



Housing and Homelessness Division
Kitsap County Department of Human Services

GRANT GUIDELINES HANDBOOK

for

COVID-19 Homeless Response Grants

Version 5/1/20

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Overview

The Housing and Homelessness Division of the Kitsap County Department of Human Services was granted emergency COVID-19 Homeless Response funding from the Washington State Department of Commerce. These funds were granted for the purpose of supporting activities that will reduce the spread of COVID-19 among people experiencing homelessness. The intent was to make the funds quickly available and flexible enough to respond to the immediate need.

These Guidelines are intended to provide guidance for organizations that contract with the Division for these grant funds to achieve this purpose.

Funding Source

CONSOLIDATED HOMELESS GRANTS

The emergency COVID-19 Homeless Response funds were granted as an amendment to the current Consolidated Homeless Grant contract between the Washington State Department of Commerce and the Kitsap County Housing and Homelessness Division.

The Consolidated Homeless Grant (CHG) program is funded through the portion of document recording fees that are not retained locally and are transmitted to the Washington State Department of Commerce. Commerce distributes these funds back to counties through contracts for specific homeless housing and services. These grant funds are administered by the Kitsap County Housing and Homelessness Division and sub-contracted to eligible service providers. The funds are governed by Commerce's CHG Guidelines. Commerce has issued additional guidance for COVID-19 grants. These funds are authorized by RCW 43.185c.

Contracting

COVID-19 Homeless Response Fund grants were added as amendments to existing shelter contracts whenever possible. If this was not possible, a new Housing and Homelessness Division contract was written. Contract processing was expedited per a Board of Commissioners temporary emergency ordinance that gives the Director of Human Services the authority to sign COVID-19-related emergency contracts.

Allowable Contract Activities

ELIGIBLE ACTIVITIES AND SERVICES

Eligible activities and services for this grant funding source are broad, but generally fall into several categories that support responding to the COVID-19 pandemic among the population of people experiencing homelessness. Specific activities are included in the contract scope of work. They include:

- Quarantine and Isolation (Q/I) beds, including start-up costs, operating costs, staff costs, and rental or leasing costs;
- Implementing recommended precautions for emergency shelters and their staff and guests, such as increasing bed spacing, upgrading sanitation protocols, and expanding hours;
- Ensuring that there is no loss of emergency shelter beds when implementing recommended precautions in existing shelters, including setting up temporary shelters or replacing shelter beds through other means;
- Expanding hygiene opportunities for people experiencing homelessness; and
- Other activities that prevent the spread of COVID-19 among people experiencing homelessness.

HOUSEHOLD ELIGIBILITY

Household eligibility for program is determined by each individual agency and program. However, these grant funds are generally intended to serve people experiencing homelessness, who are at imminent risk of homelessness, or who would be homeless “but for” the funded program.

INCOME ELIGIBILITY

Income eligibility for programs is determined by each individual agency and program. However, grant funds are intended to be expended for the purpose of preventing the spread of COVID-19 among people experiencing homelessness.

Allowable Uses of Funds

COVID-19 Grant funds may be only used for purposes outlined in the grant contract, in the amounts indicated in the contract budget.

Shifting grant funds between the COVID-19 grant and other grant sources in the contract is not allowed.

Allowable Expenses

COVID-19 Grant funds are granted in a single budget line item. Contract scopes of work include more details about the anticipated COVID-19 Response activities, which will inform the types of expenses that are eligible and allowed.

Allowable expenses are also contingent on COVID-19 guidance and grant guidelines from the Department of Commerce.

Reimbursement Requests

Reimbursement requests for COVID-19 funds may be submitted monthly or quarterly as part of the existing Homeless Housing and Affordable Housing grant reimbursement process.

No reimbursements will be made in advance of costs or expenses being incurred.

No costs or expenses incurred prior to the effective date of the contract or after its termination are eligible for reimbursement.

Receipts and bills must be itemized; reimbursement for gift cards or pre-paid cards is not allowed, except for gas or shower vouchers or with pre-approval by the Housing and Homelessness Division.

