

Submitting KCHHD Quarterly Progress Reports

All Kitsap County Housing & Homelessness Division 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.

1. Collect and prepare your reporting materials. The report includes the following sections:

- a. Contract Information
- b. Client Story
- c. Contract Performance Measures (provided by KCHHD by email on or around the 15th of the month following the end of a quarter)
- d. Utilization or Data Quality Responses (conditional - based on meeting target measures)
- e. Expenditure Information (only on 4th Quarter/Final end of year reports)

2. Complete the KCHHD Quarterly Progress Report

- a. Open the KCHHD Quarterly Progress Report link to begin your submission - <https://www.cognitofrms.com/KitsapCounty1/KCHHDQuarterlyProgressReportForm>

Enter Contract Information

- b. **(Q1-Q6) Contract information** - Fill in your contract information in sequential order to populate your active contract information.

Organization Name *	Program Name *	
1. <input type="text"/>	2. <input type="text"/>	
<small>These lookup fields will help to select your contract information - complete this section in order.</small>		
Contract Number *	Grant Manager *	Grant Manager Email *
3. <input type="text"/>	4. <input type="text"/>	5. <input type="text"/>
Contract Cycle		
6. <input type="text"/>		

If the form does not provide your active contract number, you can manually enter your contract information by checking this checkbox. (This should be uncommon)

c. Q7 Manually Enter Contract Information

- Check this if your Organization or Contract Number is not listed above

Emergency Shelter - Select "Yes" if your contract is to operate Emergency Shelter

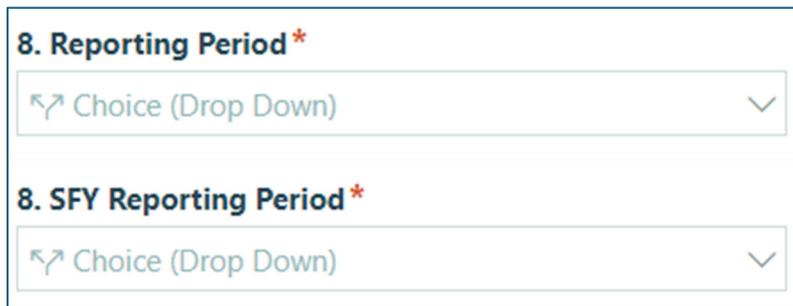
Is this a contract to operate Emergency Shelter?

- Yes No

Reporting Period

- d. **Q8 Reporting Period** – Depending on your contract fund source, your reporting period cycle will have different start and end dates. Generally, funding subcontracted from WA Dept of Commerce is on the State Fiscal Year (SFY) cycle with a period of performance of 7/1-6/30. Local Document Recording Fees (AHGP/HHGP) are generally contracted on the calendar year cycle (C) with a period of performance of 1/1-12/31. Other funding sources will commonly be reported in the calendar year cycle (C), although the period of performance dates may differ.

The appropriate Reporting Period field based on the Contract Information entered will be displayed. Select from the picklist the reporting period for your report submission.



The image shows a screenshot of a web form with two dropdown menus. The first dropdown is titled "8. Reporting Period*" and the second is titled "8. SFY Reporting Period*". Both dropdowns currently display the text "Choice (Drop Down)" and have a downward-pointing arrow on the right side.

(NOTE: If you select a reporting period from the picklist for a report that has previously been submitted, a notice will be displayed that "A report has already been submitted for the selected reporting period")

Client Story

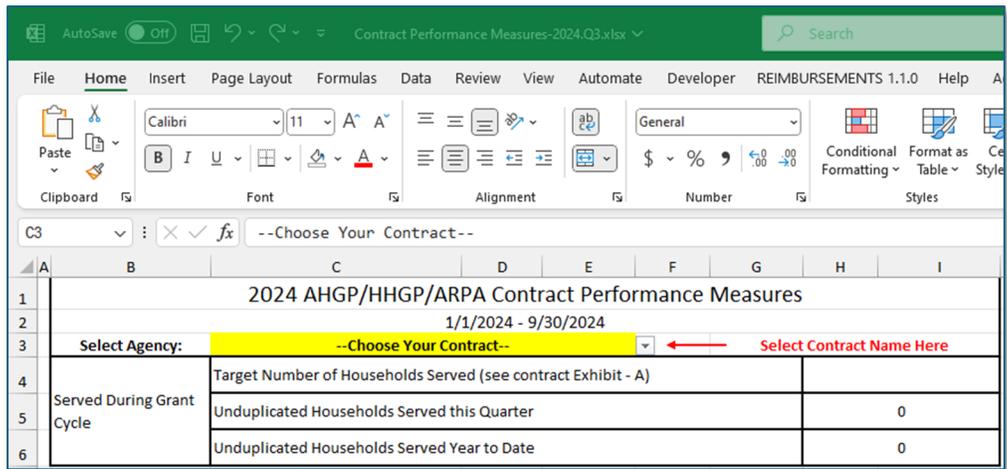
- e. **Q9 Client Story** - Provide one story about a client receiving these services. If possible, include information about the causes of their displacement from stable housing and their need for this program's services. Please change names to protect privacy. Story may have a successful outcome or may demonstrate barriers to a successful outcome.

