

CONSOLIDATED HOMELESS GRANT (CHG) ALLOWABLE COSTS CHECKLIST

The King County Consolidated Homeless Grant (CHG) provides resources to assist individuals experiencing homelessness or at imminent risk of becoming homeless to obtain and maintain housing stability pursuant to [RCW 43.185c](#) (Homeless Housing and Assistance). The CHG is funded through two sources: the State General Fund and Document Recording Fee Revenue.

Allowable interventions using CHG Funds include **Temporary Housing, Emergency Shelters, Transitional Housing, Rapid Rehousing, Permanent Supportive Housing, Prevention**, and **Services Only** Interventions (specifically, **Street Outreach**).

CHG Funds are awarded to KCRHA from the **State of Washington Department of Commerce (DOC)**¹ and **King County (KC)** as a pass-through subrecipient. Other King County local funds are governed by the **KC CHG Guidelines**.²

The checklist below ***is not*** a comprehensive list of allowable costs and is intended as a quick reference guide. For a complete list of allowable costs, exceptions, and qualifiers, please refer to the applicable CHG program guideline. Further, while the costs listed below are **allowable**, whether the cost is **eligible for reimbursement** under a Project Service Agreement (PSA) is determined by the detailed budget approved by the KCRHA when the application was submitted. To determine if a project cost is eligible for reimbursement, please refer to the PSA.

ALLOWABLE INTERVENTIONS BY PROGRAM TYPE	
PROGRAM TYPE (INTERVENTION)	ALLOWABLE COST CATEGORIES
RAPID REHOUSING (RRH) Quickly moves households from homelessness into permanent housing by providing housing identification services, financial assistance, case management, and other supportive services.	ADMINISTRATION RENT FACILITY SUPPORT OPERATIONS
TRANSITIONAL HOUSING (TH) Subsidized, facility-based housing is designed to provide long-term temporary housing and to move households experiencing homelessness into permanent housing.	

¹ See DOC-CHG Guidelines (March 2025) and [DOC-CHG Guidelines \(FY 2026-2027\)](#)

² See [KC-CHG Guideline \(February 1, 2025\)](#)

ALLOWABLE INTERVENTIONS BY PROGRAM TYPE	
PROGRAM TYPE (INTERVENTION)	ALLOWABLE COST CATEGORIES
PERMANENT SUPPORTIVE HOUSING (PSH) Subsidized, non-time-limited housing with support services for homeless households that include a household member with a permanent disability.	<u>FACILITY SUPPORT</u> <u>OPERATIONS</u> (includes flexible funding) <u>RENT</u>
HOUSING AND ESSENTIAL NEEDS (HEN)	<u>ADMINISTRATION</u> <u>FACILITY SUPPORT</u> <u>OPERATIONS</u> (includes flexible funding) <u>RENT</u>
PREVENTION³ Helps households who are at risk of homelessness to maintain or obtain stable housing and avoid homelessness. Services include housing-focused case management and temporary rent subsidies.	<u>ADMINISTRATION</u> <u>OPERATIONS</u> (includes flexible funding) <u>RENT</u>
SERVICES ONLY (STREET OUTREACH) Engages people experiencing homelessness who are otherwise not accessing services for the purpose of connecting them with emergency shelter, housing, or other critical services.	<u>ADMINISTRATION</u> <u>RENT</u> <u>FACILITY SUPPORT</u> <u>OPERATIONS</u>

³ Prevention services are the same as the RRH.

ALLOWABLE INTERVENTIONS BY PROGRAM TYPE			
PROGRAM TYPE (INTERVENTION)		ALLOWABLE COST CATEGORIES	
EMERGENCY SHELTERS • Drop-in Shelter / Overnight • Continuous-stay Shelter		<u>ADMINISTRATION</u> <u>FACILITY SUPPORT</u> <u>OPERATIONS</u> (includes flexible funding) <u>RENT</u>	
ALLOWABLE COST BY COST CATEGORY			
ADMINISTRATION	Administrative Costs are costs that benefit the organization as a whole and cannot be attributed to a particular program. Must be supported by <u>actual costs</u> . May include the same types of expenses listed in program operations (such as IT staff and office supplies). However, in the case of program operations such expenses are attributable to a specific program(s). Costs must still meet the guidelines as specified in each funding source section of the CHG, including any budget caps. Must be supported by actual costs. Does not include replacement of operating reserves. Must be charged to grant cost centers by: (1) Direct billing; (2) Shared costs by a cost allocation plan; or (3) Indirectly by use of indirect cost rate (negotiated or 15 percent de minimis rate). DOC: Administrative costs are capped at 15% of the total budget . King County: Administrative costs are capped at 15% of the total budget .		
	ALLOWABLE COSTS	EXCEPTIONS AND/OR QUALIFIERS	
	Executive Director salary and benefits.	Includes full- and part-time permanent, temporary, and intermittent employees.	

