

SHELTER PLUS CARE

SPC - 101



SPC - Purpose

To link rental assistance to supportive services for hard-to-serve homeless persons with disabilities and their families.

Shelter Plus Care is
Permanent Supportive
Housing for the disabled
homeless!



SPC Program Goals



To assist homeless individuals and their families:

- ▣ Obtain and remain in permanent housing.
- ▣ Increase skills and/or income.
- ▣ Achieve greater self-determination.

Tip....

When you see this symbol – remember these items must be maintained in the client record/file for audit and HUD monitoring purposes.





Resident definitions and documentation required

Homeless

Disabled

Chronically Homeless

Providing SPC only to those who are homeless

A homeless individual/family that is eligible for SPC is one that....

1. lacks a fixed, regular, and adequate nighttime residence;
2. has a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
3. is living in a publicly or privately operated shelter designated to provide temporary living arrangements (includes hotels, congregate shelters and transitional housing).
4. an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where they temporarily resided.
5. fleeing a domestic violence situation.

Excluded from the definition of homelessness

1. The congressional definition includes person that will immanently loose their housing as evidenced by a court order eviction, a hotel stay ending or other credible evidence. Since 2005 HUD has prohibited those persons from entering SPC directly from any of these
2. The term "homeless" excludes any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.
3. Homeless does not include those persons who are leaving institutions that are required by law to have discharge plans on exit. (e.g. those leaving mental hospitals, prisons, foster care, etc.)
4. Homeless does not include those persons who lost their housing or choose not to return to their housing post substance abuse treatment.
5. Homeless does not include those persons doubled up with family or friends.

So in practice who are the homeless person able to be served in SPC?

Homeless & Eligible for SPC

- ❑ A person sleeping in a shelter or transitional housing
- ❑ A person sleeping in a car, bus, abandoned building, etc.
- ❑ A person sleeping outside.

Not eligible for SPC

- ❑ A person doubled-up with another person (family, friend or stranger)
- ❑ A person coming from prison.
- ❑ A person coming from a jail, treatment program, etc. where they resided for longer than 30 days.
- ❑ A person coming from a jail, treatment program, etc. where they were a resident for shorter than 30 days but did not enter that bed from an emergency shelter or the streets.

Homeless Certification



You must obtain certification that the individual/family is currently homeless at the time of intake into any Shelter Plus Care Program.

Homeless Certification can be documented on one of three ways:

1. Through the letter system as described by HUD.
2. Through the homeless certification form described by HUD.
3. Through your HMIS system, if they the software includes the homeless certification programming required to generate the homeless certification.

Your jurisdictions Continuum of Care must select the method of homeless certification utilized through out your Continuum. Once identified by the Continuum as the prescribed method – that is the method required for documentation of homelessness within each client record.

Chronic Homelessness



Since the national emphasis on ending chronic homelessness developed many SPC certificates have been targeted to assist the chronically homeless.

Defined as: an **unaccompanied individual** with a **disabling condition** who has been continuously **homeless** for a year or more OR has had at least 4 episodes of homelessness in the past 3 years.

You have documented: homelessness and disability so all you have left to do is document the length or episodes of homelessness. This may be accomplished through HMIS or through an interview and self certification of the homeless individual.

SPC by Type (Program Components)

- Tenant-based rental assistance (TRA)
- Sponsor-based rental assistance (SRA)
- Project-based rental assistance (PRA)
- Moderate Rehabilitation for Single Room Occupancy Dwellings (SRO)

Tenant-based Rental Assistance (TRA)

Applicant	States, units of local government or public housing authorities
Entity Administering Rental Assistance	Applicant or other entity under contract with the applicant
Type of Housing	Scattered-site/voucher like assistance
Living Requirements	Participants choose; Applicant/sponsor may require residents to live in a particular structure in the first year and within a particular area in all years.
Term of Assistance	5 years for the initial grant; 1 year renewals thereafter

More about TRA



Participants may **choose housing** that is appropriate to their needs (size, location, amenities, etc.).

Should they move participants retain the rental assistance and may carry it forward into a new unit.

This model enables homeless people with disabilities to select rental housing consistent with their individual preferences and needs.

Sponsor-based Rental Assistance (SRA)

Applicant	States, units of local government or public housing authorities
Entity Administering Rental Assistance	Applicant, non-profit sponsor or other entity under contract with the applicant.
Type of Housing	Variety of types ranging from group homes to independent living units – all owned by the Applicant or Sponsor
Living Requirements	Must live in the specific property that is owned or leased by the sponsor
Term of Assistance	5 years for the initial grant; 1 year renewals thereafter

Project-based Rental Assistance (PRA)

Applicant	States, units of local government or public housing authorities
Entity Administering Rental Assistance	Applicant or other entity under contract with the applicant.
Type of Housing	Variety of types ranging from group homes to independent living units – all owned by the Applicant or Sponsor
Living Requirements	Must live in the specific property that was named as the site-based housing in the grant application.
Term of Assistance	5 years for the initial grant; 10 years with rehabilitation, 1 year renewals thereafter

The difference between SRA & PRA

SRA

- must live only in properties owned by the applicant or sponsor. They may be scattered-site or site-based.
- portability of SPC subsidy may be possible if the SRA is a scattered-site model – enabling a household to move between the same owners properties/units as may be necessary.

