

NC Balance of State CoC

Local Planning Area

ESG Funding Priorities Worksheet

How to use this worksheet:

1. Convene an ESG Funding Process Committee to help complete this worksheet. This committee may be the same as the committee that reviews applications. If it is, members cannot have a conflict of interest (their agencies cannot be submitting ESG applications).
2. Complete Part 1 of this worksheet. Refer to Appendix 1 for Point-in-Time Count data and Appendix 2 for Housing First principles to complete the worksheet.
3. Complete Part 2 of this worksheet to set your LPA’s 2019 ESG funding priorities, using your answers from Part 1.
4. Present the LPA’s ESG Funding Priorities to and get an official approval from the whole LPA (Regional Committee).
5. Submit this worksheet and the LPA’s scorecard (if not using NCCEH’s) to the NC BoS CoC by August 9, 2019 using this link: [2019 ESG LPA Funding Priorities and Scorecards](https://app.smartsheet.com/b/form/4fb04e14c7574e489d6c4d32c4a6fc9f)

# LPA Information

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| ESG Funding Process Lead: |
| ESG Funding Process Lead email and phone: |
| ESG Funding Process Committee Members: |
| Organizations and people responsible for completing the regional ESG application: |
| Is the LPA using NCCEH’s scorecard or developing its own?  *If the LPA is using its own scorecard, please also submit your scorecard with this worksheet* [*here*](https://app.smartsheet.com/b/form/4fb04e14c7574e489d6c4d32c4a6fc9f)*.* |

# Part 1: Worksheet

Follow each step, below, to determine local priorities based on the NC BoS CoC’s ESG funding priorities.

## **Priority**

Ensure people experiencing homelessness in the CoC have access to shelter, rehousing assistance, and supportive services.

* LPAs should only fund additional shelter beds in counties where significant numbers of people live unsheltered. All newly funded shelter beds should be accessible to everyone.
* LPAs should fund street outreach in counties that currently have people living unsheltered.
* LPAs should prioritize funding for currently funded emergency shelters that agree to reduce barriers to entry.
* LPAs should fund rapid re-housing (RRH) that covers every county in the LPA. LPAs may achieve full geographic coverage by funding one or multiple programs.
* LPAs should only fund homelessness prevention programs if accessible emergency shelter or street outreach and rapid re-housing assistance are available in every county.

## **LPA Steps**

**LPA Step 1**: Determine need for shelter and street outreach

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| **Step 1A:** Complete the table below. The 2019 Point-in-Time Unsheltered Counts by county are in Appendix 1. |

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| --- | --- | --- | --- |
| County | 2019 Point-in-Time Unsheltered Count | Is there an ESG-funded shelter in this county? | Is there a shelter in this county that does not receive ESG funding? |
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| **Step 1B.** *List counties which lack shelter and have people living unsheltered. These counties are priorities for additional low-barrier emergency shelter beds.*  Counties that lack shelter and have people living unsheltered: |
| **Step 1C.** *List counties which have a shelter but have a high unsheltered count. These counties are priorities to lower current shelter barriers.*  Counties that need shelters that are accessible to everyone: |
| **Step 1D.** *List counties that are priorities for street outreach funding. These should be counties that a) have high unsheltered counts despite low-barrier shelter or b) have high unsheltered counts and existing shelters refuse to lower barriers or do not receive ESG funding.*  Counties that are priorities for street outreach funding: |

**LPA Step 2:** Determine need for rapid re-housing

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| **Step 2A.** *List counties in the LPA without RRH coverage. LPAs should use any remaining available funding to expand access to RRH by funding programs that cover every county in the LPA.*  Counties without RRH coverage: |
| **Step 2B.** *Describe the LPA’s plan to expand access to RRH in every county in the LPA:* |

**LPA Step 3:** Determine whether the LPA will fund homelessness prevention.

*LPAs should only fund homelessness prevention programs if accessible emergency shelter or street outreach and rapid re-housing assistance are available in every county.*

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| **Step 3A.** If the LPA plans to fund homelessness prevention, justify below that the LPA has met the goals for access to emergency shelter and rapid re-housing. Mark “not a priority” if the LPA will not fund homelessness prevention in 2019: |

## **Priority**

## LPAs should apply for all available funding and recruit applicants who will improve the LPA’s response to homelessness.

