

Balance of State Continuum of Care SuperNOFA

Summary

The Supportive Housing Program (SHP) is a federal grant program authorized by the McKinney-Vento Homeless Assistance Act of 1987. It is designed, as part of the Continuum of Care strategy, to promote the development of housing and supportive services to assist homeless persons in the transition from streets and shelters to permanent housing and maximum self-sufficiency.

The grants go to nonprofit organizations, local and State governments, and other governmental entities. They, in turn, give assistance using SHP funds to help homeless persons meet three overall goals: achieve residential stability, increase their skills and/or incomes, and obtain greater self-determination.

This federal grant assistance program is administered by HUD's Special Needs Assistance Programs Office. Grants under SHP are awarded through a national competition held annually.

SHP can provide funding for outreach and assessment, transitional housing, permanent housing for persons with disabilities, safe havens, and supportive services to homeless persons in non-housing settings.

SHP Program Goal:

The purpose of SHP is to assist homeless persons in the transition from homelessness, and to enable them to live as independently as possible. To that end, the program has three overall goals.

Three Basic Goals

HUD has established three basic goals for each SHP project. These are incorporated in the project's design as shown in the application and reported on each year in the APR.

1. The first goal of the SHP program is to help program participants obtain and remain in permanent housing.
2. The second goal is helping the participants increase skills and/or income. Meeting this goal will allow the participants to secure an income to live as independently as possible.
3. And finally, help the participants achieve greater self-determination. The condition of homelessness itself can be damaging to one's self-determination; achieving a greater sense of self-determination enables the participant to gain needed confidence to make the transition out of homelessness.

CoC Funding Cycle

Step 1- HUD issues the SuperNOFA around April

Step 2 – DTA and DHCD jointly submit grant before deadline (usually 90 days, but last year it was only 70 days)

Step 3 – Notices of conditional awards are made available usually the week of Christmas (this year they were late in the posting and notice wasn't sent until January 22nd).

Step 4 – Technical Submission packets are sent to Sandy Osgood by May for each funded project. The technical submission is sent to the vendor/agency representative to be completed.

Step 5 – Technical Submission packets are returned to Sandy Osgood for review and approval and then submitted to HUD.

Step 6 – Once HUD approves the technical submission, a grant agreement is put together and sent to John Wagner for signature. Carin Kale is the signatory authority for this.

Step 7 – Once grant agreement is signed, a voice response number is generated and funds can be drawn down from HUD (reimbursement).

Please note that the funded projects have different start and end dates, however, all are now for one year, with the exception of the new permanent housing projects (2 or 3 years).

What Does SHP Fund?

SHP funding is generally available to support seven activities in supportive housing projects:

- √ **Acquisition and Rehabilitation**
- √ **New Construction**
- √ **Leasing**
- √ **Supportive Services**
- √ **Operations**
- √ **Administrative Costs**

Administrative Costs

Up to five percent of any grant awarded under SHP may be used for the purpose of paying costs of administering the assistance. Applicants and project sponsors must work together to determine the plan for distributing administrative funds between applicant and project sponsor (if different).

Administrative costs include the costs associated with accounting for the use of grant funds, preparing reports for submission to HUD, obtaining program audits, similar costs related to administering the grant after the award, and staff salaries associated with these administrative costs. They do not include the costs of carrying out acquisition, rehabilitation, new construction, leasing, supportive services or operating costs.

Examples of eligible and ineligible administrative costs are:

Eligible administrative costs

- ▶ preparation of Annual Progress Report
- ▶ audit of Supportive Housing Program
- ▶ staff time spent reviewing/verifying invoices for grant funds, drawing money from Treasury, and maintaining records of the use of those funds
- ▶ field office training on managing the grant

Ineligible administrative costs

- ▶ preparation of application/technical submission
- ▶ conferences, fund raising activities, and training in professional fields (such as social work or financial management)
- ▶ salary of organization's executive director (except to the extent he/she is involved in carrying out eligible administrative functions as shown under eligible administrative costs list)

Although continuums can apply for the above-mentioned funding, continuums are funded at their Pro Rata share which is the amount HUD determines each county, city, town, etc – should receive. As of last year, our preliminary pro-rata share was \$1,303,080. We submitted \$4,466,859 worth of renewal projects that gave our adjusted pro rata share an increase of \$3,033,471. Being this far over and above our preliminary pro-rata share leaves us no room for movement with the exception of the New Permanent Housing bonus dollars that HUD has offered which would fund one new project up to \$750,000/3 years.

Grantee Recipient Agreements

Once awards are announced by HUD, the state proceeds to sign into separate ISA agreements (with the renewal projects only) with the appropriate state agency. The agency is responsible for monitoring of these programs. Agencies that are involved in this process are DTA, DMH, DPH-BSAS, DPH-AIDS, DSS, DVS, and DHCD.

The grantee has the contractual responsibility for ensuring that the stated goals and objectives for each of their recipients' projects are successfully carried out and documented. This contractual responsibility encompasses oversight on each of the recipients that includes compliance with the grant agreement, regulations, sound financial record keeping, reporting etc. The appropriate state agency ensures this happens.

Reporting to HUD

Each project needs to report annually to HUD using an APR form. As grantee, DTA signs off on the APR verifying its information. Sandy Osgood has signatory authority on this form.