

Homelessness Programs Office (HPO)

Allowable Costs by Project Components/Allowable Expenditures

HCD Homelessness Funding can be used to provide a wide range of services and supports.

Funding aligns with the federal Housing and Urban Development policies, procedures, measurements and system outcomes for the project types listed below. Exceptions may be made upon approval by HCD and dependent on the actual funding source of the grant contract. Note: Administration is a not a component, it is considered an activity.

Street Outreach activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, or critical health services.

Activity type: Essential Services	
<u>Eligible costs:</u>	
<ul style="list-style-type: none"> • Engagement • Case Management • Emergency Health Services 	<ul style="list-style-type: none"> • Emergency Mental Health Services • Transportation

Emergency Shelter activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. Emergency Shelter includes Day Shelter programs.

Activity types:			
Essential Services	Renovation (also includes Major Rehab and Conversion)	Shelter Operations	Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Case management • Child Care • Education Services • Employment Assistance and Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse Treatment Services • Transportation • Services for Special Populations 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Labor • Materials • Tools • Other costs for renovation (including rehab or conversion) 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Maintenance • Rent • Security • Fuel • Equipment • Insurance • Utilities • Food • Furnishings • Supplies necessary for shelter operation • Hotel/Motel Vouchers 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Relocation payments • Other assistance to displaced persons

Rapid Re-Housing activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and providing short- and medium- term rental assistance.

Activity types:		
Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month’s Rent • Utility Deposits • Utility Payments • Moving Costs 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

Homelessness Prevention activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation through housing relocation and stabilization services and short- and medium-term rental assistance.

Activity types:		
Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month’s Rent • Utility Deposits • Utility Payments • Moving Costs 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

HMIS Comparable Database activities are designed to fund HCD grant recipients' and subrecipients' participation in a HMIS Comparable Database by agencies who are legally prohibited from entering data into the Utah HMIS as a result of VOCA or VAWA Federal Funding.

Activity type: HMIS
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Victim services or legal services provider costs to establish and operate a comparable database.

Transitional Housing - Housing where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or longer periods as HCD determines appropriate. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months. Transitional Housing is prioritized for domestic violence, youth projects and homeless respite care for individuals staying more than 90 days.

Activity types:		
	Operating Costs	Supportive Services
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Acquisition • Building Rehabilitation • New construction • Leasing • Rental Assistance 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • 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 • Equipment 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • 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 (Requires HUD Certified Housing Counselors) • Legal Services • Life Skills Training • Mental Health Services • Outpatient Health Services • Outreach Services • Substance abuse Treatment Services • Transportation • Utility Deposits

Permanent Supportive Housing for Persons with Disabilities (PSH) community-based housing without a designated length of stay for individuals with disabilities and families in which one adult or child has a disability. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Activity types:		
	Operating Costs	Supportive Services
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Acquisition • Building Rehabilitation • New construction • Leasing • Rental Assistance 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • 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 • Equipment 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • 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 (Requires HUD Certified Housing Counselors) • Legal Services • Life Skills Training • Mental Health Services • Outpatient Health Services • Outreach Services • Substance abuse Treatment Services • Transportation • Utility Deposits

Single Room Occupancy (SRO) provides rental assistance in connection with the moderate rehabilitation of residential properties that, when renovations are completed, will contain upgraded single occupancy units for individuals who are homeless.

Activity types:		
	Operating Costs	Supportive Services
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Acquisition • Building Rehabilitation • New construction • Leasing • Rental Assistance 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • 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 • Equipment 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • 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 (Requires HUD Certified Housing Counselors) • Legal Services • Life Skills Training • Mental Health Services • Outpatient Health Services • Outreach Services • Substance abuse Treatment Services • Transportation • Utility Deposits

Diversion activities are designed to fund HCD grant recipients’ and subrecipients’ to administer diversion assessments to clients who present at an emergency shelter “front door”, another program, or system entry point where individuals or families are seeking a place to stay.

Activity type: Diversion Assessment
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Diversion Assessment. The costs of providing a formal diversion assessment/conversation to clients presenting at an emergency shelter “front door”, another program, or system entry point seeking a place to stay. Diversion is NOT Ongoing Case Management.

