



601 North Lee Street • Valdosta, Georgia 31601 • (229) 245-7157

Supportive Housing Program

Policy Manual

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Introduction

The Supportive Housing Program (SHP) is a federal grant program authorized by the McKinney-Vento Homeless Assistance Act of 1987. It is designed, as part of the Continuum of Care strategy, to promote the development of housing and supportive services to assist homeless persons in the transition from streets and shelters to permanent housing and maximum self-sufficiency.

Lowndes Associated Ministries to People, Inc., further referenced as LAMP, currently uses its SHP funds to help homeless persons meet three overall goals: achieve residential stability, increase their skills and/or incomes, and obtain greater self-determination.

This federal grant assistance program is administered by the Department of Housing and Urban Development, further referenced as HUD.

This policy and procedure manual has been compiled using specific references from the Code of Federal Regulations, citations from OMB Circulars, excerpts from HUD materials, and supplements from LAMP.

Changes in this manual may occur at the discretion of LAMP, in response to Federal guidelines augmentation, or as a result of recommendation by HUD. At no time will the contents of this manual override rules and regulations established by higher authority.

The effective date of this manual is to be June 15, 2003. Any manuals, published or created, prior to this date are incidentally rendered obsolete and invalid.

In addition to policies and procedures, this manual will include a reference section designed to aid in the proper implementation of the grant.

Questions and comments regarding any of the information contained in this manual should be directed to the Executive Director of LAMP. Contact information is as follows:

Executive Director
601 North Lee Street
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Section 1: Purpose and Definitions

1.1 Purpose and Goals

The purpose of SHP is to assist homeless persons in the transition from homelessness and to enable them to live as independently as possible. To that end, the program has three overall goals. These are incorporated in the project's design, as shown in the application, and reported on each year in the APR.

1. The first goal of the SHP program is to help program participants obtain and remain in permanent housing.
2. The second goal is helping the participants increase skills and/or income. Meeting this goal will allow the participants to secure an income; in turn, enabling them to live as independently as possible.
3. And finally, help the participants achieve greater self-determination. The condition of homelessness itself can be damaging to ones self-determination; achieving a greater sense of self-determination enables the participant to gain needed confidence to make the transition out of homelessness.

As grantee, LAMP obligates itself to provide essential services which:

1. Fulfill the needs identified in the Consolidated Plan.
2. Coordinate with programs already existing in the project area.
3. Complement, not duplicate, other public or private services being received by clients.

1.2 Definitions

Accessibility: All new construction of covered multifamily buildings must include certain features of accessible and adaptable design. Units covered are all those in buildings with four or more units and one or more elevators, and all ground floor units in buildings without elevators.

Accomplished Payments: A term used by Treasury and agency personnel to refer to payments requested by an entity and made by Treasury or a non-Treasury disbursing office on behalf of that entity. (JFMIP Core Appendix A Terminology, p 48 [Common Term] HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97)

Accrued Expenditure: See Expended Appropriations (GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Ad-Hoc Query: A query that consists of dynamically constructed SQL, usually performed by desktop-resident query tools. DAMA web site at www.dmreview.com

Administrative Division/Subdivision of Funds: Any distribution of an appropriation or fund made pursuant to the Antideficiency Act. Divisions include: apportionments, allotments, and suballotments. (GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Administrative Services Center (ASC): HUD field offices providing administrative support in the areas of staffing, labor relations, computer, and a variety of day-to-day operational support needs such as space, supplies, equipment, furniture and mail to HUD employees in the field. (HUDWEB)

Agency: Any department, agency, commission, authority, administration, board, or other independent establishment in the executive branch of the government, including any corporation wholly or partly owned by the United States that is an independent instrumentality of the United States, not including the municipal government of the District of Columbia. (OMB Circular A-34, Part II, Section 21.1, p. II-2) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Aggregate Data: Data that is the result of applying a process to combine data elements. Data that is taken collectively or in summary form. *DAMA web site at www.dmreview.com*

Allocation: The amount of budget authority transferred from one agency, bureau, or account that is a Transfer Appropriation Account to carry out the purposes of the Parent Appropriation. (GAO)

Allotment: An authorization by either the agency head or another authorized employee to his/her subordinates to incur Obligations within a specified amount. Each agency makes allotments pursuant to specific procedures it establishes within the general requirements stated in OMB Circular A-34. The amount allotted by an agency cannot exceed the amount apportioned by OMB. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Allotment Holder: Represents the holder of the Allotment, usually Assistant Secretary, who will further distribute funds to a Program Class or Budget Object Classification. *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

American Federation of Government Employees (AFGE): One of two labor organizations having bargaining representation for certain HUD employees.

Analysis of Alternatives: Examining a set of feasible options to determine the advantages and disadvantages of each. Part of analyzing all of the alternatives includes a cost/benefit analysis of each alternatives. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Analysis of Impediments (AI): A HUD requirement for each state to conduct an analysis to determine impediments to fair housing choice within the state. The Commonwealth must take appropriate actions to overcome the effects of any impediments identified through that analysis. *Fair Housing Planning Guide, Volume I, Department of Housing and Urban Development, 1993*

Annual Contributions Contracts: Federal contracts entered into with local public housing agencies over a fixed period of time for payments toward unit rents, annual debt service on project financing, and financing for modernization of public housing projects.

Antideficiency Act: Refers to Section 3679, Revised Statutes (31 U.S.C. 665) Act which, among other things, prohibits the making of expenditures or the incurring of Obligations prior to Appropriations, and prohibits incurring obligations or making expenditures in excess of an Apportionment. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Application Controls: Specific controls to provide reasonable assurance that the recording, processing, and reporting of data is properly performed within the framework of financial management system. (JFMIP FRAMEWORK) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Apportionment: A distribution made by OMB of amounts available for Obligation, authorized by an Appropriation and out of a Fund Account into amounts available for specified time periods, activities, projects, objects, or combinations thereof. The amounts so apportioned limit the obligations that may be incurred. (OMB Circular A-34, Part II, Section 21.1, p. II-1)

Appropriation: One of the basic forms of Budget Authority. Statutory authority that allows federal agencies to incur Obligations and to make payments out of the Treasury for specified purposes. An appropriation act is the most common means of providing budget authority, but in some cases the authorizing legislation itself provides the budget authority. (OMB Circular A-34, Part II, Section 21.1 (Budget Authority, p. II-3) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Appropriation Act: A statute, under the jurisdiction of the House and Senate Committees on Appropriations, that generally provides legal authority for federal agencies to incur Obligations and to make payments out of Treasury for specified purposes. Three major types of appropriation acts are regular, supplemental, and continuing. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Appropriation Authority: Authority given to federal agencies to incur Obligations and to make payments from Treasury for specified purposes.

Army Corps of Engineers (COE): The Corps of Engineers is an agency of the U.S. Army that provides comprehensive engineering, management and technical support to the Department of Defense, other agencies, and to State and Local governments. *Army Corps of Engineers Internet site: www.ace.army.mil*

Atomic Data: Data elements that represent the lowest level of detail. For example, in a daily sales report, the individual items sold would be atomic data, while rollups such as invoice and summary totals from invoices are aggregate data. *DAMA web site at www.dmreview.com*

Authority to Borrow: One of the basic forms of Budget Authority. Statutory authority that permits a federal agency to incur Obligations and make payments for specified purposes out of borrowed moneys. (JFMIP Core ; A-34, PART 11, SECTION 21.1 (BUDGET AUTHORITY), P. 11-3) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Authorizing Legislation: Specific authority in the form of a law which is necessary before a program can be carried out and funds can be appropriated.

B

Bargaining Unit: Group of employees designated by the Federal Labor Relations Authority and recognized by management to be exclusively represented by a labor organization.

Brownfields: Abandoned, idled, or under-used industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination. *Environmental Protection Agency web site at www.epa.gov/sverasps/bj/glossary.htm*

Brownfields Economic Development Initiative (BEDI): BEDI grants enhance the security or improve the viability of a project financed with new Section 108 guaranteed loan authority. HUD intends BEDI and Section 108 funds to finance projects and activities that will provide near-term results and demonstrable economic benefits, such as job creation and increases in the local tax base. *HUD web site at www.hud.gov/bedifact.html*

Brownfields Redevelopment Initiative (BRI): An interagency initiative to address the financial and legal risks of cleaning up and redeveloping brownfields. To attract private financing, HUD brings together four existing types of assistance that communities can use to clean up and revitalize potentially contaminated sites: annual formula grants allocated through Community Development Block Grants; lower interest loan guarantee authority through the Section 108 Loan Guarantee program; accompanying competitive grants through the Brownfields Economic Development Initiative program; and additional competitive grants provided through the Lead-Based Paint Hazard Control program. *HUD web site at www.hud.gov:80/progdesc/brownf.html*

Budget Amendment: A change in the amount requested for appropriation after the original request has been submitted by the President to Congress.

Budget Authority: (GAO) Authority provided by law to enter into financial Obligations that will result in immediate or future Outlays involving federal government funds. Budget authority may be classified by its duration: One-Year [Annual] Authority, Multiple-Year Authority, or No-Year Authority, by the timing of the legislation providing the authority (Current Authority or Permanent Authority, by the manner of determining the amount available (Definite Authority or Indefinite Authority), or by its availability for new obligations. Basic

forms of budget authority include: Appropriations, Borrowing Authority, Contract Authority and authority to obligate and expend offsetting receipts and collections.

Budget Formulation: The annual cycle wherein budget estimates are developed (formulated) beginning each spring within every agency, submitted to the Office of Management and Budget (OMB) for review, transmitted by the President to the Congress, and tracked through the Congressional appropriations process. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Budget Mark-up: Revision of a budget in detail, representing proposed or actual decisions by a review level such as the OMB, based on consideration of policies, programs, scheduling, cost factors, and other pertinent data.

Budget Resolution: Annual Congressional action pursuant to the Congressional Budget Act which establishes targets or limits for all spending based on estimated revenues, the appropriate surplus or deficit, and recommended changes in revenues or debt.

Budgetary Resources: Forms of authority given to an agency allowing it to incur Obligations. These include: new Budget Authority, Unobligated Balances, direct spending authority, and obligation Limitations. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Business Data: Information about people, places, things, business rules, and events, which is used to operate the business. It is not meta data. (Meta data defines and describes business data.) *DAMA web site at www.dmreview.com*

Business Model: A view of the business at any given point in time. The view can be from a process, data event or resource perspective, and can be the past, present or future state of the business. *DAMA web site at www.dmreview.com*

Business and Operating Plan (BOP): Management plans developed by all HUD offices to accomplish the Department's mission and goals.

Business Transaction: A unit of work acted upon by a data capture system to create, modify, or delete business data. Each transaction represents a single valued fact describing a single business event. *DAMA web site at www.dmreview.com*

C

Capital Fund Program: Program making funding available for physical and management improvements to all Public Housing Authorities, beginning in FY 2000. Will replace CIAP and CGP.

Change Control: A scheme to provide orderly and controlled modifications to the functions and operations of the system. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Chart of Accounts: The list of general ledger account numbers that subdivide basic accounting equations, with associated titles and definitions, used by an entity for posting to its general ledger. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Classification Structure: The data elements defined to support a specific portion of an information architecture. The classification structures identified in this document are the transaction classification structure, financial information classification structure, operations information classification structure, and program information classification structure. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Closed Account: An Appropriation account whose balance has been cancelled. An account available for a definite period (fixed appropriation account) is cancelled 5 fiscal years after the period of availability for obligation ends. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Commerce Business Daily (CBD): Published by the U.S. Department of Commerce every Federal business day. The CBD lists contracting opportunities with all Federal agencies. In most cases, all proposed contracts expected to exceed \$25,000 are required to be announced in the CBD at least 15 days before the solicitation is issued. *CBD Website www.cbdnet.access.gpo.gov*

Commitment: An administrative reservation of an allotment or of other funds in anticipation of an obligation. (GAO) The amount of Allotment or lower level authority committed in anticipation of an Obligation. (SGL, definition of account 4700.) (JFMIP Core Appendix A Terminology, p 49) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Community Builders (CB): People selected to receive training at Harvard and HUD before working in two-to-four year temporary fellowships. Community Builders are trained in all aspects of HUD operations to serve as team builders, fostering partnerships and innovation inside and outside the agency. *HUD Press Release, March 18, 1998*

Community Development Block Grant Program (CDBG): Authorized by the Housing and Community Development Act of 1974 replacing several community development categorical grant programs. CDBG provides eligible metropolitan cities and urban counties (called "entitlement communities") with annual direct grants that they can use to revitalize neighborhoods, expand affordable housing and economic opportunities, and/or improve community facilities and services, principally to benefit low- and moderate-income persons.

Community and Housing Development Organization (CHDO): A federally defined type of nonprofit housing provider that must receive a minimum of 15 percent of all Federal HOME Investment Partnership funds. The primary difference between CHDO and other nonprofits is the level of low-income resident participation on the Board of Directors. *HUDWEB, Continuum of Care and Veterans Programs Glossary*

Community Housing Resource Board (CHRB): An organization composed of representatives of various groups having an interest in fair housing and equal opportunity, to assist with voluntary compliance with fair housing law.

Comprehensive Grant Program (CGP): HUD grant program via an annual formula to large public housing authorities to modernize public housing units.

Comprehensive Homeless Assistance Plan (CHAP): Plans, required by law, which are submitted by states and local governments to the Secretary for approval before HUD assistance for the homeless can be made available.

Comprehensive Improvement Assistance Program (CIAP): Program to provide funds to Public Housing Agencies to modernize public housing units.

Conditional Commitment: Document which affirms the Department's commitment to insure a mortgage on a particular project or property. Term applies to both Single Family and Multifamily mortgage insurance.

Conference Committee: A committee composed of members of the Senate and House of Representatives which reconciles difference between similar legislation passed by the two Houses.

Congressional Budget Office (CBO): Budget organization created by the Congressional Budget Impoundment and Control Act of 1974 which provides staff assistance to Congress on the Budget.

Consolidated Plan: Developed by local and state governments with the input from citizens and community groups, the Consolidated Plan serves four functions: 1) it is a planning document for each state and community, built upon public participation and input; 2) it is the application for funds under HUD's formula grant programs (CDBG, HOME, ESG, and HOPWA); 3) it lays out local priorities; and 4) it lays out a 3-5 year strategy the jurisdiction will follow in implementing HUD programs.

Continuing Resolution: Enacted legislation for agencies to continue in operation until the regular appropriation is enacted. Continuing resolutions usually specify a maximum rate for obligations during a specified period of time.

Continuum of Care: A program to help more than 330,000 homeless Americans get housing, job training, child care, and other services. The Continuum of Care, which is the centerpiece of the federal policy on homelessness, stresses permanent solutions to homelessness through comprehensive and collaborative community planning. In 1997, the Continuum of Care was one of 25 finalists, out of 1400 competitors, for the prestigious Innovations in American Government Award that is awarded by the Ford Foundation and the Kennedy School of Government at Harvard University. *HUDWEB 1/4/99*

Contract Authority: One of the basic forms of Budget Authority. Statutory authority under which contracts or other Obligations may be entered into prior to an appropriation for the payment of such obligations. The later enacted Appropriation provides cash to liquidate such obligations. (JFMIP Core; A-34, Part 11, Section 21.1 (Budget Authority), p. 11-3) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Control Activities: The policies and procedures which help ensure that management's directives are carried out, and that actions are taken to address risks to achievement of the entity's objectives. Control activities occur throughout the organization, at all levels and in all functions. They include approvals, authorizations, verifications, reconciliation, reviews of operation performance, security of assets, and segregation of duties. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Control Environment: The foundation for all other components of internal control, providing discipline and structure. Control environment factors include the integrity, ethical values, and competence of the entity's people; management's philosophy and operating style; the way management assigns authority and responsibility and organizes and develops its people; and the attention and direction provided by top management. The environment sets the tone for the organization, influencing the control consciousness of its people. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Cooperative Management Housing Insurance Fund (CMHI): One of four funds within the FHA Fund; used to finance the Section 213 Cooperative Housing Mortgage Insurance Program.

Council of Large Public Housing Authorities (CLPHA): The Council of Large Public Housing Authorities (CLPHA) is an association with 65 of the largest public housing authorities in the United States. The group's mission is to work for adequate funding and program improvements to support large public housing authorities. *Web site for National Organizations Concerned with Mental Health, Housing, and Homelessness, www.prainc.com/nrc/98_orgs/nrc_ref_e.htm*

Contracting Officer (CO): COs are HUD's expressly authorized agents and represent HUD with regard to contractual matters. Only COs may enter into, administer and terminate contracts. CO authority is delegated in writing and limited by the specific terms of each delegation.

Critical Success Factors: Key areas of activity in which favorable results are necessary for a company to reach its goal. *DAMA web site at www.dmreview.com*

Current Authority: Budget Authority made available by the Congress in, or immediately prior to, the fiscal year or years during which the funds are available for Obligation.

D

Data: Items representing facts, text, graphics, bit-mapped images, sound, analog or digital live-video segments. Data is the raw material of a system supplied by data producers and is used by information consumers to create information. *DAMA web site at www.dmreview.com*

Data Access Tools: An end-user oriented tool that allows users to build SQL queries by pointing and clicking on a list of tables and fields in the data warehouse. *DAMA web site at www.dmreview.com*

Data Dictionary: Listing of information about data elements. Data dictionaries commonly describe the contents of data elements, provide the names used by functional users of the system to refer to elements, as well as the name or representation used within the programming and tables of the system, and other descriptive information. The other descriptive information may include the logic used to obtain that element; the size of the element; formatted reports that use the element; and the source, type and potential users of the element. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Data Element: The most elementary unit of data that can be identified and described in a dictionary or repository which cannot be subdivided. *DAMA web site at www.dmreview.com*

Data Loading: The process of populating the data warehouse. Data loading is provided by DBMS-specific load processes, DBMS insert processes, and independent fastload processes. *DAMA web site at www.dmreview.com*

Data Mapping: The process of assigning a source data element to a target data element. *DAMA web site at www.dmreview.com*

Data Mining: A technique using software tools geared for the user who typically does not know exactly what to search for, but is looking for particular patterns or trends in large amounts of data. Data mining is the process of sifting through large amounts of data to produce data content relationships. *DAMA web site at www.dmreview.com*

Data Replication: The process of copying a portion of a database from one environment to other and keeping the subsequent copies of the data synchronized with the original source. Changes made to the original source are propagated to the copies of the data in other environments. *DAMA web site at www.dmreview.com*

Data Scrubbing: The process of filtering, merging, decoding, and translating source data to create validated data for the data warehouse. *DAMA web site at www.dmreview.com*

Data Stewardship: The process of managing information necessary to support program and financial managers and assuring data captured and reported is accurate, accessible, timely, and usable for decision-making and activity monitoring. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Data Store: A place where data is stored; data at rest. A generic term that includes databases and flat files. *DAMA web site at www.dmreview.com*

Data Transfer: The process of moving data from one environment to another environment. An environment may be an application system or operating environment. See Data Transport. *DAMA web site at www.dmreview.com*

Data Transformation: Creating "information" from data. This includes decoding production data and merging of records from multiple DBMS formats. It is also known as data scrubbing or data cleansing. *DAMA web site at www.dmreview.com*

Data Transport: The mechanism that moves data from a source to target environment. See Data Transfer. *DAMA web site at www.dmreview.com*

Data Warehouse: An implementation of an informational database used to store sharable data sourced from an operational database-of-record. It is typically a subject database that allows users to tap into a company's vast store of operational data to track and respond to business trends and facilitate forecasting and planning efforts. *DAMA web site at www.dmreview.com*

Data Warehouse Architecture: An integrated set of products that enable the extraction and transformation of operational data to be loaded into a database for end-user analysis and reporting. *DAMA web site at www.dmreview.com*

Data Warehouse Engines: Typically implemented as relational databases (RDBMS) or multi-dimensional databases (MDBMS). Data warehouse engines must provide strong query capabilities, fast load mechanisms, and large storage access capabilities. *DAMA web site at www.dmreview.com*

Data Warehouse Infrastructure: A combination of technologies and the interaction of technologies that support a data warehousing environment. *DAMA web site at www.dmreview.com*

Data Warehouse Management Tools: Software that extracts and transforms data from operational systems and loads it into the data warehouse. *DAMA web site at www.dmreview.com*

Database Management System (DBMS): An application or group of applications that control, protect, and facilitate access to a collection(s) of data. *DAMA web site at www.dmreview.com*

Date of Full Availability (DOFA): Date when a Public or Indian Housing project is ready for occupancy.

Davis-Bacon: Statutory requirement that persons working on Federally-supported projects be paid at least a minimum of prevailing wage rates.

Deferral: Under the Congressional Budget Impoundment Control Act, this is one type of impoundment in which the President may request to delay or postpone the execution of a program.

Definite Authority: Budget Authority which is stated as a specific sum at the time the authority is granted usually stated as "not to exceed".

Delta Update: Only the data that was updated between the last extraction or snapshot process and the current execution of the extraction or snapshot. *DAMA web site at www.dmreview.com*

Deobligation: An agency's cancellation or downward adjustment of previously recorded Obligations. *(GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Derived Data: Data that is the result of a computational step applied to reference or event data. Derived data is the result either of relating two or more elements of a single transaction (such as an aggregation), or of relating one or more elements of a transaction to an external algorithm or rule. *DAMA web site at www.dmreview.com*

Development: A public housing project under an ACC.

Direct Endorsement: A program which allows qualified private lenders to process and endorse FHA mortgage loans.

Disbursements: Payments made using cash, checks, or electronic transfers. Disbursements include advances to others as well as payments for goods and services received and other types of payments made. *(JFMP Core, Pg. 48; Common Term) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Drill Down: A method of exploring detailed data that was used in creating a summary level of data. Drill down levels depend on the granularity of the data in the data warehouse. *DAMA web site at www.dmreview.com*

Dynamic Query: A query that is not pre-processed, but is prepared and executed at run time. Usually desktop-resident query tools dynamically construct the SQL. *DAMA web site at www.dmreview.com*

E

Earmarking: 1) Dedicating collections by law for a specific purpose or program. These include offsetting collections credited to Appropriation accounts. 2) Dedicating appropriations for a particular purpose. *(GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Economic Development Administration (EDA): Organization within the U.S. Department of Commerce responsible for a number of grant and loan programs designed to help alleviate conditions in economically depressed areas of the country.

Emergency Shelter Grant (ESG): A Federal grant program designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness. HUDWEB, Continuum of Care and Veterans Programs Glossary

Employee Performance Planning and Evaluation System (EPPES): Performance appraisal program for all General Schedule (GS/GM) and Wage Grade employees.

