recommendations](#)

NOTICE OF DISCLOSURE: The Board of County Commissioners (BOCC) is the legislative body of Kitsap County which administers these grant programs. As the legislative body, the BOCC approves the funding awards and the annual CDBG/HOME Action Plan. The BOCC also serves on

Contact Us

For information or to make further accommodations, please contact at least 48 hours in advance the following personnel:

Bonnie Tufts, Block Grant Programs Manager

btufts@kitsap.gov

Shannon Bauman, Block Grant Programs Analyst

sbauman@kitsap.gov

Virginia McCaslin, Housing and Homelessness Grants Program Analyst

vmccaslin@kitsap.gov

Joel Warren, Community Investments in Affordable Housing Program Supervisor

jwarren@kitsap.gov

Hannah Shockley, Mental Health, Substance Abuse and Therapeutic Courts Grant Program Supervisor

hshockle@kitsap.gov

Subscribe to the County's Electronic Notification System

EMERGENCY HOUSING FUND (EHF)

Overview – Purpose and Goals

Training to Follow – Recommended for
Programs Transitioning to EHF

EMERGENCY HOUSING FUNDING (EHF)

Statewide reduction in Local Document Recording fees

Specific types of activities

Purpose

To backfill/maintain the current emergency housing capacity from sun-setting funds (Commerce-contracted ESG-CV, HUD-contracted ESG-CV, Shelter Program Grant, Hotel Leasing and Rapid Re-Housing Funds, and local document recording fees.)



CHG INFLATIONARY FUNDS

Additional, temporary funding

Per legislation must prioritize “stabilizing the homeless service provider workforce.”

Wide variety of possible approaches to meeting this goal.

REIMBURSEMENT REQUEST FORM UPDATES

New KCHHD Reimbursement Request Forms

v1.8.6 - For FY (Jan 1 – Dec 31, HHGP/AHGP and most contracts)

V1.9.1 – For SFY (July 1 – June 30, CHG and EHF)

Changelog v1.8.6:

- Removed Macros! No more Excel Macro warnings
- Updates to Cover worksheet (used for signing in Docusign)
- Fix Award Balance issue for Amendments
- Renamed worksheets “RR” to “Summary” and “SummaryExpenses” to “ExpenseDetails”

Changelog v1.9.1:

- The above changes
- New Cost Categories and Fund Types for SFY24 – SFY25
- Change naming convention on signature lines
- Updated contractor Organization Names Picklist

REIMBURSEMENT REQUESTS

C.O. FILE DEPT. CLOCK NUMBER
ABC 126543 123456 12345 001379

Your Company
789 Company St.
Company City 66666-1111

Taxable Marital Status: Married
Exemptions/Allowances:
Federal: 3, \$25 Additional Tax
State: 2
Local: 2

Earnings Statement

Pay Period: 03/16/2023 - 03/30/2023

Pay date: 04/05/2023

Emp L. Name Emp F. Name
1234 Your St
Your City 55555

Earnings	rate	hours	this period	year to date
Regular	25.00	40.00	1,000.00	1,000.00
Overtime	37.50/hr	0.00	0.00	0.00
Holiday	--	--	--	478.50
Vacation	--	--	--	945.22
Bonus	--	--	--	20.00
Float	--	--	--	544.54
Gross Pay			\$1,000.00	2,988.26

Deductions	Statutory	year to date
Federal Income Tax	- 298.65	193.65
Social Security Tax	- 68.20	66.96
Medicare Tax	- 15.95	15.66
Anytown State Income Tax	- 48.96	48.96
Anytown Local Tax	- ###.##	###.##
Other		
401(k)	- 10.00*	1.00
FSA	- ###.##*	##.##
Commuter Trip	- 7.00*	-##.##
Net Pay		551.24

* Excluded from federal taxable wages

Your federal wages this period are 551.24

Important Notes

EFFECTIVE THIS PAY PERIOD YOUR REGULAR

TO \$25.00 PER HOUR.

