

COC Program Description of Eligible Costs 24 CFR 578

Eligible Costs From the HEARTH regulations:

Leasing 24 CFR 578.49	see page 4.
Rental Assistance 24 CFR 578.51	see page 4.
Supportive Services 24 CFR 578.53	Grant may fund eligible costs of services that address the special needs of program participants. Services provided must assist program participants obtain and maintain housing.
Annual Assessment of Service Needs	The costs of conducting an annual assessment of the service needs of the program participants and making adjustments as required by §578.53(a)(2).
Assistance with Moving Costs	Reasonable one-time moving costs, including truck rental and hiring a moving company.
Case Management	<p>The cost of assessing, arranging, coordinating and monitoring the delivery of individualized services to meet the needs of the program participant(s). Component services and costs include:</p> <ul style="list-style-type: none"> - Counseling. - Developing, securing and coordinating services. - Using the centralized or coordinated assessment system as required under 24 CFR part 578.23(c)(9). - Obtaining federal, state and local benefits. - Monitoring and evaluating program participant progress. - Providing ongoing risk assessment and safety planning for victims of domestic violence, sexual assault, and stalking. - Developing an individualized housing and service plan, including a path to permanent housing stability. - Conducting the required annual assessment of program participants' service needs (24 CFR part 578.53(a)(2)). - Initial drug testing (this needs to apply to all participants and only at initial entry). - Phones for the Case Manager's use and the main office phone (pro-rated costs). - Child care for participants' children during case management.
Child Care	<p>Costs of establishing and operating child care; providing child care vouchers and meals and snacks for children from families experiencing homelessness; and delivering comprehensive and coordinated developmental activities, provided that:</p> <ul style="list-style-type: none"> - Children are under age 13, unless they have a disability. - Disabled children are under age 18. - The child care center is licensed by the jurisdiction in which it operates in order for its costs to be eligible.
Education Services	<p>Costs of improving knowledge and basic educational skills, including:</p> <ul style="list-style-type: none"> - Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a second language, and General Educational Development (GED). - Component services, including screening, assessment, and testing; individual or group instruction; tutoring, provision of books, supplies, and instructional material; counseling; and referral to community resources.
Employment Assistance and Job Training	<p>Costs of establishing and operating employment assistance and job training programs, including:</p> <ul style="list-style-type: none"> - Classroom, online, and/or computer instruction. - On-the-job instruction. - Services that assist individuals in securing employment, including: <ul style="list-style-type: none"> -Employment screening, assessment, or testing.

	-Structured job skills and job-seeking skills.
	-Special training and tutoring, including literacy training and pre-vocational training.
	-Books and instructional material.
	-Counseling or job coaching.
	-Referral to community resources.
	- Services that assist individuals in acquiring learning skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
	- Services that assist individuals in increasing their earning potential.
	- The cost of providing reasonable stipends to program participants in employment assistance and job training programs.
Food	Cost of providing meals or groceries to program participants. Pursuant to the provisions of 24 CFR part 578.75(e), recipients and subrecipients who use COC program funds to provide supportive housing for homeless persons with disabilities must provide residents with meals or meal preparation facilities.
	- Groceries could be construed as both food and basic, essential household supplies (toilet paper and hygiene supplies can be included).
Housing Search and Counseling Services	Costs of helping eligible program participants locate, obtain, and retain suitable housing. Component services or costs include:
	- Tenant counseling; helping individuals and families understand leases; securing utilities; and making moving arrangements.
	- Mediation with property owners and landlords on behalf of eligible program participants.
	- Credit counseling, accessing a free personal credit report, and resolving personal credit issues.
	- Payment of rental application fees (background check on program participant is only eligible when included in the landlord's application fee).
Life Skills Training	Costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness but that are necessary to assist the program participant in functioning independently in the community. Such life management skills include the budgeting of resources and money management; household management; conflict management; shopping for food and needed items; nutrition; the use of public transportation; and parent training.
	- Child care for participants' children during life skills training.
	- Hygiene kits as part of life skills training only.
Mental Health Services	Costs of direct outpatient treatment of mental health conditions provided by licensed professionals . Eligible services may include crisis intervention; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.
Outpatient Health Services	Costs of direct outpatient treatment of medical conditions when provided by licensed medical professionals , such as:
	- Providing an analysis or assessment of an individual's health problems and development of a treatment plan.
	- Helping individuals understand their health needs.
	- Providing medical treatment or helping individuals obtain and comply with appropriate medical treatment.
	- Providing preventive medical care and health maintenance services, including in-home health services and emergency medical services.
	- Providing appropriate medication.
	- Providing follow-up services.
	- Providing preventive and non-cosmetic dental care.
Substance Abuse Treatment Services	Costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing. The costs of inpatient detoxification and other inpatient drug or alcohol treatment are ineligible under COC program supportive services.
Transportation	Costs include the following:

	- Program participants' travel on public transportation or in vehicles provided by the recipient or subrecipient to/from medical care, employment, child care, or other eligible services.
	- Mileage allowance for service workers to visit program participants and carry out housing quality inspections.
	- The costs associated with the purchase or lease of a vehicle (gas, insurance, taxes, maintenance) in which staff transports program participants and/or staff serving program participants.
	If public transportation options are not sufficient within the area, the recipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:
	- The cost of a recipient's or subrecipient's staff assigned to accompany or assist program participants in using public transportation. If public transportation options are not sufficient within the area, the recipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:
	-Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types).
	-Payments for car repairs or maintenance must be made by the recipient or subrecipient directly to the third party that repairs or maintains the car.
	-Recipients or subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
	-Gas vouchers are no longer eligible to be reimbursed; i.e.: this includes gas cards, filling up gas tanks, etc.
Utility Deposits	Costs associated with utility deposits, which must be a one-time fee, paid to utility companies. (Certain other move-in costs, including security deposits and first and last months' rent, are eligible costs under leasing and rental assistance.)
Operations 24 CFR 578.55	Maintenance and repair of housing. Property taxes and insurance.
Costs associated with day-to-day physical operation of housing in which homeless persons are housed	Scheduled payments to a reserve for replacement of major systems of the housing (provided that the payments must be based on the useful life of the system and expected replacement cost). Building security (staff). Electricity, gas, water, sewer and garbage (participants' phone and internet is not included). Furniture - these are the items that were requested in the application (stays with project, does not go with participant; i.e.: mattresses, bed frames, loveseats, etc); these need to be inventoried. Equipment - these are the items that were requested in the application (stays with project, does not go with participant; i.e.: refrigerator, printer, furnace, security camera, etc); these need to be inventoried.
HMIS 24 CFR 578.57 - HMIS or Comparable Database	Purchasing or leasing computer hardware, software and/or software licenses. Leasing office space, equipment, furniture, and utilities for HMIS activities. Salaries, operating costs, and duties as required to operate an HMIS. Trainings related to the use of HMIS. Reporting to COC on HMIS.
Administrative Costs 24 CFR 578.59	General management, oversight, coordination, monitoring and evaluation. Salaries, wages and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration. Reports for sub-recipient to send to IHFA so they can submit to HUD. Evaluate program results. Resolution of audit or monitoring findings (a prorated portion can be submitted). Managing or supervising other eligible Administration activities.

	Training on COC requirements.
	Administrative services for administration of the program.
Ineligible Items	
1-Program fees are not allowed to be charged in COC program.	
2-Program income cannot be used as match and cannot cover costs that are ineligible COC expenses.	
3-Match cannot cover costs that are ineligible COC expenses.	
4-HUD has determined house phones to be an ineligible cost and ineligible match item. Replacement resources for house phones include:	
Syringa Wireless has low-income plans. Some places, like shelters and H&W receive donated phones. There is a phone systems called Assurance Wireless that is free. The participant can provide documentation of Food Stamps or SSD or SSI or Medicaid.	
Additional information	
1-HUD requires collaboration with mainstream resources. If services are being provided in your local area, then COC funds should not be used to provide that service.	
2-Inventory - please track items that are over \$500 and are purchased with HUD funds on an inventory sheet so they can be reviewed at monitoring. Your Fiscal Officer should be maintaining a depreciation schedule so that items can be removed from inventory at the point of depreciation to zero.	
3-Non-consumable personal items such as sheets, towels, etc. cannot be purchased with COC funds. Some stores will donate them.	