



Kitsap Regional Coordinating Council



**2012
HOMELESS HOUSING
GRANT PROGRAM**

POLICY PLAN

HOMELESS HOUSING GRANT PROGRAM ~ 2012 POLICY PLAN

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HOMELESS HOUSING ASSISTANCE ACT

WHAT IS THE HOMELESS HOUSING ASSISTANCE ACT?

In 2005, the Washington State Legislature passed Engrossed Second Substitute House Bill 2163, the Homeless Housing & Assistance Act. This legislation set a statewide goal of reducing homelessness by 50% in 10 years. In addition to requirements at the state level, the legislation contains requirements for each county:

- Development and implementation of a county 10-Year Plan to Reduce Homelessness (also called the Homeless Housing Plan),
- Data collection about homeless people in each county through the Homeless Management Information System (HMIS) and an Annual Point In Time Count of homeless persons, and
- Creation of a countywide Homeless Housing Grant Program (HHGP) to distribute funds that accomplish the goals in the Homeless Housing Plan.

The HB 2163 legislation provides a funding source for the homeless housing grant program through an additional surcharge on document recording fees. Subsequent legislation has increased the amount of the surcharge. As of April 2011, approximately 65% of the funds collected are distributed through local homeless grant programs. Grants are to be distributed for programs that directly accomplish the goals of the Homeless Housing Plan.

The four Kitsap cities (Bainbridge Island, Bremerton, Port Orchard, and Poulsbo) and Kitsap County agreed to implement the legislative requirements through a county-wide program, managed by the Kitsap Regional Coordinating Council.

The Kitsap Continuum of Care Coalition (CoCC) assists the Kitsap Regional Coordinating Council as a Technical Advisory partner, providing expertise in the following areas:

- Coordinating the required annual Homeless Point In Time Count ~ a voluntary census of homeless individuals
- Developing the required 10-Year Homeless Housing Plans, for approval by the Kitsap Regional Coordinating Council, and
- Participating in developing recommendations for annual program funding priorities for adoption by the Kitsap Regional Coordinating Council.

HOMELESS HOUSING GRANT PROGRAM

WHAT ARE HOMELESS HOUSING GRANT PROGRAM FUNDS?

Homeless Housing Grant Program funds are locally collected funds that are used to fulfill the mandates of the Homeless Housing Assistance Act legislation. Grant funds are collected through a surcharge on document recording fees. The grant funds must be used to reduce homelessness through activities identified in the Kitsap Homeless Housing Plan.

WHO IS AN ELIGIBLE APPLICANT/RECIPIENT?

Eligible applicant/recipients include: public housing authorities, IRS-certified non-profit agencies/providers of affordable housing, Cities, Towns, the County, Tribes, and for-profit developers.

Recipients of Homeless Housing Grant funds are not excluded from receiving Affordable Housing Grant funds, or vice versa.

WHAT ARE ELIGIBLE ACTIVITIES?

Eligible activities, as provided under the legislation, include:

- (a) Rental and furnishing of dwelling units for the use of homeless persons;
- (b) Costs of developing affordable housing for homeless persons, and services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness;
- (c) Operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;
- (d) Services to prevent homelessness, such as emergency eviction prevention programs including temporary rental subsidies to prevent homelessness;
- (e) Temporary services to assist persons leaving state institutions and other state programs to prevent them from becoming or remaining homeless;
- (f) Outreach services for homeless individuals and families;
- (g) Development and management of local homeless plans including homeless census data collection; identification of goals, performance measures, strategies, and costs and evaluation of progress towards established goals;
- (h) Rental vouchers payable to landlords for persons who are homeless or below thirty percent of the median income or in immediate danger of becoming homeless; and
- (i) Other activities to reduce and prevent homelessness as identified for funding in the local plan.

Applicants may include requests for administrative overhead and indirect costs in their applications; however, they are the lowest funding priority. The goal of the program is to have the maximum amount of funds go to provide direct services.

WHAT ARE PROGRAM FUNDING PRIORITIES?

The Grant Review Committee uses funding priorities to help determine which programs/projects should be funded each cycle.

The funding priorities generally change for each cycle.

Funding Priorities for the HHGP are set each year using the following process:

- 1) A special meeting of Kitsap Continuum of Care Coalition members who are stakeholders in the HHGP Program will be held, with a facilitated brainstorming session on the topic of Homeless Housing Plan implementation priorities and funding priorities for the next grant cycle.