* LPAs should advertise ESG funding widely and actively recruit new applicant agencies so there are enough agencies to apply for all available funding. LPAs should recruit new applicants that would help to fill gaps and improve the LPA’s response to homelessness.
* LPAs should work with potential new applicants to understand ESG requirements and best practices, including those found in the NC BoS CoC Written Standards.
* LPAs should not put agencies forward for funding if they have significant compliance problems or other issues that may prevent them from receiving grants. LPAs should use a scorecard that evaluates applicants for compliance.

## **LPA Steps**

**LPA Step 4:** Determine a plan to recruit new agencies to apply.

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| *Advertise the availability of ESG funding widely and reach out to individual agencies. Direct outreach should target agencies that would fill gaps in the LPA’s homeless service system and would be able to run a high quality ESG program.* |

**LPA Step 5:** Use a scorecard that will help to identify high performing grantees most likely to receive funding from the NC ESG Office. LPAs may use NCCEH’s scorecard or create their own.

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| **Step 5A.** *If the LPA is creating its own scorecard, it should include questions that ensure the LPA only funds agencies that comply with all ESG requirements and priorities in the NC ESG Office’s RFA. Scorecards should also identify agencies with significant compliance problems,*  *including uncorrected monitoring findings or a history of low spending. Agencies with a history of high rates of spending should be considered first for funding, and agencies with poor spending should be given extra scrutiny before being funded at a reduced or similar level to the prior year.* |
| **Step 5B.** *Submit the LPA’s scorecard (if LPA is not using NCCEH’s) with this worksheet to NCCEH by August 9, 2019.* |

## **Priority**

## Only applicants with high rates of spending should be funded.

* Agencies with a history of high rates of spending should be considered first for funding, and agencies with poor spending should be given extra scrutiny before being funded at a reduced or similar level to the prior year.

## **LPA Steps**

**LPA Step 6:** Determine how the LPA will evaluate agencies with low spending in 2019.

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| *Agencies with poor spending should receive additional scrutiny in the competition and should be required to submit a detailed spending plan. LPAs should consider reducing the funding these agencies receive.* |

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| **Step 6A.** *What will agencies with low spending in 2018 need to demonstrate to continue to receive ESG funding?* |
| **Step 6B.** *What criteria will the LPA use to decide whether to reduce funding for low spending agencies?* |

## **Priority**

## LPAs should give priority to programs that have integrated best practices, including those found in the NC BoS CoC’s Written Standards and in Appendix 2 of this document.

* Agencies that have integrated best practices or are taking positive steps towards doing so should be prioritized for funding. LPAs should require agencies that do not currently adhere to best practices to provide a workplan of how they will work with the LPA to move towards best practices during the grant operating year.
* LPAs should use the guide in Appendix 2 to help make decisions about which agencies to fund. LPAs should use a scorecard that evaluates agencies’ adherence to best practices.

## **LPA Steps**

**LPA Step 7:** Use a scorecard to fund agencies that are integrating best practices into their programs.

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| *The scorecard should evaluate each applicant’s policies and procedures for adherence to best practices. Refer to the guide in Appendix 2 and* [*NC BoS CoC’s Written Standards*](http://www.ncceh.org/bos/) *for examples of best practice principles by component type.*  [*Read NC Bos CoC’s Written Standards for Street Outreach*](http://www.ncceh.org/files/9228/)  [*Read NC BoS CoC’s Written Standards for Emergency Shelter*](http://www.ncceh.org/files/7518/)  [*Read NC BoS CoC’s Written Standards for Homelessness Prevention and Rapid Re-housing*](http://www.ncceh.org/files/7520/) |

**LPA Step 8:** Plan to lower barriers.

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| **LPA Step 8A**. If agencies have barriers to entry or are not fully implementing housing first, identify the steps they must take to be funded in 2019: |

Part 2: 2019 ESG Funding Priorities for [Enter LPA Name Here]

Directions: Use your answers from the Part 1 Worksheet above to complete your LPA’s 2019 ESG Funding Priorities.

