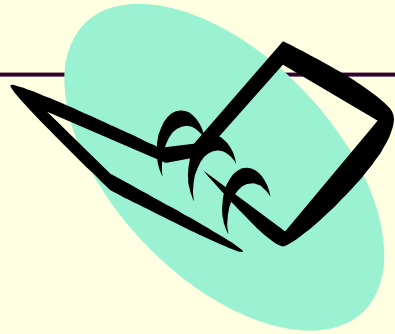


SHP Binder & Start-up Training

The Partnership Center, Ltd.
Michelle Budzek

mbudzek@partnershipcenter.net
www.partnershipcenter.net



Part 1

Understanding the Supportive Housing Program

SHP GOALS

1. Achieve residential stability (obtain or maintain permanent **housing**);
2. Increase their skill levels and/or **incomes**;
3. Obtain greater **self-determination**

Objectives

“the observable & measurable steps toward completion of the goal”

#1 - Housing – search, visit, pay deposit, get key, move in, etc.

#2 - Income – apply for benefits, job training, job retention, etc.

#3 – Self-determination – get well, get connected, take control, etc.

OUTCOMES:

Goal 1 - Obtain/maintain housing

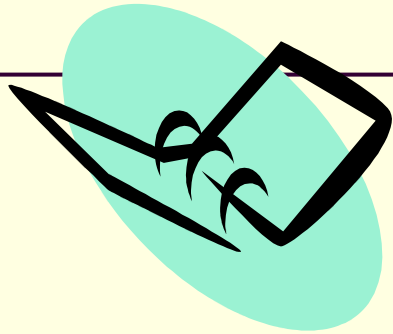
- ✓ The # moving from transitional to permanent housing = 60%
- ✓ The # remaining in permanent housing for at least 6 months = 70%

References: Housing History & Housing Check List

OUTCOMES

Goal #2 Increasing skills & INCOME

- ✓ 10% increase in employment
(18% of CoC population employed)
- ✓ Increase in benefits assistance



Part 2

Grant Process

Grant Binder

1. Grant Application
 - a. Exhibit 1
 - b. Exhibit 2 OR 2R
2. Technical Submission
3. Contract
4. Annual Progress Report
5. Resources

(keep old binders as you renew)

Notes - construction/renovation

- ❖ Site control must be documented within one year of conditional selection.
- ❖ Environmental reviews are required prior to contracting.
- ❖ Historic reviews are required prior to contracting.
- ❖ Deed restrictions (20 years) are required.
- ❖ Construction activities must begin within 18 months of award notification, completed within 36 months.

CoC – Match Math



DO THE MATH --- CHECK YOUR WORK

Services Match

Cost	Services #1	Services #2
5 FTE CM	100,000	
1 FTE CM		28,000
Food		14,000
Total	100,000	42,000
SHP Request	80,000	33,600
MATCH	20,000	8,400



Match = 80% of the Total supportive services budget

Total budget * 80% = SHP Request

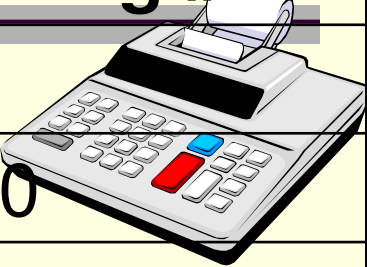
Budget-SHP = Match

Required match then is 25% of the SHP services amount

(80,000 * 25% = 20,000 42,000 * 25% = 8,400)

Operating Match

Cost	Operating #1	Operating #2
1 FTE Maint.	30,000	
Utilities	50,000	15,000
Food	20,000	5,000
Total	100,000	20,000
SHP Request	75,000	15,000
MATCH	25,000	5,000



Match = 75% of the Total operating services budget

Total budget * 75% = SHP Request

Budget-SHP = Match

Required match then is about 33% of the SHP operating amount ($75,000 * 33\% = 24,750$)

Calculating Admin.