- 2) The Housing Funders Leadership Group will use that input from the Kitsap Continuum of Care Coalition, as well as their knowledge and experience, and develop Homeless Housing Plan implementation priorities and grant cycle funding priorities.
- 3) The priorities developed by the Housing Funders Leadership Group will go back to the Kitsap Continuum of Care Coalition for comment and concurrence.
- 4) These recommended funding priorities will be presented to the Kitsap Regional Coordinating Council for approval.

HOMELESS HOUSING PLAN

WHAT IS THE HOMELESS HOUSING PLAN?

The Kitsap Regional Coordinating Council, with the Kitsap Continuum of Care Coalition (CoCC), coordinates the development and updating of the Homeless Housing plan for Kitsap.

The first state-mandated 10-Year Homeless Housing Plan was submitted to the state in 2005, as mandated by the 2163 legislation. Subsequent plans were developed and refined. The latest update to the plan, undertaken in 2008, included major revisions and changes to reflect the current situation.

The goal of the 10-Year Homeless Housing Plan: 2008 Update was to assess needs, analyze data, coordinate and link resources to avoid duplications, and identify community-wide collaborative approaches. The Plan includes objectives, strategies and actions that will end homelessness by providing the spectrum of subsidized housing, services, and affordable permanent housing that enable individuals and families to become self-sufficient.

The plan addresses issues of homelessness throughout Kitsap County. The Kitsap Homeless Housing Plan 2008 Update Committee, a subcommittee of the Kitsap Continuum of Care Coalition, analyzed the needs of homeless people in Kitsap County by reviewing the Homeless Point In Time count, intake data, anecdotal information from providers in the community, and by conducting focus groups with homeless and formerly homeless individuals.

The Homeless Housing Plan Update Committee identified three main purposes of the plan, in addition to fulfilling the legislative mandate:

- Blueprint for Implementation: A clear and concise agreement about the community's plan to reduce homelessness.
- Tool for Advocacy: An informational focal point to inspire the local community and leadership to embrace homelessness as a priority for action.
- Reference for Funders: An articulation of the community's priorities for funding, and to meet the federal, state, and local requirements that the funded programs be part of the community's homelessness plan.

The plan lays out broad objectives and strategies to guide government, non-profit agencies, and other partners to attain the desired outcomes necessary to reduce homelessness.

WHAT ARE THE KEY PARTS OF THE PLAN?

PLAN PRINCIPLES

The following vision, mission, values, and goals are the foundational principles that support the objectives, strategies, and activities that make up the Kitsap Homeless Housing Plan:

Mission Statement: *Captures the purpose of the plan and the basic reason for existence*

Everyone deserves a safe, decent, and affordable place to live.

Vision: *Gives the plan its direction, a description of what the plan will do*

To reduce homelessness by 50% in Kitsap County by 2015, with an overall goal of ending homelessness.

Values: *The principles and ethical components of the plan*

Efficiency – Increase efficiency of existing housing & services system through coordination, collaboration, and communication between agencies for the benefit of the homeless population.

Flexibility – Emphasize ability of housing and services strategies to easily adjust to emerging trends and needs, both in the homeless population and in the housing market.

(Funding) Sustainability – Implement strategic distribution of available funding streams, identify and pursue additional funding sources.

Innovation – Incorporate best practices, new research, and case studies.

Awareness – Ensure that our community, through education and outreach, is a place where all are accepted and build public and political will to focus on the problem.

Defining and Documenting – Define success and collect accurate data about the problem and solutions.

Goals: *Statement of what this plan is to achieve in the long run, answer the question: “what will be achieved?”*

1. Provide safe, decent, affordable housing for all diverse homeless populations.
2. Ensure access to the services necessary for all diverse homeless populations.
3. Prevent homelessness and the reoccurrence of homelessness.
4. Decrease the amount of time that people are homeless.
5. Minimize the experience of being homeless.

KEY ACTION AREAS

Five areas for actions are identified as the critical path to reducing homelessness. These are the major focus areas of the plan.

1) Increase the efficiency of the housing system through data collection, planning and advocacy

At a time when demand is increasing and resources are decreasing, doing more with less is imperative. Increasing the efficiency of the homeless housing system is one way to accomplish this. To increase efficiency we need better data, good planning, and the community will to work on solutions to this complex problem.

Trusted, accurate and comprehensive data is essential to assess which housing and services programs are effective, where gaps persist, and what more is needed. At this time data collection varies between agencies and is not regularly compiled for county-wide statistics.

With good data, good planning can be a county-wide and multi-agency collaborative endeavor. Planning includes increasing collaboration and communication among agencies working on homelessness. It will allow increased efficiency, decreased duplication of services, strategic evaluation of service delivery, and accurate measurement toward performance measures.