Other projects that benefit people experiencing homelessness that do not fall under any of the other project categories listed above.

Activity type: Other
<p><u>Eligible costs:</u></p> <ul style="list-style-type: none">• All activities in the Other project category must be pre-approved by HCD

Administration is allowable for all project types.
<p><u>Eligible costs are broadly categorized as follows:</u></p> <ul style="list-style-type: none">○ General management, oversight, and coordination○ Training on HCD requirements○ Consolidated Plan (Federal Fund Recipients)○ Environmental review (Federal Fund Recipients)

ALLOWABLE EXPENDITURES (to be used in conjunction with Allowable Activities sheet)

Salaries— Staff salaries, wages, and related costs of staff engaged in eligible program administration activities.

Amounts paid to employees who are in positions of a permanent nature or hired temporarily.

This includes gross salary for personal services rendered while on the payroll.

General Administrative Salaries-Supervisors and Directors. Salaries paid to administrative supervisors and directors for costs of overall project management, coordination, monitoring and evaluation.

Professional Office Personnel. Salaries paid to accounting, purchasing and other business service professional personnel.

Case Management – Assessing, arranging, coordinating and monitoring individualized services

- Using the centralized or coordinated assessment system
- Initial evaluation including verifying and documenting eligibility
- Counseling
- Developing, securing and coordinating services including Federal, State, and local benefits
- Monitoring and evaluating program participant progress
- Providing information and referrals to other providers
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking
- Developing an Individualized Housing and Service Plan
- Assessment of housing for compliance with ESG requirements for habitability, lead based paint, and rent reasonableness
- Assistance with obtaining utilities and making moving arrangements

Housing Search and Placement (landlord outreach)

- Assessment of housing barriers, needs and preferences
- Development of an action plan for locating housing
- Housing search and outreach to and negotiation with owner
- Assistance with submitting rental applications and understanding leases
- Tenant counseling
- Mediation – Mediation between the program participant and the owner or person(s) with whom the program participant is living, to prevent the program participant from losing permanent housing in which they currently reside.

Fringe Benefits

Amounts paid in behalf of employees; these amounts are not included in the gross salary but are over and above. Such payments are fringe benefit payments, and, while not paid directly to employees, nevertheless, are part of the cost of personal services.

- Retirement. Employer's share of the cost of the retirement plan. 401(k) contributions
- Social Security. Employer's share of the cost of social security contributions.
- Retirement. Employer's share of the cost of any local retirement plan.

- Group Insurance. Employer's share of the cost of any group insurance plan for employees.
- Industrial Insurance. Amounts paid in behalf of employees for Industrial Insurance (Workers Compensation Insurance)
- Unemployment Insurance. Unemployment compensation taxes paid in behalf of employees.
- Other Employee Benefits. Other fringe benefits not classified above including early retirement stipends and contributions to employee benefits

Client Rent Payments

- Short-Term Rental Assistance - up to 3 months
- Medium-Term Rental Assistance – 4 to 24 months
- Payment of Rental Arrears – Onetime payment up to 6 months, including any late fees on those arrears
- Any Combination of the Three Types of Rental Assistance above – Total not to exceed 24 months during any 3 year period, including any payment for last month's rent.
- **Rental assistance can be project-based, sponsor-based or tenant- based.

Client Housing Assistance

- Payment of Utility costs that are reasonable and allowable. This can include electricity, gas, water, sewer,
- Payment of Utility Arrears – Onetime payment up to 6 months, including any late fees on those arrears
- Any Combination of the Three Types of Housing Assistance above – Total not to exceed 24 months during any 3 year period, including any payment for last month's rent.

Client Services

Education Services – Instruction or training to enhance participants' ability to obtain and maintain housing: literacy, English literacy, GED, consumer education, health education, and substance abuse prevention.

- Educational services/skill-building
- Screening, assessment, and testing
- Individual or group instruction
- Tutoring
- Provision of books, supplies and instructional material
- Counseling
- Referral to community resources

Employment Assistance and Job Training – Services assisting participants secure employment and job training programs.