		FICA, Pensions & Retirement, Health Care, Industrial Insurance & Medicaid Aid, Dental, Unemployment Compensation, and amounts paid to provide employees with uniforms, clothing or other benefits not classified above, such as disability insurance. <u>Additionally, King County CHG Guidelines Explicitly States:</u> Additional allowable benefits include ORCA cards. The costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity. Benefit must be reasonable and applicable to all employees.
	General organizational insurance.	
	Organizational wide audits.	
	Board expenses.	
	Organization-wide memberships fees & dues.	
	Office supplies and materials used for administrative purposes.	
	Washington State Quality Award (WSQA) expenses. ⁴	

⁴ [R.C.W. 43.06.335](#)

	General agency facilities costs, such as rent, depreciation, expenses and operations, and maintenance.	Does not include mortgage payments. Does not include construction or building rehabilitation, which includes improvements done building-wide or that affect a large portion of the property such as roof replacement, major repairs of building components, or improvements that add value to the building.
FACILITY SUPPORT	Facility support costs are incurred by the agency to provide temporary or permanent housing and supportive housing, such as leasing costs, facility maintenance and upkeep, and other building costs. Facility Support does not include building rehabilitation or capital improvements AND cannot be combined with client rent and rent/utility assistance.	
	ALLOWABLE COSTS	EXCEPTIONS AND/OR QUALIFIERS
Facility Costs	Lease Payments	Lease or rent payment on a building used to provide temporary housing or permanent supportive housing. For Housing and Essential Needs (HEN)⁵ facility support: Lease payments and other facility support are allowable for transitional housing and supportive service housing only.
	Hotel/motel expenses	To provide temporary housing only for less than 90 days when no suitable shelter bed is available.
	Move-in-costs	Includes security deposits, first and last month's rent for permanent housing. <u>Additionally, King County CHG Guidelines Explicitly States:</u> Pet deposits are allowable.

⁵ [Housing and Essential Needs \(HEN\) Referral Program](#)

		Renter's insurance is allowable if paid directly to the insurance company, both move-in and subsequent costs.
	Utilities	Includes gas /propane, phone, electric, internet, water and sewer, and garbage removal.
	Facility Maintenance ⁶	Includes janitorial and cleaning supplies, pest control, fire safety, materials. Includes contract costs associated with third party contracts to perform maintenance services. Does not include building rehabilitation activities or capital improvements.
	Security and janitorial services (Employees).	Includes staff salaries and benefits for security and maintenance staff hired as employees Includes reimbursable mileage for maintenance staff.
	Essential facility equipment and supplies.	Includes common-use toiletries, food served in shelters, bedding, mats, cots, towels, microwave, pet food, and crates etc.
	Expendable transportation costs.	Includes costs directly related to the transportation of eligible households, such as bus tokens and fuel for a shelter van.

⁶ Includes cleaning activities, protective and preventative measures to keep a building, its systems, and its grounds in working order; and replacement of existing appliances or objects that are not fixtures or part of the building. Maintenance activities fix but do not add value to the building. Please see the [Maintenance vs. Rehabilitation Activities Chart](#) for a list of excluded rehabilitation activities.

	On-site and off-site management costs related to the building.	Limited to costs related to managing building(s) used to provide temporary housing or permanent supportive housing.
	Facility-specific insurance and accounting.	Does not include mortgage insurance.
	Costs for securing permanent housing	Includes application fees, background check fees, credit check fees, utility deposits, and costs of urinalysis for drug testing of household members if necessary/required for housing.
	Other expenses as approved in advance by the KCRHA and the Department of Commerce.	
OPERATIONS	Operations costs are directly attributable to a particular program or to the homeless crisis response system.	
	ALLOWABLE COSTS	EXCEPTIONS AND/OR QUALIFIERS
Program Operations	Salaries and benefits for staff costs	Includes, but is not limited to program staff, information technology (IT), human resources (HR), bookkeeping, and accounting staff. Includes full- and part-time permanent, temporary, and intermittent employees. Includes full- and part-time permanent, temporary, and intermittent employees. FICA, Pensions & Retirement, Health Care, Industrial Insurance & Medicaid Aid, Dental, Unemployment Compensation, and amounts paid to provide employees

		with uniforms, clothing or other benefits not classified above, such as disability insurance. <u>Additionally, King County CHG Guidelines Explicitly States:</u> Additional allowable benefits include ORCA cards. The costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity. Benefit must be reasonable and applicable to all employees.
	Office space	Includes utilities associated with office space, phone and internet service.
	Training related to grant management or service delivery.	Includes conference fees, travel, and per diem costs.
	Office equipment up to \$5,000 per two-year period.	May exceed \$5,000 if approved in advance by KCRHA and the Department of Commerce.
Program Expenses		
	Intake and assessment.	Includes costs
	Housing stability services.	<u>Additionally, King County CHG Explicitly States:</u> Includes interpretation services is allowable.
	Housing search and placement services.	<u>Additionally, King County CHG Explicitly States:</u> Includes interpretation services is allowable.

