

Kitsap Coordinated Grant  
Application  
2022 Homeless  
Housing and Services  
NOFA

Technical Assistance Training

July 8, 2021

9am – 11am



# Welcome!

You are at the Technical Assistance Session for the 2022 Coordinated Grant Application Cycle

## Homeless Housing and Services Notice of Funding Availability (NOFA)

- Housekeeping
- Make sure your name is correct on the Zoom!

# Introductions

## Kitsap County Housing and Homelessness Staff

Kirsten Jewell

Leah Noldan

Cory Derenburger



# Agenda

- Overview of 2022 Coordinated Grant Process
- Overview of Funding Streams
- Cycle Schedule
- 2022 Grant Application
- Reminders for the 2022 Application
- Filling Out the Application in SurveyMonkey Apply
- Application Review and Awards Process
- Getting Help and Questions



# Overview of Coordinated Grant Application Process



# Overview of 2022 Coordinated Grant Application Process

- Targeting funding more specifically through RFPs
- Four different application opportunities at different times:
  - 1) HOME RFP
  - 2) CDBG NOFA
  - 3) **Homeless Housing and Services NOFA**  
(all homeless programs except shelters)
  - 4) Shelter Operations RFP

# Overview of 2022 Coordinated Grant Application Process

- New Application Platform SurveyMonkey Apply replaces Fluid Review
- Re-aligned grant funding with state requirements
- Homeless Services and O&M Awards combined into one grant application
- Homeless Services and O&M Awards combined into single contract per homeless program

# Overview of Funding Streams





# Homeless Housing Grant Program (HHGP)

- Benefits homeless households + move them towards stable housing
- Eligible uses: limited to activities listed in the 2019 Kitsap Homeless Crisis Response and Housing Plan
- Priorities—
  - Priority is given to projects that serve people experiencing unsheltered and/or chronic homelessness and contribute directly to their moving to shelter and/or stable housing.
  - Up to 25% of funding is available for new programs that serve people experiencing unsheltered and/or chronic homelessness.

# Affordable Housing Grant Program (AHGP)

- Benefits households below 50% AMI
- Eligible uses
  - Operating costs for emergency shelters;
  - Operations and maintenance costs of housing eligible to receive housing trust funds;
  - Acquisition, construction and rehab. of affordable housing;
  - Rental assistance.
- Priorities
  - Operating costs for emergency shelters and licensed overnight youth shelters.
  - Supporting building operation and maintenance costs of housing projects or units within housing projects eligible to receive [Washington State] housing trust funds, that are affordable to very low-income households with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses.

# 2022 Estimated Funds Available

## Homeless Housing and Services Awards

- Combined HHGP & AHGP
- NOT including shelters funding
- Estimated – not all funding collected yet
- Estimated funding available:
  - Homeless Housing Grant Program: \$650,000
  - Affordable Housing Grant Program: \$175,000

# 2022 Cycle Schedule

Included in NOFA

6/28/21	Policy Plan approved by Board of County Commissioners
7/8/21	Notice of Funding Availability (NOFA) Released – Posted on Coordinated Grant Application Website.
7/8/21	Technical Assistance Training for Homeless Housing and Services (non-shelter) Applicants
7/8/21	Homeless Housing and Services (non-shelter) Grant Application available online @ 4:00pm.
8/12/21	Homeless Housing and Services (non-shelter) Grant Applications <b>Due @ Noon</b> : Online Submission Only via SurveyMonkey Apply
9/28 – 9/29/21	Agency Interviews – <b><i>Remote or in-person to be determined</i></b>
10/7/21	Draft 2022 Action Plan and Funding Recommendations Posted to Coordinated Grant Application. Open 15-day Written Public Comment period - Announcement in Kitsap Sun and Coordinated Grant Application website.
10/25/21	Written Comment Period Closes
10/25/21	Board of County Commissioners Public Hearing and Action on Kitsap Housing and Homelessness Program Grant Funding Recommendations Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, 5:30pm or via Zoom
1/1/22	Program Year Begins



# 2022 Grant Application



# Part 1 - Organization Information

Only submit once for ALL 2022 Coordinated Grant Applications

## Part 1 includes

- Applicant Organization Information
  - Organizational Chart
- Board Information – Minutes & Bylaws
- Agency Budgets & Financial Statements
- Fiscal & Procurement Policies
- Other Policies & Procedures



# Part 1 - Organization Information

## Staff will review for:

- Eligibility
- Organizational Capacity & Management
- Financial Stability
- History of Performance
- Eligibility for Funding Sources
- Blank/incomplete forms

Eligibility and Risk Assessment – template included in NOFA

Applicants will be notified if the application is disqualified and reason

# Part 2 – Program Information

Submit ONE Part 2 Application for EACH program.