WE WILL BE STARTING OUR FOOD DRIVE SOON
AND LOOK FORWARD TO YOUR PARTICIPATION.

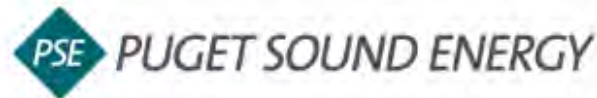
FOR EMPLOYMENT AUTHENTICATION - COLORED AREA MUST CHANGE IN COLOR DRASTICALLY / COLOR EVERY EMPLOYEE AT TOP TO BOTTOM OF DOCUMENT



Your Company

Payroll check number: 32728310

Combined Gas & Electric page 1



Important Information | pse.com | f t+ e+ v+ i+ u+

JENNY PUGET

Serving: 12345 POWER AVE S, Bellevue

Your Usage Information

Electric



	Last Year	This Year
Average daily kilowatts	19.67	32.81
Average daily cost	\$2.07	\$3.25
Days in billing cycle	30	32
Average temperature	68°F	66°F

Natural Gas



	Last Year	This Year
Average daily therms	0.73	1.46
Average daily cost	\$1.21	\$1.93
Days in billing cycle	30	32
Average temperature	68°F	66°F

Issued: July 15, 2018

Account Number: 200012345678

DUE DATE August 4, 2018

TOTAL DUE \$165.64

Your Account Summary

Previous Charges:

Amount of Your Last Bill (dated 6/13/2018)	\$ 137.78
Payment received 7/3/2018 – Thank you!	–137.78

Past Due Amount

\$ 0.00

Current Charges:

Electric Charges	\$ 103.95
Natural Gas Charges	61.69
Total Current Charges	\$ 165.64

Total includes current and past due charges

Total \$ 165.64

Late Payments | A late payment fee of 1% per month will apply to past due charges, if any, and amounts unpaid more than 10 business days after the statement due date. Amounts will be considered delinquent if payment is not received on or before the due date.

Monthly Energy Tip

Save money and stay cool this summer. Add insulation to make your home more energy efficient throughout the year.

How to reach us

Email: customer@pse.com

Customer Service: 1-888-225-5773

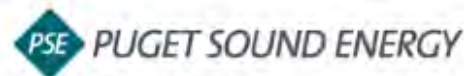
Hours: 7:30 a.m. – 6:30 p.m. M – F

Puget Sound Energy: P.O. Box 91269, Bellevue, WA 98009

24 Hour Emergency and Outage line: 1-888-225-5773

TTY: 1-800-962-9498

TRS: 1-866-831-5161



Your Ways to Pay

Account Number: 200012345678

DUE DATE August 4, 2018

TOTAL DUE \$165.64

REIMBURSEMENT REQUESTS

REIMBURSEMENT REQUESTS

Purchases & Services Expenses Examples

Combined Gas & Electric page 2

Your bill includes charges for electricity and/or natural gas, delivery services, general administration and overhead, metering, taxes, conservation expenses and other items.

Electric Detail Information: 12345 POWER AVE S, Bellevue

Rate Schedule	Meter #	Start Date Read	End Date Read	Multiplier	Kilowatt Hours (kWh)	Electric Demand (kVA)	Reactive Power (kVAR)	Meter Read Type
Residential 7	R057260059	6/12 26	7/14 131	10	1,050	—	—	Actual Read

Your Electric Charge Details (32 days)

1,050 kWh used for service 6/13/2018 - 7/14/2018

	Rate x Unit	#	Charge
Basic Charge	\$7.87 per month	\$	7.87
Electricity			
Tier 1 (First 600 kWh Used)	0.092103 600 kWh		55.26
Tier 2 (600 to 25000 kWh Used)	0.110925 450 kWh		49.92
Energy Exchange Credit	-0.015170 1,050 kWh		-15.93
Other Electric Charges & Credits			0.67
Green Power Premium	0.000000 per kWh		4.00
Subtotal			101.79
Taxes			
State Utility Tax (\$4.03 included in above charges)	3.873%		
Effect of Bellevue City Tax	2.120% \$101.79		2.16
Current Electric Charges		\$	103.95

Definitions

Basic Charge — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.

