



# Questions & Answers for 2025-2027 Grant Application Process



*Updated 4/5/2025*

**1. What about legal status?**

- a. We do not ask about legal status, U.S. residency status would not disqualify someone from receiving services.

**2. CE follows the HUD definition and McKinney–Vento will qualify a family that is living with friends or family due to hardship? Will this be okay?**

- a. It depends, if head of household is under 25. If they are then they would be eligible to receive services per the Category 3 definition of homelessness from HUD. If the head of household is not under 25 years old, then the household would not be eligible as this would be considered couch surfing and does not meet the definition of homelessness for coordinated entry or for any of the homeless housing programs.

**3. What is the tool that will be used for rent?**

- a. Default to CHG tool right now from Commerce. We are going to develop a local tool, if your agency has a tool they would like to use, that is ok, it would just need to be approved from Commerce.

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**4. If we started a transitional housing program at our current facility, would we be able to have some of the residents volunteer to help with day-to-day operations? Almost like a “house manager?”**

- a. Yes, you can have clients volunteer to have responsibilities, but you cannot force client participation in order for them to receive services. If the client changes their mind, or if it is not working out for them to have volunteer responsibilities, the client cannot be removed or have reduction in services. It would be recommended to have a volunteer agreement in place so it is clear what the expectations and responsibilities that the client would take on in that role.

**5. Is there a process for administering rental assistance?**

- a. If you are applying for the homelessness prevention program through the Consolidated Homeless Grant, please defer to those guidelines on how that program is to be administered.
- b. If you are applying for emergency rental assistance please review the Chelan-Douglas Homeless Housing Task Force [Emergency Rental Assistance Pilot Program](#) guidelines.
- c. Note: Rental Assistance will require going through Coordinated Entry for referrals.



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- 6. What application should our agency apply for if we own properties that have varying subsidies from the housing authority or other sources?**
  - a. It depends on the type of expense that you are wanting to charge to the grant funds as well as the program type. If you want to assist tenants living at the property with past due rent, then you would apply for Rental Assistance. If you would like to apply for funds to assist with the operating and/or facilities costs of the properties then you would apply for Permanent Supportive Housing if they meet the definition of those programs.
- 7. Can any of these funds be used to help with insurance costs for the program?**
  - a. Yes! The cost of General Organization Insurance. Reminder that you can only ask for up to 15% percent of admin of the overall request per program application. For example, if you are requesting \$100,000 for an emergency shelter program, the most admin that could be requested for that program is \$15,000.
- 8. Are Hotel/Motel stays an allowable expense?**
  - a. Yes. They can be billed to program operations or to rent. It is intended to be only used for when emergency shelter is not available or a good fit. It should be only for a short-term basis and ideally the client has a permanent housing solution at the end of the stay.