## Part 2 includes:

- Program information
  - Type of program
  - Type of expenses
  - Performance Measurement
    - Logic Model
    - Unsheltered
    - Housing Type
    - Additional
- Community Need and Impact
  - Community partnerships
  - Consistency with Homeless Crisis Response and Housing Plan and priorities





# Part 2 – Program Information

Submit ONE Part 2 Application for EACH program.

- Program Financial Information
  - Program Budget
  - Sources of Financing
  - Funding Commitments
  - Board role in fundraising
  - Sustainability Plan



# Part 2 – Program Information

Submit ONE Part 2 Application for EACH program.

Grant Recommendation Committee and Staff will review and score:

- Project Soundness
- Community Need and Benefit
- Financial Feasibility

Application Evaluation Criteria Scoring – template included in NOFA

# Reminders for the 2022 Application



# Reminders for 2022 Application

- Two Parts to the application
- Select “Type of Application” (w/definitions)
  - Homeless Outreach and Survival
  - Targeted Prevention/Diversion
  - Rapid Rehousing
  - Transitional Housing
  - Permanent Supportive Housing Subsidy
  - Permanent Affordable Housing Subsidy
  - Other Homeless Services



# Reminders for 2022 Application

- Select “Type of Expenses”
  - Building operations & maintenance
  - Program Operations
    - Including rental subsidies and eviction prevention
  - Case management for housing stability

# Reminders for 2022 Application

- Simplified Performance Measures
  - 1) County Performance Measurement Worksheet (logic model)
  - 2) Unsheltered Performance Measure
  - 3) Housing Type Performance Measure
    - For Transitional Housing, Permanent Supportive Housing, or Permanent Affordable Housing
  - 4) Additional Performance Measures - REQUIRED
- Complaint Process
- Service not conditional on religious activities verification

# Reminders for 2022 Application

- Revised Program Budget Form
  - Fill in **WHITE Boxes only!**
  - Do **NOT** change grey boxes
- Board participation in fundraising question



# Reminders for 2022 Application

## Frequent issues with applications:

- Project Budget
- Sources of Financing
- Performance Measures
- Missing forms/uploads on Organization Application
- Unclear in background about what program does
- Unclear about exactly how funds will be spent

Handouts Review –  
Program Budget and Sources of Financing





# Filling Out the Application In SurveyMonkey Apply



# 2022 Grant Application

## Application is 100% ONLINE

**Step 1:** Application goes live **7/8/21 at 4:00pm**. Anytime after that, go to the Kitsap Coordinated Grant Application website:

<https://apply-kitsap.smapply.io/>

**Step 2:** Set up an account

Follow the instructions to set up an account. An e-mail will be sent to you from “noreply@mail.smapply.net” 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.