Ensuring that the **Homeless Point In Time Count** is implemented consistently each year will increase the value of the collected data, because the year to year comparisons will not be skewed by different implementation methods.

Developing and implementing the **Kitsap Homeless Management Information System (HMIS)** will ensure collection of detailed data about every person receiving homeless housing services. This ambitious project is mandated by WA state, with oversight by the Department of Community, Trade, and Economic Development. Reports from the HMIS will provide detailed data about homelessness and homeless programs. In the future, HMIS can be used to create a single-point-of-entry system for all people seeking homeless housing & services.

A **Quarterly Indicators of Homelessness Report** will give providers information to make projections about the need for homeless housing and services in the future.

A **Strategic Analysis of Funding Sources** for homeless housing and services will increase efficient use of existing funds.

Improving coordination between agencies will be through participation in the Kitsap Continuum of Care Coalition, developing a **coordinated waitlist system** and a **coordinated intake system**.

Advocacy in our local community and to our elected officials is also critical. Raising awareness of the issue within our community is essential to creating the community that will to work on the problem. **Leadership** on the issue of homelessness by our elected officials is the key to making the policy changes that are needed to pave the way for increased affordable housing. Advocacy at the state and federal level increases the likelihood of the needed funding streams to implement this plan in Kitsap County. Strategies to improve advocacy and leadership include

creating a **Leadership Task Force on Homelessness**, and supporting the Continuum of Care Coalition's **Community Outreach and Education Committee**.

2) Prevent homelessness

The most cost-effective way to decrease homelessness is to prevent the endless flow of individuals and families who become homeless. In most cases, a household on the brink of homelessness can avert the crisis with a small amount of financial support and the necessary supportive services to regain financial stability. Contrast this minimal cost for prevention with the immense cost to the family, to social service agencies, and the community when someone becomes homeless. By focusing on preventing homelessness, we can most effectively reduce homelessness.

Preventing homelessness will take the form of **gap assistance** to prevent eviction, foreclosure, and/or job loss. It includes mortgage assistance, utility assistance, transportation assistance, day care, and food assistance.

Long term prevention includes **job training, financial literacy, and education**.

3) Increase all types of low-income housing with services

Each type of housing in the subsidized housing continuum plays a key role in moving people from homelessness to self-sufficiency. Emergency shelters provide immediate relief and the opportunity for service providers to assess the needs of each individual. Transitional housing, with supportive services, provides the time needed for a homeless household to become stabilized. Permanent supportive housing is needed for individuals who can not be self-sufficient. Affordable housing is a necessary option for many low-income people in our community, whether they've experienced homelessness or not.

Kitsap County needs more of each type of subsidized housing in order to meet the needs of the homeless in our community, if they are to succeed in being re-housed. This will require **maintaining existing funding sources** and **developing new funding sources** to support additional units of homeless housing with services.

In the meantime, to address the current lack of capacity, we must explore **innovative solutions** to assist homeless people while they wait for shelter. For example, Kitsap County is currently undertaking a "Safe Parking Lot" pilot project to meet increased demand for shelter. The project will provide safe and stable overnight parking with hygiene facilities for families living in their vehicle.

Other proposed solutions include developing relationships with private landlords and developers to increase access for homeless people to **existing housing stock**.

Evaluating and removing unnecessary regulatory barriers to developing new affordable housing and creating incentives for developers can attract development of additional units of affordable housing.

Existing agencies also require **assistance with expertise and experience** to expand their programs. This assistance can take the form of developing pilot projects, leveraging the experience of other communities, and developing funding to hire additional staff with expertise.

4) Provide Supportive Services for all homeless populations

Supportive services provide the tools for people to overcome the crises and dire circumstances that made them homeless. Housing alone is usually not enough to enable them to make this transition.

Supportive services include a **wide range of activities** including: providing a phone number for potential employers to be able to contact individuals, mental health counseling, financial literacy classes, substance abuse recovery programs, job training, childcare, and many others.

Current supportive services must be **expanded to meet the needs of all homeless people** requiring these services to overcome homelessness.

5) Focus on under-served populations

Certain homeless populations require specific services or housing situations to be able to acquire and sustain housing. Many programs exist to serve particular populations, such as veterans, mentally ill, and victims of domestic violence. However, several homeless sub-populations in Kitsap still lack the programs needed to achieve housing. These sub-populations include the **chronically homeless, homeless youth, and individuals who have re-entered the community** from institutions such as prisons, jails, mental institutions, and foster care.

Because of their special needs, these populations have little hope of regaining housing without programs specifically geared to their needs. Kitsap needs to develop these programs in order to move these sub-populations out of homelessness.

