



QUARTERLY GRANTEE MEETING

FEBRUARY 11, 2025



AGENDA

INTRODUCTIONS

CONTRACT RENEWAL UPDATES

UPDATES TO EXPENSE REPORT FORM

PIT DATA ENTRY REMINDER

DATA QUALITY TARGETS

PACIFIC BUILDING SLIDES

LOW-BARRIER REQUIREMENTS

INTRODUCTIONS

- Carl Borg, Program Manager
- Virginia McCaslin, Grants Program Analyst
- Cory Derenburger, Division Specialist
- Leah Noldan, Contracts Coordinator



CONTRACT RENEWAL UPDATES

CONTRACT RENEWAL UPDATES

AHGP/HHGP Funding for:
January 1, 2025 – December 31, 2025

- Those who have submitted all required items:
 - Drafts Complete
 - In Queue for Entry (or already entered)



EXPENSE REPORT FORM

EXPENSE FORM / REIMBURSEMENTS

Contractor/Grantee Resources

To find Guidelines, forms, and this presentation, visit <https://www.kitsapgov.com/hs/Pages/HH-Grant-Recipients-page.aspx>

[Home](#) [Divisions](#) [Advisory Boards](#) [Contact Us](#)

HOUSING AND HOMELESSNESS DIVISION

- Return to Division Home
- Coordinated Grant Applications


Housing and Homelessness Program Information for Grant Recipients

Grant Programs and Guidelines

The Kitsap County Housing & Homelessness Division works to reduce Kitsap homelessness and support and increase affordable housing through implementation of state legislation and local policies. The goals of making homelessness rare, brief, and one-time is supported through systematic planning, facilitating strategic investments of public funds, measuring and reporting on progress, and ensuring an effective community response to these issues.

Detailed information, grant guidelines, reporting and other tools about each of the grant programs managed by the Housing and Homelessness Division are outlined below.


This grant section and the documents below are intended ONLY for use by organizations that are currently contracted with Kitsap County, not people who are applying for assistance.



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

 [2024 Kitsap County Grant Guidelines Handbook for HHGP, AHGP, and CHG](#) (updated 3/25/2024)

Reimbursement Requests

[Show Reimbursement Request Instructions >>](#)

 [Download the 2024 KCHHD Expense Report Form](#) (v1.1.0 7/30/2024)

- For information about documents to maintain which support reimbursement request please see the following resource materials:
- Supporting Documentation for Expenses Claimed To Be Kept On File (updated 3/6/2024)

EXPENSE FORM / REIMBURSEMENTS

What's Changed For Reimbursement Requests and Expense Report Forms?


In the KCHHD 2025 Expense Report v1.2.0

- On the ExpenseDetails worksheet
 - Moved ExpenseDetails instructions to top of page to ensure descriptors are always visible.
 - Revised descriptions to provide more descriptive instructions with needed elements rather than descriptors only for certain cost categories.
- Updated Mileage Rates - \$0.70 per mile as of Jan 1, 2025
- Added new billing description codes for AHGP/HHGP for entry into the Cognito Reimbursement Request form

Detailed Statement of Expenses

The descriptions for each expense now have simplified and universal instructions about what details are needed for each expense entry, some examples, and are now located in a frozen row at the top of the worksheet for easy reference.

EXPENSE DETAILS

 Housing and Homelessness Division Grant Reimbursement Request Detailed Statement of Expenses			
Cost Category	Expense Description - include the following elements	Expenditure Date	Amount
Use the picklist to indicate the appropriate cost category for each expense. The Picklist will only contain cost categories populated on the 'Summary' worksheet. To clear a cost category, select the cell and press the Delete key.	<u>List to whom the expense is paid</u> - vendor, employee 1st initial and last name, company, etc. <u>Expense Description</u> - salary, office supplies, rent, deposit, mileage (\$0.70/mi), etc. <i>If expense is for rent/motel assistance, also include head of household HMIS ID (or comparable) whom it benefitted.</i> <u>Time Period Covered</u> - date range of when the service or assistance was provided. If purchase enter the date in which the purchase was made. Must occur within contract period.	<i>(Date Paid)</i> List the date that the bill, invoice, or payroll was paid by your agency (not the date of the bill or invoice).	Indicate the amount paid to the vendor, company, or staff member. In some cases, the request amounts may be less than the total of the bill or invoice. If so, indicate this on the bill in your records.

Summary Worksheet

New Billing Description Codes have been added for AHGP and HHGP for 2025 Expenses

TOTAL COSTS			\$579.00
-------------	--	--	----------

2025 KCHHD Expense Report Form v1.2.0

Use the information contained to the right to complete the "Billing Description" Section of the KCHHD Online Reimbursement Request Submission Form.