Multiplier — Converts the amount of electricity used as measured by your meter into kWh.

kWh — Your use of electricity is billed in units called kilowatt hours. It is a unit of energy that equals 1,000 watts of electricity consumed in one hour.

Energy Exchange Credit — Federal Columbia River Benefits supplied by Bonneville Power Administration from low-cost power generated by federal hydroelectric dams.

Other Electric Charges and Credits — Includes the Conservation Program and Power Cost Adjustment (if any) charges, and the Merger, Federal Wind Power, and Renewable Energy credits.

Natural Gas Detail Information: 12345 POWER AVE S, Bellevue

Rate Schedule	Meter #	Start Date Read	End Date Read	CCF Btu Factor	Therm (Usage)	Meter Read Type
Residential 23	400553	6/12 4645	7/14 4689	44 1.06385	46.809	Actual Read

Total therms used = CCF x Btu Factor

Your Natural Gas Charge Details (32 days)

46.809 therms used for service 6/13/2018 - 7/14/2018

	Rate x Unit	#	Charge
Basic Charge	\$10.29 per month	\$	10.29
Natural Gas			
Delivery Charge	0.404720 46.8094 Therms		18.94
Gas Cost	0.571580 46.8094 Therms		26.76
Other Natural Gas Charges & Credits			0.42
Carbon Offset	0.000000 per Btu		4.00
Subtotal			60.41
Taxes			
State Utility Tax (\$2.39 included in above charges)	3.852%		
Effect of Bellevue City Tax	2.120% \$60.41		1.28
Current Natural Gas Charges		\$	61.69

Definitions

Basic Charge — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.

CCF — Your meter measures the volume of natural gas used in hundreds of cubic feet.

Btu Factor — Converts your CCF energy usage into therms by adjusting it for actual heat content. Btu stands for British Thermal Unit.

Therm — Your use of natural gas is billed in units called therms. It is a unit of heat that equals 100,000 Btu.

Other Natural Gas Charges and Credits — Includes the Conservation Program charge and the Merger credit.

REIMBURSEMENT REQUESTS

Purchases & Services Expenses Examples

Walmart 
Save money. Live better.

(720) 748 - 1000
MANAGER SCOTT HUGHES
9400 E HAMPDEN AVE
DENVER CO 80231

ST# 3566 OP# 00005531 TE# 12 TR# 04101
CARV BD TKY 004470003330 F 3.98 0
GG HC VALLEY 002000047481 F 1.98 0
GG HC VALLEY 002000047481 F 1.98 0
KOSHER SLICE 004470009219 F 2.98 0
TR FS PM 004850002151 F 3.00 0
REDUCED MEAT 020253300468 F 4.68 0
APPLE HONEY 000000003283KI
1.44 lb @ 1 lb /3.47 5.00 N
NAVEL ORANGE 000000003107KI
6 AT 1 FOR 0.78 4.68 N
BANANAS 000000004011KI
1.60 lb @ 1 lb /0.53 0.85 N
HNZ RECD SGR 001300000799 F 2.48 N
SUBTOTAL 31.61
TOTAL 31.61
VISA TEND 31.61

ACCOUNT # **** * 3843 5
APPROVAL # 00402A
REF # 408500855008
TRANS ID - 0584085703607950
VALIDATION - HW7P
PAYMENT SERVICE - E
TERMINAL # MX099073

