**Project Component Type Changes**

**for HUD CoC Projects**

**Updated 10-5-16**

**Approval Process**

HUD CoC funded projects on occasion may decide to change their project type (i.e. transitional housing to permanent housing), population served, etc. for various reasons. In order to do this, there is a process that must be followed in order to receive the requisite approvals to do so. It is best to plan well ahead of time for changes, as the approval process can be a lengthy one (months) and there may be additional information that is needed when considering the request.

The steps outlined below describe the process.

1. The agency must submit a written request to the CoC chairs describing the change they wish to make and the rationale for doing so. Chairs will review the request and ask for more information if needed. The agency will be placed on the agenda for the next CoC meeting so that they can present their request to the full CoC. The CoC will vote to either accept or refuse the request.
2. If the request is approved, the CoC chairs will write an approval letter that the agency can submit with their written request to the HUD field office.
3. Additionally, if the project received funding from MaineHousing for their CoC funded project, they must request approval from MaineHousing once they receive HUD Approval.

Please note that even projects who received one time only HUD CoC funding must follow this process. Additionally, projects will not be changed in HMIS until they receive the requisite approvals described above.

**HMIS Process**

**Once a project has received HUD (and MaineHousing approval if necessary), the agency must follow the process below to make changes to their HMIS Project Set Up.**

A change in project component type (example: Transitional Housing to Rapid Rehousing) impacts HMIS project set up and HMIS client data. Because of this, the following process should be followed by providers and the HMIS Team when this type of change occurs:

1. Upon HUD approval of project type change, providers must notify the HMIS Team at [hmishelp@mainehousing.org](mailto:hmishelp@mainehousing.org) of the project change approval, noting the project name in HMIS.
2. The HMIS Team will send a HIC form for the project as it currently operates and a blank HIC form for the new project type.
3. The provider will complete both HIC forms, indicating on the current HIC the operating end date of that project type/bed/unit inventory and indicating on the blank HIC for the new project type all project details, including the operating start date of the new project type and bed/unit inventory.
4. Providers will return both completed HIC forms to the HMIS Team either at [hmishelp@mainehousing.org](mailto:hmishelp@mainehousing.org) or via fax at 207-624-5768.
5. The HMIS Team will create a new project in HMIS with the new project type correctly assigned and apply EDA access to appropriate agency users. Once this has been completed, they will notify the provider that the new project is set up and ready for data entry.
6. The provider will exit all current/continuing participants from the current project with an exit date to equal the operating end date for that project type and an exit destination that corresponds to the new project type (example: exit to Permanent Housing if the project is changing from TH to RRH). There should be no remaining clients in the project type that is ending as of the operating end date once this step is complete.
7. The provider will enter those same clients into the new project with an entry date to equal the operating start date for the new project type (this should be the day after the exit from the other project). Any updates to the UDEs and program specific data elements should be made to reflect what was true as of the date the client moved over into the new project type.
8. Once all current clients have been exited from the old project and entered into the new one, notify the HMIS Team via [hmishelp@mainehousing.org](mailto:hmishelp@mainehousing.org) that this is complete.
9. The HMIS Team will run a participation report for the old project to confirm that all clients have been exited. They will then close out the old project and confirm this with the provider. Access to the old project will remain available to appropriate users for reporting purposes.
10. The provider will enter all new clients who enter after the project type has been officially changed into the new project in HMIS.

**Per HUD guidance, projects should run their APRs in this scenario as follows:** “Run an APR for the old project from its operating start date to the operating end date as usual and it will pick everyone up it is supposed to.  The next time you run the APR it will be for the full new year period for the new project and the report will start with those records you just opened in the new project.”