# Login Sequence

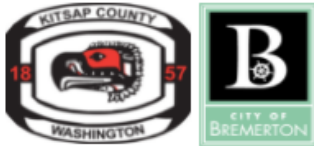
Log In

Register



## Coordinated Grant Application

Kitsap County 2022 Funding Cycle & City of Bremerton 2022 Funding Cycle

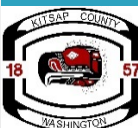


### Welcome to the Kitsap Coordinated Grant Application site!

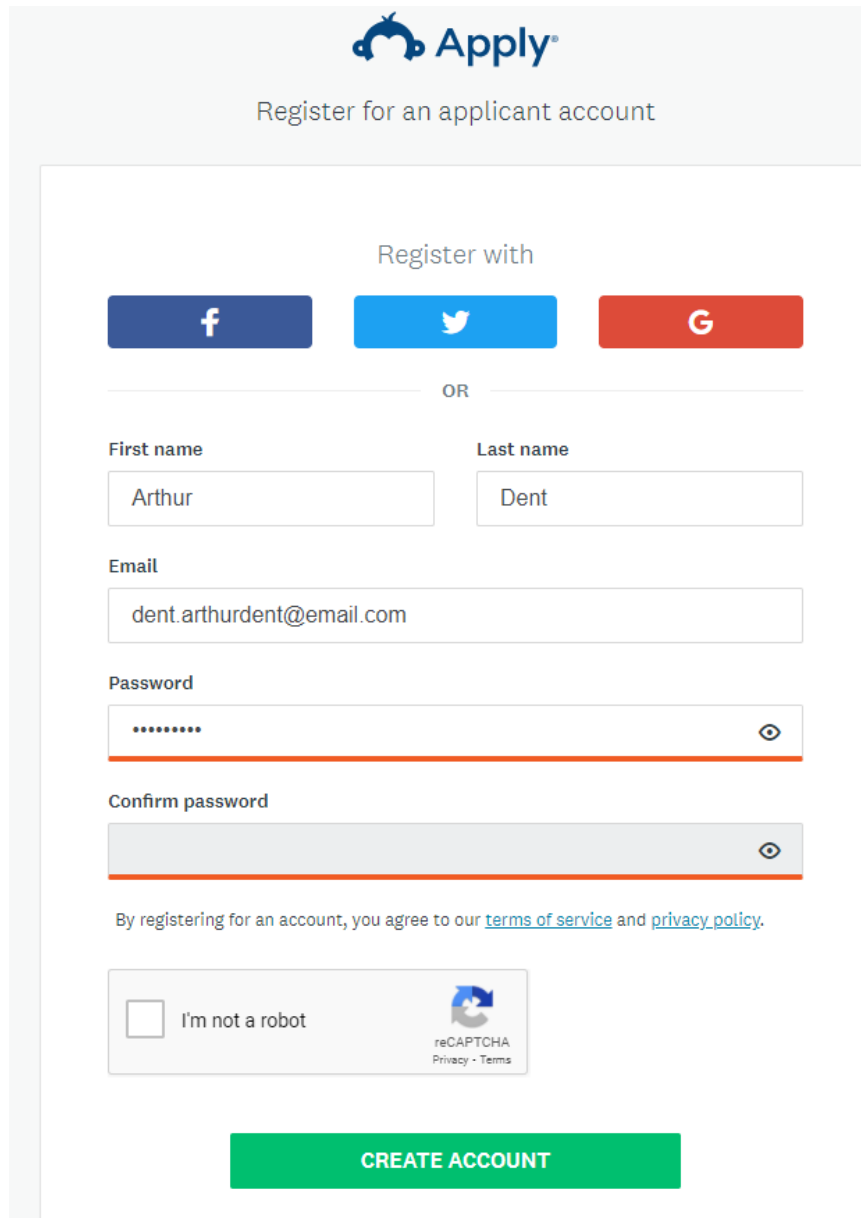
The Coordinated Grant Application Process brings together separate funding sources utilizing a common application site. This site is used for applications for federal Kitsap County and City of Bremerton CDBG and HOME funds and local Affordable Housing, Homeless Housing, and Consolidated Homeless Grant funds. We hope this online application is a positive and efficient experience for you and your agency. The site will be used by both Kitsap County and the City of Bremerton for the RFP's and NOFA's issued during 2021 for the 2022 application cycle. Agencies will be able to submit one Organization Information Application that can be used for all RFP's and NOFA's. There will be no applications this year for Kitsap County CDBG Public Service.

For information regarding the application process, including the schedules and instructions, visit our websites.

- Kitsap County <https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>
- City Bremerton <https://www.bremertonwa.gov/198/Federal-Grants---CDBG>.



# Login Sequence – new user setup



The screenshot shows the 'Apply' registration page. At the top, the 'Apply' logo is displayed. Below it, the text 'Register for an applicant account' is centered. The main section is titled 'Register with' and features three social media login buttons: Facebook (f), Twitter, and Google (G). Below these is an 'OR' separator. The registration form includes fields for 'First name' (Arthur), 'Last name' (Dent), 'Email' (dent.arthurdent@email.com), 'Password' (masked with dots), and 'Confirm password' (also masked). A checkbox for 'I'm not a robot' is present, accompanied by a reCAPTCHA logo and links for 'Privacy' and 'Terms'. At the bottom, a large green button labeled 'CREATE ACCOUNT' is visible.

