

CoC and ESG Virtual Binders: Glossary of Terms

10% De Minimis Rate. An indirect cost instrument used by recipients and subrecipients that do not have a federally negotiated indirect cost rate. Using the 10% de minimis rate permits the recipients and subrecipients to recover a portion of their indirect costs.

Acquisition. Cost category that, if eligible, may be used to pay up to 100% of the acquisition cost of real property for the purpose of providing housing (Permanent Supportive Housing or Transitional Housing) or supportive services to individuals and households experiencing homelessness.

Adjusted Annual Income. Used to determine a program participant's rent contribution. Adjusted Annual Income is calculated by subtracting the income adjustments (e.g., childcare deduction, medical expenses, dependent deduction, etc.) from a program participant's total income.

Affirmatively Furthering Fair Housing Final Rule. Requires recipients and subrecipients to take meaningful, proactive actions to affirmatively further fair housing by addressing disparities in housing access and opportunity, and intentionally working to alleviate segregated or disparate living patterns. See [24 CFR 578.93\(c\)](#) of the CoC Interim Rule.

Annual Homeless Assessment Report (AHAR). HUD report to the U.S. Congress that provides nationwide estimates of homelessness, demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons. The report is based on HMIS data about persons who experience homelessness during a 12-month period, point-in-time counts of people experiencing homelessness on a single day in January, and inventory of shelter and housing available in a community.

Annual Renewal Demand (ARD). The sum of the annual renewal amounts of all projects within the CoC eligible to apply for renewal in that fiscal year's competition, before any adjustments to rental assistance, leasing, and operating budget line items based on changes to the FMR.

Approved Costs. Eligible costs (see [24 CFR 578.37-63](#) of the CoC Interim Rule and [24 CFR 576.101-109](#) of the ESG Interim Rule) in the recipient and subrecipient's budget that have been approved by HUD and are reflected in the grant agreement. A recipient and subrecipient may only expend CoC and ESG funds on approved costs.

At Risk of Homelessness. [24 CFR Part 576.2](#) of the ESG Interim Rule and [24 CFR 578.3](#) of the CoC Interim Rule defines At Risk of Homelessness. The definition in the Rule is detailed and should be reviewed for specific details about the definition.

Cash Match. When the recipient or subrecipient contributes cash towards eligible CoC Program costs. All costs paid for with matching funds must be for activities that are eligible under the CoC Program. Sources of cash match may be from any source, including other federal, state, local and private sources, provided that they are not statutorily prohibited to be used as match. (See [24 CFR 578.53\(b\)](#) of the CoC Interim Rule for more information).

Childcare Deduction. A factor used to calculate a program participant's rent contribution. The childcare deduction is one of five deductions that may be included in the rent calculation. The childcare deduction

is determined by totaling the childcare expenses for children under 13, minus reimbursements (e.g., TANF).

Choice Limiting Action. A choice that may have an adverse impact on the environment or limit the choice of reasonable alternatives (e.g., signing a lease agreement, real property acquisition, rehabilitation, repair, demolition, disposition, new construction, etc.).

Chronically Homeless. The final rule for the definition of chronically homeless and recordkeeping requirements were published in the Federal Register on December 4, 2015 with an effective date of January 4, 2016 and CoC Program recipients were required to comply no later than January 15, 2016. Review the [Chronically Homeless Final Rule](#) for details about the definition and the recordkeeping requirements.

Collaborative Applicant. The Collaborative Applicant is the eligible applicant designated by the CoC to collect and submit the CoC Registration, CoC Consolidated Application, and apply for CoC planning funds on behalf of the CoC during the CoC Program Competition. May also apply to HUD to be designated as a Unified Funding Agency (UFA).

Comparable Database. A database used by victim service or legal service providers that allows them to collect and store personal-identifying information that they do not have to enter into HMIS.

Conflict of Interest. Occurs when individuals and/or organizations with specific relationships to a recipient or subrecipient directly or indirectly benefit financially or otherwise by the activities carried out using grant funds. Other examples of conflict of interest include: if a Board member of an applicant organization participates in CoC or ESG decision making awarding of a grant; if a subrecipient or recipient participates in making a rent reasonableness determinations and housing inspections on units that they own; or when the provision or amount of ESG assistance is conditioned on a household's acceptance of emergency shelter or housing owned by the recipient or subrecipient.

