

Kitsap Coordinated Grant Application 2019

TECHNICAL ASSISTANCE TRAINING

HOMELESS AND CDBG SERVICES

MAY 15, 2018

9:30AM



Welcome!

You are at the Technical Assistance Session for the 2019
Coordinated Grant Application Cycle

Homeless, CDBG Services & Economic Development
Microenterprise Applications Only

- Housekeeping
- Make sure you have signed in!

Introductions

Kitsap County Block Grant Staff

Bonnie Tufts

Shannon Bauman

Shirley Rodney

Kitsap County Housing and Homelessness Staff

Kirsten Jewell

Cory Derenburger

Around the room



Agenda

- What's New for 2019
- Overview of Funding Streams
- Review of Application
- Fluid Review Basics
- Application Review and Awards Process
- Getting Help and Questions

Coordinated Grant Application – Timeline

5/14/18	Policy Plan Approval
5/15/18	Technical Assistance (Mandatory)
5/16/18	Stage 1 Application Opens in Fluid Review
5/17 – 6/4	Technical Assistance available by phone, email or by appointment
6/5/18	Stage 1 Applications Due - Noon
6/28/18	Stage 2 Applications Open – by invitation
7/26/18	Stage 2 Applications Due - Noon
9/10 – 9/13	Interview Questions emailed to Agencies
9/24 – 9/27	Services Grant Recommendation Committee Interviews
10/5/18	Funding Recommendations Posted to Websites

What's New for 2019

Two-Stage Application Process

- Stage 1: Risk Assessment to evaluate organizational & fiscal capacity, grant contract performance and eligibility.
- Stage 2: Agencies invited to submit project application(s)
- All Applications follow the same schedule

Interviews

- GRC Questions emailed ahead of time



What's New for 2019

Policy Changes for all funding

- Public comment periods changed from 30 days to 15 days
- At-Large GRC position added

CDBG/HOME Policy Changes

- Audit requirement
- 2 year awards for Public Service



Stage 1: Risk Assessment

Stage 1 Application - submitted once and includes:

- Agency information (Part 1 in prior years)
- Short summary of proposed projects

Risk Assessment – template included in NOFA

- Staff will review for:
 - Eligibility
 - Organizational Capacity & Management
 - Financial Stability
 - History of Performance

Stage 1 Application Key Elements

Review of Key Elements


- Agency Budgets & Financial Statements
- Board Minutes & Bylaws
- Org. Chart
- Fiscal & Procurement Policies
 - Policies on file vs. submit
 - Procedures
- Blank/Incomplete forms

Stage 2: Project Application

Applicants will be notified of the results of Stage 1 Review, either:

- Application is moving to Stage 2; or
- Application is disqualified and reason

Stage 2 Application

- Contains project information, very similar to Part 2 from prior years.
 - Scored by the GRC and Staff
- 

Stage 2 Application Key Elements

Review of Key Elements

- Project Budget
- Sources of Financing
- Performance Measurement Worksheet
 - Homeless Performance Measures
- Terms
 - Project vs. Program
 - Unduplicated
 - Glossary under the Resources Tab
- Blank/Incomplete forms
- Follow the instructions when completing narrative questions.

Stage 2: Project Application Types

For Stage 2 there are three application types:

- CDBG Services
- Homeless Public Facility
- Homeless Services



Stage 1 Application in Fluid Review

Coordinated Grant Application
Kitsap County 2019 Funding Cycle

Resources General Instructions Coordinated Grant Application Webpage Settings Help

[Home](#)

Submissions

Hi, Shannon
You haven't submitted anything yet.

Create a new submission?
Please select the type of application from the drop down menu then name your submission using the following format:
Agency name or acronym FIRST followed by the project name

Get Started

Stage 1 - there is only one application type to select. Stage 2 will have a drop down with several options



Stage 1 Application Dashboard

Coordinated Grant Application
Kitsap County 2019 Funding Cycle

Resources General Instructions Coordinated Grant Application Webpage Settings Help

Your submission has been created.

