

Supportive Services Value Calculation Guide

The value of supportive services provided for projects serving individuals with disabilities, homeless veterans, ex-offenders, the elderly, youth transitioning out of the foster care system, or other special needs or specialized populations may be counted as an eligible source of matching funds.

The calculated value of the matching funds must be based on the value of services provided by the applicant for the delivery of services to the population being served. In-kind donations, services, or labor are not eligible sources of matching funds.

The value of supportive services used as match may be counted over the length of the compliance period.

When calculating the value of supportive services provided to residents by the applicant, the following may be claimed:

1. Salaries paid to the applicant's staff to provide supportive services to residents of THTF-funded housing.

The value of staff salaries should be determined according to the number of hours per month in which services will be provided to residents. The per-month value should then be used to calculate an annual figure. The annual value should be multiplied by 5, 10, or 15, depending on the length of the compliance period.

Example: The applicant organization is proposing to develop a group home to serve six individuals with disabilities. Among the supportive services to be provided to the residents is case management. The case manager will provide a total of 12 hours per week to the six residents. The case manager's salary is \$3,665 per month (\$43,980 per year). The case manager works 40 hours per week.

12 hours per week x 4 weeks = 48 hours of case management per month

40 hours per week x 4 weeks = 160 hours worked per month

48 hours CM per mo. ÷ 160 hrs. worked per mo. = .30 or 30 %

\$3,665 per month x .30 = \$1,099.50

The monthly value of case management services provided for this project is approximately \$1,100. The compliance period for the proposed project is 5 years.

\$1,100 x 12 months = \$13,200 annual value

\$13,200 annual value x 5 year compliance period = \$66,000

The value of the supportive services that may be claimed as a source of matching funds is \$66,000.

2. Services paid for by the applicant provided to residents of THTF-funded housing.

The value of services, such as transportation or training and educational courses provided by an organization other than the applicant, may be included. The reported value should be based on the per-unit cost of the services (e.g. the cost of bus passes), multiplied by the number of residents receiving the services. The value of the matching funds should reflect the total cost of the services projected over the compliance period (5, 10 or 15 years).

Example: The applicant will provide transportation to residents in the form of bus passes. The cost of each pass is \$40.00, there are 10 residents. The residents will receive one bus pass each month.

$$\text{\$40 bus pass} \times 10 \text{ residents} = \text{\$400 per month}$$

The monthly cost to provide bus passes is \$400. The compliance period for the proposed project is 10 years.

$$\text{\$400} \times 12 \text{ months} = \text{\$4800 annual cost.}$$

$$\text{\$4,800} \times 10 \text{ years} = \text{\$48,000}$$

The value of the supportive services that may be claimed as a source of matching funds is \$48,000.

3. The value of contracts or agreements with other organizations to provide supportive services to residents of THTF-funded housing.

If the applicant contracts with another organization to provide services, the value of the services will be based on the value of the contract. However, if the services described in the contract are shared with residents of non THTF-funded housing, then the value of the supportive services that may be claimed should be prorated according to the percentage of residents in THTF-funded housing being served under the contract. The value of the services may be projected over the length of the compliance period or for the length of the contract, as applicable.

Example: An applicant has 60 residents living on its campus and contracts with another organization to provide job skills training to residents. Of the 60 residents, only half will be residing in THTF-funded units. The value of the contract with the other organization is \$110,000 and covers an 18-month period.

$$\text{\$110,000} / 2 = \text{\$55,000}$$

$$\text{\$55,000} / 18 = \text{\$3,055.56 monthly value}$$

$$\text{\$3,055.56} \times 12 \text{ months} = \text{\$36,666.67 annual value}$$

The annual value of the supportive services is \$36,666.67. The compliance period is 5 years.

$$\text{\$36,666.67} \times 5 = \text{\$183,333.}$$

The value of the supportive services that may be claimed as a source of matching funds is \$183,333.