CIP Emergency Fund Policy for Housing and Homeless Services

Purpose
To establish an emergency housing and homeless services fund to assist service providers facing an imminent loss of housing and homeless services for clients. The funds are intended to provide an interim solution only to an urgent problem that was unforeseen by the applicant.

I. Funding the Emergency Fund
The CIP will set aside a minimum of 8% of annual SB 2163 funds to establish an emergency fund account. The CIP may decide to allocate additional funds or funds from other sources to establish the emergency fund. Any funds not allocated by the time award decisions are made for the following year, will be incorporated into the allocation of funds for the following year’s awards.

II. Submitting a Request
Emergency fund activities must be eligible to receive SB 2163 funds. These funds are intended to support affordable housing and homeless services for low-income populations. If the CIP elects to set aside funds from a different funding source (i.e., HHSC or United Way), the funds will be used for an eligible purpose of the fund source.

An agency requesting emergency funds must submit a written request to the CIP that addresses the following:

a. Why the emergency funding is needed, specifically addressing the health and safety consequences of failing to provide the emergency funds.
b. A statement describing how the emergency funds will be used.
c. A budget specifying how the funds will be used.
d. A statement that no alternative sources of funding are available to the agency to address the need.

III. Evaluating a Request
The CIP will evaluate requests for emergency funds based on the following criteria:

1. The agency and activity is eligible for emergency funding, based on the source of the funding provided.
2. Failure to provide emergency funds will either:
   a. Reduce or eliminate an existing service that serves a vulnerable population and reducing or eliminating the service will result in a clear and direct threat to health and safety; or
   b. Address an imminent and clear threat to health and safety that was not known during the time of program application.
3. The requesting agency is in good standing with all current or recent CIP contracts with Thurston County and there is no indication that the emergency is due to poor management or planning practices by the agency.

IV. Decision-Making Process

The CIP Steering Committee will adhere to the following process for receiving and deciding upon funding requests:

1. Requests for emergency funds must be submitted to CIP co-chairs and Thurston County at least 1 week prior to a CIP meeting. The request will be added to the agenda for the upcoming CIP meeting.
2. CIP members will discuss and vote on the request at the first available CIP meeting.
3. Emergency funds awards must be approved by the Thurston County Commissioners. If the emergency fund source is HHSC/United Way funds, the Thurston County Commissioners provide approval for Thurston County to contract with the awarded agency. Contracts will be executed after BoCC approval in a timely fashion.
4. CIP will recommend distribution of funds until all emergency funds are exhausted.
5. Agencies may not receive more than one emergency funding award per year.

Policy approved by the CIP Steering Committee on August 14, 2017

Policy effective date: August 15, 2017