By focusing efforts on these action areas we can take the steps necessary to ensure that all individuals can have safe, decent, and affordable housing.

The full text of the Kitsap Homeless Housing Plan, including a list of activities that are eligible for funding, is available on the Kitsap Regional Coordinating Council website or by request.

HOMELESS MANAGEMENT INFORMATION SYSTEM

WHAT IS THE HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)?

The Homeless Management Information System (HMIS) is an electronic record system that enables information gathering about, and continuous case management of, homeless persons across agencies in a particular jurisdiction (city, county, state). Homeless service providers collect information about their clients and input it in the HMIS so that it can be matched with information from other providers to get accurate counts of homeless clients and the services they need.

The U.S. Department of Housing and Urban Development (HUD) has mandated that all agencies who receive federal funds for homeless housing or services, must participate in an HMIS. HUD outlines the specific data points that must be collected for each homeless client.

Washington State Department of Commerce has mandated that all agencies receiving state funding for homeless housing or services (Affordable Housing (2060), Homeless Housing (2163), Housing Trust Fund, TANF, etc.) must also participate in HMIS.

WA Commerce is responsible for operating an HMIS for counties that participate in federal funding through the Balance of State Continuum of Care process. This includes Kitsap County. The Kitsap Regional Coordinating Council is responsible, through a contract with WA Commerce, for managing the Kitsap HMIS.

Kitsap is responsible for collecting data from all of the participating agencies and submitting that data to WA Commerce. Through an agreement with WA Commerce, agencies may submit data in one of two ways: 1) through a state-provide online software system that will share data “in real time” between participating Kitsap agencies, or 2) collecting the data in an agency’s own software system and periodically uploading it to the WA Commerce system.

WA Commerce and the Kitsap Regional Coordinating Council provide training and support for the state-provided HMIS software.

Kitsap agencies that provide homeless housing and services participate in the Kitsap HMIS Collaborative, an agreement to share client data between agencies. Kitsap’s data-sharing system provides benefits such as improved client service, accurate data and reporting for funding sources, and better outcome tracking.

All agencies that receive Homeless Housing Grant funds must enter all required client data into HMIS for the funded program(s).

ALLOCATION PROCESS

HOW DO I KNOW WHEN FUNDS ARE AVAILABLE?

On an annual basis, the Kitsap Regional Coordinating Council shall publish a Notice of Funds Availability (NOFA). This notice will set forth the annual program priorities; the duration of funds to be awarded or distributed; the deadline for submission of funding applications; and any other pertinent information related to the process.

HOW ARE FUNDS ALLOCATED?

The Kitsap Regional Coordinating Council, manager of the Affordable Housing Grant Program and Homeless Housing Grant Program, in conjunction with the City of Bremerton and Kitsap County, conduct a competitive funding application process. A single application is made available in May of each year and a public process is used to determine funding allocations. This public process is detailed in the Citizen Participation Plan (**Appendix A**).

HOW MUCH MONEY IS AVAILABLE?

The amount of Homeless Housing Grant Program funds available for the annual application cycle are determined by the amount collected through document recording surcharges collected during the prior period. Generally, this period is July – June of the prior calendar year. In addition, carryover funds from prior cycles and turn-back funds from prior grants that were not expended are also available for distribution.

The specific amount available for distribution is included in the Coordinated Grant Application Packet (available at the Kitsap Regional Coordinating Council website, as well as the Kitsap County Community Development Block Grant Program website).

Applicants should request a minimum of \$10,000 per application. Grant awards will typically not be awarded for less than \$10,000 except at the discretion of the Grant Review Committee for special circumstances.

ARE MULTI-YEAR AWARDS AVAILABLE?

Multi-year grant awards are allowed, for up to three years.

This can happen in two ways:

- 1) Funds from the current cycle can be committed to be spent over multiple years.
- 2) Funds that are anticipated to be collected for future cycles can be committed for expenditure in future years.

Because the actual amount of document recording fees collected vary annually, the maximum that may be committed for expenditure in future years is expressed as a target percentage in relation to the State of Washington's forecast of annual program revenue. This percentage may be adjusted by the Executive Board in consideration of available funds and priorities.

Unless modified by future Kitsap Regional Coordinating Council action, up to 60% of the WA state Office of Financial Management's projected funds available for the current cycle may be committed for multi-year awards.

Multi-year awards may not be available during all cycles, if there are administrative or policy reasons to restrict awards to a single year.

Each year, the Coordinated Application Packet will include the projected amount available for multi-year awards, if they are available.

ARE FUNDS SET ASIDE FOR SPECIFIC PURPOSES?