Empowerment Zones and Enterprise Communities (EZ/EC): Designated low-income areas targeted to receive tax incentives, performance grants, and loans in order to create jobs, expand business opportunities, and support people looking for work. Initially authorized by Title XIII of the Omnibus Budget Reconciliation Act of 1993 (the Statute), additional EZ/ECs were authorized by the Taxpayer Relief Act of 1997. *HUD web site at www.hud.gov:80/progdesc/ezec.html*

Enterprise: A complete business consisting of functions, divisions, or other components used to accomplish specific objectives and defined goals. *DAMA web site at www.dmreview.com*

Enterprise Data: Data that is defined for use across a corporate environment.

Enterprise Data Warehouse: A single repository holding data from several operational sources that serves many different users, typically in different divisions or departments. *DAMA web site at www.dmreview.com*

Enterprise Modeling: The development of a common consistent view and understanding of data elements and their relationships across the enterprise. *DAMA web site at www.dmreview.com*

Entitlement: An underlying formula governing the allocation of Block Grant funds to eligible recipients. Entitlement grants are provided to larger urban cities (i.e., population greater than 50,000) and larger urban counties (greater than 200,000).

Entitlement Authority: Authority to make payments (including loans and grants) for which Budget Authority is not provided in advance by Appropriation. *(GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Environmental Assessment (EA): A preliminary, written, environmental analysis required by EPA to determine whether a federal activity such as building airports or highways would significantly affect the environment; an EA may require preparation of more detailed Environmental Impact Statement. *EPA Web site for Environmental/Biological-Related Technical Terms, www.epa.gov/grtlakes/seahome/grants/sr/glosbis.htm*

Environmental Impact Statement (EIS): A document prepared by or for EPA which identifies and analyzes, in detail, environmental impacts of a proposed action. As a tool for decision-making, the EIS describes positive and negative effects and lists alternatives for an undertaking, such as development of a wilderness area. *EPA Web site for Environmental/Biological-Related Technical Terms, www.epa.gov/grtlakes/seahome/grants/sr/glosbis.htm*

Equal Employment Opportunity (EEO): Term which refers to a variety of activities to ensure non-discrimination in hiring, promoting, and managing employees.

Equal Housing Opportunity Plan (EHOP): Plan developed by Public Housing Agencies for use in Section 8 and Moderate Rehabilitation programs.

Event Level Architecture: The portion of an information architecture that supports the capture and recording of transaction data on individual financial events. It includes the data element structures and definitions, the valid values, and the mapping of financial events to system transactions. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Executive Information System (EIS): Systems designed for senior management. Typically these systems feature drill-down analysis and trend analysis capabilities and are highly graphical. A strategic decision support application that employs and easy-to-use interface, graphical displays. Used principally for tracking, communication, and control. *Glossary of Terms, James Martin & Company*

Executive Performance Appraisal System (EPAS): Performance appraisal program for all Senior Executive Service (SES) employees.

Expended Appropriations (Formally Accrued Expenditures): Changes during a given period that reflect the costs incurred and the need to pay for 1) services performed, 2) goods received/accepted, 3) amounts to be owed in the future under programs for which no current service or performance is required. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Expenditures: The balance in Standard General Ledger (SGL) account 4900, Expended Appropriations. Paid and unpaid expenditures for (a) services performed by employees, contractors, vendors, carriers, grantees, lessors, or other government funds; (b) goods and tangible property received; and (c) amounts becoming owed under programs for which no current service or performance is required (i.e., annuities, insurance claims, other benefit payments). (JFMIP Core; SGL, definition of account 4900). According to GAO it is the same as Outlay. *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Expense: The outflow of assets or incurrence of liabilities (or both) during a period as a result of rendering services, delivering or producing goods, or carrying out other normal operating activities. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Expired Account: An Appropriation or Fund Account in which the balance is no longer available for incurring new Obligations because the time available for incurring such obligations has expired. Expired accounts will be maintained by fiscal year identity for 5 years. During this 5-year period, obligations may be adjusted if otherwise proper and Outlays may be made from these accounts. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Expired Budget Authority: Budget Authority which is no longer available to incur new obligations. Such authority is still available for 5 years after the account expires for the payment of those valid obligations which were incurred before the authority expired. Unobligated Balances of expired budget authority remain available for 5 years after the account expires to cover adjustments to prior obligations or obligations that should have been, but may not have been, recorded at that time.

Executive Information Systems (EIS) aka Empowerment Information System (EIS): Tools programmed to provide canned reports or briefing books to top-level executives. They offer strong reporting and drill-down capabilities. These tools allow ad-hoc querying against a multi-dimensional database and most offer analytical applications along functional lines such as sales or financial analysis. *DAMA web site at www.dmreview.com*

Extract Date: The date data was extracted. *DAMA web site at www.dmreview.com*

Extract Frequency: The latency of data extracts, such as daily versus weekly, monthly, or quarterly. The frequency that data extracts are needed in the data warehouse is determined by the shortest frequency requested through an order or by the frequency required to maintain consistency of the other associated data types in the source data warehouse. *DAMA web site at www.dmreview.com*

Extract Specification: The standard expectations of a particular source data warehouse for data extracts from the operational database system-of-record. A system-of-record uses an extract specification to retrieve a snapshot of shared data and formats the data in the way specified for updating the data in the source data warehouse. An extract specification also contains extract frequency rules for use by the Data Access environment. *DAMA web site at www.dmreview.com*

F

Fair Housing Act: Legislation first enacted in 1968 and expanded by amendments in 1974 and 1988, which provides the Secretary with investigation and enforcement responsibilities for fair housing practices. Prohibits discrimination in housing and lending based on race, color, religion, sex, national origin, handicap, or familial status.

Fair Housing Assistance Program (FHAP): A Program to assist state and local agencies and community housing resources boards in processing Fair Housing Act complaints.

Fair Housing Initiatives Program (FHIP): A Program to assist states, local agencies, fair housing groups, and community housing resource boards in bringing public and private efforts together to combat housing discrimination.

Fair Market Rents (FMR): Rent Schedules published in the Federal Register which establish maximum eligible rent levels allowed under the Section 8 program by geographic area.

Farm Service Agency (FSA): FSA was formerly known as the Farmers Home Administration (FmHA). This agency of the U.S. Department of Agriculture ensures the well-being of American agriculture, the environment and the American public through efficient and equitable administration of farm commodity programs; farm ownership, operating and emergency loans; conservation and environmental programs; emergency and disaster assistance; domestic and international food assistance and international export credit programs.

Federal Accounting Standards Advisory Board (FASAB): Established to recommend federal accounting principles and standards to the Director of OMB, Secretary of the Treasury, and the Comptroller General. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Federal Acquisition Regulation (FAR): The FAR is the Federal Government regulation that establishes and directs procurement policies and procedures for all Federal agencies.

Federal Assistance: Those functions providing monetary support to state governments, local governments, private organizations, or individuals, including the functions of transfer payments, Grants and Subsidies, loans, and insurance. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Federal Information Processing Standards (FIPS): Standards and guidelines issued by National Institute of Standards and Technology (NIST) for use government-wide. NIST develops FIPS when there are compelling Federal government requirements such as for security and interoperability and there are no acceptable industry standards or solutions. (*NIST Web site, 11/09/98*)

Federal Home Loan Bank Board (FHLBB): Supervises Federal Home Loan Banks, which supply member banks with credit to enhance their service as savings depositories and as lenders of mortgage funds.

Federal Home Loan Mortgage Corporation (Freddie Mac): A federally chartered stockholder owned corporation which supports the secondary market for conventional mortgages.

Federal Housing Administration (FHA): An insuring entity established by legislation, administered by the Assistant Secretary for Housing, who is responsible for the Department's various mortgage insurance programs.

Federal Labor Relations Authority (FLRA): An independent Agency which governs the labor relations program in the Federal Government.

Federal National Mortgage Association (Fannie Mae): A federally chartered, stockholder owned corporation which supports the secondary market for both conventional mortgages and mortgages insured by the FHA and guaranteed by VA.

Federal Regional Council (FRC): Council of domestic agency heads, in various regions of the Country.

FHA Fund: This fund is comprised of four separate funds to finance specific FHA mortgage insurance programs: Mutual Mortgage Insurance Fund (MMI), Cooperative Management Housing Insurance Fund (CMHI), General Insurance Fund (GI), and Special Risk Insurance Fund (SRI).

Filters: Saved sets of chosen criteria that specify a subset of information in a data warehouse. *DAMA web site at www.dmreview.com*

Financial Accountability: An accounting for the resources of an entity needed for legal accountability for budgetary resources, stewardship over assets, protection of cash resources, and management and control of costs. Financial accountability includes the functions of budget execution, financial accounting, cash management, and cost management. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Financial Data Integrity Control: The structural discipline over data used in the financial accountability functions of budget execution, financial accounting, cash management, and cost accounting that is designed into financial management systems to ensure consistency with data used in the transaction tracking functions. Financial data integrity control provides the structural framework to ensure Financial Accountability functions within an agency are maintained consistently throughout the financial management systems. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Financial Event: Any occurrence having financial consequences to the federal government related to the receipt of Appropriations or other financial resources; acquisition of goods and services; payments or collections; recognition of guarantees, benefits to be provided, or other potential Liabilities; or other reportable financial activities. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Financial Management Systems: The financial systems and the financial portions of Mixed systems necessary to support financial management. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Financial Management Systems Architecture: The blueprint for the logical combination of Financial and Mixed Systems to provide government-wide and agency budgetary/financial management support for program and financial managers. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Financial System: An information system comprised of one or more applications, that is used for collecting, processing maintaining, transmitting, and reporting data about financial events; supporting financial planning or budgeting activities; accumulating and reporting cost information; or supporting the preparation of financial statements. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Financing: Those functions necessary to provide the financial resources to fund government operations and federal assistance including the functions of taxation, fee and revenue generation, public debt, deposit funds, and intra governmental collections. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Fiscal Year: Any yearly accounting period, regardless of its relationship to a calendar year. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Formula Characteristics Report (FCR): Provides data used by HUD to calculate PHA's share of CGP funding.

Finding of no significant impact (FONSI): A document presenting findings of an Environmental Assessment that a proposed project will not result in an action which will significantly affect the quality of human life. *Environmental Review: Public Housing and 24 CFR Part 58 Directive Number: 97-8*

Financial Systems Integration (FSI): This is a major departmental effort to integrate HUD's various financial management systems.

Full Time Equivalent (FTE): One FTE is 2,080 hours of paid employment. The number of FTEs is derived by summing the total number of hours (for which included categories of employees) are paid by the appropriate categories of employees and dividing by 2,080 hours (one work-year). Appropriate categories include, but are not limited to, overtime hours, hours for full-time permanent employees, temporary employees, and intermittent employees who may not have been paid for an entire reporting period. FSIDQ Team. The number of full-time employees it would take to work the total number of hours worked by all employees during a specific reporting period, regardless of schedules. *Operating Manual, The Standard Form 113, Summary Data Reporting System, OPM Web site, December 1998.*

Fund or Fund Account: A summary account established in the Treasury for each Appropriation and/or fund showing transactions to such accounts. Each such account provides the framework for establishing a set of balanced accounts on the books of the agency concerned. As used in OMB Circular A-34, this phrase refers to general fund expenditure accounts, special fund expenditure accounts, public enterprise revolving funds, Intra governmental revolving funds, management funds, trust fund expenditure accounts, and trust revolving fund accounts. (JFMIP Core; OMB Circular A-34, Part 11, Section 21.1, p. 11-4 and 5) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

G

General Controls: The structure, methods, and procedures that provide the overall control environment affecting the financial management systems. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

General Insurance Fund (GI): One of the four funds comprising the FHA fund, which is used to finance most of the higher-risk mortgage insurance programs for low- and moderate-income families.

General Services Administration (GSA): The largest civilian Federal agency buyer of general supplies and services. It provides operational supplies and services to the civilian Federal agencies through its Federal Supply Service. Most of these supplies are furnished by independent contractors. The GSA Small Business Centers provide advice to small businesses about GSA's contracting opportunities. *GSA Internet Site at www.gsa.gov*

Government National Mortgage Association (GNMA or Ginnie Mae): Major Departmental organization responsible for administering secondary market programs involving insured mortgage loans such as the Mortgage-backed Securities Program.

Government Online Accounting Link System (GOALS): The electronic network which ties agencies to Treasury and each other for the exchange of information. Over the network, agencies can transfer funds to each other and receive notification that Treasury has accomplished disbursements. Also, agencies and Treasury can submit and receive reports once exchanged in hard copy format by mail. The GOALS network can be used with a wide variety of terminals and modems. (JFMIP Core; Common Term) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Government Operations: Those functions necessary to run the basic operational activities of the government and to provide services, such as law enforcement and national defense, which are non-monetary in nature. Government operations include the functions of

personnel, acquisition, property management, and inventory management. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Government Technical Representative (GTR): HUD program office employees who support contracting personnel in technical and programmatic matters related to contracts. GTRs are chiefly responsible for monitoring contractor performance, inspecting contract products and contractor services, preparing documentation to support acceptance or rejection of contractor work, alerting the CO to potential and actual contract problems, and recommending corrective action (e.g., changes to the contract).

Government-wide Financial Management System: A system which contains information on the federal government as a whole or which handles particular financial management services for multiple agencies by a single, designated service provider. These systems support government-wide decision-making, centralized processing, and consolidated information requirements. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Gramm-Rudman-Hollings: Legislation originally passed in 1985 to provide for systematic reduction in the budget deficit by sequestering (permanently withholding from availability) calculated percentages of new budget authority for each program, project, or activity receiving appropriations, if the Administration and Congress do not meet the targets through other means.

Grant: A federal grant maybe defined as a form of assistance authorized by statute in which a federal agency (the grantor) transfers something of value to a party (the grantee) usually, but not always, outside of the federal government, for a purpose, undertaking, or activity of the grantee which the government has chosen to assist, to be carried out without substantial involvement on the part of the federal government. The "thing of value" is usually money, but may, depending on the program legislation, also include property or services. The grantee, again depending on the program legislation, may be a state or local government, a nonprofit organization, or a private individual or business entity. Programs administered by state governments comprise the largest category, involving federal outlays of over \$100 billion a year. *Principals of Federal Appropriations Law, Volume II GAO/OGC-92-13*

Grants Management Center (GMC): A HUD organization which processes competitive grant applications, determines formula grant allocations, and supports the public housing operating subsidy program. *GMC Homepage on the HUDWEB*

H

Hatch Act: Act prohibiting partisan political activity on the part of federal employees.

Healthy Homes for Healthy Children: A new life-saving initiative to help parents protect their children from potentially deadly hidden dangers in their homes. TV home improvement expert Bob Vila appears in television and print ads that tell parents how to make their homes safe from injury. *www.hud.gov/bhcbild.html*

Homebuyer Protection Plan: A HUD package of home appraisal reforms that will increase the level of consumer confidence in the homebuying process and benefit 800,000 families who get Federal Housing Administration mortgages each year. *HUD web site at www.hud.gov/presrel/pr98-206.html*

Home Mortgage Disclosure Act (HMDA): The Home Mortgage Disclosure Act of 1975, as amended in 1989, requires most financial institutions and mortgage lenders that make mortgage loans, home improvement loans, or home refinance loans to collect and disclose information about their lending practices. *Office Of The Assistant Secretary For Housing-Federal Housing Commissioner Mortgagee Letter 94-22, May 4, 1994*

HOME: Provides funds to local governments and states for new construction, rehabilitation, acquisition of standard housing, assistance to homebuyers, and tenant-based rental assistance.

Home page: Generally refers to HUD's internet web site: HUD's Homes and Communities Page.

HOPE I: No longer funded. Provided financial assistance for public housing authorities in the form of planning and implementation grants to be used in conjunction with the development of affordable homeownership programs for public housing residents involving the sale of public housing units.

HOPE II: Provided financial assistance for the creation of homeownership opportunities for low to moderate income families in government-insured or -owned of FHA multifamily properties

HOPE III: Provided financial assistance for the creation of home ownership opportunities for low to moderate income, first-time homebuyers utilizing single family properties.

HOPE VI: HOPE VI, or the Urban Revitalization Program, enables demolition of obsolete public housing, revitalization of public housing sites and distribution of supportive services to the public housing residents affected by these actions.

Housing Assistance Council (HAC): A private organization which provides funds, training, and other types of assistance to nonprofit groups to facilitate construction of lower-income housing in rural areas.

Housing Assistance Plan (HAP): Housing Plans required of recipients of block grant funds. The Housing and Community Development Act of 1974 required that assisted housing program funds, including Section 8 assistance, be distributed on the basis of HAPs.

Housing Development Grant Program (HODAG): A Grant program authorized by Section 17 of the Housing and Urban Renewal.

Housing Finance Agencies (HFA): State or local agencies responsible for financing and preserving privately owned low- and moderate-income housing within the state or locality.

Housing for the Elderly and Handicapped: Program authorized by Section 202 of the National Housing Act. This program provides direct Federal loans to nonprofit sponsors for construction and mortgage financing of housing for elderly and handicapped.

HUD Acquisition Regulation (HUDAR): The HUDAR is HUD's regulation to implement the Federal Acquisition Regulation (FAR). The HUDAR does not repeat the requirements of the FAR. Rather, it supplements the FAR by establishing HUD-specific procurement requirements.

HUDweb: HUD's intranet - an internal web site available only to HUD employees.

HUD Teleprocessing Network (HUDNET): Nationwide telecommunications network linking Field Offices with HUD Computer Center and other mainframe computer sites.

HUD Veteran Resource Center (HUDVET): HUDVET was established by Secretary Andrew Cuomo in cooperation with National Veteran Service Organizations (VSO's) to provide information concerning veterans' programs. HUDVET is housed within the HUD Office of Community Planning and Development. Participating VSO's include: American Ex-Prisoners of War; American GI Forum of the U.S.; American Gold Star Mothers; American Legion; American Veterans Committee; American Veterans of WWII, Korea and Vietnam (AMVETS). Information is provided through an 800 number and the internet. *HUD web site at www.hud.gov/budvet/vetmain.html*

I

Imprest Fund: A fixed-cash or petty-cash fund in the form of currency, coin, or Government check, which has been advanced as Funds Held outside of Treasury and charged to a specific Appropriation account by a Government agency official to an authorized cashier for

cash payment or other cash requirement as specifically authorized. The fund may be a revolving type, replenished to the fixed amount as spent or used, or may be of a stationary nature such as a change-making fund. (JFMIP Core; TFM 4-3020) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Indefinite Authority: Budget Authority of an unspecified amount of money, usually stated as "such sums as may be necessary".

Information: Data that has been processed in such a way that it can increase the knowledge of the person who receives it. Information is what individuals start with before it is fed into a data capture transaction processing system. Information is also the output of information systems. DAMA web site at www.dmreview.com

Information System: The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Information Technology (IT): Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. It does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract. *Information Technology Reform Act, Sec 5002*

Informational Resources Management (IRM): Term used to refer to current Federal efforts to improve the integration and management of automated and other data.

Inspector General (IG): The head of the Department's Office of Inspector General, appointed by the President, responsible for conducting audits and investigations of HUD programs and operations.

Integration: The use of common processes, transmission, and standardized data to effectively and efficiently manage and report on the use of financial resources and to track the financial implications of activities of the federal government. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Intergovernmental Personnel Act (IPA): Act which permits temporary assignments of employees between public and private sectors.

Internal Control: A process, effected by the management and other personnel of an entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (i) effectiveness and efficiency of operations and programs, (ii) reliability of information and financial reporting, and (iii) compliance with applicable laws and regulations. (JFMIP Framework). According to GAO, internal control is a plan of organization, methods, and procedures adopted by management to ensure that (1) resource use is consistent with laws, regulations, and policies; (2) resources are safeguarded against waste, loss, and misuse; and (3) reliable data are contained, maintained, and fairly disclosed in reports. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Internal Control System Monitoring: The process of assessing the quality of the Internal Control system over time. This is accomplished by ongoing monitoring in the course of operations and/or separate evaluations based on an assessment of risks and the effectiveness of the ongoing monitoring. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Invitation for Bids (IFB): An IFB is the instrument used to solicit bids for proposed contracts using the sealed bidding procurement method.

J

Joint Financial Management Improvement Program (JFMIP): A joint and cooperative undertaking of OMB, GAO, the Department of the Treasury, and OPM, working in cooperation with each other and with operating agencies to improve financial management. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

K

Kids Next Door: A HUD web site where kids can learn more about being good citizens, meet cool people, see neat things, and visit awesome places. *HUD web site at www.hud.gov/kids/kids.html*

L

Letter of Credit: Line of credit to a grant recipient established at time of approval of application.

Letter of Determination (LOD): Civil rights statutes, other than the Fair Housing Act, use a different two step process to communicate findings: a Letter of Findings (LOF), which may be subject to challenge by the parties, followed by a Letter of Determination (LOD).

HUD Directive Number: 96-1, Subject: Multi-jurisdictional Complaints issued May 24, 1996

Letter of Findings (LOF): Civil rights statutes, other than the Fair Housing Act, use a different two step process to communicate findings: a Letter of Findings (LOF), which may be subject to challenge by the parties, followed by a Letter of Determination (LOD).

HUD Directive Number: 96-1, Subject: Multi-jurisdictional Complaints issued May 24, 1996

Liability: Assets owed for items received, services received, assets acquired, construction performed (regardless of whether invoices have been received), an amount received but not yet earned, or other Expenses incurred. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Limitation: A funding restriction, imposed by OMB, a department, or an agency, that places a ceiling for Obligation/spending Authority. The limitation may exist at any level within a funding structure or may be imposed using an independent structure. (JFMIP Core; Common Term) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Loan Management: Function of FHA-insured loans and servicing the portfolio of FHA-insured mortgages which have been assigned to the Secretary subsequent to default by mortgagors.

Local Area Network (LAN): Network in a local office linking microcomputer workstations and providing shared access to centralized local data bases.

Loss Mitigation: Reduction in risk of home mortgage foreclosure. The Department's loss mitigation approaches generally fall into two broad categories -- (a) those which (if utilized successfully) would result in curing the default and retaining homeownership, and (b) those which would result in the relinquishment of homeownership, by means of a sale to a third party or by a voluntary conveyance of the property by deed in lieu of foreclosure. *HUD Mortgage Letter, Subject: FHA Loss Mitigation Procedures - Special Instructions dated November 12, 1996*

Low Income: Income that does not exceed 80 percent of area median income.

Low Income Housing Tax Credits (LIHTC): A way of obtaining financing to develop low-income housing. Government programs provide dollar-for-dollar credit toward taxes owed by the housing owner. These tax credits can be sold, or used to back up bonds that are sold, to obtain financing to develop the housing.

M

Major Reconstruction of Obsolete Project (MROP): Provides funds to PHAs for rehabilitation of public housing developments.

Merit Pay: Performance-based pay system for managers and supervisors, Grades 13-15.

Merit Systems Protection Board (MSPB): An independent Agency which hears and adjudicates Federal employees' allegations of abuse of merit principles and other appeals.