- Classroom, online, and/or computer instruction
- On the-job instruction
- Job finding, skill-building
- Reasonable stipends in employment assistance and job training programs

- Books and instructional material
- Employment screening, assessment, or testing
- Structured job-seeking support
- Special training and tutoring, including literacy training and pre-vocational training
- Counseling or job coaching
- Referral to community resources

Outpatient Health Services – Direct outpatient treatment of medical conditions provided by licensed medical professionals.

- Assessing health problems and developing a treatment plan
- Assisting program participants to understand their health needs
- Providing or helping participants obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services
- Providing medication and follow-up services
- Providing preventive and non-cosmetic dental care

Legal Services – Necessary legal services regarding matters that interfere with the program participant's ability to obtain and retain housing.

- Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service
- Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling
- Filing fees and other necessary court costs

Legal Representation – Legal representation and advice to resolve legal problems that prevent participants from obtaining or retaining permanent housing.

- Landlord/tenant matters
- Child support
- Guardianship
- Paternity
- Emancipation
- Legal separation
- Resolution of outstanding criminal warrants
- Appeal of veterans and public benefit claim denials
- Orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking

Credit Repair – services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems*

- Credit counseling
- Other related Services
- Assistance cannot include the payment or modification of a debt.

Life Skills Training – Critical life management skills necessary to assist the program participant to function independently in the community.

- Budgeting resources
- Managing money

- Managing household
- Resolving conflict
- Shopping for food and needed items
- Improving nutrition
- Using public transportation
- Parenting

Mental Health Services – Direct outpatient treatment of mental health conditions by licensed professionals.

- Crisis intervention
- Individual, family, or group therapy sessions
- Prescription of psychotropic medications or explanations about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems

Substance Abuse Treatment Services – Substance abuse treatment provided by licensed or certified professionals, designed to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behaviors.

- Client intake and assessment
- Outpatient treatment for up to thirty days
- Group and individual counseling
- Drug testing

Transportation – Costs of travel by program participants to and from medical care, employment, child care, or other facilities that provide eligible essential services; and cost of staff travel to support provision of essential services.

- Cost of program participant’s travel on public transportation
- Mileage allowance for service workers to visit participants
- Purchasing or leasing a vehicle used for transport of participants and/or staff serving participants, including the cost of gas, insurance, taxes, and maintenance for the vehicle
- Travel costs of staff to accompany or assist program participants to use public transportation

Services for Special Populations – Otherwise eligible essential services tailored to address the special needs of homeless youth, victims of domestic violence, and related crimes/threats, and people living with HIV/AIDS in emergency shelters. *See all eligible expenses above under Client Services

Client Vouchers

Hotel and motel voucher for family or individuals * Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available

Communication (Telephone & Other)

Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services; data communication services to establish or maintain computer-based communications, networking, and internet services; video communications services to establish or maintain one-way or two-way video communications via satellite, cable, or

other devices; and postal communications services to establish or maintain postage machine rentals, postage, express delivery services, and courier.

Professional Development and Training

Purchased services which by their nature can be performed only by persons with specialized skills, knowledge. Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

Employee Training and Development – Services supporting the professional and technical development of personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either agency facilities or off-site), and other expenditures associated with training or professional development by third-party vendors including conference or workshop registration fees associated with conferences or workshops that do not require an overnight stay.

Registration Fees for Conferences and Workshops:

- If attendance at the conference or workshop requires an overnight stay, the registration fee should be considered as part of the PROGRAM Travel & Transportation cost. The “overnight stay” criteria should be applied to all components of the travel cost including airfare, lodging, meals, ground transportation, etc.
- If attendance at the conference or workshop does not require an overnight stay, the registration fee should be considered Professional Development.

Professional Fees & Contract Services

Other Contracted Professional Services. Professional services other than developmental support projects. Included are the services of accountants, auditors, consultants, medical doctors, therapists, planners, etc.

Purchased Legal Services. Payments made for contracted legal services.

