



QUARTERLY GRANTEE MEETING

MAY 14, 2025



AGENDA

INTRODUCTIONS

FUNDING OPPORTUNITIES

REIMBURSEMENT REQUESTS

CLIENT EXIT DESTINATIONS

INTRODUCTIONS

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



FUNDING OPPORTUNITIES

**FUNDING
OPPORTUNITIES:
CATEGORIES**

Multiple Funding Opportunities

Currently Open or Coming Soon

3 Categories, each with a different process and separate timelines:

- CHG Set-Aside Requests for Proposals (RFPs)
- Shelter Operations RFP
- Homeless Housing and Services (non-shelter)
Notice of Funding Availability (NOFA)

<https://kcowa.us/kchhd>

FUNDING OPPORTUNITIES:

CHG SET-ASIDES

CHG Set-Aside RFPs:

- Coordinated Entry Program (CEP)
- Rapid Rehousing (RRH)
- Housing and Essential Needs (HEN)
- Eviction Prevention (EP)

Specific activities outlined in each RFP.

Visit: [Kitsap County Bids](https://kcowa.us/kchhd)

<https://kcowa.us/kchhd>

FUNDING
OPPORTUNITIES:

CHG SET-ASIDES

CHG Set-Aside RFPs – Key Dates:

5/23/25 at 3pm – Letters of Intent Due

5/26/25 at 3pm – Questions Due

6/6/25 at 3pm – Proposals Due

Visit: [Kitsap County Bids](#)

Questions? Contact Glen McNeill, Purchasing Program Supervisor, gsmcneill@kitsap.gov, 360-337-4789

 2025-022 RFP Kitsap County, Chemical Dependency and Therapeutic Court Tax Program

[2025-022 Kitsap County, Chemical Dependency and Therapeutic Court Tax Program](#)

[2025-022 Legal Ad](#)

 2025-021 RFP Kitsap County Coordinated Entry Program

 2025-020 RFP Kitsap County Housing and Essential Needs

 2025-019 RFP Kitsap County Rapid Rehousing

 2025-018 RFP Kitsap County CHG Eviction Program Prevention

**FUNDING
OPPORTUNITIES:

SHELTER
OPERATIONS**

Shelter Operations RFP

2026 - 2027 Cycle Application Schedule

Dates	Description
5/6/25	RFP Published
5/13/25	Shelter RFP Technical Assistance Training 11am – 12pm via Zoom <i>(Recording will be made available online)</i>
5/13/25	Application available online @ 12pm
5/13/25 – 6/4/25	Application Technical Assistance available by phone, email, or Zoom
6/4/25	Applications Due @ 3pm Online submission only, via SurveyMonkey Apply web portal
6/12/25	Award amounts announced
7/1/25	Program Year Begins

<https://kcowa.us/kchhd>

**FUNDING
OPPORTUNITIES:

SHELTER
OPERATIONS**

Shelter Operations RFP

2026 - 2027 Cycle Application Schedule

Dates	Description
5/6/25	RFP Published
5/13/25	Shelter RFP Technical Assistance Training 11am – 12pm via Zoom <i>(Recording will be made available online)</i>
5/13/25	Application available online @ 12pm
5/13/25 – 6/4/25	Application Technical Assistance available by phone, email, or Zoom
6/4/25	Applications Due @ 3pm Online submission only, via SurveyMonkey Apply web portal
6/12/25	Award amounts announced
7/1/25	Program Year Begins

<https://kcowa.us/kchhd>

**FUNDING
OPPORTUNITIES:
SERVICES**

Services Notice of Funding Availability (NOFA)

Coordinated Grant Application Process (CGAP)

Homeless Housing & Services (non-shelter) NOFA for:

- Affordable Housing Grant Program (AHGP) funds
- Homeless Housing Grant Program (HHGP) funds
- Consolidated Homeless Grant (CHG) funds

<https://kcowa.us/cgap>

FUNDING OPPORTUNITIES: SERVICES

Services Notice of Funding Availability (NOFA)

Homeless Housing and Services

The Kitsap County Housing and Homelessness Division has several grant programs that provide funding to governments, non-profit agencies, and housing authorities for projects located throughout the county that focus on reducing homelessness.

The schedule for the following funds is available [here](#).