03/26/14 13:32:40

CHANGE DUE 0.00

ITEMS SOLD 15

TC# 6120 6896 8063 0633 4261



*Food for homeless
clients*

*70% \$22.13
billed to this RR.*

*Remaining balance
paid by another
funding source.*

REIMBURSEMENT REQUESTS



4376 HICKORY STREET
SALT LAKE CITY UT 84111 STORE #45876

6654 9360 44521 07/01/2021 10:10 AM
NANNIE PHILLIPS

541169121204	1/2 GAS VALV <A>	8.67
	1/2" GAS BALL VALVE PPT LEVER HDL	
738136320798	PTFE TAPE <A>	2.59
	1/2"X260"PTFE THRD SEAL TAPE GAS	
159616868823	1/2X3BLKNIPPL <A>	0.96
	1/2"X3" BLK NIPPLE	
913763932994	3/8BRBXMI PAD <A>	3.12
	PB225 3/8 X 3/8 ID BARB X MIP ADAPTE	
418314689834	1/2 CAP BLAC <A>	
	1/2" BLK CAP	
	381.47	4.41
465917995197	PIPE BRUSHING <A>	2.80
	PB110 1/2 X 3/8 BRASS PIPE BUSHING	
298296615375	1/2 TEE BLAC <A>	
	1/2" BLACK TEE	
	582.34	11.70

SUBTOTAL	34.25
SALES TAX	2.40
TOTAL	\$36.65
DEBIT	36.65

XXXXXXXXXXXXX3300
AUTH CODE 135693



6654 9360 44521 07/01/2021 1010

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
J 5 90 09/29/2021

*Materials for repair in
main gathering room*

QUARTERLY REPORTS

Reports must be received on time.

Accurate and complete data is vital.

Reports are easier if HMIS is up-to-date.

Technical Assistance is available!

NAVIGATING THE WEBSITE REPORTING



Kitsap County



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HOUSING AND HOMELESSNESS DIVISION

Topics

Homelessness

- [Home](#)
- [Encampment Response \(HEART\)](#)
- [Homeless Crisis Response and Housing Plan](#)
- [Homeless Management \(HMIS\)](#)
- [Point-In-Time Count](#)
- [Resources](#)
- [Reports & Data - Homelessness](#)

Affordable Housing

- [Reports & Data - Affordable Housing](#)

Rental Assistance

- [KEPA - Kitsap Eviction Prevention Assistance](#)

Grants

- [Grant Recipient's Page](#)
- [Coordinated Grant Applications](#)

Groups & Initiatives

- [Pacific Building Shelter Project \(Mile Hill\)](#)
- [Severe Weather Shelters](#)
- [Homes for All: Tiny Cabins](#)
- [Homes for All: Leadership Group](#)
- [Housing First](#)

NAVIGATING THE WEBSITE

AHGP/HHGP REPORTING



Homeless Housing Grant Program (HHGP) and Affordable Housing Grant Program (AHGP)

The Affordable Housing Grant Program (AHGP) and the Homeless Housing Grant Program (HHGP) are funds authorized by the Washington State Legislature and are collected through a fee on certain transactions recorded at the Auditor's Office. These funds are used to support the operations of emergency shelters and homeless service programs.

Grant Guidelines



2022 Kitsap County Grant Guidelines Handbook for HHGP, AHGP, and CHG *(updated 3/15/2022)*

Reimbursement Requests

[Show Reimbursement Request Instructions >>](#)



Download the 2023 KCHHD Reimbursement Request Form *(v1.8.6 10/30/2023)*

- For assistance in completing your reimbursement request please see the following: [Reimbursement Request Supporting Documentation Examples](#) and [Reimbursement Request Submission Checklist](#)



Submit your Reimbursement Request and Backup Documentation online using the Cognito KCHHD Document

[Submission Form](#)

Quarterly Progress Reports

[Show Program Quarterly Report Instructions >>](#)

Quarterly progress reports are due the last weekday of the month following the end of the calendar quarter (April 30, July 30, October 29, January 31)

