Housing and Homeless Services – Program Income Reporting
Applicable to all Continuum of Care (CoC) and Emergency Solutions (ESG) Projects

Purpose

Guidance for Continuum of Care and Emergency Solutions grant projects to properly document Program Income received by projects.

Program Income Definition

Program income is the income received by the recipient or subrecipient directly generated by a grant-supported activity. Some examples include income from fees for services performed and rent/occupancy charges paid directly to the recipient or subrecipient by program participants[1]

Eligible uses of Program Income

Program Income earned during the grant term shall be committed to the project and used for project activities that are eligible based on the project type/funding regulations. These eligible activities will be the same as those described at 24 CFR Part 578 further refinement to eligibility based on project type can be found Here[2]

Any and all Program Income generated from a project must be expended on the above referenced eligible activities prior to any reimbursement of funds from HHS.

Documenting Program Income

Draw Request Packets will contain a form section titled "Program Income Report" which will be submitted with each draw request, regardless of whether income was generated for the billing period. If no income was generated or used in a particular month, must still be submitted, with a notation indicating that no income was generated.

Below is a description/instruction for each of the fields present on the Program Income Report:

- **Total Program Income Earned**
  - This field will be a total of the program income that has been generated on this contract through the current billing period. This total should match the amount at the bottom of this workbook page that shows all of the income used during the billing period
- **Payee**
  - This is an identifier used to indicate the target of the eligible activity or activities that income was used for during the current billing period. Some examples might be "Avista" (for program income used for utility payments needed for the project), "Staff Costs" (for program income contribution to the

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[1] https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-financial-management/program-income/

[2] https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/list-of-coc-eligible-activities/

staff expenses of those working on this project), or a Property Management Company (for program income used for rent/rent related charges for a project enrollee)

- **Expense Category**
  - This is used to identify the budget category associated with the eligible activity that Program Income was used for. Depending on the project type, Expense Category might be entered as Leasing, Rental Assistance, Supportive Services, Operating Costs, or Administrative
- **Expense Subcategory**
  - This is used to identify the eligible activity associated that Program Income was used for. Similar to the Expense Detail report, these vary based on project type. Examples include Case Management, Short/Medium Term Rental Assistance, or Housing Search/counseling services. A Comprehensive listing of these eligible activities can be found at 24 CFR Part 578
- **Direct Cost**
  - Direct costs are those that can be specifically identified with a particular award or activity relatively easily with a high degree of accuracy. Examples of direct costs are the salary and benefits paid to a case manager, a rental assistance check paid directly to a landlord and mileage reimbursement for staff making home visits.
- **Indirect Charges**
  - Indirect costs are those that have been incurred for "shared" or "joint" objectives and cannot be readily identified with any particular activity. Examples of indirect costs are rent, utilities, maintenance and other expenditures related to a shared space; and administrative and executive team functions that support multiple program areas. [3]
- **Total**
  - The combined total of Direct and Indirect Charged for the row

Additional Information

- Program Income is tracked and utilized based on a contract award and not a particular client. Rent contributions from a client may be used on any eligible activity associated with the contracted project
- Tenant rent paid to a landlord that is not the recipient or subrecipient of grant funds is **not** considered to be program income.

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[3] https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-financial-management/direct-vs-indirect-costs/