**Ensure people experiencing homelessness in the CoC have access to shelter, rehousing assistance, and supportive services.**

* LPAs should only fund additional shelter beds in counties where significant numbers of people live unsheltered. All newly funded shelter beds should be accessible to everyone (from LPA Step 1B):
* LPAs should fund street outreach in counties that currently have people living unsheltered (from LPA Step 1D):
* LPAs should prioritize funding for currently funded emergency shelters that agree to reduce barriers to entry.
* LPAs should fund rapid re-housing (RRH) that covers every county in the LPA. LPAs may achieve full geographic coverage by funding one or multiple programs (from LPA Step 2A):

Homelessness Prevention [Choose one: from LPA step 3A: [     Is/Is Not] a priority in 2019. LPAs should only fund homelessness prevention programs if accessible emergency shelter or street outreach and rapid re-housing assistance are available in every county.

**LPAs should apply for all available funding and recruit applicants who will improve the LPA’s response to homelessness**

* LPAs should advertise ESG funding widely and actively recruit new applicant agencies so there are enough agencies to apply for all available funding. LPAs should recruit new applicants that would help to fill gaps and improve the LPA’s response to homelessness.
* LPAs should work with potential new applicants to understand ESG requirements and best practices, including those found in the NC BoS CoC Written Standards.
* New applicants can contact       [Insert Regional Lead’s name and contact information] or [Insert ESG Funding Process Lead’s name and contact information] to learn more about ESG requirements and best practices.
* LPAs should not put agencies forward for funding if they have significant compliance problems or other issues that may prevent them from receiving grants. LPAs should use a scorecard that evaluates applicants for compliance.

**Only applicants with high rates of spending should be funded.**

* Agencies with a history of high rates of spending should be considered first for funding, and agencies with poor spending should be given extra scrutiny before being funded at a reduced or similar level to the prior year (from LPA Step 6A and 6B):

**LPAs should give priority to programs that have integrated best practices, including those found in the NC BoS CoC’s Written Standards and in the appendix to this document.**

* Agencies that have integrated best practices or are taking positive steps towards doing so should be prioritized for funding. LPAs should require agencies that do not currently adhere to best practices to provide a workplan of how they will work with the LPA to move towards best practices during the grant operating year (from LPA Step 8A):

# Appendix 1: 2019 Unsheltered Point-in-Time Data

**Unsheltered Counts by Regional Committee and County**

Region 1

Total 2019 Point-in-Time Unsheltered Count: 162

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Cherokee | 1 |
| Clay | 9 |
| Graham | 1 |
| Haywood | 44 |
| Jackson | 12 |
| Macon | 91 |
| Madison | 1 |
| Swain | 3 |

Region 2

Total 2019 Point-in-Time Unsheltered Count: 42

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Henderson | 17 |
| Polk | 1 |
| Rutherford | 1 |
| Transylvania | 23 |

Region 3

Total 2019 Point-in-Time Unsheltered Count: 95

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Alexander | 4 |
| Burke | 29 |
| Caldwell | 4 |
| Catawba | 56 |
| McDowell | 2 |

Region 4

Total 2019 Point-in-Time Unsheltered Count: 106

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Davie | 21 |
| Iredell | 38 |
| Stokes | 0 |
| Surry | 47 |
| Yadkin | 0 |

Region 5

Total 2019 Point-in-Time Unsheltered Count: 104

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Cabarrus | 41 |
| Davidson | 8 |
| Rowan | 13 |
| Stanly | 19 |
| Union | 23 |

Region 6

Total 2019 Point-in-Time Unsheltered Count: 5

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Alamance | 4 |
| Caswell | 0 |
| Chatham | 0 |
| Person | 1 |
| Rockingham | 0 |

