

# **CHHS POLICY FOR FLEXIBLE FUNDING USE FOR HOMEWARD BOUND EFFORTS**

## **Overview**

The Homeward Bound Project (HBP) uses CHG Flexible Funding to help households experiencing homelessness in Spokane relocate to a safe, stable housing destination outside of Spokane. The assistance is only provided when relocation is the most cost-effective and sustainable path to housing stability.

## **When to use Homeward Bound Project**

A provider can use the HBP option if:

1. The household has a verified safe-housing destination (family, friend or other permanent housing destination); and
2. Relocation costs are less than the cost of extended shelter or other services; and
3. No other funding source can cover the expenses; and
4. The household agrees voluntarily to the relocation plan.

## **Allowable Costs**

1. Bus, Train, or Airfare tickets and any costs associated with the travel (luggage, pet fee, etc).

*Unallowable Costs: Rents, deposits, lease fees, pet fees, holding fees, etc.*

*Anything rent related is strictly prohibited.*

## **Documentation Required**

1. Proof of the **permanent** housing destination (letter, lease, or confirmation by the receiving party); and
2. Entry in the housing stability plan showing relocation as the best housing solution; and
3. Record of payment (bus/airline/train receipt); and
4. HMIS entry under SERVICE option in ClientTrack. This SERVICE must be associated with an active enrollment (Shelter, Diversion, Outreach; Coordinated Entry, etc). However, it should **never** be associated with a rental subsidy-based enrollment (RRH or TH). The Service Option dropdown will look like this (you must choose one):
  - a. Homeward Bound-Bus
  - b. Homeward Bound-Train
  - c. Homeward Bound-Airline
  - d. Homeward Bound-Gas Voucher

### **Payment Method**

1. Pay directly to vendors (e.g.: Greyhound, Alaska, Amtrak)
2. Gas vouchers, by way of gift cards, are an allowable method of payment, however, strong internal controls must be verified by the City prior to issuance.

### **Spending Limit**

1. Up to \$1,500 per household unless higher amounts are approved by CHHS Director.

### **Considerations**

- Always tie relocation to their Housing Stability Plan.
- Confirm that the receiving housing is stable and safe before purchasing tickets/gas vouchers. You must maintain this documentation in the client file. A self-attestation will NOT be accepted. We must have written confirmation from the receiving party, as noted above.