	Outreach services.	
	Optional support services.	
	Mediation and outreach to property owners (landlord incentives).	
	Data collection and entry.	
	General liability and automobile insurance.	
	Other program costs as approved in advance by the KCRHA and Department of Commerce.	
Flexible Funding	Flexible funding is used to provide all eligible households with up to \$5,000 per household. Payments must be made directly to a third party on behalf of the household and noted in the housing stability plan.	
	Renters' insurance	<u>Additionally, King County CHG Guidelines Explicitly States:</u> Renter's insurance is allowable if paid directly to the insurance company, both move-in and subsequent costs. Note: If payment is made to 3rd party landlord, see rent expense.
	Document fees, legal fees, fines incurred as a result of housing crisis	
	Reasonable moving costs such as truck rental, furniture, bedding, kitchen items, and small appliances.	
	Expenses associated with increasing income, such as work shoes or uniforms required for employment, licensing or certification costs for	<u>Additionally, King County CHG Guidelines Explicitly States:</u> Driver's license reinstatement is allowable.

	employment, or hair cut for job interview.	
	Merchant gift cards or vouchers	Merchant gift cards or vouchers must be restricted to specific vendors aligned with eligible expense categories (e.g., grocery stores, pharmacies, transportation, haircuts). Agency must also obtain and retain receipts or other proof of the actual items or services purchased using the gift card. This documentation verifies that the funds were used for allowable and intended purposes. If itemized receipts are not available, a signed attestation form from the client detailing: • Date of use • Vendor name • Description of items/services purchased • Confirmation that the use aligns with eligible expense categories <u>Additionally, King County CHG Guidelines Explicitly States:</u> Other costs not included in other allowable expense categories, which help a household increase housing stability or meet essential household needs.
	New phone purchase	King County CHG only

	Storage Fees	King County CHG only
	Lifesaving or essential needs such as food, baby formula, diapers, childcare seat, clothing, cleaning supplies, toiletries, or care for a service animal.	
	Vehicle costs, such as minor care repairs, registration tabs, care insurance and oil changes when necessary to obtain/maintain permanent housing or obtain/maintain income.	
	Local transportation such as Lyft/Uber if necessary to maintain/increase income (job/job interview) or achieve/maintain housing stability, including viewing housing options, filling out housing application or priority medical/health appointments.	<u>Additionally, King County CHG Guidelines Explicitly States:</u> Transportation pass is allowable.
	Cost of travel to permanent housing.	
	Other expenses as approved in advance by the KCRHA and Department of Commerce.	

	ALLOWABLE COSTS	EXCEPTIONS AND/OR QUALIFIERS
RENT	Monthly rent and any combination of first and last month's rent. Rent may only be paid one month at a time, although rental arrears, pro-rated rent, and last month's rent may be included with the first month's payment.	
Rent Payments	Monthly Rent	<u>DOC CHG:</u> Monthly rent is not time limited. <u>King County CHG:</u> Monthly rent and any combination of first and last month's rent. Rent assistance is limited to 24 months per episode unless a rental assistance hardship request is granted by the funder. Paid one month at a time, but may include rental arrears, pro-rated rent, and last month's rent with first month's payment. Including renter's insurance if paid directly to landlord both move-in and subsequent costs. Rental payments in excess of 24 months per episode must be pre-approved by KCRHA and KC through the Hardship and Exception process (as a hardship).
	Rental arrears and associated late fees. Rental arrears may be paid if the payment enables the household to obtain or maintain permanent housing.	<u>DOC CHG:</u> Arrears are not time limited. <u>King County CHG:</u> Limited to for up to 6 months. <i>Rental arrears of \$2,000 or more requires client file documentation evidencing attempts to negotiate a reduced payment amount and must be pre-approved</i>

		by KCRHA and KC using the <u>Hardship and Exception process</u> (as a hardship).
	Lot rent for RV and manufactured home.	Rental arrears are any missed rent payment currently owed (full or partial), including the current month or past months. Rental arrears for HEN households can be paid for periods the client was not enrolled in HEN.
	Costs of parking spaces when connected to a unit.	
	Utilities that are included in rent.	
	Other fees that are included in rent, including washer/dryer fees and landlord administrative fees.	<u>Additionally, King County CHG Guidelines Explicitly States:</u> Renter's insurance is allowable if paid directly to the insurance company, both move-in and subsequent costs.
	Security deposits for households moving into new units.	Security payments in excess of 2 months' rent must be pre-approved by the KCRHA and Department of Commerce and may not include federal funds. <u>Additionally, King County CHG Guidelines Explicitly States:</u> Pet deposits is allowable.
	Landlord incentives, including reimbursement for damages paid to landlord.	Agency must have written policies and/or procedures explaining what constitutes landlord incentives, how determined, and who reviews and approves.
	Hotel/Motel expenses for households if no suitable shelter bed is available during housing search or when a hotel/motel unit is used as permanent housing.	<u>Additionally, King County CHG Explicitly Guidelines States:</u> Limited to less than 90 days.