Region 7

Total 2019 Point-in-Time Unsheltered Count: 109

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Anson | 0 |
| Harnett | 6 |
| Hoke | 0 |
| Johnston | 0 |
| Lee | 80 |
| Montgomery | 0 |
| Moore | 0 |
| Randolph | 11 |
| Richmond | 12 |

Region 8

Total 2019 Point-in-Time Unsheltered Count: 13

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Bladen | 0 |
| Columbus | 0 |
| Robeson | 13 |
| Scotland | 0 |

Region 9

Total 2019 Point-in-Time Unsheltered Count: 16

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Edgecombe | 0 |
| Franklin | 6 |
| Granville | 0 |
| Halifax | 1 |
| Nash | 0 |
| Northampton | 0 |
| Vance | 6 |
| Warren | 3 |

Region 10

Total 2019 Point-in-Time Unsheltered Count: 98

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Duplin | 3 |
| Greene | 1 |
| Lenoir | 38 |
| Sampson | 0 |
| Wayne | 38 |
| Wilson | 18 |

Region 11

Total 2019 Point-in-Time Unsheltered Count: 26

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Camden | 1 |
| Chowan | 0 |
| Currituck | 0 |
| Dare | 0 |
| Gates | 0 |
| Hertford | 1 |
| Hyde | 0 |
| Pasquotank | 23 |
| Perquimans | 1 |
| Tyrell | 0 |

Region 12

Total 2019 Point-in-Time Unsheltered Count: 22

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Bertie | 1 |
| Beaufort | 5 |
| Martin | 1 |
| Pitt | 15 |
| Washington | 0 |

Region 13

Total 2019 Point-in-Time Unsheltered Count: 41

2019 Point-in-Time Unsheltered Count by County

|  |  |
| --- | --- |
| County | Unsheltered Count |
| Carteret | 2 |
| Craven | 14 |
| Jones | 0 |
| Onslow | 25 |
| Pamlico | 0 |

# Appendix 2: Best practices by component type

**Appendix: Best practices by component type**

**Priority for Low-Barrier, Housing First Emergency Shelters**

All emergency shelters must follow the [NC BoS CoC’s Emergency Shelter Written Standards](http://www.ncceh.org/files/7518/).

Emergency shelters should have low-barriers to entry, voluntary and housing-focused services, and facilitate rapid, successful exits to permanent housing.

Principle 1: Low-Barriers to Entry

Anyone experiencing homelessness should be able to access emergency shelter without prerequisites.

* Shelters should provide immediate and easy access by staying open 24/7.
* Shelters should NOT require sobriety, income, proof of identification, or put in place other barriers to entry.
* Shelters should NOT conduct criminal background checks and prevent people from entering the shelter with histories of incarceration or arrest. Exceptions may be made to check the sex offender registry, if the shelter facility also houses children.
* Shelters should not prevent people from re-entering shelter after leaving. There should be no time limit on the total amount of time someone may stay in the shelter.
* Shelters should not ban people for reasons other than egregious threats to safety of other shelter residents or shelter staff.
* Program rules and expectations should focus only on health and safety. Participation in chores, groups, religious services, or paying rent, for example, should not be requirements to stay in the shelter.

Principle 2: Voluntary, housing-focused services

Services should focus on moving people quickly into permanent housing and reducing exits to homelessness.

* Services should be voluntary. Failure to participate in services should not be a reason to exit a person from the shelter.
* Services should focus on helping people identify safe, accessible, permanent housing solutions from their first day in shelter. Every case management conversation should relate to permanent housing.
* Housing focused services should include helping residents make connections to mainstream housing and income resources and working with the coordinated entry system.
* Services should not require residents to participate in certain services or meet prerequisites prior to moving into permanent housing.
* Shelters should track lengths of time homeless and returns to homelessness to help evaluate the effectiveness of their program.