Review the [KCHHD Eligible Applicants and Projects](#) for more information (.pdf)

Funding Source Abbreviations

AHGP → Affordable Housing Grant Program

HHGP → Homeless Housing Grant Program

CHG → Consolidated Homeless Grant

<https://kcowa.us/cgap>

**FUNDING
OPPORTUNITIES:
SERVICES**

Services Notice of Funding Availability (NOFA)

Upcoming Key Dates:

5/16/25 – Application Intent Form Due

5/23/25 – NOFA Posted to Website

6/16/25 – Technical Assistance Session

6/17/25 – Grant Applications Open (in Survey Monkey)

7/15/25 at Noon – Grant Applications Due (in Survey Monkey)

8/26/25 – 8/27/25 – GRC Convening; Presentations/Interviews

<https://kcowa.us/cgap>



REIMBURSEMENT REQUESTS

CONTRACT REIMBURSEMENT

Overview

It is the practice of the County as a whole, which includes the Housing and Homelessness Division to operate on a reimbursement basis. This means that KCHHD will not issue payments on contracts in advance; subcontractors must first incur and pay expenses before seeking reimbursement. This practice is consistent with the reimbursement procedures followed by the Washington State Department of Commerce.

CONTRACT REIMBURSEMENT

Overview

Previously, KCHHD offered a considerable amount of support and assistance, including detailed correction notes and making changes to RR forms on behalf of an organization. However, due to the growing number of contracts, we can no longer provide this level of assistance. Going forward, any reimbursement requests requiring more than a minor correction will prompt KCHHD staff to immediately stop reviewing the request and deny the submission. The organization will need to review the request for accuracy, make any necessary corrections and then make a new submission.

**Please note each time a correction submission is received it places the RR back in que, correction submissions do not have priority over the other reimbursement requests submitted.*

CONTRACT REIMBURSEMENT TIPS AND TOOLS

Reimbursement Tips

For ease in processing reimbursement requests it is imperative the organization ensures the following:

- Timely submission (due by the 14th of each month)
- Cognito Form filled out accurately and, in its entirety
- Submit a complete/accurate Expense Report Form (ensure most recent version utilized)
- Include all applicable required documents

CONTRACT REIMBURSEMENT TIPS AND TOOLS

Reimbursement Tips

Required documents:

- **All Funding Sources:** [KCHHD Expense Report Form](#) (most recent version of the form)
- **CHG Funding Requirement:** [Diverse Spend Reportable Expense Report \(Commerce Report\)](#)
 - Report any single expense paid during the billing period that is more than \$1,000 or the sum of multiple expenses to a given entity that is more than \$1,000.
 - If there were no expenses totaling over \$1k for a specific vendor/retailer then you can just check the box that states, “No Expenses to Report”.
- **CHG-EHF Funding Requirement:** [General Ledger \(GL\)](#)
 - Provide a GL that reflects cost category total that matches the reimbursement cost category total.
 - Total of each cost category on the GL are clearly marked/indicated.

CONTRACT REIMBURSEMENT TIPS AND TOOLS

Reimbursement Tips

Organizations should keep in mind the following:

- Expenses claimed must be connected to the Program and necessary to meet the goals and scope of work.
- Expense Report Form Summary Tab: The order in which cost categories are listed on the should be in the same order in which it is shown in the contract budget.
- No reimbursements will be made in advance of costs or expenses being incurred and paid

CONTRACT REIMBURSEMENT TIPS AND TOOLS

Reimbursement Tips

- No costs or expenses incurred prior to the effective date of the contract or after its termination are eligible for reimbursement.
- Grant Funds will not be disbursed if there are any outstanding Quarterly Reports.
- While supporting documentation is not required to be provided with the reimbursement request, the organization must provide substantiated documents to the extent required in the grant contract, upon demand.

Reimbursement Tools

The last several years KCHHD has continued to refine and develop tools to help our community partners to ensure RRs are submitted appropriately. Tools for our community partners to help ensure timely and accurate RR processing include:

- Instructions on Expense Report Form
- Instructions in KCHHD Grant Guidelines Handbook

**CONTRACT
REIMBURSEMENT
TIPS AND TOOLS**

CONTRACT REIMBURSEMENT TIPS AND TOOLS

Reimbursement Tools

- Instructions on Diverse Spend Reportable Expense Report
- Diverse Spend Reportable Example
- Periodic online refresher training via Grantee Meetings
- Opportunity for one-on-one training
- Support Docs for Expenses Claimed To Be Kept On File Checklist
- Support Docs for Expenses Claimed Examples

CONTRACT EXPENSE SUPPORTING DOCUMENTATION

Supporting Documentation

(Kitsap County Grant Guidelines Handbook 3.1.1)

For reimbursement requests, all supporting documentation of expenses claimed must be maintained for each request submitted. This documentation should be maintained in an organized and easily referenced manner and kept on file with the submitting agency for a minimum of seven years from the end date of the contract. Supporting Documentation Lists and Examples are available on the [Grant Recipients page](#).