HHGP funds may be designated for certain purposes to further specific program goals, as determined by the program funding priorities and the Kitsap Regional Coordinating Council.

Set-asides will be outlined in the Coordinated Application Packet under the Funding Priorities section.

HOW CAN MY ORGANIZATION APPLY?

The annual application cycle begins in April with the publication of the Draft Application for public comment. Upon approval of the application by the Kitsap Regional Coordinating Council and Bremerton City Council, the application is made available in May. Interested organizations can find the application and all associated information on the Kitsap Regional Coordinating Council website at <http://www.kitsapregionalcouncil.org>, the County website at http://www.kitsapgov.com/hr/block_grant_program/block_grant_program.htm or on the City's website at <http://www.ci.bremerton.wa.us/display.php?id=864>. The schedule for the annual application cycle, including the due date for applications, is available on the website. Interested organizations can also request to be placed on the grant program mailing list for notification.

WHEN WILL FUNDS BE AVAILABLE?

Funds approved in the annual application cycle are available to be expended as of January 1. Annual contracts for public service and operations and maintenance contracts are for a 12 month period, January 1 to December 31. Capital contracts are generally for an 18 month period, January 1 to June 30 of the following year.

POLICIES & REGULATIONS FOR USE OF FUNDS

HOW ARE PROJECTS MONITORED?

The Kitsap Regional Coordinating Council, in conjunction with the Kitsap Continuum of Care Coalition, will monitor all projects for compliance with the funding terms and conditions in the contract(s). Funding recipients must prepare a simple quarterly program report to the Council.

On-site monitoring may be conducted as well.

TIMELY EXPENDITURE OF FUNDS

Grant-funded projects should be ready to proceed during the program year of the awarded funds. The Kitsap Regional Coordinating Council expects and monitors for the timely expenditure of allocated funds to projects. Grant funds must be fully spent by December 31st of the award year, or as defined in the grant contract. If the funds are not expended during the contract period, they will be retained for distribution in a future grant cycle.

USE OF FUNDS FOR LOW-INCOME-USE FOR 25 YEARS

Capital projects that receive grant funds must remain in use for low-income households for no less than 25 years from the date of the receipt of grant funds. A warrant for use for 25 years is included as part of the application packet for capital projects.

GEOGRAPHIC EQUITY

The Executive Board is responsible for making certain that funds are distributed in a manner that balances needs that exist throughout the County and program users' access to services. Geographic distribution of funds shall be evaluated as part of the periodic program review. The overall intent is to ensure that, over time, all areas of Kitsap County receive appropriate levels of funding through this grant program.

GRANT PROGRAM ADMINISTRATIVE POLICIES

PROGRAM ADMINISTRATION

The Kitsap Regional Coordinating Council Executive Board includes elected officials from Kitsap County and all of the Kitsap Cities and Tribes, the Port of Bremerton, and Naval Base Kitsap.

The Council Executive Board shall set policy concerning the use of Homeless Housing (HB 2163) funds and distribution of funding to eligible applicants.

The Kitsap Continuum of Care Coalition (CoCC) shall act as the technical advisory body to the Council Executive Board, through a Memorandum of Understanding:

- ❖ The CoCC shall coordinate the annual Homeless Point In Time Count (Washington Homeless Census), in coordination with the State, and report results to the Council Board.
- ❖ Following State requirements, the CoCC shall develop and recommend the 10-Year Homeless Housing Plan to the Council Executive Board for adoption, and submit it for inclusion in the statewide 10-Year Plan. Subsequent required 10-Year Plan updates and revisions shall follow the same process as defined by the State of Washington.
- ❖ The CoCC shall participate in developing and recommending to the Council Board specific annual priorities for the use of that year's Homeless Housing Grant Program funds.

PROGRAM ADMINISTRATION FUNDING

Funding for the administration of the program will be provided by Kitsap County to the Council drawn from the 6% administrative portion of the HHGP surcharge revenues allowable by the legislation. The cost of the Council's program monitoring and administration will be reviewed annually by the Council Board.

PROGRAM MONITORING

The Council, in conjunction with the CoCC, shall prepare and submit all required reports and performance measures to the State, as required by law. Annually, a report on the Homeless Housing Grant Program shall be made to the Council's Executive Board.

PROGRAM REVIEW

The Homeless Housing Grant Program shall be reviewed every three years, to coincide with the Affordable Housing Grant Program review, with input from non-profit agencies and other interested parties. The next review is planned for 2013.