Meta data: Data about data, i.e., name, length, valid values, or description of a data element. Meta data is stored in a data dictionary and repository. It insulates the data warehouse from changes in the schema of operational systems. *DAMA web site at www.dmreview.com*

Mixed-Finance: Refers to the combination of public housing funds with other government and private funds to develop low-income and public housing authorized to PHAs by 24CFR 941.

Mixed-Income: Refers to a resident mix that includes families with various income levels within one development. Mixed-income developments combine public housing families with other residents in order to decrease the economic and social isolation of these families.

Mixed System: An information system that supports both Financial and Non-financial functions of the federal government or components thereof. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Modernization: Program authorized by the Housing Act of 1937 for upgrading low-rent public housing projects.

Mortgage Bankers Association of America (MBA): National organization which seeks to improve mortgage practices and marketing activities.

Mortgage-backed Securities Program: A program administered by GNMA, which guarantees timely payment of principal and interest on trust certificates or other securities backed by a trust pool of FHA insured or VA guaranteed mortgages and issued by approved private corporate entities.

Multifamily Assisted Housing Reform and Affordability Act of 1997 (MAHRA): A legislative act enacted to preserve low-income rental housing affordability while reducing the long-term costs of Federal rental assistance, including project-based assistance, and minimizing the adverse effect on the FHA insurance funds. HUD established the Office of Multifamily Housing Assistance Restructuring (OMHAR) to administer the Mark-to-Market program and to implement the requirements of the act. *Federal Register 9/11/1998 posted on HUD web site at www.hud.gov:80/ombar/readingrm/24284.pdf*

Multiple-Year Authority: Budget Authority which is available for a specified period of time in excess of 1 fiscal year. This authority generally takes the form of 2-year, 3-year, etc., availability but may cover periods that do not coincide with the start or end of a fiscal year. Also known as "forward funding".

Mutual Mortgage Insurance Fund (MMI): One of four separate funds within the FHA Fund; provides funds for home mortgage insurance.

N

National Association of Real Estate Brokers (:NAREB): The oldest minority trade association in America founded in 1947 on the principle that all citizens have the right to equal housing opportunities, regardless of race, creed, or color. *Internet Site: www.nareb.com*

National Association of County Officials (NACO): An organization of officials in county governments which provides research and reference services for such officials and represents their interests at the national level.

National Association of Home Builders (NAHB): An organization which represents home builders at all levels of government and provides information on new developments in the housing industry. It is also responsible for initiating the Homeowners Warranty Corporation which provides a guarantee of workmanship in residential homes.

National Association of Housing and Redevelopment Officials (NAHRO): An organization which develops new techniques related to the finance, design, construction and management of housing. The NAHRO also plays a key role by consulting with Federal Agencies and the Congress on U.S. housing policy.

National Association of Realtors (NAR): An organization which represents the interests of realtors and promotes education, professional standards, and modern techniques in real estate practices.

National Federation of Federal Employees (NFFE): One of two labor organizations having bargaining representation for selected HUD employees.

National Finance Center (NFC): Servicing agent for HUD's payroll/personnel system.

National Homeownership Foundation (NHF): An organization which encourages private and public organizations at the national, state, and local levels to provide increased homeownership opportunities in urban and rural areas for low-income families.

National Institute of Building Sciences (NIBS): A nonprofit organization engaged in improvements in the area of building science and technology.

National League of Cities (NLC): The country's largest and most representative organization serving municipal governments. Founded in 1924, today its direct members include 49 state municipal leagues and 1,500 communities of all sizes. Through the membership of the state municipal leagues, NLC represents more than 18,000 municipalities. *www.nlc.org*

National Partnership for Reinventing Government (formerly known as the National Performance Review) (NPR): A review of the federal government led by Vice President Al Gore which resulted in improvement recommendations. The report, *Creating a Government that Works Better & Costs Less*, was issued September 7, 1993. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

National Tenants Organization (NTO): Organization which represents tenants in subsidized housing.

Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA): Legislation enacted on October 26, 1996. NAHASDA reorganizes the system of Federal housing assistance to Native Americans by eliminating several separate programs of assistance and replacing them with a single block grant program. In addition to simplifying the process of providing housing assistance, the purpose of NAHASDA is to provide Federal assistance for Indian tribes in a manner that recognizes the right of Indian self-determination and tribal self-governance.

No-Year Authority: Budget Authority that remains available for Obligation for an indefinite period of time, usually until the objectives for which the authority was made available are attained.

Non-Financial System: An information system that supports non-financial functions of the federal government or components thereof; any financial data included in the system are insignificant to agency financial management and/or not required for the preparation of financial statements. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Notice of Funding Availability (NOFA): Published in the Federal Register to announce competitive funding programs.

O

Object Classification: A method of classifying Obligations and Expenditures according to the nature of services or articles procured, e.g., personal services, supplies and materials, and equipment. (JFMIP Core) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Obligated Balance: Obligations already incurred for which payment has not yet been made. HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Obligational Authority: The sum of (1) Budget Authority provided for a given fiscal year, (2) Unobligated Balances of amounts brought forward from prior years, (3) amounts of offsetting collections to be credited to specific funds or accounts during that year, and (4) Transfers between funds or accounts. The balance of obligational authority is an amount carried over from one year to the next because not all obligational authority that becomes available in a fiscal year is obligated and paid out in that same year. Balances of obligational authority are described as: Obligated, Unobligated, and Unexpended. (GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Obligations: An amount corresponding to an order placed, contract awarded, services received, and similar transaction for bona fide needs existing during a given period that will require payment during the same or future period and that complies with applicable laws and regulations. (JFMIP Core; A-34, Sec. 21.1,p. 11-7) (SGL, corresponds to Account 4800, Undelivered Orders)

Obligations Incurred: Amounts of orders placed, contracts awarded, services received, and similar transactions during a given period that will require payments during the same or a future period. Such amounts will include Outlays to liquidate those obligations. (GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Office of Management and Budget (OMB): An Executive Agency which, assists the President in overseeing the preparation of the Federal budget and to supervise its administration in Executive Branch agencies. In addition, OMB oversees and coordinates the Administration's procurement, financial management, information, and regulatory policies. www.whitehouse.gov/WH/EOP/OMB/html/ombhome.html

Officer Next Door: A HUD Program designed to revitalize distressed neighborhoods by encouraging police officers to live in them. The homes have been acquired through foreclosure on defaulted mortgages insured by the Federal Housing Administration (FHA) at half off the FHA-listed price. Each participating officer signs a contract agreeing to live in the home at least three years. Those who receive an FHA-insured mortgage can buy homes with a down payment of as little as \$100. Working with local elected officials, HUD designates neighborhoods as revitalization areas -- of which there are now over 500 -- for participation. The neighborhoods are typically in low- and moderate-income areas, have many vacant properties, and often have high crime rates, but are considered good candidates for economic development and improvement. HUD web site at www.hud.gov/pressrel/pr98-460.html

OMB Circular A-76: Official Office of Management and Budget (OMB) rule establishing policies and procedures to determine whether commercial-type work should be done by contract with private sources rather than in-house.

OMB Circular A-102: Official Office of Management and Budget (OMB) rule defining uniform administrative requirements for grants-in-aid to state and local governments.

OMB Circular A-123: Official Office of Management and Budget (OMB) rule prescribing policies for Federal Departments and Agencies to follow in establishing and maintaining internal controls in program and administrative activities.

Office of Personnel Management (OPM): An Executive Agency, which is the federal government's human resources agency. OPM administers a merit system for federal employment that includes recruiting, examining and promoting people on the basis of their knowledge and skills, regardless of their race, religion, sex, political influence or other non-merit factors. www.opm.gov/html/mission.htm

Office of Small and Disadvantaged Business Utilization (OSDBU): OSDBU is responsible for the development and administration of HUD's Procurement Opportunity Program (POP). OSDBU helps small businesses understand HUD's operations and needs, and will direct them to appropriate sources of information.

One-Year (Annual) Authority: Budget Authority which is available for obligations only during a specific fiscal year and which expires, if not obligated, at the end of that time. Also known as "fiscal year" or "annual" budget authority.

Operational Database: The database-of-record, containing data that continually change as updates are made and that reflect the current value of the last transaction. The operational database is the source of data for the data warehouse. DAMA web site at www.dmreview.com

Operating Subsidies: Payments authorized by the U.S. Housing Act of 1937 for operating costs of low-rent public housing projects to assure the low-income character of the projects involved.

Organizational Structure: The offices, divisions, branches, etc. established within an entity based on responsibility assignments, whether functional or program related. (JFMIP Core; Common Term) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Outlay: The measure of government spending for budget purposes. Payments to liquidate Obligations (other than the repayment of debt). Except where outlay figures are labeled as gross, they are stated net of any related refunds and offsetting collections. Outlays generally are equal to cash Disbursements, but they are also recorded for cash-equivalent transactions, such as the subsidy cost of direct loans and loan guarantees, and interest accrued on public issues of the public debt. (JFMIP Core; A-11, Section 14.1, p. 35) (Note that, although not technically correct, the terms 'expenditures' and 'net disbursements' are sometimes used interchangeably with 'outlays') According to GAO, outlays are the issuance of checks, disbursement of cash, or electronic transfer of funds made to liquidate a federal obligation. Outlays also occur when interest on the Treasury debt held by the public accrues and when the government issues bonds, notes, debentures, monetary credits, or other cash-equivalent instruments in order to liquidate obligations. Outlays are stated both gross and net of offsetting collections. (GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

P

Parent Appropriation: The appropriation from which the Allocation was made.

Participating Administrative Entity (PAE): A public agency (including a State housing finance agency, a local housing agency, or a community development corporation), a nonprofit organization, or a non-public entity (including a law firm or an accounting firm), or a combination of such entities, that meets the statutory and regulatory requirements under section 513(b) of MAHRA to implement mortgage restructuring and rental assistance sufficiency plans (Restructuring Plans) for eligible multifamily housing properties. 04/19/99 Glossary of Mark to Market Program Procedures Operating Guide

Partnership for Advancing Technology in Housing (PATH): An interagency partnership with a goal of reducing the monthly cost of new housing by 20 percent by FY 2010. The principal categories of monthly housing costs are (1) payments of principal and interest of the mortgage loan, (2) taxes and insurance premiums, (3) utility and other operating costs, and (4) maintenance and repair. 3/15/1999 Outcome Indicator 1.1.5: Final FY 2000 Annual Performance Plan

Performance Funding System (PFS): Formula used to calculate the amount of operating subsidies required by each PHA to operate its public housing units.

Permanent Authority: Budget Authority that is available as the result of previously enacted legislation and which does not require new legislation for the current year.

Population: See Data Loading and Data Replication

Position Description (PD): A position description is a document describing duties, supervisory controls and responsibilities for a particular position. It classifies those elements and establishes pay schedule, job title, series, grade and competitive level. The position description describes one or more positions. HUDWEB [http:// budweb.hud.gov/ refs/ you/ jpsovr/ Fpsov4.htm](http://budweb.hud.gov/refs/you/jpsovr/Fpsov4.htm)

Procurement Opportunity Program (POP): Administered by the Office of Small and Disadvantaged Business Utilization (OSBDU), the POP seeks to provide direct contracting and subcontracting opportunities to businesses and organizations that have been designated as eligible for preferential treatment (e.g., small, small disadvantaged, and women-owned small businesses).

Program: An organized set of activities directed toward a common purpose or goal that an agency undertakes or proposes to carry out its responsibilities. (GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Program Execution: The processes necessary to carry out program objectives and provide information to monitor and manage program execution activities. (JFMIP Framework) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Program, Project, or Activity (PPA): An element within a budget account. For annually appropriated accounts, the PPAs are defined by the Appropriations Acts and accompanying reports and documentation; for accounts not funded by annual appropriations, they are defined by the program and financing schedules provided in the "Detailed Budget Estimates" in the Federal Budget. (GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Program Structure: The budget programs, activities, etc. on which budgetary decisions are made, whether legally binding, as in Appropriation limitations, or in the nature of policy guidance, as in Presidential pass backs, Congressional markup tables, or internal agency decisions. (JFMIP Core; SGL p. IV-1) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Project: A planned undertaking of something to be accomplished, produced, or constructed, having a finite beginning and finite end. Examples are a construction project or a research and development project. (JFMIP Core; SGL p. IV-7) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Propagated Data: Data that is transferred from a data source to one or more target environments according to propagation rules. Data propagation is normally based on transaction logic. DAMA web site at www.dmreview.com

Property Disposition (PD): Term which refers to disposition by sale of FHA-insured, Section 312 or Section 202, property foreclosed on and acquired by the Department.

Public Housing Agency (PHA): Organization created by local government which administers HUD's Low-Income Public Housing Program and other HUD programs.

Public Housing Authority Directors' Association (PHADA): A professional trade association representing local housing authorities from across America. The association was founded in 1979 and now represents nearly 1,700 members. PHADA serves as liaison between its membership, the Department of Housing and Urban Development and the United States Congress. PHADA Webpage at www.webcom.com/house

Public Housing Disposition: Refers to the sale or other legal action that a Public Housing Authority takes to release itself from ownership of a public housing project.

Q

Query: A usually complex SQL SELECT statement created to retrieve data from a database. The retrieved data is used in decision support. DAMA web site at www.dmreview.com

Query Governor: A facility that terminates a database query when it has exceeded a predefined threshold. DAMA web site at www.dmreview.com

Query Response Time: The time it takes for the warehouse engine to process a complex query across a large volume of data and return the results to the requester. DAMA web site at www.dmreview.com

R

Real Estate Settlement Procedures Act (RESPA): Requires that all borrowers under Federal mortgage loan or insurance programs must receive specified information regarding the loan transaction.

Reapportionment: A revision of a previous Apportionment of budgetary resources for an Appropriation or Fund Account. This must be approved by OMB. (GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Refresh Technology: A process of taking a snapshot from one environment and moving it to another environment overlaying old data with the new data each time. DAMA web site at www.dmreview.com

Replicated Data: Data that is copied from a data source to one or more target environments based on replication rules. Replicated data can consist of full tables or rectangular extracts. DAMA web site at www.dmreview.com

Repository: An integrated holding area for enterprise meta data. The contents should be definable, loadable, and retrievable regardless of the originating tool, platform, programming language, or DBMS. DAMA web site at www.dmreview.com

Request for Proposals (RFP): A RFP is the instrument used to solicit proposals/offers for proposed contracts using the negotiated procurement method.

Request for Quotations (RFQ): A RFQ is the instrument used to solicit price quotes for proposed contracts using the simplified acquisition procurement method.

Rescission: Legislation enacted by Congress that cancels the availability of budgetary resources previously provided by law before the authority would otherwise lapse. (GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Reduction-in-Force (RIF): Action by management to reduce or adjust an agency's workforce. RIFs may involve reassigning employees to different organizations or positions, downgrading employees, or separating employees from the Federal service.

Reimbursable Order: May also be known as Customer Order. Order for goods and services to be provided by the agency to another entity in return for payment. (JFMIP Core; Common Term) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Reimbursement: A sum (1) that is received by the federal government as a repayment for commodities sold or services furnished and (2) that is authorized by law to be credited directly to specific Appropriation and Fund Accounts. These amounts are deducted from the total Obligations Incurred (and Outlays) in determining net obligations (and outlays) for such accounts. (GAO) HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97

Rent Supplements: Supplemental payments to owners of private housing on behalf of qualified low-income tenants, authorized by Section 101 of the Housing and Urban Development Act of 1965. New contracts are no longer available and have been replaced generally by the Section 8 program.

Rental Rehabilitation: Grants to cities and states for rental housing rehabilitation. These grants, authorized by Section 17 of the Housing Act of 1937, as amended by the Housing and Urban-Rural Recovery Act of 1983, are designed to attract private financing to rehabilitation.

Reobligation: Obligation of deobligated funds for another purpose. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Reprogramming: Shifting funds within an Appropriation or Fund Account to use them for different purposes than those contemplated at the time of appropriation, e.g., different Object Class. While a Transfer of funds involves shifting funds from one account to another, reprogramming involves shifting funds within an account. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Reservation: A set-aside of funds without the detail of what it will be used for. That is, funds for a particular initiative that are removed from availability although the specific needs for the initiative are not yet defined and the procurement process for that initiative will not be begun until some later date.

Resident Management: Involvement of public housing residents in the day-to-day management and maintenance functions of their housing properties through a contract between the Public Housing Agency and a nonprofit, democratically-selected tenant management corporation.

Resident Ownership: A program to provide full homeownership opportunities for residents of public housing and surrounding low-income communities through a combination of direct sales to tenants and conversions, utilizing resident management, corporations and other nonprofit entities. (Also, see "Urban Homesteading").

Restoration: An Unobligated amount previously withdrawn (that is, Transferred out of an Appropriation account) by administrative action that is returned to the account and again made available for Obligation and Outlay. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Risk Assessment: The identification and analysis of relevant external and internal risks to achievement of established objectives, forming a basis for determining how risks should be managed. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Roll Up Query: Query that summarizes data at a level higher than the previous level of detail. *DAMA web site at www.dmreview.com*

S

Schedule A: An excepted appointment made to positions for which it is not practical to examine (attorney positions are included by law).

Schedule B: An excepted appointment made to positions for which there are no competitive exams; many Schedule B appointments may later lead to conversion to competitive appointments (e.g., cooperative education program appointments).

Schedule C: Type of appointment, exempt from competitive procedures, used for hiring individuals involved in setting Presidential policies and those serving in confidential positions reporting to policy makers.

Section 3: A section of the Housing and Urban Development Act of 1968 which obligates public housing authorities (PHAs) to afford residents access to jobs and contracting opportunities created by federal funding. *HUD Web site @ www.huduser.org/publications/finance/finance/report.pdf pg. 5*

Sec 5(h): Provides that a PHA may sell all or a portion of a public housing development to eligible residents in accordance with an approved homeownership plan.

Section 8: Housing Assistance Payments Program, authorized by the Housing and Community Development Act of 1974.

Section 8(a): - Section 8(a) of the Small business Act authorizes Small Business Administration (SBA) to enter into contracts with other federal agencies to supply needed goods and services. The SBA in turn subcontracts the actual performance of the work to small businesses enrolled in the SBA's 8(a) Program. The goal of the 8(a) Program is to help eligible small firms become independently competitive for contracts.

Section 9 Operating Subsidies: Section 9(a) of the U.S. Housing Act of 1937 authorizes HUD to make annual contributions to Public Housing Authorities to pay for the operation of public housing rental units. The payments are called Operating Subsidy.

Section 106a: Technical assistance to nonprofit sponsors of Federally-assisted housing programs and counseling to tenants and homeowners, authorized by the Housing and Urban Development Act of 1968.

Section 106b: Loans to nonprofit sponsors of Federally-assisted housing programs, authorized by the Housing and Urban Development Act of 1968.

Section 202: Loans for the construction or rehabilitation of housing for the Elderly and Handicapped, authorized by the Housing Act of 1950.

Sec. 202 Mandatory Conversion: Requires Public Housing Authorities to demolish or sell certain public housing units which cannot be reasonably operated or revitalized due to their deteriorated condition.

Section 203: Basic Single Family housing mortgage insurance.

Section 207: Basic Multifamily housing mortgage insurance.

Section 221 (d) (2): Mortgage insurance on Single Family housing for low- and moderate-income families.

Section 221 (d) (3): Mortgage insurance on Multifamily housing for low- and moderate-income families.

Section 223 (e): Mortgage insurance for housing in older declining neighborhoods.

Section 223 (f): Mortgage insurance for refinancing of existing Multifamily housing.

Section 231: Mortgage insurance for housing constructed or rehabilitated primarily for elderly persons.

Section 235: Mortgage insurance and interest subsidies for low- and moderate-income home buyers.

Section 236: Rental and cooperative housing subsidies and mortgage insurance to reduce mortgage interest costs on rental units for lower income families.

Section 312: Rehabilitation Loan Program which provides low-interest loans for the rehabilitation of housing in certain Federally-aided areas.

SELECT: A SQL statement (command) that specifies data retrieval operations for rows of data in a relational database. *DAMA web site at www.dmreview.com*

Self-Help Homeownership Opportunity Program (SHOP): The Self-Help Homeownership Opportunity Program enables families to become homeowners with an investment of "sweat equity" – contributing their own labor to help with such tasks as painting, landscaping, carpentry and roofing. HUD grants will provide subsidies averaging \$10,000 to lower the price of each home. Families unable to afford a

home and having incomes below 80 percent of the area median income are eligible to receive HUD assistance under SHOP. *HUD web site at budweb.hud.gov/focus/current/jul01foc.htm*

Senior Executive Service (SES): Personnel/Payroll system for executives established by the Civil Service Reform Act of 1978. Positions covered under SES include both career and non career personnel.

Sequestration: The cancellation of budgetary resource provided by discretionary Appropriations or direct spending law. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Shared System: A government-wide system used by agencies where they have information/data definitions common to all users to effectively and efficiently support particular functions. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Single, Integrated Financial Management System: A unified set of Financial Systems and the financial portions of Mixed Systems encompassing the software, hardware, personnel, processes (manual and automated), procedures, controls, and data necessary to carry out financial management functions, manage financial operations of the agency, and report on the agency's financial status to central agencies, Congress, and the public. Unified means that the systems are planned for and managed together, operated in an integrated fashion, and linked together electronically in an efficient and effective manner to provide agency-wide financial system support necessary to carry out the agency's mission and support the agency's financial management needs. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Single-Room Occupancy (SRO): The Section 221(d) program provides mortgage insurance for multifamily properties consisting of single-room occupancy (SRO) apartments. These apartments are intended for people--usually a single person--who have a source of income but are priced out of the rental apartment market. *HUD Web site @ www.hud.gov:80/progdesc/221d-df.html*

Site Appraisal and Market Analysis (SAMA): Certain processing procedures required for commitment of FHA mortgage insurance on most Multifamily projects and large subdivisions.

Small Business Administration (SBA): The SBA offers a wide variety of assistance to small and small disadvantaged businesses. HUD contracting offices work closely with the SBA in seeking small business suppliers. Local SBA offices frequently can direct firms to agencies that purchase the products they offer. The SBA can also provide names and addresses of prospective military and civilian agency customers. Information about the SBA's programs and services are available for the internet at: *SBA Web site at www.sba.gov*

Source Database: An operational, production database or a centralized warehouse that feeds into a target database. *DAMA web site at www.dmreview.com*

Source Evaluation Board: The HUD group of officials responsible for evaluating proposals on competitive contracts of more than \$500,000.

Special Risk Insurance Fund (SRI): One of four insurance funds within the FHA fund used primarily to finance Section 235 and Section 223(e) programs.

Special Applications Center (SAC): Established to process non-funded applications related to public housing.

Spending Authority: A collective designation for authority provided in laws other than Appropriation Acts to Obligate the government to make payments. It includes: Contract Authority, Authority to Borrow, and a form of Entitlement Authority. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Staff-year: Level of effort equivalent to the working time and leave of one employee for one year.