SHP Supportive Services	40,000
SHP Operating	100,000
SHP Total	140,000
Administration 5%	7,000
Total SHP Request	147,000

If you know your total request from SHP (calculating forward) SHP Total * 5% = Admin 5%

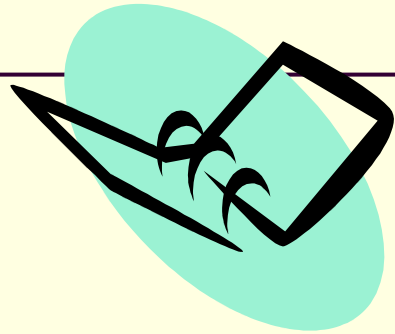
If you only know the amount the community gave you for your project and you want to find out your admin allowance (calculating backwards)

Total SHP Request / 1.05 = SHP Total

Leverage

- ❖ Leveraging is source or provider funding (cash and in-kind) that are not parts of the operating or services budget of the requested grant funds but will provide support for the program; AND
- ❖ Leveraging is the CASH value of the Match requirements.





Part 3

Client Files

Homeless (McKinney/Vento)

- ❖ In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street).
- ❖ In an emergency shelter.
- ❖ In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters.
- ❖ In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution.
- ❖ Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.
- ❖ Is being discharged within a week from an institution, such as a mental health or substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified (i.e. no discharge plan) and the person lacks the resources and support networks needed to obtain housing.
- ❖ Is fleeing a domestic violence housing situation.

Notes:

- ❖ Homeless does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.
- ❖ If a person most recently spent less than 30 days in a jail or institution, he/she qualifies and should be identified as coming from the place of homelessness prior to jail (i.e. streets or shelters).
- ❖ Homeless does not include those who are doubled-up or living in over-crowded situations.
- ❖ For persons coming from an institution of long term duration, documentation must include the income of the participant and what efforts were made to obtain housing and why, without the SHP assistance, the participant would be living on the street or in an emergency shelter.

Definition of Chronic Homelessness

A chronically homeless person is an **unaccompanied individual** who is sleeping on the streets or in a shelter and has been homeless for **longer than a year or more than four times in three years** and has a **disabling condition**.



Goal stated in 2005

NOFA: 50% reduction by 2008

CHIP vs.

Chronic Homeless

Documenting Homelessness



- ✓ Outreach workers – certify
 - ✓ Status of homeless living condition is documented in VESTA in the current living situation field
 - ✓ Documentation is maintained in either encounter notes or client file case notes.
 - ✓ Certification lasts 90 days, may be extended by outreach worker.
- ✓ A special “Street Pops” outreach program exists for the outreach workers to certify homeless persons who are not appropriate for their program.

Documenting Homelessness



- ✓ Emergency Shelter – intake into the shelter certifies homelessness. (Certification lasts from intake to exit, expires 2 days after exit; certification for DIC lasts 30 days from last scan card use).
- ✓ No documentation is required to enter shelter.
- ✓ Shelter SSO programs who have SHP funds do not have to have Homeless Certifications printed on clients in their files.

Documenting Homelessness



- ✓ Transitional Housing – intake into TH continues a homeless certification (Certification lasts from Intake through exit, expires 2 days after exit).
- ✓ Prior homeless certification is required to enter TH.
- ✓ TH intake certification through VESTA is to come from emergency shelter or outreach! Persons do not move from TH to TH.
- ✓ Homeless certification **MUST** be in files
- ✓ If client is coming from outside our CoC – complete written documentation is required to be contained within the file on agency letterhead signed and dated following all HUD regulations.

Documenting Homelessness



- ✓ Supportive Permanent Housing (SHP/SPC) – intake into PH continues a homeless certification for 2 years.
- ✓ Prior homeless certification is required to enter PH.
- ✓ PH intake certification through VESTA is to come from outreach, emergency shelter or transitional housing.
- ✓ Homeless certification **MUST** be in files
- ✓ If client is coming from outside our CoC – complete written documentation is required to be contained within the file on agency letterhead signed and dated following all HUD regulations.

Documenting Homelessness



Evicted from a private dwelling

1. Evidence of the formal eviction proceedings dated within the week before receiving SHP assistance. **OR**
2. If the person's family is evicting him/her, a statement describing the reason for eviction should be signed by the family member and dated. **OR**
3. In other cases where there is no formal eviction process, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control. In those instances, the grantee must obtain a signed and dated statement from the participant describing the situation. The grantee must make efforts to confirm that these circumstances are true and have written verification describing the efforts and attesting to their validity. The verification should be signed and dated. **AND**
4. The grantee must also have information on the income of the participant and what efforts were made to obtain housing and why, without the SHP assistance, the participant would be living on the street or in an emergency shelter.

Documenting Homelessness



Persons from a short-term stay (up to 30 consecutive days) in an institution

- Required Documentation
 - Written verification from the institution's staff that the participant has been residing in the institution for 30 days or less. The verification should be signed and dated. **AND**
 - Written verification that the participant was residing on the street or in an emergency shelter prior to the short-term stay in the institution.

