

CoC Eligible Program Expenses

Rental Assistance Program Administration

Budget Category	Expense Type	Description
<i>RAPA Personnel Expenses</i>	Direct staff time to carry out direct RAPA eligible activities and the fringe/benefits	<p>Direct staff time should be coded to distinguish the eligible activity on their timecards. Not all staff time is eligible, only time spent working on this program can be charged.</p> <p>Direct staff time can include time spent on:</p> <ul style="list-style-type: none"> • Reviewing eligibility paperwork • Contracting for and making rental assistance payments to the landlord • Completing client-specific program paperwork • Examining participant income and family composition • Inspecting units for compliance with Housing Quality Standards • Receiving new participants into the program • Trainings that are sponsored by the CoC and directly relate to RAPA role <p>Ineligible under RAPA:</p> <ul style="list-style-type: none"> • Housing search (eligible under Supportive Services)
<i>RAPA Operating Expenses</i>	Rental Assistance	<ul style="list-style-type: none"> • Unit rent (cannot include tenant portion, but may include utility allowances for PSH programs) • Maximum of 24 months for RRH. **Please see Addendum 1: COVID-19 Waivers, for information on the temporary COVID-19 HUD Waiver regarding the 24-month limit on rental assistance for CoC-funded programs.** • Advance payment of last month's rent may be provided to landlord in addition to deposit and first month's rent <p>Ineligible under RAPA:</p> <ul style="list-style-type: none"> • Cost of motel and shelter stays • Assistance with moving (eligible under Supportive Services) • Furniture

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<i>RAPA Operating Expenses</i>	Security Deposits	<ul style="list-style-type: none"> Up to two months' rent No limit on how many can be provided
	Property Damages	<ul style="list-style-type: none"> Up to one month's rent Only one time per participant
	Vacancy Payments	<ul style="list-style-type: none"> Up to 30 days from the end of the month in which unit is vacated Institutional stays up to 90 days are not considered vacancies
	Telephone	<ul style="list-style-type: none"> This expense should be allocated based on the approved cost allocation plan
	Office Supplies	<ul style="list-style-type: none"> Direct costs should be charged directly where possible Indirect costs should be allocated based on the approved cost allocation plan
	Travel	<ul style="list-style-type: none"> Expenses for staff to travel to carry out the RAPA eligible activities (must include description with client initials)
	Office Space / Utilities	<ul style="list-style-type: none"> Expenses should be allocated based on the approved cost allocation plan
	Insurance	<ul style="list-style-type: none"> Expenses should be allocated based on the approved cost allocation plan
	Other Program Expenses	<ul style="list-style-type: none"> OSH subrecipients must discuss with OSH contract monitor to ensure eligibility before incurring other costs

Project Administrative Expenses

Budget Category	Expense Type	Description
<i>Administration Personnel Expenses</i>	Direct admin staff time to carry out eligible admin activities and the fringe/benefits	<p>Admin staff time should be coded to distinguish the eligible activity on their timecards. Not all staff time is eligible, only time spent working on this program can be charged.</p> <p>Admin staff time can include time spent on:</p> <ul style="list-style-type: none"> General management, oversight and coordination Preparing and amending program budgets and schedules Developing systems for assuring compliance

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<i>Budget Category</i>	<i>Expense Type</i>	<i>Description</i>
		<ul style="list-style-type: none"> • Monitoring • Preparing reports directly related to the program for submission to HUD • Invoice preparation • Program evaluation • Carrying out environmental reviews • Attending HUD-sponsored CoC trainings • Coordinating resolution of audit and monitoring findings • Developing agreements with subrecipients and contractors to carry out program activities • Managing/supervising persons whose primary responsibilities for the program are the above tasks <p><u>Ineligible</u> as administrative expenses:</p> <ul style="list-style-type: none"> • Staff expenses directly related to carrying out activities part of rental assistance or supportive services (those costs are eligible as part of those activities)
<p><i>Administration Operating Expenses</i></p>	<p>This can include all expenses to carry out eligible admin activities of the program and not noted above</p>	<p>Examples of potential eligible administration operating expenses can include:</p> <ul style="list-style-type: none"> • Telephone • Office supplies • Travel costs incurred for monitoring subrecipients • Utilities • Insurance • Rental and maintenance (but not purchase) of office space • Rental/purchase of equipment • Financial services <p>Direct expenses should be charged directly where possible, indirect costs should be allocated based on the approved cost allocation plan. If there are other admin operating expenses that your agency needs to operate the program, please discuss with OSH contract monitor to ensure eligibility before incurring cost</p>

