



Inez Sprague Memorial Fund

Bank of America, N.A., Trustee

Narragansett Housing

PO Box 388

Narragansett, Rhode Island 02882

401-782-0674



The NHA is responsible for the delivery of the Inez Sprague Fund to assist residents of the Town of Narragansett with basic necessities.

The NHA will utilize funds appropriated to the Inez Sprague Basic Needs Program to assist residents of the Town of Narragansett who may be in want of the necessities or comforts of life such as help with rent or shelter, food assistance, utility bill assistance, or other needs that are basic to the individual and families safety and well-being.

*If the Narragansett family is facing eviction and in need of rental assistance; the eviction will be avoided by intervention counseling and paying the back rent with a plan in place to be able to continue renting the unit for family shelter and housing.

*If the family is struggling to keep the utilities - i.e. electricity, heat - turned on; the financial assistance required to remediate the immediate situation will be negotiated and referral to long term utility assistance and budgeting will be provided.

*A family struggling with food insecurity will be assisted financially with food i.e.- grocery store gift card as well as information to apply for SNAP assistance (federal food assistance program), information about local food pantries they can visit weekly and budgeting educational materials.

*All other basic needs requests will be assessed for assistance to remediate the crisis and services coordinated with any other agencies that may be helpful to the local family.

The process for applicant review will be a layered system in which applications are received by the Basic Needs Fund Coordinator and compiled for review at months end. The Coordinator will screen the applications for verification of residency and proof supporting financial request. The Coordinator will then research to ensure that no other funding source is available to avoid duplication of service and ensure that the family is assisted with their crisis. If no other source is deemed viable the Coordinator will forward all eligible applicants to the Executive Director. The Executive Director will make every effort to assist all applicants in resolving their crisis. If request for funds exceeds available monies every effort will be made to fill in the gaps with other Basic Need Funds. The final determination of award to the applicants will be made by the Executive Director.

Once approved the requests and supporting documents will be returned to the Coordinator for file documentation and then processed by the NHA bookkeeper for accounting of funds.