



# QUARTERLY GRANTEE MEETING

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JUNE 12, 2024

# AGENDA



INTRODUCTIONS

CHG/EHF CONTRACTS UPDATE SFY25

REIMBURSEMENT REQUESTS

LOW BARRIER TRAINING OPPORTUNITIES

COMMERCE 5 YEAR HH STRATEGIC PLAN

KITSAP COUNTY LOCAL HH PLAN

**SFY25  
EHF/CHG  
CONTRACT  
TIMELINE**

- Contracts Drafted June 11-13
- Contracts into Routing June 21
- Contracts approved end of July

## REIMBURSEMENT REQUEST (RR) FREQUENCY

### Monthly RR Submissions Reminder

Monthly invoicing for all funding sources.

Generally, RRs are due NO LATER than the 14<sup>th</sup> of each month, *even if you have no expenses.*

- Due dates change with end of year and/or end of State Fiscal Year, depending on your contract. Details are emailed in advance when there are changes.

## RR DOCUMENTATION REMINDERS

- Backup documentation and Expense Details are no longer submitted with Reimbursement Requests.
  - Details on how you calculated amounts for each cost category must still be retained.
  - Backup documentation must still be maintained on file.
  - Details and back up documentation must be provided upon request (e.g., during monitoring).

Attention to detail is vital – KCHHD cannot perform corrections on the behalf of an organization.



## **RR REMINDER: CHG AND EHF**

- General Ledgers (GLs) are still required for programs funded by EHF.
- CHG and EHF contractors must submit Diverse Spend Reports with their reimbursement requests.





# LOW BARRIER PROGRAMS

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## **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.

Survey recently performed to see where we are currently as a community.



# LOW BARRIER TRAINING OPPORTUNITIES

## “Lowering-Barriers and Harm Reduction: Training for Homeless and Housing Services”

### Learning Objectives:

- Understand the definitions and guidelines of low-barrier access and harm- reduction approaches in housing and homelessness services.
- Learn how to apply the guidelines of low-barrier and harm-reduction approaches in homelessness and housing services.
- Explore how to navigate intake, eligibility, and participation requirements using low-barrier and harm-reduction guidelines

Information on the next opportunity will be emailed out as soon as details are available.



# STRATEGIC PLANNING

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# STATE HOUSING HOMELESS PLAN



## Department of Commerce Homeless Housing 5 year plan Guidelines issued by August 2024

### Required Plan Objectives

**Purpose:** To align local planning processes with the state homeless housing strategic plan and ensure a coordinated and complementary state and local homeless housing crisis response. The local plan or addendum must include the following objectives derived from the statewide plan:

- Promote an equitable, accountable and transparent homeless crisis response system
- Strengthen the homeless service provider workforce
- Prioritize assistance based on the greatest barriers to housing stability and the greatest risk of harm
- House everyone in a stable setting that meets their needs

# HOMELESS HOUSING PLAN

## Kitsap County local Homeless Housing 5 year plan

### **Steps need to complete**

Task Force formed

Task Force meetings

Community meetings

Online, paper surveys

Preliminary plan drafted

Preliminary plan review period

Final plan ready

BOCC approval of plan



# CONTACT INFORMATION

CONTRACTS, AMENDMENTS, OR REIMBURSEMENTS:  
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Thank You!