[Community Name] Homeless System Analysis

Provider Instructions for Project Budget Data Request

[Date]

[Community Organization] is completing an in-depth analysis of homeless projects in [County]. This analysis will use data from a variety of sources to better understand the performance of different system components and the system as a whole in relation to the investments currently being made to address homelessness. The goal of the analysis is to present the community with information about the extent to which homeless projects in [County] are ending homelessness of the individuals and families served.

Performance data will primarily come from Homeless Management Information System (HMIS). In order to analyze cost efficiency of system components and the system as a whole, budget information for individual projects must be merged with the project’s HMIS data. For the purpose of this exercise, we use the term “budget” to mean the spending plan for the project for the most recently completed budgeting period, typically the current year in which the projects is operating. The budget data needed is at a very high level, and needs only to include the total planned cost of the project (not the individual cost line items) and the expected revenue sources and amounts.

The attached Excel spreadsheet is designed to collect budget information about some or all of your agency’s programs that input client information into HMIS or alternative data base. Information is requested for each project listed on the spreadsheet, for your most recently completed budgeting period.

Once collected, budget information will be combined with usage and exit data from HMIS to determine the cost of supporting clients in shelters, transitional housing, rapid rehousing, and permanent supportive housing and to compare the relative cost and outcomes among the various program and client types.

The spreadsheet has two tabs: One for program information (red) and one for budget information (green). You will find that cells are colored yellow or grey. You may only enter information in yellow cells. Grey cells are already filled out and locked from editing; they are either prepopulated with information from the HIC and the [Year of most recent funding cycle] CoC funding awards or based off data input in other portions of the workbook.

After you complete the worksheet, please save it with your agency’s name in the title as follows: “[County] Budget\_ExcelTemplate\_NonProfitName”. The Excel worksheet should then be sent to [CoC Lead Contact Information] who will review the data.

## **Project Information Tab**

Begin on the red tab titled “Project Information”. Choose your organization’s name from the yellow drop down menu. This will automatically populate rows with information on projects operated by your organization (note that the Excel file may “think” for up to 15 seconds, especially if you are a provider with more than one or two programs). The provider name, project name(s), and associated project type(s) will appear in grey cells in columns C, D, and E, respectively. Note that this may not represent a complete list of all projects operated by your agency or in HMIS. This is the group of projects, however, that will be used in the analysis. If you have questions about why projects are included or excluded, you should contact [CoC Lead] (contact information provided above).

***Column F:*** ***Sub-type*** Project type (shelter, transitional, etc.) is in the sheet in Column E, but you need to select the appropriate sub-type (i.e. scattered site, congregate, etc.) from the drop down menu. When you click in the cell, a drop down menu appears to aid in the selection of the project sub-type. Additional information on the project can be entered in the notes column – if you are unclear as to the sub-type of a project, please provide detailed notes on the project in the notes column.

***Column G:*** ***Project Capacity*** Capacity refers to the number of beds in each project or program. For shelters, permanent supportive housing, transitional housing, and some rapid re-housing projects, the bed capacity (from the HIC) is filled in. If the project has a known capacity from the HIC, the capacity is pre-populated in a grey cell. If the cell is yellow, it indicates the provider should input the project capacity. If the project has a pre-populated capacity that you believe is not accurate, please make note of this in Column H and provide a more accurate/updated capacity.

If any of the information in the grey cells is wrong, please note the mistake and correct information in Column H “Notes, Corrections, etc.”

## **Budget Information Tab**

After completing the Project Information tab, please continue to the green “Budget Information” tab. This tab should have some information already in it based on entries in the previous page. On this tab, you will enter budget information.

Please provide your ***annual project budget*** for each project listed on the spreadsheet. This information should include the sum of all project costs ***and all funding sources, public and private. The total annual project budget covers all costs including overhead and administration attributable to the particular project(s).***

Budgets need to be project specific; therefore, if you operate two separate shelters shown as two rows in the spreadsheet, you will show two different amounts, each on a different row of the Excel spreadsheet.

The specific budget components requested are:

***Column E: Total Project Budget*** Please enter the total annual project budget amount, inclusive of all project costs and all private and public funding sources. The sum of the amounts input into Columns F, G, H, and I must equal this amount.

