

# Homelessness Prevention (HP) for Conferences

## Instructions & Application Process

### Effective 4/1/2025

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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.

#### **NEW:**

- **The new Allocation period is from 4/1/25 through 9/30/25. The new allocation amount is \$19,300 per conference.**
- **There is no limit on the amount requested per application, and no limit on the number of applications per month. The only requirement is not to exceed the 6-month Conference allocation total.**
- **Effective 4/1/25 copays are suggested but not required.**
- **HP allocation funds can only be used for neighbors that live within your Conference boundaries.**
- **Wildfire Utility Assistance will not count towards the 6-month conference allocation and there are no copays for Wildfire Utility Assistance.**
- **If you have not already, please sign up for ACH payments with BILL.com as it will expedite receipt of funds**

Please see [HP FAQ's](#) for additional information.

#### **Application Process:**

Conferences can request financial assistance for their neighbors in need by sending the completed Conference Intake Application Form and required documents to [HP@svdpaz.org](mailto:HP@svdpaz.org).

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

All forms can be found online at <https://www.stvincentdepaul.net/vincentian-support> > **Conference Resources**>**Homelessness Prevention Program** or by using the links below.

We encourage you to use the [Homelessness Prevention Checklist](#) to ensure you have all the required documents.

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

#### **Documents Needed:**

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

- [Homelessness Prevention Conference Intake Application Form](#)
- Homelessness Prevention Statement of Eligibility [ENGLISH](#) or [ESPANOL](#)
- Neighbor Demographic Form – [ENGLISH](#) or [ESPANOL](#)
- Data Research Use and Disclosure Consent Form [ENGLISH](#) or [ESPANOL](#)
- Neighbor Picture ID

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#### For **Rental Assistance**:

Lease Agreement – pages that include:

- Landlord Name
- Tenant Name
- Residence Address
- Lease Term
- Amount of Rent
- Landlord and Tenant Signatures

#### For **Wildfire** assistance (**APS, SRP, SW Gas**):

We will try to qualify the neighbor for the Wildfire Utility grant ([click here for more information on this grant](#)). If the neighbor does not qualify for Wildfire, the Conference will be given the option to use their HP allotment for this assistance.

- Copy of most recent bill
- If for SRP: SRP Utility Authorization Form [ENGLISH](#) or [ESPANOL](#)
- For Utilities other than SRP: Utility Release Authorization Form [ENGLISH](#) or [ESPANOL](#)
- Copy of all Household Income documents for the past 30 days (needed for Wildfire)
- If approved for Wildfire assistance an Approval Letter will be provided and must be signed by the neighbor before payment can be made to the Utility.
  - Note: Wildfire Utility assistance payments will be made by HP directly to the utility company. Non-Wildfire Utility assistance payment will be made to the Conference as a reimbursement.

#### For **other Utilities** (including water, electric, gas and propane):

- Copy of most recent bill
- Utility Release Authorization Form (Non-SRP) [ENGLISH](#) or [ESPANOL](#)

#### **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 made to the requesting Conference as a reimbursement. Please make sure you are signed up for ACH payment with BILL.com as it will expedite receipt of funds.
- Questions? Contact Laurie Sobel, Manager, Homelessness Prevention ([lsobel@svidpaz.org](mailto:lsobel@svidpaz.org))