



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



GIW - Overview

- 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



GIW - Overview

- 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



GIW - Overview

- 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



GIW - Overview

- 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



GIW - Overview

- 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 component and eligible costs 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 community-based 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



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 KEEP 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 MOVE 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:
 - 1st 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)

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G14

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| 8 | | | | | | | | | |

TS FOR FY2012 COMPETITION

Sub-Section 3.2 - Requested Grant Characteristics

| | Total ARD | Lease Structure | Project Component (select from dropdown) | Project components: PH - Permanent Housing, TH - Transitional Housing, SSO - Supportive Services Only, HMIS - Homeless Management Information System, SH - Safe Haven, | Is project included in a recent or planned consolidation? (select from dropdown) 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) | Is the new component different from the current? (select from dropdown) (if yes, explain why in Comments) | Comments |
|----|-----------|-----------------|---|---|--|--|---|----------|
| 11 | | | | | | | | |
| 12 | \$0 | | | | | | | |
| 13 | \$0 | | | | | | | |
| 14 | \$0 | | | | | | | |
| 15 | \$0 | | | | | | | |
| 16 | \$0 | | | | | | | |
| 17 | \$0 | | | | | | | |
| 18 | \$0 | | | | | | | |



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 **NOT** be used for mortgage payments
- Funds may **NOT** 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 HUD-approved 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: | |
| CoC Name: | |
| Collaborative Applicant/Lead Agency Name: | |
| Is the lead the same as in FY2011? <i>(select from dropdown)</i> | |

SECTION 1 - GRANTEE AND PROJECT INFORMATION

| 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 | Comments |
|--------------|-----|--------------|----------------|-----------------------|--------------------------------|--------------------------------------|---------------------------------|---------------------|----------|
| | | | | | | | | | |



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 | Comments |
|----|--------------|-----|--------------|----------------|-----------------------|--------------------------------|--------------------------------------|---------------------------------|---------------------|----------|
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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
 - Supportive Services
 - Operating Costs
 - HMIS
 - Administrative Costs (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



- 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

| Leasing | Rental Assistance | Supportive Services | Operating costs | HMIS | SRO Units | 0 BR Units | 1 BR Units | 2 BR Units | 3 BR Units | 4 BR Units | 5 BR Units | 6+ BR Units | TOTAL Units | Administrati on Costs Requested | Maximum Administratio n Costs Allowed | Monthly Renewal Amount | Total ARD |
|---------|-------------------|---------------------|-----------------|------|-----------|------------|------------|------------|------------|------------|------------|-------------|-------------|---------------------------------|---------------------------------------|------------------------|-----------|
| | | | | | | | | | | | | | 0 | | \$0 | \$0 | \$0 |
| | | | | | | | | | | | | | 0 | | \$0 | \$0 | \$0 |
| | | | | | | | | | | | | | 0 | | \$0 | \$0 | \$0 |
| | | | | | | | | | | | | | 0 | | \$0 | \$0 | \$0 |
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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

Rental Assistance Budget Worksheet

Please click on the link provided below to obtain 2012 FMR amounts.

[2012 FMRs](#)

Project Name:

Project Number:

Rental Assistance:

\$70,800

County/FMR Area:

Size of Units

of Units

FMR

of Months

Total Budget

| | | | | | | | |
|--------------|----------|---|-------|---|----|---|-----------------|
| SRO | 7 | x | \$500 | x | 12 | = | \$42,000 |
| 0 Bedroom | | x | | x | 12 | = | \$0 |
| 1 Bedroom | | x | | x | 12 | = | \$0 |
| 2 Bedrooms | | x | | x | 12 | = | \$0 |
| 3 Bedrooms | | x | | x | 12 | = | \$0 |
| 4 Bedrooms | | x | | x | 12 | = | \$0 |
| 5 Bedrooms | | x | | x | 12 | = | \$0 |
| 6+ Bedrooms | | x | | x | 12 | = | \$0 |
| Total | 7 | | | | | = | \$42,000 |



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:

Final Pro Rata Need (FPRN) Amount:



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