Home » Shannon Bauman

Shannon Bauman (KCS288123813)

Stage 1 Kitsap County Agency Applications

Task	Deadline	Status	Actions
Kitsap County Stage 1 - Applicant Information	06/05/2018 12:00:00 PM PDT	INCOMPLETE	Start
Submit Application	06/05/2018 12:00:00 PM PDT	PREREQUISITES NOT MET	

Activity

+ Shannon Bauman created Shannon Bauman for Shannon Bauman
May 10, 2018, 09:46 AM

Members

- Shannon Bauman (Owner)
- Add Member
- Edit Members

Additional Attachments

- Add Document
- Withdraw Submission
- Create Another Submission

This screen is your application dashboard. Click on Start to start working on your application.



2019 Coordinated Grant Application

Where to find information.....

- **Application Schedule** has key dates
- **NOFA** has information regarding eligibility, amount of money available, application access and submission, staff contact info.
- **Policy Plans** have detailed information including regulations and requirements for each fund type.
- Staff is available by email, phone or in person by appointment for questions and technical assistance.

2019 Coordinated Grant Application

- Questions?
- Break
- Stage 1 Application opens tomorrow by 4:00 pm.
- The deadline for submission is June 5th!

<http://kitsap.fluidreview.com>



Overview of Funding Streams



2019 Coordinated Grant Application

FEDERAL FUNDS - US Dept. of HUD funds

- Community Development Block Grant (CDBG)

LOCAL FUNDS – WA legislation, document recording surcharge

- Homeless Housing Grant Program (HHGP)
- Consolidated Homeless Grant (CHG)




Federal – CDBG Community Development Block Grant

CDBG - Public Service

- CDBG projects must principally benefit low and very low income households
- Eligible activities include, but are not limited to, services for food banks, child care, youth programs, abused and neglected children, and education.

2016-2020 Bremerton-Kitsap Consolidated Plan Priorities

- Priority will be given to programs that provide critical services to meet basic needs and promote long-term self-sufficiency.
- 

Local – HHGP

Homeless Housing Grant Program

- Benefits homeless households
- Eligible uses: limited to activities listed in the 2018 Kitsap Homeless Crisis Response and Housing Plan
- Priorities—
 - 1) Priority is given to new and existing projects that serve people experiencing unsheltered and/or chronic homelessness.
 - 2) Up to 25% of funding is available for new programs that serve people experiencing unsheltered and/or chronic homelessness.

Local – CHG

Consolidated Homeless Grant Funds

- Benefits homeless households
- Eligible uses of the funds include:
 - Temporary Housing Interventions:
 - Drop-in Shelter
 - Continuous-stay Shelter
 - Interim Housing – facility based housing 90 days to 24 months
 - Permanent Housing Interventions
 - Targeted Prevention
 - Rapid Re-Housing
 - Permanent Supportive Housing

Estimated Funds Available

➤ Homeless Facilities & Services

- Homeless Housing Grant Program \$975,000 (estimated)
- Consolidated Homeless Grant Program \$25,000 (estimated)

➤ Kitsap County CDBG Public Services

- \$158,413 (estimated)



2019 Coordinated Grant Application



2019 Coordinated Grant Application

Application is 100% ONLINE

Step 1: On or after May 16th go to the Kitsap Coordinated Grant Application website:

www.kitsap.fluidreview.com

Step 2: Set up an account

Follow the instructions to set up an account. An e-mail will be sent to you from “KCGA Automated Email” to confirm your registration; please click the link in the e-mail to finalize registration. Now log in with your e-mail and password, and follow the instructions.

Step 3: Get started!

Save your work often! You may save, log out, and resume later where you left off. Multiple members of your agency may contribute at different times to the application.

2019 Coordinated Grant Application


If you need assistance...

