

U. S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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Special Attention of: NOTICE PIH 99-3 (HA)

Secretary's Representatives; Issued: January 27, 1999

Public Housing Directors;

Public Housing Agencies;

Expires: January 31, 2000

Resident Management Corporations;

Site-Based Resident Councils;

Resident Organizations;

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Cross Reference

Intermediary Resident Organizations

Notice PIH 96-19 (HA)

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**Subject: Budget Line Items for the Consolidated Economic Development and Supportive Services and Tenant Opportunities Program in the Line of Credit Control System/Voice Response System for FY 1997 and FY 1998.**

**PURPOSE.**

This notice establishes new Budget Line Items (BLIs) that have been added to the Consolidated Economic Development and Supportive Services (EDSS) and Tenant Opportunities Program (TOP) Payment Voucher Form 50080, in the Line of Credit Control System (LOCCS)/Voice Response System (VRS) in accordance with FY 1997-1998 grant categories. All grantees will access grant funds through LOCCS. The disbursement of grant funds is recorded by the grantee on the Form 50080 Payment Voucher. The BLIs on this Form correspond with major activities in the grantee work plan. This notice is effective immediately.

**BACKGROUND**

The Tenant Opportunities Program (TOP) and the Economic Development and Supportive Services (EDSS) Program have been restructured and consolidated to concentrate more on employment readiness training and moving public and Indian housing residents towards self sufficiency. The restructuring represents a major Departmental initiative to improve the targeting and management of limited resources for public and Indian housing resident self-sufficiency. The goal is to most effectively focus these resources on "welfare to work" and on independent living for the elderly and persons with disabilities. Although both programs fund similar activities, housing authorities, Indian tribes and Tribally Designated Housing Entities are funded under EDSS, and resident associations are funded under TOP. Accordingly, the HUD Form 50080, LOCCS/VRS Payment Voucher, has been revised to include Budget Line Items (BLIs), consistent with program changes, that have been included in the Line of Credit Control System (LOCCS)

for drawdown purposes. The BLIs must match the budget on the EDSS and TOP Fact Sheet in the Application Kit..

**APPLICABILITY.**

For **EDSS** grant recipients this Notice applies to:

- A. Public Housing Authorities (PHAs);
- B. Tribes or their Tribally Designated Housing Entities (TDHEs).

For **TOP** grant recipients, this Notice applies to:

- A. Public Housing Site-Based Resident Councils (RCs), Resident Management Corporations (RMCs) and Intermediary Resident Organizations (IROs) which include National Resident Organizations, (NROs), Statewide Resident Organizations (SROs), Regional Resident Organizations (RROs), and Jurisdiction-wide Resident Organizations who have received a TOP Grant.
- B. HUD Field Offices of Public Housing (FOs)

**BUDGET LINE ITEM DETAIL DESCRIPTION**

**Tenant Opportunities Program (TOP)**

A description of the activities for the revised BLIs under the TOP Program are as follows:

**9810 Employment Readiness Training Contracts -**

All costs related to the actual compensation paid to professional trainers for the training of residents in preparation for employment readiness in **Literacy Training** to enable residents to complete employment training, to qualify for employment and to succeed on the job; **Life Skills Training** - to help trainees function in the work world, and obtain other critical skills needed to make the transition from welfare-to-work; **Social Service Coordination** - studies to determine social service needs and hiring a service coordinator or caseworker to refer participants to supportive services.

**9820 Business/Job Training Contracts**

All costs related to the actual compensation paid to professionals to manage and implement all areas of career development and specific job training, (i.e., physical therapy, housing management, maintenance training for residents) that lead directly to employment opportunities.

**9830 Job Placement Retention Contracts**

All costs related to training and technical assistance to residents for job searches i.e., classes in resume writing and interviewing skills, placement training programs, job retention and business skills training, life skills training such as mentoring, varied job counseling,

**9840 Mediation Activities**

All costs related to mediation activities and training such as mediation and communication skills training, dispute resolution and reconciliation training, and training in the development of strategies to implement a youth program.