	ALLOWABLE COSTS	EXCEPTIONS AND/OR QUALIFIERS
Other Housing Costs	Utility payments, including electric, natural gas, phone, internet, water and sewer, garbage removal.	<u>DOC CHG:</u> Utility-only assistance (including arrears) can be provided when no other utility assistance, such as LIHEAP, is available to prevent a shut-off, and documented using the Utility-Only Assistance Form. <u>King County CHG:</u> Cost of purchasing a new phone if included in the monthly utility bill, however, the cost of the phone would count towards the maximum allowable flexible funds expense for that household. File documentation is required.
	Utility arrears may be paid if the payment enables the household to obtain or maintain permanent housing.	<u>DOC CHG:</u> Arrears are not time limited. <u>King County CHG:</u> Limited to up to 6 months. Electric, natural gas, phone, internet, water and sewer garbage removal.
	Utility deposits for a household moving into a new unit.	<u>Additionally, King County CHG Guidelines Explicitly States:</u> Electric, natural gas, phone, internet, water and sewer garbage removal.

	Application fees, credit check fees, background checks fees, and costs of urinalysis for drug testing if necessary/required for rental housing.	
SPECIAL CIRCUMSTANCES		
Master Lease⁷	Security deposit and monthly rent when agency master-leases a unit and sub-leases property to CHG eligible households under a Rapid Rehousing (RRH) or Permanent Supportive Housing (PSH) program.	<u>Additionally, King County CHG Guidelines Explicitly States:</u> Pet deposits are allowable. Renter's insurance if paid directly to the insurance company, both move-in and subsequent costs.
Temporary Absence	Rent for up to 60 days when household must be temporarily away (i.e., temporary incarceration, hospitalization, or residential treatment) but is expected to return.	Must be documented in client file. <u>Additionally, King County CHG Guidelines Explicitly States:</u> Pet deposits are allowable. Renter's insurance is allowable if paid directly to the insurance company, both move-in and subsequent costs.
Subsidized Housing	Rent/utility assistance for move-in costs (security deposits, first and last month's rent) where household rent is adjusted based on income), including project- or tenant-based housing.	Tax credit units⁸ are not considered subsidized housing. <u>Additionally, King County CHG Guidelines Explicitly States:</u> Pet deposits and fees are allowable.

⁷ Model of affordable houses wherein agency contracts with KCRHA to fully lease ("master lease") a block of affordable housing units from a landlord or housing provider for an extended period of time. Agency then manages the unit block and makes available to tenants otherwise ineligible for rental housing.

⁸ An apartment complex or housing project owned by a landlord who participates in the federal low-income housing tax credit (LIHTC) program.

	Rental arrears or utility arrears assistance.	Renter's insurance is allowable if paid directly to the insurance company, both move-in and subsequent costs. Not Allowed: Utility assistance and first month's rent.
Consumer Debt		<u>King County CHG only:</u> Using funds for clearing non-housing related debt such as Comcast, Sprint, and CenturyLink arrears must be documented in the client file. Justifying that action would directly result in housing stability.
Move outside King County: Rent	<u>King County CHG:</u> Moving costs, first month's rent, and rent for up to 90 days.	<u>King County CHG only:</u> Case-by-Case basis. See KC-CHG Guide for required client file documentation. Rental payments in excess of 90 days must be pre-approved by KCRHA and KC through the Hardship and Exception process (as a hardship).
Move outside King County: Motel/Hotel		<u>King County CHG only:</u> Case-by-case basis. Approval is required in advance by the KCRHA through the Hardship and Exception process (as a hardship).
OTHER INELIGIBLE EXPENSES		
Assistance with first month's rent or ongoing rent/utilities when moving into subsidized housing (e.g., Section 8).		
Cable or satellite TV deposits or services.		

Mortgage assistance or utility assistance for homeowners.

Retailer or merchant gift cards, vouchers, or certificates that can be exchanged for cash or that allow recipient to purchase alcohol or tobacco products.

Additionally, Department of Commerce CHG Explicitly Excludes: Payment of consumer debt.

Additionally, King County CHG Explicitly Excludes: Advocacy work.

Additionally, King County CHG Explicitly Excludes: Replacement of operating reserves or debt service (mortgage or loans related to facilities).