Technical Assistance: Fluid Review

For technical assistance with web-related issues like uploading or downloading files, how to review or print your application, trouble with the site, or other website related troubles. Use the various “Help” links throughout the site, or by calling Fluid Review toll-free at **888-438-3749**

Application Assistance: Coordinated Grant Staff

If you don't understand what the application is requesting, how the forms or attachments work, whether your project is eligible, or any other issues related to agency or project information, contact one of us.



2019 Coordinated Grant Application

Instructions and Resources...

General Instructions

General info about navigating the online application, downloading/uploading, submitting, reviewing and editing. We recommend printing these instructions for easy reference.

Application Instructions

Question-by-question guidance on answering the questions. We recommend printing these instructions for easy reference.

Resources

Click [here](#) for copies of downloadable forms, census info, links and maps, HUD Area Median Income data, etc. This is a pop-up window, so you can keep it open while you work on the application.



2019 Coordinated Grant Application

...about the application:

- You must complete all questions on a page before you can proceed to the next.
- Save your work frequently – use the “Save and Continue Editing” button
- Safest method: download instructions and complete all narratives and forms prior to going into Fluid Review.
- Less safe: working directly in Fluid Review, using “placeholder” answers, and uploading “temporary files”.
- Less safe can mean incomplete submissions!


Fluid Review Basics



Login Sequence

Coordinated Grant Application
Kitsap County 2019 Funding Cycle

[General Instructions](#) [Help](#)



[General Instructions](#)

**KITSAP COUNTY DEPARTMENT OF HUMAN SERVICES
BLOCK GRANT AND HOUSING & HOMELESSNESS PROGRAMS**

**CITY OF BREMERTON
COMMUNITY DEVELOPMENT BLOCK GRANT**

Welcome to the Kitsap Coordinated Grant Application site!

The Coordinated Grant Application Process brings together separate funding sources utilizing a common application site. Here you will find information on the grant application processes, links to important documents describing funding policies and priorities, and the ONLINE Application. We hope this online application is a positive and efficient experience for you and your agency. The Kitsap Coordinated Grant Application site will be used by both Kitsap County and the City of Bremerton, but separate application schedules will be utilized.

Kitsap County Application Process

This process will be used for:

- Kitsap County CDBG and HOME funds for affordable housing projects, ongoing housing programs, and public services serving Kitsap County, excluding the City of Bremerton;

Sign In

Email:

Password:

[Forgot your password?](#)

Need An Account?




Login Sequence – new user setup

type your email correctly!

Already have an account? [Log in here.](#)

First name **Last name**

Email

Create a password
 

Confirm your password

Upload a Picture:

Time Zone:

By registering, you agree to receive email communications from us. You may unsubscribe at any time.



Login Sequence – new user confirmation

Coordinated Grant Application

Kitsap County 2017 Funding Cycle

[Home](#)

Thank You for Registering

You will be receiving a confirmation email shortly to confirm the registration. **Please click on the link in the email** to confirm the registration and activate your account.

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

If you did not receive your confirmation email, you can enter your email address below to have it resent.

Email:



Application – resources

The screenshot shows the 'Coordinated Grant Application' interface for the 'Kitsap County 2019 Funding Cycle'. The top navigation bar includes links for 'Resources', 'General Instructions', 'Coordinated Grant Application Webpage', 'Settings', and 'Help'. A callout box with a green border and background points to these links with green arrows. The callout text reads: 'Read the **General Instructions** first. The **Help** link will direct you to technical support. **Settings** link will walk you through password and access settings. The **Coordinated Grant Application Webpage** will take you to the County website.'

Coordinated Grant Application
Kitsap County 2019 Funding Cycle

Your submission has been created.