Consolidated Annual Performance and Evaluation Report (CAPER). A required annual data report submitted into SAGE by all ESG recipients.

Consolidated Plan. HUD approved plan, developed by states and local jurisdictions per the requirements of [24 CFR part 91](#) to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions.

Consolidated Plan Certification. The standard form, Certification of Consistency with the Consolidated Plan (form HUD-2991), in which a state or local official certifies that the proposed activities or projects are consistent with the jurisdiction's Consolidated Plan and, if the project applicant is a state or unit of local government, that the jurisdiction is following its Consolidated Plan per the requirement of [24 CFR part 91](#).

Continuum of Care (CoC). The group organized to carry out the responsibilities required under [24 CFR part 578](#) and is composed of representatives of organizations, including nonprofit homeless service providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and

formerly homeless veterans, and homeless and formally homeless individuals to the extent these groups are represented within the geographic area and are available to participate.

Centralized or Coordinated Assessment System (Coordinated Entry). A centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. The system covers the geographic area, is easily accessible and should ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

DedicatedPLUS. A CoC-funded PSH project where 100% of the beds are dedicated to serve individuals, households with children and unaccompanied youth that at intake meet one of six additional categories as described in the [HUD FAQ](#).

Dependent. A person who relies on another, especially a family member, for financial support (e.g., persons under 18, a household member that is disabled, a full-time student, etc.).

Developmental Disability. A severe, chronic disability of an individual that: (1) Is attributable to a mental or physical impairment or combination of mental and physical impairments; (2) Is manifested before the individual attains age 22; (3) Is likely to continue indefinitely; and (4) Results in substantial functional limitations in three or more of the following areas of major life activity: (i) Self-care; (ii) Receptive and expressive language; (iii) Learning; (iv) Mobility; (v) Self-direction; (vi) Capacity for independent living; and (viii) Economic self-sufficiency, (ix) Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

Direct Costs. Costs that can be specifically tied to a HUD approved budget or activity relatively easily with a high degree of accuracy (ex: case manager's salary, rental assistance, etc.)

Disability. A person is considered to have a disability if the disability meets all of the following four criteria: 1. is expected to be of long, continuing, or indefinite duration; 2. substantially impedes the individual's ability to live independently; 3. could be improved by the provision of more suitable housing conditions; and 4. is one or more of the following: (a) physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; and/or (b) developmental disability (please review full definition); and/or (c) the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agency for acquired immunodeficiency syndrome.

Disability Assistance Deduction. A factor used to calculate a program participant's rent contribution. The disability assistance deduction is one of five deductions that may be included in the rent calculation. The disability assistance deduction is determined by totaling either the costs of attendant care for a disabled household member provided by a non-household member or an auxiliary apparatus (e.g., wheelchair) that enables a disabled household member or another household member to work and subtracting any reimbursements.

Elderly/Disabled Household Deduction. A factor used to calculate a program participant's rent contribution. The elderly/disabled household deduction is one of five deductions that may be included

in the rent calculation. A program participant is entitled to an elderly/disabled deduction of \$400 if the head of household, their spouse, or co-head of household is: age 62+ and disabled or handicapped.

Eligible Activities/Costs. Costs that recipients and subrecipients are allowed to spend their CoC and ESG Program funds on and expenditures to count as match. Eligible activities and costs may also be referred to as Budget Line Items (BLIs).

eLOCCS. The electronic Line of Credit Control System (eLOCCS) is HUD's primary grant disbursement system, handling disbursements for the majority of HUD programs, including the CoC Program. Grant disbursements are facilitated via the Internet through the eLOCCS system.

Emergency Solutions Grant (ESG). HUD program that provides funding to: (1) improve the number and quality of emergency shelters for homeless individuals and families; (2) help operate these shelters; (3) provide essential social services to shelter residents; and (4) prevent families and individuals from becoming homeless.

Environmental Review. The process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. See [24 CFR 578.31](#) of the CoC Interim Rule and [24 CFR 576.407](#) of the ESG Interim Rule for requirements subject to environmental review by HUD under [24 CFR Part 50](#).

