



QUARTERLY GRANTEE MEETING

FEBRUARY 22, 2023



AGENDA

RENEWAL UPDATES

REIMBURSEMENT REQUESTS

MONITORING

QUARTERLY REPORTS

PERFORMANCE MEASURES

AHGP/HHGP RENEWALS

Application Review Complete

2022 Final Amounts Calculated

Entry to routing system in process

REIMBURSEMENT REQUESTS

New Form Version

Quarterly Submissions

RR Checklist

Technical Assistance is available!

**MONITORING:
COMMON
CHALLENGES**

HMIS Consent Forms

HSPPR for Case Management

Timely submissions

NAVIGATING THE WEBSITE

HMIS



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

HMIS



Kitsap County



HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Federal and State funders require any Continuum of Care receiving federal and state homeless funds use a locally-administered data system to record and analyze homeless information. The data systems are known as a Homeless Management Information Systems (HMIS). To comply with this requirement Kitsap County agencies that provide homeless housing and services participate in the Kitsap HMIS Collaborative, an agreement to share client data between agencies. Kitsap's data-sharing system provides benefits such as improved client service, accurate data and reporting for funding sources, and better outcome tracking.

HMIS Documents

[Kitsap County Release of Information and Informed Consent Form](#) *(updated 6/12/2018)*

[Client Revocation of Consent](#) *(updated 6/7/2018)*

[HMIS Client Privacy Rights - Notice of Uses & Disclosures](#)

[HMIS User Policy, Responsibility Statement and Code of Ethics](#) *(updated 6/7/2018)*

New Kitsap Agencies or Programs

[Kitsap HMIS Collaborative MOU](#)

[WA State Agency Partner Agreement](#) *(updated 6/7/2018)*

[New Program Setup Survey](#)

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



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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 2/3/2023)*

- 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)*



Submit your **HHGP/AHGP FINAL** Progress Report *(updated 2/3/2023)*

NAVIGATING THE WEBSITE

CHG/HEN REPORTING



Consolidated Homeless Grant (CHG)

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.

Grant Guidelines



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



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 *(v1.8 2/3/2023)*

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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

PERFORMANCE MEASURES

Overview – Purpose and Goals

Key aspects

Discussion: Programs and Community

PERFORMANCE MEASURES

What is a performance measure?

A performance measure is a numeric description of an agency's work and the results of that work. Performance measures are based on data, and tell a story about whether an agency or activity is achieving its objectives and if progress is being made toward attaining policy or organizational goals.

WA State Office of Financial Management






OVERVIEW OF PERFORMANCE MEASURES

Measures are a tool to help **understand, manage, and improve.**

Effective performance measures can help us:

- Monitor performance to understand how well we are doing,
 - Know if we are meeting our goals,
 - Take action to affect performance or improve efficiency if improvements are necessary.
- 





**If you can't
measure it, you probably
can't manage it.**

**Things you
measure tend to improve.**

imgflip.com

- Ed Seykota

CURRENT METRICS USED

STATEWIDE METRICS



Department of Commerce
Suspended during pandemic
New measures being developed
Included in Contracts

Additional Performance Measures (APMs)
Identified by Organization
Included in Contracts



PROGRAM-SPECIFIC APMs

The programs we fund provide assistance to homeless individuals and impact making homelessness rare, and/or brief, and/or one-time, as identified in the Kitsap Homeless Crisis Response and Housing Plan.

PERFORMANCE MEASURES

How do you measure success in your program?

What data do you already track to know how you're doing?

What can we add, collectively, to measure success as a community?

KEY ASPECTS TO CONSIDER



RELEVANT

Important and significant to the goal.



EFFICIENT & TIMELY

Information is available frequently enough to have value in making decisions.



UNDERSTANDABLE

Clear, concise, and easy to understand.



EASY TO ACCESS

Gathering and reporting the information is feasible.





Too Few

Doesn't tell the full story of the work you're doing.

Too Many

Leads to losing sight of which ones are most important.

KEY PHRASES

The number of...

The percentage of...

The ratio of...

**PERFORMANCE
MEASURES
DISCUSSION**

Breakout Groups

Designee for Notes

Reporting back to the group

PERFORMANCE MEASURES DISCUSSION

How do you measure success in your program?

What data do you already track to know how you're doing?

What can we add, collectively, to measure success as a community?



Thank You!