

APPENDIX A:

ELIGIBLE POPULATIONS TO BE SERVED

Homeless Definition:

- 1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- 2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - ii) No subsequent residence has been identified; and
 - iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith based or other social networks, needed to obtain other permanent housing;
- 3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition. (This subcategory of the homeless definition is not currently eligible for Continuum of Care jurisdictions without prior approval from HUD)
- 4) Any individual or family who:
 - i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - ii) Has no other residence; and
 - iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Chronically Homeless Definition:

- 1) A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
 - i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living in a place not meant for human habitation, a safe haven, or in an emergency shelter. Stays in institutions of 90 days or less will not constitute as a break in homelessness, but rather such stays are included in the cumulative total; and

2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

DedicatedPLUS definition:

Individuals, households with children, and unaccompanied youth that at intake are:

- I. Experiencing chronic homelessness as defined in 24 CFR 578.3;
- II. Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- III. Residing in a place not meant for human habitation, emergency shelter, or safe haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
- IV. Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- V. Residing and has resided in a place not meant for human habitation, safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of ‘homeless individual with a disability; or
- VI. Or receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system.

ELIGIBLE PROGRAM COMPONENTS

Permanent Housing (PH) – Permanent Supportive Housing (PSH): PH is community-based housing without a designated length of stay. PSH can only provide assistance to individuals with disabilities and families in which Supportive services must be designed to meet the needs of the program participants. Grant funds may be used for acquisition, rehabilitation, new construction, leasing, rental assistance, operating costs, and supportive services. PH includes:

- (1) Experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;

- (3) Residing in a place not meant for human habitation, emergency shelter, or Safe Haven, and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
- (4) Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
- (5) Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of “homeless individual with a disability”; or
- (6) Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

Permanent Housing (PH) – Rapid Rehousing (RRH): RRH emphasizes housing search and relocation services and short- and medium-term rental assistance to move individuals and families (with or without a disability) experiencing homelessness as rapidly as possible into permanent housing. Program participants may only receive up to 24-months of total assistance. HUD limits the eligible costs for these projects, in addition to other limitations found in 24 CFR part 578:

- (1) Short- or medium-term tenant based rental assistance on behalf of program participants to pay for rapid rehousing portion of the project;
- (2) Supportive services;
- (3) HMIS; and
- (4) Project administrative costs.

Joint Transitional Housing and Permanent Housing-Rapid Rehousing (Joint TH and PHRRH): 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 may only receive up to 24-months of total assistance. HUD limits the eligible costs for these projects, in addition to other limitations found in 24 CFR part 578:

- (1) Leasing of structure or units, and operating costs to provide transition housing;
- (2) short- or medium-term tenant based rental assistance on behalf of program participants to pay for rapid rehousing portion of the project;
- (3) Supportive services;
- (4) HMIS; and
- (5) Project administrative costs.

The project must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit, or the assistance provided through the PH-RRH component, but the project must make both types of assistance available.

HUD ELIGIBLE COSTS

CoC Program funding can only be used to support eligible costs. Eligible costs for the CoC program are acquisition, rehabilitation, new construction, leasing, rental assistance, HMIS, coordinated entry, operating costs, supportive services, administrative, planning, and Unified Funding Agency costs. Applicants may apply for more than one type of assistance; however, not all costs are eligible in each program component, and in some cases, certain costs cannot be combined in a structure. Funds are available to pay for the eligible costs (as listed below) when used to:

- I. Establish new housing or new facilities to provide supportive services;
- II. Expand existing housing and facilities in order to increase the number of homeless persons served;
- III. Operate a coordinated entry system that will provide a comprehensive assessment of the needs of individuals and families for housing and services;
- IV. Bring existing housing and facilities into compliance with State and local government health and safety standards;
- V. Preserve existing permanent housing and facilities that provide supportive services;
- VI. Provide additional supportive services for residents of supportive housing or for homeless persons NOT residing in supportive housing; and
- VII. Continue funding permanent housing when the recipient has received funding under this part for leasing, supportive services, operating costs, or rental assistance;
- VIII. Establish and operate an HMIS or comparable database.