(NOTE: These stories are valued to help us tell the stories and experiences of people experiencing homelessness or accessing the Homeless Crisis Response System. These stories may, at times, be used in Housing & Homelessness Division annual reports, presentations, or other materials.)

Contract Performance Measures

- f. **Q10 Number of households served during this grant cycle** - KCHHD staff will provide by email 2 Excel workbooks containing Contract Performance Measures, on or around the 15th of the month following the end of a quarter.
- For contracts funded from **WA Dept of Commerce** use the **SFY** titled filename for the appropriate reporting quarter.
 - For contracts funded with **Local Document Recording Fees (AHGP/HHGP)** use the filename *without SFY* in the filename for the appropriate reporting quarter.

In the Contract Performance Measures Excel workbook, use the yellow picklist in the 3rd row, and select your Agency/Contract name to generate your measures to input below. This data is aggregated from HMIS.



Review the performance measures carefully; if you have questions about your performance, new programs that have been added, any data entry/maintenance affecting the reporting quarter, or errors please reach out to cderenbu@kitsap.gov for assistance.

- g. **Q11 Project Outcomes (Measures 1A-7A)** - For each Performance Measure and Target listed in your Contract Performance Measures workbook, fill in the information below from the Excel workbook into any {White} fields. {Grey} fields are read-only. Performance Measures that are not listed in the contract should be left blank.

11. Intervention Type	Households Served with Intervention (YTD Total) *	Households Achieving Target (YTD Total) *	Target % (Annual)	Performance Achieved % (YTD Total) *
1A. Percent Served of Unsheltered Homeless Households				
2A. Percent of Exits to Permanent Housing (Continuous Stay Shelter)			50%	

- i. **Q11b. Data Quality (conditionally required)** – If any of your Data Quality Measures in Project Outcomes 6A-6D fall below target, please describe the steps your agency is taking to improve these measures. A performance measure of “NA” indicates that no households have entered or exited your program since the contract start date based on HMIS records. If you have a measure stating “NA” please indicate that there have been no new enrollments/exits or describe why this measure is “NA”.
- ii. **Q11c. Bed Utilization Rate (Emergency Shelters Only – conditionally required)** - If your Emergency Shelter program Bed Utilization Rate in 7A is below 90% or above 105% (or as defined in contract) please describe the issue and steps being taken to improve utilization rate. (See [Finding Utilization Rate using Clarity HMIS Reports](#) for discussion on utilization rates being reported too high or low).

- h. **Q12 Contract Quarterly Report Submission History** – This field will automatically populate with information about prior Quarterly Progress Reports that have been previously submitted for the selected Contract Number. Review this submission history for missing reports.

12. Contract Quarterly Report Submission History	
<input checked="" type="checkbox"/>	#1 KC-999-24 SFY24 Q1 7/1/23-9/30/23 Status: Not Required Submission Date: 9/24/2024
<input checked="" type="checkbox"/>	#2 KC-999-24 SFY24 Q2 10/1/23-12/31/23 Status: Approved Submission Date: 9/24/2024
<input checked="" type="checkbox"/>	#3 KC-999-24 SFY24 Q3 1/1/24-3/31/24 Status: Submitted Submission Date: 9/24/2024
<input checked="" type="checkbox"/>	#4 KC-999-24 SFY24 FINAL 4/1/24-6/30/24 Status: Submitted Submission Date: 9/27/2024
<input checked="" type="checkbox"/>	#5 KC-999-24 SFY25 Q1 7/1/24-9/30/24 Status: Approved Submission Date: 10/1/2024

Missing entries indicate reports that have not yet been submitted for this contract number.

