**Supportive Housing Services Guidelines**

1. **Contract Reference**

Section C-1.4

1. **Purpose**

The purpose of the Supportive Housing funding is to alleviate waitlists for shelter beds by assisting survivors in obtaining transitional housing or permanent housing. Housing supports will vary depending on the needs of the survivor. Housing supports may be used to prevent the need for shelter bed(s), to move a survivor out of shelter, or assist survivors in obtaining other stable housing.

1. **Funding Source**

During the 2024 Legislative Session, the Department was appropriated $10,012,500 in recurring general revenue funds to be allocated to the Centers. Centers may not use these funds to match any other state or federal program as the Department is utilizing these funds to match its Family Violence Prevention and Services Formula Grant.

Centers received base funding of $55,000 and the remaining funds were allocated using the funding formula. The base was allocated to ensure that Centers with smaller allocations would have funds for programmatic and administrative resources to support the implementation of providing Supportive Housing services.

1. **Priority**

Priority for housing supports shall be individuals with children involved in the child welfare system and then Individuals with children. Centers may choose to determine additional priorities as needed beyond the ones identified in this section.

1. **Staffing**

Centers may use funding to cover up to two full time employees (FTE). This includes direct and indirect staff. The two FTEs can be a combination of part-time employees or any combination that equals up to two FTEs. Centers may determine how they allocate the FTEs depending on its needs. Centers are not required to use any of the funding for staff if they determine that it is not needed as part of its service delivery. There are no requirements on the salary for the positions.

1. **Center Policy and Procedures**

It is strongly encouraged that Centers develop Policies and Procedures (P&Ps) for the use of these funds to ensure accountability. Such P&Ps may include, supporting documentation requirements, allowable uses of the funds, limits per survivor, number of months for rental payments or mortgage payments per survivor, process for accessing the funds, data collection and reporting requirements.

1. **Reporting**

Centers will be required to report the number of survivors served with the funds on a monthly basis.

1. **Allowable Expenses**

Each survivor will have circumstances that are unique to them, so it is hard to outline every type of expense that would be allowable. Below are items that are considered allowable expenses using these funds, but if a Center is not sure if an expense is allowable, they should contact its assigned Contract Manager for guidance. Allowable items include, but are not limited to the following:

* Rental Payments (current & arrears)
* Mortgage Payments (current & arrears)
* Rental Deposits
* Security Deposits
* Application Fees
* Utilities Deposits: water, gas, waste/trash, and electricity (current & arrears)
* Utilities Assistance: water, gas, waste/trash, and electricity (current & arrears)
* Up to $500 per survivor for move-in items
* Moving Trucks to relocate already packed households

For purposes of this guidance document, move-in items may consist of bedding, linens, furniture, kitchen flatware, utensils, and other essential household items. While there is a cap on move-in items per survivor, these funds should be used as a last resort for these types of items. Centers should exhaust all community resources, donations, or other funding to purchase move-in items.

Transitional housing programs may not be an allowable expenditure of these funds. For Centers that operate a transitional housing program, allowable expenditures are handled on a case-by-case basis. To inquire about allowability for transitional housing program expenditures contact your assigned Contract Manager directly. Prior written approval from the assigned Contract Manger is required for these expenditures.