Reimbursement Request Process

COVID-19 Grants

Reimbursement requests for COVID-19 Grants must be submitted using the following process:

1. **Submit all COVID-19 expenses using the Kitsap County Housing and Homelessness Division electronic invoice system.** Go to the Grant Recipient’s Page on the website: <https://www.kitsapgov.com/hs/Pages/HH-Grant-Recipients-page.aspx>
2. **Link to Form.** Click the link to the Kitsap County Electronic Reimbursement Request Form.
3. **Sign In.** This will open a web browser window, where you will sign in and create an electronic signature.
4. **Complete Forms.** After completing the sign in process, you will be directed to the electronic version of the KC Reimbursement Request Form and Summary Statement of Expenses (on page 2). Fill out the Reimbursement Request Form and Summary Statement of Expenses electronically. There will be lines and drop-downs for the COVID-19 grant amounts. *Information about how to complete the request form is described below.*

Please note that there are certain fields that are required to be filled in before you can complete the form; you will not be able to submit the form until you have filled out all the required fields.

Basic calculations are included on the request form for the Total Costs, Award Balances, and the Total from the Summary of Expenses. Please double check your totals. At the end of the Summary of Expenses the Total is calculated. If this Total does not match your Request total from page 1, an error “Total does not match request amount” will be shown.

-- select --			
Total			13.00

Total does not match request amount

3. Guarantee:

Be aware that the ‘Finish Later’ function **does not** work with this electronic form, so be prepared to fill out the form completely before you click the link. Example forms are available for reference to help you identify what information is required to complete the forms.

Follow the instructions below when filling out the forms. You may also refer to examples of how to fill out the forms, provided on the website.

- 5. Electronically Sign.** When you have correctly filled in all of the required fields on the form, including the two signature areas, it will prompt you to ‘Confirm Signature’ to electronically sign the form. You have the option to download and print the completed reimbursement request for your records. You do not need to do anything else.

Once you “confirm signature” it will be automatically be routed to the Kitsap County Housing and Homelessness Division for review, approval, and signature.

- 6. Email an invoice packet;** include all required paper forms and include ALL backup documentation.
- Email to cderenburger@co.kitsap.wa.us.
 - Packet must include copies of all itemized receipts, clearly indicating the COVID-19 grant expense(s).
 - For payroll expenses, submit time summaries and timesheets.
- 7. Routing for Payment.** If the request is approved by the Kitsap County Housing and Homelessness Division, it will be routed to the Kitsap County Human Services Accounting Department for issuing the payment.
- 8. Payment.** Kitsap County will pay the request for reimbursement within 30 days of its receipt of the request.

Repeat this process each time you wish to submit a Reimbursement Request.

Assistance with this process is available by contacting staff at (360) 337-7287.

Electronic Reimbursement Request Form

Below are additional instructions and definitions for each of the required elements of this electronic form.

Invoice # -- Invoices should be sequential numbers, starting with 1 for the first invoice of the contract (e.g. 1, 2, 3, 4).

Grant Funding Source – Indicate whether the funding for the Budget Award is from the COVID-19 Response Activities (COVID-19) grant, or another grant source listed. This information is available on your contract Exhibit B – Budget.

Budget Awards – Fill in the column by selecting each the cost categories included in your contract Exhibit B – Budget. Cost categories which are not included in your contract Exhibit B should not be selected on your reimbursement request.

Cost Categories – For all COVID-19 grant funds, there is a single cost category “COVID-19 Response Activities” for all expenses.

New Adjusted Budget – In most cases, COVID-19 grant funds were provided in a contract amendment, which must be reflected in the New Adjusted Budget column. Check the checkbox next to New Adjusted Budget on the request form to display and complete the New Adjusted

Budget fields. This is where you add the COVID-19 funds under that Budget Line Item. If you have an adjusted budget you must complete both Budget Award and New Adjusted Budget columns for all cost categories stated in your contract Exhibit – B and the amounts for each category.

This Request – Enter the amount in each cost category that you are requesting for reimbursement for this period.

