

# Continuum of Care (CoC) Program: Eligible Components and Costs and the Grant Inventory Worksheet (GIW)

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#### Overview of Today's Presentation

- Defining Eligible Renewals
- Eligible Components
- Eligible Costs for Renewal Projects
- Detailed Guidance on the Grant Inventory Worksheet (GIW)







#### **Defining Eligible Renewals**







#### What is Renewable?

- All projects originally funded under the SHP or S+C program and will expire during calendar year 2013 are eligible for renewal funding under the CoC Program
- All projects must be included on the GIW to be considered in the FY 2012 Competition







## Comparison of the FY 2011 and FY 2012 GIWs

#### **FY 2011**

- CoCs received 2 GIWs
  - 1 for the Supportive Housing Program (SHP) projects
  - 1 for the Shelter Plus Care
     (S+C) Program projects
- GIWs were a supplement to the competition

#### FY 2012

- CoCs will receive 1 GIW
  - Must include all eligible renewing SHP and S+C projects
- CoCs are strongly encouraged to include all eligible projects on the GIW







 CoCs are REQUIRED to work with their project applicants and local HUD CPD Field Office to ensure all eligible projects are listed on the GIW and all information is correct







- Grants that fall under one of the following are eligible to be renewed in FY 2012:
  - Expiration in calendar year 2013 (beginning January 1 and ending December 31)
  - Grants originally awarded in the FY 2006
     Competition and have yet to receive renewal funding







- CoCs are strongly encouraged to read ALL detailed instructions, training modules, and guidance
- There are products available for transitioning current SHP and S+C eligible activities to the CoC Program eligible activities
  - Rental Assistance Worksheet
  - FAQs
  - Checklist







- HUD will send the GIW to the CoC Lead
- The CoC is responsible for reviewing the GIW and working with its grantees to ensure accuracy and completeness
- The CoC will send their GIW to the local HUD CPD Field Office for review and approval







- The HUD CPD Field Office will send the HUD-approved GIW to the CoC
- The CoC must attach the HUD-approved GIW in e-snaps during CoC Registration







#### Review SHP/S+C Project Design

- A S+C or SHP project must review its project design to determine the appropriate <u>component</u> and <u>eligible costs</u> for the GIW
- It is possible that a SHP project applicant may decide not to renew with the same component or eligible costs originally approved by HUD







#### **Eligible Components**







#### **Eligible Components**

- Permanent Housing
- Transitional Housing
- Supportive Services Only
- Homeless Management Information System
- Homelessness Prevention (for High Performing Communities Only)







#### **Eligible Components - PH**

- Permanent Housing (PH) is communitybased housing, the purpose of which is to provide housing without a designated length of stay. It includes:
  - Permanent Supportive Housing (PSH)
  - Rapid Re-Housing (RRH)







#### Eligible Components – PH: PSH

- Permanent Supportive Housing (PSH):
  - Provides long-term housing assistance to homeless individuals with a disability and homeless families in which one adult or child has a disability
  - Supportive services must be designed to meet the needs of the program participants must be made available to program participants





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#### **Eligible Components – PH: PSH**

- PSH projects may request the following budget line items (BLIs) on the GIW:
  - Leasing
  - Rental Assistance
  - Supportive Services
  - Operations
  - HMIS
  - Project Administration







#### Eligible Components – PH: RRH

- Rapid Re-Housing (RRH):
  - Designed to help homeless individuals and families move as quickly as possible into permanent housing and achieve stability in that housing
  - Provides short-and/or medium-term assistance (up to 24 months)
  - The program participants <u>KEEP</u> the housing when the assistance ends





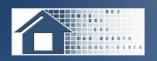


#### Eligible Components – PSH: RRH

- RRH projects may request the following BLIs on the GIW:
  - Rental Assistance
  - Supportive Services
  - HMIS
  - Project Administration







#### Eligible Components – TH

- Transitional Housing (TH):
  - Designed to facilitate the movement of homeless individuals and families to PH
  - Assistance can be provided for up to 24 months
  - Program participants must have a lease or occupancy agreement
  - Program participants must <u>MOVE</u> to other housing when the assistance ends







