



COLORADO

Department of Local Affairs

Division of Housing

Descriptions of Project Types for the Colorado

Homeless Contribution Income Tax Credit

Operational Service Project Subcategories:.....	2
Homelessness Prevention Services.....	2
Outreach Efforts.....	2
Safe Emergency, Temporary, or Transitional Shelter.....	3
Domestic Violence Survivors Shelter and Services.....	4
Supportive Housing.....	5
Other Qualifying Activities.....	7
Case Management*	7
Job Placement and Workforce Ready Services*.....	8
Capital Campaign Project Subcategories.....	8
Supportive Housing.....	8
Community Overnight Shelters, Community Day Shelters, or Emergency Shelters.....	8
Facilities used to provide housing or services to individuals or families experiencing homelessness, including facilities that are necessary to perform qualifying services.....	8
Facilities needed to provide administrative support for approved operational service projects.....	9

Operational Service Project Subcategories:

Homelessness Prevention Services

Homelessness Prevention is a short- to medium-term intervention that prevents an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation. Recipients of homelessness prevention services must be at imminent risk of homelessness, according to the [definition from HUD](#), or, for survivors of domestic violence, fit within the [HUD criteria for fleeing/attempting to flee domestic violence](#). Homelessness Prevention efforts focus on households who would become homeless if not for this support.

Outreach Efforts

Operations related to locating and delivering services to individuals experiencing unsheltered homelessness where they are living and building rapport with them may include (i) physically locating individuals residing in unsheltered situations; (ii) getting staff to those locations; (iii) ongoing communication (including cell phones for outreach workers during the performance of these activities); and (iv) and other reasonable and necessary efforts required to locate and build trust with those in unsheltered situations.

Outreach efforts include essential services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services generally consist of engagement, resource connections, emergency health and mental health services, and transportation.

Safe Emergency, Temporary, or Transitional Shelter

Emergency/Temporary Shelters - Means any facility with the primary purpose to provide a temporary shelter for people experiencing homelessness.

- **Emergency Shelter**, also known as shelter, provides a safe place for those experiencing homelessness to stay temporarily. Emergency Shelter guests do not sign leases or occupancy agreements and are not charged rent. In addition to providing a safe space and connecting guests to housing and services, Emergency Shelter is designed to reduce the harm associated with unsheltered homelessness, such as frostbite, exposure, victimization, violence, exploitation, and trauma.
- **Day Shelters** provide a place for persons experiencing homelessness to gather during the day but do not provide sleeping accommodations. Day Shelters' primary purpose is to provide temporary, safe shelter for people experiencing homelessness, such as through welcoming guests to stay at the facility for as many hours as it is open.
- **Overnight Shelters** are typically categorized as congregate or non-congregate.
 - **Congregate Shelters** typically include cots, bunks, mattresses, or other arrangements in a room or series of rooms with limited private space.
 - **Non-Congregate Shelters** include separate sleeping areas or rooms for guests.
- **Navigation Campuses** are service-enriched facilities focused on moving individuals and families into permanent housing options by providing shelter spaces and other services.
 - "Navigation" means outreach, engagement, and connections with persons experiencing homelessness to the services, medical care, and housing opportunities necessary to exit homelessness and secure safe, stable housing as quickly as possible. "Campus" may include a single building or multiple buildings that are not part of one enclosed space.

- **Transitional Housing/Shelters** - Programs that provide temporary residence for people experiencing homelessness. Transitional Housing provides temporary housing and a specific package of tailored supportive services to households experiencing homelessness who have previously identified and acknowledged barriers to housing stability. Transitional Housing can be an intermediate step between Emergency Shelter and permanent housing. Transitional Housing is typically longer-term, more service-intensive, and more private than Emergency Shelters, yet typically remains time-limited to stays of three months to three years. Transitional Housing typically occurs at a single site, where supportive services are offered, eg., sober living programs.
- **Bridge Housing** - Provides a temporary place for those who have been matched with a housing opportunity (typically through the Coordinated Entry System or another referral source) to safely reside while waiting to move into the housing (e.g., while logistics for utilizing the housing resource are being finalized). Exits from Bridge Housing should happen when the permanent housing resource is ready for move-in. Bridge Housing support is tailored to facilitate and streamline the move-in process and focuses on the housing barriers of the program participants. Support typically includes housing navigation services, the acquisition of household items, the location of relevant documentation or paperwork, and other reasonable and necessary services that support households. Please see the [Division of Housing's recommendations](#) for Bridge or Transitional Housing as of July 18, 2023.

Domestic Violence Survivors Shelter and Services

Safe shelter and supportive services provided to domestic violence survivors experiencing homelessness. Case management provided to shelter/housing participants is included in this category; case management would not be an additional category selected for this population.