Standard General Ledger: A uniform listing of accounts and supporting transactions that standardizes federal agency accounting and supports the preparation of standard external reports. SGL Chart of Accounts (1) provides control over all financial transactions and resource balances, (2) satisfies basic reporting requirements of OMB and Treasury, and (3) integrates proprietary and budgetary accounting. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Standard Query: A stored procedure of a recently executed query. Technically, a standard query may be stored on the desktop as "canned" SQL and passed as dynamic SQL to the server database to execute. This is undesirable unless the stored query is seldom executed. *DAMA web site at www.dmreview.com*

Standard Voucher: The HUDCAPS document that records the reduction or liquidation of a fund or advance and accruals. *Final PAS to HUDCAPS Interface Design - Revised, September 29, 1998*

Storefront Offices: Storefront Offices are HUD offices that have been moved to the street corner where people can come in and use computers to obtain the latest information about home loans, housing assistance, and job creation programs. Storefront Offices replace some HUD offices that are hidden from the public in high-rise Federal Buildings. *HUD web site at www.hud.gov:80/storefront/*

Subpart F: Refers to 24 CFR Part 941.600, Subpart F, which allows a Public Housing Authority to use a combination of private financing and public housing funds to develop public housing units. Ownership of resulting mixed-finance developments can be held by a third party as well as the Housing Authority.

Subsidy: Generally, a payment or benefit made where the benefit exceeds the cost to the beneficiary. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Supplemental Appropriation: An act appropriating funds in addition to those in an annual Appropriation Act. Supplementals may sometimes include items not appropriated in the regular bills for lack of timely authorizations. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Supportive Housing Program (SHP): The Supportive Housing Program promotes the development of supportive housing and supportive services, including innovative approaches that assist homeless persons in the transition from homelessness and enable them to live as independently as possible. SHP funds may be used to provide transitional housing, permanent housing for persons with disabilities, innovative supportive housing, supportive services, or safe havens for the homeless. *HUDWEB, Continuum of Care and Veterans Programs Glossary*

Surplus: Budget Surplus is the amount by which the government's budget receipts exceed its budget Outlays for a given period, usually a fiscal year. A Total Surplus is the amount by which the sum of the government's on-budget and off-budget receipts exceed the sum of its on-budget and off-budget outlays for a given period, usually a fiscal year. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

T

Tandem Plans: Programs administered by GNMA which provide for the commitment to purchase Federally-issued and conventionally-financed Single Family and Multifamily mortgages. Mortgages are either held in the GNMA portfolio or sold to other investors including FMNA and FHLMC.

Title I of the Housing and Community Development Act of 1974 (CDBG): Title I of the Housing and Community Development Act of 1974, which authorized assistance to community by block grants in place of categorical grants.

Title I National Housing Act: Title I of the National Housing Act, which provides FHA insurance for home improvement and mobile home loans.

Total Development Cost (TDC): The sum of all HUD-approved costs for a project including all undertakings necessary for administration, planning, site acquisition, demolition, construction or equipment and financing (including the payment of carrying charges), and for otherwise carrying out the development of the project. The maximum total development cost excludes off-site water and sewer facilities development costs; costs normally paid for by other entities, but included in the development cost budget for the project for contracting or accounting convenience; and any donations received from public or private sources. *24 CFR Part 950.102*

Transaction Tracking: Captures data to identify, record, and report transactions arising from individual financial events. Transaction tracking includes the functions of receivables/collections, payables/disbursements, payroll, travel, property accounting, and inventory accounting. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Transfer: Shifting of all or part of the Budget Authority in one Appropriation or Fund Account to another, as specifically authorized by law. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Transformers: Rules applied to change data. *DAMA web site at www.dmreview.com*

Treasury Account Identification Code: A code assigned by Treasury, that is composed of a department or agency code, codes that provide the period of availability of the appropriation or fund account and a four-digit basic account symbol. Example: 28 7 0230. (OMB Circular A-34, Page 16, Paragraph 11.7)

Tribally Designated Housing Entities (TDHE): NAHASDA defines a "Tribally Designated Housing Entity" as "an existing IHA" unless the Tribe authorizes another entity to receive grant amounts and provide affordable housing for Indians. A TDHE may be authorized or established by one or more Indian tribes to act on behalf of each such tribe authorizing or establishing the housing entity.

Triggering Data: Data that selects and loads data on a scheduled basis. *DAMA web site at www.dmreview.com*

Troubled Agency Recovery Center (TARC): Established by HUD to turn around troubled public housing authorities.

Turnkey: Housing initially financed and built by private sponsors and purchased by Housing Authorities for use by low-income families under the Public Housing Program.

U

Undelivered Order: The value of goods and services ordered and Obligated which have not been received. This term is synonymous with unliquidated obligations. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Unexpended Balance: Sum of the Obligated and Unobligated Balances. *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Unexpired Budget Authority: Budget Authority which is available for incurring new Obligations.

Update: A function not allowed in a data warehouse. *DAMA web site at www.dmreview.com*

U.S. Government Standard General Ledger: A uniform chart of accounts and pro forma transactions used to standardize federal agency accounting and to support the preparation of standard external reports required by central agencies. OMB and Treasury Financial Management Service regulations require agencies to use the Standard General Ledger (SGL) to accumulate and report standard financial data. The SGL chart of accounts identifies and defines budgetary, proprietary, and memorandum accounts to be used in agencies' accounting systems. The SGL is generic for the federal government and is not intended to reflect any single federal agency's accounting system. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Unfilled Customer Order: The dollar amount of orders (Reimbursable Order) accepted from other accounts within the government for goods and services to be furnished on a reimbursable basis. For transactions with the public, these orders are amounts advanced or collected for which the account or fund has not yet performed the service or incurred its own obligations for that purpose. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Unobligated Balance: Portion of Obligational Authority which has not been obligated. *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Urban Development Action Grant (UDAG): Program administered by the Assistant Secretary for Community Planning and Development, used to provide funding for projects in economically-distressed cities.

Urban Homesteading: The Housing and Community Development Act of 1974 authorized sale of publicly-owned properties to qualified individuals at minimal cost based on individual's agreement to rehabilitate and occupy the property for a set period of time. This program was expanded by the Housing and Community Development Act of 1987, which authorized resident management and ownership of public housing (see "Resident Ownership").

Urban Revitalization Demonstration: Original name of the HOPE VI program.

V

Vendor: Entity initially receiving HUD funds as a result of orders placed, contracts awarded, services received, and similar transactions during a given period. The vendor may or may not be the entity who is the ultimate beneficiary of HUD funds and who entered into an agreement or contract with HUD. *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Version Control: A method by which a responsible organization tracks, controls, and coordinates software versions used by multiple organizations. (JFMIP Framework) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Veterans' Programs: See HUD Veteran Resource Center.

Voluntary Compliance Agreement (VCA): A conciliation agreement signed by a complainant to resolve a complaint. The complainant does not have to agree to the terms of a Voluntary Compliance Agreement (VCA) and does not sign the agreement. Occasionally a situation will arise when a complainant is dissatisfied with monetary relief to which the Department otherwise would agree in resolution of a complaint. The right of the Department to conduct a Department initiated complaint (either a Secretary-initiated complaint investigation or a compliance review) of facts and issue not covered in the Agreement should be stated explicitly in the Agreement. *HUD Directive Number: 96-1, Subject: Multi-jurisdictional Complaints issued May 24, 1996*

W

Warrant: An official document that the Secretary of the Treasury issues pursuant to law and that establishes the amount of monies authorized to be withdrawn from the central accounts that Treasury maintains. (GAO) *HUDCAPS Core Financial System Standard Accounting Interface, dated 9/30/97*

Y

Youthbuild: A HUD initiative that funds programs that help young high-school dropouts obtain education, employment skills, and meaningful on-site work experience in a construction trade. *HUD Website @ www.hud.gov:80/progdesc/youthb.html*

Section 2: Performance Measures and Reporting

2.1 Establishing Performance Measures to Meet Goals

In order to meet the three basic program goals, each project should develop specific performance measures. Performance measures should include discussion of both housing and services.

Performance measures are developed as part of the project narrative in the Technical submission following the conditional approval of a project.

Performance measures should relate closely to the overall objectives of the project stated in the application. The performance measures are simply a quantifiable means of ensuring progress toward achievement of objectives and desired outcomes.

Performance measures have three key components. They must:

1. Relate to outcomes. Rather than simply focusing on the services to be provided, the provider should have a broader vision of the next step for the participant once he/she leaves the program;
2. Have a time frame for achievement; and
3. Be measurable - that is, include a number or percentage indicating a specific level of achievement.

The more clearly the performance measure is stated, the easier it will be to describe annual performance and meet APR requirements.

HUD recognizes that due to the nature of the program and the subpopulations with whom grantees work, results may be limited goal attainment. Therefore, we will not necessarily consider low levels of achievement as indications of poor performance. Rather, we are looking for strategies to effectively meet the program goals, along with efforts at continuously improving performance.

The performance measures established by LAMP are as follows:

1. 50% of the participants in LAMP's New Horizons Self-Sufficiency Program will remain in permanent housing for at least one year.
2. 70% of the participants in LAMP's New Horizons Self-Sufficiency Program will be successful in obtaining employment within one year.
3. 60% of the homeless seeking temporary shelter, moving assistance payments, transportation, childcare, and/or health care will be provided emergency assistance.

Instructions for effecting changes in performance measures can be found in the Grant Amendments section of this manual.

2.2 Reporting

The Annual Progress Report (APR) tracks program progress and accomplishments in HUD's competitive homeless assistance programs. The APR provides LAMP and HUD with information necessary to assess each LAMP program. LAMP must submit an APR to HUD within 90 days of the end of each operating year and for each year in which HUD funding is provided.

The LAMP operating year is January 1, through December 31.

Failure to submit an APR may lead to a delay in receiving future grant funds.

Exhibit 4 of the APR, Program Goals and Objectives, provides information on LAMP's progress in meeting objectives that were established in the original grant application and/or the previous year's APR. Here, LAMP is asked to list the objective(s) for each of the three basic goals, describe the progress in meeting the objectives(s), and specify the objectives for the next operating year. The established performance measures provide a benchmark for reporting successes, or explaining why the goal was not achieved.

By specifying the objectives for the next operating year, LAMP is required to not only consider last year's performance, but also is given the opportunity to revise objectives for the next operating year based on last year's experience.

Section 3: Eligibility

The Supportive Housing Program (SHP) is one of the McKinney-Vento Homeless Assistance Act programs designed to move homeless persons from streets and shelters to permanent housing and to assist clients in reaching maximum self-sufficiency. A person must be homeless in order to receive assistance under SHP.

3.1 Eligible Persons

Basically, a homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without the SHP assistance. A person is considered homeless only when he/she resides in one of the places described below:

- In places not meant for human habitation such as: cars, parks, sidewalks, abandoned buildings, or on the street.
- In an emergency shelter.
- In transitional or supportive housing for persons who originally came from the streets or emergency shelters.
- In any of the above places, but is spending a short time (up to 30 consecutive days) in a hospital or other institution.

- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified; and the person lacks the resources and support networks needed to obtain housing.
- Is being discharged, within a week, from an institution such as a mental health or substance abuse treatment facility, or a jail/prison, in which the person has been a resident for more than 30 consecutive days; and no subsequent residence has been identified; and the person lacks the resources and support networks needed to obtain housing.
- Is fleeing a domestic violence housing situation and no subsequent residence has been identified; and the person lacks the resources and support networks needed to obtain housing.

3.2 Ineligible Persons

Persons who are not homeless may not receive assistance under SHP. Examples of people who are not homeless are those who are:

- In housing, even though they are paying an excessive amount for their housing; the housing is substandard and in need of repair; or the housing is crowded.
- Incarcerated. Unless, upon discharge no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.
- Living with relatives or friends.
- Living in a Board and Care, Adult Congregate Living Facility, or similar place.
- Being discharged from an institution which is required to provide or arrange housing upon release.
- Wards of the State, although youth in foster care may receive needed supportive services which supplements, but does not substitute for, the state's assistance.

3.3 Demonstrating Compliance with Homeless Verification Standards

Grantees must maintain adequate documentation to demonstrate the eligibility of persons served by SHP funds. The following details the classifications of persons who are homeless and indicates the appropriate verification methods.

- **Persons living on the street**
LAMP may provide services such as outreach, food, health care, and clothing to persons who reside on the streets. In most cases, it is not feasible to require the homeless persons to document that they reside on the street. It is sufficient for the grantee's staff to certify that the persons served, indeed, reside on the street. The outreach or service worker should sign and date a general certification verifying that services are going to homeless persons and indicating where the persons reside.
- **Persons coming from living on the street and into a place meant for human habitation**

LAMP must obtain information to indicate that a participant is coming from the street. This may include names of other organizations or outreach workers who have assisted them in the recent past and who might provide documentation. LAMP must have the participant prepare (or we may prepare) a written statement about his or her previous living place and have the participant sign and date the statement. Then, if the participant was referred by an outreach worker or social service agency, LAMP must obtain written verification from the referring organization regarding where the person has been residing. This verification should be on agency letterhead, signed and dated. Merely obtaining a self-certification is not adequate.

- **Persons coming from an emergency shelter for homeless persons**

LAMP must have written verification from the emergency shelter staff that the participant has been residing at the emergency shelter for homeless persons. The verification should be on the emergency shelter's letterhead, and must be signed and dated.

- **Persons coming from transitional housing for homeless persons**

LAMP must have written verification from the transitional housing facility staff that the participant has been residing in the transitional housing. The verification should be on the transitional housing agency's letterhead, and must be signed and dated. LAMP must also have written verification that the participant was living on the streets, or in an emergency shelter prior to living in the transitional housing facility (see above for required documentation), or was discharged from an institution or evicted prior to living in the transitional housing facility and would have been homeless if not for the transitional housing (see below for required documentation).

- **Persons coming from a short-term stay (up to 30 consecutive days) in an institution**

LAMP must have written verification from the institution's staff that the participant has been residing in the institution for 30 days or less. The verification must be signed and dated. LAMP must also have written verification that the participant was residing on the street or in an emergency shelter prior to the short-term stay in the institution. See above for guidance.

- **Persons being evicted from a private dwelling**

LAMP must have evidence of the formal eviction proceedings indicating that the participant was being evicted within the week before receiving SHP assistance. If the person's family is evicting him/her, a statement describing the reason for eviction should be signed by the family member and dated. In other cases where there is no formal eviction process, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control. In those instances, LAMP must obtain a signed and dated statement from the participant describing the

situation. LAMP must make efforts to confirm that these circumstances are true and have written verification describing the efforts and attesting to their validity. The verification should be signed and dated. LAMP must also have information on the income of the participant, what efforts were made to obtain housing, and why, without the SHP assistance, the participant would be living on the street or in an emergency shelter.

- **Persons being discharged from a longer stay institution (31 days or more)**

LAMP must have evidence from the institution's staff that the participant was being discharged within the week before receiving SHP assistance. LAMP must also have information on the income of the participant, what efforts were made to obtain housing, and why, without the SHP assistance, the participant would be living on the street or in an emergency shelter.

- **Persons fleeing domestic violence**

LAMP must have written verification from the participant that he/she is fleeing a domestic violence situation. If the participant is unable to prepare the verification, prepare a written statement about the participant's previous living situation and have the participant sign the statement and date it.

3.4 Supportive Services Only (SSO) Component of SHP

Supportive Services Only (SSO) projects address the service needs of homeless persons. Projects are classified as this component only if the project sponsor is not also providing housing to the same persons receiving the services.

SSO project characteristics:

SSO projects may be in a structure, or structures, at a central site, or they may be in multiple structures at scattered sites where services are delivered. Projects may also be operated independent of a structure (e.g., street outreach or mobile vans for health care). Regardless of the design, SSO project applications must contain a full description of how homeless persons will be assisted to obtain and remain in permanent housing and how homeless persons will be assisted in increasing their incomes and in living independently. All SHP components are focused on helping participants achieve permanent housing.

SHP funds can be used in the following ways to provide new supportive services only projects, or expand already existing supportive services only projects:

- Acquisition
- Rehabilitation
- Leasing
- Supportive Services

- Administrative Costs

Note that SHP cannot be used for new construction or operating costs. The prohibition is statutory.

Supportive service costs vs. operating costs in SSO projects.

Confusion sometimes occurs over what is an operating cost in an SSO project. Two basic criteria to help clarify the issue are: (1) The direct costs of providing the services to participants are eligible; (2) The cost identified in the examples below is eligible only to the extent that it is part of the project.

Grant funds may be used to pay for the actual costs of new or increased supportive services to homeless persons, including salaries paid to providers of supportive services and any other costs directly associated with providing such services.

Examples of eligible supportive services costs are:

- The cost of computers and desks used in a job readiness training program are usually eligible supportive services costs.
- The salaries of staff directly contacting homeless persons in an outreach program are eligible supportive services costs.
- The purchase of vehicles for transporting homeless persons to other services and job training sites is an eligible SSO cost. The cost of fuel, insurance, and repairs is also eligible.

More examples are given in the section referencing eligible activities.

Examples of ineligible supportive services costs are:

- Training for supportive services staff is not eligible because the SHP funds are meant for the direct benefit of homeless persons.
- Fundraising activities and conference fees are not eligible activities.

For guidance, LAMP staff should contact Alma Cooper at (404) 331-5001 x2549.

3.5 Eligible Activities

SHP funding is generally available to support the following activities in Supportive Services Only (SSO) programs:

1. Acquisition and Rehabilitation

SHP grants for acquisition may be used to pay a portion of the costs of purchasing a structure which will be used to provide supportive housing or supportive services. SHP acquisition grants for acquisition may also be used for the repayment of

outstanding debt on a loan made to purchase a structure which has not been previously used for supportive housing or supportive services.

SHP funds provided for acquisition must be matched by the recipient with an equal amount of funds from other sources. The cash source may be LAMP, the Federal Government, State and local governments, or private resources.

2. Leasing

Leasing structures to provide supportive housing or supportive services, or to pay rent for individual units during the period covered by the grant is an eligible activity. LAMP may lease portions of a structure, the full structure, or multiple structures.

Supportive housing must meet the habitability standards described in the program regulations at (583.300(b)). Any variations from those standards proposed by LAMP must be approved by HUD.

Leasing activities are eligible for renewal grants.

3. Supportive Services

SHP funds can be used to pay for the actual costs of supportive services to homeless persons in a new project or for the actual costs of increasing supportive services to homeless persons in an existing homeless project. Supportive services are important in a project since they assist homeless participants in the transition from the streets or shelters to permanent housing or supportive housing.

Almost any services aimed at moving homeless participants to independence are eligible for SHP support. The following are examples of services which may be paid for with supportive service grant funds:

outreach, child care, job training/placement, case management, health care, transportation, employment assistance, education, vocational opportunities, life skills, counseling, housing search assistance, substance abuse treatment, parenting skills, rent deposits, psychiatric care, mental health care, home furnishings, and budgeting.

Examples of eligible supportive services associated costs are:

- Salary of case manager
- Salary of the case manager supervisor when he or she is working with clients, or working with a case manager on issues regarding clients
- Desks and computers used by clients and their trainers or counselors
- Food, clothing, and transportation for use by the clients
- Medical and dental care for the clients
- Beepers for outreach workers
- Vehicle purchase and operation when used for transporting clients

As of August 24, 2000, certain previously ineligible costs for SSO projects have been reconsidered and included, but only to the extent that they are part of the project. A brief list would include: staffing, utilities, equipment and supplies, furnishings, repairs and maintenance, transportation, insurance and security. Please check with Alma Cooper for clarification.

Beginning with 1999 SHP awards, LAMP must share in the costs of supportive services. The requirement is an 80-20 split of supportive services costs between SHP and LAMP.

Match is a cash payment for the provision of supportive services. LAMP's cash source can be from itself, the Federal government, State and local governments or private contributions.

4. Operations

Operating costs are those costs associated with the physical day-to-day operation of supportive housing facility and for which cash payment is needed. Operating costs differ from supportive services cost in that operating costs support the function and the operation of the housing project. Only operating cost for a new project or the expanded portion of an existing project are eligible for SHP funding. **Also, SHP funds may not be used for the cost of operating a supportive services only facility.**

5. Administrative Costs

Up to five percent of any grant awarded under SHP may be used for the purpose of paying costs of administering the assistance.

Administrative costs include the costs associated with accounting for the use of grant funds, preparing reports for submission to HUD, obtaining program audits, similar costs related to administering the grant after the award, and staff salaries associated with these administrative costs. They do not include the costs of carrying out acquisition, rehabilitation, new construction, leasing, supportive services or operating costs.

Section 4: Important Dates

In implementing an SHP project, LAMP must comply with certain requirements at specific times. Some of these times are specified in the SHP program regulations; others are specified in the NOFA and grant agreement.

4.1 Award Notification

The date of the letter from HUD indicating selection as a conditionally funded recipient starts the clock for the site control requirement. A selected organization has one year to

demonstrate site control, if applicable. If site control is not achieved within one year from the date of this award letter, HUD is mandated by law to cancel the offer of an SHP grant.

4.2 Contract Effective Date

The effective date of the grant agreement is the date on which the local HUD office signs a grant agreement. Once executed, the local HUD office returns a copy of the contract to LAMP. The date on the grant agreement is shown below the signature of the Director of the Community Planning and Development Division.

A project sponsor's effective date is the date that the written agreement between LAMP and the project sponsor is executed; the date cannot precede the effective date of the agreement between HUD and LAMP.

LAMP may not incur project costs prior to the effective date of the grant agreement. In very rare instances, LAMP may incur pre-agreement costs subject to prior written approval from the local HUD office. Without this prior written approval, LAMP cannot be reimbursed for expenditures with SHP funds. An example of an allowable pre-agreement cost is the cost of attending post-award training held by the field office for grantees.

4.3 Operating Start Date

The operating start date indicates when the term of the grant begins. It is the date when participants begin to receive housing and/or services.

This date is significant for two reasons. First, it dictates the beginning and end dates of the grant's funding term. Second, the operating start date starts the clock for submission of annual reports.

LAMP enters the operating start date into the LOCCS accounting system, according to one of the following situations:

For projects with acquisition, new construction or rehabilitation -

The operating start date begins after completion of all acquisition, new construction or rehabilitation activities; after sending a copy of the Certificate of Occupancy to the local HUD office; and when the first participant is accepted into the project.

For projects without acquisition, new construction or rehabilitation -

The operating start date begins when the grantee accepts the first participant. For example, a Supportive Service Only component grant providing job training would enter the date it serves the first client. As the project term begins, LAMP makes the first draw down for leasing, supportive services or operating costs under LOCCS.

4.4 Milestones

The NOFA and regulations contain timeliness standards for SHP projects. LAMP submits project milestones as part of its Technical Submission, and the Technical Submission is incorporated into the grant agreement.

