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*"To Help People Create
Communities of Opportunity"*

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CPD website: <http://www.hud.gov/offices/cpd/communitydevelopment/index.cfm>

TO: Supportive Housing Program (SHP); Shelter Plus Care (S+C) grantees and sponsors receiving funding under the McKinney-Vento Homeless Assistance Act

FROM: Richard L. Hatin, Program Manager

DATE: June 27, 2007

SUBJECT: Documenting Client Eligibility

Under Title IV of the McKinney-Vento Homeless Assistance Act (Act) the emergency shelter and transitional housing programs were authorized to be administered by the Department of Housing and Urban Development. The Act provides the first step to addressing the needs of a population that is, by and large, unknown and underrepresented. While there has been a slight increase in the Homeless Assistance Appropriations Budget for 2007 every dollar that provides assistance to eligible clients is significant. Most SHP grantees are renewals and receive one year of level funding for their programs. S+ C renewal grantees depend on the Fair Market Rents and usually provide an increase in their funding amounts.

During recent monitoring visits to SHP and S+C grantees/sponsors, a major deficiency has repeatedly become an issue – **documenting client eligibility**. Persons who are not homeless (by HUD definition) may not receive assistance under SHP/S+C. Grantees are responsible for ensuring that documentation of the client eligibility is kept in the participants' files. HUD's definitions can be found in many resources but each year in the Q&A's of the NOFA application Section C. Eligible Persons to be Served; information is provided to the current HUD definition. When applying for SHP/S+C funds it is imperative that the project narrative demonstrates that the proposed population to be served is homeless. Your application is integrated into the grant agreement. For S+C population the grantee must have written verification from a qualified source that the person has a disability, in addition to being homeless.

Your CPD Representative provides written notification prior to monitoring and the checklists used during the review of the grantees files are available at the following web site:

<http://www.hud.gov/offices/cpd/library/monitoring/handbook.cfm>