#### Eligible Components – PH: PSH

- TH projects may request the following BLIs on the GIW:
  - Leasing
  - Rental Assistance
  - Supportive Services
  - Operations
  - HMIS
  - Project Administration





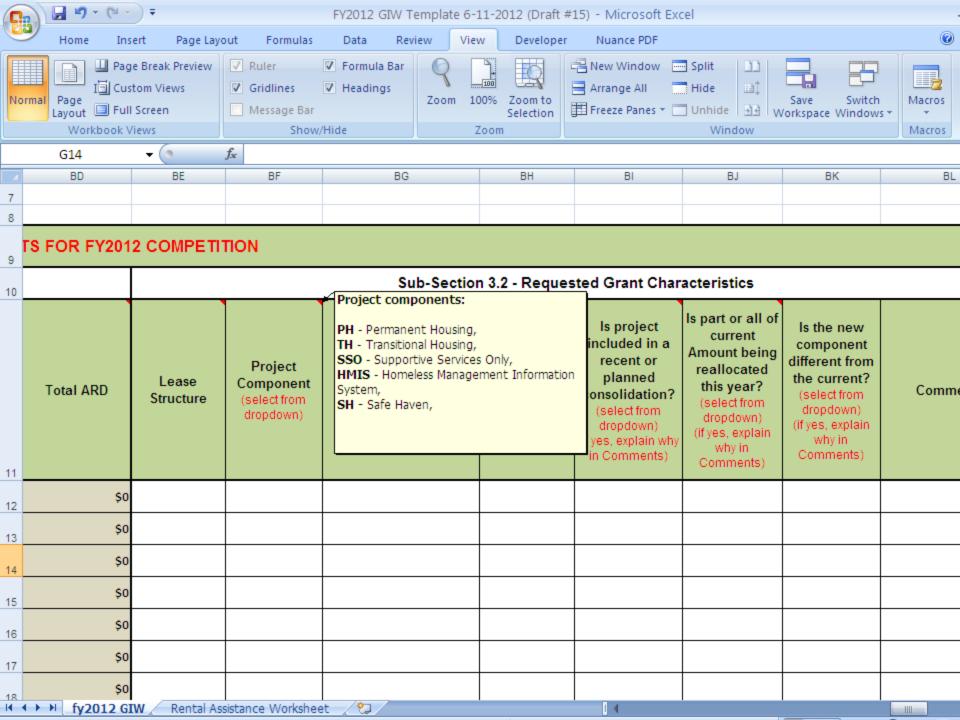


#### Eligible Components – PH: RRH or TH

- On the GIW, select SHP projects will be able to reclassify their project component to more accurately reflect their program design
- Examples include:
  - 1<sup>st</sup> time renewal Safe Haven projects
  - RRH Demonstration projects funded in the FY 2008 Competition
  - Leasing projects that are actually rental assistance projects
  - Transition in Place projects (TH to PH)









#### **Eligible Components - SSO**

- Supportive Service Only (SSO):
  - Provide supportive services to unsheltered and sheltered homeless individuals and families for whom the recipient/subrecipient is NOT providing housing or housing assistance
  - Includes street outreach and centralized/coordinated assessment intake





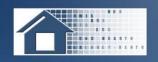


#### **Eligible Components - SSO**

- SSO projects may request the following BLIs on the GIW:
  - Leasing
  - Supportive Services
  - HMIS
  - Project Administration







#### **Eligible Components - HMIS**

- Homeless Management Information System (HMIS):
  - Provides assistance to CoCs to administer and operate the HMIS
  - May only be awarded to the HMIS Lead designated by the CoC







#### **Eligible Components - HMIS**

- HMIS projects may request the following BLIs on the GIW:
  - Leasing
  - Operations
  - HMIS
  - Project Administration







#### **Grandfathered Projects**

- All SHP and S+C projects MAY RENEW under the CoC Program even if the project design would not be eligible for a new grant under the program
- This means:
  - Safe Havens may continue to be funded as Safe Havens
  - PHAs may continue to be applicants for renewal grants



