

# Homelessness Prevention (HP) for Conferences

## Instructions & Application Process

### Effective 10/1/24

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These revised guidelines and processes were developed by a Diocesan Council subcommittee of Vincentians from the Conference Resources standing committee and staff working side-by-side with the singular goal of supporting Conferences in their efforts to prevent homelessness.

#### **Application Process:**

Conferences can request financial assistance for their neighbors in need by sending the application and documents to [HP@svdpaz.org](mailto:HP@svdpaz.org). (*We are working on a submission portal in the near future; please expect this procedure to change early next year.*)

#### **NEW:**

**There is no limit on the amount requested per application, and no limit on the number of applications per month. The only limitation is the total 6-month conference allocation.**

Please submit all documents with the application. HP cannot start processing the application for approval without all documents. Be sure to include the Neighbor's name in the email subject line.

All forms can be found online at <https://www.stvincentdepaul.net/vincentian-support>

>Conference Resources. There are also links to the documents at the end of this document.

***Please only print these forms as you need them as they are updated from time to time.***

#### **Documents Needed:**

For **All Assistance Requests**, please submit:

- Conference Intake Application Form (fillable form)
- Statement of Eligibility (fillable form)
- Neighbor Assessment Form
- Data Sharing Consent Form
- Neighbor Picture ID

For **Rental Assistance:**

- Lease Agreement – pages that include:
  - Landlord Name
  - Tenant Name
  - Residence Address
  - Lease Term
  - Amount of Rent
  - Landlord and Tenant Signatures

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For **APS, SRP, SW Gas** Assistance:

- Copy of most recent bill
- If SRP: SRP Utility Authorization Form
- If APS or SWG: Utility Release Authorization
- Copy of all Household Income documents for the past 30 days
- Wildfire Approval letter signed by neighbor is required before payment can be made to the Utility – will be provided after application is approved

For all **other Utilities**:

- Copy of most recent bill
- Utility Release Authorization

### Important Notes

- HP uses various grant funds, as they are available, to serve neighbors. If additional documents are required by grants, you may receive a request for additional documents.
- After the application and all documents are received, conferences will be notified of the status of the application within 48-72 hours, depending on volume of requests.
- Rent payments are normally made to the requesting Conference. **If rent payments need to be made directly to the landlord, please include that information on the Notes section of the Intake Application form, including mailing address and how the check should be made out. [NEED TO CHANGE THIS SENTENCE RE: BILL.COM/ACH]**
- Please indicate in the notes how much the conference can co-fund. Please remember whether your conference is in Tier I (25% co-pay suggested) or Tier II (50% co-pay required unless hardship application is filed.)
- Questions? Laurie Sobel, Manager, Homelessness Prevention ([lsobel@sudpaz.org](mailto:lsobel@sudpaz.org))

### Click On Form Titles Below to Open Links:

- [Conference Intake Application Form](#)
- [Data Sharing Consent Form-English & Spanish](#)
- [Neighbor Assessment Form](#)
- [Statement of Eligibility-English & Spanish](#)
- [SRP Utility Authorization Form-English & Spanish](#)
- [Utility Release Authorization Form](#)