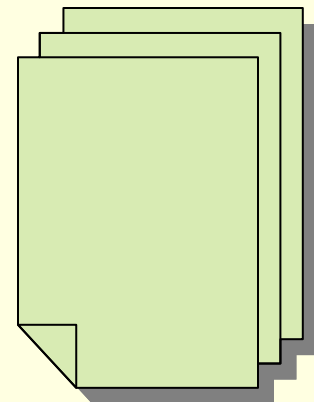
Definition of Disability

In the SHP statute, the PHPWD component is for assisting a homeless person with a disability who has at least one of the following characteristics:

- ❖ “Considered disabled under Section 223 of the Social Security Act;
- ❖ Determined to have a physical, mental, or emotional impairment of long-continued duration, impeding the ability to live independently, and of a nature that could be improved by more suitable housing;
- ❖ Having a developmental disability;
- ❖ Having AIDS or conditions arising for its etiological effects.”
- ❖ Substance Abuse may be considered a disability.

Documenting Disability

The Permanent Housing for Persons with Disabilities component may only accept homeless persons with a disability. The grantee must have written verification from a qualified source that the person has a disability.



Verification of Income

- ❖ In projects where rent will be collected, residents' income must be reviewed to determine the correct rent payment.
- ❖ If you charge rent you are required to have documentation of income in the client's file.

Charging Rent

Charging residents rent is optional under SHP. However, if a grantee chooses to charge rent, it may not exceed the highest of

- ❖ 30 percent of the family's monthly adjusted income
- ❖ 10 percent of the family's monthly gross income

Calculating Rent

- The Supportive Housing Program (SHP) allows grantees to charge participants rent under specific guidelines. At the grantee's discretion, rent may be charged but may not exceed certain specified amounts which are outlined in **24 CFR 583.315**.
- Google **24 CFR 583.315** or in part K of the Desk Guide
<http://www.hud.gov/offices/cpd/homeless/library/shp/shpdeskguide/index.cfm>
- Excel Worksheet to calculate rent is found at
<http://www.hud.gov/offices/cpd/homeless/programs/shp/Rent.xls>

Rent Re-calculation

- ❖ Rent must be reexamined at least annually.
- ❖ If there is a change in family composition (e.g., birth of a child) or a decrease in the resident's income during the year, an interim reexamination may be requested by the resident and the resident rent may be adjusted accordingly.
- ❖ Residents who receive an increase in income need not have their rent increased until the next scheduled annual reexamination.

Habitability Standards

Each recipient of HUD funding must ensure compliance with all state and local housing codes, licensing requirements and any other standards regarding the condition of a structure and the operation of the housing and/or services. Specifically, each project sponsor must adhere to proper standards regarding accessibility, sanitation, security, illumination, electricity, and fire safety.

Housing Quality Inspection Form

To find HUD forms go to

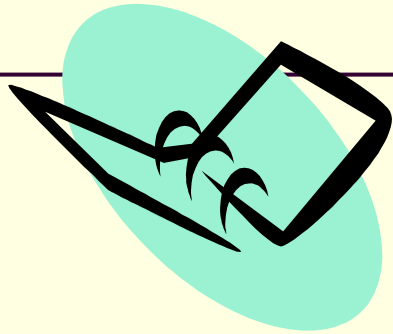
<http://www.hudclips.org/cgi/index.cgi>

Search form title for HQS

Form includes a check box review for the: living room, kitchen, bath, other rooms used for living and halls, secondary rooms not used for living, heating/plumbing, and general health and safety.

Documentation of supportive services

- ❖ Documentation that the supportive services provided are consistent with the services proposed in the application.
- ❖ Programs that are to provide case management should have case plans that show at a minimum progress on income, housing and special needs.



Part 4

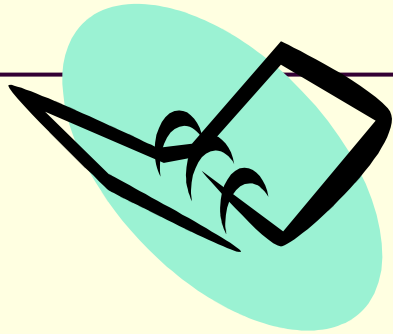
Odds & Ends

Homeless Participation

“Participation of homeless individuals: The Secretary shall, by regulation, require each recipient to provide for the participation of not less than 1 homeless individual or former homeless individual on the board of directors or other equivalent policymaking entity of the recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. The Secretary may grant waivers to applicants unable to meet the requirement under the preceding sentence if the applicant agrees to otherwise consult with homeless or formerly homeless individuals in considering and making such policies and decisions.” *42 U.S.C. 11386 (g)*

Check your policies.....