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<i>Budget Category</i>	<i>Expense Type</i>	<i>Description</i>
		<p><u>Ineligible</u> as administrative expenses:</p> <ul style="list-style-type: none"> Overhead expenses directly related to carrying out activities part of rental assistance or supportive services (those costs are eligible as part of those activities)

Supportive Services

If the eligible services below are being directly delivered by agency, eligible costs for those services also include:

- Costs of labor, supplies and materials
- Salary and benefit packages of staff who directly deliver the services

Ineligible:

- Staff training and costs of obtaining professional licenses/certifications needed to provide services

<i>Expense Type</i>	<i>Description</i>
<i>Annual Assessment of Service Needs</i>	Recipients/subrecipients must conduct annual assessment of participant's service needs and adjust services accordingly
<i>Assistance with Moving Costs</i>	One-time cost of truck rental &/or hiring moving company
<i>Case Management</i>	<p>Costs of assessing, arranging, coordinating, and monitoring delivery of individualized services, including:</p> <ul style="list-style-type: none"> Counseling Developing, securing, and coordinating services Using the coordinated assessment system Obtaining federal, state, and local benefits Monitoring and evaluating participant progress Providing information and referrals to other providers Providing ongoing risk assessment and safety planning to survivors of domestic violence, dating violence, sexual assault, and stalking Developing an individualized housing and service plan (planning path to permanent housing stability)

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<i>Child Care</i>	<p>Children under the age of 13 (or 18 if disabled) of families experiencing homelessness</p> <p>Childcare center must be licensed by jurisdiction in which it operates in order for the following costs to be eligible:</p> <ul style="list-style-type: none"> • Establishing and operating childcare • Providing childcare vouchers • Providing meals and snacks • Providing comprehensive and coordinated developmental activities
<i>Education Services</i>	<p>Eligible services are instruction/training in:</p> <ul style="list-style-type: none"> • Consumer education • Health education • Substance abuse prevention • Literacy • English as a Second Language (ESL) • General Educational Development (GED) <p>Education services/activities include:</p> <ul style="list-style-type: none"> • Screening, assessment and testing • Individual/group instruction • Tutoring • Provision of books, supplies, and instructional material • Counseling • Referral to community resources <p><u>Ineligible:</u></p> <ul style="list-style-type: none"> • College application fees • Assistance with writing college applications • Transportation to educational events

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<i>Employment Assistance and Job Training</i>	<p>Cost of providing reasonable stipends to participants in employment assistance and job training programs</p> <p>Costs of establishing and operating employment assistance and job training programs include:</p> <ul style="list-style-type: none"> • Classroom, online &/or computer instruction • On-the-job instruction • Services that assist individuals in securing employment: <ul style="list-style-type: none"> ○ Employment screening, assessment, or testing; ○ Structured job skills and job-seeking skills ○ Special training and tutoring, including literacy training and pre-vocational training ○ Books and instructional material ○ Counseling or job coaching ○ Referral to community resources • Services that assist individuals in acquiring learning skills that can be used to secure and retain a job, including acquisition of vocational licenses &/or certificates • Services that assist individuals in increasing earning potential
<i>Food</i>	Meals and groceries
<i>Housing Search and Counseling Services</i>	<p>Costs of assisting participants to locate, obtain, and retain suitable housing include:</p> <ul style="list-style-type: none"> • Tenant counseling • Assisting individuals and families to understand leases • Securing utilities • Making moving arrangements • Mediation with property owners and landlords • Credit counseling, accessing a free personal credit report, and resolving personal credit issues • Payment of rental application fees <p>**The limitation on eligible housing search and counseling activities has been waived so that CoC Program Supportive Services funds may be used for up to six months of a program participant's utility arrears and up to six months of a program participant's rent arrears. Please see Addendum 1: COVID-19 Waivers, for further information.**</p>