** If your grant contract ends on the calendar year (December 31st) submit the Final Progress Report at the conclusion of your Homeless Housing Grant and/or Affordable Housing Grant instead of a 4th quarter report. Before clicking the link below, please be prepared to completely fill out your report and submit it.*



Submit your **HHGP/AHGP** Quarterly Progress Report *(updated 1/19/2022)*

NAVIGATING THE WEBSITE

CHG/HEN/EHF REPORTING



Consolidated Homeless Grant (CHG) and Emergency Housing Fund (EHF)

The **Consolidated Homeless Grant (CHG)** program is funded through the portion of document recording fees that are not retained locally and transmitted to the Washington State Dept of Commerce. Commerce distributes these funds back to counties through contracts for specific homeless housing and services.

The **Emergency Housing Fund (EHF)** is a program funded through the WA State Dept Commerce. Guidance and allowable uses follow the Consolidated Homeless Grant (CHG)/System Demonstration Grant (SDG) guidelines, but are restricted to "emergency housing" activities, to include: street outreach, diversion, emergency shelter including hotel/motel leasing, sanctioned encampments, transitional housing, rapid re-housing, housing search and placement, and housing stability case management. Household eligibility requirements also follow the CHG/SDG guidelines.

Grant Guidelines



2022 Kitsap County Grant Guidelines Handbook for HHGP, AHGP, and CHG *(updated 3/15/2022) 2023-2025 Guidelines coming Soon!*



Access the WA State Department of Commerce Consolidated Homeless Grant webpage for CHG Guidelines, Forms, and

Resources

Reimbursement Requests

Show Consolidated Homeless Grant Reimbursement Request Instructions >>



Download the 2023 KCHHD Reimbursement Request Form *(v1.9.1 10/30/2023)*

- For assistance in completing your reimbursement request please see the following: Reimbursement Request Supporting Documentation Examples and Reimbursement Request Submission Checklist



Submit your Reimbursement Request and Backup Documentation online using the Cognito KCHHD Document Submission Form

Quarterly Progress Reports

Show Program Quarterly Report Instructions >>

Quarterly progress reports are due the last weekday of the month following the end of the calendar quarter (April 30, July 30, October 29, January 31)

* If your grant contract ends June 30th, submit the Final Progress Report at the conclusion of your Consolidated Homeless Grant instead of a 4th quarter report. Before clicking the link below, please be prepared to completely fill out your report and submit it.



Submit your **CHG** Electronic Quarterly Progress Report *(updated 10/30/2023)*



Submit your **CHG** Electronic FINAL REPORT Progress Report



Submit your **EHF** Electronic Quarterly Progress Report *(not yet available - notice will be sent about due dates to contractors.)*

GUIDELINES

An update to the Grant
Guidelines will be coming soon!



15 MINUTES

NEXT: EHF INFORMATION SESSION

(RECOMMENDED FOR PROGRAMS
TRANSITIONING TO EHF)



EHF PURPOSE

Emergency Housing Fund (EHF) Purpose:

To backfill/maintain the current emergency housing capacity from sun-setting funds (Commerce-contracted ESG-CV, HUD-contracted ESG-CV, Shelter Program Grant, Hotel Leasing and Rapid Re-Housing Funds, and local document recording fees.)

EHF

ALLOWABLE ACTIVITIES

Allowable uses follow the CHG/SDG guidelines, but per legislation restricted to “emergency housing” activities, for example:

- street outreach,
- diversion,
- emergency shelter including hotel/motel leasing,
- sanctioned encampments,
- transitional housing,
- rapid re-housing,
- housing search and placement, and
- housing stability case management.

EHF GUIDELINES

Guidelines: CHG and KCHHD

KCHHD Guidelines can be found on the KCHHD website.

CHG Guidelines can be found on Commerce's website.