Leasing:

1. Use:

Where the recipient or sub recipient is leasing the structure, or portions thereof, grant funds may be used to pay for 100 percent of the costs of leasing a structure or structures, or portions thereof, to provide housing or supportive services to homeless persons for up to 3 years. Leasing funds may not be used to lease units or structures owned by the recipient, sub recipient, 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. There is no match requirement for the Leasing category.

2. Requirements:

- 1) *Leasing Structures:* When grants are used to pay rent for all or part of a structure or structures, the rent paid must be reasonable in relation to rents being charged in the area for comparable space. In addition, the rent paid may not exceed rents currently being charged by the same owner for comparable unassisted space.
- 2) *Leasing Individual Units:* When grants are used to pay rent for individual housing units, the rent paid must be reasonable in relation to rents being charged for comparable units, taking into account the location, size, type, quality, amenities, facilities, and management services. In addition, the rents may not exceed rents currently being charged for comparable units, and the rent paid may not exceed HUD-determined fair market rents.
- 3) Active lease agreement must be provided to the City of Winston-Salem upon execution, amendment and/or renewal.
- 4) Utilities: If electricity, gas, and water are included in the rent, these utilities may be paid from leasing funds. If utilities are not provided by the landlord, these utility costs are an operating

cost, except for supportive service facilities. If the structure is being used as a supportive service facility, then these utility costs are a supportive service cost.

- 5) Security Deposits and Rent: Recipients and sub recipients may use grant funds to pay security deposits, in an amount not to exceed 2 months of actual rent. An advance payment of the last month's rent may be provided to the landlord in addition to the security deposit and payment of the first month's rent.
- 6) Occupancy Agreements and Subleases: Occupancy agreements and subleases are required as specified in 24 CFR § 578.77(a).
- 7) Calculation of Occupancy Charges and Rent: Occupancy charges and rent from program participants must be calculated as provided in 24 CFR § 578.77.
- 8) Program Income: Occupancy charges and rent collected from program participants are program income and may be used as provided under 24 CFR § 578.97.

Rental Assistance:

1. Use:

Grant funds may be used for rental assistance for homeless individuals and families. Rental assistance cannot be provided to a program participant who is already receiving rental assistance, or living in a housing unit receiving rental assistance or operating assistance through other federal, State, or local sources.

- 1) The rental assistance may be short-term, up to 3 months of rent; medium-term, for 3 to 24 months of rent; or long-term, for longer than 24 months of rent and must be administered in accordance with the policies and procedures established by the Continuum as set forth in 24 CFR § 578.7(a)(9) and 24 CFR § 578.51.
- 2) The rental assistance may be tenant-based, project-based, or sponsor-based, and may be for transitional or permanent housing.
- 3) Grant funds may be used for security deposits in an amount not to exceed 2 months of rent. An advance payment of the last month's rent may be provided to the landlord, in addition to the security deposit and payment of first month's rent.

2. Rental Assistance Administrator: The Consolidated Appropriations Act of 2014 (Public Law 113-76, approved January 17, 2014) authorized nonprofit organizations to administer rental assistance in permanent housing under the CoC Program.

3. Tenant-Based Rental Assistance: Tenant-based rental assistance is rental assistance in which program participants choose housing of an appropriate size in which to reside. When necessary to facilitate the coordination of supportive services, recipients and sub recipients may require program participants to live in a specific area for their entire period of participation, or in a specific structure for the first year and in a specific area for the remainder of their period of participation. Program participants who are receiving rental assistance in transitional housing may be required to live in a specific structure for their entire period of participation in transitional housing.