Equal Access Rule. Requires agencies who receive HUD funding to serve program participants, regardless of sexual orientation, gender identity, family composition, or marital status. It requires that all program participants have equal access to HUD's programs, shelters, other buildings and facilities, benefits, services, and accommodations. The Equal Access Rule also set a standard definition of family.

e-snaps. The electronic grants management system used by HUD's Office of Special Needs Assistance Programs (SNAPS). This system supports the CoC Program applications for funding consideration and grant awards process for conditionally awarded projects under the HUD CoC Program.

Fair Housing Act. Federal regulations that protect people from discrimination when they are renting or buying a home, getting a mortgage, seeking housing assistance, or engaging in other housing-related activities. Additional protections apply to federally assisted housing.

Fair Market Rent (FMR). Published annually by HUD to establish estimates of gross rent, taking into account both rent and the cost of necessary utilities (e.g., water and power), excluding option utilities (e.g., cable, internet). FMRs vary depending upon the geographic area in which the housing unit is located.

Final Pro Rata Need (FPRN). The higher of Preliminary Pro Rata Need (PPRN) or a CoC's ARD and is the base for the maximum award amount for projects within the CoC.

Grant Agreement. Outlines the roles and responsibilities for both the recipient and subrecipients. The grant agreement, signed by the recipient, must be executed no later than 45 days from the date when all conditions are satisfied.

Grant Closeout. A process in which HUD determines that all applicable administrative and program requirements of the applicable grant agreement between HUD and the grantee have been completed.

HMIS Lead. The eligible applicant designated by the CoC, in accordance with the CoC Program Interim Rule, to manage the CoC’s HMIS on the CoC’s behalf.

Homeless. On December 5, 2011, The Homeless Emergency Assistance and Rapid Transition to Housing: Defining “Homeless” Final Rule was published in the Federal Register. This rule defines four categories of homelessness and the corresponding recordkeeping requirements. Review the full Homeless Definition Final Rule for details about the definition and record keeping requirements. Note the related Defining Chronically Homeless Final Rule published December 4, 2015 for additional information.

Homeless Data Exchange (HDX). An online data submission tool for reporting to HUD, primarily to allow HUD to create the national-level Annual Homeless Assessment Report (AHAR) to Congress.

Homeless Management Information System (HMIS). A local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each CoC is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.

Homelessness Prevention. A component of ESG assistance where funds are provided to individuals and families who meet the “at risk of homelessness” definition or who meet the criteria in paragraphs (2), (3), or (4) of the “homeless” definition in [24 CFR 576.2](#) and have an annual income below 30% of the median family income as determined by HUD, and lack the resources to obtain permanent housing. See [24 CFR 576.103](#) of the ESG Interim Regulations.

Housing First. A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold).

Housing Inventory Count. An inventory of housing conducted annually during the last ten days of January. The count tallies the number of beds and units available on the night designated for the count by program type, and those dedicated to serve specific sub-populations of persons.

Housing Quality Standards (HQS). The HUD minimum quality standards for tenant-based programs. HQS apply to the building and premises, as well as the unit.

Indirect Costs. Costs that have been incurred for ‘shared’ or ‘joint’ objectives and cannot be readily identified with any particular activity (e.g., office rent, human resource staff, Executive Director, etc.)

Indirect Cost Rate. A percentage (derived from the indirect cost pool/direct cost base) used to distribute indirect costs to all cost centers benefiting from those costs.

In-Kind Match. The value of any real property, equipment, goods, or services contributed to a CoC Program grant that would have been an eligible CoC Program activity if the recipient or subrecipient paid for them directly with CoC Program funds. (See [24 CFR 578.73\(c\)](#) of the CoC Interim Rule for more information).

Joint Transitional Housing and Permanent Housing-Rapid-Re-housing (Joint TH and PH-RRH). Commonly referred to as “TH-RRH”, this combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. Program participants chose the type of housing that best fits their needs that will result in obtaining or maintaining permanent housing.

Leasing. Cost category that, if eligible, approved funds may be used to lease a structure or a portion of a structure that will be used for PSH, TH, or SSO projects. Approved funds under this category may also be used to lease individual housing units for TH or PSH. Leasing funds may not be used to lease units or structures owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership, where the partnership owns the structure, unless HUD authorized an exception for good cause.

Longitudinal Systems Analysis (LSA). Produced from a CoC's HMIS and submitted annually to HUD via the HDX 2.0. The LSA provides HUD and CoCs with critical information about how people experiencing homelessness use their system of care.