Reimbursement Information/Documents: Grant Recipient Webpage

REIMBURSEMENT INFORMATION & DOCUMENTS

Information and documents required for a reimbursement request can all be found on the KCHHD Grant Recipients page

<https://www.kitsapgov.com/hs/Pages/HH-Grant-Recipients-page.aspx>


Reimbursement Information/Documents: Grant Recipient Webpage

REIMBURSEMENT INFORMATION & DOCUMENTS

We will now demonstrate where on the website information and documents can be found for reimbursement completion for contracts awarded Homeless Housing Grant Program (HHGP) and/or Affordable Housing Grant Programs (AHGP) funding.

Reimbursement Information/Documents: Grant Recipient Webpage

REIMBURSEMENT INFORMATION & DOCUMENTS

 Kitsap County

Search...

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


 [2025 Kitsap County Grant Guidelines Handbook for HHGP, AHGP, and CHG](#) (updated 12/20/2024)

Reimbursement Requests

[Show Reimbursement Request Instructions >>](#)

 [Download the 2025 KCHHD Expense Report Form](#) (6/2/2024/2025)


- 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)
 - [Supporting Documentation for Expenses Examples](#) (updated 3/6/2024)

 [Submit your Reimbursement Request online using the Cognito KCHHD Reimbursement Request Form](#) (updated 3/30/2024)

Quarterly Progress Reports


Grant recipients must submit a quarterly report for each quarter of their contract, regardless of whether there was any grant activity. Quarterly Progress Reports are due the last weekday of the month following the end of the calendar quarter (generally April 30, July 30, October 31, and January 31). All Quarterly Progress Reports are submitted electronically through CognitoForms. Download the [Submitting KCHHD Quarterly Progress Reports User Guide](#) for detailed instructions.


* 4th quarter reports are considered Final Quarterly Progress Reports for the year, these reports contain a few additional questions regarding cumulative expenditure information.

 [Submit your 2024-2025 HHGP/AHGP or ARPA Quarterly Progress Report](#) (updated 11/12/2024)

Document Submission Form

Contractors that are required to submit backup documentation or other documents from monitoring or other requests which may contain personally identifying information (PII) must use a secure method to transmit this information. Use this form to submit information to the Division securely.

 [Submit your document using the KCHHD Secure Document Upload Form](#)

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

Reimbursement Information/Documents: Grant Recipient Webpage


REIMBURSEMENT INFORMATION & DOCUMENTS

Here is a demonstration of where on the website information and documents can be found for reimbursement completion, for contracts awarded Consolidated Homeless Grant (CHG) funding.

Reimbursement Information/Documents: Grant Recipient Webpage

REIMBURSEMENT INFORMATION & DOCUMENTS



 Submit your: **2024-2025 HHGP/AHGP or ARPA Quarterly Progress Report** (updated 11/23/2024)

Document Submission Form

Contractors that are required to submit backup documentation or other documents from monitoring or other requests which may contain personally identifying information (PII) must use a secure method to transmit this information. Use this form to submit information to the Division securely.



[Submit your document using the KCHHD Secure Document Upload Form](#)

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



2025 Kitsap County Grant Guidelines Handbook for HHGP, AHGP, CHG, and EHF (updated 11/20/2024)



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

Reimbursement Requests

Show Consolidated Homeless Grant & EHF Reimbursement Request Instructions >>



Download the 2025 KCHHD Expense Report Form (6/2/20 2/24/2025)



Download the Diverse Spend Reportable Expenses Report Form (3/6/2024)

• For Instructions about completing the Diverse Spend Report and documents to maintain which support your reimbursement request please see the following resource materials:

- Supporting Documentation for Expenses Claimed To Be Kept On File (updated 3/6/2024)
- Supporting Documentation for Expenses Examples (updated 3/6/2024)
- Diverse Spend Reportable Expenses Report Instructions (updated 3/6/2024)
- Diverse Spend Report Example (updated 3/6/2024)



Submit your Reimbursement Request online using the Cognito KCHHD Reimbursement Request Form (updated 7/30/2024)

Quarterly Progress Reports

Grant recipients must submit a quarterly report for each quarter of their contract, regardless of whether there was any grant activity. Quarterly Progress Reports are due the last weekday of the month following the end of the calendar quarter (generally April 30, July 30, October 31, and January 31). All Quarterly Progress Reports are submitted electronically through CognitoForms. Download the [Submitting KCHHD Quarterly Progress Reports User Guide](#) for detailed instructions.