[Serving Communities](#) ▾ [Building Infrastructure](#) ▾ [Growing the Economy](#) ▾ [Promoting Washington](#) ▾ [Search](#)

Consolidated Homeless Grant

The Consolidated Homeless Grant (CHG) provides resources to fund homeless crisis response systems to support communities in ending homelessness. Grants are made to local governments and nonprofits. Homeless crisis response systems respond to the immediacy and urgency of homelessness and ensure that everyone has a safe and appropriate place to live.

The State Homeless Strategic Plan and Annual Report of the Homeless Grant Programs are [located here](#).



— Grant Materials

- [CHG Guidelines \(PDF\)](#)
- [Coordinated Entry Guidelines \(PDF\)](#)
- [SDG Guidelines \(PDF\)](#)
- [Fair Housing Act/Non-Discrimination Memo \(PDF\)](#)
- [HEN Referral List Notice \(PDF\)](#)
- [Landlord/Tenant Law: Rights and Responsibilities \(PDF\)](#)
- [Temporary Changes and Suspensions for CE, Performance, and CHG due to COVID-19 \(PDF\)](#)
- [Landlord Tenant Law Changes New in 2021](#)

+ Forms

+ Resources

Program Links

- [Landlord Fund Programs](#)
- [Consolidated Homeless Grant](#)
- [Annual Point in Time Count](#)
- [Continuum of Care](#)
- [Emergency Solutions Grant](#)
- [Tenant Based Rental Assistance \(TBRA\)](#)
- [HUD Section 811 Rental Assistance](#)
- [Homeless Student Stability Program \(HSSP\)](#)
- [Homeless Management Information System \(HMIS\)](#)
- [Homeless System Performance](#)
- [Office of Homeless Youth](#)
- [Homeless Councils](#)
- [Homeless Services Grantee Training](#)

EHF CLIENT FILE CHECKLIST

Client File Checklist

A customizable template is located on the CHG webpage.



[Serving Communities](#) ▾ [Building Infrastructure](#) ▾ [Growing the Economy](#) ▾ [Promoting Washington](#) ▾ [Search](#)

Consolidated Homeless Grant

The Consolidated Homeless Grant (CHG) provides resources to fund homeless crisis response systems to support communities in ending homelessness. Grants are made to local governments and nonprofits. Homeless crisis response systems respond to the immediacy and urgency of homelessness and ensure that everyone has a safe and appropriate place to live.

The State Homeless Strategic Plan and Annual Report of the Homeless Grant Programs are [located here](#).

+ Grant Materials

— Forms

- [Certification of Payment Obligation/Eviction From Family and Friends in Spanish \(Word\)](#)
- [Landlord Habitability Certification in Spanish \(Word\)](#)
- [HMIS Informed Consent Forms and More](#)
- [Certification of Payment Obligation/Eviction From Family and Friends \(Word\)](#)
- [Client File Checklist \(Word\)](#)
- [DSHS Client Consent Form for BVS and eJAS \(PDF\)](#)
- [DSHS Client Consent Form for BVS and eJAS in other languages \(Word and PDF options\)](#)
- [Housing Habitability Standards \(Word\)](#)
- [HUD Housing Quality Standards \(PDF\)](#)
- [Income Eligibility Worksheet \(Excel\)](#)
- [Landlord Habitability Certification \(Word\)](#)
- [Targeted Prevention Screening Tool \(Word\)](#)
- [Utility Only Assistance \(Word\)](#)
- [Verification of HH Eligibility/Income Recertification \(Word\)](#)
- [Self Declaration Form \(Word\)](#)

Program Links

- [Landlord Fund Programs](#)
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- [Annual Point in Time Count](#)
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- [Homeless Student Stability Program \(HSSP\)](#)
- [Homeless Management Information System \(HMIS\)](#)
- [Homeless System Performance](#)
- [Office of Homeless Youth](#)
- [Homeless Councils](#)
- [Homeless Services Grantee Training](#)

Partners

EHF TRAINING REQUIREMENTS

Training Requirements

Lead/subgrantees must identify staff to attend and complete trainings. These staff should include staff that provide direct services, supervisors of direct service staff, and staff that manage homeless grants.

