

To: Gatekeepers
From: Homeless Services Section Staff
Date: 6/5/2020

Please distribute to: Executive Directors Fiscal Staff Homeless Services Program Staff
 Rental Assistance Program Staff

Category: Program Informational

Update For: Amended Guidance to Program Manuals for Consistency

Message:

While we are planning for the 21-23 biennium as well as making immediate changes to guidance due to COVID-19, we wanted to confirm that many of the changes with the State Homeless Funds manual will apply to other programs as well. Please see the information below as it relates to specific programs:

Remote Application and Documentation Guidance: This new section of the State Homeless Funds manual stating that a remote application and documentation process may be used when necessitated, applies to EHA, CVRRP, CVSSP, ERA, ESG, HSP, HTBA and SHAP funds.

Homelessness Prevention and Rapid Re-Housing: This expenditure category was amended in the State Homeless Funds manual and also applies to ERA. The specific activities include:

- Housing costs such as rent payments, late fees and arrearages;
- Manufactured home rental space "lot rent" or RV space lot for primary housing;
- Utility payments and arrearages (other utility assistance programs must be deferred to first, utility assistance is only eligible when other utility assistance cannot be obtained and providing utility assistance is necessary to ensure stability in housing) (utilities is inclusive of water, sewer, gas, garbage, electricity);
- Moving costs, security and utility deposits and application fees;
- Landlord engagement (such as incentives, communication, newsletters, etc.);
- Client direct services;
- Case management and housing relocation assistance; and
- Self-sufficiency activities including education and training in such areas as personal finance and budgeting, job search and access to job training and literacy.

Imminent Risk of Homelessness definition: This definition was amended so that it would apply if the primary nighttime residence will be lost within 21 days of the date of application for homeless assistance, rather than 14 days. This definition amendment will also apply to ERA and HSP.

Required Data Elements: This section was amended to match the current flow of data entry in ServicePoint and split the required data elements into those required for all programs and those required for transitional housing, homelessness prevention and rapid-rehousing projects. These amendments apply to EHA, CVRRP, CVSSP, ERA, ESG, HSP and HTBA specific to their funding requirements.

We will making edits to all the program manuals in the coming months as we prepare for the funding application process for the 21-23 biennium; however, to avoid disjointed and numerous communications, we are planning to make all amendments at the same time to simplify your review and comment opportunities. If you have questions about any particular funding source, please contact the appropriate program analyst.

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