**9850 Resident Organization Development Activities**

All costs related to training board members and residents in community organizing, board development, leadership training; developing capabilities of existing resident organizations; determining feasibility of training existing resident groups for resident management; homeownership opportunities; and consistent with the BLIs indicated below.

**9851 Organize Community**

All costs related to developing a system of resident outreach, creating an advisory board, block/building captain training program.

**9852 Operating Procedures**

All costs and expenses dealing with developing written policies and procedures for the operation of the RC/RMC/RO, fees associated with incorporation for 501( c ), developing financial management system, determining office support needs.

**9853 Develop MOU**

All costs and expenses related to the development of a partnership the HA and resulting MOU.

#### **9854 Plan for Technical Assistance**

All costs related to creating a technical assistance strategy, including any assessments needed to determine training needs, costs involved in developing a plan to hire, select, compensate and evaluate professional consultants/trainers and/or community organizers, including the development of service contracts.

#### **9855 Consultant Contracts**

All costs relating to the actual compensation paid to professional consultants, trainers, community organizers.

#### **9856 Implement Property Management**

**Applicable to grantees with property management only.** All costs for residents to develop skills as potential employees of RMC directly related to operation, management, maintenance, financial management systems, fair housing, feasibility and market studies, development of business plans, revolving loan funds and legal advice in starting resident management. Costs related to gaining assistance in negotiating management contracts, and designing a long-range planning system.

#### **9857 Self-Sufficiency Programs**

All costs related to the design, implementation and management of social support services (self-sufficiency and youth initiatives) including feasibility studies to determine needs, costs of coordination of supportive services, training and workshops associated with various supportive services, youth services, resident management business ventures.

#### **9860 Travel Costs**

All costs specifically related to traveling to and from training activities, workshops/conferences, registration fees, local travel (taxi), per diem, airplane and other associated expenses such as phone calls, parking, etc., that directly relate to the timely accomplishment of the TOP work plan. The Travel policy sets travel costs at a maximum amount of \$5,000 per RA (not applicable to intermediaries without special HUD approval).

Local transportation costs, not covered by stipends, to enable any participating family member to receive available services to commute to his or her training or supportive services activities or place of employment.

## **9870 Other Resident Costs (Stipends, Reimbursements)**

### **Stipends**

All reasonable costs related to participation in or receiving training under the top program i.e., transportation to and from training, child care, not to exceed \$200 per trainee/month.

### **Reimbursements**

All reasonable expenses incurred by officers and board members in the performance of their fiduciary duties and/or training related to the performance of their official duties.

## **9880 Administrative and other Costs**

Administrative costs, not to exceed 25% of the grant, include, but are not limited to purchase or lease of telephone, computer, printing, copying, and sundry non-dwelling equipment (such as office supplies, software, and furniture), rental or lease of a car, van or bus by resident grantees to attend training.

## **Economic Development and Supportive Services (EDSS)**

A description of the activities for the revised BLIs under the EDSS program are as follows:

### **4210 Supportive Services**

All reasonable costs incurred in the provision of services to assist eligible residents to become economically self-sufficient, particularly families with children where the head of household would benefit from the receipt of supportive services and is working, seeking work, or is preparing for work by participating in job-training or educational programs. Supportive services may include:

- a. Child care, of a type that provides sufficient hours of operation and serves appropriate ages as needed to facilitate parental access to education and job opportunities.
- b. Computer based educational opportunities, skills training, and entrepreneurial activities.
- c. Homeownership training and counseling, development of feasibility studies and preparation of homeownership plans/proposals.

- d. Education including but not limited to: Remedial education; Literacy training; Assistance in the attainment of certificates of high school equivalency; Two-year college tuition assistance; Trade school assistance; Youth leadership skills and related activities (activities may include per leadership roles training for youth counselors, peer pressure reversal, life skills, goal planning).
- e. Youth mentoring of a type that mobilizes a potential pool of role models to serve as mentors to public or Indian housing youth.. Mentor activities may include after school tutoring, help with problem resolution issues, illegal drugs avoidance, job counseling or mental health counseling.
- f. Transportation costs, as necessary to enable any participating family member to receive available services to commute to his or her training or supportive services activities or place of employment.
- g. Personal well being (e.g., family/parental development counseling, parenting skills training for adult and teenage parents, and self-development counseling, etc.)
- h. Supportive health care services (e.g., outreach and referral services to substance and alcohol abuse treatment and counseling, for example, mental health).
- i. Contracting for case management services contracts or employment of case managers, either of which must ensure confidentiality about resident's disabilities.