Apply<sup>®</sup>

Register for an applicant account

Register with

f Twitter G

OR

First name Last name

Arthur Dent

Email

dent.arthurdent@email.com

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot

reCAPTCHA  
Privacy · Terms

CREATE ACCOUNT

# Login Sequence – new user confirmation



Welcome!

You have successfully registered for a SurveyMonkey Apply account for  
Coordinated Grant Application

We've sent a confirmation link to your email. You won't be able to submit  
applications or complete certain tasks until your email address has been verified.

[Continue to site](#)



# User Profile Organization Information



Coordinated Grant Application

KCHHD H&H

To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name

Kitsap County Human Services

Address (optional)

345 6th St Suite 400

City (optional)

Bremerton

Country (optional)

United States of America

Tax country

USA - EIN Number

Tax number

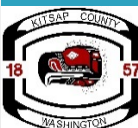
Organization phone number (optional)

Organization email (optional)

kitsaphousingandhomeless@gmail.com

Website (optional)

CONTINUE



# Login Sequence – successfully registered



Welcome!

You have successfully registered for a SurveyMonkey Apply account for  
Coordinated Grant Application

[Continue to site](#)

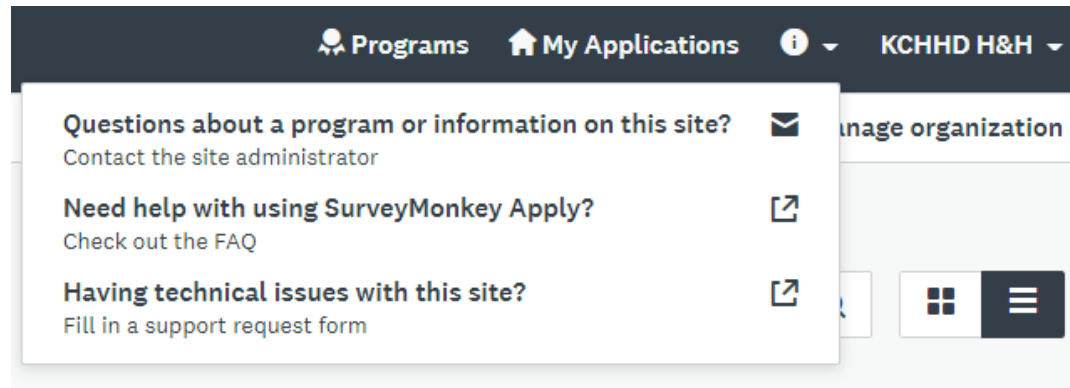


# 2022 Grant Application

If you need assistance...

## Technical Assistance: SurveyMonkey Apply

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 from the SurveyMonkey Apply user bar.



## 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 by email or phone.



# User's Application Dashboard

No applications.

Please choose a program from our program listings page to get started



[View programs](#)




# Part 1 Application in SM Apply

**Coordinated Grant Application** [Programs](#) [My Applications](#) [KCHHD H&H](#)

[Kitsap County Human Services](#) [Manage organization](#)

Programs  Toggles List or Table View  

Program	Open date	Deadline	
City of Bremerton 2022 CDBG Capital	Jul 1 2021 08:00 AM (PDT)	Jul 31 2021 05:00 PM (PDT)	<a href="#">MORE &gt;</a>
City of Bremerton 2022 Job Training Application	Jul 1 2021 08:00 AM (PDT)	Jul 31 2021 05:00 PM (PDT)	<a href="#">MORE &gt;</a>
Shelter Operations 2022	Jun 16 2021 12:00 AM (PDT)	Aug 12 2021 12:01 PM (PDT)	<a href="#">MORE &gt;</a>
Homeless Housing and Services 2022	Jun 16 2021 08:00 AM (PDT)	Aug 12 2021 12:01 PM (PDT)	<a href="#">MORE &gt;</a>
City of Bremerton 2022 Microenterprise Application	Jul 1 2021 08:00 AM (PDT)	Jul 31 2021 05:00 PM (PDT)	<a href="#">MORE &gt;</a>
HOME - Homeowner 2022	Jun 9 2021 02:00 PM (PDT)	Jul 29 2021 10:01 PM (PDT)	<a href="#">MORE &gt;</a>
Organization Information 2022	May 27 2021 11:00 AM (PDT)		<a href="#">MORE &gt;</a>

