Introducing the Revised Supportive Housing Program (SHP) Desk Guide

Office of Community Planning & Development

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The Revised Supportive Housing Program (SHP) Desk Guide

- HUD Headquarters recently completed a comprehensive process to review and update guidance in the Supportive Housing Program Desk Guide

- The SHP Desk Guide was revised for two reasons:
  - to create a "living" document that can be updated as new policy issues arise and as rules and regulations change; and
  - to formalize policy guidance provided on an ad hoc basis by HUD program staff

- Major changes include new or clarified guidance on eligible participants, eligible activities and grant administration issues

SHP Desk Guide Revision Process

- Over the past 3 years, HUD staff have been working with a technical assistance provider to revise the SHP Desk Guide.

- During the revision process, HUD solicited feedback on format, appearance and user-friendliness of the Guide.

- HUD also vetted draft policy guidance with a number of Field Offices and other HUD staff.

- The revised SHP Desk Guide incorporates many of the changes suggested by reviewers.

How is the SHP Desk Guide organized?

- The Desk Guide contains an Introduction, followed by a Glossary of Key Terms

- Specific topics are organized by Sections (e.g., Section A: Program Goals, Section B: Eligible Participants, etc.)

- Some sections have Frequently Asked Questions that respond to special concerns or circumstances addressed in the text

Major Changes to the SHP Desk Guide

- **New Sections:**
  - Information on match requirements was moved from Section D: Eligible Activities and Match Requirements to the new Section E: Match Requirements
  - Definitions and program regulations are located in the new Section T: Definitions and Program Regulations
  - Fair housing and civil rights laws applicable to SHP grantees are explained in the new Section O: Fair Housing & Civil Rights Laws

Other Changes to the SHP Desk Guide

- New resources include:
  - "Tips & Tools" sections for easy reference to key documents and technical assistance resources
  - Frequently Asked Questions sections to provide guidance on special issues
  - Hyperlinks to relevant texts, technical assistance resources, HUD forms, statutes and program regulations
  - Resources and helpful tools on project financing (Section J) and financial management (Section M)

Policy Guidance

HUD clarified policy guidance on a number of issues throughout the revised Desk Guide. Some examples include:

- Eligible participants:
  - Guidance on serving chronically homeless individuals
  - Guidance on serving persons who may be illegal aliens

Policy Guidance

- Eligible activities and program components:
  - Guidance on eligible and ineligible uses of HMIS funds
  - Guidance on how project-based assistance (PBA) is compatible with SHP-funded housing

Policy Guidance

- **Grant Administration:**
  - Guidance on the 20-year commitment and draw down of capital costs for SHP capital projects
  - Guidance on move-in expenses and security/rent deposits
  - Guidance on program fees and resident rent
  - Guidance on splitting administrative costs
  - Guidance on the Earned Income Disallowance (EID)
  - Guidance on lease arrangements between grantees and landlords

Policy Guidance

- Grant Administration (cont'd):
  - Guidance on seeking renewal funding
  - Guidance on shifting funds of more than 10% between budget activities (acquisition, supportive services, etc)
  - Guidance on informing HUD of program changes and communication with HUD
- Match
  - Guidance on HMIS match requirements

How Should Grantees use the SHP Desk Guide?

- Both new and experienced SHP grantees are strongly encouraged to review the entire Desk Guide to become familiar with new or updated policy guidance

- New grantees may want to start by reviewing the following sections:
  - Section B: Eligible Participants
  - Section C: Program Components and Project Types
  - Section D: Eligible Activities

Where can you find the SHP Desk Guide?

- The revised SHP Desk Guide will soon be available on the Homelessness Resource Exchange (HRE) website

- HUD encourages you to "bookmark" this site for future reference