***Column F: HUD CoC Grant*** This is auto-populated with the amount of HUD funding received through the CoC in the [Year] award, inclusive of administrative costs allowed by HUD, if that amount is known. If the HUD CoC Grant amount is known, it is input in a grey cell, indicating that the user cannot change it. For other projects, this field is yellow, indicating that you can input an amount. If you disagree with the pre-populated amount, please note the amount you believe should be in this column in Column J. Note that this amount does not include other HUD funding (ESG, HOME, CDBG, HOPWA, HCV (Section 8), etc.) or any match.

***Column G: ESG Grant*** Please enter the total amount of HUD funding received through the Emergency Solutions Grant (ESG) in the most recent award, if any. Note that this amount should not include other HUD funding (CoC, HOME, CDBG, HOPWA, HCV (Section 8), etc.) or any match.

***Column H: Other Public Funds*** Please enter the total public dollars from all other sources, exclusive of CoC and ESG awards for the project. This column should include any local funding (general funds, local bond monies, behavioral health funds, etc.), state funding (State HOME, etc.) or federal funding (PATH, entitlement HOME, etc.) that is specifically allocated to the project. If your project has dedicated Veteran’s beds, please include any VA or other Veterans funding.

***Column I: Private Funds*** Please enter the total amount of private dollars from any source allocated to the project. This should include donations, foundation dollars, and any other grants from private sources. If your organization also receives in kind donations, only include the value of these donations if they are included in your annual operating budget.

***Column J: Notes, Corrections, etc.*** Use this column to enter any changes to grey cells, explanations on discrepancies (for example, if the sum of Columns F, G, H, and I do not equal Column E), or anything else that Focus Strategies should know about the project budget.

## **General Notes**

***Property Related Costs*** ONLY include funds that are part of your annual operating budget. If your project has acquisition or construction financing, but that debt does not have regular or annual payments, do not include these funds. If your project has dedicated tenant based or project based Housing Choice Vouchers (Section 8), please note this in Column J, including the number of units receiving the rental subsidy and rental subsidy amount (if known). Do not include residents with tenant based vouchers that are not dedicated to your project (e.g. the resident happens to have a voucher, but can use it at will at any rental property in the community, with or without services).

***Shelter Plus Care*** If you are a service provider with a contract to support Shelter Plus Care units, do not include housing costs or services for Shelter Plus care units – the Housing Authority will report on their Shelter Plus Care projects separately.

## **Notes for Specific Project Types**

***Emergency Shelter*** Please include the total cost to operate the shelter, including staffing, case management, operations and any costs associated with the physical structure.

For year round shelters that add additional seasonal beds for particular months or that have overflow beds, note the seasonal or overflow beds into the notes column including the number of beds and number of months in which they are available and include how long the seasonal or overflow beds are available.

For projects that provide hotel/motel vouchers as a sheltering method, provide the costs for the actual vouchers as well as all costs associated with operating the project.

If you have debt associated with the physical property (land or building), only include the annual debt payment if there are fixed, hard payments on the note. In other words, include debt payments that are part of your annual operating budget. Deferred payment loans, residual receipt payments, or other such payment structures should not be included.

***Permanent Supportive Housing and Transitional Housing.*** If you have debt associated with the physical property (land or building), only include the annual debt payment if there are fixed, hard payments on the note. In other words, include debt payments that are part of your annual operating budget. Deferred payment loans, residual receipt payments, or other such payment structures should not be included.

If you have project based or dedicated tenant based Housing Choice Vouchers (Section 8) associated with your project, please note this in the comments column. Tenant based vouchers should only be counted if they are dedicated to your project (e.g. a set aside of the general pool). Do not include the voucher subsidy for residents with tenant based vouchers that are not dedicated to your project (e.g. the resident happens to have a voucher, but can use it at will at any rental property in the community, with or without services). Please indicate how many units have Housing Choice Vouchers and (if known), the total rental subsidy provided through the vouchers.

***Shelter Plus Care/VASH.*** The Housing Authority or other public agency will input information on the Shelter Plus Care contracts in this same sheet. All of the information needed for other projects is requested of Shelter Plus Care. The Shelter Plus Care amounts should be inclusive both of the cost of the housing vouchers and the value of the matched services. Services provided by publicly funded agencies should be included in the “Other Public Funds” column and services provided by privately funded agencies should be included in the “Private Funds” column. If you operate a project that supports Shelter Plus Care or VASH (such as an SSO) or have Shelter Plus Care or VASH residents (such as in a Permanent Supportive Housing development) living at your property, please note this and do not include costs associated with the housing or services for those Shelter Plus Care or VASH residents.