BILLING DESCRIPTION	AMOUNT
AHGP - 1131.5419 T000649	\$456.00
HHGP - 1131.5419	\$123.00
INVOICE TOTAL	\$579.00

Billing Description

NOTICE: A new 2025 KCHHD Expense Report Form will be released in Feb 2025. AHGP/HHGP expenses starting Jan 1 2025 may have new billing codes assigned and will not be able to be submitted until the new Expense Report form and this Reimbursement Request form have been updated. AHGP/HHGP contractors will receive notice from your grant manager when these forms are ready to accept 2025 expenses.

Billing Code #1 *

AHGP - 1131.5419 T000649

Amount #1 *

\$456.00

If you have no expenses for the month select "No Expenses"

Billing Code #2

HHGP - 1131.5419

Amount #2

\$123.00

BILLING CODES

Monthly RR Submissions

Monthly invoicing for all funding sources.

- HHGP/AHGP changed to Monthly RRs beginning April 2024.
- CHG & ARPA continue Monthly RRs.
- RRs are due NO LATER than the 14th of each month, *even if you have no expenses*.
- Amendments/Contracts must be fully executed before we can process payments.

**EXPENSE FORM /
REIMBURSEMENTS
FREQUENCY**



PIT DATA ENTRY

HMIS DATA ENTRY

Point-In-Time Count Data Entry

All HMIS Participating Programs are required to have all data entry up to date for ALL Clients for Jan 30th 2025.

WA Dept of Commerce will be pulling data directly from HMIS as part of annual Point-in-Time Count. This data is reported to HUD, our legislators, and part of a statewide report on homelessness. It is **CRITICAL** that your data on this date has been entered and is correct.

Data Entry must be complete by February 28th



NEW HMIS DATA QUALITY TARGETS

DATA QUALITY

New HMIS data quality requirements start July 1

The Washington State Balance of State Continuum of Care (BoS CoC) has a new HMIS Data Quality Plan to guide data quality efforts. The Plan sets data quality targets for timeliness, completeness, accuracy, and consistency. It also sets expectations for internal and external partners by outlining their roles and responsibilities, shares data quality activities, and describes the improvement process.

These changes will go into effect in the new fiscal year, State Fiscal Year (SFY) 2026 (July 1, 2025 – June 30, 2026). The Plan will be linked to the new Consolidated Homeless Grant (CHG) guidelines and any other relevant funding guidelines for SFY 2026 to identify HMIS data quality requirements.

- Timeliness (Entry/Exit) – Current 0-6 days, new target **0-3 days**
- Completeness – **95%** of all records required to have **first, last, and DOB for consenting clients** – ALL clients must have complete **prior living situation** and **exit destination**

DATA QUALITY

Targets

- Timeliness (Entry/Exit) – Current 0-6 days, new target **0-3 days**
- Completeness – **95%** of all records required to have **first, last, and DOB for consenting clients** – ALL clients must have complete **prior living situation** and **exit destination**

Personally Identifying Info	Universal Data Elements
Name	Race/Ethnicity
SSN	Gender
DOB	Veteran Status
Program Specific	Disabling Conditions
Income /Benefits at Start	Relationship to HoH
Income /Benefits at Exit	Housing move-in date (PH)
	Approx Date Homelessness Started

- Accuracy – no data inconsistencies (start date=DOB, 1 HoH, housing move-in date within entry/exit dates, etc.
- Consistency – all users enter data above consistently, staff are trained



PACIFIC BUILDING SHELTER



ORIGINAL BUILDING FRONT



RESERVED
PARKING
♿

BUILDING FRONT



EXIT

RECEPTION



RECEPTION DESK



SHOWER ROOM



SHOWER ROOM



SLEEPING AREA



SLEEPING AREA



SLEEPING AREAS



FAMILY SLEEPING AREA



FAMILY SLEEPING AREA



DINING AREA AND RELAXING SPACE



DINING AREA AND RELAXING SPACE

A photograph of a room under construction. The walls are made of vertical wooden studs, and the ceiling is also made of wooden planks. A large opening in the center of the wall reveals another room with white walls and a floor covered in debris. The floor in the foreground is a light-colored concrete or stone. The text "PET CARE ROOM" is overlaid in the center of the image.

PET CARE ROOM



PET CARE ROOM





KENNELS



DINING AREA



KITCHEN



KITCHEN



Xiltek

KITCHEN



BACKYARD



BACKYARD



LOW BARRIER REQUIREMENTS

LOW BARRIER REQUIREMENT

By July 2025, 80% of programs funded by CHG are required to be low barrier.

Commerce has a specific definition of low barrier.



QUESTIONS / AGENCY UPDATES

KCHHD Staff contact information on next slide



CONTACT INFORMATION

CONTRACTS, AMENDMENTS, OR REIMBURSEMENTS:
LEAH NOLDAN, LNOLDAN@KITSAP.GOV

AHGP/HHGP PROGRAMS, SWS:
VIRGINIA MCCASLIN, VMCCASLIN@KITSAP.GOV

CHG, HEN, EHF, ARPA:
CARL BORG, CEBORG@KITSAP.GOV

HMIS, DATA, TECHNICAL ISSUES:
CORY DERENBURGER, CDERENBU@KITSAP.GOV