- ❖ Written termination policy that recognizes a due process if you pay rent?
- ❖ Confidentiality procedures.
Compliance with VESTA confidentiality notices.
- ❖ Written procedures for the management of your SHP program.
- ❖ Written accounting policies/procedures that conform to A-133 standards.



Part 5

Financial Requirements

**Documentation
Requirements**

Financial Requirements

- ❖ Eligibility of project expenses
- ❖ Adequate internal controls – Fund Accounting
- ❖ Timely use of cash from the SHP grant
- ❖ Compliance with procurement standards
- ❖ Compliance with audit requirements

24CFR Part 84

OMB A-122 (cost principles)

OMB A-133 (audit requirements)



Maintenance of Effort

You cannot replace funds you have been using to provide a current service/activity/housing with HUD funds.



Financial Tips

- ❖ SHP funds may not sit in your bank account for more than 3 days. Drawing after payment is made is the best way to avoid this issue.
- ❖ Interest income is not allowed. If your funds are in an interest bearing account and you do not make reimbursed-only draws, contact your field rep or field financial rep for information on interest repayment.
- ❖ Time sheets are required....especially for workers whose time is split between an SHP program and other programs.

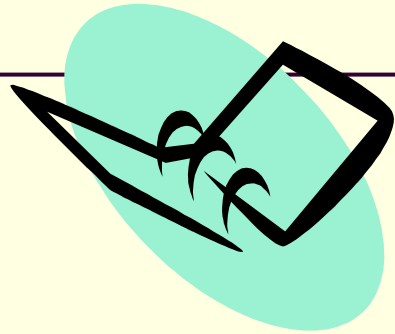
Financial Tips

- ❖ For each LOCCS draw there should be a corresponding HUD Form 27053 completed and filed in your files.
- ❖ For each Form 27053 you should have documentation of what that draw was for. Draw documentation could be in the form of cost accounting records; excel spread sheet records; photo copies of invoices/expense documents, etc.

LOCCS



- ❖ LOCCS is tied to your tax id number not your grant number.
- ❖ If you are a renewal program, you use the same user ID and password that you have been using.
- ❖ Each grant comes with a new 10 digit VRS number. Use that number to draw on your new grant.



Part 6

Annual Progress Reporting

Annual Progress Report

- ❖ Timely reporting is critical – the APR is due within 90 days of the end of your program year. [Program year is established through the operating start date in LOCCS]
- ❖ If the APR has not been submitted after 110 days, an "edit" in the LOCCS system will not allow the grantee to draw funds. The Field Offices remove the "edits" in the LOCCS system when the APR arrives and is approved.

APR MUSTS!!!

- ❖ The current & correct grant number must be used on your APR.
- ❖ Your APR is reviewed by field office staff and is compared to your grant application. You are expected to serve the number of persons identified in your grant application.
- ❖ The numbers in your APR must add up.

Focus on Income/Housing

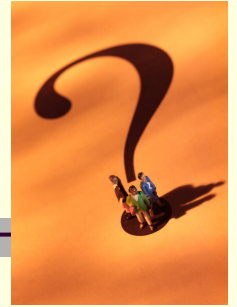
A new Performance Measurement Section was added to the scoring process in 2004. In 2005 the criteria was identified as follows:

- ❖ PH = How many residents stayed longer than 6 months? [Goal - The percentage of formerly homeless individuals who remain housed in HUD permanent housing projects for at least 6 months will be 70%]

Focus on Income/Housing

- TH & SSO – How many persons obtained permanent housing? [Goal - The percentage of homeless persons who have moved from HUD transitional housing to a form of permanent housing will be 60%]
- All programs – Income [Goal - The employment rate of persons exiting HUD homeless assistance projects will be 10% greater than the employment rate of those entering.]

Q&A



Prepared by
The Partnership Center, Ltd.
2260 Park Avenue, Suite 402
Cincinnati, OH 45206
Phone: 513-891-4016
www.partnershipcenter.net

Funded by
U.S. Dept. of Housing & Urban Development
SHP:TA Grant Funding