**Part 1 – Select Organization Information 2022** 



# Part 1 Application in SM Apply

Coordinated Grant Application Programs My Applications KCHHD H&H

Kitsap County Human Services Manage organization

Organization Information 2022

Part 1 – Organizational information 2022 - Select Apply

**APPLY**  
Opens  
May 27 2021 11:00 AM (PDT)

Name your application

Please enter a name for your submission. Use Agency Name or Acronym

My Organization  
75 characters maximum

CANCEL **CREATE APPLICATION**

Type in your Organization Name and select "Create Application"



# 2022 Grant Application – Tasks and Members

Coordinated Grant Application

Programs My Applications Kitsap CGA

Kitsap County Manage organization

0 of 1 tasks complete

Last edited: May 27 2021 11:35 AM (PDT)

REVIEW SUBMIT

Kitsap County

Kitsap CGA  
kitsapcga@gmail.com  
View & edit

Add Member or Team

Organization Information 2022

Preview

Rename  
Download  
Delete

APPLICATION ACTIVITY

Your tasks

Organization Information 2022

To begin working on your application click the link under Your Tasks (i.e. *Organization Information 2022*), and start filling in the application.

You can also add Members or a Team by clicking on the green button on the left side of your screen (to add members you must first add them using the “Manage Organization” link)

# 2022 Grant Application – Resources

Coordinated Grant Application

Programs My Applications Shannon Bauman

Kitsap County Test Manage organization

Back to application

Organization Information 2022

Kitsap Test Org Info

ID: 2022-0000000002

Organization Information 2022

Submitted

Submitted on: Jun 16 2021 03:09 PM (PDT)

1 of 1 tasks complete

Organization Information 2022

Completed Jun 16 2021 02:51 PM (PDT)

**Organization Information 2022**

The Organization Information Application only needs to be completed one time during the 2022 Application Cycle. Your agency may then submit any number of project/program applications responding to the RFP's and NOFA's on the 2022 Coordinated Grant Application page for Kitsap County and City of Bremerton CDBG and HOME funds or Kitsap County Homeless Housing, Affordable Housing or Consolidated Homeless Grant funds.

**Resource Links:**

Application Instructions 2022 - Organization Information

1. Organization Information

Organization's Legal Name Kitsap County Block Grant Program

The Resource Links section has links to Instructions, Forms, and other useful information.



# 2022 Grant Application – Resources

## 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.

- Part 1 - Organization Application Instructions
- Part 2 - Program Application Instructions

### Resources

Includes copies of downloadable forms, census info, policy plans, and other helpful information. This is a pop-up window, so you can keep it open while you work on the application.

# 2022 Grant Application – Resources

## 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 Plan** has 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.

# 2022 Grant Application

## Filling out 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 SurveyMonkey Apply.
- Less safe: working directly in SurveyMonkey Apply, using “placeholder” answers, and uploading “temporary files”.
- Less safe can mean incomplete submissions!



# Application – Part 2

The screenshot shows the top navigation bar of the 'Coordinated Grant Application' system. The 'Programs' menu item is highlighted with a blue arrow. Below the navigation bar, the user is logged in as 'Kitsap County Human Services' and is viewing the 'Organization Information 2022' page for 'Housing & Homelessness Example'. The page includes a 'Preview' button and a 'Manage organization' link.

The screenshot shows the 'Programs' list page. A search bar is present at the top. The list contains several programs, with the 'Homeless Housing and Services 2022' row highlighted in yellow. A blue arrow points to the 'MORE >' link for this row. The table below shows the following data:

Program	Open date	Deadline	
City of Bremerton 2022 CDBG Capital	Jul 1 2021 08:00 AM (PDT)	Jul 31 2021 05:00 PM (PDT)	MORE >
City of Bremerton 2022 Job Training Application	Jul 1 2021 08:00 AM (PDT)	Jul 31 2021 05:00 PM (PDT)	MORE >
Shelter Operations 2022	Jun 16 2021 12:00 AM (PDT)	Aug 12 2021 12:01 PM (PDT)	MORE >
<b>Homeless Housing and Services 2022</b>	<b>Jun 16 2021 08:00 AM (PDT)</b>	<b>Aug 12 2021 12:01 PM (PDT)</b>	<b>MORE &gt;</b>
City of Bremerton 2022 Microenterprise Application	Jul 1 2021 08:00 AM (PDT)	Jul 31 2021 05:00 PM (PDT)	MORE >
HOME - Homeowner 2022	Jun 9 2021 02:00 PM (PDT)	Jul 29 2021 12:01 PM (PDT)	MORE >
Organization Information 2022	May 27 2021 11:00 AM (PDT)	<a href="#">See my application</a>	MORE >

Create second application submission for Part 2.