Home » [Shannon Bauman](#)

Shannon Bauman (MCS-268123313)

Stage 1 Kitsap County Agency Applications

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May 10, 2018, 09:46 AM

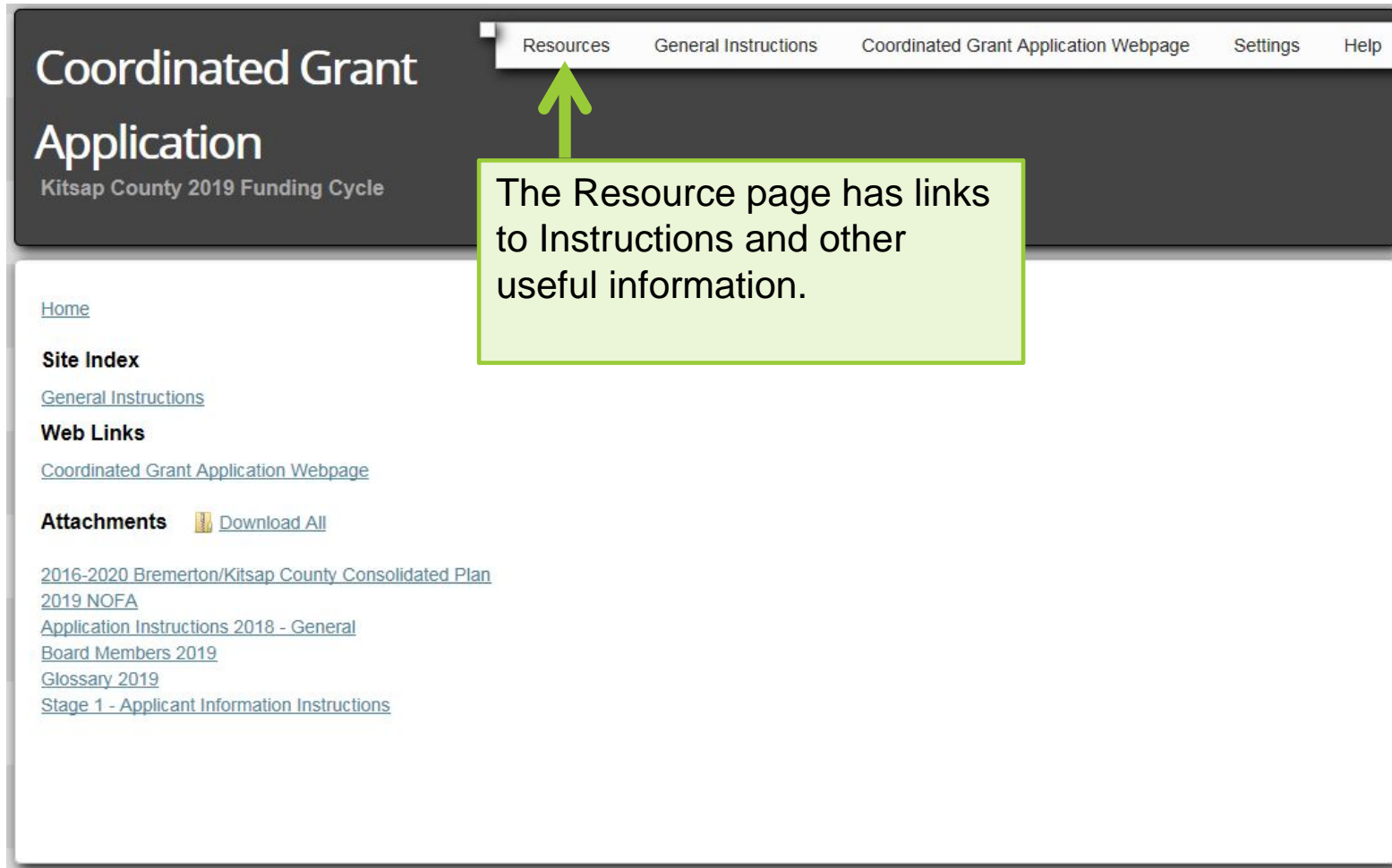
Shannon Bauman (Owner)

- [Add Member](#)
- [Edit Members](#)

Additional Attachments

- [Add Document](#)
- [Withdraw Submission](#)
- [Create Another Submission](#)

Application - resources



Coordinated Grant Application
Kitsap County 2019 Funding Cycle

Resources General Instructions Coordinated Grant Application Webpage Settings Help

The Resource page has links to Instructions and other useful information.