- Technical Services. Contracted services which are not regarded as professional but require basic scientific knowledge and/or manual skills.
- Administrative services performed under third party contracts or agreements, including general legal services, accounting services, and audit services

Program Equipment

Items that individually exceed the capitalization threshold established by the agency. Equipment means tangible, nonexpendable, personal property having a useful life of more than one year such as furniture, technology-related equipment and technology infrastructure such as network equipment, servers, computers, E-readers, tablets and software used for programmatic or administrative purposes, etc.

HCD preapproval and completion of an **Equipment Request form** is required for all equipment purchases \$1,000 and higher for non-profit organizations.

Program Insurance

Insurance (Other than employee benefits). Expenditures for all types of insurance coverage such as property (the loss of or damage to property owned or leased from fire, theft, storm, etc.), liability (loss caused by school board members and their employees due to accident or neglect;

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judgments awarded against the agency or its officers). Premiums for fidelity bonds guaranteeing against losses resulting from the actions of the treasurer, employees, or other persons of the Agency. Employee insurance costs provided as benefits such as group medical, dental, workmen's compensation, etc., are not charged here, but are recorded under fringe benefits

Program Space Costs

Amounts paid for services rendered by organizations or personnel not on the payroll of the agency to operate, repair, maintain, insure and rent property owned and/or used by the agency. This does NOT include Housing costs to Clients.

Repairs & Maintenance Services – Expenditures for repairs and maintenance services not provided directly by personnel and includes both Non-Technology and Technology Related repairs and maintenance.

Maintenance – Does not materially add to the value of the building/property; does not appreciably prolong the useful life of the building/property; and does not adapt the building/property to new uses. Examples of maintenance activities could include activities such as:

Cleaning Services – Services purchased to provide custodial and other building cleaning services other than those provided by personnel.

- Minor or routine repairs of furnishings, equipment, and fixtures;
- Protective or preventative measures to keep a building, its systems, and its grounds in working order.
- Replacing a few shingles on a leaky roof;
- Patching leaking pipes or plumbing;
- Replacing a broken window;
- Fixing a crack in a sidewalk;
- Filling potholes in a parking lot; and
- Repairing portions of a fence.
- Other Purchased Property Services. Purchased property services that are not classified above.

Program Supplies

Supply Items are an item costing less than \$100 that is normally consumed within one year and which does not retain its original shape and appearance is considered a supply item. Other costs for goods and services required for administration of the program.

- Amounts paid for items of an expendable nature that are consumed, worn out, or deteriorated in use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances are considered supply expenditures. Includes non-equipment items which with reasonable care and use may be expected to last for more than one year. Includes equipment that doesn't meet these criteria but the cost of which is less than either the amount established as their capitalization threshold, or \$5,000, whichever is lower. HCD preapproval and completion of an **Equipment Request form** is required for all equipment purchases \$1,000 and higher for non-profit organizations.

Food – Expenditures for food to operate the food service program.

Supplies – Technology Related. Includes supplies that are typically used in conjunction with technology-related hardware or software. Examples include CDs, flash or jump drives, cables, and monitor stands. Also includes E-readers, software, etc. that individually costs less than either the amount established as their capitalization threshold, or \$5,000, whichever is lower. Software. Pre-printed standard forms

Program Travel & Transportation

Staff Travel/Per Diem – Expenditures for transportation, meals, hotel, conference registration, and other expenses associated with overnight staff travel. Includes payments for per-diem in lieu of reimbursements for staff travel costs. Must be calculated at the state-approved rate.

Registration Fees for Conferences and Workshops:

- If attendance at the conference or workshop requires an overnight stay, the registration fee should be considered as part of the PROGRAM Travel & Transportation cost. The “overnight stay” criteria should be applied to all components of the travel cost including airfare, lodging, meals, ground transportation, etc.
- If attendance at the conference or workshop does not require an overnight stay, the registration fee should be considered Professional Development.

Program Utilities

Expenditures for utility services other than energy services supplied by public or private organizations. Water and sewerage as well as garbage collection/disposal services are included here. Telephone services are not included here. Does not include Utilities provided as part of Client Services.

Sub-awards

Amounts paid for services rendered by organizations or personnel not on the payroll other than Professional and Technical Services or Professional Fees & Contract Services. Includes outsourced case management or data entry services. Provide the activities the sub-awards are for.