Cum. To Date Including This Request – Enter the total amount requested for all reimbursement requests so far, including the current request, in each cost category.

Award Balance – These amounts should equal the difference between the Budget Award (or New Adjusted Budget) and the Cum to Date Including This Request. Indicate the amount for each cost category.

Summary Statement of Expenses Form

Statement of Work Performed – Provide a brief description of what the expenses paid for and how they supported the scope of work in the contract.

Summary of Expenses – List each expense separately. If you have an individual bill, invoice, or receipt from a vendor, it should be listed separately. For COVID-19 grants, a scanned copy of each bill, invoice, or receipt and proof of payment must be submitted before the reimbursement request can be processed.

Cost Category – Use the drop down menu to select “COVID-19 grant” for each expense related to COVID-19 response activities.

Vendor – List person, company, or organization to whom the expense was paid.

If the expense is for Salaries & Benefits, list the last name of the employee who was paid.

Expenditure Date – List the date that the bill, invoice, or payroll was **paid** (not the date of the bill or invoice).

Amount – Indicate the amount paid to the vendor. In some cases, this may be less than the total of the bill or invoice. If so, indicate this on the bill or invoice that you scan and submit.

DOCUMENTATION

For COVID-19 reimbursement requests, all documentation of expenses must be submitted with each request. See section Reimbursement Request Process #6 for documentation information and the submission process.

Contractor Administrative Requirements

INSURANCE CERTIFICATES

As specified in grant contracts, contractors must provide updated insurance certificates demonstrating coverage limits identified in the contract. An up-to-date insurance certificate must be submitted electronically to the Housing and Homelessness Division before the first reimbursement request of a contract will be processed.

MONITORING

The Kitsap County Housing and Homelessness Division monitors all projects for compliance with the funding terms and conditions in the contract(s). On-site monitoring and performance evaluation for COVID-19 grants will be conducted periodically.

NON-DISCRIMINATION POLICY

Contractors must have a written non-discrimination policy, available for review during site monitoring visits.

Contractors must comply with all federal, state, and local nondiscrimination laws, regulations and policies.

Contractors must comply with the Washington State Law against Discrimination, RCW 49.60, as it now reads or as it may be amended. RCW 49.60 currently prohibits discrimination or unfair practices because of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Contractors must comply with the Federal Fair Housing Act and its amendments as it now reads or as it may be amended. The Fair Housing Act currently prohibits discrimination because of race, color, national origin, religion, sex, disability or family status. The Fair Housing Act prohibits enforcing a neutral rule or policy that has a disproportionately adverse effect on a protected class.

Local nondiscrimination laws may include additional protected classes.

REPORTING REQUIREMENTS

COVID-19 activities should be reported as part of the regular Quarterly Reporting requirements for Housing and Homelessness Grants. For contracts that include only COVID-19 Grant funding, Quarterly reporting is waived. Informal reports and data may be requested at any time.

RECORDS MAINTENANCE AND DESTRUCTION

Contractors must maintain records relating to each grant contract for a period of six years following the date of final payment.

TIMELEY EXPENDITURE OF FUNDS

Grant funds must be fully spent by the contract termination date. If the funds are not expended during the contract period, they will be forfeited.

COMMERCE REQUIREMENTS

Contractors must also abide by all Department of Commerce requirements for these funds. Such requirements will be provided to contractors by the Housing and Homelessness Division.

Provision of Services Requirements

RELIGIOUS REQUIREMENTS PROHIBITED

Contractors are prohibited from making any program services, assistance, or housing conditional on clients participating in any sort of religious activity. No funding provided through Kitsap County may be used to support or engage in any explicitly religious activities, including activities that involve over religious content such as worship, religious instruction, or proselytization.

COVID-19 RECOMMENDATIONS

Contractors must make every effort to comply with the most updated COVID-19 recommendations for provision of shelter and service to people experiencing homelessness from the Center for Disease Control, the Washington State Department of Health, the Washington State Department of Commerce Housing Assistance Unit, and the Kitsap Public Health District.