

The Supportive Housing Program

Costs Eligible as Supportive Services in Projects Providing Housing

24 CFR 583.120 (b):

“Costs associated with providing supportive services...and any other costs directly associated with providing such services...”

At a Glance	Eligible Costs	Ineligible Costs
<p>Almost any service aimed at moving homeless people to independence is eligible for SHP support. Examples of services that may be paid for with supportive service grant funds include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outreach; <input type="checkbox"/> Child care; <input type="checkbox"/> Job training/placement; <input type="checkbox"/> Case management; <input type="checkbox"/> Health care; <input type="checkbox"/> Transportation; <input type="checkbox"/> Employment assistance; <input type="checkbox"/> Education; <input type="checkbox"/> Vocational opportunities; <input type="checkbox"/> Life skills; <input type="checkbox"/> Counseling; <input type="checkbox"/> Housing search assistance; <input type="checkbox"/> Substance abuse treatment; <input type="checkbox"/> Parenting skills; <input type="checkbox"/> Rent deposits; <input type="checkbox"/> Psychiatric care; <input type="checkbox"/> Mental health care; <input type="checkbox"/> Home furnishings; <input type="checkbox"/> Budgeting. 	<p>Salary and fringe benefits for service delivery staff and Supervisory staff when working with the delivery staff;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Desks computers and other furnishings used by clients and their trainers; <input type="checkbox"/> Medical/Dental care for clients; <input type="checkbox"/> First/last months rent or security for clients; <input type="checkbox"/> Deposits/credit checks for transitional clients moving to permanent housing; <input type="checkbox"/> Clothing. Tools or other items needed by clients for jobs or job training; <input type="checkbox"/> Beepers or phone service for delivery staff to respond to clients or correct clients to housing; <input type="checkbox"/> Mileage allowance for staff to see clients at home; <input type="checkbox"/> Insurance for the facility and staff <input type="checkbox"/> Purchase and operation of a vehicle to bring services to clients living on the streets. 	<ul style="list-style-type: none"> <input type="checkbox"/> Continuing education training for staff <input type="checkbox"/> Conference attendance costs <input type="checkbox"/> Fundraising activities <input type="checkbox"/> Salary and fringe for supervisory staff when not working on client issues; <input type="checkbox"/> Desks, computers and other furnishings for intake or tracking services; <input type="checkbox"/> Office telephones, fax, postage, utilities; <input type="checkbox"/> Office or meeting space.

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Costs Eligible as Operations in Projects Providing Housing

24 CFR 583.125 (b):

“ Operating costs are those associated with the day-to-day operation of the supportive housing. They also include the actual expenses that a recipient incurs for conducting on-going assessments of the supportive services needed by residents and the availability of such services; relocation assistance under 583.310, including payments and services; and insurance.”

At a Glance	Eligible Costs	Ineligible Costs
<p>Operating costs differ from supportive services cost in that operating costs support the function and the operation of the housing project. Only operating costs for a new project or the expanded portion of an existing project is eligible for SHP funding, SHP funds may not be used for the costs of operating a supportive services only facility.</p> <p>Sometimes operational staff also carries out supportive service activities. To the extent a staff person does both, their expenses must be split between the two categories. The grantee will need documentation, such as time sheets, to show how the expenses were split.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Maintenance and Repair; <input type="checkbox"/> Supplies; <input type="checkbox"/> Insurance; <input type="checkbox"/> Relocation; <input type="checkbox"/> Salaries of staff not delivering services, such as project manager, security guard, case management supervisor when he/she is not working on client issues; <input type="checkbox"/> Utility costs: gas, heat, electric, etc; <input type="checkbox"/> Desks, computers, telephones used by staff; <input type="checkbox"/> Furnishings (beds, chairs, dressers, etc); <input type="checkbox"/> Equipment (refrigerators, ranges, etc); <input type="checkbox"/> Food. 	<ul style="list-style-type: none"> <input type="checkbox"/> Recruitment or on-going training of staff; <input type="checkbox"/> Rent, which may be eligible as real property leasing; <input type="checkbox"/> Deprecation; <input type="checkbox"/> Costs associated with the organization rather than the supportive housing project (fund raising efforts, pamphlets about organization, etc); <input type="checkbox"/> Operating costs of a supportive services only facility.

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Costs Eligible as Administration

24 CFR 583.135 (b):

“ Administrative costs include the costs associated with... administering the grant after the award... they do not include the cost associated with carrying out eligible activities under 583.105 through 583.125.”

At a Glance	Eligible Costs	Ineligible Costs
<p>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 funds between applicant and project sponsor (If different).</p> <p>Administrative costs include the costs associated with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting for the use of grant funds <input type="checkbox"/> Preparing reports for submission to HUD; <input type="checkbox"/> Obtaining program audits; <input type="checkbox"/> Administering the grant after the award <input type="checkbox"/> The staff salaries associated with these administrative costs. 	<ul style="list-style-type: none"> <input type="checkbox"/> Preparation of Annual Progress Report; <input type="checkbox"/> Audit of Supportive Housing program; <input type="checkbox"/> Staff time spent reviewing/verifying invoices for grant funds, drawing money from Treasury, and maintaining records of the use of those funds. 	<ul style="list-style-type: none"> <input type="checkbox"/> Preparation of application/technical submission; <input type="checkbox"/> Training, conferences, fund raising activities; <input type="checkbox"/> 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).