# Application Shelter NOFA – Apply

## Homeless Housing and Services 2022

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.

### Homeless Housing Grants

Eligible activities for Homeless Housing Grants are identified in the 2019 Kitsap Homeless Crisis Response and Housing Plan, under Core Strategies and New Action Steps. They must directly contribute to making homelessness rare, brief, and one-time in Kitsap County, or improve the Kitsap Homeless Crisis Response System.

**APPLY**



Opens

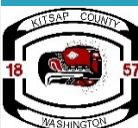
**Jun 16 2021 08:00 AM (PDT)**

Deadline

**Aug 12 2021 12:01 PM (PDT)**

Categories

HH NOFA 2022



# Application Shelter NOFA – Apply

Name your application

Please enter a name for your submission using the following format: "Agency Name or acronym - Project Name"

KCHHD - Homeless Outreach & Support

75 characters maximum

CANCEL CREATE APPLICATION

Agency name or acronym

Project Name

# 2022 Grant Application – Tasks and Members

The screenshot displays the 'Coordinated Grant Application' interface. At the top, there is a navigation bar with 'Programs', 'My Applications', and 'KCHHD H&H'. Below this, the organization name 'Kitsap County Human Services' is shown, along with a 'Manage organization' link. The main content area is divided into two columns. The left column shows a progress bar for '0 of 1 tasks complete', the last edited date 'Jul 1 2021 10:22 AM (PDT)', and buttons for 'REVIEW' and 'SUBMIT'. Below these are the deadline 'Aug 12 2021 12:01 PM (PDT)' and the organization's name 'Kitsap County Human Services'. At the bottom of the left column is a green button labeled 'Add Member or Team'. The right column shows the application details for 'Homeless Housing and Ser...' with a 'Preview' link. The title is 'KCHHD - Homeless Outreach & Support', and the status is 'In Application Stage'. Below this, there are tabs for 'APPLICATION' and 'ACTIVITY'. Under the 'Your tasks' section, a task is listed: 'KCHHD NOFA 2022 Homeless Housing and Services' with a deadline of 'Aug 12 2021 12:01 PM (PDT)'. A right arrow is next to this task. A blue arrow points to the 'Manage organization' link, and another blue arrow points to the task entry.

Coordinated Grant Application

Programs My Applications KCHHD H&H

Kitsap County Human Services Manage organization

0 of 1 tasks complete

Last edited: Jul 1 2021 10:22 AM (PDT)

REVIEW SUBMIT

Deadline: Aug 12 2021 12:01 PM (PDT)

Kitsap County Human Services

KCHHD H&H  
kitsaphousingandho...  
View & edit

Add Member or Team

Homeless Housing and Ser... Preview

KCHHD - Homeless Outreach & Support

Kitsap County Human Services ID: HH-NOFA22-0000000003 Status: In Application Stage

APPLICATION ACTIVITY

Your tasks

KCHHD NOFA 2022 Homeless Housing and Services  
Deadline: Aug 12 2021 12:01 PM (PDT)

To begin working on your application click the link under Your Tasks (i.e. *Homeless Services NOFA 2022*), or the right arrow, and start filling in the application.

You can also add Members or a Team by clicking on the green button on the left side of your screen (to add members you must first add them using the "Manage Organization" link)

# Application - Submittal

## Coordinated Grant Application

Kitsap County Human Services

[← Back to application](#)

[Homeless Housing and Services N...](#)

**KCHHD - Homeless Support Services**

ID: HH-NOFA22--0000000002 | Status: In Application Stage

**KCHHD NOFA 2022** [Homeless Housing and Services](#)

1 of 1 tasks complete

Last edited: Jun 30 2021 03:37 PM (PDT)

**REVIEW** **SUBMIT**

Deadline: Aug 12 2021 12:01 PM (PDT)

**KCHHD NOFA 2022 Homeless Housing and Services**

Completed Jun 30 2021 03:37 PM (PDT) Deadline: Aug 12 2021 12:01 PM (PDT)

**KCHHD NOFA 2022 - Homeless Housing and Services**

This application is for KITSAP COUNTY homeless housing and services.