Maintenance of Effort. Federal requirement that requires grant recipients and/or subrecipients to maintain a certain level of state/local fiscal effort to be eligible for full participation in federal grant funding.

Match. Cash and/or in-kind resources contributed by the CoC and ESG grant recipient as a condition of receiving CoC or ESG funding. All grant funds must be matched with an amount no less than 25% of the awarded grant (excluding the amount awarded to the leasing budget line item). CoC Program recipients may also use program income as match.

Medical Expenses Deduction. A factor used to calculate a program participant's rent contribution. The medical expenses deduction is one of five deductions that may be included in the rent calculation. The medical expenses deduction is determined by totaling the costs of medical expenses incurred if the head of household, their spouse or the sold household member is at least 62+ years or handicapped or disabled and subtracting any portion of the amount that will be reimbursed.

Memorandum of Understanding (MOU). A written document that must establish unconditional commitment, upon selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

Moving On. A strategy used by recipients and subrecipients to help participants living in PSH "move on" to long-term subsidized housing. Targeted participants are those who may no longer need or want intensive services but still need assistance to maintain their housing.

New Construction. Cost category that, if eligible, may be used to pay up to 100% of the cost of new construction, which can include building a new structure, adding to an existing structure that increases the floor area by more than 100%, or acquiring land associated with the construction.

Occupancy Agreement. A written agreement between a program participant and a recipient/subrecipient who is using leasing dollars to lease a unit from a private landlord for the purposes of providing Transitional Housing to the program participant.

Operating Start Date. Set on a project-by-project basis, the operating year begins is the first day of the month in which the recipient or subrecipients begins incurring eligible costs.

Order of Priority. Established by CoCs for dedicated and prioritized PSH projects to ensure that those persons with the longest histories residing in places not meant for human habitation, in emergency

shelters, and in safe havens and with the most severe service needs are given first priority. See HUD [Notice CPD-16-11](#) for more information.

Period of Performance (formerly Grant Operating Year). The start and end dates recorded within the grant agreement executed between HUD and a recipient. The period of performance is set on a project-by-project basis with the operating start date beginning the first day of the month in which the recipient or subrecipient begins incurring eligible costs once the grant agreement has been executed.

Permanent Supportive Housing (PSH). A CoC program component type providing indefinite leasing or rental assistance combined with supportive services for disabled persons experiencing homelessness so that they may live independently.

Planning Grant. Non-renewable, annual grant awarded to the collaborative applicant to assist the CoC in carrying out its responsibilities that include among other activities: development of strategies for ending homelessness, evaluating project outcomes, submission of the CoC application to HUD and conducting the Point-in-Time Count.

Preferred Order. HUD standards for documenting evidence to determine homeless status and chronically homeless status per the program's eligibility requirements. Recipients and subrecipients must document in the program participant's file that the agency attempted to obtain the documentation in the preferred order.

Program Income. The income received by the recipient or subrecipient directly generated by a grant-supported activity.

Point-in-Time (PIT) Count. An unduplicated count on a single night within the last 10 days of January of the people in a community who are experiencing homelessness including both sheltered and unsheltered populations.

Project Based Rental Assistance (PBRA). A rental assistance model in which a recipient or subrecipient contracts for a particular unit or property and the program participant enters into a lease with the property owner. If the participant moves, the PBRA stays with the unit for the next eligible program participant.

Rapid Re-Housing (RRH). A permanent housing solution emphasizing housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into housing.

Reasonable Accommodation. Changes, exceptions, or adjustments to a program, service, or procedure that allow a person with a disability to have equal enjoyment of the housing program.

Reasonable Modification. Requires owners to allow tenants with disabilities to make reasonable access-related modifications to their private living space and common use spaces at the tenant's expense.

Recipient. An applicant of CoC Program funds that executes a grant agreement with HUD for CoC Program funds. To be eligible to apply for CoC Program funds, an applicant must be a private nonprofit organization, State, local government, or instrumentality of State or local government, Indian Tribes and Tribally Designated Housing Entities (THDEs) (as defined in section 4 of the Native American Housing

Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103), and or a public housing agency as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion.

Rehabilitation. Cost category that, if eligible, may be used to pay up to 100% of the cost to rehabilitate an existing structure that is owned (not leased) by the recipient or subrecipient, and that is used to provide housing (PSH or TH) or supportive services to homeless persons.

