FY 27 AHSP Application Staff Summary Safe Shelter: Staff Support – Administrative Support

16	$1,250	$1.00:$3.90	≤80%	100%
Impacted Households	AHSP Request Per Household	Leverage Ratio AHSP $: Other Non-County $	AMI Target	% Admin Cost

Project Description: Safe Shelter submitted an **Administrative Support** application requesting grant funds in the amount of **$20,000** to support staff costs associated with project coordination, financial management, reporting, and compliance oversight for the Affordable Tiny Home Educational Network of Asheville (ATHENA) Program and the Safe Shelter Construction Grant expansion requests.

AHSP Goal: Support activities that achieve functional zero Homelessness

Summary: Safe Shelter's request ($20,000) is intended to fund portions of the salaries for the team managing Safe Shelter and launching the ATHENA program designed to create deeply affordable housing through community-based collaboration, education, and construction. This includes portions of the salaries for Safe Shelter's Executive Director, Operations Director, Support Specialist, and Administrative Manager. This request will support project management, compliance, and oversight for both Safe Shelter and the ATHENA program. Approximately 60% of this request is intended for administrative support for the Construction Grant, and 40% will support administrative costs for the ATHENA New Start Program. The request will support an overall project budget of $98,490.

Safe Shelter's focus is on those who traditionally fall through the gaps: individuals with disabilities, historically marginalized groups, the justice involved, the homeless and those who need deeply affordable housing that provides comprehensive support to its residents. Safe Shelter estimates people experiencing homelessness will represent 60% of the total served by the project. Similarly, 60% will be residents displaced by Tropical Storm Helene.

Safe Shelter has previously operated under Trinity United Methodist Church and incorporated separately as of October 2025. The applicant has filed to become a 501(c)(3) non-profit as required by the AHSP Guidelines. Any award considered must be conditioned on the applicant securing a non-profit designation.

Finance Department Assessment of Audits and Financial Position: Safe Shelter provided a packet of information that included an independent auditor letter, statements of activity, and bank balances. Based on what was provided, there is insufficient information to determine financial health

Recommendation: Community Development Division staff reviewed the project. For an award to be considered: (1) the applicant, though they have filed to become a 501(c)(3) non-profit as required by the AHSP Guidelines, would need to be secure in that designation; and (2) the applicant would need to provide information or documentation ensuring its financial health beyond May 2026; Assuming these considerations are met, the project generally adheres to the requirements of the FY27 AHSP, appears ready for implementation July 1, 2026, and would be eligible for funding. A full or partial award may be considered. It should be noted that an administrative award may need to be adjusted to reflect decisions on award of AHSP funds for the applicant's other requests for this funding cycle.

PROJECT SUMMARY SHEET	Y/N
Project Description/Narrative	
Clearly affordable housing focused	Y
Aligns with all components of the application	Y
Aligns with all guidelines of the AHSP program	Y
Aligns with the selected strategic goal	Y
Aims to impact at least one Social Determinate of Health	Y
Designed to Serve Households with AMI	
<80%	Y
<50%	Y
<30%	Y
Designed to Serve	
Income qualified general populous eligible for the program	N
Individuals who are age 55 or older	Y
Individuals with a disability	Y
Individuals who are hard to house	Y
Individuals who are homeless or at risk of homelessness	Y
Individuals who are BIPOC	Y
Individuals who are justice involved	Y
Individuals who have vouchers	Y
Individuals who have been affected by Helene	Y
Project Expenses	
Complete	Y
Reasonable	Y
Project Uses	
Complete	Y
Reasonable	Y
Includes leveraging additional investment (non-AHSP funds)	Y
Project Team	
Relevant experience and qualifications to complete the project	Y
Project History	
Indicates success in completing projects in the program category	N
Applicant	
Has timely audits free of qualifications and findings which would adversely indicate ability to manage an AHSP allocation	N
Shows a healthy financial position	N
Is a non-profit applicant	N