The Department of Homelessness and Supportive Housing’s (HSH) Guidance on the Department of Housing and Urban Development’s (HUD) Continuum of Care (CoC) COVID-19 Pandemic Grant Amendment Process.

Overview

During the COVID-19 crisis, HUD and HSH want to ensure that all federal funds are maximized to mitigate the damage the virus has caused. As part of this effort, HUD is allowing the adding of eligible activities, not originally part of your grant to assist communities in spending down their grants. HSH wants to ensure that we are maximizing this effort while also complying with federal rules and regulations.

In order to shift remaining Grant funds, providers will need to show that they have a plan to use the funds for the following gaps in our system of care. Service providers can leverage existing staff or create new positions to ensure the following workflow is accomplished.

1. Online Navigation and Entry (ONE) System Usage

All CoC Subrecipients must continue to enroll clients into the ONE System and continue to do annual assessments. All income documentation will continue to be required to upload into the ONE System to back-up what is reported on the annual assessment and again through the Annual Performance Report. Providers should have a clear plan for who is responsible for accomplishing this work or direct any unused rental assistance funds toward accomplishing this goal.

2. Income Calculations

With the rapid decrease in many of clients’ income and the difficulty of hiring within HSH’s current structure, we are asking providers to train staff to assist with income calculations. Eligibility workers will be available to train staff to assist with this effort to ensure all clients are able to process rent adjustments in a more streamlined manner. Providers should have a clear plan for who is responsible for accomplishing this work under their current staffing plan or direct any unused rental assistance funds toward accomplishing this goal.

3. Financial Planning & Budget Monitoring

In addition to planning on how to spend down the current grant, providers will need to do significant financial planning to course correct after the current crisis is resolved. This will include how staff needs and match requirements will be met when grant funds are no longer available as a supportive service budget line item.

4. Annual Performance Reporting

HUD is not waiving APR requirements, so we will need to ensure providers current staff structure can still accomplish all federal reporting requirements. We will need, at a minimum, two designated staff to be responsible for APR reporting so that in the event one staff person is out on leave, another person can assist with the administrative tasks required to comply with our reporting requirements.

Once a plan is created to accomplish these basic goals, service providers can use any additional funding for eligible support services budget line items.