Rental Assistance. Cost category that, if eligible may be budgeted under the PH and TH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type.

Rent Reasonableness. Ensures a unit that is supported by grant funds is not more expensive than a similar unit that is not supported by grant funds. It compares the rent of one unit against the rent being charged for similar units in the area, taking into account location, quality, size, type, and age of unit.

Responsible Entities. Units of general state or local government that assume responsibility for the environmental review under [24 CFR Part 58](#). Only a unit of general state or local government with land use authority over the project site(s) may act in that capacity.

Safe Haven. A type of supportive housing designed to serve hard-to-reach homeless persons with severe mental illness who come primarily from the streets and have been unable or unwilling to participate in housing or supportive services. While no longer an eligible new component of the CoC Program, these types of projects continue to be eligible for renewal of leasing, operating, supportive services, rental assistance, HMIS and project administrative costs under [24 CFR 578.33\(d\)\(1\)](#), so long as the project continues to serve the same population and the same number of program participants or units in the same type of housing as identified in their most recently amended grant agreement signed before August 31, 2012.

SAGE. An HMIS reporting repository. HUD requires that all CoC recipients submit their HMIS data into SAGE to meet HUD's Annual Performance Report (APR) requirements.

Site Control. Proof the recipient must provide to HUD that they have control of the assisted site within 12 months of the award if the funds are to be used for acquisition, rehabilitation, or new construction. Acceptable documentation is a deed, lease, or purchase agreement.

Sponsor Based Rental Assistance (SBRA). A rental assistance model in which a sponsor agency rents units in the private market and then sublets the units to program participants. A lease is maintained between the sponsor agency and the property owner and sublease is maintained between the sponsor agency and program participant.

Stella. A strategy and analysis tool that helps CoCs understand how their system is performing and model an optimized system that fully addresses homelessness in their area.

Street Outreach. Essential services related to reaching out to all unsheltered individuals and families experiencing homelessness with the CoC's geographic area, including those least likely to request assistance. Services include connection to emergency shelter, housing, critical/crisis services, and urgent, non-facility-based care.

Subrecipient. A private nonprofit organization, State or local government, or instrumentality of a State or local government, Indian Tribes and Tribally Designated Housing Entities (THDEs) (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103), and or a public housing agency as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion that receives a subgrant from a recipient to carry out all or part of a CoC Program project.

Supportive Services Only (SSO). A CoC program component type that allows recipients and subrecipients to provide supportive services to homeless individuals and families not residing in housing operated by the recipient or subrecipient.

Tenant Based Rental Assistance (TBRA). A rental assistance model in which program participants locate housing in the private rental market and enter into a lease with the property owner.

Termination of Assistance. When the provision of CoC or ESG assistance to a program participant ends due to a violation of program requirements or condition of occupancy. It does not bar a recipient or subrecipient from providing further assistance to the same program participant at a later date.

Threshold Requirements. The minimum conditions (e.g., persons served for housing type selected, participation in Coordinated Entry, no substantial unresolved monitoring findings or OIG audit findings) that a CoC applicant must meet in order to receive CoC Program funds.

Transitional Housing (TH). Designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing.

Unified Funding Agency (UFA). A Collaborative Applicant selected by the CoC (and approved by HUD) to apply for, receive, and distribute funding for all projects in the CoC under a single entity. A UFA is the sole recipient for CoC funds.

Use Restriction. A term of commitment whereby all recipients and subrecipients receiving grant funds for acquisition, rehabilitation, or new construction must operate the housing or provide supportive services for at least 15 years from the date of initial occupancy or date of initial service provision.

Utility Allowance. When utilities are not included in the rent but are the responsibility of the resident, a utility allowance for reasonable utility consumption is subtracted from the rent.

Utility Reimbursement. If a program participant is responsible for utilities, a utility reimbursement is provided when their reasonable monthly utility consumption exceeds their rent contribution or maximum occupancy charge amount. See HUD [CPD Notice 17-11](#) for more details.

Violence Against Women Act (VAWA). Creates and supports comprehensive, cost-effective responses to the pervasive crimes of domestic violence, sexual assault, dating violence, and stalking.

Written Standards. Written guidelines required for CoC and ESG recipients that establish standards for administering assistance that reflect local program design and need. The written standards must include policies and procedures for evaluating eligibility and determining and prioritizing which individuals and families will receive assistance.