Appendix A

Citizen Participation Plan

KITSAP REGIONAL COORDINATING COUNCIL CITIZEN PARTICIPATION PLAN

INTRODUCTION

Beginning with the application cycle for 2012 funding, the Kitsap Regional Coordinating Council (KRCC), manager of the Homeless Housing Grant Program (HHGP) and the Affordable Housing Grant Program (AHGP), has joined with Kitsap County and the City of Bremerton Block Grant Programs to develop a combined funding & application process. The combined process will include a single application for funds, a single Grant Recommendation Committee (GRC) process and funding recommendation. Funding recommendations will continue to be approved by the KRCC for HHGP, AHGP, County CDBG/HOME funds and by the Bremerton City Council for City CDBG/HOME funds. This Citizen Participation Plan reflects the changes that have been made to the annual application process, and is consistent with the Citizen Participation Plan for the CDBG and HOME programs.

PURPOSE

The purpose of the Citizen Participation Plan and the Grant Recommendation Committee (GRC) is to provide an on-going mechanism to ensure widespread citizen participation whereby all citizens have an opportunity to fully express their needs and wishes for community improvement.

This plan provides opportunities for representation of all of the citizens of Kitsap County and the City of Bremerton by allowing them to have a voice in the decision-making process and giving them greater power and control over activities taking place within their communities.

ANNUAL ALLOCATION PROCESS / NOTICE OF GRANT AWARDS

The Coordinated Grant Application is a competitive annual process to determine allocation of Homeless Housing Grant Program (HHGP) funds. The public is encouraged to participate in the process and its end product.

A. Notice of Funding Availability & Application

In April of each year a notice will be published in the newspaper of record to announce funding availability and provide details about the Application. This notice will begin a 30-day comment period on the Draft Application and include the date and time of public hearings to take citizen comments. Notifications will also be sent to any agency or organization who requests to be placed on our mailing lists.

Upon approval of the Application by the Kitsap Regional Coordinating Council and Bremerton City Council, the Application will be available from:

Kitsap Regional Coordinating Council
P.O. Box 1934, Kingston, WA 98346
Applications are also available online at
http://www.kitsapregionalcouncil.org/housing_hhaa.php

Applications will be made available in a format accessible to persons with disabilities upon request. Application submittal instructions and due date are included in the Application packet. Applications must be mailed or hand delivered by the due date, electronic submission is not available and postmarks are not accepted.

B. Technical Assistance

At least one mandatory technical assistance session will be held for those interested in applying for funding. During the session, staff will provide information to citizens concerning who can apply for funds, funds expected to be available, the range of activities that may be undertaken, priorities for funding, application submission requirements, the application deadline, and how decisions concerning funding will be made. The date and time of the technical assistance session(s) will be published in the Application, included in the schedule posted on the web site and emailed to all interested parties on the current mailing list.

In addition to the mandatory Technical Assistance described above, Application Pre-Submittal assistance, to have an application reviewed for completeness, is available by appointment with staff. KRCC staff is also available by appointment for one-on-one Technical Assistance to provide guidance to citizens and organizations regarding specific project considerations.

At any time, any citizen may contact the KRCC office for technical assistance or general information in relation to programs described in this Plan. The KRCC staff will help citizens understand HHGP and AHGP funded programs, the procedures for submitting proposals, the Citizen Participation Plan and other program requirements so they can effectively participate in HHGP and AHGP programs and the funding process.

C. Application Review & Grant Recommendation Committee Process

Applications will be reviewed by KRCC Staff and Block Grant Staff to determine compliance with technical requirements including eligibility. Eligible applications will be given a score rating the organizational and financial capacity of the organization submitting the application. Eligible applications will be provided to a Grant Recommendation Committee (GRC) for consideration.

The GRC will review all proposals, interview applicants, and develop recommendations for funding based how they address needs & objectives identified in the Consolidated Plan and/or Homeless Housing Plan, organizational and financial capacity of the organization to carry out the program/project, project feasibility, and funding availability.

There are two GRCs. The Public Service GRC reviews applications for supportive services or public services. The Capital GRC reviews housing, capital improvements, and operations & maintenance applications. Both GRCs play an integral role in the allocation of HHGP, AHGP, CDBG and HOME federal funds according to the needs of the community.

While all GRC members must be well versed in the needs of the community and be willing to participate in all the activities relevant to the GRCs, each individual GRC requires that members demonstrate specific skills and qualifications:

- The Public Service GRC requires that its members have experience in one or more of the following capacities: background working with non-profit community service providers as an employee, volunteer, board member or consumer; background with

homeless programs; grant experience, project management, compliance monitoring and/or practical experience with HUD regulations.