[Home](#)

Site Index

[General Instructions](#)

Web Links

[Coordinated Grant Application Webpage](#)

Attachments  [Download All](#)

[2016-2020 Bremerton/Kitsap County Consolidated Plan](#)

[2019 NOFA](#)

[Application Instructions 2018 - General](#)

[Board Members 2019](#)

[Glossary 2019](#)

[Stage 1 - Applicant Information Instructions](#)

Demonstration - Completing an Application in Fluid Review



2019 Coordinated Grant Application

Things to be aware of for CDBG Services Applications:

- Meeting the low-income National Objective
- Intake and Income documentation
- Contract term is Jan. 1 – Nov. 30th
- Contract will likely not be executed until mid-way through the year
- Submit one reimbursement request
- 4th quarter report is Oct.-Nov. only

2019 Coordinated Grant Application

Things to be aware of for Homeless Program Applications:

- Performance Measures and Reporting
- Evidence Based Practices
- Federal and State emphasis

Review and Awards Process



Review & Award Process

Stage 1: Risk Assessment & Eligibility Review

- Agency must attend Technical Assistance meeting – Make sure you have signed in!
- Application must be submitted by **Noon, June 5, 2018**

Stage 2: Project Application

- If agency passed Stage 1 – invited to complete Stage 2 Application



Review & Award Process

Stage 2: Eligible Applications Reviewed & Scored by Staff and GRC

- ✓ Organizational & Financial Capacity
- ✓ Program Soundness
- ✓ Community Need & Benefit
- ✓ Program Financial Feasibility

Review and Award Process

Interviews

- GRC questions will be emailed to agency - addressed at the interview
- Interviews will be scheduled Sept. 24 – Sept. 27
- Services Interviews are 20 minutes; Homeless Public Facilities are 35 minutes
- You may bring anyone you like, but include those who can best answer questions about the overall agency and the specific project.

Review and Award Process

GRC Recommendations

- GRC discusses projects & recommends project funding on Sept. 28th
- Staff works with GRC to match funding sources to projects based on eligibility
- GRC finalizes funding recommendations
- Funding recommendations are posted Oct. 5th
- GRC recommendations are forwarded to the Kitsap Board of County Commissioners for public hearing and approval.

Assistance



Getting Help

Technical Assistance for Online Application


- Fluid Review staff will provide technical assistance for web application related issues.
- Click “**Help**” link at top-right of Fluid Review webpage and follow the instructions.
- Questions about forms or narrative questions in the application should be directed to CGA staff.

Getting Help

- Kirsten Jewell
Kitsap County Housing and Homelessness Program
360-377-7286
kjewell@co.kitsap.wa.us
- Bonnie Tufts
Kitsap County CDBG/HOME Programs
360-337-4606
btufts@co.kitsap.wa.us
- Shannon Bauman
Kitsap County CDBG/HOME Programs
360-337-7272
sbauman@co.kitsap.wa.us



5 TIPS FOR A GREAT APPLICATION

- Give the full story about your project within the parameters of the question and instructions provided.
 - Have someone else proofread – checking for clarity, content & continuity (and typos)
 - Double check your math – do the budget forms correctly!!!
 - Make sure you have uploaded the correct forms
 - Don't wait until the last minute to submit your application!
- 

Resources

- Kitsap Regional Library is a Funding Information Network partner of the Foundation Center. They provide free public access to grant-maker directories, books, and three fully searchable databases – for more information contact Peggy Branaman at pbranaman@KRL.org or (360)779-2915, ext. 9501
- Other Foundation Center Online Resources
 - www.foundationcenter.org
 - www.Grantspace.org

APPLY ONLINE

<http://kitsap.fluidreview.com>

To receive the most up-to-date information regarding the application please sign up for the Kitsap County Electronic Notifications system. Go to www.kitsapgov.com and click on NEWS SIGN UP at the bottom of the page. Be sure to sign up for the Coordinated Grant Application page.