



QUARTERLY GRANTEE MEETING

SEPTEMBER 11, 2024



AGENDA

INTRODUCTIONS

MONITORING UPDATES

PROGRAM CHANGE NOTIFICATION

RFP UPDATES

EXPENDITURE REPORTS DUE

NEW EXPENSE REPORT / RR FORM

HMIS LEADS

INTRODUCTIONS

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



MONITORING UPDATES

AHGP/HHGP: May 2024 - September 2024

CHG/EHF/HEN/ARPA – July 2024-October 2024

Trends / common challenges noted:

MONITORING UPDATES

- Ineligible expenses for cost categories
 - *Please refer to the guidelines when submitting your RRs to ensure that expenses are eligible.*
- Expenses incurred outside of contract period
- Monthly RR Submissions

Questions? Reach out!





PROGRAM CHANGE NOTIFICATIONS

PROGRAM CHANGE NOTIFICATIONS

Notify your Contract Manager (*Carl or Virginia*) when there any major changes to your program operations.

- Examples include:
 - Significant reduction in accessibility / hours
 - Temporary closures
 - Change of program address
 - Key staff turnover
 - Holds on intakes



RFP UPDATES

RFP UPDATES

Hotel/Motel RFP

- Letter of Intent deadline extended to:
 - Monday 9/16/2024 at 3:00 PM.
- Proposal deadline remains the same:
 - Wednesday 9/25/24 at 3:00 PM
- Contract(s) Term October 1, 2024-June 30, 2025



EXPENDITURE
REPORTS DUE

EXPENDITURE REPORTS

Each year in September we complete the State Fiscal Year (SFY) Expenditure Report.

This report is VERY important – I'm asking that all of our contractors have their report submitted with a due date of Sept 13th (this Friday). If you have not yet completed this report – please hurry. Let me know if you need an extension (1-2 days) or records from prior years at cderebu@kitsap.gov

The intent of the report is to capture the entire cost to operate your programs, and the amounts used from various funding sources that contribute to the cost to operate programs.



NEW EXPENSE
FORM / RR 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>

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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)

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.*

**EXPENSE FORM /
REIMBURSEMENTS
FREQUENCY**

DOCUMENTATION

- The Expense Details worksheet has been restored, and individual expenses are again required to be entered.
- Reminder: Backup documentation is no longer submitted with Reimbursement Requests (with exceptions below).
 - *Backup documentation must still be maintained on file and provided upon request.*
- General Ledgers (GLs) are still required for programs funded by EHF (now CHG EHF SFY25).
- All CHG-funded contractors will submit Diverse Spend Reports with their reimbursement requests.
 - *This includes: CHG, CHG-EP, CHG-DRF, HEN, KLBSB, and EHF*
- Attention to detail is vital – KCHHD will no longer perform corrections on the behalf of an organization.

EXPENSE DESCRIPTION

- Ensure description is completed as per instructions on the right hand side of the Expense Details Worksheet.
- For privacy of clients please ensure that client's name is not indicated on the Expense Report Form and only alternate identification like HMIS # is indicated.

EXPENSE FORM / REIMBURSEMENTS

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

In the KCHHD 2024 Expense Report v 1.1.0

- Added back the Expense Details Worksheet (removed statement of work, added cost category subtotals)
- In Summary removed “New Adjusted Budget”, renamed Budget Award to Current Contract Budget
- Removed Contact Person info from Summary (redundant, collected in Cognito)
- Updated Mileage Rates
- Added new fund types (CHG Supplemental, CHG EHF SFY25) and cost categories
- Updated Instructions

EXPENSE FORM / REIMBURSEMENTS

A new version of the KCCHD 2024 Expenditure Report v1.1.1 will be released. It addresses 1 non-critical error correction.

Sometimes the Expense Details Total shows an error as not matching the Summary Total - *because I didn't force ROUND when summing already rounded sums.*





HMIS LEADS

HMIS AGENCY LEADS

New HMIS Agency Leads Process:

As of May - 2024, Commerce has a new process to register new staff for training and project set up/deactivation in HMIS. We will need your agency to appoint an “Agency Lead” if not already completed. ((50% of Kitsap HMIS participating organizations have completed this step))

Agency Executive Director:

Please submit HMIS agency lead staff information. You can do so by submitting a ticket at the Help Desk from on <https://www.commerce.wa.gov/hmis> and in the “Please select the issue you need help with” tab select the dropdown “HMIS Agency Lead Information” and then enter the information of the staff members you want to appoint as the lead and backup for the agency. Once the Agency Leads are entered and approved, they will be responsible for requesting all new project set up requests and registering staff for HMIS training.

About the HMIS Agency Leads:

The Lead will:

- Need to be an active HMIS User.
- Submit training applications for everyone in your agency.
- Be the main contact for setting up HMIS projects.
- Be listed as the HMIS Agency Notification Contact within HMIS.
- Be responsible for notifying COM when an HMIS User leaves the agency or no longer needs access.



QUESTIONS / AGENCY UPDATES

KCHHD Staff contact information on next slide



CONTACT INFORMATION

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