- The Capital GRC requires that its members have experience in one or more of the following areas: affordable housing; construction or project management; mortgage lending; housing development; economic development; real estate; or architecture.

Each GRC will be comprised of 8 members as follows:

- Two members representing the City of Bremerton and approved by the Bremerton City Council
- Four members representing Kitsap County and approved by the KRCC
- Two members representing the Continuum of Care and approved by the KRCC

Applicant interviews will be conducted with the GRC. Applicants will have the opportunity to present their project and the GRC will have an opportunity to ask questions. At the conclusion of interviews the GRC will formulate a funding recommendation for approval by the KRCC and the Bremerton City Council.

GRC members serve two-year terms. These terms are staggered so each year there are at least four returning members. Applications for GRC members are solicited each Spring. Applications are reviewed by staff and individuals who meet the above requirements are recommended to the KRCC and City Council for approval. Citizens interested in serving on either the Public Service or Capital GRC are encouraged to contact:

- KRCC Housing Grant Program Manager, Kirsten Jewell at 360-377-4900 or by email at Kirsten@kitsapregionalcouncil.org; or
- Kitsap County Block Grant Program Manager, Bonnie Tufts at 360-337-4606 or by email at btufts@co.kitsap.wa.us; or
- City of Bremerton Block Grant Program Administrator, Marie Vila at 360-473-5375 or by email at Marie.Vila@ci.bremerton.wa.us

D. Funding Recommendations & Notice of Grant Awards

Applicants submitting proposals will be notified whether or not the GRC has recommended their proposal for funding. The notification will include the date, time, and place of the public hearings, during which the recommendations will be considered by the Kitsap Regional Coordinating Council and the Bremerton City Council.

All projects approved for funding will be included in the Notice of Grant Awards. A summary of each Notice of Grant Awards will be published on the KRCC website. The summaries will describe the contents and purpose of the Notice of Grant Awards, and include a list of locations where copies of the entire Notice of Grant Awards may be examined. Citizens will be provided a period of at least 30 days to review and comment on the plans. Comments or views of citizens will be considered at the public hearings.

PUBLIC HEARINGS

Public hearings are held in order to obtain the public's view and to provide the public with the City and County's responses to public questions and proposals. A public hearing is held in May for the adoption of the next year's Coordinated Application & Policy Plan. A second hearing is held in November to review the proposed use of funds before the KRCC Executive Board adopts the Grant Awards.

Notification of the public hearings and of 30-day comment periods will be published in the newspaper of record and will afford citizens, public agencies, and other interested parties a reasonable opportunity to examine the proposed plans and to submit comments.

Public hearings will be held during the regular meeting of the Kitsap Regional Coordinating Council in the meeting chambers of the Norm Dicks Government Center. KRCC meeting times and agendas can be obtained at http://www.kitsapregionalcouncil.org/kbcc_board.html.

PUBLIC COMMENTS

Interested persons may submit comments in writing during the public comment periods, or orally at the public hearings. Written comments should be directed to:

Homeless Housing Grant Program
Kitsap Regional Coordinating Council
P.O. Box 1934
Kingston, WA 98346
Kirsten@kitsapregionalcouncil.org

RESOURCES

Newspaper of Record: Notification will be placed in the following newspaper under Legal Notices at least ten days before a public meeting is held concerning a program described in this plan:

The Kitsap Sun

Notices may also be published on the KRCC website, as follows:

http://www.kitsapregionalcouncil.org/housing_hhaa.php

The notice will indicate when and where the public meeting will be held. Meetings are generally held at the following location:

Norm Dicks Government Center
345 6th Street
Bremerton, WA 98337

Appendix B

Acronyms & Glossary

ACRONYMS

- AHGP.** Affordable Housing Grant Program
- CDBG.** Community Development Block Grant
- CoCC.** Continuum of Care Coalition
- GRC.** Grant Review Committee
- HB.** House Bill (of the Washington State legislature)
- HHGP.** Homeless Housing Grant Program
- HMIS.** Homeless Management Information System
- HOME.** Although capitalized, this is not an acronym.
- HUD.** U.S. Department of Housing and Urban Development
- IRS.** U.S. Internal Revenue Service
- KRCC.** Kitsap Regional Coordinating Council
- NOFA.** Notice of Funds Available
- WA.** State of Washington
- WA Commerce.** Washington State Department of Commerce.

DEFINITIONS

Administrative Expenses. Those expenses directly associated with the recipient's administration of a project or program, such as salaries, supplies, equipment, accounting, phones, audits, benefits, travel, and indirect costs.

Affordability. Affordability is achieved when a household's rent or mortgage payment, plus utilities, does not exceed 30% of the monthly income for the targeted income group as adjusted for household size.