HUD may de-obligate funds if serious delays occur which are within the control of LAMP. Additional information regarding de-obligation is given in section 583.410(c) of the SHP regulations.

HUD compares LAMP's application milestones with actual progress and with information submitted in the APRs. Significant deficiencies regarding milestones could result in corrective measures, or cancellation of the grant.

If LAMP feels that its project is not achieving its milestones, it may contact the local HUD Office for technical assistance. This contact will establish two things: 1) it will enable staff to suggest options or provide technical assistance, and 2) it documents the fact that the grantee is working to correct any deficiency.

4.5 Timelines for Spending Grant Funds

Since SHP funds are intended for immediate use to assist people experiencing homelessness, it is necessary for LAMP to maintain a progressive schedule. In addition to the development milestones, LAMP is expected to make timely draws from their LOCCS project accounts - draws that are neither too early, nor too late.

LAMP makes draws too early when we draw down SHP funds in advance of needing to pay an invoice, salaries, etc. US Treasury rules require LAMP to repay any interest gained on holding grant funds in an interest bearing account. The rule of thumb is that LAMP should draw funds from the Treasury no more than three days before needing to pay an invoice, salaries, etc.

LAMP makes draws too late when we do not use earmarked SHP funds to pay when bills are due. US Treasury rules do not allow LAMP to pay late charges with SHP funds. **Also, LAMP is discouraged from using some other funds to pay for earmarked SHP activities and reimbursing themselves with SHP funds. This is seen as a poor financial management practice.**

Section 5: Technical Submission and Site Control

5.1 Technical Submission

The Technical Submission must be completed by LAMP, whether funded for a new SHP project, an expansion of an existing effort, or for a renewal project.

The Technical Submission document consists of a cover page and six exhibits:

Cover Page: Table of Contents and Certification

Exhibit 1: Project Summary

Exhibit 2: Acquisition, Rehabilitation, New Construction, and Project Feasibility
Exhibit 3: Real Property Leasing
Exhibit 4: Supportive Services
Exhibit 5: Operating Budget
Exhibit 6: Administration and Leveraging

LAMP is required to complete only the exhibits which are applicable to our project.

5.2 Site Control

By law, a LAMP must have site control within one year after HUD Headquarters notifies LAMP of its conditionally selected award if SHP funds will be used for:

- Acquisition, rehabilitation, and/or new construction
- Operating costs for supportive housing
- Supportive services at a site that LAMP also operates
- Leasing units that participants will not eventually control

If site control is not obtained within one year of the award letter, HUD will withdraw its offer to enter into a grant agreement and the project will not receive funding. HUD cannot extend this deadline.

Section 6: Grantee Responsibilities

States, local governments, nonprofit organizations, and public housing agencies may apply for SHP funds in the annual Continuum of Care Homeless Assistance competition. If the applicant is awarded funds, it becomes an SHP grantee with responsibility for ensuring the grant is carried out in accordance with the application and SHP requirements.

6.1 Grantee, Project Sponsor, and Lead Agency Duties

The grantee is a direct recipient of the HUD award. The grantee signs a grant agreement with HUD and receives funds directly. Sometimes the grantee itself carries out the day-to-day implementation, operation, and administration of the project. A grantee may carry out the entire project itself, or it may arrange for elements of the project to be carried out by other public or private providers.

In other instances, a grantee may act as a lead agency where it administers one or more projects through project sponsors. The lead agency signs the grant agreement for each project awarded, and it receives funding directly from HUD for distribution to project sponsors. The lead agency has the contractual responsibility for ensuring that the project described in the application and technical submission is successfully carried out. A lead agency's responsibility encompasses oversight for every aspect of the project, including ensuring funds expended are for eligible activities.

A project sponsor carries out the project described in the application and technical submission. Project sponsors receive grant funds to pay project expenses indirectly through their lead agency. They make requests for funds and submit annual reports and requests for any program changes to the lead agency for consideration. HUD recommends that a sub-recipient agreement be signed by both parties.

It is the responsibility of the lead agency to process funding requests expeditiously and to notify the local HUD field office on any project changes or issues. Specific goals and activities for each project, as well as record keeping and reporting responsibilities, should be set out clearly in the sub-recipient agreement.

6.2 Requirements in a Grant Agreement

A grant agreement is the contract between the LAMP and HUD concerning an SHP project. The grant agreement is signed by the local HUD field office and LAMP. It dictates project activities and has these elements:

1. Common elements -- Items common to all SHP grants are contained in the first several pages. These pages define the parties entering into the contract, project and grantee identification numbers, amounts of the SHP award by activity category, and sanctions which HUD may take for nonperformance.
2. Application - The application submitted through the competitive process provides the basic information on what activities will be carried out, how many persons served, etc. HUD may issue comments and/or conditions to an application whenever deficiencies are noted during the competitive review process.
3. Certifications - Inside the initial application are several pages of certifications which the Chief Executive Officer of the applicant organization signs. These bind the grantee to compliance with other Federal requirements, such as fair housing and civil rights.
4. Technical submission - These exhibits are completed by the selected following award announcement, but prior to grant agreement. They establish the budget lines for SHP-funded grant activities.
5. SHP regulations - Attachment 1 of a grant agreement is a copy of the SHP regulations applicable to the project.
6. Amendments - Section 583.405 allows necessary changes to the project under certain circumstances. If substantial changes are needed, LAMP must request approval of a grant agreement amendment from HUD in writing prior to initiating the change.

6.3 Informing HUD of Address and Personnel Changes

Periodically, a grantee or project sponsor will move, have personnel changes, or an agency name change. These changes should be sent to the local HUD Office using the HUD Form 27056, Change of Address Request for processing. For a copy of this form, please contact your local HUD Office.

Additionally, when significant staff or board of director changes occur, LAMP should send the local HUD Office an update. This ensures that mail is sent to the appropriate individual.

If a change involves financial access, a grantee should contact the local HUD Office for the forms required for transferring financial responsibility.

6.4 Communications with HUD

All issues requiring a written response should be submitted in writing to the local HUD office. For lead agencies, HUD is your direct contact for correspondence. Project sponsors communicate their requests through the lead agency.

The key to expediting correspondence with HUD is the inclusion of the project grant number as a means of reference. This is especially critical for grantees with multiple project sponsors or projects involving more than one HUD program. A secondary benefit of identifying the grant is the assurance that the letter will be filed correctly for future reference. Please send correspondence requests to the Director of Community Planning and Development (CPD) at the local HUD Office. You may want to add an "Attention" line, indicating the primary CPD contact. Facsimiles should be addressed in the same manner as regular HUD correspondence. Be sure to include the grant number. Again, you may add an "Attention" line, indicating the primary CPD contact. Electronic messages are handled somewhat differently from regular mail in that they are not normally tracked or assigned a response date. For this reason, if you are requesting a written response to your fax, you should indicate the need for a written response and follow-up the fax with a letter.

6.5 Recordkeeping

LAMP needs complete, up-to-date project records, documentation methods, and written procedures used in carrying out the project and paying project expenses.

The following list provides examples of items requiring procedural manuals.

- Organizational Chart showing lines of responsibility
- Directions for recording financial transactions, including approval authority
- Maintenance of accounting records
- Record retention and security
- Cash management
- Property controls
- Procurement

This list indicates items requiring appropriate documentation.

- Participant eligibility (verification of homelessness)
- Income and rent calculations
- Service provisions
- Match monies
- Environmental assessments and reviews

These financial aspects require documentation sufficient to indicate:

- Eligibility of project expenses
- Adequate internal controls
- Timely use of cash from the SHP grant
- Compliance with procurement standards
- Compliance with audit requirements

6.6 Reporting

LAMP must report on its progress each year in the Annual Progress Report. These APRs are submitted to the HUD field office within 90 days of the end of the project's operating year. In LAMP's case, this ending date is January 1.

6.7 Tracking

LAMP must maintain up-to-date and thorough information on each project. Thus, the following should be maintained by the Grants Coordinator.

- Tracking system - This master file should contain information tracking the status of each project from notice of award through technical submission, grant agreement, development activities, start of operations, amendments, end of operations, and renewal. It should also show dates of submission of APRs, audits, and required monitoring remedies/sanctions.
- Project Grant File - One file is used for each project. Items such as the original application, HUD award notification letter, technical submission, grant agreement (with regulations attached), sub-recipient agreement, any amendments, site control documentation, any appraisals, and correspondence are in this file.
- Project Monitoring File - One file is used for each project. This file contains the project's narrative from the approved application, organizational chart, monitoring findings and responses, APRs with associated correspondence, and any project-specific policy and procedure information.

Following a monitoring visit, LAMP needs to track violations or deficiencies in the tracking system and insert documentation in the project's monitoring file. In the tracking system, tracking elements could, at a minimum, include:

- The reviewer's name
- LAMP's name and number (grant specific)
- Date of on-site visit
- Areas of compliance selected for review
- Date of final assessment report, and
- Findings and issues to resolve

LAMP also needs to track the receipt of APRs and their approvals. Elements could, at a minimum, include:

- LAMP's name and number (grant specific)
- Operating start date
- Date of reminder notice
- APR due date
- Date of overdue notice, if applicable
- Date received
- Dates of any interim correspondence regarding requests for additional information, if applicable
- Date of approval letter
- Date APR was submitted to local HUD office

Section 7: The Annual Progress Report

This section will describe the Annual Progress Report (APR) and how it can be used as a tool for grantees, field offices, and headquarters to assess the progress of grantees in an operating year. Changes in the APR are the result of recent revisions in the APR format. The improved format is now available on the website under **HUDClips** - Select forms, then APR form number 40118.

The purpose of the Annual Progress Report is to track program progress and accomplishments in HUD's competitive homeless assistance programs. The APR provides LAMP and HUD with information necessary to assess performance.

7.1 Components of the APR

- Basic Information - the APR collects general project information, including the dates of the operating year, the program type and component, and the goals of the project. For the Supportive Housing Program, the operating year is determined by when participants first receive housing or services in the project. This should coincide with the first draw of operating, leasing, or supportive services funds. LAMP should complete all questions, unless a written agreement has been reached with the HUD Field Office concerning which questions can be answered using estimates, or in rare instances, skipped.
- Participant Entry Information - this section contains information, such as demographic and special needs information about the participants in the project.
- Participant Exit Information - this section contains information about the participant's income and the housing secured upon exit from the project.
- Project Information - this section documents financial information, such as match and project expenditures.

7.2 The APR Process

When LAMP is awarded funding by HUD, we should receive a copy of the APR at our start-up conference. LAMP is then aware of the information that we will be responsible for

reporting on to HUD. After the end of the operating year, LAMP has 90 days to submit its APR to the HUD field office.

If the APR has not been submitted after 110 days, an "edit" in the LOCCS system will not allow LAMP to draw funds. The Field Offices remove the "edits" in the LOCCS system when the APR arrives and is approved.

The field office reviews the APR, seeking additional information or revisions as necessary from LAMP. This is a critical step in ensuring that project goals are being met and that correct information will be entered in a central database. The verification of the data can be done with the use of the original grant application and the technical submission document. When the APR is found acceptable, the APR is entered in the LAMP file, where it can be referred to for monitoring purposes. A copy of the APR is sent to headquarters.

Headquarters enters the data into a data warehouse, and is able to use this information to respond to Congress and the general public, as well as to field office requests, regarding the implementation of the program.

Section 8: Renewing Projects

The Supportive Housing Program offers renewal grants to those with initial grants funded through the Supportive Housing Program and its predecessor programs, the Supportive Housing Demonstration Program and Supplemental Assistance for Facilities to Assist the Homeless or SAFAH. Since 1997, applying for an SHP renewal grant has been part of the annual national competitive award process.

8.1 Description of a Renewal Grant

A renewal grant is one which gives SHP assistance to a project that received SHP, SHDP, or SAFAH funding over the past year(s). The renewal grant funds the continuation of the same activities as in the initial grant. The initial grant is eligible for renewal depending on when its term expires.

8.2 When the Initial Grant Ends and the Renewal Begins

Here is how the term of the initial grant is calculated. Many grants begin with acquisition, rehabilitation, or new construction which must be completed before term activities can begin. Term activities are those which are funded for a period of time specified in the project's grant agreement -- such as three years.

Term activities are leasing, operating, and supportive services. NOTE: The term of a grant does not begin until LAMP begins one of those three activities. The term ends when the specified time period for the grant elapses. For example, a 1996 SHP grant was awarded with a three-year term. The term ends three years from the time LAMP begins leasing, operating or supportive services activities -- not three years from the beginning of any acquisition, rehabilitation, or new construction activities.

LAMP sets the grant term when entering the "Operating Start Date" in the LOCCS financial system. It should be done carefully. Some grantees enter incorrect start dates, causing them much grief in the later years of their grant. If an incorrect date is set, LAMP will want to contact their local HUD field office to get the situation corrected.

In absence of any other information, HUD looks at the date when LAMP first drew down funds for leasing, operating, or supportive services activities, because that date usually coincides with the start of operations. This is a rough estimate of when the term began.

However, LAMP and the local HUD office must agree on what date the term began and when it will end. The renewal grant would start on the day following the completion of the initial grant. Any funds remaining in the initial grant would be returned to HUD.

Contact Alma Cooper to confirm when LAMP projects are eligible for renewal.

8.3 How to Apply for a Renewal Grant

Since 1997, LAMP applies for renewal as part of the Continuum of Care Homeless Assistance national competition. LAMP applies in the year before our initial grant expires. For example, a project expiring in calendar year 2000 would be eligible in the 1999 competition. In this way, all projects which are successful in the competition have continuity; projects which are unsuccessful have time to seek other funding.

Only LAMP can be an applicant for a renewal. In order to identify LAMP as the applicant in the competition, a Standard Form 424 must be included as part of the application. Please note that project sponsors and other entities that are not the grantee cannot apply for renewal. The law allows only LAMP to apply.

Renewal applicants fill out Exhibit 2 - Supportive Housing Program of the HUD application, which is the same exhibit that new SHP project applicants fill out. Exhibit 2 does contain a specific budget request form for renewal applicants. Renewal projects, just like all other projects, must meet all project eligibility, capacity, and quality standards as identified in the NOFA or they must be rejected. If awarded funds, LAMP will complete a Technical Submission prior to signing a grant agreement.

A renewal project, like any other project, should be prioritized as: a logical outcome of a community's Continuum of Care planning, an application process, and based on a gaps analysis and the project's ability to fill (continue to fill) a gap. To the extent a community wants to have previously funded projects renewed, it should assign them top priorities on the Project Priorities Chart in exhibit 1 of the application.

8.4 How Much SHP Funding to Request

Renewal funding for expiring SHP projects is available only for leasing, supportive services, operations, and administrative costs. Of these activities, LAMP may only request funding for the activities which were funded in the initial project.

LAMP has the flexibility to request a grant term of one, two, or three years. LAMP may wish to consider "tiering" the request by establishing each year of the maximum three-year term as a separate project priority.

Under the tiering approach, the first year could be given a very high priority placement at a requested funding level that is one-third of the total renewal request over three years. The second and third year renewal term could then be given lower project priority placements. LAMP would fill out a separate project exhibit for each tier. Of course, LAMP could copy the narrative portions of the project application (sections A and B) and insert those in the tiered project exhibits.

8.5 State Renewal Projects

In the case of our grants, the State of Georgia is the grantee. For renewal purposes, the State's renewal project would need to be part of the local Continuum of Care and entered on the local community's priority list.

If the State's grant is being carried out in various locations, a State may need to divide the renewal request among several Continuum of Care priority lists. For example, a State may have an expiring grant, such as a SHP grant, which is being carried out in three places -- two cities with their own Continuum of Care strategies and one area which is part of the State's Continuum of Care strategy. In that case, the first two projects would appear on those communities' priority lists with the State as the applicant. The third project would appear on the State's priority list with the State as the applicant.

A State with a SHP grant may choose to request HUD approval for a change of grantee to a project sponsor, or another entity, who is eligible to be a grantee (has sufficient capacity, is a private nonprofit organization or governmental entity, etc.). The State would request that the HUD field office process an amendment to the existing grant to change the grantee. Neither the project sponsor nor the other entity could apply for renewal without an approved grant amendment, since it would not be the approved grantee for the current project.

Once a grant is renewed under SHP, the State may request HUD approval for a change of grantee to a project sponsor, or another entity that is eligible to be a grantee (has sufficient capacity, is a private nonprofit organization or governmental entity, etc.).

8.6 Extensions for Renewals

HUD allows grant extensions as a way to manage the demand for renewal funding. In any one year, a community may have a concentration of projects eligible for renewal. Moving some of the renewal demand into the next competition may be part of a strategy for managing that demand.

Grantees that have funds to carry them into the next calendar year have the option of extending their grant term for up to one year, subject to HUD approval. LAMP will need to request that their local HUD field office process a grant agreement amendment. With the

request for an amendment, LAMP must submit information to the field office demonstrating that they have the financial resources to carry out their program in accordance with their grant agreement for the extension period.

Extensions are granted only to manage the renewal demand. Extensions are not given merely to use SHP grant funds left over after the term of the grant has ended. Applicants apply in the national competition for SHP grants for one, two, or three year terms. At the end of the term, any remaining SHP grant funds are returned and used in the following competition.

8.7 Not Renewing

The need for the continuation of previously funded projects should be carefully considered in the local Continuum of Care planning process. HUD does not require that a project be proposed for renewal or given a higher priority than other projects. However, HUD is very concerned that the on-going housing needs of homeless persons currently being served by existing projects be taken into consideration. The Continuum of Care narrative in the application submission should describe how renewal needs were fully considered and satisfactorily addressed either through inclusion in the community's high priority funding requests or through some other means. To the extent that the community's application does not provide such a description, the Continuum of Care score may be negatively affected.

If LAMP fails to apply for an SHP project renewal, or if the renewal project fails to receive funding in the competition, the project would not be eligible for renewal in the next year's competition unless LAMP submits, and is found eligible for, an extension of the project's term by the HUD field office. (See above on how to extend your grant.)

In the interim, LAMP will have to secure funding to continue the project. Note that, beginning in 1999, LAMP may use State or local funds as interim or emergency funding, as well as any other funds to continue the project and still remain eligible for SHP funding as long as the project term has been extended into the next calendar year.

Section 9: Grant Amendments

This section describes how to handle the inevitable changes that occur in SHP projects during the term of the grant. It also lists the procedure for requesting a grant agreement amendment to reflect a change to the original contract. In this section, the term grant agreement and contract are used interchangeably to remind the reader that the grant agreement is a contract between HUD and LAMP.

9.1 Program changes

Significant and minor changes are often necessary during the life of an SHP grant. Whenever it is necessary to make changes, the HUD field office needs to be involved - either to be informed of the change or to approve the change, depending on its seriousness.

A change is significant when it substantially affects implementation of the project and is a departure from the initial application. The following are examples of significant changes:

- Change in the grantee
- Change in the project site
- Additions or deletions of eligible SHP activities
- Shift of more than 10% of funds from one approved SHP activity to another, over the life of the grant
- Change in the category or number of participants to be served

Minor changes are departures from the initial application that do not substantially affect implementation of the grant. An example of a minor change is a shift of less than 10 percent of SHP funds from one approved SHP activity to another over the life of the grant.

Minor changes do not require prior HUD approval, and no amendment to the grant agreement is necessary. However, LAMP must fully document any changes to its project. The documentation must be available to the field office during on-site reviews or, for remote monitoring.

9.2 Procedure for Requesting an Amendment

When a significant change is contemplated, LAMP should prepare a written request to the field office. The request should indicate what the change is and the circumstances causing the need for change.

LAMP should also attach revised application or technical submission exhibits reflecting the proposed change, because the application and technical submission are the part of the grant agreement which set out the scope of the SHP project.

9.3 Specific, Frequently Effected Significant Changes

- Change in grantee
When LAMP seeks to be released from its obligations under the grant, several documents are needed: a letter from LAMP indicating its reasons for requesting a change of grantee; a letter from the proposed substitute organization indicating its willingness to become the new grantee and to accept all the responsibilities according to the terms of the current grant; a revised Capacity Exhibit from the application; and private nonprofit documentation where the substitute is a nonprofit organization.
- Change in grantee name
If LAMP changes its name, we must submit a revised SF-424 and legal documentation confirming the name change.
- Change in project site
For a change in the project site, LAMP must provide evidence of site control and zoning where appropriate; a revised Project Plan Exhibit from the application specifically addressing the housing component; and a revised Certification of

Consistency with the Consolidated Plan, if applicable. An environmental review must also be completed according to current requirements.

- Change in population served
When changing the population being served and/or where the homeless population is coming from (e.g., outreach, referral source), LAMP needs a revised Project Plan Exhibit from the application and a revised Targeting Exhibit from the application, if applicable.
- Change in the number being served
For a change in the number of homeless persons being served, LAMP needs a revised Project Plan Exhibit from the application and a revised chart showing number of beds, bedrooms and participants.
- Changes, in SHP funds, exceeding 10%
When LAMP wishes to shift, over the life of the grant, more than 10 percent of approved funds from one budget category to another, LAMP must provide a revised Project Plan Exhibit from the application and a revised Budget Exhibit. Note that a change in category can also consist of a shift into a new category and not just a shift between authorized categories.

9.4 Process for Approving an Amendment

All significant changes require HUD approval and are not to be implemented until HUD executes a grant amendment. Field offices process the approvals, taking the following steps, as appropriate.

1. Upon LAMP's verbal request to make a significant change, advise LAMP to submit a written request containing the relevant documentation. (Depending on the nature of the change, a new certification of consistency with the Consolidated Plan may also be required. See 24 CFR 91.)
2. Assess the information and compare the revised exhibits with the initial exhibits to determine whether the proposed change would have lowered the quality of the project.
3. Where these or other changes would lower the original quality, HUD will phone or e-mail its SNAPS Contact to discuss the proposed revision of the project, and to determine whether the revision would affect the rating, and, if so, whether the revised rating would still render the project approvable. Discussion will be documented.

If the application remains competitive for its funding year with the proposed change(s), it will be documented that "After a review of the proposed change, the field office and SNAP's staff determined that the application ranking would have remained sufficiently high to have been competitively selected in the year the application was selected for an award." The field office will then process the grant amendment.

If the application does not remain competitive for its funding year with the proposed change, HUD will deny the proposed change and so inform LAMP in writing, stating the reasons for the denial.

4. If the proposed change(s), in the opinion of the field office, results in an equal or higher quality project, the field office has the authority to make the change without contacting the SNAPs office. The Field Office will then process a grant agreement amendment.

Section 10: Grant Extensions

An extension means that the grant term is lengthened to allow for the continuation of the project. Term extensions can be given for projects that fall into three categories: (1) to allow a project that applied for renewal funding but was unsuccessful to be eligible for renewal funding in the next competition; (2) to allow a grantee who fails to apply in a competition to be eligible to apply in the next competition; and (3) to respond to an overabundance of renewal requests in the community in a particular year.

