**Department of Workforce Services (DWS), Housing and Community Development (HCD)**

**Homelessness Programs Office (HPO)**

**Homelessness Funding Emergency Request – COVID-19**

**March 17, 2020**

HPO has received multiple inquiries regarding state emergency funding for homeless service providers that could support efforts related to COVID-19. The Local Homeless Coordinating Committees (LHCC) are currently involved in prioritizing FY21 Homelessness Funding requests in alignment with the Utah Strategic Plan on Homelessness. In order to support LHCC efforts in developing a spending plan and aligning local funding, requests for additional FY20 funding may be submitted to HPO by an agency that provides homeless services and should be reviewed with LHCC leadership.

**Process for reviewing and submitting requests for emergency funding requests related to COVID-19:**

1. HPO staff will contact the requesting agency to review current contract budgets and determine if any changes can be made to support efforts; budget changes will be made to FY20 contracts if needed.
2. If it is determined by both the agency and HPO staff that there is a need for additional emergency funding, the agency will provide the following information and proposal for the use of the additional emergency funding to HPO at [homelessnessgrants@utah.gov](mailto:homelessnessgrants@utah.gov):
   1. Describe the impact of COVID-19 on current operations, and what the future impact will be if additional funding is not received.
   2. Describe the need for additional funding; detail must be provided on the Excel budget.
   3. Funding requests must be for the impact on program implementation related to COVID-19. Describe how the agency will ensure additional funding will be utilized for this specific purpose and need only.
   4. Describe how the agency is leveraging existing resources for purposes related to the need for additional funding (e.g., CoC funding flexibility, local health department resources, city and county resources, Community Action programs, religious organizations, etc.). Usage and access to other specific resources made available in response to COVID-19 by local, state, and federal agencies must be addressed.
   5. Describe how the agency has coordinated the local response in relation to this request with the Local Homeless Coordinating Committee.
   6. Submit a budget request on the “HPO Emergency Funding Request - COVID-19” Excel document provided by HPO.
3. DWS, HCD is in the process of determining what support, if any, can be made with available funds and will compile requests for review. HPO will review requests received from the agency with LHCC leadership.