FY18 CoC Project Consolidation: A Blueprint for Understanding How They Work

In the FY18 CoC Program Competition, grant recipients had the option to consolidate up to four of their eligible renewal projects into one grant. Many recipients took advantage of this option and consolidated their grants. This document provides a simple understanding of how the consolidation process was done, how funds should be drawn, and the expectation for APR reporting.

How grants were consolidated

Upon receiving, reviewing and approving the request for consolidation, HUD consolidated the grants using the following basic rules:

- All projects had to be like project types (e.g. a PSH project could not be consolidated with an RRH project).
- The number of beds and units from all the projects were added together to create the new consolidated grant project.
- HUD used a formula to determine the term of the new consolidated grant that enables the project to remain "whole" in the funding for each project when the operating years of the individual grants were not the same.

Example 1

Grant Number	Grant Type	Operating Start Date	Operating End Date	Units	Beds	CH Dedicated Beds	Award
XX0180L4H021705	PH	4/1/2018	3/31/2019	10	10	10	$126,178
XX0005L5H021703	PH	7/1/2018	6/30/2019	22	13	0	$97,817
XX0170L5H021701	PH	12/1/2018	11/30/2019	6	6	6	$85,826

In this example three PH grants with different start/end dates applied for consolidation.

Using the rules above, the grants were consolidated. XX0180L4H021705 is the "surviving grant" and the target project for the new consolidation. When the consolidation happens, the grants will be rolled into XX0180L4H02**1805.**

HUD calculated that the new consolidated grant will have a 15-month term to have sufficient funds to service the project.

The operating year for XX0180L4H02**1806** will then be 4/1/2019 to 6/30/2020, keeping the same operating start day as the expiring target grant and lasting 15-months.

The new consolidated project XX0180L4H02**1806** will be awarded funding to serve 38 units, 29 beds, of which 16 beds are dedicated for chronically homeless persons.

How funds should be drawn:

Unlike grant consolidations in previous years, the FY18 consolidations allow the expiring grants to use up the full amount of funds allocated to them. Draws should be made on all FY17 grants through the end of their operating year. At the end of the operating year for each project, the FY17 grant is closed. The project then begins to draw funding from the consolidated grant. Example 2 uses the same grant consolidation described above and shows how funding draws work to use up the funds in the FY17 grant and when to draw funds from the new FY18 grant.

Example 2

Expiring Grants	Grant Type	Operating Start Date	Operating End Date	APR Due Date	Date grant changes to draw funds from the new consolidated grant
XX0180L4H021705	PH	4/1/2018	3/31/2019	6/29/2019	4/1/2019
XX0005L5H021703	PH	7/1/2018	6/30/2019	9/28/2019	7/1/2019
XX0170L5H021701	PH	12/1/2018	11/30/2019	2/28/2020	12/1/2019
New Consolidated Grant	Grant Type	Operating Start Date	Operating End Date		
XX0180L4H021806	PH	4/1/2019	6/31/2020	9/28/2020	NEW consolidated grant full operating year (15 months)

How APR Reporting works:

The Annual Performance Report (APR) is required to be submitted to HUD via the **Sage HMIS Reporting Repository** within 90 days of the end of the operating year. Expiring FY17 grants will report on their full operating year for their APR, as they draw funds from those grants through the end of their established operating year. Example 3 uses the same grant consolidation described above and shows how the APR reporting works now.

Example 3

Grant Number	Grant Type	Operating Start Date	Operating End Date	Beds	Units	CH Dedicated Beds	Award $ Reported On:
XX0180L4H021705	PH	4/1/2018	3/31/2019	10	10	10	$126,178
XX0005L5H021703	PH	7/1/2018	6/30/2019	22	13	0	$97,817
XX0170L5H021701	PH	12/1/2018	11/30/2019	6	6	6	$85,826
New Consolidated Grant	Grant Type	Operating Start Date	Operating End Date				
XX0180L4H021806	PH	4/1/2019	6/31/2020	38	29	16	$307,246

HMIS Recommendations:

The following method is recommended, unless an HMIS system has a method for assigning a "grant used" to a specific client for reporting purposes (which is not required under the HMIS Data Standards).

1. Users should continue to record all activity on active and new clients in HMIS in the project where the terminating grant records of the client reside until such time as the project closes.
2. The recipient must generate the APR for each terminating project (those moving into the consolidated new grant) as soon as possible after the operating end date so the client records may be moved. Check the APR carefully for errors/omissions. Once the records are moved in the HMIS the APR will not be able to be regenerated.
3. The project in the HMIS which is associated with the surviving grant (Example 1) becomes the "home project") for the new grant.
4. On the date a terminating grant changes to the new grant (Example 2) all new clients of the terminating grant project should be entered into the new grant "home project". This prevents duplicate clients or enrollments from being created in the HMIS.
5. After the APR for each expiring grant is complete and reviewed the HMIS should move all open records (i.e. stayers who did not yet have an exit date prior to the operating end date of the grant) to the new "home project" in the system. This maintains all client data to remain intact for length of stay, eligibility, time from start to move-in and other critical data.