Risk Mitigation Funds

3/23/2015 | 2:00 – 3:30pm

Agenda

➤Welcome & Introductions

➤Risk Mitigation Funds Introduction (20 minutes)

➤RMF Guidelines (25 minutes)

➤Q & A (30 minutes)

RMF Introduction

Purpose

- Provide some additional financial assistance to respond to unexpected operating costs to supplement existing strategies/resources

- Support Transitional Housing programs to further reduce screening criteria & increase access for families experiencing homelessness

- A "safety net" – in response to questions & concerns raised by providers

RMF Introduction

Fitting into System Realignment

- Improve access & targeting of resources
- More efficient referral process
- Learning opportunity

RMF Introduction

Additional Background

- Developed by a group of funding partners with provider input
  - ARCH
  - Building Changes
  - City of Kent
  - City of Redmond
  - City of Seattle, HSD
  - City of Seattle, OH
  - King County, DCHS
  - King County Housing Authority
  - Seattle Housing Authority

RMF Introduction

Role of Committee to End Homelessness

- Support implementation

Role of Building Changes

- Funder of RMF (WA Youth & Families Fund, System Innovation Grant)
- Support implementation

Role of Funding Partners

- Support implementation
- Track outcomes

RMF Guidelines

Eligibility

- Transitional Housing programs (or owners of projects with homeless designated units)
- Reduce screening to set of thresholds
- Includes TH projects undertaking realignment

RMF Guidelines

Allowable Expenses (limited to $4000/tenant; hardship waiver process available)

- Physical <u>damages</u> to the unit beyond standard turn cost and/or otherwise covered by security deposit
- <u>Vacancy loss</u> (more than 2 weeks, not to exceed 1 month)
- <u>Legal fees</u> for eviction if mitigation efforts couldn't resolve
- <u>Non-payment of rent</u> (not to exceed 1 month)

*Above & Beyond Typical Costs

RMF Guidelines

3 KEY STEPS

1. Align screening criteria to thresholds to become eligible

2. Complete & submit a RMF Program Application

3. Complete & submit a RMF Request Form when needed

RMF Guidelines

Step 1 – Align screening criteria

Criteria Category	Threshold	Special Requirements (as applicable)
Security Deposit	Transitional Housing Programs: no more than $25 Permanent Housing: income based with a minimum of $25	
Rent	30% of income	
Income Requirement	Programs cannot require income at time of entry	Some programs may require limits on income (below 30% or 40% AMI, for example); Some program types may require households contribute income to rent according to some timeline. Programs can describe this at time of intake.
Screening or Other Fees	None to families	
Children/ Reunification	If no children in the household at time of intake, a plan to be reunified once housed If joint/shared custody, 51% custody	
Evictions	No eligibility requirements	
Credit History and Bankruptcy	No eligibility requirements	

RMF Guidelines

Step 1 – Align screening criteria

Criteria Category	Threshold	Special Requirements (as applicable)
Criminal History	Programs may establish criteria prohibiting tenancy to persons with: • Convictions for meth production • Open warrants • Arson convictions • Sex offense *	*As of 3/23: Agencies have discretion on sex offense threshold but are strongly encouraged to consider nature of offense and how recently/frequently convictions occurred.
Housing Authority Debt	No eligibility requirements	SHA and KCHA require debt to other housing authorities to be paid in full. Both SHA and KCHA allow families to set up payment plans. Refer to SHA/KCHA guidelines and policies for more information.
Private Landlord Debt	No eligibility requirements	
Legal Status	No eligibility requirements	Any federal funds require at least 1 person in the household have legal status. This person can be a minor.
Allowable Household Size	Subject to specific occupancy codes as required by PHA or other jurisdiction	

RMF Guidelines

Step 1 – Align screening criteria

a. Contact Michelle Valdez (michelle.valdez@cehkc.org); note in email that you want to revise criteria for RMF purposes

b. Complete survey link Michelle sends you – once per program

c. Your program inventory will be shared with your funders and RMF Review Committee

RMF Guidelines

Step 2 – Complete RMF Program Application

WFF SYSTEM INNOVATION GRANT - RISK MITIGATION FUNDS
Project Application

This form will be completed by agencies for each program requesting access to Risk Mitigation Funds (RMF). This form must be submitted and approved prior to requesting funds.

Agency Name	Program Name (submit 1 per program if applicable)
Name of Agency Representative	Email & Phone Contact

Risk Mitigation funds will be available for Transitional Housing programs (or owners of projects with homeless designated units) which either:
- Reduce screening criteria to support improved system access, or
- Participate in realignment efforts and reduce screening criteria

Please submit revised screening criteria as follows:
1. To revise screening criteria, please contact CEH staff, michelle.valdez@cehkc.org and note in your email that you wish to revise criteria for Risk Mitigation Fund purposes
2. You will receive a survey link in order to complete a program inventory
3. Once submitted, CEH staff will share your program inventory with the RMF Review Committee and your program funders

☐ Check this box if you have already submitted a program inventory that reflects reduced screening criteria to thresholds outlined in guidelines