The Safe Emergency, Temporary, or Transitional Shelter category should **not** be selected in addition to this category. Outreach or Homelessness Prevention categories may be selected as additional categories for non-shelter participants served.

Supportive Housing

Permanent Supportive Housing (PSH) - Supportive housing includes non-time-limited housing assistance (e.g., long-term leasing or rental assistance) and wrap-around supportive services are provided to assist households with less than 30% AMI in achieving housing stability. Please note that workforce housing units or affordable housing for those with 30-80% AMI would not qualify.

Supportive Housing projects can be Single Site, also known as Project-Based, or Scattered Site, also known as Tenant-Based. Regardless of the voucher type, in order for a voucher to be utilized at a property, units must meet essential criteria established by a Public Housing Authority (PHA) including payment standards and Housing Quality Standards (HWS).

- Project-Based Vouchers are rental subsidies which are tied to the unit, not the participant. Project-Based Vouchers are typically governed by a 20-year Housing Assistance Payment (HAP) contract between the PHA and the owner. The HAP contract governs payment made to the owner from the PHA on the tenant's behalf and includes exhibits relating to tenant selection.

These single site supportive housing projects' financial costs eligible for HCTC may include supportive services or operations costs, as described below.

- Tenant-Based Vouchers are rental subsidies which are tied to the participant, not the unit. Participants are responsible for finding and securing units in the community that meet essential criteria and are willing to enter into a lease agreement with the participant.

These scattered site supportive housing projects' financial costs eligible for HCTC may include supportive services or operations costs, as described below.

- **Supportive services** for PSH can include housing search and placement; housing navigation and landlord mediation; housing stability case management and tenancy support services; mediation; legal services; credit repair; services for behavioral health, mental health, substance use disorders, and medical care; childcare; education services; food; educational, vocational, and work-based learning opportunities; and recovery care and related residential programs.
- **Operations costs** eligible for this project type include efforts to provide building maintenance (including minor or routine repairs) specific to the development serving the target population, security, fuel, equipment, insurance, furnishings, and supplies necessary for the operation of Supportive housing programming.

Safe Haven - A safe haven is a form of supportive housing that serves hard-to-reach homeless persons with severe mental illness who are on the street and have been unable or unwilling to participate in supportive services. The McKinney Act specified several characteristics of Safe Haven facilities:

- 24-hour residence for eligible persons who may reside for an unspecified duration
- Private or semiprivate accommodations
- Overnight occupancy limited to 25 persons
- Low-demand services and referral
- Supportive services to eligible persons who are not residents on a drop-in basis.

Safe Havens are no longer a HUD-funded program, and HCTC projects approved as Safe Havens would need to remain in compliance with the safe haven definition and all regulatory requirements in place on August 29, 2012, the last effective date of the prior Supportive Housing Program regulations. **Projects created after 2009 as safe havens will not qualify as a Supportive Housing category.**

Other Qualifying Activities

Rapid Re-housing - Includes housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help individuals or families living in an emergency shelter or other place described in paragraph (1) of the “homeless” definition move as quickly as possible into permanent housing and achieve stability in that housing. Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair.

Other Undefined Activities - The implementation and operation of successor projects or other services for individuals or families experiencing homelessness that are identified by the division as emerging, promising, or providing best practices.

***The following categories could be submitted as one project category for standalone services, or they could be selected when included as services included in the Project Types above. Including these categories can be helpful to create a realistic scope of the services provided to participants.**

Case Management*

Includes establishing client goals for individuals or families experiencing homelessness and coordination of referrals to address health or mental health benefit procurement and procurement of other essential services for individuals or families experiencing homelessness.

Annual reporting measures for this project sub-category include the number of referrals made, number of cases closed, and number of participants who achieve a case management goal through participation in the project.

Job Placement and Workforce Ready Services*

Designed to assist individuals or families experiencing homelessness to obtain an employment outcome, including job placement services and services that help individuals become workforce ready (ie. trainings and certifications).

Annual reporting measures for this project sub-category include the numbers of participants who retain jobs, obtain new jobs, pursue educational credentials, or obtain educational credentials.

Capital Campaign Project Subcategories

Supportive Housing

[See description above of Permanent Supportive Housing.](#) Capital campaign funds raised for this project type must be used toward units that provide Permanent Supportive Housing, not toward affordable workforce housing units.

Community Overnight Shelters, Community Day Shelters, or Emergency Shelters

[See description above of eligible shelter types.](#)

Facilities used to provide housing or services to individuals or families experiencing homelessness, including facilities that are necessary to perform qualifying services

Facilities used for [any of the services listed above](#) would be eligible for this Project Subcategory.

Facilities needed to provide administrative support for approved operational service projects

In order to qualify for this project type, the organization must have a separate approved Operational Service project.