**Appendix: Best practices by activity type**

**Priority for Accessible Emergency Shelters**

All emergency shelters are expected to incorporate the standards found in the [NC BoS CoC’s Emergency Shelter Written Standards](http://www.ncceh.org/files/7518/). While each shelter faces barriers to meeting the goals of the Written Standards and may have limitations surrounding internal priorities and funder requirements, the NC BoS CoC expects that each shelter will work towards the goal of integrating the best practices outlined in the Written Standards.

Emergency shelters should be accessible with limited prerequisites for entry, provide voluntary and housing-focused services, and facilitate rapid exits to permanent housing.

Principle 1: Access to Shelter Entry

Anyone experiencing homelessness should be able to access emergency shelter without prerequisites. Clients should experience shelter that feels welcoming and is easy to access. The list below gives examples of how a client should be able to access a shelter. Not all shelters are able to meet all parts of this list, but all shelters should consider how their program policies may present a barrier to client access.

* Clients can receive immediate, 24/7 access to a shelter bed *(where funding allows).*
* Access to shelter without requirements of sobriety, income, proof of identification, or other prerequisites that may make it difficult for some people to access a shelter bed.
* Access to shelter without having to undergo a criminal background check or facing other barriers due to past history of incarceration or arrest *(shelters may check the sex offender registry if the shelter facility also houses children).*
* Access to shelter without limits on the total amount of time allowed to stay in the shelter and the ability to re-enter shelter after leaving.
* The ability to re-enter shelter after breaking program rules except in very egregious circumstances.
* Clients shouldn’t face program rules that require participation in chores, groups, religious or spiritual services, or paying rent in exchange for receiving a shelter bed. Program rules and expectations should focus on health and safety. Services should be voluntary and housing-focused, as outlined below.

Principle 2: Voluntary, housing-focused services

Services should focus on moving people quickly into permanent housing and reducing exits to homelessness. Client experiences with housing services should include:

* Clients may choose how and when to engage in services, but staff regularly attempt to engage all clients in planning for permanent housing.
* Services are focused on helping people identify safe, accessible, permanent housing solutions from their first day in shelter with case management conversations that relate to permanent housing.
* Housing-focused services that include helping residents make connections to mainstream housing and income resources and actively participating in the coordinated entry system.
* Access to housing location and placement without requirements to participate in certain services as a prerequisite to moving into permanent housing (such as mental health counseling or job placement). Additional services that may enhance housing stability may also be offered voluntarily.
* Shelters should track length of time homeless and returns to homelessness to help evaluate the effectiveness of their program and adjust services accordingly.

**Priority for Accessible Rapid Re-housing Programs**

All rapid re-housing programs must follow the [NC BoS CoC’s Rapid Re-housing Written Standards](http://www.ncceh.org/files/7520/).

Rapid re-housing programs should have limited barriers to entry and provide hands-on housing identification services, flexible financial assistance, and housing stability services.

Principle 1: Access to Rapid Re-housing Program Entry

Client experiences with rapid re-housing program entry should include:

* Access to rapid re-housing programs without refusal of services due to criminal background, substance use history, disability, income, or other real or perceived barriers to finding or maintaining stable housing.
* Access to rapid re-housing programs under the assumption that all clients are ready for housing and without withholding financial assistance or services if clients do not meet pre-requisites.

Principle 2: Active Housing Search Assistance

All programs should have dedicated staff whose responsibility is to actively assist tenants with housing search and assertively recruit landlords. Client experiences with housing search assistance should include:

* Housing staff that call landlords, visit properties with clients, and advocate for their clients during the housing search.
* Housing staff that assist clients to overcome barriers to housing by helping them acquire identification, background checks, and other necessary documents.
* Housing staff that assist clients to find housing that they find desirable in neighborhoods in which they want to live.
* Services that do not expect clients to find suitable housing mostly on their own, only providing a list of landlords to call themselves.

Principle 3: Flexible Financial Assistance and Services Package

Financial assistance and services should adjust based on the household’s needs. Programs should provide only the assistance necessary to stabilize in permanent housing. Client experiences with housing financial assistance and services should include:

* Rapid re-housing services that only provide the assistance necessary to help the household quickly move out of homelessness and stabilize in permanent housing. Services and financial assistance should adjust to meet households’ changing needs.
* Rapid re-housing services that regularly evaluate the assistance provided and exit households quickly from assistance if they are stable in housing.
* Rapid re-housing programs that do NOT provide a set number of months of assistance or other restricted, one-size-fits-all, services or financial assistance packages.