RMF Guidelines

Step 2 – Complete RMF Program Application

(Can occur simultaneously w. inventory but need both to approve)

a. Complete one application per applicable program

b. Provide the following:
   - ✓ Copy of W9 (for YWCA, LLP)
   - ✓ Budget actuals for past 2 fiscal years (highlight property damage/related losses incurred)
   - ✓ Copy of insurance policy & any claims for past 2 years
   - ✓ Data on vacancies per quarter and average time units are vacant before filled (on application form)

c. Items will be reviewed by RMF Review Committee

d. Agencies will be notified if/when approved

RMF Guidelines

Step 3 - Complete RMF Request Form

WFF System Innovation Grant - Risk Mitigation Funds

Prior to completing and submitting the following tool to request Risk Mitigation Funds (RMF), your program must have submitted a Project Application and received approval to request RMF. Please contact Triina Tennelo for more information and to request forms should you need to (at triina.tennelo@cehkc.org).

If the above condition has been met, please complete the following application for RMF.

Risk Mitigation Funds Request Form

Agency and Program (Project Name):			Unit #:

Lead Agency Contact (Name):	Contact Phone #:		Contact Email:

Date Tenancy Began:	Date of Move Out:	Monthly Rent:	Security Dep. (if collected):
Click here to enter a date.	Click here to enter a date.	$	$

Actual Costs		Risk Mitigation Request	
Actual Damages:		Actual Damages:	
Vacancy Loss:		Vacancy Loss:	
Eviction-Related Legal Fees:		Eviction-Related Legal Fees:	
Non-Payment of Rent:		Non-Payment of Rent:	
Other:		Other:	
TOTAL ACTUAL COST		TOTAL REQUEST	

RMF Guidelines

Step 3 - Complete RMF Request Form

a. Complete info as directed (1 & 2)

b. Enter actual costs and RMF request

- Encouraged to utilize other resources as you would before

c. Required documentation depending on costs

- Damages (itemized receipts, move-out condition report/photos if available)

- Vacancy loss (copy of lease agreement; record of past rent payments)

- Eviction related legal fees (documentation of fees paid)

- Non-payment of rent (documentation of tenant notices; copy of lease agreement)

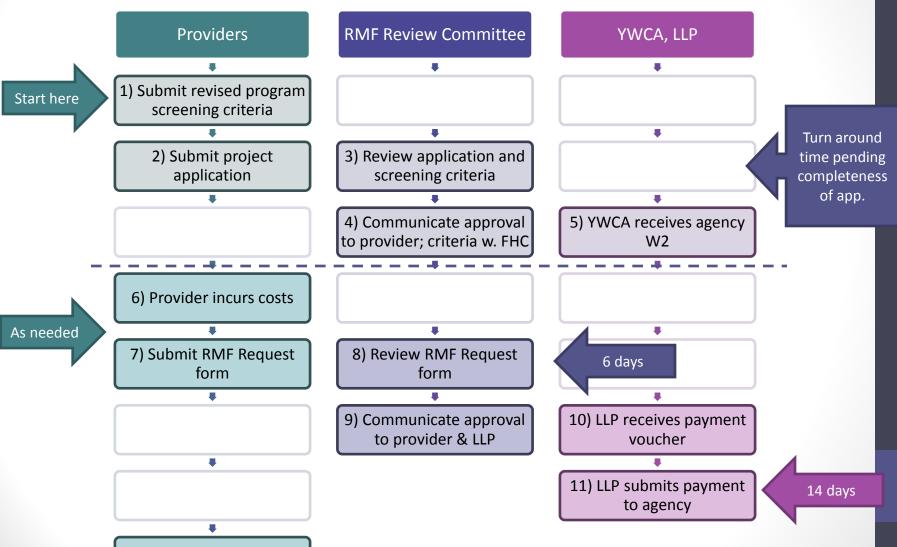# RMF Guidelines

Step 3 - Complete RMF Request Form (cont.)

d. Respond to questions in space provided

- Nature of request
- Efforts to prevent/address/mitigate losses
- Other resources assisting in costs incurred

RMF Guidelines

RMF Determinations

- Workgroup of funders – RMF Review Committee
- If requests align w. guidelines and costs/losses appear reasonable, approval should occur within 6 days
- If additional info is needed and/or a request appears atypical a larger group of funders will be consulted

Once approved, LLP will receive Payment Voucher (pg 3 of RMF Request Form) to begin payment process (14 days)

RMF Guidelines (flow/process)

Providers	RMF Review Committee	YWCA, LLP
1) Submit revised program screening criteria		
2) Submit project application	3) Review application and screening criteria	
	4) Communicate approval to provider; criteria w. FHC	5) YWCA receives agency W2
6) Provider incurs costs		
7) Submit RMF Request form	8) Review RMF Request form	
	9) Communicate approval to provider & LLP	10) LLP receives payment voucher
		11) LLP submits payment to agency
12) Agency receives funds		

Start here

Turn around time pending completeness of app.

As needed

6 days

14 days

Evaluation

LLP:

- Number & frequency of requests
- Amount of each request
- Types of RMF requests

Building Changes/CEH:

- Feedback through Learning Circles/surveys

Questions?