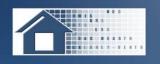




# Eligible Costs for Renewal Projects







#### **Eligible Costs**

The CoC Program has 12 eligible costs, but only the following 6 are eligible for renewal projects:

- 1. Leasing
- 2. Rental

Assistance

3. Supportive Services

4. Operating

Costs

- 5. HMIS
- 6. Project

Administration







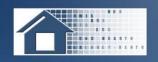
## Eligible Costs: Leasing and Rental Assistance

Leasing funds may be used to lease property, or portions of property, for use in providing housing or to provide supportive services

Rental assistance funds may be used to provide housing. The assistance may be short-term, medium-term, or long-term. It may also be project-based, tenant-based, or sponsor-based





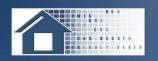


#### **Eligible Costs: Leasing**

- May be used to lease structures or portions of structures
- Rents paid must be reasonable to rents for comparable space in the area
- Program participants must have occupancy agreements or subleases
- Recipient/subrecipient may charge occupancy fees but MAY NOT charge program fees
- Lease is between the recipient and landowner







#### **Eligible Costs: Rental Assistance**

- Must be administered by a State, unit of general purpose local government, or a public housing agency
- The grant amount is based on the number and size of the units requested and the FMR
- Allows recipients/subrecipients to pay for property damages up to one month's rent
- Allows recipients/subrecipients to "hold" a unit for program participants who spend less than 90 days in a publically-funded institution
- Program participants must have a lease with the landowner







#### Eligible Costs: Supportive Services

 Eligible supportive services costs include an annual assessment of service needs; assistance with moving costs; case management; child care; education services; employment assistance and job training; food; housing search and counseling services; legal services; life skills training; mental health services; outpatient health services; outreach services; substance abuse treatment services; transportation; and utility deposits

Any cost not listed above is **NOT** eligible as a supportive services expense!







#### **Eligible Costs: Supportive Services**

- Centralized or Coordinated Assessment System
  - In the FY 2012 Competition, CoCs will be able to reallocate SSO project(s) to create ONE new SSO project dedicated to the creation of a centralized or coordinated assessment system if one does not exist in the CoC's geographic area





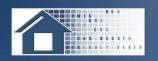


#### Eligible Costs: Operating Costs

- Funds may be used to pay the operating costs of TH and PH in a single structure or individual housing units
- Eligible operating costs include the maintenance and repair of housing; property taxes and insurance; scheduled payments to a reserve for replacement of major systems of the housing; building security; electricity, gas, and water; furniture; and equipment
- Funds may <u>NOT</u> be used for mortgage payments
- Funds may <u>NOT</u> be used for rental assistance and operating costs in the same project







#### Eligible Costs: HMIS Program Costs

- Recipients or subrecipients may use funds to pay the costs of contributing data to the HMIS designated by the CoC, or a comparable database, in compliance with HMIS requirements
- Eligible costs include purchasing or leasing computer hardware, software, licenses, or equipment; obtaining technical support; leasing office space; paying the costs of utilities and high-speed data transmission needed for the HMIS; paying salaries for operating the HMIS; costs of staff travel to attend HUD-sponsored and HUDapproved training in HMIS; and paying participation fees charged by the HMIS lead, as authorized by HUD







## **Eligible Costs: HMIS Lead Costs**

 HMIS Leads may use funds to pay the cost of hosting and maintaining HMIS software or data; backing-up, recovering, or repairing HMIS software or data; upgrading, customizing, and enhancing the HMIS; integrating and warehousing data; administering the HMIS; reporting to providers, the CoC, and HUD; and conducting training in use of the system, including travel to attend HUD-approved training







## Eligible Costs: Project Administration

- Up to 10 percent of any grant awarded may be used for the payment of project administrative costs related to the planning and execution of CoC activities
- Eligible costs include general management, oversight, and coordination; training on CoC program requirements; and environmental review
- The maximum amount available for project administration funds are pre-populated on the GIW