Principle 4: Client-Driven Housing Stability Services

Services should focus on helping clients achieve housing stability, be voluntary, and allow the client to choose the services they need. Client experiences with housing stability services should include:

* Services provided by rapid re-housing programs that focus on housing stability. If a client desires other assistance, like long-term mental health treatment, rapid re-housing programs should connect them to mainstream services.
* Voluntary services without additional requirements on clients that are not required for other tenants. Clients should not be exited from the program for not engaging in services.
* Client-driven services chosen by the client based on their own needs and desires.
* Services that are assertive through engagement and provided in tenants’ homes. Case managers should help identify and address challenges that may put a client’s housing at-risk and continue to provide services and motivate clients even when they seem resistant.

**Priority for Effective Street Outreach Programs**

All street outreach programs must follow the [NC BoS CoC’s Street Outreach Written Standards](http://www.ncceh.org/files/9164/).

Street outreach programs should fill gaps in services, serve unsheltered people with high barriers to receiving services and housing, and rapidly connect clients to emergency services and permanent housing.

Principle 1: Filling Gaps

* The LPA should aim to fund street outreach in counties with unsheltered counts or without shelter options.
* Street outreach programs may be funded instead of shelter in a county where the existing shelter has high barriers to access.

Principle 2: Targeting People with High Barriers

* Effective street outreach programs should target people with the most barriers to receiving services.
* Street outreach programs should engage anyone living unsheltered, even if they seem resistant to receiving services.

Principle 3: Rapid Connection to Emergency Services and Permanent Housing

Client experiences with connection to emergency services and permanent housing should include:

* Street outreach services that focus on meeting emergency needs, such as connecting people living unsheltered with physical health, behavioral health, shelter, and other needed services *(this could include community outreach events, visits to places where people experiencing unsheltered homelessness may reside, partnerships with local businesses or public services such as libraries, etc.).*
* Street outreach programs that facilitate rapid connections to permanent housing through coordinated entry.
* Street outreach programs that do not put barriers (such as required services or sobriety requirements) in place before referring and connecting clients to emergency services or permanent housing.

Principle 4: Agency Experience

* Agencies running street outreach programs should have experience working with people living unsheltered, especially people with significant barriers to permanent housing, including people with severe mental illness and substance use disorders.

**Priority for Homelessness Prevention Programs That Reduce Returns to Homelessness and Prevent First Time Experiences with Homelessness**

All homelessness prevention programs must follow the [NC BoS CoC’s Homelessness Prevention Written Standards](http://www.ncceh.org/files/7520/)

LPAs should fund homelessness prevention programs that focus on preventing returns to homelessness and target funding to individuals at the most imminent risk of homelessness. Targeting HP on return prevention ensures people who have previously experienced homelessness are not re-traumatized by experiencing subsequent periods of homelessness. It also helps rapid rehousing and permanent supportive housing programs serve more people by helping agencies feel comfortable exiting households from programs earlier, knowing they can prevent subsequent returns to homelessness, if necessary.

Principle 1: Targeting and Prioritization

* Homeless prevention programs should prioritize funds to prevent returns to homelessness among people previously served by rapid rehousing or permanent supportive housing in the CoC.
* HP programs should only provide prevention funding to people who are at imminent risk of homelessness. Most funding should be used to divert people who would otherwise enter sheltered or unsheltered homelessness that same night, without prevention assistance.
* HP programs should provide prevention funding as a last resort: if someone is not going to be homeless that night, HP programs should provide services and support to attempt to avert that client’s homelessness with other resources before using prevention financial assistance.
* People with other permanent housing options, other income, or other options to resolve their housing crisis should be served with mediation or other services only.
* Clients that do receive financial assistance should receive the minimum assistance necessary to prevent their homelessness.