The following trainings are required at least every three years and attendance must be documented:

- Trauma Informed Services
- Supporting survivors of domestic violence
- Local coordinated entry policies and procedures as required by lead CE entity
- Fair Housing
- Housing First
- Racial Equity
- LGBTQ+ competency
- Rapid Re-Housing
- Progressive Engagement and
- Problem-Solving (Diversion)

Costs to attend trainings are an eligible program expense (see Section 6.3)

EHF TRAINING MATERIALS

Training Resource

<https://www.commerce.wa.gov/serving-communities/homelessness/training/>

Grantee Training

Explore the recently updated [Housing Division Grantee Training webpage](#)!

We now feature required and recommended training, along with a new **training hub** complete with toolkits, manuals and supplementary materials. This training hub serves as an online library offering valuable aids and resources tailored for frontline organizations, service providers, and Commerce Housing Division grantees.

Plus, stay tuned for regular updates - new and improved training resources will be added quarterly to ensure you have the latest information and best practices!

[Bookmark our Grantee Training webpage](#)

Information about how to schedule for new racial equity, LGBTQ competency, case management, trauma informed services, lowering barriers, harm reduction and diversion for Consolidated Homeless Grant contractors, Coordinated Entry staff and Balance of State counties is coming soon.

Reach out to [Alexa Price](#) with questions.

EHF REIMBURSEMENT REQUESTS

Reimbursement Requests

Monthly Submissions

General Ledger cost category total matches the reimbursement request cost category total.

Total of each cost category on GL are clearly marked/indicated

EHF HABITABILITY

Habitability Standards

Rental Assistance: “Documented habitability is required for all housing units into which households will be moving, except when a household moves in with friends or family or into a hotel/motel unit. Housing units must be documented as habitable prior to paying the rent subsidy. Documentation must be kept in the client file.”

Documentation:

Landlord certification form OR visual inspection

Facilities: All facilities must conduct and document an inspection at least once a year using the HHS Form or HQS Inspection Form.

For more information, see Section 7.3 of the CHG Guidelines

EHF

LEAD BASED PAINT

Lead-Based Paint

“To prevent lead poisoning in young children, lead/subgrantees must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. A visual assessment must be conducted on an annual basis thereafter (as long as assistance is provided.)


Visual assessments must be conducted by a HUD-Certified Visual Assessor and must be documented on the HQS Inspection Form or HHS Form and maintained in the client file.”

For more information, see Section 7.4 of the CHG Guidelines

EHF HABITABILITY FORMS

Documenting Habitability

Forms are available on the CHG webpage.



Serving Communities ▾ Building Infrastructure ▾ Growing the Economy ▾ Promoting

The State Homeless Strategic Plan and Annual Report of the Homeless Grant Programs are located here.

+ Grant Materials

- Forms

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- Verification of HH Eligibility/Income Recertification (Word)
- Self Declaration Form (Word)
- Third-Party Verification Form (Word)

+ Resources

Program Links

- Landlord Fund Programs
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- Continuum of Care
- Emergency Solutions Grant
- Tenant Based Rental Assistance (TBRA)
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- Homeless Student Stability Program
- Homeless Management Information
- Homeless System Performance
- Office of Homeless Youth
- Homeless Councils
- Homeless Services Grantee Training

Partners

- Department of Social and Health Services and Data Analysis
- National Alliance to End Homelessness
- Washington Low Income Housing Alliance

EHF

DIRECT SERVICE DELIVERY

Direct Service Delivery

- Access to Homeless Housing Assistance
- Voluntary Services
- Progressive Engagement
- Assessment and Housing Stability Planning
- Choice of Housing and Portability



Thank You!