**PROGRAM DESCRIPTION**

**1. Total Amount of Funds Requested**

Enter the amount of funds you are requesting for this application

\$ 100

**2. Program Information**

In the form fields provided, please enter the following information:

Enter a program title	title
Enter the location(s) where the services will be provided	345 6th

After inputting your responses and selecting “Mark as Complete” you will be returned to your Application Dashboard. Your application is not automatically submitted. Review your application and select “Submit” to complete your application. You will receive a confirmation email.

You may edit your application after you have submitted until the application period closes.

# Application - Submittal

All Applications ▾

Organization Information 2022  
**Housing & Homelessness E...**  
2022-0000000003  
Kitsap County Human Services

---


0 of 1 tasks complete

**START**

Last edited: Jun 30 2021 09:40 AM (...)

Homeless Housing and Services NOFA  
2022  
**KCHHD - Homeless Suppor...**  
HH-NOFA22--0000000002  
Kitsap County Human Services  
Deadline: Aug 12 2021 12:01 PM (PD)

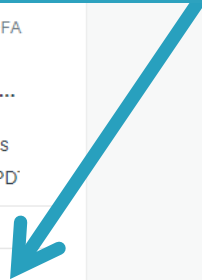
**STATUS:** In Application Stage

 **SUBMITTED**

**VIEW**

Submitted on: Jun 30 2021 03:38 P...

Once applications are submitted, the task shows as **✓ SUBMITTED**. **BOTH Organizational Information and Homeless Housing and Services** applications must be “submitted” for your application to be complete.



# Demonstration - Completing an Application in SurveyMonkey Apply



# Review and Awards Process





# Review and Award Process

## Part 1: Risk Assessment & Eligibility Review

- Technical Assistance meeting – Make sure you have signed in!
- Application must be submitted by **Noon, August 12, 2021**
- Staff reviews for organization and program eligibility

## Part 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 MAY be emailed to agency in advance
- In August, interview schedule will be set
- Interviews will be scheduled for Sept. 28 – Sept. 29
- Interviews are **20** 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
- Staff works with GRC to match funding sources to projects based on eligibility
- GRC finalizes funding recommendations
- Funding recommendations are posted Oct. 7
- GRC recommendations are forwarded to the Kitsap Board of County Commissioners for public hearing and approval
- Public Comment Period: Oct. 7 – 25
- Public Hearing & Action: Oct. 25

# Assistance



# Getting Help

## Technical Assistance for Online Application

- SurveyMonkey Apply staff will provide technical assistance for web application related issues.
- Click “” link at top-right of SurveyMonkey Apply 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 Division  
360-377-7286  
[kjewell@co.kitsap.wa.us](mailto:kjewell@co.kitsap.wa.us)
- Cory Derenburger  
Kitsap County Housing and Homelessness Division  
360-337-7287  
[cderenbu@co.kitsap.wa.us](mailto:cderenbu@co.kitsap.wa.us)

Available to answer questions via phone, email,  
or by appointment.



# Reading List

We recommend that you print out and review the following BEFORE beginning the application:

- Homeless Housing and Services NOFA
- General Instructions
- Part 1 – 2022 Application Instructions – Organization
- Part 2 – 2022 Application Instructions – Homeless services NOFA
- 2022 Homeless Program Budget
- 2022 Sources of Financing
- 2022 Performance Measure Worksheet

# 5 TIPS FOR A GREAT APPLICATION

- Give the full story about your program 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! Applications are due: **August 12 by Noon.**



# 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](mailto:pbranaman@KRL.org) or (360)779-2915, ext. 9501
- Other Foundation Center Online Resources
  - [www.foundationcenter.org](http://www.foundationcenter.org)
  - [www.Grantspace.org](http://www.Grantspace.org)



## APPLY ONLINE

<https://apply-kitsap.smapply.io/>

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](http://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.



# Questions?

