



No. 2016-05
October 14, 2016

PROGRAM GUIDANCE

PROGRAM: Tribal HUD-VA Supportive Housing (Tribal HUD-VASH) Program

FOR: Tribal/TDHE HUD-VA Supportive Housing Recipients
Heidi J. Frechette

FROM: Heidi J. Frechette, Deputy Assistant Secretary for Native American Programs, PN

TOPIC: **Record Keeping at Initial Occupancy**

Purpose: This notice provides additional guidance to Tribal HUD-VA Supportive Housing program (Tribal HUD-VASH) recipients concerning recording keeping at initial occupancy of eligible Native Americans veterans.

Program Description: The purpose of the Tribal HUD-VASH program is to provide rental assistance and supportive services to Native American veterans who are Homeless or At Risk of Homelessness living on or near a reservation or other Indian areas.

Background: On October 21, 2015, HUD published a *Federal Register* notice on the *Implementation of the Tribal HUD-VA Supportive Housing Program* (80 Fed. Reg. 63822, October 21, 2015) (Implementation Notice). The Implementation Notice described the parameters of a program to provide rental assistance and supportive services to Native American veterans who are Homeless or At Risk of Homelessness.

Section VI. *Tribal HUD-VASH Program Requirements, Waivers, and Alternative Requirements*, Paragraph B.5, *Native American Veteran Eligibility* of the Implementation Notice requires that written documentation of all referral and eligibility screening must be maintained in the veteran's file by the tribe/tribally designated housing entities (TDHE).

Section VI. *Tribal HUD-VASH Program Requirements, Waivers, and Alternative Requirements*, Paragraph D. *Record Keeping at Initial Occupancy* of the Implementation Notice requires that in addition to maintaining records of referral and eligibility determination as required in paragraph B.5. above, a tribe/TDHE must collect, keep on file, and report additional household demographic, personal (including social security numbers), and rental information using the HUD-50058 form that was revised for the Tribal HUD-VASH program.

This information is also required to be reported through an electronic reporting system as prescribed by HUD. The electronic reporting system is not functioning yet. However, tribes/TDHEs should collect and retain paper/file copies of the required information as veterans are referred by VA and as veterans lease up units with the Tribal HUD-VASH assistance, so that the tribe/TDHE can submit the information once the electronic reporting system is functioning.

Collection of Data: According to Section VI. *Tribal HUD-VASH Program Requirements, Waivers, and Alternative Requirements*, Paragraph D. *Record Keeping at Initial Occupancy* of the Implementation Notice, at initial occupancy, tribes/TDHEs will need to collect the following information about Native American veterans referred by the VA and their household members that must be maintained in the veteran's physical file:

Part (1): The below information should be collected and maintained by tribes/TDHEs at the initial leasing and should be provided by the Homeless or At Risk of Homelessness veteran that has been identified as eligible under the requirements of the Department of Veteran Affairs and the tribe/TDHE.

- Veteran's First Name
- Veteran's Last Name
- Veteran's Middle Initial
- Veteran's Social Security Number (SSN) An original document issued by a federal, state, or tribal government agency, which contains the name of the individual and the SSN of the individual along with other identifying information, is acceptable in accordance with the standards in 24 CFR 5.216(g).
- Veteran's Admission to Program Date
- Unit Physical Street Address
- Unit Apartment Number (*if applicable*)
- Unit City
- Unit State
- Unit Zip Code(*if a mailing address/ is different from the unit to be occupied, please collect that address as well*)

/Number of bedrooms in unit

- Building structure type (*single family detached/manufactured/low-rise/townhouse, etc.*)
- Unit Owner/Agent Name
- Unit Owner/Agent TIN/SSN
- Tenant Expected Rent Contribution Payment Amount (*monthly*)
- Rental Assistance Expected Payment Amount (*monthly*)
- Total Expected Amount Due to Owner (*monthly*)
- Type of Property (*TDHE/Tribally Owned, Privately Owned, or Other Federally Subsidized*)

Part (2): The below information should be collected and maintained by tribes/TDHEs at the initial leasing and should be provided by the Homeless or At Risk of Homelessness veteran for each person (family member(s) including the veteran) that will reside in the home.

- First Name:
- Last Name:

- Middle Initial:
- Date of Birth:
- Gender:
- Relationship to Veteran (*Self, Spouse, Child, Parent, Other Adult, Other Youth*):
- Disabled (*Yes/No*):
- Race (*White/Black/Native American/Asian Pacific Islander/Multi-Race*):
- Hispanic/Latino (*Yes/No*):
- Social Security Number:
- CDIB # (*if no SSN*):
- Veteran ID (*if applicable*):

Questions or For Further Information: If you have any questions regarding this guidance, please contact Tribal HUD-VASH Grants Management Specialist, Kanitra D. Cobbs at 202-402-4144.