# Detailed Guidance on the Grant Inventory Worksheet (GIW)







## **Grant Inventory Worksheet**

## Sections

- Sub-Section 1
- Sub-Section 2
- Section 1
- Section 2
- Section 3
- Section 4
- Section 5





Field Office:									
CoC Number:									C
CoC Name:									
Collaborative Applic	ant/Lead Age	ency Name:							
Is the lead the same (select from dropdown)	as in FY2011	1?							
		SECTION 1 - GRAN	ITEE AND PRO	JECTI	NFORMAT	ION			
Grantee Name  fy2012 GIW Rental A	EIN ssistance Works	Project Name	Project Number	Grant Term (Years)	Effective Date (mm/dd/yyyy)	Operating Start Date (mm/dd/yyy)	Expiration Date (mm/dd/yyy)	Legacy Program Type	Comme



## **GIW – Sub-Section 1**

- Field Office
- CoC Number
- CoC Name







## **GIW – Sub-Section 2**

- Collaborative Applicant/Lead Agency Name
- Is the lead the same as indicated for the FY 2011 Competition?
  - Yes
  - No





### SECTION 1 - GRANTEE AND PROJECT INFORMATION

No	Grantee Name	EIN	Project Name	Project Number	Grant Term (Years)	Effective Date (mm/dd/yyyy)	Operating Start Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Legacy Program Type	Commen
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	<b>□ □ □ 73%</b>									



## **GIW – Section 1**

- Grantee and Project Information
  - Pre-populated
    - Grantee Name
    - Employer Identification Number (EIN)
    - Project Name
    - Project Number







## **GIW – Section 1**

- Grantee and Project Information (continued)
  - Grant Term in Years
  - Effective Date
  - Operating Start Date
  - Expiration Date
  - Legacy Homeless Assistance Grant Program Type
  - Comments







## **GIW Section 2 – Sub-Section 2.1**

FY 2011 (or current grant) BLIs

- Acquisition \*
- Rehabilitation \*
- New Construction \*
- Leasing
- Rental Assistance

- SupportiveServices
- Operating Costs
- HMIS
- AdministrativeCosts (up to 5%)







## GIW Section 2 – Sub-Section 2.2

- Current Unit Configuration
  - Former S+C Units
  - Pre-populated
  - Number and type of units funded under a recipient's current grant or amended grant agreement





Sub-Section 2.3 - Current Grant Characteristics									
Current Project Component (select from dropdown)	Renewing from Leasing to Rental Assistance? (select from dropdown)	Is this a 2006 Grant? (select from dropdown)	Was this project extended? (select from dropdown)	Is this a first-time renewal? (select from dropdown)	Comments				



## GIW Section 2 - Sub-Section 2.3

- Current Grant Characteristics
  - Current Project Component
  - Renewing from Leasing to Rental Assistance?
  - Is this a FY 2006 grant?
  - Was this project extended?
  - Is this a first-time renewal?