As a reminder, extensions are a way to manage renewals; projects cannot be extended merely to spend the remaining grant funds.

10.1 Extension Provisions

For SHP grants expiring in a given calendar year, grantees that will have SHP or other funds to carry them beyond that calendar year have the option of extending their grant term for up to one year subject to HUD approval. Grant terms may be extended if:

1. the renewal project fails to receive funding in a competition and wants to become eligible to apply again in the next competition;
2. the grantee of a project currently eligible for renewal fails to apply in a competition but wants to be eligible to apply in the next competition; or
3. there is an overabundance of renewal requests in the community in a particular year.

Grant terms may not be extended for more than one year at a time, although there is no limit on the number of extensions a grant can receive. In addition, extensions for less than a year are acceptable if an entire year is not needed to carry the term into the next calendar year. For example, if a grant term ends in November 2001, it need only be extended for 2 months to carry the grant term into January 2002. Grantees that seek extensions for projects must commit to maintain the same level of housing and/or services and have the financial resources to continue the program through the extension period. Although a grant can be extended to ensure its eligibility for renewal funding in a given competition year, there is no guarantee that the project will receive additional HUD McKinney Act funds.

10.2 Financial Resources to be used During Extension Period

In order to continue operating an SHP project during the extension period, you may use any type of funds (i.e. Federal, State, local or private funds) and still compete in the next

competition. While normally the use of State or local government funds in a project would prevent future Federal funding, as a replacement HUD allows the use of State or local government funds as interim or emergency funding when they are used to continue an SHP project which was unsuccessful in seeking a renewal. However, such projects must still be approved for an extension so that the term will then expire in the next calendar year.

10.3 How to Request an Extension

Steps for requesting an extension of a Supportive Housing Program grant:

1. Determine when the grant expires. You may contact Alma Cooper to verify the expiration date.
2. Based on the expiration date, determine if there are enough funds to carry you through the operating year and the proposed extension period.
3. If more funds are needed, identify available funding resources and secure these funds.
4. Request an extension in writing from your Field Office. To obtain an extension, LAMP must request that their local HUD field office process a grant agreement amendment. With the request for an amendment, LAMP must submit information to the field office demonstrating how we fit one of the criteria above and that we have the financial resources to carry out the project fully in accordance with all of the provisions of their grant agreement during the extension period.

10.4 No Extensions within the Calendar Year

The only extensions that HUD allows are those associated with the annual homeless assistance competition. Therefore, HUD does not allow extensions within the calendar year. Projects cannot be extended within the calendar year merely to spend the remaining grant funds. However, if a grant is extended into the next calendar year so that it can become eligible to apply for renewal in the next competition, grant funds remaining from the current term may be used as a source of funding to continue the project during the extension period.

Section 11: De-obligating Funds or Recaptures

The terms de-obligations and recaptures are used interchangeably. HUD can de-obligate or recapture funds that are under contract. De-obligated funds can be used to fund additional projects in the next year's competition. (They cannot remain in the local Continuum of Care.) According to the regulations and grant agreements, entire grants or portions of grants can be de-obligated or recaptured for the various reasons described below.

11.1 Lack of Site Control

In the SHP program, regulations at 24 CFR 583.320(c) stipulate that "HUD will recapture or de-obligate any award...if the recipient is not in control of a suitable site before

expiration of one year after initial notification of the award". This regulation is based upon a statutory requirement found in the McKinney Act and, therefore, cannot be waived. The only time a recipient can continue past one year without having site control is in the rare instance when the recipient had control of a suitable site before the end of the year, but the site control was lost and the recipient had to find a new site.

11.2 Slow Expenditure of Grant Funds

HUD regulations provide for possible de-obligation if projects do not begin in a timely manner. The SHP regulation at 24 CFR 583.410(c)(1)(ii) states that funds for acquisition, rehabilitation or new construction may be de-obligated if the proposed activities do not begin within three months or residents do not begin to occupy the facility within nine months after grant execution. In addition, 583.410(c)(2) states that amounts for leasing, operating or supportive service costs may be de-obligated if the proposed supportive housing operations are not begun within three months after the units are available for occupancy.

HUD regularly monitors the spending history of LAMP. If it appears that LAMP is not making draw downs or exhibits a slow expenditure pattern, HUD contacts LAMP to determine the viability of the project. If there are issues that cannot be readily resolved, HUD may have to de-obligate the funds. If the project is progressing and LAMP has failed to make regular draw downs, HUD encourages us to do so. Operating, supportive services and leasing funds should be drawn down monthly. Some grantees will operate the supportive housing for years using their own funds, and just before the grant expires, begin to make large draw downs. This method of expending funds is discouraged by HUD.

11.3 Noncompliance with Grant Agreement

The grant agreement specifies reasons for default of the grant which may result in de-obligation of all or a portion of the grant. This could include not carrying out the proposal, or too few persons being served.

In making a decision on de-obligation in the above instances, HUD considers whether the delay was due to factors beyond LAMP's control. All decisions regarding de-obligation or recapture for slow spending will be coordinated between Headquarters and the Field Office in order to ensure that all grantees are treated equally.

11.4 Partial De-obligation - Unspent Funds During the Grant Term

SHP regulations allow HUD to de-obligate parts of grants for acquisition, rehabilitation, or new construction if the total cost of these activities is less than the total cost anticipated in the application. However, before de-obligating these funds, HUD ensures that the LAMP not plan to shift the funds into another activity as allowed in section 583.405(a). In addition, funds may also be de-obligated if the actual leasing costs, operating costs, or supportive services for that year are less than the total cost anticipated in the application, 24 CFR 583.410(c)(1)(I) and (2)(I)). These funds are not considered surplus until the grant expires, as LAMP may roll operating and supportive service funding into subsequent years.

11.5 Leftover or Surplus Funds

Upon expiration of SHP project grants, unspent funds remaining in the project account of the expired grants are recaptured. Before proceeding with the recapture of any funds, HUD ensures that LAMP has not received a term extension and has made its final draw down for costs incurred during the grant period.

Section 12: Verification of Homelessness

LAMP's target population is the homeless of Lowndes County, all counties contiguous, and those homeless who are transient in nature. In order to ensure that services are being delivered to the appropriate clients, LAMP must acquire and maintain adequate documentation.

12.1 Document Naming Conventions

Each document has been named according to LAMP convention. Currently, LAMP employs a naming convention which not only indicates form purpose, but also revision date and associations. Document names can be located on the bottom, right-hand side of the page and will resemble the following:

LAMP102b-0503

The first word "LAMP," indicates that it is a LAMP document. The following numbers "102," differentiate this document from all other documents. The letter "b," denotes that this specific document is associated with the parent document LAMP102. The hyphen (-) represents a separation of reference and revision. The final four numbers "0503," represent the month, 05 or May, and the year, 03 or 2003, in which the document was last revised. If there were to be an "i" immediately following the revision indicator, it would mean that the document was the Instruction Sheet which related directly to the referenced form. For example, the Instruction Sheet for form LAMP102b-0503 would be denoted as LAMP102b-0503i.

12.2 Active versus In-Active Documents

The Executive Director will frequently post a list of active documents, each to be referenced by afore mentioned naming conventions. This list will allow all staff members to ensure that the forms they are using are the most current and accurate. All blank documents, no longer in use, will be purged.

12.3 Documents

The following forms, flow charts, and worksheets are used to secure all necessary data. This statistical claim allows LAMP to report its successes, document its deficiencies, and modify services where necessary. For technical reasons, the naming convention tag will not be present on documents in this manual.



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Attention Interviewer:

Immediately following this page is a flow chart. This chart is designed to serve as a visual representation of the LAMP Interview Process.

The flow chart is engineered to be read from top to bottom. The top represents the initial point of contact with the client and the bottom represents the appropriate referral or a rendered service.

As one follows the chart, it becomes apparent that it is only functional when applied as part of a direct correspondence with the client. The transgression from one item to the next is a direct reflection of the client's response to a targeted question.

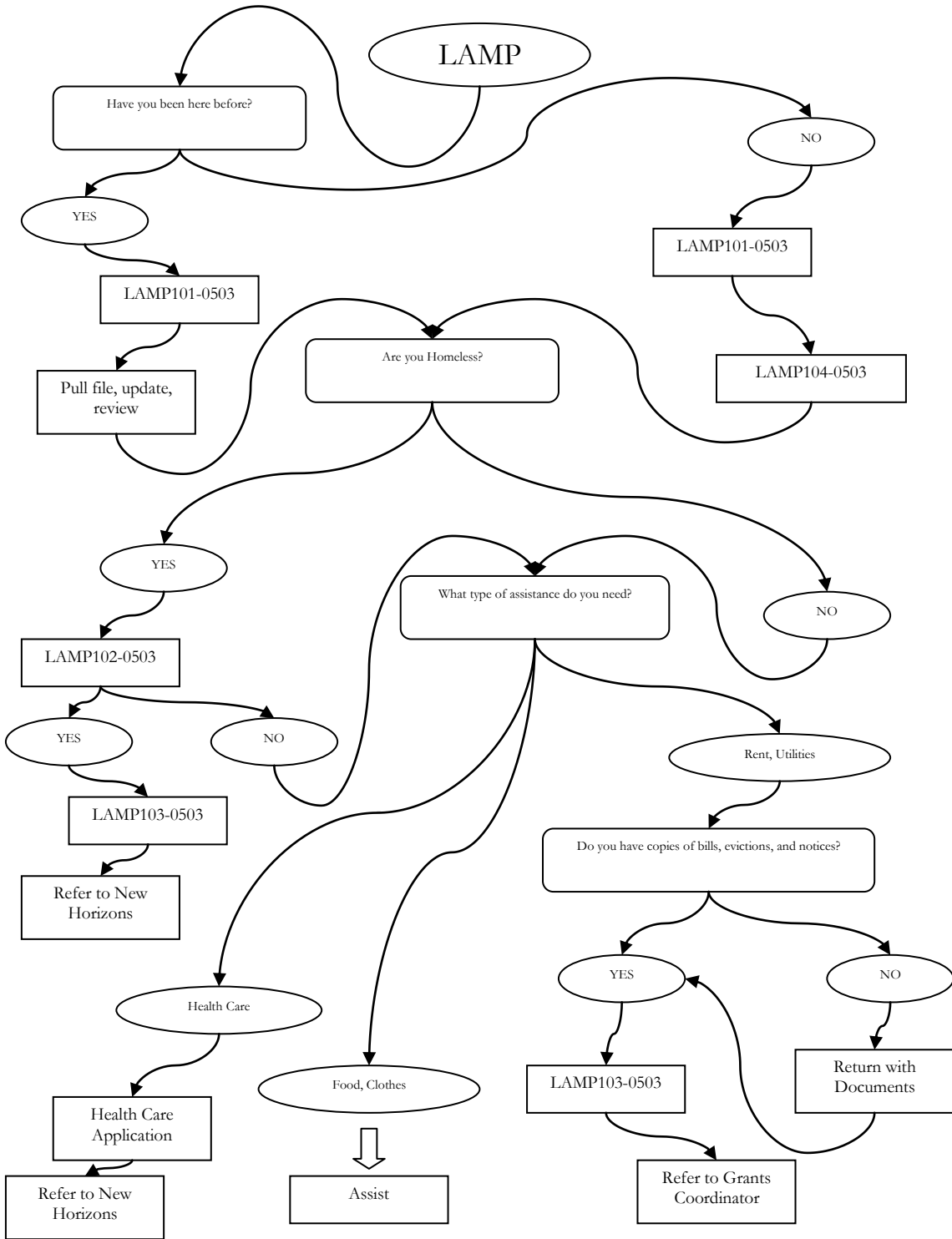
Before beginning an interview, please follow the flow chart through each possible outcome. The ability to streamline our services and paperwork depends on consistency, thus it is very important that each interview follow this plan.

If you have any concerns regarding a specific question, form, or step, please refer to the detail section of this book. Each form is accompanied by an instruction sheet.

If questions still remain, please speak with a LAMP staff member or a fellow volunteer. Our goal is to make this process as easy and reproducible as possible.

Thank you,

Heath Strickland





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Instructions for LAMP101-0503, LAMP Standard

LAMP101-0503 is a single (1) page form.

This form is to be completed by *each* LAMP client, at *each* visit. The reason behind the repetition is to ensure the most current and accurate information is on file and readily available. It also establishes a very thorough and detailed paper trail.

It is the client's responsibility to complete this form to the best of his or her ability. This is a valuable assessment tool because it allows the interviewer to determine the client's level of basic literacy and competence.

Once the client has completed his or her form, it is the duty of the interviewer to review each section to ensure that it is a complete document.

The demographic data is very important and **must** be recorded.

Note: If the client does not have a picture ID (Driver's License or State Issued ID card) the interviewer needs to write "NONE" in the respective blank and document in the case notes that the client has been informed that no future assistance will be rendered without a valid picture ID.

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LAMP Standard – Completed by Client			Date of Application:
Last Name:	First Name:	Middle Name:	
Social Security Number:	Picture ID#:	<input type="checkbox"/> Driver's License <input type="checkbox"/> State ID	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed		
Date of Birth (mm/dd/yyyy):	Age:	Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Race		
<input type="checkbox"/> American Indian/Alaskan and Black	<input type="checkbox"/> American Indian/Alaskan and White	<input type="checkbox"/> American Indian or Alaskan
<input type="checkbox"/> Asian and White	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African-American
<input type="checkbox"/> Black/African-American and White	<input type="checkbox"/> Pacific Islanders	<input type="checkbox"/> White

Ethnicity	
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Non-Hispanic or Non-Latino

Client Contact Information			
Street Address:			
City:	State:	Zip Code:	County:
Phone:	Cellular:	Pager:	

Emergency Contact Information		
Last Name:	First Name:	Relationship:
Street Address:		
City:	State:	Zip Code: Phone:

Assistance Requested								
<input type="checkbox"/> Food	<input type="checkbox"/> Clothes	<input type="checkbox"/> Utilities	<input type="checkbox"/> Shelter	<input type="checkbox"/> Rent	<input type="checkbox"/> Dental Care	<input type="checkbox"/> Eye Care	<input type="checkbox"/> Prescription	<input type="checkbox"/> Other



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Instructions for LAMP102-0503, Homeless Verification Questionnaire

LAMP102-0503 is a three (3) page form.

This form is designed to take the interviewer through the process of verifying homelessness and determining program eligibility. It is very involved and time consuming. It would benefit each interviewer to familiarize themselves with the form before conducting an interview so as to eliminate needless work.

This process conforms to Housing and Urban Development (HUD) standards and regulations. Qualification of an individual for HUD programming is only accomplished when the appropriate documentation is on file.

Interviewer, please note that the date must be entered in the top-right corner of the form.

For the question, “Where are you currently living?” it is important to be concise and clear. It is at this point that insightful interviewers may save time and effort. If the response does not correlate to one of the listed items, the individual probably will not qualify for HUD programming. The general rule is: In order to be considered “homeless” one must be occupying a space not meant for human habitation (ie. – car, street, woods, etc.).

If the client **does not** give a response that indicates homelessness, refer to the flow chart and continue the interview.

If the client **does** give a response indicative of homelessness, the interviewer must select the category that most closely represents the client’s current situation. Once done, **it is obligatory that all sub-items be completed.**

Note: Each category has a supplement form (listed in parentheses in the heading of the category) which should be used to document verification efforts. For example: The category “Client living in the street” references supplement LAMP102a-0503.

Homeless Verification Questionnaire – Completed by LAMP		Date of Questionnaire:
Last Name:	First Name:	Social Security Number:

Where are you currently living?

Based on the response given above, please complete the verification process. Each specific type of homelessness will have a documentation sheet on which to record verification efforts. *Items that are conditional will be prefaced by an asterisk (*) and typed in italics.* All other documents **MUST** be acquired.

Client is coming from the street and into habitable location (use form LAMP102a-0503)		
1	<input type="checkbox"/>	Interviewer must take a statement from the client indicating where, geographically, the client is living and why the client can not obtain adequate housing. The statement must be signed and dated by the client and the interviewer.
2	<input type="checkbox"/>	Interviewer must contact another assisting organization and receive written statements indicating the client is living in the street.
*	<input type="checkbox"/>	<i>If no organization can corroborate homelessness, the interviewer must contact the client's sources of income and verify that the delivery address, or location, is not a suitable, habitable dwelling.</i>

Client is coming from an emergency shelter (use form LAMP102b-0503)		
1	<input type="checkbox"/>	Interviewer must obtain, from the emergency shelter, a written, signed, and dated verification that the client is in fact a resident of the emergency shelter.

Client is coming from a transitional housing program for homeless persons (use form LAMP102c-0503)		
1	<input type="checkbox"/>	Interviewer must obtain a written, signed, and dated statement from the transitional housing program indicating that the client was, in fact, a resident.
2	<input type="checkbox"/>	Interviewer must obtain a written, signed, and dated statement from the transitional housing program that verifies the client's homeless status when they entered the transitional housing program.
*	<input type="checkbox"/>	<i>If the transitional housing program did not verify the homeless status of the client when he/she entered the transitional housing program, the interviewer must do so. Through an interview, establish which category the client would have fallen under when he/she entered the transitional housing program and utilize this form to determine appropriate course of action.</i>

Client is being evicted from a private dwelling (use form LAMP102d-0503)		
1	<input type="checkbox"/>	Interviewer must obtain evidence of the eviction proceedings. One of the following must be done.
	*	For Formal Eviction Proceedings
	<input type="checkbox"/>	Interviewer must obtain evidence that the participant will be evicted within one (1) week of today's date.
	*	Where a participant's family is evicting
	<input type="checkbox"/>	Interviewer must obtain a signed and dated statement, prepared by a family member, describing the reason why the client is being evicted.
	*	Where there is no formal eviction process or family action – Interviewer must only consider the client evicted if he or she has been forced out of the dwelling by forces beyond their control. Interviewer must also obtain the following:
	<input type="checkbox"/>	A signed dated statement from the client describing the situation.
	<input type="checkbox"/>	Written, signed, and dated statements from others confirming that these circumstances are true.
2	<input type="checkbox"/>	Interviewer must obtain documentation indicating the income of the participant.
3	<input type="checkbox"/>	Interviewer must document what efforts were made to obtain housing.
4	<input type="checkbox"/>	Interviewer must document why, without the homeless assistance, the client would be living in the street or another homeless shelter. – Justification of Service

Client is coming from a short-stay institution (30 days or less) (use form LAMP102e-0503)		
1	<input type="checkbox"/>	Interviewer must obtain documentation from the institution's staff indicating that the client has been residing in the institution.
2	<input type="checkbox"/>	Interviewer must obtain documentation from the institution's staff indicating that the client did not reside in the institution for 31 days, or more.
3	<input type="checkbox"/>	Interviewer must obtain, from the institution, documentation indicating that the client was homeless before entering the institution.
*	<input type="checkbox"/>	<i>If the institution did not verify the homeless status of the client when he/she entered the institution, the interviewer must do so. Through an interview, establish which category the client would have fallen under when he/she entered the institution and utilize this form to determine appropriate course of action.</i>

Client is coming from a long-stay institution (31 days or more) (use form LAMP102f-0503)		
1	<input type="checkbox"/>	Interviewer must obtain documentation, from the institution's staff, indicating that the client has been residing in the institution for 31 days or more.
2	<input type="checkbox"/>	Interviewer must obtain, from the institution's staff, documentation indicating that the client will be discharged within one (1) week.
3	<input type="checkbox"/>	Interviewer must obtain documentation indicating the income of the participant.
4	<input type="checkbox"/>	Interviewer must document what efforts were made to obtain housing.
5	<input type="checkbox"/>	Interviewer must document why, without the homeless assistance, the client would be living in the street or another homeless shelter. – Justification of Service

Client is fleeing domestic violence (use form LAMP102g-0503)		
1	<input type="checkbox"/>	Interviewer must obtain a written, signed, and dated statement from the client indicating that he or she is fleeing domestic violence. <i>If the client is unable to prepare the verification, the interviewer may prepare a written statement about the client's previous living conditions and have the client sign and date it.</i>

Client is transient (use form LAMP102h-0503)		
1	<input type="checkbox"/>	Interviewer must draft a statement certifying that the client is indeed homeless. Statement must also reference the geographical location where the client is sleeping. Statement should be signed and dated by both interviewer and client.



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Instructions for LAMP102a-0503, Client Coming from the Street

LAMP102a-0503 is a two (2) page form.

This form is a supplement to LAMP102-0503 and is to be completed for each instance involving a client living in the street.

It is to be completed by LAMP volunteers or staff.

The *Statement* portion of the form is to include a geographical distinction (ie.- near the corner of Gordon and Lee Street) that would enable LAMP to locate the client and a recount of the circumstances preventing the client from obtaining housing. It is also extremely important that the statement is signed and dated by both client and interviewer.

The sections entitled *Collaborating Agencies* are used to document which area agencies can corroborate the client's predicament. This information will be used to follow-up, should documentation not be received.

The second page of LAMP102a-0503 deals with the client's sources of income. Please note that it is necessary to document the type of income received, for example – Social Security, Child Support, TANF, etc. Once income sources have been identified, the delivery address must be assessed to determine habitability. If the address is a place of business, or a P.O. Box, then it is not a suitable dwelling. If it is the address of the client's closest living relative, friend, or similar, and that individual is willing to take in the client, then it would be considered a suitable dwelling and thus, the client is not homeless.

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*** Conditional: Income Verification (if necessary – refer to LAMP102-0503)**

Income Type:	Amount:	Delivery Address:	
	Contact Name:	Phone:	Suitable Dwelling: <input type="checkbox"/> Yes <input type="checkbox"/> No

Income Type:	Amount:	Delivery Address:	
	Contact Name:	Phone:	Suitable Dwelling: <input type="checkbox"/> Yes <input type="checkbox"/> No

Income Type:	Amount:	Delivery Address:	
	Contact Name:	Phone:	Suitable Dwelling: <input type="checkbox"/> Yes <input type="checkbox"/> No

Income Type:	Amount:	Delivery Address:	
	Contact Name:	Phone:	Suitable Dwelling: <input type="checkbox"/> Yes <input type="checkbox"/> No

Income Type:	Amount:	Delivery Address:	
	Contact Name:	Phone:	Suitable Dwelling: <input type="checkbox"/> Yes <input type="checkbox"/> No

Income Type:	Amount:	Delivery Address:	
	Contact Name:	Phone:	Suitable Dwelling: <input type="checkbox"/> Yes <input type="checkbox"/> No

Income Type:	Amount:	Delivery Address:	
	Contact Name:	Phone:	Suitable Dwelling: <input type="checkbox"/> Yes <input type="checkbox"/> No



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Instructions for LAMP102b-0503, Client Coming from an Emergency Shelter

LAMP102b-0503 is a single (1) page form.