### **Elderly or Disabled Supportive Services**

Elderly or disabled supportive services are provided for elderly persons at least 62 years of age, and persons with disabilities; an adult who has a condition defined as a developmental disability; to have a physical, mental, or emotional impairment of long-continued and indefinite duration that substantially impedes their ability to live independently; and persons who have the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for AIDS; and is of such a nature that such ability could be improved by more suitable housing conditions.

Supportive services for the elderly and persons with disabilities include: meal service adequate to meet nutritional need; assistance with daily activities; housekeeping aid; transportation services; wellness programs; preventive health education; referral to community resources; personal emergency response; and congregate services which includes supportive services that are provided in a congregate setting at a conventional HA development.

## **4220 Economic Development Activities**

Activities essential to facilitate economic uplift and provide access to the skills and resources needed or self-development and business development. These activities may include:

- a. Entrepreneurship training (literary training, computer skills training, business development planning);
- b. Entrepreneurship development (entrepreneurship training curriculum, entrepreneurship courses);
- c. Micro/Loan fund - developing a strategy for establishing a revolving micro/loan fund and/or capitalizing a loan fund
- d. Developing credit unions. Developing a strategy to establish and/or create on-site credit union(s) to provide financial and economic development initiatives to PHA/Tribal/TDHE residents. (EDSS grant funds cannot be used to capitalize a credit union.)
- e. Employment training and counseling ( e.g., job training (such as step-up programs), preparation and counseling, job search assistance, job development and placement, and continued follow-up assistance).
- f. Employer linkage, job placement and job preparation activity.

## **4230 Administrative Costs**

Administrative costs are necessary for the implementation of grant activities. Administrative costs are not to exceed 15% of the grant amount. Appropriate administrative costs include, but are not limited to the following items or activities: liability insurance, utility costs, purchase or lease of telephone, computer, printing, copying, and sundry non-dwelling equipment (such as office supplies, software, and furniture),

## **4240 Service Coordinator(s)/Case Manager(s) Salary**

**Salaries** - All persons or entities compensated by grants for services provided under an EDSS or TOP grant must meet all applicable personnel or procurement requirements and shall be required, as a condition of employment, to meet relevant state, local and Tribal government, insurance, training, licensing, civil rights, or other similar standards and requirements. Residents employed to provide services funded under this program shall be paid at a rate not less than the highest of the minimum wage, state or local minimum wage.

**Stipends** - Stipends are monetary assistance provided to eligible residents to minimally cover resident costs while participating in the supportive services/economic development activities.

No more than \$200 per participant per month of the grant award may be used for stipends for active trainees and EDSS program participants to cover the reasonable costs related to participation in training and other EDSS activities.

**4250 Other Program Costs**

Costs that include advertisement, travel costs for program participants, vehicle lease (to transport participants to appropriate services/training).

**DIRECTION**

The HUD Form 50080 TOP and Form 50080 EDSS, LOCCS/VRS Payment Voucher has been revised to reflect these changes which provides clarity by relating performance in the workplan to payments under LOCCS.

TOP/EDSS grantees are directed to immediately revise their work plan/budgets to reflect monies in accordance with the revised BLIs and submit to their respective local HUB Office for review and approval.

The local Field Office(s) are directed to contact the grantees, within 60 days from the date of this Notice, in writing to:

- (a) inform them of the above changes, and
- (b) to enter into LOCCS/VRS the revised BLIs.

This Notice supersedes PIH 96-19 (HA) Notice and any previous notices relative to additional or revised BLIs for the TOP/EDSS Program.

\_\_\_\_\_/s/\_\_\_\_\_  
Harold Lucas  
Assistant Secretary for Public  
and Indian Housing