Expenditure Reporting (conditional, required ONLY on 4th Quarter/Final Reports)

- i. **Q13 Total amount of grant contract** – Enter the Contract Total amount from your contract’s Budget Summary Exhibit/Attachment. If shown, you can use the “Awarded Amount Lookup” to fill this field.

Awarded Amount Lookup *

\$46,750.00	^
\$46,750.00	
\$46,750.00	

13. Total amount of grant contract: *

\$46,750.00

- j. **Q14 Cumulative amount expended for this contract through the end of the reporting period** – Report the dollar amount spent to operate the program through the end of the reporting period. This should include amounts spent during the reporting period that have not yet been invoiced through the reimbursement request process.

Sign & Submit

- k. **Other Comments** – Include any additional comments you may have about this quarter’s progress report.
- l. **Report Submitter Name, Title, and Email**
- m. **Submitter Signature and Signer Date** – You can select to draw or type your name for the Submitter’s Signature. Once signed, the Signer Date will automatically be populated with the current date.

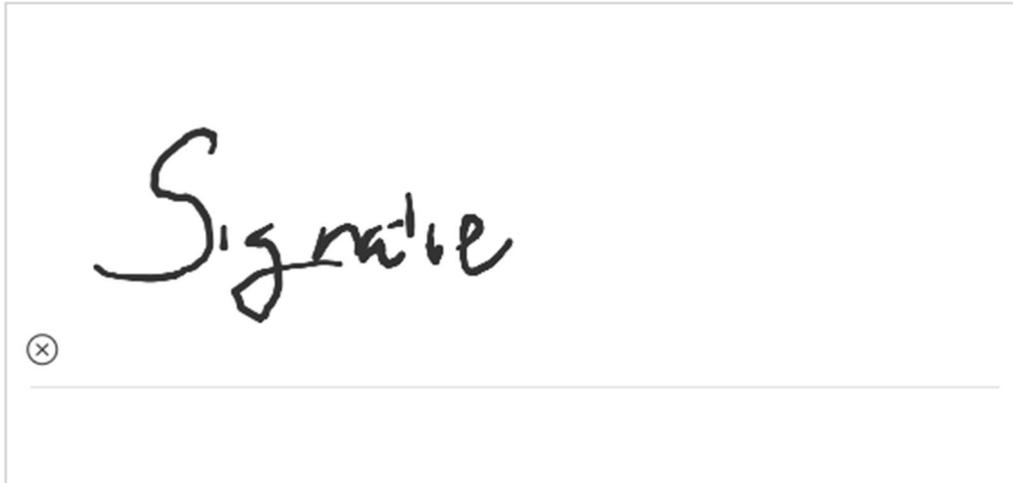
3. Submit the Report and the Review Process

- a. Once all required fields have been completed and the report has been signed, the “Submit” button will be displayed to send your Quarterly Progress Report submission.

Submitter Signature *

Signer Date

11/13/2024

A digital signature box containing the handwritten word "Signature" in black ink. The box has a small "x" icon in the bottom left corner and a horizontal line at the bottom.

[draw](#) type

I certify that the information above in for Quarterly Report submitted for this period is true and accurate and that it was collected in accordance with all requirements in the HMIS Agency Partner Agreement with Commerce, the User Policy, Responsibility Statement, and Code of Ethics forms signed by each HMIS user, and the Kitsap HMIS Collaborative Agreement.

Submit

Save

- b. After you submit your Quarterly Progress Report, CognitoForms will send a notification to the Submitter’s email address. The notification email will contain confirmation that your report has been submitted to your grant manager for review.
 - i. If you wish to review or edit your submission, open the “View, Edit, or Cancel Submission” link from the email to view your submission. To edit, scroll to the bottom of the report and select the “Edit Submission” button to change the status, then refresh the page to edit your report. You will need to sign again before you submit your corrected report.

Report Review

- c. The grant manager will review the report, they can choose to approve a report or return it for corrections.
 - i. **Approved** – Once reviewed and approved by the grant manager, CognitoForms will send an email stating that the report is approved and will contain a copy of the report as a pdf file for your records.
 - ii. **Returned for Corrections** – If the report is not approved, the grant manager will leave a note as to the reason that the report was not accepted, and the corrections needed. You will need to use the "View, Edit, or Cancel Submission" link in the email to correct and re-submit your report.