PRA

- must live in the specific site-based housing identified in the grant application.
- portability of SPC subsidy is not possible. The only movement of tenants would be within the same site-based housing complex.

Moderate Rehabilitation for Single Room Occupancy Dwellings (SRO)

Applicant	States, units of local government or public housing authorities
Entity Administering Rental Assistance	Public Housing Authority (PHA)
Type of Housing	SRO dwelling units
Living Requirements	Must live in the SRO structure identified in the grant application.
Term of Assistance	10 years for the initial grant, 1 year renewals thereafter

Housing Requirements

- Rent Calculation
- Housing Quality Inspection
- Lead Inspection
- Rent Reasonableness
- Supportive Services

Rent Calculation



- ❑ SPC participants are required to be charged with rent.
- ❑ Rent calculation is either a calculation of 10% of the monthly gross income from all eligible source OR the 30% of monthly adjusted income (CPD Notice 96-3) whichever is greater.
- ❑ Rent calculations must be performed for every unit rented, redone annually, and maintained in the client record.
- ❑ If a participants income is \$0, the participants share of the rent is also \$0 (10% and 30% of 0 = 0)

Income for Rent Calculation



- Documentation of annual gross income is the total income of all family members, excluding any employment income of children under age 18, from all sources anticipated to be received in the 12 month period following the effective date of the income certification. Income for minors, other than from employment (e.g. Social Security Benefits, Child Support, TANF, etc.) must be included.
- Self-declaration may be used only if there is no other means of verification available and in general is only allowable for “0” income tenants

Lead



- A visual lead inspection is required on every unit and the sign of is included within the HQS form.
- An online visual assessment course is available at <http://www.hud.gov/offices/lead/training/index.cfm>

Rent Reasonableness



S+C grantees must ensure that they are paying rents that are reasonable in relation to comparable units. Comparability should consider location, size, type, quality, amenities, facilities, and management services

- ▣ reasonable in relation to rents being charged for comparable unassisted units with similar features and amenities; and
- ▣ not more than rents currently being charged by the same owner for comparable unassisted units [see Section 582.305(b)]

Supportive Services



The goal of the program is assisting homeless persons in being able to maintain their housing.

- Documentation in the file is required to show that the supportive services the client is receiving are appropriate and adequate for the special needs of the client. Generally good Case Plans or Individual Service Plans provide this documentation.
- On-going assessments for supportive services are required.

Grant Funds

- Grant Award Calculation
- Eligible Activities
- Eligible Expenses
- Administration
- Match

Grant award

Size	# of Units	FMR	Term	Total
1 bedroom	#	\$	months	# * \$ * term
2 bedroom	#	\$	months	# * \$ * term
3 bedroom	#	\$	months	# * \$ * term

= the number of units of that bedroom size requested in the grant application.

\$ = the Fair Market Rent value of the jurisdiction the housing will be rented in.

months = the number of months of the grant term. First term awards are 5 years, except for SRO's which are 10 year grants. Subsequent renewals are one year terms.

#*\$*term = the calculation of units times FMR times Term = total available for those units.

Eligible activities....



The statute that created the Shelter Plus Care program strictly limits the kinds of activities that may be funded through S+C grants. The eligible activities are restricted to **rental assistance** for program participants and **administrative costs** associated with administering the rental assistance.

Eligible Activates - expenses

1. **Leasing Assistance** (Based on Rent Calculations, not exceeding Rent Reasonableness Limit)
2. **Security Deposit** (Not to exceed one months rent.)
3. **Damage/repair to a unit** (Not to exceed one months rent.)
4. You may serve a larger number of persons on TRA and SRA grants than were proposed in the grant application by spending all of your allocated funding. Care should be taken to ensure that on-going rental for all SPC participants will be provided for.
5. **Administration** (Up to 8%.)

REMEMBER....



Keep in mind that administrative costs, damage payments, rent increases and other grant savings eligible activities can only be covered if the total grant amount exceeds the actual costs of serving the number of people proposed to be served in the S+C application.

Vacancy Payment



If a S+C unit is vacated before the end of the occupancy agreement the rental assistance for the unit may continue for a maximum of 30 days from the end of the month in which the unit was vacated. That means , S+C funds may assist the unit for the remainder of the month in which the unit is vacated plus up to 30 additional days unless the unit is occupied by another eligible person before the end of the 30 day period.

Administrative Costs

- Receiving new participants into the program
- Providing housing information and search assistance
- Determining participants income and rental contributions
- HQS Inspections
- Processing rental payment to landlords.

Up to 8% of the grant -ONLY if there is enough fund to cover the rental costs for all planned participants for the full term. Applicants with sponsors performing these functions must appropriately share administrative funds.

Eligible administrative costs include only those related to the administration of the housing , NOT costs associated with the administration of the grant or the supportive services (Section 582.105)

Match



- By statute SPC requires a dollar for dollar match.
- Matching dollars are expected to be for services required by participants in order to remain stably housed. Match may include federal, state, local and private dollars which paid for services received by the participant. For example Medicaid funded mental health care or substance abuse treatment, Ryan White funded HIV services, state supported case management, local foundation support of “good tenant” training are all eligible match sources.

Prepared for the U.S. Department
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