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<i>Legal Services</i>	<p>Fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys for advice and representation in matters that interfere with ability to obtain/retain housing</p> <p>Fees based on actual service performed (i.e., fee for service) are eligible only if cost would be less than cost of hourly fees</p> <p>Includes filing fees and other necessary court costs</p> <p>If agency is a legal services provider and performs the services itself, eligible costs are employees' salaries and other costs necessary to perform the services</p> <p><u>Ineligible:</u></p> <ul style="list-style-type: none">• Legal services provided to the agency• Retainer fee arrangements and contingency fee arrangements <p>Eligible subject matters:</p> <ul style="list-style-type: none">• Child support• Guardianship• Paternity• Emancipation• Legal separation• Orders of protection and other civil remedies for survivors of domestic violence, dating violence, sexual assault, and stalking• Appeal of veterans and public benefit claim denials• Landlord tenant disputes• Resolution of outstanding criminal warrants <p><u>Ineligible:</u> Legal services for immigration/citizenship matters and issues related to mortgages/homeownership</p> <p>Legal services/activities in the above subject matters include:</p> <ul style="list-style-type: none">• Receiving and preparing cases for trial• Provision of legal advice• Representation at hearings• Counseling

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<i>Life Skills Training</i>	<p>Costs of teaching critical life management skills that may never have been learned or have been lost during course of physical or mental illness, domestic violence, substance abuse, and homelessness and are necessary to assist participant to function independently in community</p> <p>Life skills training services/activities include:</p> <ul style="list-style-type: none"> • Budgeting of resources and money management • Household management • Conflict management • Shopping for food and other needed items • Nutrition • Use of public transportation • Parent training
<i>Mental Health Services</i>	<p>Direct outpatient treatment of mental health conditions provided by licensed professionals</p> <p>Mental health services include:</p> <ul style="list-style-type: none"> • Crisis interventions • Counseling • Individual, family, or group therapy sessions • Prescription of psychotropic medications and explanations about use and management of medications • Combinations of therapeutic approaches to address multiple problems
<i>Outpatient Health Services</i>	<p>Direct outpatient treatment of medical conditions provided by licensed medical professionals, including:</p> <ul style="list-style-type: none"> • Providing analysis or assessment of health problems and development of treatment plan • Assisting individuals to understand their health needs • Providing directly or assisting individuals to obtain and utilize appropriate medical treatment • Preventive medical care and health maintenance services, including in-home health services and emergency medical services • Provision of appropriate medication • Providing follow-up services • Preventive and non-cosmetic dental care

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<i>Outreach Services</i>	<p>Costs of activities to engage persons for purposes of providing immediate support/intervention and identifying potential program participants</p> <p>Eligible costs:</p> <ul style="list-style-type: none"> • Outreach worker’s transportation costs • Cell phone to be used by outreach worker <p>Outreach activities/services include:</p> <ul style="list-style-type: none"> • Initial assessment • Crisis counseling • Addressing urgent physical needs (i.e., providing meals, blankets, clothes, toiletries) • Actively connecting and providing people with information and referrals to homeless and mainstream programs • Publicizing availability of housing/services provided within geographic area covered by the CoC.
<i>Substance Abuse Treatment</i>	<p>Includes costs of:</p> <ul style="list-style-type: none"> • Intake and assessment • Outpatient treatment • Group and individual counseling • Drug testing
<i>Substance Abuse Treatment</i>	<p><u>Ineligible:</u> Inpatient detoxification and other inpatient drug and alcohol treatment</p>

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<i>Transportation</i>	<p>Costs of participant’s travel on public transportation or in vehicle provided by the recipient/subrecipient to and from:</p> <ul style="list-style-type: none"> • Medical care • Employment • Child care • Other eligible services <p>Mileage allowance for service workers to:</p> <ul style="list-style-type: none"> • Visit participants • Carry out housing quality inspections <p>Cost of vehicle in which staff transports participants and/or staff serving participants:</p> <ul style="list-style-type: none"> • Purchasing/leasing • Gas • Insurance • Taxes • Maintenance <p>Costs of recipient/subrecipient staff to accompany or assist participants to utilize public transportation</p> <p>If public transportation options are not sufficient within the area, a one-time payment on behalf of a participant needing car repairs/maintenance required to operate personal vehicle, with the following restrictions:</p> <ul style="list-style-type: none"> • Payments for car repairs/maintenance may not exceed 10% of Blue Book value of vehicle • Payments for car repairs/maintenance must be paid directly to third party that repairs/maintains the car • Recipient/subrecipient may require participant to share in cost of car repairs/maintenance as condition of receiving assistance with car repairs/maintenance.
<i>Utility Deposits</i>	Must be a one-time fee paid to the utility company

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<i>Operating Costs</i>	<p>May cover costs of facility operations only if services are provided in facility not contained in housing structure and include:</p> <ul style="list-style-type: none">• Maintenance• Repair• Building security• Furniture• Utilities• Equipment