Cash Flow. Gross income minus vacancy rate, operating expenses, reserves, debt service, and taxes.

Grant Recommendation Committee (GRC). A group of eight citizens meeting specific qualifications, who develop funding recommendations for approval by the Kitsap Regional Coordinating Council (KRCC) and Bremerton City Council.

Citizen Participation Plan: This plan is prepared to facilitate and encourage public participation and involvement in the Homeless Housing Grant Program.

Committed Funds. Funds committed to a project by a project funding source. The award amount, terms and uses of the committed funds are documented in a letter to the applicant. A copy of this award letter is included with the application.

Conditional Funds. Funds committed, with conditions, to a project by a project funding source. The conditions of the commitment, amount, terms, and uses are documented in a letter to the applicant. A copy of the letter is included with the application.

Consultant Fees. Fees paid to a third party developer consultant for costs associated with implementation of a project.

Homeless Housing Grant Program. The local grant program established by WA State legislation, House Bill 2163, and subsequently amended by various other legislative bills. This grant program has also been referred to in the past as “2163 Program,” “Homeless Housing Assistance Act Grant Program,” and “HHAA.”

Homelessness. The Kitsap Homeless Housing Plan defines this as: an individual or family who is not able to acquire and maintain permanent, safe, affordable, and decent housing.

The Kitsap County Homeless Housing Plan includes the following definitions of homelessness:

- Chronic – experience homelessness for a year or longer or three or more episodes of homelessness in three years.
- Episodic – multiple episodes of homelessness that are short or long term.
- Situational or transitional – one time and short-term experience.

Homeless Population. Those homeless households who currently have some specific supportive services:

- Mentally Ill
- Substance Abusers
- Veterans
- Domestic Violence
- Families
- Physically Disabled
- Developmentally Disabled
- Elderly

In addition, those homeless households who are identified as needing specific services, but where services are not being adequately provided at this time:

- Individuals with a criminal history
- Level 2 and Level 3 Registered Sex Offenders
- Chronically Homeless (to include those with pets)
- Teens/Youth
- Immigrants
- Medically Fragile

Homeless Housing. Various types of homeless housing are defined as follows in the Kitsap Homeless Housing Plan:

Emergency Shelter – Allows a stay of up to 90 days at no cost. Generally, includes supportive services such as job search assistance, child care, financial counseling, etc...

Transitional or Supportive Housing – Allows a stay of 1-2 years with rent typically set at 30% of client's income. Supportive services are included to prepare individuals to obtain housing and live self-sufficiently.

Permanent Supportive Housing – Permanent housing offered at below market rates that can serve particular populations in need of ongoing supportive services and assistance, such as the mentally or developmentally disabled, those with chronic substance abuse, or others with special needs.

Supportive Services – Services, other than providing physical housing, that assist an individual or household to remove barriers to acquiring and maintaining housing (Objective 8 in the Homeless Housing Plan includes a list of examples).

Community Land Trust – An affordable housing program wherein a nonprofit community land trust acquires and holds land, on behalf of the community, and leases it to individuals who own buildings on the land, thereby maintaining affordable housing.

Interlocal Agreement. Agreements made to ensure the cooperation of units of local government which form consortiums for the purpose of obtaining funding.

Low- and Moderate-Income Households (LMI): These are households earning less than 80% of the area median income (AMI). They are broken down into the following income designations:

- **Extremely Low-Income:** households with incomes less than 30% of the area median family income adjusted for household size.
- **Low-Income:** households with incomes between 31% and 50% of the area median income, adjusted for household size.

- **Moderate-Income:** households with incomes between 51% and 80% of the area median income, adjusted for household size.

Low- and Moderate-Income Area Neighborhood (LMA): In general, this is defined as census tracts or block groups where a minimum of 51% of the residents have low or moderate incomes (i.e. not exceeding 80% of the area median income).

Median Family Income: HUD releases income limits annually for its programs. Income limits are calculated using American Community Survey and Census data. Data for Kitsap County is based on the Bremerton-Silverdale Metropolitan Statistical Area (MSA). Incomes are indexed by household size.

Operating Support. Financial assistance used to supplement the day-to-day operations of a project.

Program Year: The program year for the HHGP and AHGP programs is January 1 through December 31, which is the same as the County and City's fiscal year.

Project Management. Costs directly related to managing the project to the point of completion normally paid to a third party.

Project Soundness. The feasibility, sensibility, and effectiveness of the project to meet a defined community need and the organizational strength and capacity to bring the project to completion.

Proposed Funds. Funds which have been or will be requested from a potential project funding source.