## Sub-Section 3.1 - Requested BLI Amounts and Units Configuration

1BR | 2BR | 3BR | 4BR | 5BR |

Units | Units | Units | Units | Units

0 BR

SRO

Units

**HMIS** 

Maximum

Administratio

n Costs

Allowed

\$0

\$0

\$0

\$0

\$0

Monthly

Renewal

**Amount** 

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\$0

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\$0

**Total ARD** 

**\$**0

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\$0

\$0

**\$**0

\$0

\$0

**\$**0

Administrati

on Costs

Requested

TOTAL

Units

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0

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0

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BR

Units

## SECTION 3 - REQUESTED BUDGET LINE ITEMS (BLIs) AND UNITS FOR FY2012 CO



Leasing

Rental

Assistance

Supportive

Services

Operating

costs

Rental Assistance Worksheet

## fy2012 GIW

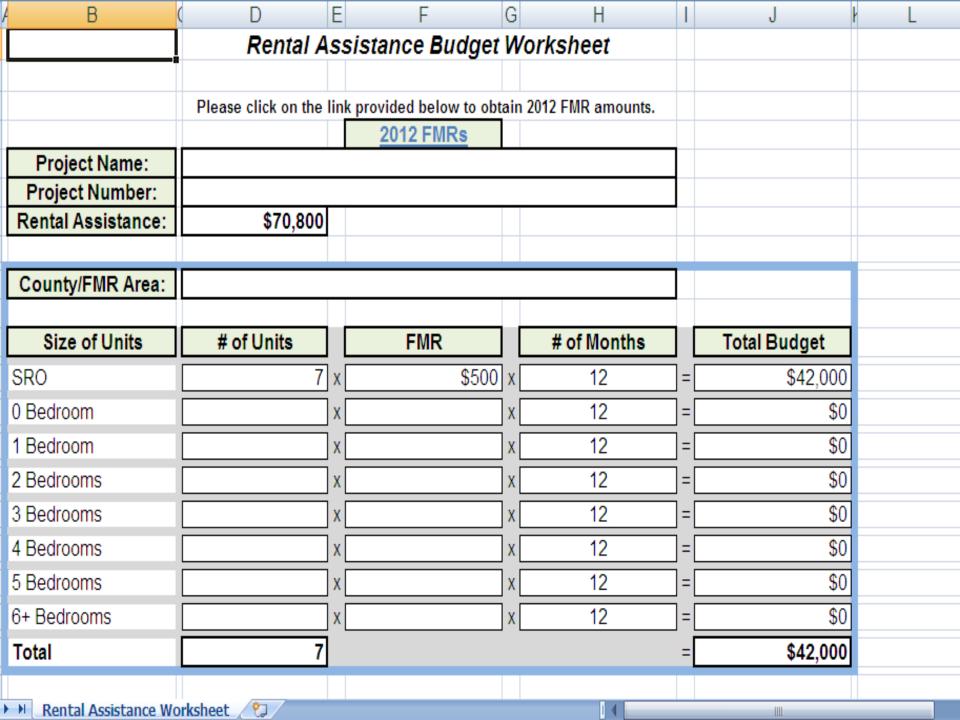


## **GIW Section 3 – Sub-Section 3.1**

- Requested BLI Amounts and Unit Configuration
  - Indicate HEARTH Program Type
    - Leasing
    - Rental Assistance
    - Supportive Services
    - Operating Costs
    - HMIS
  - Number and Unit Designation
  - Rental Assistance Worksheet
  - Administrative Costs Requested
  - Maximum Administration Costs Allowed
  - 1st time renewals may increase the number of units, provided there are leases submitted to the recipient's local HUD CPD Field Office as documentation to support the additional units







	BE	BF	BG	BH	BI	BJ	BK	BL		
0	12 COMPE	TITION								
	Sub-Section 3.2 - Requested Grant Characteristics									
	Lease Structure	Project Component (select from dropdown)	Housing Assistance Type (select from dropdown)	Was a lease provided to the FO for units, structures? (select from dropdown)	Is project included in a recent or planned consolidation? (select from dropdown) (if yes, explain why in Comments)	Is part or all of current Amount being reallocated this year? (select from dropdown) (if yes, explain why in Comments)	component different from the current? (select from dropdown)	Comments		
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2	GIW Rental Assistance Worksheet									



## **GIW Section 3 – Sub-Section 3.2**

## Requested Grant Characteristics

- Lease Structure
- Project Component
- Housing Assistance Type
- Was a lease provided to the HUD CPD Field Office for units, structures?
- Is the project included in a recent or planned consolidation?
- Is part or all of the current amount being reallocated this year?
- Is the new component different from the current?





	Section 5 - SUMMARY OF COC ELIGIBLE FUNDS									
	CoC's Annual Renewal Demand:						\$	0		
	Preliminary Pro Rata Need Amount:									
	Fin	al Pro	Rata I	Veed (						



## **GIW Sections 4&5**

- Section 4 HUD Use Only Not Applicable
- Section 5 HUD Use Only Not Applicable







## **Additional Resources**

- Visit www.hudhre.info to:
  - Download a copy of the CoC Program interim rule
  - Ask a question through the Virtual Help Desk
  - Review additional training materials
- Note: Due to the high volume of questions, please read the CoC Program interim rule and the available training materials prior to submitting your question to the Virtual Help Desk



