

CHAPTER 6. SPECIAL NEEDS ASSISTANCE PROGRAMS

- 6-1 General. Each Field Office should be reviewed for compliance with specific program requirements in the Supplemental Assistance for Facilities to Assist the Homeless (SAFAH) Program, the Transitional Housing Program, the Permanent Housing for the Handicapped Homeless Program, the Emergency Shelter Grants Program, the Comprehensive Homeless Assistance Plan and the Single Family Property Disposition Initiative in addition to the following areas.
- 6-2 SAFAH, Transitional and Permanent Housing
- A. Timely Assistance. Determine whether the office has made information about competitions available in a timely manner through workshops and through distribution of regulations, notices of fund availability, application forms, and guidance memoranda. Determine if the office has provided direct assistance on application preparation, if requested by potential applicants.
- B. Application Processing. Determine if the Field Office has reviewed applications within the deadline established for the competition and provided them to Headquarters in the proper form. Determine if the conclusions reached were appropriate and supported.
- C. Grant Execution
1. Ensure that the Field Office is preparing and executing grant agreement documents in a timely and thorough way. Determine that appropriate deadlines are established for resolving grant conditions and that these deadlines are tracked and met.
 2. Determine that the proper procedures are established for grantees to receive funds and that grantees have been advised of required paperwork.
 3. Determine if the Field Office has held start-up conferences for all grantees.

- D. Financial Management
1. Ensure that the Field Office is tracking the financial progress of grantees and is taking appropriate steps to ensure that problems are addressed where they arise.

2. Determine if field staff are reviewing requests for funds and financial status reports according to the guidelines established in Notice 89-3 (REV-1).

- E. Reports. Ensure that the required reports are being submitted on time and are properly reviewed.
- F. On Site Monitoring. Ensure that the office has performed a risk analysis, focusing on rents, services, and follow-up, and undertaken the level of on-site monitoring necessary to identify and respond to program issues, especially those relating to program progress.

6-3 Emergency Shelter Grants Program (ESGP)

- A. Fund Distribution. Ensure that the office has met all of the timetables required for fund distribution.
- B. Timely Assistance. Determine whether the office promptly notified grantees of program requirements and provided technical assistance.
- C. Application Processing. Determine if the office has processed ESGP applications in accordance with Headquarters guidance.
- D. Reallocation. Determine if fund redistribution has occurred as required by the regulations.
- E. Timely Implementation. Ensure that the required reports are being submitted on time and that deadlines for the use of funds are being met.
- F. On-Site Monitoring. Ensure that the office has undertaken the level of on-site monitoring necessary to identify and respond to program issues, especially those relating to program progress.

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6-4 Comprehensive Homeless Assistance-Plan (CHAP)

- A. Processing. Ensure that CHAP's are reviewed and approved in accordance with the requirements of the CHAP processing instructions.
- B. CHAP Availability. Ensure that the CHAP is available for applicable consistency determinations for homeless assistance administered by Housing.

6-5 Single Family Property Disposition Initiative

- A. Outreach Activities. Determine if the Field Office has conducted outreach activities such as contacting homeless providers who have participated in property disposition programs, held at least one workshop and taken other actions to inform people about the availability of properties.
- B. Pre-Approvals. Review procedures for approval of non-profit organizations for participation in the initiative to ensure that they are appropriate and that determinations are made promptly. Determine whether the office has increased the number of pre-approved non-profits.
- C. On-Site Monitoring. Ensure that the office has undertaken the level of on-site monitoring necessary to ensure that the properties are being used appropriately and that the records of the non-profit reflect proper rent determinations.

6-6 Title V Identification and Use of Surplus Property. Ensure that Field Offices are responsive to requests for information on the program and on the availability of properties.