Follow these funding restrictions for Tenant-Based Rental Assistance:

- Request no less than 70 percent of total program funding (not including funds for administration) for leasing, or rental assistance.
- Request no more than 30 percent of the total program funding to be used for supportive services costs

1. *Sponsor Based Rental Assistance:* Sponsor based rental assistance is provided through contracts between the recipient and sponsor organization. A sponsor may be a private, nonprofit organization, or a community mental health agency established as a public nonprofit organization. Program participants must reside in housing owned or leased by the sponsor.

Follow these funding restrictions for Sponsor-Based Rental Assistance:

- Request no less than 60 percent of total program funding (not including funds for administration) for leasing, or rental assistance.
- Request no more than 40 percent of the total program funding to be used for supportive services costs.

2. *Project Based Rental Assistance:* Project based rental assistance is provided through a contract with the owner of an existing structure, where the owner agrees to lease the subsidized units to program participants. Program participants will not retain rental assistance if they move. Up to 15 years of rental assistance may be awarded in one competition.

Follow these funding restrictions for Project-Based Rental Assistance:

- Request no less than 60 percent of total program funding (not including funds for administration) for leasing or rental assistance
- Request no more than 40 percent of the total program funding to be used for supportive service costs

Homeless Management Information System

Eligible Costs:

1. The recipient or sub recipient may use Continuum of Care program funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care, including the costs of:
 - a. Purchasing or leasing computer hardware;
 - b. Purchasing software or software licenses
 - c. Purchasing or leasing equipment, including telephones, fax machines, and furniture;
 - d. Obtaining technical support;
 - e. Leasing office space;
 - f. Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
 - g. Paying salaries for operating HMIS, including: Completing data entry; Monitoring and reviewing data quality; Completing data analysis; Reporting to the HMIS Lead; Training staff on using the HMIS; and Implementing and complying with HMIS requirements;
 - h. Paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
 - i. Paying staff travel costs to conduct intake; and
 - j. Paying participation fees charged by the HMIS Lead, as authorized by HUD, if the applicant is not the HMIS Lead.
2. If the recipient or sub recipient is a victim services provider, or a legal services provider, it may use Continuum of Care funds to establish and operate a comparable database.

Activities funded under this section must comply with the HMIS requirements.

Supportive Services

Grant funds may be used to pay the eligible costs of supportive services that address the special needs of the program participants. Supportive services must be necessary to assist program participants obtain and maintain housing. Supportive services must be necessary to assist program participants obtain and maintain housing.

For a transitional housing project, supportive services must be made available to residents throughout the duration of their residence in the project.

Permanent supportive housing projects must provide supportive services for the residents to enable them to live as independently as is practicable throughout the duration of their residence in the project. Services may also be provided to former residents of transitional housing and current residents of permanent housing who were homeless in the prior 6 months, for no more than 6 months after leaving transitional housing or homelessness, respectively, to assist their adjustment to independent living.

Rapid rehousing projects must require the program participant to meet with a case manager not less than once per month as set forth in 24 CFR § 578.37(a)(1)(ii)(F), to assist the program participant in maintaining long-term housing stability

Any cost that is not described as an eligible cost under this section is not an eligible cost of providing supportive services using Continuum of Care program funds. Staff training and the costs of obtaining professional licenses or certifications needed to provide supportive services are not eligible costs.

Eligible Costs Supportive Services:

- 1) Annual Assessment of Service Needs: The costs of the assessment required by 24 CFR § 578.53(a)(2) are eligible costs.
- 2) Coordinated Entry System: The costs of providing a coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. Such a system covers the geographic area, is easily accessed by individuals seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.
- 3) Assistance with Moving Costs: Reasonable one-time moving costs are eligible and include truck rental and hiring a moving company.
- 4) Case Management: The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs.

Component services and activities consist of:

- i) Counseling;
- ii) Developing, securing, and coordinating services;
- iii) Using the centralized or coordinated assessment system as required under 24 CFR § 578.23(c)(9).
- iv) Obtaining federal, State, and local benefits;
- iv) Monitoring and evaluating program participant progress;
- v) Providing information and referrals to other providers;
- vi) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
- vii) Developing an individualized housing and service plan, including planning a path to permanent housing stability.