This form is a supplement to LAMP102-0503 and is to be completed for each instance involving a client living in an emergency shelter.

It is to be completed by LAMP volunteers or staff.

This form is very simple. The interviewer must obtain, from the Emergency Shelter, a written and signed document stating that the client does in fact reside within the respective shelter.

Client coming from an Emergency Shelter – Completed by LAMP		
Last Name:	First Name:	SSN:

PART 1: Emergency Shelter		
Agency:		Contact:
	Address:	Phone:
	Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -	

Interviewer Signature

Date



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Instructions for LAMP102c-0503, Client Coming from Transitional Housing

LAMP102c-0503 is a single (1) page form.

This form is a supplement to LAMP102-0503 and is to be completed for each instance involving a client living in an emergency shelter.

It is to be completed by LAMP volunteers or staff.

There are two requirements for this document:

1. Acquire, from the Transitional Housing Program, a written and signed statement verifying the client's residency.
2. Acquire, from the Transitional Housing Program, a written and signed copy of the Homeless Verification Form completed at the time the client entered the Transitional Housing Program.

If the Transitional Housing Program did not verify the client's homeless status at entry, the interviewer must refer to LAMP102-0503 and complete the necessary paperwork. Select the category which best represents the client's situation before he or she entered the Transitional Housing Program.

Client coming from a Transitional Housing Program – Completed by LAMP		
Last Name:	First Name:	SSN:

PART 1: Verification Statement of Residency		
Agency:	Contact:	
Address:	Phone:	
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -		

PART 2: Verification Statement of Homelessness Prior to Admission		
Contact:	Position:	
Address:	Phone:	
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -		
<input type="checkbox"/> Verification Not Determined at Point of Program Entry (refer to LAMP102-0503)		

Interviewer Signature

Date



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Instructions for LAMP102d-0503, Client Evicted from Private Dwelling

LAMP102d-0503 is a four (4) page form.

This form is a supplement to LAMP102-0503 and is to be completed for each instance involving a client being evicted from a private dwelling.

It is to be completed by LAMP volunteers or staff.

This document is very complex and involved.

This form must always be signed and dated by the interviewer.

The interviewer should always take a statement from the client.

If the client has proof of a formal eviction process (one handled through the court system), the interviewer should verify that the eviction will occur within seven (7) days, photocopy it, and attach the copy to this form.

If the client is being evicted by a family member, the interviewer must take a written, signed, and dated statement from the family member that controls the dwelling. This statement must include reasons for the eviction.

If there is no formal eviction process, nor an instance involving family action, the interviewer may only consider the client homeless if he or she has been forced out of the dwelling by forces beyond his or her own control. As a result, the documentation process becomes more involved. Statements, signed and dated, must be acquired from two or more individuals that can confirm the client's situation. Reasonable choices of individuals would include landlords, police, case managers, etc. The least desirable choices would be neighbors, friends, or family.

In all situations, the interviewer must:

- obtain documentation which indicates the income of the client
- detail an account of all efforts made by the client to obtain housing
- and describe in his or her own words, why this client would be homeless without assistance from LAMP

Client being evicted from a private dwelling – Completed by LAMP

Last Name:	First Name:	SSN:
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PART 1: Evidence of Eviction

*OPTION A: Formal Eviction Process
Interviewer must photocopy the document, attach it to this form, sign, and date below.

* OPTION B: Verification by Family Member (must be signed and dated)		
Name:	Relation:	
Address:		Phone:
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -		

* OPTION C: Statement from the Client

_____ _____
 Client Signature Date

* OPTION C (continued): Statement from Witnesses

Corroborating Statements (must be signed and dated)

Name:		Relation:	
Address:		Phone:	
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -			

Name:		Relation:	
Address:		Phone:	
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -			

Name:		Relation:	
Address:		Phone:	
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -			

Name:		Relation:	
Address:		Phone:	
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -			

Name:		Relation:	
Address:		Phone:	
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -			

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PART 2: Income Verification

Income Type:	Amount:	Contact Name:	Phone:
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Income Type:	Amount:	Contact Name:	Phone:
--------------	---------	---------------	--------

Income Type:	Amount:	Contact Name:	Phone:
--------------	---------	---------------	--------

Income Type:	Amount:	Contact Name:	Phone:
--------------	---------	---------------	--------

Income Type:	Amount:	Contact Name:	Phone:
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Income Type:	Amount:	Contact Name:	Phone:
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PART 3: Efforts made by Client to obtain housing

PART 4: Justification of Service – Completed by the LAMP

Interviewer Signature

Date



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Instructions for LAMP102e-0503, Client coming from a Short-Stay Institution

LAMP102e-0503 is a single (1) page form.

This form is a supplement to LAMP102-0503 and is to be completed for each instance involving a client coming from a Short-Stay Institution.

It is to be completed by LAMP volunteers or staff.

Interviewer must obtain the following:

1. A statement, from the Institution, indicating that the client has been a resident for thirty (30) days or less. Statement must be written, signed, and dated.
2. A copy, from the institution, of the homeless verification documentation they acquired and completed when the client entered their program.

If the institution does not, or cannot, provide homeless verification, it becomes the responsibility of the interviewer to obtain it. Refer to form LAMP102-0503 for procedural instruction.

Client coming from a Short-stay Institution – Completed by LAMP		
Last Name:	First Name:	SSN:

PARTS 1 and 2: Verification Statement of Residency (30 days or less)		
Agency:	Contact:	
Address:		Phone:
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -		

PART 3: Verification Statement of Homelessness Prior to Admission		
Contact:	Position:	
Address:		Phone:
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -		
<input type="checkbox"/> Verification Not Determined at Point of Program Entry (refer to LAMP102-0503)		

Interviewer Signature

Date



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Instructions for LAMP102f-0503, Client coming from a Long-Stay Institution

LAMP102f-0503 is a three (3) page form.

This form is a supplement to LAMP102-0503 and is to be completed for each instance involving a client coming from a Long-Stay Institution.

It is to be completed by LAMP volunteers or staff.

The interviewer must obtain the following:

1. A statement, from the institution, indicating that the client has been a resident for thirty-one (31) days or more. Statement must be written, signed, and dated.
2. A statement, from the institution, indicating that the client will be discharged within one week of present.

The interviewer must also verify the income of the client and document what efforts the client made to obtain housing.

Finally, the interviewer must indicate why, without assistance from LAMP, the client would be homeless. This is a written, signed, and dated statement justifying the rendered assistance.

Client coming from a Long-stay Institution – Completed by LAMP		
Last Name:	First Name:	SSN:

PART 1: Verification Statement of Residency (31 days or more)		
Agency:	Contact:	
Address:		Phone:
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -		

PART 2: Documentation of Discharge (within 1 week of present)		
Contact:	Position:	
Address:		Phone:
Outcome: <input type="checkbox"/> Verification Mailed <input type="checkbox"/> Verification Faxed <input type="checkbox"/> Other -		

PART 3: Income Verification			
Income Type:	Amount:	Contact Name:	Phone:
Income Type:	Amount:	Contact Name:	Phone:
Income Type:	Amount:	Contact Name:	Phone:

PART 3 (continued): Income Verification

Income Type:	Amount:	Contact Name:	Phone:
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Income Type:	Amount:	Contact Name:	Phone:
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Income Type:	Amount:	Contact Name:	Phone:
--------------	---------	---------------	--------

PART 4: Efforts made by Client to obtain housing

PART 5: Justification of Service – Completed by the LAMP

Interviewer Signature

Date



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Instructions for LAMP102g-0503, Client Fleeing Domestic Violence

LAMP102g-0503 is a single (1) page form.

This form is a supplement to LAMP102-0503 and is to be completed for each instance involving a client fleeing domestic violence.

It is to be completed by LAMP volunteers or staff.

The interviewer must take a statement from the client which indicates the prior living situation. The statement must also indicate that the client ***IS*** fleeing domestic violence. If the client is unable to draft the statement on their own, the interviewer may write the statement for them, but the client must sign and date it.



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Instructions for LAMP102h-0503, Transient Clients

LAMP102h-0503 is a single (1) page form.

This form is a supplement to LAMP102-0503 and is to be completed for each instance involving a transient client.

It is to be completed by LAMP volunteers or staff.

The interviewer must draft a statement certifying that the client is in fact homeless. This statement must also include a geographical reference which distinctly identifies the location in which the client is sleeping.

This statement must be signed and dated by the interviewer and the client.



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Instructions for LAMP103-0503, LAMP Extended

LAMP103-0503 is a five (5) page form.

It is to be completed by LAMP volunteers or staff.

This form is to be completed for each of two, separate occasions. First, it is the final component to the homeless intake. Once an individual is determined to be homeless, LAMP103-0503 is to be completed. Second, this form serves as the Helpers Unlimited application for those clients seeking financial assistance.

Note: This form is to be completed during a private interview.

Interviewer, there are several sections to this form. Please refer to the following for details.

Section 1: Residence Type – select the choice most appropriate for the client’s situation

Section 2: Mobility – Note that if “with assistance” is chosen, it also requires the type of assistance to be indicated.

Section 3: Income Sources – Please read each line item to the client to ensure that no income is missed. This is one of the most important sections of the application. **Don’t forget to total.**

Section 4: Expense Items – Again, please read each line item to the client. This also is a very important section. **Don’t forget to total.**

Section 5: Addictions – This section includes apparently benign addictions such as caffeine and cigarettes, but all are important to record. Be sure to note the frequency of use.

Section 6: Employment History – Note that there is a section for each the client and the client’s spouse. List most recent employment first.

Section 7: Other Persons Living in Household – This section is to ensure that every member of the household is included, whether they be children or adults.

LOWNDES ASSOCIATED MINISTRIES TO PEOPLE, INC.

LAMP Extended – Completed by LAMP during Private Interview		Date of Application:
Last Name:	First Name:	Middle Name:

Residence Type		
<input type="checkbox"/> Hotel / Motel	<input type="checkbox"/> Own	<input type="checkbox"/> Permanent
<input type="checkbox"/> Permanent Supportive Housing	<input type="checkbox"/> Public	<input type="checkbox"/> Rent
<input type="checkbox"/> Shelter	<input type="checkbox"/> Street	<input type="checkbox"/> Temporary – Family or Friends
<input type="checkbox"/> Transitional	<input type="checkbox"/> Unknown	<input type="checkbox"/> Other

Mobility	
Can you walk? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> With Assistance	Type of assistance: <input type="checkbox"/> Crutch <input type="checkbox"/> Walker <input type="checkbox"/> Wheelchair <input type="checkbox"/> Prosthesis

Income Sources		
Type		Amount Per Month
<input type="checkbox"/> Child Support		\$
<input type="checkbox"/> Employment Income		\$
<input type="checkbox"/> Food Stamps		\$
<input type="checkbox"/> General Public Assistance		\$
<input type="checkbox"/> Labor Pool		\$
<input type="checkbox"/> Medicaid		\$
<input type="checkbox"/> Medicare		\$
<input type="checkbox"/> Pension		\$
<input type="checkbox"/> Social Security		\$
<input type="checkbox"/> Social Security Disability Income (SSDI)		\$
<input type="checkbox"/> Supplemental Security Income (SSI)		\$
<input type="checkbox"/> Temporary Aid to Needy Families (TANF)		\$
<input type="checkbox"/> Veterans Benefits		\$
<input type="checkbox"/> Women, Infants, and Children		\$
<input type="checkbox"/> Worker's Compensation		\$
<input type="checkbox"/> Other		\$
Total		\$

Client has no financial income

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Expense Items		
	Type	Amount Per Month
<input type="checkbox"/>	Cable	\$
<input type="checkbox"/>	Car Payment	\$
<input type="checkbox"/>	Child Care	\$
<input type="checkbox"/>	Child Support	\$
<input type="checkbox"/>	Clothing	\$
<input type="checkbox"/>	Credit Cards	\$
<input type="checkbox"/>	Electricity	\$
<input type="checkbox"/>	Entertainment	\$
<input type="checkbox"/>	Food	\$
<input type="checkbox"/>	Furniture	\$
<input type="checkbox"/>	Natural Gas	\$
<input type="checkbox"/>	Insurance	\$
<input type="checkbox"/>	Loan 1	\$
<input type="checkbox"/>	Loan 2	\$
<input type="checkbox"/>	Loan 3	\$
<input type="checkbox"/>	Medical	\$
<input type="checkbox"/>	Mortgage	\$
<input type="checkbox"/>	Rent	\$
<input type="checkbox"/>	Savings	\$
<input type="checkbox"/>	Telephone	\$
<input type="checkbox"/>	Transit	\$
<input type="checkbox"/>	Transportation	\$
<input type="checkbox"/>	Water	\$
<input type="checkbox"/>	Other	\$
Total		\$

Addictions						
<input type="checkbox"/> Beer	<input type="checkbox"/> Cigarettes	<input type="checkbox"/> Quaaludes	<input type="checkbox"/> LSD/PCP/MDA	<input type="checkbox"/> Mescaline	<input type="checkbox"/> Dilaudid	
<input type="checkbox"/> Opium	<input type="checkbox"/> Butane	<input type="checkbox"/> Paint	<input type="checkbox"/> Cocaine	<input type="checkbox"/> Speed	<input type="checkbox"/> Liquor	
<input type="checkbox"/> Hashish	<input type="checkbox"/> Xanax	<input type="checkbox"/> THC	<input type="checkbox"/> Mushrooms	<input type="checkbox"/> Codeine	<input type="checkbox"/> Freon	
<input type="checkbox"/> Gasoline	<input type="checkbox"/> Amphetamines	<input type="checkbox"/> Crack	<input type="checkbox"/> Wine	<input type="checkbox"/> Pot	<input type="checkbox"/> Barbituates	
<input type="checkbox"/> Ecstasy	<input type="checkbox"/> Demerol	<input type="checkbox"/> Heroin	<input type="checkbox"/> Poppers	<input type="checkbox"/> Glue	<input type="checkbox"/> Caffeine	
<input type="checkbox"/> Crank	How often do you use the checked substances?			<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly

LOWNDES ASSOCIATED MINISTRIES TO PEOPLE, INC.

Employment History – List most recent first			
Employer:		Contact:	
Phone:	Start Date:	End Date:	Hours per Week:
Start Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo	End Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo

Employer:		Contact:	
Phone:	Start Date:	End Date:	Hours per Week:
Start Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo	End Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo

Employer:		Contact:	
Phone:	Start Date:	End Date:	Hours per Week:
Start Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo	End Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo

Spouse's Employment History – List most recent first			
Employer:		Contact:	
Phone:	Start Date:	End Date:	Hours per Week:
Start Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo	End Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo

Employer:		Contact:	
Phone:	Start Date:	End Date:	Hours per Week:
Start Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo	End Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo

Other Persons Living in the Household

First Name:		Middle Name:		Last Name:	
Social Security Number:			Relationship to Client:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:		Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed				Race:	

First Name:		Middle Name:		Last Name:	
Social Security Number:			Relationship to Client:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:		Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed				Race:	

First Name:		Middle Name:		Last Name:	
Social Security Number:			Relationship to Client:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:		Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed				Race:	

First Name:		Middle Name:		Last Name:	
Social Security Number:			Relationship to Client:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:		Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed				Race:	

LOWNDES ASSOCIATED MINISTRIES TO PEOPLE, INC.

First Name:	Middle Name:	Last Name:
Social Security Number:		Relationship to Client:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed		Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
		Race:

First Name:	Middle Name:	Last Name:
Social Security Number:		Relationship to Client:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed		Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
		Race:

First Name:	Middle Name:	Last Name:
Social Security Number:		Relationship to Client:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed		Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
		Race:

First Name:	Middle Name:	Last Name:
Social Security Number:		Relationship to Client:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Marital Status: <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed		Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
		Race:



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Instructions for LAMP104-0503, Client Authorization Form

LAMP104-0503 is a single (1) page form.

It is to be completed by LAMP volunteers or staff.

This form covers the release requirements for two agencies; hence the two signature lines.

Please note that the top half of the document requires a witness signature. The interviewer can serve as this witness.

Note: Make sure that the client has signed each the top half and the bottom half. Also, ensure that the witness signature line has been completed.

Client Authorization Form

Name: _____

ID#: _____

I understand that Lowndes Associated Ministries to People, Inc. is part of the Pathways Community Network, a computer network designed to reduce the amount of time and effort it takes for me to obtain the social services I need. This agency has my permission to:

- look at information about me in the Pathways system
- enter in the system information concerning my situation and need for assistance

I understand that:

- agencies in the Pathways system will keep this information confidential
- other agencies will be able to look at this information only if I give each of these agencies my permission
- staff at each agency receives regular training on client confidentiality
- the Pathways system uses passwords and computerized codes to protect my privacy
- shared information may include my name, age, gender, marital status, veteran status, address, housing status, and basic information about my goals and the services I receive

The permission I am giving this agency to view my information and to place information about me in the pathways system will expire on 1/01/2004.

Signature: _____ Date: _____

Printed Name: _____

Witness Signature: _____

Emergency Assistance Agreement

To the best of my knowledge, the information I will submit is correct. I understand that LAMP, Inc. works with other local agencies including, but not limited to: DFCS, EOA, Red Cross, Salvation Army, and Social Security. LAMP has my consent to share this information with other agencies. The recipient of any food from LAMP will hold them harmless from any and all liabilities, claims, or any obligations whatsoever arising out of, or attributed to, any action in connection with their use of items supplied by this ministry. If I am receiving assistance through LAMP's Health Care Program and I require emergency treatment after hours, I will go to the Emergency Room at South Georgia Medical Center or the Emergency Room at Smith Northview.

I also understand that each individual program is governed by its own rules and regulations. This means that while I may be eligible for one service, I may not be eligible for another. Furthermore, each program will have Individual Assistance Maximums. This means that I will only be eligible for services if I have not met my Individual Assistance Maximum.

Signature: _____ Date: _____



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Instructions for LAMP105-0603, Homeless Intake Form

LAMP105-0603 is a seven (7) page form.

It is to be completed by LAMP.

This form is to be completed on each client that has been determined homeless and that is requesting shelter.

LAMP105-0603 is a very complex and detailed form which requires the collaborative efforts of the New Horizons Case Manager, the New Horizons Shelter Director, the New Horizons Day Center Coordinator, and the Health Care Coordinator.

The appropriate information flow is indicated on LAMP106-0603.

The sections including Client Information, Clinical Counseling, and all sections in between, are to be completed by the New Horizons Case Manager (CM). *This encompasses the first four pages and half of page five.* The client and the CM must document concerns or questions.

Once the CM has completed these sections, the client is referred to the New Horizons Shelter Director. At this point, the Shelter Director reviews the Homeless Intake Form for completeness, accuracy, and flags. After the Director's review, he or she must comment on the detail of the intake, make recommendations, and forward the process to the Day Center Coordinator.

The Day Center Coordinator completes the following sections: Identification, Military Service, Services, Workshops, and Class Scheduling. Once completed, the Day Center Coordinator will direct the process to the Health Care Coordinator.

The Health Care Coordinator will complete the following sections: Patient's Assistance Program, Prescription Assistance, and Dental Program. Once completed, the Health Care Coordinator will return the document to the CM for completion.

The CM will call in the Shelter Director, review the completed form with the client, document final concerns, and all three will sign approving the completed Service Plan.

It now becomes the Case Manager's responsibility to manage the Service Plan and ensure that all aspects are arranged for and completed

Homeless Intake Form

Client Information			Intake Date: 2/25/2009	
Name:		SSN: - -	DOB: / /	
Gender:	Race:			
Referral Agency:				
Marital Status:		Name of Spouse:		Number of Children:
Dependent Information				
Name:		SSN: - -	DOB: / /	
Gender:	Race:			Age:
Shirt Size:	Pants Size:	Underwear Size:	Shoe Size:	
Sock Size:	Relationship to Client:			

Name:		SSN: - -	DOB: / /	
Gender:	Race:			Age:
Shirt Size:	Pants Size:	Underwear Size:	Shoe Size:	
Sock Size:	Relationship to Client:			

Name:		SSN: - -	DOB: / /	
Gender:	Race:			Age:
Shirt Size:	Pants Size:	Underwear Size:	Shoe Size:	
Sock Size:	Relationship to Client:			

Name:		SSN: - -	DOB: / /	
Gender:	Race:			Age:
Shirt Size:	Pants Size:	Underwear Size:	Shoe Size:	
Sock Size:	Relationship to Client:			

Name:		SSN: - -	DOB: / /	
Gender:	Race:			Age:
Shirt Size:	Pants Size:	Underwear Size:	Shoe Size:	
Sock Size:	Relationship to Client:			

Name:		SSN: - -	DOB: / /	
Gender:	Race:			Age:
Shirt Size:	Pants Size:	Underwear Size:	Shoe Size:	
Sock Size:	Relationship to Client:			

Name:		SSN: - -	DOB: / /	
Gender:	Race:			Age:
Shirt Size:	Pants Size:	Underwear Size:	Shoe Size:	
Sock Size:	Relationship to Client:			

LOWNDES ASSOCIATED MINISTRIES TO PEOPLE, INC.

Name:		SSN: - -	DOB: / /	
Gender:	Race:		Age:	
Shirt Size:	Pants Size:	Underwear Size:	Shoe Size:	
Sock Size:	Relationship to Client:			
Homeless Status				
What caused you to need shelter?				
Where did you stay last night?				
Where will you stay tonight if shelters are full?				
How long have you been in Lowndes County?				
Where are you from originally?				

Family History				
Father's Name:		Address:		
City:	State:	Zip:	Phone:() -	Last Contact: / /
Mother's Name:		Address:		
City:	State:	Zip:	Phone:() -	Last Contact: / /

Sibling's Name:		Address:		Relation:
City:	State:	Zip:	Phone:() -	Last Contact: / /

Sibling's Name:		Address:		Relation:
City:	State:	Zip:	Phone:() -	Last Contact: / /

Sibling's Name:		Address:		Relation:
City:	State:	Zip:	Phone:() -	Last Contact: / /

Sibling's Name:		Address:		Relation:
City:	State:	Zip:	Phone:() -	Last Contact: / /

Sibling's Name:		Address:		Relation:
City:	State:	Zip:	Phone:() -	Last Contact: / /

Emergency Contact Information				
Name:		Address:		
City:	State:	Zip:	Phone:() -	Last Contact: / /

Medical / Mental Health History				
Do you have a family doctor? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Doctor's Name:		
Address:	City:	State:	Zip:	Phone:() -

Do you receive benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please complete the following.				
Medicaid <input type="checkbox"/> Yes <input type="checkbox"/> No	Since: / /	Client Number:		
Medicare <input type="checkbox"/> Yes <input type="checkbox"/> No	Since: / /	Client Number:		

Do you currently have insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please complete the following.				
Company Name:		Policy Number:		

Please list all allergies to medications:
Please list all allergies to foods:
Please list all allergies to other substances:

Please list all medications that you are currently taking.		
Name of Medication:	Dosage:	Treatment:

Do you suffer from any of the following health problems? Check all that apply.		
<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Lung Disease	<input type="checkbox"/> Seizures	<input type="checkbox"/> Blood Disorders
<input type="checkbox"/> Stomach Disorder	<input type="checkbox"/> Tuberculosis (TB)	<input type="checkbox"/> Hepatitis (<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C)
<input type="checkbox"/> Skin Disorder	<input type="checkbox"/> Arthritis	<input type="checkbox"/> Kidney or Urinary Disorder

Please answer the following questions.
Are you on any special diets?
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much?
Do you consume alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much?
Do you use any illicit or street drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list what kind and frequency.
Are you currently receiving services from a mental health professional? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you feel that you need to receive mental health counseling? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are they?

