



Indiana Housing & Community Development Authority

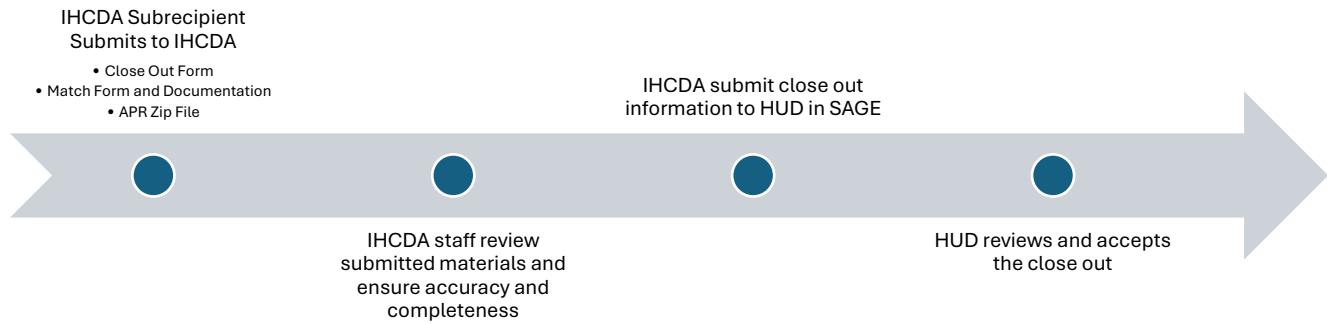
## Continuum of Care (CoC) Program Supportive Housing, Rapid Rehousing and Joint Transitional-Rapid Rehousing Close Out Form

CoC grant close out information is submitted to the Department of Housing and Urban Development (HUD) within 90 days of the end of the contract period in a system called SAGE. IHCDA submits the close out information on behalf of subrecipients that contract with us for CoC projects. Community Services will request close out documentation at least 45 days before it is due. All claims should be filed and paid before this form is submitted. The purpose of this form is to provide important information to Community Services staff so they can effectively submit the close out report.

Before submitting this form to IHCDA please verify the following in the grant close out checklist:

- There are no open claims in claim review or any status other than “complete” in the IHCDA Online system. Please verify this within 45 days of your contract end date.
- Match documentation is accurate and aligns with requirements. A copy of the complete match form and supporting documents are submitted with the close out form.
- HMIS data is accurate and up to date. Any data errors are accounted for in the applicable sections of this form, and any performance issues have rationales provided in the applicable sections of this form.
- Annual Performance Report (APR) data for the grant term is submitted with a copy of the close out and match forms. The APR is provided as a zip file and will be uploaded to SAGE and submitted to HUD.

Please use the checklist to review your documents prior to submission. Close out information is submitted via email to the grant analyst assigned to your project. Contact [communityservices@ihcda.in.gov](mailto:communityservices@ihcda.in.gov) if you need more information. This overview of the process outlines the step of partners and staff in the close out submission.



Timely and accurate close out demonstrates performance and reduces the likelihood of compliance monitoring.



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**Continuum of Care (CoC) Program Supportive Housing, Rapid Rehousing and Joint  
Transitional-Rapid Rehousing Close Out Form**

**Project Name:**

**IHCDA Grant Number:**

**Grant Dates:**

**Total Grant Award:**

**Total Claim Amount:**

**Number of Units in Agreement:**

**Number of Beds in Agreement:**

Are 100% of clients in HMIS?      Yes      No      If no, please explain below:

Does the project serve a target subpopulation?      Yes      No

What is the percentage of households enrolled in your program that self-certified more than 3 months of homelessness status?

If the percentage exceeds 25%, please provide a rationale:

Please describe any performance accomplishments from this grant year:



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## Continuum of Care (CoC) Program Supportive Housing, Rapid Rehousing and Joint Transitional-Rapid Rehousing Close Out Form

Please review the Annual Performance Report (APR) and answer the following questions:

Does the APR from HMIS list the reporting period as the same term as your grant?

In Q5A how many households in total did your project serve this year?

In Q5A how many people in total did your project serve this year?

Q6A, B, C, D describe the data quality errors in your HMIS data. Please provide a rationale for any errors above 15%:

Compare the number of households and people you planned to serve in your grant agreement to the data in Q7b and Q8b. Is this number less than 90%. If yes, please explain why:

*Q7b and Q8b are the Point-in-Time Count of people in the last Wednesday of the quarter. HUD reviews this information to determine if the grant is being utilized effectively. Less than 90% utilization requires a rationale in the HUD close out.*

Please review data in Q15 and identify if any clients entered the program from a non-literal homeless situation. HUD CoC Program requires clients to be literally homeless when they enter, so if they are coming from an institution, doubled-up, their own unit, or an assisted unit then please provide a rationale for their eligibility:

*Q15 data will include all clients whenever they enroll. HUD will require a rationale for each client unless it is a DV project. Survivors of DV may come from non-literal homeless destinations, and that is a sufficient rationale. Staff recommend that individuals that come from non-literal homelessness locations should have sufficient case notes to assist in explaining the issues. Please look at past close out information or use the APR/CAPER Review Tool report in HMIS to check the client records for these individuals. HUD requires a client-by-client description of why each person was eligible to receive CoC housing assistance unless their non-literal location is due to DV or a grant consolidation. Clients that transfer from one PSH to another still need individual justifications written in the rationale. Ex: 2 clients are DV survivors, and 1 client transferred from another PSH project.*



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## **Continuum of Care (CoC) Program Supportive Housing, Rapid Rehousing and Joint Transitional-Rapid Rehousing Close Out Form**

The CoC Board evaluates projects how they improve their stability by increasing income. What percentage of adults over 18 (see Q5a) obtained income? Examine the columns in *Q19a1 and Q19a2* that reference “maintaining or increasing income”. If your project believes client income data is missing from either of these questions, then examine the annual and exit assessment data for clients. Provide any narrative about your project performance and what successes or challenges you have had in this area:

*HUD evaluates CoC's HMIS data through System Performance Measures (SPMs). One SPM is on how income is retained or improved. Performing well in this area contributes to positive performance for the CoC, which can help the Indiana Balance of State obtain more CoC funding.*

The CoC Board evaluates projects on what happens to people when they exit the program. Review Q23c and identify any individuals that exited to literal homelessness, other, unknown or data not collected. Provide narrative about any clients that exit to homelessness or due to issues in collecting exit data:

*HUD evaluates CoC's HMIS data through System Performance Measures (SPMs). One SPM is on whether clients exit to non-homelessness destinations. Missing and unknown data in this area negatively impacts the CoC's performance. Performing well in this area contributes to positive performance for the CoC, which can help the Indiana Balance of State obtain more CoC funding.*