- 5) Child Care: The costs of establishing and operating child care, and providing child-care vouchers, for children from families experiencing homelessness, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible.
 - i) The children must be under the age of 13, unless they are disabled children.
 - ii) Disabled children must be under the age of 18.
 - iii) The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible
3. Education Services: The costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.
4. Employment Assistance and Job Training: The costs of establishing and operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.

Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of: A) Employment screening, assessment, or testing; B) Structured job skills and job-seeking skills; C) Special training and tutoring, including literacy training and prevocational training; D) Books and instructional material; E) Counseling or job coaching; and F) Referral to community resources.

5. Food: Cost of providing meals or groceries to program participants is eligible
6. Housing Search and Counseling Services: Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Component services or activities are tenant counseling; assisting individuals and families to understand leases; securing utilities; and making moving arrangements. Other eligible costs are: A) Mediation with property owners and landlords on behalf of eligible program participants; B) Credit counseling, accessing a free personal credit report, and resolving personal credit issues; and C) The payment of rental application fees.
7. Legal Services: Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with the homeless individual or family's ability to obtain and retain housing. Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; landlord tenant disputes; and the resolution of outstanding criminal warrants. Component services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling. Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services

Legal services for immigration and citizenship matters and issues related to mortgages and homeownership are ineligible. Retainer fee arrangements and contingency fee arrangements are ineligible.

8. Life Skills Training: The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness are eligible. These services must be necessary to assist the program

participant to function independently in the community. Component life skills training are the budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.

9. Mental Health Services: Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals. Component services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

10. Outpatient Health Services: Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including:

- i) Providing an analysis or assessment of an individual's health problems and the development of a treatment plan;
- ii) Assisting individuals to understand their health needs;
- iii) Providing directly or assisting individuals to obtain and utilize appropriate medical treatment;
- iv) Preventive medical care and health maintenance services, including in-home health services and emergency medical services;
- v) Provision of appropriate medication;
- vi) Providing follow-up services; and
- vii) Preventive and non-cosmetic dental care

11. Outreach Services: The costs of activities to engage persons for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible. Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach. Component activities and services consist of: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within the geographic area covered by the Continuum of Care.

12. Substance Abuse Treatment Services: The costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing are eligible. Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

13. Transportation: The costs of program participant's travel on public transportation or in a vehicle provided by the recipient or sub recipient to and from medical care, employment, child care, or other services are eligible under this section. Mileage allowance for service workers to visit program participants and to carry out housing quality inspections; The cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants; The cost of gas, insurance, taxes, and maintenance for the vehicle;

14. Utility Deposits: This form of assistance consists of paying for utility deposits. Utility deposits must be a one-time fee, paid to utility companies

15. Direct Provision of Services: If the services described above are being directly delivered eligible costs for those services also include: The costs of labor or supplies, and materials incurred by the recipient or sub recipient in directly providing supportive services to program participants; and the salary and benefit packages of the recipient and sub recipient staff who directly deliver the services.

Operating Costs:

Funds may be used to pay the costs of the day-to-day operation of the transitional and permanent housing in a single structure or individual units.

Eligible Costs:

- 1) The maintenance and repair of housing;

- 2) Property taxes and insurance;
- 3) Scheduled payments to a reserve for replacement of major systems of the housing (provided that the payments must be based on the useful life of the system and expected replacement cost);
- 4) Building security for a structure where more than 50 percent of the units or area is paid for with grant funds;
- 5) Electricity, gas, and water;
- 6) Furniture; and
- 7) Equipment.

Ineligible Costs: Program funds may not be used for rental assistance and operating costs in the same project. Program funds may not be used for the operating costs of emergency shelter- and supportive service-only facilities. Program funds may not be used for the maintenance and repair of housing where the costs of maintaining and repairing the housing are included in the lease