

## Shelter Program Grant Questions & Answers October 2020, Version 1

Shelter Program Guidelines, Forms and more:

<https://www.commerce.wa.gov/serving-communities/homelessness/office-of-family-and-adult-homelessness/shelter-program-grant/>

### 2.3.1 Reimbursement Rates

**Q1. Is the \$56 per day based on household, person, or bed?**

A1. The rate is based on the bed.

**Q2. How many beds can be vacant for us to receive the full reimbursement?**

A2. Up to 10% of the beds can be vacant in a given month to receive full reimbursement.

Within the first 12 months of operation, shelter programs can request reimbursement (\$56/rate) for empty shelter beds over the 10% vacancy rate if they have an approved exception from Commerce. This will only be granted in rare circumstances.

*Note: The increase from the 5% vacancy rate to the 10% vacancy rate became effective 9/29.*

Example 1

A Shelter Program operates 10 beds, 1 bed could remain empty for an entire month and the grantee can still seek the \$56 per day rate for reimbursement for that bed.

Example 2

If you have five beds available during the month of October, the five beds would have to be filled 90% of the time. This means at least 139 of the 155 days to receive full reimbursement. (31 days in October X 5 beds=155 days; 139/155= 90% filled (10% vacancy)).

**Q3. Beds must be ready for occupancy by December. Does this mean December 1?**

A4. No, by December 31st.

**Q4. What if we cannot have all the beds ready for occupancy by 12/31?**

A5. The grant requires occupancy by 12/31/2020. If a program cannot meet this deadline, they need to submit a request for an exemption. If the delay is because of property acquisition, construction or rehab, submit a timeline and details for future occupancy.

**Q5. Can hotel/motel expenses be billed to Pre Occupancy?**

A5. Hotel/motel costs generally are billed to *Post Occupancy* at the \$56 per day bed rate. Please check with your Grant Manager before billing to Pre Occupancy.

**Q6. We will have some new beds created by December 2020, but want to add more beds eventually. They probably will not be added for another 4-5 years. Can we use this grant for costs associated with creating those?**

A6. No, this is outside of the grant terms and we could only reimburse for the 5 new beds.

#### 2.3.2.1 Back-up Documentation

**Q1. I see we need to submit a Shelter Program Enrollment Report with each invoice. Why?**

A1. The report shows Commerce occupancy data on the beds the grantee is requesting reimbursement for. We will use this to check that bed rates do not exceed \$56 per day.

### 3 Allowable Expenses

**Q1. Can we pay for a full years' worth of hotel rooms to ensure access?**

A1. No, the contract does not allow you to advance funds. Grantees can pay for one 'future month' as long as the cost is accrued during the current month.

#### 5.1.3 Other Facility Types

**Q1. How do we guarantee hotel/motel beds are available each day the program is operational?**

A1. Programs are encouraged to enter into 6-12 month lease agreements or MOUs with hotel/motels.

**Q2. Our provider has a strong relationship with local hotels/motels. We are confident households could get into rooms without entering into a long-term lease or agreement. Would this be allowable?**

A2. No, hotel/motel rooms are not considered guaranteed unless an agreement is in place to secure rooms for program participants.

**Q3. Are seasonal shelter beds allowable?**

A3. No, the grant only funds permanent beds.