* 4th quarter reports are considered Final Quarterly Progress Reports for the year; these reports contain a few additional questions regarding cumulative expenditure information.



Submit your CHG, HEN, and EHF SFY25 Electronic Quarterly Progress Report (updated 11/13/2024)

Document Submission Form

Contractors that are required to submit backup documentation or other documents from monitoring or other requests which may contain personally identifying information (PII) must use a secure method to transmit this information. Use this form to submit information to the Division securely.



[Submit your document using the KCHHD Secure Document Upload Form](#)

Kitsap Election Protection Assistance KEPA Grant

Detailed Statement of Expenses

Instructions about what details are needed for each expense entry, is 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	Expenditure Date (Date Paid)	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.	Expense Description - include the following elements <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.	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.

EXPENSE DETAILS

Detailed Statement of Expenses

Here is the information we request for expenses claimed on the “Expense Details” portion of the Expense Report Form:

1. Vendor/Employee paid
2. Expense claimed
3. Date of service-purchase
4. Date Paid (*Date funds released/sent to Vendor/Employee*)

EXPENSE DETAILS

Detailed Statement of Expenses

Example:

Description: Wave Cable: Internet: Service 11/15/24-12/14/24

Expenditure Date (Date Paid): 12/30/24

The data in the examples demonstrates that the expense meets the eligibility requirements of:

- *An Eligible Expense*
- *The date in which the debt incurred was within the contract period*
- *The Date in which the debt was paid is within the contract period and within the timeframe in which the RR represents*

REIMBURSEMENTS FREQUENCY

Reimbursement Request Submission Schedule

Recipients must submit a Reimbursement Request packet monthly, including all required paperwork.

If the program did not have any expenditures to claim, a reimbursement must be submitted indicating this (\$0 RR).

EXPENSE FORM / REIMBURSEMENTS FREQUENCY

Reimbursement Request Submission Schedule

- **Due February 14th:** RR with expenses paid in January
- **Due March 14th:** RR with expenses paid in February
- **Due April 14th:** RR with expenses paid in March
- **Due May 14th:** RR with expenses paid in April
- **Due June 14th:** RR with expenses paid in May
- **Due July 14th:** RR with expenses paid in June
- **Due August 14th:** RR with expenses paid in July
- **Due September 14th:** RR with expenses paid in August
- **Due October 14th:** RR with expenses paid in September
- **Due November 14th:** RR with expenses paid in October
- **Due December 14th:** RR with expenses paid in November
- **Due January 14th:** RR with expenses paid in December **NOTE: Kitsap County must close accounting books for the year in accordance with RCW 36.40.200, so our accounts payable must process all prior year expenditures typically prior to 2nd week of January, so may be due earlier than the 14th.*



CLIENT EXIT DESTINATIONS

EXIT DESTINATIONS

For clients exiting shelter, CE, street outreach, or other housing programs housing programs to the following programs (examples):

- Psychiatric hospitals/facilities OR substance abuse treatment facilities or detox is to indicate inpatient or treatment facilities. If mental health/substance use organization provide housing programs they often fall into the following destinations:
- “Permanent housing (other than RRH) for formerly homeless persons”
 - Agape Sisyphus
 - KMHS Pendleton Place
- “Transitional housing for homeless persons (including homeless youth)”
 - Agape Koinonia Inn
 - WSTC Fuller and Lighthouse
 - Eagle’s Wings
- “Residential project or halfway house with no homeless criteria”
 - Oxford Houses



QUESTIONS / AGENCY UPDATES

KCHHD Staff contact information on next slide



CONTACT INFORMATION

CONTRACTS OR REIMBURSEMENTS:

LEAH NOLDAN, LNOLDAN@KITSAP.GOV

AHGP/HHGP PROGRAMS, SWS:

VIRGINIA MCCASLIN, VMCCASLIN@KITSAP.GOV

CHG, HEN:

CARL BORG, CEBORG@KITSAP.GOV

HMIS, DATA, TECHNICAL ISSUES:

CORY DERENBURGER, CDERENBU@KITSAP.GOV