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

NAVIGATING THE WEBSITE

HMIS

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

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 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)*

- 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 Hoomeless 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

PROGRAM-SPECIFIC APMS

Additional Performance Measures (APMs)

Identified by Organization

Included in Contracts

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!