Criminal History	
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Conviction: / /
Do you have any pending charges? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain.	
Are you on probation or parole? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Attending Officer:

Education and Certifications	
Highest level of education: <input type="checkbox"/> Grade School <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> College <input type="checkbox"/> Graduate School	

Name of School	Major	Degree Obtained	Date
			/ /
			/ /
			/ /
			/ /

Please list any certifications that you possess.		
Certification	Completion Date	Expiration Date
	/ /	/ /
	/ /	/ /

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	/ /	/ /
	/ /	/ /

Employment History

Employer Name:		Contact:	
Address:	City:	State:	Phone: () -
Position Held:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Dates: / / - / /	

Employer Name:		Contact:	
Address:	City:	State:	Phone: () -
Position Held:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Dates: / / - / /	

Employer Name:		Contact:	
Address:	City:	State:	Phone: () -
Position Held:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Dates: / / - / /	

Employer Name:		Contact:	
Address:	City:	State:	Phone: () -
Position Held:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Dates: / / - / /	

Employer Name:		Contact:	
Address:	City:	State:	Phone: () -
Position Held:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Dates: / / - / /	

Do you have any special interests as they would relate to employment?

Transportation

Do you currently have a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please answer the following.				
Year:	Make:	Model:	Color:	Tag Number:
Do you have a current tag? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have a current insurance policy? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Income Information

Do you currently have a source of income? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What type?	Amount: \$
Do you receive food stamps? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: \$
Do you have a DFCS caseworker? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name:	

Needs Assessment

What are some problems you have experienced within the past six months to one year? Please check all that apply.

<input type="checkbox"/> Marital Conflict	<input type="checkbox"/> Mental Disorder
<input type="checkbox"/> Physical Disablement	<input type="checkbox"/> Unemployment
<input type="checkbox"/> Family Conflict	<input type="checkbox"/> Alcoholism or Alcohol Abuse

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<input type="checkbox"/> Eviction	<input type="checkbox"/> Incarceration
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Other
If "other" was checked, please explain.	

With what immediate needs can New Horizons assist you? Check all that apply.

<input type="checkbox"/> Shelter	<input type="checkbox"/> Food	<input type="checkbox"/> Dental Care
<input type="checkbox"/> Bus Ticket	<input type="checkbox"/> Clothing	<input type="checkbox"/> Referral to other agencies
<input type="checkbox"/> Job Search	<input type="checkbox"/> Prescriptions	<input type="checkbox"/> Low-rent Housing
<input type="checkbox"/> Transportation to work	<input type="checkbox"/> Transportation to search for a job	

Initial Case Management Requirements

<input type="checkbox"/> Once Daily	<input type="checkbox"/> Once every other day	<input type="checkbox"/> Twice Weekly
<input type="checkbox"/> Once Weekly	<input type="checkbox"/> Once every other week	<input type="checkbox"/> Once Monthly

Clinical Counseling

Does the client need therapy? Yes No Initial contact made on / / .

Client's Comments or Concerns

Case Manager's Comments or Concerns

Administrator's Comments or Concerns

Identification

Please check all that apply.

<input type="checkbox"/> Driver's License	State:	<input type="checkbox"/> State Identification	State:
<input type="checkbox"/> Birth Certificate		<input type="checkbox"/> Social Security Card	
<input type="checkbox"/> Proof of Residence		<input type="checkbox"/> Marriage License	

<input type="checkbox"/> Out of State Verification of Driver's License	<input type="checkbox"/> VISA / Passport
--	--

Military Service

Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what branch?
Did you retire from active service? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?
Are you classified as a "DD214 Veteran?" <input type="checkbox"/> Yes <input type="checkbox"/> No

Services

Please indicate which service(s) would benefit you or your family. Check all that apply.	
<input type="checkbox"/> Individual Counseling	<input type="checkbox"/> Family Counseling (children included)
<input type="checkbox"/> Drug Abuse Counseling	<input type="checkbox"/> Marital Counseling
<input type="checkbox"/> Alcohol Abuse Counseling	<input type="checkbox"/> Mental Health Counseling
<input type="checkbox"/> Parenting Classes	<input type="checkbox"/> Legal Assistance

Workshops

Please indicate which workshop(s) would benefit you or your family. Check all that apply.	
<input type="checkbox"/> Stress Management	<input type="checkbox"/> Time Management
<input type="checkbox"/> Anger Management	<input type="checkbox"/> Self-Esteem
<input type="checkbox"/> Health Education	<input type="checkbox"/> Improving Job Search Skills
<input type="checkbox"/> Dressing for Success	<input type="checkbox"/> Resume Construction

Class Scheduling

Needs	Class	Start Date	End Date
<input type="checkbox"/>	New Connections to Work – Making the Connection	/ /	/ /
<input type="checkbox"/>	Adult Remedial Classes	/ /	/ /
<input type="checkbox"/>	GED Class	/ /	/ /
<input type="checkbox"/>	Continuing Education – Certificate or Diploma Courses	/ /	/ /
<input type="checkbox"/>	Vocational Rehabilitation	/ /	/ /
<input type="checkbox"/>	LARC	/ /	/ /
<input type="checkbox"/>	Work Experience Program	/ /	/ /
<input type="checkbox"/>	Employment	/ /	/ /
<input type="checkbox"/>	Continuing Education – (Part-time Status)	/ /	/ /

Patient's Assistance Program

Date PA information was given / / .	Follow-up needed to verify filing on / / .
Doctor's Name:	Doctor's Address:

Prescription Assistance

Prescription Name	Prescription Type	Disbursement
		\$
		\$
		\$
		\$
		\$

Dental Program	
LAMP Application Date: / /	Will a Clinic visit be necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate on which date the client's name was added to the waiting list: / / .	
Include the date on which the Technical College Pre-screening is scheduled: / / .	
Did the client qualify for the Dental Clinic? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please explain.	
List pre-medication requirements, if any.	
The client will be scheduled for the Dental Clinic occurring on / / .	
Did the attending Doctor schedule a follow-up? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was it attended? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did the attending Doctor re-schedule the client for an additional Clinic visit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe outcome of the second procedure. (include any additional treatment plans)	

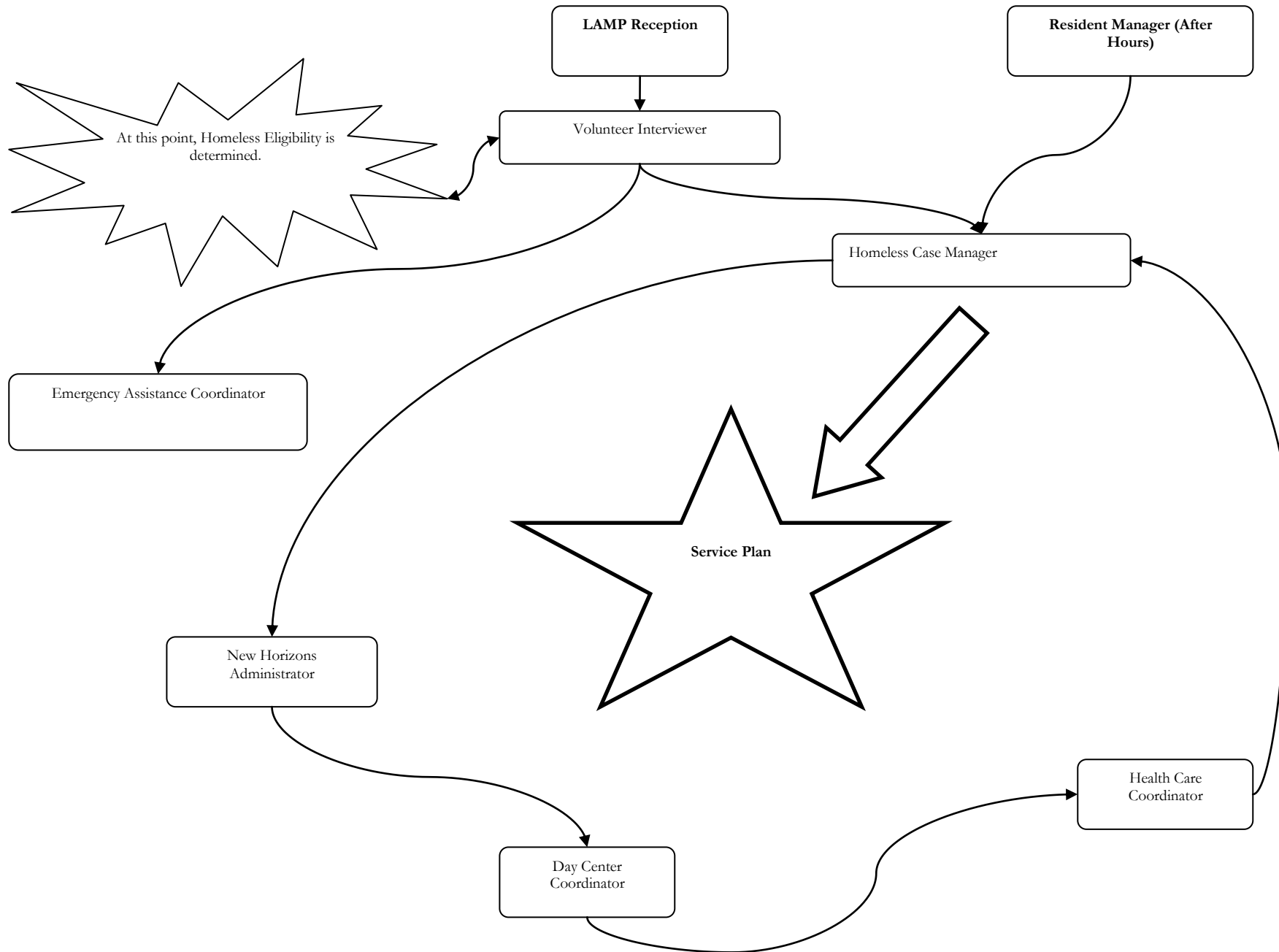
Client's Comments or Concerns

Case Manager's Comments or Concerns

Administrator's Comments or Concerns

Signatures	
Client:	Date:
Case Manager:	Date:
Administrator:	Date:

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Instructions for LAMP107-0603, LAMP Outcome Studies

LAMP107-0603 is a single (1) page form.

It is to be completed by LAMP.

This form is to be completed by the interviewer at the point of program exit for each client.

Note: If the form is to serve as the exit interview, the exit date and current date should match.

It is very important that each section be 100% complete. This form will enable LAMP to gauge the success of its programs and identify weaknesses.

The Follow-Up Term section requires the completion of either the 30-day, 60-day, or 90-day assessment along with the 180-day evaluation.

The “Comments” section is to be used to indicate objective observations, concerns, and the location / method of the contact. It can also be used to reference follow-up services that are to be rendered.

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LAMP Outcome Studies – Completed by LAMP		Date of Program Exit:	Date:
Last Name:	First Name:	SSN:	

Client Contact Information – New Residence			
Street Address:			
City:	State:	Zip Code:	County:
Phone:	Cellular:	Pager:	

Landlord / Apartment Information			
Last Name:	First Name:	Company:	
Street Address:			
City:	State:	Zip Code:	Phone:

Current Employment Information			
Employer:		Contact:	
Phone:	Start Date:	Pay Dates:	Hours per Week:
Start Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo	End Pay: \$	<input type="checkbox"/> hr <input type="checkbox"/> wk <input type="checkbox"/> mo

Current Program Status			
Is client still eligible for services? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Follow-Up Term: *(<input type="checkbox"/> 30-day <input type="checkbox"/> 60-day <input type="checkbox"/> 90-day) <input type="checkbox"/> 180-day			
*either the 30,60,or 90 and the 180.			

Comments:



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Instructions for LAMP108-0603, Verification of Homelessness Form – Emergency Shelter

LAMP108-0603 is a single (1) page form.

It is to be completed by the referring Emergency Shelter.

This form must be photocopied, or transferred, onto the letterhead of the referring Emergency Shelter. It must then be forwarded to the LAMP Case Manager.

This form's purpose is to prevent the referring Emergency Shelter from recreating the wheel.

Verification of Homelessness Form – Emergency Shelter Programs

Client Information		
First Name:	Last Name:	
SSN:	DOB:	Gender:

Program Information	
Emergency Shelter:	
Entry Date:	Exit Date:
If client is still residing, last day of eligibility for shelter:	

Statement of Residency
Please draft a brief statement, indicating that the referenced client is, in fact, a resident of your Emergency Shelter Program.

Signature

Date

Printed Name

Position

Section 13: Protocol

LAMP will operate its SHP in accordance with all HUD regulations and mandates. It will also employ guidelines specific to the agency to ensure that competent, consistent, and quality services are rendered.

13.1 Informative Sheet

Each client wishing to receive services from LAMP will receive an informative sheet which describes the available services, qualification standards, timeframes, cash policies, and grievance procedures.

13.2 Consent to Criminal Background Investigation and Credit Report

LAMP reserves the right to investigate the history of its clients. Each individual will be informed that LAMP may choose to investigate their criminal history and outstanding balances.

13.3 Authorization for HMIS and Release of Liability

Each individual will be asked to sign a release of information for the Pathways Homeless Management Information System and the LAMP Emergency Assistance Agreement.

13.4 Statistical Claim

Each client will be asked to complete a basic application which collects relevant demographic data.

13.5 Verification of Homelessness

Every client wishing to receive services under the Supportive Housing Program must meet HUD's definition of "homelessness." This process ensures that LAMP acquires and retains the appropriate paperwork.

13.6 Contracts

Each client will sign program contracts which will ultimately aid in the achievement of their individual goals.

13.7 Shelter Rules and Regulations

Clients admitted into the New Horizons Shelter will be presented, in book form, a complete rules and regulations book which covers all necessary topics. A brief list of items discussed would include:

- Procedures for New Horizons
- General Contract Requirements
- House Rules

- Disciplinary Action and Dismissal Procedures
- Appeal Procedures
- Actions to take in the case of an incident or emergency

13.8 Exit Interviews and Outcome Studies

Each an exit interview and outcome study will be performed on every client.

Section 14: Referrals

LAMP welcomes referrals from its community partners. LAMP staff will be available for contact via one of the following mediums:

Phone: (229) 245-7157
Fax: (229) 245-1398
Mail: P.O. Box 3502
Valdosta, Georgia 31604-3502

14.1 Guidelines for Making an Appropriate Referral

Each referring agency should be prepared to do the following:

1. Initiate first contact with a LAMP staff member. This contact will allow LAMP to establish the client's appropriateness and schedule an intake.
2. Ensure that the client has a viable means of transportation to LAMP.
3. Ensure that LAMP receives, prior to the intake, the following forms or documents:
 - a. Diagnosis and Discharge/Release Form
 - b. Verification of Homelessness Form
 - c. Schedule of Appointments with Counselor or Therapist
 - d. Statement of Aftercare or Continued Service
 - e. Copy of the Release of Information Form

Section 15: Admissions

Individuals seeking shelter and assistance, with a verifiable need, will generally be accepted if they meet HUD guidelines for homelessness, assuming space exists within the shelter.

15.1 Rejections

Unfortunately, the existence of a verifiable need and meeting eligibility requirements do not automatically qualify individuals. Reasons for exclusion from programming would include the following:

- Client is a threat, or risk, to self or others
- Client is a victim of domestic violence (pending available space at the Haven and admittance approval)

- Client is severely mentally ill – defined as:
 - Requiring controlled medication
 - Requiring intensive supervision
 - Requiring restraints or monitored interactions
- Client is severely physically ill – requiring advanced medical treatment
- Client is listed on the LAMP “Ineligible for Re-Admittance List”

Section 16: Moving Assistance

Moving assistance is the process by which LAMP aides in the client’s transition from shelter to permanent housing.

16.1 Prerequisites

Clients wishing to obtain moving assistance must meet the following prerequisites:

1. each must have been gainfully employed for 90 days
2. each must have established an active savings account
3. each must receive approval from the New Horizons Director and Grants Coordinator
4. Client must not have any existing balances with area vendors
5. Case management meetings must have been attended, and must continue to be

Section 17: Access to Services

The clients participating in the Supportive Housing Program will have access to several program components: the Day Center, the Shelter, Case Management, and the Health Care Program.

17.1 The Day Center

The Day Center is available to the clients Monday through Friday, from 8:00am until 4:00pm. A brief and non-exhaustive list of services would include:

- Shower and laundry facilities
- Educational enrichment programs
- Point-of-Contacts services (mail, phone, email, voicemail)
- Child care
- Employment Assistance
- Document Retrieval Assistance (birth certificate, drivers license, state ID, etc.)
- Shelter in inclement weather
- Empowerment Programs

17.2 The Shelter

The New Horizons Shelter is a 24-hour per day, 7-days per week, 365-days per year operation. It is not closed on holidays. Clients needing assistance can be admitted into the shelter at anytime, day or night. Clients residing in the Shelter have access to all LAMP services. During non-office hours, clients in the Shelter will still have access to showers, bathrooms, laundry machines, a full-service kitchen, and an authorized staff member.

The Shelter residents are required to be inside the facility by 9:00pm during the week, and by 10:00pm on Friday and Saturday.

Breakfast and dinner are provided by the Shelter during the week. The lunch meal may be eaten at the Community Soup Kitchen, which is adjacent to the Shelter. On the weekend, all three meals are served by the Shelter.

17.3 Case Management

All clients of the Supportive Housing Program have access to the Case Manager. The Case Manager provides comprehensive services designed to ensure the successful transition of clients from homelessness to self-sufficiency. The Case Manager is available to clients during the hours between 7:30am and 3:30pm, Monday through Friday. The on-duty Shelter Manager has 24-hour access to the Case Manager for crisis intervention.

17.4 Health Care Program

The Health Care Program is an alternatively funded program which has been extended to include the homeless, as determined by HUD. Clients may be eligible to receive assistance with prescriptions, dental care, and eye care. Appropriate referrals are also made.

The Health Care Program is operated Monday through Friday, from 8:00am until 4:00pm.

Section 18: Grievance Procedure

Grievances may be filed by any client, at any time. Upon admission into the Supportive Housing Program, clients are explained the grievance procedure and its complete process. Forms can be obtained by request, from any staff member. All grievances will be delivered by one of two methods: via United States Postal Service, Attention: Executive Director, or via person.

Section 19: Program Termination / Eviction

Each client is presented and explained the New Horizons Rules and Regulations guidebook which concisely and simply delineates major/minor rules violations, along with consequences for each. Incidents not deemed to require immediate eviction amass significance upon recurrence and mirror a progressive, disciplinary action formula. Once eviction has been determined to be an appropriate course of action, clients must complete exit interviews, move out immediately, and must arrange for retrieval of belongings within 72 hours.

19.1 Appeals Procedure

Initial appeals may be made either in writing or verbally, to the Shelter Administrator within 72 hours of incidence occurrence. The Shelter Administrator's decision may be appealed to the Shelter Committee, either verbally or in writing. At this time, the Shelter Committee is required to convene, with a minimum of three in attendance and within a 72 hour time frame, to determine the validity of the appeal.

The Shelter Committee may not be comprised of individuals with whom the clients have direct contact. For example, both the Case Manager and Resident Manager are inappropriate Committee members. A substantial level of distance must exist between Committee members and the client.

Section 20: Service Stipulations

One of the most important components of a successful Supportive Services Program is consistency of service. From one client to the next, LAMP must ensure fair and equal treatment. This process can be eased through the establishment and implementation of service thresholds and maximums.

20.1 Above and Beyond

HUD requires grantees to utilize its funding to extend and expand services. As a result, LAMP must continue to provide the same services as before receiving HUD funding.

For the following services, LAMP will provide the initial sum of:

- Childcare (maximum of two weeks) - \$25.00 per week
- Utility Assistance (move-outs) - \$25.00 per utility
 - Includes: natural gas, water, and electricity
- Rent Assistance (move-outs) - \$50.00

Any amounts in excess of the initial LAMP funding will be eligible for HUD reimbursement, assuming all other guidelines for assistance are followed.

20.2 Move-Out Assistance

When clients successfully transition from the shelter to independent living, LAMP will assist with initial moving expenses. Assistance can be given to supplement the client's portion of the rent, of the electric bill, of the natural gas bill, and of the water bill. However, LAMP will not cover any existing balances. LAMP staff must use the following formulas to determine assistance figures:

- For assistance with a utility that requires a deposit
 - $.75(\text{first month}) - 25 = \$$

- 75% of the first month's cost, less the \$25 above and beyond figure equals the amount of financial assistance to be rendered and re-billed to HUD
- For assistance with a utility that does not require a deposit
 - $.5(\text{first month}) - 25 = \$$
 - 50% of the first month's cost, less the \$25 above and beyond figure equals the amount of financial assistance to be rendered and re-billed to HUD
- For assistance with rent, when a deposit is required
 - $.75(\text{first month}) - 50 = \$$
 - 75% of the first month's rent, less the \$50 above and beyond figure equals the amount of financial assistance to be rendered and re-billed to HUD
- For assistance with rent, when a deposit is not required
 - $.5(\text{first month}) - 50 = \$$
 - 50% of the first month's rent, less the \$50 above and beyond figure equals the amount of financial assistance to be rendered and re-billed to HUD

LAMP will not assist with deposit payments.

20.3 Transportation

Transportation assistance is limited to the state of Georgia and must be from shelter to shelter. In order to approve a bus ticket, LAMP must be able to verify the acceptance of the client into the receiving agency.

Local transportation assistance may be given for fares if the transportation assistance is necessary for adherence to other program guidelines and, there is no other available means of locomotion. For example: DFCS meetings, probation meetings, mental health appointments, etc.

20.4 Programming and Real-world Services

Clients participating in the Supportive Housing Program have access to programming and real-world services which can assist with document acquisition, employment assistance, etc.

The service maximums for assistance in these areas will be determined by actual cost. For example, if a client needs a copy of his or her birth certificate in order to obtain employment, the actual amount of the document would be the service maximum. For additional reference, if a client were in need of steel-toed boots as part of a uniform, the actual purchase price would be the service maximum.

It is however, expected that comparison shopping efforts will be documented in the client's case file.

The LAMP Procurement Policy must be followed at all times.

